

User Manual

GoogleCal v2.7



<http://mountwhite.net/en/googlecal.html>

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This is a "Green" application...it does not need to be installed, and it does not make changes to your system. After you download GoogleCal.exe, just run it. It should run fine on all Windows versions, from 95 to 8. It will only allow you READ access to your Google calendar, you cannot make updates with this application.

By using this program you hereby agree to the terms of our Software Disclaimer.

http://mountwhite.net/en/software_disclaimer.html In summary, use at your own risks!

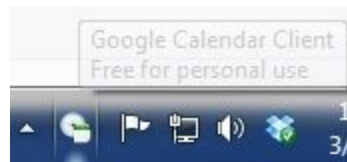
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Google Calendar™ calendaring application is a trademark of Google Inc. By using this software, you agree to the terms and conditions of your Google Calendar account.

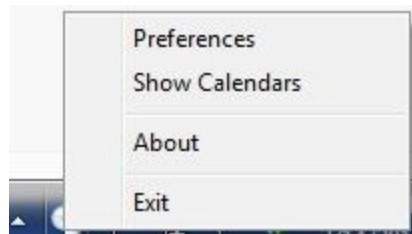
You may also be interested in the [GoogleCal Quick Add Utility for Windows](#), a quick and easy way to add new entries to your Google Calendar using natural language.



After you run the program, all you will see is the application icon on the right-hand side of your Taskbar.



You can either right-click or just click on the icon to display the menu.



Select "Preferences" to add information about your Google Calendars.

Google Calendar Preferences

Calendars Preferences About

Google Calendar URL	Name	Days Before	Days After
<input type="checkbox"/> http://www.google...	San Juan	0	180
<input checked="" type="checkbox"/> http://www.google...	US Holidays	0	60

Add

Edit

Delete

Save

Cancel

Click on “Add”, and enter the URL of the public ICS iCalendar URL of your Google Calendar. Enter the number of days you want to import data for BEFORE and AFTER today’s date. For instance 10 days before and 30 days after would retrieve events from 10 days in the past to 30 days in the future.

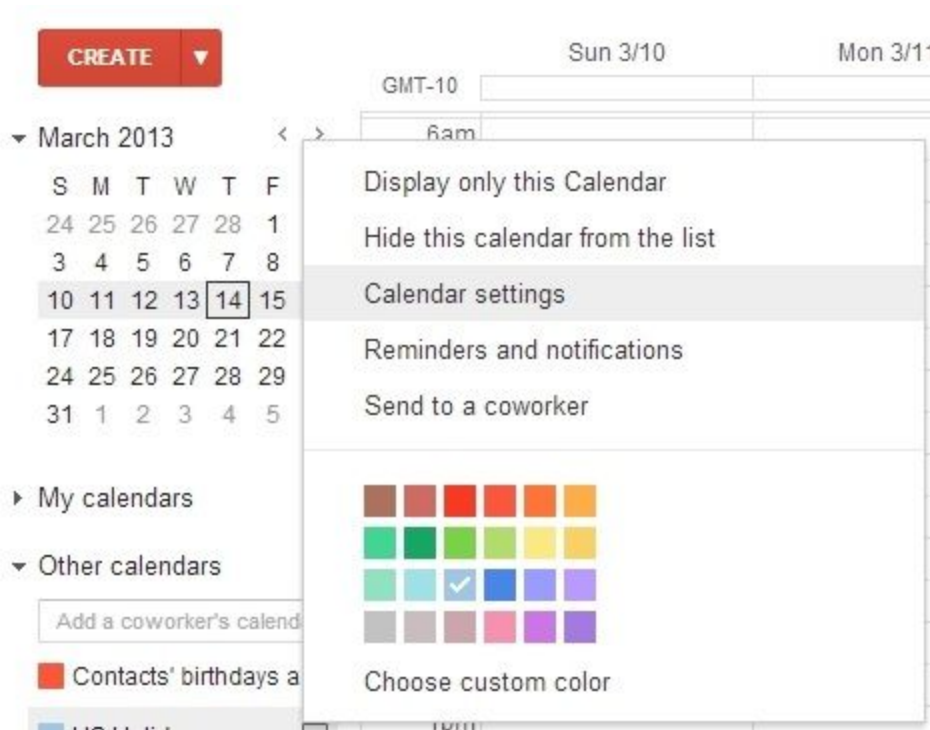
The image shows a dialog box titled "Google Calendar Add/Edit". It contains the following fields and controls:

- URL:** A text input field containing the URL "http://www.google.com/calendar/feeds/usa__en%40ho". To its right is a "Test" button.
- Days before:** A numeric input field containing the value "0".
- Days after:** A numeric input field containing the value "60".
- Name:** A text input field containing the name "US Holidays".
- Warning:** A red text message below the fields that reads "Please test this URL before saving!".
- Buttons:** At the bottom, there are two buttons: "Save" (which is currently disabled) and "Cancel" (which is active).

Enter the name of your calendar. The name does not have to match the actual name of your Google Calendar.

Click on “Test” to verify the URL. If it is correct, the “Save” button will become available, and the name of the calendar will be displayed in the “Name” field. Click on “Save” to add your new entry to the list.

In order to obtain the correct URL of a calendar, log into your Google Calendar, and right-click on the calendar you want to add.



Select the “Calendar Settings” option from the menu.



Paste this code into your website.
Customize the color, size, and other options

```
<iframe  
src="http://www.google.com/calenda  
r/embed?  
src=en.usa%23holiday%40group.v.  
calendar.google.com&ctz=Pacific/H
```

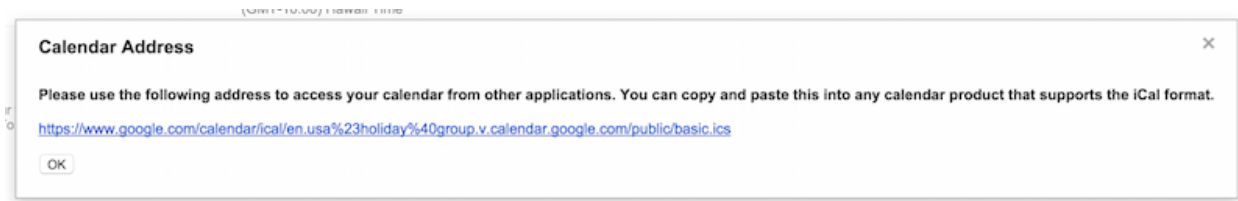
[XML](#) [ICAL](#) [HTML](#) (Calendar ID: en.usa#holiday@group.v.calendar.google.com)

[See all event details](#)

