Working with Publish Settings for a Calendar

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The Publish settings are an integral first step in styling your calendar so that it matches your campus's website styling. Before you take this step, you need to collect some information from your campus's webmaster so that the style settings in the calendar will match the style setting in the Cascading Stylesheet (CSS) used by the campus's website.

✓ **Tip: Collect Info Before You Begin**

- What font stack is the campus using (e.g., 'Times New Roman', Times, serif OR Helvetica, Arial, sans-serif)?
- Does the primary font in the stack reference a served font like Adobe Typekit or Google Fonts?
- What is the base text color (in hexadecimal)?
- What is the background color (in hexadecimal)?
- What is the base font size (in pixels)?
- What is the background color for today's date on the calendar (in hexadecimal)?
- What is the base border color for borders in your website (in hexadecimal)?
- What is the default color of links (in hexadecimal)?
- Does the link change color when you hover over it? If so, what is the hover link color (in hexadecimal)?
- Using relative measures (rem), what is the line height for spacing between lines of text (e.g. 1.5rem)?
- Do you use a serif font for headers on your web page? If so, what is that font stack?
- How do you want to format dates (e.g. March 31, 2024, 3/3/2024, 03/03/2025, Mar 31, 2025, etc.)?
- How do you want the day of the week to be formatted (e.g., Tues, Tues., Tuesday)?

What does rem mean?

CSS3 introduced a few new units, including the rem unit. Rem stands for "root em". The em unit is relative to the font-size of the parent, which can cause problems with font sizing in your calendar. The rem unit is relative to the root element, normally an HTML element. You should use rem units for font size instead of the default, *pt*, which is specified by the default calendar build.

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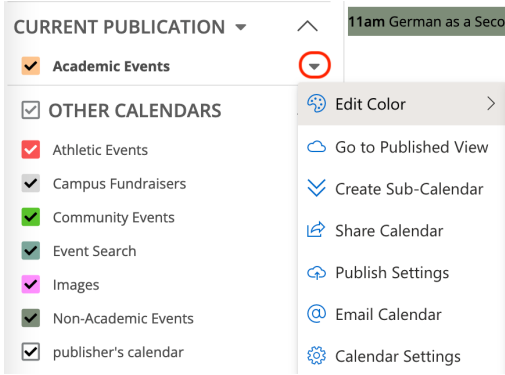- [Publish Settings - Edit Styles and Icons](#)

- [Publish Settings - Edit Calendar Colors](#)
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Publishing Settings

Having all of this information with you when you click the **Publish** button will allow you to quickly set up the global settings for your Publisher calendar.

To begin the process of publishing your calendar in 25Live Publisher, take the following set of steps:

- Login to 25Live Publisher.
- Locate the calendar for which you want to work and click it to make it the **Current Publication**. The active calendar will have a checkmark and be in **bolded** text.
  - You may notice an arrow pointing down beside each calendar. That is a short-cut menu that allows you to:

  - Edit the calendar colors
  - Go to the published view
  - Create a sub-calendar
  - Share a calendar
  - Update the publish settings
  - Email a calendar
  - Adjust the calendar settings

- Click **Publish Settings**

⊕ Configurations *(Click to Expand)*

5. Commit your settings by clicking the **Publish** button to begin settings the other settings controlled under the **Publish Settings** tab.

6. Once you click the **Publish** button, you are presented with all of the other options for styling a Publisher calendar. Initial publication creates the following tabs: **Publish Settings, Calendar Spuds, Control Spuds, Promotion Spuds, Email, Feeds,** and **Hosted View**.

7. To complete the initial styling, you will need to visit the pages linked by pressing the buttons on the **Publish Settings** tab including **Edit Styles and Icons, Edit Calendar Colors,** and **Edit EA Settings**.

If you need to change the Publish Settings later, select the Edit Publish Settings button.

Publish Settings – Edit Styles and Icons

The **Edit Styles and Icons** pages contain **Base Calendar Style** settings which control elements like fonts used by the calendar, font sizes, line heights, and more. These settings will roll throughout your entire calendar saving you significant time in completing your styling work.

To begin the styling of your new calendar:

In the **Publish Settings** of the calendar, click the **Edit Styles & Icons** button to open the base calendar styles.

The **Base Calendar Styles** window has two tabs. The first is the **Styles** tab which controls a significant portion of stylistic settings for your calendars. The second is the **Icons** tab which allows you to choose between different icon sets for your calendar.

⊕ Configurations *(Click to Expand)*

Publish Settings – Edit Calendar Colors

Used these settings to add a color shading underneath the events for multiple calendar feeds mixed together as part of a mixed-in calendar.

To edit these settings, click the **Edit Calendar Colors** button under the **Publish Settings** tab.

⊕ Configurations *(Click to Expand)*

Publish Settings – Edit EA Settings

The last set of **Publish Settings** that you will need to set up are the **EA Settings**. EA is an abbreviation for **Event**

Actions. This area is the first of two areas where you will manipulate event actions on your calendars.

To edit the **EA Settings** for your new or an existing calendar navigate to the **Publish Settings** tab for your calendar, locate and click the **Edit EA Settings** button to open the EA Settings for review.

Edit Publish Settings	Edit Styles & Icons	Edit Calendar Colors	Edit EA Settings	Preview all Spuds
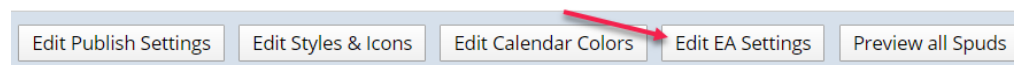
⊕ Configurations *(Click to Expand)*

When you have completed your work setting **EA Actions** up for your calendar, click the **OK** button.

After completing your work with **Publish Settings**, you will want to begin working with the **Calendar Views**.

PREVIOUS: 25Live Publisher: Customizing Your Calendar for Publication

UP NEXT: Selecting and Styling Calendar Views