

# How to Use Calendar Templates

In this tutorial, you'll learn how to create a personalized calendar in PaintShop Pro using your own photos and a calendar template. We'll show you how to add your photos to the template, position and resize them to fit, and place them in the proper order in the **Layers** palette. You'll also learn how to add your own text to mark special occasions like birthdays and holidays, and how to make advanced creative customizations.

For this tutorial, we are using a Calendar with Notes template but techniques and tools can be applied to the free calendar template available to download above, or templates that you may have purchased from the [Discovery Center store](#) or PaintShop Pro New from Template catalog.

## Part 1: The Basics

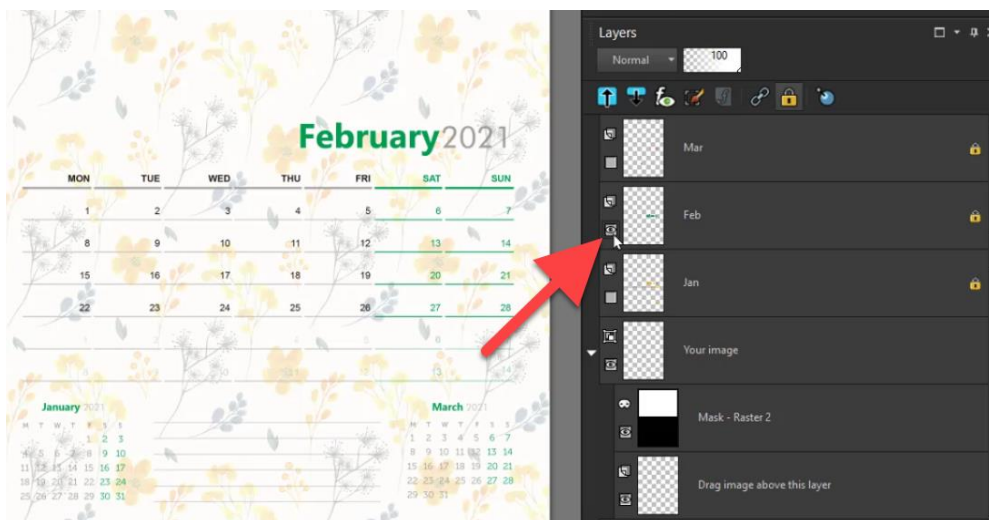
- Open your calendar template in PaintShop Pro.
- Make sure to open the **Materials** and **Layers** palettes if they aren't already open by selecting **Palettes > Materials** and **Palettes > Layers**.

If we look at the **Layers** palette, we can see that we have each month of the year as a different layer. Underneath that, we have an image mask area for adding your own custom image, and a variety of different seasonal backgrounds.

**NOTE:** not all calendar templates will include a selection of backgrounds. But further on we'll show you how to add your own background if you wish.

