

CALENDARPUBLISHER FOR  
DAYLITE

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# General

# CalendarPublisher for Daylite

## About CalendarPublisher

With CalendarPublisher it is possible to publish and share Daylite appointments read-only with external persons.

This is being facilitated by exporting Daylite appointments either manually or automatically as ICS files. You can determine which appointments are being exported by creating calendar smart lists, the export time interval, the desired location of the exported ICS file or whether the appointment title shall be replaced by a placeholder.

Depending on the scenario, it is recommended to save the ICS file to a FTP server, a WebDAV share or your Dropbox' public folder. Externals can then add the shared ICS file to their calendar.

Alternatively it is possible to transfer the ICS file into a HTML calendar by using a service like Google for instance and integrate it into you website.

## Features

CalendarPublisher features the following functions:

- Export of appointments (from preset calendar smart lists) as an ICS file
- Configurable export intervals
- Configurable storage location of the exported ICS file (FTP, WebDAV, Dropbox, etc)
- Configure whether the actual appointment title or a placeholder is being used when publishing the calendar
- Read-only access to published appointments for externals

## System Requirements

Operating System: OS X 10.8 or newer

Daylite Version: 4.3 or newer

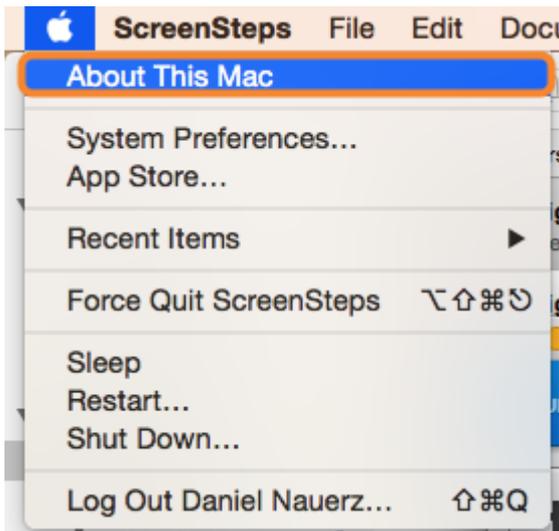
# Setup

# Installation

1. To check your Daylite version, go to the Daylite menu and select 'About Daylite'. CalendarPublisher requires at least Daylite 4.3.



2. To check your OS X version, go to the Apple menu and select 'About this Mac'. CalendarPublisher requires at least OS X 10.8.

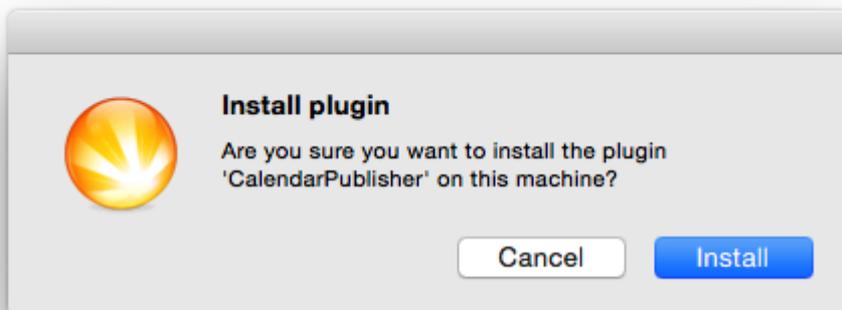


3. [Download](#) CalendarPublisher. Double-click CalendarPublisher for Daylite.dmg

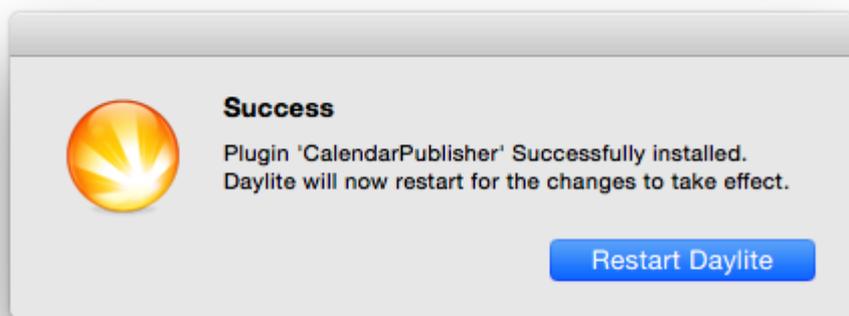
4. Double-click 'CalendarPublisher.daylite-plugin'.



5. Click install



6. To finalize the installation click 'Restart Daylite'

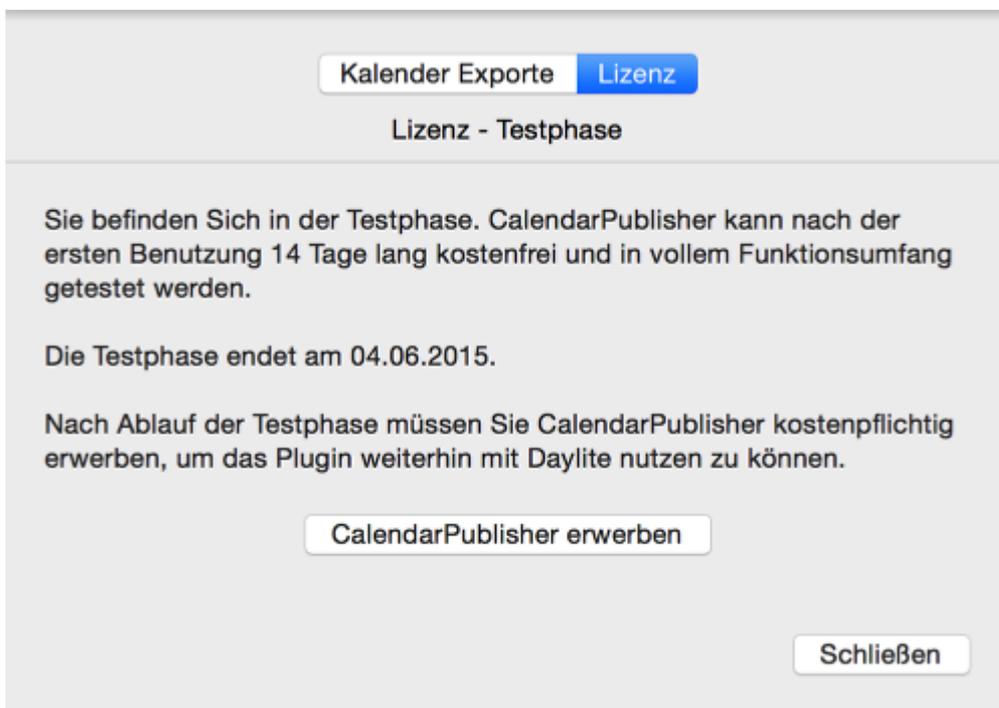


After the installation CalendarPublisher can be used for 14 days free of charge. If you would like to use it after these 14 days, please proceed to chapter '[Licensing](#)'.

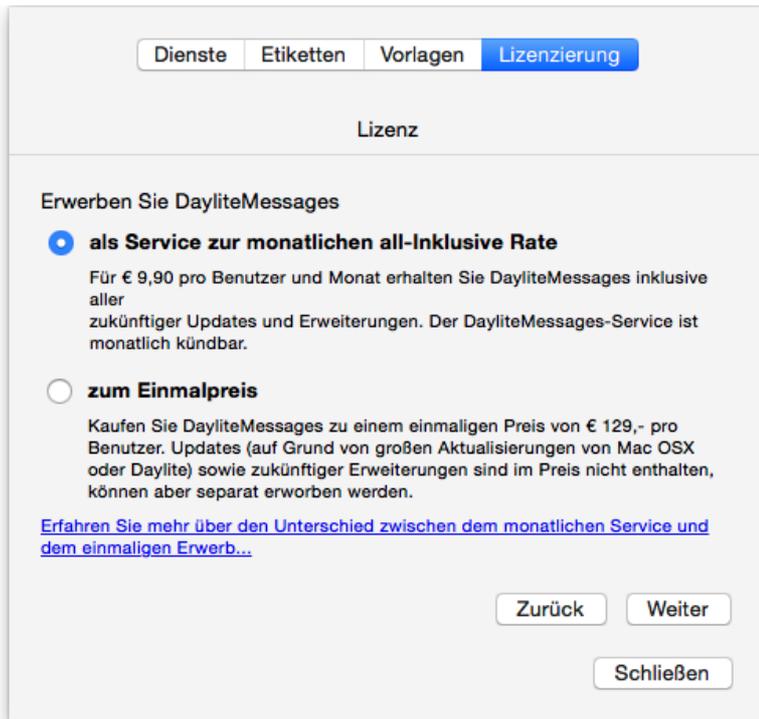
# Licensing

After the installation it is possible to test CalendarPublisher during a 14 day trial period. If you would like to continue using the plug-in, you need to purchase a license. In order to purchase CalendarPublisher, please follow these steps (given the plugin is already installed):

1. Start Daylite
2. In the Daylite menu select Plugins --> CalendarPublisher --> Preferences...
3. Select the License tab and click Purchase CalendarPublisher...



