

How Easy2Add Works and How To Use It:

Instructions and Basic Tips:

The instruction for **events** is to enter “what,” “who,” “where” and “when.”

Only “what” and “when” are required. For tasks is to enter "to-do", "time frame", reminder, priority.

What (subject): This can be any text; the Outlook event title is created from this.

When (Start and End time): This can be nearly any date and/or time expression. Using “at” and/or “on” can help the recognition.

Who (Attendees): This should begin with “with” followed by a list of email addresses; these are added to the Attendees list.

Where (Location): This can be any text following “at” or “in.”

To-do (subject): This can be any text;

Time frame (Start and Due date): This can be nearly any date expression.

Reminder: time expression.

Importance (priority): if in subject found word “important” or “urgent”.

How Easy2Add Works and How To Use It: (Events)

Prefixes: "APPOINTMENT:", "APP:", "CALENDAR:", "CAL:", "MEETING:", "EVENT:", "A:", "MEET:"

If you have a name of a location that includes a date or time word, such as “Restaurant Tuesdays” or “Café 4pm”, use quotation marks around the name to avoid Easy2Add from creating the event on Tuesday or at 4pm.

- Enter [lunch with John at "Restaurant Tuesdays" Friday 6 pm]

If you enter a time with no date, Easy2Add will create the event on the earliest date that puts the event in the future; the present day if the time is later, or the next day if the time has already passed:

- Enter [Football at 7pm]

If you do not enter a start time or end time, Easy2Add will create an All Day event:

- Enter [School holiday 9/14]

If you do not enter an end time, Easy2Add will create a one hour long event:

- Enter [Staff meeting next Monday at 15:00]

You can specify start and end times using either time ranges or time intervals:

- Enter [Running w/ John 2:15 tomorrow for 45 minutes]
- Enter [Running w/ John 2:15 – 3 pm tomorrow]

Multi-day events can be specified using date ranges:

- Enter [Company Conference call 10/21 – 10/24 in Miami]

If you'd like someone added to the guest list, enter his or her email address.

- Enter [Lunch at Luidgy's tomorrow noon gcal@companyhame.com]

Three-letter time zone abbreviations can be recognized following the time:

- Enter [Call Moscow at 3 pm EDT]

Creating Recurring Events:

When creating recurring events, the time expression has three parts: the start, the repetition, and the end. Example: [Laundry Saturday at 11 am repeats weekly for 7 weeks].

The start is "Saturday at 11 am," the repetition rule is "repeats weekly," and the end is given by "7 weeks." Easy2Add understands many kinds of repetition rules covering daily, weekly, monthly, and yearly repetitions. Examples are given below. We also encourage you to try various texts to explore this feature further.

To create a weekly recurring event:

- Enter [Meeting at work every Monday at 2pm]
- Enter [Tennis practice Tuesday 7pm to 9pm weekly]

To create a monthly recurring event:

- Enter [Dinner at Mom's on the first Tuesday of every month]
- Enter [Manicure on 9/1 every month]

To create a yearly recurring event:

- Enter [Mom's birthday June 19 yearly]
- Enter [Wedding anniversary July 3 yearly]

To create an event that repeats a certain number of times:

- Enter [Baseball Game every Thursday for 10 weeks]
- Enter [Language Class every Wednesday 7-8pm for 5 months]

Please note that when entering recurring events, don't enter a location in the middle of a time expression. For example, don't enter [dance practice every Tuesday in the gym at 8pm]. This event should be entered [dance practice at the gym every Tuesday 8pm].

Also, if you do not specify an end date, duration, or number of times the recurring event occurs, it will repeat for 365 times, which is the maximum number of instances currently allowed for a recurring event.

To-Do (Tasks):

Prefixes: "TASK:", "TSK:", "T:", "TODO:", "DO:"

Tasks work in the same way as appointments. In addition to appointments you have an option to set up reminders and priority (importance).

Examples:

- Enter [task: Project due tomorrow]
- Enter [task: Project tomorrow 3:15PM]
- Enter [task: Project MON - TUE 3:15PM]
- Enter [task: Project 7/25/08 - 7/27/2008 3:15PM]
- Enter [task: Project due in 3 DAYS]
- Enter [task: Project in 2 weeks 3:15PM urgent]

Contacts:

Prefixes: "CONTACT:", "C:", "CONT"

With support of Contacts you able to enter or add to existing Outlook Contacts E-mail, Phone or fax number.