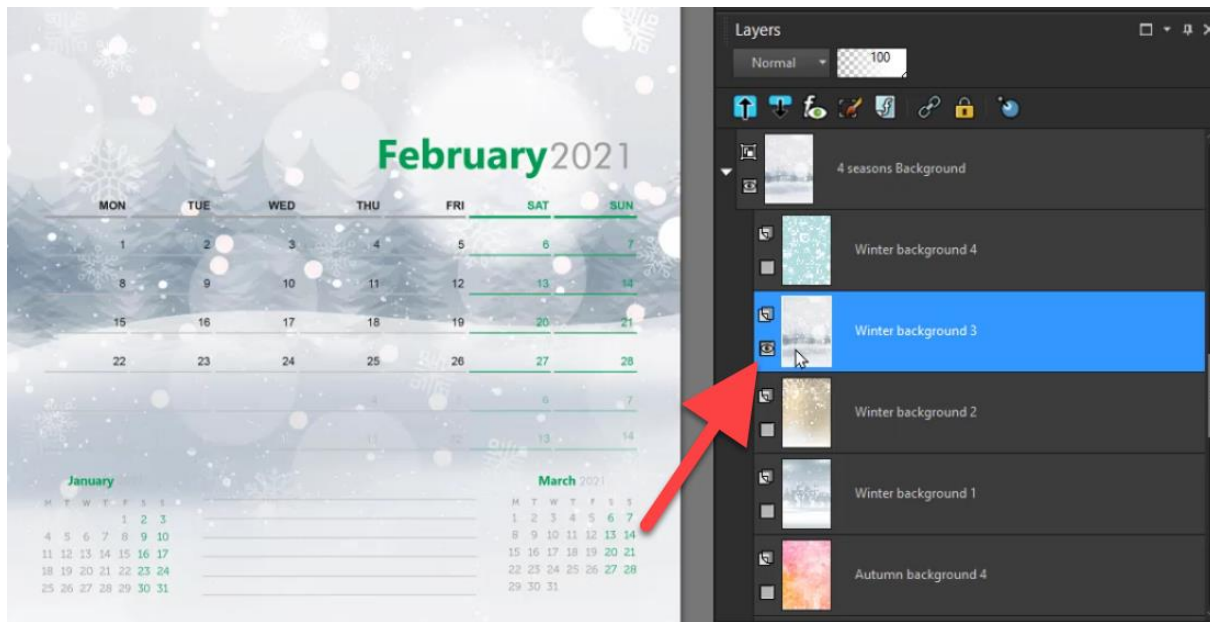
## How to Select a Month

- In this example, the **Visibility** (eye) icon on the left side of the layer is toggled **on** for January.
- To select a different month, toggle the January layer **off**, and toggle the month of your choice **on**.



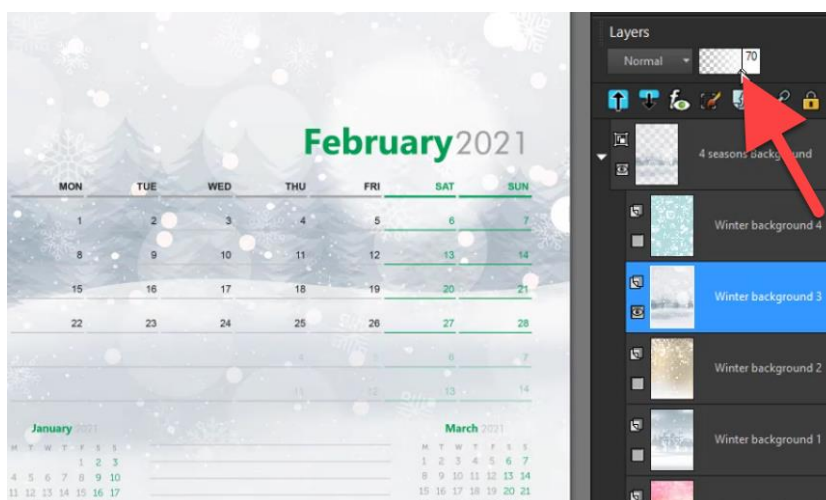
## Choosing a Template Background

Scroll down further in the **Layers** palette to the “4 Seasons Background” layer group. Here, we have many different seasonal backgrounds. Use the **Visibility** icon to toggle off the Spring background, and toggle on the background of your choice.



At the top of the **Layers** palette is the **Opacity** slider. You can use this to adjust the opacity of each layer. In this particular template, there are varying levels of transparency for different backgrounds.

If you find that the background is too dark, you can lower the **Opacity** level so that the text is more clearly visible over top of your selected background.



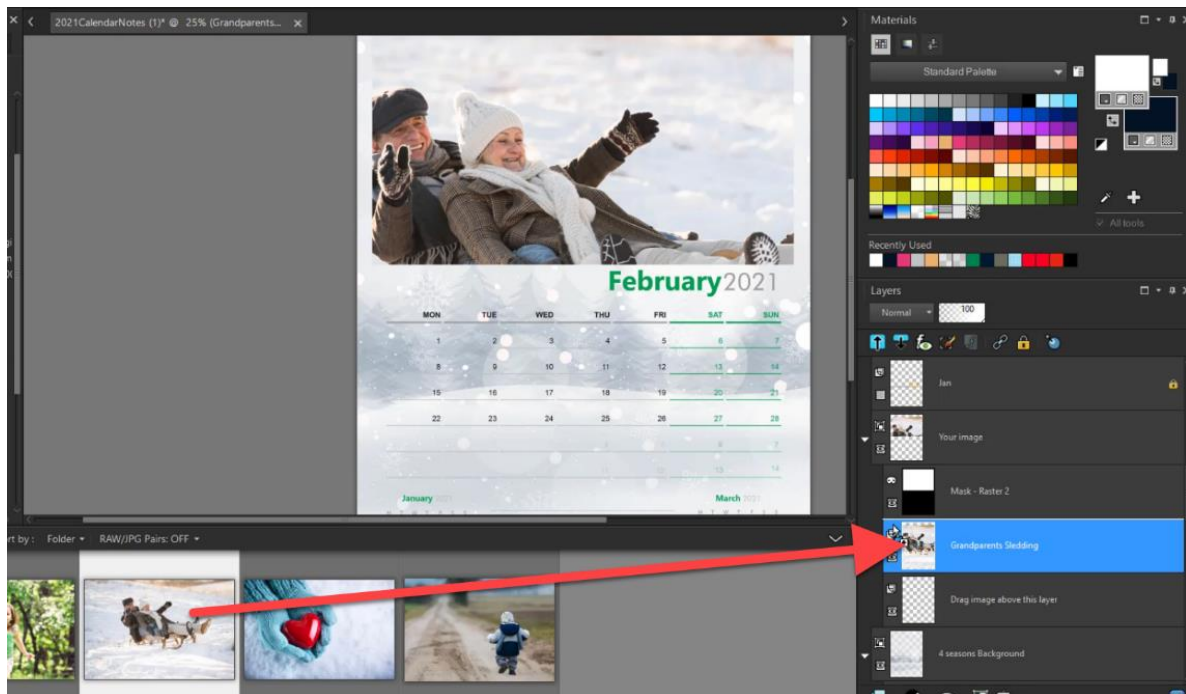
## How to Add Photos

The beauty of these calendar templates is that you can showcase your favorite photos, whether you are creating a calendar for yourself or as a gift for someone else.

