

Inserting your Events into the Calendar

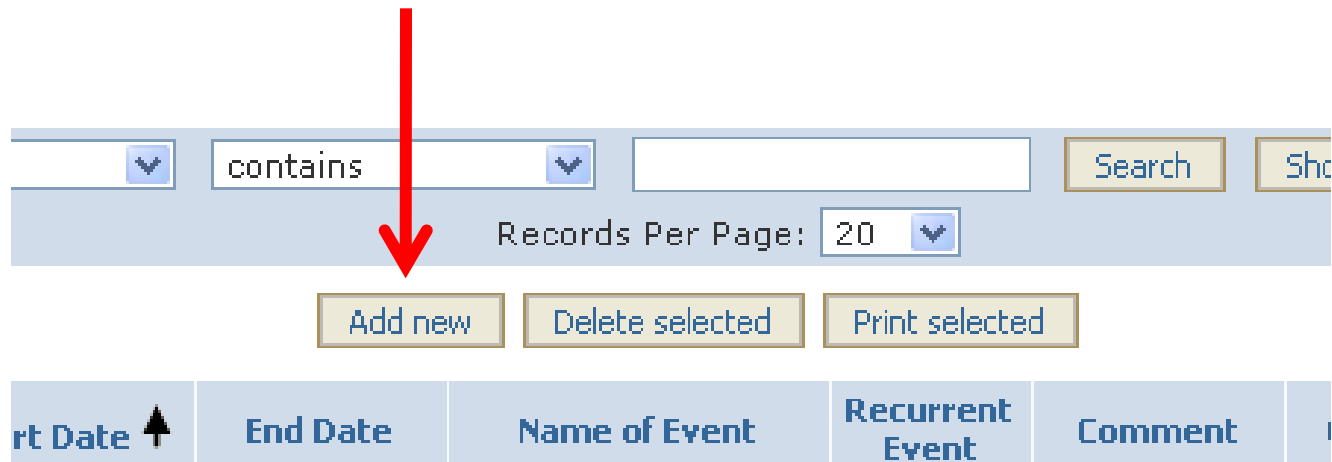
Important

1. You don't need this guide to insert your events. Simply follow the prompts and type your information.
2. The instructions here are only a reference.
3. We do show how to make your information more **pretty** and how to insert **pictures**. You will thus learn basic generic skills of online editing.

Basic two Principles:

1. You **don't have to fill in all categories** of the editor. But you do need to fill in those with an asterisk (*).
2. You can always go back to your event, re-edit it or even delete it. **So nothing is irreversible.**

1. Log in into your area of the calendar with your username and password
2. In order to start inserting events, click on **ADD NEW** tab
3. Then proceed filling the slots with the relevant information about your event



The screenshot shows a web interface for managing a calendar. At the top, there is a search bar with a dropdown menu set to 'contains', a search input field, and a 'Search' button. Below the search bar, there is a 'Records Per Page' dropdown menu set to '20'. A red arrow points from the text 'ADD NEW' in the instructions above to the 'Add new' button. Below the 'Add new' button are two other buttons: 'Delete selected' and 'Print selected'. At the bottom, there is a table with the following headers: 'Start Date', 'End Date', 'Name of Event', 'Recurrent Event', and 'Comment'.

Start Date	End Date	Name of Event	Recurrent Event	Comment
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ICT and the ACT
ou to attend

of mental health services
n often still
covery is described as
peful, and
This Forum offers
to put that into practice.

Important

When **scrolling down**, note you may have **THREE** scrolling bars on the right. Each is for a different part of the screen. Just be mindful of it.



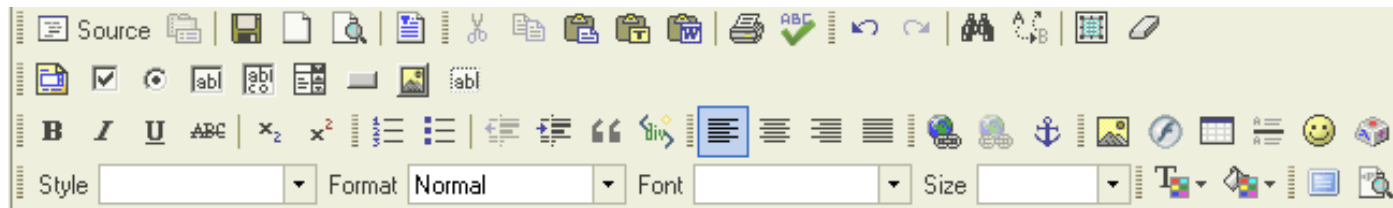
1. Type only information relevant to your event
2. Always **SAVE** your information
3. Click on the calendar icon to insert the dates or use arrows

