



## USER MANUAL 5.0

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## *Calendar with your Language & Events*

### USER MANUAL 5.0

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## HELLO

Calendar Xpress allows you to create not only table-top Calendars but through this software you can also create Wall mount Calendar, poster Calendar and Planner too and that too of multiple sizes. You can create Calendar in your own language. There are 17 languages available for Calendar creation. DgFlick provides you various photo editing tools in Calendar Xpress. You can add birthdays of your Facebook Friends to the Calendar in single click. You can also import excel sheet and can add multiple events to the calendar. You can also create company calendars in Calendar Xpress by inserting Logo and Name. You can change the language of Calendar Xpress. Calendar Xpress is loaded with 10 international languages.

You can give a complete personalized look to the Calendar by adding events like Anniversary, Festivals, birthday and holidays. Calendar Xpress is loaded with 99 years Preformatted Calendar. Calendar Xpress provides you tons of Decors and Templates by which you can decorate the Calendar. You can also create new template for the Calendar and save it for future use.

## Calendar Xpress User Manual

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## Introduction

Congratulations on buying Calendar Xpress! This Manual will guide you on how to use this software effectively.

## System Requirements

### MAC System

- Mac Intel, min 1 GHz
- Mac OS X 10.6 .V Leopard and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD-ROM drive
- USB Port \*

### Windows System

- Pentium 4, 2.8 GHz Processor and above
- Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- 1 GB RAM
- 1 GB free disk space
- CD/DVD- ROM drive
- USB Port \*

*Note: Topics marked with \* are for PRO users.*

## Opening the Tool Box – Getting Started

This section deals with online and offline registration process and other tools like shortcuts, preferences and help.

### Registration

Once you have installed the Calendar Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

#### The Process

On installation of Calendar Xpress, the Registration Window appears on your screen. Relevant details such as the Owner Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile Number need to be entered; some fields are mandatory (marked by an asterisk \*). Fill in the details and proceed as per the instructions in this section. The software enables you to complete the registration process while you are connected to the Internet and also while you are offline. It also allows you to register at a later date.

### Online Registration

- The screen that you first see on starting the registration process needs to be completed as a first step. Here is how:

- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number. ①
- Fields marked with an asterisk (\*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ② You will also find the serial number inside the software box pack.

**'Registration' Window**

- After ensuring that all the fields are filled correctly, click on 'Register' ③ in the lower right-hand corner.
- The message confirming completion of the registration process appears on the screen.
- You are now registered and can use the software.

### Offline Registration

- If you do not have Internet access on your computer, you can proceed as follow
- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number. ①
- Fields marked with an asterisk (\*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ② You will also find the serial number inside the software box pack.
- After ensuring that all the fields are filled correctly, click on 'Register Offline' ④ at the lower left-hand corner of the page, after which you move on to the next page.
- The next page has boxes for 'Serial number', 'DgKey' and 'Registration Key'.
- If the serial number (XXXXX-XXXXX-XXXXX-XXXXX) is not already there in the serial number text box ⑤, then enter the number provided by the vendor on purchasing the pack or alternatively, found on the software box pack.
- Click on the 'Generate DgKey' button ⑧ below the serial number text box.
- The DgKey appears on the screen in the appropriate text box. ⑥



### Offline Registration

- Next, a registration key is required to complete the process. There are three ways ⑦ of obtaining this key:
  - **Telephone:** Call +91 22 2968 68 68 and the support executive will provide you with the registration key corresponding to your DgKey.
  - **Email:** Email us at [support@dgflick.com](mailto:support@dgflick.com) to receive your registration key via Email.
  - **Web:** Log on to [www.dgflick.com](http://www.dgflick.com) to receive the key.
- Once you have your registration key, enter it in the corresponding text box ⑨.
- Click on 'Register' ⑩ to activate the software.

*Note: To get a feel of Calendar Xpress, You can download the software from our website [www.dgflick.com](http://www.dgflick.com) and use as Trial.*

*OR*  
*Click on the 'Buy Now' button to buy the complete version of Calendar Xpress.*

***Some of the features may not be available in trial version.***

*Note: If you are an existing user, fill in details such as your email id and password. The registration key is generated for your use.*

### Know Your Software

This section gives you a basic understanding of Calendar Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make finest use of the software.

