

User Manual

GoogleCal v2.0

<<http://idugan.com/media/googlecal.html>>

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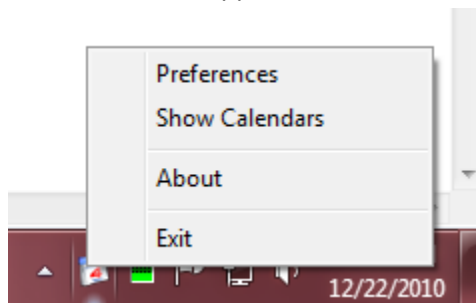


This is a “Green” application...it does not need to be installed, and it does not make changes to your system. After you download GoogleCal_v1.6.exe, just run it. It should run fine on all Windows versions, from 95 to Vista. It will only allow you READ access to your Google calendar, you cannot make updates with this application.

By using this program you hereby agree to the terms of our [Software Disclaimer](#). <<http://idugan.com/media/freeware.html>>. In summary, use at your own risks!

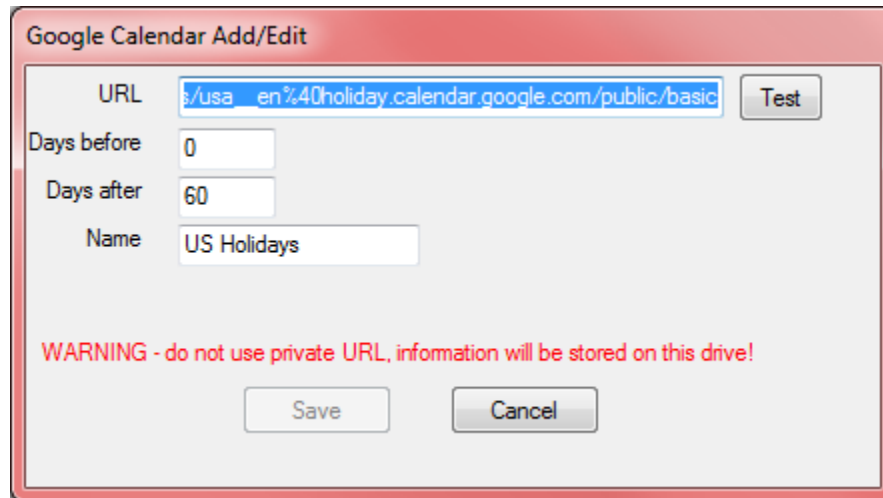
If you use this software and find it useful, [Idugan Media](#)!

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.

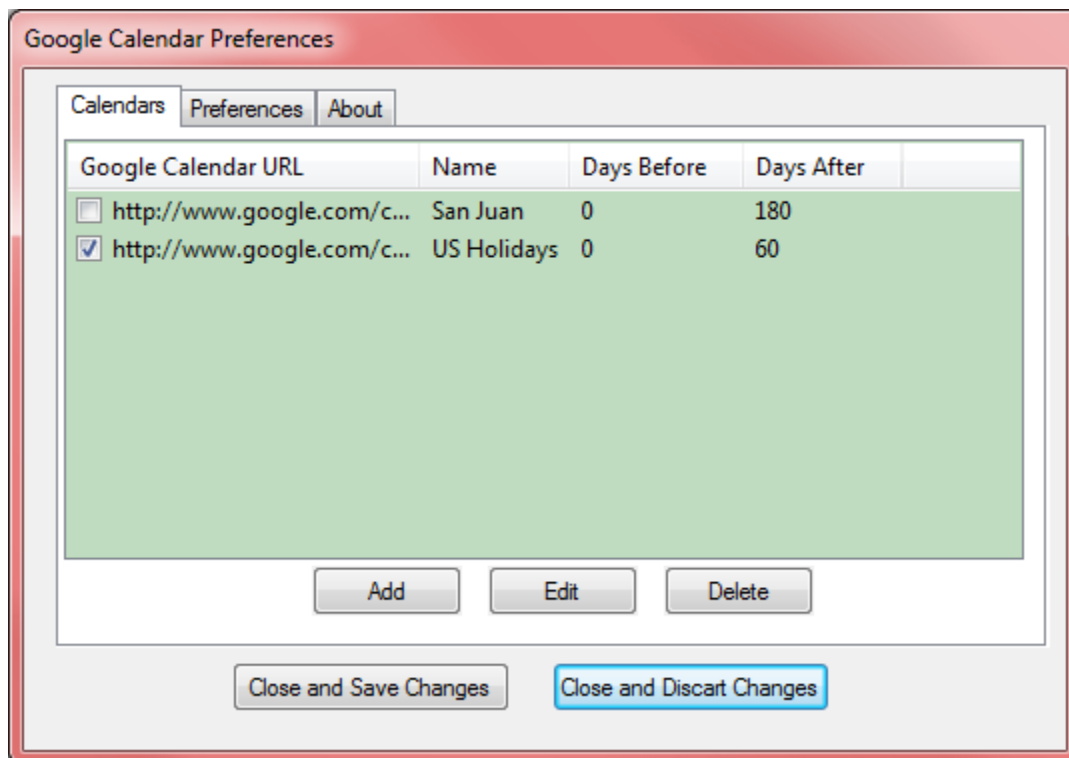
Select “Preferences” to add information about your Google Calendars.



