**Create Your Own Calendar**

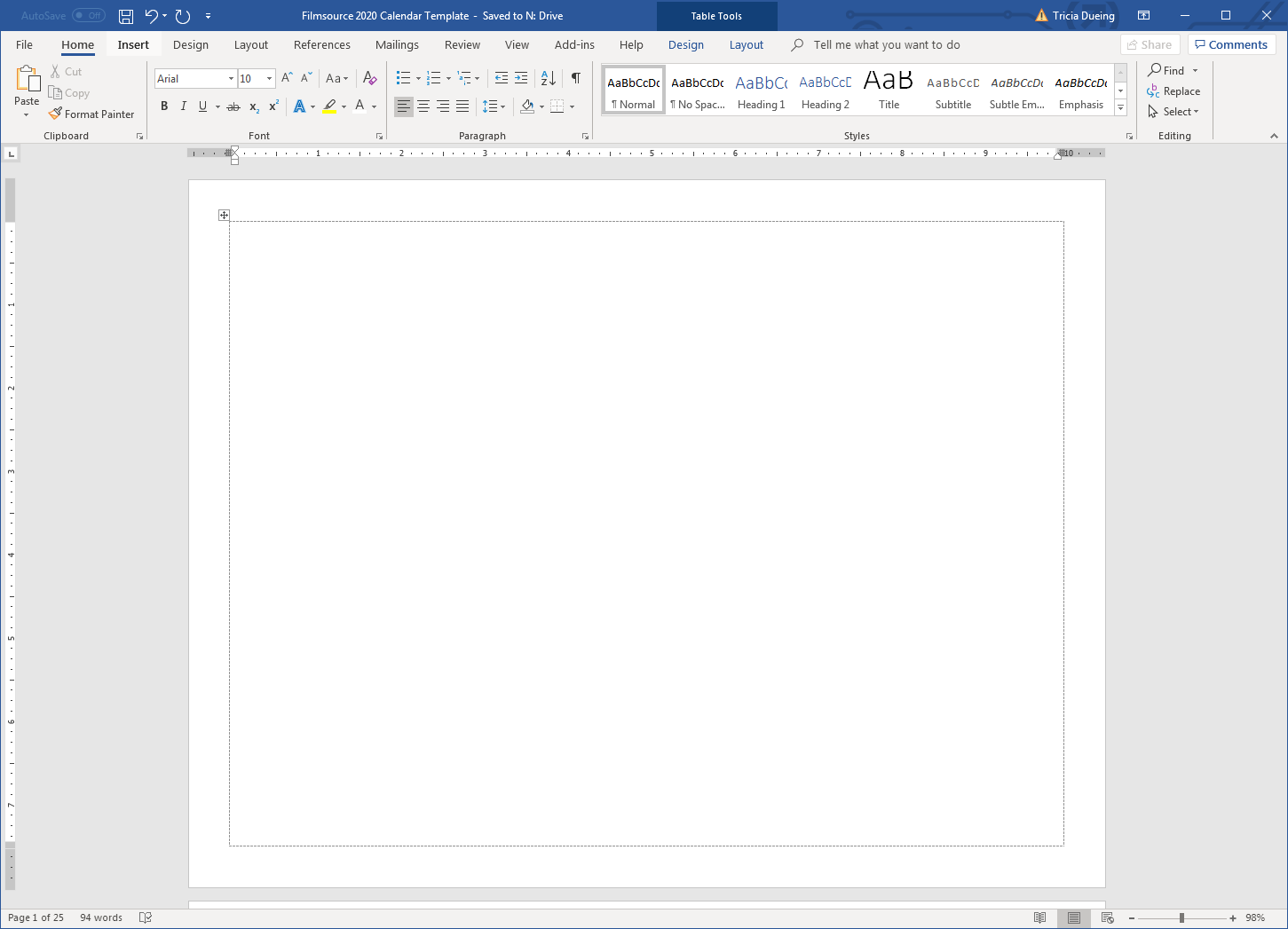
**Using our FREE template created in Word that can be downloaded from our website.**

