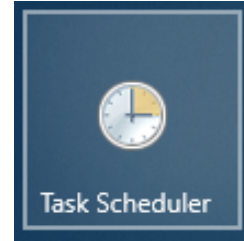


# How to Make Your Computer do Things While You Are Away.

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Rev. 30 March 2021, v1.1

Equipment needed : Windows 10  
Time required : less than 5 min.  
Goal : schedule the character map program to run automatically

## DESCRIPTION

A computer with Windows 10 is required to complete these instructions.

Follow the steps in order to cause your computer to run the program, *Character Map*, automatically at a future time. All portions must be completed “Create a New Task”, “Specify a Trigger”.

## CREATE A NEW TASK

1 )

At desktop, open the Start Menu and scroll down to folder Windows System. Open it, then click on Windows Administrative Tools. A window will open into *All Control Panel Items*

2 )

Double-click on Task Scheduler and it will start.

3 )

On the left panel you will see Task Scheduler (Local) and underneath it Task Scheduler Library. This panel is called the “console tree”. If it does not appear on your screen, click the button to the left of the blue question mark and it will appear.

4 )

Right-click Task Scheduler Library and select *New Folder...* Type “BATCH” into the dialog and press OK.

5)

Click on the BATCH folder created in step 4. Find **Actions** panel on the righthand side of the screen. If it is not there, click the button to the right of the blue question mark and it will appear. (the center panel with Name | Satus | Triggers | should be empty at this time.)

6)

In the **Actions** panel, click on **Create Task...** and the Create Task dialog will open.

7)

On the **General** tab, type “charmap auto” into the **Name :** form.

### SPECIFY A TRIGGER FOR THE TASK

8)

Within the *Create Task* dialog click on the **Triggers** tab, click the **New ...** button. A dialog opens entitled *New Trigger*

9)

To the right of the **Begin the task:**, set the drop-down selection to **At task creation/modification** as shown in Fig.1. The **Settings** group will turn blank and display, “No additional settings required.”

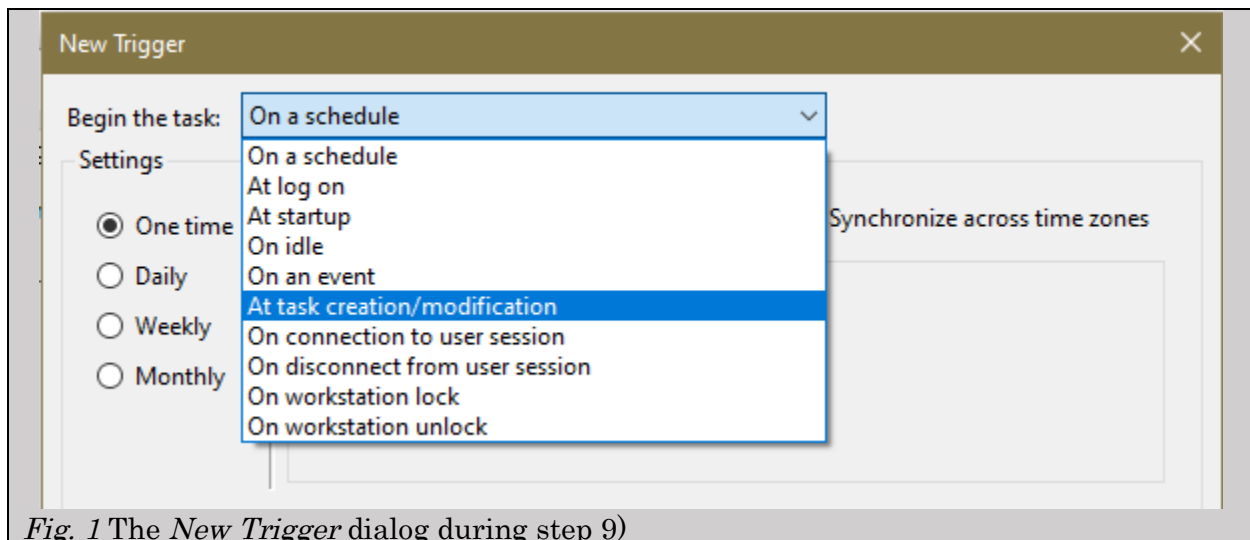


Fig. 1 The *New Trigger* dialog during step 9)

10)

Under **Advanced Settings** group, place a checkmark next to **Delay Task for:**. Then set the corresponding dropdown to selection **1 minute**. Then place a checkmark next to

