

CALENDAR DESIGNER TRAINING



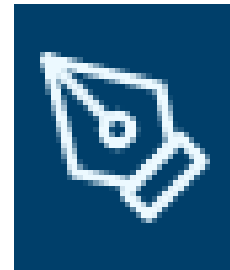
TIPS FOR GETTING STARTED.....	3
LAUNCH CALENDAR DESIGNER.....	5
FORMAT CALENDAR.....	6
ADDING COLOR.....	7
EDITING INDIVIDUAL DAY & ACTIVITES.....	8
ADDITIONAL FEATURES.....	9
PRINTING/SAVING DESIGNED CALENDAR.....	10

TIPS FOR GETTING STARTED

LOCATING CALENDAR DESIGNER

To open the Calendar Designer, go to the left-hand side where you have all your features, select Designer icon at the very bottom.

Note: If you do not see the designer you may need your permissions changed.



LAYERING KEY, COMPONENTS & EDITER

Anything selected on the calendar will also be selected in the layering key on the left-hand side. When an item is selected all editing options will be on the right-hand side in the editor. Components can be added to our project and are tied to information in LifeLoop. For example, adding the Calendar component gives you the ability to connect your Calendar information to your project.

← Designer

Page 1

Location Key
Birthdays
Text
Text
Text
Text
Text
Text
Calendar
Text
Square
Square
Image

Page 2

Location Key
Calendar
Text
Text
Text
Text
Square

Create New Component

Calendar

Birthdays

Anniversaries

Location Key

← Components

Calendar

Duplicate

Delete

SIZE & POSITION

Position X

Position Y

Width

Height

12

73

663

469

CALENDAR

Calendars

Assisted Living Shared Calen...

Memory Care Meal Calendar

Layout

Month

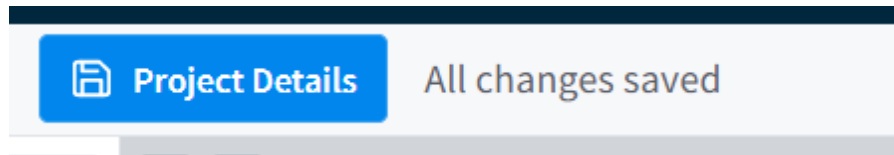
Start Date

04/2020

TIPS FOR GETTING STARTED

SAVING THE CALENDAR

Any changes made in the designer are saved automatically. Once you are done you will see in the top left-hand corner where it will show "All changes saved" or next to Project Details button.



UNDO ANY CHANGES IN THE CALENDAR

You are able to undo up to 25 times. The image below is the button in the calendar designer that you will use if you want to undo any changes. It is located at the top left of your project.



ONGOING CHANGES TO THE CALENDAR

Calendar activities change frequently, if you make edits to activities in your calendar builder and then need those changes reflected in your already designed and saved monthly calendar you can do the following:

- Select your saved calendar project and open.
- Click on the outline of the calendar on the page.
- In the editor on the right X out of the calendar in the calendar's fields and reselect it again. This will refresh the calendar in your project to reflect the changes you made in the builder.
- You will lose any edits previously made to the activities such as bolding, font size, highlighting will need to be redone.

