

## **JK Calendar Kit instructions and notes**

3/2/2017

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This is for anyone who is into Do It Yourself. In particular, the JK Calendar Kit enables you to create personalized Month-Per-Page photo calendars using Powerpoint or OpenOffice Impress or LibreOffice Impress.

There are web services that enable you to design month-per page calendars. I looked at a few web services in 2009, and chose to use one of because, at the time, I had no idea I could do it myself. I found their canned designs to be very limited, and their prices were excessive in two ways, high price per calendar printed and high minimum number of calendar copies to be printed.

I bought some software to design month-per-page calendars in 2010, Print Shop (one of my favorites in the 8-bit home computer era, almost thirty years earlier) and Print Master Plus. I found these two had relative few design options available for month-per-page calendars.

I already owned Photoshop Elements, and I upgraded to learn about their calendar design options. Recently I reviewed the calendar creation capability of Photoshop Elements 11, the most recent version I purchased before I upgraded to Photoshop CC, just to make sure I was not mis-remembering its calendar creation features. Again, more of the same limitations.

All of these limitations seem to be in part because the software companies also want to be in the calendar printing business: you have the option to upload your finished design file to them, and they print and assemble copies for you, again at high prices, just like the online calendar design services. They provide canned layouts so the upload includes only the ID of the canned layout and your customizations/personalizations of that layout, such as your photos, birthdays, anniversaries, etc. This is an old technique to minimize data transfer, dating all the way back to Western Union in the 1800s and quite possibly long before that.

Also, any time you send a design file to be printed, the work takes weeks. To be ready for use as Christmas presents, you have to place your order weeks earlier. Font choices, including font name, size and color, are minimal or non-existent.

In my case, starting in late 2010, to design my calendar for the year 2011, I began using OpenOffice Impress, a Powerpoint emulator, to design my calendar. At the time I printed at home using an HP Photosmart 8450, and later I upgraded to an HP Officejet 7110. I found affordable solutions for punching and binding printed copies at home.

A year or so later, I realized that I could speed up the design work by creating a file of generic month table pages. I created seven, one for each day of the week that a month can start on: one in which the first day is on Sunday, another for Monday, and so forth. Each is 31 days long, and it is easy to delete a day or so to make a shorter month.

Before I go further, here is an example of what I design. I want to point out some specific features and give you the vocabulary that you will need to create the same type of design.

On the next page is a photo of two pages from a calendar I designed in late 2015 for the year 2016.

The full-page Month table has nice big day cells. You can type Events into those cells such as holidays, family birthdays and anniversaries, teacher work days, winter break, spring break, paydays, etc. As the year goes on, you can write notes into the day cells also.

I also figured out how to create generic Mini Months, compact month layouts that can be included so the calendar reader can easily see the prior month and next month. This is a feature commonly found on commercial calendars.

Like the generic full month pages, generic Mini Months are 31 days long. After copying generic Mini Months into

unused day cells in a full page Month table in your calendar file, you can shorten the Mini Months by deleting the days at the end of each, so that the Mini Months accurately reflect the length of the appropriate prior and next month.

The full page Month table is a grid with five rows for weeks. Each day is numbered; the rectangular space for a day is called a day cell.

There is a text box for the month and year at the top. There you can use any font you wish.

There are 35 day cells, so some are unused. I fill in the days of the prior month and the next month in gray.

The prior month and next month appear in unused day cells in a compact format. I call these Mini Months.



So, ultimately I created a file of these generic full page Months and Mini Month layouts called the JK Calendar Kit. There are two such Kit files. Choose the one for the software that you use:

JK Calendar Kit.ppt, for Powerpoint users

JK Calendar Kit.odp, for OpenOffice Impress users and LibreOffice Impress users

If you do not have either Impress or Powerpoint installed on your PC, do not despair. LibreOffice and OpenOffice are freeware. Google either one and you will find the download for your OS version.

This document describes how to use those files to design your own month-per-page photo calendar. You can also print and assemble calendars at home. This document won't spend as much time on print and assembly, but I will show you the equipment I use for hole punching and binding.

