LifeLoop Trainings

CALENDAR DESIGNER HOW TO

Quickly and easily customize your community's calendar by adding birthdays, changing fonts, adding branded colors and much more.

LifeLoop

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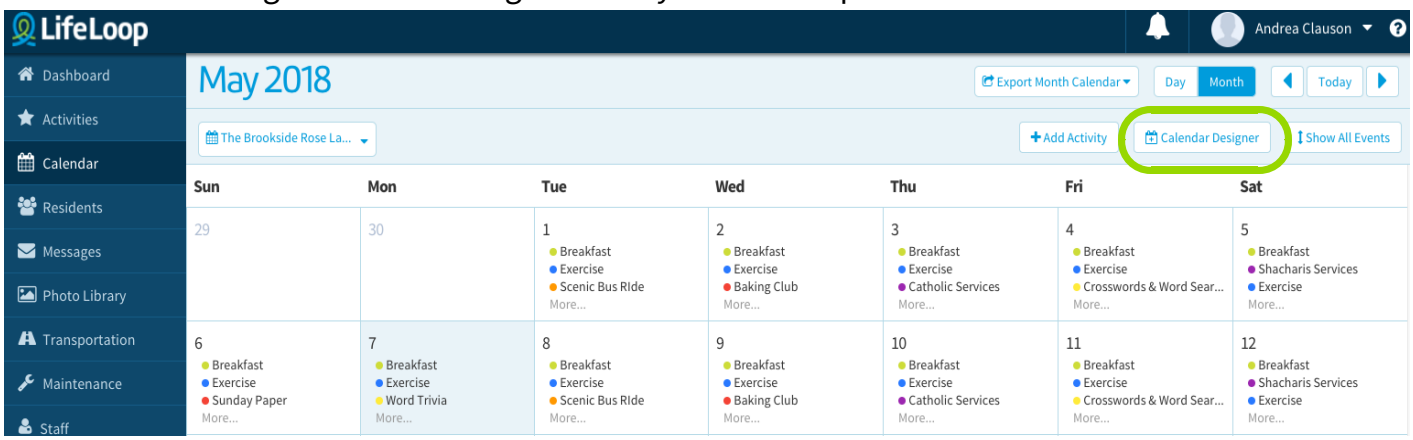
Tips for Getting Started

LOCATE THE CALENDAR DESIGNER

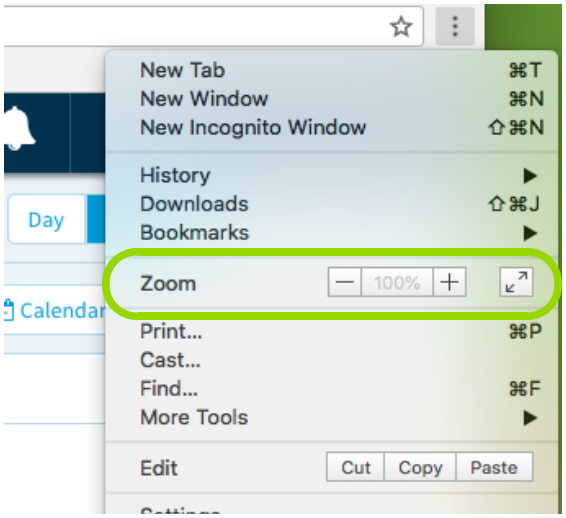
The Calendar Designer is housed right inside your LifeLoop Calendar



Note: Always complete building your calendar (adding, editing, deleting activities) before starting your designed calendar. Once you design your calendar those changes will not be automatically updated on the designed calendar.

FORMAT YOUR COMPUTER SCREEN

LifeLoop automatically loads your calendar designer in a format that is easily readable. If you want to adjust the screen to make it larger or smaller, use the zoom settings on your browser. In Google Chrome, you will find this option at the top, right-hand side of your browser by clicking the three vertical dots and choosing the "zoom" option.



