Quick Help Guide - Calendars made easy

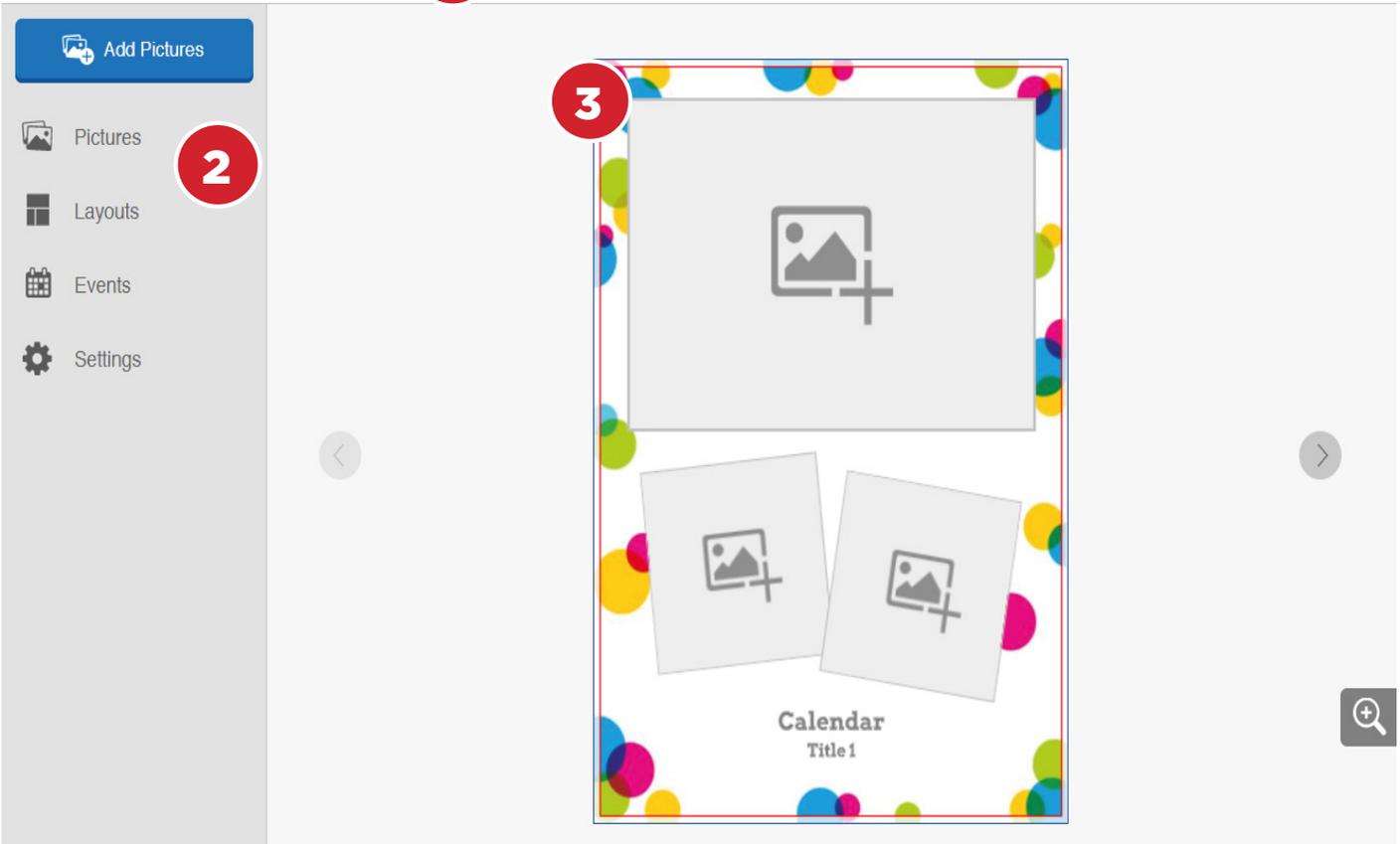**1. Top Bar** -

Save, Preview and Order your project.

**2. Menu Bar** - Add Pictures, Events and change the page layouts here.

3. Edit Page Window - Drag images into picture boxes and edit titles/dates here.

4. Navigation Bar - Click on the page you wish to edit.

CROPPING

When you have uploaded your images these can be scaled to fit into the boxes:

1. Click onto the image you wish to crop and the picture edit dialogue dropdown list will appear.

2. Select CROP (top) option from the dropdown dialogue list.

3. Your image will then appear in a new window where you can resize
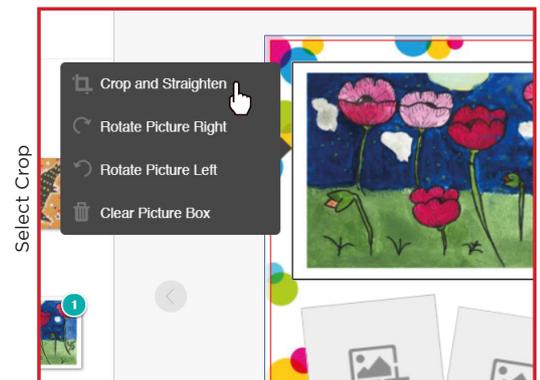
4. Drag the icon in the bottom right corner up towards the top left to crop the area

5. Release and select your crop area by moving the highlighted area.

6. Click the green tick in bottom right to confirm.

TIP. . . . .

