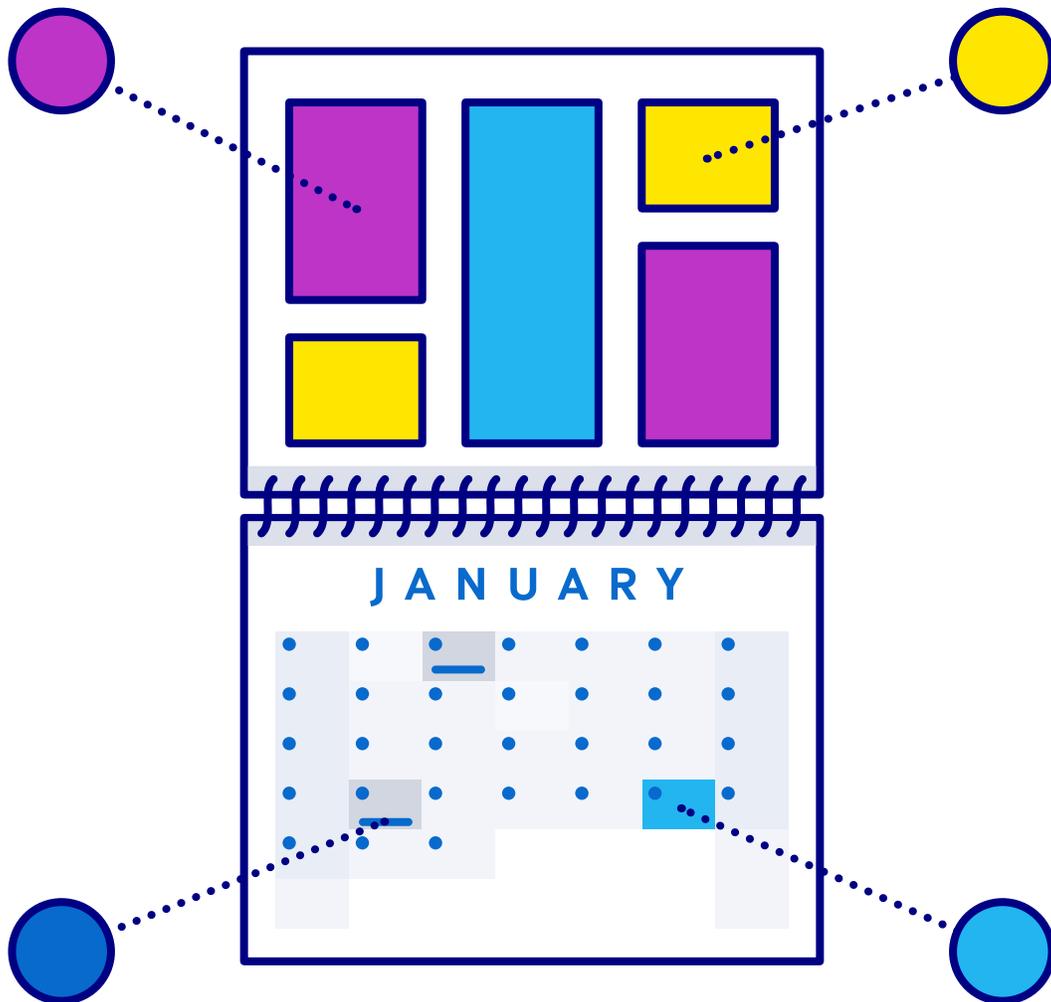




# Calendar

## CREATION GUIDE



## Getting Started

This guide details how to navigate the Lulu Studio Wizard, a web based template tool used to create custom calendars. The tool gives you the ability to upload images, choose and populate layouts, add text or events, and export a print ready PDF for printing on demand. Lulu's Studio Wizard allows you to create a complete and professional quality calendar online, with nothing but your photos.

