



Capture and Organize

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DEVELOPER GUIDE

1. Getting Started

1.1 Accessing the Application

1. Open your web browser (Chrome, Firefox, Safari, or Edge)
2. Navigate to the application URL
3. No installation or login required

1.2 First Time Setup

- The application works immediately
- Your data is saved automatically in your browser
- No account creation needed

2. Managing Tasks

2.1 Adding a Task

1. Click the **Tasks** tab in the navigation
2. Type your task in the "Enter task title" field
3. Select a priority level (Low, Medium, High)
4. Click **Add Task** or press Enter

2.2 Completing a Task

1. Find the task in your list

2. Click the ✓ **Done** button
3. The task will show as completed (strikethrough)
4. To undo, click the ↶ **Undo** button

2.3 Deleting a Task

1. Find the task in your list
2. Click the 🗑 **Delete** button
3. The task will be permanently removed

2.4 Task Priority

- **High Priority:** Red badge - Urgent tasks
- **Medium Priority:** Yellow badge - Important tasks
- **Low Priority:** Green badge - Less urgent tasks

3. Capturing Events

3.1 Using the Camera

1. Click the **Events** tab
2. Allow camera access when prompted
3. Point your camera at an event poster or flyer
4. Click **Capture Photo** to take a picture

3.2 Extracting Text with OCR

1. After capturing a photo, click **Extract Text from Photo**
2. Wait for processing (may take 10-30 seconds)
3. View the extracted text in the results area
4. The form will auto-fill with detected event details

3.3 Manual Event Entry

If OCR doesn't work or you prefer manual entry:

1. Type the event title manually

2. Select date and time using the date picker
3. Add any additional description
4. Proceed to save the event

4. Saving Events

4.1 Saving to Local Calendar

1. After capturing or entering event details
2. Click **Save to Local Calendar**
3. The event will appear in your Calendar view
4. You'll see a confirmation notification

4.2 Exporting to Google Calendar

1. After capturing or entering event details
2. Click **Export to Google Calendar**
3. A new tab will open with Google Calendar
4. The event details will be pre-filled
5. Click **Save** in Google Calendar to add to your calendar

5. Calendar View

5.1 Viewing Events

1. Click the **Calendar** tab
2. See all your saved events
3. Events are sorted by date
4. Upcoming events appear at the top

5.2 Event Information

Each event shows:

- Event title

- Date and time
- Source (OCR or manual entry)
- Description (if provided)

6. Customizing Settings

6.1 Changing Themes

1. Click the **Settings** tab
2. Select **Light** or **Dark** theme
3. Click **Save Settings**
4. The interface will update immediately

6.2 Adjusting Font Size

1. Click the **Settings** tab
2. Select your preferred font size (12pt, 14pt, 16pt, 18pt)
3. Click **Save Settings**
4. All text in the application will resize

6.3 Managing Notifications

1. Click the **Settings** tab
2. Toggle **Enable Notifications** on or off
3. Click **Save Settings**
4. This controls reminder notifications

6.4 Clearing All Data

Warning: This cannot be undone!

1. Click the **Settings** tab
2. Click **Clear All Data**
3. Confirm the action
4. All tasks, events, and settings will be removed

7. Tips for Best Results

7.1 Optimal OCR Performance

- Use good lighting when taking photos
- Ensure text is clear and legible
- Hold camera steady
- Capture the entire poster/flyer
- Avoid glare and shadows

7.2 Supported Date Formats

The OCR system recognizes:

- March 15, 2024
- 03/15/2024
- 15-03-2024
- 2024-03-15
- Today, Tomorrow
- 2:30 PM, 14:30

7.3 Data Management

- Your data is saved automatically
- Works offline for task management
- OCR requires internet connection
- Data is stored only in your browser

8. Troubleshooting

8.1 Camera Not Working

1. Check browser permissions
2. Ensure no other app is using the camera

3. Try refreshing the page
4. Use manual entry as fallback

8.2 OCR Not Extracting Text

1. Check internet connection
2. Try a clearer image
3. Ensure text is large enough
4. Use manual entry as fallback

8.3 Data Not Saving

1. Check browser storage permissions
2. Ensure you have enough storage space
3. Try refreshing the page
4. Export important data regularly

8.4 Layout Issues

1. Refresh the page
2. Check browser zoom level
3. Try a different browser
4. Report persistent issues

9. Browser Compatibility

9.1 Recommended Browsers

- **Chrome:** Best performance
- **Firefox:** Full functionality
- **Safari:** Good on Apple devices
- **Edge:** Works well on Windows

9.2 Mobile Devices

- Works on smartphones and tablets

- Camera works best on mobile
- Responsive design adapts to screen size
- Save battery by closing camera when not in use

10. Privacy and Security

10.1 Data Storage

- All data stays in your browser
- No data sent to external servers
- OCR processing happens in your browser
- Google Calendar export opens in new tab only

10.2 Camera Usage

- Camera access is temporary
- Images are not uploaded anywhere
- You control camera permissions
- Can revoke access in browser settings

10.3 Clearing Data

- Use **Clear All Data** in Settings
- Or clear browser data manually
- No account means no data recovery
- Export important events to Google Calendar

11. Keyboard Shortcuts

11.1 Navigation

- **Tab**: Navigate between form fields
- **Enter**: Submit forms (add task, save settings)
- **Escape**: Close modals (if applicable)

11.2 Task Management

- **Enter** in task field: Add new task
- **Tab** then **Space**: Select priority
- **Tab** then **Enter**: Submit task

12. Frequently Asked Questions

Q: Is my data backed up?

A: Data is only stored in your browser. Export important events to Google Calendar for backup.

Q: Can I use it on multiple devices?

A: Data is device-specific. Use Google Calendar export to sync events across devices.

Q: Is there a mobile app?

A: No native app, but works perfectly in mobile browsers.

Q: How much data can I store?

A: Up to 5-10MB, which is thousands of tasks and events.

Q: Is it free?

A: Yes, completely free with no ads.

Q: Can I share my calendar with others?

A: Export to Google Calendar, then share from there.