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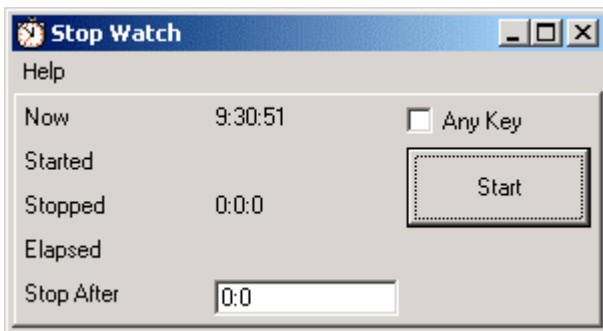
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Introduction

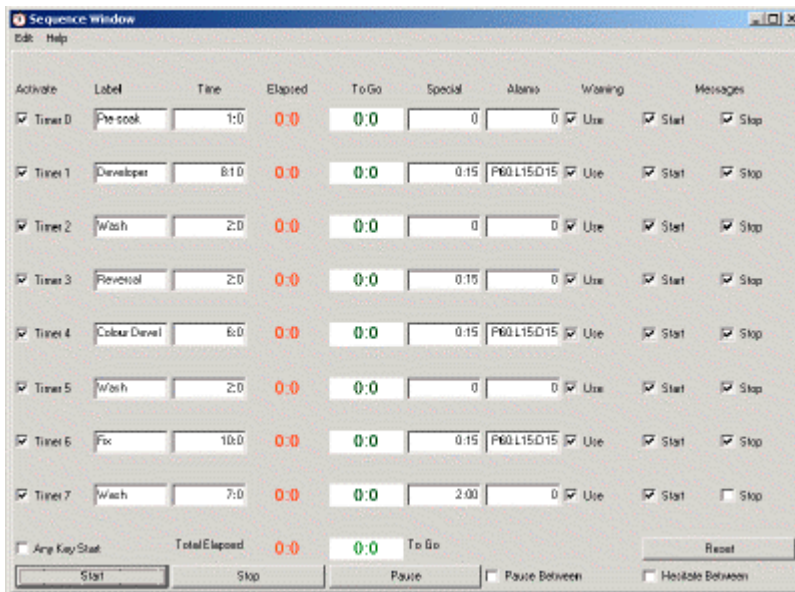
Introduction

Designed for timing photographic processes, the Photo-Timer provides a simple and straightforward method for handling complicated timing operations. It provides two features.

- **Stopwatches.** Which are just like their physical counterparts and can be used to time an event or to count down a time. You can run any number of stopwatches together.



- **Sequential Timer.** The Sequential Timer can run a sequence of up to eight timing operations. Within each timing operation you can set a combination of alarms, warnings and messages. Messages can be recorded by the user to give instructions about how to proceed at a given time. Because the Photo-Timer uses spoken messages the user does not have to view the screen. Each timing sequence, its messages and written instructions can be saved.



System Requirements

Has been tested on Windows 98, 2000, XP. Cannot be guaranteed with Windows NT4 and W95 as much depends on the individual configuration but should work in most circumstances on a modern configuration.

Pentium processor with at least 32 MB memory. Sound card with playback and recording facilities. Windows Media Player and DirectX 7 required. Most modern computers and portables have these facilities.

See the [Sound Problems](#) and [Sources of Timing Errors](#) in the Appendix for more information.

Installation

To Install the PhotoTimer

- *Open the Code-A-Text CD ROM*
- *change the folder to the PhotoTimer\ Install folder.*
- *Run the file Setupex.exe*
- *follow the instructions.*

The default folder is

C:\code-a-text ltd\Phototimer but you can change this to one of your choice. However, you must be able to read and write from the folder on which the timer is installed.

To remove the timer use the

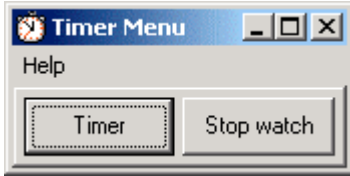
- *Go to Start menu \ settings \control Panel*
- *Add remove programs*
- *Select Code-A-Text Photo-Timer*
- *Select remove.*

Starting the Photo-Timer

When you first start the Photo-Timer you are asked to accept the license agreement and enter your registration number.

If you do not have a registration number you can view the Timer windows by selecting **Viewer** but cannot use the functions.

If you enter a valid registration number or select Viewer the opening toolbar is displayed.



To select an operation press the appropriate button.

When you first start the Photo Timer and select a function you are asked to **create a sequence folder** this is covered in the next topic.

Creating a Sequence Folder

See also

For explanations of the terminology see the [Terminology topic](#).

The Sequence Folder is the folder on the computer hard disk where the messages and settings for a sequence are stored. You must set a Sequence Folder before using the timer. The folder which is currently set is called the Current Sequence Folder.

When a new sequence folder is made the default messages are stored in that folder. When the settings - the values for the events in the Sequence Window are saved - they are stored with any text, in the current Sequence Folder. If the messages are different, each sequence requires a different folder, but if the messages are the same you can store more than one set of settings in the same folder.

