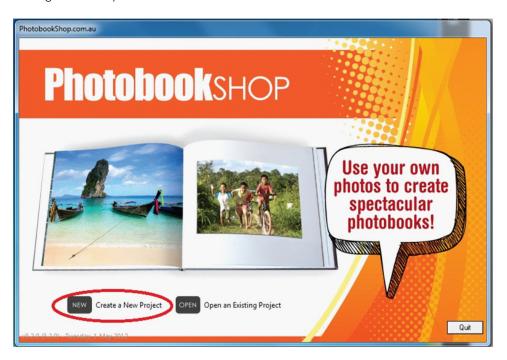
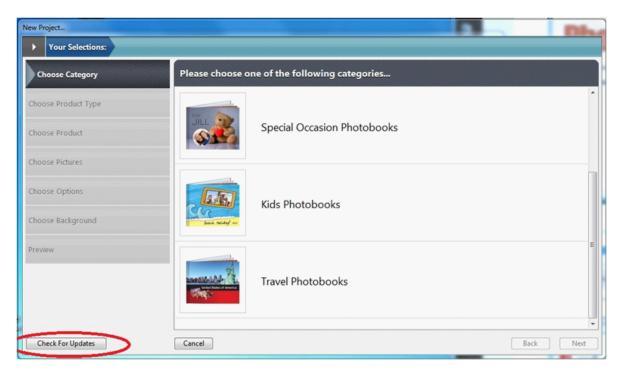
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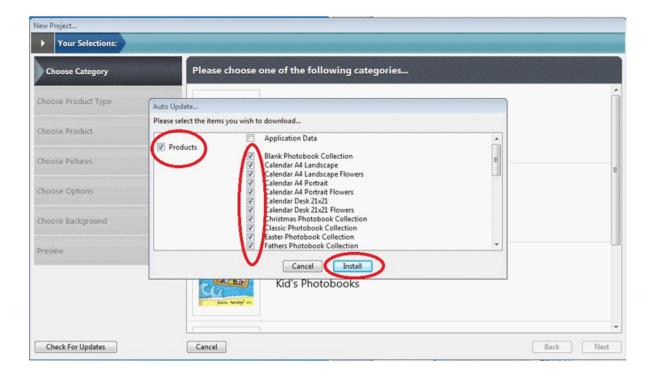
Getting Started on your Calender



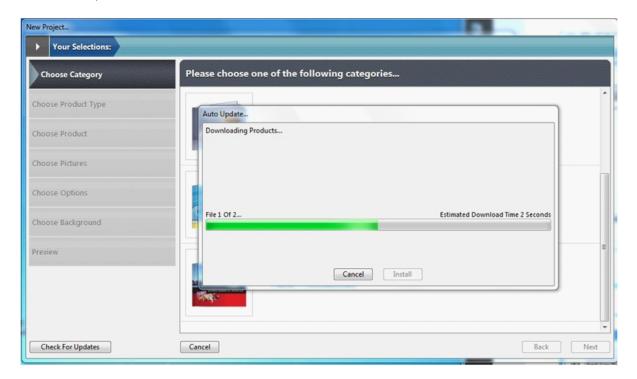
Click on 'Check for Updates' and select 'Start'



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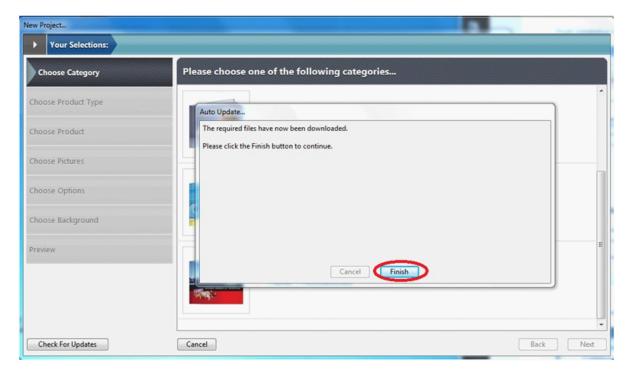
Installation may take a few minutes



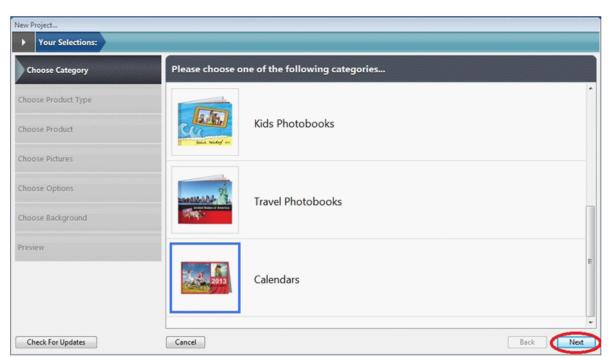
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Finish installation to begin building your calendar

