

# HOW TO MAKE A PHOTO CALENDAR

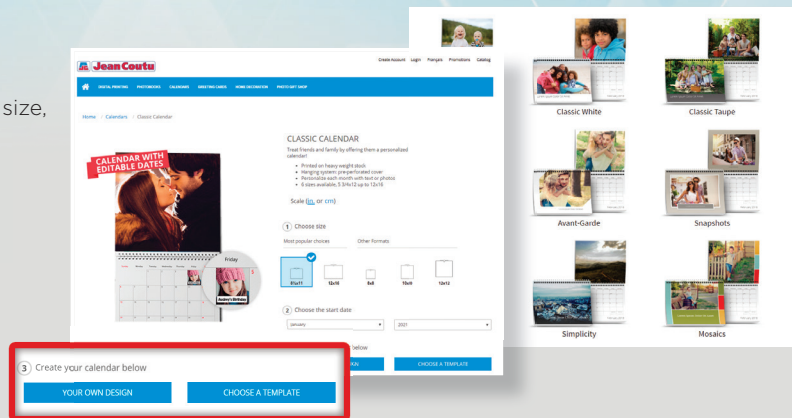
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## FORMAT AND THEME SELECTION

First, you pick the type of Calendar you want (Wall or Desktop, Classic or Planning). Then, you decide on the size, the starting month and the theme of the calendar.

To see the various themes available, press *Choose a Template*.

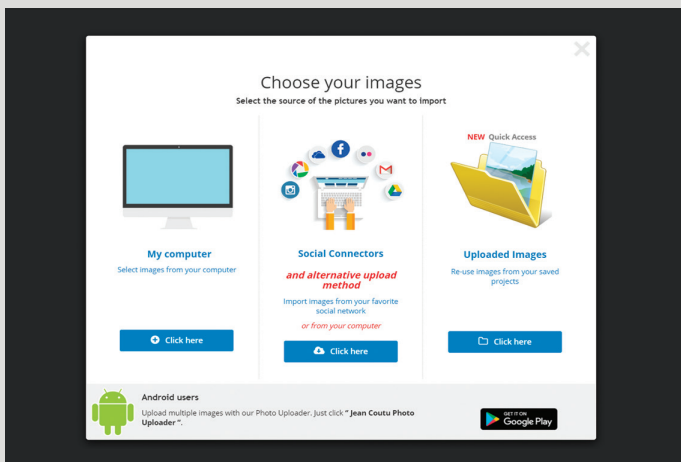
You can also do your own creation by selecting *Your own design*



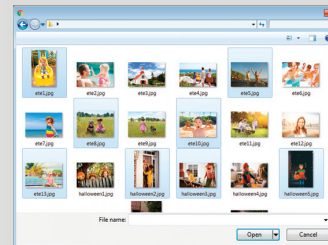
2

## UPLOADING YOUR PICTURES

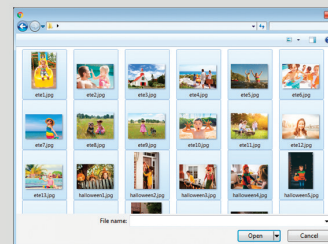
Following the Theme selection, it's time to upload the pictures you want in the Calendar. You may choose images stored on your computer or on social networks.



*Tip:* We suggest you place all selected images into one folder prior to uploading.



Keep the *CTRL* key down (*cmd* on Mac) to select more than one picture at the time



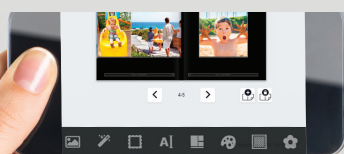
Press *CTRL+A* (*cmd+A* on Mac) to select all pictures in the folder at once.

3

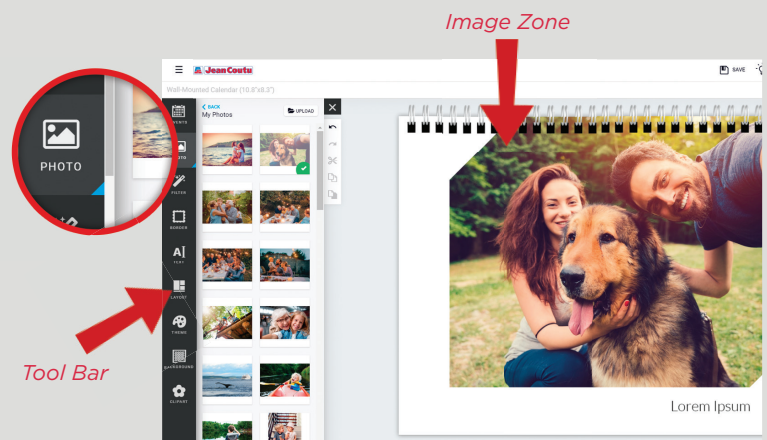
## CUSTOMIZATION AND LAYOUT

To get access to the pictures you have uploaded, first click in the *Image Zone* and then on the *Photo* icon in the Tool Bar on the left.