If you do not have a sequence folder set you will be asked

- Either to select a folder

or

- to make a new folder. When you first start the programme you will be required to make a new folder.

In this situation when you first click on a function a window will open asking you to select a sequence folder.

- *Select the parent folder for the new Sequence Folder*
- *Press Add New*
- *Enter a name for the folder. [Demo]*

Make the new folder the current Sequence Folder.

- *Select Sequence Window \ Edit \Set Sequence Folder*
- *Select the Sequence Folder [Demo]*

A dialogue box appears asking permission to copy the default message files

- *Press OK.*

The folder [Demo] is now the Sequence Folder.

The new folder is created and the default message files are copied.

You can also make a new sequence folder from the Edit Menu in the **Sequence Window.**

- *Select Sequence Window \ Edit \ Make New Sequence Folder .*

Then follow the steps above.

Support and Registration

Frequently asked questions and answers will be posted on the Code-A-Text Website at

www.code-a-text.co.uk

For specific support

Email support@code-a-text.co.uk

Context Sensitive Help

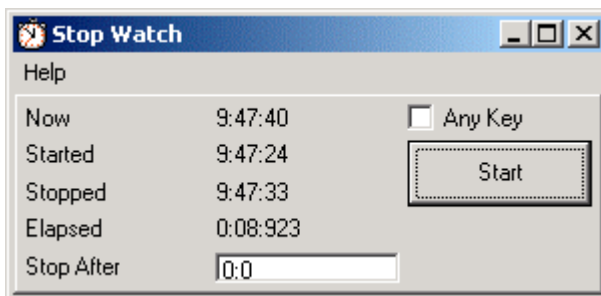
Each of the windows is connected to a topic in this help file. Pressing F1 while in the window will open the help file at the window topic.

Other wise
Press Help

The Stop Watch

Using the Stop Watch

When you first start a stopwatch the current time is displayed alongside the label 'Now'. This is updated every second. The time is taken from the computers clock. All timing events are presented as minutes and seconds.



- **To start timing an event press the start button.**

The time you pressed the button is displayed along side the label 'Started'.

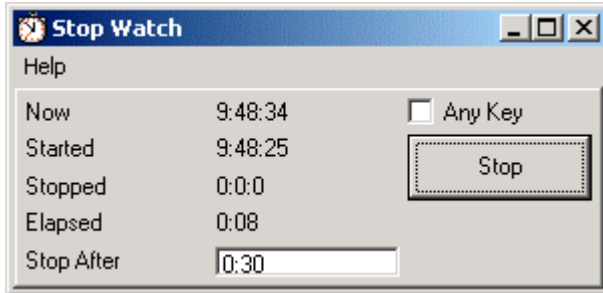
The time since you started is displayed alongside the 'Elapsed' label. Note the 'Stop After' box must read '0:0' or be empty for a timing event to run. If it is not the time works in countdown mode. - see below.

- **To finish a timing sequence press the stop button.**

The timer stops and the elapsed time is updated to the nearest millisecond.

- **To countdown a time.**

In the Stop After box, enter the length of the time you wish to count down in minutes and seconds. Time is entered minutes first then seconds e.g. '1:15' or '0:15'. Press the start button. When the elapsed time is the same as that in the stop after window an alarm sounds and the timing stops.



- **Using any key to start and stop the timer.**

If the 'Any Key' box is checked **and** the stopwatch has the focus (the blue bar at the top is highlighted) the pressing any key on the keyboard will start and stop the stopwatch.

- **Using Multiple Stopwatches.**

You can run as many stopwatches as you wish.

- **Limits of the stopwatch.**

The stopwatches use a timer within the computer which is accurate to 1 millisecond. The main source of inaccuracy is in the time it takes from pressing the buttons to the timer starting and stopping. This will depend upon the speed of your computer but will not be measurable.

The Sequential Timer

Overview

The sequential timer has been developed to allow precise timing of a complex sequence of up to 8 timing events (numbered 0 - 7). Within each timing event you can also set alarms, warnings and messages to track your progress.

A ten minute event might start with a message such as 'begin developing', have a message at 15 seconds to 'stop initial agitation', alarms every minute indicating the need to agitate the developer with a cancel message after 15 seconds to stop the agitation. A warning would give the time to go e.g. 'Five minutes' or '15 seconds' and a final message might be 'Pre pare for washing'. Up to eight different events can be programmed for each sequence.

Because the events are all audible it is not be necessary to have the computer screen switched on.

There are three windows

- The [Sequence Window](#) where the values for the timing events are set.

- The [Recording window](#) - accessed from the Edit Menu in the Sequence Window. Here you can play and record messages.
- The [Text Editor](#) window accessed from the Edit Menu in the Sequence Window. Here you can type text to describe a sequence.

Tutorial

Setting Up a Timing Sequence

See also

For explanations of the terminology see the [Terminology topic](#).

For more details of the functions see the [Sequence Window Topic](#) and the [Edit Menu Topic](#)

Start the Photo-Timer from the windows start menu.

