The Autohotkey (AHK) script, demo\_file\_management\_date\_analysis.ahk, demonstrates the kinds of repetitive daily processes that you can automate and carry out within seconds.

**All you have to do on a daily basis:**

Record experimental data and save it in a folder, e.g. a folder named ‘120614’

Edit AHK code to specify today’s date, tomorrow’s date, and today’s session number

Doubleclick the AHK script to run it

**AHK does the rest:**

Creates new folder for tomorrow

Copies ‘common’ files from today’s folder to tomorrow’s folder

Backs up today’s data

Opens Excel and creates a new spreadsheet in an Excel document

Copies a pre-made template from another spreadsheet into the new spreadsheet

Saves the Excel document and closes Excel

Opens Matlab and enters in a command at the prompt, to run your analyses

The Matlab script:

Analyses data that was collected today

Plots the data and saves the figure

Writes the desired output to your newly created Excel spreadsheet

Closes Matlab once your data have been analysed

Opens an image editor such as IrfanView and modifies your newly saved image

Closes the image editor

The Autohotkey (AHK) script, write\_email.ahk, demonstrates how to type out a standardized letter in MS Word.

**All you have to do:**

Doubleclick the AHK script to run it

Hold down the windows key and press ‘g’

Type the name of the recipient into the popup window

Type ‘text1’ followed by a space

Hold down the windows key and press ‘v’

Type ‘text2’ followed by a space

Hold down the windows key and press ‘a’

Hold down the windows key and press ‘s’

**AHK does the following:**

Opens MS Word, writes a simple letter, and saves the document

To type the main body of text in an email (instead of in a Word document), follow the above steps, excluding the lines in green.

The Autohotkey (AHK) script, demo\_spike\_sorter.ahk, demonstrates how to automate the opening and saving of numerous files using your chosen software.

**All you have to do:**

Doubleclick the AHK script to run it

Hold down the windows key and press ‘g’

Carry out whatever has to be done manually, automate the rest by pressing a few keys

Press ‘v’ to save the file

Press ‘d’ to open the next file

Quit the script when you’re done

**AHK does the following:**

Opens your chosen programme

Opens files in a specified sequence, saving you the trouble of scrolling up and down and selecting them manually

Speeds up the manual processing by condensing several steps into one

Saves each modified file with a new name before opening the next