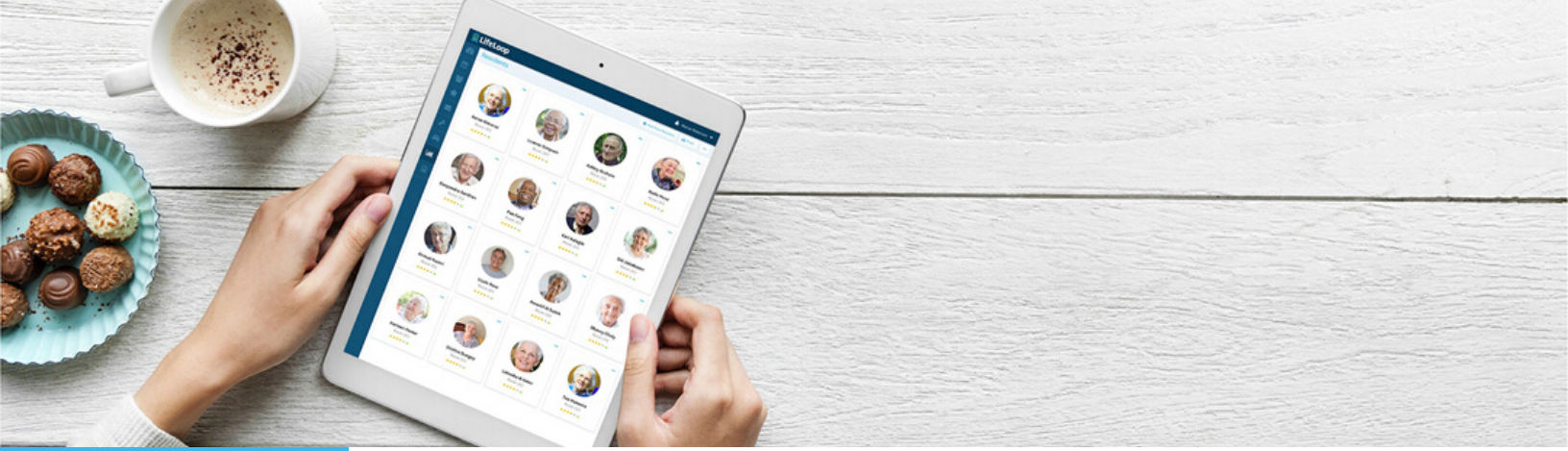


# DESIGNER TEMPLATES



# INDEX



Step 1: Opening Designer

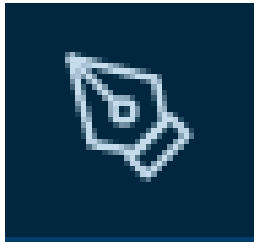
Step 2: Create Project Template

Step 3: Editing a Calendar Template

Step 4: Printing

## STEP 1: OPENING DESIGNER

Login to LifeLoop, go to the left-hand side and click on the Designer button all the way at the bottom of the task bar.



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

## STEP 2: CREATE PROJECT TEMPLATE

Click on Templates in the upper left-hand corner next to my projects, This will bring up any saved, seasonal or branded templates for the community you have selected in the global selector. If you do not have a template and would like one, please let LifeLoop know and we can create one for you. Next, click on your desired template and name it in the Create Project from Template modal, After naming and selecting the community, click create project to begin your new Project will now open if it is a calendar template it will open with a blank calendar component and all of your preset template design.

Create Project from Template

Project Name (required)

LifeLoop Template

Communities (required)

Select Communities

Cancel

Create Project

Note: Once project is created it saves and any edits or changes are automatically saved as you work on it.

### STEP 3: EDITING A CALENDAR TEMPLATE

If utilizing a calendar template follow these few single steps to create your monthly Calendar.

- First, **edit the month** text at the top of the calendar. Click on the month and year and this will provide you with an editing option in the side bar on the right-hand side. Go over to text and this is where you can type in the correct month.



← Components

Text

Duplicate

Delete

SIZE & POSITION

Position X

Position Y

14

14

Sizing

Auto Width

Fixed Size

ELEMENT

Text

June 2020

- Next, click on the outline of the Calendar on your screen. This will select the calendar component and allow you to make edits. All of your Calendar edit options with and in the side bar on the right - hand side. To **populate the activity** for the month select your calendar from the calendars field, the desired layout and the start date of the calendar. You can also make additional change, such as font size, style or bold any activities. This will edit all the calendar activities at the same time, but you can also click on each individual day to make individual edits.



#### CALENDAR

#### Calendars

Select Calendars

#### Layout

Month



#### Start Date

06/2020

- Lastly, if your calendar template has Birthday or Anniversaries in the side bar follow the stated instructions. Birthdays and Anniversaries are similar to the calendar in that you will want to select the start date in the editor on the right.



[< Components](#)
Birthdays

 Duplicate
 Delete

**SIZE & POSITION**
^

Position X

684

Position Y

116

**Sizing**

Auto Width
Fixed Size

**ELEMENT**
^

**Start Date**

06/2020

**Text**

Click here and select the birthday month you would like populated under start date in the side panel

## STEP 4: PRINTING

When you are ready to print or export a file of your project click on Print/Edit in the top right-hand corner. In the drop down box you will have the options to Print, Download Images or Download PDF. If working on a newsletter you will have the additional option to distribute to the newsletter section in communication.