Press the Timer button on the Timer Toolbar.

There are five stages in setting up a timing sequence.

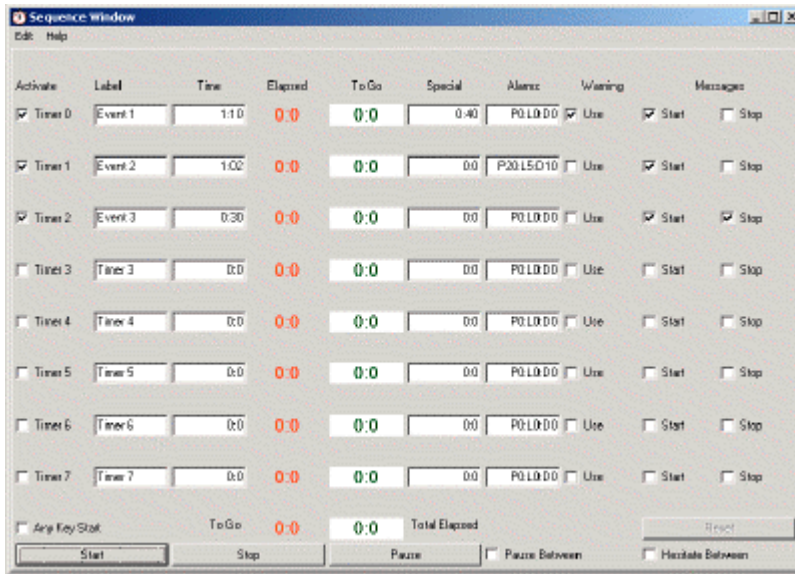
- Create a Sequence Folder – see [create a new sequence folder](#)
- Set the values for the timer events
- Record new messages
- Add text to describe the sequence
- Save the sequence

Setting Up Timing Events

If you have not created a sequence folder or wish to create a new folder see [Creating a Sequence Folder](#).

For explanations of the terminology see the [Terminology topic](#).

For more details of the functions see the [Sequence Window Topic](#) and the [Sequence Edit Menu Topic](#)



We shall create a sequence of three timers to illustrate the procedures to follow.

Set Event based on Timer 0.

- Check Timer 0 in the Activate Column.
- Enter a label for the event - 'Event 1'
- Enter a time 1 minute 10 seconds in the Time Column - '1:10'
- Enter 40 seconds in the Special column - '0:40'
- Check the warning box
- Check the start box.

Set Event based on Timer 1.

- Check Timer 1 in the Activate Column.
- Enter a label for the event - 'Event 2'
- Enter a time 1 minute in the Time Column - '1:0'
- Set Alarms to go every 20 seconds, with a cancel message after 5 seconds. Starting calculating the time after a ten second delay.
- 'Enter P20:L5:D10'

This will mean the first alarm will sound after 30 seconds (20 seconds plus 10 second delay) and the second after 50 Seconds. Cancel will sound after 35 and 55 seconds respectively Check the start box.

Set Event base on Timer 2.

- Check Timer 2 in the Activate Column.
- Enter a label for the event - 'Event 3'
- Enter a time 30 seconds in the Time Column - '0:30'
- Check the Stop message.

- *Check the Start box.*
- *Save your settings*
- *To run the sequence press start.*

Note where a message has been recorded and the speaker has not started speaking immediately on pressing the recording button and has not pressed the stop button immediately at the end of the message - the period of silence is part of the message and the message does not correspond with the time. Note also that the end message stops not starts at the end of the event. If your computer is relatively slow in handling sound then the end message may be clipped by the sequence ending. In this case leave a silence at the end of the message. However see also Sources of Timing Errors.

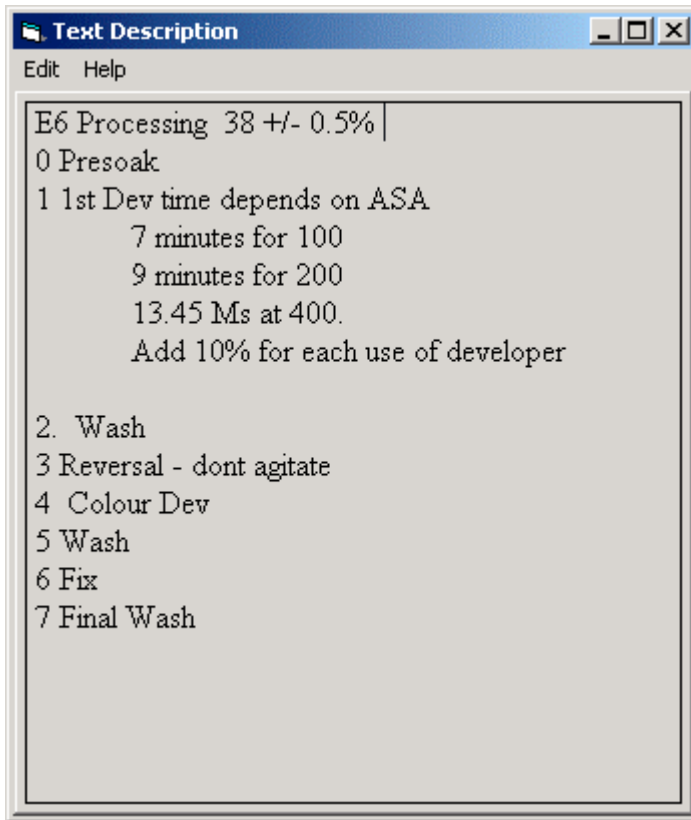
You can also choose to have the timer stop between events by checking the **pause between** box or to pause for a specific period of time between events by checking the **hesitate between** box.

