

A Guide for the Perplexed:

Using the Eitz Chayim Google Calendars

Eitz Chayim Calendar
Today July 2011 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 1pm Happiness	27 Camp Kaleidos 7:30pm Ritual C	28 Camp Kaleidos 7:30am Torah St	29 Camp Kaleidos 10am Moms & T	30 Camp Kaleidos Sandy in	Jul 1 Camp Kaleidos	2 Rosh Chodesh
3 Rosh Chodesh	4 NO Camp Kale	5 Camp Kaleidos 7:30am Torah St	6 Camp Kaleidos Sandy in 7:30pm Tanai	7 Camp Kaleidos	8 Camp Kaleidos	9
10	11 Camp Kaleidos 6pm Work Se	12 Camp Kaleidos 7:30am Torah St 7:30pm Board Wor	13 Camp Kaleidos	14 Camp Kaleidos	15 Camp Kaleidos	16 Cambridge Mir
17	18 Camp Kaleidos	19 Camp Kaleidos 7:30am Torah St 7pm Board Wor	20 Camp Kaleidos 7:30pm Tanai	21 Camp Kaleidos	22 Camp Kaleidos	23
24	25 Camp Kaleidos	26 Camp Kaleidos 7:30am Torah St	27 Camp Kaleidos	28 Camp Kaleidos	29 Camp Kaleidos	30

David Hoberman
Webmaster
September 2011

Introduction

- The Eitz Chayim website now uses Google Calendars.
- The new Calendar page displays four calendars:
 - Adult Ed
 - Eitz Chayim Events
 - Religious School
 - Hebcal Hebrew Year

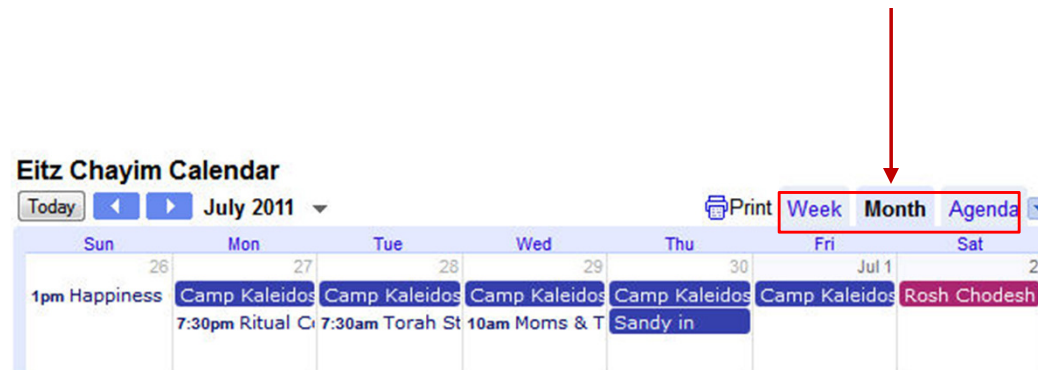
Calendar Overview

The default calendar shows

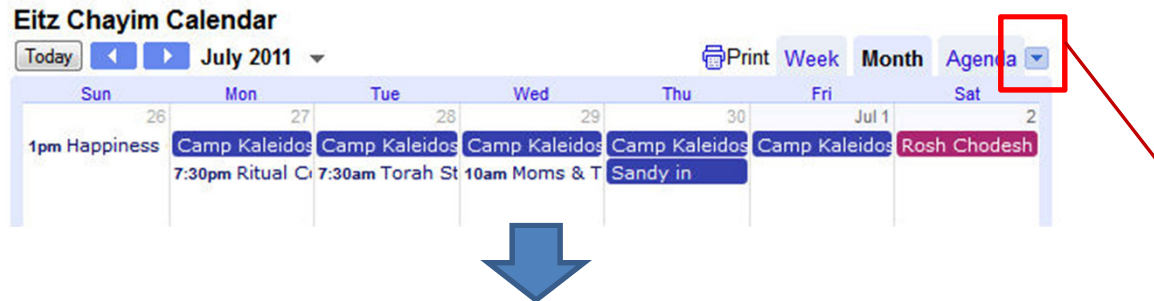
- I. The view by month (see “Changing Calendar View”)
- II. Four calendars (see “Selecting Which Calendar to View”)
- III. The current month (see “Choosing Date”)
- IV. Brief event information (see “Seeing More Details”)

I: Changing Calendar View

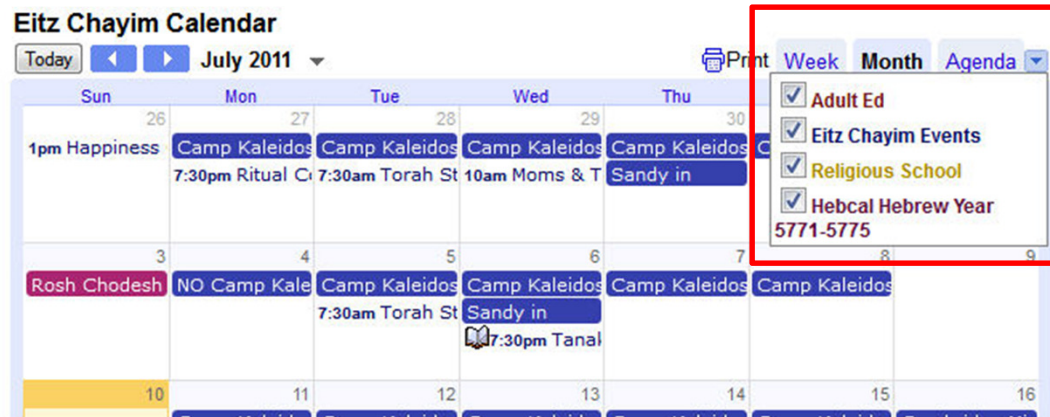
- The default calendar view shows the current month.
- You can switch between week, month, or agenda (list) views by clicking on the label. Experiment with which one works best for you.



