PROJECT #23

Create and Design a Personalized Calendar

◎ OBJECTIVE:

To create a personalized calendar

PROJECT OVERVIEW:

No home or office can do without a calendar to keep us informed about upcoming events and appointments and, after all, we all need to know what day of the week it is. In this project, you will choose a month and use your desktop publishing software to create a personalized calendar using graphic images and personal notations.

❓ GET TO KNOW WHAT YOU'RE DESIGNING:

Calendars are printed using a variety of sizes and formats, from spiral bound pocket size, to large wall charts. The design of a calendar can range from a classic style including only text and lines, to fun and festive styles including photos and graphics. Calendars govern our lives—we use them to help us meet deadlines, due dates, practices, and to remember birthdays.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. When creating your personalized calendar, use an easy-to-read font, such as Arial or Times New Roman, to enter the days of the week and dates.

2. Use the Internet to research holidays and other significant historical events that occur during the month and year you have selected for your calendar.

3. If using graphic images to depict significant dates within your calendar, choose those that, when resized smaller, can still be easily identified.

4. Carefully read through all parts included in this project. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

Project #23: Create and Design a Personalized Calendar *(cont.)*

INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.

2. Save the file as **"Personalized Calendar"** to the "Publish It!" folder.

3. Set up your document using the "Page Setup Instructions" provided on the next page.

4. Complete the "Content and Design Steps to Follow" provided below.

5. Proofread your work carefully for accuracy, design, and format.

6. Resave the file.

7. Print a copy of the document. Refer to the "Suggested Printing and Finishing Instructions" provided below.

CONTENT AND DESIGN STEPS TO FOLLOW:

1. Select a month and year to use for your personalized calendar.

2. Include the following on your personalized calendar:

   - A title (your chosen month and year), center-aligned, and positioned below the margin at the top of the page

   - A graphic image that correlates with the month of your calendar

   - In the first horizontal row of (smaller) boxes, type in the days of the week (Sunday, Monday, etc.) in their appropriate spaces (as shown in the page setup illustration provided on the next page)

   - In the remaining horizontal rows of (larger) boxes, type in the appropriate dates of your chosen month in the upper right-hand corner of each box (as shown in the page setup illustration provided on the next page)

   - Using text and/or graphic images, label dates that are holidays, events, or those that have a personal significance

3. Add additional text and/or graphic elements to help enhance the look and design of the document.

4. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.

5. Go to Step 5 in the "Instructions" provided above.

SUGGESTED PRINTING AND FINISHING INSTRUCTIONS:

Print the calendar on cardstock or colored paper.

Publish It!

PAGE SETUP INSTRUCTIONS:

# of pages: 1
Dimensions: 8.5 x 11 inches
Margins: .3 inches on all sides
Orientation: Portrait
Other:
1. Using the rectangle tool, draw a box measuring 7.9 inches wide by 6.75 inches tall. Give the rectangle a 1 pt. black border. Align the bottom of this rectangle with the bottom margin as shown in the illustration provided below.
2. Position horizontal guides at 4.5, 5.75, 7.00, 8.25, and 9.5 inches. Position vertical guides at 1.425, 2.55, 3.675, 4.8, 5.925 and 7.05 inches.
3. Staying within the rectangle border, place a 1 pt. thick line over each horizontal and vertical guide. This will create boxes for the days of the week and dates on your calendar.

8.5"

Place the contents of the top portion of your personalized calendar here

Days of the week go here →

7.9" wide x 6.75" tall box

Dates go here →

Dates go here →

11"

Dates go here →

Dates go here →

Dates go here →