Adding Text to The Timing Sequence

- Select Edit \ Text
- Type in your text.

The text is retained in the window even after it is closed. It is only lost if a new sequence is created without first saving the settings for the current sequence.

See the [Text Editor window](#) for details about the functions supported by the text editor.



Saving and re-Using Settings

The settings are saved as two text files in the sequential folder. One contains the text, the other the values. You can save and retrieve the settings for a sequence.

See also

For explanations of the terminology see the [Terminology topic](#).

For more details of the functions see the [Sequence Window Topic](#)

To Save your settings

- *Select Save Settings.*

To store the text and settings.

To re-use the settings

- *Select Load Settings*

To load saved settings into the Sequence window

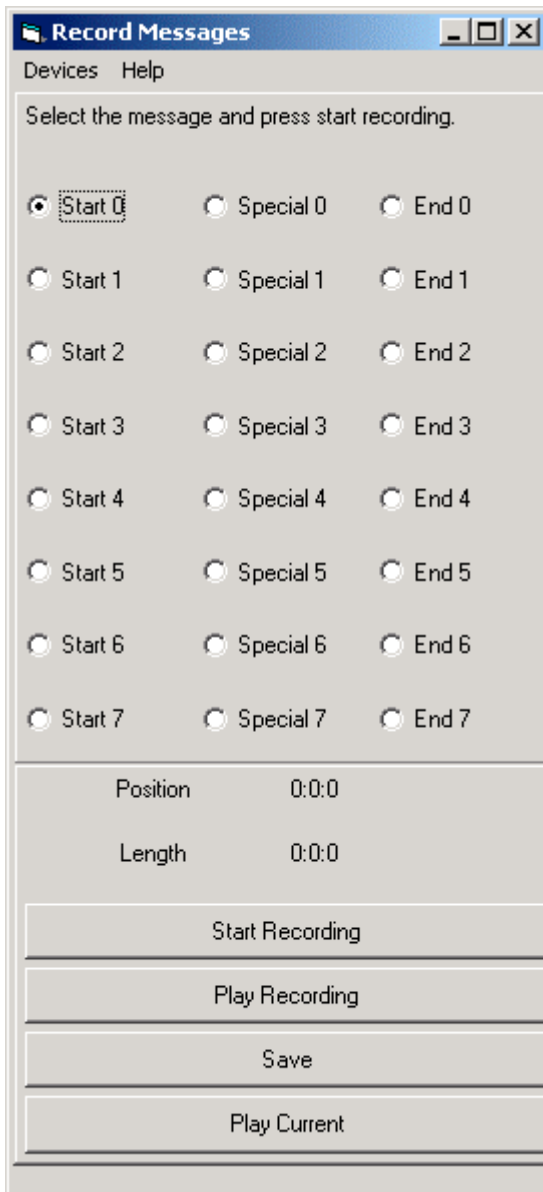
Customising the Messages

See also

For explanations of the terminology see the [Terminology topic](#).

For more details of the functions see the [Sequence Window Topic](#)
[Setting up your computer for recording and playback](#).

The Photo-Timer is supplied with a series of default messages with a similar format. The start message for event 0 is 'Start Zero'. When you create a new Sequence Folder the default messages are copied into the new folder.



These messages can be changed by the user.

To listen to the current messages

- Open the recording window
- Select Edit \ Record Messages
- Select a Message to change [Special 0]
- Press Play Current to listen to the message

To record a new message

- Press Start Recording and start speaking at the same time.
- Press Finish Recording as you finish speaking.
- Press Play Recording to check the recording
- Press Save to replace the default message with the new recording.

The Windows in Detail

Sequence Window

See also

For explanations of the terminology see the [Terminology](#) topic.



The Sequence Window consists of eight rows representing the 8 possible timing events. The columns for each event are

Sequence Window Columns

Activate. If this is checked then that time will be in the sequence. The timing sequence will run each timing event associated with a checked box. Once a sequence has been started unchecking the box will not make any difference to the events.

Label: A short label to identify the process

Time: You enter the overall length of the timing event in minutes and seconds '1:5'. If you enter more than 60 seconds it is converted into minutes.

Elapsed: When an event is active the Elapsed column displays the time in minutes and seconds since the start of the event.

To Go: When an event is active the To Go column displays the time in minutes and seconds till the end of the event.

Special: Enter a time in this column (min:secs) after which you want a Message to be played. The default message is 'special' followed by the timer number. You can record your own in the Record Messages Window.

