



LifeLoop trainings

Designer calendar overview

Designer

How to utilize the designer calendar feature.

lifeloop.com

Version 02.24





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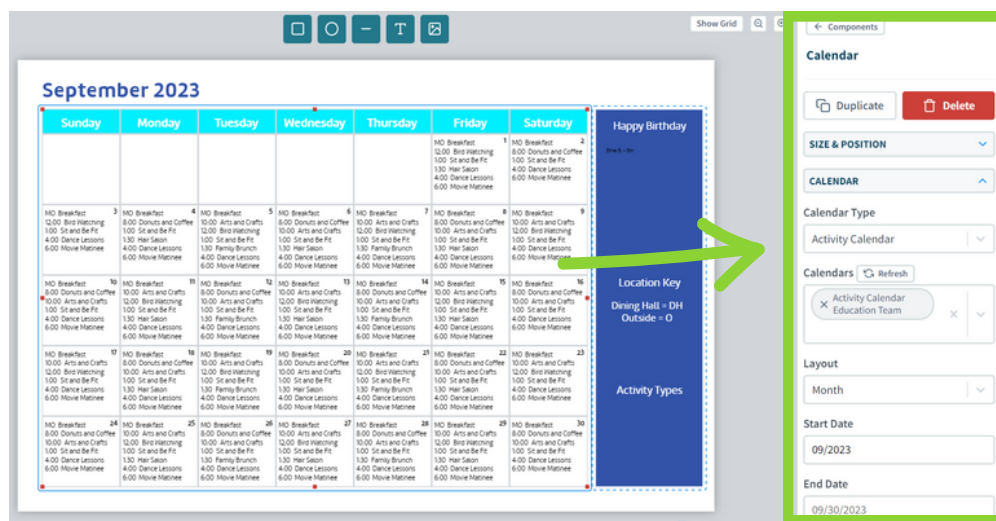
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Getting started

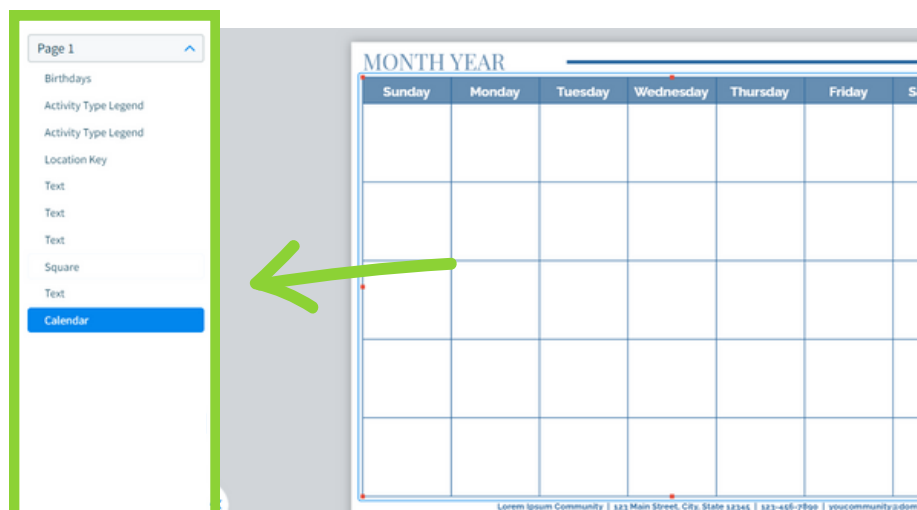
The editor

The editor will appear on the right-hand side of the screen when an item, such as a text box, has been select. The editor stores all available edit options for the chosen item.



The layering tool


The layering tool will appear on the left-hand side of the screen. This tool displays the current order of each component within the project. Re-arrange layers by selecting and dragging up or down the layering list.





