

Sept 17, 2007

1) Is there a comprehensive help file?

Two places:

You can find some basics under “Help > Help Content” in the menu bar just under the header. It includes some nice links that don’t lead anywhere.

Here is a more complete file, but it gets more into administration:

http://webcalendar.cvs.sourceforge.net/*checkout*/webcalendar/webcalendar/docs/WebCalendar-UserManual.html

2) How do I get logged in?

“Login” is on the right side just under the header.

3) What’s the easiest way to create a new event?

Use one you already have by using ‘Copy Event’.

4) How do I make Repeating Events?

Just say no. They don’t seem to work (yet). Frustrating, because it looks like a very powerful feature. Should also be a very basic one, too, shouldn’t it? But it gets confused with the times, and editing an individual event in the series creates a time warp.

The workaround: Create the first as a single event. Then choose “Copy Event” to copy it to the next date. Repeat ad nauseum. Trust me, you’ll be happier. Or ask Bill to make them for you.

5) Why do I see two listings of each event when I’m logged on? And they are in two different colors? And which one do I edit/copy/etc?

When you are not logged on, you see only one. This is because you are seeing the “Public” calendar. The User of the “Public” calendar is called “Episcopal Church of the Advent”. When you log in, you will see the events that are on this public calendar, and you also see YOUR events. Since you likely created events that the Public user can see (that’s sort of the point, isn’t it?), when you log in the event will appear twice – once in black for your calendar, and once in blue/green for the public calendar. You edit the black one. Leave the public (blue/green) one alone.

You may have chosen to change the colors for your calendar, if so here’s how you can tell which event to edit. When you click on either one, here are the options you’ll get:

Your event (use this one):

- Edit Entry
- Delete Entry
- Copy Entry

- Email all users

Public event (leave this one alone):

- Edit Entry
 - Delete Entry from calendar of Episcopal Church of the Advent
 - Copy entry
 - Email all participants
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6) OK, I see a double listing but neither one of them is black (probably one will be blue/green and the other is red). What's that about?

Somebody else created an event and included you as a participant. The blue/green one is the public calendar listing, and the red one is the listing on your calendar.

7) I try to edit some text but nothing happens!

You are probably trying to delete something when this happens. This is a weird bug, but when you first open up an event to edit it, before you can DELETE any text, you need to ADD some text first. So hit the space bar, then go ahead with your editing. And I swear I am typing all of this with a straight face.

8) I try to make a selection in the “Month:”, “Week:”, or “Year:” dropdown menu, but the selections don't go far enough in the direction I need.

Pick the selection that's closes to the one you want (i.e., either the first or last one on the list, depending on which way you are going), wait for it to refresh the page, then the menu will have more selections in the direction you want to go.

9) Aren't there supposed to be a bunch of icons above the “Full Description” entry box to use for formatting the text?

If they aren't there, you are probably using Safari or Konqueror as your browser. As of this writing, they have the hooks needed for the text editing icons. Sorry, you'll have to use another browser.

10) In “Participants”, how do you select more than one?

On Windows and Linux, hold down the “Ctrl” key while you select them.
On Macintosh, hold down the Apple key while you select them.