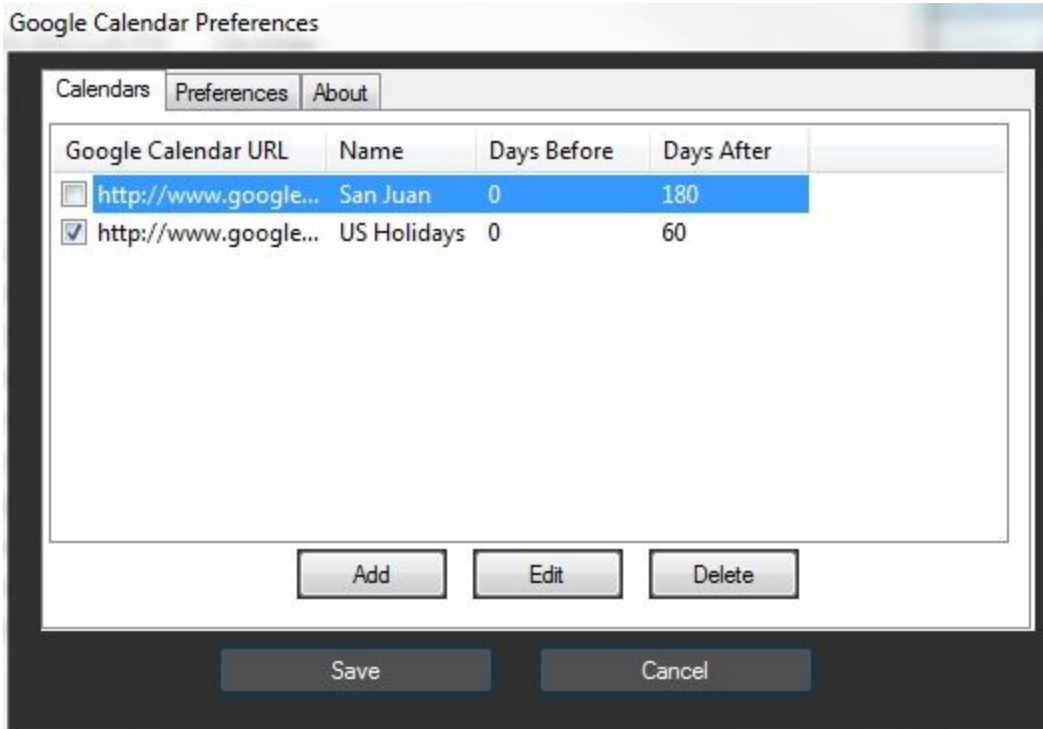
[See all event details](#)

On the Calendar Settings screen, click on [ICAL](#)

The following popup will appear:



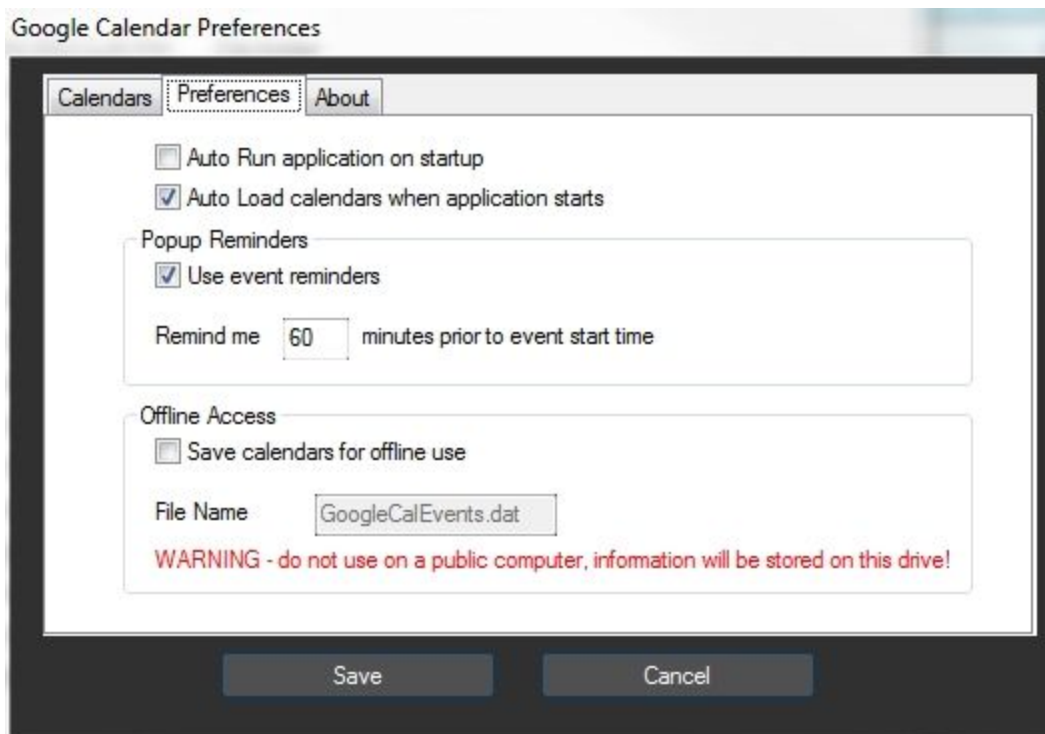
Copy the URL being displayed, this is what you need to paste into the calendar client application!



