

# Quick Usage Guide



uCalendar

June 15, 2011

## **The Basics**

After uCalendar is installed, there are no calendars, You'll need to create calendars and add events to them in order to begin working with uCalendar.

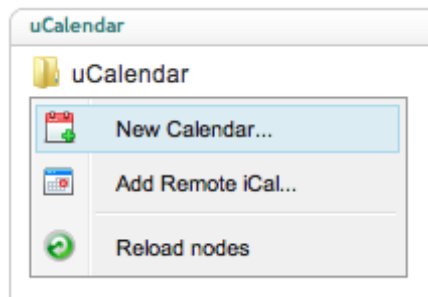
This section covers:

*Creating a Calendar and an Event*

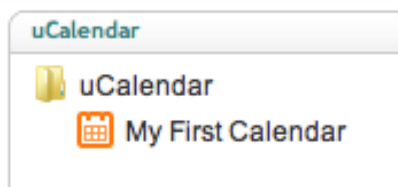
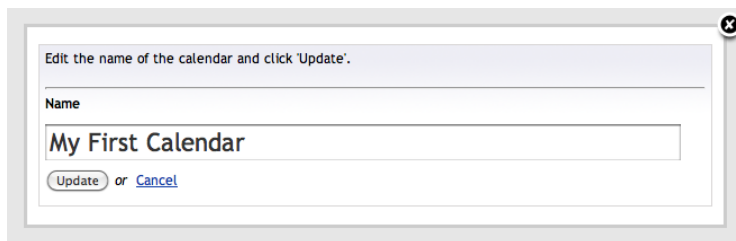
## Creating a Calendar

To create a new calendar:

1. Right-click the uCalendar folder and select 'New Calendar...'



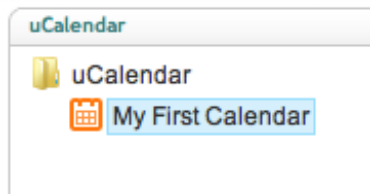
2. A dialog will appear; enter a name for the calendar and click 'Create'
3. The calendar will immediately appear in the uCalendar tree.



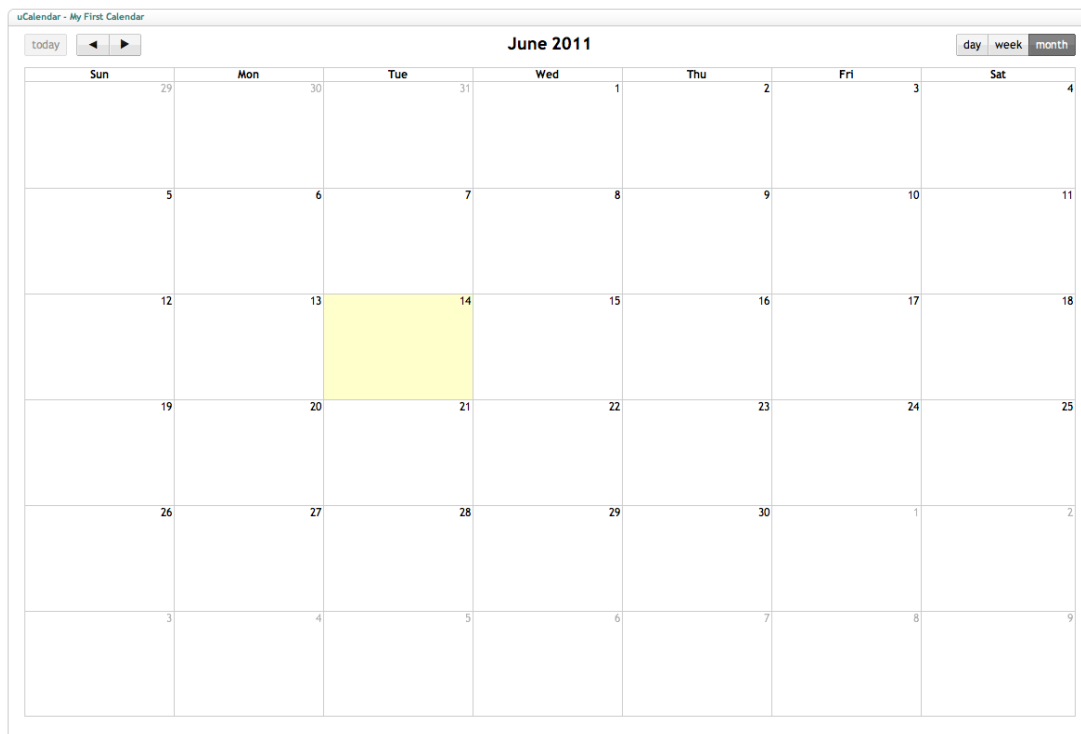
4. The window will remain open to allow you to add additional calendars.
5. When done, click 'Cancel' or the X in the upper right corner of the dialog