OK, the rest of this document assumes you know how to use certain key features of Microsoft Office applications that are available also in OpenOffice and LibreOffice. These features are not especially obscure or esoteric:

- table text entry and deletion
- copy & paste
- select entire pages
- select Mini Month
- select text

- change font size
- change alignment to flush left or center
- change font color
- make text bold
- merge table cells

There is a video demo of the use of the Kit file. The video demonstrates all of these techniques using OfficeOffice Impress.

This document itself was written and converted to PDF using LibreOffice Writer, which emulates MS Word.

Here are the tasks, step by step, for creating full page Months using a Kit file. These apply to both Kit versions, except where I have described something specific for Powerpoint 2013 or Powerpoint 2007. I tested the ppt Kit file using those two versions of Powerpoint.

**STEP 1.** Open the Kit file.

**STEP 2.** Open a new presentation file, i.e., a blank file.

**STEP 3. THIS IS IMPORTANT.** In the new presentation file, change the page dimensions to 8.5 inches tall by 11 inches wide. This makes it possible to paste the Mini Months precisely into day cells. In OO Impress, tap the word Format on the top left of the Impress window, and select Page. Impress displays a dialog window in which you can specify 11.0 inches wide by 8.5 inches tall. In LO Impress, tap the word Slide on the top of the Impress window, and select Slide Properties.

In Powerpoint, select the Design menu, and find the icon named Page Size. Left-click on that icon. Powerpoint displays either a dialog window or a side pane in which you can specify 11.0 inches wide by 8.5 inches tall.

If you plan to print borderless photos using PowerPoint or Impress, make sure the page margins are set to zero.

**STEP 4.** Switch back to the Kit file.

**STEP 5.** Determine the day of the week on which the month will start.

This is easy to do on Windows computers. In the lower right corner of your screen, there is a display of the date and time. Left-click on that display. You will see calendar table pop up, containing the current month, and arrows for scrolling to the next month or the prior month.

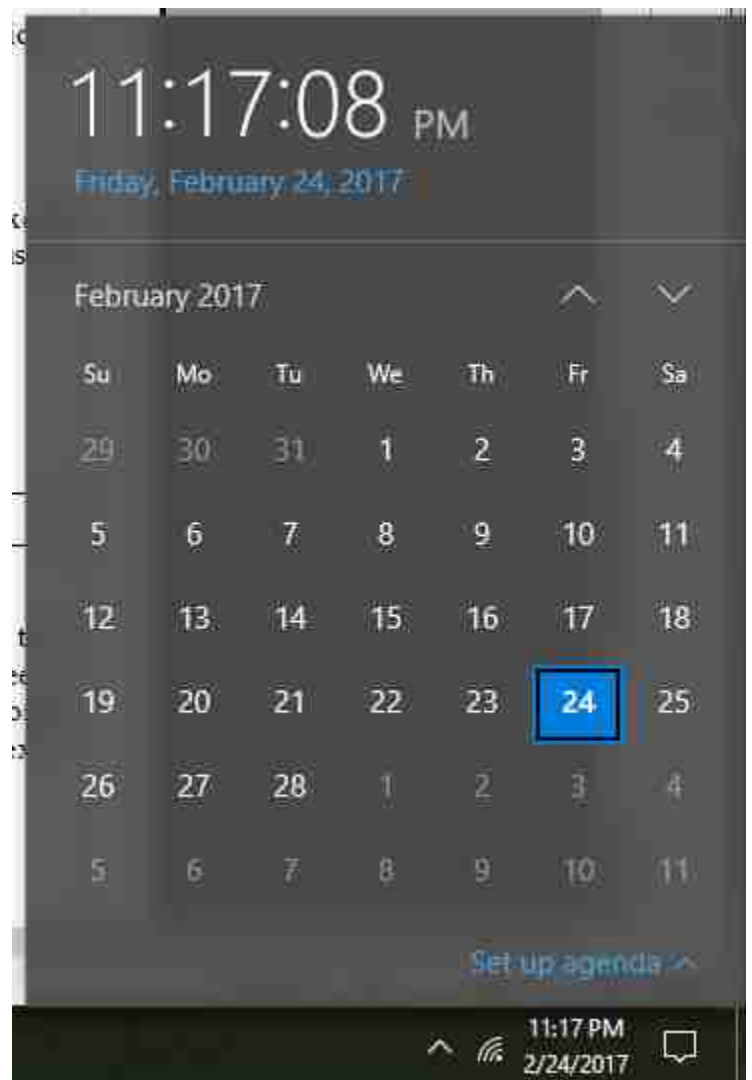
In the screen image at the right, you can see the Windows 10 date and time in the lower right corner, and the calendar display above it. The down arrow is just above the Saturday column in the calendar.