We have various page layouts to use so your photos may fit better into an alternative photo box. If you are working to an A4 layout it is best to use the box labelled 'A4 Proportion Artwork box'.

New resize pop up window

Resize crop area

Move crop area
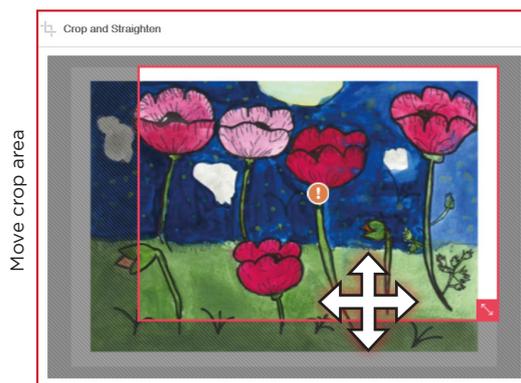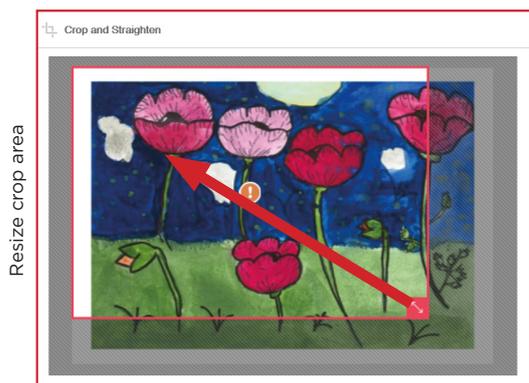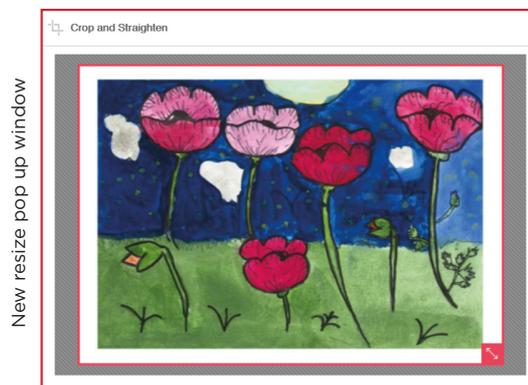
ADDING YOUR SPECIAL DATES

Method One:

Locate the '**Events**' Icon in the menu bar on the left of our Calendar Creator. Click on this and you will see the 'Add Events' button.

When you click on the 'Add Events' button you will see a quick view calendar where you can pick the date you are interested in. Use the forward and back arrows to find the date you are interested in. Click on the date cell that you wish to add your special information.

Another pop up window will appear and you can enter the text you would like to see in the calendar cell for this date and click the green tick to confirm.

Add a photo to this cell if you wish by clicking 'Add Picture' to select images from your computer.

We also have some specially prepared Calendar Event Icons you could use in our **Calendars** section on our website. To use these open the images on your computer. Save them in your 'Pictures' Folder (or they will save as default to your 'Downloads' Folder). These can then be uploaded.

Once you have completed this you must click on the green '*Done*' button and then '*Close*' on the previous window if you do not wish to enter any further dates.
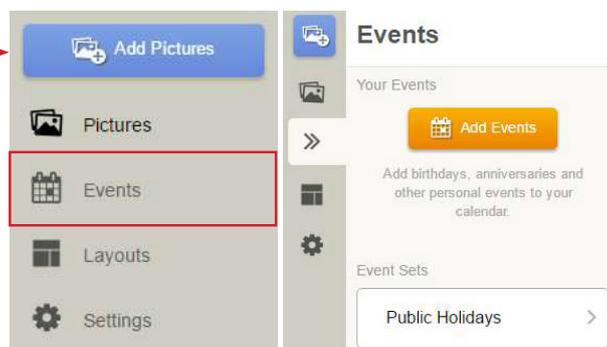
Method one: Select Events Icon
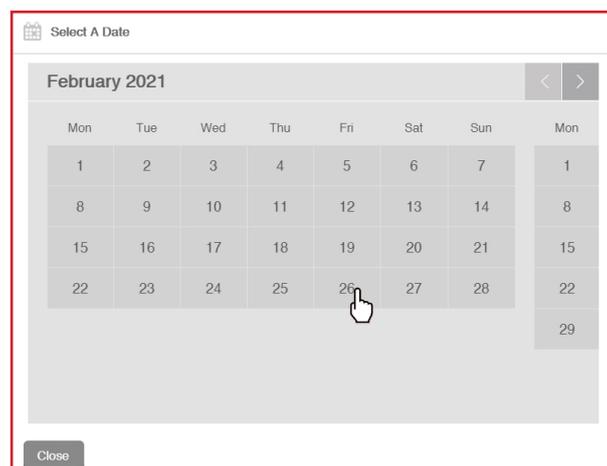

