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## TECHNICAL BULLETIN: HTH Engineering, Inc.

# TimeStamp Function

The Time Stamp Function, when used correctly can be a Time Saving Function. It gives you the ability to accurately mark with time and reference information in your favorite word document.

To access the Time Stamp function in the main window click on the Configure Menu Tab and select the Time Stamp Function.

**Time Stamp Functions**

**Methods for Enabling the Time Stamping Feature (You may choose multiple methods to be enabled simultaneously)**

<b>Activate using the Left or Right Foot Pedal</b> <input checked="" type="radio"/> NONE <input type="radio"/> LEFT <input type="radio"/> RIGHT (pedal will be assigned to be used exclusively for entering a time stamp)	<b>Keystroke Counting</b> <input type="checkbox"/> Enable Keystroke Counting to trigger Time Stamp Function automatically, after the first "space" is detected following <input type="text" value="60"/> keystrokes (enter whole number of keystrokes)	<b>Use a Hot Key</b> Note: Time Stamping Function can also be enabled by setting a HotKey in the CONFIGURE...HotKey Menu	<b>Auto Time Stamp</b> <input type="checkbox"/> Enable Auto Time Stamp Enter number of seconds between 5 - 3600 <input type="text" value="0"/>
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**Enter time-stamp string here:**

Leading Characters + **TIME\*** + Trailing Characters

**TIME\***

HH:MM:SS

HH:MM:SS +  Hours  Minutes  Seconds

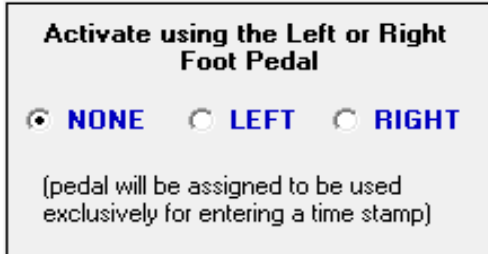
None

*Offset*

OK Cancel

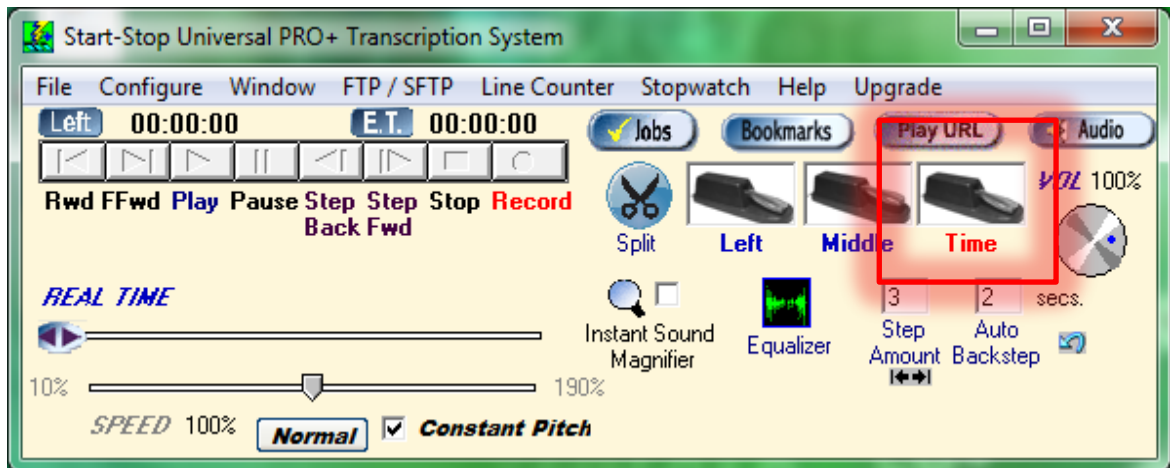
## Time Stamp Triggers:

1. **Foot Pedal** – the foot pedal can be used to trigger the Time Stamp function. As shown below, you can either use the Left or Right Pedal.