Left-click the arrow for the next month (down arrow in Windows 10, right arrow in Windows 7), and scroll next January. Note the day of the week for January 1.

An alternative way to do this is to use the Calendar app on your smart phone. Scroll forward in the app to next January.

Throughout these instructions, you will see examples for creation of a 2018 calendar.

**EXAMPLE:** Scroll down to January 2018. That month begins on a Monday.



If you create the various full-month pages in sequential order, i.e., January, February, March ... then you won't have to look up Day 1 of the later months. You can use your calendar page for January to figure out the weekday on which February starts, and so forth.

**STEP 6.** The first seven pages of the Kit file are headlined STARTS ON SUNDAY through STARTS ON SATURDAY. Find and left-click on the page corresponding to the day on which January starts.

EXAMPLE: For January 2018, which starts on Monday, find and left-click on the page STARTS ON MONDAY in the slide pane, where you can see more than one page of the Kit file.

**STEP 7.** Copy the page in the Kit file: Ctrl-C.

**STEP 8.** Switch to your new presentation file.

**STEP 9.** In that new presentation file, Paste the copied page: Ctrl-V.

**STEP 10.** In the new page of the new presentation file, click on the headline. It begins with STARTS ON. Change the headline to read January <year>.

EXAMPLE: Change STARTS ON MONDAY to read January 2018

**STEP 11.** When you create pages for February, April, June, September and November, you will edit the final row of the full page Month table in your presentation file to remove excess days, to make the number of days match the length of the actual month. Mostly this is easy: just select each cell you need to vacate, and tap the Delete key.

For a month that starts on a Friday or Saturday, the full 31 day calendar spans more than five weeks. To represent the days in the sixth week, day cells in the lower right corner are *split*, showing the day number of the fifth week in the top half and the days of the sixth week in the bottom half. This is a common technique in commercial month-per-page calendars. In the Starts on Friday page, the 31<sup>st</sup> is shown with the 24<sup>th</sup> in a split Sunday. In the Starts on Saturday page, the 31<sup>st</sup> and 24<sup>th</sup> are in a split Monday, and the 30<sup>th</sup> and 23<sup>rd</sup> are in a split Sunday.

To delete the 31<sup>st</sup> or the 30<sup>th</sup> in a split cell, select BOTH of the split cells. In Impress, when you do so, both will be filled with color. Then right-click; the pop-up menu includes the word Cell. Point at the word Cell; a sub-menu appears, including Merge. Select Merge. The line between the two split cells disappears. Delete the second day number.

EXAMPLE: No need to shorten January 2018. It is 31 days long just like the generic full page Month table.

**STEP 12.** In the page of the new presentation file, add Events. Holidays, birthdays, anniversaries, all these are types of Events. Others you may wish to include are paydays and school events. Since I am an amateur photographer, I include Full Moon and New Moon dates.

EXAMPLE: Add New Years Day to January 2018. Left-click in the center of the day cell containing the number 1. The text cursor appears below the number and on the left of the day cell. The default formatting is Arial 12 point font and alignment flush left. When printed, Arial 12 point is plenty large and easily readable.

**It is very important NOT to change the height of a table row in the full page month table by typing an Event in a large font.**

For holidays, I bold both the event label and the day number.

There is a very useful federal government web site that lists federal holidays for the next few years. The URL appears at the bottom of this documentation.

Additionally, other holidays for a specific year are easily found by typing the holiday and the year into Google. Google will report the exact date. This is specifically useful for Easter and Chinese New Year. You can use a Google search to find the days for US Spring Forward and Fall Back. You can use a school system web site to determine days such as the start and end of spring break, teacher work days, exam days and the end of the school year. They might even publish the beginning of the next school year.

