WebCalendar Creator Overview

WebCalendar Creator is easy-to-use software that creates perfectly formatted HTML calendars for your web site or local intranet.

Just enter event information and WebCalendar Creator generates perfect web calendars - complete with monthly, scrolling monthly and daily pages. Great for your school, community, business, family events, association, club, church group and more!

* Recurring Events & Recurring Event Exceptions: Delete or detach specific events from a recurring series.

* Integrated publishing feature to upload to your web server.

* Full network support, including multi user simultaneous calendar editing - full UNC file path support.

* Complete control over calendar colors, graphics and fonts - including multiple templates and a template generator (available with Professional version only)

* Full international support - every language aspect can be customized for any region.

* Create ongoing calendars from year 100 to 9999 - and select your own calendar start date - great for history calendars.

Visit our web site for a complete list of features, release notes and version history, and a visual tour of WebCalendar Creator

Purchasing & Support

Purchasing Information

Purchase WebCalendar Creator online at http://www.WebCalendarCreator.com. Our order forms are hosted on our secured web site - we accept Visa, MasterCard and American Express. Purchase orders are accepted from U.S. Government and Educational institutions only. Please see the online order form for P.O. instructions.

Technical Support

Technical support may be obtained using any of the following methods. For faster response, using our web based support form is recommended. Please visit our support web site for full details on support options.

Web
http://www.WebCalendarCreator.com/support

Email:
support@WebCalendarCreator.com

Fax
517-694-2536

System Requirements

WebCalendar Creator runs on any PC and generates calendars that can be hosted on any intranet or web server. No special server requirements are necessary to host calendars created by WebCalendar Creator.

Work Station Requirements

The computer that WebCalendar Creator runs on is recommended to have a minimum configuration as follows:

Windows 95/98/NT/2000/ME/XP
Pentium Class Processor
32 MB RAM
10MB Available Disk Space

Remote Event Submission Feature

In order to use the remote event submission feature, your calendar must be hosted on a web server the support CGI scripts written in Perl, and you need to have one dedicated POP mail account. Remote event submissions are relayed to web calendar through email. The remote event submission feature is not available in the Basic version.

Other Products From Grafix Network, Inc.

WebCalendar Creator
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WebCatalog Creator
Publish a complete products catalog on the Internet complete with the ability to enable full online secure ordering! WebCatalog Creator allows you to display products for ordering complete with user customizable options such as colors, sizes, etc. WebCatalog Creator interfaces with your scanner or digital camera and produces a shopping cart enabled site that supports secure order processing, product photo's and more.

Grafix NetTransfer
Automatically transfer files (HTML, graphics etc.) to the FTP site(s) of your choice! Specify virtually as many FTP sites, directories and/or files to transfer anytime!

Reselling Our Products

Make Money By Becoming A Software Reseller!
Reselling our software is easy and profitable! Resellers receive generous commissions on all referred orders! You simply place a download link on your web site to download our software. Then, when someone clicks on your site to download our software, a cookie is placed on their computer that uniquely identifies you as the reseller of the product! If that person ever orders our software, you'll be credited with the order and will receive a commission check. It couldn't be easier! We handle all the ordering and customer billing, and pay you a commission check every month for received orders!

How Does It Work?

Through the use of 'http cookies', we are able to track orders received from people who have downloaded our software through your site. Our ordering system automatically checks for this cookie with each order. If a cookie is found, our system automatically records you as the reseller and we pay you a commission of *15% for each sale! Commissions are paid starting with the third order referred from your web site. It couldn't be easier, we handle all the administration - you just sit back and collect your commissions!

What Are the Requirements?

There are no specific requirements simply visit our web site at http://www.grafix-net.com and complete the information requested. Once approved, we'll send you all the necessary HTML to place on your web site. Why wait? Reselling is easy, just complete the form on our web site to get started!

* Commissions rates are subject to change please visit our web site for the latest information on commission rates.

Copyright And Legal Notices

This version of WebCalendar Creator may be used on your system for a limited 30 day trial period before it must be registered. Until registered, WebCalendar Creator will have various restrictions and certain features will be disabled. Once licensed, you may use WebCalendar Creator on a single system only. License numbers are not transferable without the express consent of the copyright holders.

Using WebCalendar Creator

Main Screen
This section describes the main WebCalendar Creator program screen

Event Editor
This section describes the Event Editor that's used to add new and edit existing events.

User Preferences
Explains the User Preferences

Calendar Preferences
Explains the Calendar Preferences

Main Screen

WebCalendar Creators user interface is clean and efficient. Maximize the program to any choice of screen size. You can even run more than one copy side by side to work on multiple calendar simultaneously *(professional version required for multiple calendars),* The program screen looks

exactly like the web page it creates - including colors, mouse-overs, and page backgrounds!.
Below are a few tips to help you get started using WebCalendar Creator effectively.
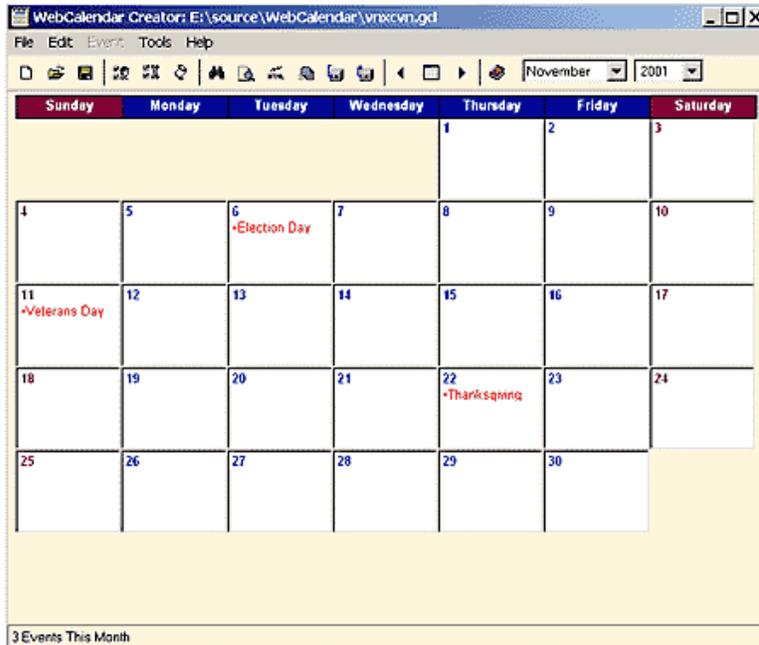
Adding & Editing Events

- To edit an event, just double click on the event name.
- Right click on any event name to display the event menu. On this menu, you can perform several actions (cut, copy, paste, delete, rename, etc.)
- To rename an event, just highlight the event name with your mouse, then start typing on the keyboard.