UTILIZING TEMPLATES

If your community utilizes a template, your first step will be to choose your template in "Settings" and then follow the format instructions in Step 2. For more detailed instructions on templates, please review the "Template Instructions" document located on the training site.

Calendar Designer Basics

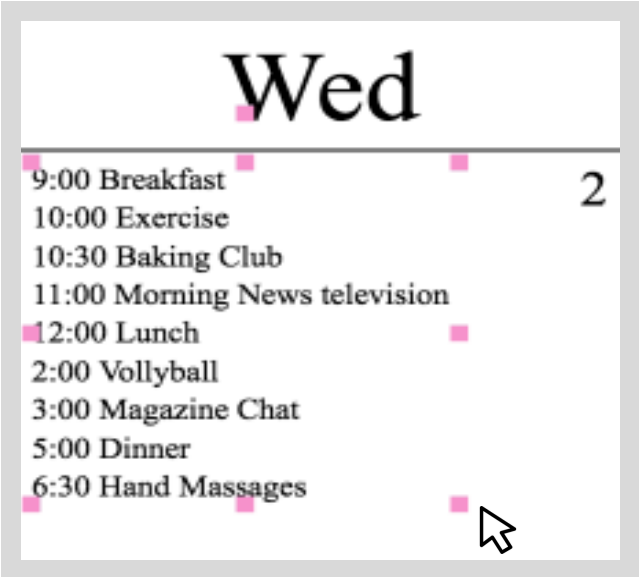
CALENDAR DESIGNER 101

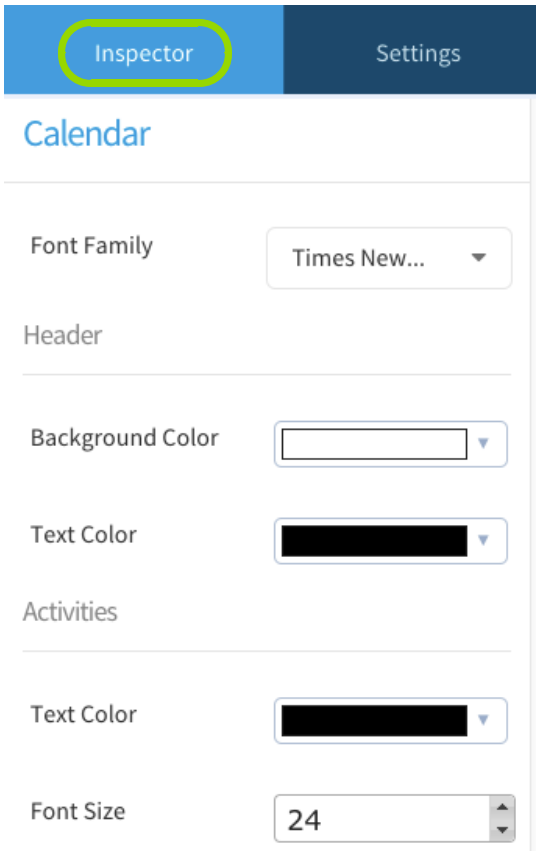
- When you click on items in the Calendar Designer a **pink box** will appear around the area you have selected. This indicates that you have clicked on an aspect such as text, an image or the calendar and that you now have the ability to edit this aspect (font size, font family, etc). You can move aspects around with your arrow keys or by dragging with your mouse as well as resize them by dragging from the corner.

    - ***Please note:*** *The pink boxes are only there to indicate which area you are editing and will not show up on the finalized calendar.*

- Your main tool within Calendar Designer will be the "**Inspector**" which will appear on the right-hand side once you have clicked on an aspect. This tool allows you to edit font, font size, colors, etc.

- The calendar designer is similar to Microsoft Publisher in that all the objects (text, images, the calendar, etc.) can be layered on your document. You can move objects in front of, or behind other objects by using the "*backward*", "*forward*", "*bring to front*" and "*send to back*" buttons located in the *"Inspector"* when that aspect is selected.