**EXAMPLE:** In January 2018, the birthday of Martin Luther King Jr. is celebrated on Monday January 15. Tap on the day cell containing the number 15, and move your text cursor to the right of that number. Tap the Enter key to move down one text row with that cell. Type Martin Luther King Jr. birthday. Select the words you type, change the font size to 12 points, change alignment to Flush Left, and make the words and the number 15 Bold.

For other types of events that do not involve taking time off work or school, I do not make the text bold. Valentine's Day is an example.

Using this same technique, you can add family birthdays and anniversaries. You can also paste clip art such as a birthday cake into a day cell for a birthday event if you wish.

**STEP 13.** Examine the full page Month table. Identify the unused day cells in the first week, the top row, and the final week, the bottom row.

**EXAMPLE:** In January 2018, the first week has one empty cell on the left, and the final week has 3 empty cells on the right.

**STEP 14.** Choose two adjacent empty cells to contain the two Mini Months. **One of the two cells MUST be in a corner of the table**, either the upper left corner or the lower right corner. The next steps create the labels for the Mini Months.

**EXAMPLE:** In January 2018, two adjacent cells are available only in the final row.

**STEP 15.** Left-click on the second of the two consecutive empty day cells, and type the name of the month **AFTER** the month of the current full page. The default font is Arial. Select that word, set font size to 14 points, and set alignment to Center.

**EXAMPLE:** In January 2018, left-click on the lower right corner day cell, type the word February. Select that word, set font size to 14 points, and set alignment to Center.

**STEP 16.** Click on the first of the two chosen day cells, and type the name of the month **BEFORE** the month of the current full page. Select that word, set font size to 14 points, and set alignment to Center.

**EXAMPLE:** In January 2018, left click on the cell to the left of February. Type December. Select that word, set font size to 14 points, and set alignment to Center.

**STEP 17.** Determine the day of the week on which the next month starts. You don't need to look it up, because it is visible on the final row of the current full page Month table.

**EXAMPLE:** February 2018 starts on a Thursday. You can see that on the January 2018 calendar page that you created.

**STEP 18.** Switch to the Kit file. Pages 8 through 14 contain generic Mini Months. Like the generic full page Month tables, the generic Mini Months are each 31 days long. Scroll down to the mini Month page for the day on which the next month starts.

EXAMPLE: For the February 2018 Mini Month, scroll to page labeled Mini Month starts on Thursday.

You will see that the page contains 4 copies of the Mini Month, two in the upper left corner, and two in the lower right corner. **Scroll to the corner that you chose for Mini Months in the full page Month table in your new project file.** So, if you chose the upper left, then scroll to the upper left. If you choose the lower right, then scroll to the lower right.

In each corner, there is a Mini Month labeled PRIOR month and another labeled NEXT month.

**STEP 19.** Select the Mini Month labeled Next Month. One way to do this is to “lasso” the Mini Month, by left-click and drag to surround the Mini Month. When you let go of the left button, the lasso should snap to the Mini Month object under the Next month label. If the selection fails to include the Mini Month, or includes anything else on the page, such as the other copy of the Mini Month or the large arrows, then tap the ESC key to undo the selection, and you can redo it more precisely.

EXAMPLE: For February 2018, which is the NEXT month, select the Mini Month on the Thursday page in the lower right corner under the label NEXT month.

**STEP 20.** Copy the selected Mini Month, using CTRL-C.

**STEP 21.** Switch to the new Presentation file and select the page on which the current full page Month table appears.

EXAMPLE: Select the January 2018 page in the new presentation file.

This next step has an important variant specific to Powerpoint 2013. **Read Step 22 very carefully.**

**STEP 22.** Paste the Mini Month into the page.

EXAMPLE for Impress and Powerpoint 2007: Tap Ctrl-V.

EXAMPLE for Powerpoint 2013: Tap the Home tab at the top left of Powerpoint. At the far left of the top, the Paste button appears. Left-click the arrow below the Paste Button. Icons appear. Scroll through the icons and select Keep Source Formatting.

What we want to do here is paste the Mini Month precisely within the day cell, below the month label we typed and within the borders of the day cell. Impress and Powerpoint 2007 do this by default. In Powerpoint 2013, it is necessary to use the variant of Paste called Keep Source Formatting.