There are a few different ways to bring your photos into the PaintShop Pro template:

### 1. Using the **Organizer** and **Navigation** Palettes

- Open the **Organizer** palette by going to **Palettes > Organizer**.
- Click the **Show Navigation** icon to open the **Navigator**.
- In the **Navigator**, locate the folder where you've saved your images.
- When you click on the folder, all the images in that folder will be displayed in the **Organizer**.
- In the **Layers** palette, select the image mask group.
- Now drag your photo from the **Organizer** directly into the **Layers** palette above the layer that says "Drag/place image above this layer".



### 2. Using **File > Open**

- Go to **File > Open** or click on the **Open** icon and browse to the location where your photo is stored on your computer.
- Select the photo and click **Open**.
- When the photo is open in PaintShop Pro, go to **Edit > Copy** (or use **Ctrl + C**).
- Switch to the calendar template and in the **Layers** palette, select the layer below the image mask.

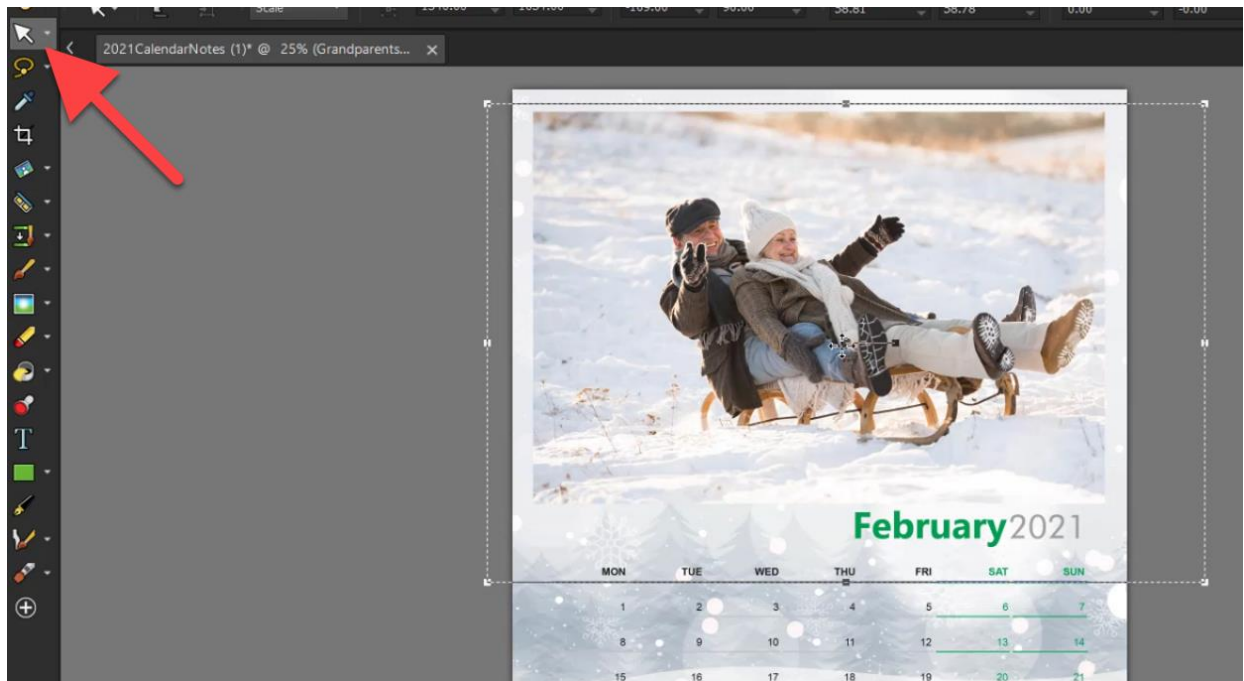
- Go to **Edit > Paste As New Layer** (or use **Ctrl + V**) to paste in your photo.

**NOTE:** if your photo ends up in the wrong layer order in the **Layers** palette you can simply drag it up or down to the correct layer.

### 3. Using Drag and Drop

- In the **Layers** palette, select the layer below the image mask.
- Locate your photo on your computer and simply drag it right into the **Layers** palette.

