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



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.

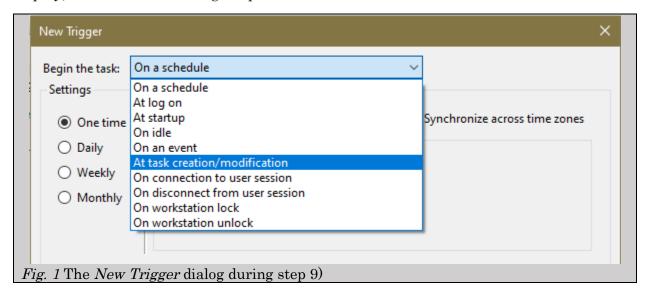
SPECIFY A TRIGGER FOR THE TASK

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."



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.

-Advanced sett	ings	
✓ Delay task	for: 1 minute ~	
Repeat tas	sk every: 1 hour	
Stop	all running tasks at end of repetition duration	
Stop task i	if it runs longer than: 3 days ~	
Activate:	3/30/2021	
Expire:	3/30/2022 9:22:02 PM Synchronize across time zones	
✓ Enabled		
	OK Can	icel
g.2 The option	ons 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.

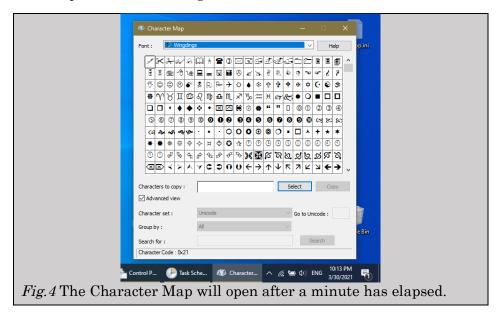
14)

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 <u>UN-checked</u>. Consult Fig.3 for the proper settings on Conditions.

Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true. Idle Start the task only if the computer is idle for: Wait for idle for: Stop if the computer ceases to be idle Restart if the idle state resumes Power Start the task only if the computer is on AC power Stop if the computer switches to battery power Wake the computer to run this task Network Start only if the following network connection is available:	General Triggers Actions Conditions Settings		
Start the task only if the computer is idle for: Wait for idle for: Stop if the computer ceases to be idle Restart if the idle state resumes Power Start the task only if the computer is on AC power Stop if the computer switches to battery power Wake the computer to run this task Network Start only if the following network connection is available:	run if any condition specified here is not true.	ermine whether the task shou	uld run. The task will not
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Restart if the idle state resumes Power Start the task only if the computer is on AC power Stop if the computer switches to battery power Wake the computer to run this task Network Start only if the following network connection is available:	Wait for idle for:	1 hour	~
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Stop if the computer switches to battery power Wake the computer to run this task Network Start only if the following network connection is available:			
	Start the task only if the computer is on AC power		
Network Start only if the following network connection is available:	Stop if the computer switches to battery power		
Start only if the following network connection is available:	☐ Wake the computer to run this task		
· · · · · ·			
Any connection	Start only if the following network connection is ava	ilable:	
	Any connection		~

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



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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