Drag –N- Drop

You can drag and drop events to other days. To initiate a drag and drop, hold down the shift key, then click and drag on any event. If dragging with the 'Shift' key only, your event will be 'moved' to the target day – if dragging with the 'Shift' and 'CTL" keys both depressed, your event will be copied to the target day.

Navigation

You can navigate to any month within the next or previous 100 years, with only two clicks. Select the year in the 'Year Drop Down' selection, then select the month in the 'Month Drop Down' selection. The year drop down selection will allow you navigate to a year that's within 100 past, or 100 future years of the currently displayed year. Using this method, you can navigate all the way back to year 100 or to year 9999.

The three navigation icons in the tool bar allow you to jump to the next or previous month (next or previous year if the 'Shift' key is depressed). You can also jump to the calendar start date by pressing the calendar icon in the tool bar. This will immediately display the calendar start month as specified in the calendar preferences – by default, this is the current date.

Tool Bar & Status Bar

Bottom bar displays how many events are displayed in the current month. The top tool bar provides quick access to all the program features, including the ability to jump to any month/year with one click! WebCalendar Creator was designed with ease of use in mind

Event Editor

The Event Editor screen is displayed when double clicking on any day, double clicking on an existing event, or when 'Add New' or 'Open Event' is selected from the Event menu item. The event editor screen allows you to control all aspects of individual calendar events.

When entering multiple events, use the New & Copy To buttons on the Event Editor screen. This allows you to enter multiple events on any date without having to reload the Event Editor with each new event.

Event Details Tab
On this tab in the Event Editor, you will enter the main details, such as Name, Description, Date, Start/End Times and Location for the event.

Full Event Name
This is the events 'full name' – this value can be upto 100 characters in length, and will be displayed on the scrolling monthly and daily pages. The 'Short Cal Name' setting described below will be used on the monthly calendar pages, however, the full event name will be used as the pop-up text for the cal name displayed on the monthly calendar page.

Short Cal Name
This is an abbreviated name for the event that's displayed on the monthly calendar page. This field will hold up to 50 characters, but it's recommended that you limit this field to around 24 characters. This will make your monthly calendar much easier to read on the web.

Event URL
If specified, this will cause the event to link to the web address specified here, instead of linking to the daily event page. If this value is provided, the event will still appear on the daily page, however, the monthly calendar page will link to this address, instead of the corresponding daily event page.

Use Default Event Name Color
If checked, this will cause the event name to be displayed in the default event name color as specified on the Color & Graphics Tab of the calendar preferences. If unchecked, you can define a custom color for this events name.

Use Default Event Text Color
If checked, this will cause the event text – including the event time, location and description – to be displayed in the default event text color as specified on the Color & Graphics Tab of the calendar preferences If unchecked, you can define a custom color for this evens text.

Event Description
This is the text that will be displayed as the event description. This text can be of any length, however, it's recommended that you keep this text brief. When WebCalendar Creator creates your web pages, this text will automatically be converted to HTML –all web address and email addresses entered here will become clickable links.

You can import HTML or text files into the event description by clicking the 'Import Event Desc. >> ' button. Just place your cursor where you'd like to import the file to be placed, then click the button. This allows you to import files into an existing event description at a location of your choosing.

You can enter your own HTML in event descriptions, just place any HTML you enter between a <HTML> and </HTML> tags. Please refer to the Advanced Configuration section of this help file for full details on this feature.

Event Date
Select the date this event should appear on.

Show Start Time
If checked, the start time selected will be displayed on the calendars HTML pages.

On all calendar pages, events are sorted first by date, then by start time, then by event calendar name. You can control exactly in what order your events appear on your calendar pages by modifying the start time for any events even if you choose not to display the start time on the calendar pages

Show End Time
If checked, the end time specified here will be displayed on the calendar HTML pages.

Location
An optional setting that will display the 'Location' for this event.

The drop down selection feature of this field will remember the last 10 entries made here. This saves time when entering the same setting for multiple events.

Time Zone
An optional setting that will be displayed, if the start time is also selected.

The drop down selection feature of this field will remember the last 10 entries made here. This saves time when entering the same setting for multiple events.

Private Event
Events marked as private will not be displayed on calendar HTML pages. *Requires Professional or Enterprise License.*

Event Graphic Tab

This tab allows you to specify a graphic that will be displayed with this event.

Use Graphic with Event
Check this to enable the related graphic controls on this tab.

File Name
Use the 'Clear' or 'Browse' buttons to select the graphic you'd like to use for this event. When generating you calendar pages, the graphic specified here will be copied to your calendar HTML directory as specified on the General Tab of the calendar preferences.

Alignment
Your graphic can be displayed to the Left, Right, Above or Below the Event Text itself. Specify your desired setting here.

When Clicked, go to this URL
If specified, the graphic for this event will be hyperlinked to the address specified here.

Mouse Over Pop-Up Help Text
If specified, the text here will be displayed as 'pop-up text' when the mouse is placed over the event graphic in the web browser.

Show graphic on Scrolling Monthly page, as well as Event page
You may override the default setting for this value that's specified on the Advanced HTML Options screen of the calendar preferences. When this option is enabled, the graphic for this event will be displayed on the Scrolling Monthly Page, as well as on the Daily event page.

Event Recurrence Tab

This tab allows you to define a pattern, range, and exceptions to recurring events. A recurring event is an event that will repeat at specified intervals.

Recurrence Pattern
Here you can specify a variety of recurring patterns including daily, weekly, monthly, and yearly. Each range setting has a variety of options to fit any recurring event need.