Alarms: An alarm is a ringing bell which sounds at a predetermined time. A second alarm a buzzer can be set to follow this. Alarm values are entered in seconds using the format P60:L15:D5. This would mean that the period (P) between alarms is sixty seconds. That the second alarm (L), the buzzer, will sound 15 seconds after the first and that the count down to the first alarm will start after a delay (D) of 15 seconds. Thus the alarms would sound at 1:15 with a buzzer at 1.30, 2:15 with a buzzer at 2:30. Having a zero in the box means that that section will be ignored.

Warning: If the warning check box is ticked then warnings will sound during the timing event.

Start Message: If this is checked then a message will initiate the sequence. The default message is 'Start ' followed by the event number. You can record your own message in the Record Messages Window.

Stop Message: If this is checked then a message will end the sequence. The default message is 'Stop' followed by the event number. You can record your own message in the Record Messages Window. The stop message starts playing before the end of the event with the event finishing with the end of the message.

Message Priority

Only one alarm, message or warning can be active at any time. The order of priority is Stop Message, Special Message, Alarm, Warning, Start Message. For instance if an alarm is sounding or due to sound at the same time as the stop message then the alarm will be over ridden by the stop message.

Starting a Sequence

The timing sequence is started by pressing the start button. The values set at the Start Time will hold until the next sequence is started.

Pausing a sequence

Clicking the Pause button will suspend the sequence and change the button to Resume. A message sounds 'Paused'. Pressing Resume restarts the sequence.

Pause Between.

If the pause between box is checked then the sequence will automatically stop between events.

Hesitate Between.

A hesitation is a pause for a set time which occurs between timing events. The default is 5 seconds. The length can be varied through the Edit Menu \ Set Hesitation Menu item. If the Hesitate Between check box is ticked the timer will always pause between timing events.

Any Key Start

If this is checked then pressing any key on the keyboard will start or stop the timing sequence. This will only take effect if the Timer window has the focus - indicated by the bar at the top being highlighted.

Reset

Sets all the times back to zero and uncheck the check boxes.

Start Time and Total Running Time

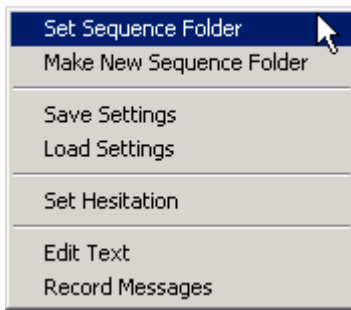
When a sequence is started the time it began is recorded in the sequence window caption along side the total running time. The total running time differs from the elapsed time because it includes all hesitations and pauses and only stops counting when the sequence finishes.

Sequence Window Edit menu

See also

For explanations of the terminology see the [Terminology topic](#).

For more details of the functions see the [Sequence Window Topic](#)



Set Sequence Folder: allows you to set the current Sequence Folder.

Make Sequence Folder: creates a new Sequence Folder and copies the default message files.

Save Settings: Saves the settings from the timer window and the text from the text window into the Sequence Folder.

Load Settings: Loads a saved sequence into the timer and text windows. If you select a sequence from a folder which differs from the current Sequence Folder you can elect to change the current Sequence Folder.

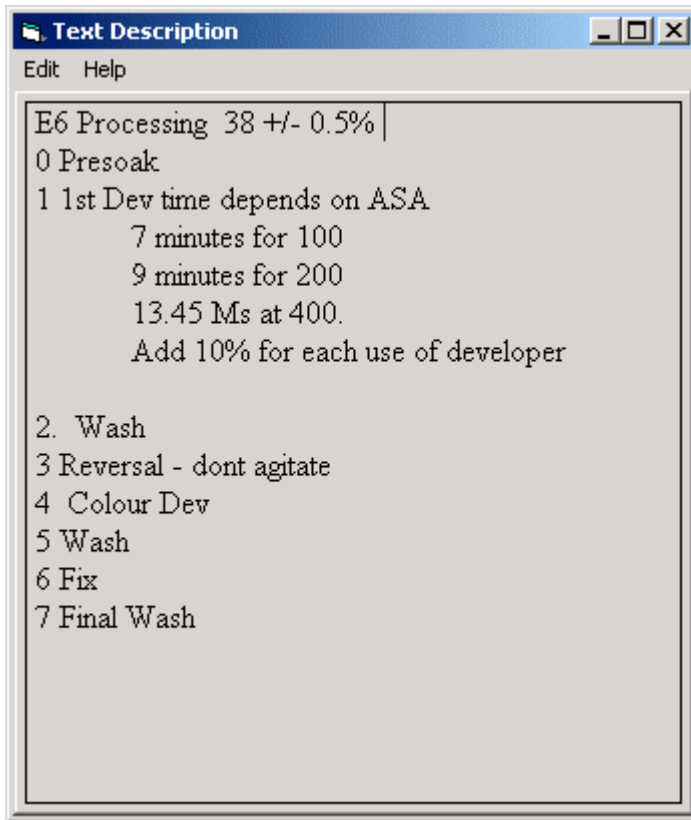
Set Hesitation Sets the length of time that the timer will pause between timer events if the Hesitate Between box is ticked.

