

CALENDAR XPRESS

Calendar with your language & events

USER MANUAL 6.0

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1.0. Introduction

Calendar Xpress allows you to create not only table top Calendars but through this software you can also create Wall mount Calendar, poster Calendar and Planner too and that too of multiple sizes. Calendar Xpress is loaded with 99 years Preformatted Calendar. You can create Calendar in your own language. There are 18 languages available for Calendar creation. DgFlick provides you various photo-editing tools in Calendar Xpress. You can import excel sheet and can add multiple events to the calendar. You can also create company calendars in Calendar Xpress by inserting Logo and Name. You can change the language of calendar as it is loaded with 10 international languages to choose from. You can give a complete personalized look to the Calendar by adding events like Anniversaries, Festivals, birthdays and holidays. Calendar Xpress provides you tons of Decors and Templates by which you can decorate the Calendar. You can also create new template for the Calendar and save it for future use.

2.0. System Requirements

Windows System

- ✓ Pentium 4, 2.8 GHz Processor and above
- ✓ Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- ✓ 1 GB RAM
- ✓ 1 GB free disk space
- ✓ CD/DVD- ROM drive
- ✓ Internet

MAC System

- ✓ Mac Intel, min 1 GHz
- ✓ Mac OS X 10.8.5 and above
- ✓ 1 GB RAM
- ✓ 1 GB free disk space
- ✓ CD/DVD-ROM drive
- ✓ Internet

3.0. Opening the Tool Box – Getting Started

This section deals with registration process and other tools like controls and navigations, preferences and help.

3.1. Registration

3.2. Re-Registering the Software on another Computer

3.3. Know your Software

3.3.1. What is new?

3.3.2. General Features

3.3.3. Controls & Navigations

3.3.4. Preferences

3.3.5. Shortcut Tools

3.4. How to make Excel Sheet ready to Import

3.4.1. Managing Headers of Excel file

3.4.2. Importing Fields having Dates

3.4.3. Importing Fields having Special Characters

3.4.4. Importing Photos

3.4.5. Saving Excel in Supported Format

3.4.6. Selection of Data Sheet

3.1. Registration

Once you have installed the Calendar Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

On installation of Calendar Xpress, the Registration window appears on your screen. Relevant details such as the Owner Name, Email and Phone or Mobile Number need to be entered; all fields are mandatory. Fill in the details and proceed as per the instructions in this section.

The software enables you to complete the registration process while you are connected to the Internet. It also allows you to register at a later date.

The screen that you first see on starting the registration process needs to be completed as a first step. Here is how:

- ❖ Enter your details in the relevant fields. These are Name, Email and Phone or Mobile number. ①
- ❖ In the last field-, Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ③ You will also find the serial number inside the software box pack.
- ❖ Click on the 'Buy Now' button ② to buy the complete version of Calendar Xpress if you have installed the trial version.

The screenshot shows the 'Registration' window with the following fields and buttons:

- Name :** XXXXXX
- Email :** XXX@XXX.XXX
- Phone / Mobile :** 9876543210
- Serial number :** XXXXX XXXXX XXXXX XXXXX
- Buttons:** Buy Now, Register Later, Register
- Text:** All fields are mandatory for registration.
- Contact Info:** Website: http://www.dgflick.com, Email: support@dgflick.com, Telephone: India : +91-22-29 68 68 68, United States : +1-732-543-7676

'Registration' window

- ❖ After ensuring that all the fields are filled correctly, click on 'Register' ④ in the lower right-hand corner.
- ❖ To register the software at a later date, click on 'Register Later' option ⑤.
- ❖ The message confirming completion of the registration process appears on the screen.

- ❖ For any query and assistance, feel free to connect with us via;
 - **Telephone:** Call +1-732-543-7676 and the support executive will provide you with the registration key corresponding to your DgKey.
 - **Email:** Email us at support@dgflick.com to receive your registration key via Email.
 - **Web:** Log on to www.dgflick.com to receive the key.
- ❖ You are now registered and can use the software.

3.2. Re-Registering the Software on another Computer

The licensed version of Calendar Xpress can be re-registered on any other Computer.

- ❖ In case you want to use the software on any other computer, firstly, install the software on the computer on which you want to use it.
- ❖ After installation, connect the dongle to the computer and fill the registration form. While filling up the registration form, enter the same email address you used while registering the software for the very first time.
- ❖ After filling up the form, click on the 'Register' button. You will get an alert stating, 'It seems the license is already registered on other system. Do you wish to transfer the license to this system?'
- ❖ If you want to re - register the software on this system, click on 'Yes' or else to cancel the operation, click on 'No'.
- ❖ When you click 'Yes', you get an email on the registered email. This email contains a link. Click on the link to unregister the software from previous system. You will be redirected to a web page where you will get a confirmation that license is ready to transfer to the new system.
- ❖ Now you can register the software on new computer by clicking on 'Register' option.

3.3. Know the Software

This section gives you a basic understanding of Calendar Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make finest use of the software.

3.3.1. What is new?

In new version of Calendar Xpress, we have added some interesting features that enhance the workability of the software and serve you with the tools that add to your comfort while you work in Calendar Xpress. This section makes you familiar with the newly added features.

- ❖ **More simplified workflow:** The workflow is more simplified and now event addition and calendar settings are easy and handy.
- ❖ **Controls in comfort:** Enhanced use of 'Preferences' tab. Additional tools to set for calendar including calendar period, weekdays and weekly off and much more to explore.
- ❖ **Handy event addition:** Now add events as you go on designing calendar. One click addition of ready events and easy addition of new events.
- ❖ **Import events with photos via excel sheet:** Event list can be imported via excel import feature and by just defining image names, you can import the images. Save your image assigning time.
- ❖ **Improved Interface:** New version brings improved interface for you. New look and feel enhancing your experience of calendar designing.
- ❖ **Textures to fill titles and shapes:** New feature to fill titles and shapes with textures. Now filling of titles and shapes are not restricted up to solid color. Besides, Calendar Xpress provides 50 ready presets of textures, which can be used or your own textures can be imported. The texture can be filled in tiled or stretched style.
- ❖ **A brand new 'Title' tab:** The 'Title' tab has been changed and giving you newer weapons. Any language title writing to make it personalize. Now you can manage the size of the title by just dragging the title. Fastest management of title. Apart from the solid colors and ready presets, you can fill the title with any texture. Manage the fill in tiled and stretched way. Customize title further with outline and shadow. Experience real magic by exploring 'Title' tab.
- ❖ **Multi touch enabled software:** Feel the magic of Calendar Xpress in touch screen enabled devices. Calendar Xpress now supports multi touch reading.

3.3.2. General Features

Calendar Xpress comes with several features, which are discussed in this section:

- ❖ **Ready-to-Use Themes:** Calendar Xpress has various inbuilt Themes. In addition, DgFlick releases new downloadable Themes on a regular basis. Moreover, more than 100 decors are also available along with the software.
- ❖ **Calendar Creation in multiple languages:** Calendar Xpress provides you the option to create a Calendar in 18 different languages. The software is loaded with 99 years preformatted Calendar.
- ❖ **Online Cropping:** The online photo crop feature allows you to trim out any part of the source photo that you do not need. You can crop the photo to give it the desired height and width.
- ❖ **In-built Standard Calendar Sizes:** Calendar Xpress comes loaded with several in-built Calendar types predefined according to the standard industry printing specifications.
- ❖ **Template Creation and Alteration:** Ready set of templates can be filtered theme wise, photo count wise, color, orientation & style wise. Smart templates having feature of fitting any template to any size. Customization of templates according to your desire with the help of decors. Create complete new composition or alter ready one and save * for further use.
- ❖ **Photo Editing:** Calendar Xpress lets you enhance the quality of the photos that make up the calendar. It also allows editing multiple photos * at a time.
- ❖ **Multilingual:** Calendar Xpress is already loaded with multiple languages. You can read the software in the language of your comfort from DgFlick’s language pack. It supports Unicode. DgFlick keeps adding to its list of languages that Calendar Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick’s dictionary for your own use.
- ❖ **Available on Windows and Mac:** Calendar Xpress works on both Mac and Windows systems. DgFlick releases the updates for both versions simultaneously.
- ❖ **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use. Moreover, all control panels are dock able and expandable and can be moved to the position of your choice.

*Note: Features marked with * marks are only for PRO version users.*

3.3.3. Controls & Navigations

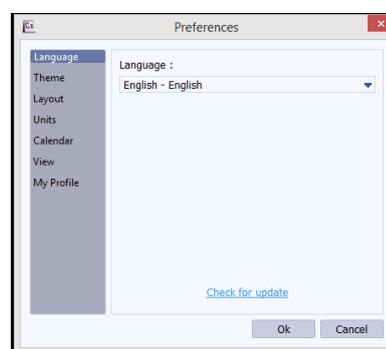
Icon	Meaning	Icon	Meaning	Icon	Meaning
	Preferences		Zoom out		Save the work
	Help		Photo is not of very good quality but can be used		Save a copy of the changes

	Adjust size		Photo is of bad quality but can still be used		Reset
	Go to the home page		Photo is unfit for use		Rotate in 90°, 180° and 270°
	Apply changes to all pages		Fit to screen		Rotate clockwise and counter clock wise
	Move back to the previous window		Actual size		Flip horizontally and vertically
	Go to the next window		Swap photo		Panning
	Select path for browsing		Lock/unlock		Full Screen View
	Undo		Arrange objects		Edit Photo
	Redo		Page-based alignment		Add event category
	Show/hide margins		Object-based alignment		Delete event category
	Show/hide gridlines		Equal spacing between objects		Import Excel
	Photo is locked		Equal size photos		Add event
	Photo is unlocked and can be modified		Rotate		Edit event
	Zoom in		Load original image		Delete event
	Info icon				

3.3.4. Preferences

Calendar Xpress allows you great flexibility in usages while working on it. You could

- ❖ Change to the language of your choice.
- ❖ Select the units you wish to work with.
- ❖ Select the desired Theme for your software.
- ❖ Select the calendar period and language.
- ❖ View/Hide tools and tabs for precise working area.
- ❖ Set your profile to display on the calendar.

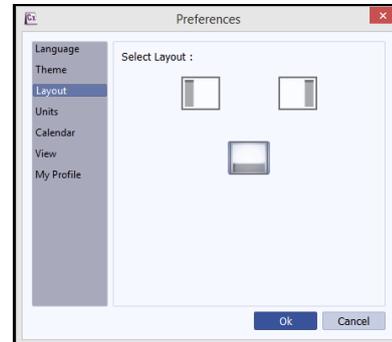


'Preferences' window

After installation, click on the Calendar Xpress shortcut icon in your specified path to start the software.

- ❖ Clicking on the 'Preferences' icon  on the top right-hand corner, displays the 'Preferences' window.

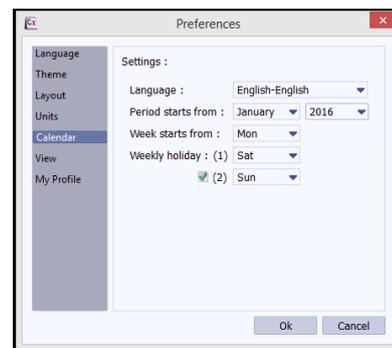
- ❖ Choose your preferred language from various available languages from 'Language' tab, click on 'Check for Updates' to check the updated list of languages.
- ❖ Select the color in which you want your software to be displayed from 'Theme' tab, click on 'Get More' to get more themes from DgFlick's website.
- ❖ From 'Layout' tab, you can change the layout of 'Design Calendar' window of the software. You can align tabs to left, right and bottom style.



'Preferences' window – 'Layout' tab

- ❖ Select the units in which you want to work in canvas area from the dropdown list of 'Units'.
- ❖ In 'Calendar' tab, set the calendar language, period and many more things.

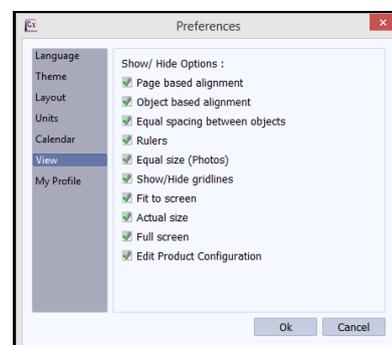
- ❖ From the 'Language' drop down menu, select the language in which you want to create the calendar.
- ❖ Set the calendar period starting month and year from 'Month' and 'Year' drop down menu.
- ❖ Set the starting day of the week from 'Week starts from' drop down menu.



'Preferences' window – 'Calendar' tab

- ❖ You can mark any week day as a weekly holiday. You can set maximum two days as a weekly off. Choose the weekly off from drop down menu.
- ❖ To set any other day as a second weekly off, check the checkbox and choose the day from the drop down menu.

- ❖ 'View' tab allows you to show/hide additional tools. Check the tools which you want to make visible. Uncheck the unwanted tools.



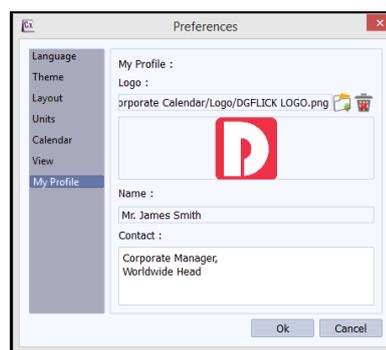
'Preferences' window – 'View' tab

- ❖ 'My Profile' tab lets you to set a profile for calendar. The profile details such as logo, name and contact details on calendar.

❖ Browse with the help of 'Browse' icon  and select the logo.

❖ You will see the preview of the selected logo in the tab.

❖ You may delete the logo with 'Delete' icon .



'Preferences' window – 'My Profile' tab

❖ You can set a name to be appeared as a company name or any other name. Enter the desired name in the name text box.

❖ Additionally, you can define some contact details which can be appeared on calendar.

❖ The details defined in 'My Profile' tab by default appear in corporate calendars. Alternatively, you can insert these fields on any other calendar as well.

❖ Save your changes by clicking on 'Ok'. You might need to restart your software for the changes to take effect.

❖ Click on 'Help' to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software

3.3.5. Shortcut Tools

Calendar Xpress - Shortcut Keys			
Object Type	Actions	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down

All	Rotate X Increase	ALT + X	ALT + X
	Rotate X Decrease	ALT + CTRL + X	ALT + COMMAND + X
	Rotate Y Increase	ALT + Y	ALT + Y
	Rotate Y Decrease	ALT + CTRL + Y	ALT + COMMAND + Y
	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1
	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
	All	Align Object based – Top Left	CTRL + SHIFT + 7
Align Object based – Top Center		CTRL + SHIFT + 8	COMMAND + SHIFT + 8
Align Object based – Top Right		CTRL + SHIFT + 9	COMMAND + SHIFT + 9
Align Object based – Center Left		CTRL + SHIFT + 4	COMMAND + SHIFT + 4
Align Object based – Center		CTRL + SHIFT + 5	COMMAND + SHIFT + 5
Align Object based – Center Right		CTRL + SHIFT + 6	COMMAND + SHIFT + 6
Align Object based – Bottom Left		CTRL + SHIFT + 1	COMMAND + SHIFT + 1
Align Object based – Bottom Center		CTRL + SHIFT + 2	COMMAND + SHIFT + 2
Align Object based – Bottom Right		CTRL + SHIFT + 3	COMMAND + SHIFT + 3
Align Object based – Top		CTRL + SHIFT + T	COMMAND + SHIFT + T
Align Object based – Bottom		CTRL + SHIFT + B	COMMAND + SHIFT + B
Align Object based – Left		CTRL + SHIFT + L	COMMAND + SHIFT + L
Align Object based – Right		CTRL + SHIFT + R	COMMAND + SHIFT + R
All		Equal Spacing Horizontally	CTRL + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C

	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9
	Decrease the size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5
	Decrease the size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1
	Decrease the size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2
	Decrease the size of Object from – Bottom Right	CTRL + ALT + 3	COMMAND + ALT + 3
Page	Flip Page composition Horizontally	ALT + H	ALT + H
	Flip Page composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

3.4. How to make Excel Sheet Ready for Importing

For the smooth importing of event data through excel sheet, you need to make the excel sheet suitable for Calendar Xpress. This needs a few things to be done and your excel sheet is just ready for accurate importing. In this section we will learn, how to arrange excel sheet.

3.4.1. Managing Headers of Excel file

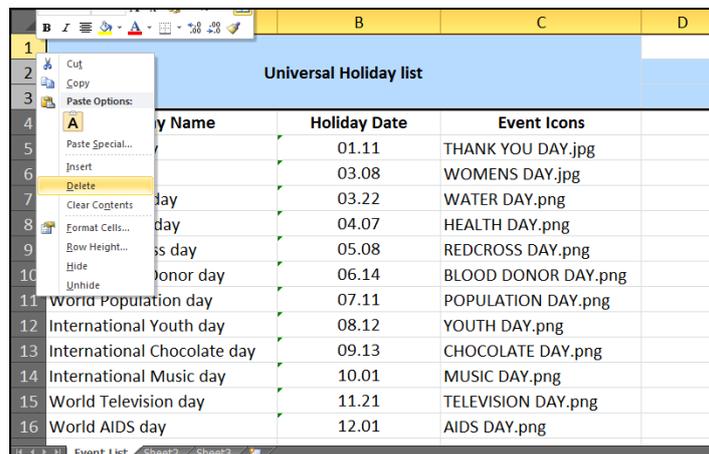
To make an excel sheet perfect for importing, additional headers in excel file must be deleted. Extra headers other than the column name should be removed. We will learn this with an example.

	A	B	C	D
1				
2	Universal Holiday list			
3				
4	Holiday Name	Holiday Date	Event Icons	
5	Thank you day	01.11	THANK YOU DAY.jpg	
6	Women's day	03.08	WOMENS DAY.jpg	
7	World Water day	03.22	WATER DAY.png	
8	World Health day	04.07	HEALTH DAY.png	
9	World Redcross day	05.08	REDCROSS DAY.png	
10	World Blood Donor day	06.14	BLOOD DONOR DAY.png	
11	World Population day	07.11	POPULATION DAY.png	
12	International Youth day	08.12	YOUTH DAY.png	
13	International Chocolate day	09.13	CHOCOLATE DAY.png	
14	International Music day	10.01	MUSIC DAY.png	
15	World Television day	11.21	TELEVISION DAY.png	
16	World AIDS day	12.01	AIDS DAY.png	

Sample excel sheet

- ❖ In the above excel sheet, we can see two types of headers. One is additional headers and other is column headers, which actually denote what is mentioned in the particular columns.

- ❖ The additional headers need to be deleted as they should not be read while data importing. You may keep column headers. When you keep column headers, you can avoid them while importing data by checking the 'My data has headers' checkbox which is available in 'Import Excel' window.
- ❖ You also need to delete blank rows in the data file i.e. no blank row should be kept between the data.
- ❖ To delete the additional headers and blank rows, select the empty rows and by right clicking on the selected rows, select the 'Delete' option.



Deleting unwanted headers and blank rows

- ❖ The excel sheet will appear something like shown in the below image.

	A	B	C	D
1	Holiday Name	Holiday Date	Event Icons	
2	Thank you day	01.11	THANK YOU DAY.jpg	
3	Women's day	03.08	WOMENS DAY.jpg	
4	World Water day	03.22	WATER DAY.png	
5	World Health day	04.07	HEALTH DAY.png	
6	World Redcross day	05.08	REDCROSS DAY.png	
7	World Blood Donor day	06.14	BLOOD DONOR DAY.png	
8	World Population day	07.11	POPULATION DAY.png	
9	International Youth day	08.12	YOUTH DAY.png	
10	International Chocolate day	09.13	CHOCOLATE DAY.png	
11	International Music day	10.01	MUSIC DAY.png	
12	World Television day	11.21	TELEVISION DAY.png	
13	World AIDS day	12.01	AIDS DAY.png	
14				
15				
16				

Unwanted headers and blank rows deleted

3.4.2. Importing Fields having Dates

Make sure you follow the given below steps to import dates like Event Date, Birth Date, etc. as they are.

- ❖ Open excel sheet, which is having event dates.

	A	B	C	D
1	Holiday Name	Holiday Date	Event Icons	
2	Thank you day	01.11	THANK YOU DAY.jpg	
3	Women's day	03.08	WOMENS DAY.jpg	
4	World Water day	03.22	WATER DAY.png	
5	World Health day	04.07	HEALTH DAY.png	
6	World Redcross day	05.08	REDCROSS DAY.png	
7	World Blood Donor day	06.14	BLOOD DONOR DAY.png	
8	World Population day	07.11	POPULATION DAY.png	
9	International Youth day	08.12	YOUTH DAY.png	
10	International Chocolate day	09.13	CHOCOLATE DAY.png	
11	International Music day	10.01	MUSIC DAY.png	
12	World Television day	11.21	TELEVISION DAY.png	
13	World AIDS day	12.01	AIDS DAY.png	
14				
15				
16				

Sample holiday list

- ❖ The date format should be MM.DD
- ❖ For example, if the date is 01st April then the date should be mentioned as 04.01
- ❖ Insert a new column next to the Date column. Suppose you have Event Date column in excel sheet, then insert new column next to Event Date column.

	A	B	C	D
1	Holiday Name	Holiday Date		Event Icons
2	Thank you day	01.11		THANK YOU DAY.jpg
3	Women's day	03.08		WOMENS DAY.jpg
4	World Water day	03.22		WATER DAY.png
5	World Health day	04.07		HEALTH DAY.png
6	World Redcross day	05.08		REDCROSS DAY.png
7	World Blood Donor day	06.14		BLOOD DONOR DAY.png
8	World Population day	07.11		POPULATION DAY.png
9	International Youth day	08.12		YOUTH DAY.png
10	International Chocolate day	09.13		CHOCOLATE DAY.png
11	International Music day	10.01		MUSIC DAY.png
12	World Television day	11.21		TELEVISION DAY.png
13	World AIDS day	12.01		AIDS DAY.png
14				
15				
16				

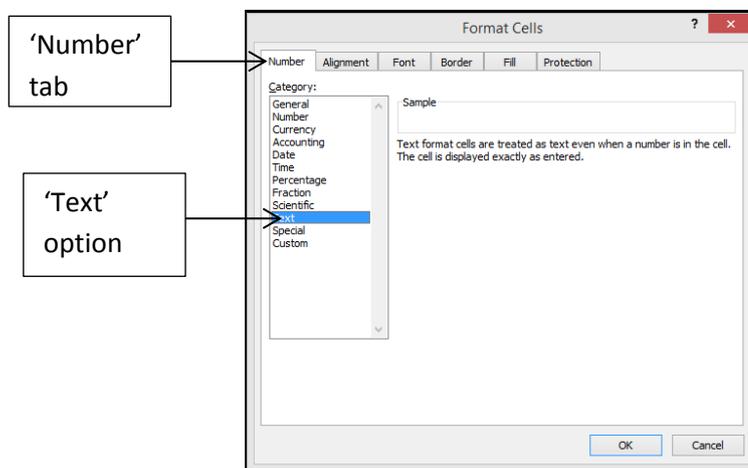
Additional column inserted next to Event Date column

- ❖ Select the whole newly added column and right click on it.
- ❖ From the available options, select the 'Format Cells' option.