Once you have your photo placed in the calendar template you can use the **Pick** tool to resize and/or reposition it so it fits in the calendar nicely.

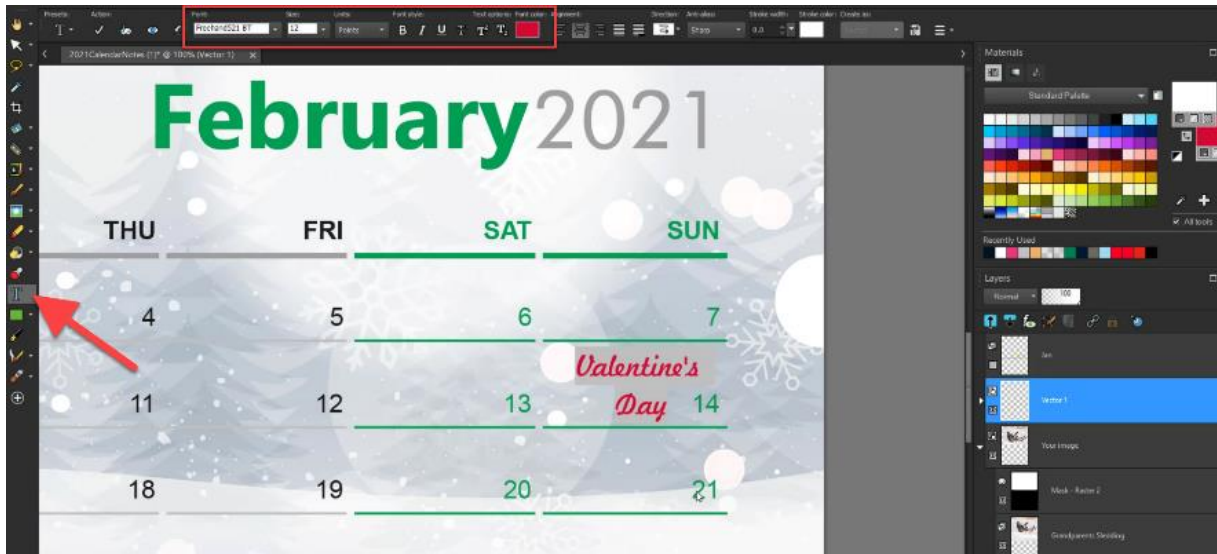


## How to Add Text

You can use the **Text** tool to add any kind of text to your calendar. For example, you can add holidays, birthdays, or other special events. Or important reminders, appointments, etc. Some templates even have space to write notes for the month, which you can do with the **Text** tool or write by hand on your printed calendar. Let's say we want to add a holiday to this calendar.

- In the **Layers** palette, select the image mask layer or month layer that you want to add your text to.
- It's important to note that the text will appear on it's own vector layer **above** whatever layer you have selected in the **Layers** palette, so make sure you are not adding text below a layer that will block the text from being visible, such as a background layer. If this happens, simply drag the text layer up in the **Layers** palette until it is visible.

- Activate the **Text** tool and click on your calendar where you want to write your title. In this example we are adding “Valentine’s Day” on February 14<sup>th</sup>.
- Type out your text and then click the **Apply** checkmark on the **Tool Options** toolbar along the top.
- On the **Tool Options** toolbar you can use the various settings to change the font style, color, size, formatting etc.
- You can use the **Text** tool or the **Pick** tool to reposition your text if necessary.



## Saving and Printing your Calendar

As you are working on your calendar template, you should be saving periodically as a .pspimage file to preserve all the layers. Once you’ve finished designing one month of your calendar, use **File > Save Copy As** to save the image in JPG or PNG format to print out each month individually.

