



# **Speech and Debate Timekeeper**

## **User Manual**

Version 2.3

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# Introduction

Speech and Debate Timekeeper is a multi-platform timer for various speech and debate events. It has speech order and time limits preset for Policy, Lincoln-Douglas, Parliamentary, Public Forum, World Schools, Karl Popper, and miscellaneous debate formats as well as individual events.

This timer gives visual and/or spoken time signals at user defined intervals so that you will never have to give manual time signals or frequently look at the time. At the end of each speech, cross-examination, or preparation, the timer automatically sets itself to time the next thing that needs timing at the push of a button. No stopwatch or general purpose timer comes this close to fulfilling the role of a dedicated timekeeper in a round.

Speech and Debate Timekeeper is open source software under the GNU General Public License version 2. The license terms are in the file license.txt. The latest release of this software is available for free from <http://debate-ie-timer.sourceforge.net>.

## **Features**

- Simple stopwatch style interface simultaneously shows time elapsed and remaining. Buttons are large so that they can be finger pressed on touch screen PDAs.
- Visual time signals on a color coded background indicating minutes or seconds remaining using a traffic light coloring scheme.
- Spoken time signals or tones, including protected minute alerts for points of information in constructive speeches of Parliamentary debates.
- Tracks speech order and prep times. Default time limits are set according to the selected event and are adjustable.
- The name of the speech or task being timed is displayed in the title of the window.
- Navigational buttons set the timer to time the previous or next task.
- Always-on-top window is useful for keeping time while working in another program (e.g., flowing or note taking).
- High contrast display mode with black text on a white background.
- Context sensitive help screens are available from drop down menus.

## **Supported Systems**

- Windows 98/ME, NT, 2000, XP, Vista with Java Runtime Environment 1.3 or higher installed.
- Mac OS X 10.2 or higher.
- Any Unix or Linux based OS with Java Runtime Environment 1.3 or higher installed.
- Palm OS 4 or higher handheld devices.
- Windows CE, Pocket PC, or Windows Mobile PDAs and smartphones.

# Installing Speech and Debate Timekeeper

## **Windows**

Speech and Debate Timekeeper was designed to be readily transferable between laptop users running different operating systems. Extract the contents of the file which is named something like timekeeper-2.x-WinMacUnix.zip, and copy the Timekeeper folder to any convenient location such as the desktop, a user's personal folder, or even a flash drive.

You will need a Java Runtime Environment (minimum version 1.3) installed on your system. Most modern operating systems should have Java already installed by default. It can be downloaded for free from <http://java.sun.com/j2se/downloads/index.html>.

To start the program, double-click on the file with the clock and gavel icon (Speech and Debate Timekeeper.exe).

## **Mac OS X**

Speech and Debate Timekeeper was designed to be readily transferable between laptop users running different operating systems. Extract the contents of the file which is named something like timekeeper-2.x-WinMacUnix.zip, and copy the Timekeeper folder to any convenient location such as the desktop, a user directory, or even a flash drive.

To start the program, double-click on the executable JAR file with the coffee cup icon (Timekeeper.jar).

## **Linux & Unix**

Speech and Debate Timekeeper was designed to be readily transferable between laptop users running different operating systems. Extract the contents of the file which is named something like timekeeper-2.x-WinMacUnix.zip, and copy the Timekeeper folder to any convenient location such as the desktop, a user's home directory, or even a flash drive.

You will need a Java Runtime Environment (minimum version 1.3) installed on your system. Most modern operating systems should have Java already installed by default. It can be downloaded for free from <http://java.sun.com/j2se/downloads/index.html>.

Clicking on the JAR file may start the program depending on the desktop environment or file manager. Otherwise, run the timekeeper shell script by opening a terminal and entering:

```
./timekeeper
```

You may first need to make the shell script executable by entering:

```
chmod 755 timekeeper
```

Some desktop environments and file managers may even allow shell script execution by double-clicking on them. A KDE and GNOME application launcher is also provided

by the file "Speech and Debate Timekeeper.desktop". Click or double-click on it to run the program if you copied the Timekeeper folder to your home directory. You may need make the launcher point to where it is installed by right clicking on the launcher icon and selecting "Properties" or by editing the file in a text editor. In a text editor, change the \$HOME variable in the Path and Icon entries to the location of the Timekeeper folder.