Examples:

- Enter [c: John Doe john@doe.com 555-0111]
- Enter [contact: john@doe.com 555-0111 John]
- Enter [cont: John Doe business 555-0112] - business phone number
- Enter [c: John Doe fax 555-0112]
- Enter [c: john@doe.com assistant 555-0132] - John assistant phone
- Enter [c: John Doe 555-0123 car]

Creating Contacts.

When creating contacts please note: Contact's full name can be placed everywhere. Everything that is not recognized as an email or phone number is considered to be the full name. If phone type is omitted, by default it will be recognized as a business phone. Contact's email address is everything, which consists of letters, one "@", and several letters after the last "." sign (domain name).

Notes:

Prefixes: "NOTES:", "NOTE:", "N:".

With support of Notes you able to add Notes to Outlook Default Notes Folder.

Examples:

- Enter [n: This is my first Outlook Note with Easy2Add]
- Enter [note: remember the Milk]
- Enter [notes: show Easy2Add to a Friend]

Creating Notes.

Simply type you notes and hit Enter ("add" button).

Syntax to use in Easy2Add function for appointments

<string> ::= *appointment_subject* <appointment_time>
 | <appointment_time> *appointment_subject* Sample: **Meeting with John MON**

10AM

Notes: double quoted text interpreted as subject i.e. **Meeting at "4pm café" 3PM**

<appointment_time> ::=

 <date_and_time>

Sample: **MON 10AM**

 | <date_and_time> - <date_and_time>

Sample: **MON 10AM - TUE 2PM**

Note: First specifier means Start time, second one means End time.

 | <date_and_time> <duration>

Sample: **MON 3DAYS**

 | <date_and_time> for <duration>

Sample: **MON 3pm for 2hrs**

 | in <duration> for <duration>

Sample: **in 20min for 2hr 15min**

Notes: when using "in", start time automatically rounded to 15minutes (i.e. (now time is 20:33)

"meeting in 15min for 40min" will be interpreted as meeting at 20:45 – 21:25)

 | <recurrence> | *time* <recurrence> | <recurrence> *time*

Sample: **EVERY FRIDAY**

9PM

Notes:

Means recurrent appointment. Absent *time* means "All day event"

When <date_and_time> interval is used, if start_time used without AM/PM, in range from 0 to 6 and end_time is with PM, it will add to start time 12hours (only if end_time will be greater than start) i.e. 5 – 7PM will be recognized as 17 – 19. But 5 – 1pm will not be changed: 05:00 – 13:00. When start_time used with PM and end_time without it, it will add always 12hours to end_time (if it in range from 0 to 11)

<date_and_time> ::=

<day> | *time* | <day> *time* | *time* <day>
means "All day event"

Notes: Absent <day> means "today". Absent *time*

<day> ::=

date | TODAY | TOM[M]O[R]ROW | <week_day> | NEXT <week_day> | THIS <week_day>

Samples: **NEXT MON**

Notes: NEXT <week_day> if "today weekday" is greater than <week_day> (by default used Sunday = 1 and Saturday = 7) it will recognize this as THIS <week_day>, otherwise it will be THIS <week_day> + 1week

<week_day> ::=

MONDAY | MON | MON. |
TUESDAY | TUE | TUE. |
WEDNESDAY | WED | WED. |
THURSDAY | THU | THU. |
FRIDAY | FRI | FRI. |
SATURDAY | SAT | SAT. |
SUNDAY | SUN | SUN.

Notes: you can use more than one week_day in recurrence

<duration> ::=

digit[] {DAY | DAYS}

Samples: **1 DAY, 3DAYS, 3 DAY**

Notes: With space between digit and word or without space.