Edit Text: Opens the text editor window. This allows you to add basic comments to the sequence.

Record Messages: Allows you to listen to the messages in the current Sequence Folder and change them.

Text Editor Window

The Text Editor provides a basic text facility in which information about a sequence can be recorded. If the details of a sequence are saved then the text is saved with them. The text is saved to memory when the box is closed and remains in memory until new settings are loaded. You can print the text by pressing the F3 function key and copy it using the Ctrl+C combination.



The editor supports the main keyboard short cuts of any windows based text application , including drag and drop. The edit menu provides functions for changing the font.

To change the font, or to underline make bold or italic, for future typing.

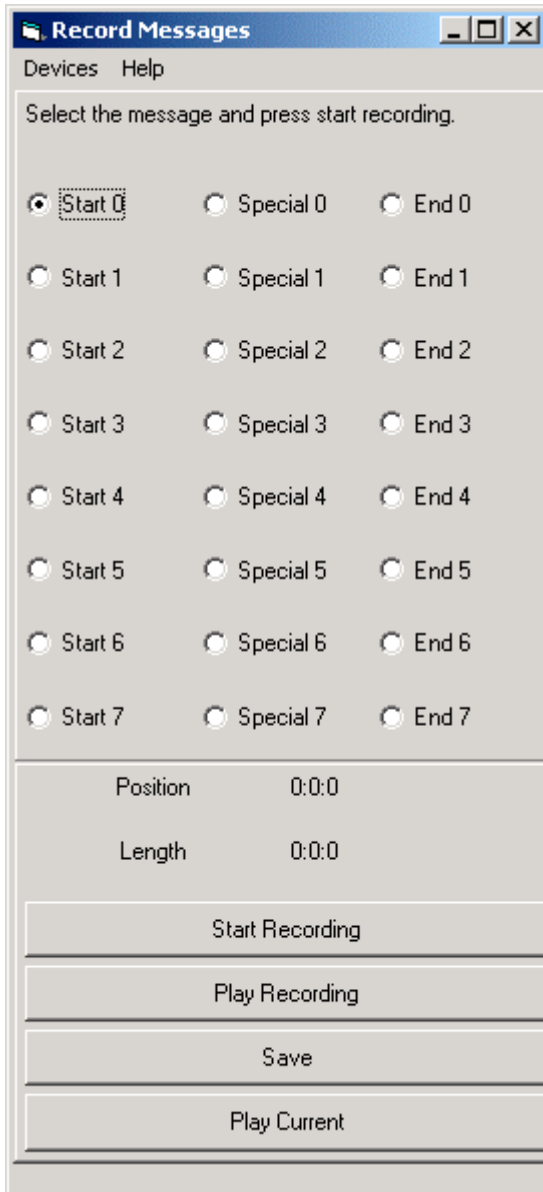
Place the cursor at the point where you want the changes to start from and start typing.

To change a section of text which has already been typed.

Highlight the text and then select the function you require.

Record Message Window

The record messages window provides facilities for listening to and recording messages for each sequence. The recorder plays from and records into the current Sequence Folder.



When a new Sequence Folder is made the default messages are copied into the folder. They take the form of a verbal statement such as 'Start 0'.

To playback the current message

- *Select the message e.g. Special 1*
- *Press the 'Play Current' button.*

To record a new message

- *Select the message e.g. Special 1*
- *Press the 'Start Recording' button.*
- *When finished press the 'Finish Recording' Button.*

To listen to the recording

- *Press the Play Recording Button*

To save the recording

- *Press the Save button.*

Remember that when you make a recording any silences before you start speaking and after you finish will be part of the recording.

Appendices

Terminology

- **Sequence**

A collection of Timing Events up to eight events can be combined in a sequence. Each collection can be saved.

- **Timing Event**

The values associated with a single timer in the Sequence Window. This includes the setting for the length of the event and those for the alarms, warnings and messages.

- **Sequence Folder.**

The Sequence Folder is the folder on the computer hard disk where the messages and settings for a sequence are stored. You must set a Sequence Folder before using the timer. The folder which is currently set is called the current Sequence Folder.

When a new sequence folder is made the default messages are stored in that folder. When the settings - the values for the events in the Sequence Window are saved - they are stored, including any text, in the current Sequence Folder. Each sequence requires a different folder if the messages are different but provided the messages are the same you can store more than one set of settings.

- **Text.**

A text document associated with a sequence

- **Alarm.**

A bell sounded at specific intervals. A buzzer can be used to indicate the end of an alarm period.

- **Warning.**

A spoken message indicating how long an event has to progress. Warnings are spoken

messages which tell you the time remaining in a sequence. The first warning is 'Ten Minutes', then warnings are given at every minute until one minute from the end of the sequence. After then the warnings are 30 seconds, 20 seconds, 15 , 10, 5, 3, 2, 1. There is also a warning when an event is paused.

- Message.

