

# Creating a Calendar

With PrintMaster Gold you can design a Calendar to fit in your wallet or fill a bulletin board. Monthly and weekly calendar styles are available and any day can be enhanced with both text and pictures.

*All PrintMaster Gold projects are arranged in an on screen album for easy access. Click the project tab located on the right side of the album to select a project category.*

## Beginning a Calendar

The following instructions describe how to create a new Calendar project, open an existing Calendar project (or template), save a Calendar project, and print a Calendar project.

1. Click on the **Calendars** tab located on the PrintMaster Gold project album to:
  - a. Start a *new* Calendar project.
  - b. Open an *existing* Calendar project (or template).

PrintMaster Gold provides many different categories of Calendars from which you may choose from. To browse a category, simply click on its tab located on the project album.

## To create a new Calendar:

1. Click the **Make Your Own Calendar** button to start a new Calendar project.
2. When creating a new Calendar, you will be prompted to select a page layout for your new project. First, use your mouse to select the **Calendar Size**.
  - The Size option **Tall** (or Portrait) prints text across the short width of the paper.
  - The Size option **Wide** (or Landscape) prints text across the long width of the paper.
3. PrintMaster Gold supports three **Calendar Types**. Choose the desired type and click **OK** or press **[ENTER]**.
  - **Monthly** Calendars show a full month of dates.
  - **Weekly** Calendars show a single week of dates.
  - **Generic** Calendars are weekly Calendars without any specific date numbers.
4. Select the Calendar date (Month and Year. Also choose the Week for Weekly Calendars) Click the **Now** button to select today's date. PrintMaster Gold will automatically label each day of Monthly and Weekly Calendars with the proper numbers based on the selected date.
5. Click **OK** or press **[ENTER]** to begin editing your Calendar project.

## To open an existing Calendar:

1. Choose the category to open by clicking on its tab. To open your own saved Calendar projects, click the tab labeled: **Your Own**.

2. Highlight a Calendar project by clicking on its preview. To see other Calendar projects within the same category click the **Next** button on the bottom right section of the album.

A larger sample of a Calendar project can be viewed by selecting the **Big Previews** item located just below the project album. To return to the standard preview mode click the Big Previews item again.

3. Click the **Open** button or press **[ENTER]** to open the selected Calendar project.

### Opening projects from another disk

1. To open a project from a floppy disk, pull down the **File** menu and select the **Open From Disk...** item.
2. Select a Calendar by clicking on its name in the File Name list—a preview of the highlighted Calendar will appear to the right.
3. Click the **Open** button or press **[ENTER]** to open the selected Calendar project.

## Calendar Design Choices

The Design Choices menu provides a list of key design elements and commands you can work with to create, print, and save your own customized Calendar projects. Additional commands and editing features may be accessed from the toolbar or menus at the top of the PrintMaster Gold screen.

Choose a design option by clicking on the corresponding sidebar button.

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures.

See the command reference sections later on in this guide for a complete description of working with backgrounds, text and pictures.

### Change Month and Year

Use this option to change the Month and Year of your Calendar project. For Weekly Calendar projects you can use this option to change the week. PrintMaster Gold will automatically number the days for the date you choose.

### Title Text

Use this option to edit the contents and style of the Calendar title text. You can also edit the title text by clicking the title on the project layout area with your mouse.

### Select Text and Select Pictures

Click these buttons to place independent text and picture frames onto your Calendar project. These elements are not tied to a particular date, but can be sized and positioned freely.

## Editing a Date

Text and pictures can be added to a particular date by simply clicking on the date box with your mouse. The sidebar will change to the **Edit Date** menu shown below. Use the options shown in the sidebar to edit the text and pictures in the box.

### Edit Text

This option enables you to edit the text inside of a date box. See the command reference sections later

on in this guide for a complete description of editing text.

### **Pictures...**

This option enables you to attach a picture to a date box. Only a single picture is allowed per date and the picture is always sized to fit the box.

### **Picture Color...**

This features enables you to change the color shading of a picture attached to a date box.

### **Done with Date**

Use this option to return to the Calendar Design Choices menu in order to continue editing your project.

***CALENDAR TIP:** To copy the contents of one date box to another, click on the date box you want to copy and while holding down the left mouse button, drag the date box to the new destination. When you release the mouse button, the text and pictures will be copied.*

## **Calendar Style**

Use these options to customize the look of your Calendar project. Click the Default button to reset all items to their original values.

### **Weekday Names**

Use this option to edit the style of weekday names. Three variations of weekday names are offered:

- **Text only** displays only the weekday names.
- **Box Text** displays the weekday names in boxes.
- **Reversed Text** displays the weekday names on a black background.

### **Weekday Spelling**

Use this option to specify the spelling of the weekday names. Three variations are supported:

- **Initials** displays the weekday names as S, M, T, W, T, F, S.
- **Abbreviations** displays the names as Sun, Mon, Tue, Wed, Thu, Fri, Sat.
- **Full Names** displays the weekday names as Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

### **Lines**

This option controls what lines are drawn around the Calendar date boxes. Lines does not effect any box drawn around weekday names.

- **None** displays no Calendar lines.
- **Horizontal** displays only horizontal lines.
- **All Lines** displays all Calendar lines.

## Line Color

Select this option to choose the color for the lines drawn around the Calendar date boxes, the box drawn around the weekday names, and a color shadow.

## Shadow

This option is used to add a shadow effect to your Calendar.

- **None** turns off any shadow effect.
- **Black** adds a black shadow to the Calendar.
- **Gray** adds a gray shadow to your Calendar.
- **Light Gray** adds a light gray shadow to your Calendar.
- **100%, 50%, 25% Color** adds a shadow of the chosen **Line Color** (see above) to your Calendar. The color is rendered at the selected percentage.

## Save Calendar

This command will enable you to save your Calendar project with a unique name and description that you provide.

1. Click the **Save Calendar** button located on the sidebar menu.

To save an existing Calendar project under a new name and description, select **Save As...** from the **File** menu. PrintMaster Gold will then prompt you to type in a new file name and description.

2. If you are saving a new Calendar project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.
3. Your Calendar project will be saved under the category as displayed. To select a different category click on the **Category** box and click the desired category from the drop-down menu.
4. You may also attach a short description to your Calendar project by typing it into the **Description** box.
5. To change the default drive and/or directory that your project will be saved to click **Change...** and select the new destination.
6. Click **OK** or press **[ENTER]** to save your Calendar project.

## Save Picture Files in Project

This function embeds a copy of the picture files used in your Calendar within the document itself so that the original picture file is not required the next time you open your Calendar.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD. When selected PrintMaster Gold will not require you to insert the floppy disk or CD containing the picture(s) used each time you open your project.

## Print Calendar

This option brings up the Print dialog enabling you to print your Calendar project. From this dialog you can also choose the number of printed copies, the print quality, and other features. See the chapter entitled: *Printing a Project* for more details.

1. Click the **Print Calendar** button to display the Print dialog box.
2. Click **Print** to begin printing your project.

## Done with Calendar

This option closes the Calendar project screen and returns you to the main PrintMaster Gold screen. From the main screen you can select other project types (*i.e., Banner, Calendar, etc.*) or exit the program.

1. Click the **Done with Calendar** button to exit and return to the main menu. If you have not already saved your Calendar, you will be prompted to do so at this point.