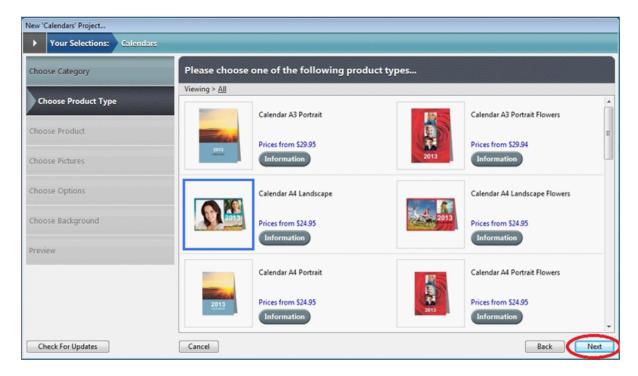


Select the calendar option

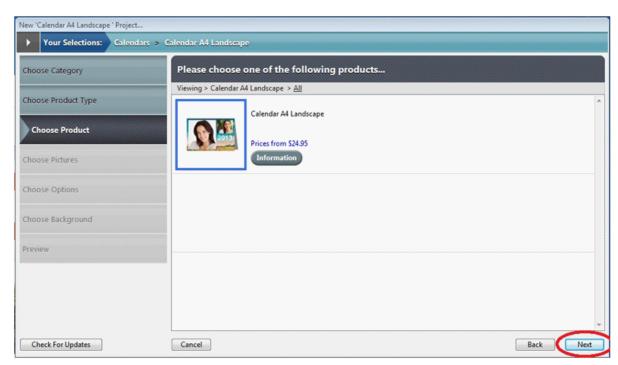


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Choose your product size



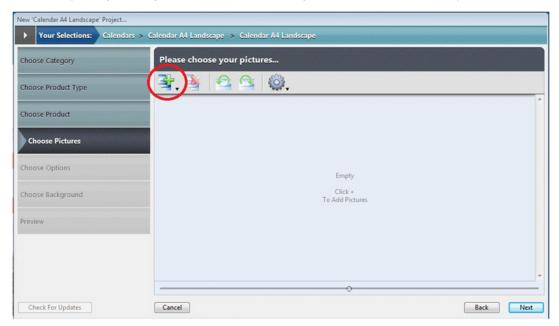
Select and confirm your product choice



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Add your photos from your designated folder – you must select at least 12 photos for a 12 month calendar Note: This is just to get through the wizard; you can change this once you start your project.



You can add individual photos or add a folder that contains photos



Add your photos from your designated folder - you must select at least 12 photos for a 12 month calendar

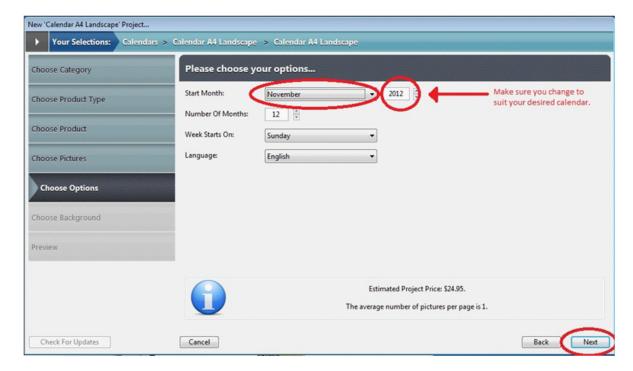


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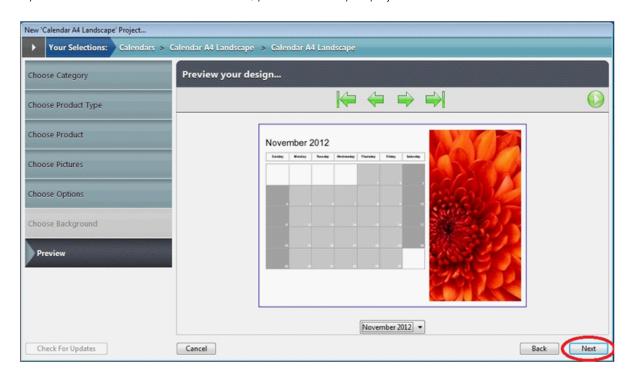
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VERY IMPORTANT: Select the month you want the calendar to start from, the year of a the calendar and the number of months you want for the calendar



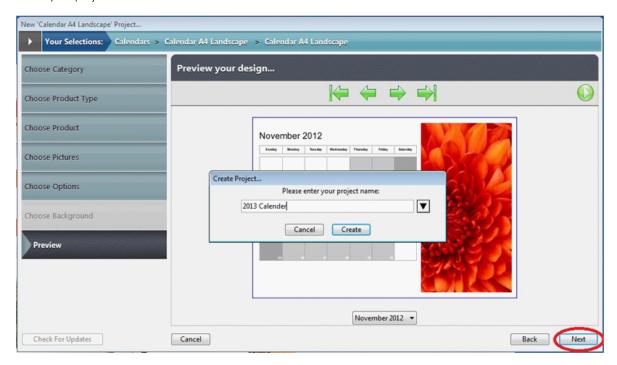
Click next to add your pictures to your calendar template. Once you start, you cannot add more months. If you wish to add more months once started, you must re-start your project



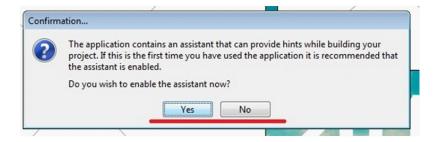


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Name your project



You can use the wizard if you need help and advice with your project, this is recommended for beginners who haven't used the software before.



