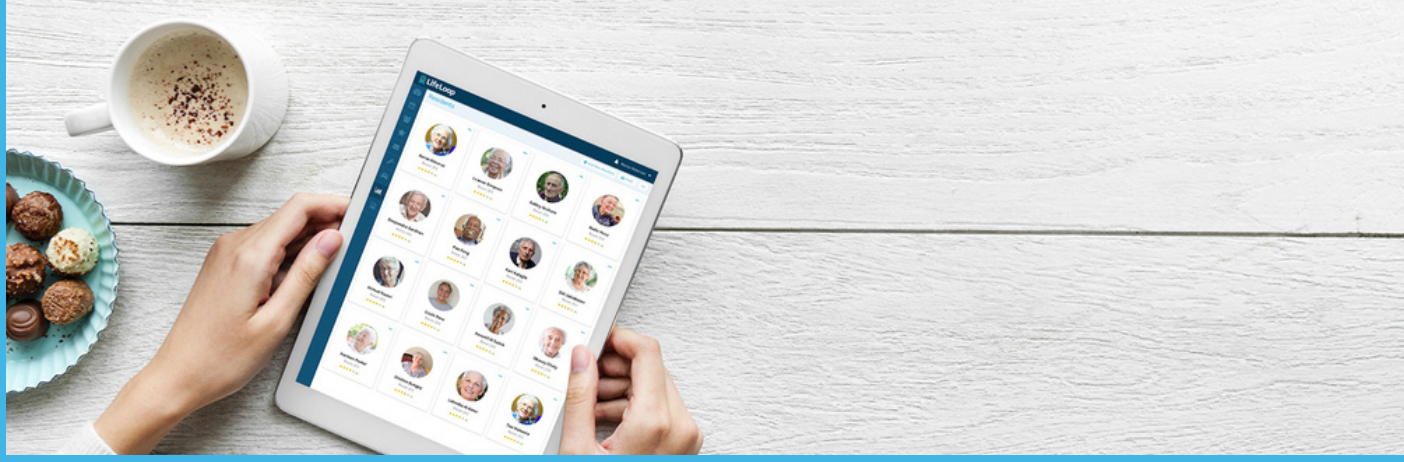
LIFELOOP TRAININGS

CALENDAR DESIGNER 101



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LifeLoop

TIPS FOR GETTING STARTED

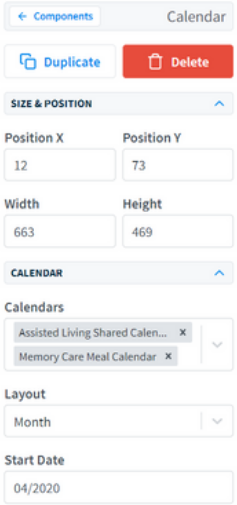
LOCATING CALENDAR DESIGNER

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

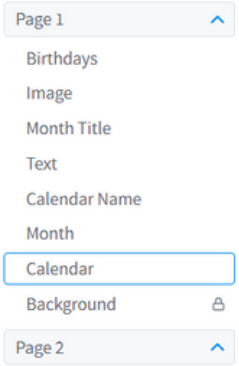
Note: If you do not see the designer you may need your permissions changed.

EDITOR, LAYERING KEY & LOCKED ITEMS

The editor will always be on the right-hand side and will appear when you select an object on the page or from the layer menu. It will provide all available edit options for what you have selected.



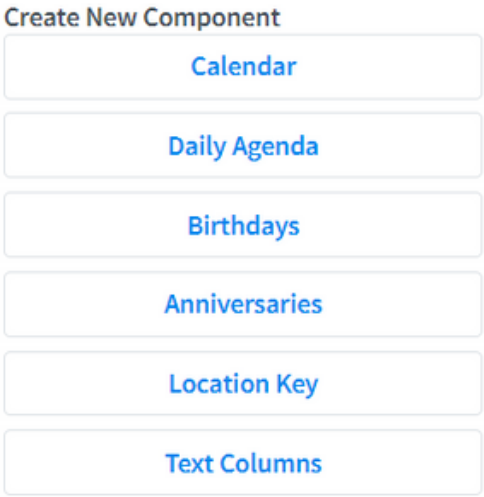
Anything selected on the calendar will also be selected in the layering key on the left-hand side. You can rename layers by double clicking on the layer name, hit enter to save. Naming layers can help simplify and organize your project. You can also re-arrange layers by dragging up or down. If you would like to move an object in forward, to be in front of another, drag that layer up to do so. Some templates may have layers that are locked by LifeLoop Support - these will be signified with the lock next to the layer.



TIPS FOR GETTING STARTED

DESIGNER COMPONENTS: ADDING RESIDENT BIRTHDAYS, LOCATION KEY AND OTHER COMPONENTS

Components are located on the right-hand side within the project. If the editor is open you will see a "Components" with a left arrow to access them and when first creating a project if nothing is selected the Create New Components menu will be visible. All Components pull information from a different area of LifeLoop. For example, the Birthdays pull the DOB that is inputted in the resident profiles. To add a component to your project simply click on the component, you will receive the + cursor. Move the + to where you would like to add the component on your page and that will place the component and then open the editor with all options for that component.