## ***Palm OS***

Extract the contents of the file which is named something like timekeeper-2.x-palm.zip to a convenient location on the computer you use to synchronize with your Palm device. Install all of the .prc and .pdb files to your Palm device using the Quick Install program that came with your Palm Desktop software. Lastly, perform a HotSync operation. This installs Speech & Debate Timekeeper and the SuperWaba virtual machine required to run the Timekeeper program. SuperWaba and the Timekeeper program must be installed in the device's main memory. Do not install them on a storage card or you will get an error when you try to run the program.

To start the program, go to where all of your Palm applications are located and tap on Timekeeper icon. The SuperWaba virtual machine is automatically started when you run the Timekeeper. You do not need start SuperWaba yourself. If you have other applications that require SuperWaba, you can download the latest version of SuperWaba from <http://www.superwaba.com/install>. Do not use the ARM versions of SuperWaba for Palm OS. The Timekeeper does not work correctly with them.

## ***Windows Mobile 5 & 6***

Extract the contents of the file which is named something like timekeeper-2.x-windowsmobile.zip to a convenient location on the computer you use to synchronize with your Windows Mobile device. Install both .CAB files using ActiveSync (Windows XP and earlier) or Windows Mobile Device Center (Windows Vista) according to the following steps:

1. Turn on and connect your PDA to your PC.
2. In ActiveSync, click on the Explore button or go to the Tools menu and select Explore Pocket PC. In Windows Mobile Device Center, click on File Management and select "Browse the contents of your device". Drag both .CAB files into the My Documents folder or any convenient location on your Mobile Device.
3. From the Start menu of your PDA, select File Explorer. Go to the folder on your PDA where you copied the .CAB files.
4. Tap once on the superwaba .CAB file to install the SuperWaba virtual machine. When prompted for a location to install it, choose Device. You should get a message that says the CAB file was successfully installed. Tap the OK on the upper right to continue.
5. Tap once on the Timekeep .CAB file to install the Timekeeper program. When prompted for a location to install it, choose Device. You should get a message that

says the CAB file was successfully installed. Tap the OK on the upper right to dismiss the message.

6. You may delete both CAB files from your PDA after installing them.

SuperWaba and the Timekeeper program must be installed on the device. Do not install them on a storage card or you will get an error when you try to run the program.

To start the program, go to Programs under the Start menu and tap on the Timekeeper icon. The SuperWaba virtual machine is automatically started when you run the Timekeeper. You do not need start SuperWaba yourself. If you have other applications that require SuperWaba, you can download the latest version of SuperWaba from <http://www.superwaba.com/install>.

### ***WinCE, Pocket PC, Windows Mobile 2003***

Extract the contents of the file which is named something like timekeeper-2.x-pocketpc.zip to a convenient location on the computer you use to synchronize with your Pocket PC or Windows Mobile device. There are 3 folders in the .zip file, one for each of the supported Pocket PC processors. Open the folder that corresponds with the processor (ARM, MIPS, or SH3) in your Pocket PC device. Windows Mobile and most Pocket PCs use the ARM processor. Install the .CAB files from that folder using ActiveSync (Windows XP and earlier) or Windows Mobile Device Center (Windows Vista) according to the following steps:

1. Turn on and connect your PDA to your PC.
2. In ActiveSync, click on the Explore button or go to the Tools menu and select Explore Pocket PC. In Windows Mobile Device Center, click on File Management and select "Browse the contents of your device". Drag both .CAB files into the My Documents folder or any convenient location on your Mobile Device.
3. From the Start menu of your PDA, select File Explorer. Go to the folder on your PDA where you copied the .CAB files.
4. Tap once on the superwaba .CAB file to install the SuperWaba virtual machine. When prompted for a location to install it, choose Device. You should get a message that says the CAB file was successfully installed. Tap the OK on the upper right to continue.
5. Tap once on the Timekeep .CAB file to install the Timekeeper program. When prompted for a location to install it, choose Device. You should get a message that says the CAB file was successfully installed. Tap the OK on the upper right to dismiss the message.
6. You may delete both CAB files from your PDA after installing them.