Calendar of Events, Add a new Event

→

Name of Event (no html)	Quarterly Consumer, Carer and Community Forum
Start Date (pick a date)	7 <input type="button" value="v"/> September <input type="button" value="v"/> 2009 <input type="button" value="calendar"/> * ←
End Date (pick a date)	7 <input type="button" value="v"/> September <input type="button" value="v"/> 2009 <input type="button" value="calendar"/> * ←
Recurrent Event	<input type="checkbox"/> →
Start Time (enter HH:MM)	17:00
End Time (enter HH:MM)	19.30

1. **Type** information about your event directly into the editor.
2. **Use the editor icons** as in any Word Processor like MS Word
3. **You can edit your text on your PC** and then insert it into the Calendar editor, as we did. See below



The Mental Health Community Coalition ACT and the ACT Mental Health Consumer Network invite you to attend the Quarterly Forum.

The theme of this Forum is:

RECOVERY PLANNING AND PRACTICE

Recovery is the key concept underlying development of mental health services in Australia today, but the mental health service system often still struggles to put recovery principles into practice. Recovery is described as a personal, unique journey to regaining a satisfying, hopeful, and contributing life even with limitations caused by illness. This Forum offers local perspectives on what Recovery means and how to put that into practice.



Editor's icons – Touch each icon with the mouse and read their functions

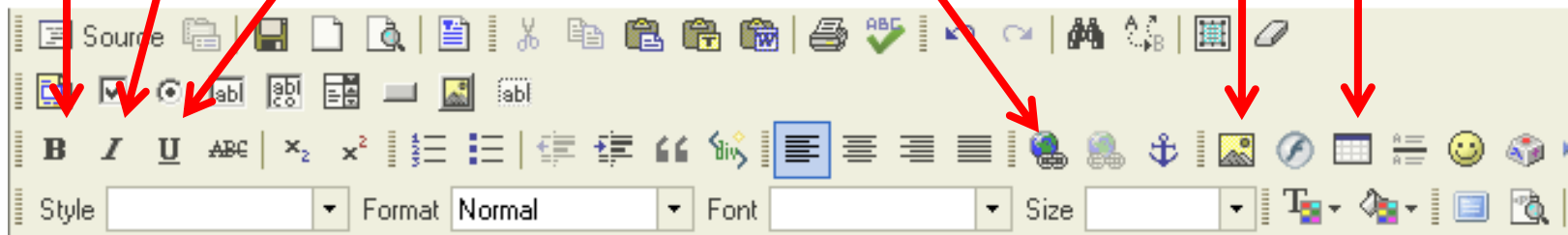
Insert a Table

Use it only if you are good at it

Bold, Italics, Underlined

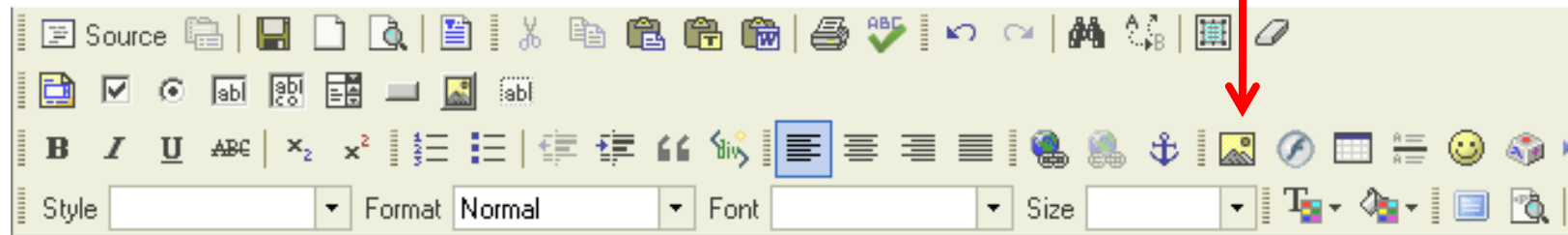
Insert picture

Insert a link



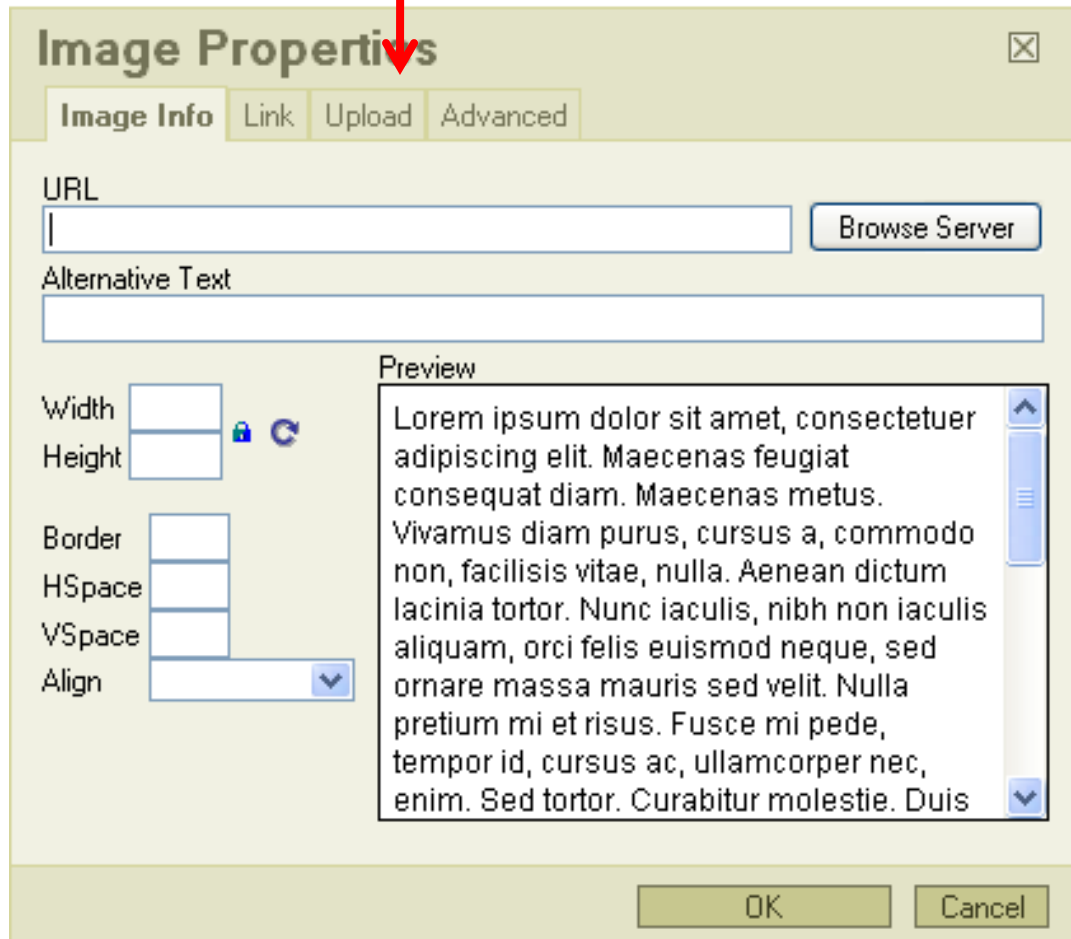
Inserting pictures

Step 1 - Click on the **Insert Picture** icon



Step 2 - Click on **UPLOAD**

Inserting pictures



The image shows a screenshot of a web editor's 'Image Properties' dialog box. A red arrow points from the text 'Step 2 - Click on UPLOAD' to the 'Upload' tab in the dialog's tab bar. The dialog has four tabs: 'Image Info', 'Link', 'Upload', and 'Advanced'. The 'Image Info' tab is active, showing a 'URL' field with a 'Browse Server' button, an 'Alternative Text' field, and a 'Preview' window. The 'Preview' window displays a block of Lorem Ipsum text. On the left side, there are input fields for 'Width', 'Height', 'Border', 'HSpace', and 'VSpace', along with an 'Align' dropdown menu. At the bottom are 'OK' and 'Cancel' buttons.

Image Properties [X]

Image Info | Link | **Upload** | Advanced

URL
[] [Browse Server]

Alternative Text
[]

Width [] []
Height [] []