### General Features

































Calendar Xpress comes with several features, which are discussed in this section:

- **Ready-to-Use Themes:** Calendar Xpress has various inbuilt Themes. In addition, new downloadable Themes are released by DgFlick on a regular basis. Existing Themes can be altered as per your specifications and saved\*; you could also build new Themes and share\* them or sell them to other Calendar Xpress users worldwide. Moreover, more than 100 decors are also available along with the Calendar Xpress software.
- **Calendar Creation in multiple languages:** Calendar Xpress provides you the option to create a Calendar in 17 different languages. The software is loaded with 99 years preformatted Calendar. It also helps you to design and create the Calendar according to your style. It allows you to sort, select and sequence photos, while planning your page layout and décor and it is supported by Wizard.

- **Online Cropping:** The online photo crop feature allows you to trim out any part of the source photo that you don't need. You can crop the photo to give it the desired height and width before incorporating it in the Calendar.
- **In-built Standard Calendar Sizes:** Calendar Xpress comes loaded with several in-built Calendar types predefined according to the standard industry printing specifications.
- **Template Creation and Alteration:** You can create new Templates or alter existing ones for the Calendar of your choice. You may also create a completely new page design using Decors available in Calendar Xpress or can bring in your own Decor and save\* the Template for future use.
- **Multiple Photo Editing:** Calendar Xpress enhances the quality of the photos used.
- **Multilingual:** Calendar Xpress is already loaded with multiple languages. It supports Unicode. DgFlick keeps adding to its list of languages that Calendar Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick's dictionary for your own use.
- **Available on Windows and Mac:** Calendar Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.
- **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use. Moreover, all control panels are dock able and expandable and can be moved to the position of your choice.

*Note: Some features are available only for the Calendar Xpress PRO version Users.*


## Controls and Navigations


		
Preferences	Show/hide margins	Fit to screen
		
Help	Show/hide gridlines	Actual size
		
Go to the Home page	Photo is locked	Lock/unlock photos
		
View available Calendar sizes	Photo is unlocked and can be modified	Arrange objects
		
Helps you to move back to the previous window	Zoom in	Page-based alignment
		
Helps you go to the next window	Zoom out	Object-based alignment
		
Select path for browsing	Photo is not of very good quality but can be used	Equal spacing between objects
 and 		
Adjust thumbnail sizes	Photo is of bad quality but can still be used	Equal size photos
		
Undo edit	Photo is unfit for use	Rotate photo
		 And 
Redo edit		Edit Photo
		
		Save the work

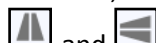

 Save a copy of the changes

 Load original image

 Reset all

 Sort photos according to the required parameter

 Rotate object in 90°, 180° and 270°

 and  Flip horizontally and vertically

 Swap photo

 Panning

 Create a new category or Calendar size

 Edit a category or Calendar size

 Delete a category or Calendar size

## Shortcut Tools

**Calendar Xpress - Shortcut Keys**

Object Type	Actions	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
All	Rotate X Increase	ALT + X	ALT + X
	Rotate X Decrease	ALT + CTRL + X	ALT + COMMAND + X
	Rotate Y Increase	ALT + Y	ALT + Y
	Rotate Y Decrease	ALT + CTRL + Y	ALT + COMMAND + Y
	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1



	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND + SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND + SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND + SHIFT + 1
	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND + SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND + SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9
	Decrease the size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5
	Decrease the size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1

	Decrease the size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2
	Decrease the size of Object from – Bottom Right	CTRL + ALT + 3	COMMAND + ALT + 3
Page	Flip Page composition Horizontally	ALT + H	ALT + H
	Flip Page composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

## Easy Steps to have Your Excel Data in Calendar Xpress

Make New Excel File –“New File.xls”

In first column, write the name of the event.

In second column, mention the date of the event.

