

# GCal

The definitive Google Calendar Widget

Reference Manual v1.0



June 5, 2006

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The GCal widget was born in the mind of Jared Shenson shortly after Google released their Google Calendar application to the world. As a student, always staying on top of work due dates and other appointments was crucial, but he hated the necessity of always having his browser – Firefox, of course – open. And so, taking his skills in Javascript programming and limited graphic design he began to build.

The first incarnation of the GCal widget was released to the public on April 23, 2006. In a rush to get the widget out, many features were left unfinished and the graphics were not polished. It was here that Will Trienens and FuzzProductions entered the picture.

Will loved the widget, but was not wowed by the interface. He mocked up a new UI and the project took off from there. Working furiously for a few weeks, Will's graphic design talents met up with Jared's coding and Google's data to create the new GCal.

It is our pleasure to release the new, totally redone, *GCal Widget*.



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## The Basics

The GCal widget has been designed to collect data from up to 10 Google Calendar calendars, any number of which may be shared. This data can be shown in one of three views: **Daily**, **3-Day**, or **Monthly**.

In addition to displaying all of the event info, including event title, start time and date, end time and date, location, and description, the widget also supports many other features consistent with the Google Calendar website. These features include **Quick Add** (see later section for use), a **Google Search**, and **Notifications**. Please see later sections for information about each of these features.

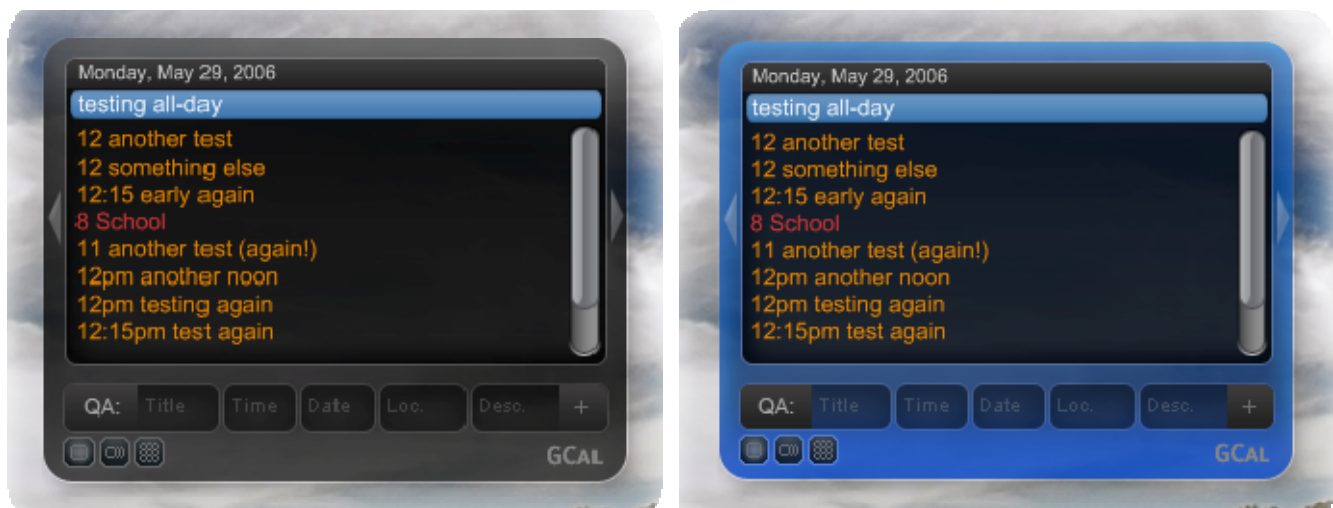
To suit all visual tastes, there are seven **visual themes**, shown below. These themes are available in all three views.

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## Themes

The following seven themes are available for use in the GCal widget:

- ✓ Black (default)
- ✓ Blue
- ✓ Clear
- ✓ Green
- ✓ Orange
- ✓ Red





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# Setting Up for First Use

The first time that you run GCal, a graphical setup utility will guide you through inputting a number of very important pieces of information that are crucial to the functioning of the widget. Let's take a look at them.