	A	B	C	D
1	Holiday Name	Holiday Date		Event Icons
2	Thank you day	01.11		THANK YOU DAY.jpg
3	Women's day	03.08		WOMEN'S DAY.jpg
4	World Water day	03.22		WORLD WATER DAY.png
5	World Health day	04.07		WORLD HEALTH DAY.png
6	World Redcross day	05.08		WORLD REDCROSS DAY.png
7	World Blood Donor day	06.14		WORLD BLOOD DONOR DAY.png
8	World Population day	07.11		WORLD POPULATION DAY.png
9	International Youth day	08.12		INTERNATIONAL YOUTH DAY.png
10	International Chocolate day	09.13		INTERNATIONAL CHOCOLATE DAY.png
11	International Music day	10.01		INTERNATIONAL MUSIC DAY.png
12	World Television day	11.21		WORLD TELEVISION DAY.png
13	World AIDS day	12.01		WORLD AIDS DAY.png
14				
15				
16				

'Format Cells' option

- ❖ You will see various tabs in the appeared window. Go to the 'Number' tab.



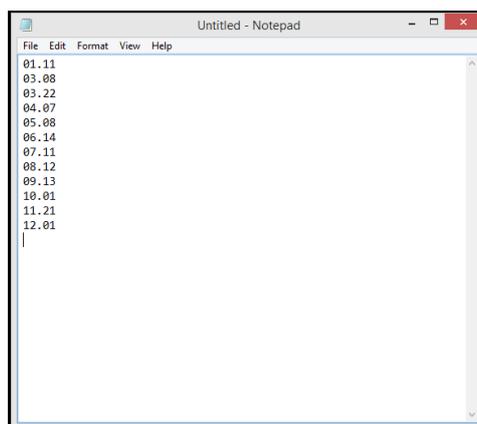
'Text' column in 'Format Cells' window

- ❖ You will see list of various categories. Select the Text option in the list and click on 'OK' button.
- ❖ The selected column will be formatted as text.
- ❖ Now select all the Event Date entries and copy them by pressing Control + C on keyboard.

	A	B	C	D
1	Holiday Name	Holiday Date		Event Icons
2	Thank you day	01.11		THANK YOU DAY.jpg
3	Women's day	03.08		WOMENS DAY.jpg
4	World Water day	03.22		WATER DAY.png
5	World Health day	04.07		HEALTH DAY.png
6	World Redcross day	05.08		REDCROSS DAY.png
7	World Blood Donor day	06.14		BLOOD DONOR DAY.png
8	World Population day	07.11		POPULATION DAY.png
9	International Youth day	08.12		YOUTH DAY.png
10	International Chocolate day	09.13		CHOCOLATE DAY.png
11	International Music day	10.01		MUSIC DAY.png
12	World Television day	11.21		TELEVISION DAY.png
13	World AIDS day	12.01		AIDS DAY.png
14				
15				
16				

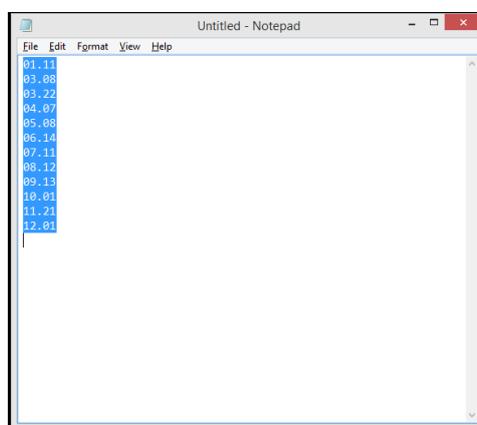
All the Event Date entries selected and copied

- ❖ Open a notepad file.
- ❖ Paste all the entries in notepad file by pressing Control + V on keyboard.



All the Event Date entries pasted in notepad

- ❖ Now select all the entries in notepad file by pressing Control + A and copy them.



Event Date entries copied in Notepad file

- ❖ Go to the excel sheet in which you have data and paste all the data in newly added column to which you have formatted as Text from 'Format Cells' option.

	A	B	C	D
1	Holiday Name	Holiday Date		Event Icons
2	Thank you day	01.11	01.11	THANK YOU DAY.jpg
3	Women's day	03.08	03.08	WOMENS DAY.jpg
4	World Water day	03.22	03.22	WATER DAY.png
5	World Health day	04.07	04.07	HEALTH DAY.png
6	World Redcross day	05.08	05.08	REDCROSS DAY.png
7	World Blood Donor day	06.14	06.14	BLOOD DONOR DAY.png
8	World Population day	07.11	07.11	POPULATION DAY.png
9	International Youth day	08.12	08.12	YOUTH DAY.png
10	International Chocolate day	09.13	09.13	CHOCOLATE DAY.png
11	International Music day	10.01	10.01	MUSIC DAY.png
12	World Television day	11.21	11.21	TELEVISION DAY.png
13	World AIDS day	12.01	12.01	AIDS DAY.png
14				(Ctrl)
15				
16				

Event Date entries pasted in newly added column

- ❖ All the dates will be available in the date format.
- ❖ You may give the heading to this column as Event Date and delete old Event Date column.

	A	B	C	D
1	Holiday Name	Holiday Date	Event Icons	
2	Thank you day	01.11	THANK YOU DAY.jpg	
3	Women's day	03.08	WOMENS DAY.jpg	
4	World Water day	03.22	WATER DAY.png	
5	World Health day	04.07	HEALTH DAY.png	
6	World Redcross day	05.08	REDCROSS DAY.png	
7	World Blood Donor day	06.14	BLOOD DONOR DAY.png	
8	World Population day	07.11	POPULATION DAY.png	
9	International Youth day	08.12	YOUTH DAY.png	
10	International Chocolate day	09.13	CHOCOLATE DAY.png	
11	International Music day	10.01	MUSIC DAY.png	
12	World Television day	11.21	TELEVISION DAY.png	
13	World AIDS day	12.01	AIDS DAY.png	
14				
15				
16				

Old Event Date column deleted

- ❖ After importing excel sheet, please import new date column.



3.4.3. Importing Fields having Special Characters

- ❖ If your Excel Data has special characters like double inverted comma (") kindly remove it for smooth importing of data.

3.4.4. Importing Photos

You can import photos via excel sheet. It saves your time of individual assigning photos to individual events.

- ❖ To import photos via excel sheet, we just need to enter the image name in a column. We will learn how to do it.
- ❖ In the excel sheet which contains data, add a column for photos. You may name the header as Photos or anything else that most relate to your event list. Here image column is renamed as 'Icon'.

	A	B	C	D
1	Holiday Name	Holiday Date	Icon	
2	Thank you day	01.11		
3	Women's day	03.08		
4	World Water day	03.22		
5	World Health day	04.07		
6	World Redcross day	05.08		
7	World Blood Donor day	06.14		
8	World Population day	07.11		
9	International Youth day	08.12		
10	International Chocolate day	09.13		
11	International Music day	10.01		
12	World Television day	11.21		
13	World AIDS day	12.01		
14				
15				
16				

Column inserted for photos

- ❖ In the column for photos, you are supposed to enter the name of the image with the file type extension of the particular person.
- ❖ Please remember, you have to write the file type extension with the name without which images will not be imported.
- ❖ For each entry, you can write image name. We will see this procedure with an example.
- ❖ Here in the sample excel sheet, we have first entry of 'Thank you' day. The photo of Thank you day is stored with the name THANK YOU DAY.jpg, so in the photo column, write THANK YOU DAY.jpg in front of the Thank you day entry.



Image of Thank you day with the image name

- ❖ Make sure you keep all the photos in the same folder.

	A	B	C	D
1	Holiday Name	Holiday Date	Icon	
2	Thank you day	01.11	THANK YOU DAY.jpg	
3	Women's day	03.08		
4	World Water day	03.22		
5	World Health day	04.07		
6	World Redcross day	05.08		
7	World Blood Donor day	06.14		
8	World Population day	07.11		
9	International Youth day	08.12		
10	International Chocolate day	09.13		
11	International Music day	10.01		
12	World Television day	11.21		
13	World AIDS day	12.01		
14				
15				
16				

Photo image name inserted in excel sheet

- ❖ In the same way, insert all the image names in the respective rows.

	A	B	C	D
1	Holiday Name	Holiday Date	Icon	
2	Thank you day	01.11	THANK YOU DAY.jpg	
3	Women's day	03.08	WOMENS DAY.jpg	
4	World Water day	03.22	WATER DAY.png	
5	World Health day	04.07	HEALTH DAY.png	
6	World Redcross day	05.08	REDCROSS DAY.png	
7	World Blood Donor day	06.14	BLOOD DONOR DAY.png	
8	World Population day	07.11	POPULATION DAY.png	
9	International Youth day	08.12	YOUTH DAY.png	
10	International Chocolate day	09.13	CHOCOLATE DAY.png	
11	International Music day	10.01	MUSIC DAY.png	
12	World Television day	11.21	TELEVISION DAY.png	
13	World AIDS day	12.01	AIDS DAY.png	
14				
15				
16				

Image names for all the event entries inserted

- ❖ Make sure you type accurate name of the image in front of respective name; failing to do so may result in non-assignment or wrong assignment of photos.
- ❖ It is advisable to copy the name of the image and directly paste it in the photo column to avoid any mistake while typing.
- ❖ In this way, photos can be imported with excel sheet.
- ❖ While assigning excel sheet in the Calendar Xpress, you can define the path of the folder in which the photos have been stored and get photos loaded automatically.

3.4.5. Saving Excel file in supported format

For Windows:

- ❖ Once all the changes have been made in excel sheet and it is finalized, save it with 'Save As' function. Give your excel sheet a name and select the 'Excel 97-2003 workbook' as saving format to save.

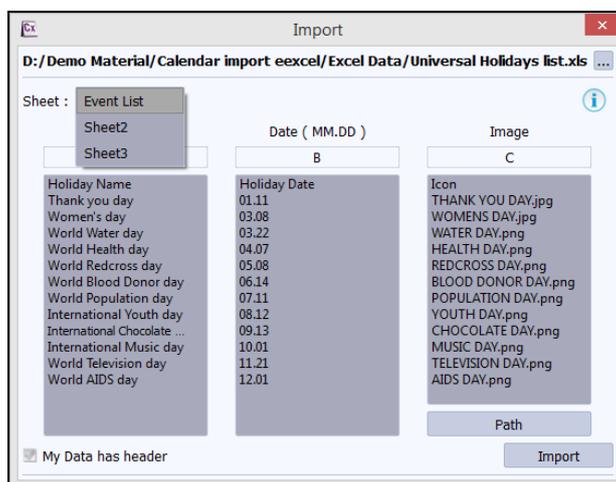
For Mac OS:

- ❖ Go to Toolbox and Select 'Check the Compatibility' option. Now select 'Excel 97' or 'Excel 2003'.
- ❖ Click on 'Save' button, Check mark the Append file extension option and save as the File in 'Excel 97-2004.xls' format.

3.4.6. Selection of Data Sheet

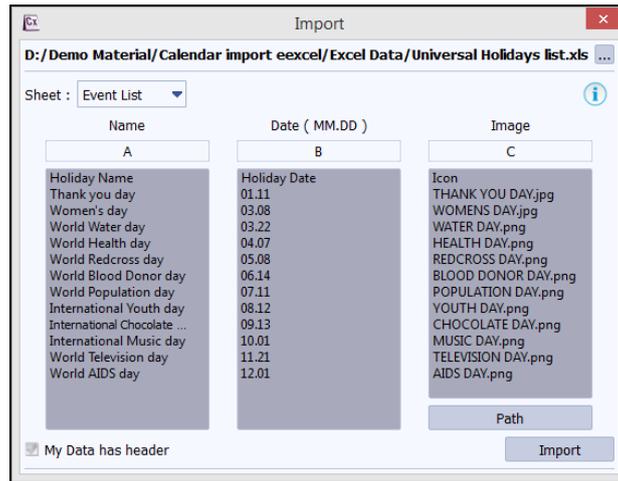
When you import excel sheet in Calendar Xpress, you have the option of selection of the sheet in which the data is stored.

- ❖ In 'Import Excel' window, you will see a 'Sheet' drop down menu. In this drop down menu, you will see all the sheets in the selected excel file.



'Excel Import' window - 'Sheet' drop down menu

- ❖ In this drop down menu, select the sheet in which the data has been stored.



Data sheet selected and data is imported

- ❖ Data will be imported in the window.

4.0. Getting into the Job

– Using the Software

In previous section, we learnt about software functionality. Now in this section we will learn how to use this software to create Calendars. We will see various available categories and sizes and various ways to create Calendars.

4.1. Predefined Categories & Sizes

4.2. Create, Edit & Delete Category *

*4.2.1. Creating a Category **

*4.2.2. Editing a Category **

*4.2.3. Deleting a Category **

4.3. Create, Edit & Delete Sizes *

*4.3.1. Creating a Size **

*4.3.2. Editing a Size **

*4.3.3. Deleting a Size **

4.1. Predefined Categories & Sizes

Calendar Xpress is versatile software that lets you use its made-to-standard, predefined categories and sizes or create * your own categories and sizes the way you want to.

The ready-to-use Calendar types, which conform to printing and binding industry standards, come in four major variants. Each of these categories has multiple size options and you can choose the size that suits the Calendar you want to design.

*Note: Features marked with * marks are only for PRO version users.*



'Select Calendar' window - Predefined Categories and their Sizes

Calendar categories are categorized into Tabletop, Wall mount, Planner and Poster.

- ❖ **Tabletop:** Make personalized Monthly, Monthly Plus, Bi-monthly, Quarterly and Half Yearly table top Calendar with or without cover. Sizes Available (Inch) are 4 x 6 - H, 6 x 4 - V, 6 x 8 - H and 8 x 6 - V.
- ❖ **Wall mount:** Make personalized Monthly, Monthly Plus, Bi-monthly, Quarterly and Half Yearly wall mount Calendar with or without cover. Sizes Available (Inch) are 8 x 12 - H, 12 x 8 - V, 12 x 18 - H and 18 x 12 - V.
- ❖ **Planner:** Make personalized Monthly Planner Calendar without cover. Sizes Available (Inch) are 8 x 12 - H, 12 x 8 - V, 12 x 18 - H and 18 x 12 - V.
- ❖ **Poster:** Make personalized Yearly Poster Calendar without cover. Sizes Available (Inch) are 12 x 18 - H and 18 x 12 - V.

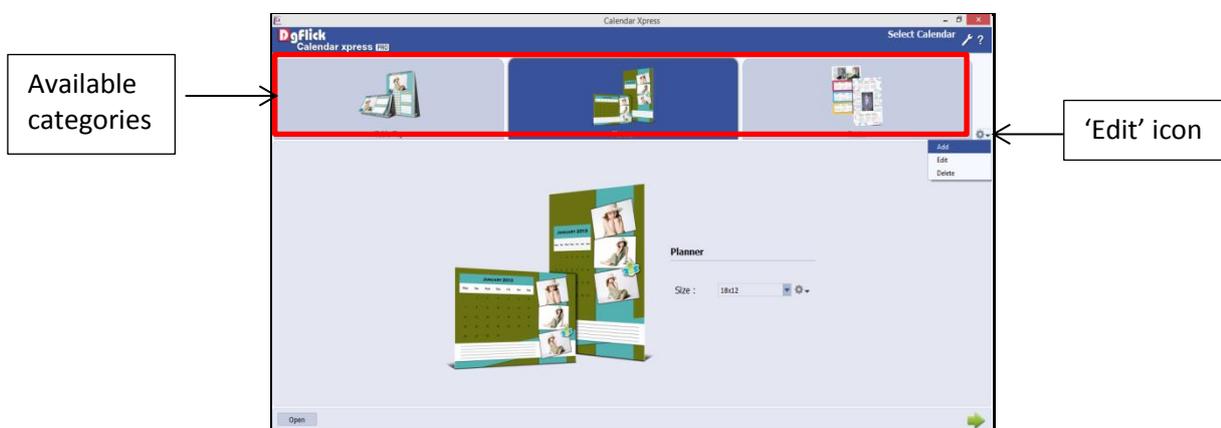
Here, H stands for horizontal calendar sizes and V stands for vertical calendar sizes.

4.2. Create, Edit & Delete Categories *

Calendar Xpress has a wide variety of predefined categories for Calendars (refer section Predefined Categories and Sizes). However, in case the Calendar category you have in mind is not among the standard categories, you could create your own category and save it for reuse, edit it or delete it as per your requirement. This section will let you know about creating, editing and deleting the predefined categories in detail.

4.2.1. Creating a Category *

- ❖ At the top of the screen, you see the available categories in the Calendar Xpress.



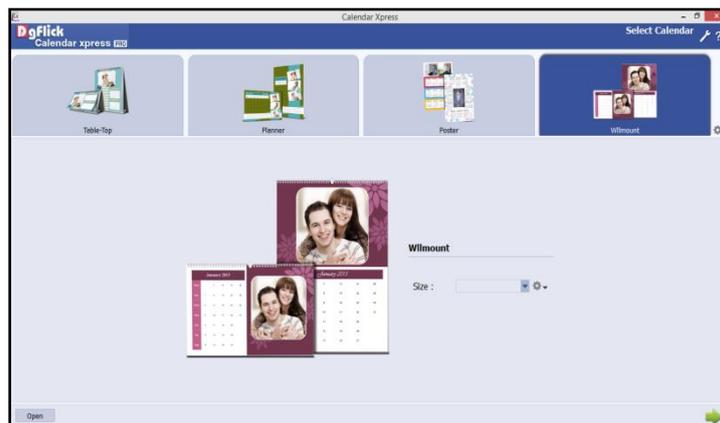
'Select Calendar' window - Predefined Categories

- ❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- ❖ Select the 'Add' option to add a new category in the 'Select Calendar' window.



'Create Category' window – Adding Category

- ❖ On the next 'Create Category' window, Fill in the fields corresponding to the,
 - 'Name': (A) The name you want for the new Category.
 - 'Ref. Image': The image you want for the Category, clicking on the 'Browse' icon (C) to the right of this field lets you choose the reference image from the path in which you saved it.
 - 'Description': (B) Give a description of the category you are creating.
- ❖ Click on 'Save' icon (D), on the lower right-hand corner to save the category you created.



The New category added

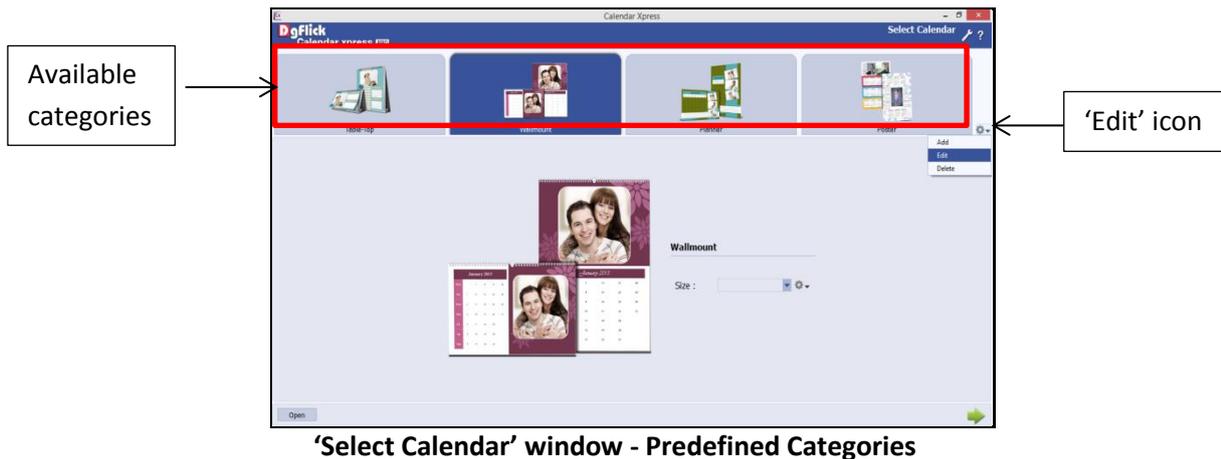
- ❖ The new category is created and can be viewed along with the predefined categories.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

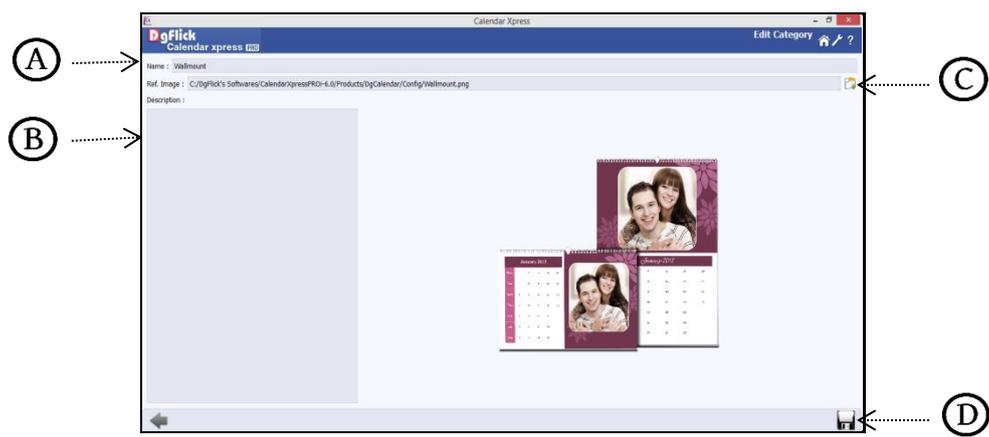
4.2.2. Editing a Category *

- ❖ At the top of the screen, you see the available categories in the Calendar Xpress.



'Select Calendar' window - Predefined Categories

- ❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the category you want to edit. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- ❖ Select the 'Edit' option to edit selected category in the 'Select Calendar' window.