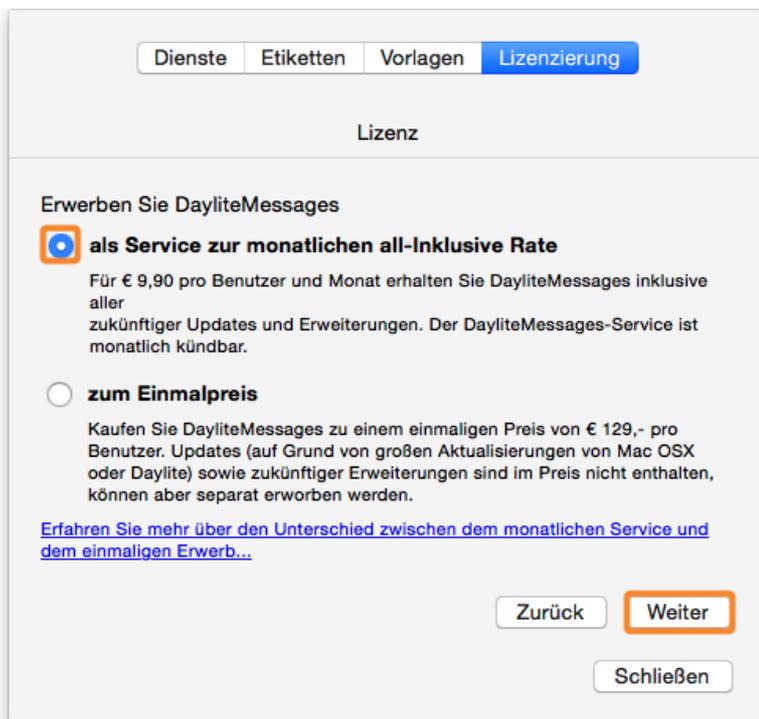
4. Select whether you would like to subscribe to CalendarPublisher as a monthly service or to purchase it at a single payment.



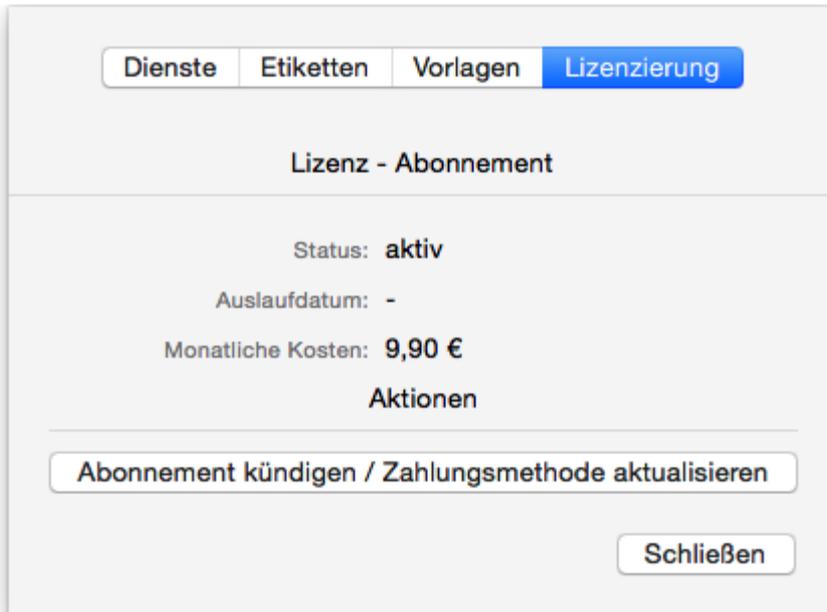
## CalendarPublisher Subscription

If you would like to subscribe to the CalendarPublisher , please do the following:

1. Click on the button at a monthly all-inclusive rate and then on Next



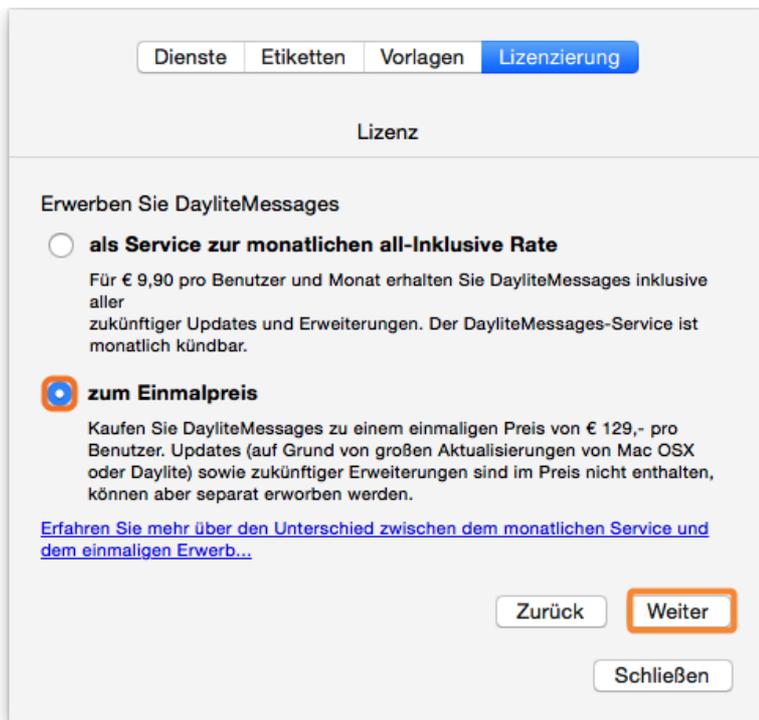
After completing all steps you'll see this window



## Purchase CalendarPublisher

If you would like to purchase CalendarPublisher, please do the following:

1. Click on the button at a single payment and then on Next



After completing all steps you'll see this window

Dienste

Etiketten

Vorlagen

Lizenzierung

## Lizenz - Lizenzübersicht

DayliteMessages ist lizenziert. Danke für Ihren Kauf!

Schließen

# Usage

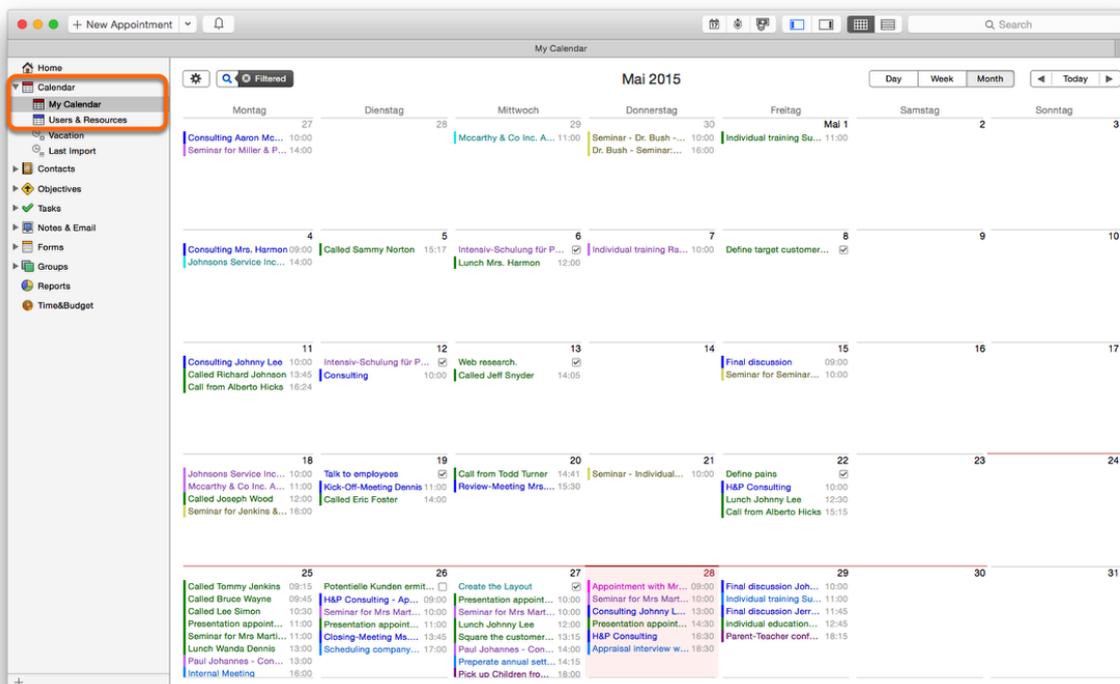
# Daylite Calendar Smart Lists

In order to publish Daylite you need to create a calendar smart list to filter the desired appointments first.

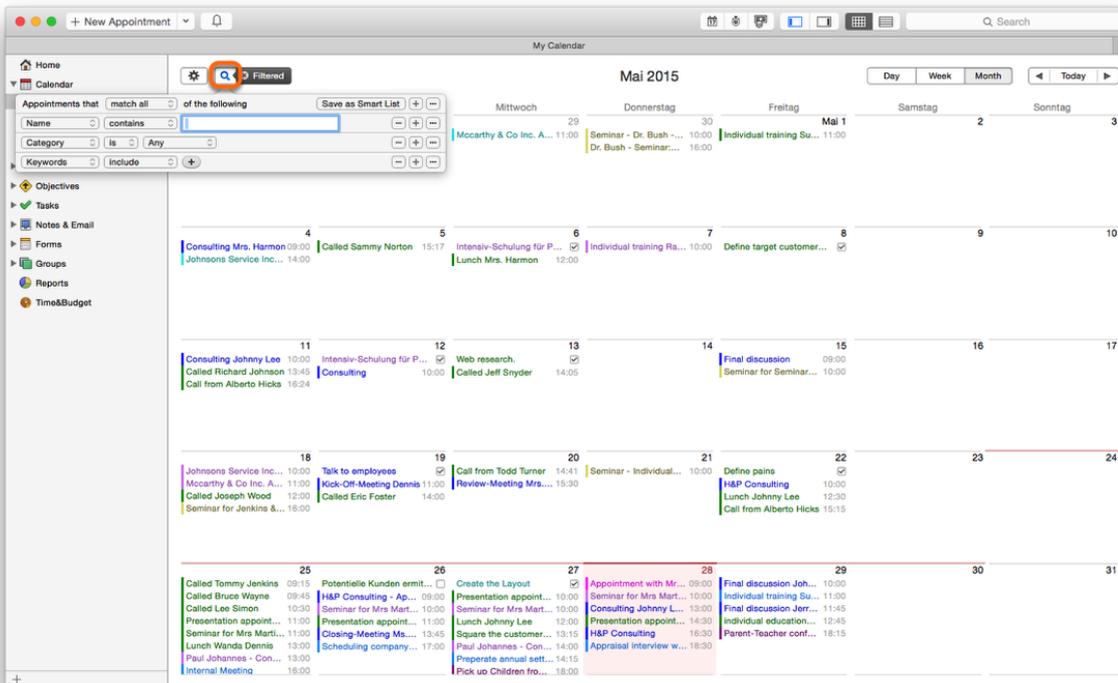
## Create Smart List

1. To filter specific appointments, determine whether you would like to filter your own appointments or appointments owned by other Daylite users:

- If you want to publish your own appointments select **My Calendar** from the Daylite sidebar
- If you would like to publish your colleagues's appointments select **Users & Resources** from the Daylite sidebar



2. Click the magnifying glass symbol right next to cog wheel



3. Select the desired filter criteria

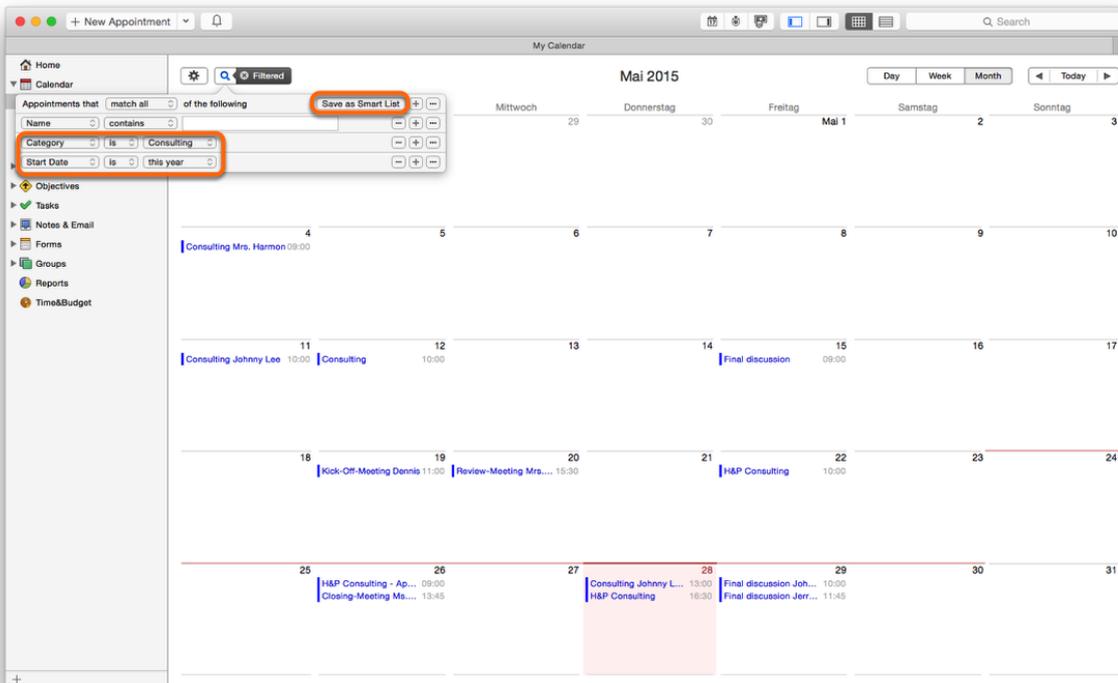
4. Save smart list

## Example: Smart List to Filter for Own Appointments

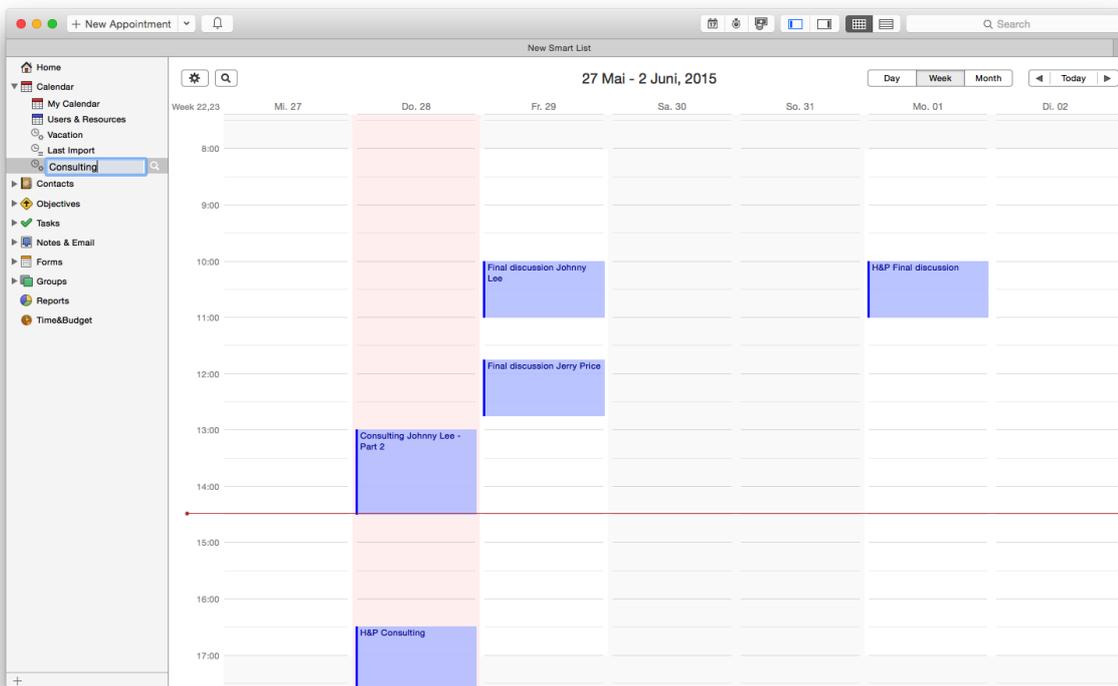
In our first example we want to publish all appointments by the category Consulting that take place this year.

To filter for those appointments, follow these steps:

1. Select the category Consulting
2. Select the Start Date criteria and the options is & this year



3. Click Save as Smart List and assign a name

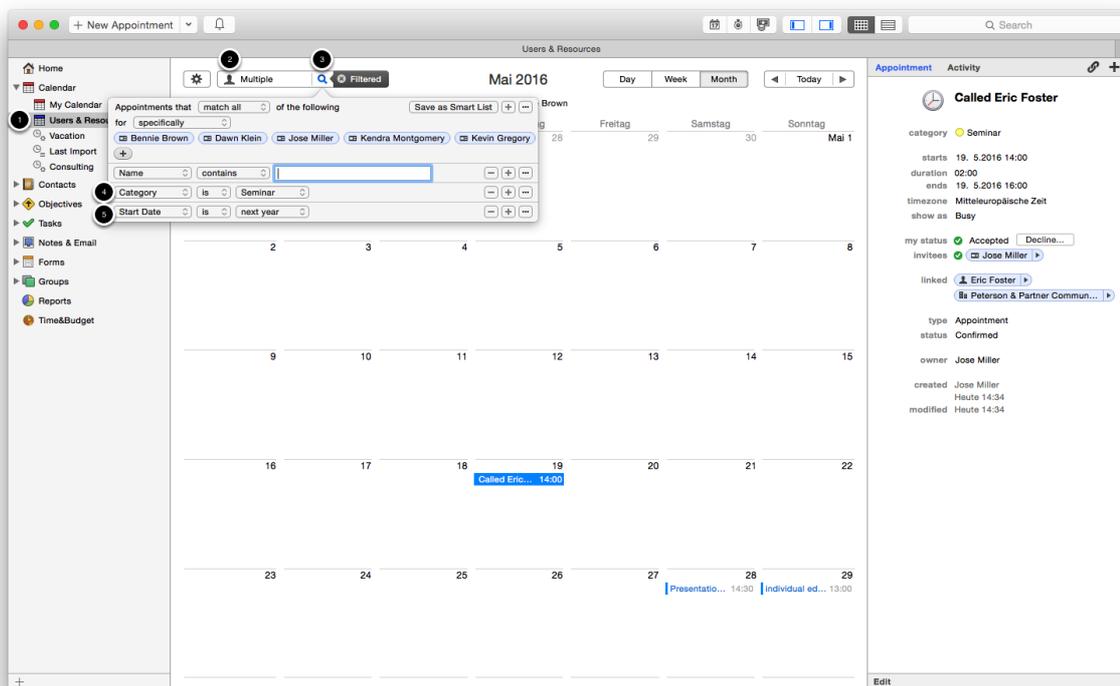


# Example: Smart List to Filter for Other Daylite Users' Appointments

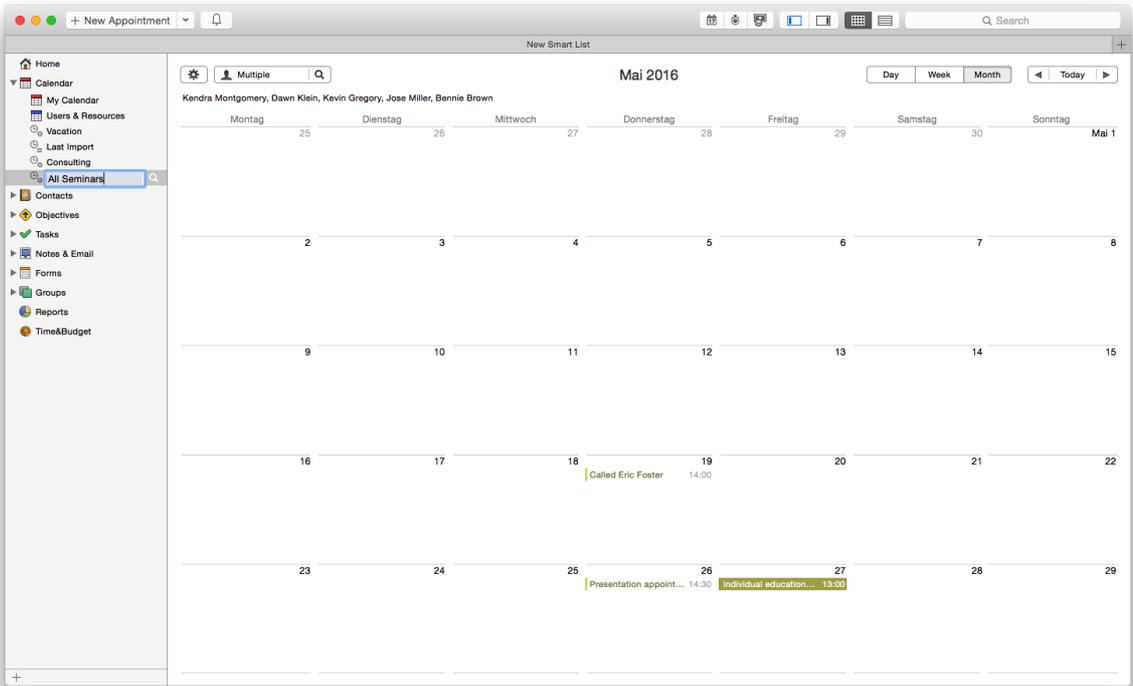
In our second example we want to create a smart list that filters all Daylite user's appointments by the category Seminar that start next year.

To create this smart list, follow these steps:

1. Click Users & Resources
2. Click the user drop-down menu and select All
3. Click the magnifying glass
4. Select the category Seminar
5. Select the Start Date criteria and the options is & next year



6. Click Save as Smart List and assign a name



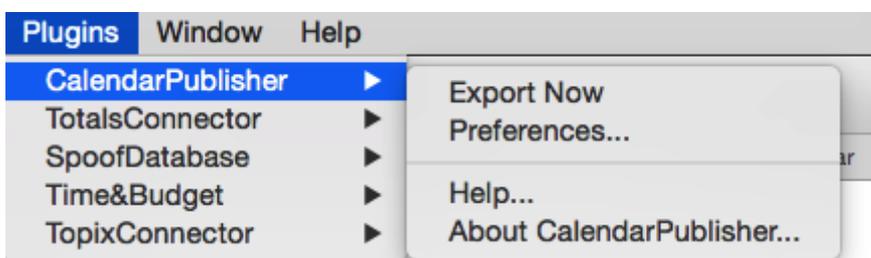
# Preferences

## Preferences

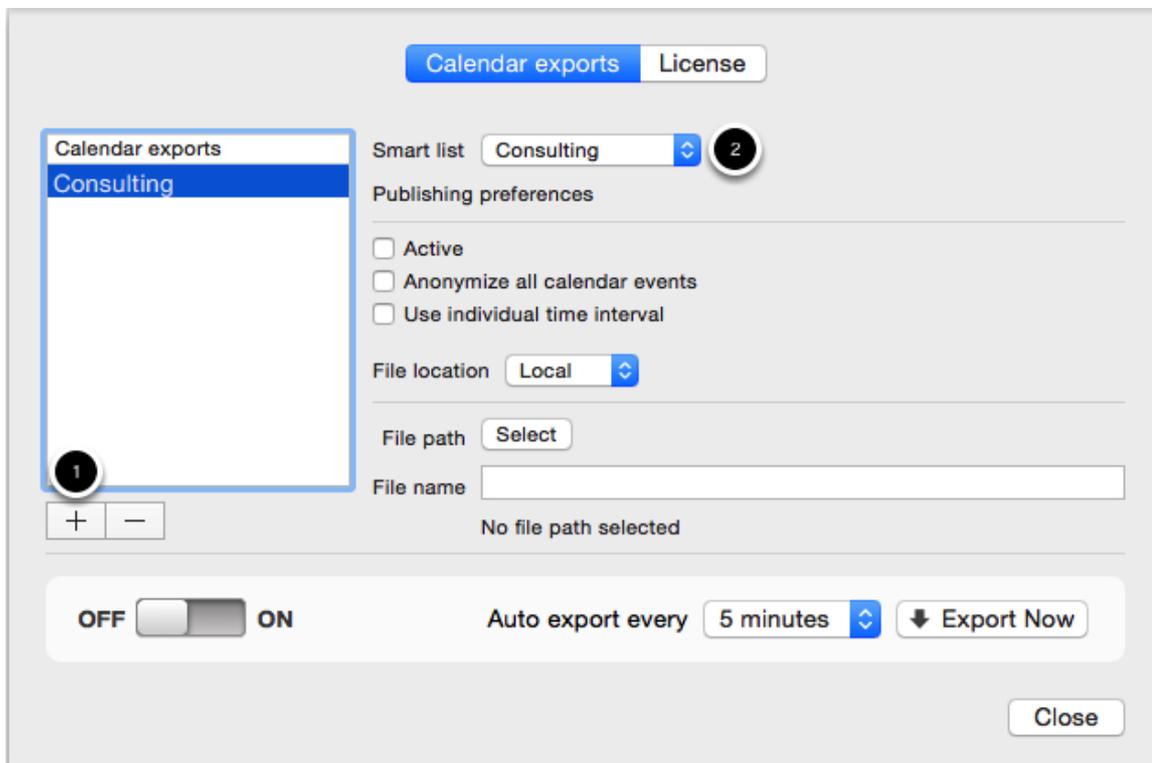
The Daylite appointments are always being exported based on preset Daylite calendar smart lists.

Follow this steps to configurate the Plug-in:

1. Start Daylite
2. In the Daylite menu navigate to Plugins -> CalendarPublisher -> Preferences.



1. Click the plus sign to create a new calendar export and determine a name.
2. Select the list you want to publish from the Smart List drop-down menu.



# Select Storage Location

CalendarPublisher supports several options to publish your calendar:

1. Local
2. FTP
3. Dropbox

## Local

### Local:

When selecting Local you can have your calendar being exported to an arbitrary folder. This could be either a specific local folder, a network share or a mounted folder on a WebDAV server.

The screenshot shows the 'Calendar exports' dialog box with the following elements:

- Buttons: 'Calendar exports' (active), 'License'
- Smart list: 'Consulting' (dropdown)
- Publishing preferences:
  - Active
  - Anonymize all calendar events
  - Use individual time interval
- File location: 'Local' (dropdown, highlighted with an orange border)
- File path: 'Select' (button)
- File name: (empty text field)
- Status: 'No file path selected'
- Auto export every: '5 minutes' (dropdown)
- Buttons: 'OFF' (toggle), 'ON' (toggle), 'Export Now' (button with download icon)
- Close: 'Close' (button)

## FTP

### FTP:

Select FTP if you want to publish your calendar via a FTP server.

Please note: before you pass on the link to the exported ICS file to a subscriber, you need to replace ftp:// with http://

Calendar exports License

Calendar exports  
Consulting

Smart list Consulting

Publishing preferences

Active  
 Anonymize all calendar events  
 Use individual time interval

File location FTP

Username User  
Password \*\*\*\*\*  
FTP address ftp://myFTPserver  
Relative path /appointments/  
File name consulting

ftp://myFTPserver/appointments/consulting.ics

OFF ON Auto export every 5 minutes Export Now

Close

## Dropbox

### Dropbox:

The Dropbox service enables you to share your calendar without a FTP server. CalendarPublisher automatically detects the public folder of your Dropbox (if Dropbox has been installed to the default location) and saves the exported calendar file and all updates there.

If you have used an alternative path for you Dropbox folder, please select **Local** instead of **Dropbox** from the drop-down menu and manually select your Dropbox public folder.

**Please note:** Dropbox has limited the usage of the public folder and is only available if:

- Your dropbox account has been created before 4 October 2012
- Your using a paid Pro or Business account

If you meet the above requirements but the public folder is not available, please follow this [link](#) to activate it.

If you're using a free Dropbox account that has been created after 4 October 2012, there is no other way other than upgrade to a paid Dropbox Pro or Business to restore the public folder functionality.

If you would like to share the link to your exported calendar without a public Dropbox folder, advanced users can do so by editing the Dropbox link as described below.

Edit the link you receive by clicking "Share Dropbox link" as follows:

Change <https://www.dropbox.com/xxxxxx/Dateiname.pdf?dl=0> to <https://www.dropbox.com/xxxxxx/Dateiname.pdf?dl=1>

The link can now be used as described in this manual.