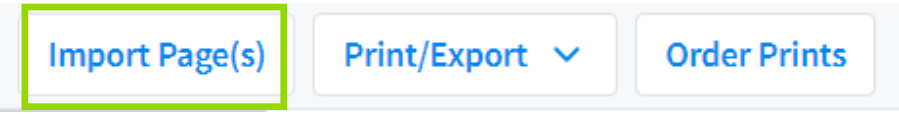


Note: When creating a Calendar Project the Calendar Component (blank calendar grid) is already on the project page and selecting the calendar component would create an additional calendar on the same page.

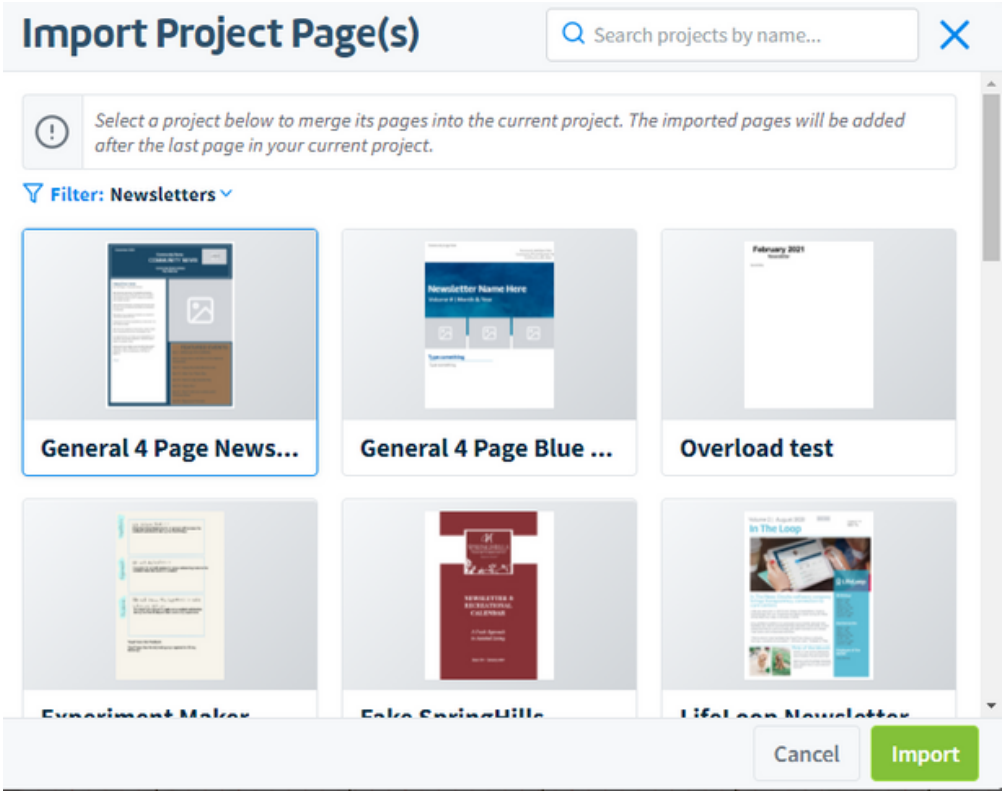
TIPS FOR GETTING STARTED

IMPORT PAGE(S)

If you have already created a calendar in a different project, like your newsletter, you can simply import that page into a new project. Select the "Import Page(s)" button on the top right.



Then select the project you would like to import in the "Import Project Page(s) pop-up modal.



TIPS FOR GETTING STARTED

SHOW GRID

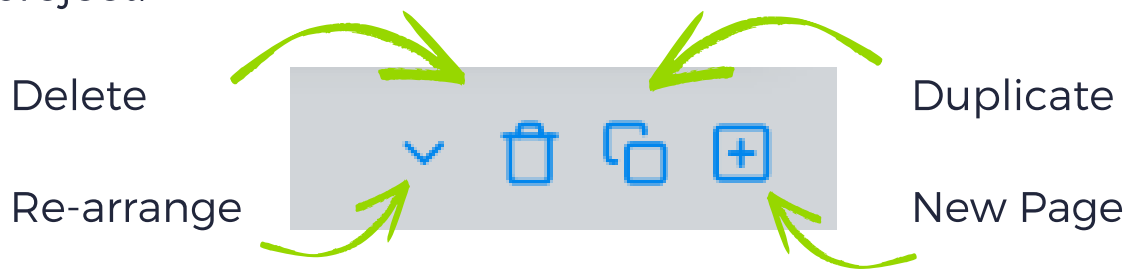
If you would like to make sure an object, text etc. is centered or aligned, utilize the "Show Grid" option in the top right of your project. Make sure to "Hide Grid" once finished and before printing or downloading.

ZOOM IN AND OUT

If you would like to zoom in or out simply utilize the + or - magnifying glass on the top right of your project.