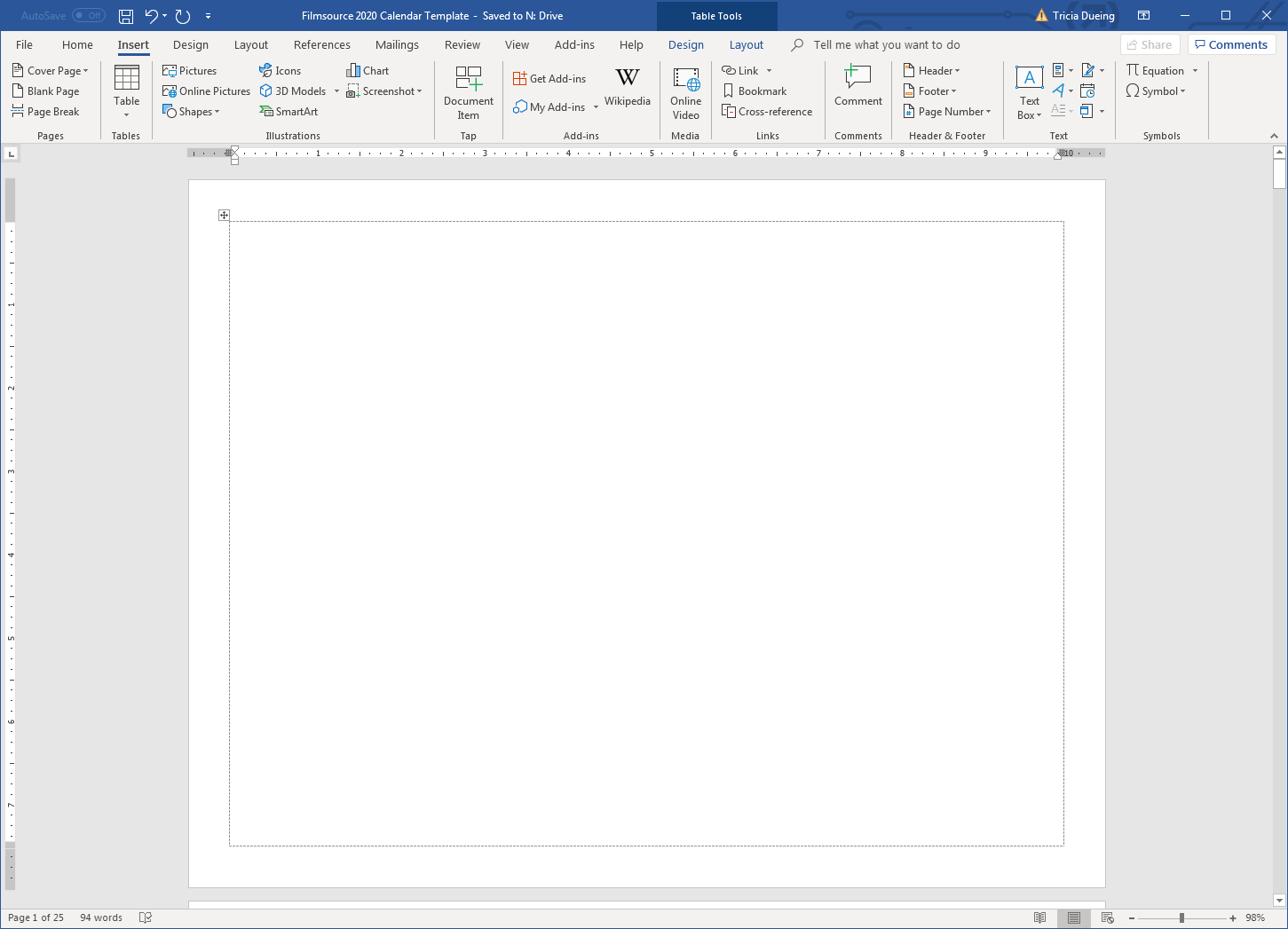
Download the template from our website, [www.filmsourceinc.net](http://www.filmsourceinc.net).

Open the file and select File, Save As and give the file a name if you plan to create more than one calendar.