The date format should be 'MM.DD

For example, if the date is 01<sup>st</sup> April then the date should be mentioned as '04.01

**How to save file on different OS?**

**For Windows OS:**

- ✓ File must be saved as Microsoft Office “New File.XLS” (97/2003 Format only)

**For Mac OS:**

- ✓ Go to Toolbox and Select “Check the Compatibility” option. Now select “Excel 97” or “Excel 2003”.
- ✓ Click on “Save” button, Check mark the Append file extension option and save as the File in “Excel 97-2004.xls” format.

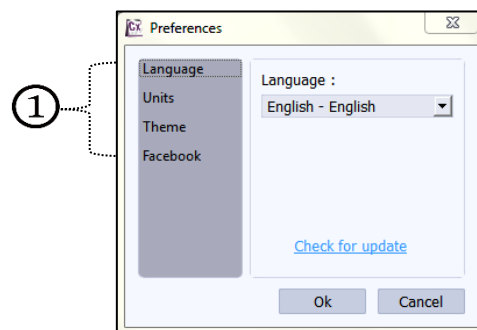
*Note: Do not leave any row blank between two data rows while generating Excel data for Calendars*

## Preferences

Calendar Xpress allows you great flexibility in usages while working on it. You could

- Change to the language of your choice.
- Select the units you wish to work with.
- Select the desired Theme for your software.
- Choose your Facebook history storage options.

After installation, click on the Calendar Xpress shortcut icon in your specified path to start the software.



**‘Preferences’ window**

- Clicking on the ‘Preferences’ icon on the top right-hand corner, displays the ‘Preferences’ Window ①.
- Choose your preferred language from various available languages from ‘Language’ tab, click on ‘Check for Updates’ to check the updated list of languages.

- Select the units in which you want to work in canvas area from the dropdown list of 'Units'.
- Select the color in which you want your software to be displayed from 'Theme' tab, click on 'Get More' to get more themes from Dgflick website.
- The history which was generated at the time of importing photos and events from Facebook will be deleted by clicking on the checkbox from Facebook option.  
OR
- If you want to work offline and want to access the photos and events from Facebook in future which are already accessed then keep the checkbox unchecked.
- In 'Facebook' tab you have two formats for importing photos from Facebook. They are 'Optimize File Size' or 'Optimize Quality'. You could optimize the file size or the quality by selecting 'Optimize File Size' or 'Optimize Quality' option as per your requirement.
- Save your changes by clicking on 'Ok'. You might need to restart your software for the changes to take effect.
- Click on 'Help' to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section Shortcut tools).

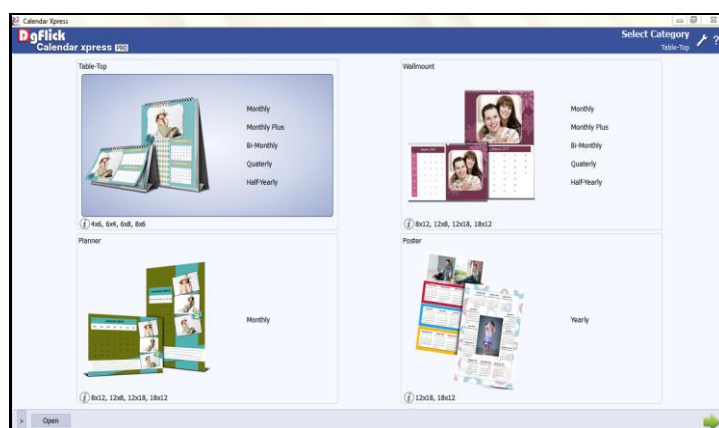
## Getting Into the Job – Using the Software

In previous section we learnt about software functionality. Now in this section we will learn how to use this software to create Calendars. We will see various available categories and sizes and various ways to create Calendars.

### Predefined Categories and Sizes

Calendar Xpress is software that lets you use its made-to-standard, predefined categories and sizes or create your own categories and sizes the way you want to.

The ready-to-use Calendar types, which conform to printing and binding industry standards, come in four major variants. Each of these categories has multiple size options and you can choose the size that suits the Calendar you want to design.



**'Select Category' window .....Predefined Categories and their Sizes**

Calendar categories are categorized into Table-Top, Wallmount, Planner and Poster.