DUPLICATING, ADDING AND DELETING A PAGE

If you would like multiple pages in your project, or a double sided calendar for example you can either duplicate the page and make edits or create a new blank one. Once you have multiple pages you can also re-arrange the order by utilizing the arrows. If you no longer want a page use the trash can to delete. These are all located on the bottom right of the page within the project.



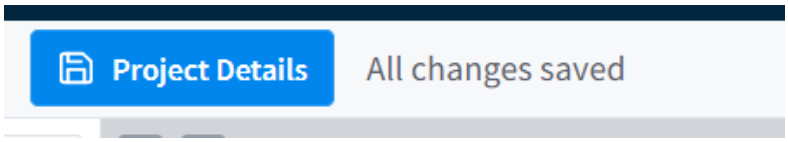
TIPS FOR GETTING STARTED

UNDO ANY CHANGES IN THE DESIGNER

You are able to undo up to 25 times. Click on this button to undo or redo a change. It is located at the top left of your project.

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, "All changes saved", next to Project Details button.



ONGOING CHANGES TO THE CALENDAR

Calendar activities change frequently. If you make edits to activities in your calendar builder and need those changes reflected in your already designed and saved 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 "calendars" field 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 and those will need to be redone.

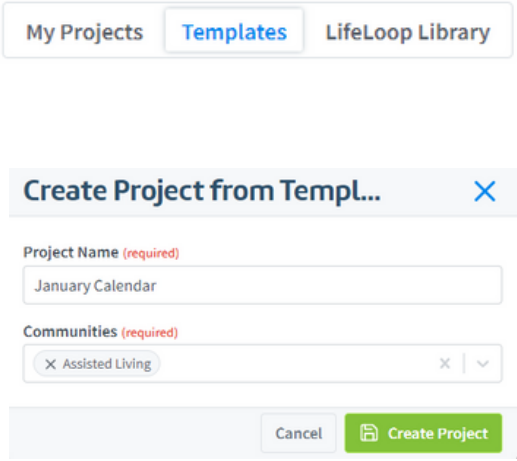
CREATE A CALENDAR PROJECT

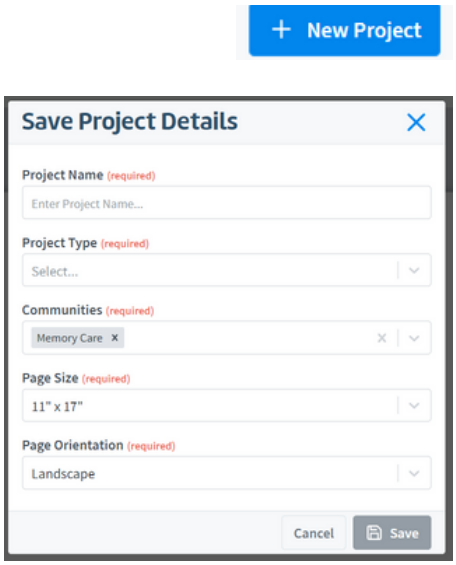
STEP 1
LAUNCH DESIGNER

Select "Designer" in the menu bar on the bottom, left-hand side. This will open your main "My Projects" Page for all Designs.

STEP 2
CREATE YOUR CALENDAR PROJECT

When creating a calendar, you can either select a template design from the Templates or the LifeLoop Library to use or create a calendar design from scratch. If utilizing a template, simply select options and create project. You can then name the project and select which community calendar you would like it tied to. Alternatively, if creating from scratch, select the +New Project button on the top right, "Save Project Details" will open and you will fill out the form and select 'SAVE'. This will be the only time you have to save, otherwise all edits in the calendar are saved automatically as you work on it.