Click on date you wish to add the special date

Method two: Click on calendar grid

ADDING YOUR SPECIAL DATES

Method Two:

If you are working on a particular page and then decide you wish to add information on a particular date cell you can click on this date and you will jump straight to the enter text box for this date cell.

TIP. . . . .
You can adjust or crop the image within this box. You can also edit the text colour to suit the image behind it.

Add your text
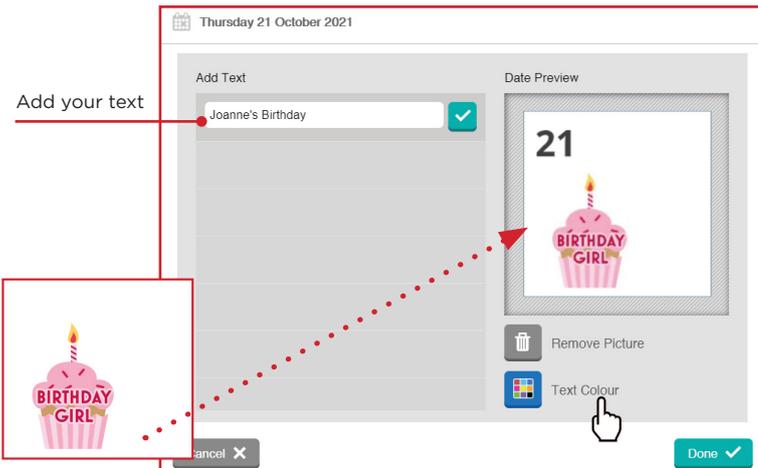
One of our graphic resources avaiable from Resources under the Organsation tab

Add and edit pictures

Edit text colour to suit image

Please note that the text you are viewing online does not represent the real size of the text when printed as the Calendar is scaled down to fit on screen - use the scale tool to zoom in to view your text on the calendar.

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CHANGING PAGE LAYOUTS

Locate the '**Layouts**' Icon in the menu bar on the left of our Calendar Creator. Click on the icon and you will see the various layouts in the design theme. These are ordered in number of pictures displayed on the page.

Click and select the layout you would like to use on the page.

Choose where you would like to use it on the current page or apply to all the pages in the book and click the green 'Apply' button.

TIP. . . . .
We have different layout options in differnt designs for example Bubbles A3 calendar works well for big groups where as Bubbles A4 calendar works well for smaller groups. Bubbles has multiable layout with one to 6 photo boxes on each page whereas the other designs have 3 different options.
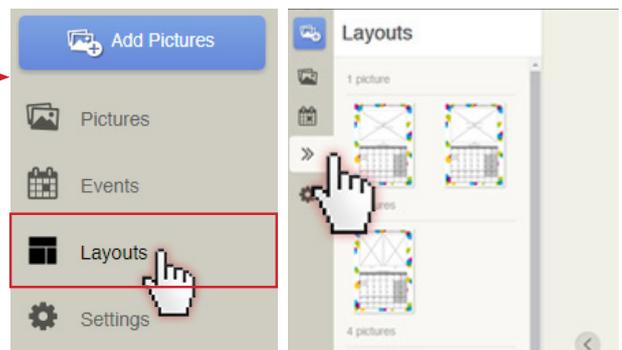
Layout Tab
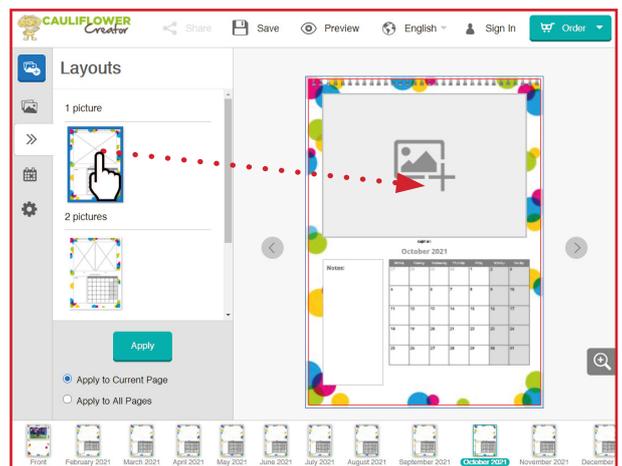
Layout Tabs: drag new layout onto the design page