From the list of calendars you have added, make sure that the entries you want to activate are checked, calendar entries that are not checked are inactive and data will not be retrieved for them.

Click on "Save" to save your selection. You can add as many calendars as you want to.

On the “Preferences” tab, you can set if you want the calendar events to be retrieved when you launch the application, and if you want to use the event reminder popup messages.



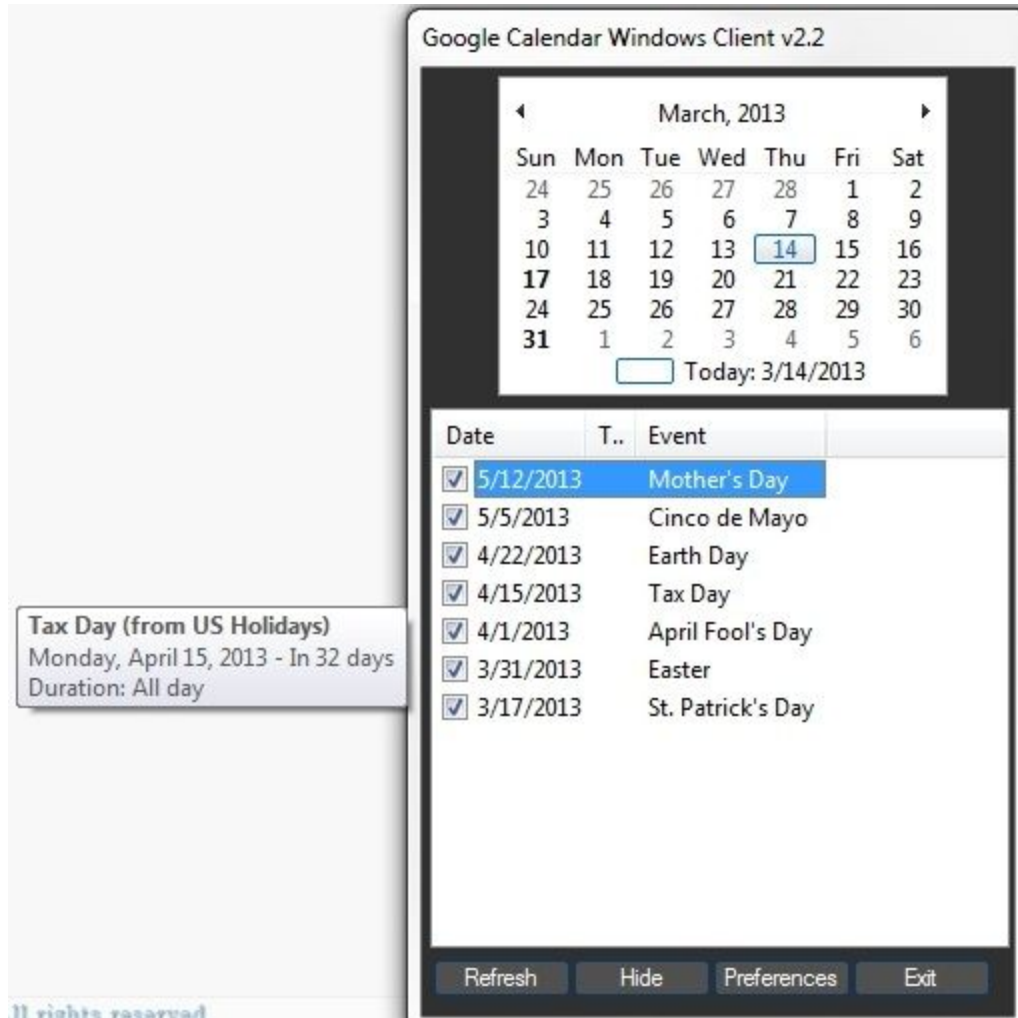
Your settings will be saved in a file called “GoogleCal.dat”. If you move the executable, please remember to move this file as well.