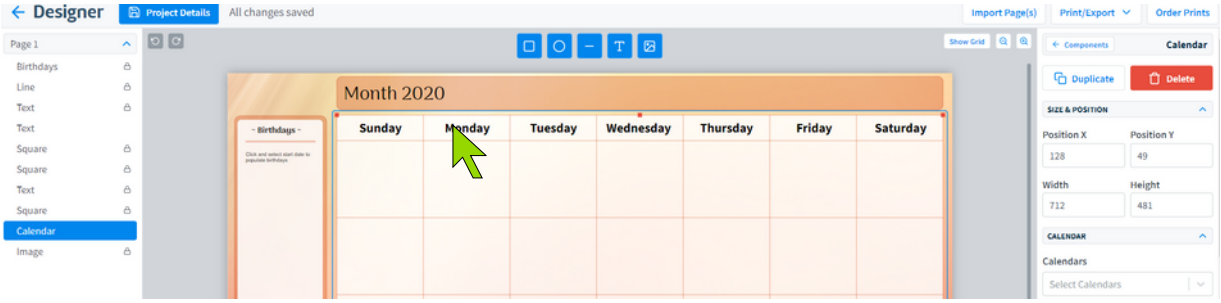




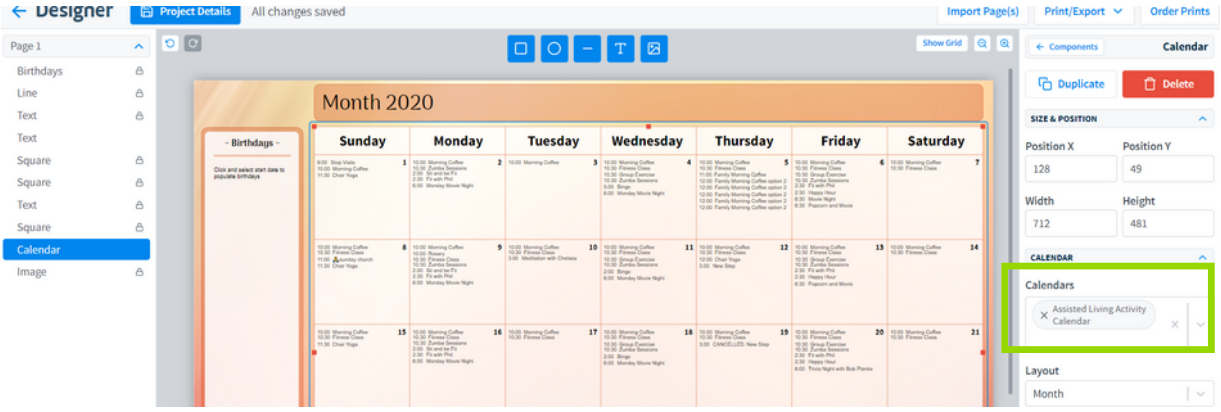
SELECT CALENDAR

STEP 3
ADD YOUR ACTIVITIES

Select the blank calendar by clicking on the border of the calendar (Mon/Tues) or by selecting "Calendar" in the layering menu on the left. Once selected, you will see it is highlighted in blue and the editor on the right-hand side will show all editing options.



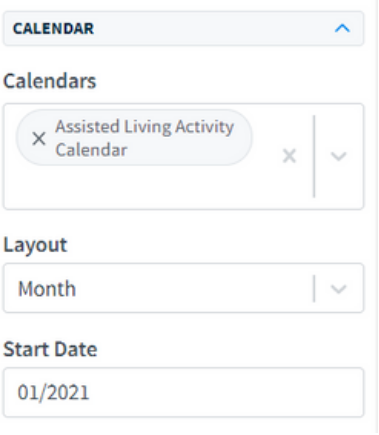
Once the calendar is highlighted, locate the "Calendars" field in the editor. Select which calendar you would like to show on this design. Once selected the Activities will populate and will auto size to fit the day with the most activities.



FORMAT CALENDAR

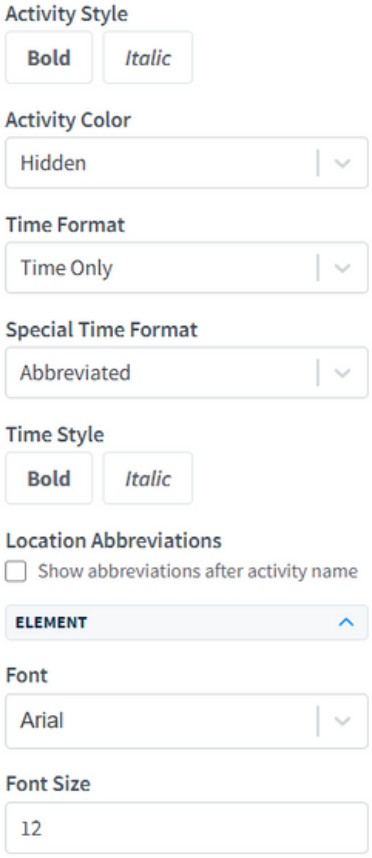
STEP 4
LAYOUT AND MONTH

Next, select if you would like to show the whole month, two weeks, three weeks or one week in the Layout field. If you would like a split calendar front and back, utilize the two and three week options. Once you have selected layout you will select the start date for the calendar. If this is January's calendar we would select 01/2021.



STEP 5
ADJUST ALL ACTIVITIES

With the Calendar selected, you are able to edit all activities at the same time from the editor. For example, you can adjust the font size, make all activities bold, a different font style etc. for the whole calendar. We recommend checking Location and/or Abbreviations prior to sizing font as it will add length to your activities. If a font size is too large and activities do not fit you will see a ⚠ letting you know there is text missing that cannot fit within the day. If only a few days are too large but most fit at a larger font size you are able to adjust individual days, which we will review later.