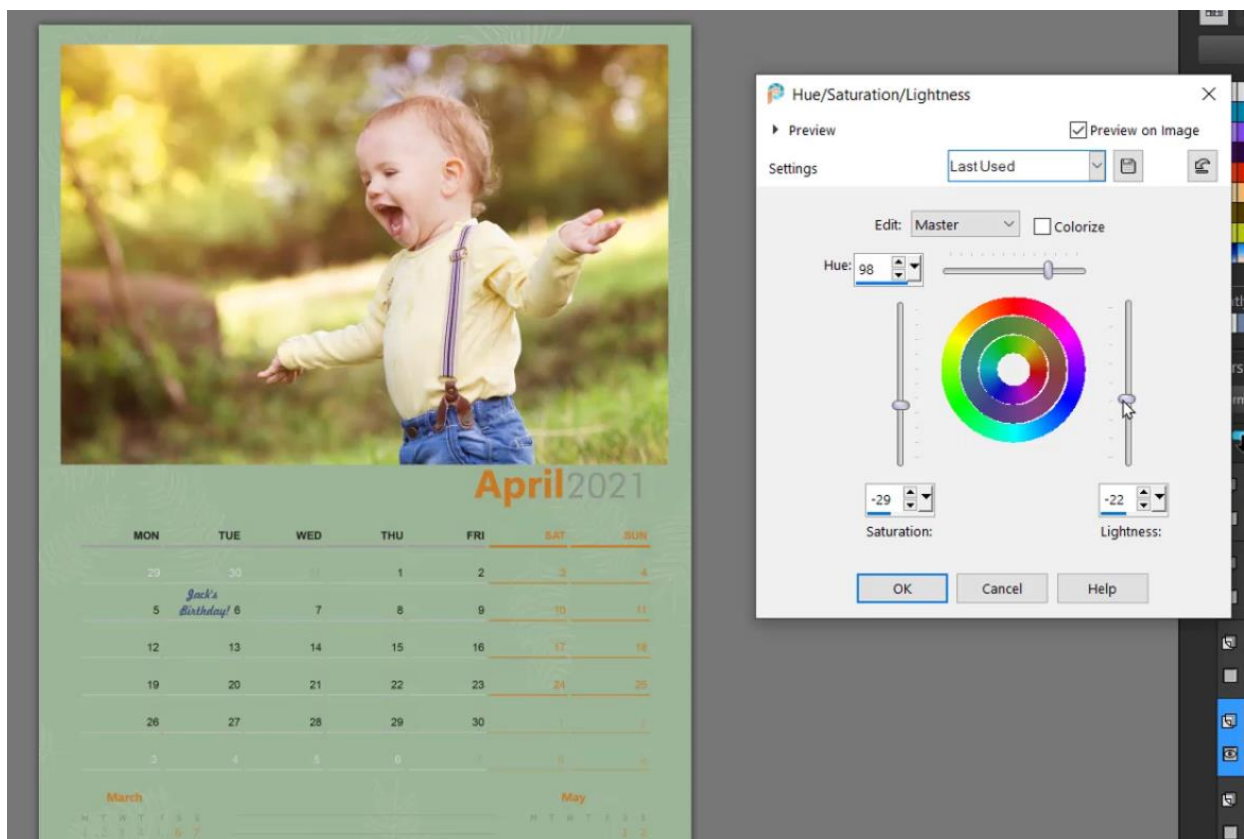
## Part 2: Advanced Creative Options

In this section we'll explore some ideas for customizing your calendar template. Not all templates are built exactly the same, so the options for customization may differ slightly. But the goal here is just to provide some creative inspiration if you are looking for more advanced options.

### Changing the Color Scheme of a Template Background

As mentioned before, the example template we are working with has a variety of image backgrounds included, so we have options to modify these backgrounds.

- In the **Layers** palette, select the background layer you are using.
- Go to **Adjust > Hue and Saturation > Hue/Saturation/Lightness** and play around with the sliders to change the color scheme.

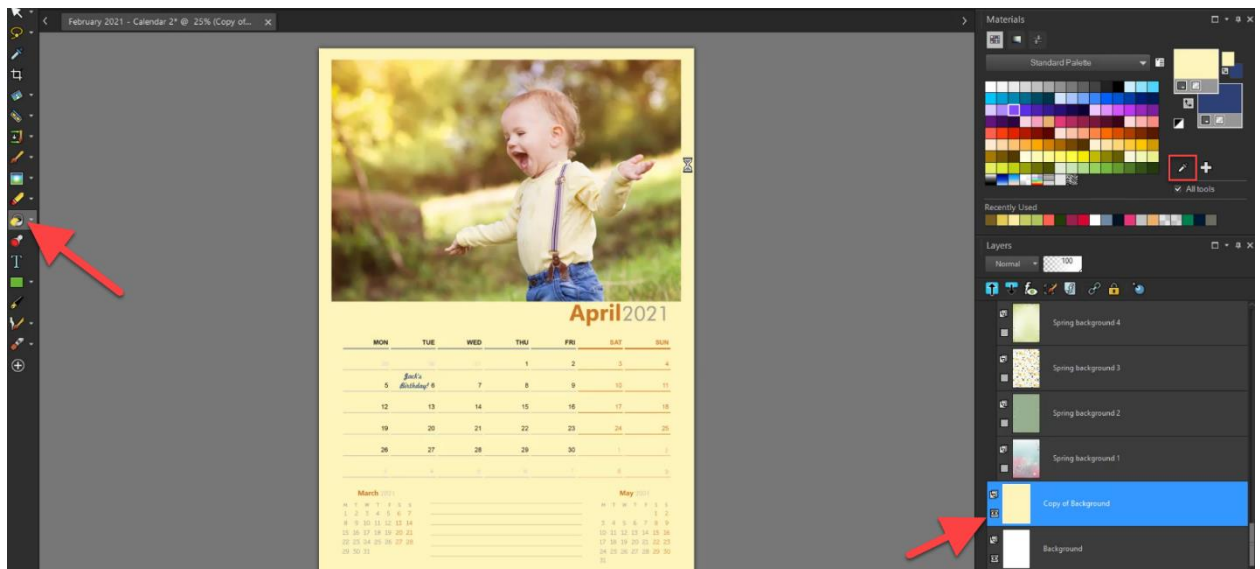


### Adding a Custom Background

If you want to use your own custom background, or the template you are using does not include any background images, you can add your own very easily. This could be a solid color background, a gradient or pattern fill, or even a photo.

