

User Manual

Google* Calendar Quick Add v1.2



<http://mountwhite.net/en/google-cal-quick-add-software.html>

By accessing this website [you hereby agree to the terms of our Privacy Policy](#).
By downloading this program [you hereby agree to the terms of our Software Disclaimer](#).

The use of this software is free for private, non-commercial use under the



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](#).

"Free for personal use" means that you can use the software for your own personal needs and not for providing a product or a service to others, with or without monetary gain.

For commercial use of this software, [please purchase a license](#).

This is a "Green" application...it does not need to be installed, and it does not make changes to your system. After you download GoogleCalQuickAdd.exe, just run it. It should run fine on all Windows versions, from 95 to 8. Internet Explorer must be installed on your system.

The use of this software is free for personal use. If you use this software and find it useful, please consider making a donation!

**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.*

This application will allow you create new events to any of the Google calendars you have Write access to, by using the Google Quick Add feature. This feature allows users to type the content, date and time, duration, and location of the event in natural language.

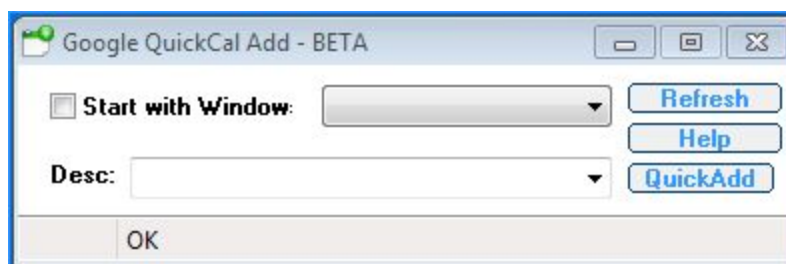
Please see the Google documentation for additional information and restrictions about this feature at <https://support.google.com/calendar/answer/36604?hl=en>

This application uses the Google OAuth authentication, your username and password are not stored anywhere on your computer. Once you allow this application to have access to your calendar, you can create events in your calendars directly from the Windows application, without having to open a web browser every time.

The application will display Google's interpretation of your request for verification. It also includes a direct link to the created event, in case you need to edit it.



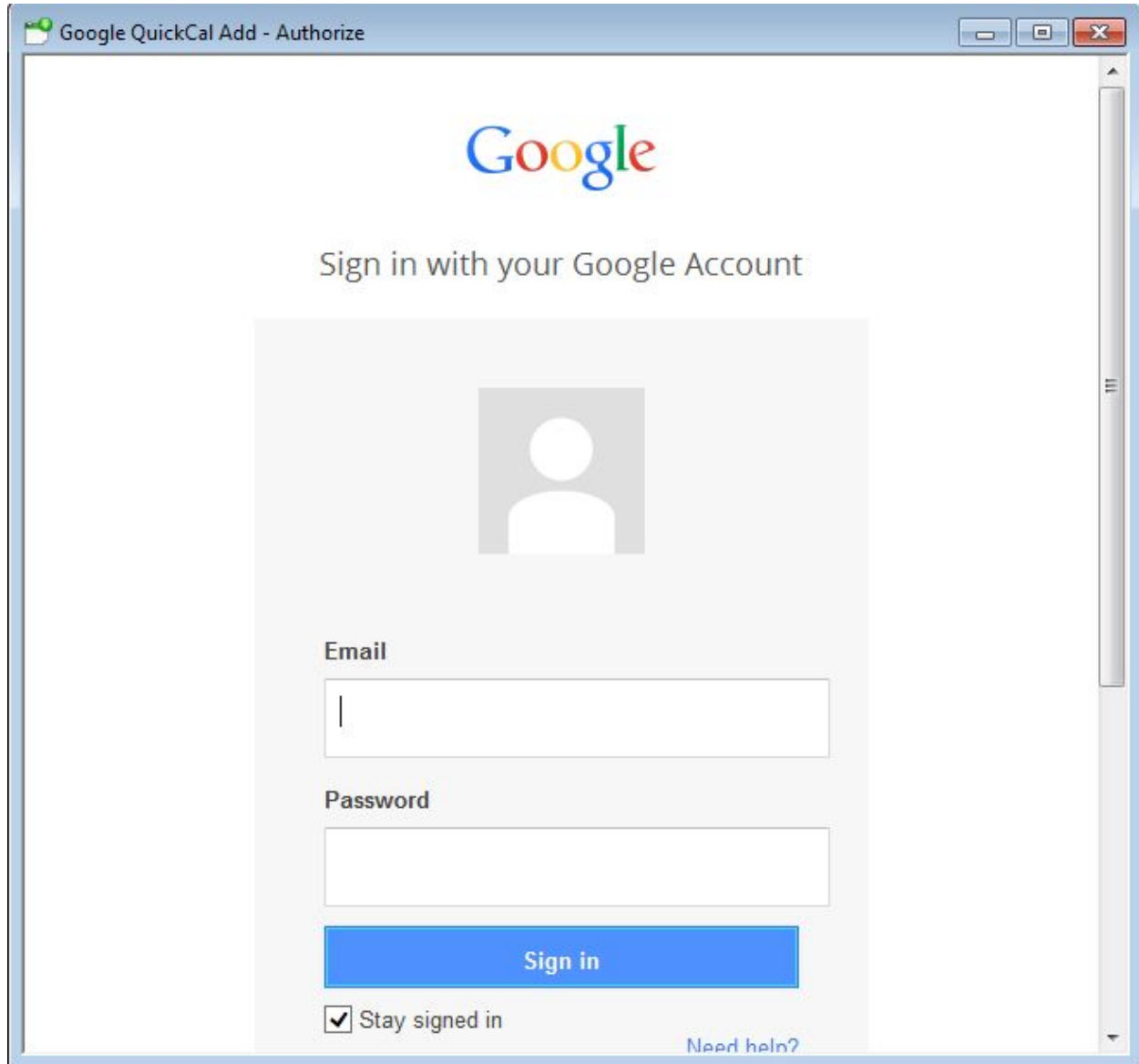
After you run the program, all you will see is the application window on the right-hand side of your Taskbar.