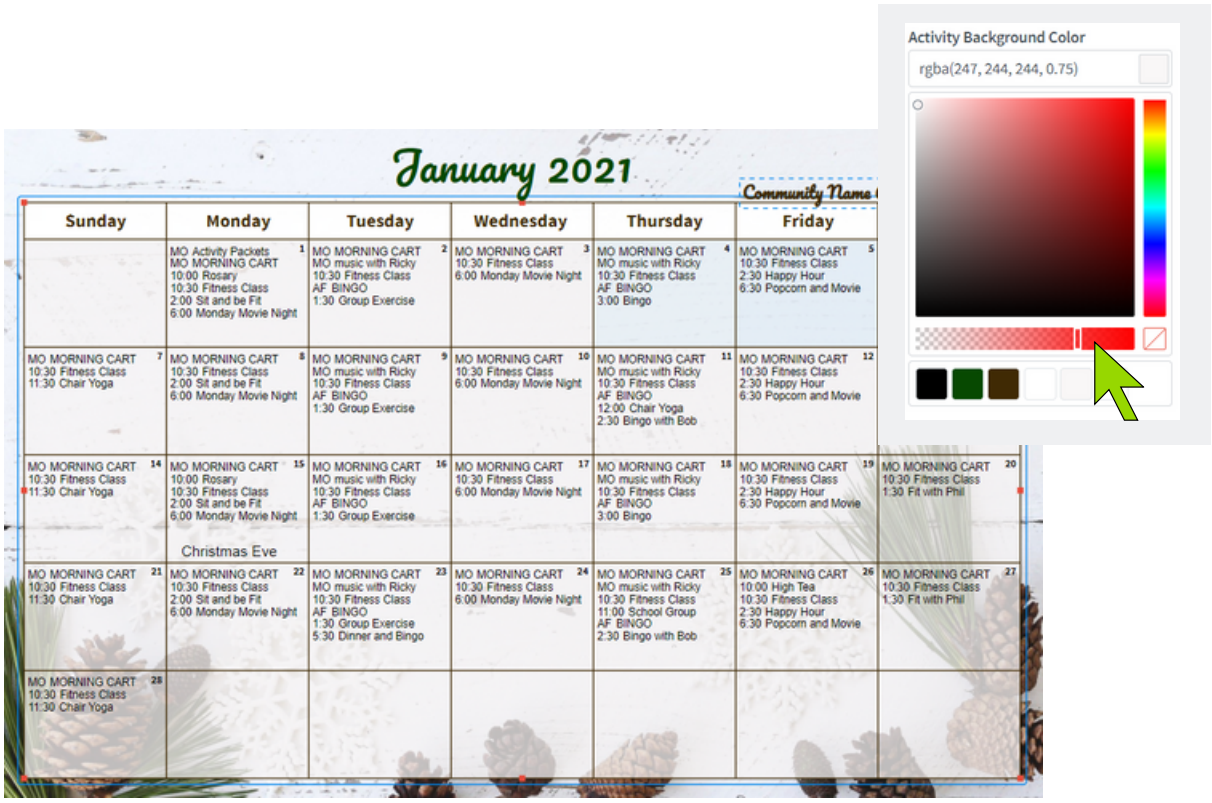
FORMAT CALENDAR

STEP 6

ADDITIONAL ADJUSTMENTS

Additional customizations to the whole calendar include, selecting your preference for headers, time format, changing border thickness, time and special time format, changing the background behind the days of the week (Header Background Color) or behind all activities (Activity Background Color).

Note: Many customers enjoy having a background image show under the activities. To make this possible when selecting the Activity Background Color, you will need to adjust the opacity, which can be done with the slider below the color. We will review how to add an image later.

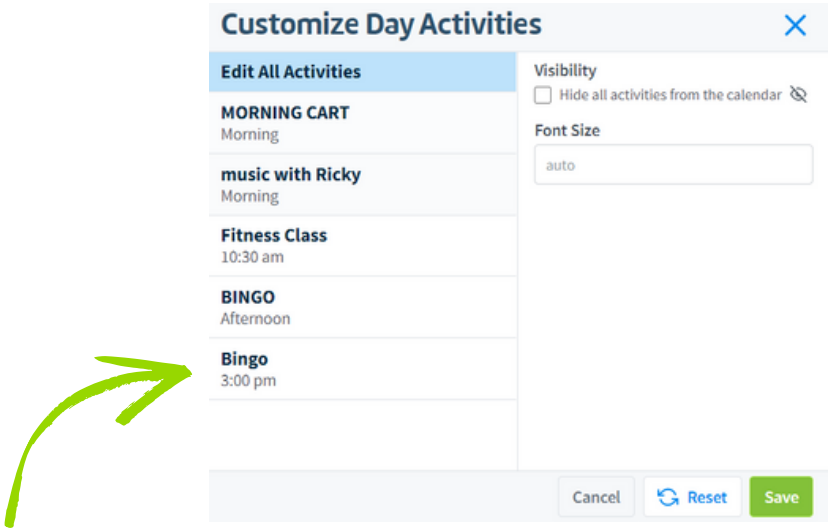


EDITING A SINGLE DAY

STEP 7

EDITING AN INDIVIDUAL DAYS FONT SIZE

Click on the individual day you want to make edits to. The "Customize Day Activities" modal with pop-up. To edit the font size of all activities on one day, select the "Edit All Activities" at the top of the modal. This is perfect for when you size the whole calendar and only a few days were too large and receiving that ⚠. Make sure to select 'Save' after making the font edit in order to see the change on your calendar.



