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Instructions for creating a Strathmore Calendar Kit

Calendar Design

- Choose 14 pictures that you will use for creating your calendar. One of the pictures will be the cover.
- After you have decided which pictures you are going to use, you can start adding them to each month.
- Using the Microsoft Word Calendar Template, click on the page that you want the image placed on. Click on the “Insert” menu. Go to “Picture” and click “From File”. Locate and select your photo.

Moving Images

- Once the picture you have chosen is inserted onto the correct page, you can move the picture and adjust its size.
- To move your image, double click on the image and choose “Format Picture” from the menu. Click on the “Layout” tab and select “Behind Text”. You will now be able to move your photo.

Adding Text

- After you have finished placing the picture(s) you can start adding text to your calendar.
- To add birthdays, important dates, holidays etc. click on the corresponding day, and begin to type.
- You will be able to choose font, size, and alignment of your text.

Setting up your Printer

- When you have finished creating your calendar and would like to print, it is important to follow a few steps to ensure that your calendar prints correctly.
- Connect the printer that you want to use, and make sure it is selected prior to printing.
- To ensure best results, set printer settings to photo paper, and highest quality.
- **Important:** Preview your images to make sure they are placed where you want them. To do this, click “File” then click “Print Preview”. Adjust layout if necessary.

Print a test page on normal printing paper prior to printing on your Strathmore Calendar Kit.

Printing calendar pages.

- Take out all of your normal printing paper. Next load only one page of the Strathmore Calendar Kit in the printer. (See *directions below*.)
Note: we will be printing the image first, then the month.



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Printer types

Front load printers

- When printing the picture side, load paper matte side up (non shiny), with binding holes on the right.
- When printing the month, load paper glossy side up (shiny side), with binding holes on the left.

Top Load Printers

- When printing image, load paper glossy side up (shiny), with binding holes on the right.
- When printing the month, load paper matte side up (non shiny), with binding holes on the left.

Load and Print one page at a time

- Load in your first calendar page. Click the "File" menu, then click "Print". Select "Pages" option and type "1-2" in the text box.
- For each page thereafter select "Pages" and type the corresponding numbers in the text box: "3-4", "5-6", "7-8" etc.

Follow this printing format for best results:

Cover:

- Print image on matte side (non shiny)

Images for corresponding month:

- Print on glossy side (shiny)

Date of calendar:

- Print on matte side (non shiny)