**Enabled**. All other checkboxes should be empty. When your options match Fig.2, press OK to create the trigger.

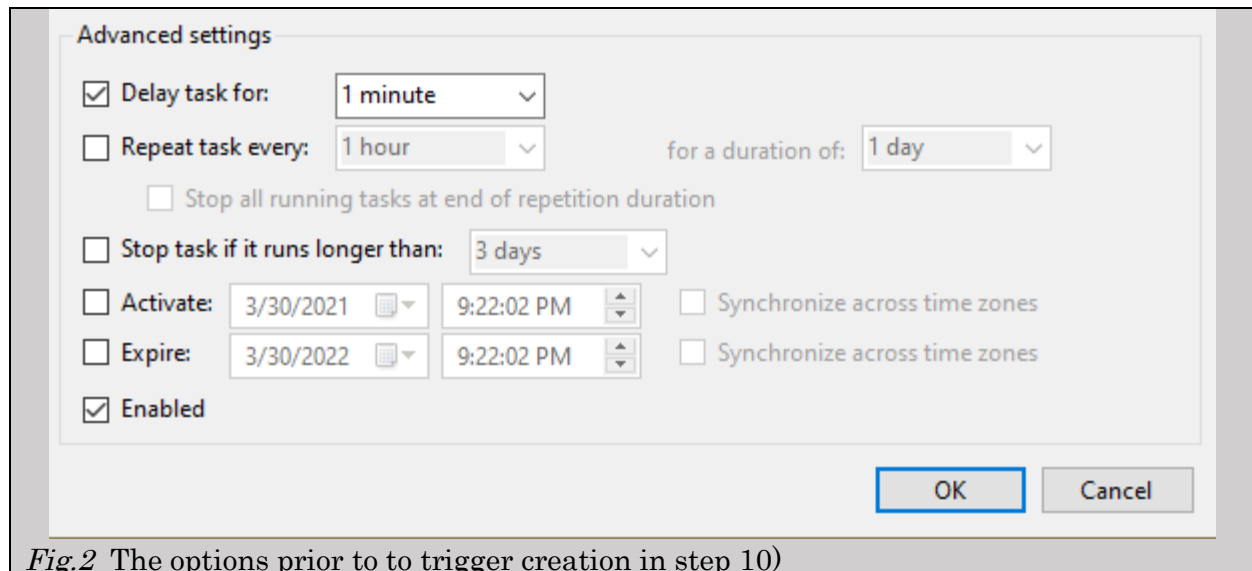


Fig.2 The options prior to to trigger creation in step 10)

11 )

Within the *Create Task* dialog click on the **Actions** tab, click the **New ...** button. A dialog opens entitled *New Action*.

12 )

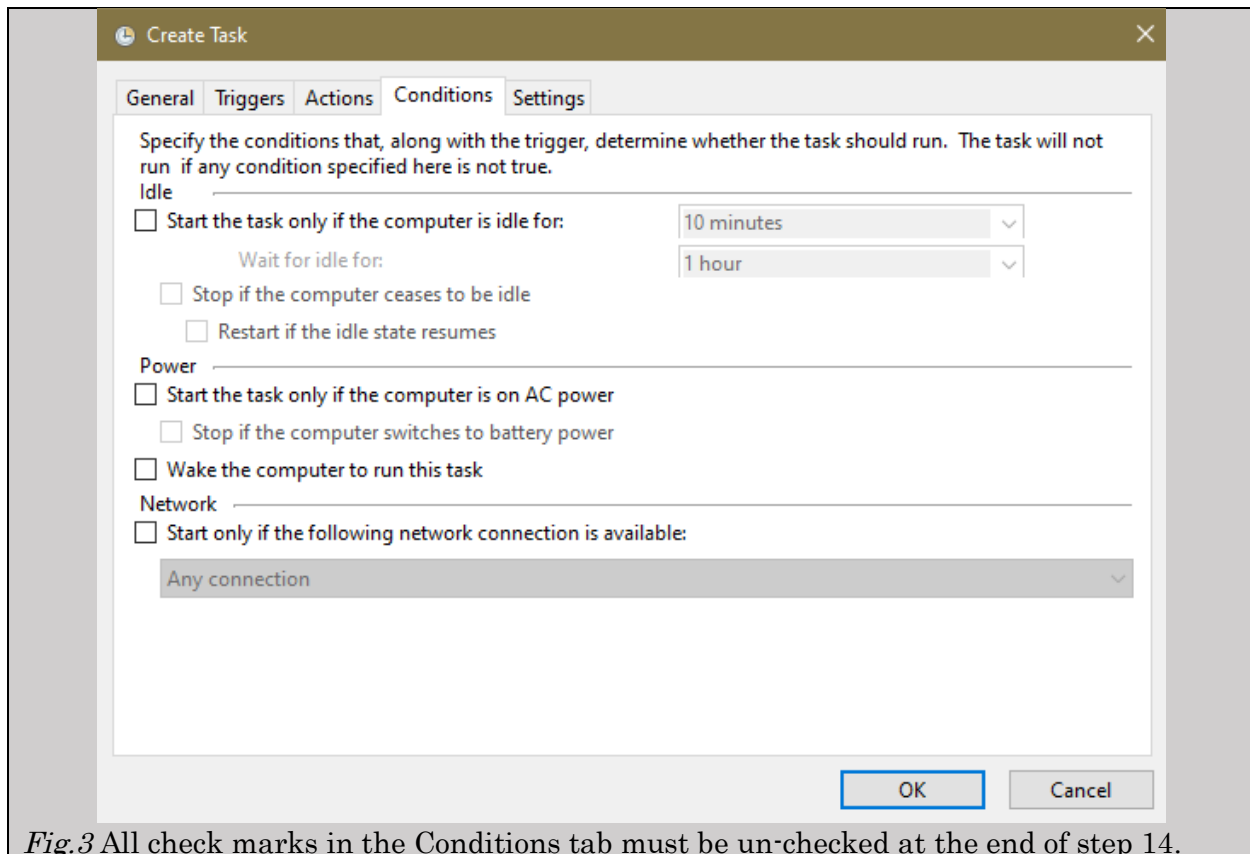
Set the **Action:** dropdown selection to **Start a Program** button. Then click the **Browse ...** button. A directory tree browser will appear titled *Open*.