Recurrence Range
This allows you to set a range that the recurring event is to be restricted to.

Never
The recurring event will never end.

After This Many Occurrences
The recurrence will end after it's been repeated a set number of times.

After This Date
The recurrence will end after a specified date.

Exceptions To Recurrence
The 'Recurrence Exception' feature makes recurring events very versatile! A 'Recurrence Exception' is a date in a recurring series where the event should NOT appear on. Exceptions can be a single date, or a range of dates. An exception can also be automatically assigned by deleting any event in a series from the main calendar screen.

User Preferences

The user preferences screen controls global settings for WebCalendar Creator. These settings are program level settings that control the overall operation.

Licensed To
Specify here the name of the Registered User of WebCalendar Creator. The information given on this page must match exactly the information provided by Grafix Network, Inc. when purchasing WebCalendar Creator or your license number will not work correctly.

License Number
Specify the license number given to you by Grafix Network, Inc. for this version of WebCalendar Creator. If you are not already registered, please stop by http://www.WebCalendarCreator.com to purchase this software and unlock its full potential! Until registered WebCalendar Creator will have certain usage restrictions.

Email Address
This is an optional setting – if specified the licensed to information displayed on your calendar pages will have a hyper link that, when clicked on, will create an email to the address specified here.

Logging Level

This specified how much information WebCalendar Creator will log – unless drive space is an issues, it's recommended that this setting be set at 'verbose'.

Delete old Log files after ## days

Each time WebCalendar Creator is run a log will be created including information on which pages were created, and if any errors occurred etc. during transfer. When WebCalendar Creator starts up, it will delete old log files based on the specifications you enter here.

You may view your existing WebCalendar Creator log files at any time using the TOOLS->VIEW LOGS menu option.

Display Tool Tip 'Pop-up' Help

Checking this option will cause WebCalendar Creator to display the pop up message help when your mouse is positioned over elements on the WebCalendar Creator main screen.

Display 'Created by WebCal' Logo On Calendar Pages

Checking this option will cause WebCalendar to display the 'Created by WebCal' logo o calendar pages, *this option is only available in the Professional and Enterprise versions*.

Display 'Licensed To' On Calendar Pages

Checking this option will cause WebCalendar to display the 'Licensed To' name on calendar pages, *this option is only available in the Professional and Enterprise versions*.

Transparent Main Form Tool Bar

This controls whether the tool bar displayed on the main program screen is opaqe or transparent. This option is useful if your background graphic causes the buttons to become unreadable.

Transparent Main Form Status Bar

This controls whether bottom 'Status Bar' on the main program screen is opaqe or transparent. This option is useful if your background graphic causes the status bar to become unreadable.

Display Monthly Calendar Background

This controls whether the main program screen will display the monthly calendar background graphic or color as it appears on your calendar HTML pages. On older computers, it may speed up program operation to disable this feature.

Calendar Preferences

Calendar preferences control settings and specifications for the currently opened calendar. Each calendar created by WebCalendar Creator has it's own set of calendar preferences. The calendar preferences screen is organized into 5 sections, select the section below for detailed information.

General Tab

Options Tab

Color & Graphics Tab

Administration Tab

Publishing & Server Config Tab

General Tab

Calendar Title

The name of the calendar you specify here will be displayed at the top of your calendar web pages. The name should be as descriptive as possible to the actual content of the calendar (Company Events Calendar, etc.) This is an optional setting.

Calendar Logo

These settings allow you to define a custom graphic 'logo' that will be displayed at the top of your calendar pages. Other settings allow you to define how the logo will be aligned on your calendar, a URL that the graphic will link to, and mouse over text that displays when the cursor is placed over the logo.

Path & Filename of Initial Calendar Page

This setting specifies the location on your computer where calendar pages should be generated to. It's necessary that each calendars HTML be saved to a separate directory (professional version only). During the calendar publish process, the calendar pages saved to this location will be transferred to your web server.

The extension of the file you specify for the initial calendar page will be used for all calendar pages created (htm, html, asp, etc.).

Prefix for additional Calendar Pages

Specify a one or two character prefix for additional calendar pages created by WebCalendar Creator

'Return To Homepage' URL

The web address specified here will be the address that the 'Return To Homepage' graphic on your calendar pages will link to when clicked on. This setting will not take effect until WebCalendar Creator is registered.

'Return To Homepage' Target

This selection specifies how the 'Return To Homepage' like will be displayed. This settings is useful if you display your calendar in a frame.

Default Event Time Zone

If specified, the text entered here will be used as the default 'Time Zone' text for all new events added in the calendar.

Default Event Location

If specified, the text entered here will be used as the default 'Location' text for all new events added in the calendar.

Meta Tags

These optional settings allows you to specify a description and keywords for the calendar. "MetaTags" add information to the source code of your HTML pages, but do not affect their appearance. This information is useful, for example, when listing your calendar with an Internet search engine. Most search engines use these MetaTags to determine how an HTML page should be listed in their database.

'Description' should be a brief sentence that describes the content of your calendar

'Keywords' should be a list of comma separated words that are related to the content in your calendar.

[Language & International Settings](#)

This sections describes the custom text & language preferences.

Options Tab

Date of Initial Calendar Page

This setting allows you to set the first month displayed for your calendar. The month specified here will be starting point for your calendar. You can set the initial month to any setting from 100 to 9999 – this makes WebCalendar Creator a great tool for displaying history timelines.

For Initial Calendar Page Use

The initial calendar page can be either the monthly calendar page, or the scrolling month page.

Don't Generate Scrolling Month Pages

This setting allows you to disable the creation of scrolling month pages. When enabled, only monthly calendar pages and daily pages will be created.

Display X Events Per Day

This controls how many events are displayed on the monthly calendar page per day. The default setting is 5 events per day, however, you may want to increase this if you have a lot of events. If there are more events for any day than this number, a red chevron will be displayed indicating that there are more events on this day, in which case the user should examine the daily page which will list all events.

Generate X Past & Future Months

This setting controls how many past and future months are generated for this calendar. Past and future months specified are relative to the 'Date of the initial calendar page' setting described above.

