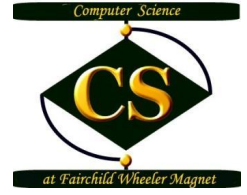




Embedding a Google Calendar



- In this project we are going to work with Google Calendars, Google agenda and Google sites
- Go to Google and at the top select Calendar. Then click create.
- Create a calendar and put some events on it. Click Create a new Calendar (under my calendars)
- Next to the calendar click the down-arrow next to the calendar you want to embed, and select Calendar settings.
- Go to Embed this calendar - Click on Customize the settings
- You should put both a regular calendar and an agenda calendar on two different pages on your site
- You can go to another page and insert calendar but this time select Agenda and then fix the size (try 800)
- Then go to sites.google.com and select your site
- Create a new page and call it Calendar or you can insert the Calendar on your front page
- Then go to Insert, select the Calendar you want to insert and then click Save.

- Make sure you fill in your Calendar with US Holidays and birthdays of friends and relatives
- When you are done you can insert newsfeeds, or top stories on to your site. You may use the front page if you want. On your Google site go to Insert->More Gadgets- then you can select Top Stories or News Element