Calendar exports License

Calendar exports  
Consulting

Smart list Consulting

Publishing preferences

Active  
 Anonymize all calendar events  
 Use individual time interval

File location **Dropbox**

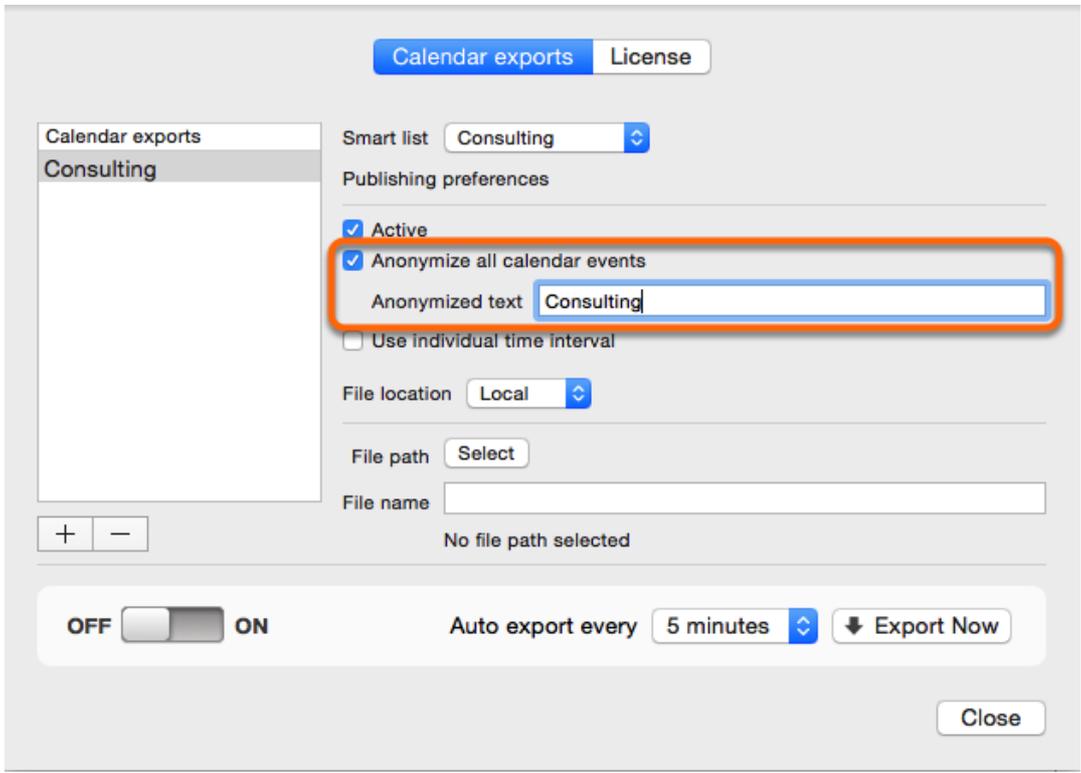
File name consulting  
/Users/iosxpertmovie/Dropbox/Public/consulting.ics  
Dropbox directory found. No further informations required

OFF  ON Auto export every 5 minutes Export Now

Close

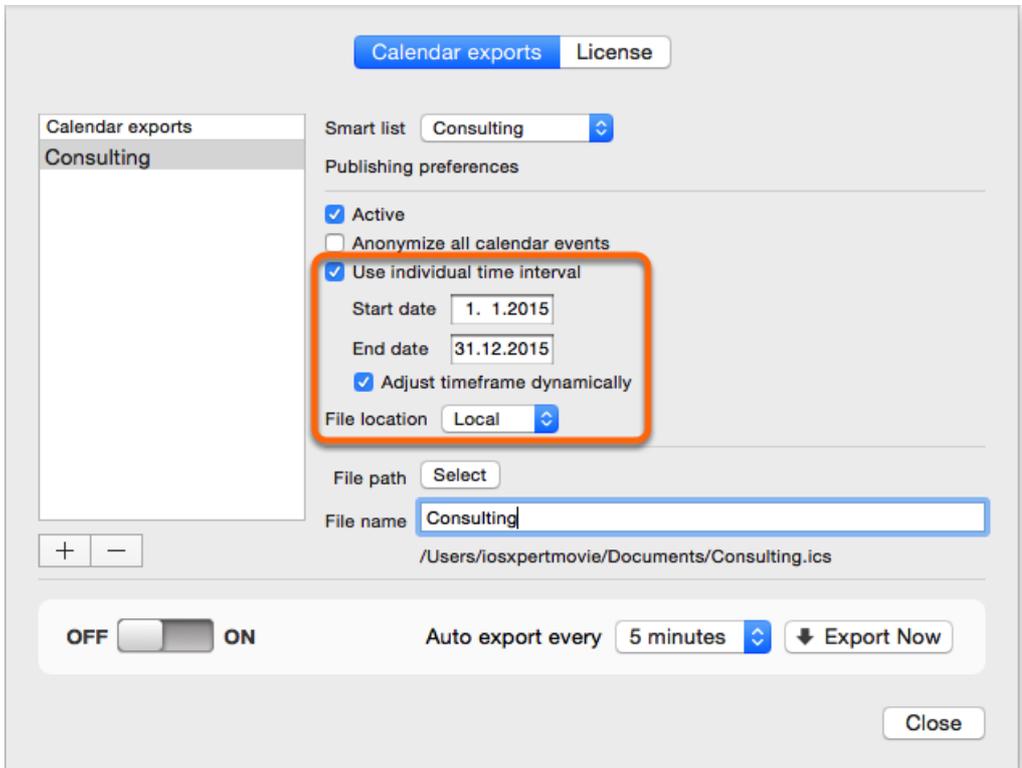
## Anonymize all calendar events

Determine whether the actual appointment titles shall be replaced by the preset text



## Use individual time frame

Determine the timeframe of appointments you want to publish. If you would like to keep your published appointments up-to-date, you need to select the option to adjust the timeframe dynamically. This advances the publishing timeframe dynamically by one day increments.

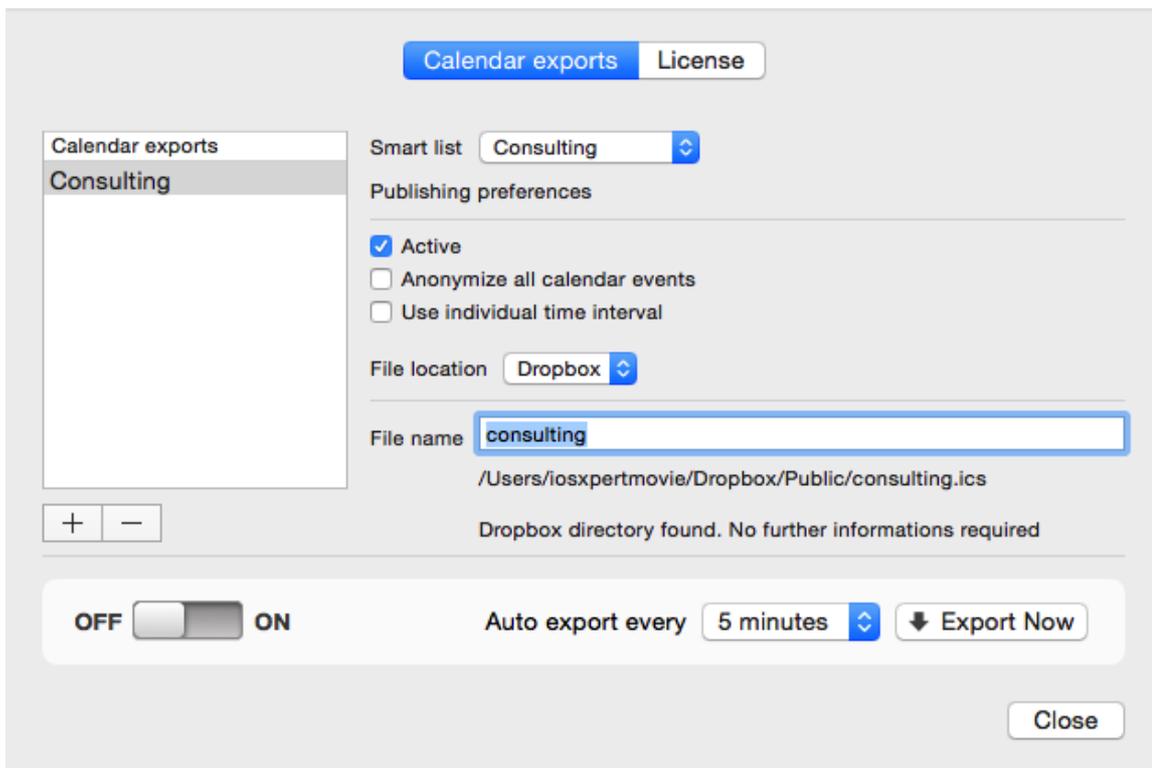


# Use Cases

The following describes different scenarios how to use CalendarPublisher.

## Example: Share via Dropbox

Select Dropbox and configure the publishing preferences as desired and described [here](#).



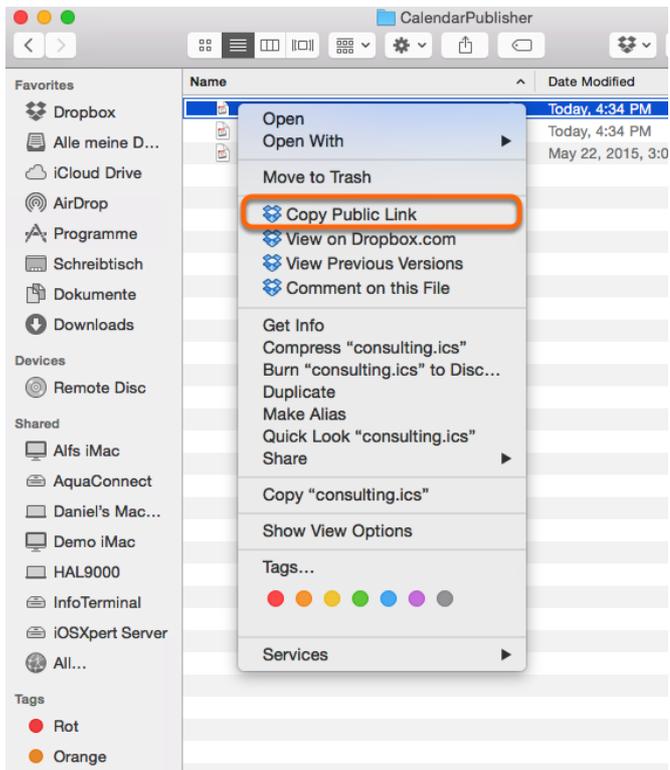
The screenshot shows the 'Calendar exports' tab in the CalendarPublisher interface. On the left, a list titled 'Calendar exports' contains one item, 'Consulting'. Below the list are '+' and '-' buttons. To the right, the 'Smart list' is set to 'Consulting'. Under 'Publishing preferences', the 'Active' checkbox is checked, while 'Anonymize all calendar events' and 'Use individual time interval' are unchecked. The 'File location' is set to 'Dropbox'. The 'File name' is 'consulting', with the full path shown below: '/Users/iosxpertmovie/Dropbox/Public/consulting.ics'. A message states 'Dropbox directory found. No further informations required'. At the bottom, there is a toggle switch for 'Auto export every' (currently 'OFF'), a dropdown menu set to '5 minutes', and an 'Export Now' button. A 'Close' button is located at the bottom right.