- **Table-Top:** Make personalized Monthly, Monthly Plus, Bi-monthly, Quarterly and Half-Yearly table top Calendar with or without cover. Sizes Available (Inch) are 4 x 6, 6 x 4, 6 x 8 and 8 x 6.
- **Wallmount:** Make personalized Monthly, Monthly Plus, Bi-monthly, Quarterly and Half-Yearly wall mount Calendar with or without cover. Sizes Available (Inch) are 8 x 12, 12 x 8, 12 x 18 and 18 x 12.

- **Planner:** Make personalized Monthly Planner Calendar without cover. Sizes Available (Inch) are 8 x 12, 12 x 8, 12 x 18 and 18 x 12.
- **Poster:** Make personalized Yearly Poster Calendar without cover. Sizes Available (Inch) are 12 x 18 and 18 x 12.

### Defining and Modifying Categories and Sizes \*

Calendar Xpress has a wide variety of predefined categories and sizes for Calendar creation. However, in case the Calendar size you have in mind is not among the standard sizes, you could create your own category and size, edit it or delete it permanently as per your requirement. You can define your own custom Calendar parameters such as Cover, Page and Size.

### Creating a Category and Size \*

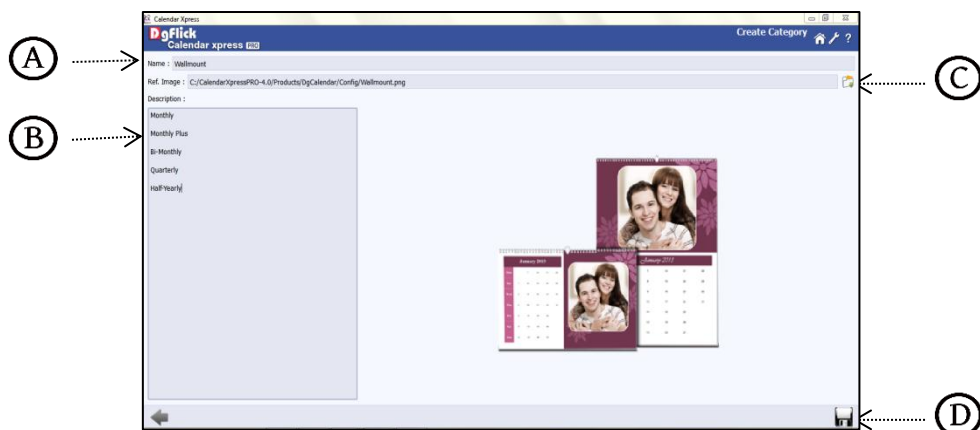
#### Creating a Category

- Click on ① at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.



The 'Select Category' window with the 'Add', 'Edit' and 'Delete' options

- Click on 'Add' button ② to add a new category on the 'Select Category' window.



The 'Create Category' window

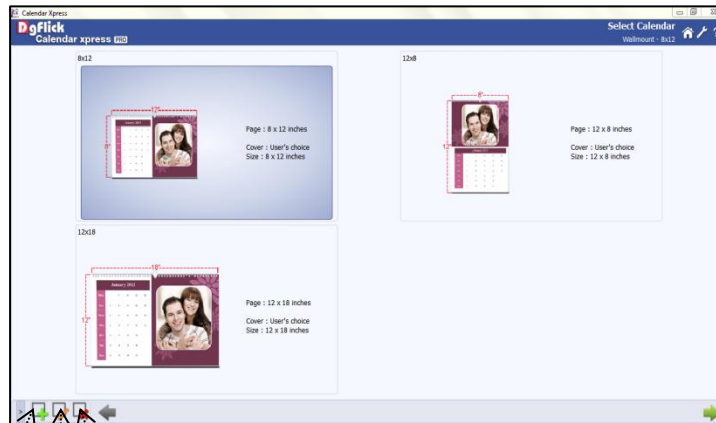
- On the next 'Create Category' window, Fill in the fields corresponding to the,
  - 'Name': ① The name you want for your new Category.