A spoken comment added by the user if required to an event. There are three types of warning 'special' can occur any time in during a timing event. Beginning at the start of the event and end which completes as the event finishes.

- Hesitation

A hesitation is a pause for a set time which occurs between timing events. The default is 5 seconds. The length can be varied through the Edit Menu \ Set Hesitation Menu item. If the the Hesitate Between check box is ticked the timer will always pause between timing events.

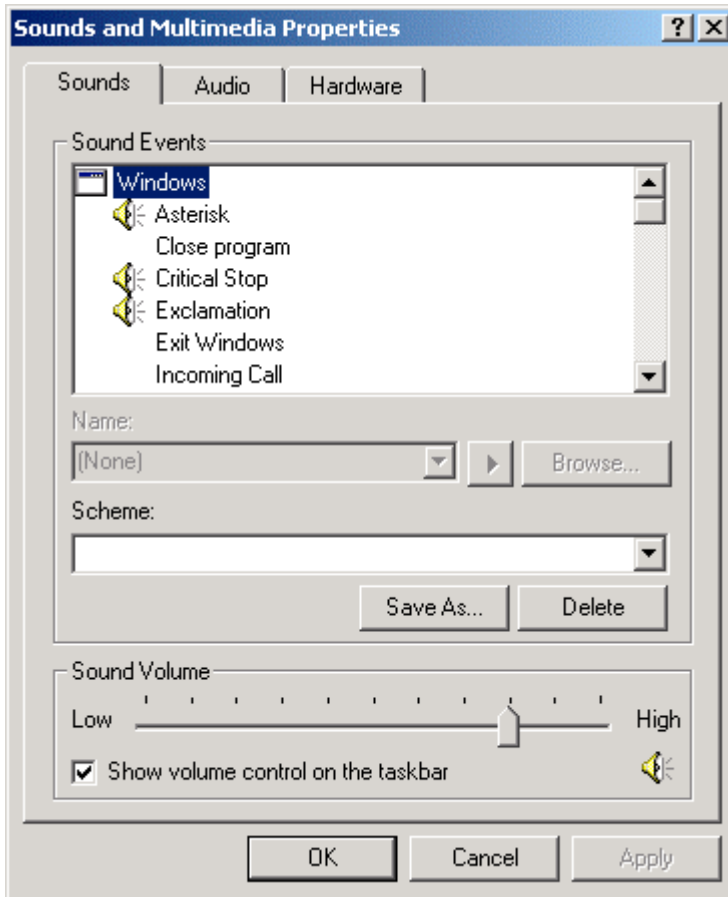
Setting Up a Computer for Recording and Playback

See also Sound Problems

If you have a built in microphone you can use that but it is preferable to use an external microphone. The best type are those connected to a headset which only pick up close sounds. With these you don't have to turn off the speakers when recording. You must also have either a speaker in you computer or one connected to your sound card.

The computer has to have the microphone switched on to record. This is controlled by the **windows volume control**. As this can be changed by the sound card it may have a slightly different appearance from one computer to the next but the basic principles are the same.

You can access the volume control through the **Devices Menu** in the [Recording Messages Window](#).



Most computers can display the basic volume control on the task bar at the bottom of the screen. If yours does not click on

- *Edit / Multi-Media and if it appears*
- *check the 'show volume control on the task bar'.*

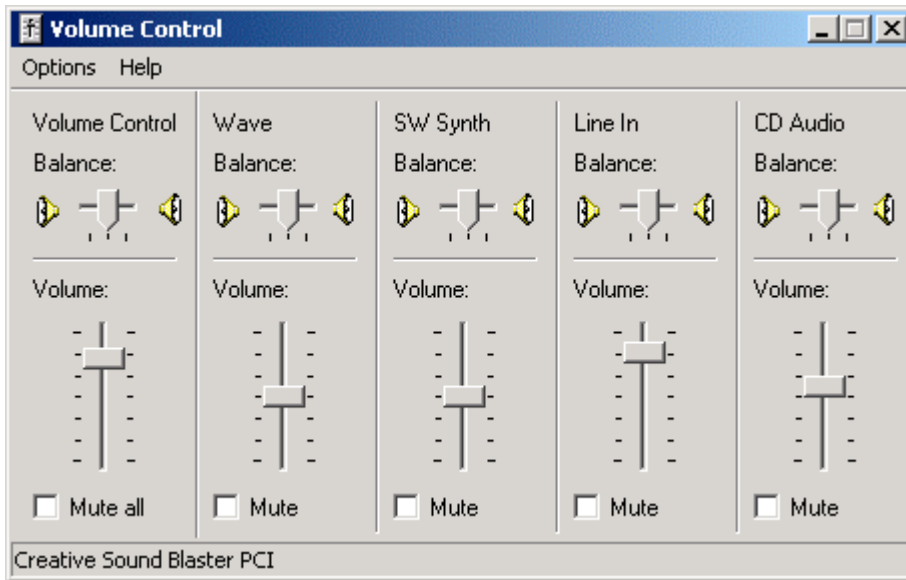
When the volume control is on the task bar you can access the set up controls by

- right clicking the speaker on the task bar.