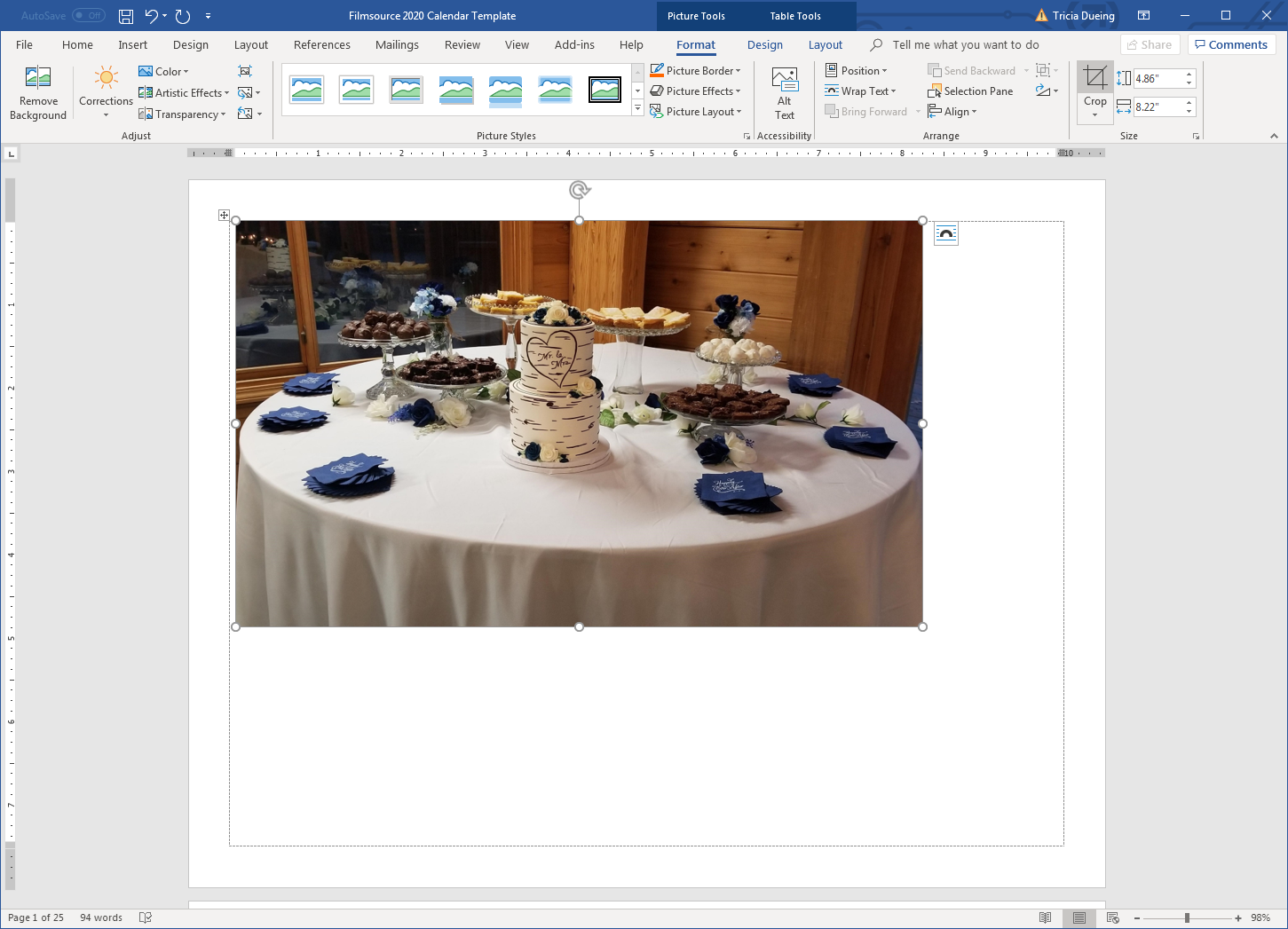
**HOW TO INSERT YOUR IMAGES**

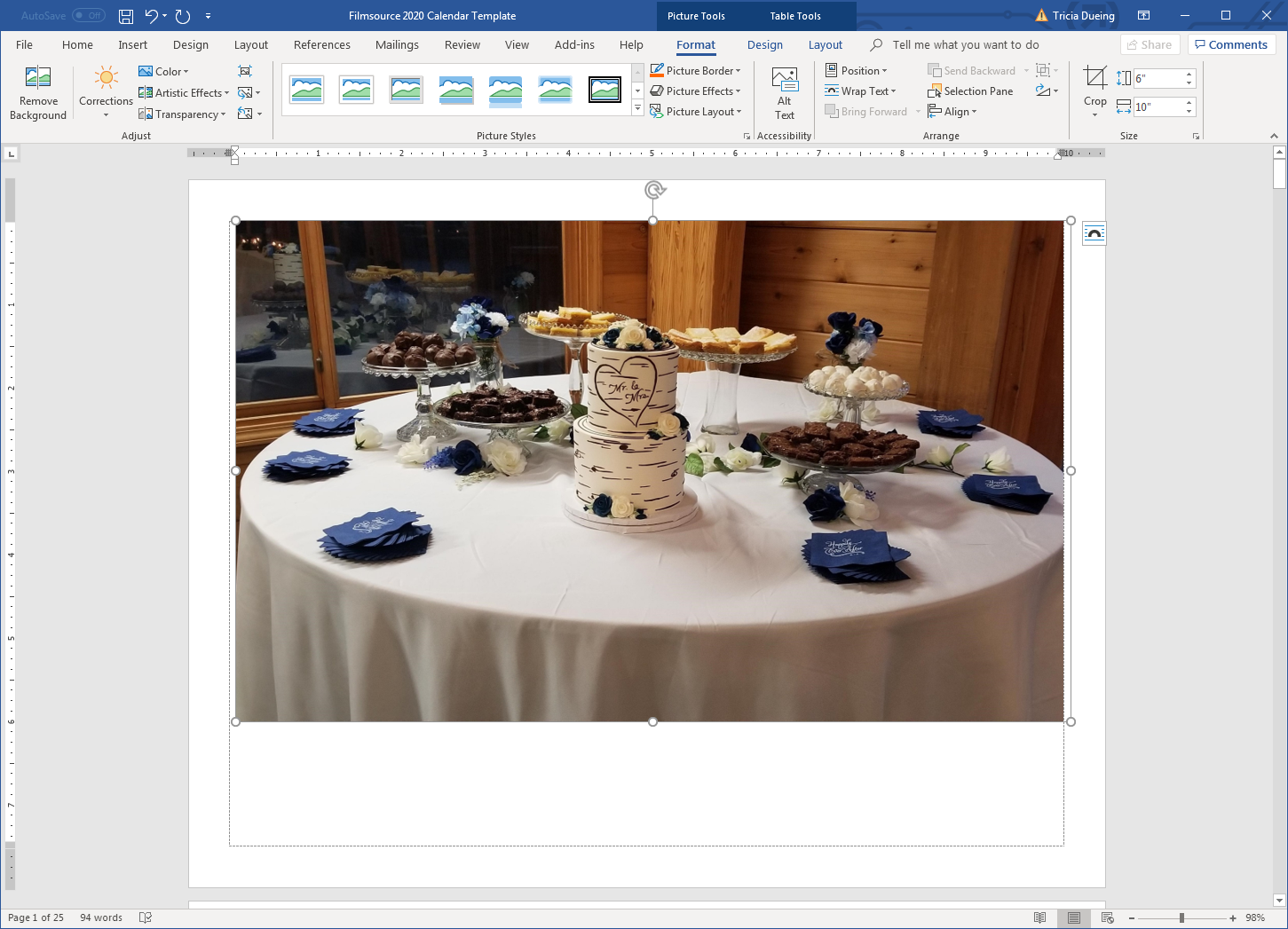
Insert you Photo or collage image into the blank pages meant for images by right clicking anywhere within the dotted boarder. Click on the heading Insert, then click on Pictures.





The Insert Pictures window will open, with a blank box for the file name. Search your computer for the image you would like to place in that page. (It helps if you are viewing icons in your window instead of a list so you can see a thumbnail of the image.) Once you find the image you would like, click to select it from the search window, then select insert. You can crop your image after inserting by right clicking on the image and selecting “crop”. If you would like to enlarge it after cropping to better fill the space left for your picture, adjust the height to 7.5” or width to 10”





Width was adjusted to 10”. If you try to do a width or height that is too big, just adjust the other measurement (height of 7.5” or width of 10”) in order to resize the image to fit.

**SUMMARY OF PAGES**

Page 1 Cover Page – *insert pictures*

Page 2 January Photo Page - *insert pictures*

Page 3 January Calendar

Page 4 February Photo Page – *insert pictures*

Page 5 February Calendar

Page 6 March Photo Page - *insert pictures*

Page 7 March Calendar

Page 8 April Photo Page – *insert pictures*

Page 9 April Calendar

Page 10 May Photo Page - *insert pictures*

Page 11 May Calendar