II: Selecting Which Calendar(s) to View



1. Click the dropdown to show the list of available calendars.

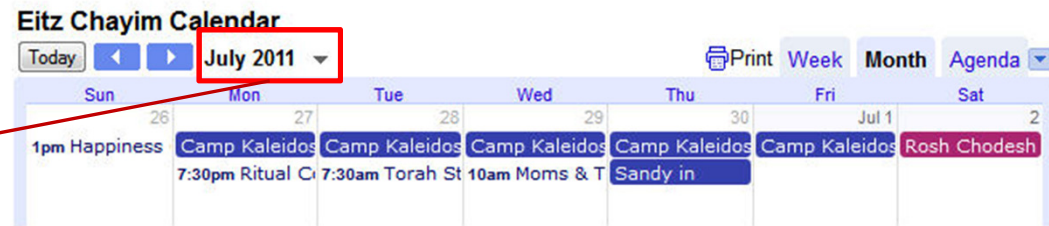


2. Visible calendars are checked. Uncheck calendars to hide them or check to show.

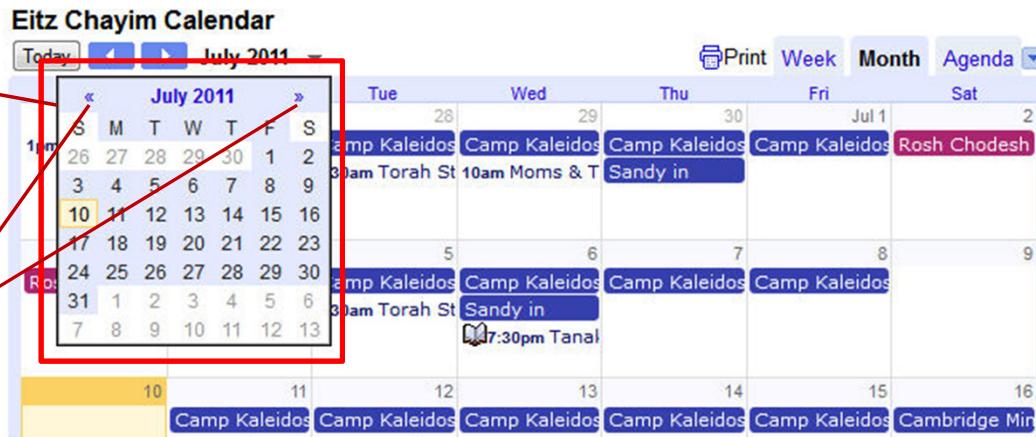
3. Click away from the dropdown, or click the dropdown again to close.

III. Choosing Date

1. Click to select a different month.



2. A mini-calendar pops up. The currently selected month is highlighted in blue.
3. Use the arrows to the left and right of the month to move forward and back on the calendar.



If the calendar view in the upper right corner were set to **week**, the currently selected week would be highlighted, and clicking ahead would move forward by weeks.

IV: Seeing More Details (part a)

Eitz Chayim Calendar

Today ◀ ▶ September 2011 ▼ Print Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 5pm Teacher Or	29 Office open 8am Camp Kale	30 Rosh Chodesh 7:30am Torah 8am Camp Kale	31 Rosh Chodesh 8am Camp Kale 10am Moms @ T	Sep 1 8am Camp Kale	2 Office open 8am Camp Kale ★7pm Friday n	3
4	5 Labor Day	6 7:30am Torah	7 Office open 10am Moms & T 7:30pm Study	8 3:45pm Girls' An	9 Office open ★7pm Friday n	10
11 10am First Day 10am Coffee & T 10:30am Steve C	12 Office open	13 7:30am Torah ★7:30pm Board	14 Office open 10am Moms & T	15 3:45pm Girls's A	16 Office open ★7pm Friday n	17 9:15am Cambrid

Click an event to see more details.
See next page for display.

IV: Seeing More Details (part b)

Eitz Chayim Calendar

Today ◀ ▶ September 2011 ▾ Print **Week** **Month** Agenda ▾

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4	5 Labor Day	6 7:30am Torah	7 Office open	8 2:45pm Girls' An	9 Office open ★ 7pm Friday n	10
<div data-bbox="445 717 1222 1412"><p>Steve Cohen - Three Wars Later: The Meaning of 9/11?</p><p>When Sun, September 11, 10:30am – 12:00pm</p><p>Description On this 10th anniversary of 9/11, we will consider what we have learned over the decade. This will be a discussion, not a lecture - a chance for all of us to think about today's world and how we have gotten here from September 11, 2001. And to ask - where are we going?</p><p>Steve Cohen, a long-term Eitz Chayim member, will facilitate the discussion. Steve teaches at Tufts University in the Education, American Studies, History, and Peace and Justice Departments.</p><p>He was voted Professor of the Year in 2007 by the Tufts Student Senate and is known for teaching controversial subjects such as the Vietnam War, the Atomic Bomb and the Holocaust.</p><hr/><p>more details» copy to my calendar»</p></div>						
				15 Girls's A	16 Office open ★ 7pm Friday n	17 9:15am Cambrid
				22 Girls' An	23 ★ 7pm Friday n	24 ★ Selichot Ser
				29 vices Hashana	30 RH Day 2 serv Rosh Hashana ★ 7pm Friday n	Oct 1 ★ 10am Saturd

This is what the detail looks like. Click back on calendar to hide details

Questions

If you have questions, please feel free to email

David Hoberman

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