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Calendar Tool

User's Guide & Documentation

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What is a Calendar Tool?

The front end of the calendar allows your audience to display the type of events they are interested in and up to twelve months at a time. When users click on the event name the description pops up in a new window. Fonts, colors, and layout are all customizable through the Administration Toolbox.

The screenshot displays a calendar tool interface. At the top, there is a dropdown menu for 'Birthdays' and a 'View' dropdown set to '1 Month'. The main calendar shows the month of February 2005, with days of the week (Sun to Sat) as columns. Events are listed in the calendar cells, such as 'Lunch Meeting Downtown' on Wednesday, 'Mardi Gras Weekend' on Friday, and 'Kelly's Birthday' on Thursday. A 'Special Event' pop-up window is open, displaying the title 'Special Event' and the date 'Saturday, February 18, 2006'. The window contains three paragraphs of placeholder text (Lorem ipsum) and a 'Close Window' button. To the right, an 'Upcoming Events : Feb/05 - Mar/05' list shows a series of events with dates and descriptions, including 'Lunch Meeting Downtown', 'Mardi Gras Weekend', 'Super Bowl Sunday', 'Meeting with Sue @ 4pm', 'Physical Therapy @ 3', 'Kelly's Birthday', 'Lincoln's Birthday', 'Printmaking Workshop 4-5:30pm', 'Dry-point lecture. Bring portfolio and slide presentation.', 'Dinner with Neighbors @ 7pm', 'President's Day', 'Project Meeting @1pm', and 'Site discovery with company ABC for upcoming project'.

The Toolbox & Tool Setup

The Administration "Toolbox" appears on the left of every administration page and contains links to available tools and setup pages. Click on the "Tool Setup" link to customize your tools.

Variables

The variables section allows you to modify specific variables for all of the tools. These variables give the tools their style and functionality.

Global Settings

To setup general font styles and colors that will carry throughout your tools select "Global Settings" from the drop down box.

The screenshot shows the 'Tool Setup' window for 'Global Settings'. It includes the following fields and options:

- Primary Color:** #666666
- Secondary Color:** #999999
- Header Style:** font-family: Myriad, "Gill Sans", "Century Gothic", "Trebuchet MS", arial; font-weight: normal; margin-bottom: 4px; letter-spacing: 1px;
- Sub-Header Style:** font-family: Myriad, "Gill Sans", "Century Gothic", "Trebuchet MS", arial; font-weight: normal; margin-bottom: 4px; letter-spacing: 1px;
- Text Style:** color: black; font-family: "Trebuchet MS", verdana, arial; font-size: 12px;
- Link Style:** color:black;
- Website Style Sheet:** http://www.ashleyKathleen.com/style.css (full URL)
- Add security module:** Yes No
- File Upload Method:** My server supports custom directory permissions; Non-COM upload (default) Help?
- Email Component:** Persits ASPEmail Help?
- SMTP Server:** localhost

Primary Color: The primary color is used throughout the tools as the header and link color.

Secondary Color: The secondary color is used throughout the tools as the sub header color.

Header, Sub-Header, Text, and Link Styles: These text areas allow you to customize the styles of all of the fonts throughout the tools.

Website Style Sheet: This is the full URL (starting with http://) to your website style sheet.

Add Security Module: If you do not already have a layer of security surrounding your site's administration area this option will add one for you. Users will have to log in before they can administer any of the tools. Once the module has been activated the "Administrators" link will appear in the Tool Setup section of the Toolbox.

File Upload Component: Select which file upload component is installed on your hosting environment (if any). If you are unsure about what is installed on your hosting server click the "Help?" link.

Email Component: Select which email component is installed on your hosting environment (if any). If you are unsure about what is installed on your hosting server click the "Help?" link.

SMTP Server: If you have an email component installed on your hosting environment it will require an outgoing mail server. This is usually in the form of a domain name (mail.domain.com) or IP Address (123.456.123.456).

Calendar Tool Settings

To setup variables for the Calendar Tool(s) select "The Calendar Tool" from the drop down box.

Setup Variables For **The Calendar Tool**

Calendar

* Tool Name: Calendar

* URL to Admin: admin.asp?toolSelection=calendar&toolName=Calen...

* URL to Front-End: index.asp?toolSelection=calendar&toolName=Calen...