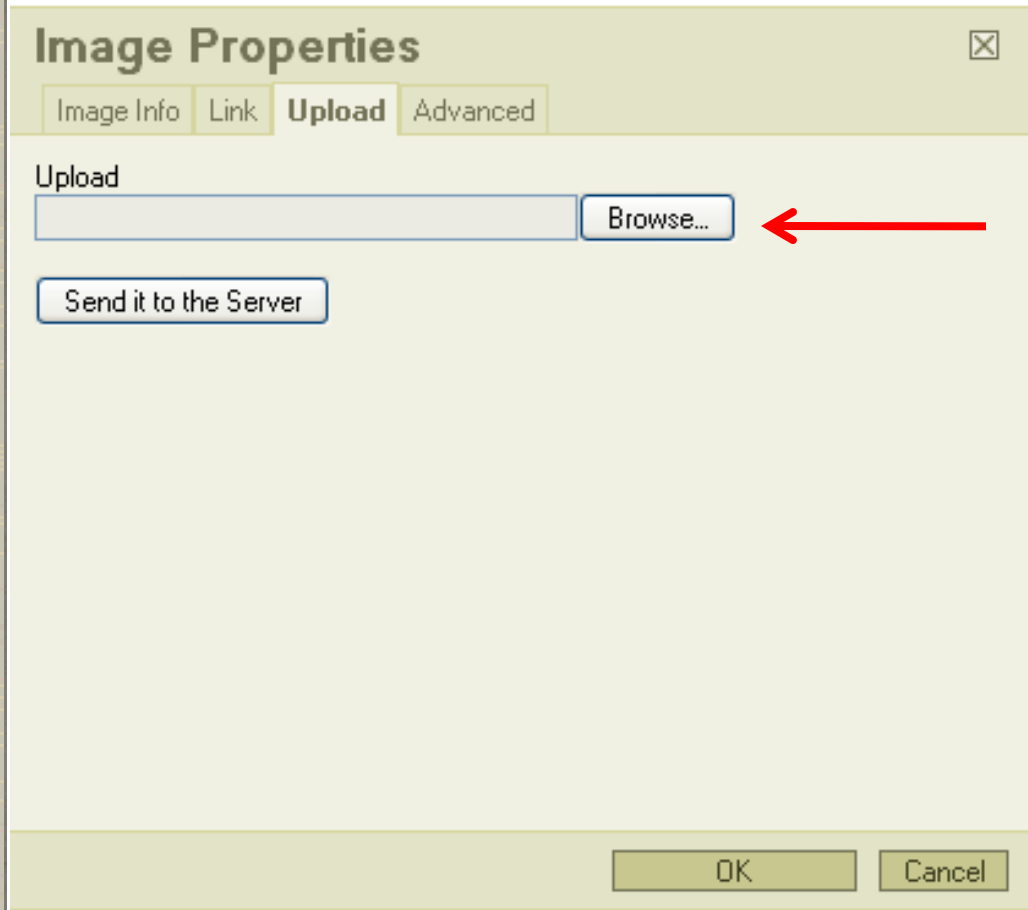
Border []
HSpace []
VSpace []
Align []

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis

[OK] [Cancel]