## 1. Account Info

These three pieces of information are crucial to using the **Quick Add** function of GCal. The password is stored encrypted on your hard drive and will not be sent to anyone. This also includes your name and email address. All information resides solely on your computer and will only be used for authentication purposes when performing a **Quick Add**.

## 2. Calendar Feed Addresses

- 1) Login to your Google Calendar account. On the upper right corner of the main calendar page you'll see a link called "Settings". Click this.
- 2) Click on the "Calendars" tab.
- 3) Click on the name of your first calendar that you want to include in the widget.
- 4) All the way at the bottom of this section you'll see "**Private Address**" along with two buttons, an XML one and an **iCAL** one. Click on the **iCAL** link. You'll get a popup with a particular address in it. You'll need to copy this address as you'll put in into the widget in the next step.

If there is no private address link, only a single button, then you're using a publicly shared calendar. However, not all of these publicly shared calendars are actually public. To check, click on the address that opens in the popup like above. If you get a page that says "Calendar Error", then you cannot add this calendar to GCal. You'll need to ask the person who is sharing this calendar with you to make it public. If this page doesn't appear, then you can use this calendar.

**Note:** If you are using Safari, you will NOT get the popup as stated above in step 4. You'll need to use a different browser such as Firefox (<http://getfirefox.com>)

- 5) After copying the address from the popup in step 4, paste it into the first **iCal URL** box that you'll see in the **widget setup guide**.
- 6) Repeat steps 2 through 5 above for each calendar that you have that you want added to the widget.



### 3. Set colors

Along with each entry box for the URL, there's a strip of small colored boxes. These are the different color choices you have to represent your different calendars. Click on a color square to select that color for association with that particular feed.

### 4. Set remaining preferences

After having entered all your URL's and selecting colors, you'll be presented with the final step of the setup: choosing your other preferences. All the items presented here are pretty self-explanatory. To select an option, just click on the labeled button. The selected choice is in *orange*. (For more info about the options, see the **Preferences** section below.)

### 4. Congratulations! You have finished setting up the GCal widget.

You may click **Finish** now and start using the widget.



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# Preferences

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## URL Pane

Here you'll find two things: the number of iCal feeds (Calendars) and an address field for each URL. To change the number of calendars available to the widget, change the number in the top box to reflect the *new* number of calendars you will use, then click **Save**. The preferences will automatically reload with room for the number of calendars you entered.

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## General Pane

- **Background Theme Color** -- This is described in the **Themes** section (pp. 3-4)
- **Default View** -- Fairly self-explanatory. Options are **Daily, 3-Day, & Monthly**
- **Show Notifications** -- This box is checked by default. When checked, notifications of approaching events will be shown in the bottom right corner of your screen. See corresponding preferences in the **Timers pane**.
- **24-Hour Format** -- This box is unchecked by default. When checked, all times displayed in the widget will be shown in 24-Hour format (*i.e. 22:30 rather than 10:30pm*)

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## Colors Pane

- **Calendar Colors** -- There will be a color choice box for each of the calendars you have entered into the widget. Below is a table of color swatches showing each of the different color options.

	Red		Sea Green		Orange		Teal
	Pink		Plant Green		Red-Orange		Sandstone
	Purple		Forest Green		Rose Wine		Brown
	Violet		Lime Green		Lilac Purple		
	Blueberry		Mustard Yellow		Steel Blue		
	Baby Blue		Burnt Orange		Ocean Blue		



## Timers Pane

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- **Frequency of Updating iCal** -- This is the interval at which the widget will fetch updated data from Google's servers. You may also manually update the widget at any time. (See **Context-Menu** section on page 22)
- **Length of Time to Show Notification** -- This is the amount of time that the notifications will show on your screen before hiding automatically. If you disable notifications this setting doesn't affect anything.
- **Notification Time Frame** -- This is how long before the event is to occur that the widget will display the event notification. Just like the Google Calendar setting.

## Window Pane

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These are the standard window settings found in every widget.

**Note:** It is recommended that you do not reduce the opacity below 90% because it will make the text very difficult to read. The widget is naturally slightly transparent, so you should not need to lower this opacity slider.