The dialog box is titled "Google Calendar Add/Edit". It contains the following fields and buttons:

- URL:** A text field containing "http://www.google.com/calendar/public/basic?en%40holiday.calendar.google.com". A "Test" button is to its right.
- Days before:** A text field containing "0".
- Days after:** A text field containing "60".
- Name:** A text field containing "US Holidays".
- Buttons:** "Save" and "Cancel" buttons at the bottom.
- Warning:** A red text warning: "WARNING - do not use private URL, information will be stored on this drive!".

Click on “Add”, and enter the URL of the public XML 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 dialog box is titled "Google Calendar Preferences". It has three tabs: "Calendars", "Preferences", and "About". The "Calendars" tab is active, showing a table of added calendars.

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

Below the table are buttons for "Add", "Edit", and "Delete". At the bottom of the dialog are "Close and Save Changes" and "Close and Discart Changes" buttons.

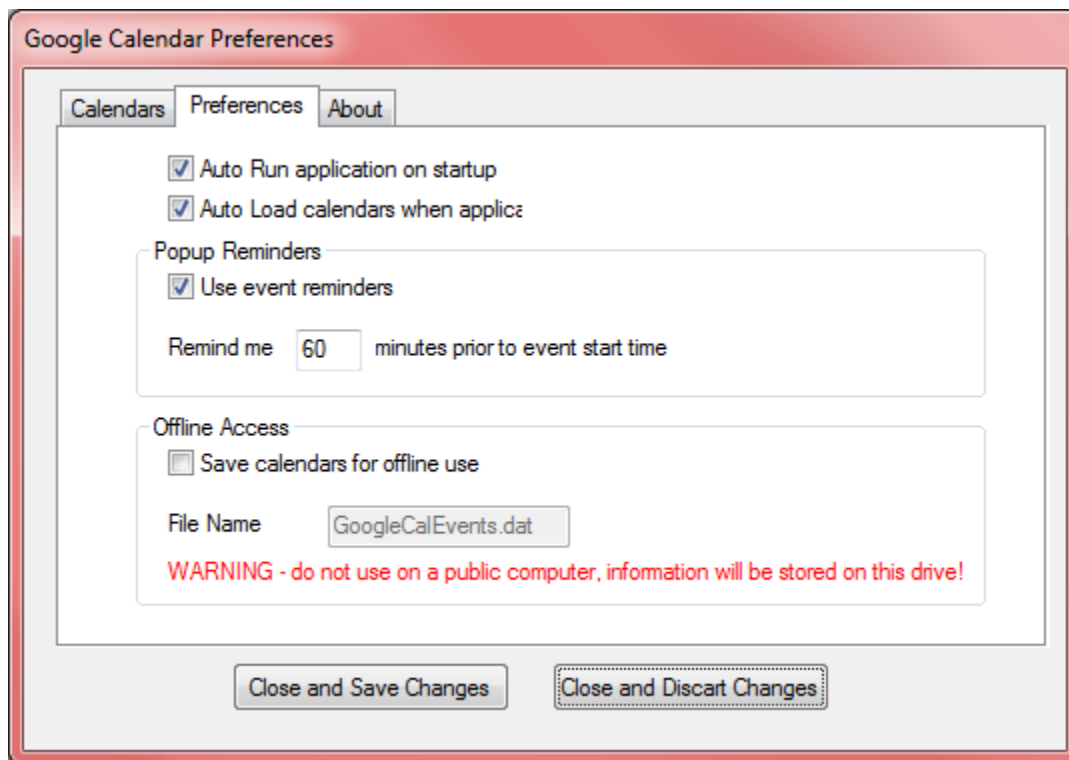
Enter the name of your calendar. The name does not have to match the actual name of your Google Calendar

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.

Make sure that the entry is checked, calendar entries that are not checked are inactive and data will not be retrieved.