STEP 8

EDITING AN INDIVIDUAL ACTIVITY

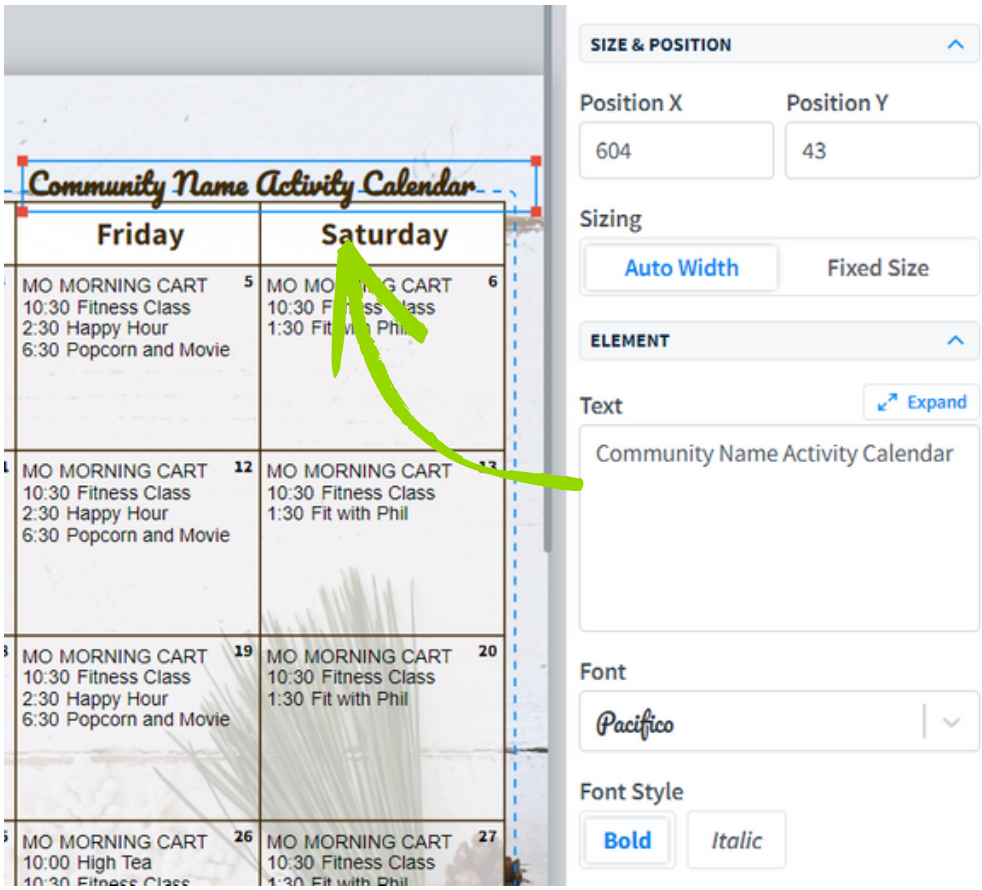
If you would like to make edits to individual activities, select the activity you want to edit in the pop-up modal. You will have options to hide this activity, change font size, style, color and even edit the name. Keep in mind the time and activity are separate in the options, so if you would like the activity and time to be bold you will need to select that option for both. Once you are done making all edits, click on 'Save'.

ADDITIONAL DESIGNER FUNCTIONS

STEP 9

BLUE ICONS: SHAPES AND TEXT

To add shapes or text click on the icons at the top of the screen and your cursor will now become a plus sign. Move the plus sign to where you want to place the text or shapes on your project and click to paste. Either drag the corners to adjust the size of the shapes and text box or make the size adjustments in the editor on the right-hand side. To input text you will utilize the text field in the editor. It will show you a live preview of anything being typed on the project as you type into the editor.