## Image Specifications

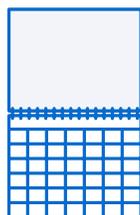
Before you go to Lulu.com and start your project, you'll want to check your photos to be sure they meet our minimum specifications for quality printing. It is also advisable to rename and resave your photos to preserve the originals. We suggest organizing your photos in a single file for upload, and naming them in a way easily recognizable for you.

To ensure high quality printing, images should be set to a resolution of 300 dpi or higher.

Lulu adjusts image dimensions (and resolution) depending on the size of the frame into which you place your picture. For best results, you should crop or resize images to closely conform with the size and orientation of the frame layouts you intend to use in your calendar. For example, a picture oriented in a portrait format may not resize properly in a landscape oriented frame.

**Note:** Image files greater than 10MB cannot be added.

## Calendar Specifications

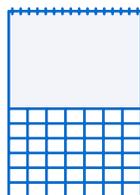


### Standard Calendars

Lulu's Standard Calendars can have as few as 6 months or as many as 48 and are bound by a white wire-o coil ring. The ring covers .375 inches at the top of the cover image and bottom of interior images. A hanging hole is punched .25 inches from top edge of the calendar.

### Standard Calendar Printing Specifications:

- 11" wide x 8.5" high (closed), 11" wide x 17" high (open)
- 100# un laminated white cover stock
- 100# white gloss interior text stock
- White wire-o binding covers .375" at the top of the cover image and bottom of interior images
- Hole punched in photo .25" from top edge



### Premium Calendars

Lulu's Premium Calendars can have as few as 6 months or as many as 48 and are bound by a white wire-o coil ring. The ring covers .375 inches at the top of the cover and interior images. A hanging hole is punched .625 inches from top edge of the calendar.

### Premium Calendar Printing Specifications

- 13.5" wide x 19" high
- 100# white gloss cover stock
- White wire-o binding covers .375" at the top of the cover and interior images
- Hole punched in photo below coil binding .625" from top edge

## Select Calendar Size and Paper

### To select your calendar size and paper choice:

1. Choose Create > Calendar.
2. The Book Builder page opens.
3. You can choose the standard size calendar from the preformatted options or the premium calendar from the build-your-own options menu.
4. Click Make this book to launch the Studio Wizard.

**Note:** Upon launch, the Studio Wizard will guide you through a series of steps to help prepopulate your calendar before you begin customizing. You can add your photos, select a theme, choose a date range, or create events before you see your calendar. You can also skip any of these steps and use these features as you create your calendar.

# The Lulu Studio Wizard

## Importing Your Images

### Add Images: Your Computer

1. From within the Studio Wizard, click the Photos button on the menu bar or the Add Images button in the Project Images panel.
2. Click Upload your images in the Pop Up window.
3. Navigate to the folder in which your project photos are located.
4. Select image files you wish to use for your calendar.
5. Click the Open button to begin uploading the image files.
6. If you selected multiple files, you can choose to wait or continue working as the files are uploading.
7. If you choose to wait, an Add Your Photos window will display uploaded files along with a progress statement.
8. When complete, click the Done button in the Add Photo window.
9. Uploaded files are displayed in the Project Images panel on the right side of the page.
10. To add more images, click the Add Images button in the Project Image panel and repeat the above process.
11. To stop an image from uploading, click Cancel.
12. To restart the upload, click Upload.



The Image Panel

### Add Images: Online Photo Sites

You may use an online photo site to store, organize, and share your photos. If you use Flickr, Photobucket, or SmugMug, you can import you images from these sites directly into your calendar project.

1. In the Project Images panel, click the Add Images button.
2. Select the photo site tab in the Add your images window.
3. A pop-up window will display with instructions for authorizing Lulu to access photos stored on the selected site.
4. Once authorized, you will see your online photo collection.
5. You may select individual photos or entire albums by dragging and dropping your selections into the Project Images pane.

### Add Images: My Lulu Files

You may also view and upload any image currently associated with a calendar, photo book, or cookbook project.