Page 12 June Photo Page – *insert pictures*

Page 13 June Calendar

Page 14 July Photo Page - *insert pictures*

Page 15 July Calendar

Page 16 August Photo Page – *insert pictures*

Page 17 August Calendar

Page 18 September Photo Page – *insert pictures*

Page 19 September Calendar

Page 20 October Photo Page - *insert pictures*

Page 21 October Calendar

Page 22 November Photo Page – *insert pictures*

Page 23 November Calendar

Page 24 December Photo Page - *insert pictures*

Page 25 December Calendar

**PRINTING**

Go to File, select Print to open the print dialogue box

Designate you printer

Settings

Print All Pages (The whole thing)

Print on Both Sides, Flip sheets on long edge

Collated

Landscape Orientation

Letter (8.5” x 11”)

One Page Per Sheet

Narrow Margins (Left: 0.5” Right: 0.5”)

1 Page per Sheet

Now click the box in upper left corner labeled PRINT.

**ADDING TEXT INTO SINGLE DATES**

The text was added using text boxes, Arial Narrow, 9 point unless text too large to fit on a single line, in those cases it was changed to 8 point.

You may copy a text box, paste, move the copied text box to the date you want to customize and change the text accordingly. Or create you own new text box.

If there are holidays, seasons etc that you do not want included, you can select the text box and delete it.

**We at Filmsource, Inc hope you enjoy your calendar template whether creating a calendar for yourself of to give as a gift.**