- 'Ref. Image': The image you want for your Category, clicking on the 'Browse' icon **(C)** to the right of this field lets you choose the reference image from the path in which you saved it.
  - 'Description': **(B)** Give a description of the category you are creating.
  - Click on 'Save' icon **(D)**, on the lower right-hand corner to save the category you created.
- ! Leaving either the 'Name' or the 'Ref. Image' field blank will not allow you to save the Category.*
- The new category is created and can be viewed along with the predefined categories.

*! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save your changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.*

### Creating a Calendar Size

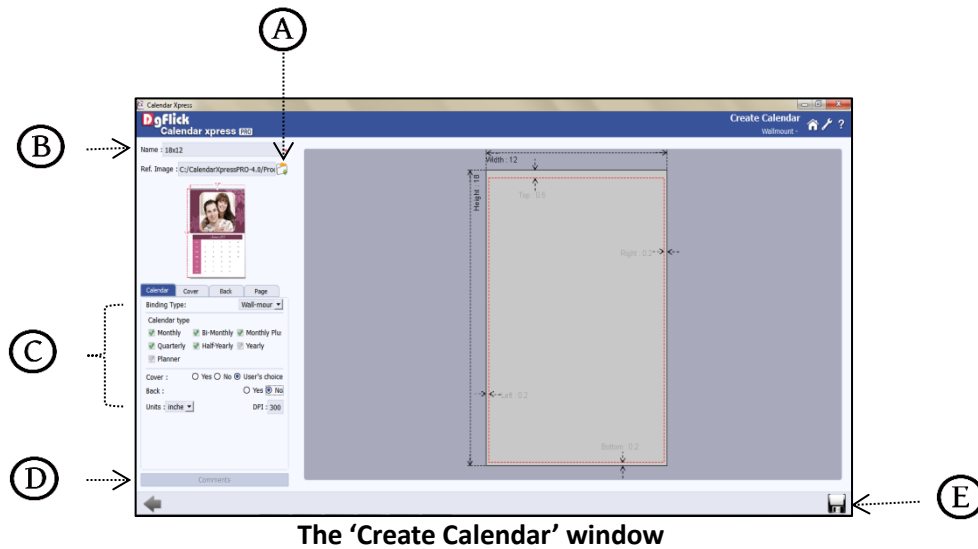
- To view the Calendar sizes under a category, double click on the category. Alternatively, you could select the category and then click on 'Next' button in the lower right-hand corner.
- Click on 'Add' icon **(1)** to add a new size on the 'Select Calendar' window.



**(1)(2)(3)**  
**'Select Calendar' window with the 'Add', 'Edit' and 'Delete' options**

- On the next window: 'Create Calendar' window, Fill in the fields corresponding to the,
  - 'Name': **(B)** edit the name as per your choice.
  - 'Ref. Image': The image you want for your Size, clicking on the 'Browse' icon **(A)** to the right of this field lets you choose the reference image from the path in which you saved it.
- Select the parameters under the 'Calendar' tab **(C)**.  
These are:  
Binding Type, Calendar type,  
Cover, Back, Units and DPI.
- Fill in the parameters under 'Cover' tab.  
These are:  
Width and Height.  
Margins (Left, Right, Top and Bottom).

Calendar	Cover	Back	Page
Width : 12	Height : 18		
Margins			
Left : 0.2	Right : 0.2		
Top : 0.5	Bottom : 0.2		



The 'Create Calendar' window

- Fill in the parameters under 'Page' tab. These are:  
Width and Height.  
Margins (Left, Right, Top and Bottom).