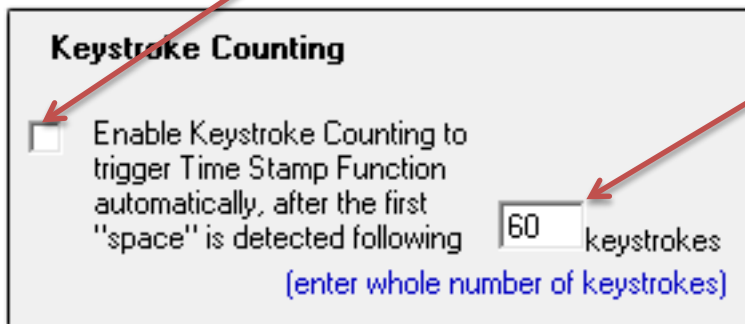


Upon selection the word 'Time' will replace the word 'Right' and it will be the color red on the main windows as in example below.

(Note: if not using pedal to set Time Stamp, 'NONE' must be selected to enable other triggers.)

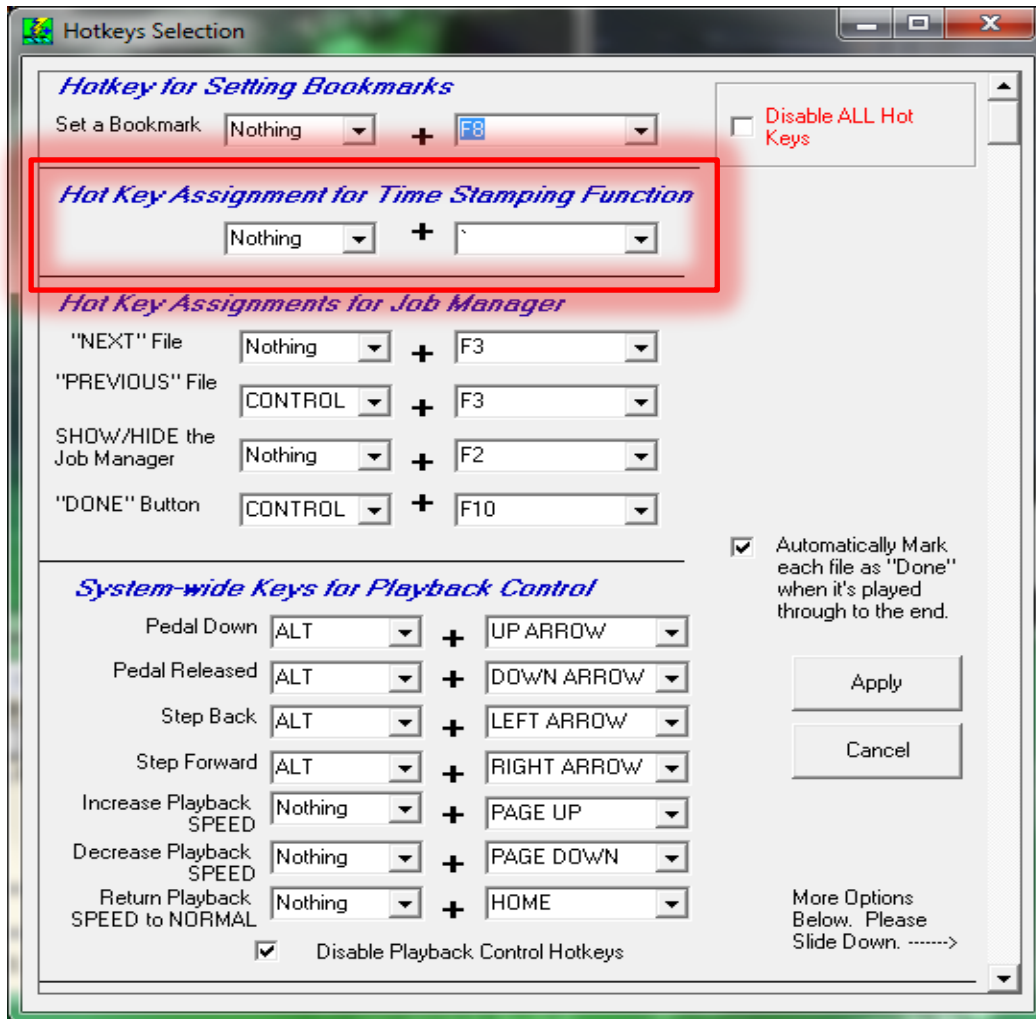


2. **Keystroke Counting** - the keystroke count is an automatic process configured to trigger the Time Stamp and the Key count interval you select. Click on the check box to enable this function then set the keystroke interval.

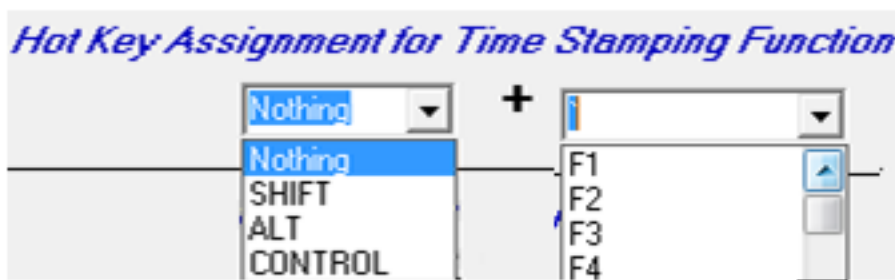


(Example: every 60 keystrokes = input time stamp.)

3. **Hot Key** – the Hot Key Time Stamp involves setting specific keys on your keyboard to trigger the Time Stamp. This setting is set by clicking on Configure Menu Tab and selecting Hot Key:



There are Two (2) Drop Down boxes where you can select the hot key to perform the time stamp trigger.

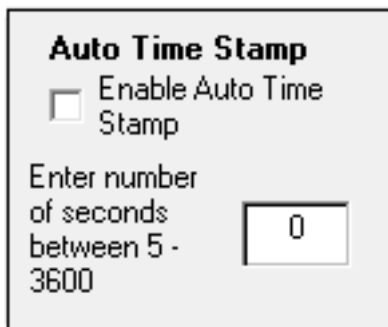


The first textbox represents Control Keys, 'SHIFT', 'ALT', 'CONTROL' and 'NOTHING' are available to select.

The second textbox represents the keys available for Time Stamp on your Keyboard. Function keys 1 - 12, Capital 'A' thru 'Z' and 0 - 9 and some punctuation marks are available as hot keys.

**Note: If the same Hot Key is used in Time Stamp as in your Document Processor, multiple actions may be performed. Check with your Word Processor Hot Keys selections to avoid this conflict.**

4. **Auto Time Stamp** – this option is used to trigger the Time Stamp as represented by a time interval in seconds.



Checking the box and setting seconds in the text box, enables this function. For example, if you set the interval for 60 seconds, a Time Stamp will be inserted every 60 seconds of time within the audio or video file (not real time).

## Time Stamp “Strings”

The Time Stamp String is the text and time that actually prints out on your document once you trigger the Time Stamp function. To set this, refer to the following window:



In the window above, there is a text box labeled “Leading Characters”, the word “**TIME**” in blue and another text box labeled “Trailing Characters”.

*Leading Characters* will activate Command Functions and any text entered. In the above window the words ‘{ENTER} this is a test’ are in the first text box.

The following prints onto your Word Processor as a result:

+  
,

This is a test 08:20:00

In the example above, the first thing you see is the back tick key “ ` “. Then the very next line is also printed out. The reason it is printed on the very next line is because of the following entry into the Trailing Characters {ENTER}, the brackets surrounding the capitalized word enter, tells the document to begin a new line. Just as if you hit the enter key on your own, it performs a Carriage Return.