The main interface is extremely simple. Checking the "Start with Windows" checkbox will allow this application to auto-start every time you start your computer. Unchecking the checkbox will disable this feature.

You must first click the "Refresh" button in order to populate the list of calendars. The FIRST time you do this, you will be asked to authenticate to Google and allow this application to have access to your Google Calendars.


Please follow the requested steps.



Google QuickCal Add - Authorize

Google

Sign in with your Google Account



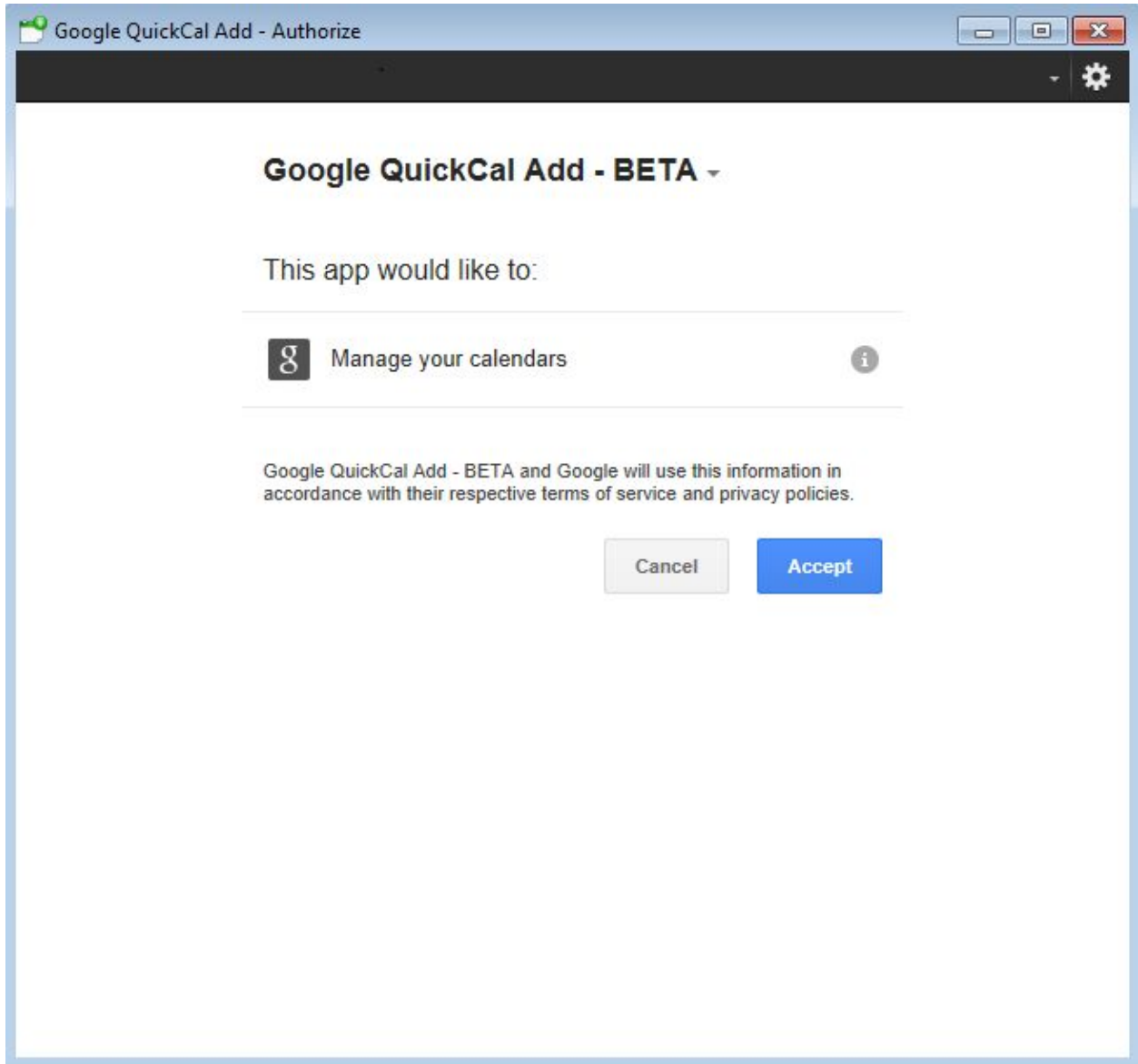
Email

Password

[Sign in](#)

Stay signed in

[Need help?](#)



The drop-down will then be populated with the list of the Google Calendars that are linked with the account you selected. Please note that the calendars you only have READ access to will not appear in the list.

Make sure to select the calendar you want to add the entry to. Type-in the description of the event in natural language (please follow Google's recommendations), and click the "QuickAdd" button to create the event in your calendar.

👉 As a new feature in v1.1, you can select text from any other application or website and press "CTRL+G" to have that text added as a new Quick Add entry.



The status of your request will appear in the status bar on the bottom of the main window.

A verification window will also appear to display the Google's interpretation of your request.



A direct link to this event is available on the bottom of the verification window in case you need to edit and modify the event.