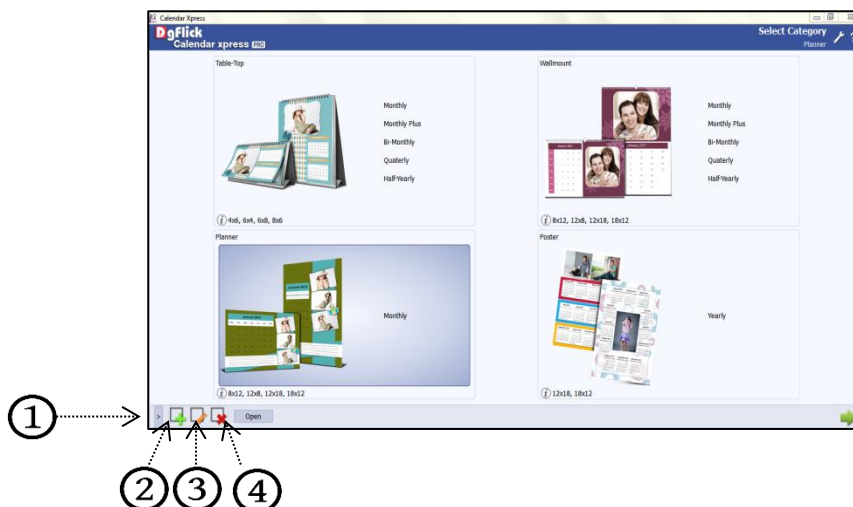
- You could add your comments by clicking on the 'Comment' button (D).
- Click on 'Save' icon (E) on the lower right-hand corner to save the size you created.
- The new Calendar size is created and can be viewed along with the other Calendar sizes.

**Note:** Features marked with \* marks are only for PRO version users.

## Editing a Category and Size \*

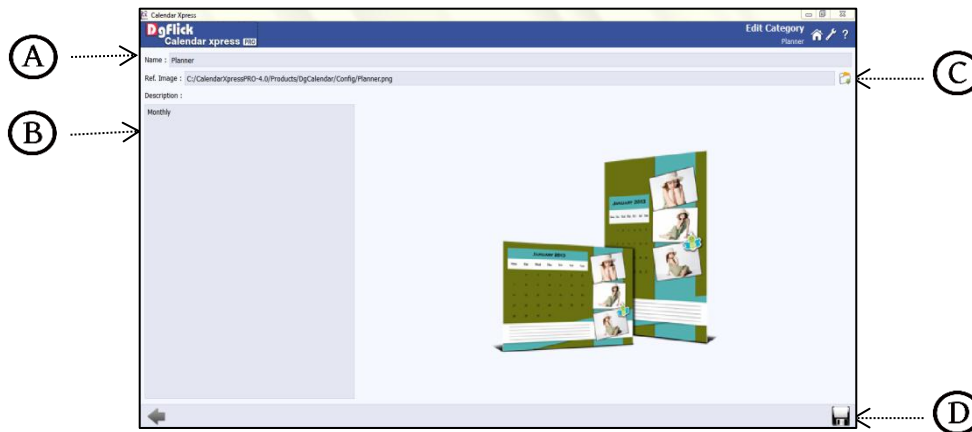
### Editing a Category

- Click on (1) at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.



The 'Select Category' window with the 'Add', 'Edit' and 'Delete' options

- After selecting the category you wish to modify Click on 'Edit' button ③ to edit a category on the 'Select Category' window.
- On the next 'Edit Category' window, You can add your edits to the,
  - 'Name': ① Edit the name as per your choice.
  - 'Ref. Image': Change the image you want for your Category, clicking on the 'Browse' icon ② to the right of this field lets you choose the reference image from the path in which you saved it.
  - 'Description': ③ Change the description of the category as per your choice.
- Click on 'Save' icon ④, on the lower right-hand corner to save the changes.

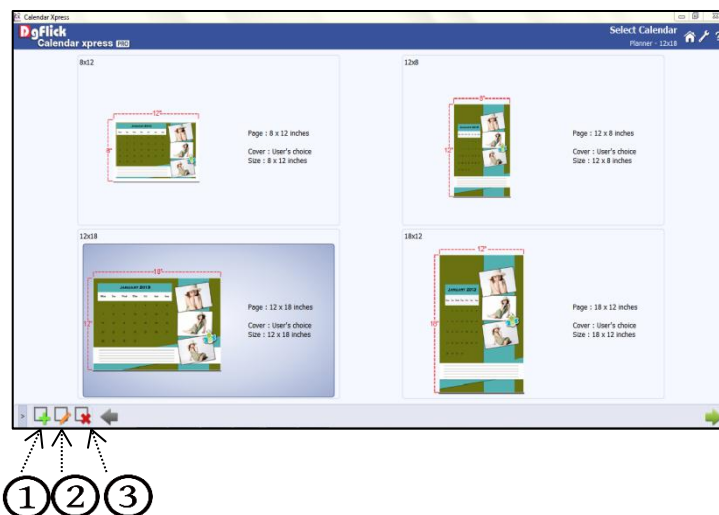


**The 'Edit Category' window**

*! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save your changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.*