When the volume controls open they display the Playback controls.

To playback sound ensure that the **volume** and **wave controls** are not muted.

When recording turn down the speaker volume control to prevent feedback.

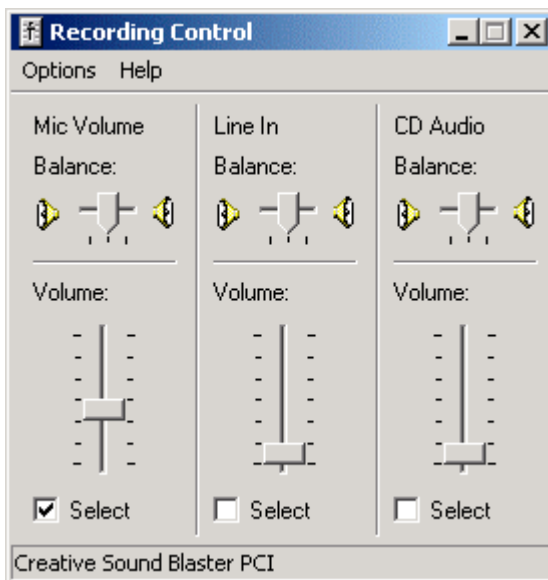


To Check the recording controls.

- Before recording check the microphone is connected.

On the volume control

- *Select Options*
- *Properties.*
- *Recording*
- *Check Mic Volume - ensures that the microphone control will be displayed at the next stage.*



- *OK - The recording controls are now displayed.*

- *Check mic volume is checked and the volume is sufficient for recording.*

Unless you are undertaking other forms of recording you can usually leave the microphone control connected. After making a recording remember to turn up the playback volume before playback.

Sources of Timing Errors

Small errors can occur in a timing event if there are inadequate system resources to meet the demands of the timer. When a timing sequence is run the main timer updates the Sequence Window Caption – this is accurate to 1 second. Each timing event runs on a separate multi-media timer which is more accurate than the caption but delays can occur if there are insufficient system resources to process the sound files quickly.

The main indicator is a discrepancy between the time indicated in the “total running time” which is displayed at the top of the window and the total elapsed time displayed at the bottom. However, in comparing the two times its important to take account of hesitations which are included in the total running time but not in the elapsed time.

Another indicator of problems is that the stop messages are clipped with the end of the stop message missing.

These problems are only likely to be significant with the oldest of computers as the following tests indicate. In each case a sequence based upon the processing of E6 files was run with all the messages – these timeings are shown in the screen shot in the sequence window topic. The sequence was run over 38 minutes and 10 seconds with six five seconds pauses between the events.

Portable. Pentium 150Mh processor (no multimeida extensions) with 32 MB of memory. Without sound fiiles accurate. With sound files total error 38 seconds with a maximum of four seconds within a 10 minute event. (win98)

Portable: Pentium II 200mh with 64 Mb memory. Without sound fiiles accurate. No internal errors within events but a total error 10 seconds associated with changing events. (W2000) . The end messages were clipped. This is quite accurate enough for E6 film processing and is used in this context.

Desk Top 450mh K6 processor 128 Mb memory. No errors. (windows XP)

DeskTop 800Mh Duron Processor 512MB No errors (w2000)

Sound Problems

See Also [Setting Up a Computer for Recording and Playback](#)

The major source of problems with the Photo Timer is likely to be that the required audio codecs are not installed on the computer. This may occur with older computers where old versions of the Windows Media Player and DirectX are installed.

Sounds Don't Play.

This is signaled if you try to run a timer event which includes warnings, alarms and messages and the interface is not updated or you receive a "file not found messages". The audio codecs required are for WMA and WAV files. The most straightforward way of installing these is to update the Windows Media Player to version 7.1 – there is a copy on the disk.

To update the Windows Media Player

- *Place the CD in the drive and change to the WMP folder.*
- *Double Click on the file MP71.exe and follow the instructions.*

You can obtain the latest version of this file from the Microsoft Web Site.

Alternatively

- *Log on to the web*
- *Open the windows media player*
- *Select File / Open and try to open a file in the photo timer folder (c:\program files \code-a-text ltd \photo timer) with first a WAV extension and then a WMA extension. The media player will then try to down load the required codecs.*

Cannot Record Messages or Playback Messages in the Record Window.

This is likely to indicate that the wrong version of DirectX is installed. You can check the version of DirectX by running the DirectX diagnostic programme which is found in the windows system folder.

You can check the version or simply install the update on the disk.

Checking the Version of Direct X

- *To run the diagnostic programme*
- *Open run in the start menu.*
- *Browse to the windows system folder (c:\windows\system or c:\winnt\system32) and select the programme "DxDiag.exe"*

- *Press OK.*

At the bottom of the system page the last item in system information is the DirectX version. This must be version 7a or better.

Installing the update.

There is a copy of version 7a on the disk later versions (version 8.1 is the current version) can be downloaded from the Microsoft web site.

- *Insert the CD*
- *Change to the DirectX folder*
- *Double click on DXSetUp.exe*

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