## Send the Calendar File Link

To enable an external person to subscribe to an published calendar, you need to send this person a link to the exported calendar file.

To do so, please follow these steps:

1. Copy the public link to the ICS file by right-clicking the file and selecting Copy Public Link



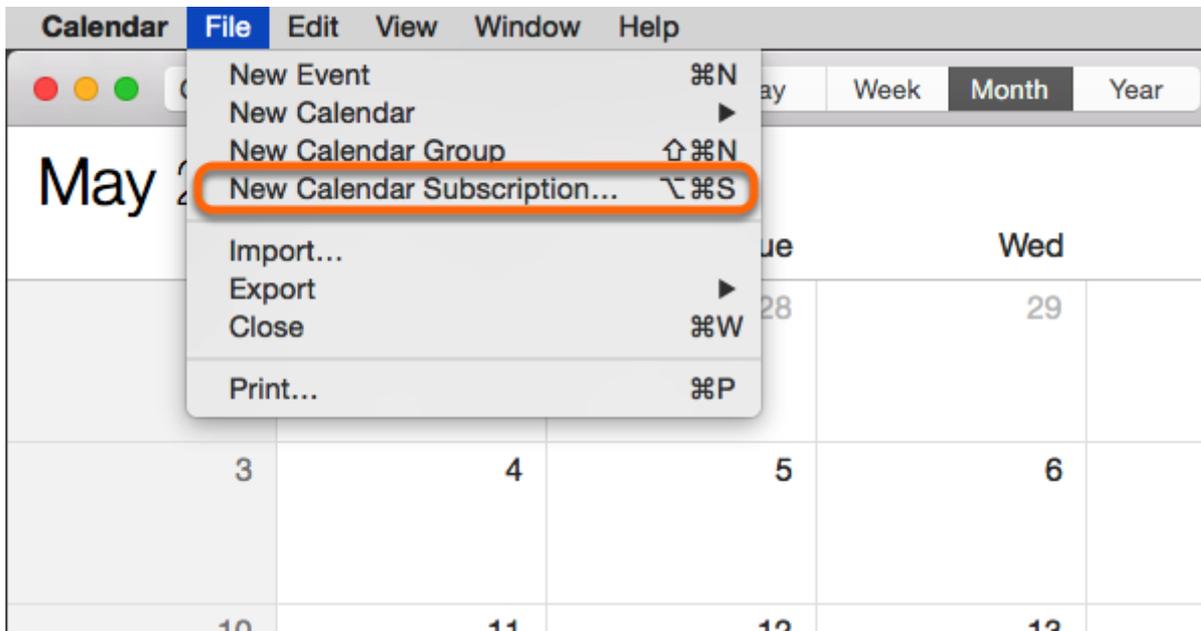
2. Send the link via email or put it on your website.

When the recipient clicks the link, this person's calendar app associated with the .ics file format should open and offer to subscribe to the calendar

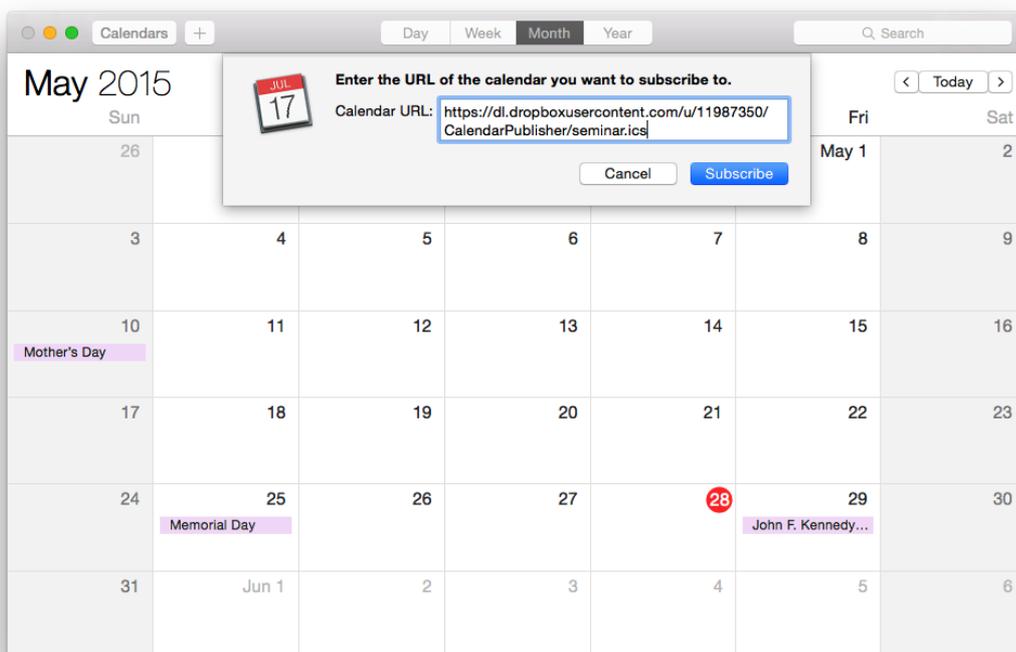
## Alternative Subscription in Apple Calendar

To subscribe to the calendar directly in Apple Calendar, the recipient needs to follow these steps (the steps should be similar in other calendar apps):

1. Open Apple Calendar
2. In the Apple Calendar menu navigate to File -> New Calendar Subscription



3. Paste the provided link and click Subscribe



## Example: HTML Calendars

To integrate the exported calendar as a HTML calendar on your website, you need to convert the ICS file into an HTML calendar. One way to achieve this is to use a Google calendar. Google calendar provides the option to subscribe to a ICS calendar and to subsequently make it available as HTML calendar.

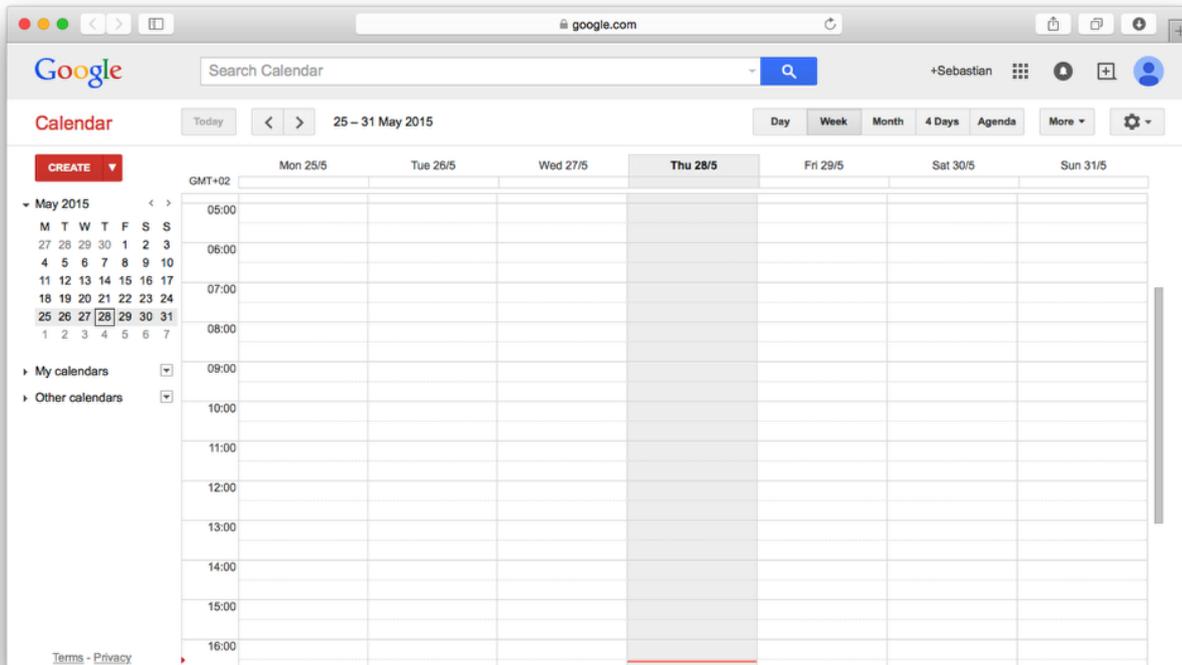
Please note: according to Google it may take up to 8 hours before a change in a subscribed ICS feed shows in Google calendar.