CALENDAR DESIGNER STEP-BY-STEP

STEP 1

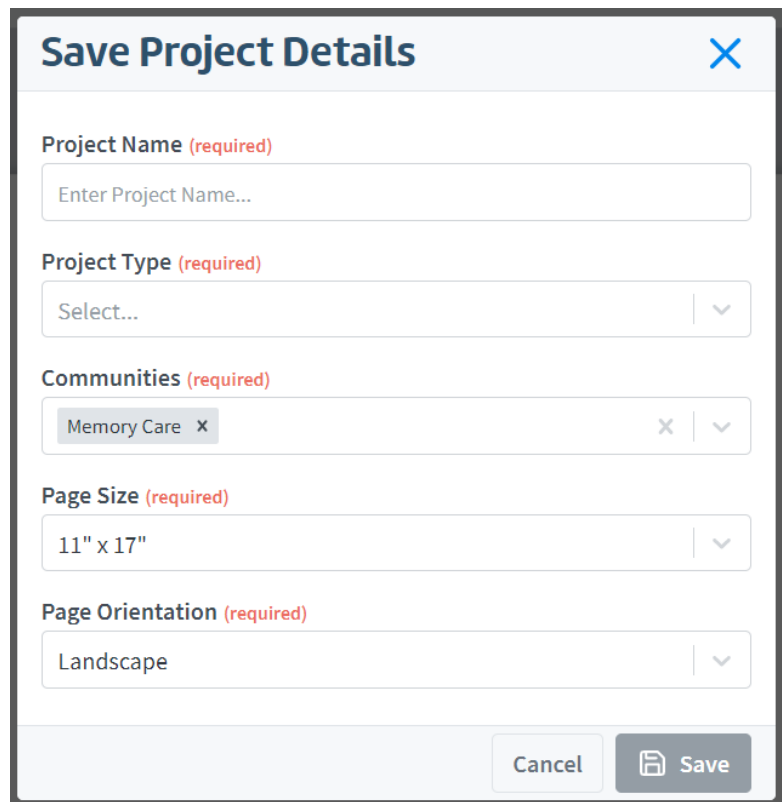
LAUNCH DESIGNER

Click on "Designer" on the bottom-hand. This will open your designer Projects page.

STEP 2

CREATE A NEW CALENDAR PROJECT OR TEMPLATE IF CREATING FROM SCRATCH

Click on "New Project" in the upper right-hand corner. Save Project Details will open and you will input project name. Select project type, community or communities, pages, size, and page orientation. You must select **SAVE**, this will be the only time you have to save, otherwise all edits in the calendar are saved automatically.



The image shows a 'Save Project Details' dialog box with a close button (X) in the top right corner. It contains several required fields: 'Project Name' with a text input field containing the placeholder 'Enter Project Name...'; 'Project Type' with a dropdown menu showing 'Select...'; 'Communities' with a tag 'Memory Care' and a dropdown arrow; 'Page Size' with a dropdown menu showing '11" x 17"'; and 'Page Orientation' with a dropdown menu showing 'Landscape'. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button has a floppy disk icon. A blue button labeled 'New Project' is partially visible to the right of the dialog box.

Field	Value
Project Name (required)	Enter Project Name...
Project Type (required)	Select...
Communities (required)	Memory Care x
Page Size (required)	11" x 17"
Page Orientation (required)	Landscape

STEP 3

FORMAT CALENDAR

Next, select the entire calendar by clicking on the border of the calendar (Mon.Tues) The calendar component will now be selected in the editor on the right-hand side and show all editing options. Having the whole calendar selected gives you the ability to edit all activities at the same time. If a font size is too large and activities do not fit you will see a red ! letting you know to adjust. Select the designed calendar, layout, start date, headers, activity, style, time, format, special time format, style, Location abbreviations, font size, inner/outer border and all colors. To edit on individual activities or days, select that day on the calendar and make changes to each activity.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	10:30 Walking in the Garden 3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	10:30 Walking in the Garden 3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	10:30 Walking in the Garden 3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Monthly Birthday Party!	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social

Calendars

Assisted Living Shared Calen... x

Layout

Month

Start Date

06/2020

Headers

Full Day

Activity Style

Bold

Italic

Time Format

Time Only

Special Time Format

Abbreviated

Time Style

Bold

Italic

Location Abbreviations

STEP 4

ADDING COLOR TO HEADER TEXT, BACKGROUND, ACTIVITY BACKGROUND & BORDER.

In the editor when the calendar component is selected, scroll towards the bottom to find, Header Text Color, Header Background Color, Activity Text Color, Activity Background Color and Border Color. To change the background color of the whole project, click on the page to the left or right of calendar and select your color in the editor.