Calendar Designer Basics

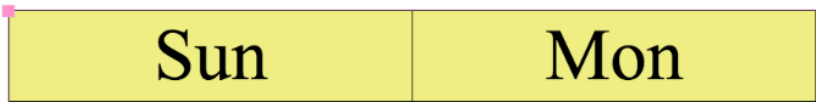
CALENDAR DESIGNER STEP-BY-STEP

STEP 1: Launch Calendar Designer

- When starting a calendar, it is a good idea to first format the month and year. To do this, click on the month and year and change the font family, font size, color and location if desired.
- This is also a good time to add a background color. To do so, go to "Settings" and select which color you prefer.

STEP 2: Format Calendar

- Select the whole calendar by clicking on the border of the calendar (Mon, Tues) to format all of the text at once. If you would like to utilize locations on your calendar, it is important to turn these on at this point. (See Step 3).
- Format daily headings by clicking on a day of the week and changing the color as desired in the "Inspector" tool.



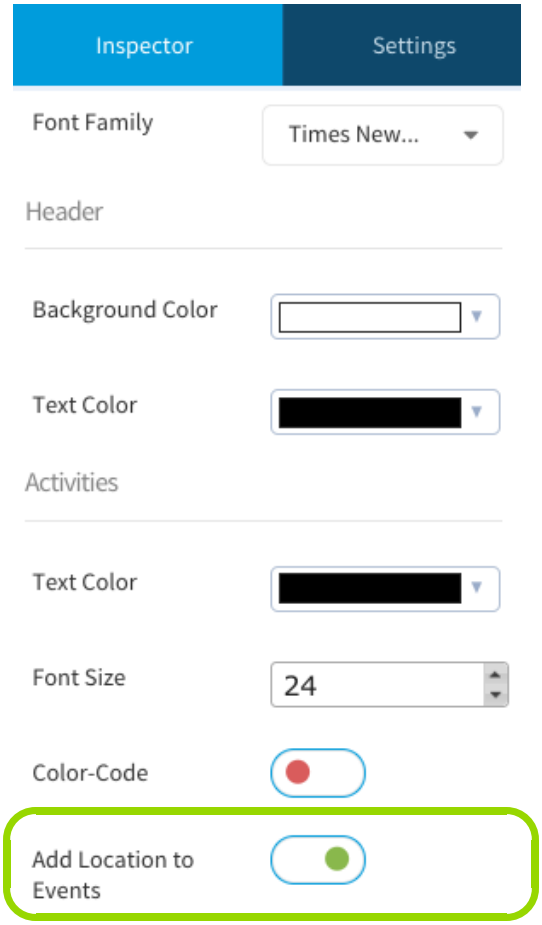
- Use the "*Inspector*" tool to change the font family (we recommend Arial), increase the size of the activities simultaneously to make the text more readable.
    - Each day's activities are a separate text aspect (but when the whole calendar is selected they act as one).
    - Longer activity titles should be broken down to two lines. To do this, double-click on the text, move the cursor to where you would like to break the text into two lines, and hit enter.
    - You have the option to color code activities based on activity type if you choose: all physical activities are blue, all social activities are red, and so on.
    - You also have the ability to bold or italicize individual activities by clicking on the text and highlighting the activity with your cursor.

Calendar Designer Step-by-Step Guide

CALENDAR DESIGNER STEP-BY-STEP

STEP 3: Adding Locations & a Location Key

- This optional feature is a great way to tell readers where activities are located if you have locations tied to your activities. Using the "*Inspector*" tool, toggle the "*Add Location to Events*" option to the on position and location's abbreviations will appear after each event on your calendar.
    - **Tip**: Standardize the way you enter locations when creating new activities in your Calendar Builder in LifeLoop. Different capitalization and spelling of locations will appear as two different locations. (e.g. "**A**ctivity **R**oom" (AR) and "**a**ctivity **r**oom" (ar) will appear as separate locations.)