## Creating an Event

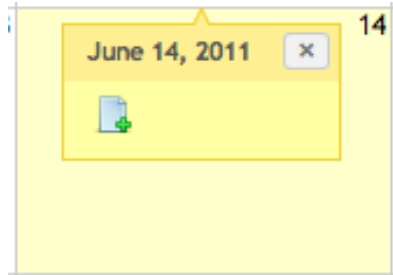
1. Select the calendar you want to add an event to by click on it's name



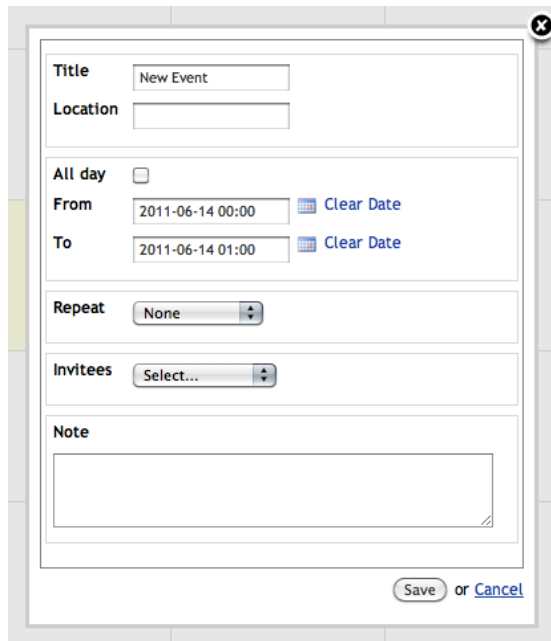
2. The full calendar will display in the content panel of Umbraco



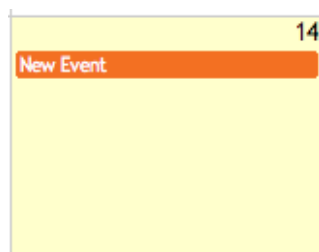
3. Click on the specific day of the calendar to bring up a menu; then select the add event button (page icon with green plus)



4. The add event dialog will open to allow you to create your event.



5. Enter your event details in the dialog and click 'Save'.  
To cancel adding an event, click 'Cancel' or the X in the upper right corner.
6. The new event will immediately appear on the calendar.



## Working with Events

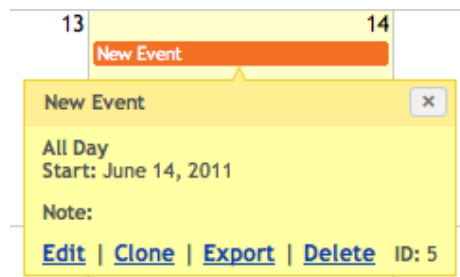
*When you have one or more events on a calendar you will need to make changes to those events. This could including modifying dates and times, names, notes, etc. You also might need to make a copy, export or delete an event.*

This section covers:

*Editing, Cloning, Exporting,  
Moving, and Deleting Events*

## Editing an Event(s)

1. Select the calendar containing the event (*see creating an event*)
2. Click on the event to display the event information/menu box. This information box contains basic information pertaining to the selected event, including start/end dates and notes. (*click the X to close*)



3. Select 'Edit'. This will open the event editor dialog (*see adding an event*)
4. Edit your event the same as did when you created it. The only difference between new and existing event editing, is the addition of a checkbox to allow sending emails to invitees.

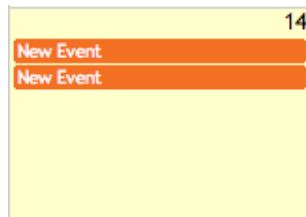
>Email invites on save

or [Cancel](#)

5. When you've completed editing your event, click 'Update'. Cancel editing by clicking 'Cancel' or closing the dialog.

## Cloning an Event

1. Click the event to open the information/menu box.
2. Click 'Clone'
3. This option will immediately duplicate the event. This is useful when you do not want to re-create a similar event.

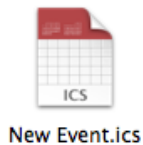


4. You can now manage the cloned event like any other event.



## Exporting an Event

1. Click the event to open the information/menu box.
2. Click 'Export'
3. The event will immediately be sent via browser download as an iCalendar formatted file (*.ics*).

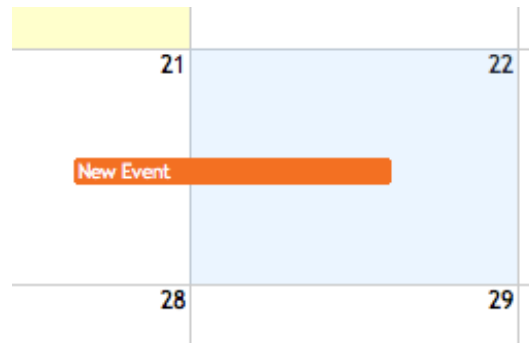


4. iCalendar formatted files (*a.k.a ical and icalendar*) are a standard used in applications such as Microsoft Outlook and Apple iCal. The file can be opened in any application that utilizes this format.