1. In the Project Images panel, click the Add Images button.
2. Click the My Files tab in the resulting window.

3. Thumbnails of your images and photos will be displayed.
4. Click the Next or Previous buttons to navigate to the next or previous page of thumbnails.
5. Click and drag the thumbnail image into the Project Images panel to the right of the thumbnail view to add an image to your project.
6. Double click on a thumbnail to view a larger version of the image.
7. Click Add to Project Images to add the image to the project images panel.
8. Click Back to Images to return to the page of thumbnails.
9. Click Done to upload the selected image(s) to your project



## Adjust Image Size or Orientation

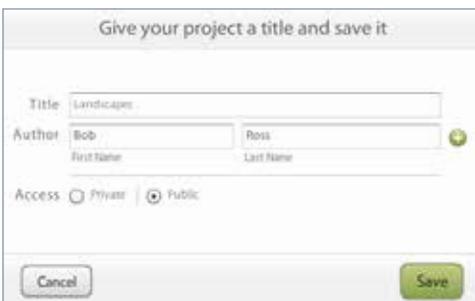
Once you have positioned your image in the layout image frame, you can make minor adjustments by clicking on it. An image toolbox window opens allowing you to:

- Move an image in its frame by clicking on the image and repositioning it in the frame.
- Rotate an image.
- Mirror an image.
- Shrink or enlarge an image in its frame, by clicking the plus or minus magnifying glass, or moving the slider in between the two.

## Add a Title and Author

When you start working on your calendar, you may be unsure what you want to call it. The default calendar name is therefore set to My Calendar.

If you search the Lulu Marketplace, however, you will find there are 300+ pages of calendars offered for sale with the “My Calendar” title. To make your remarkable work stand out from the crowd, you should give it a unique title and give yourself credit for your efforts.



### To enter title and author information:

1. From within the Calendar Creation Wizard click File in the top menu bar.
2. Choose Edit title and author(s) from the dropdown.
3. Complete the title and author fields.
4. Choose whether to make your calendar public or for your own private access.
5. Click Save.

The title and author information you enter will be applied to the cover of your calendar. You can modify the title on your calendar cover by clicking the title box displayed on the cover and entering a new title.

## Change the Calendar Theme

### To change a calendar theme:

1. Click the Themes icon in the menu bar at the top of the window.
2. The Choose a theme pop-up displays.
3. To preview a theme, click the Details button and a preview of the available layouts will display.
4. Click the Apply theme button to apply the new theme to your project.



## Set a Date Range for Your Calendar

You may choose to create a calendar beginning at the beginning of the year, the month of your favorite holiday, or your birth month. The choice is yours.

### To set a calendar's date range:

1. From within the calendar creation wizard, click on the Range button in the menu bar.
2. Select Choose your date range.
3. In the resulting pop-up window, select the date range for your calendar. Calendars can range from 6 to 48 months.
4. Choose the day you want your calendar week to begin.
5. Click Update your date range to save your choice.

## Add or Edit Captions

Some of the calendar layouts, displayed in the Layouts panel to the left of the creation window, include text fields into which you can add captions for a month's image(s).

### To add a caption:

1. Choose a layout that includes a caption box by clicking on the displayed options.
2. Click in the box labeled Click to add text.
3. Type or copy and paste your text into the field.
4. Use the text editing options provided to choose your font, format, and text color.
5. Click OK to save the caption text.

### To edit a caption:

1. Click on the previously entered text.
2. Edit the caption.
3. Click OK to save your edits.

### Add or Remove Events and Special Occasions

Calendars are always useful for keeping up with the day, month, and season. But with our calendar wizard you can also add important events and special occasions such as birthdays, anniversaries, and milestones.

Using the calendar creator, you can not only insert a list of commonly celebrated public holidays for your country or region, but you also customize your calendar by including those occasions special to you, your family, and your friends.