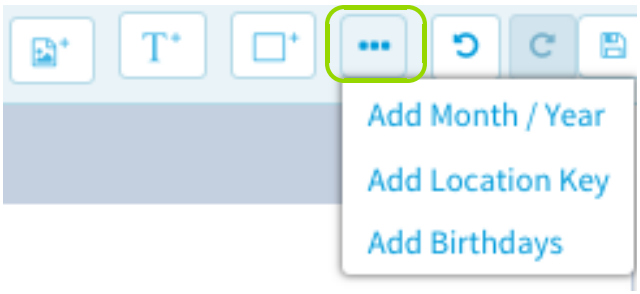


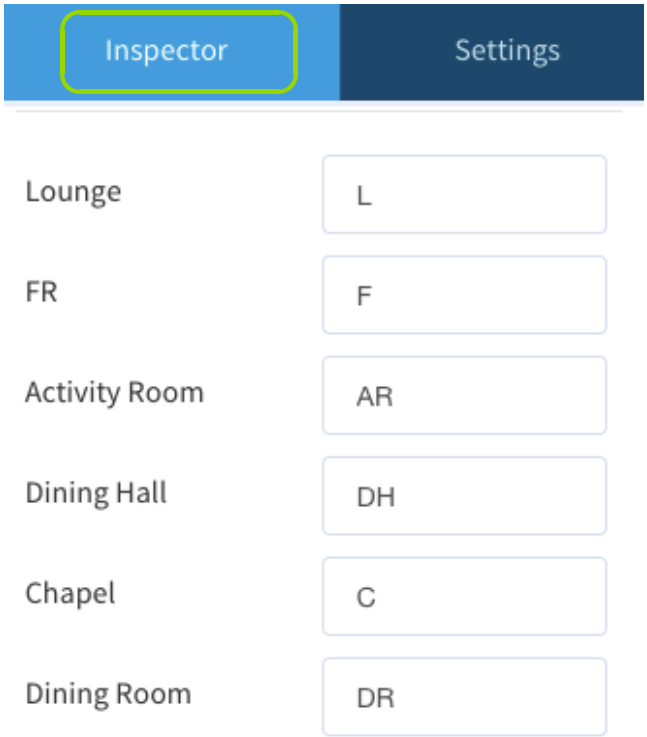
Calendar Designer Step-by-Step Guide

CALENDAR DESIGNER STEP-BY-STEP

STEP 3: Adding Locations & a Location Key (continued)

- To add a location key and edit abbreviations, select the highlighted triple dot icon below and select "*Add Location Key*". This location key will show up in the upper left-hand corner and can be moved to any location you choose. To change the location abbreviations, select the key and make changes in the *"Inspector"* tool. This will change the abbreviations behind the activity titles as well as in the key.





Calendar Designer Step-by-Step Guide

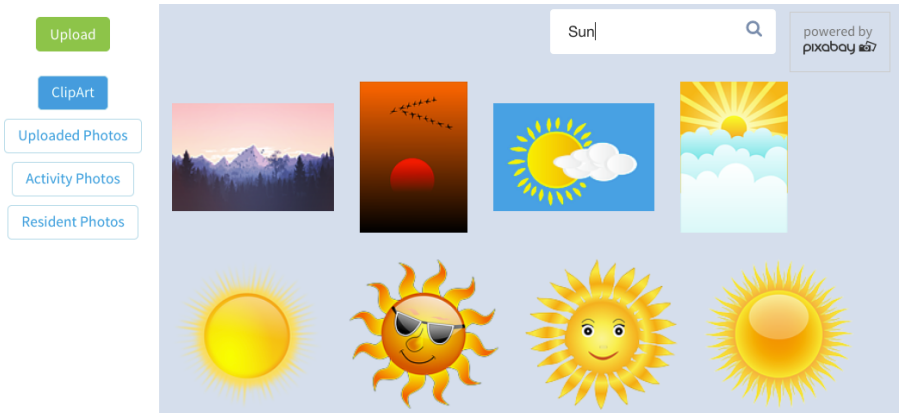
CALENDAR DESIGNER STEP-BY-STEP

STEP 4: Adding Text

- Add in holidays, anniversaries or other important days by clicking on the text icon shown below. "Enter your text here" will appear in the upper left-hand corner of your screen. Click to edit the text, font family, font size and color in the "*Inspector*". Double-click to get your cursor and edit the text. Move the text to the appropriate date with your arrow keys or by selecting it and dragging with your mouse.

