

# iCal Event Maker - User Guide

Document Version 1.0

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## About

iCal Event Maker (<https://ical.marudot.com>) is an online application where events can be created and downloaded as iCalendar (.ics) file. Multiple events can be downloaded as one iCalendar file.

Generated iCalendar file (.ics) can be imported into Calendar application which includes most of business calendar applications (Microsoft Outlook, Google G Suite, Lotus Notes etc.) and mobile phones (iPhone, Android).

Typical use case will be to generate the iCalendar file, then send it in an email so others can add the events directly from email. Another use case is to host the file on a web server, so others can import or subscribe the events from their calendar application.

The iCalendar file can be download with alert (reminder) options. When importing the downloaded file, it will show as a default alert. Users can override this if they want to. This is possibly the only online iCalendar generation tool where you can specify the alert (reminder) to appear "After the event".

Downloaded iCalendar file, can later be loaded back into the workplace. This is useful if you want to create a similar iCalendar file with different dates, for instance.

From the workspace, you can download all the events as one file, or use the check boxes to download partial list of events.

## Event Creation Page

### Page Layout

The screenshot shows the 'iCal Event Maker - create iCalendar (.ics) to share your events' web application. The interface is divided into several sections:

- Header:** 'iCal Event Maker - create iCalendar (.ics) to share your events'
- Controls:** A toolbar with buttons for '+ New', 'Generate iCal', 'Load', 'Clear', and 'Options'. Below these are 'Hide Detail', 'Hour Format' (with '12H' and '24H' options), and 'Date Format' (with 'Date/Year' and 'Date/Time' options). A 'Title:' input field, 'Timezone:' dropdown (set to '-08:00 Pacific Time (DST)'), and 'Count: 0' are also present.
- Workspace:** A large central area with a table header containing 'All', 'Date', 'Date End', and 'Title'. The main area is currently empty and labeled 'Workspace'.
- Right Sidebar:** Contains links for 'Feedback', 'User Guide', and 'eventolist.com'. Below these are instructions for 'New', 'Generate iCal', 'Load', 'Clear', 'Options', 'Hide Detail', 'Hour Format', and 'Date Format'. At the bottom are three icons for 'Edit', 'Duplicate', and 'Delete'.

## Controls

Hour Format:   Date Format:  ▼

Title:  Timezone:  ▼ Count: 0

1. New
  - a. Opens a dialog where you can enter event data.
  - b. Multiple events can be added to the workspace.
2. Generate iCal
  - a. Opens a page where you can download the result as iCalendar (.ics) file.
  - b. Use the check box next to the events if you want to download only the selected events as one iCalendar file.
  - c. All events will be downloaded when none of the checkboxes are checked.
  - d. Download page shows some additional option.
3. Load
  - a. Opens a dialog where you can load an existing iCalendar file (.ics) to the workspace.
  - b. Loading an existing iCalendar file will replace what is currently in the workspace.
  - c. iCalendar generated by this application should load without issue.
  - d. iCalendar generated by other tools might encounter some compatibility issue.
  - e. There is size limit to the file.
4. Clear
  - a. Opens a dialog to clear all the events in the workspace.
5. Optins
  - a. Opens a dialog to choose browser storage options.
    - i. Option 1 - Events disappear when you close the page or tab.
    - ii. Option 2 - Events stays as long as you use the same browser.
6. Hide Detail
  - a. This hides the detail section of the events in the workspace.
  - b. When the detail is hidden, this button will be highlighted in blue.
  - c. It is useful when you just want to view the dates and the titles of the events.
7. Hour Format
  - a. Controls how the hour is displayed in the workspace.
  - b. The switch highlighted in blue is the current selection.
  - c. It only affects how event hours are displayed on the workspace, and not the generated iCalendar.
8. Date Format
  - a. Controls how the date is formatted in the workspace.

- b. It only affects how event dates are displayed on the workspace, and not the generated iCalendar.
9. Title
- a. This will be set as a title for the generated iCalendar file.
  - b. When importing the iCalendar to a calendar, depending on the calendar, this might be used as title for the imported calendar.
  - c. This also becomes part of the file name of the downloaded file. “.ics” extension will be added by this application.
  - d. When this is left blank, ‘myevents.ics’ will be used as the file name.
10. Timezone
- a. Choose the time zone where the events are held.
  - b. If your city is not listed, choose the one which are in the same timezone.
  - c. DST stands for Daylight Savings Time. If your timezone observes DST, choose the one with DST.
11. Count
- a. Displays the count of events in the workspace.

## Dialog

### New Event (Edit Event)

**New Event** [Close]

Event Title\*

All Day  Yes  No

Date\*  12 (12pm) ▾ 00 ▾

Date End  12 (12pm) ▾ 00 ▾

Description

Location

URL

(Note: Not all calendar supports URL)

Save Save & Close Cancel

1. Event Title

- a. Enter the title of the event.
  - b. This is required
2. All Day
  - a. Yes - Choose when the event is an all day event.
  - b. No - Choose when the event occurs on a specific time of a date.
3. Date
  - a. Start date of the event.
  - b. Time is selectable only when "All Day" is set to "No"
4. Date End
  - a. End date of the event.
  - b. For one day (all day) event , use the same data as "Date".
5. Description
  - a. Description of the event.
6. Location
  - a. Enter location information.
7. URL
  - a. If an event has a related URL put it here.
  - b. Note, most do, but not all calendar supports this information. If the URL is critical information, you might want to also put it in the Description.
8. Save
  - a. This will save the event and add the event to the workspace, however the dialog will stay opened to let you enter the next event.
  - b. The date information will remain the same.
9. Save & Close
  - a. This will save the event and add the event to the workspace, then closes the dialog.
10. Cancel
  - a. Closes the dialog without saving the event.



# iCalendar Download Page

## Controls and Options

File Name: myevents.ics

Add Alert (Reminder) to your event(s):

**More Options:**

Available / Busy ([about](#)):

Microsoft Busy Status ([about](#)):

1. Close
  - a. Closes the page
2. Download iCal File
  - a. Click this button to download the events as iCalendar (.ics) file.
  - b. Download options are available below.
3. File Name
  - a. Downloaded file will have this file name.
4. Add Alert (Reminder) to your event(s)
  - a. You can choose one of the predefined alerts, or choose “Custom” to specify the alert.

Custom:

    - before the event
    - before the event
    - after the event
  - b. Custom option:
    - i. Alert amount
    - ii. Units to apply the amount (minute(s), hour(s), day(s), week(s))
    - iii. Before or after the events.
5. Available / Busy
  - a. About - opens a dialog with description of this option
6. Microsoft Busy Status
  - a. About - opens a dialog with description of this option.
  - b. This option will most likely work ONLY in Microsoft products (Outlook, Office 365, etc.)