SuperWaba and the Timekeeper program must be installed on the device. Do not install them on a storage card or you will get an error when you try to run the program.

To start the program, go to Programs under the Start menu and tap on the Timekeeper icon. The SuperWaba virtual machine is automatically started when you run the Timekeeper. You do not need start SuperWaba yourself. If you have other applications

that require SuperWaba, you can download the latest version of SuperWaba from <http://www.superwaba.com/install>.

# **Uninstalling Speech and Debate Timekeeper**

## ***Windows***

Simply delete the Timekeeper folder and any shortcuts to the program you may have created.

## ***Mac OS X***

Simply delete the Timekeeper folder and any shortcuts to the program you may have created.

## ***Linux & Unix***

Simply delete the Timekeeper folder and any shortcuts to the program you may have created.

## ***Palm OS***

Go to where all of your Palm applications are located and tap on the Menu button. Select Delete from the App drop down menu. Select the Timekeeper from the list of programs and tap the Delete button.

If you do not have any other application that needs SuperWaba, you may delete that as well. To completely remove SuperWaba, delete SuperWaba and SWNatives using the steps described above.

## ***WinCE, Pocket PC, Windows Mobile***

You can remove the software using ActiveSync (Windows XP and earlier) or Windows Mobile Device Center (Windows Vista) according to the following steps:

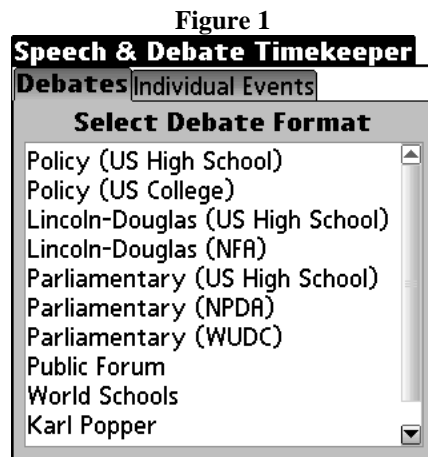
1. Turn on and connect your PDA to your PC. This should bring up ActiveSync, which you would normally use to sync your PDA with your PC.
2. In ActiveSync, click on Tools in the menu bar and select Add/Remove Programs from the drop down menu. In Windows Mobile Device Center, click on Programs and Services and select Add/Remove programs.
3. Clear the check box for “SuperWaba Timekeeper”. If you do not have any other application that needs SuperWaba, you may clear the check box for “SuperWaba VM” also.
4. Click the OK button to remove the software with cleared check boxes.



# Using Speech and Debate Timekeeper

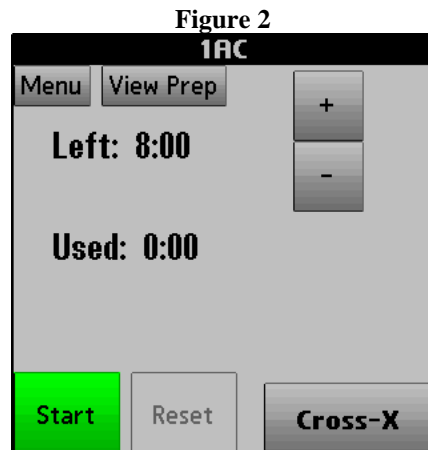
## ***Selecting a Speech or Debate Format***

The standard speech order and time limits are preset for each debate format or speech event. When the program starts, it presents event selection lists for the debate formats and speech events (Figure 1). Click/tap on the Debates tab for the list of debate formats. Click/tap on the Individual Events tab for the list of speech events. Select the desired event from the list. The displays from some devices may look different from the screenshots below.



## ***Timing Speeches***

After selecting an event, the timer window appears and is ready to time the first speech of the selected event (Figure 2). The speech being timed is shown in the black title bar at the top of the window. Press the Start button to start time. When the timer is running, the Start button becomes the Stop button. When it is stopped, that button becomes the Start button. To reset the timer, stop the timer and press the Reset button. To adjust the time limit for the current speech, reset the timer and use the + and – buttons in the upper-right of the window.