# Save Calendar File

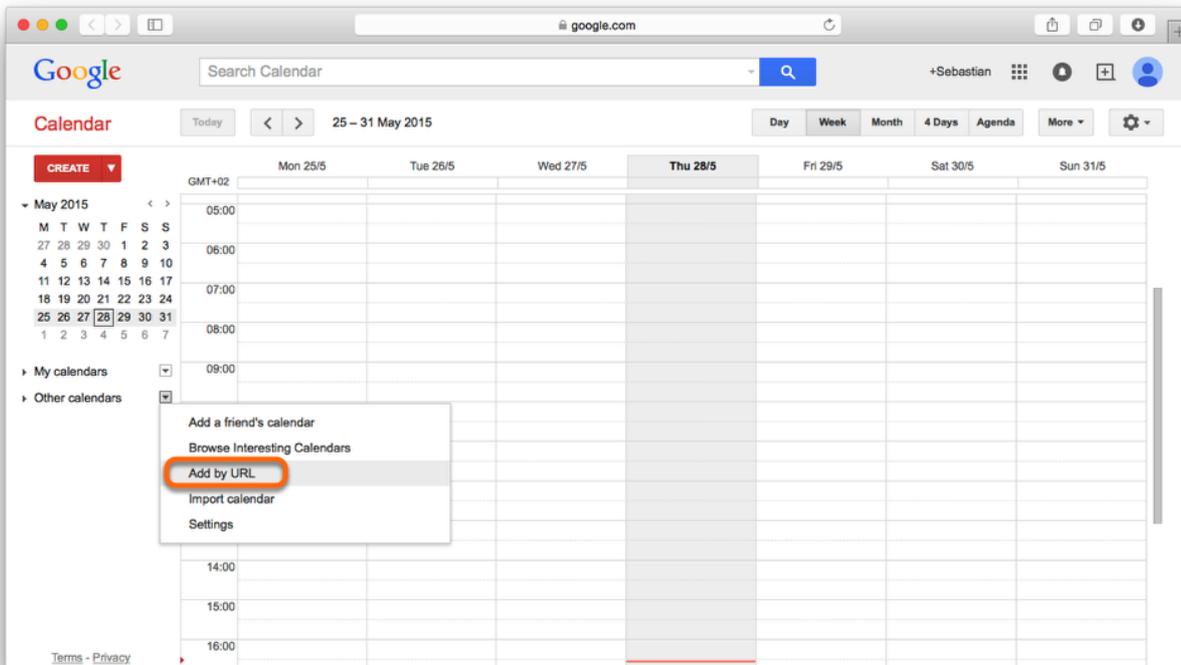
Starting point is always the link to the exported ICS file as described above

## Subscribe to Calendar in Google

1. Log on to your Google account



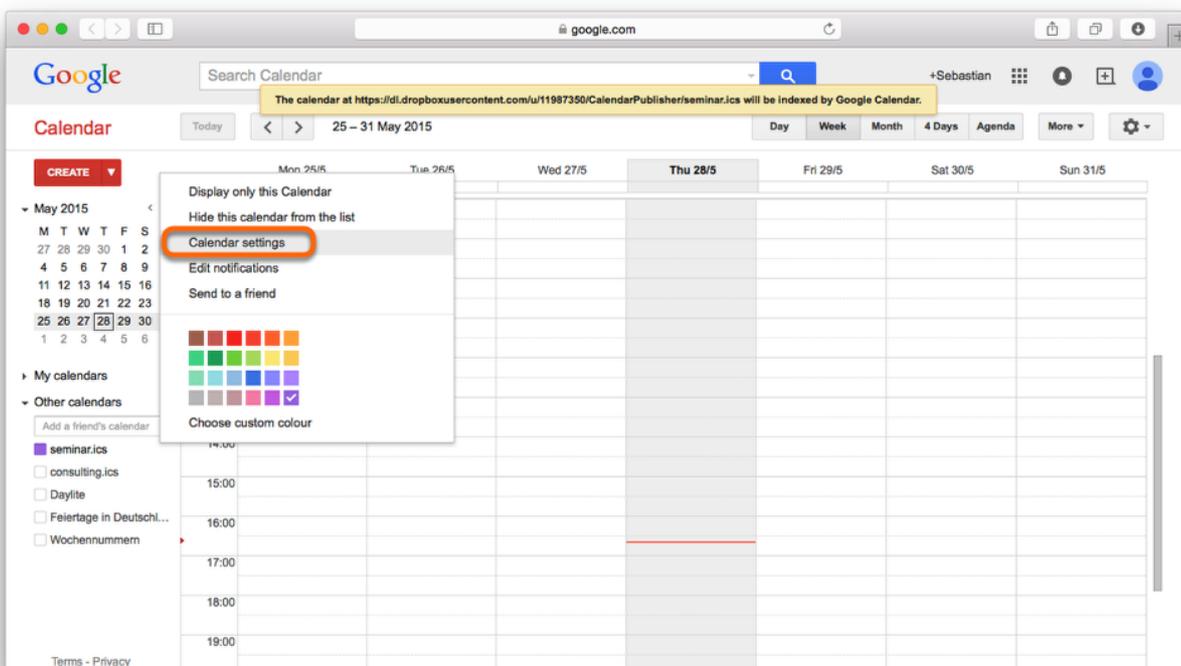
2. Click **Other calendars** -> **Add by URL** and paste the link to subscribe to the exported Daylite calendar



## Setup HTML Calendar

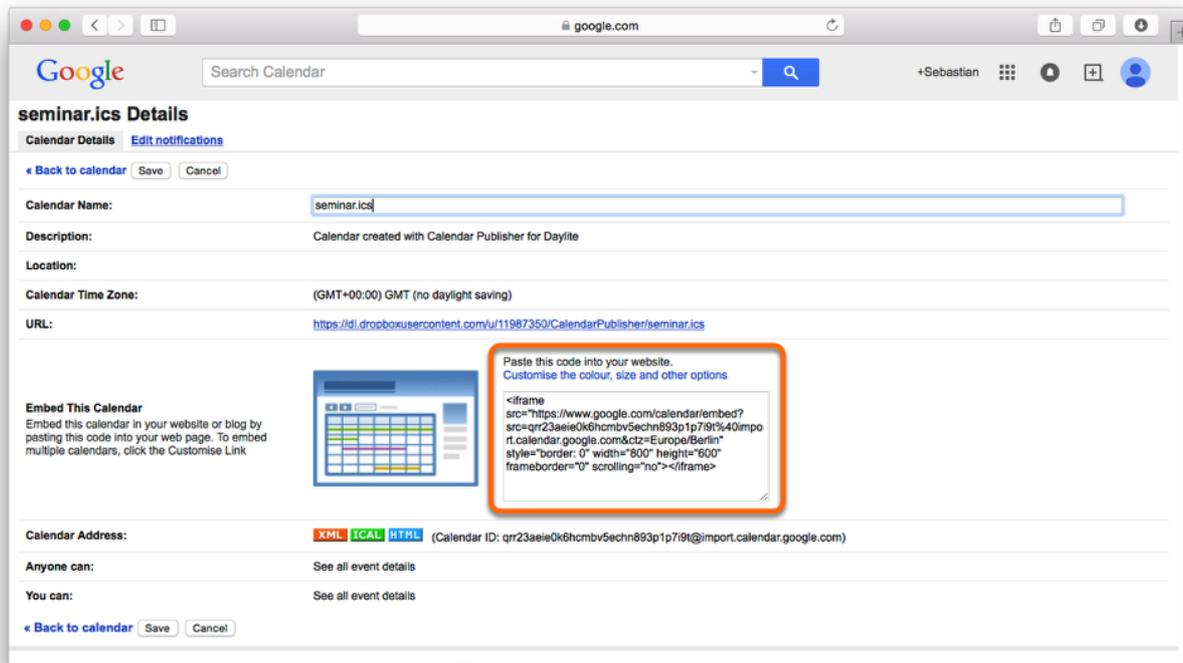
To integrate your calendar in your website, proceed as follows:

Under Other calendars you'll find your calendar. Click the little arrow next to it and select Calendar settings



# HTML Code of Your Calendar

The required HTML code is being displayed as shown in the screen shot below. Copy the code and integrate it in your website

