

## **CREATING A FAMILY WALL CALENDAR**

**GOAL:** Create a wall calendar that can be used as a date planner and will become a unique gift for family or friends (Gosh, each recipient of your work will have NO EXCUSE for not remembering important family dates!!)

**REQUIREMENTS:** a computer, a printer, card stock, plastic combs, access to a binder (make use of the one at the LSCGG) and MS Publisher 2003 (or 2007)

### **HANDY PREPARATIONS:**

1. collect between 12 and 15 photos that are in a digital format; the digital photo set can be based upon a common theme or simply randomized
2. store your chosen photo set in a new folder located in MY DOCUMENTS; use a name for this new folder that is relevant to the project, i.e. Christmas Calendar 2010
3. collect dates for all birthdays, anniversaries or memorable events for use in the calendar project
4. collect and have on hand names, addresses, phone numbers, and email addresses of your family members or friends

### **STEP-BY-STEP DIRECTIONS:**

#### **The Twelve Calendar Months -**

1. decide upon a theme for your project; the theme is handy for creating titles, headings, and other important layout items
  - a. some examples could include Our Family's Ancestors, Memories of My Brother (or sister, mother, father, etc.) and Adventures of Three Siblings
2. open your computer's copy of MS Publisher 2003 (or 2007)
3. in the left sidebar, click the item in the box under "New from a design" that is entitled "Publications for Print"
4. click the sub-choice of "Calendars" and highlight "Full Page"
5. in the large area to the right, choose a template layout that fits your needs; double-click your choice (make note of the template that you picked)
6. if the window entitled "Personal Information" opens, either complete the fill-in boxes and click OK or simply click CANCEL without creating Personal Information

7. in the left-hand sidebar entitled “Calendar Options” set any of the parameters of the allowed options; for a monthly calendar, click on “Monthly” and then set the Date Range by clicking the button labeled as such; a 12 page calendar set will automatically be created
8. save the work completed at this point to the folder where you previously stored your photo set (see Handy Preparations, step 2)
9. as you continue your design steps, save your project frequently by simply clicking the Menu Icon labeled Save (looks like a floppy)
10. enter into the date spaces of relevant months any of the events or dates that you previously collected (see Handy Preparations, step 3)
11. any text that is within the dotted line areas can be edited with respect to content, font style, font size, and/or font color; any of these modifications made on one page of the calendar will cascade throughout the other eleven pages
12. any of the template dotted line areas can be deleted from the project; new text areas can be added in any position of the current page; your text can be placed in these new areas (NOTE: new text areas do NOT cascade)
13. Word Art can be inserted into any chosen position on the calendar page (NOTE: Word art does NOT cascade)
14. to insert the contents of a new text area or Word Art from its original page position, simply click the new item, click Edit>Copy, move to a new page, and then click Edit>Paste; the copied item from the original page should automatically occupy the same page position on the new page
15. review all the content on all twelve pages of your calendar project before making the final save

#### The Yearly Calendar -

16. in the left sidebar, click the item in the box under “New from a design” that is entitled “Publications for Print”
17. click the sub-choice of “Calendars” and highlight “Full Page”
18. in the large area to the right, use the same template layout that you made note of in step #5
19. if the window entitled “Personal Information” opens, either complete the fill-in boxes and click OK or simply click CANCEL without creating Personal Information
20. in the left-hand sidebar entitled “Calendar Options” click on the “Yearly” icon

21. make similar adjustments to the font type, size and color that you made for the twelve month version
22. save your yearly calendar page with the file name of “yearly” to your root folder (see Handy Preparations, step 2)

#### Design Your Calendar Cover -

23. create a cover page for your calendar project by clicking File>New from the Menu Bar and choosing Blank Publication; double-click the Full Page icon in the right hand area; set the page orientation by using File>Page Setup; this demonstration chose Landscaping for orientation.
24. from the full calendar, click on those layout items on any page which you want to reuse on your cover; then click Edit>Copy; return to your cover page template and click Edit>Paste
25. to place one of the images from your photo set, click Insert>Picture>From File; navigate to your root folder, highlight the image of choice, and click the Insert button; to resize the image and keep its proportions set, click and hold and drag any one of the four corners of the image
26. make any modifications to the text content of the cover page, then click File>Save As and place in your root folder using the name of “cover”

#### Design Your Phone Numbers Page -

27. create an Important Phone Numbers page for your calendar by repeating steps 23 and 24
28. this file can be saved to your root folder as “numbers”
29. add new text areas to any position of the current page; your text can be placed in these new areas; examples include:
  - a. Fire Department
  - b. Police Department
  - c. Favorite Restaurant
30. add enough new text areas to this page in which you can type the names, addresses, phone numbers and email addresses of your family and/or friends
31. save the final version to your root folder

Make Your Twelve Image Pages -

32. use the other images that you placed in your root folder to create the twelve page “tops” needed for a “fold-open” wall calendar
33. begin by repeating steps 23, 24, 25 and 26
34. save the first picture page as “sheet1” to your root folder
35. repeat this procedure saving each successive page as “sheet2,” “sheet3,” etc., until all picture pages are complete

Print and Bind Your Calendar -

36. place identifying marks (such as an arrow and the word top) on one side of a blank sheet of paper; place this test sheet in the paper tray of your printer
37. use Notepad to create a simple and short test message; print this test message to your “marked” sheet of paper; note the orientation of the printing in relation to your “arrow and top”
38. the goal is to be able to print on both sides of your card stock in such a way that when you look at one side of the stock, flipping the stock vertically will result in viewing the back side in the correct orientation for a wall calendar; this tricky printing can avoid expensive misprints if you test the printing of pages one and two using plain paper; once you have the printing procedure figured out, start printing your project
  - a. Print your cover sheet and let dry for a short time
  - b. Flip the cover sheet in the correct orientation and print on the reverse side your Phone Number Page; set aside the two-sided page
  - c. Print your Yearly Calendar Page and let dry
  - d. Flip the Yearly sheet in the correct orientation and print on the reverse side your “sheet1” image page; set aside the two-sided page
  - e. Print your month of January page and let dry
  - f. Flip the January sheet in the correct orientation and print on the reverse side your “sheet2” image page; set aside the two-sided page
  - g. Repeat these same procedures to produce page combinations of front/back: February/sheet3 – March/sheet4 – April/sheet5 – May/sheet6 – June/sheet7 – July/sheet8 – August/sheet9 – September/sheet10 – October/sheet11 – November/sheet12 – December/blank (back of calendar)
39. stack the dried pages of your completed calendar in the correct order; use a binder to punch hole-slots and affix a plastic comb