Until registered, WebCalendar Creator will only show HTML pages for the current month.

Spawn New Browser For Links

If enabled, this setting will cause all links within your calendar to be opened in a new browser window – leaving your calendar page open in its original window. If unchecked, links will load into the same browser window you calendar is displayed in.

Display Events in a Pop-up Window

If enabled, this will cause all daily pages to be displayed in a pop-up window.

Use A Colored Square/Frame To Highlight Today

This setting should only be enabled if you generate calendar pages daily. This will cause the current day to be highlighted in the color of your choice. The highlight can be set to the day cell background color, or the cells border color.

Include 'Jump To Today' on Daily Pages

When this option is checked, a link on each daily page will be present linking to the current dates page. This setting should only be enabled if you generate calendar pages daily.

Include 'Jump To Today' on Monthly Pages

When this option is checked, a link on each monthly page (monthly and scrolling monthly) will be present linking to the current months page.

[Advanced HTML Options](#)

This section describes the advanced html preferences.

Lunar Phases

This option allows you to configure your calendar to display lunar phases, and customize the color and text displayed for each phase. This feature will correctly calculate phases from year 100 to 9999 – great for history calendars.

Lunar phases are calculated based on Greenwich Mean Time (GMT) or Universal Time (UT). To compensate for your local time zone you can set the 'Time zone' setting. This value represents the number of hours difference between your local time zone and GMT.

Advanced HTML Options

Display X Characters Per Event…

Event descriptions can be long. When a calendar has many events, this could make the scrolling month page cumbersome and difficult to navigate. This setting allows you to limit the number of characters of the event description displayed on the scrolling month page. If the description is truncated due to this setting, a 'more details' link will appear at the end of the description.

Entering 0 for this value causes then entire event description for all events to be displayed on scrolling monthly pages.

Daily & Scrolling Page Width

Controls the width in pixels of the table that contains event information on daily and scrolling monthly pages – in some situations, such as where your Calendar is displayed as part of a set of frames, it may be better to change this setting.

If this setting is 0, the table will be 100% of the browser width. This way, even with a very narrow frame, your Daily and Scrolling monthly pages will be completely displayed without requiring the user to scroll left or right.

Monthly Calendar Width

Controls the width in pixels of the monthly calendar table. – in some situations, such as where your Calendar is displayed as part of a set of frames, it may be better to change this setting.

If this setting is 0, the table will be 100% of the browser width. This way, even with a very narrow frame, your Monthly Calendar will be completely displayed without requiring the user to scroll left or right.

Align Monthly Calendar Dates

The day numbers can be aligned either left or right within each day cell on monthly calendar pages.

Display Event Graphics On Scrolling Month

This setting is a default setting – each event can have a graphic associated with it. That graphic can be displayed on the scrolling monthly page, in addition to being displayed on the daily page. This setting is the default setting for the Event Editor setting for this value – the default setting can be overridden for any event.

Display 'Previous/Next' on Event Pages

This option will cause a 'Previous' and 'Next' link to be displayed on the daily pages of your calendar. These links will link to the previous or next date that has event information, skipping days with no events.

Calendar Font

You calendar can be generated using a Times or Arial font.   This setting controls which of these fonts you'd like your calendar to use.

Calendar Day Options

You can include or exclude Saturday, Sunday, or both from your calendar. This is useful for displaying a calendar without weekend dates.

First Day of Week

In many parts of the work, the first day of the week is Monday – this option allows you to select either Sunday or Monday as the first day of the week.

Include HTML Options

You can include header and footers on you calendar pages – furthermore, you can control on what pages these elements will appear.

This feature is useful if you'd like to include information, scripts, graphics or other active elements in your calendars. Any HTML page can be specified as a header or footer.

Element
Allows you to select, and control, the settings for either 'Included Header' or 'Included Footer'.

HTML File to use
Specify the full filename and path of the HTML page that you would like to use as a Header and/or Footer.

NOTE: If make changes to the these settings, you'll need to generate HTML for your calendar to see the changes on your calendar HTML pages.

Include on
These settings allow you to control on which pages your Header/Footer will appear.

Language & International Settings
These settings are provided mostly for international users. On this screen you can customize the month, weekday, and other text to match the users language or region.

Month Names to use on this Calendar
Specify the both the full name, and a three letter abbreviation, for each month in the year in the specific language for your region.

Day Names to use on this Calendar
Specify the name of each day of the week in the specific language for your region.

Miscellaneous Texts to use on this Calendar
Specify the text that you'd like to use for these various elements throughout your calendar.

Color & Graphics Tab

The Color & Graphics Tab allow complete control over colors and graphics used in your calendar. Customize Graphic Page Elements The three major elements that can be controlled are 'Color' settings, 'Graphic Settings' and 'Calendar Template'

Calendar Template

Calendar template settings allow you to select from several user definable templates that control the appearance of your calendar. Every template will have it's own color and graphic

settings – this allows you to create a calendar with a very unique appearance. Or, to make the calendar match the existing 'look and feel' of your web site.

After selecting a template, you can further modify its appearance by modifying any Color or Graphic setting described below.

Calendar Template Selection
Use this drop down selection to select which template you'd like to use for your calendar.

Create New Template
This is a Professional and Enterprise version feature. This will allow you to create a custom template based on the currently selected settings.

Restore Defaults
This will cause all color and graphic settings to revert to the default settings for the currently selected template – resetting any changes that you've made.

Color Settings

Page Color Defaults
Along the left edge of this screen you can control the 'Background', 'Text Color', Link Color', 'Visited Link Color', and 'Active Link Color'. These settings are the page defaults used in the <BODY> element of the page HTML. Other color settings described below take precedence over these settings. Colors defined on the Event Editor also take precedence over these settings.

Color Preview Windows
Several Preview Windows are displayed to show you what your current color settings look like. Clicking on any element in any of the 'Preview Windows' will change the "Color Object" setting at the bottom of the page so you can change it's setting

Color Element
This dropdown list allows you to select the 'Color Object' for which you would like to set the color. You may also choose the object to set by clicking within any of the preview windows.