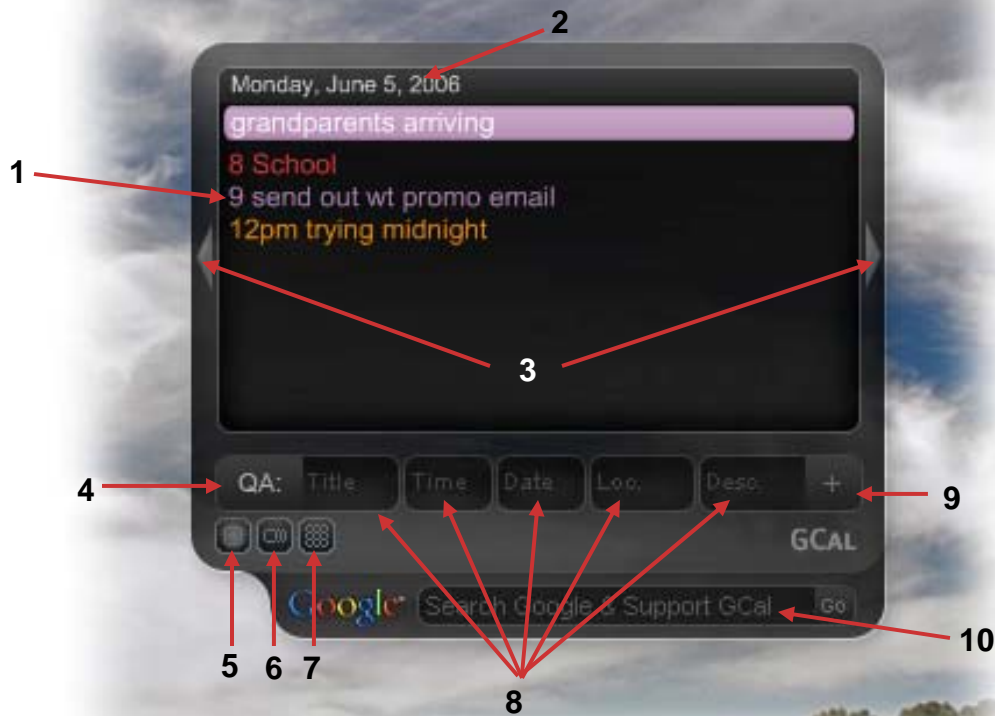


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# Familiarizing Yourself with GCal

## Daily View

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1. These are the events for the day you are currently viewing. Clicking on any of the events will bring up a balloon with the event information. (See **Balloon** section) Note that they are sorted by starting time. They are color coded by calendar. The colored bar indicates an All-Day event.
2. This is the day you are currently viewing. The widget will always start on the current day.
3. These buttons allow you to go backward (left) and forward (right) in time. Each click advances or backtracks the day by one day.
4. This indicates the **Quick Add** section.
5. This is the button indicating you are on **Daily** view.



6. This button indicates **3-Day** view. By clicking it, the widget will switch to **3-Day** view.
7. This button indicates **Monthly** view. By clicking it, the widget will switch to **Monthly** view.
8. These are the **Quick Add** data entry boxes. You will enter your **Quick Add** info here. You must enter information in the first three boxes (Title, Time, Date) for it to work. (See *the **Quick Add** section for more info*) To perform the Quick Add you may press Enter (or Return on a Mac) on your keyboard or click the **+ button (#9)**
9. This is the button that can be used to perform the **Quick Add** addition. Alternatively, you may press Enter (or Return on a Mac) on your keyboard.
10. This is the integrated **Google Search** feature. By entering your search term(s) in this box and then pressing Enter (or Return on a Mac) or clicking the small **GO** button at the far right, your browser will open and perform the Google Search. (Note: it will open a customized GCal search results page from Google. If you click on the ads on the page, you will help support the GCal developers.)

**Note:** When you leave the current day to view another day and then come back to today's date, the background of the widget will highlight for a few seconds indicating that you have reached today's date.