To go to the next speech (or cross examination or prep time), stop the timer and press the navigation button on the lower right with the subsequent task labeled in bold. Buttons for speeches or tasks that precede the current one have plain labels and appear above the button(s) for the subsequent task(s) (Figure 3). If prep time is shown as the next task and you want to skip it, simply press its navigation button, and the button for the next speech will appear.



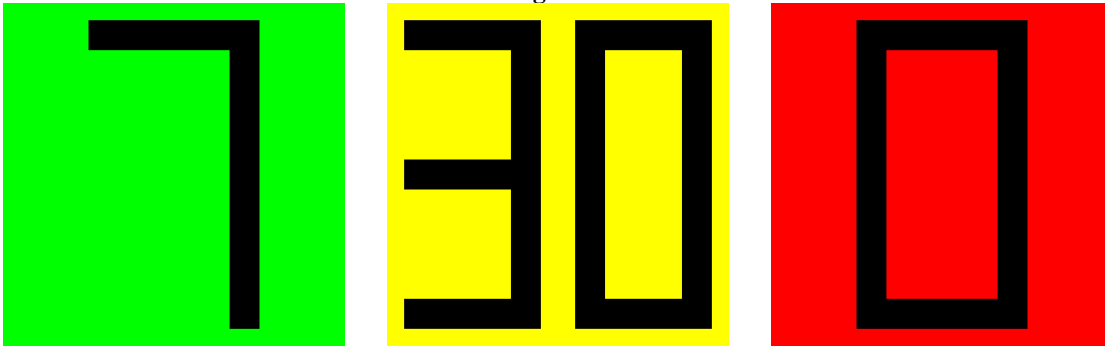
You can access the menu bar by clicking/tapping on the Menu button or the black title bar. The menus let you set options for time signals, get contextual help, and exit the program. Accessing the menu items will not interrupt the timer; if it is running it will continue to keep time accurately.

**Note to PDA users:** The Timekeeper program temporarily overrides the auto power off time on PDAs to prevent it from shutting off while timing an event. You can still manually turn off the device using the power button. These programs also temporarily disable all hard keys on the device to reduce the chances of accidentally exiting the program and resetting the times. The original auto power off and hard key settings are restored when you exit the program.

## ***Time Signals***

Time signals are automatically given at specific intervals. Visual time cues are popup windows that show the number of minutes remaining on a green background. When less than a minute remains, the popup shows the number of seconds remaining on a yellow background. Zero on a red background means time's up. See Figure 4 for examples. The time cue popup removes itself after some number of seconds. The popup can also be dismissed by clicking/tapping on it or by pressing any key.

Figure 4



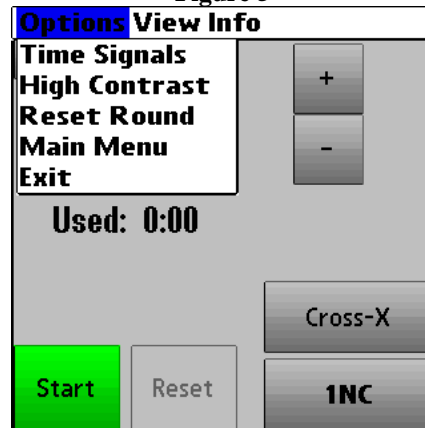
Audible time cues may also be given along with the visual cues. There are 3 options for audible time cues: Voice, Tone, and None. Audiovisual cues are available for all debates, extemporaneous, and impromptu, but not for prepared-speech IE events. There are no visual cues for prep times, only audio cues.

In Parliamentary debates, points of information may be requested after the first minute and before the last minute of constructive speeches. These times are indicated by a single beep. If Tone is selected for the audio cues, two beeps will be heard.

### ***Customizing Time Signals***

You can change the options for time signals in the Time Signals configuration dialog by clicking/tapping on the Menu button and selecting Options from the menu bar then Time Signals from the drop down menu (Figure 5).