Page Background Tone: Dark

Calendar Width: 100%

Calendar Border Color: #cccccc

Today's Color: silver

Calendar Title: Month & Year

Display Weekday: Short (Mon)

Available Filters: Work Events:work|Holidays:holidays|Other:other

Show Filters: Yes

Calendar Format: Calendar Only

Update

Tool Name: This is a unique label that will appear in the header of the tool's administration page and in the Toolbox.

URL to Admin: URL to the tool's administration page

URL to Front-End: URL to preview the Front-End

Page Background Tone: The background tone can be "Light" or "Dark". This tone dictates which icons are displayed.

Calendar Width: This is the width of the calendar on the site in either pixels or percentage.

Calendar Border Color: This is the color of the calendar border and can be

given by name ("White") or Hexidecimal Number (#FFFFFF). You can leave this field blank to remove the border.

Today's Color: The background color of the current date is different from the others. This color can be given by name ("White") or Hexidecimal Number (#FFFFFF).

Calendar Title: Select what information you would like in the title of the calendar. You can select "Month & Year", "Month", "MM/YY", or "No Title".

Display Weekday: Select the format of the weekday name. You can select "Long (Monday)", "Short (Mon)", or "Letter (M)".

Available Filters: This field allows you to create filters for your content such as "Customers", "Suppliers", and "Other". Once created, these filters will appear on your administration form and each content item must belong to at least one filter.

Show Filters: This option is only available if filters are created and, if selected, gives the user a drop down list of all filters to choose from. If you do not "Show Filters" then specific filters must be coded into the ASP file.



Calendar Format: This option allows you to choose between the "Upcoming Events", "Calendar Only" or "Both Calendar and Upcoming Events". Upcoming events are displayed in a table format as shown in the "Calendar Front End" section of this document.

Upcoming Events Location: This option is only available if you are displaying both the calendar the upcoming events section.


Administrators

Once the security module is activated this section will appear to global administrators in the "Tool Setup" section of the Toolbox. Clicking on the "Administrators" link will produce the following screen.

Tool Users	
New User	
Name	Tool Access
 Administrator	Global Administrator
<input checked="" type="checkbox"/>  Ashley Salinas	About* Calendar Latest News*

From this screen you can turn on/off (,) , modify () or delete () any of the users other than the primary Global Administrator.

Adding and Modifying Administrators

Clicking on the modify icon () or the "New User" button will produce the following screen.

Tool Users	
* Name	<input type="text" value="Ashley Salinas"/>
* Email Address	<input type="text" value="ashley@ashleyKathleen.com"/>
* Password	<input type="password" value="*****"/>
* Tool Access	<input type="text" value="Tool Administrator"/> <small>This user type can only modify selected tools.</small> <input checked="" type="checkbox"/> About <input type="text" value="Content and Setup"/> <input checked="" type="checkbox"/> Calendar <input type="text" value="Content Only"/> <input checked="" type="checkbox"/> Latest News <input type="text" value="Content and Setup"/> <input type="checkbox"/> Photo Gallery <input type="checkbox"/> Survey
<input type="button" value="Add User"/>	

Name: The user's full name.

Email Address: The user's email address. They will use this email to log in to the tool administration and, if an email component is selected, the location they will receive their password reminders.







Password: The user's password into the tool administration.

Tool Access: This is the user type. Users can either be "Global Administrators" having access to all tools, setups, and administrators or a "Tool Administrator". If the user is a "Tool Administrator" you can choose which tools the user has access to and whether they have access to the tool's setup screens ("Content and Setup") or only access to modify the content of the tool ("Content Only").

Common Components

Icons

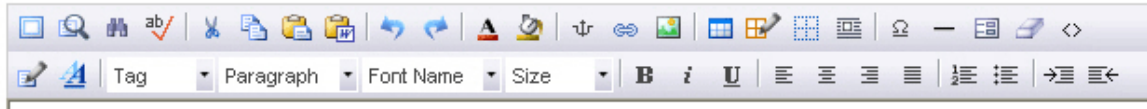
Here is a list of icons and their common definition throughout the tools:

-  Edit the record
-  Delete the record
-  View the record details
-  Copy a record
-  Indicates if record is active or inactive. Click to toggle record.
-  Expand or Contract a set of records

WYSIWYG Editor

WYSIWYG (wiz'ē-wig) stands for What You See Is What You Get. Examples of large WYSIWYG editing software include Microsoft FrontPage and Macromedia Dreamweaver. These editors are utilized as visual methods of creating and maintaining web content as opposed to editing the code behind the pages in a text editor.