STEP 5: Adding Images & Clipart

- Images and clipart are a great way to decorate your calendar. By selecting the image icon below, you can search and choose from several provided clipart options, or choose from any images uploaded to LifeLoop such as activity photos. You can also upload a saved image from your computer if you find a different clipart image you prefer online. Once an image is added, simply drag to the desired location and resize them from the corner as necessary.

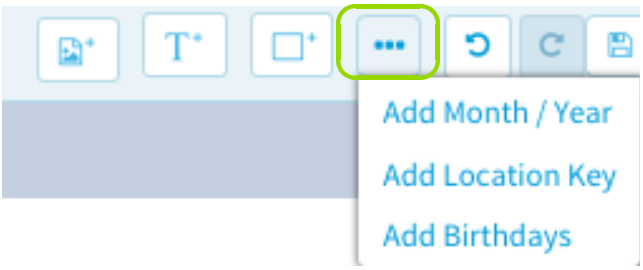


Calendar Designer Step-by-Step Guide

CALENDAR DESIGNER STEP-BY-STEP

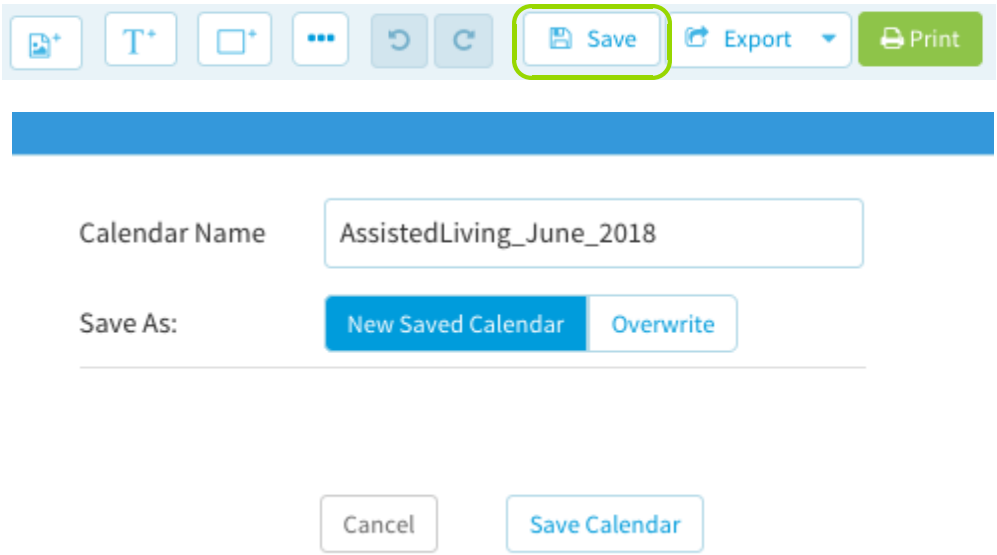
STEP 6: Adding Birthdays

- This optional feature is a great way to add resident birthdays! Only birthdays of residents that are associated with the calendar you are working on will appear.



STEP 7: Saving your Calendar

- To save your calendar, select the button below. Input your desired name for the saved file and select "Save Calendar".
- **Note:** When it is the first time saving your calendar you will always leave "New Saved Calendar" highlighted in the "Save As" section.