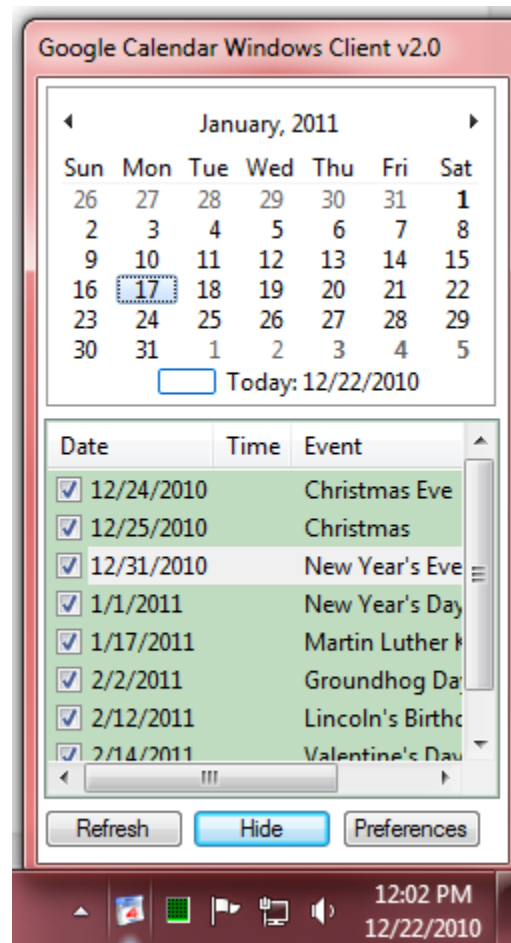
Click on “Close and Save Changes” to save your selection. You can add as many calendars as you want to.

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.

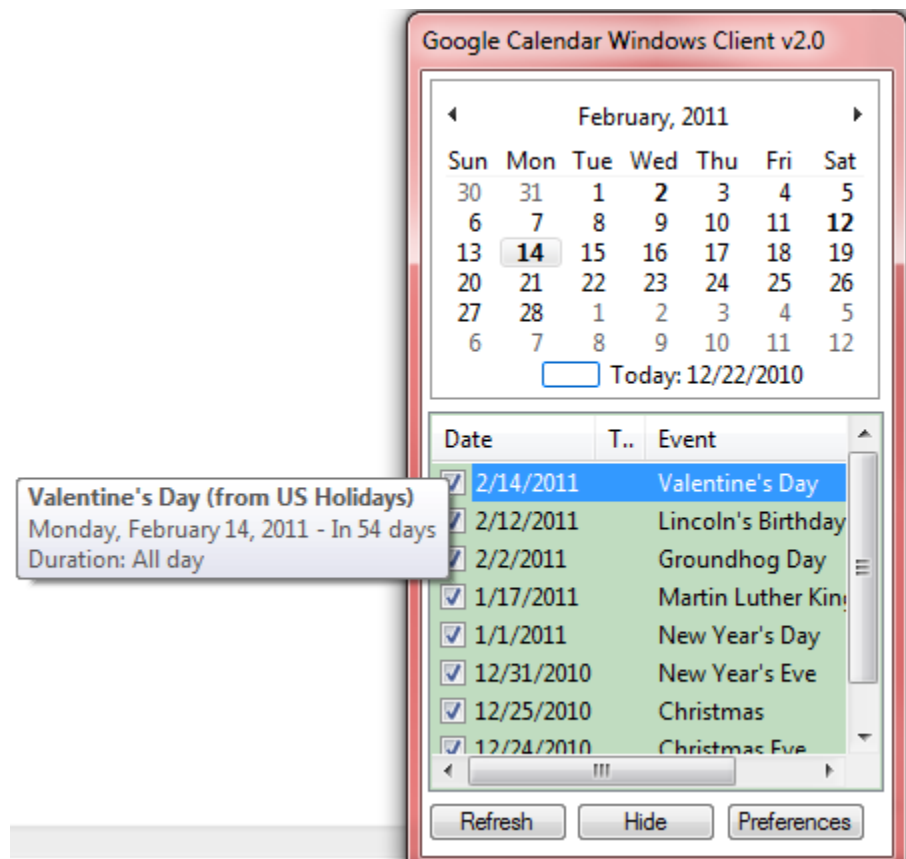


The client will connect to Google and bring events for the specified number of days for each calendar. The client will connect automatically if the “Auto load calendars when application is launched” option is used, but you can press “Refresh” to manually refresh the data anytime after that. The program 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.

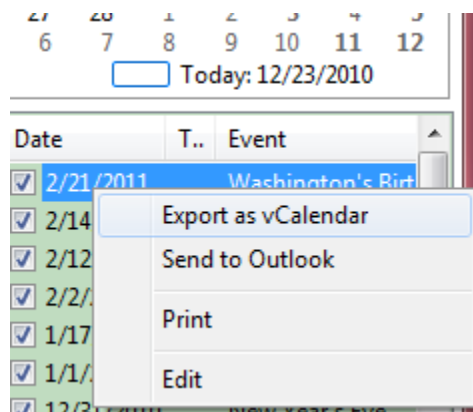
The details tooltip will display additional details about the selected event.



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.



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.

The data is saved in memory; it is kept until the application is closed.

Hope you find this application useful!



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