## 3-Day View



1. These are the events for the 3 days you are currently viewing. The blue bar is an example of an All-Day event. All all-day events are denoted by colored bars like this. The larger, left-most square begins on today's date. The middle square is one day ahead, and the right square is one more day ahead. Clicking on any of the events will bring up a balloon with the event information. (See **Balloon** section) Note that they are sorted by starting time. They are color coded by calendar.
2. The dates for the 3 days you are currently viewing. The larger, left-most square begins on today's date. The middle square is one day ahead, and the right square is one more day ahead.
3. These buttons allow you to go backward (left) and forward (right) in time. Each click advances or backtracks the day by one day.
4. This indicates the **Quick Add** section.
5. This button indicates **Daily** view. By clicking it, the widget will switch to **Daily** view.



6. This button indicates that you are currently on **3-Day** view.
7. This button indicates **Monthly** view. By clicking it, the widget will switch to **Monthly** view.
8. These are the **Quick Add** data entry boxes. You will enter your **Quick Add** info here. You must enter information in the first three boxes (Title, Time, Date) for it to work. *(See the **Quick Add** section for more info)* To perform the Quick Add you may press Enter (or Return on a Mac) on your keyboard or click the **+ button (#9)**
9. This is the button that can be used to perform the **Quick Add** addition. Alternatively, you may press Enter (or Return on a Mac) on your keyboard.
10. This is the integrated **Google Search** feature. By entering your search term(s) in this box and then pressing Enter (or Return on a Mac) or clicking the small **GO** button at the far right, your browser will open and perform the Google Search. *(Note: it will open a customized GCal search results page from Google. If you click on the ads on the page, you will help support the GCal developers.)*

**Note:** When you leave today's date to view another day and then come back to today's date, the background of the widget's left-most main square will highlight for a few seconds indicating that you have reached today's date.



## Monthly View



1. The lighter squares which appear here in the first row indicate days from the previous month. Each square shows up to two events (with all-day events given priority). By clicking on the square a balloon will appear showing all events happening on that given day. (See **Balloon** section)
2. This is the current month you are viewing.



3. These are like the left and right arrows in **Daily** and **3-Day** view. Except these advance the widget forward and back by a *month* rather than just a day.
4. These darker squares indicate days in the current month you are viewing. Each square shows up to two events (with all-day events given priority). By clicking on the square a balloon will appear showing all events happening on that given day. (See **Balloon** section)
5. If a day has more than two events occurring on that day, this white text will appear telling how many more events there are on that particular day in addition to the two that are visible in the widget.
6. The highlighted square indicates today's date. There will only be a highlighted square when viewing the current month. If you view a different month, you will not see a highlighted square.
7. Similar to #1, these lighter squares indicate days from the following month. Each square shows up to two events (with all-day events given priority). By clicking on the square a balloon will appear showing all events happening on that given day. (See **Balloon** section)
8. This indicates the **Quick Add** section.
9. This button indicates **Daily** view. By clicking it, the widget will switch to **Daily** view.
10. This button indicates **3-Day** view. By clicking it, the widget will switch to **3-Day** view.
11. This indicates that you are currently on **Monthly** view.
12. These are the **Quick Add** data entry boxes. You will enter your **Quick Add** info here. You must enter information in the first three boxes (Title, Time, Date) for it to work. (See *the **Quick Add** section for more info*) To perform the Quick Add you may press Enter (or Return on a Mac) on your keyboard or click the **+ button** (#13)
13. This is the button that can be used to perform the **Quick Add** addition. Alternatively, you may press Enter (or Return on a Mac) on your keyboard.
14. This is the integrated **Google Search** feature. By entering your search term(s) in this box and then pressing Enter (or Return on a Mac) or clicking the small **GO** button at the far right, your browser will open and perform the Google Search. (Note: it will open a customized GCal search results page from Google. If you click on the ads on the page, you will help support the GCal developers.)



## Daily and 3-Day Views' Info Balloon

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1. This is the event title. It will display in the color associated with the calendar it is from. (See #5)
2. This is the time and date the event is taking place.
3. This is the location the event is occurring at. (Note: If the event doesn't have a location, this line of text will not be there.)
4. This is the calendar the event is from.
5. This is the description of the event. (Note: If the event doesn't have a description, this line(s) of text will not be there.)