The precise location to which each Mini Month is pasted is made possible because, first, I designed the fixed dimension of the full page Month tables so that all the day cells fell in exactly the same position on each page, and I measured those positions for the first row and final row cells where Mini Months could be placed. This is why changing the height of a week row is a very bad thing to do, because then Mini Months won't fit where you want them to appear. Second, I placed the Mini Months on the pages in the Kit file exactly where they would fit in the day cells, so a paste process that copies to the same spot on a new page will put each Mini Month exactly where it needs to be. Fortunately, Impress and Powerpoint 2007 do that by default.

If by some chance this paste does not place the Mini Month nicely in the chosen day cell, in the Kit file, each Mini Month page tells you the precise locale for each Mini month, down to 0.1 inches. Using Impress or Powerpoint 2013, you can select the Mini Month and use Format / Position and Size (or right click to produce a menu with that choice in it), and then enter exactly the X and Y coordinates identified on the Mini Month page in the Kit file.

As best I can tell, Powerpoint 2007 does not provide a Position and Size option for tables. Your best bet to correct a

mistaken placement using Powerpoint 2007 is to undo the paste, redo the copy from the Kit file, and redo the Paste.

After these instructions, there is Troubleshooting section to help you diagnose and remedy such problems.

**STEP 23.** If necessary, reduce the number of days in the Mini Month to suit the actual next month.

Each Mini Month is a relatively small font, Arial 8 point. Very readable in print, but you may want to increase the View magnification on the screen in order to reduce the Mini Month length without squinting.

EXAMPLE: For February 2018, delete days 29, 30 and 31 from the Mini Month.

NOTE: the Friday and Saturday Mini Months have rows for six weeks, and no split day cells. That makes removal of excess day number much easier.

Our next steps are for the Prior Mini Month.

**STEP 24.** Determine the day of the week on which the Prior month begins.

For December, you have to look it up using the Windows calendar as explained above or your smartphone calendar app. When you create a full page for February (for which the prior month is January) or a later month, you can look it up in your new presentation file.

EXAMPLE: December 2017 starts on a Friday.

**STEP 25.** Switch to the Kit file, and scroll to the Mini Month page for the day on which the Prior month begins.

EXAMPLE: In the Kit file, scroll to the Mini Month Starts on Friday page.

You will see that the page contains 4 copies of the Mini Month, two in the upper left corner, and two in the lower right corner. You need to scroll to the corner that you chose for Mini Months in the full page Month table in your new project file. So, if you chose the upper left, then scroll to the upper left. If you choose the lower right, then scroll to the lower right.

In each corner, there is a Mini Month labeled PRIOR Month and another labeled NEXT Month.

Select the Mini Month labeled PRIOR Month. One way to do this is to “lasso” the Mini Month, by left-click and drag to surround the Mini Month. When you let go of the left button, the lasso should snap to the Mini Month object under the Next month label. If the lasso includes anything else, such as the other copy of the Mini Month or the large arrows, then tap the ESC key to undo the selection, and you can redo it more precisely.

EXAMPLE: For December 2018, which is the PRIOR month, select the Mini Month on the Friday page in the lower right corner under the label PRIOR Month.

**STEP 26.** Copy the selected Mini Month, using CTRL-C.

**STEP 27.** Switch to the new Presentation file and select the page on which the current full page Month table appears.

EXAMPLE: Select the January 2018 page in the new presentation file.

This next step has an important variant specific to Powerpoint 2013. **Read Step 28 very carefully.**

**STEP 28.** Paste the Mini Month into the page.

EXAMPLE for Impress and Powerpoint 2007: Tap Ctrl-V.

EXAMPLE for Powerpoint 2013: Tap the Home tab at the top left of Powerpoint. At the far left of the top, the Paste button appears. Left-click the arrow below the Paste Button. Icons appear. Scroll through the icons and select Keep Source Formatting.

Now you have filled in both Mini Months for the first full page Month table.

**STEP 29.** If necessary, reduce the number of days in the Mini Month to suit the actual next month.

Each Mini Month is a table containing a relatively small font, Arial 8 point. Very readable in print, but you may want to increase the View magnification in order to reduce the Mini Month length with squinting.

EXAMPLE: December 2017 has 31 days, so there is no need to reduce the Mini Month number of days

NOTE: the Friday and Saturday Mini Months have rows for six weeks, and no split day cells. That makes removal of excess day number much easier..