For / in *digit*[] {SECONDS, SECOND, SECS, SEC, S | MINS, MIN, MINUTES, MINUTE | HOURS, HOUR, HRS, HR | D, DS, DAY, DAYS | WK, WKS, WEEK, WEEKS | MON, MONS, MNTH, MNTHS, MONTH, MONTHS | YR, YRS, YEAR, YEARS }

Samples: **for 15min, for 2 hours, for 1 wk, in 2hr 15min**

Notes: If used in recurrence, it will add duration to recurrence time, not to end time. If "in" used with start time, "in" statement will not be checked

<recurrence> ::=

EVERY <week_interval> <week_day> |
EVERY <week_day> |
EACH <week_interval> <week_day> |
EACH <week_day> |
EVERY DAY |
EACH DAY |
EVERYDAY |
DAILY |
WEEKLY |
MONTHLY |
YEARLY |
EVERY <interval> DAY |
EVERY MONTH |
EVERY <interval> MONTH |
EVERY MONTH <week_interval> <week_day> |
EVERY WEEK |
EVERY <interval> WEEK |
EVERY YEAR |

<interval> ::=

Digit[]

Samples: **EVERY 3 WEEK**

Event recurs every third week

<week_interval> ::=

FIRST |
SECOND |
THIRD |
FOURTH |
LAST

Samples: **EVERY MONTH SECOND TUESDAY**

Event recurs on each months second Tuesday

Syntax to use in Easy2Add function for tasks:

Notes: to ignore default recognition setting to add task you need to add before text

"TASK:", "TSK:", "T:", "TODO:", "DO:"

<string> ::= task_subject <task_time> | <task_time> task_subject

Sample : **Project finish due in 1**

week

<task_time> ::=

<date_and_time>

Sample: **MON 10AM**

Note: First specifier means Start time, second one means End time.

| <date_and_time> <duration>

Sample: **MON 3DAYS**

| in <duration>

Sample: **in 2 week**

Notes:

When <date_and_time> used without end_time, <date_and_time> recognized as due_date

When <task_time> is absent, due_date will be set to today, and .IsDueDate will be false

<date_and_time> ::=

<day> | time | <day> time | time <day>

Notes: Absent <day> means "today"

If <time> is set for <due_date>, reminder will be set for that time

If <start_date> is absent, start day will be set to none by default, but this can be changed by developer

(.DefTaskStart(Opt as Integer), Opt:=0 means no start date; Opt:=1 means start date is today; Opt:=2 means tomorrow)

<day> ::=

date | TODAY | TOM[M]O[R]ROW | <week_day> | NEXT WEEK | THIS WEEK | NEXT MONTH | THIS MONTH

Samples: **NEXT WEEK**

Notes:

NEXT WEEK

sets "Start date" as Monday of next week, "Due Date" as Friday of next week

THIS WEEK

- if current day is Mon-Fri, sets "Start date" as today, "Due Date" as Friday of this week

- if current day is Sat, sets "Start" and "End" dates to today

- if current day is Sun, sets "Start date" as today, "Due Date" as Friday of next week

NEXT MONTH

sets "Start date" as 1st day of next month, "Due Date" as last day of next month

THIS MONTH

sets "Start date" as today, "Due Date" as last day of this month

<week_day> ::=

MONDAY | MON | MON. |
TUESDAY | TUE | TUE. |
WEDNESDAY | WED | WED. |
THURSDAY | THU | THU. |
FRIDAY | FRI | FRI. |
SATURDAY | SAT | SAT. |
SUNDAY | SUN | SUN.

<duration> ::=

digit[] {DAY | DAYS}

Samples: **1 DAY, 3DAYS, 3 DAY**

Notes: With space between digit and word or without space.

in *digit*[] {SECONDS, SECOND, SECS, SEC, S | MINS, MIN, MINUTES, MINUTE | HOURS, HOUR, HRS, HR | D, DS, DAY, DAYS | WK, WKS, WEEK, WEEKS | MON, MONS, MNTH, MNTHS, MONTH, MONTHS | YR, YRS, YEAR, YEARS }
Samples : **in 2 hours 30min, in 1 wk, in 2hr 15min**

<importance> - if in subject found word "important"/"urgent" importance in task will be 2 and if found "not important", importance will be 0

date :

Supported date formats:

Default:	<i>month dd yyyy</i>	<i>month dd</i>	Note:
" <i>month dd yy</i> " excluded from supported formats.			
U.S.:	<i>mm/dd/yyyy</i>	<i>mm/dd/yy</i> <i>mm/dd</i>	
	<i>mm-dd-yyyy</i>	<i>mm-dd-yy</i>	Note:
" <i>mm-dd</i> " excluded from supported formats.			
ANSI:	<i>yyyy.mm.dd</i>	<i>yy.mm.dd</i>	Note:
" <i>mm.dd</i> " excluded from supported formats.			
British/French:	<i>dd/mm/yyyy</i>	<i>dd/mm/yy</i> <i>dd/mm</i>	
German:	<i>dd.mm.yyyy</i>	<i>dd.mm.yy</i>	Note:
" <i>dd.mm</i> " excluded from supported formats.			
Europe default:	<i>dd month yyyy</i>	<i>dd month</i>	Note: " <i>dd</i>
<i>month yy</i> " excluded from supported formats.			
ISO:	<i>yyyymmdd</i>	<i>yyymmdd</i>	Note:
" <i>mmdd</i> " excluded from supported formats.			

