

# Capture and Organize

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## 1. Introduction

Capture and Organize is a responsive, browser-based productivity application that helps users manage daily tasks and organize events by capturing images of posters using their device's camera. The system extracts dates using OCR (Optical Character Recognition) and adds them to a built-in calendar. The application is designed to be simple, accessible, and mobile-friendly with features such as task management, event capture, calendar viewing, reminders, and customizable settings.

## 2. System Requirements

### Supported Devices

- Smartphones with a functioning camera
- Laptops/desktops that support browser camera access

### Supported Browsers

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

### Permissions Needed

- Camera access (required for event capture)
- Notification access (required for reminders)

## 3. Getting Started

### 3.1 Opening the Application

1. Open the application link in your browser.
2. Allow **Camera Access** when prompted.

### 3.2 Navigating the App

The home interface contains four main sections:

- **Tasks**
- **Events**
- **Calendar**
- **Settings**

You can switch between these anytime.

## 4. Using the Application

### 4.1 Managing Tasks

The **Tasks** tab allows you to create and organize your daily to-do items.

#### *Add a Task*

Enter the task details:

- Title
- Priority (High/Medium/Low)
- Due date (optional)

#### *Delete a Task*

- Click the **Delete/Trash** icon.

#### *arrange Tasks*

- When task is completed, you can cancel the task by clicking 'Done'

### 4.2 Event Capture & OCR

The **Events** tab allows you to capture images of event posters to automatically extract event dates.

#### **Capture an Event Poster**

1. Click 'Start Camera'
2. The camera view will open.
3. Take a clear picture of the event poster. Then click 'Extract Text'
4. The system will automatically:
  - Extract the event date (OCR)
  - Create an event entry

## If OCR Fails

You will be prompted to manually enter:

- Event title
- Event date

## 4.3 Calendar Management

The **Calendar** tab displays all scheduled events in a monthly grid view.

### *Calendar Features*

- View all events
- Click a date to see event details
- Add reminders for upcoming events

## 4.4 Reminders

The application can notify you of:

- Due tasks
- Upcoming events

Make sure notifications are enabled in your browser.

## 4.5 Settings

Found in the **Settings** tab:

Users can customize:

- Theme (Light/Dark)
- Font Size (Small/Medium/Large)
- Enable Notifications

Settings automatically save in your browser.

## **5. Troubleshooting**

### **Camera Not Working**

- Refresh the page
- Check browser permissions
- Try another browser

### **OCR Not Reading Text Correctly**

- Ensure the picture is clear and bright
- Re-capture the image
- Manually enter the date when prompted