**STEP 30.** Fill in unused day cells, if any, in the first week, with the final days of the prior month.

EXAMPLE: For January 2018, there is one unused day cell at the start of the first week. Tap that cell, type 31 (for December 31). Select the number, and choose a gray color for it. The idea of using gray is so that the reader will know that the day is not part of January 2018.

**STEP 31.** Fill in unused day cells if any in the final week, with the first days of the next month.

For any month beginning on Sunday through Wednesday, you will definitely always have at least one unused day cell in the final week of the month.

EXAMPLE: For January 2018, there is one unused day cell after January 31. Left-click that cell, type 1 (For February 1). Select that number 1, and choose a gray color for it.

**STEP 32.** Save your new project file.

You may choose to save more frequently than once per page, if you wish.

**STEP 33 .**Repeat the above steps 4 through 32 for each subsequent month of your calendar.

**STEP 34.** If you wish, you can insert a blank page between each full page month of your calendar, and put one or more photos on each page.

Inclusion of photos may be convenient for two reasons. First, you can use Impress or Powerpoint to print the entire calendar. Second, with sufficient computer RAM, you can generate a PDF file of the calendar.

On the other hand, if you have Photoshop Elements or Photoshop CC or other photo-oriented graphics application, then you may elect to print photo pages using that application.

**STEP 35.** Put photo caption text boxes on the full month pages if necessary.

I usually include a cover photo. I write a short essay about the calendar and print that on the back of the December page. That page is, in my designs, the one page that is 100% black and white, so I can print it on plain paper.



## THE HYBRID D.I.Y. APPROACH: DESIGN AT HOME, PAY FOR PRINT AND ASSEMBLY

Use this approach if you have money and little time for printing and assembly. It will inevitably cost you more to pay the likes of Staples, Office Depot or Fedex Office to do the work for your relatively small print run than you would spend for paper and ink and binding to print and assemble calendars at home.

Note PDF generation of a 24 page or 26 page calendar file often takes a great deal of RAM memory. My Windows 7 computer with 3.2 GB of RAM freezes when I try to export my calendar as a PDF. My Windows 10 computer with 12 GB of RAM does generate the PDF.

Why not take a Powerpoint file to a printing firm? **Because Powerpoint files do not include the font files you used**, especially for the month names atop the full page month tables. The printing firm may not have the same font that you used. And that means the firm cannot print it exactly the way you designed it.

PDF files turn the entire contents of a file into bitmaps. That includes fonts. So the printing firm can print your PDF file exactly the way it appears.

An alternative approach for printing at home is to print photo pages from a separate application, such as Photoshop Elements or Photoshop CC.

### PRINTING AT HOME

My printer does not print 2-sided automatically. I print as follows:

PHYSICAL SHEET	SHEET SIDE	CONTENTS
1	A B	Cover photos January photos
2	A B	full page month table for January February photos
3	A B	full page month table for February March photos

and so on.

On my printer, each page of print comes out face up with the top edge on the left.

To print the opposite side, I re-insert the printed page in the input tray face up, with the top edge on the right.

I generally print 3 copies of the side A full page month table, and then three copies of the corresponding side B photos.

### ASSEMBLY AT HOME

I bought a comb binding machine. In 2010, this cost me about \$90. These comb binding machines do two things. First, they punch a row of holes along one edge of paper. This row of holes is designed to fit a plastic comb spine. Second, the machines provide teeth to open the plastic comb spine so that you can insert punched page edges and then close up the spine so that the spine engages the row of holes. The end result is nicely bound. However, my machine has plastic teeth, and a few have busted. That means I have to do a bit of the spine insertion by hand. Current machines at the same price point or slightly below have metal teeth that last longer.

Electric machines to do the work cost about five times more. If you work in an office, there is a chance your office has a machine for you to use. But I get a lot of useful work out of mine at home, and I don't regret having spent the money. I will probably buy a machine with metal teeth soon.

**Adjustable 3-hole punch for 11 inch paper, modified to punch a single center hole.** I use this to punch a center hole on a long edge of each page, opposite the spine.

I removed the left and right punches. Only the center punch (silver in this photo) remains in use.

The same thumbscrews that enable you to adjust punch positions also enable you to remove punches.