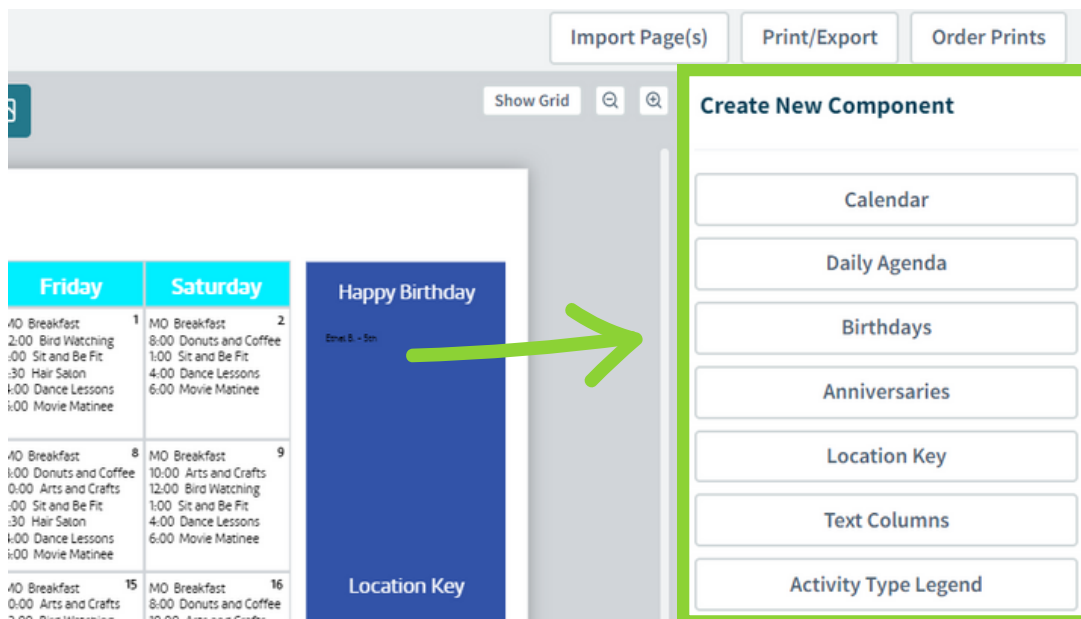
Getting started

Locked layers

Some templates may have layers that are locked by LifeLoop Support or by community marketing teams to prevent moving or changing the layer. Locked layers will be signified with the lock  next to the layer.

Designer components

New components are located on the right-hand side within the project. Add a new component, such as a new calendar or new birthday list to any project by using the create new component list.





Birthday component

Step 1

To add the birthday component to a project, select **birthdays** from the create new component list. The mouse will turn into a crosshair.

Create New Component

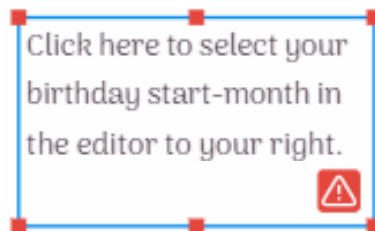
Calendar

Daily Agenda

Birthdays

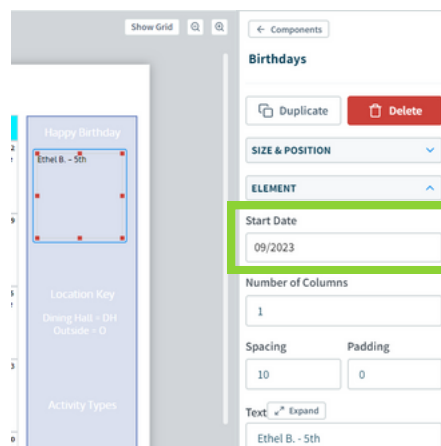
Step 2

Move the crosshair (+) to any location on the project and click once to drop the new component.



Step 3

Use the editor on the right-hand side to select the **start date**. The resident birthdays for that selected month will appear in the text box below.

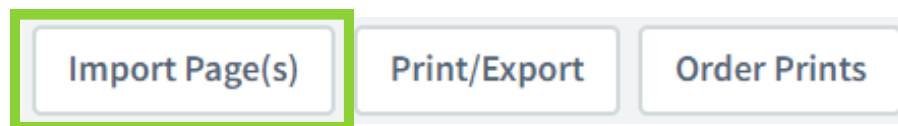




Import page(s)