Text & Background Color
Depending on which 'Color Object' is selected, these settings will control the colors for the currently selected object. Any changes to these settings will be immediately visible in the preview areas.

Some object have a "Transparent Background" setting. This will cause the object to be displayed transparently – allowing the page background color or graphics to be visible through the object.

Colors for Event Titles (Full Name and Cal Name) as well as Event Text may be overridden per Event on the Event Editor for each event.

Graphic Settings

Graphic Preview
This window displays a preview of the currently selected 'Graphic Element'.

Graphics used for page backgrounds, such as the Monthly Calendar, Monthly Scrolling and Daily Page backgrounds will be tiled.

Graphic Element
Select the specific graphic or element you'd like the view or control.

File Name
Using the 'Browse...' button to navigate and select the graphic you'd like to use for the currently selected element.   Use the 'Clear' button to clear this setting.

Pop-up Help Text
Some calendar elements, such as the 'Return to Homepage' and 'View Next' links allow you to specify Pop-Up text. This text will appear in the browser when the user places his mouse over the calendar element.

Administration Tab

Calendar Tag Line
Administrator information is optional information that will be displayed in the lower left corner of your calendar pages. The three settings here will be used to concatenate the information displayed. The name specified will be hyperlinked by the email specified, and prefixed by the 'For More Info' setting.

Name
Specify the name of the Administrator of this calendar. This can be a proper name, like 'Jeff', or a more generic name, like 'Webmaster'.

Email Address
This optional setting will be use to used as a "mailto:" link for the Administrator described above.

'For Information on this Calendar, contact:' Text:
By the default, a tag is created at the bottom of each calendar page displaying the Administrators Name and Email address for this calendar. The text you supply here will precede the name link described above.

Calendar Clean Up

Delete Pages older than ## months
Each time calendar pages are generated, WebCalendar Creator will also clean up old unused pages. Specify here the number of past calendar months that you'd like to keep on your system. If a page is older than the value specified here, it will be deleted.

Delete Data older than ## months
As you use WebCalendar Creator and add new Events, the size of it's database file will grow. You may specify here the period of time that you'd like to keep old event data in your database (.gcl) file.

Calendar Merge

This feature allows you to merge one or more calendars into a single calendar. See the Calendar Merge section for full details.

Calendar Merge
This feature is available only in the Professional and Enterprise versions. Calendar Merge allows you to include events from one or more other WebCalendar databases, in another calendars HTML pages

This would be useful for an organization that wanted to create a separate calendar for each department, while having a master calendar that included events from each of the other calendars.

There is no limit to the number of calendars that can be merged. When specifying a calendar to include in a merge, you can select whether to include:

1. **Public & Private Events (all events)**
2. **Public Events Only**
3. **Private Events Only**

Using the merge feature you could create three separate calendars from one calendar database. For example, you maintain a calendar that contains public and private events. You could then create three other calendars that includes events from the first calendar you maintain.

Calendar A merges your calendars public events
Calendar B merges your calendars private events
Calendar C merges your calendars Public and Private Events

Each calendar can be configured to generate and upload to a different locations - and this can be automated using the auto run feature – as described in the Running WebCalendar Automatically section. This would allow you to create three separate calendars, all created from the one calendar database.

Another example: Two people work on separate calendars - you could create a third calendar that merges events from the two for a master calendar.

There's no limit on the number of calendars that can be merged.

Publishing & Server Config Tab

These options tell WebCalendar information about your web server needed to publish your calendar. If you don't know the answer to some of these settings, please contact your system administrator, or Internet Server Provider.

Remote Server Address:
This is a full internet domain name for the FTP address of your server. This is normally something like 'ftp.myserver.com', or may be the same domain as your web site 'www.myserver.com'

Login Name & Password
This is the *case-sensitive login name and password* for your account on your server. Your system administrator or service provider would have provided this information at the time your web site was setup.

Full Path To Directory On Remote Server To Place Calendar Pages:
This is the full path to the directory on the server where WebCalendar should upload your calendar pages to. This setting can be a full server path (preceded with a '/'), or a relative path (no slash). Both UNIX and Windows NT servers will have similar values for this setting, a typical value for this field would be:

Typical UNIX Setting:
/home/myaccount/public_html/calendar

Typical Windows NT Setting:
/myaccount/calendar

Advanced FTP Settings

This leads to a sub form that allows you to control updating options regarding transferring your calendar to your web server.

Remote Event Submissions

Enable Event Submissions Over The Web:

This option allows you to configure WebCalendar Creator to accept event submissions from your web site. This will enable you and others to submit events to your calendar through your web browser. The general operation and principle of this feature is described in detail in the Submitting Events Over The Web section. This section describes the significance of each setting related to this feature.

Path to directory to upload Perl CGI script:

This is the directory that the Perl CGI script that controls the remote event submission feature should be uploaded to. Once your calendar is posted to the web site, this is the script that will allow you to submit events through you web browser.

URL to CGI directory specified above:

This is the complete http:// address of the directory that your CGI files reside in. This setting and the 'Path to directory to upload Perl…' setting both refer to the same directory. However, this setting is the http:// address, and the latter is the path to the directory while FTP uploading to the server.

Remote Event Server Config

This area allows you to enter server settings that will control how your remote event submission operates.

Remote Event Options

This area allows you to control other aspects of the remote submission feature such as: login name/password accounts, add event links, etc.

Remote Event Language

This area allows you to customize the text that is displayed on the various forms used with the remote event submission feature. The text for the 'Submit Another' button is provided because WebCalendar must know the text on this button in order to process it correctly. All other language element regarding the remote event submission feature can be modified in the template .dat file – this is described in detail in the Template Customization section.

Advanced FTP Settings

Retry to Connect ## times, and wait ## seconds between Retries.

This option allows you to specify how many times you'd like to retry to connect to your FTP server and the time to wait between attempts when publishing pages to the server.

Timeout in ## seconds.

This option allows you to specify how long WebCalendar will wait before determining that an FTP command has failed. Sometimes, when an FTP Server is busy, there may be a delay in

getting confirmation back from the server as to whether a command, such as a file upload or request for directory information, has been successful. If you find many errors occurring during Remote Publishing, you may want to increase this setting to allow your server the time it needs to respond.