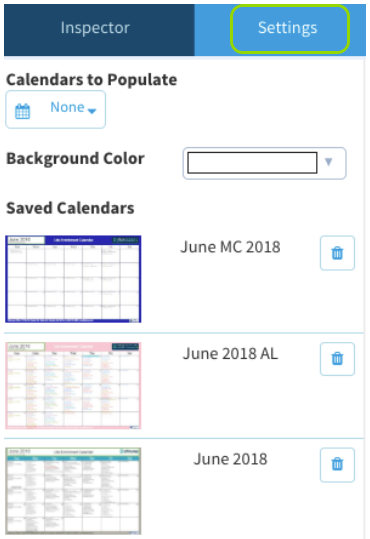
Calendar Designer Step-by-Step Guide

CALENDAR DESIGNER STEP-BY-STEP

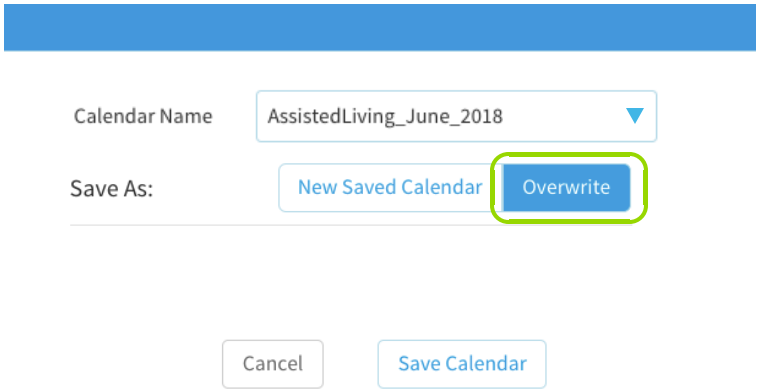
STEP 8: Editing & Resaving your Calendar

- If you would like to make edits to your calendar, please use the following steps:
  - Launch Calendar Designer
  - Go to"Settings" in the top right corner of your screen

  - Select "Settings" tab next to the "Inspector" tab and scroll down to locate the saved calendar you would like to edit and click on it to pull it up.



  - Make the necessary edits to the calendar. Refer to steps 1-7 to review detailed instructions on any possible edits.
  - Once you are ready to save, select the "Save" icon in the top right corner of your screen.
  - Once the save popup appears, select "Overwrite" and choose the calendar you have made updates to from the "Calendar Name" dropdown and select "Save Calendar".



  - **Note:** This will save over your previous version guaranteeing you save the most updated version and avoid multiple versions of the same calendar.