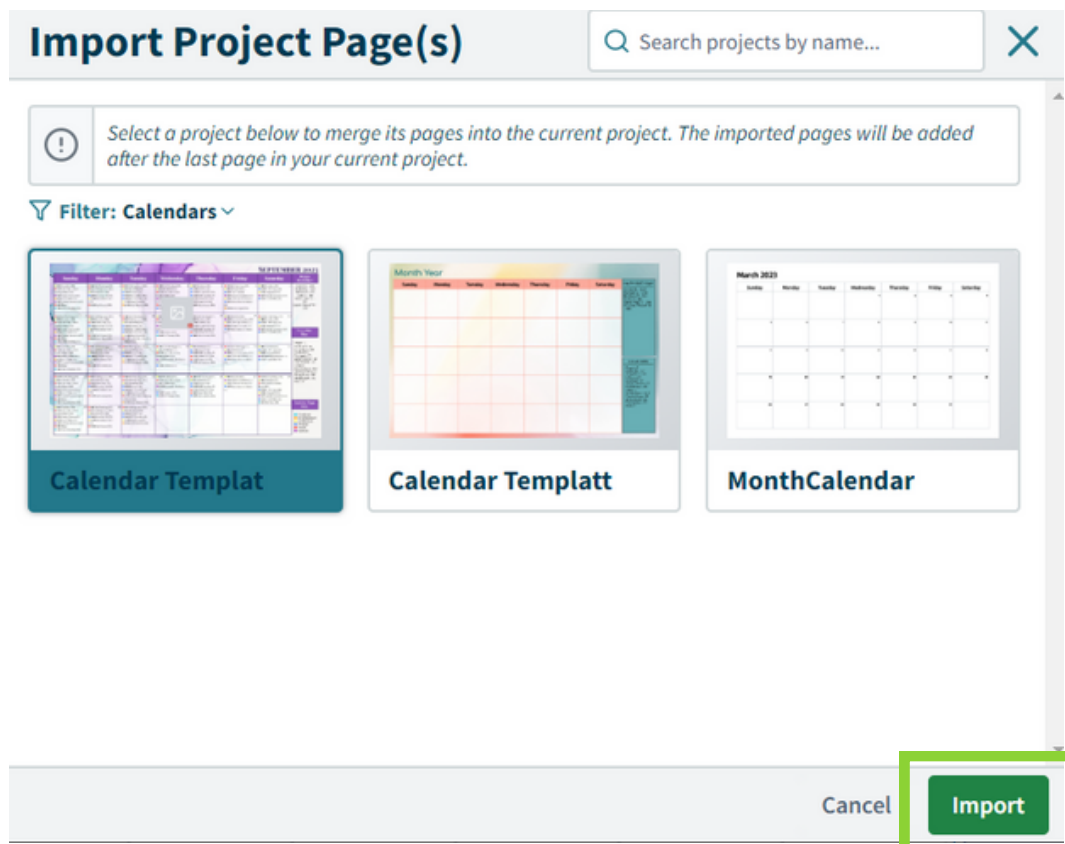
Step 1

To import a calendar that has already been created, select import page(s) on the top right-hand corner of the screen.



Step 2

The import project page modal will appear. Select the project then select import.





Create a calendar project

Step 1

Select **designer** from the feature menu on the left-hand side of the screen.

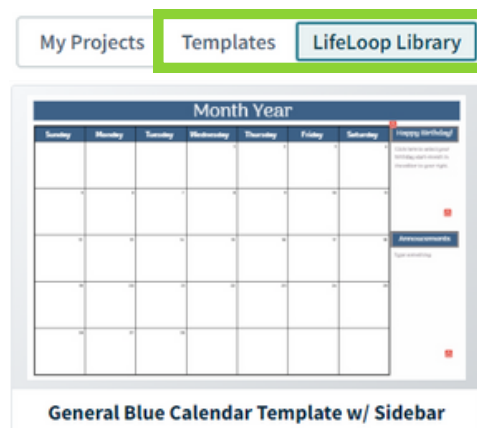


Note: Certain permissions are required to see the designer feature. Please contact your community representative.

Step 2

Option 1

Select community branded designs from **templates** or utilize the LifeLoop Library for LifeLoop pre-created templates.



Name the project and select which community calendar(s) to link this project to.

Create Project from Template ×

Project Name (required)

Communities (required)

× Assisted Living × ▼


Cancel **Create Project**



Create a calendar project

Step 2 (cont.)

Option 2

To design a project from scratch, select + new project  on the top right-hand corner of the screen. The save project details form will appear. Complete the form, then select save.