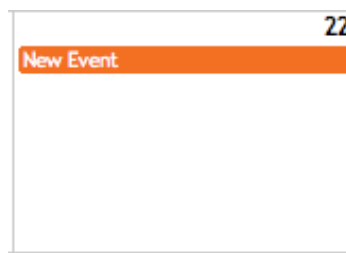
***NOTE: Export all events from the Calendar's context menu.***

## Moving an Event

1. Click and drag an event to a new date or time slot.



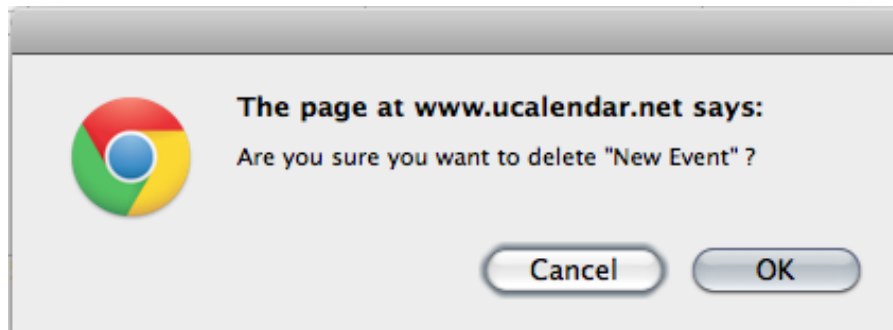
2. The events date and time will be updated immediately.



*NOTE: If the event does not appear to move, refresh the calendar.*

## Deleting an Event

1. Click the event to open the information/menu box.
2. Click 'Delete'
3. You will be prompted to confirm the event deletion.



4. By clicking 'OK', you will confirm that you wish to delete the event.  
The event will be delete immediately!

### **WARNING:**

**Deleting of events can NOT be undone!**

**A future upgrade release will support a Recycle Bin.**

## The Calendar Macro

It's great that uCalendar is so simple on the administration side, but you need to get those events displayed on your website. uCalendar comes with a simple yet useful macro called 'Insert Calendar'.

Let's see how to use it.

**This section covers:**

**Adding a calendar to your website with the 'Insert Calendar' macro**

## The 'Insert Calendar' Macro

1. Select a rich text editor in your content section
2. Click the 'Insert Macro' icon on the tool bar
3. Select 'Insert Calendar' from the drop-down menu.
4. The 'Insert Calendar' options will display.

**Edit Insert Calendar**

Calendar: My First Calendar

Calendar View: month

Show AllDay slot on agenda views?  Yes

Event back color (text/hex value): #f1701c

Event text color (text/hex value): white

Width: 700

Aspect Ratio (adjust height based on width): 3

Redirect to page on event click: [Choose...](#)

ok or [Cancel](#)

5. The options are:
  - *Calendar: calendar to display*
  - *Calendar View: how do you want the calendar to display*
  - *Show AllDay: where to show the all day slot on agenda views*
  - *Event Back/Text colors: sets how events are displayed*
  - *Width/Aspect Ratio: combined to define the calendar dimensions*
  - *Redirect to page: (optional) page to redirect to handle event clicking*

6. Click 'Ok' when you are satisfied with the settings
7. Save the document to lock in the settings.
8. Browse to the page to view the calendar.

### Sample Calendar



The image shows a sample calendar for June 2011. It features a header with the text "today" on the left, "June 2011" in the center, and navigation arrows on the right. The calendar grid has columns for days of the week (Sun to Sat) and rows for dates. Two dates, June 14 and June 22, are highlighted with orange boxes and labeled "New Event".

| Sun | Mon | Tue             | Wed             | Thu | Fri | Sat |
|-----|-----|-----------------|-----------------|-----|-----|-----|
| 29  | 30  | 31              | 1               | 2   | 3   | 4   |
| 5   | 6   | 7               | 8               | 9   | 10  | 11  |
| 12  | 13  | 14<br>New Event | 15              | 16  | 17  | 18  |
| 19  | 20  | 21              | 22<br>New Event | 23  | 24  | 25  |
| 26  | 27  | 28              | 29              | 30  | 1   | 2   |
| 3   | 4   | 5               | 6               | 7   | 8   | 9   |

9. The calendar is fully customizable via jQuery UI or standard CSS.



# uCalendar

Website: <http://www.ucalendar.net>

Support: [support@ucalendar.net](mailto:support@ucalendar.net)

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