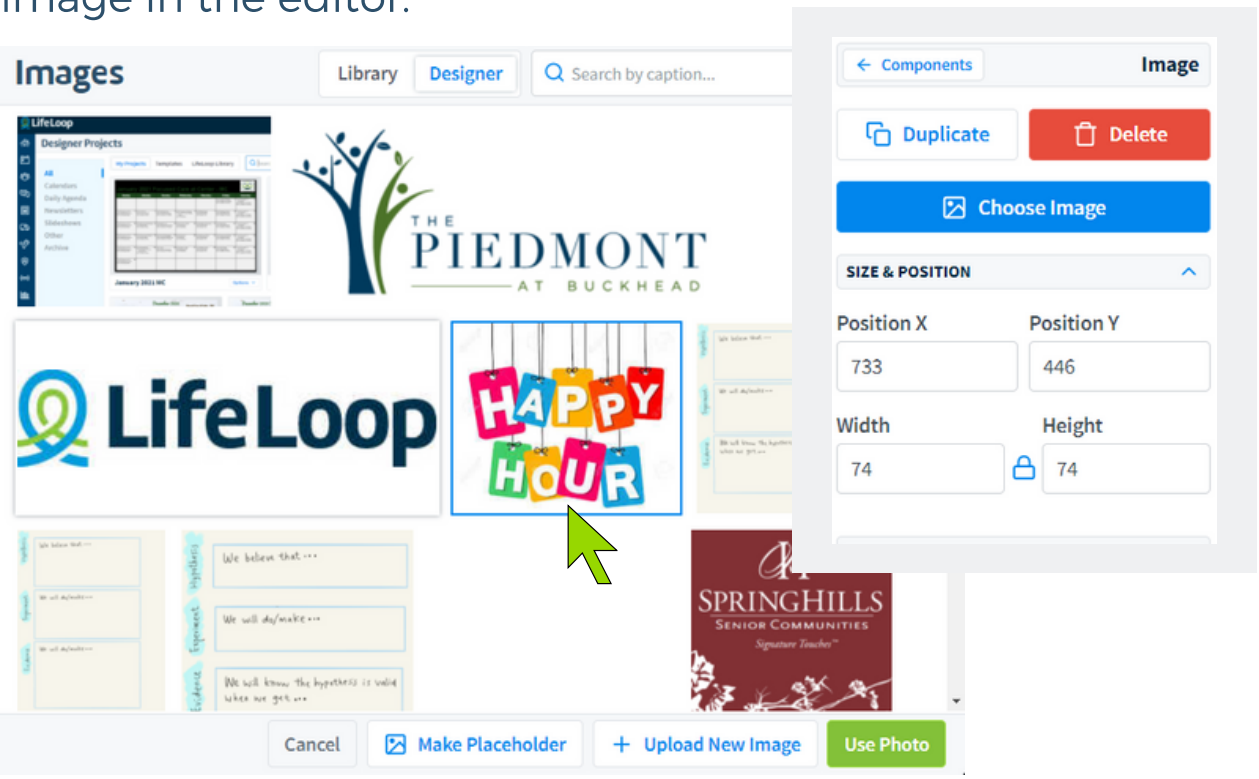


ADDITIONAL DESIGNER FUNCTIONS

STEP 9 CONTINUED

BLUE ICONS: IMAGES

To add an image, select the icon that resembles a mountain and sun on the far right. Your mouse will turn into a plus sign and you will want to click on the page where you would like the image to be placed. A grey image placeholder will appear. In the editor, select "Choose Image". This will access your Images Library and show all previously added images to LifeLoop and the Designer. From here, you can use one of the images displayed or you can go to the bottom to upload an image from your computer. Any Designer images or clipart will be stored in the Designer section for future use. Once uploaded, click on the image then select "Use Photo". You will be able to adjust the image size or edit its placement once on your page. There is also an option to unlock the scale ratio of an image in the editor.

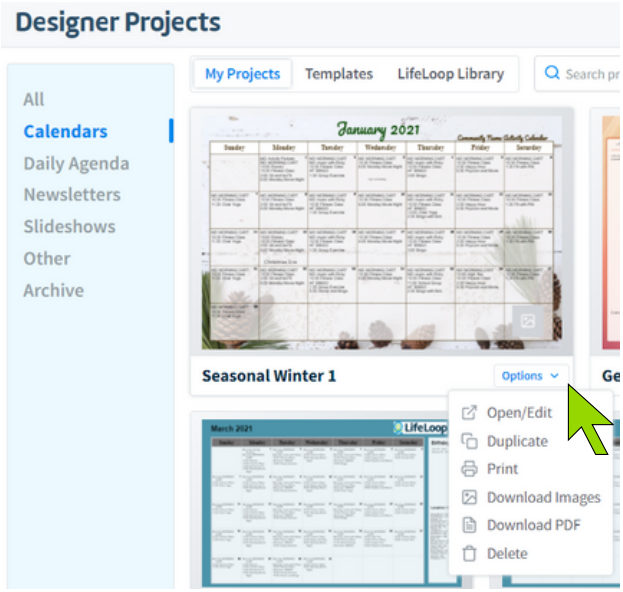


PRINTING AND SAVING PROJECTS

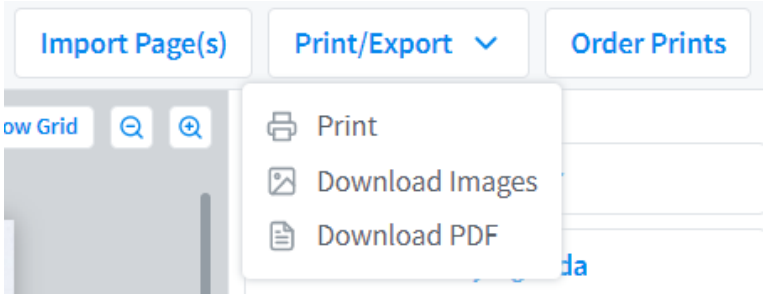
STEP 10

PRINTING & SAVING YOUR PROJECT

You can print and save from the main "My Projects" page by going to the options under the project and selecting "Print" or "Download PDF". Once you have downloaded, you can save the PDF to your computer.



You can also print from within your project by selecting the "Print/Export" dropdown on the top right. Some users may also see the "Order Prints" option. We will review this in a moment.