Save Project Details

Project Name (required)

Calendar Template

Project Type (required)

Calendar

Communities (required)

X Assisted Living

Page Size (required)

11" x 17"

Page Orientation (required)

Landscape

Cancel

Save As Template

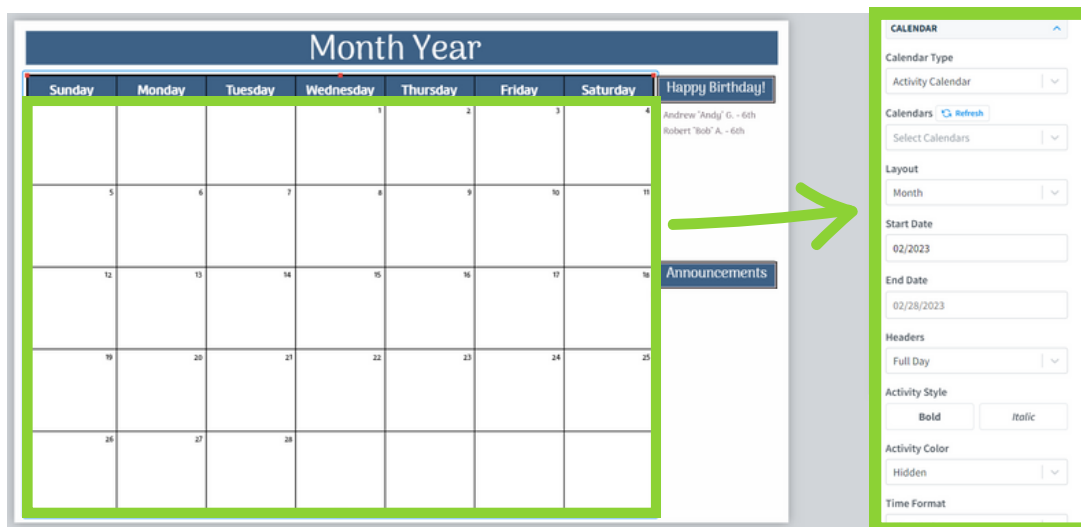
Save



Editing calendars

Step 1

To populate the calendar activities, select the **blank calendar** on the project. Once selected, the editor will appear on the right-hand side displaying all the calendar editing options.



Step 2

Within the calendar editor, choose which calendar(s) to populate into the project from the **calendars** dropdown.





Editing calendars

Step 3

Select month, three week, two week, or one week format options from the layout dropdown.

The screenshot shows a calendar interface with a 'Month Year' header. The calendar grid displays days from Sunday to Saturday. On the right side, there are sections for 'Happy Birthday!' (listing Andrew 'Andy' G. - 6th and Robert 'Bob' A. - 6th) and 'Announcements'. A settings panel on the right is titled 'CALENDAR' and includes options for 'Calendar Type' (Activity Calendar), 'Calendars' (with a Refresh button and Select Calendars dropdown), 'Layout' (a dropdown menu with options: Month, Three Week, Two Week, Week), 'Headers' (Full Day), 'Activity Style' (Bold, Italic), 'Activity Color' (Hidden), and 'Time Format' (Time Only). The 'Layout' dropdown is highlighted with a green box.

Step 4

Select the start date for the calendar.

This screenshot is similar to the previous one, but the 'Start Date' field in the settings panel is now highlighted with a green box and contains the date '02/2023'. The 'Layout' dropdown remains in the 'Month' position.



Editing calendars

Step 5

Continue to use the editor on the right-hand side of the screen to adjust font styles, sizes, and formats.

Headers

Full Day | v

Activity Style

Bold *Italic*

Activity Color

Hidden | v

Time Format

Time Only | v

Special Time Format

Abbreviated | v

Time Style

Bold *Italic*

Location Abbreviations

☐ Show abbreviations after activity name


ELEMENT ^

Font

Amelia Basic | v

Font Size

auto

Note: Warning symbols  will appear if the font size is too large, indicating not all text is visible and adjustments need to be made before printing.



Editing calendars

Step 5 (cont.)

Use the editor on the right-hand side of the screen to adjust the color of text, headers, activities, backgrounds, and borders. Use the **slider** to adjust the color's opacity.

The image shows a configuration interface for editing calendar colors. On the left, a list of settings includes:

- Header Text Color:** #ffffff
- Header Background Color:** #00e0ff (highlighted with a green box)
- Activity Text Color:** #000000
- Activity Background Color:** rgba(0,0,0,0) (with a transparency icon)
- Border Color:** #d1d5d9
- Day Number Color:** #000000
- Day Number Font Size:** 17

On the right, a color picker for the 'Header Background Color' is shown. It displays a gradient from light blue to dark blue/black. A green arrow points from the highlighted '#00e0ff' value to the color picker. At the bottom of the picker, a row of color swatches is visible, with the cyan swatch highlighted by a green box. A green box also highlights the transparency slider at the bottom right of the color picker.