**Note:** You can *double-click* on any of the text fields to copy its information to the clipboard.



## Monthly View's Info Balloons

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1. This is the date that you are viewing the events for.
2. This is the close button. Click this or an empty area of the balloon to close it.
3. This is an example of an All-Day event occurring on the day you are viewing. Click on it to view full event details (like the **Daily** and **3-Day info balloon**).
4. These are the regular events (not All-Day) occurring on the day you are viewing. Use the scrollbar on the right (#5) to scroll through the events. Click on an event to view its full event details (like the **Daily** and **3-Day info balloon**).





1. This is the event title. It will display in the color associated with the calendar it is from. (See #5)
2. This is the close button. Click this or anywhere on the balloon to close it.
3. This is the time and date the event is taking place.
4. This is the location the event is occurring at. (Note: If the event doesn't have a location, this line of text will not be there.)
5. This is the calendar the event is from.
6. This is the description of the event. (Note: If the event doesn't have a description, this line(s) of text will not be there.)

**Note:** You can *double-click* on any of the text fields to copy its information to the clipboard.



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## Quick Add

**Quick Add** is one of the best features of Google Calendar. Through the magic of the Google API, the **GCal Widget** allows you to do the same Quick Adding of events right in the widget.



To use the Quick Add boxes, there are just a few small rules to follow. Here's what they are:

### **Rules:**

1. You must enter info in the first three boxes: **Title of Event**, **Time**, and **Date**. The **Location** and **Description** boxes may be left unchanged. (Note: If you leave these boxes with the default text when you submit the Quick Add, they will automatically be removed and not added to the event info.)
2. **Time** may be entered in any format you can use with the normal Quick Add function in your browser. Note that if you just enter a starting time, the default length of time will be an hour. (*i.e. if you enter 7pm, the event will be from 7-8pm*) The following formats are valid ways to enter time:
  - a. **10-3pm or just 10-3** = 10am to 3pm
  - b. **4-6** = 4am to 6am
  - c. **4-6pm** = 4pm to 6pm

You may also include *am* or *pm* in the first number if you wish, but it is not necessary.

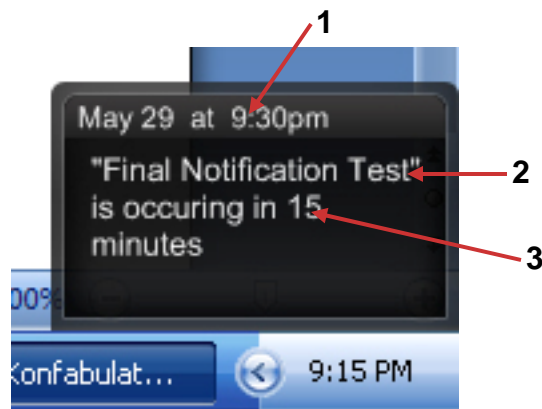


3. **Date** may be entered in any of the following formats:
- a. **Today**
  - b. **Tomorrow**
  - c. Full name of day (i.e. **Monday** or **Sunday**) Capitalization doesn't matter
  - d. First three letters of day (i.e. **Mon** or **Tue**) Capitalization doesn't matter
  - e. 1 (or 2) letter abbreviation for the day (i.e. **M** or **T** or **Th** or **Su**)  
Capitalization doesn't matter
  - f. A date farther in the future. This must be entered as one of these four forms:
    - i. **5/26** – The number of the month, then a slash, then the date. DO NOT put the date first. If you wish to do that use form #4 below.
    - ii. **5-26** – The number of the month, then a dash, then the date. DO NOT put the date first. If you wish to do that use form #4 below.
    - iii. **May 26** – The month (can be the full name or the first three letters) and then the date
    - iv. **26 May** – The date, and then the month (can be the full name or the first three letters)



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# Notifications



This is an example of the notification popup that appears in the bottom right corner of your screen. As you can see in the screenshot above, it will pop up on top of any open windows. It will appear only once at the time interval specified in the widget preferences.

1. This is the date and time the event is occurring at.
2. This is the name of the event. It is enclosed in quotations.
3. This is how long from the time the notification is displayed that the event is occurring.