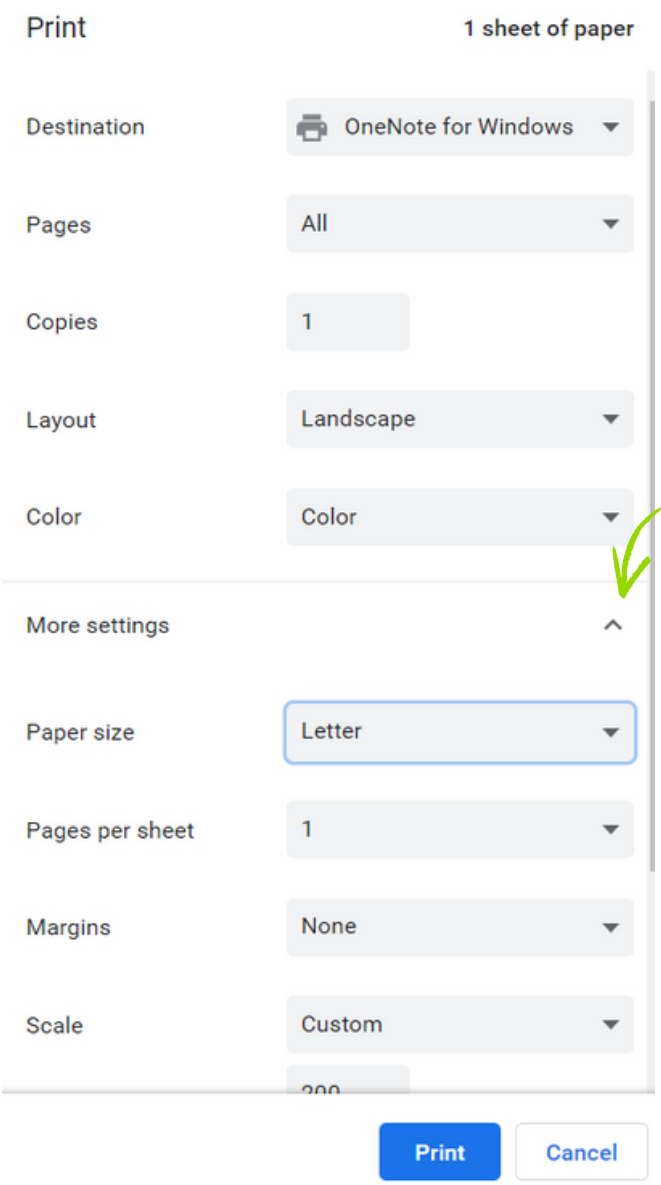
If printing in house, you will want to make sure your printer settings are correct. We will review those settings next.

PRINTING AND SAVING PROJECTS

STEP 10 CONTINUED

PRINTING & SAVING YOUR PROJECT

Below are the printer setting options when printing in house.



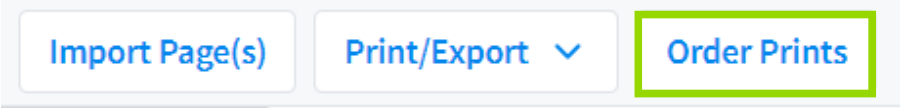
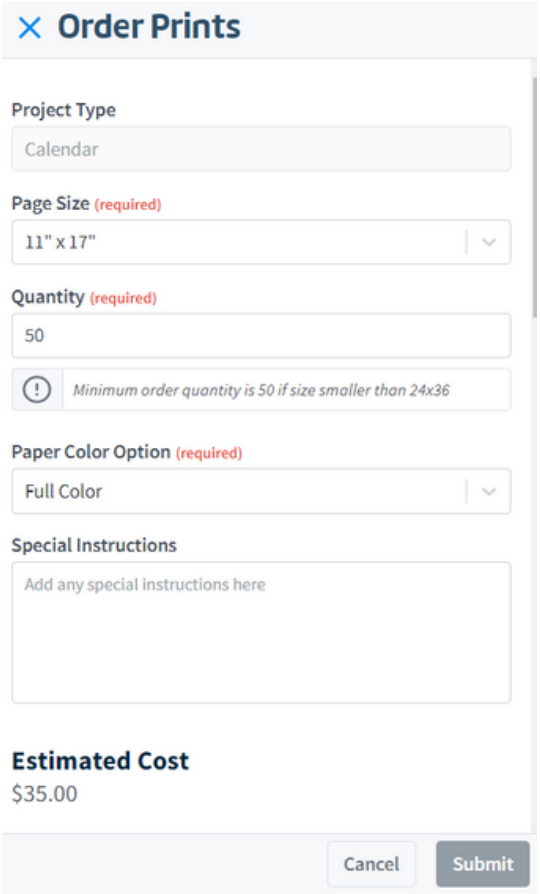
- Make sure "**Landscape**" is selected on the layout dropdown.
- Either select "**Black & White**" or "**Color**" on the color dropdown.
- In "**More Settings**" we also recommend adjusting the margins by selecting "**none**".
- If "**Background** graphics" is checked, uncheck.
- When you are finished,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

PROFESSIONAL PRINTS

STEP 11

ORDER PRINTS

The Order Prints function is for those who would not like to print in house and would like professionally printed projects. If you have the Order Prints option at your community and have permission to order prints, then you will see the "Order Prints" button next to the "Print/Export" while within a Calendar or Newsletter project.



We partner with Activity Connection for printing and by filling the "Order Prints" form out it will send your project to them for fulfillment. There is an additional cost for professional prints that will be calculated within the form. Once you submit, it is final and a confirmation email will be sent to you and Activity Connection. Normal turnaround time is between 3 and 5 business days.