Remote Server Port
This setting is typically "21" on most systems. Only change this option if you have been directed to do so by the administrator of your FTP Server.

Updating Options
You can select which file should be transferred to the remote server.

All Files in this Calendar's HTML Directory
All files, whether they are HTML pages, graphics or anything else that is located in the local HTML Directory will be sent to the remote server.

Only Pages & Graphics used in this Calendar (default setting)
Only HTML pages and graphics created and/or used by this WebCalendar will be sent to the remote server.

Delete old calendar pages from remote directory
This option controls whether WebCalendar will delete old files on the remote server when that file no longer exists on the local machine.

Update remote files only if local version has changed
This area controls how files are compared when determining if files should be transferred. If checked, only calendar pages that have changed since the last upload will be sent. This option saves time when uploading your calendar.

Remote time zone Is XX hours earlier/later later.
This setting is used to compensate for time zone differences between your computer, and your hosting server. Correct settings for these options ensure that only changed calendar pages are sent to the server.

Remote Event Server Config

Server Operation System
Select the operating system of the server. Generally, servers will fall into two classes – either Windows or some type of UNIX (Linux, Solaris, etc).   Select the appropriate server type.

SMTP Mail Server
This option is only applicable to Windows servers. Enter an IP address or server address of an SMTP server. An STMP server is a server that sends mail. IMPORTANT: The SMTP server specified here must allow your web site to relay mail. If you don't know, contact your hosting provider and ask them for an SMTP server that your web site can relay through.

Path To Mailer
This option is only applicable to Unix type servers. This is the UNIX path to Sendmail on your server. Sendmail is a program that handles mail services for UNIX type servers. The default setting is OK for most UNIX servers, however, if can specify other mailers like qmail, etc.

Path To Perl Interpreter (UNIX Type Servers Only)
This is the UNIX path to the Perl interpreter. Perl is a popular scripting language used for CGI applications. The default setting is OK for most UNIX servers, however, if you are having problems, check with your system administrator or service provider to verify this setting.

Name of CGI Script

By default the CGI script uploaded to your server is named 'webcal_submit.pl' – however, you can change this value to any setting. You may wish to do this if you plan to have several calendars using the remote submission feature. Each calendar using this feature must have it's own CGI script uploaded to the server – in the case of multiple calendars, this setting would allow you to have unique names for each calendars respective CGI script. This would allow you to have all the CGI files reside in the same directory on the server. You may also want to change the .pl extension to .cgi - if required by your hosting provider. However, the .pl extension is generally required for Perl scripts.

Email Address To Receive Submissions

This is the email address that submissions will be mailed to. As explained in the Submitting Events Over The Web section – events submitted from your calendar are sent to WebCalendar via an email account. This email account must be dedicated for the calendar.

It's possible to enter multiple email addresses in this setting – each email address should be separated by a comma (,). You may want to do this if you want to be notified by email when someone has submitted an event on your calendar. Please refer to the Submitting Events Over The Web section for a overview of the remote submission feature.

Incoming (POP) mail server

This is the mail server that the remote events will be downloaded from. A POP mail server is an 'incoming' mail server. The address or IP entered here should be the server that your dedicated calendar email account's email can be downloaded from.

Login & Password

This is the login and password for the email account that is dedicated for this calendar.

Shell To External Application

This is an advanced feature that allows you to import remote events into external databases, or other business systems. Using this feature you can create your own custom .EXE, .BAT, or script files that process downloaded events. Typically, this would be most useful for people who add their own custom fields to the remote submission form. This is a very powerful feature that will allow you to integrate remotely submitted event information into your own business systems (email databases, etc.).

As explained in the Submitting Events Over The Web section – events submitted from your calendar are sent to WebCalendar via an email account. Then, WebCalendar will download the events and import them into your calendar. During the process of downloading events, WebCalendar saves the event information to a temporary file on your hard drive, then reads the event information from that file. This feature will allow you to use a program of your own creation to intercept event information – or any custom fields that you've defined on the remote event submission form.

As described in the Template Customization section, you can add your own custom fields to the remote event submission form. Although WebCalendar will completely ignore any custom fields you add, the 'Shell To External Application' feature provides a way to intercept this information before it is imported into WebCalendar. For example, you could add a name and email address field to the remote event submission form. This feature would allow you to import remotely submitted events into a separate database, which could be used, for example, with your bulk email campaign.

To use this feature you must create your own program (.exe, bat, or script file) that will read the information form the temporary text file and process for what ever purpose is needed. Once this

feature is activated, during the event download WebCalendar will 'shell' to your program, passing the file name to your program on the command line, for example:

C:\program files\your_import_program.exe <path to temporary file>

Once your program is called, WebCalendar will wait until your program has complete, then import and delete the temporary file. The actual import into WebCalendar in done after your program has completed.   Also, after your program completes its work, it must shut down completely. Once your program complete, WebCalendar will then continue. If your program stays loaded into memory, WebCalendar will continue to wait indefinitely until the program closes.

Below is an example of how the event information is formatted in the temporary text file. The format of this file is in the form of a standard windows INI file. This will allow you to use the existing windows API to import these fields. Any custom fields you add to the remote event form will be placed in the `[User Defined Fields] section.`

```
[Remote Event Submission]
login=dave
full_name=Event Name
cal_name=Short Name
url=
name_color=default
description_color=default
year=2002
month=4
day=1
show_start_time=
start_time_hour=12
start_time_minute=00
start_time_format=am
show_end_time=
end_time_hour=12
end_time_minute=00
end_time_format=am
location=
timezone=
private=
recur_type=0
recur_sub_type=
recur0=
recur1=
recur2=
recur0_1=
recur1_1=
recur2_1=
recur_days1=
recur_days2=
recur_days3=
recur_days4=
recur_days5=
recur_days6=
recur_days7=
recur_range=0
recur_end_occurences=
recur_end_month=
```

```
recur_end_day=
recur_end_year=
[User Defined Fields]
[Event Description]
This is the event description
```

Remote Event Options
This section allows you to specify on which pages, if any, you'd like to display links to add events to the calendar.