Inserting pictures

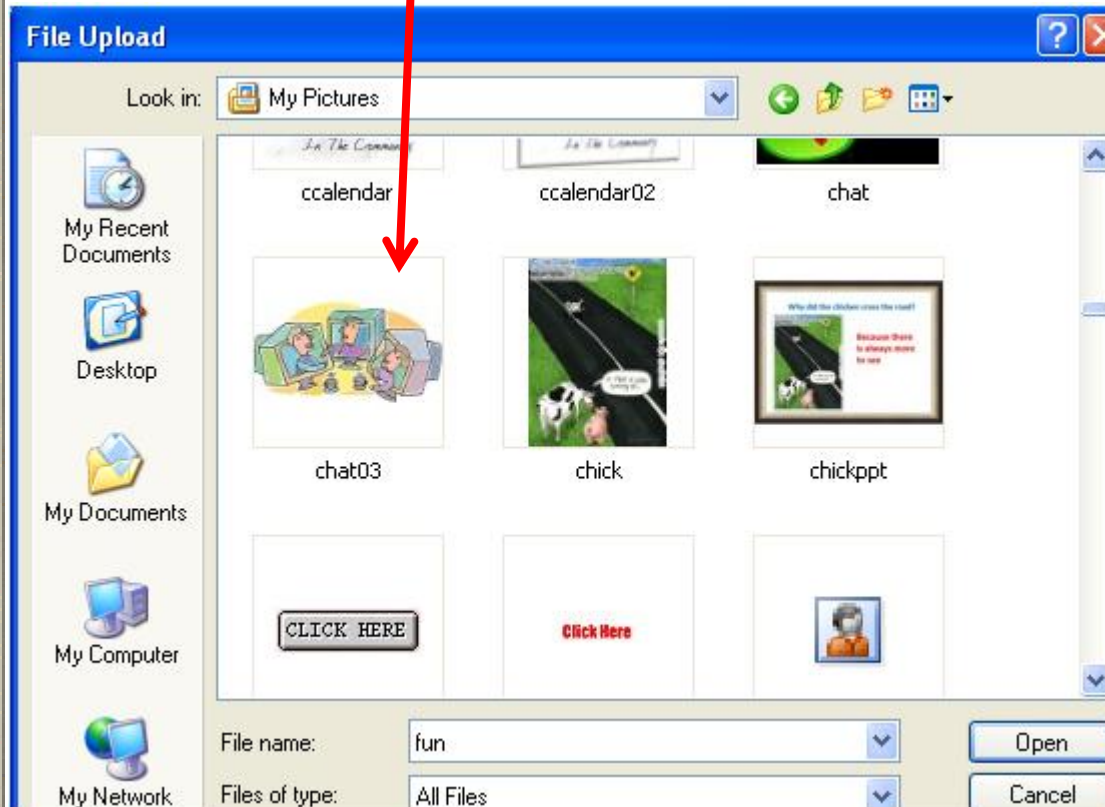


Step 3 – **Browse** your computer for your pictures.

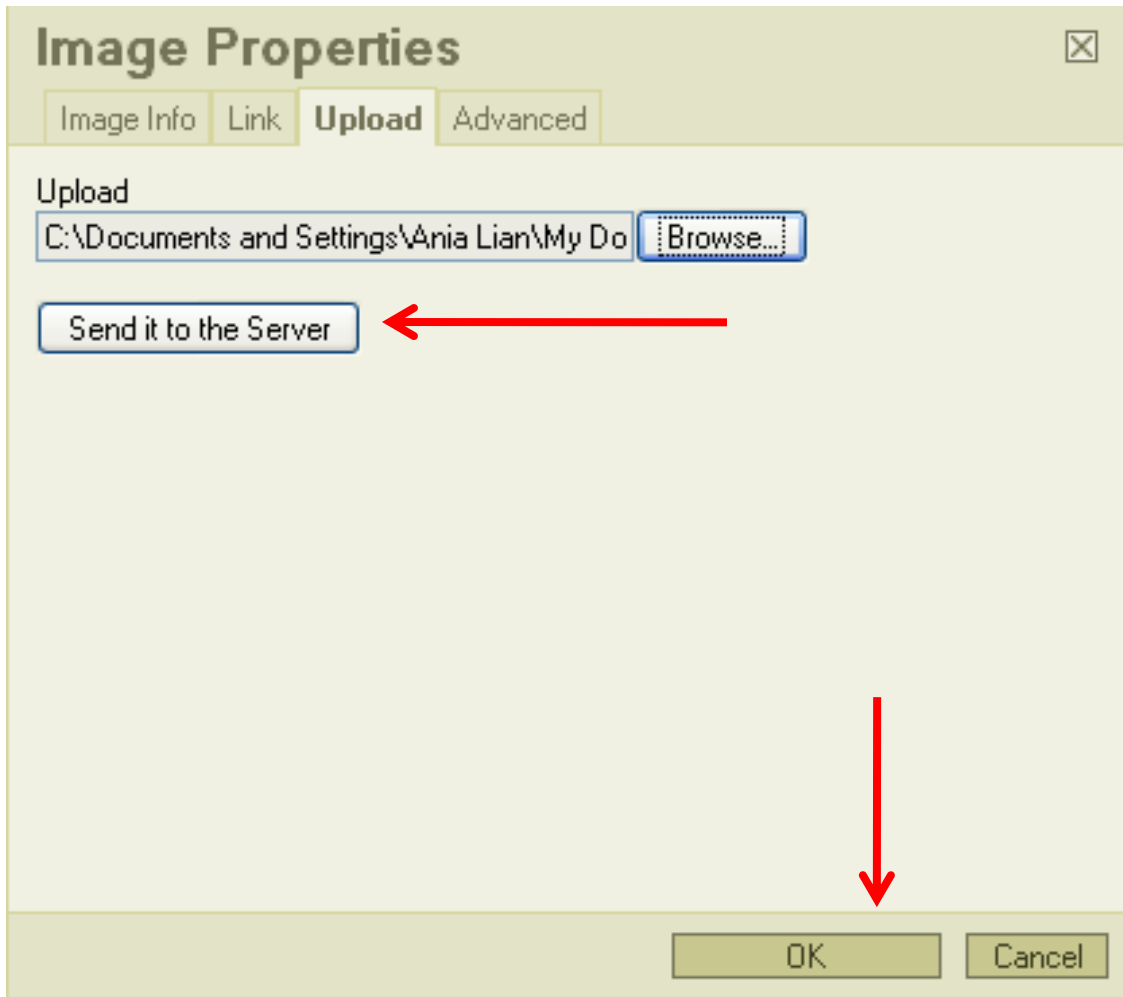
Search your computer folders for the desired picture.