'Edit Category' window – Editing Category

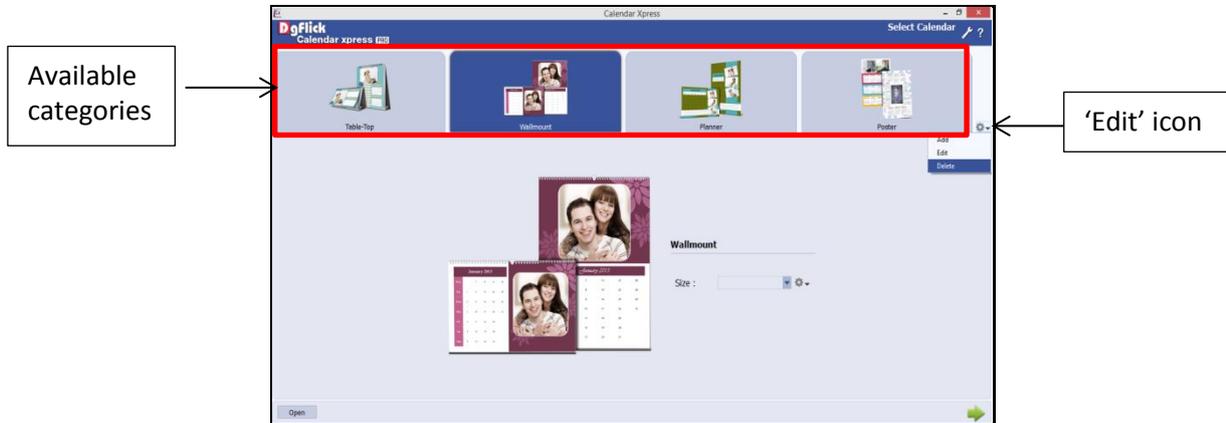
- ❖ On the next 'Edit Category' window, You can add the edits to the,
 - 'Name': (A) Edit the name as per your choice.
 - 'Ref. Image': Change the image you want for the Category, clicking on the 'Browse' icon (C) to the right of this field lets you choose the reference image from the path in which you saved it.
 - 'Description': (B) Change the description of the category as per your choice.
- ❖ Click on 'Save' icon (D), on the lower right-hand corner to save the changes you made.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.2.3. Deleting a Category *

- ❖ At the top of the screen, you see the available categories in the Calendar Xpress.



'Select Calendar' window - Predefined Categories

- ❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the category you want to delete permanently. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- ❖ Select the 'Delete' option to delete selected category in the 'Select Calendar' window.
- ❖ A dialog box asking if you are sure, you want to delete category appears on the screen.
- ❖ Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

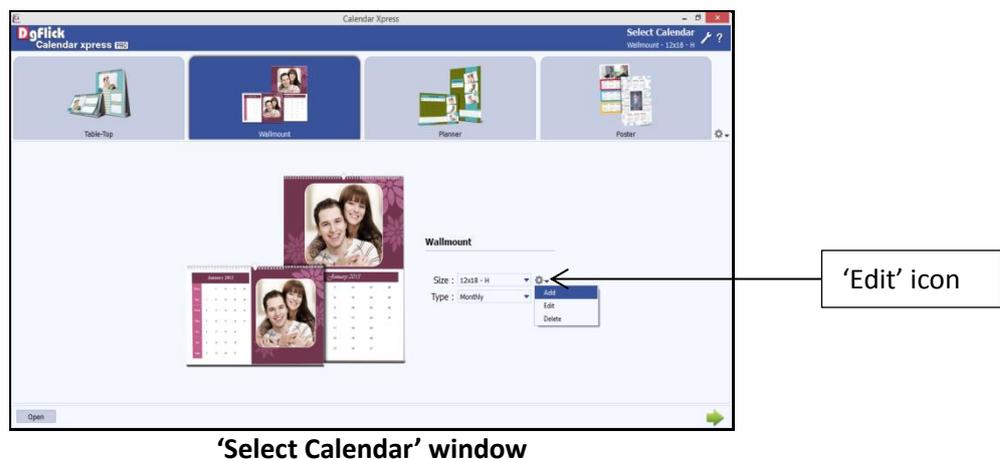
*Note: Features marked with * mark are available only for PRO version users.*

4.3. Create, Edit & Delete Sizes *

Apart from the categories, you can also create, edit and delete sizes in Calendar Xpress. You get a freedom of designing Calendar in your own size. You can define your own custom Calendar parameters such as Cover, Back and Page. This section will let you know about creating, editing and deleting the predefined sizes in detail.

4.3.1. Creating a Size *

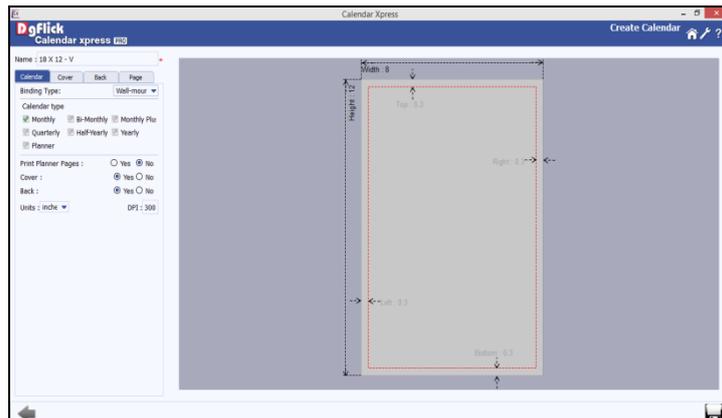
- ❖ Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Calendar' window.



- ❖ You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the category in which you want to add new size. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- ❖ Select the 'Add' option to add a new size in the selected category.
- ❖ On the next window: 'Create Calendar' window, Fill in the fields corresponding to the,
- ❖ 'Name': add new name for the new Calendar size.
- ❖ Add the Calendar parameters.
Binding type

Calendar type: the types selected here will be available for choice at the time of actual calendar creation.
 Planner page choice
 Cover choice
 Back cover choice
 Units and DPI.

- ❖ If you have selected cover and back for the calendar size, manage the following parameters for the cover, back and inner pages of the calendar in 'Cover', 'Back' and 'Page' tab.
 Width and height
 Margins (Left/Right/Top/Bottom)



The 'Create Calendar' window

- ❖ Click on 'Save' icon on the lower right-hand corner to save the size you created.
- ❖ The new Calendar size is created and can be viewed along with the other Calendar sizes.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

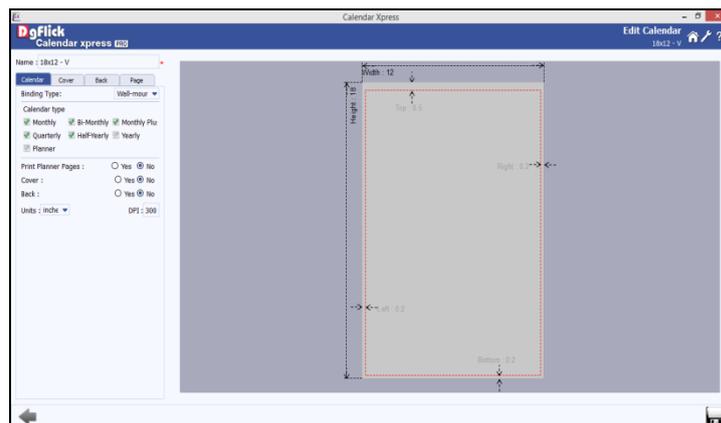
4.3.2. Editing a Size *

- ❖ Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Calendar' window.
- ❖ You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the size, which you want to edit. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.



'Select Calendar' window

- ❖ Select the 'Edit' option to edit selected size in the selected category.
- ❖ On the next window: 'Edit Calendar' window, Edit in the fields corresponding to the,
- ❖ 'Name': edit the name as per your choice.
- ❖ Edit the Calendar parameters.
 - Binding type
 - Calendar type: the types selected here will be available for choice at the time of actual calendar creation.
 - Planner page choice
 - Cover choice
 - Back cover choice
 - Units and DPI.
- ❖ If you have selected cover and back for the calendar size, manage the following parameters for the cover, back and inner pages of the calendar in 'Cover', 'Back' and 'Page' tab.
 - Width and height
 - Margins (Left/Right/Top/Bottom)



The 'Edit Calendar' window

- ❖ Click on 'Save' icon on the lower right-hand corner to save the changes you made.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

Note: Features marked with * mark are available only for PRO version users.

4.3.3. Deleting a Size *

- ❖ Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Calendar' window.



'Select Calendar' window – drop down menu of the available sizes

- ❖ You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the size, which you want to delete permanently. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- ❖ Select the 'Delete' option to delete selected size in the selected category.
- ❖ A dialog box asking if you are sure, you want to delete size appears on the screen.
- ❖ Clicking on 'Yes' deletes the size permanently; clicking on 'No' aborts the operation.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

Note: Features marked with * mark are available only for PRO version users.

5.0. Exploring the World of Designing – Design Calendars

In previous section, we learnt about managing Calendar categories. In this section, we will learn how to create Calendars.

5.1. Automatic Calendar Creation

5.2. Personalize Calendar with Calendar Xpress

5.3. Create Company Calendars with Calendar Xpress

5.4. Add Events to the Calendars

5.4.1. Events from a Ready Category

5.4.2. Event Library of your own

5.4.3. Import Events via XLS file

5.5. Managing Month Blocks

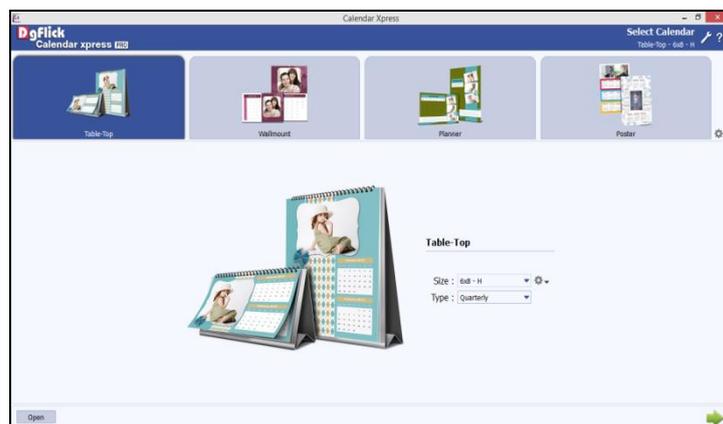
5.6. Manage the Photos

5.1. Automatic Calendar Creation

Using Calendar Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting category, size and photo and the Calendar is ready in a quick way. Wizard to make your task simpler supports it.

The Process

- ❖ On the 'Select Calendar' window, select the Category and size you would like to use for the Calendar.



The 'Select Calendar' window

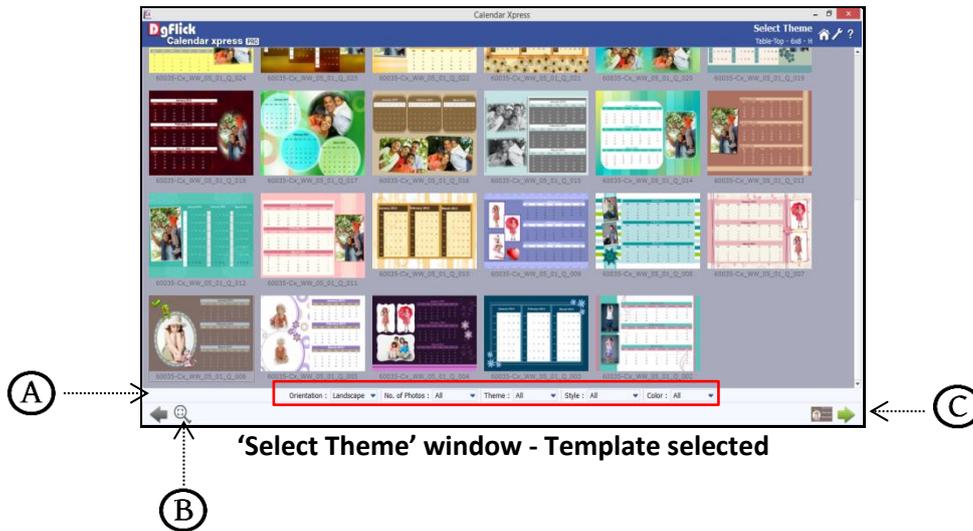
- ❖ Click on 'Next' button ① on the lower, right-hand corner to go to 'Select Theme' window.

Select Theme

- ❖ On the 'Select Theme' window, you can see the various templates for the Calendar.
- ❖ You can filter the parameters for the template selection as per your choice. Shown in the 'Option bar' ①A at the bottom of the page.
 - **Orientation:** The default orientation for the Calendar size will be show in the box. However, you could change this by clicking on 'Orientation' drop down menu.
 - **Number of photos:** Decide the number of photos to be used in the Calendar by clicking on 'No. of Photos' drop down menu.
 - **Theme:** The theme for the Calendar can be chosen by clicking on 'Themes' drop down menu.
 - **Style:** Clicking on the style drop list gives you the styles available for the Calendar. Choose the style by

clicking on 'Style' drop down menu.

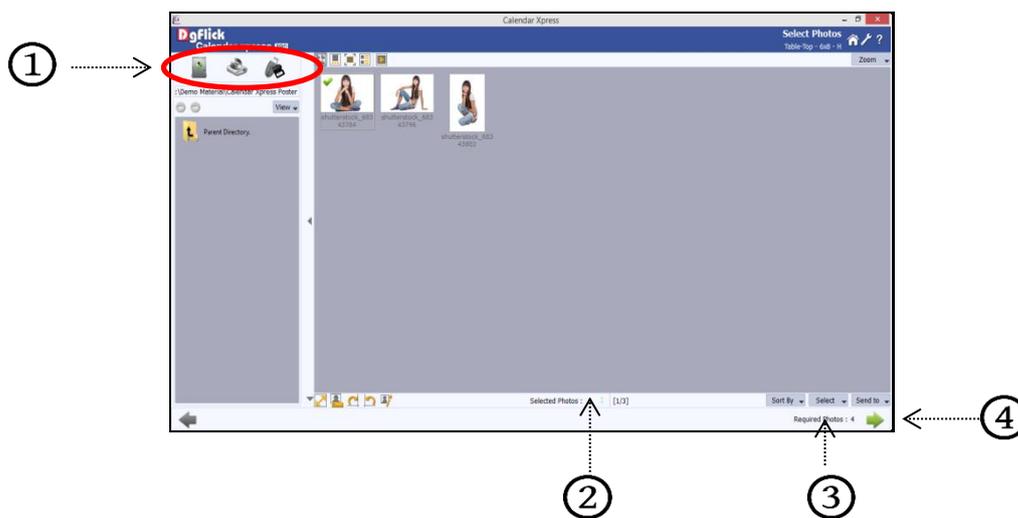
- o **Color:** Choose the color you want to style the Calendar in by clicking on 'Color' drop down menu.



- ❖ Select the template you want by clicking on it. The selected one has a green tick symbol on the top left-hand corner. In addition, the selected template can be seen on the bottom right hand corner.
- ❖ Clicking on 'Adjust Thumbnail Size' button (B) allow you to alter the size of the thumbnails.
- ❖ After selecting the template, click on 'Next' button (C) to move on to the 'Select Photos' window.

Select Photo

- ❖ On the 'Select Photos' window, select the photos for the Calendar.



The 'Select Photos' window

- ❖ You have the option of selecting the photos from the various available options (1).

Hard disk

CD/DVD

USB

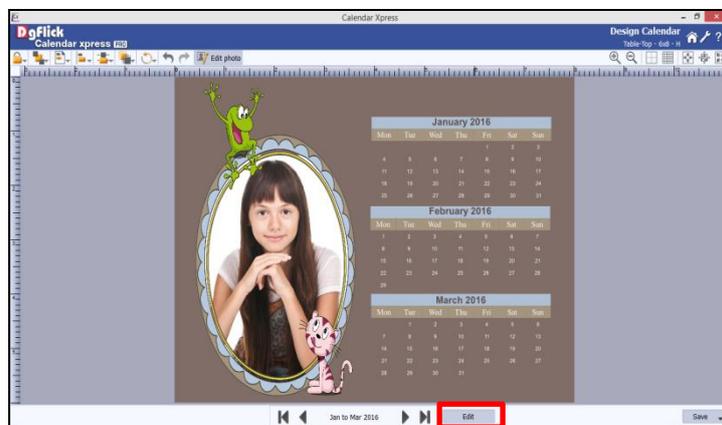
- ❖ You can make changes to the photos using the options listed at the bottom of the page. (for details refer

Section Manage the photos)

- ❖ 'Selected Photos' shows the number of photos selected.
- ❖ You can see no of photos required for the Calendar from 'Required Photos' ③.
- ❖ Once you select the required number of photos, click on 'Next' button ④ to go to the 'Design Calendar' window.

Design Calendar

- ❖ The Calendar is now ready with the selected photos and can be viewed in the 'Design Calendar' window.
- ❖ If you want to edit the calendar click on the 'Edit' option.



'Design Calendar' window – 'Edit' option

- ❖ Calendar will be opened for editing. You can use various tabs at the bottom option bar to edit the calendar.

Event

- ❖ Click on 'Events' tab on the option bar to insert events to the Calendar.
- ❖ Select the desired event collection and add the events. (For details, refer section 'Add events to the Calendars')
- ❖ Select the event collection and click on 'Add' button to add the events to the calendar.



'Design Calendar' window – Events added from 'Events' tab

Color correction

- ❖ 'Color Correction' tab helps you to color correct photos instantly. The instant color correction feature helps you to color correct photos according to the background.
- ❖ You can color correct multiple photos at a time. Select the photos you wish to color correct.



'Design Calendar' window - 'Color Correction' tab

- ❖ From 'Brightness, Contrast and Gamma' sliders ^①, you can adjust the brightness, contrast and gamma of the photos.
- ❖ To adjust the red, green and blue value of the photos, use the 'Red, Green and Blue' sliders ^②.
- ❖ From 'Reset all' button ^③, you can reset all the color corrections in single click.

5.2. Personalize Calendar with Calendar Xpress

You can edit your already created Calendar in a very easy way with the help of following process. In this section, we will edit the Calendar, which we created in previous section.

The Tool Bar

The tool bar at the top of the screen has a variety of options that makes Calendar Xpress user friendly and easy to work with. If you any tools are unavailable in the window, you can make them visible from 'Preferences' tab. These options are explained below.

Table The Tool Bar	
Icon	Use
<Lock/unlock objects> 	Can be used to lock or unlock the photos as per the requirement.
<Arrange objects> 	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<Page based alignment> 	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment> 	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<Equal spacing> 	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<Equal size> 	Helps to equalize the size of photos on a page. Select the photos for which you wish to make size changes. Then click on this tool and select the parameter for equalizing: Width, Height and Size.
<Rotate object> 	Rotates the object. You can rotate the object with or without frame with sliders  . You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally  .

<Edit photo> 	Helps you to use enhance the photos.
<Undo> 	To reset the change you made to the page.
<Redo> 	To redo a change you made to the page.
<Show/hide margins> 	Shows/hides the margins on the page.
<Show/hide gridline> 	Shows/hides the gridlines on the page.
<Zoom in> 	For zooming the page in.
<Zoom out> 	For zooming the page out.
<Fit to screen> 	Adjusts the page size such that the page fits the screen.
<Actual Size> 	Shows the actual size of the page.
<Full size> 	View page in full size.

The Process

Open the calendar from the 'Open' button on the 'Home' window. You will see the Calendar in 'Design Calendar' window. You can edit it and add a personal value to Calendar in following way.

- ❖ Click on 'Template' tab on the option bar to insert the templates of your choice.
- ❖ Click on  to filter the templates according to Orientation, No. of photos, Color, Theme, Style and Default.
- ❖ Select the desired filtration type and click on 'OK'.
- ❖ Double click on the desired template to be applied.
- ❖ If you are designing multipage Calendar, then with 'Apply to all' option you can apply selected template on all the pages of the Calendar.



'Design Calendar' window

- ❖ Instead of changing template manually, you can change it automatically. The 'Change Template' option will help you to change the template.
- ❖ Template with similar number of photos will be applied.
- ❖ You can apply the previous template with the help of the 'Previous' icon  available just behind the 'Change Template' option.

Background

- ❖ You can also change the background.
- ❖ Click on the 'Background' tab on the option bar to select the background for the Calendar or to fill it with any solid color.
- ❖ Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the 'Browse' button ^①. The last 15 paths used can be viewed.



'Random tone on all pages' and 'Fit to size' option

'Ready Tone' and 'Remove' option

'Design Calendar' window - 'Background' tab

- ❖ If you select the folder of background having sub folders, the sub folders will appear in the place of categories. In this way, you can access multiple folders easily.
- ❖ To use a background, double click on it or drag and drop it on the canvas from the option bar.
- ❖ Uncheck the 'Fit to size' check box on the Background tab to expand the background on the page.
- ❖ To fill the canvas with one single solid color, click on 'Color Picker' ② and place it on the color you wish to use as background for the Calendar. The whole page now gets a background of that color.
- ❖ Click on the 'Ready Tone' button on the 'Background' tab to select from a range of 18 ready tones available for each background.
- ❖ To change the tone, double click on the chosen tone.
- ❖ You can remove the background with the 'Remove' button.
- ❖ Click on 'Random Tones on All Pages' button to apply random background tones to all the pages.
- ❖ You could also use a photo of your choice as the background for the Calendar. To do this, click on the 'Photo' tab to view the selected photos. Check the box 'Set Photo as Background' button at the top and then double click on the photo. The photo now serves as a background to the page.



Calendar with photo as background

- ❖ **Photo Quality Indicator:** The quality of photos used in the Calendar must be good to ensure clarity in the final product. Calendar Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

Photos

- ❖ Click on the 'Photo' tab on the 'Design Calendar' window to access the photos of your choice.
- ❖ You could browse photos and even access the last 15 paths you have used.



'Design Calendar' window – 'Photo' tab

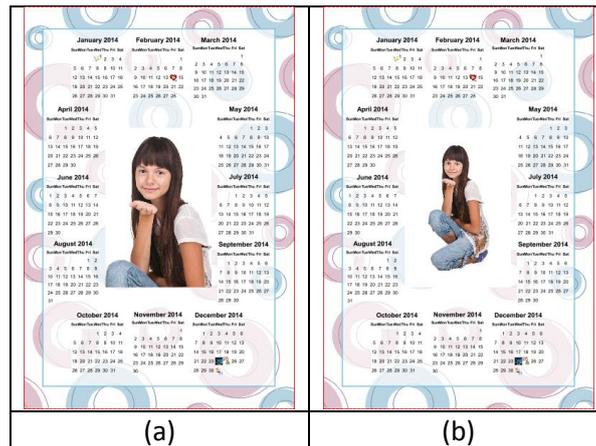
- ❖ Sort the photos by clicking on 'Sort By' button **A**.
- ❖ Filter the photos by their used status from 'Filter' option.
- ❖ To use a photo, either double click on it or drag and drop it on the canvas.
- ❖ To insert multiple photos at a time, keep the control key pressed and keep on selecting the photos you want to insert.
- ❖ Use the 'Add Photos' button to insert all the photos at once.
- ❖ Resize and place the photo at the desired place by dragging it.
- ❖ To replace any existing photo in the calendar, just select the existing photo and in the 'Photo' tab, double click on the desired photo or drag and drop the photo on the existing photo to replace.