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# Search Google



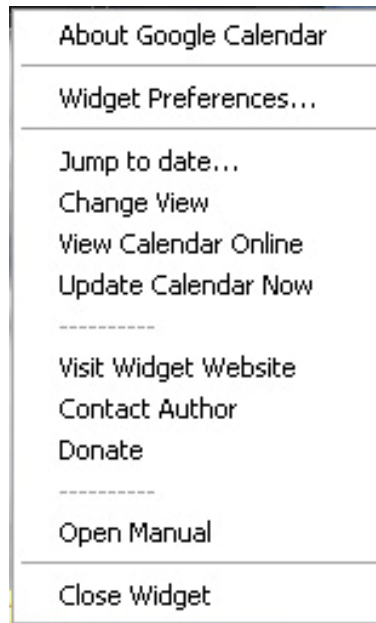
1. This is the integrated **Google Search** feature. By entering your search term(s) in this box and then pressing Enter (or Return on a Mac) or clicking the small Go button at the far right, your browser will open and perform the Google Search.

(**Note:** it will open a customized GCal search results page from Google. If you click on the ads on the page, you will help support the GCal developers.)



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## The Context Menu (*Right-click / Control-click*)



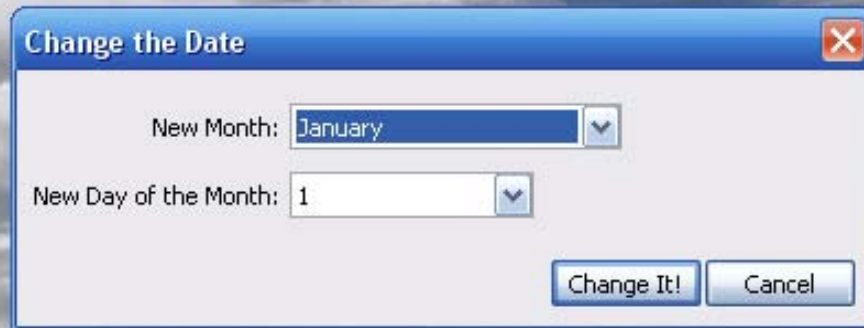
Most of these options are self-explanatory. Let me highlight a couple, however.

1. **Jump to date...** When you click this, it will open a small dialog box (shown below) that will allow you to change the date the widget is viewing. This is a good way to jump to a specific date that is more than a few mouse clicks away.
2. **Change View** – This will open a small dialog box allowing you to change the view of the widget. However, it is more convenient to use the small view buttons in the lower left corner of the widget. (*See the sections on the three views to locate these buttons*)
3. **Visit Widget Website** – This will open the website for the GCal widget. (<http://gcal.fuzzproductions.com>)
4. **Contact Author** – This will open your default email client to send an email to the author of the widget (Jared Shenson & FuzzProductions). The email address is [gcalwidget@gmail.com](mailto:gcalwidget@gmail.com)
5. **Donate** – This is the *most important* thing here. To help the authors of this widget keep going and developing the GCal widget to be the best it can be, it would be much appreciated that if you like the widget, to please donate. Anything you can donate is welcome. You can donate securely through PayPal at the GCal website which will open upon clicking this.
6. **Open Manual** – Clicking this option will open the PDF version of the GCal Manual. (i.e. what you are currently reading)



## Jump to Date

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This is the dialog you will get when you choose **Jump to Date...** in **Daily** or **3-Day view**. Simply change the drop down boxes to reflect the month and date you wish to jump to and click *Change It!*



This is the dialog you will get when you choose **Jump to Date...** in **Monthly view**. Simply change the drop down boxes to reflect the month and year you wish to jump to and click *Change It!*



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## You're Done!

Thanks for taking the time to read through this **GCal Widget** manual. It will enable you to take advantage of all the great features available to you in the widget. Should you lose this manual, you can always redownload it from the widget website (<http://gcal.fuzzproductions.com>)

We hope you enjoy GCal and that it will help you to make yourself that much more productive in your every day life.

And if it does make you more productive (or you just love it! or both), then please **Donate** to the widget authors. Anything you can donate is welcome. Everything will help to fund future work on the widget to add new features, fix bugs, and the like. You can donate securely through PayPal at the GCal website. You may click the button below to go directly to the Donation page.



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## Contact Info

**Email:** [gcalwidget@gmail.com](mailto:gcalwidget@gmail.com)

**AOL Instant Messenger:**

fundog9 (*Jared Shenson*)

– or –

UUil (*Will Trienens of FuzzProductions*)