month:

JANUARY | JAN | JAN. |
FEBRUARY | FEB | FEB. |
MARCH | MAR | MAR. |
APRIL | APR | APR. |
MAY | MAY. |
JUNE | JUN | JUN. |
JULY | JUL | JUL. |
AUGUST | AUG | AUG. |
SEPTEMBER | SEP | SEP. |

OCTOBER | OCT | OCT. |
NOVEMBER | NOV | NOV. |
DECEMBER | DEC | DEC.

time:

Supported time formats:

Default: hh:miAM (or PM) | hhAM (or PM) Note: With space between digit and word or without space.

Europe default: hh:mi | hh

Military: hhmi

Note: Separator may be ":", ".", "-", without separator (Military format).

Samples: 18, 18:30, 18-30, 6.30 PM, 6:30PM, 6 PM, 2300, 915 (=9:15AM)

Syntax to use in Easy2Add function for contacts:

Notes: to ignore default recognition setting to add contact you need to add before text "CONTACT:", "CONT:", "C:"

<Full Name> ::=

FirstName LastName <Email> <Phone> | <Email> **FirstName MiddleName LastName** <Phone> | <Email> <Phone> **FirstName MiddleName NickName LastName** (all other combinations are also possible)

Notes: Contact's full name can be placed everywhere. Everything that is not recognized as an email or phone number, is considered to be the full name.

Samples:

John Doe john@doe.com 555-0111

john@doe.com 555-0111 John

<Email> ::=

<FullName> **Email** <Phone> | **Email** <FullName> <Phone> |

<FullName> <Phone> **Email** (all other combinations are also possible)

Notes: Contact's email address is everything, which consists of letters, one "@", and several letters after the last "." sign (domain name).

Samples:

john.doe@johndoe12345.com

123456789@john.doe.com

<PhoneNumber> ::=

<FullName> <Email> Phone Number | <FullName> Phone Number |

<Email> <FullName> Phone Number (all other combinations are also possible)

<PhoneType> ::= <PhoneType> <PhoneNumber> | <PhoneType> : <PhoneNumber> | <PhoneNumber> <PhoneType>

Available phone types:

Business Phone

T | P | D | Work | Phone | Ph | Tel | Telephone | Direct | Business | Office | Ofc | Voice |

Company phone

Sample 1: **John Doe business 555-0112**

(Created contact's business phone number - 555-0112)

Sample 2: **555-0123 ph John Doe john@doe.com**

(Created contact's business phone number - 555-0123)

Fax

facsimile | fax | f

Sample 1: **John Doe fax 555-0112**

(Created contact's fax number - 555-0112)

Sample 2: **555-0123 facsimile John Doe john@doe.com**

(Created contact's fax number - 555-0123)

Mobile Phone

M | Cell | Cell Phone | Cellular | Mobile | Mob | Phone (GSM)

Sample 1: **John Doe cell phone 555-0112**

(Created contact's mobile phone number - 555-0112)

Sample 2: **555-0123 mob John Doe john@doe.com**

(Created contact's mobile phone number - 555-0123)

Other types:

Assistant, Callback, Car, Company, Home, ISDN, Pager, Primary, Radio, Telex, TYY/TDD | TYYTDD

Note: using one of these keywords in front \ in the end of a valid number will result in assigning this number to the specific contact field

Sample 1: **John Doe 555-0123 car**

(Created contact's car phone number - 555-0123)

Sample 2: **John john@doe.com pager 555-0112**

(Created contact's pager number - 555-0112)

Sample 3: **john@doe.com assistant 555-0132**

(Created contact's assistant number - 555-0132)

Notes:

If phone type is omitted, by default it will be recognized as a business phone.

Syntax to use in Easy2Add function for notes:

Notes: to ignore default recognition setting to add note you need to add before text
"NOTES:", "NOTE:", "N:"

<NoteBody> ::=

Any text