

eCalendar Tips & Tricks By Tom Kreuzer

It's time to replace your paper calendars and organize your schedule with an eCalendar. Use the following tips & tricks to take control of your Calendar and make life easier. I highly recommend using and will be talking about the free Google Calendar which should be used on all your devices (PC, Apple, Android, Chromebook, Linux, phone, tablet, smart device, etc.).

Calendar Entries & Fields

Event Type - Most used entry type:

- Title – Keep it short, use abbreviations. Example: “BD John Smith” instead of “Birthday John Smith”.
- Date – Start Date
- Time – Either “All Day” or enter a start and end time. Can change the time zone if needed.
- Find A Time – Search your and your guest’s calendars to find an open date and time.
- Recurring event – Defaults to “Does not repeat”. Can be set to daily, weekly, monthly, annually, or custom. Examples: Pills, PC backup, Wash Windows, Housekeeping, Birthdays, etc.
- Add Guests – Guests will get an invite and see it on their own calendar. Tracks RSVPs: Yes, No, or Maybe. Guest permissions: Modify event, Invite others, and See guest list.
- Add Google Meet video conferencing link.
- Location – GPS address that can be used in Google Maps to give directions or just text.
- Notification – Add eMail, and/or alert. Define how long before the event (minutes, hours, days). Can set multiple notifications as it gets closer. Example: Pills, Pay bill, Birthday, etc.
- Calendar – Defaults to your main calendar or can be saved to another calendar you have created or that you have permission to modify.
- Event Color – Use to group or highlight events. Example: Work, Personal, Health, Kids, School, Sports, etc.
- Show you as busy or available when you or a Guest uses “Find A Time”.
- Privacy – Who can view: Default visibility (of calendar), Public (anyone), or Private (only you can see).
- Description – Rich text, font, size, color, spacing, bullets, numbers, indents, emoji, images, links, and attachments. Usually title is sufficient unless more details are needed. Can add an attachment which can be an uploaded file or a link to a Google Docs file.
- More actions - When editing an event: Print, Delete, Duplicate, Copy to ..., Publish event, or Change owner.

Other Entry Types – I rarely use these types:

- Task – Appear on your calendar. After you do the work you can delete it or “Mark completed”. Are private and cannot be shared with others. Contains a Title, Date/Time, and Description.
- Reminder – Appear on your calendar to track tasks. Are private and cannot be shared with others. Have a Title, and Date/Time.
- Goal – Can only be created in phone/tablet app and not in a Browser. Shows a list of different goals you can setup. Example: Exercise three times a week or set time to learn a new skill.

Google Calendar Settings

To change Setting in Google Calendar, open a Browser and go to <https://calendar.google.com> and click the gear icon near the top right. Many of the settings apply to your Calendar on any device. Phone/tablet apps have limited settings that apply only to that device.

General Settings to Change or Consider:

- World Clock - Show different time zones if you create entries for friends/family in other time zones. Display secondary time zone for daily and weekly view.
- Default duration – Set to 60 minutes.
- Default guest permissions change to “Modify event” to let invitees change date/time or other info. This allows your guests to counter or move events if needed. This can be overridden if needed for an event with lots of people that you do not want changed.
- Automatically add Google Meet video conferences to events I create - Uncheck
- Events from Gmail – Automatically scans your emails to see if they have dates and times add an event to your calendar. The Gmail “Smart features and personalization” must be on for it to work. I do not recommend that feature being on, so I don't use it.

Add calendar:

- Subscribe to calendar – Person/business must have a Google eMail and be sharing their calendar.
- Create new calendar – Create a new calendars you own to organize or group events. Example: Family Birthdays, Golf Tournaments etc. Make public to share with anyone or keep private. Choose what to show, hide, or print.
- Browse calendars of interest – Holidays in other countries, Sports Teams, Religious Holidays, etc.
- From URL – Add link from a web site or eMail someone sent. Example: 3M PC Club
<https://calendar.google.com/calendar/ical/theminingpcc%40gmail.com/public/basic.ics>

Import & Export:

- If you currently use another eCalendar like Microsoft or Apple, you can import it into your Google Calendar.
- To backup your Calendar you could do an Export. I don't backup my calendar.

Settings for my calendars – Each calendar (yours or external) can have different settings:

- Access permissions for events – Make public if needed.
- Share with specific people - Add friends/family to share your calendar with.
- Notifications - Set what a new event defaults for notifications.
- Daily agenda - Send daily schedule to your email every day.

Tips & Tricks

- See keyboard shortcuts by typing “?”.
- To create a new event; type “C”, click the “+ Create”, click on a date, or type CAL.NEW in as a URL.
- Change calendar view with one key: D=Day, W=Week, M=Month, A=Schedule, X=4 Days, Y=Year.
- Go to a specific date – Type G then enter the date. Click “Today” or “T” to get back to today.
- If you created an event for friends/family and you can no longer go, you can transfer ownership to someone else. Open the entry and click on “More actions” and select Change owner.
- Get Add-ons by clicking Settings then select Get add-ons.
- Birthdays – A calendar automatically created by Google from your Contacts that have a birthday. I do not use this and instead create my own calendar with just the friends/family I want. I then share this with my family. Friends/family can create entries in their own calendar for the people not in the shared calendar.
- Print - Select the calendars you want to print then select Settings/Print.
- Use the hourglass Search to find an event. Click the down arrow to use the “Advanced search” if needed.
- Use the “Help” next to the Search and Settings for common resources, training, and info.
- Link your calendar to the Alexa smart devices in the Alexa app under Settings\Calendar & Email. You can then ask what your calendar looks like or add and delete events. Some Commands: My Calendar, Add an event to my calendar, etc.

Additional Links and Information

Carondelet Tech Help Resources: <https://carondeletvillage.org/tech-help-resources/>
Questions or comments can be sent to TCKreuzer@gmail.com