**Manual comb binding machine.** Insert paper into slot, push red handle down to punch holes. Make sure you insert the correct edges, i.e., the top edge of each full page Month.

Teeth for insertion of plastic spine are on the bottom front edge.

Move red knobs on left and right of machine forward or backward to open and close teeth.

Chad container slides out from side of machine.



Black plastic spine inserted, and teeth holding spine ribs open. Insert punched edges of paper from above, so pointed ribs of spine line up with holes. Slowly close teeth using red knobs, so spine points move through holes in paper.



## TROUBLESHOOTING

I recognize that nothing is perfect. It is possible to make mistakes when using a Kit file to create a calendar. Here are some mistakes, causes and fixes.

The Kit file carefully sizes and places the full page Month tables and the Mini Month text boxes to fit well together, to make your calendar look professional. Anything you do that changes the placement or size of either a full page month table or a Mini Month text box is highly likely to cause misfits, and make your finished product look bad.

PROBLEM	CAUSE	FIX
Each Paste of a Mini Month consistently places the Mini Month too low in the new presentation file.	Powerpoint 2013 user failed to use Paste / Keep Source Formatting.	Remove Mini Month from new calendar file. Re-Paste using Paste / Keep Source formatting.
Mini Month is too wide for the day cell	<p>#1. Full page Month table width is too narrow. Compare against Month table width in Kit file, using Position and Size. DO NOT ALTER TABLE SIZE IN KIT FILE.</p> <p>#2. Mini Month font name or font size has been changed.</p>	<p>#1. If Month table in Kit file is wider, then increase width of Month table in your calendar file to match width of Month table in Kit file.</p> <p>If Month table in Kit file is same width, then see below.</p> <p>#2. Change font in Mini Month in your calendar file to Arial, and size to 8 point.</p> <p>If that does not fix the problem, then delete Mini Month from your calendar file. Copy Mini Month from Kit file, and paste to your calendar file.</p> <p>If that does not fix the problem, then likely your Kit file has been altered. Rename or Delete that Kit file, and download the Kit file again.</p>
Mini Month is too tall for the day cell; it overlaps the Month label at the top of the cell.	<p>#1. The row height of the current row in the full page Month table has been reduced.</p> <p>#2. The height of a prior row in the full page Month table in your calendar file was increased, perhaps by inserting too much Event text or using a large text size for an Event. This forces the Mini Month to be located too far up in the day cell, perhaps overlapping the top border line of the day cell.</p> <p>#3. Font or font size of day numbers has been changed.</p>	<p>#1. Compare cell height of the current row and a prior or later row in your calendar full page Month table. If the current row height is less, then increase it.</p> <p>#2. Inspect prior rows. Change Event text to 12 point size.</p> <p>#3. Font in Kit file is Arial, size is 18 points. Using a more ornate font that is inherently larger might force row height to increase. Using a much larger</p>

	<p>#4. Mini Month font font name or font size has been changed.</p>	<p>point size for day numbers, especially in day cells containing long Event text, could force row height to increase. Decrease day number font size until rows return to default height.</p> <p>#4. Change font in Mini Month in your calendar file to Arial, and size to 8 point.</p> <p>If that font change does not fix the problem, then delete Mini Month from your calendar file. Copy Mini Month from Kit file, and paste to your calendar file.</p> <p>If that new paste does not fix the problem, then likely your Kit file has been altered. Rename or Delete that Kit file, and download the Kit file again.</p>
<p>Each Paste of Mini Month into the new presentation file consistently ask you questions about adapting the format of the pasted Mini Month text boxes.</p>	<p>Page size in the presentation file is not 8.5 inches by 11 inches.</p>	<p>OUCH! Start over again. Create a new presentation file, and change the page size to 8.5 inches high by 11 inches wide.</p>

DO NOT MAKE FONT CHANGES IN THE KIT FILE. Feel free to do that in your new calendar presentation file. Experiment with fonts in your presentation files to your heart's content. But keep this Kit file unaltered so you can count on it to achieve its goals for you.

I have been using this Kit file at home for three years, and I have made a variety of other screw ups that can be summarized as: I lassoed (selected) the wrong thing, and copied it/deleted it/moved it. In these cases, your best friend is the Panic Button, otherwise known as Undo (Ctrl-Z). All is forgiven when you quickly recognize your mistake and apply the Panic Button.