Photo replaced

Zooming In/Out

- ❖ While working on the Calendar you can focus your attention on a specific area of the page by zooming in or take a look at the 'larger picture' by zooming out. You can use a combination of these options to obtain the desired level of visibility on the page.
- ❖ **How to:** Click on the photo you want to work on and then use the scroll wheel of the mouse to zoom in or zoom out as per your requirement.



(a) Zooming in; (b) Zooming out

Panning

- ❖ Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the canvas area. This gives access to the areas that would otherwise remain obscure given the size of the photo.

- ❖ **How to:** Place the cursor over , which then changes to  or the 'hand symbol'. Now use your mouse to take hold of the photo and move it around to get to the area you wish to work on.

Swapping Photos

- ❖ Many a times you need to swap photos on a page as you go along. However, the borders if applied to the photos are not swapped.
- ❖ **How to:** Select the photos you wish to swap by keeping the ctrl key pressed. When both the photos are selected, the 'Swap' icon appears . Click on the icon to swap the photos.

Border

- ❖ Click on 'Border' tab on the 'Design Calendar' window to select the border that you want for the photo.
- ❖ You could browse and select a border of your choice from the path in which you have saved it.



'Design Calendar' tab – 'Border' tab

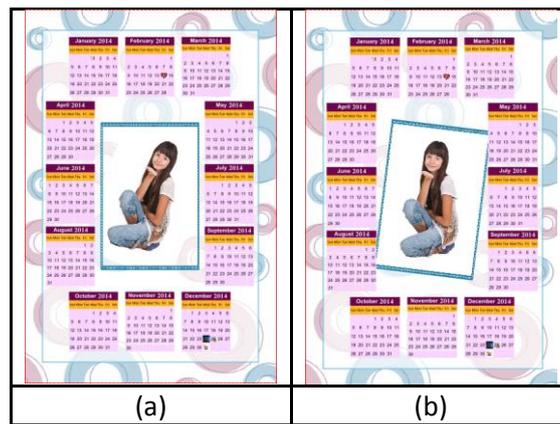
- ❖ Double click on the border or drag and drop the border on the photo to apply.
- ❖ You could change the color of the border to better suit the photo by clicking on the 'Ready Tone' button. There are 18 ready tones available for use.
- ❖ Choose the ready tone you want and double click on it to apply it to the photo border.
- ❖ Remove the border with 'Remove' option.
- ❖ You can transform these borders freely on the page.

! Additional icons on the 'Design Calendar' – Border tab:

- 'Flip Vertical' ^①: To flip the border vertical.
- 'Flip Horizontal' ^①: To flip the border horizontally.
- 'Rotate CW90' ^①: To rotate the border 90 degrees.
- 'Rotate CW180' ^①: To rotate the border 180 degrees.
- 'Rotate CW270' ^①: To rotate the border 270 degrees.

Rotating Photos

- ❖ Rotating photos in a Calendar keeping the creative design in mind adds to the overall presentation of the pages. Calendar Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.
- ❖ To rotate the photo within the frame: keep your cursor on the rotate icon  that is seen when you select a photo. Once the 'hand' symbol appears use the mouse to rotate it in the direction of your choice.
- ❖ To rotate the photo along with the frame: 'Unlock' the photo by clicking on . Now keep your cursor on  and use the mouse to rotate the photo with the frame when the 'hand' appears.



Rotating: (a) the photo in the frame; (b) the photo with the frame

Right Clicking

- ❖ While working on Calendar Xpress, you could use the right click button to get several options right then and there.
- ❖ Right clicking outside photos: As seen in image, right clicking outside photos lets you access the following options directly:
 - The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline and Rotation.
 - The 'Flip Page' option to flip the page either vertically or horizontally.
- ❖ Right clicking on the photos: Using right click after selecting a photo lets you access the following options directly:
 - Cut, copy, paste (in case an element has been copied) and delete.
 - The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Outline, Rotation and Blend and copy, paste and clear effect.
 - Arrange objects- Send to Back, Send Backward, Bring to Front and Bring Forward.
 - Align to page- Top Left, Top Center and so on.
 - The 'Flip Page' option to flip the page either vertically or horizontally.
 - The 'Find' option to find the source of the object.

Mask

- ❖ Click the 'Mask' tab on the option bar to select the mask of your choice.
- ❖ Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it. You could even access the previous 15 paths ③.



'Design Calendar' window – 'Mask' tab

❖ You can transform these masks freely on the page.

! Additional Icons on 'Mask' tab

- 'Rotate CW90' ②: To rotate the mask 90 degrees.
- 'Rotate CW180' ②: To rotate the mask 180 degrees.
- 'Rotate CW270' ②: To rotate the mask 270 degrees.
- 'Flip Vertical' ①: To flip the mask vertical.
- 'Flip Horizontal' ①: To flip the mask horizontally.

Clipart

- ❖ Click on the 'Clipart' tab on the option bar for a listing of the available clip-arts. You get cliparts of different themes.
- ❖ Double click on the clip-art of your choice or drag and drop it onto the canvas to use it on the page.
- ❖ You could even use your own clip-arts by accessing them using , where the last 15 paths accessed are available.
- ❖ Click on 'Ready Tone' button ① to access the ready tones for the clip-arts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page setup by double clicking on the ready tone.

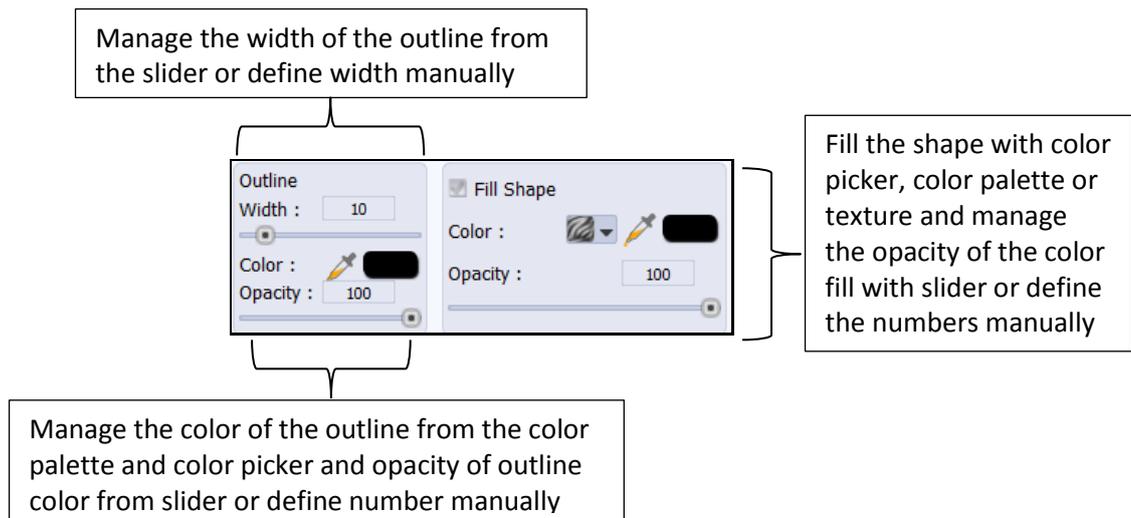


'Design Calendar' window – 'Clipart' tab

❖ In the same way, you can add cliparts on the page and manage their place.

Shape

- ❖ Click on 'Shape' tab on the option bar to select a shape you would like to add to decorate the page.
- ❖ Double click on the shape or drag and drop onto the canvas.
- ❖ You can align and resize the shape or rotate it using  icon on the shape.
- ❖ To customize the shape according to your taste, use the 'Custom' panel available at the right side of the tab.



Shape customizing options

- ❖ Same way you can add multiple shapes according to your design.

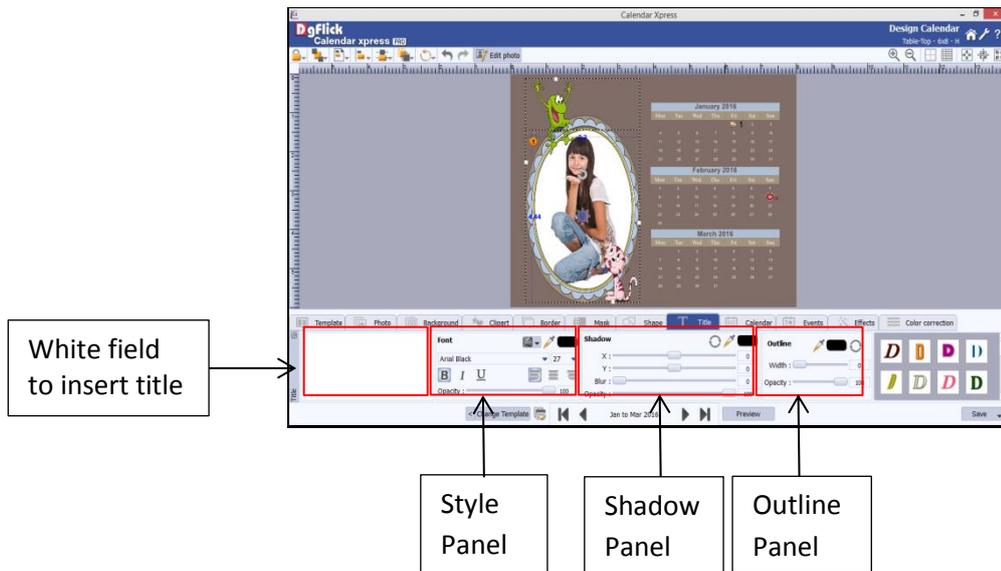


'Design Calendar' window – 'Shape' tab

Title

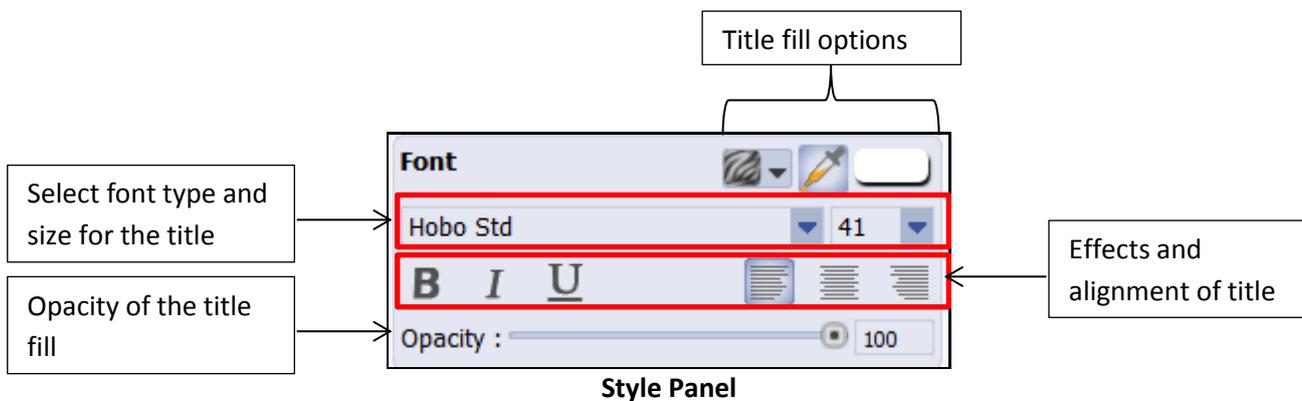
- ❖ You can insert titles from the 'Title' tab.
- ❖ Click on the 'Title' tab to add or amend a title for the photo.
- ❖ You can do several creative things with title. Let us have a look.

- ❖ First, use the white space to insert the title on the page.



Inserting the title

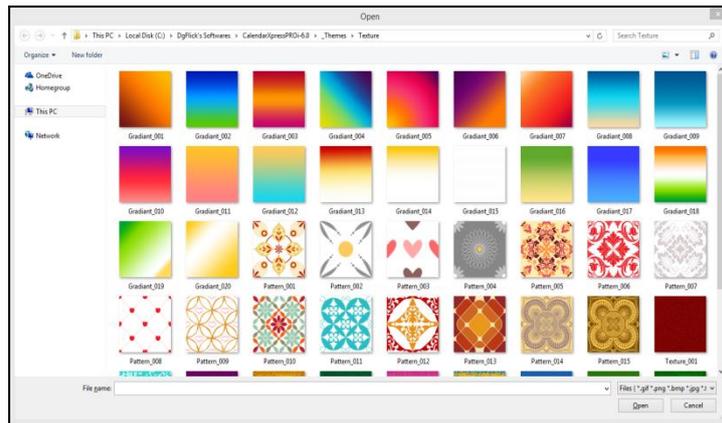
- ❖ There are three panels in the window.
 - Style Panel: This panel allows you to set the style of the title.



- Set the font type and size from Style Panel.
- You can also apply the effects like bold, italic and underline from the Style Panel. The alignment of the title can also be managed.
- The title can be filled with solid color or any texture. Let us fill the title with solid color.
- Use the color picker or color palette to select the color for the title.
- If you want to fill title with any texture, 'Title' tab helps you with the texture tools.
- Click on the 'Texture' icon . You will see 'Browse' option.

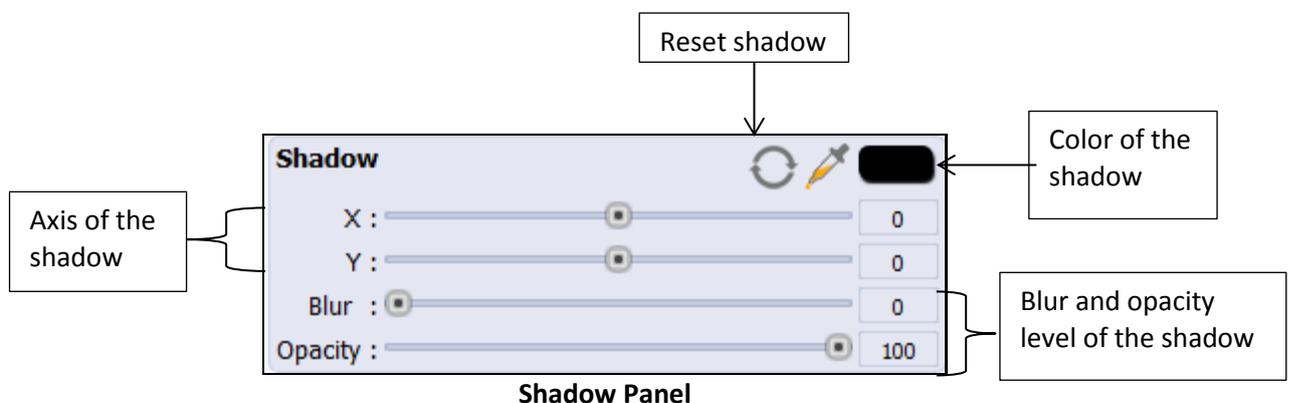


- Once you click on the option, you will be redirected to a window where you can select the image you want to insert as texture.
- DgFlick provides you 50 ready textures.



Ready textures by DgFlick

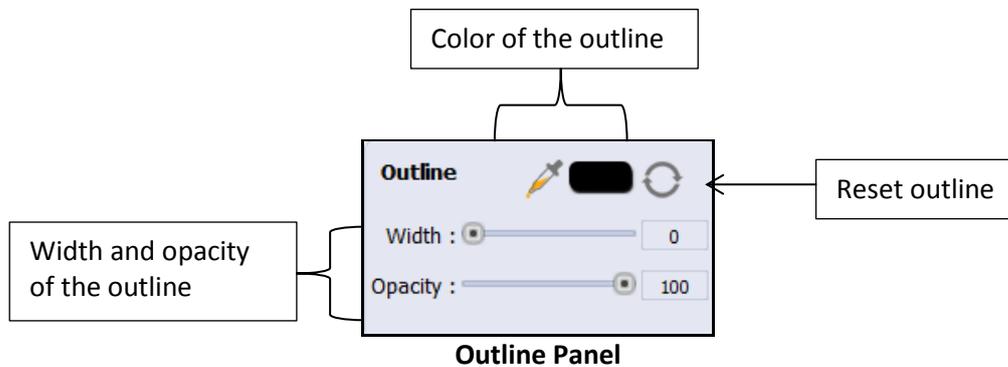
- You may browse and use your own textures as well.
- Select the texture image and click on 'Open' option.
- The texture will appear in the title. You may set the texture in the 'Tile' and 'Stretch' style. These options get visible after you click on 'Texture' icon.
- You can manage the opacity of the title fill from the opacity slider. You can also insert the values manually.
- Shadow Panel: you can give shadow effect to the title from this panel. There are various tools in the panel to customize the shadow effect.



- Use the color picker or color palette to select the color for the shadow.
- Axis of the shadow can be manipulated. You have got X and Y sliders to manage axis. You can either use

the sliders or enter the values manually.

- The blur and opacity level of the shadow can be manipulated from the respective slider.
- Reset the shadow with 'Reset' icon .
- Outline Panel: An outline can be given to the title with desired effect.



- The color of the outline can be selected via color picker or color palette.
- Width and opacity of the outline is customizable and can be managed with either sliders or value box.



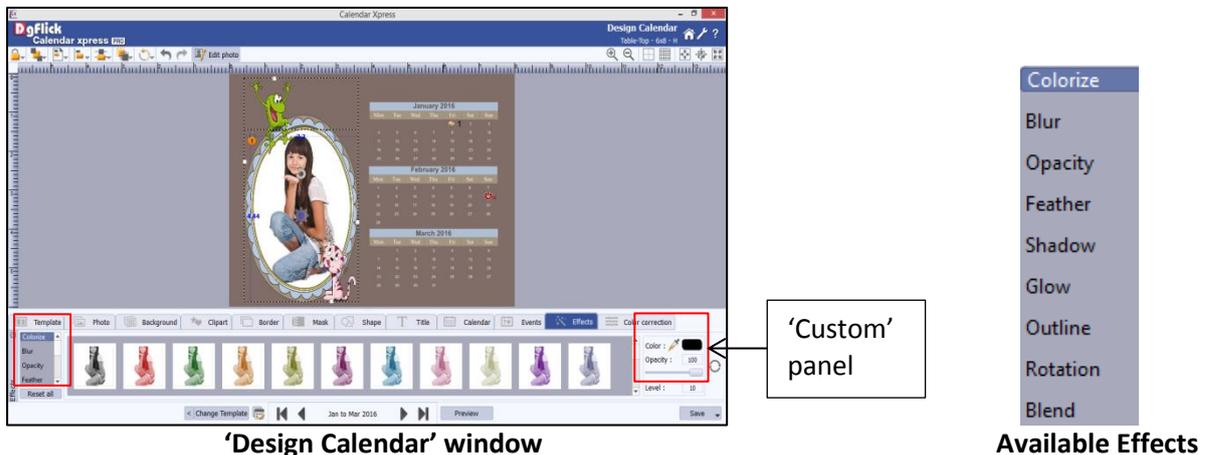
- The outline can be reset with the help of 'Reset' icon .
- ❖ In the same way, multiple titles can be added and placed at the desired place.

Effects

- ❖ To apply effects to the Calendar pages; click on 'Effects' tab on the option bar.
- ❖ There are nine different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, and Presets . Apply the desired effect on the photo.
- **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. To manually make changes or customize, use the 'Custom' panel available at the right side

of the tab and change the color, opacity and level using 'Color Picker' and sliders. Reset the effect with 'Reset' option .

- **Blur:** You could give a blurred appearance to some photos to make the page visually more appealing. Click on the photo you need to blur and then select the preset of your choice under this option. Use the 'Custom' panel available at the right side of the tab and increase or decrease the level or blurriness using the slider.



- **Opacity:** Add opacity to the photos by selecting the presets available under this option. You could also manually choose the level of opacity from the 'Custom' panel available at the right side of the tab.
- **Feather:** Apply the feather effect to the photos by clicking on the photo and then selecting the preset of your choice. Use the 'Custom' panel available at the right side of the tab to manually change the values of the feather using the slider.
- **Shadow:** To apply the shadow effect to the photos, click on 'Shadow' and then choose from the available presets. Use the 'Custom' panel available at the right side of the tab and to apply the shadow by doing settings manually.
- **Glow:** Apply the required presets under the 'Glow' option by clicking on the photo and then clicking on the preset. Use the 'Custom' panel available at the right side of the tab for changing your blur, color and opacity values.
- **Outline:** Select the photo and click on the preset of your choice to apply the outline. To customize the outline, Use the 'Custom' panel available at the right side of the tab and create the outline of your choice by filling in the values in these fields.
- **Rotation:** The photos on the Calendar page can be rotated using the predefined presets under the 'Rotation' option. Use the 'Custom' panel available at the right side of the tab to flip the photo horizontally and vertically by using  and , respectively.
- **Blend:** There are 12 blending modes that help you achieve the desired effect for the photo. Click on the photo and then select the blend option of your choice to apply.

Calendar

- ❖ Although, Calendar Xpress automatically makes calendars with month blocks, we can customize these

blocks and set them as we desire.

- ❖ Click on 'Calendar' tab on the option bar to change the format and style of the Calendar block.



'Design Calendar' window – 'Calendar' tab

- ❖ There are different tools that will help you to manage the calendar date and weekdays color, style, font and much more.
- ❖ Calendar Xpress provides you fullest customization facility. Customize the month block and apply it on all the pages or on all the other month blocks with 'Apply to all pages'. (For details, Refer section Managing Month Blocks)
- ❖ In this way, the Calendar is personalized, now you can save the Calendar and export it.

5.3. Create Company Calendars with Calendar Xpress

With Calendar Xpress, you can also design Company Calendars. In Company Calendars, you get logo, name, etc. added on calendar which has been set by you in the 'Preferences' window – 'My Profile' tab.

- ❖ Select category and size for the calendar.
- ❖ In 'Select Theme' window, select any corporate theme by sorting themes from various sort options.



'Select Theme' window

- ❖ Once you select theme, move to the next process from 'Next' button.
- ❖ In 'Select Photos' window, select the photos for the calendar.



'Select Photos' window

- ❖ Once you click on 'Next' button, you are redirected to the 'Design Calendar' window where you can see calendar is ready with selected theme and photos.
- ❖ You will see that the logo and name defined by you in the preferences has appeared on the calendar.
- ❖ You may redefine the position of the logo and name. If you have modified the position, you can apply the same positioning to all the pages in one click. In Calendar Xpress, you get an 'Apply current page design to all pages' icon . Click on this icon and apply changes to all pages.



'Design Calendar' window - Calendar is ready

- ❖ If you want to add contact information on the calendar, right click on the page anywhere. A quick access option bar will be opened.
- ❖ You will get an 'Objects' option at the bottom of the access bar. Expanding the 'Objects' option will make more options visible.