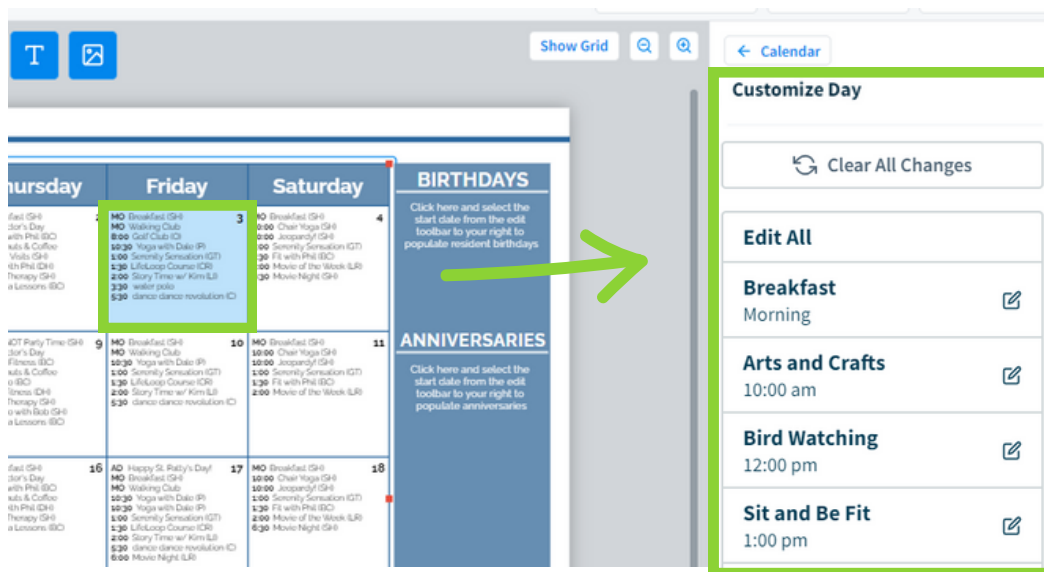
Note: Adjust the opacity for activity background colors to allow for background images to be seen under the activities.



Edit a single day

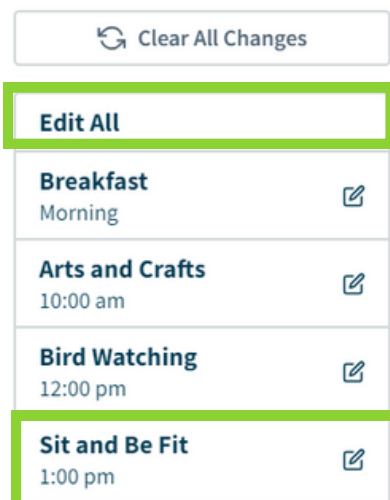
Step 1

Select the calendar once to populate the calendar editor. Then select the individual day to make edits for that specific day. Customize day will appear on the top of the editor.



Step 2






Select edit all to edit the full day's activities, or select a single activity to make individual edits.