- Toggle off the **Visibility** icon of the current template background.

- In the **Layers** palette scroll down to the bottom, right-click on the background layer and select **Duplicate**.
- In the **Materials** palette, select a color that you want to use for the background.
- Or double-click on the **Foreground and Stroke Properties** (top) swatch to open the **Material Properties** window. Here you can select any color, pattern, or gradient that you want to use as a background.
- You can even use the **Eyedropper** tool and sample a color from your photograph to make a matching background.



- Once you have selected your color, pattern, or gradient fill, activate the **Flood Fill** tool.
- On the **Tool Options** toolbar, make sure the **Match Mode** is set to **None** and that **Use All Layers** is NOT checked.
- Make sure that the duplicate layer is selected in the **Layers** palette and then click anywhere on the template with the **Flood Fill** tool to fill the layer.
- If necessary, adjust the transparency level so your text is clearly visible.

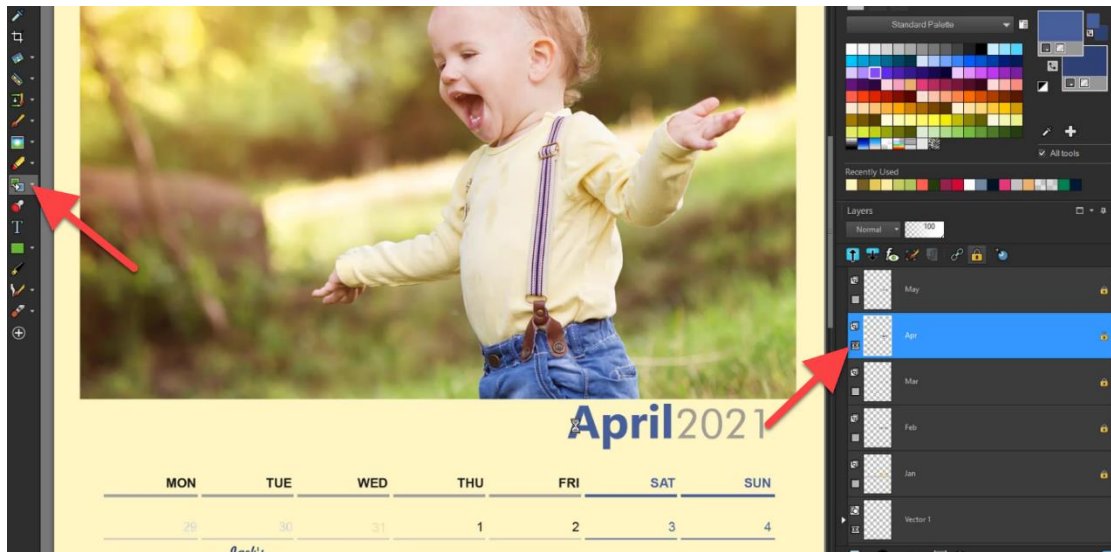
## How to Customize Font Color and Style

In most calendar templates, the pre-existing text elements, such as numbers, names of the months, and days of the week have been converted to raster layers. The reason for this is to preserve the appearance and formatting of the text in case you don't have that particular font installed on your computer. Because these text elements have been converted to raster, you

cannot use the **Text** tool to modify them. But there are other ways that you can customize the text.

First, we'll show you how to change the color of the name of the month.

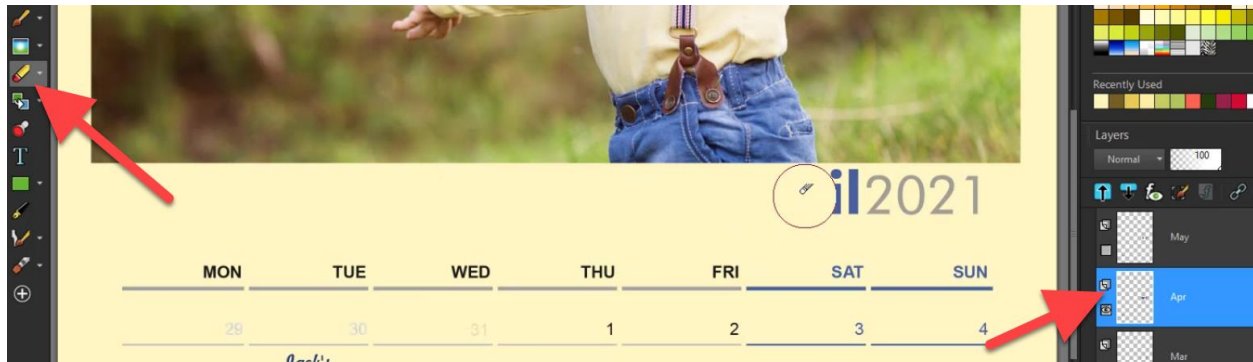
- In the **Layers** palette, select the month layer you want to customize.
- Have a look at the elements on this layer. In addition to the month name, are there other elements that are the same color? In this example, the color of “April” is also used for the text, numbers, and lines in the Saturday and Sunday columns.
- If you want to change **all** the elements that use the same color:
  - Select the new color in the **Materials** palette.
  - Activate the **Color Changer** tool (in the same tool group flyout as the **Flood Fill** tool).
  - Click on one of the colored elements that you want to change, such as the “A” in April.