Header Text Color

Header Background Color

Activity Text Color

Activity Background Color

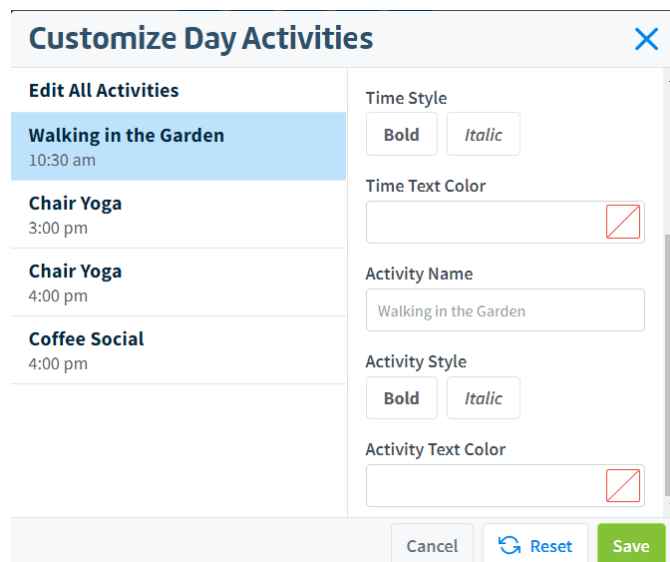
Border Color

June 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	10:30 Walking in the Garden 3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	10:30 Walking in the Garden 3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	10:30 Walking in the Garden 3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Monthly Birthday Party!	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Coffee Social
3:00 Chair Yoga 4:00 Coffee Social	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social 4:00 Group Exercise	3:00 Chair Yoga 4:00 Chair Yoga 4:00 Coffee Social				

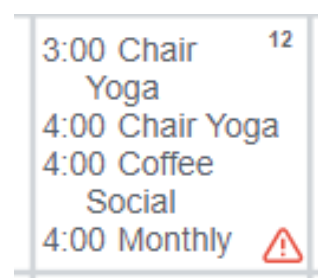
STEP 5

EDITING INDIVIDUAL DAY AND ACTIVITIES

Click on the individual day you want to make edits to. Select the activity you want to edit and you will have options to hide this activity, change font size, style etc. You are also able to edit the font size of all activities or text size at the same time. Once you are done making all edits, click on save.



If any of the days have a red triangle, this means the font size is too large and there is some hidden text. Select the entire calendar and reduce the font size to remove the warning signs, if there are one or two left go to that individual day and select edit all activities to adjust the font size. The warning sign will disappear once all activities fit on that day. An example of the red warning sign is pictured below.



STEP 6

ADDITIONAL FEATURES: SHAPES, TEXT & IMAGES

To add shapes or text click on the icon at the top of the screen and your cursor will now become a plus sign. Move plus sign to where you want to place the text or shapes and click to paste. Drag the corners to adjust size. The editor on the right-hand side will open with the edit options for that feature.