To view your data, click on the icon again, and select “Show Calendars”, or simply click on the Taskbar icon. Clicking the icon again will toggle the window to hide.

The client will connect to Google and bring events for the specified number of days for each calendar. The client will connect automatically if the “Auto load calendars when application is launched” option is used, but you can press “Refresh” to manually refresh the data anytime after that. The program does NOT periodically refresh the data. The “Auto run application on startup” will place a shortcut for the application in the Startup folder for the current user only, and the application will be launched every time the system is rebooted.

The offline access feature will enable storing a local copy of the data for offline use. The calendar events are stored in a file named “GoogleCalEvents.dat”, stored in the same location the application was launched from.

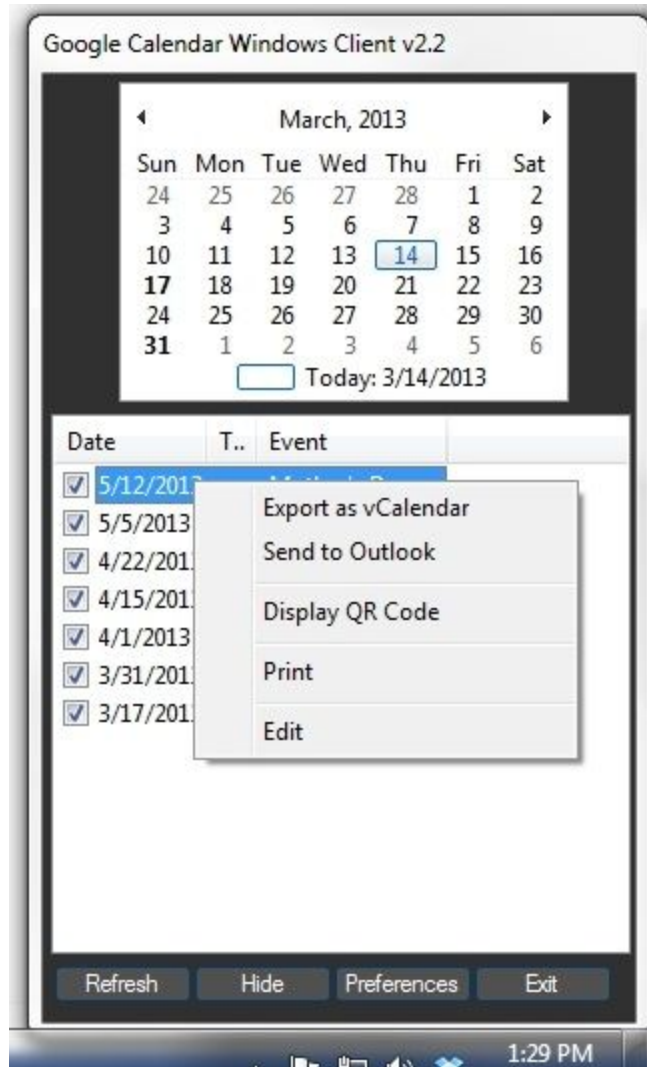
If the “Save calendars for offline use” and the “Auto load calendars on startup” options are selected, then the application will load the calendar data from file the first time it is launched. Clicking on the “Refresh” button will refresh the data from the Internet, and will also refresh the content of the offline file.



