

## Additional Instructions for Downloading the Free Digital Edition

### Google Calendar

1. Download the file to your computer.
2. From Google Calendar, click the down-arrow next to **Other calendars**.
3. Select **Import calendar**.
4. Click **Choose file** and find the file that contains your events, then click **Open**.
5. Select the Google Calendar where you'd like to import events, then click **Import**.

### Outlook for Mac & PC

1. Download the file to your computer.
2. Save the file to your computer.
3. Open Outlook.
4. Select Import from the file menu.
5. In the import dialog box select select 'Import from another program or file.
6. Click next.
7. Select comma separated values (windows).
8. Click next.
9. Browse for the file where you saved it.
10. Select 'Allow duplicates with items to be imported'
11. Click next.
12. Select 'Calendar' as the destination folder.
13. Click next.
14. Click finish.
15. On your next synchronization the files will be available on your mobile device. For Outlook  
on iPhone you will sync your iPhone through iTunes and update your Outlook as usual.

More help is available for importing files into Microsoft Outlook software at:

<http://www.hebcal.com/help/import.html>

### iCal

1. Download the file to your computer.
2. Save the file to your computer.
3. Open iCal and import file.
4. On your next synchronization your iPhone will be updated with your new iCal files.

## Canadian Date Formatting Instructions

To change date formatting to align with Canadian arrangement, please follow the steps below:

1. Make sure Outlook is closed.
2. Click start → Control panel, and double-click “Regional and Language Options.”
3. Click on the “Regional Options” tab.
4. Click on the arrow for the drop down list and select “English (United States).”
5. Click “Apply.”
6. Click “OK.”
7. Close the Control Panel
8. Re-start Outlook and then import the .csv file as indicated in original instructions.

After successfully importing the .csv file, you may wish to change your date settings back to the way they were. To do so, go back to step 1 above and follow the directions again, but in step 3, change the drop-down list from “English (United States)”, to “English (Canada).”