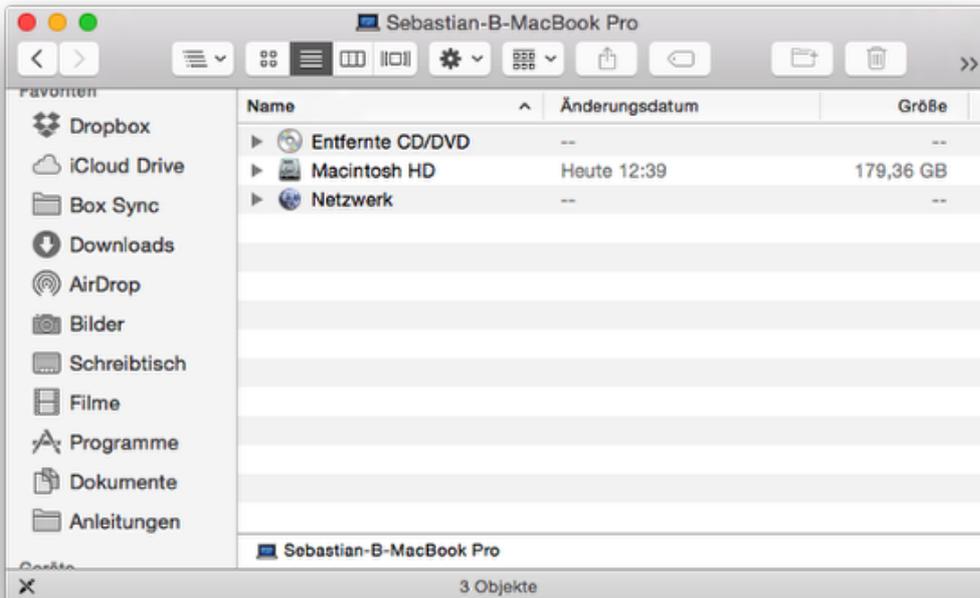


# Miscellaneous

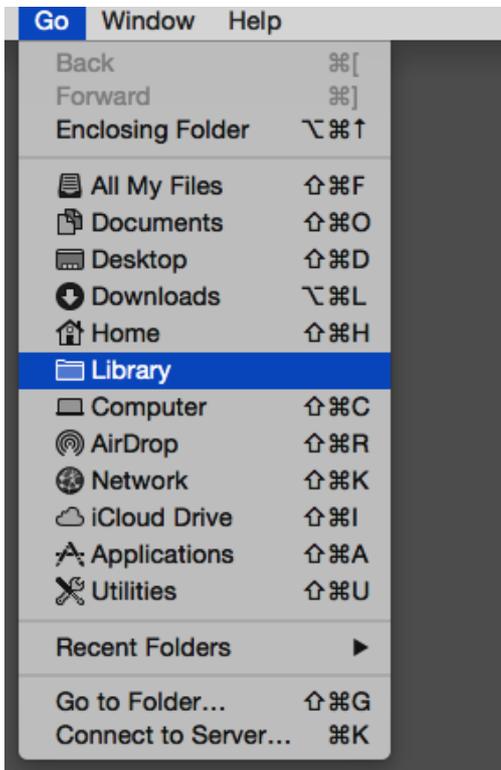
# Removing the Plug-in

Follow these steps to deinstall a Daylite plugin

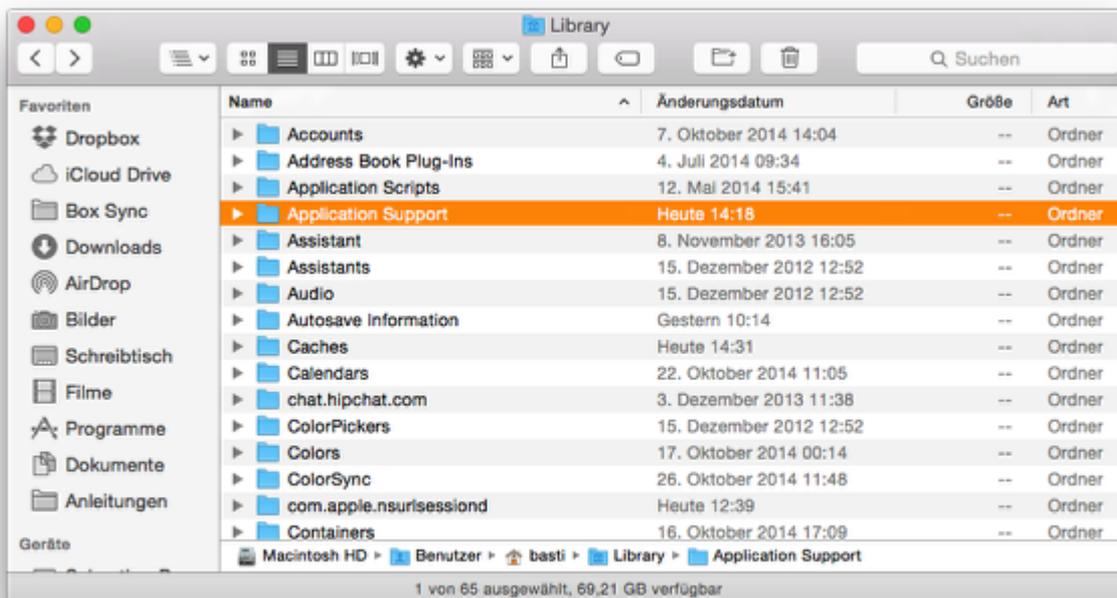
## 1. Open Finder



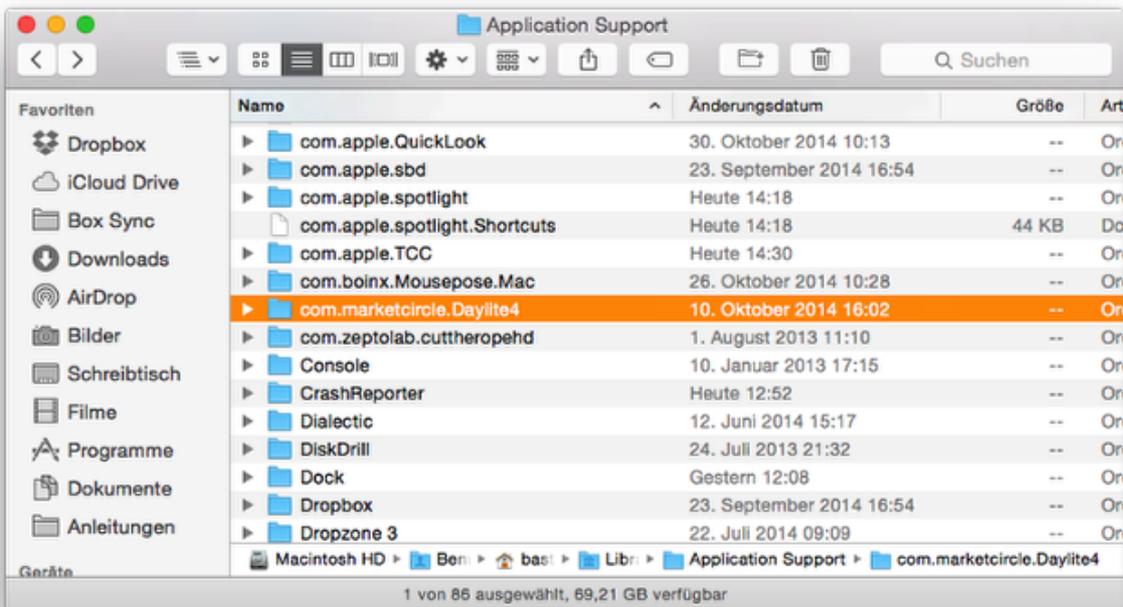
2. In the menu bar select Go and hold down the  $\text{⌘}$  alt key. The Library folder will appear.



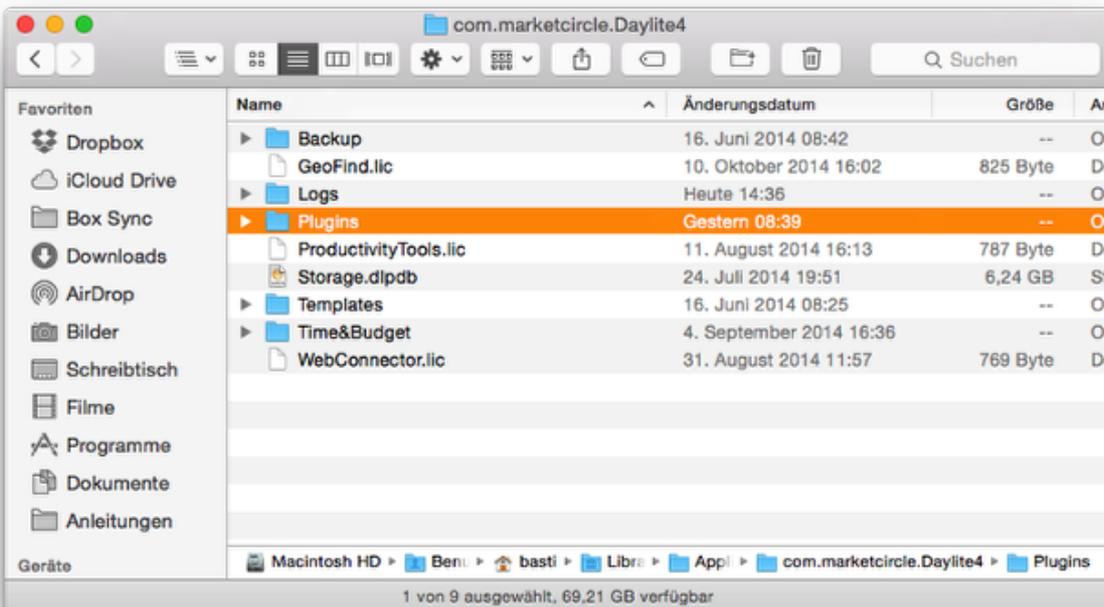
4. Navigate to the folder Application Support ->



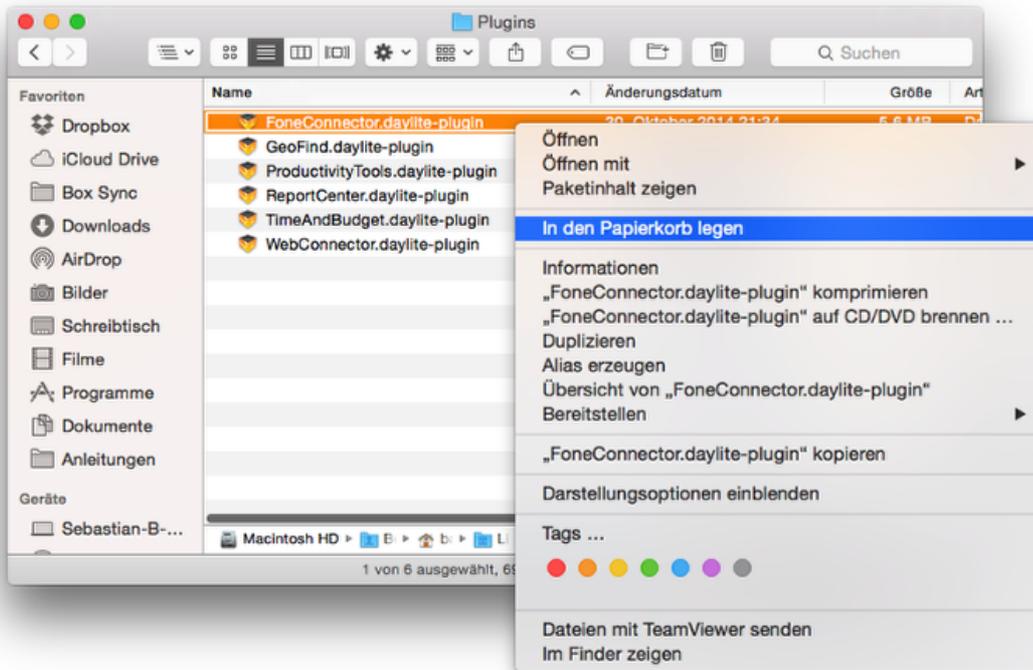
5. -> com.marketcircle.Daylite4 ->



6. -> Plugins



7. Delete the file CalendarPublisher.daylite-plugin



## 8. Restart Daylite