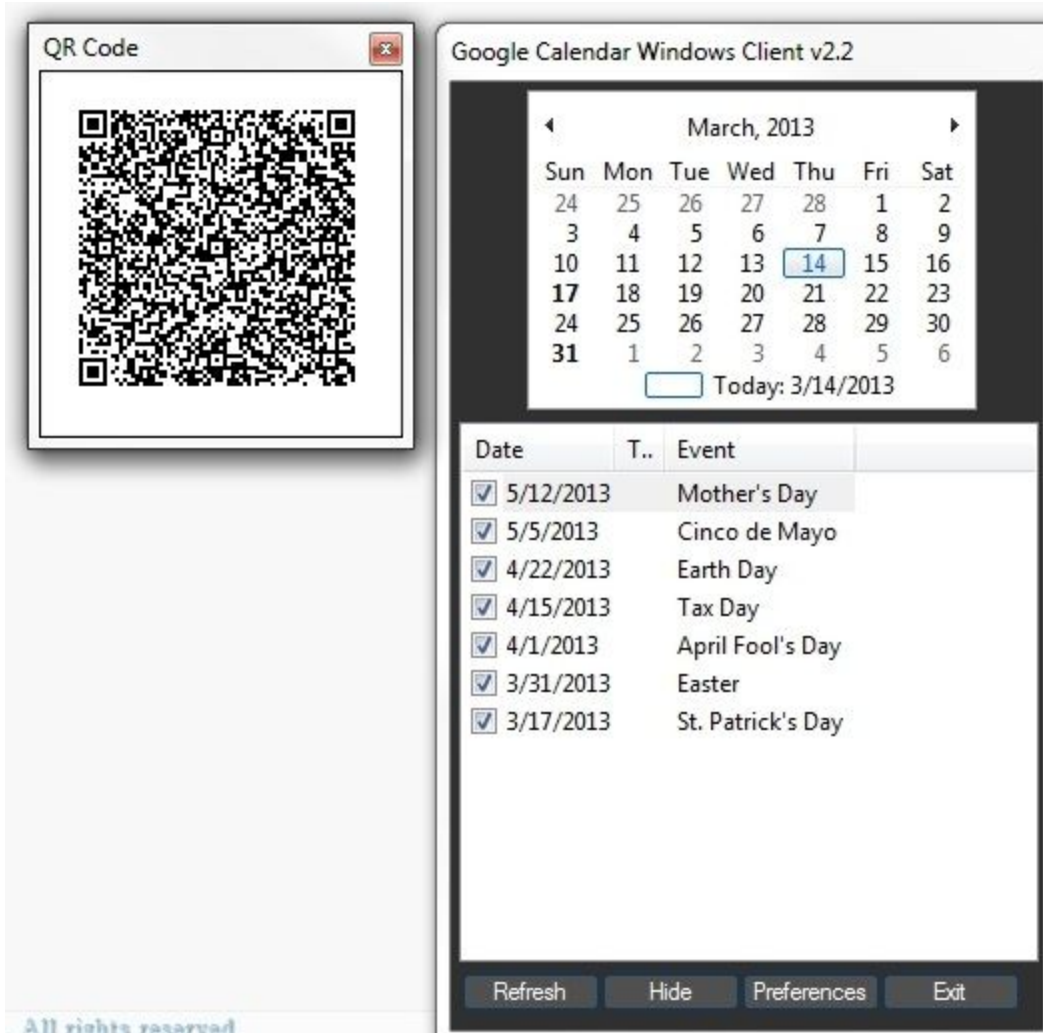
The details tooltip will display additional details about the selected event.

You can also click on the calendar pane to activate the first event occurring that day.

The event list can be sorted by clicking on the headers. The checkbox indicates whether the event reminder is active or not for that event. Note that the reminder will not be displayed for past-due events.



By right-clicking on an event, you can either save it to Microsoft Outlook (through the outlook API), send it to any vCal compliant calendar (will use your computer's default application that handles .vcs files), or to your default printer.



You can also use the “Display QR Code” feature in order to quickly share your calendar entry with others.

The “Edit” option will launch your default web browser to the Google page of the event you selected. If you are logged in, and if you have Read and Write access to that calendar, you will be able to edit the event.