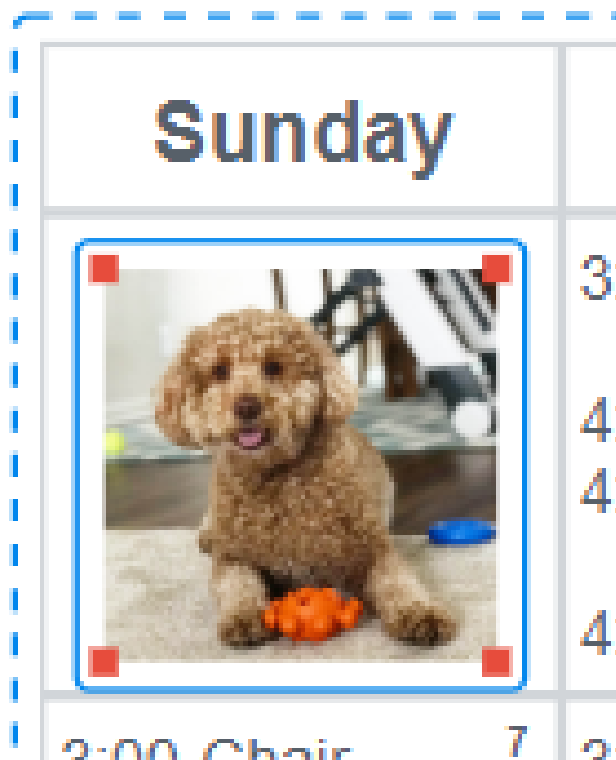
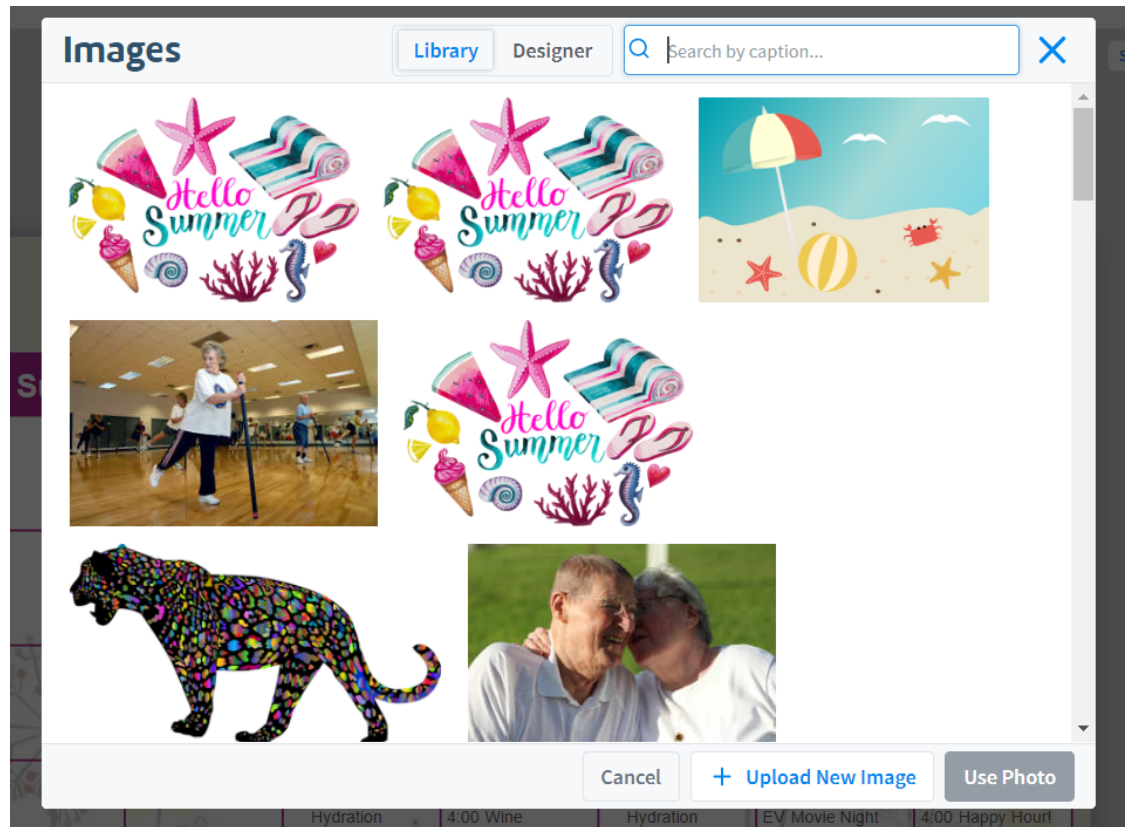


When adding an image you want to click on the Image icon, move the plus sign and click on your page where you want the image to be placed. This will open your photo library and you will see all the images that you can use.

From here you can use one of the images displayed or you can go to the bottom and upload an image from your computer. When uploading an image it will load in the Designer category within the library. This is where all photos or clipart will be stored if you need them in the future. Once you click on an image and click use photo, it will be placed where you clicked. You will be able to adjust the image size or edit its placement once on your page.

STEP 6

ADDITIONAL FEATURES: SHAPES, TEXT & IMAGES



STEP 7


PRINTING & SAVING YOUR DESIGNED CALENDAR

First, select the designed calendar you would like to print and open. "Print/Export" This will provide you with options to print download images at the top right or download a pdf.

Print

1 sheet of paper

Destination

 OneNote for Windows

Pages

All

Copies

1

Layout

Landscape

Color

Color

More settings

^

Paper size

Letter

Pages per sheet

1

Margins

None

Scale

Custom

200

Print

Cancel

- Make sure **"Landscape"** is selected on the layout dropdown
- Either select **"Black & White"** or **"Color"** on the color dropdown
- In **"More Settings"** we also recommend adjusting the margins by selecting **"none"**
- When you are finished, select the number of copies you would like and hit **"Print"**

STEP 7 (CONTD)

PRINTING & SAVING YOUR DESIGNED CALENDAR

To save your calendar, go back to the right-hand corner and select "Print/Export" and download the calendar as an image or pdf file to your computer.