{ } brackets enclosing a Command function like the ‘Enter’, ‘Backspace’, ‘Space’, ‘Tab’ etc. Tell the document to operate this command as if you entered in on your keyboard. In the example above, you see the “ ` “, to keep the BACKTICK from appearing you would enter the following in Trailing Characters: {BACKSPACE}. When you hit the Time Stamp key the following prints out:

**This is a test** 08:20:00 Real time

Notice the “ ` “ has been removed. The time stamp activates, and the backspace command removes this key entry.

The next item that is printed is the time.

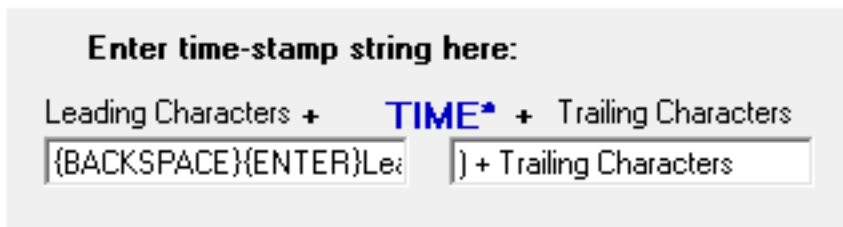
This is a test **08:20:00** Real time

Then the Trailing Characters are printed.

This is a test 08:20:00 **Real time**

The same rules apply to Trailing Characters as in the Leading Characters. Brackets and Capitalized commands are like keyboard entries.

Example 2:



Leading Characters + (08:20:12) + Trailing Characters

**Note: A list of all Time code control keys can be found at the end of this document.**

## TIME Entry

The TIME entry can be manipulated to show Real Time or Actual Time. Real Time being the total time of the file itself and the Actual Time is the time the recording took place.

Time Stamp Function can represent both these times.

**TIME\*** **Milliseconds option is turned off**

HH:MM:SS

HH:MM:SS +

None

Hours: 08 Minutes: 20 Seconds: 0

Offset

Underneath the TIME\* label are three (3) radio buttons representing time.

The first button represents actual time of file. If the file currently is a 1 Hour 32 minutes and 45 seconds, the time will appear: 01:32:45 or the Real Time of file.

The second button represents Real Time plus (+) Offset. Some Videos have a Time Stamp embedded in them, entering this time in the Offset section adds the Offset to the Real Time equaling Actual Time.

For example: If the embedded time is 9 hours 10 minutes and 30 seconds and the Real Time elapsed has been 20 minutes and 15 seconds this would Time stamp the time: 9 hours 30 minutes and 45 seconds. (09:10:30 + 00:20:15 = **09:30:45**)

The third button, "None" is if you don't want time displayed but a place to enter it later.

Setting the Offset also allows you to correct time variations in Time Stamp if needed.

*(Capitalization, brackets and spelling are very important!)*

Key:	Code:
BACKSPACE	{BACKSPACE} or {BS} or {BKSP}
BREAK	{BREAK}

CAPS LOCK	{CAPSLOCK}
DELETE	{DELETE} or {DEL}
DOWN ARROW	{DOWN}
END	{END}
ENTER	{ENTER}
ESC	{ESC}
HELP	{HELP}
HOME	{HOME}
INSERT	{INSERT}
LEFT ARROW	{LEFT}
NUM LOCK	{NUMLOCK}
PAGE DOWN	{PGDN}
PAGE UP	{PGUP}
PRINT SCREEN	{PRTSC}
RIGHT ARROW	{RIGHT}
SCROLL LOCK	{SCROLLLOCK}
TAB	{TAB}
UP ARROW	{UP}
F1	{F1}
F2	{F2}
F3	{F3}
F4	{F4}
F5	{F5}
F6	{F6}
F7	{F7}
F8	{F8}
F9	{F9}

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