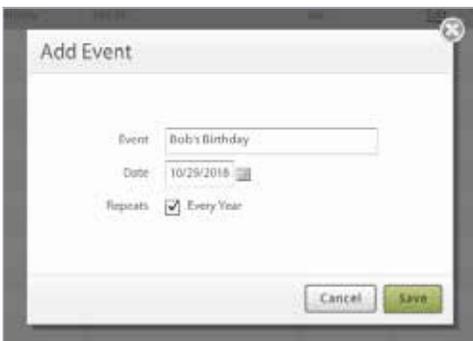
### To add public holidays:

1. Click the Events button in the menu bar at the top of the page.
2. Click the Public Holidays tab and select from the listed countries to insert commonly celebrated holidays for the selected country. Note you may select as many countries as you would like.
3. Click Apply events to your calendar to insert the selected countries' holidays into your calendar.



### To add your personal occasions:

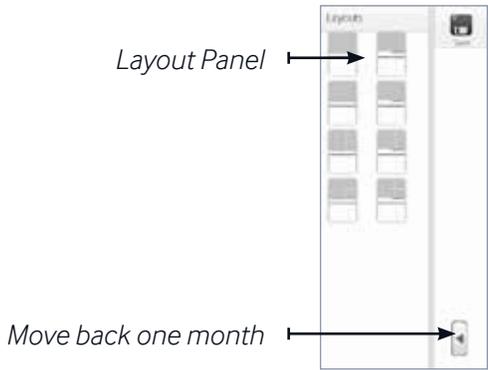
1. Click the Events button in the menu bar at the top of the page.
2. Click the Your Personal Events tab.
3. Click the Add New button.
4. Complete the Event field, select the date, and choose whether this event Repeats Every Year. If you designate an event as repeats yearly, it will be saved in your personal events list for use on other calendar projects.
5. Repeat the above steps to enter all personal events or occasions.
6. Click Apply events to your calendar to insert your entries into your calendar.



### To remove an event:

1. Click on the day.
2. The events scheduled for that date are displayed.
3. Deselect the public holiday or personal event.
4. Click Update Your Events
5. The deselected holiday or event is removed from your calendar.

**Tip:** You can further personalize your events by uploading photos of your loved ones or favorite holiday-specific images (recommended dimensions: 250 x 250 with resolution of 150 dpi). Once uploaded, you can drag your images from the Project Images panel and drop them onto the date.



## Change a Month's Page Layout

When you initially create your calendar, all pages will be assigned the same page layout by default. You may choose to use the default layout, choose a different layout for your calendar, or select different layouts for each month.

### To select a page layout:

1. Select the month you wish to change by clicking the forward or back arrows in the creation window or next to the month field at the bottom of the creation window.
2. Choose a new page layout from the options listed in the Layout panel displayed to the left of the creation window.
3. The page will update to display your selected layout.

## View a Different Month

You can work on your calendar starting from January and progressing straight through to December. Or, if you would rather, you can navigate directly to the month you wish to work on now.

### To view a different month:

There are three methods for selecting a month view.

1. To jump directly to a month, click on the thumbnail in the Months window at the bottom of the creation window.
2. To move one page forward or back, click on the next or back button next to the month field displayed at the bottom of the creation window.
3. To move to a different month, click on the back and forward buttons within the creation window.

## **Publish Your Project**

Once you are happy with the way your calendar looks, you will want to complete and publish your project.

### **To publish your project:**

1. Click the Preview & Finish button in the top right hand corner of the window.
2. Confirm in the resulting dialog box that you are ready to publish.
3. If you have any low-resolution images, a second dialog box will display. If you want to continue, click the Publish Anyway button. If you want to return to the creation window to edit your photos, click Cancel and click the Edit button in the menu bar to return to the calendar creation window.
4. If you choose to publish, we will create the Print-Ready file.
5. When the Print-Ready file is complete, click the Save & Continue button.
6. Be sure to download and review the print ready interior and cover files for accuracy.

Review the print ready files, complete the project and your calendar is ready for purchase! Congratulations!