Inserting pictures

Step 4 – Click on the picture of your choice and click on **OPEN**



Inserting pictures

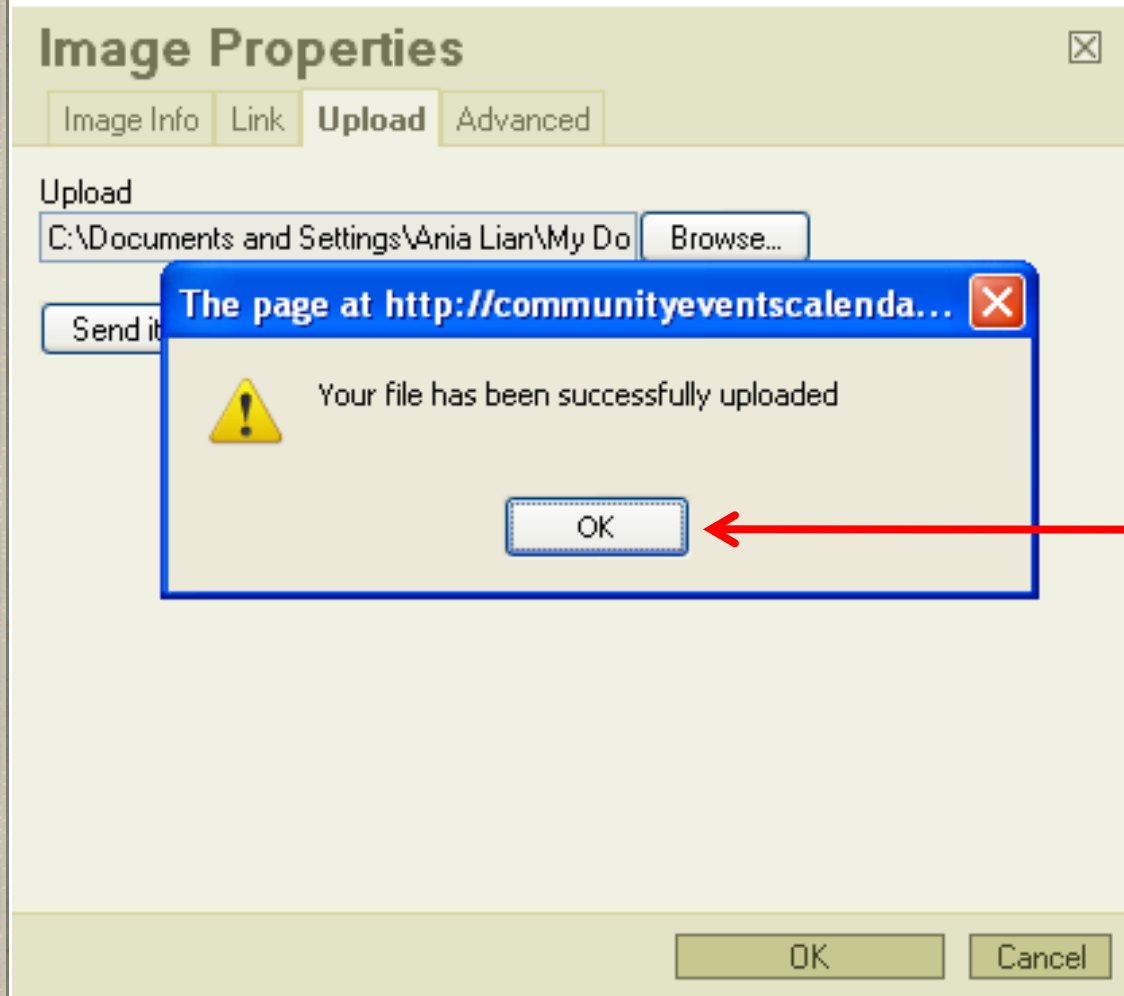


Step 4 – Click on

**SEND IT TO THE
SERVER & then OK**

Inserting pictures

Step 5 – Click on **OK**

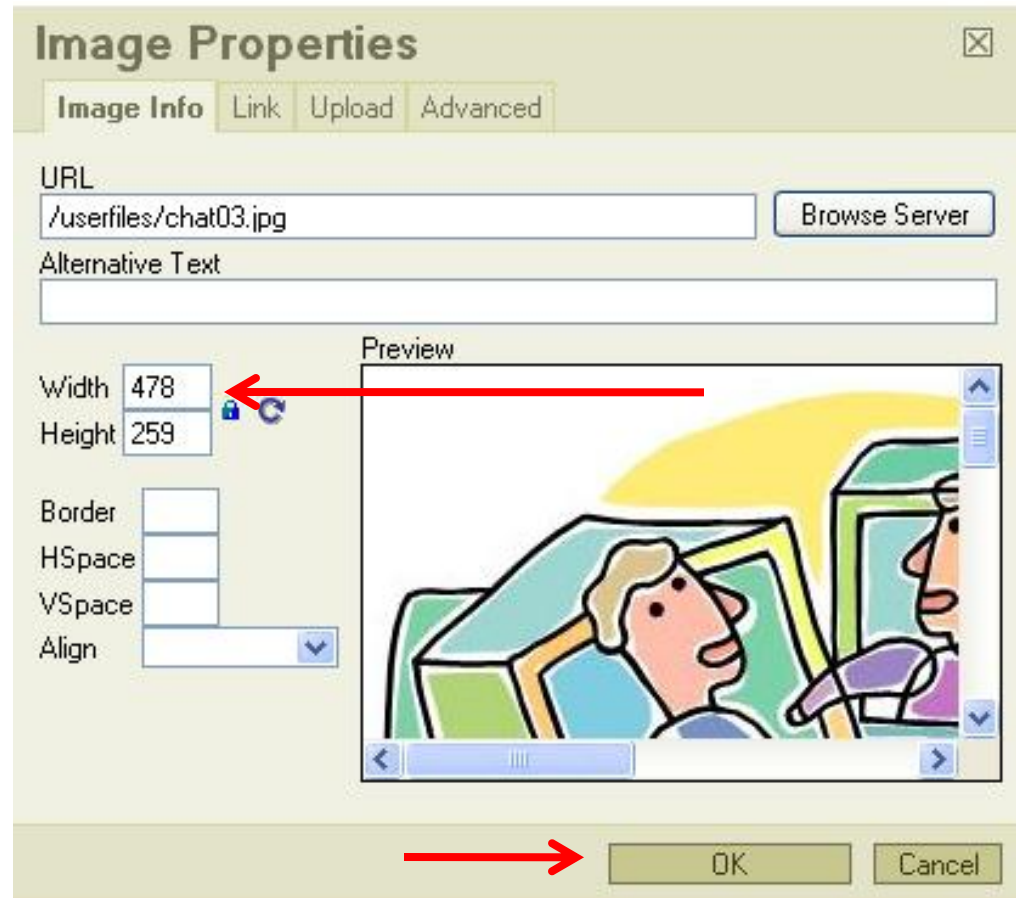


Inserting pictures

Step 6 – Adjust the size.

When you type a WIDTH number, HIGHT Will self-adjust

When done, CLICK OK.



Inserting pictures

Step 7 – See how we did it. Ignore the Latin text. It is to give you sense of proportions

CLICK **OK** and THAT'S ALL.

Image Properties [X]

Image Info | Link | Upload | Advanced


URL
/userfiles/chat03.jpg [Browse Server]

Alternative Text
[]

Width 178 [Lock] [Refresh]
Height 96

Border []
HSpace []
VSpace []
Align [v]

Preview



Lorem
ipsum dolor sit amet, consectetur
adipiscing elit. Maecenas feugiat
consequat diam. Maecenas metus.
Vivamus diam purus, cursus a, commodo
non. Fusile iis vitae nulla. Aenean dictum

[OK] [Cancel]

Note: A red arrow points from the width field to the preview image, and another red arrow points from the bottom to the OK button.

Inserting Google Map – Copy the embed link as marked below and paste into ADDRESS MAP in your event form.

The map links directly with Google and will help people find the event venue.