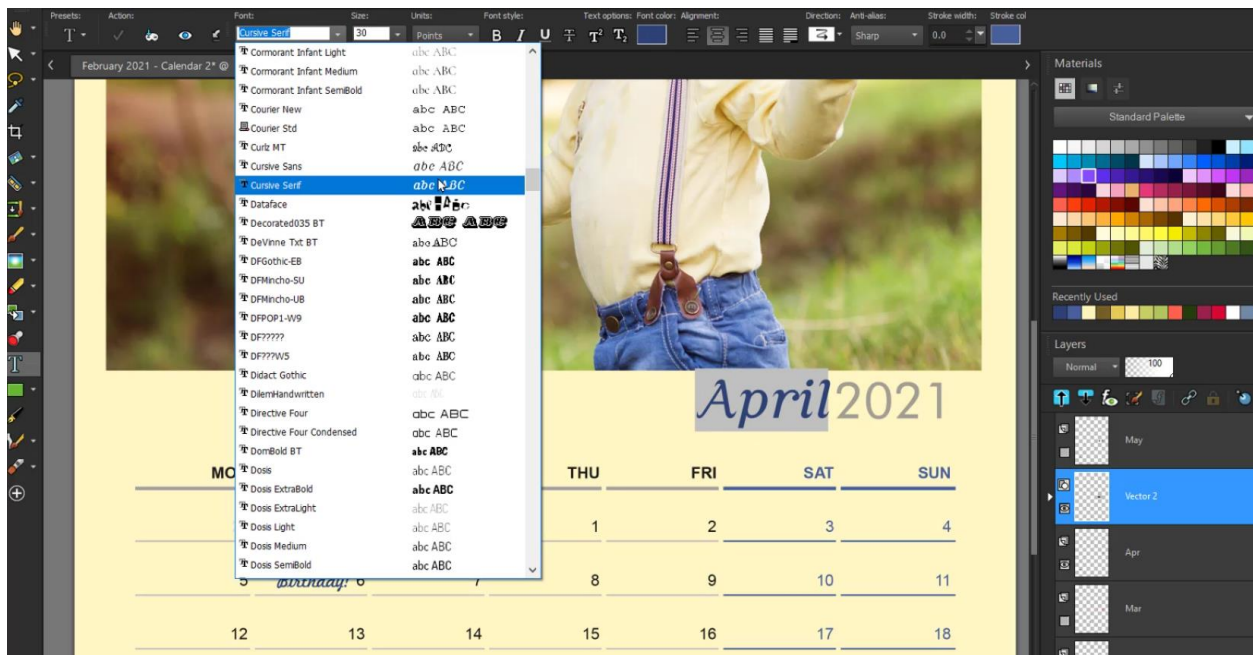
- If you want to change **only** the color of the month name but not the other same-color elements:
  - Activate the **Selection** tool.
  - Use it to draw a selection around the month name.
  - Then click on one of the letters inside the selection area with the **Color Changer** tool.
  - When you're done, use **Ctrl + D** to remove the selection marquee.



Now we'll show you how to change the font style of the month name. As mentioned before, the month name and year are part of a raster layer and therefore can't be edited with the **Text** tool. Instead, you'll have to use the **Eraser** tool to erase "April" or your chosen month.



Then use the **Text** tool to add the month in your desired font and use the **Tool Options** toolbar to make any adjustments needed to the size and color.



You can also change the color of the dates if, for example, you wanted to highlight a special date with a different color. You could use the **Color Changer** tool as we just did with the text, making sure to first create a selection around the number that you want to re-color. But here is another method that would also work on the month name.

- In the **Layers** palette, click on the month layer that you want to edit.

