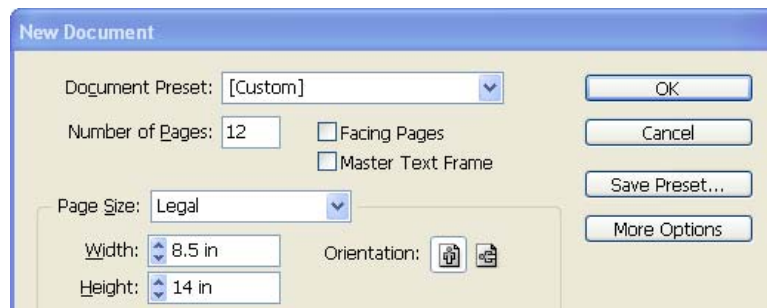


Calendar Project

Creating the Document

- 1) Open Adobe InDesign.
- 2) Click Create New—Document.
- 3) Select the following options (see graphic below for reference), then click OK:
 - a. Number of Pages: 12
 - b. Uncheck Facing Pages
 - c. Page Size: Legal
 - d. Orientation: Portrait



Formatting the Master Page

***Remember, everything done on the Master Page will be applied to every page of your calendar.
You can add individual details to each month later.***

- 4) Open the Pages palette. Double-click on "A-Master".
- 5) **Ruler Guides:** Drag a Ruler Guide from the Horizontal Ruler to the 6.5 inch mark on the Vertical Ruler. Create another Horizontal Guide at 7.5 inches on the Vertical Ruler.
- 6) **Rectangles:** You will be creating three rectangles. These are for the graphic, month name, and calendar portion of each month.
 - a. Draw a rectangle for the top portion of your page that fits within the margins and top ruler guide. It will be 7.5 inches wide by 6 inches tall. This will be where a picture or graphic for each month of the calendar will go. Add stroke and/or fill to this rectangle if you wish.
 - b. Draw a rectangle so that its top aligns with the second ruler guide and it is 1 inch tall. It will be 7.5 inches wide by 1 inch tall. This will be for the title of each month. Add stroke and/or fill if you wish.
 - c. Draw a rectangle so that it fits underneath the previous rectangle and fits within the bottom margin. It will be 7.5 inches wide by 5 inches tall. This will be for the calendar portion. Add stroke and/or fill if you wish.

Apply the Master Page

- 7) In the Pages palette, make sure that Master A has been applied to each page of your calendar.
(you should see your design applied to each page)

Create the Calendar Frame

- 8) In the Pages palette, double click on Page 1.
- 9) Create a text frame that is the same size as the bottom-most rectangle on the page.
- 10) Insert a table into this text frame with 6 rows and 7 columns.
- 11) In the top row, type the days of the week into each cell: Sunday, Monday, etc.
 - a. Format this text as you wish (centered, another font, color, etc.)
- 12) Drag the bottom row of the table down to the bottom of the text frame.
 - a. Highlight the last five rows of the table (every row except the days of the week). Right click and choose "Distribute Rows Evenly"
- 13) Click on Preview.
 - a. Make sure the calendar looks the way you wish. Make any changes that you would like.
- 14) Choose the Selection Tool. Click on the text frame with the calendar.
 - a. Choose Copy.
 - b. Paste this text frame onto each page of the calendar. (If you use "Paste in Place", your calendar will be perfectly placed on each page)

Design Your Calendar!

- 15) At this point, it is your job to finish your calendar. You can decide what kind of calendar you would like to make and at what month you would like to start your calendar. Some ideas:
 - a. 2012 – 2013 School Year Calendar
 - b. 2013 Calendar
 - c. October 2012 – October 2013 Calendar
- 16) Make sure that each month of your calendar has the following:
 - a. Month Title
 - b. Graphic/Picture/Photo representing the month in the top portion of the page
 - c. Accurate dates for each day of the month
 - d. Five events or holidays
 - e. Any other decorations, graphics, etc. you would like to include.

When you have finished your calendar, print it on the color printer.

You will need Legal Paper – so ask Mrs. Burnett for help!