Print Send Link

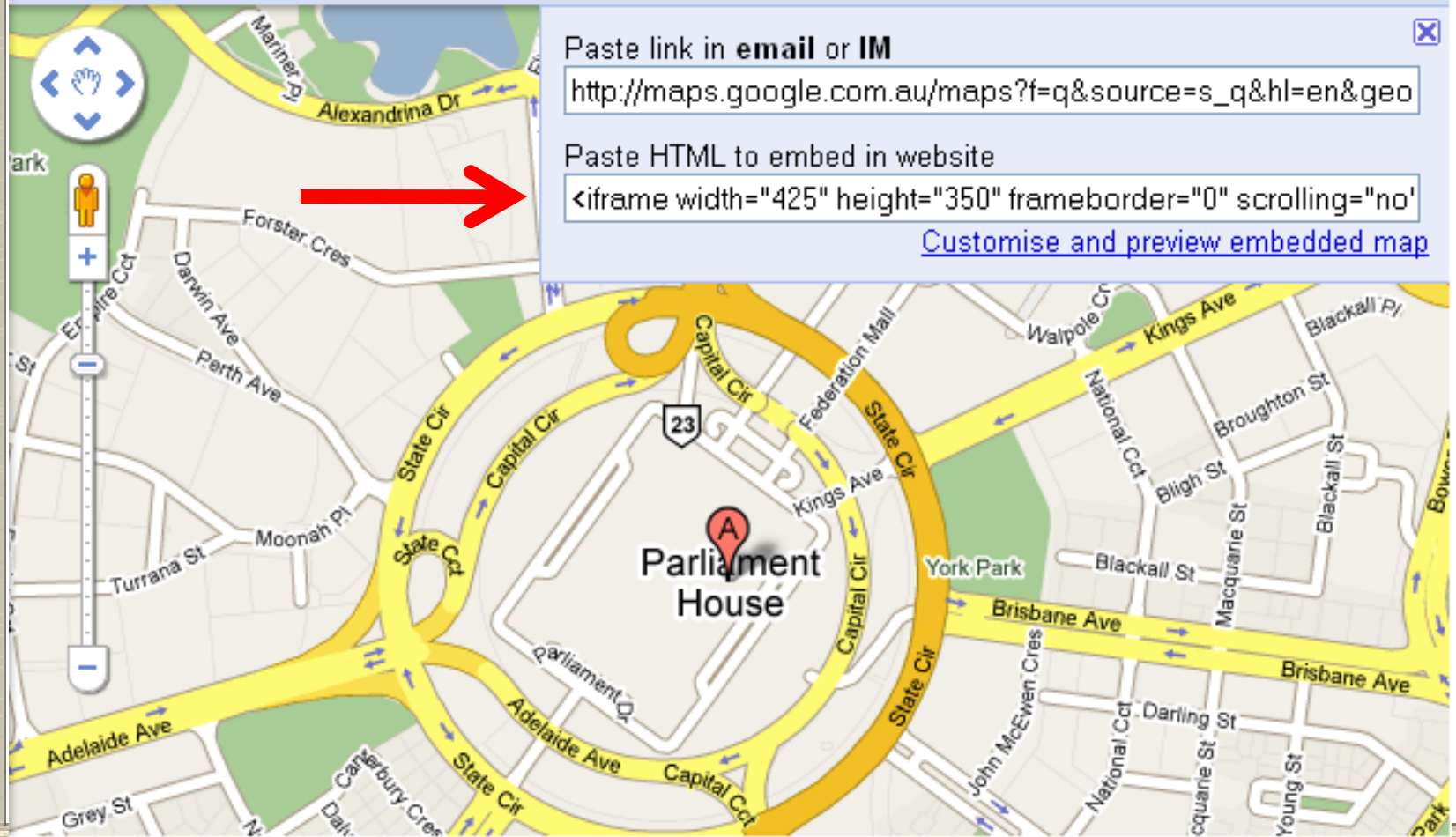
Paste link in **email** or **IM**

http://maps.google.com.au/maps?f=q&source=s_q&hl=en&geo

Paste HTML to embed in website

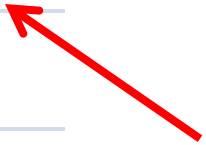
```
<iframe width="425" height="350" frameborder="0" scrolling="no"
```

[Customise and preview embedded map](#)



Adding new type of organisation or event

Type of Organisation (pick or create a type)	Please select <input type="button" value="v"/> <u>Add new</u>
Category (pick or create a category)	Please select <input type="button" value="v"/> <u>Add new</u>

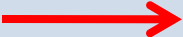



Click on the word **ADD NEW**, type the information as below and click on **SAVE**

Event Organisations, Add new record

Organisation Description	Consumer organisation
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* - Required field






PUBLISHED – allows you to decide WHEN you wish your event is to become visible. You MUST choose YES or NO for your event to be saved correctly.

SAVE – saves your information in your own, hidden, password protected space on the calendar website

RESET – clears your form

BACK to the LIST - directs you back to your personal and separate area with all your events entries, published and not published.

Telephone Number (no html)	<input type="text"/>
Email (email address only - no html)	<input type="text"/>
Website (URL only - no html)	<input type="text"/>
Keywords (no html)	<input type="text"/>
Published (select y or n)	<input type="text" value="Please select"/> * ←

 - Required field

→

ENJOY.