Click on the uploaded images to add them to the photomontage.








**NOTE**  
Our application for ordering is also compatible with mobile devices such as tablets and smartphones.



## IMAGE OPTIONS

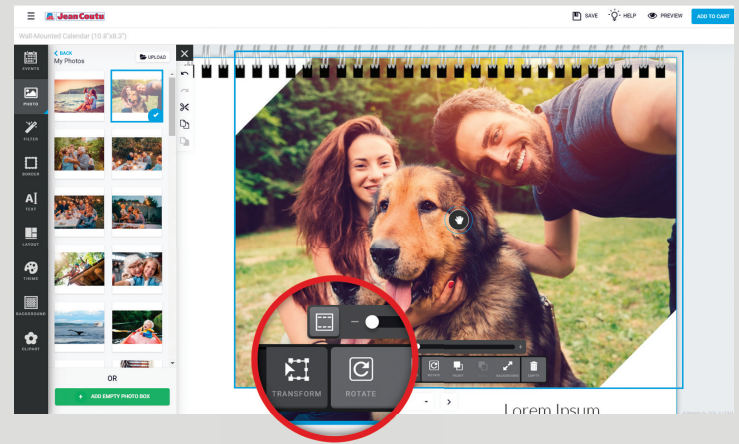
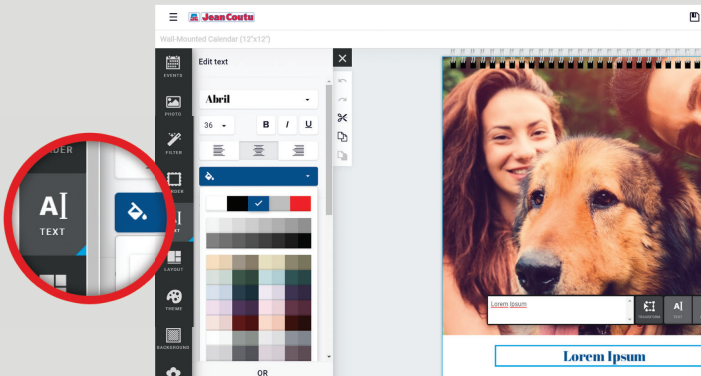
By clicking on an image, you're presented with various editing possibilities.

-  **Hand Tool** for moving and enlarging the image within the frame.
-  **Transformation Tool** for reframing, moving or rotating the image
-  **Rotation Tool** for rotating an image within the frame.
-  **Forward and Backward Tools** for moving the image to the foreground or behind another image.
-  **Garbage Tool** for deleting an image.

## TEXT EDITING OPTION












Click in the text area to add captions. You may change the font. Click on the Text icon on the left side of the screen to see Text options.

-  Pick the font, colour and size you want.




## OTHER EDITING OPTIONS

The selected layout is not set in stone. You may change it at any time using the options in the left panel. Let your creativity run wild with all the possibilities



-  Add a Photo Filter (ex. black and white)
-  Add borders to your pictures
-  Change the layout
-  Change the page style
-  Add Cliparts
-  Change the background
-  Undo last modification
-  Redo last modification
-  Cut Selected Item
-  Copy Selected Item
-  Paste Selected Item

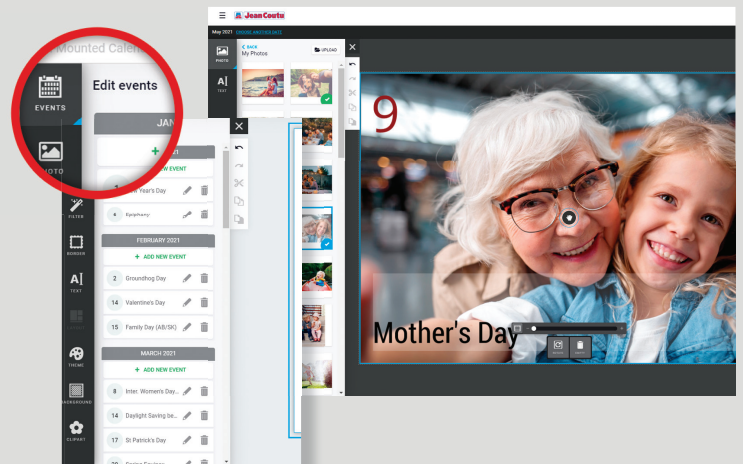
## CUSTOMIZE THE DATE BOXES OF THE CLASSIC CALENDAR

With the Classic Calendar, you have the opportunity to add a photo or a short text in each date box. You may add events or add to planned events such as Easter, Christmas, Mother's Day...

-  Click on the **Event** icon located at the top of the Toolbar on the left.

Pick an event or add yours by selecting **+ ADD NEW EVENT** in the month of your choice.

-  Customize the event
-  Delete the event



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## ORDERING

Prior to placing your order, take the time to review your masterpiece in the **Preview** mode. And when you're pleased with it, click on **Add to Cart**