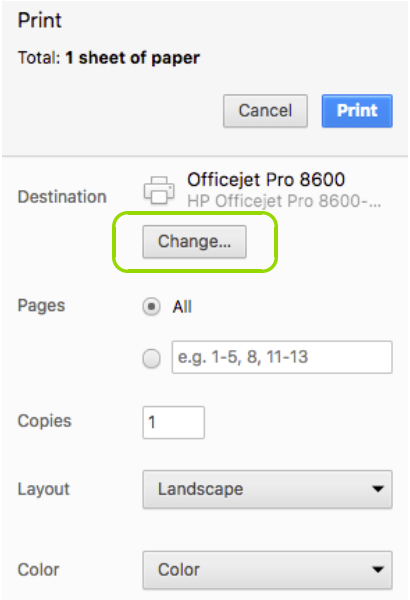
Calendar Designer Step-by-Step Guide

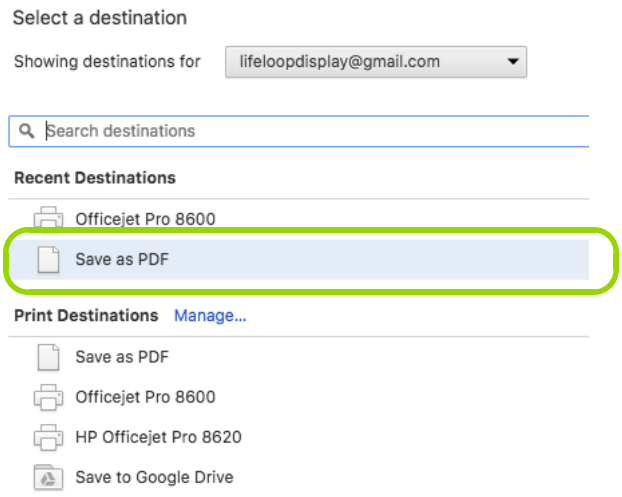
CALENDAR DESIGNER STEP-BY-STEP

STEP 9: How to Export your Calendar

- You can export your calendar as a Jpeg or PDF. To **export your calendar as an image (Jpeg)**, select "Export" and "Export to Image". The Jpeg will download and you can now rename and save to your computer.

- To **export your calendar as a PDF**, first select the green print icon. When your printer settings appear, select the "Change" button under the "Destination" and select save as PDF. Once you change to save as PDF you can adjust the printer settings by adjusting the layout to "Landscape" and in "More Settings" change the margins to minimum or none.





- To **print your calendar professionally through LifeLoop,** select **"Export"** and **"Order Prints"**. For further instructions. please refer to the "Ordering Printed Calendars" document located on the LifeLoop training website.

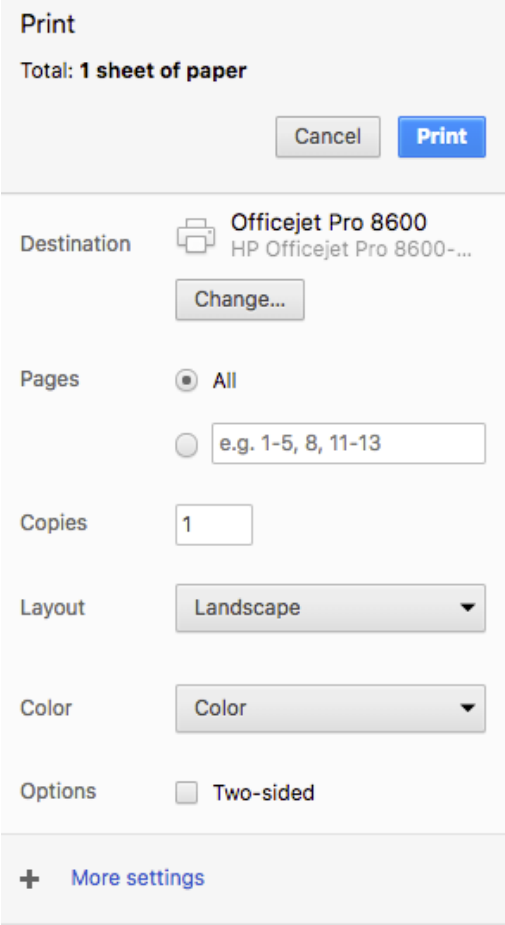
Calendar Designer Step-by-Step Guide

CALENDAR DESIGNER STEP-BY-STEP

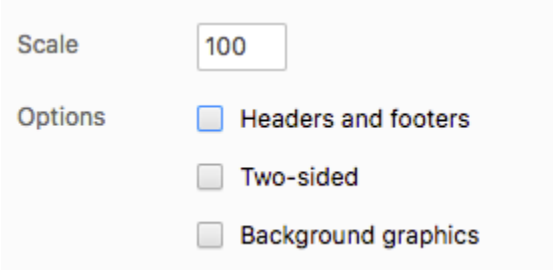
STEP 10: Printing your Designed Calendar

- To print your designed calendar, pull up your saved calendar if it is not currently on your home screen and select the green **"Print"** icon on the top right of your screen

- Adjust the following settings in your print settings:



- Make sure **"Landscape"** is selected on the layout dropdown
- Either select **"Black & White"** or **"Color"** on the color dropdown
- To remove the header & footer, select **"More Settings"** and make sure the **"Headers and footers"** option is not selected
- In **"More Settings"** we also recommend adjusting the margins by selecting **"minimum"** or **"none"**
- When you are finished, select the number of copies you would like and hit **"Print"**



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