Quick access bar – ‘Objects’ option expanded

- ❖ You can select the ‘Add Contacts’ option and add the contact details on the calendar which were defined by you in the ‘Preferences’ window.
- ❖ You can manage the place of the contact details as per the design. You may manage the effects of the contact from the ‘Title’ tab.
- ❖ To apply the changes made in contact on all the pages of the calendar, click on the ‘Apply current page design to all pages’ icon . The changes will be updated on all the pages.



Contact details added and effect modified

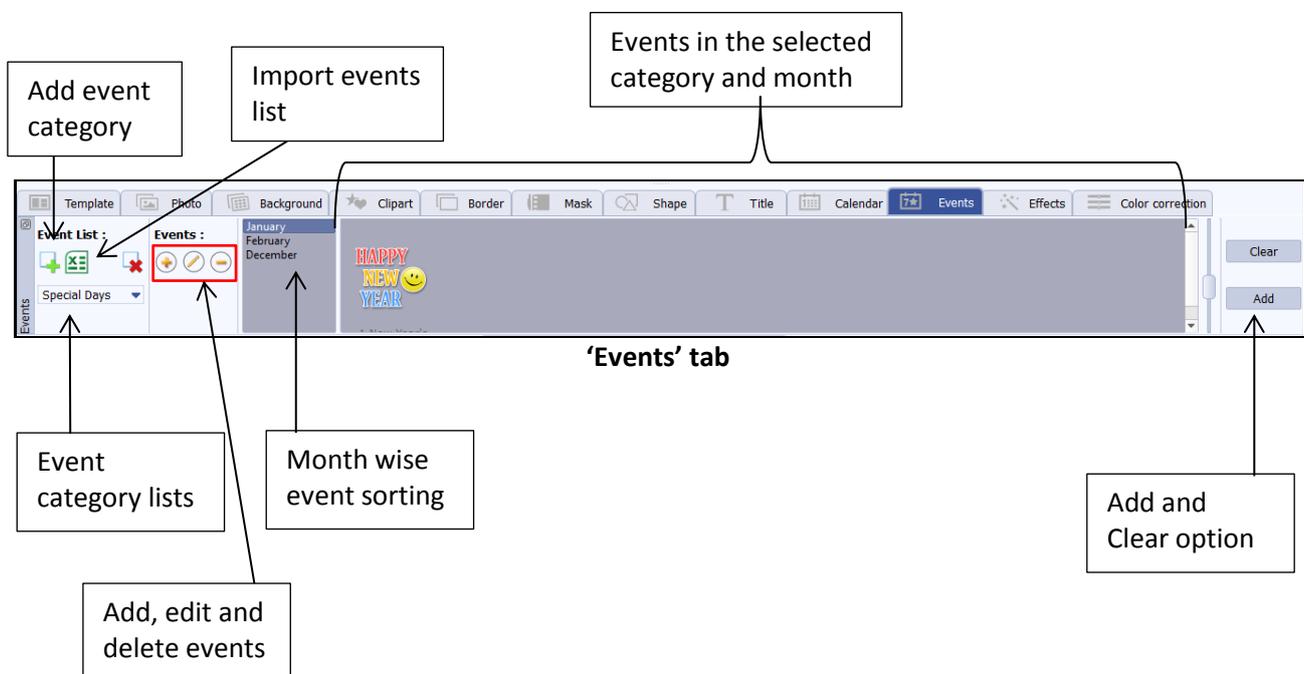
- ❖ In case you have not selected the corporate calendar design and you want to add logo and other details, the ‘Objects’ option in Quick access bar will help you.
- ❖ Whenever you make any changes in ‘My Profile’ tab in ‘Preferences’ window and you want to update the changes in the current project, just select the ‘Update Company Name/Logo/Contact’ in the ‘Objects’ option in Quick access bar and get the changes updated in one click.
- ❖ You can also add ready presets of the month name and year, which are currently displayed on the page. For example, if your current calendar page is bi-monthly and showing January and February, then you will get ready preset of January and February. When you go to the next calendar page from the navigator, you will get the presets of March and April.
- ❖ You can insert these presets by clicking on the required preset.
- ❖ From ‘Title’ tab, you can change font type, size and style of the preset inserted. In addition, you can also apply various ready presets.

- ❖ From 'Year' option, you can add ready preset of the year, which is currently displayed on the page. For example, if your current calendar page is bi- monthly and showing December 2013 and January 2014, then in the 'Year' option, you will get ready preset of 2013 and 2014. When you go to the next calendar page from the navigator, you will get the preset of 2014 as both the months i.e. January and February lie in 2014.
- ❖ You can insert these presets by clicking on the required preset.
- ❖ From 'Title' tab, you can change font type, size, and style of the preset inserted. In addition, you can also apply various ready presets.
- ❖ The special feature of these ready presets is; it generates in the language you chosen for the calendar.
- ❖ Apply the events from the 'Events' tab.
- ❖ In this way, the corporate calendar can be designed and logo and name can be added and modified.

5.4. Add Events to the Calendars

Calendar Xpress allows you to add personal events to the Calendar. This section guides you on how to add events to the Calendar.

In 'Design Calendar' window, the 'Events' tab, allows you to add and manage events.



There are various ways to add events to the Calendar.

- ❖ Events from a ready category
- ❖ Events library of your own
- ❖ Import events via XLS file

5.4.1. Events from a ready category

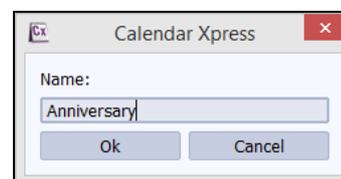
- ❖ You can add events from ready categories given in the software. A category of special days is given in the software from which you can add events.
- ❖ To add the events from the ready category, select the category from the drop down menu.
- ❖ The events will be displayed in the 'Events' tab. for the convenience of the user, events are sorted month wise. Just select the desired month and view the events fall in that month.

- ❖ To apply the events displayed in the 'Events' tab, click on the 'Add' button.
- ❖ The events will be added in the calendar in the respective month.
- ❖ The 'Clear' option will clear all the events currently applied on the calendar.

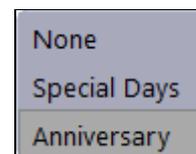
5.4.2. Event Library of your own

- ❖ Calendar Xpress have no limit for adding events. Add events easily and fill the Calendar with events.
- ❖ You can add category of your own and can add events manually in the created category.
- ❖ Click on the 'Add' icon  located next to the event drop down menu in the 'Events' tab and add new category.

- ❖ Give name to your event category and click on 'OK'.



- ❖ You can see the created event category in the 'Events' tab.



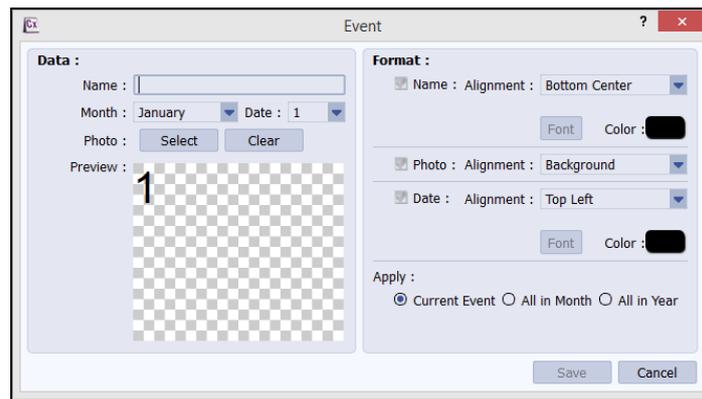
- ❖ From 'Delete' icon , delete the unwanted category. The events in the deleted category will also be deleted.

- ❖ You can add events in any of the category.

- ❖ To add any event, first select the category in which you want to add the event.

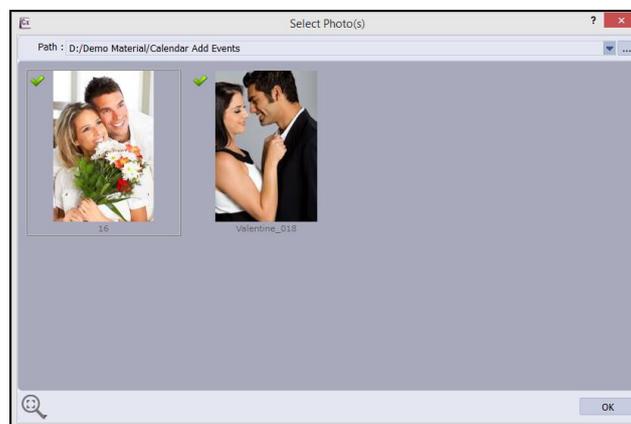
- ❖ We will see the procedure step by step. Click on 'Add' button  to add the event.

- ❖ A new window will appear on the screen. In this window you need to specify all the details of the event.



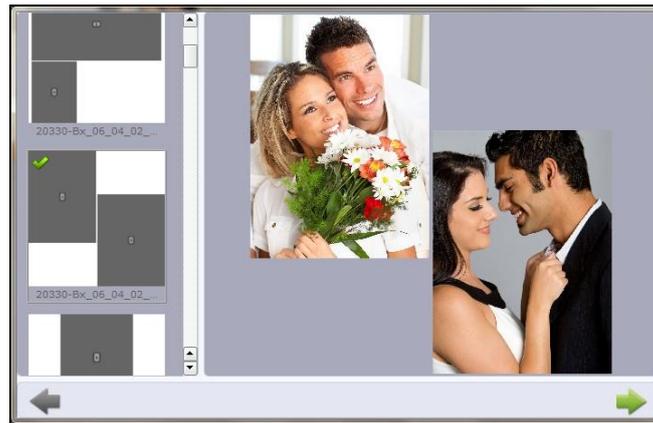
Blank window to add event

- ❖ Type the name of the event in the blank space provided next to the 'Name' option.
- ❖ Select month and date from 'Month' and 'Date' drop down menu.
- ❖ You can add multiple photos in a single date block.
- ❖ To add photos, click on 'Select' button next to 'Photo' option.
- ❖ You will be redirected to new window from where you can browse and select the photo folder.
- ❖ The photos in the selected folder will be displayed here. Select the desired photos and move on to the next process with 'Ok' button.
- ❖ When you choose multiple photos, software asks you to choose the layout for the photos. Software provides multiple layouts from which you can choose any one as per choice.



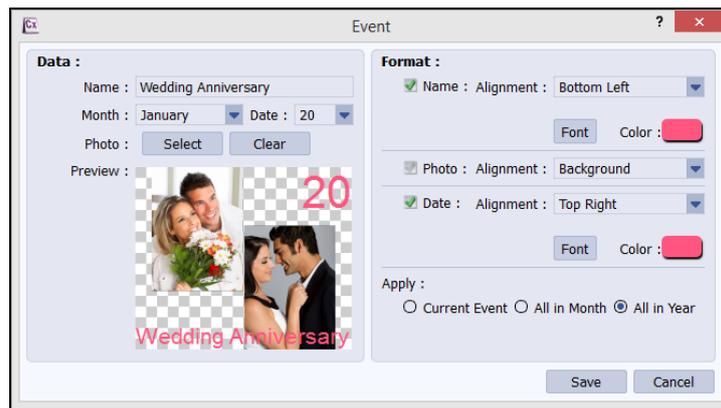
'Select Photos' window

- ❖ Choose the layout as per your choice.
- ❖ You can see instant preview of the selected layout with photos.
- ❖ You get some additional controls on the photos here too.
- ❖ You can pan and zoom the photos with mouse wheel.



'Select Layout' window

- ❖ You can also swap the photos with each other and create a design. To swap the photo's place, select any two photos by holding control key. A 'Swap' icon  will appear. Swap the photo's position by clicking on this icon.
- ❖ If you have selected layout having more photo places than the selected photo count, the empty spaces can be deleted.
- ❖ Select the desired layout and move on to the next process with the 'Next' button.
- ❖ You will see the preview of the date block in the 'Preview' box.
- ❖ You can delete the selected photos from the 'Clear' button.
- ❖ To change the alignment and formatting of the event name, check the 'Name' checkbox and from the alignment drop down menu choose the alignment for the name.
- ❖ From 'Font' button, you can choose font type, size and style for the event name.
- ❖ From the 'Color Palette', choose the color for the name.
- ❖ You can align the photos you chosen in many ways from 'Alignment' drop down menu. To choose alignment, check the photo checkbox and choose the desired alignment.
- ❖ To change the alignment and formatting of the event date, check the 'Date' checkbox and from the alignment drop down menu choose the alignment of the date.
- ❖ From 'Font' button, you can choose font type, size and style for the date.
- ❖ From the 'Color Palette', choose the color for the event date.
- ❖ The formatting you set during the event, can be applied to either:
 - Current event
 - All the events in current month
 - All the events in current year.
- ❖ After filling all the details, click on the 'Save' button to add the event to the selected category.



Adding Event

- ❖ You will see the event added to the 'Events' tab.



'Events' tab – Event added in the selected month

- ❖ In the same way you can add more events to the events collection.
- ❖ To add this event to the calendar, click on the 'Add' option.
- ❖ Click on 'Edit' button to edit the event . You can also double click on the event in the tab and open it for editing.
- ❖ To delete the event click on 'Delete' button .

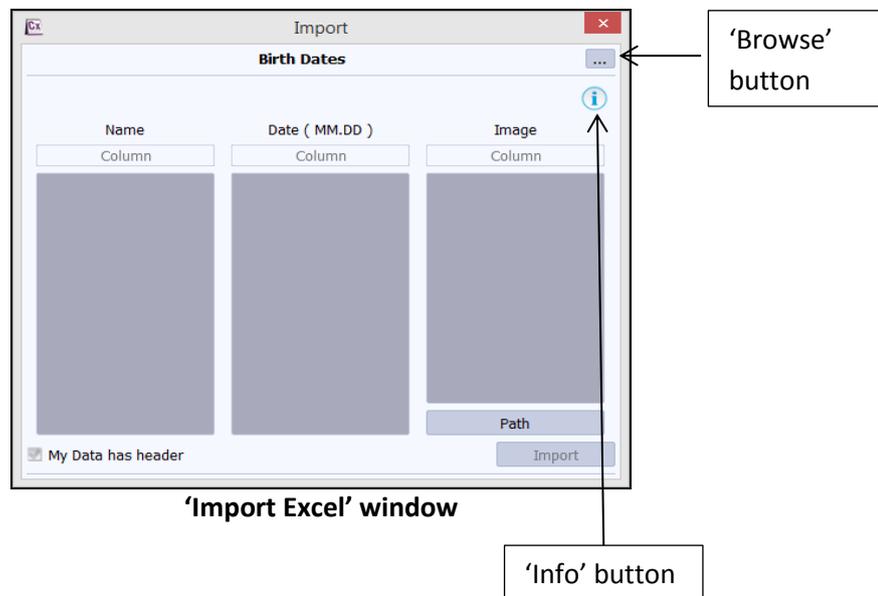
5.4.3. Import Events via XLS file

- ❖ Calendar Xpress always allows you to add events as per your comfort.
- ❖ You can also assign an excel sheet and can add events in the calendar from the 'Excel' option .
- ❖ Let us have a preview of the excel sheet first.

	A	B	C	D
1	Holiday Name	Holiday Date	Event Icons	
2	Thank you day	01.11	THANK YOU DAY.jpg	
3	Women's day	03.08	WOMENS DAY.jpg	
4	World Water day	03.22	WATER DAY.png	
5	World Health day	04.07	HEALTH DAY.png	
6	World Redcross day	05.08	REDCROSS DAY.png	
7	World Blood Donor day	06.14	BLOOD DONOR DAY.png	
8	World Population day	07.11	POPULATION DAY.png	
9	International Youth day	08.12	YOUTH DAY.png	
10	International Chocolate day	09.13	CHOCOLATE DAY.png	
11	International Music day	10.01	MUSIC DAY.png	
12	World Television day	11.21	TELEVISION DAY.png	
13	World AIDS day	12.01	AIDS DAY.png	
14				
15				
16				

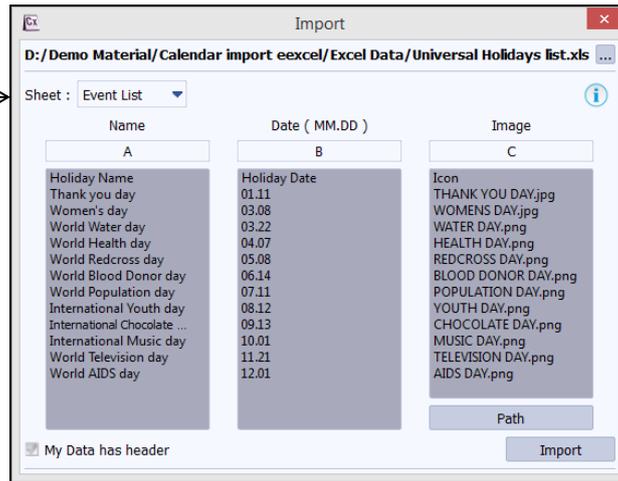
Preview of the excel sheet

- ❖ Click on 'Excel' option . A window will appear on the screen.



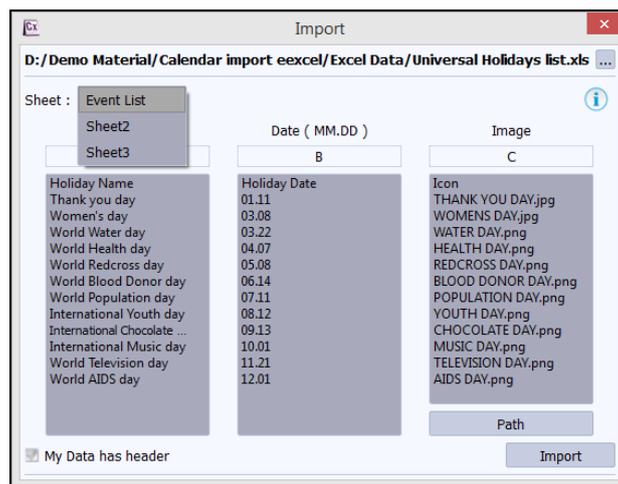
- ❖ Click on the 'Info' button to get the guidelines about how the excel sheet should be prepared.
- ❖ Check your excel sheet according to the guidelines given in the 'Info' file. Make the changes if required.
- ❖ After making required changes, save the excel sheet in 'Excel 97-2003 workbook' format.
- ❖ Browse from the 'Browse' button. Select the excel file of the Calendar event data. (for specifications on how to prepare excel sheet, refer section How to make Excel Sheet ready for Importing)
- ❖ The data recorded in excel sheet will appear in 'Import Excel' window.
- ❖ If your excel file has multiple sheets, the data in the very first sheet will be imported.

Sheet selection drop down menu



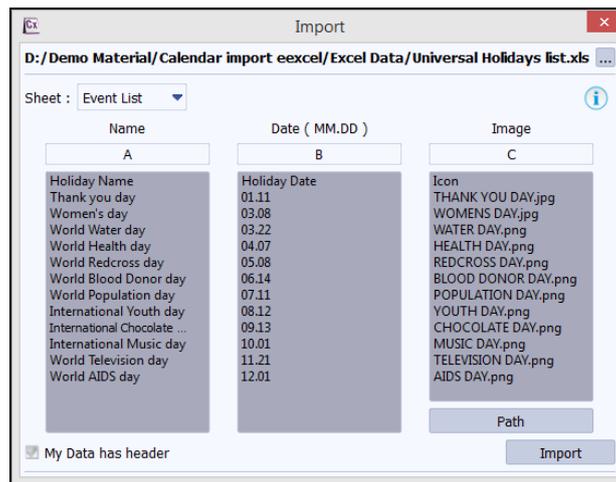
Excel file imported

- ❖ If the data for event exist in the excel sheet other than first, you can change the sheet and can select another sheet for importing.
- ❖ You will see a 'Sheet' drop down menu. Click on the drop down menu to see all the available sheets in the excel file.



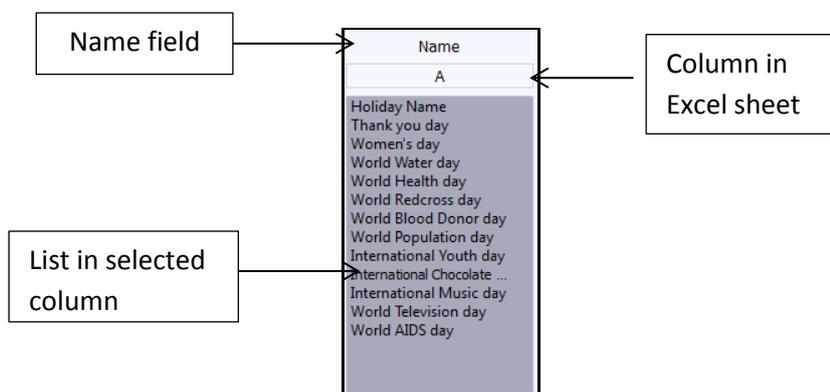
Sheet drop down menu

- ❖ Select the sheet in which the event data exist. It will appear in the 'Import Excel' window.
- ❖ Let us see how to assign event data perfectly.



Event Data is imported

- ❖ You can see several columns. Let us see first what the column is made up of with a sample column.



Column in 'Import Excel' window

- ❖ At the top of each column, you will see a heading. This heading guides you for which kind of Calendar event data should appear in the selected column. Like in the above selected column, Name is the heading so Name of event should appear in this column. Similarly, you will see one column for Date of the event and photos.
- ❖ The next box in the Name column is for defining column name in the excel sheet in which Name is mentioned. Like if in excel sheet, Name is in column A, then in column box here, you should type A. all the data in column A will be imported in this column.
- ❖ In below box, you will see data in the column defined by you.
- ❖ Here in Name column, all the names are imported automatically as it was in column A.