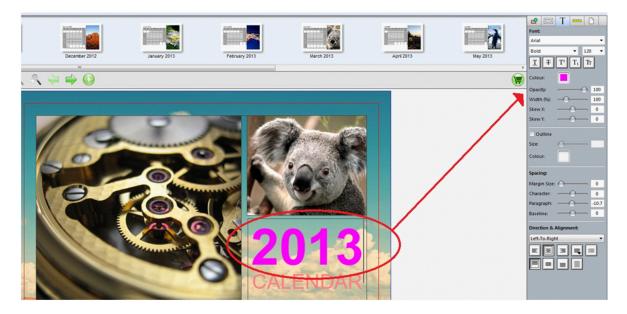
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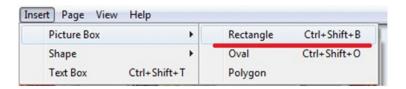
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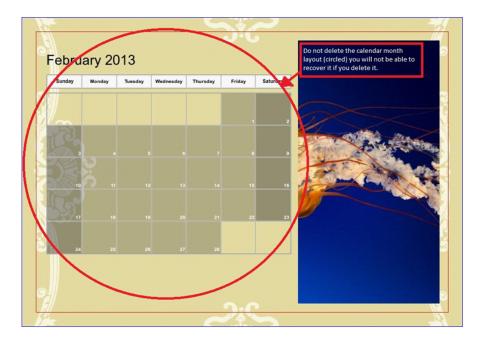
To change the year, font or size of the year, double click on it and adjust the text in the inspector bar.

DO NOT DELETE THE CALENDER MONTH LAYOUT, YOU CANNOT RETURN IF YOU DELETE IT AND WILL HAVE TO START AGAIN



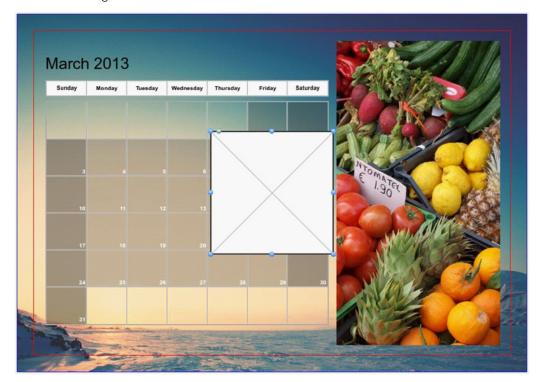
To insert a photo into a date on the calendar select Insert > Picture Box > Rectangle





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Resize the rectangle so it fits the date.



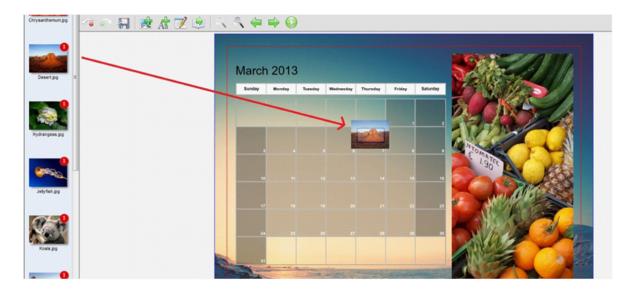
DO NOT DELETE THE CALENDER LAYOUT, YOU CANNOT RETURN IF YOU DELETE IT AND WILL HAVE TO START AGAIN (AS ABOVE)

See below for example fitting.



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Drag and drop an image into the rectangle to place an image.

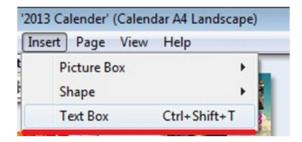


This is how it should look.



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To insert text into a date on the calendar select Insert > Text Box



Double Click to edit the text box

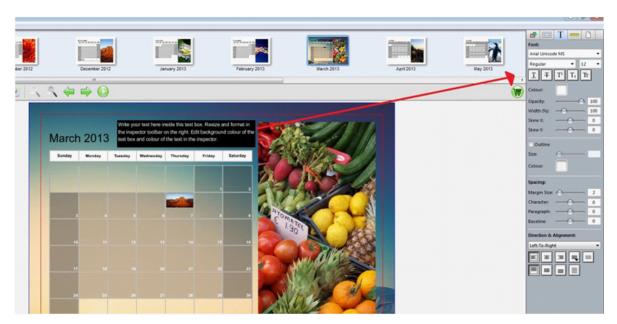


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Type inside the text box



Write your text here inside this text box. Resize and format in the inspector toolbar on the right. Edit background colour of the text box and colour of the text in the inspector



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Close up of previous



Adding your own background to the calendar

Firstly select background on the submenu down below



Click the gear icon and select Add

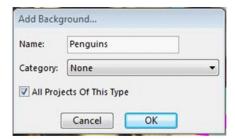


Select your image that you wish to use as the background. Click Open



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Name your background and select a category if you wish and then click OK



Drag and drop your background to your desired page until the page border turns blue. This will change the background on the selected page.