Figure 5



The Speech/Cross-X tab of the Time Signals configuration dialog controls how time signals will be given for speeches and cross examination (Figure 6). The Prep Time tab controls how time signals will be given for prep time. The options for audio time signals are Voice, Tone, and None. The options for visual time signals are On and Off. The Test buttons play demos of a time signal according to the settings in the configuration dialog. Click/tap the OK button to accept the settings and close the dialog window. Click/tap the Cancel button to cancel any changes and close the dialog window.

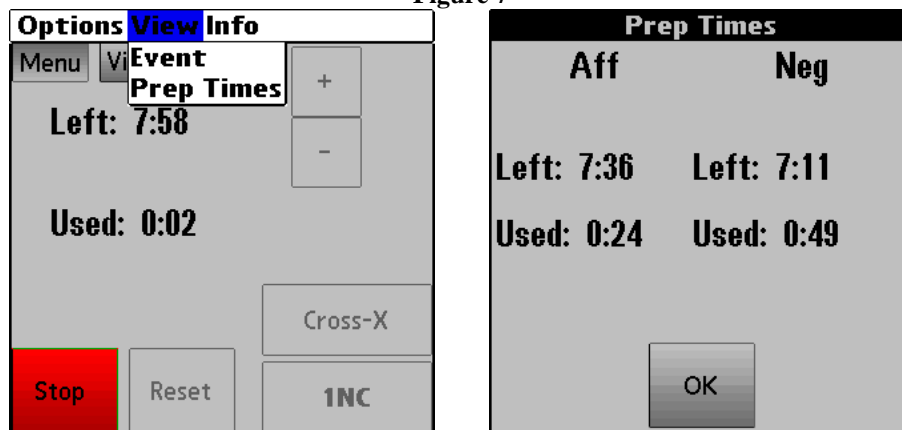
Figure 6



## Showing Prep Time on Demand

Sometimes debaters will ask how much prep time they have left when their prep time is not running at the moment. There is no need to use the navigation buttons or interrupt the current task being timed to find the prep time for their side. Click/tap on the Menu button and select View from the menu bar then Prep Times from the drop down menu to display the running prep time for both sides (Figure 7). Alternatively, you can click/tap on the View Prep button provided as a shortcut. The Prep Times window only lets you view the times; you cannot start, stop, or adjust the time from here. Click the OK button to close the window. Note that the View menu also has an Event item that displays the name of the current debate format or speech event.

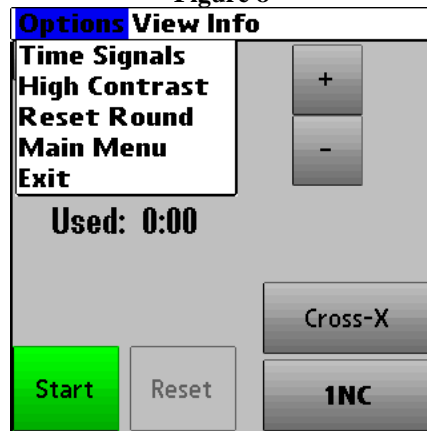
Figure 7



## Restarting a Round

To start a new round or flight of the same event, click/tap on the Menu button and select Options from the menu bar then Restart Round from the drop down menu (Figure 8). This will reset all times, including prep, and go to the first speech. If you adjusted any time limits, the time limits you set will be retained when you reset the timer. The time limits will revert to their defaults when you exit the program or return to the event selection list.

Figure 8



### ***Other Options***

The High Contrast item under the Options menu (Figure 8) toggles the timer window between normal display mode and high contrast display mode. The high contrast mode displays black text on a white background which may be easier to read on some devices. This does not affect the visual time signals.

The Main Menu item returns to the event selection lists. The Exit item exits from the program.

### ***Getting Help***

Contextual help and other information are available from within the program under the Info drop down menu of the menu bar. The menu bar may be activated by clicking/tapping on the black title bar of any window (or the Menu button if available).

The Help item under the Info menu gives contextual help. For example, selecting Help from the Info menu at an event selection list will show basic information on the structure of each of the listed events. Selecting Help from the Info menu at the Time Signals configuration dialog will show information about time signals.

The About item gives general information about the program such as the version number, web site, and contact information.