A	Name
Holiday Name	A
Thank you day	Holiday Name
Women's day	Thank you day
World Water day	Women's day
World Health day	World Water day
World Redcross day	World Health day
World Blood Donor day	World Redcross day
World Population day	World Blood Donor day
International Youth day	World Population day
International Chocolate day	International Youth day
International Music day	International Chocolate ...
World Television day	International Music day
World AIDS day	World Television day
	World AIDS day

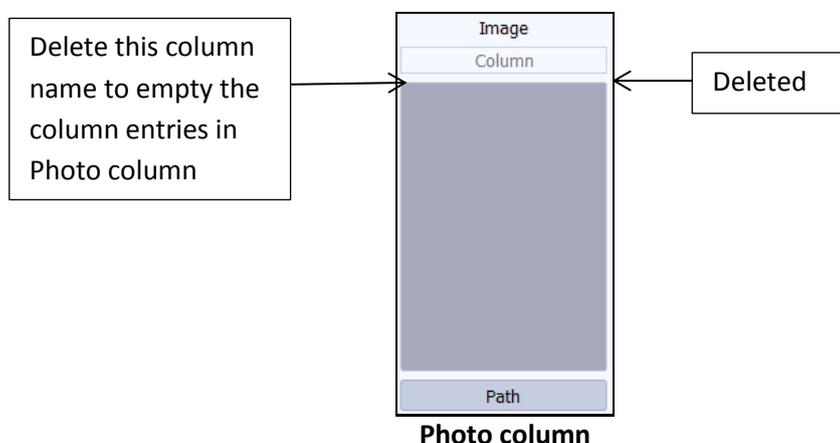
(a) column A in excel sheet; (b) Name in 'Import Excel' window

- ❖ Let us define next column, which is Date. Define the column name.

B	Date (MM.DD)
Holiday Date	B
01.11	Holiday Date
03.08	01.11
03.22	03.08
04.07	03.22
05.08	04.07
06.14	05.08
07.11	06.14
08.12	07.11
09.13	08.12
10.01	09.13
11.21	10.01
12.01	11.21
	12.01

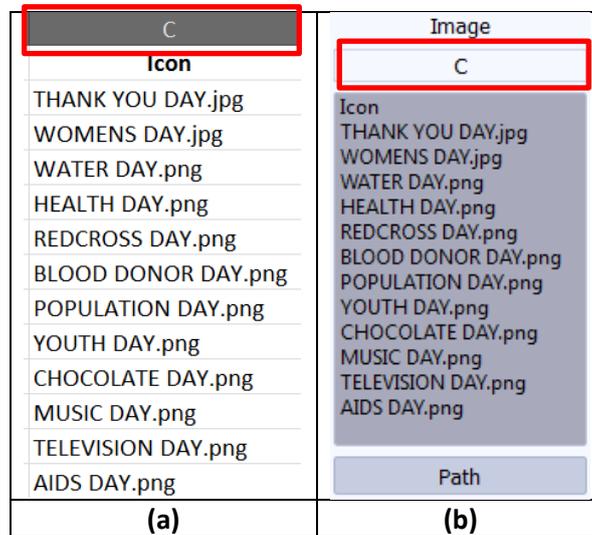
(a) column A in excel sheet; (b) Date in 'Import Excel' window

- ❖ Let us define next column, which is photo. If you do not have any column for photos in excel sheet, delete the column number in Photo column.



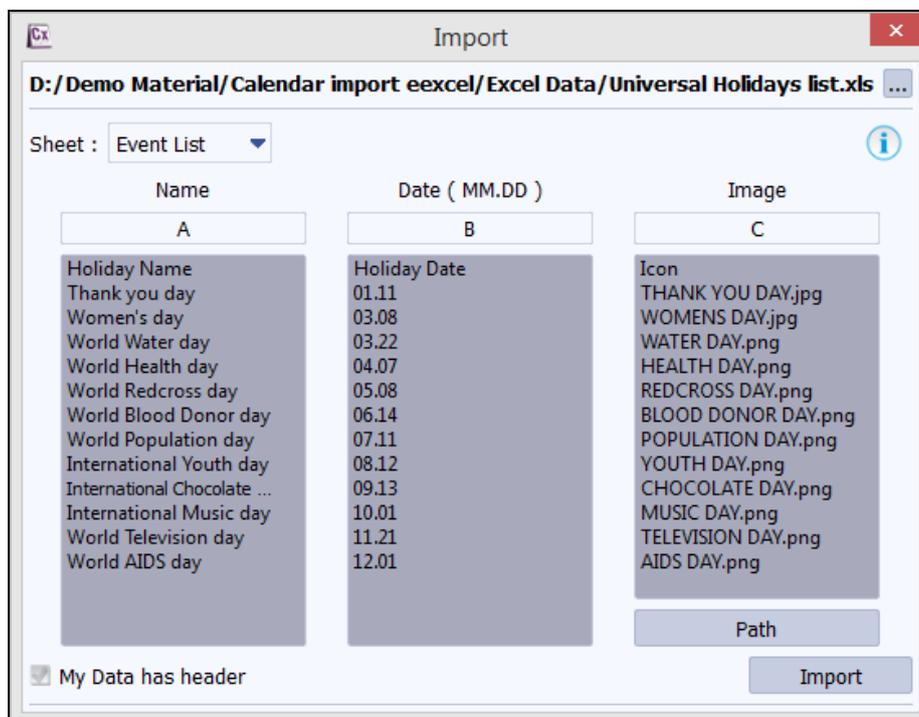
To import event photos through excel file, you need to prepare a column in excel sheet. Let us see the procedure in detail.

- ❖ Define the column name of the photo column in excel sheet in the box.



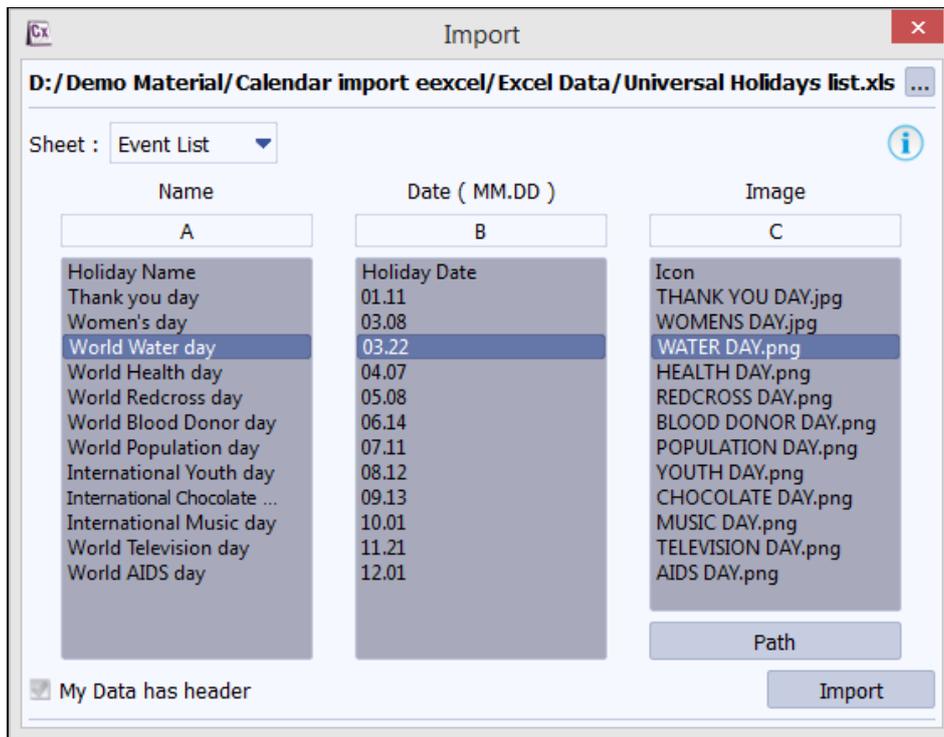
(a) Photo column in excel sheet; (b) Photo column in 'Import Excel' window

- ❖ You can see 'Path' option below the Photo column in 'Import Excel' window. This option helps you to define the path of the folder where the photos have been stored.
- ❖ After you click on the 'Path' button, you will be able to browse through the computer. Browse and open the location folder of photos.
- ❖ Import the folder by clicking on 'Select Folder' button.



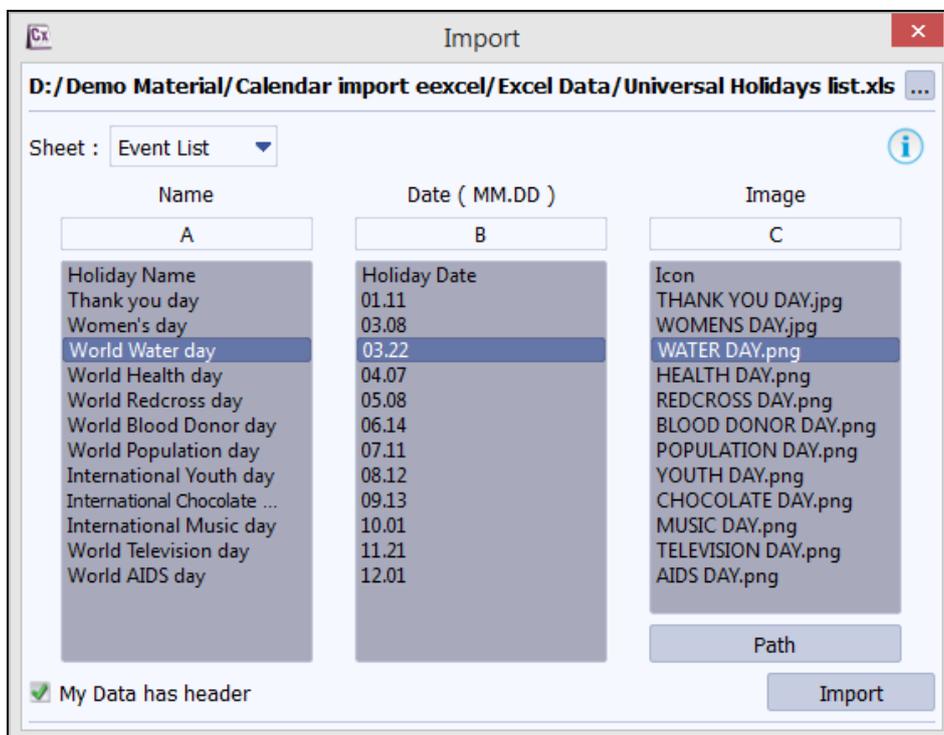
Event fields assigned according to excel sheet

- ❖ If you want to see the data of any particular event, click on the any event detail and all the data related to that event will be highlighted.



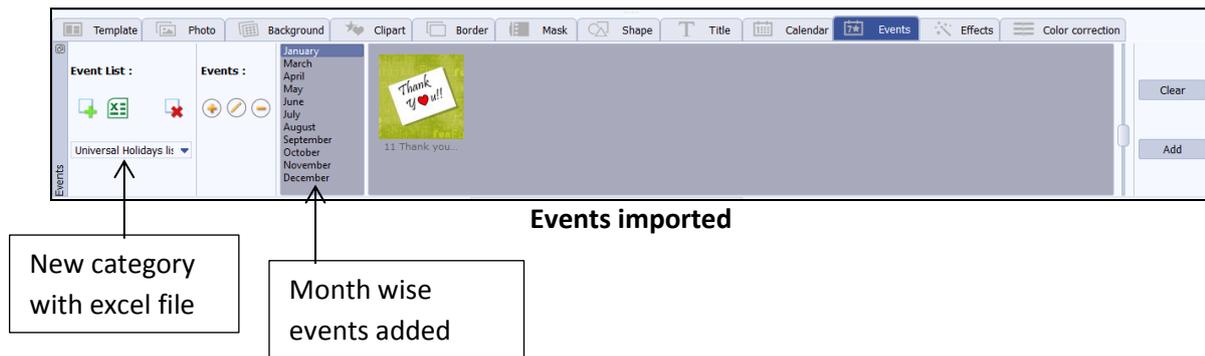
Calendar detail highlighted

- ❖ If your data has headers like Name, Date, etc. then kindly check the 'My Data has Headers' checkbox available at the bottom left side of the window to ignore the headers while importing.



'My data has headers' checkbox checked

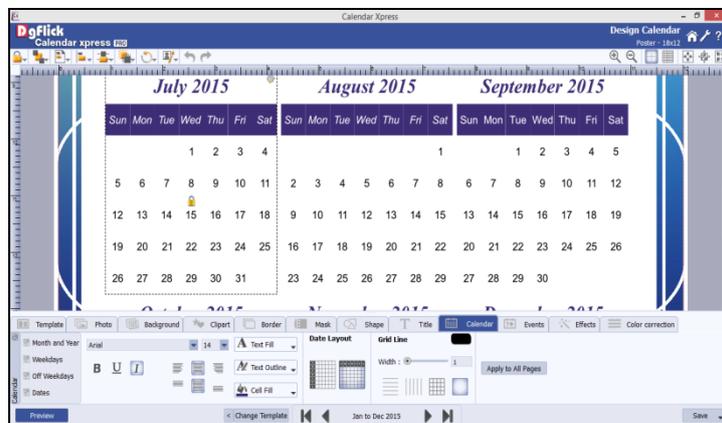
- ❖ Click on the 'Import' button to import the data.



- ❖ You will see that the events are added into the 'Events' tab and you can view them month wise.
- ❖ You can apply them on the calendar with 'Add' option.
- ❖ If you have applied any image to the event, it will appear in the 'Events' tab. a special category will be created with the name of the excel sheet.
- ❖ If you have not assigned any date to any event, it will appear in the separate 'No date' section below all the months.
- ❖ In this way, you can add events to the Calendar.

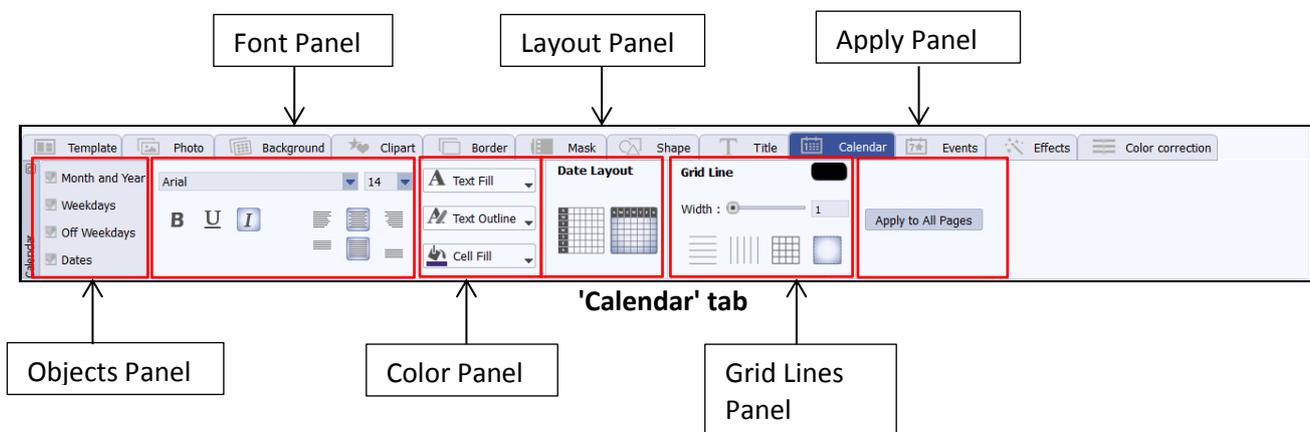
5.5. Managing Month Blocks

- ❖ Although, Calendar Xpress automatically makes calendars with month blocks, we can customize these blocks and set them as we desire.
- ❖ Click on 'Calendar' tab on the option bar to change the format and style of the Calendar block.



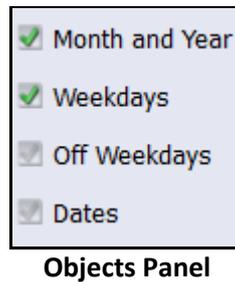
'Design Calendar' window – 'Calendar' tab

- ❖ There are different tools that will help you to manage the calendar date and weekdays color, style, font and much more.
- ❖ 'Calendar' tab is divided into 6 different panels. Let's see each panel in detail. We will see instant preview of the effects we applied on the month block.



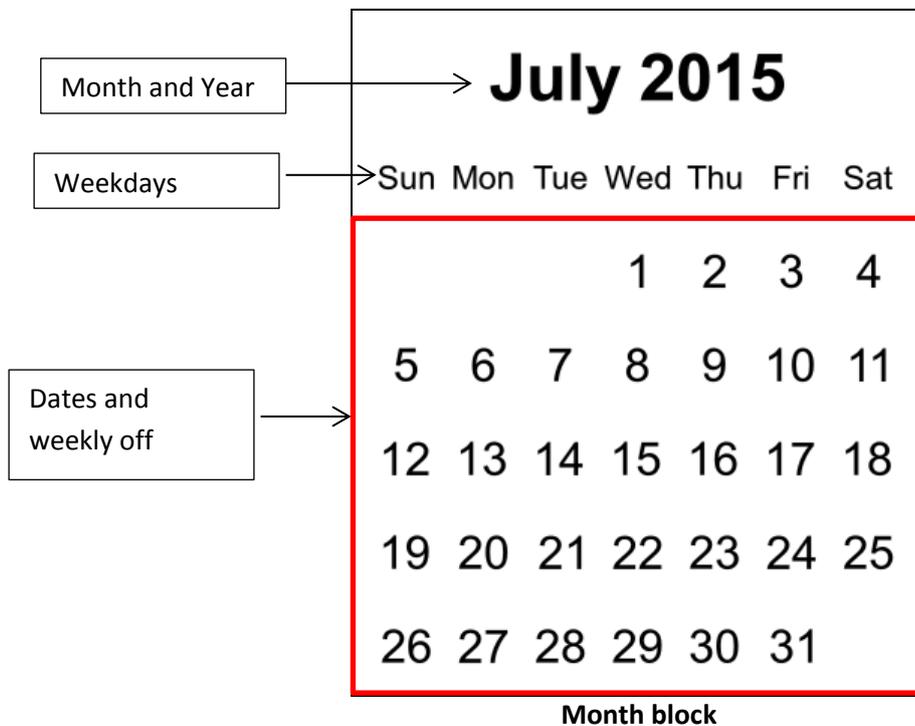
- ❖ Let us start with the Objects Panel. While managing month block, we may want to apply effects on multiple objects like month and year, weekdays, etc. We just need to select the objects on which we want to apply effects.

- ❖ Suppose here you want to apply effects to the month and year and to weekdays, and then check the checkbox beside the 'Month and Year' and 'Weekdays'.

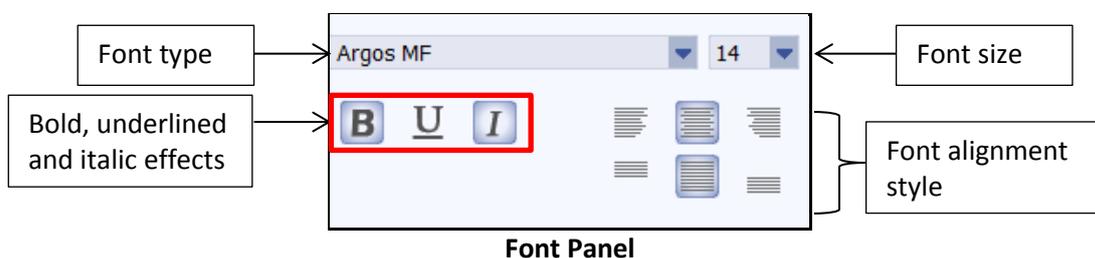


- ❖ Similarly, you can select any or many objects and apply the changes.
- ❖ You have the option to apply changes to

- Month and Year
- Weekdays
- Off Weekdays
- Dates



- ❖ Weekly off and dates are depends upon the settings made by you in the calendar.
- ❖ After selecting the desired objects, let us move to the next panel i.e. Font Panel. This panel allows you to make changes in font type, size and style for the selected objects in Objects Panel.

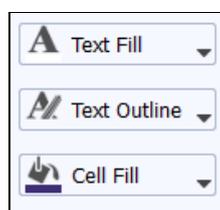


- ❖ There are two independent drop down for font type and size selection. Select the desired font.
- ❖ Change the effects like Bold, Underlined and Italic from the Font Panel.
- ❖ Manage font alignment from various ready alignment styles in the Font Panel.
- ❖ Once you make any changes in Font Panel, if you want to apply the same changes on all the month blocks in this calendar, click on the 'Apply to all Pages' option in Apply Panel.



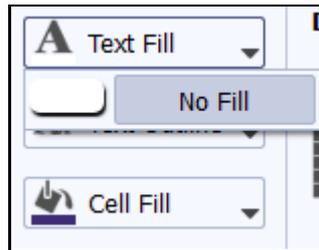
Apply Panel

- ❖ Please note that after you make any settings in 'Calendar' tab for any object, if you change the object selection from Objects Panel, the changes may not be applied on all the month blocks even if you select the 'Apply to All Pages' option. This is because software remembers only last set of editing.
- ❖ For instance, if you have selected 'Month and Year' object in Objects Panel and adjusted the font type from Font Panel, now if you want to apply the same font for all month and years in this calendar, click on the 'Apply to All Pages' option.
- ❖ Make sure you use 'Apply to all Pages' option before making any changes in object selection in Objects Panel as if you change the object selection, it may not be able to apply the effect of Month and Year on other month blocks.
- ❖ Similarly, manage the font for Off Weekdays and Dates too.
- ❖ Do not forget to apply changes to all month blocks if you want before changing object selection in Objects Panel.
- ❖ Let us move to the Color Panel. Color panel lets you manage the color of the text in the month block as well as the cell fill with easy tools.



Color Panel

- ❖ There are three types of color controls that can be managed from here.
 - Text Fill
 - Text Outline
 - Cell Fill
- ❖ Text Fill option allows you to manage the color fill of the text with the help of color palette. After clicking on Text Fill option, a menu bar will open.



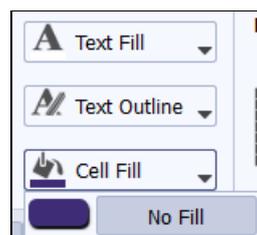
Menu bar of Text Fill option

- ❖ Color palette will let you select the color to fill text.
- ❖ You also get a 'No Fill' option in case you want to keep the text unfilled.
- ❖ Similarly, you can manage the outline of the text from 'Text Outline' option.
- ❖ Click on the Text Outline option. A menu bar will be opened. You will find similar controls that were available for Text Fill option.



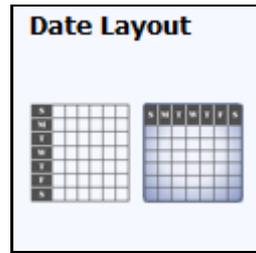
Menu bar of Text Outline option

- ❖ You can manage the width of the outline with the width slider. You can directly insert the desired value in the value box next to the slider.
- ❖ Cells of the selected objects can be filled with any solid color.
- ❖ Click on the Cell Fill option. A menu bar will open.



Cell Fill option

- ❖ Either select color for fill from color palette or keep it unfilled with 'No Fill' option.
- ❖ Similarly, manage the color for Off Weekdays and Dates too.
- ❖ You may apply same color settings to all month blocks if you want.
- ❖ Let us move to the Layout Panel.
- ❖ The layout style can be managed in two types. We can keep the layout either in horizontal style or in vertical style.