Additional designer functions

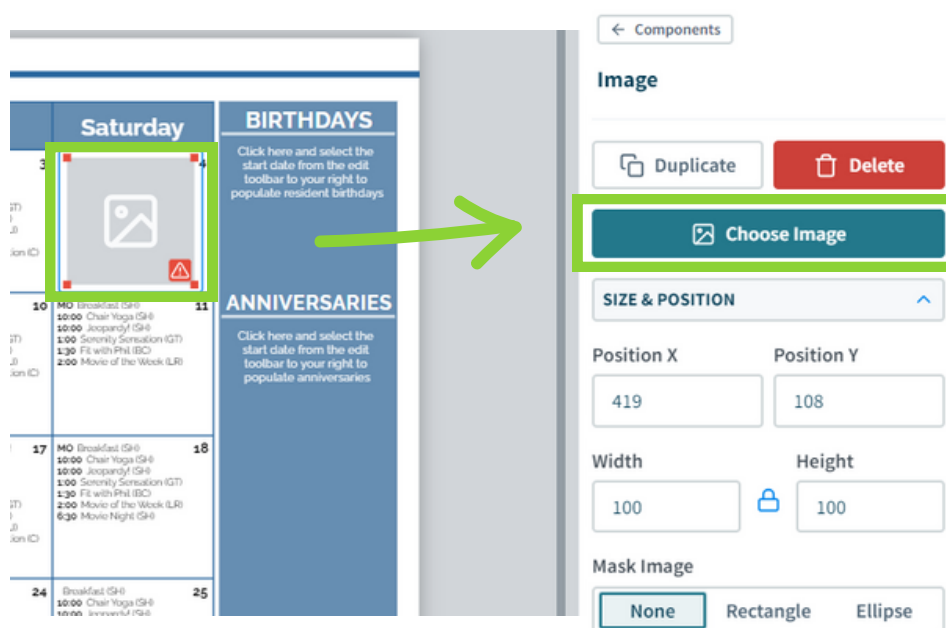
Step 1

Add shapes, text, or images to the project by selecting one of the blue icons at the top of the screen. Use the square and circle   to add a border around a textbox or image. Select the line  to underline text. Add a textbox by selecting the  icon or add an image by selecting the  icon.



Step 2

To add an image, select the image placeholder, then select choose image from the editor on the right-hand side. Choose from previously used images in designer, all photos within LifeLoop, or upload new image.





Print and download a project

Step 1

Option 1

To print or download a project from the main designer screen, select options to the bottom right of the project name. Then, select **print** or **download**.

[illegible]

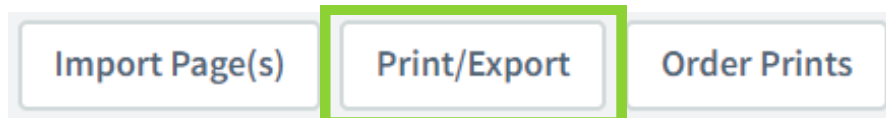


Print and download a project

Step 1 (cont.)

Option 2

To print or download a project from within the project, select print/export on the top right-hand side. Then, select print or download.



The print/export form will appear. Select print or download in standard or high definition. We recommend standard.


Print/Export ×


Standard (recommended)


High Definition

!

Standard Definition provides quicker exports and is the recommended option for most cases.

 Print [SD]

 Download Images [SD]

 Download PDF [SD]

Note: If you are printing in-house, make sure to doublecheck your print settings.



Order prints

Step 1

To order prints for calendars or newsletters through activity connection, select **order prints** on the top right-hand corner of the screen. Complete the order form and select submit. A confirmation email will be sent with order details. Orders may take 8-10 business days for printing, shipment, and delivery.

Import Page(s)

Print/Export

Order Prints

Order Prints

×

Project Type

Calendar

Page Size (required)

Select... ▾

Quantity (required)

1

ⓘ Minimum order quantity is 30 if size smaller than 24x36

Paper Color Option (required)

Full Color ▾

Estimated Cost

+ \$undefined Printing

+ \$undefined Shipping & Handling

Estimated Total

\$undefined

Note: The order prints option may not appear if the community does not have that feature turned on. Please contact the LifeLoop champion at the community if this should be changed.



FAQs



Where do I locate the calendar designer?

In the feature menu, select the designer feature at the very bottom of the list.



Note: Certain permissions are required to view the designer feature.

Can I undo changes on a project?



Yes! The arrows   at the top left of your project are used to undo or redo a change.

How do I save my calendar?

Any changes made in the designer are saved automatically. At the top left-hand corner, all changes saved will appear next to the project details tab. When changes have not been fully saved yet, changes pending will appear.



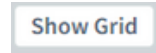
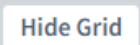
Am I able to zoom in and out?

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








FAQs

Is there a grid option?

To show print margins or to make an object or text, centered, utilize the show grid  option on the top right of your project. Make sure to hide grid  once finished before printing or downloading.

Can I duplicate, add, or delete a page?

Located on the bottom right-hand corner of each project page are arrows   to re-arrange the order of the pages. The trash can  is used to delete any unwanted pages and the icon with two squares  is used to duplicate the current page. The last icon is a plus sign , which is used to create a new blank page.



Resources

Video QR codes

How to scan QR codes



Open the camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

Designer calendar overview



LL clip: Adding activity type dots and location key to a designer calendar



Designer components



LL Clips: How to add an image placeholder in the designer calendar





Continued learning

Visit the Learning Community

Access LifeLoop marketing collateral and training resources at your convenience. Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to <https://ourlifeloop.com/training/staff>.

Attend a University Course

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.