Each editor box will have a formatting bar very similar to Microsoft Word:



Each button will perform different actions on the text you have typed in the box provided. Some of the buttons, however, are custom to this web-version of the editor.

Spell Check



If you are using Internet Explorer to modify your content, this icon will run a spell check on all of your text. A third party component called **IESpell** is required for this function to work correctly. You can download IESpell from <http://www.iespell.com>.

Paste from Word



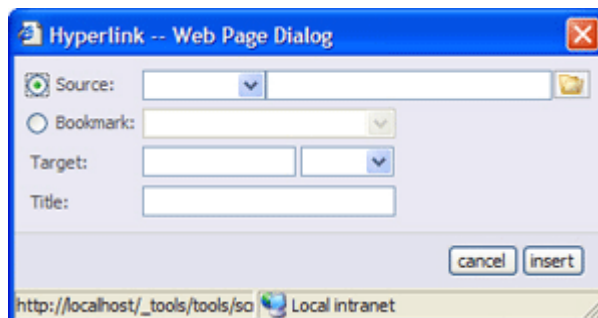
This icon should be used if you want to paste content from a word document. If you paste content directly into your content area all of the font definitions will be carried over and will not match the rest of your website. Using this icon strips unnecessary tags and leaves all formatting that you specified in place.

Hyperlinks



This icon will insert a hyperlink to another location. Hyperlinks can be links to other pages on your website, other websites, documents, etc.

Recommendation: I recommend typing the text or inserting the image that will become the link FIRST (i.e. "Read More" or "Click Here" or a button image), select the text/image and THEN click the hyperlink icon.



Source: Check this if you want to link to another page or document.

- a) If you want to link to another website choose "http://" from the first drop down and enter the web address (i.e. www.ashleyKathleen.com) in the box just to the right.
- b) If you want to link to a page or document on your website simply type the name of the file in the text box to the right

- c) If you want to link to a document that you need to upload to your website click on the folder icon on the right. This will take you to the **Asset Manager** which you can learn more about later in this section.

Bookmark: Check this if you want to jump to an anchor tag you have set up in the current content.

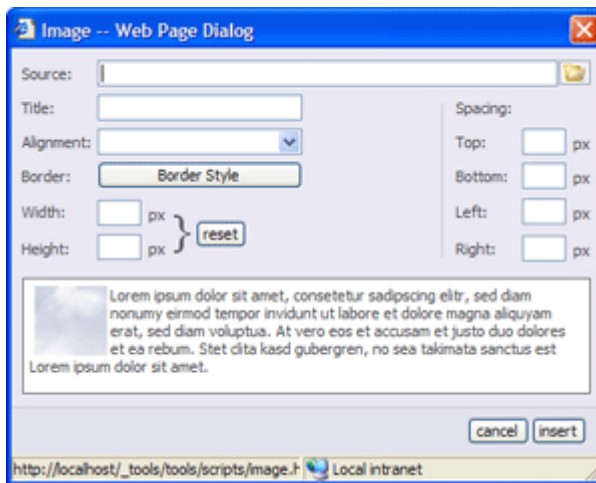
Target: (optional) If you are using the "Source" method you can choose to open the link in another window. If you already know the name of the window you would like to send the link to (rare) simply type it into the left hand box. Otherwise, use one of the selections in the drop down box. Leaving this field blank will open your link into the existing window.

Title: (optional) Use this field to type a title for the link. This is displayed when the user hovers over the text or object.

Images



This icon will insert an image into your content.



Source: If the image is already on the web (either local or remote) you can type in the location here.

Internal image example:

"images/logo.gif". For external images or in situations where you would want to use the full path to your image (like an email campaign) type in the full URL (starting with http://). **Need to upload the image?** Click on the folder icon to the right. This will take you to the **Asset Manager** which you can learn more about later in this section.

Title: (optional) Use this field to type a title for the image. This is displayed when the user hovers their