The monthly calendar page will display links using a '+' symbol, the daily and scrolling monthly pages will display links using text based on the settings you enter on this screen.

You can allow web users to submit events to your calendar with no login required, or you can require a login in order to submit events to your calendar. If you enable the 'Require Login' feature, you can then specify any number of login/password combinations for access to the remote event submission.

Each login account defined can be flagged for auto import, or configured to quarantine events pending an manual review, at which time they can be approved and imported, or deleted.   For example, you could define 5 login accounts that have access to the remote submission - you and 4 others.

Running WebCalendar Automatically

Using command line options, and a scheduler, it's easy to run WebCalendar Creator unattended. When run automatically, WebCalendar Creator can generate, publish, or generate and publish calendars with no user intervention. Use this feature to keep local and remote calendars up-to-date automatically. *This feature is only available in the professional or enterprise versions of WebCalendar Creator.*

Just create a shortcut with the path to the desired calendar (webcal.gcl) appended to the path of the WebCalendar Creator program file. Then use a scheduling program to execute this command at the desired times.

The command line to specify is as follows:

<Drive&PathTo>webcal.exe <Drive&PathTo>webcal.gcl GENERATE
This command will start WebCalendar Creator automatically, and generate HTML for the specified calendar, then exit.

<Drive&PathTo>webcal.exe <Drive&PathTo>webcal.gcl PUBLISH
This command will start WebCalendar Creator automatically, and publish HTML for the specified calendar, then exit.

<Drive&PathTo>webcal.exe <Drive&PathTo>webcal.gcl GENPUB
This command will start WebCalendar Creator automatically, generate and publish HTML for the specified calendar, then exit.

<Drive&PathTo>webcal.exe <Drive&PathTo>webcal.gcl REMOTE
This command will start WebCalendar, then download remote submitted events, then exit.

<Drive&PathTo>webcal.exe <Drive&PathTo>webcal.gcl REMOTEGEN
This command will start WebCalendar, then download remote submitted events, and generate HTML, then exit.

<Drive&PathTo>webcal.exe <Drive&PathTo>webcal.gcl REMOTEGENPUB
This command will start WebCalendar, then download remote submitted events, generate HTML and publish, then exit.

For example, a shortcut created with the following command line:

C:\grafix\webcal\webcal.exe c:\grafix\webcal\webcal.gcl GENPUB

will automatically open the file webcal.gcl, generate HTML, publish HTML, then exit the program.

Submitting Events Over The Web

This section contains an overview of the "Remote Submission Feature', for details on each setting and configuration options, please see the Publishing & Server Config Tab section of this help file.

WebCalendar Creator (WCC) is software that runs on your PC and allows you to add events to a calendar database, then generate static HTML pages that can be hosted on any intranet or uploaded to a web server. Included in the Professional and Enterprise version is the ability to accept remote event submissions over the web. These web submissions can be automatically or manually imported into a calendar. This feature will 'web enabling' your calendar and, based upon your preferences, allow an unlimited number of users to submit events over the web.

In order to use this feature, your calendar must be hosted on a web server that supports CGI scripts written in Perl. This includes most UNIX and WindowsNT/2000 web servers in use today. Additionally, you must have access to one dedicated POP3 email box that remotely submitted events will be emailed to, then downloaded (automatically or manually) by WCC.

Included in the 'Web Submission' feature is the ability to create an unlimited number of login accounts for access to submit events over the web. Optionally, you can make the event submission feature publicly available, requiring no login. Each login account defined can be flagged for auto import, or configured to quarantine events pending an manual review, at which time they can be approved and imported, or deleted.   For example, you could define 5 login accounts that have access to the remote submission - you and 4 others. You could flag your personal login account to import submitted events automatically, while the others would require a manual review prior to being imported into the calendar.

As described above, when you or someone submits an event over the web, that information is sent via email to an address of your choice. Once there the event information is held pending download and import into WCC. Event download can be done manually (TOOL > DOWNLOAD REMOTE EVENTS), or using a scheduler and command line options (Running WebCalendar Automatically), WCC will download the events from the mail box and automatically import into your calendar. It's important to understand that the mail box used with this feature must be dedicated for this purpose. Any mail receive to this box that was not created by the remote submission process will be deleted as junk. If you run multiple calendars, each calendar must have it's own mail box for web submissions.

A scheduler can be used to automate virtually every operation of WebCalendar Creator so that your calendar can run, download remote events, generate HTML, and publish to your web site completely unattended with no user intervention. To do this, you would setup scheduled tasks in a scheduler using the command line options outlined in the Running WebCalendar Automatically section

Advanced Configuration

Web designers and users who have knowledge of HTML will be pleased to know that WebCalendar Creator provides advanced methods of customizing the appearance of generated calendar pages. There are two ways to add HTML customization for any calendar

First, HTML can be added directly in any area of WebCalendar Creator that allows the user to enter multi-line text. This includes text fields like event descriptions. Since WebCalendar Creator automatically converts all user defined text to HTML, you must enclose all custom HTML entered in the <HTML></HTML> tags. This will cause WebCalendar Creator to not convert your HTML. If you do not enclose your custom HTML in these tags, WebCalendar Creator will try to convert the text to HTML which will cause the HTML code to display in the web browser.

You can have any number of <HTML></HTML> tags in any user defined text area. An example of using this feature in an event description would be:

```
---------------------------------------------------------------------
This is one of our premium animal cages. For questions please email use at
questions@somewhere.com, or visit the manufactures web site by

<HTML>
<a href="http://www.birdcages.com">clicking here</a>.
</HTML>

You can also call our toll free number at:

<HTML>
<font size="4"><B>1-800-555-1212</B></font>
</HTML>
---------------------------------------------------------------------
```

The text that is not enclosed in the <HTML></HTML> tags will be converted to HTML (e.g. the email address will become a clickable link). The text that is enclosed in the <HTML></HTML> tags will not be internally converted to HTML, thus preserving the exact formatting you desire.

You can have as many <HTML></HTML> tags in any description field as you need, and be as advanced as you like..