## OTHER LANGUAGES AND COUNTRIES

I recognize that English is not the only language on Earth. C'est la vie! I have traveled to the UK, France, Germany, Holland and Belgium in Europe, and to Colombia in South America. I can almost remember the weekday names from French class in high school, long ago. I have friends whose first language are German, or Spanish. I could rely on them to guide me. Fortunately Google has that kind of info at hand.

Customizing this Kit for other languages is not difficult. There are two options, both quite simple.

1. Remove the weekday names text box on each of the seven full page generic Months in this Kit file, pages 1 through 7.

OR

2. Revise the weekday names text box on Page 1 to suit the local language, and copy that text box to pages 2 through 7, replacing the English weekday names.

For a Canadian audience, since that country has two official languages, you might wish to make the text box two rows deep, and type both the English day name and the French day name over each column.

That's right, I just suggested modifications of this Kit file. Amazing.

It may be that page sizes other than 8.5 inches by 11 inches are used for everyday printing and brochure/photo paper in some other countries. That is a more complicated problem. I have no answer yet for an easy conversion of this Kit file to a different paper size. If you need a Kit file with a different page size, let me know and I will do what I can to make it happen.

I did Google for HP Brochure paper and found only two sizes, 8.5x11 and 36" by 100 feet. Wish I had a printer 36 inches wide and an unlimited color ink budget. I would try a 3 by 4 foot month per page calendar. Not sure anyone could find wall space to display such a giant.

For my 2017 calendar, I switched from using HP Advanced glossy photo paper, almost 50 cents per sheet, to HP glossy brochure paper at about 16 cents per sheet. Print quality for photos on glossy brochure paper is not as good, but is good enough. And the reduced price is very welcome.

For a US audience, we know that the convention is to portray the start the calendar week on Sunday. In Germany, such calendars start the week on Monday. I have not come across any other variants.

For Germany, since Monday is the first day of each row of the Months and Mini Months, the headline of each generic page would have to change.

I did Google for HP Brochure paper and found only two sizes, 8.5x11 and 36" by 100 feet. Wish I had a printer 36 inches wide and an unlimited color ink budget. I would try designing and printing a 3 by 4 foot month per page calendar. Not sure anyone could find wall space to display such a giant.

Foreign countries also celebrate (and take time off) for an amazing number of holidays. I seem to recall being told in Germany that the country recognized 20+ holidays, and the number was higher than that in Colombia.

## **Useful URLs**

US Federal holidays:

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>

Phases of the Moon: Full moon and New moon are useful for night sky photography.

<http://aa.usno.navy.mil/data/docs/MoonPhase.php>

Some school boards publish on their web sites a list of teacher work days, winter and spring break, start and end of the school year. In some US school systems, Election Day is a school holiday because some schools are used as voting sites.

Some US state governments have their own state holiday lists. For instance, Massachusetts celebrates Patriots Day, in mid April, on a Monday. That is the day on which the Boston Marathon is held.

Valentines Day is easy, it is always 2/14.

St Patrick's Day is also a fixed date, always 3/17. It is a BIG deal in some cities. New York City offers a big parade.

Easter is almost as easy. Just Google Easter and the year, such as Easter 2018. Google answers that question very clearly.

Then there is La Fete nationale, aka Bastille Day. Always 7/14.

And another in July, close to my heart: Free Slurpee Day, 7/11.

And US Independence Day, listed in the Federal holidays. It is always 7/4. The Federal government and most employers will grant an adjacent weekday off, either Friday or Monday, if 7/4 falls on a Saturday or Sunday. The OPM page documents that adjacent weekday off for July 4.

For the Chinese New Year, which depends on the lunar calendar, Google is also your friend. Google that holiday followed by a year, such as 2018, and Google will report the exact date in that year.

San Francisco has a truly wonderful Chinese New Years parade. I attended once, back in the early 90s when I was shooting film, and I shot a LOT of film. It was a whopping 3 hours long! I want to attend that event again some day, and enjoy the liberation of shooting digital, free of cost boundaries. What a calendar that would make!

Have fun!

John Krout

March 2016

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