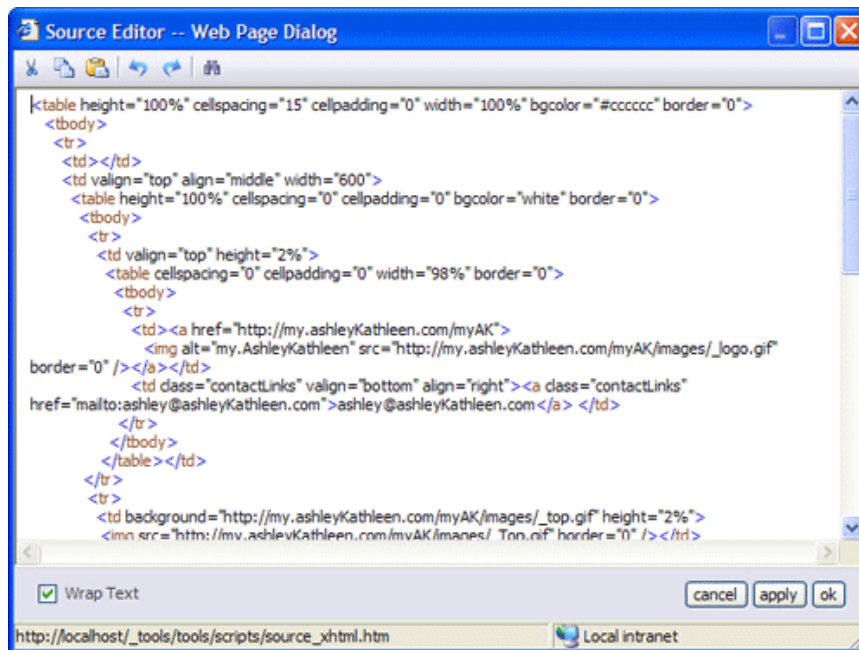
mouse over the image.

Formatting Options: There are several formatting options such as Alignment, Border, Width, Height, and Spacing which you can use to fit your image into your content.

HTML Source Editor

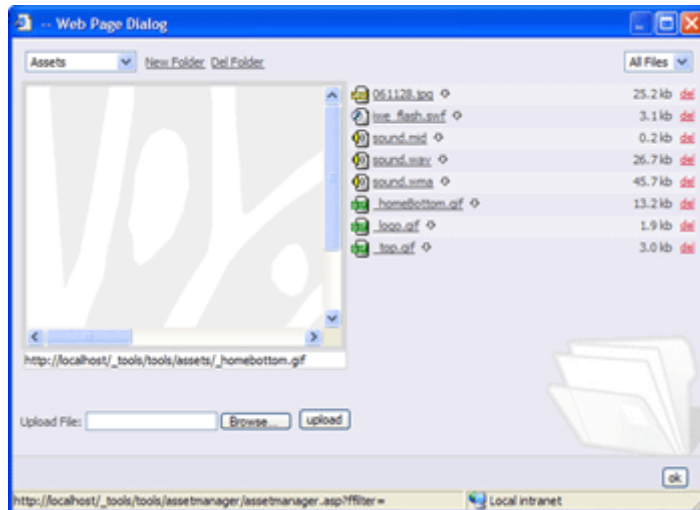


This icon will display the code behind the content you have designed. There are some things that are easier to accomplish through HTML code. You should only use this feature if you are familiar and comfortable modifying HTML code.



Asset Manager

You will be using the Asset Manager of the WYSIWYG Editor when you need to upload files or select existing assets for your content.



Folders: You can create/delete folders for all of your assets. This will help keep your files organized so you know where to find them. Select the folder in which you would like to choose or upload a file from the drop down list located at the top of the page.

Preview Pane: If you select an image from the Asset Manager you will see a preview of that image in the Preview Pane on the left of the screen.

Document List: On the right side of the screen you will see a list of the files for the folder that you have specified. You can filter your files by type using the drop down box on the top right of the screen.

Uploading Files: To upload a new file into the Asset Manager click the "Browse..." button at the bottom left of the screen, find the file on your computer, then click the "upload" button. This will upload the document into the folder you are viewing and highlight the file in yellow.

Inserting a File: To insert the file into your content, simply select the document and click the "ok" button at the bottom right of the page.

The Calendar Tool

Upon logging into the Calendar tool you will see the following screen. Click on the day number to add a new event or on an event name to edit that event.



Adding & Modifying Events

Clicking on the date number or event name in the previous screen will produce the following screen.

Start Date: The date the event starts.

End Date: The date the event ends.

Event Abbreviation: This is the text that will appear in the calendar. The user will click on this name to read the event description.

Event Description: This is the full event text that will appear in a pop up window when the user clicks on the event text. See WYSIWYG Editor below for more information on formatting.

Document Attachments: If your server provides a file upload component you can attach documents to each event. To attach multiple documents you must "edit" the item for each document you would like to add. Click the trash can icon (🗑) next to the document to remove it from the content item.

Technical Support

If you have any questions regarding information in this document or think you need help through this tool give me a call, or send me an email!

Contact:

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