Layout Panel

- ❖ Set any layout style for your calendar.
- ❖ Let us move to the Grid Lines Panel.
- ❖ The grid lines of the month block can be activated in the way you want.



Grid Lines Panel

- ❖ There are four styles of grid lines.
 - : Horizontal grid lines
 - : Both horizontal and vertical grid lines
 - : Vertical grid lines
 - : No grid lines
- ❖ The width of the grid lines can be managed with the width slider. You can directly insert the desired value in the value box next to the slider.
- ❖ The color palette can be used to choose the color of the gridlines.
- ❖ In this way, you can manage the month blocks and personalize calendars in your way.

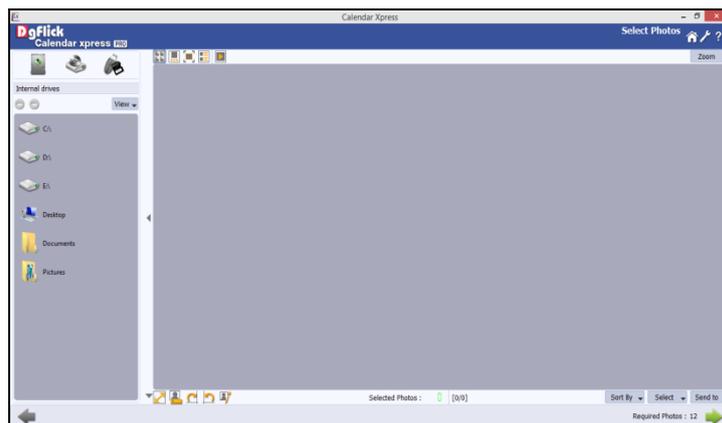
5.6. Manage the Photos

In this section, we will learn how to manage the photos.

After selecting Category, Size and theme, we are redirected to 'Select Photos' window.

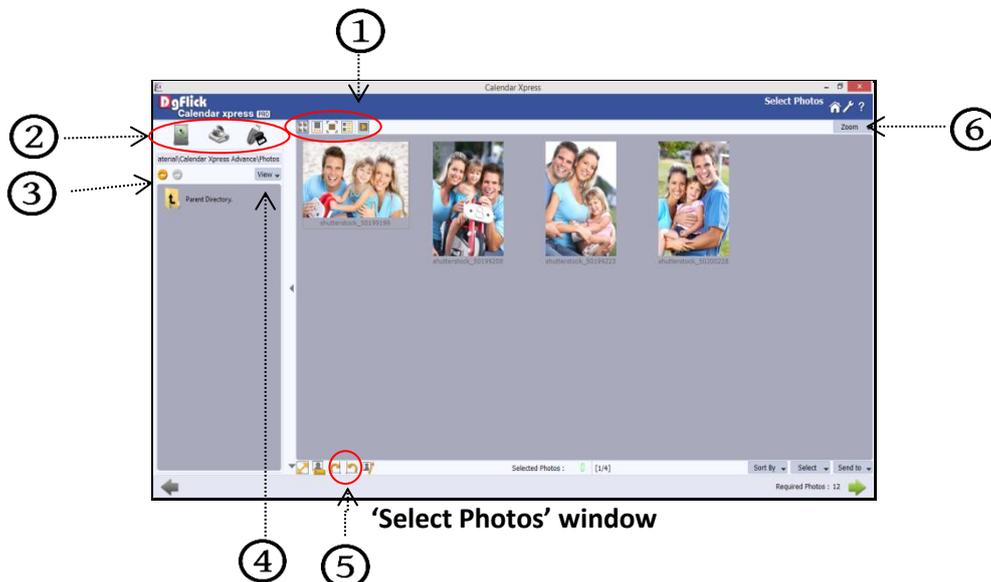
- ❖ On the 'Select Photos' window, you have the option of selecting the photos from ② the

Hard disk	CD/DVD	USB
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- ❖ When you select hard disk option, the default drives available in your computer are shown. In addition, some quick access locations like Desktop, My Documents and My Pictures.



'Select Photos' window – showing quick access locations

- ❖ Select any of the media where the photos have been saved.



'Select Photos' window

- ❖ Go forward or backward from here ③.
- ❖ View your folders in list or icon style from here ④.
- ❖ This button ⑥ on the top right corner of the window to get the better view of the photo thumbnails.
- ❖ The top option bar ① helps you to view the photos in different ways
 -  Thumbnail style.
 -  Filmstrip view.
 - Navigate the photos from  and .
 -  To get a full view of the photo.
 -  Get the photos list wise.
 -  Starts the slide show
- ❖ Select the photos to be rotated. Here you can rotate the multiple photos.
- ❖ Select 'Rotate Clockwise' or 'Rotate Counterclockwise' icons ⑤ to rotate the photos.
- ❖ 'Edit Photo' button  at the lower option bar helps you to edit multiple photos * at a time.
- ❖ On the 'Edit Photo' window, access color correction options ① like 'BCG' is to adjust the brightness, contrast and gamma; 'RGB' is to adjust the color tones, 'Level' is to adjust the input and output levels of the photo; and 'Curve' is to adjust the RGB color.



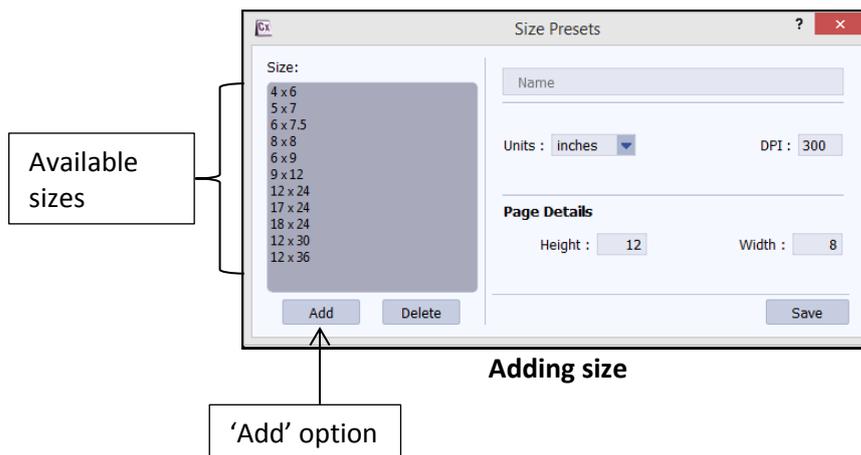
- ❖ If you do not wish to apply the changes on the current photo, click on 'Skip This Image' ②.
- ❖ To apply changes to all the selected photos, click on 'Apply settings to all images' ③.
- ❖ Click on 'Reset all' button ⑤ to reset all the changes done.
- ❖ Click on 'Save' ④ to save all the changes made.
- ❖ Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.

*Note: Features marked with * marks are only for PRO version users.*

- ❖ Select 'Resize' option  to change the size of the photos.
- ❖ A 'Resize' window will open on the screen.



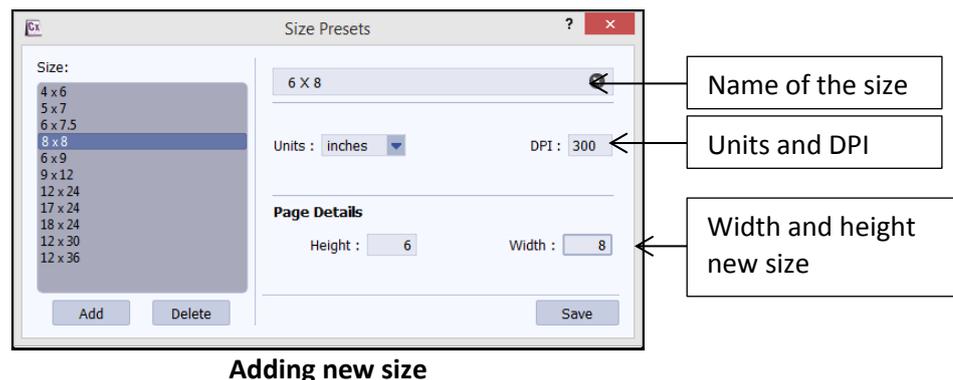
- ❖ Check the green checkbox ^④ of the images to be resized.
- ❖ If you do not want to resize any selected image, uncheck the checkbox.
- ❖ Select the desired percentage from 'Percentage' ^⑤ tab if you want to resize the images percentage wise.
- ❖ From the 'Original' ^③ and 'New' ^② tab you can see the changes applied. The 'Quality' tab ^① indicates the quality of the images. The quality of images used here must be good to ensure clarity in the final product.
- ❖ Calendar Xpress has an in-built 'Quality Indicator', which warns you whenever the image quality goes below the required standards.
- ❖ Go to 'Size' [Ⓒ] tab if you want to resize the images size wise.
- ❖ In the drop down menu, you will see various available sizes. Select any existing size in which you want to resize images.
- ❖ If you want to resize in any new size, click on 'Edit' option. A window will appear.
- ❖ Here an Image size is been added to make you familiar with the process.



- ❖ To edit any of the available sizes, click on the desired size. The selected size will appear in the window.



- ❖ Edit the desired parameters and save the changes with 'Save' button.
- ❖ You can add new size by clicking on 'Add' option located below available size list.
- ❖ Define the name for the new size in the 'Name' textbox.

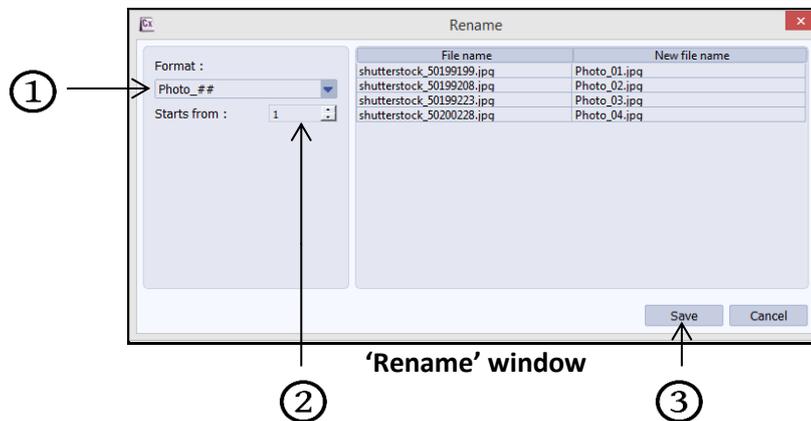


- ❖ Define the units and DPI for the new size from 'Units' and 'DPI' option.
- ❖ You need to define the width and height of the new size in the 'Width' and 'Height' textbox.
- ❖ Save the size with 'Save' button. Once you save the size, it will be added to the size list.

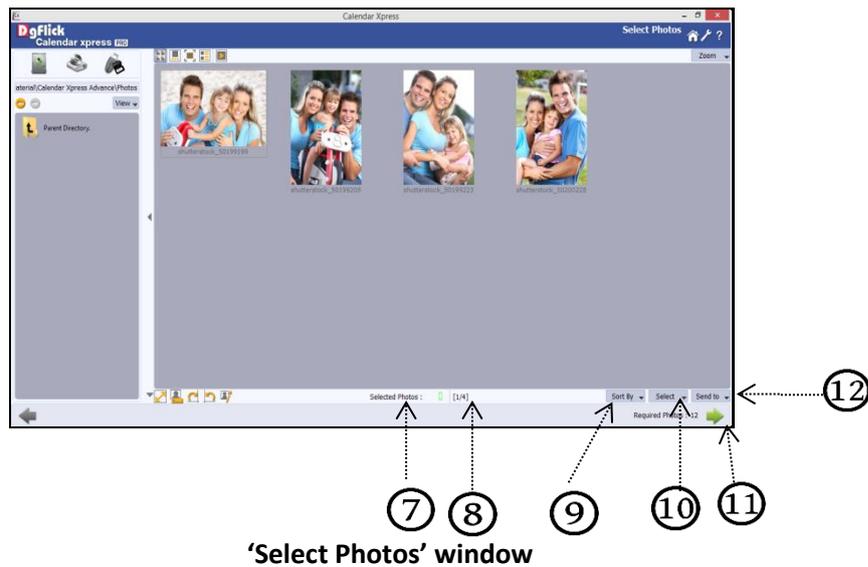


New size saved

- ❖ In this way, you can add new sizes. Add more sizes by clicking on 'Add' option.
- ❖ Once you finish adding sizes, close the window.
- ❖ From the drop down menu, select the size for the resizing.
- ❖ If you want to maintain aspect ratio while resizing, check the 'Maintain Aspect Ratio' checkbox.
- ❖ After resizing the images click on 'Save' ⑦ to overwrite the changes over the existing images.
- ❖ Select the 'Rename' option  to rename the photos.
- ❖ Manually change the photo name format from format ① option.
OR
- ❖ From 'Starts From' option ② you can change the count of the photos.



- ❖ Click on 'Save' ③ to save the changes made.
- ❖ 'Selected Photos' ⑦ shows number of photos selected.
- ❖ ⑧ Here it indicates the position of highlighted photo.
- ❖ Sort the photos in various ways from 'Sort By' button ⑨.



- ❖ Select individual, multiple or all photos or deselect selected photos with this 'Select' button^⑩.
 - ❖ Send the edited photos to any hard disk folder from 'Send to' option^⑫.
 - ❖ Select the required photos; the selected ones have the green tick on it.
- 
- ❖ 'Required Photos' shows the count of photos required to insert in the selected design.
 - ❖ After selecting the photos and setting its arrangements click on 'Next' button^⑪ to go to 'Design Calendar' window, where you can view the Calendar ready with the selected parameters and can also make any changes if required with the help of various tabs available.

*Note: Features marked with * marks are only for PRO version users.*

6.0. Building the Framework – Page Composition

In previous section, we learnt how to create Calendar. In this section, we will learn how to align and decorate Calendar.

6.1. Basic Page Composition

6.2. Advanced Page Composition

6.1. Basic Page Composition

While you are designing the Calendar, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Calendar Xpress gives you this flexibility and more. This section deals with the additional features in the software that helps you in page composition.

Used Photo Indicator

While designing Calendar you may be dealing with a large number of photos and managing them might turn out to be a cumbersome task. Calendar Xpress helps you sort the photos and manage them better by indicating the photos that have been used and the number of times they have been used in the Calendar. This helps you plan the Calendar with the remaining photos and avoid using the same photos multiple times without being aware that you are doing so.

Green tab on the photo: This indicates the photos used in Calendar on other page.



Blue tab on the photo: This indicates the photos used in Calendar on current page.



Number on the tab: This indicates the number of times the photo has been used in the Calendar.



Besides these options, photos can be sorted as 'used' and 'unused' by selecting the 'Used' button on the 'Sort By' button.

Find Photo/Decor

After you are done with a Calendar, if you need to return to it re-edit later on, you can find the source photographs, borders and mask by simply right clicking on the photo on the Calendar. Moreover, all the photos appearing on a Calendar can be identified by the blue tab on them, as described earlier.



The 'Find' option for finding the source of photos, borders and masks

Use Photo as Background

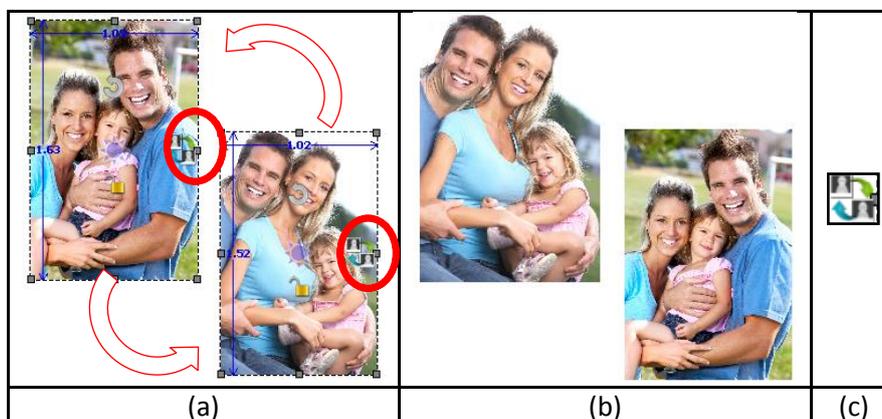
Calendar Xpress provided you with many backgrounds with its ready tone for the photos. Even you can add your own backgrounds from your hard disk. However, in some instances, to personalize the Calendar, you might wish to use a photo as a background for a Calendar. This can be done in an instant using the software. Just select the photo you want to use as background and choose the 'Set as Background' option under the 'Photos' tab on the option bar. The photo is now set as a background.



Setting a photo as background for the Calendar

Swap Photos

While working on a Calendar, you might want to swap photos to achieve the desired effect on the Calendar. Calendar Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos. This is particularly useful to fit a portrait photo into a portrait frame and vice versa.



Swapping photos (a) Original photos, (b) Swapped Photos, (c) Swap Icon

Lock and Unlock Photos

Calendar Xpress generally 'locks' photo on the 'Design Calendar' window to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Calendar.

Clicking on the  'lock' icon unlocks  it and now you can move it or resize it as per your wish.

Resize Photo

Within border: In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.

With border: Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.

Ensure that the photo stays within 'printable' limits while increasing the size of the photo. Refer the 'Photo Quality Indicator'.

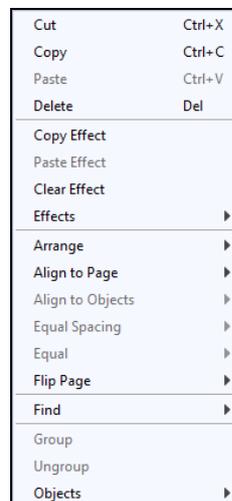
Rotation of Photo

Within border: A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.

With border: A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axis x, y and z to give it a 3D effect.

Copy, Paste and Clear Effects

Calendar Xpress allows you to cut, copy and paste photos and effects on the photos in the Calendar. Right click on the element you want to copy and select the 'Copy' option on the drop list. Now paste it on to the location of your choice by right clicking on it and choosing the 'Paste' option.



Flip Decor

Decors like border and mask can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the respective tabs.



Flip Page

- ❖ Calendar Xpress gives you the option of flipping a page both horizontally and vertically as per your requirements.
- ❖ **Horizontal flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Horizontal' to flip the page horizontally.
- ❖ **Vertical flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Vertical' to flip the page vertically.

6.2. Advance Page Composition

The following are the options available with Calendar Xpress for advanced page composition.

Grid and Guideline

Calendar Xpress gives you the option of using grids and other guidelines such as ruler, margins on the Calendar; you are designing to help you align the Calendar better and design with ease.

Grids: On the top, right-hand corner of the Calendar, click on  to activate the gridlines on the Calendar you are working on. The grids on the page allow you to align the photos and other elements on the page accurately. Click on the same icon again to deactivate the grids on the page.



Gridlines activated on the page

Rulers: On the 'Design Calendar' window, you can view the ruler at the top and on the left of the page. Double click on the ruler to activate it and then drag and drop the green line that appears on to the page at the desired location to align an element against it. You could work with multiple rulers simultaneously. Select and delete the rulers to remove them from the page.

Margins: On the top, right-hand corner of the page, click on  to activate the margins on the page. Click on the icon again to deactivate the margins as per your requirement.

Arrange objects

Calendar Xpress allows you the option of changing the position of an object on the Calendar i.e. send it backward or forward or to the back or front. Select the photo you wish to move backward or forward and click on  to access the options under this function.

Arrange object(s)	
Send to Back	Shift+ Down
Send Backward	Shift+ Left
Bring to Front	Shift+ Up
Bring Forward	Shift+ Right

Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options. Select the object and click on 'Send to back' or 'Bring to front' to move the element to the last or the first position, respectively. Select 'Send backward' or 'Bring forward' to move the object either one-step backward or one-step forward. You can undo the changes by clicking on .

Object-Based Alignment

This option allows you to align photos with respect to other photos or elements on the Calendar. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on



to select the alignment option you wish to apply to the photos from the drop list.

Alternatively, use the right click button and on the drop list click on the 'Object-based alignment' to access the sub-options. You can

undo the changes by clicking on .

Object based alignment	
Top Left	Ctrl+ Shift+7
Top Center	Ctrl+ Shift+8
Top Right	Ctrl+ Shift+9
Center Left	Ctrl+ Shift+4
Center	Ctrl+ Shift+5
Center Right	Ctrl+ Shift+6
Bottom Left	Ctrl+ Shift+1
Bottom Center	Ctrl+ Shift+2
Bottom Right	Ctrl+ Shift+3
Top	Ctrl+ Shift+T
Bottom	Ctrl+ Shift+B
Left	Ctrl+ Shift+L
Right	Ctrl+ Shift+R
Horizontal Center	Alt+ Shift+H
Vertical Center	Alt+ Shift+V

Page-Based Alignment

This option allows you to align photos and other elements on the page with respect to the page. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on



to select the alignment option you wish to apply to the photos from the drop list.

Alternatively, use the right click button and on the drop list click on 'Page-based alignment' to access the sub-options. You can undo the

changes by clicking on .

Page based alignment	
Top Left	Ctrl+7
Top Center	Ctrl+8
Top Right	Ctrl+9
Center Left	Ctrl+4
Center	Ctrl+5
Center Right	Ctrl+6
Bottom Left	Ctrl+1
Bottom Center	Ctrl+2
Bottom Right	Ctrl+3
Top	Ctrl+T
Bottom	Ctrl+B
Left	Ctrl+L
Right	Ctrl+R
Horizontal Center	Shift+H
Vertical Center	Shift+V

7.0. Nuts & Bolts – Templates & Decors

This section deals with various available features of template and guides you on how to get more, import as well as Save, Build and delete templates.

7.1. Software Templates & Decor

7.2. Customize your Template

7.2.1. Get More & Import

7.2.2. Save & Build *

7.2.3. Delete *

7.1. Software

Templates & Decor

Calendar Xpress has varieties of inbuilt templates and decor options, which offer a wide range of choices in designing Calendars. The features are listed here:

- ❖ Calendar Xpress has 100 ready-to-use inbuilt templates, which can be accessed by clicking on the 'Template' tab on the option bar.
- ❖ You can design each page of the Calendars in a unique manner by applying different templates. The templates can be dragged and dropped on the Calendar and this gives you unlimited possibilities in Calendar design.
- ❖ Calendar Xpress also has a huge collection of decor options for Calendar designing. These include a variety of backgrounds, cliparts, frames and masks that help you to present the Calendar in a more artistic and eye-catching manner.
- ❖ Besides the inbuilt decor options Calendar Xpress also allows you to use your own backgrounds, borders, cliparts and masks. Any PNG and JPG file can be used as a clipart or as backgrounds and masks or borders can be designed or used directly on the Calendar.
- ❖ Backgrounds, borders and clipart's are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of the elements to match the Calendar color. This option is available even for your own decors.