[Template Customization](#)
    The second advanced way to customize the appearance of a calendar is to edit the template data files directly. These files make up the framework that WebCalendar Creator uses to create every page in your calendar. Each set of template files resides in a sub directory of the 'template' directory located in the directory where you installed WebCalendar Creator.

Template Customization

A WebCalendar Creator 'template' is a set of files that define how a calendar appears. Each set of template files is located in it's own directory under the 'template' directory where WebCalendar Creator is installed. Which template is used for any calendar can be selected using the drop-down list box in the [Color & Graphics Tab](#) section of the calendar preferences for the currently open calendar.

The main template files that control how a calendar appears are:

    month.dat - used for creating all monthly calendar pages.
    smonth.dat - used for creating all scrolling monthly pages.

day.dat - used for creating all daily pages.

Additionally, for Professional and Enterprise users, the following template files are used with the Remote Event Submission feature:

submit_event.dat
submit_event_complete.dat
submit_event_login.dat

If you open any of these files in a text editor, you'll see that they are just standard HTML files with placeholders where WebCalendar Creator inserts HTML information. If you edit any of these files, your modifications will appear on every calendar page based on the template file modified. Each template directory also contains an INI file, and graphic files that are used for that template - you should not modify those files.

It is not recommended that you modify any of the template files included in the WebCalendar Creator distribution. As new features are added to WebCalendar Creator, future updates will need to overwrite the distributed template files. If you edit the original template files, your changes may be overwritten when installing a future update.

Instead of modifying the included template, you should instead create your own template using the 'Template Generator' feature described in the Color & Graphics Tab section of the calendar preferences. Then make changes to your new template. This will avoid potential loss of data with future installations. ***The 'Template Generator' feature is available only in the Professional and Enterprise versions.***

Remote Event Submission Template Files
The three remote event submission template files can be modified. These files are also just standard HTML, However, when editing these files care must be exercised to not modify any of the existing form fields – always make a backup of your template files before modifying them.

The remote event submission template (submit_event.dat) is used to create the remote event submission form. It is possible to add your own custom fields to this form. Although any custom fields you add to this form will be ignored by WebCalendar, you can create your own program to import any custom fields added to the remote submission form. Please refer to the Remote Event Server Config section for details on this feature.

Frequently Asked Questions

For more frequently asked questions that are not listed here, please visit our web site.

Why is there no 'Save' menu item?
WebCalendar Creator auto saves information as you work. Each time you make any change to the events or preferences, your changes are immediately saved to the database. Furthermore, the Basic version of WebCalendar Creator only allows for the creation of one calendar, hence the 'Save As', 'Open', and 'New' menu items are disabled in the Basic version.

Can I use my own HTML in Event Descriptions
Yes! Simply enclose whatever HTML formatting you'd like between <HTML> and </HTML> tags. Any text and formatting found between those two tags in an event description will be left alone by WebCalendar when your HTML pages are generated. Thus, your own HTML formatting will display as you've written it in the Event Description. You may use as many <HTML> </HTML> as you like in an Event Description! For more details on this feature, please see the Advanced Configuration section of this help file.

Is there any way to eliminate the 'Created by WebCal' graphic that appears on all pages?

Yes, but you must be licensed for the professional version or higher. This setting is located on the User Preferences screen. Select EDIT > USER PREFERENCES to display this screen. This option is disabled in the Basic version.

How can I restore a lost calendar, or move calendar maintenance to another computer?

All version of WebCalendar Creator use a single database file that holds all the information (event names, description, dates, etc.) for each calendar created. The name of the database file is webcal.gcl and is located in the directory where you installed the software. If you are trying to restore a lost calendar and you no longer have the original webcal.gcl file due to a computer crash, or some other type of computer failure. There is unfortunately no way to recreate the database from the HTML pages that WebCalendar creates. For this reason it's very important to backup your .gcl file to prevent having to re-enter all your calendar events again.

If you are using the Professional or Enterprise version of WebCalendar Creator, you should use the Backup feature to save copies of your database occasionally. If you are using the Basic version, you need to backup the entire WebCalendar installation directory.

To move or restore a calendar first install WebCalendar Creator on the new computer. Then enter the license information that was sent to you when you purchased the software to unlock the new installation. Then, move the file named webcal.gcl from the old computer (or from a backup copy) to the new computer. Again, the name of the database file is webcal.gcl and it's located in the directory where you installed WebCalendar Creator, which is normally c:\grafix\webcal\webcal.gcl.

Once complete, the next time you open WebCalendar your previous calendar information will be restored. If you are restoring the data file from a CDROM, be sure to clear the 'Read Only' attribute on the file - CDROM files are always marked as 'Read Only'. To clear this attribute, right click on the webcal.gcl file after restoring it, then uncheck the read only attribute.

My web site uses FrontPage, can I still use WebCalendar Creator?

Using the integrated FTP publishing feature in WebCalendar Creator to upload your calendar to your FrontPage enabled web site is not a problem as long as you dedicate a directory on your server to hold your calendar pages. For example, you would create a directory within your web account named 'calendar' - this would be accessible over the web at http://www.yoursite.com/calendar. Then configure WebCalendar Creator to FTP publish your calendar pages to that directory. As long as you dedicate a directory for your calendar there will be no problems using FTP to upload your calendar pages.

However, if you do not have FTP access to your web site, you can still use WebCalendar Creator within your web site by configuring WebCalendar Creator to generate its HTML pages to a directory in a local copy of your web site. Then, use the FrontPage publish routine to upload the completed calendar pages to your web site. As an example, you have a copy of your web site on your hard drive at C:\myweb - you would then configure WebCalendar Creator to generate its calendar pages to a directory within c:\myweb\calendar -

You should not attempt to edit the calendar pages directly with FrontPage. Although this may be possible, all the changes made would be overwritten the next time you generate your calendar. If you want to modify the appearance of your calendar to more closely match the appearance of your web site, you should use the appearance options within WebCalendar Creator. You can also make advanced HTML modifications to your calendar by modifying the underlying template files in WebCalendar Creator. Detailed information on templates is contained in the Advanced Configuration section.