13 )

In the **File name:** form type `charmap.exe` with no quotation marks. Alternatively, find `charmap.exe` among the list of files and select it. Click the **Open** button. The **Program/Script** form will be populated with `:\Windows\System32\charmap.exe`. Now click OK to create the action.

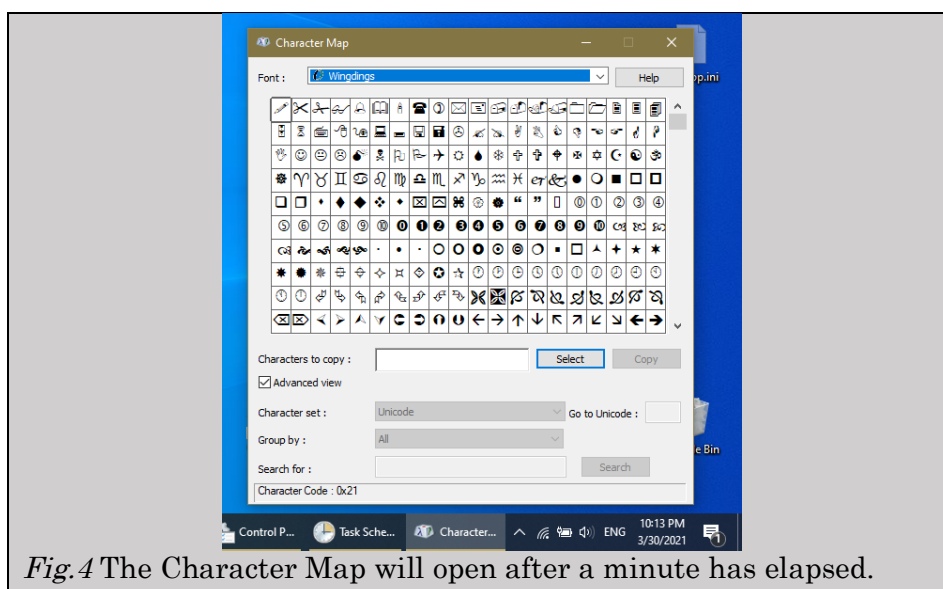
14 )

On the *Create Task* dialog, the *Action/Details* list will be populated with the action. Click on the **Conditions:** tab. Every checkmark box in this tab must be UN-checked. Consult Fig.3 for the proper settings on Conditions.



15 )

Click OK. Quickly minimize the Task Scheduler using the large minus button at the top right of the Task Scheduler's window title bar. After exactly one minute, the Character Map should open as shown in Fig.4



16 )

Restore the Task Scheduler. In the central panel, the **Name** column should contain an entry called charmap auto. If this is not present, click on the **BATCH** folder in the left panel. The column called **Last Run Result** should contain “The operation completed successfully. (0x0)”. ***This indicates that you have successfully completed the instructions in this document.***

## MODIFY YOUR TASK

† 17 )

In the central panel, click on charmap auto to highlight it. On the **Actions** panel to the right side, click on **Properties**. Use this dialog to modify the triggers, actions, and conditions for the task to suit your needs. You need not create a new task each time to make changes.

(† This step is optional )

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