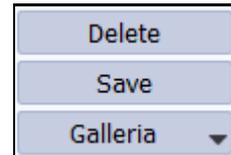
! You could download utility from www.dgflick.com or buy relevant CDs/ DVDs.

- ❖ DgFlick releases new template volumes at a regular interval to make Calendar Xpress more and more versatile for the user. These templates can be downloaded or they can be bought in the form of CDs/DVDs.
- ❖ The versatility of Calendar Xpress enables you to create and save * your own templates for future use. Existing templates can be modified and saved as new templates or new templates can be created from scratch using your own or DgFlick's decor elements. These can then be saved as templates for later use.

*Note: Features marked with * marks are only for PRO version users.*

7.2. Customize your Template

This section explains how templates can be imported, saved, built or deleted in Calendar Xpress. The versatility of Calendar Xpress lies in the fact that it gives you a wide range of ready-to-use templates and themes to choose from besides letting you create or modify templates according to your choice. Moreover, templates can be imported from other locations and built.



! Save, Build and Delete options are available in the PRO version.



7.2.1. Get more & Import

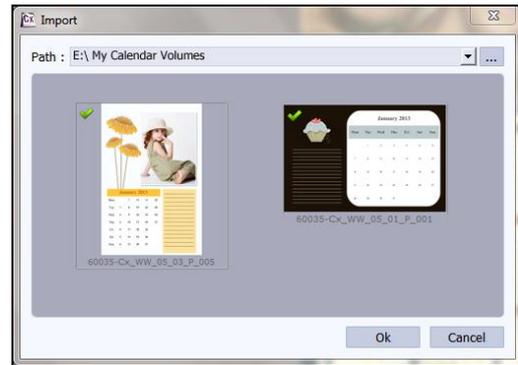
Get More

- ❖ DgFlick adds new template collection on the website on regular basis. You can add these templates to your software.
- ❖ On 'Design Calendar' window, Click on 'Galleria'. Click on 'Get More' Button to access more templates from the DgFlick website.
- ❖ You are now routed to www.dgflick.com from where you can download the templates of your choice and proceed to creating the Calendar.

Import

- ❖ Calendar Xpress software provides you the facility to use your own created or downloaded templates in design creation.
- ❖ For that, you need to import your templates into the software.
- ❖ On 'Design Calendar' window, Click on 'Galleria'. Click on 'Import' Button to Import templates.
- ❖ Access the folder containing your templates by clicking on the browse button and selecting the location.

- ❖ The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- ❖ Now select the templates from the location and click 'OK' to import them to the Template tab. Now you can apply the same in the Calendar.



The 'Import' templates window

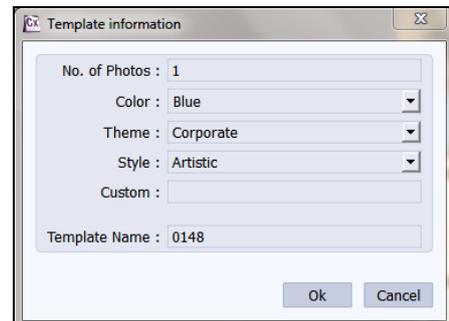


7.2.2. Save & Build *

- ❖ Calendar Xpress gives you the option of building templates of your own. This option is available only to the users of the Calendar Xpress PRO version.
- ❖ To start with the building process, first you need to save the template that you want to build.
- ❖ Create the template and click on 'Save' at the bottom of the option bar to save the template.

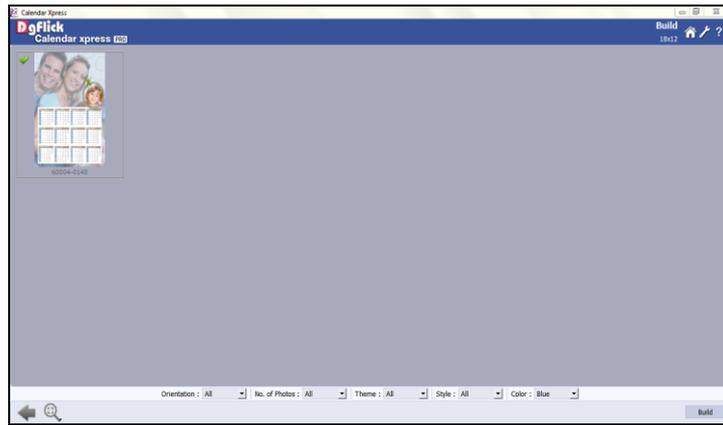
❖ In the textbox that appears; enter the template information pertaining to the parameters (except the parameter according to which the template has been filtered).

❖ These include No. of Photos, Orientation, Color, Theme, Style, Type and Custom. Depending on the orientation and no. of photos used in the template, here the orientation and no. of photos get detected automatically. You can also enter a name for your template in the relevant box.



Template information while saving your template

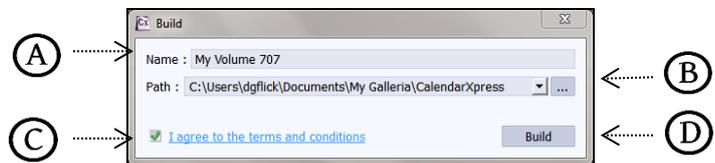
- ❖ Click on 'Ok' to proceed and on 'Cancel' to quit the process.
- ❖ To proceed with the building of your templates, click on 'Build' in 'Galleria' menu.



Building your template – 1

❖ On the 'Build' window, select the templates and then click on 'Build' option.

❖ In the text box that appears in next window, specify the name of the folder **(A)** in which you wish to save it and the path **(B)** where you want to place it.



Building your template - 2

❖ If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Calendar Xpress.

❖ Check the box **(C)** next to 'I agree to the terms and conditions' and proceed to click on 'Build' **(D)**.

! If you do not agree to the terms and conditions, close the textbox and quit the building process.

❖ One text box will appear which will inform you about successful buildup of templates. Click on the 'OK' button to continue with saving, else click on 'Open' to access the created template.

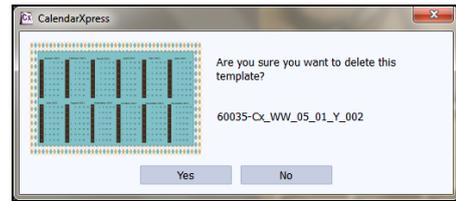
*! At any point during the process, you could click on the 'Back' button to go back to the previous Calendar.
Note: Some features are available only for the Calendar Xpress PRO version.*

7.2.3. Delete *

Besides building, Calendar Xpress also gives you the option of deleting any template that you no longer wish to retain in your template bank.

- ❖ To delete a template, select the template that you wish to delete.
- ❖ Click on 'Delete' at the bottom of the Template tab.

- ❖ A textbox asking for confirmation for deletion appears.
- ❖ Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.



Deleting Template

Note: Some features are available only for the Calendar Xpress PRO version users.

8.0. Fine Tuning – Photo Editing

Calendar Xpress has Basic Filters that helps in the editing of photos to be used in Calendar. This filter includes several options that help you modify the photos to suit your requirements and they add value to the Calendars without much effort. This section deals with the additional features in Basic Filters.

Features such as BCG correction, RGB color modification, Curve, Level, Crop and Rotation will be explained in detail in this section. You could view these options (B) on the option bar. This section deals with the filters one by one.



BCG (Brightness, Contrast and Gamma) Color Correction

- ❖ To adjust the brightness, contrast and gamma of the photo, click on the 'BCG' button on the 'Edit Photo' window.
- ❖ Move the sliders for the three parameters forward and backward to achieve the desired effect.
- ❖ Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.



- ❖ Clicking on the 'Auto Contrast' button (A) at the top will adjust the contrasts automatically
- ❖ The changes can be reset by clicking on 'Reset' (B)

RGB (Red, Green and Blue) Color Correction

- ❖ To adjust the color tones of the photos, you could use the 'RGB' color correction option.
- ❖ Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

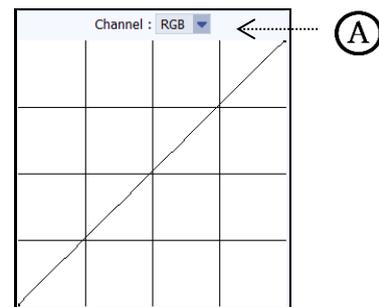
- ❖ Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- ❖ Clicking on the 'Auto Color' **(A)** button at the top will adjust the color automatically.
- ❖ The changes can be reset by clicking on 'Reset' **(B)**.



The 'RGB' option

Curve

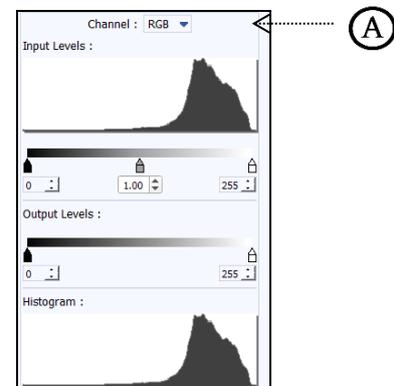
- ❖ Color intensities can be adjusted by clicking on 'Curve' button on the option bar of the 'Edit Photo' window.
- ❖ Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' **(A)** button.
- ❖ Adjust the intensity by clicking on the curve and moving it as per your requirement.



The 'Curve' option

Level

- ❖ To adjust the input and output levels of the photo, click on 'Level' button on the option bar of the 'Edit Photo' window.
- ❖ Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button **(A)**.
- ❖ Modify the 'Input' and 'Output' level values in the value boxes as required.



The 'Level' option

Blur

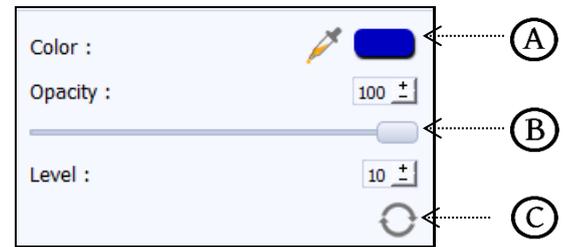
- ❖ To give the photo a blurred effect; click on 'Blur' button on the option bar of the 'Edit Photo' window.
- ❖ Adjust the blur level from slider **(B)** forward and backward to achieve the desired degree of blurring.
- ❖ The changes can be reset by clicking on 'Reset' **(A)**.



The 'Blur' option

Colorize

- ❖ To give a colour-film effect to the photo, click on 'Colorize' option on the option bar under 'Basic Filters'.
- ❖ Select the color from 'Color Picker' or 'Color Palette' (A).
- ❖ Adjust the opacity and level from slider (B).
- ❖ The changes can be reset by clicking on 'Reset' (C).



The 'Colorize' option

Feather

- ❖ Click on 'Feather' option to give feather effect to the photo.
- ❖ Adjust the feather effect by moving the slider (B) forward and backward or by inserting the value in the value box.
- ❖ It will help you to soften the hard edges of photograph.
- ❖ The changes can be reset by clicking on 'Reset' (A).



The 'Feather' option

Opacity

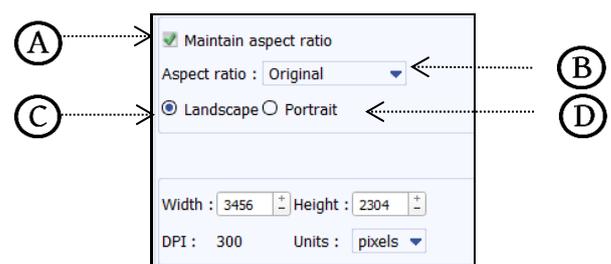
- ❖ Click on 'Opacity' option to give opacity effect to the photo.
- ❖ Adjust the opacity by moving the slider (B) forward and backward or by inserting the value in the value box.
- ❖ The changes can be reset by clicking on 'Reset' (A).



The 'Opacity' option

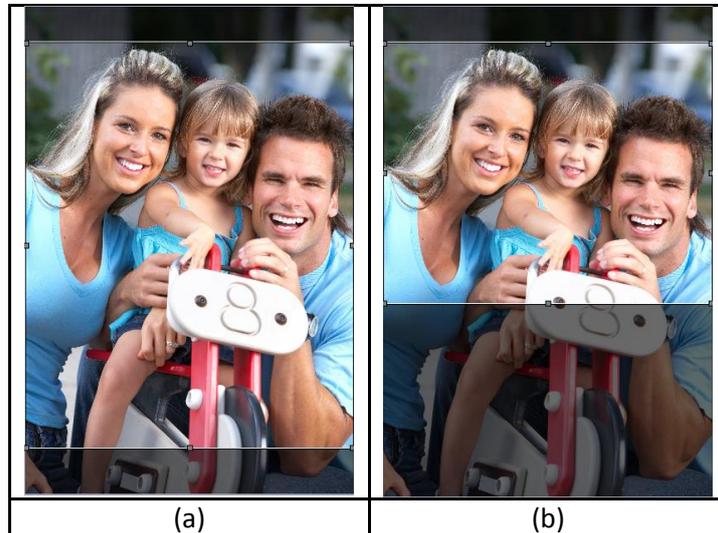
Crop

- ❖ To crop the photo to the desired dimensions and orientation, click on 'Crop' button on the 'Edit Photo' window.
- ❖ Change the aspect ratio by clicking on the 'Aspect Ratio' box (B) and select the required value.



The 'Crop' option

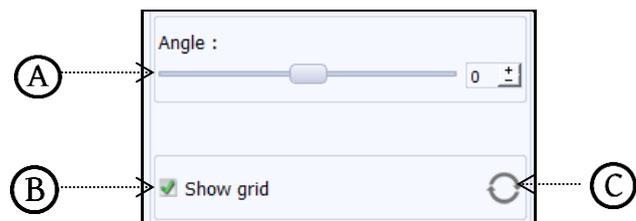
- ❖ Select the orientation you desire by selecting either 'Landscape' (C) or 'Portrait' (D).
- ❖ You can enter the values for the width and height after selecting the unit you want to work with.
- ❖ Uncheck the 'Maintain Aspect Ratio' checkbox option (A) if you would like to proceed with free hand cropping of the photo.



Cropping: (a) Portrait; (b) Landscape

Rotate

- ❖ Select the 'Rotate' option on the option bar and then rotate the photo to the desired angle using the slider (A).
- ❖ The changes can be reset by clicking on 'Reset' (C).
- ❖ Uncheck the 'Show Grid' box to remove the grid lines.



The 'Rotate' option

- ❖ You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grid lines by checking the 'Show Grid' checkbox (B).

Other Icons on Edit Photo window

Apart from the options that are available under Basic filters, there are few other 'aids' in the Calendar Xpress that help you as you proceed with designing the Calendar. These are discussed below.

Correction Tool in 'Edit Photo' window

The correction tool **(D)** appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created. The brush size and feather tool can be altered by using the respective slider or by entering the value of your choice in the value box.

! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

Original and Before and After Images

Original Image: In the course of working on the photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on 'Load Original'. Once the 'Load Original' icon **(A)** is clicked, the software asks for confirmation by displaying a text box. This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to the photo with changes.

Before and After Images: After making a change, you could view how the photo looked just before the change was made by clicking on 'Before' and how the photo looks after the change by clicking on 'After'. This aids in better decision-making.

Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the 'Edit Photo' window.

'Save' **(F)**: Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

'Save as' **(E)**: Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'OK' after entering the name creates a new copy of your work.

9.0. Job's Done – Saving & Exporting

Calendar Xpress not only supports creation of Calendar but also allows you to save the file for future use and export it as required. These features add to the versatility of the software and simplify working on it to a great extent. This section deals with the saving, opening and exporting of files once the Calendar is created.

9.1. Saving the Project

9.2. Exporting in JPG Format

9.3. Exporting in PDF Format

9.1. Saving the Project

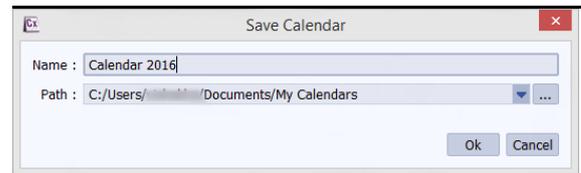
- ❖ After the project is done, the next step is saving the project by clicking on 'Save' option.



Saving Calendar

'Save'
option

- ❖ You get different options here. Save, JPG and PDF.
- ❖ Save the Calendar project with 'Save' option.
- ❖ The default path for saving the project is displayed in the textbox as 'My Documents \My Calendars'. You could either save the project in this path or provide the path of your choice to save the project.



- ❖ Click on 'OK' to save the project or on 'Cancel' to abort the process.

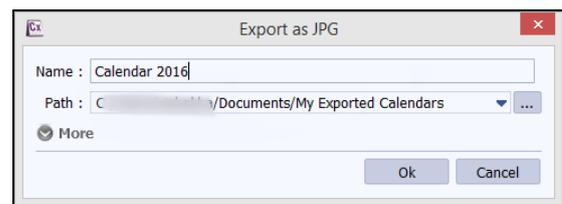
9.2. Exporting in JPG Format

- ❖ After the project is saved, the next step is exporting the project by clicking on 'Save' option.

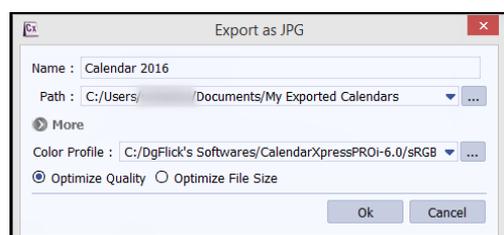


Exporting Calendar

- ❖ You get different options here. Save, JPG and PDF.
- ❖ To export the project in JPG format, select the 'JPG' option.
- ❖ A window will appear.
- ❖ Assign a folder name for saving the JPG files.



- ❖ The default path for saving the JPG file appears in the textbox. The path is 'My Documents\My exported Calendars'. However, you could change the path and save it in any location of your choice.
- ❖ To access advance options for saving JPG, click on the 'More' option. Additional options will get visible.
- ❖ Set the color profile by clicking on 'Browse' button.
- ❖ You could optimize the quality or the file size by checking 'Optimize Quality' or 'Optimize File Size', as per your requirement.
- ❖ Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.



- ❖ Once the project has been exported, you get the confirmation in a dialog box.

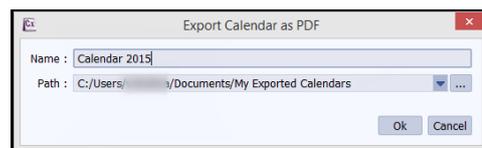
9.3. Exporting in PDF Format

- ❖ After the project is saved, the next step is exporting the project by clicking on 'Save' option.



Exporting Calendar

- ❖ You get different options here. Save, JPG and PDF.
- ❖ To export the project in printable PDF format, select the 'PDF' option.
- ❖ A window will appear.
- ❖ Assign a folder name for saving the PDF files.



- ❖ The default path for saving the PDF file appears in the textbox. The path is 'My Documents\My exported Calendars'. However, you could change the path and save it in any location of your choice.
- ❖ Click on 'OK' to proceed with the exporting or on 'Cancel' to abort the process.
- ❖ Once the project has been exported, you get the confirmation in a dialog box.

10.0. Open Saved Project

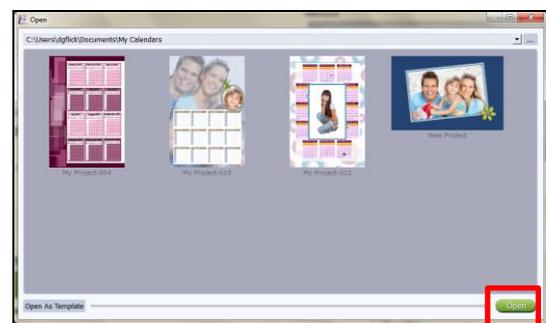
Calendar Xpress gives you the great advantage of opening and editing the saved projects as many times as you want. It also lets you use the saved project as a template where you just need to insert the photos. This saves your time as well as your energy.

10.1. Open Saved Project

10.2. Open Project as Template

10.1. Open Saved Project

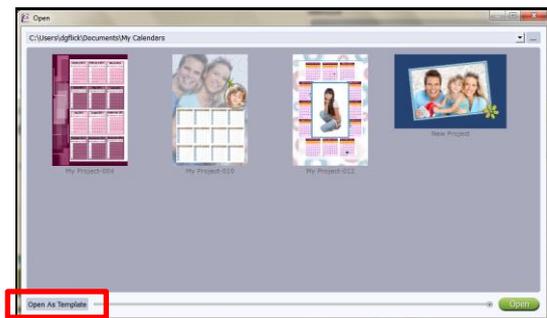
- ❖ To open a project that has been saved and exported, click on the Home icon of Calendar Xpress.
- ❖ You will be redirected to Home page where you can see 'Open' option at left bottom side.
- ❖ Click on 'Open' option.
- ❖ The projects you have saved are now displayed on the screen.
- ❖ Through 'Browse' icon you can give path of the folder where you have saved your project.
- ❖ Select the project you wish to work on and then click on 'Open'.



The saved projects on the path

10.2. Open Project as Template

- ❖ To open a project as a template that has been saved, click on the Home icon of Calendar Xpress.
- ❖ You will be redirected to Home page where you can see 'Open' option at left bottom side.
- ❖ Click on 'Open' option.
- ❖ The projects you have saved are now displayed on the screen.
- ❖ Through 'Browse' icon you can give path of the folder where you have saved your project.
- ❖ Select the project you wish to use as a template and then click on 'Open as Template' button at left bottom side to use the same design with other photos as many times as you wish to.



The 'Open Project' window with 'Open as Template' option

11.0. Troubleshoot

This section deals with questions most commonly encountered by Calendar Xpress users.

How many times I can install the software on the same machine?

Ans: You can install the software on the same machine for as many times as you needed.

Can I install the software from the same DVD/CD on MAC as well as on Windows?

Ans: The installation DVD/CD comes with dual installation setup files of both MAC & Windows, so you can easily install on both operating systems with the same DVD/CD.

What if I misplaced the dongle?

Ans: In that case, you have to inform us about the same by sending an E-mail to support@dgflick.com and we will provide you the new dongle. For that new dongle, you have to bare some cost, which include dongle cost+ shipment +courier charges if any.

Can I create my own Templates?

Ans: Yes, You can create Templates of your own choices. Software gives you complete freedom to create and save * your creations.

Is it possible to create Wallet Calendar in Calendar Xpress?

Ans: Yes, Calendar Xpress allows you to create * Calendar of any size. You can create category and size for any Calendar.

Is it possible to add photo of an event on a particular date?

Ans: Yes, you can add photo of the event on particular date. You can align it as per your preference as well as you can add caption to the event and align it too in Calendar Xpress.

Note: Some features are available only for the Calendar Xpress PRO version users.



Digital World for Still & Motion Imaging

For additional support or clarification, please contact DgFlick offices/support via:

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