- At the top of the **Layers** palette, click on the **Lock** icon to lock the transparency of this layer. This means that any changes you make will only affect the non-transparent elements i.e. the number.
- In the **Materials** palette, select the new color that you want to use.
- Activate the **Paintbrush** tool and adjust the nib size so that it is just large enough to cover the number: you can do this by holding down the **Alt** key and dragging up or down with your mouse; or by changing the nib size on the **Tool Options** toolbar.
- Once your brush is the correct size, simply paint over the date(s) you want to highlight with the new color.

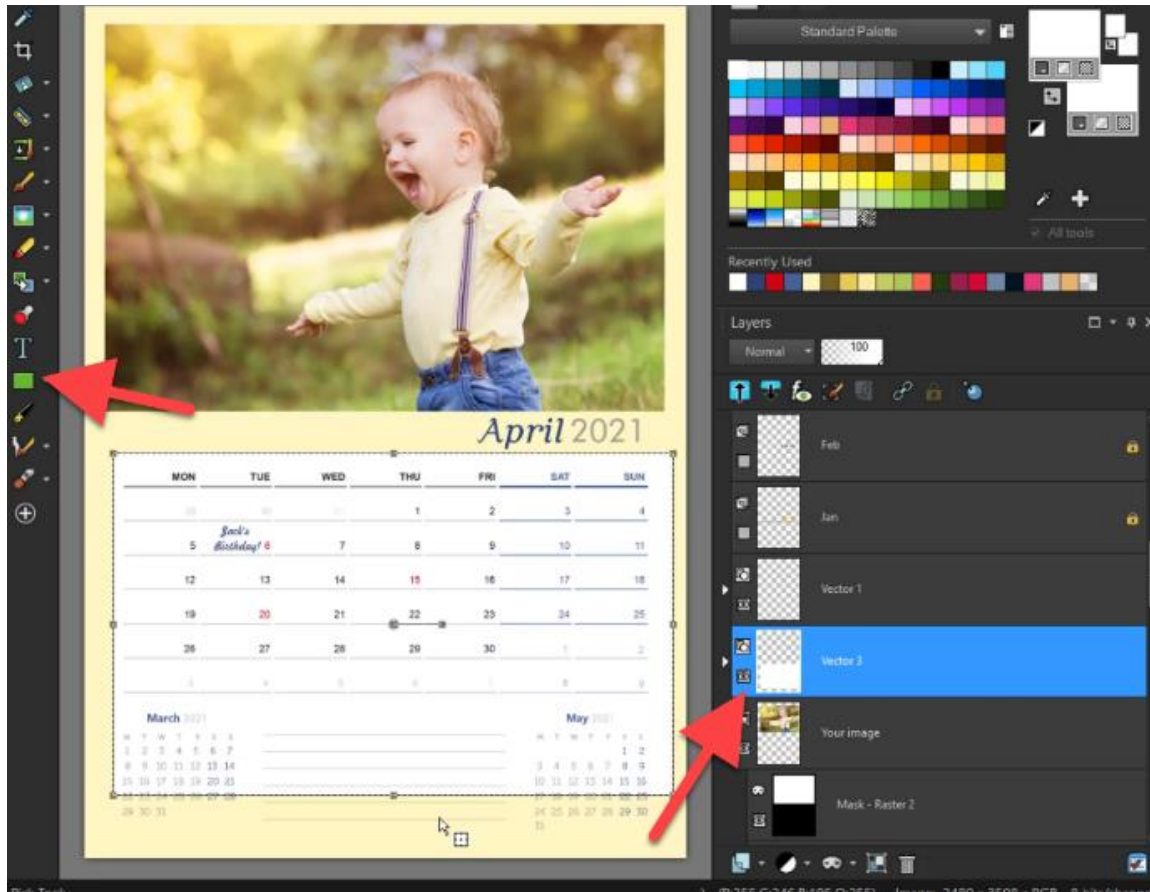


## Adding a Background to the Calendar Grid

Here is one last customization option. Let's say you have chosen a dark background pattern or color but find that it is difficult to see the calendar grid on top of it. You could change all elements of the calendar grid to a light color, using the methods above. Or instead, you can add a white background behind the calendar grid very easily.

- Activate the **Rectangle** tool.
- In the **Materials** palette, set the **Background and Fill** (bottom) swatch to white or whatever light color you want to use.
- On the **Tool Options** toolbar, set the **Width** to **0** if you don't want a border around the rectangle.
- If you do want a border, adjust the **Width** and **Line Style** settings to your liking and set the **Foreground and Stroke** (top) swatch in the **Materials** palette to your chosen border color.

- Use the **Rectangle** tool to draw out a rectangle roughly the size of the calendar grid, then click the **Apply** checkmark on the **Tool Options** toolbar.
- You can use the **Pick** tool if you need to resize and/or reposition the rectangle.
- Make sure to arrange the layer on the **Layers** palette so it is underneath all the text.



And now we have a beautiful custom calendar that we can print out and give as unique gifts for our family and friends!