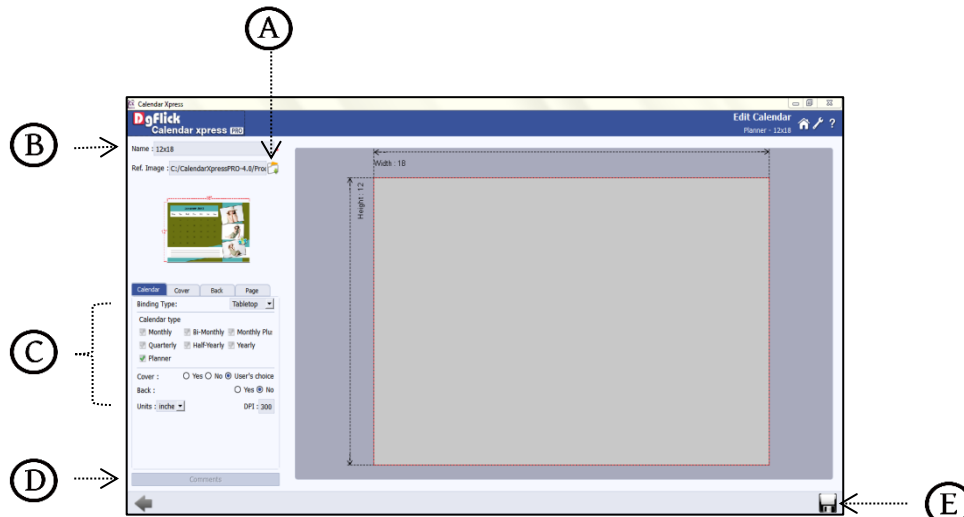
### Editing a Calendar Size

- To view the Calendar sizes under a category, double click on the category. Alternatively, you could select the category and then click on 'Next' button in the lower right-hand corner.
- Click on 'Edit' icon ② to edit a Calendar size on the 'Select Calendar' window.



**'Select Calendar' window with the 'Add', 'Edit' and 'Delete' options**

- On the next window: 'Edit Calendar' window, You can make changes to the,
  - 'Name': (B) Edit the name as per your choice.
  - 'Ref. Image': Change the image you want for your Size, clicking on the 'Browse' icon (A) to the right of this field lets you choose the reference image from the path in which you saved it.
- You could edit the parameters under the 'Calendar' tab (C).  
These are:  
Binding Type, Calendar type,  
Cover, Back, Units and DPI.



The 'Edit Calendar' window

- Edit the parameters under 'Cover' tab.  
These are:  
Width and Height.  
Margins (Left, Right, Top and Bottom).

Calendar	Cover	Back	Page
Width : 18		Height : 12	
Margins			
Left : 0		Right : 0	
Top : 0		Bottom : 0	

- Edit the parameters under 'Page' tab.  
These are:  
Width and Height.  
Margins (Left, Right, Top and Bottom).

Calendar	Cover	Back	Page
Width : 18		Height : 12	
Margins			
Left : 0		Right : 0	
Top : 0		Bottom : 0	

- You could add or edit your comments by clicking on the 'Comment' button (D).
- Click on 'Save' icon (E) on the lower left-hand corner to save the Changes.
- The changes done get saved.

**Note:** Features marked with \* marks are only for PRO version users.

## Deleting a Category and Size \*

### Deleting a Category

- Click on (1) at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.



- After selecting the category you wish to delete on the 'Select Category' window, click on 'Delete' button <sup>④</sup> to delete it permanently.
- A dialog box asking if you are sure you want to delete it appears on the screen.

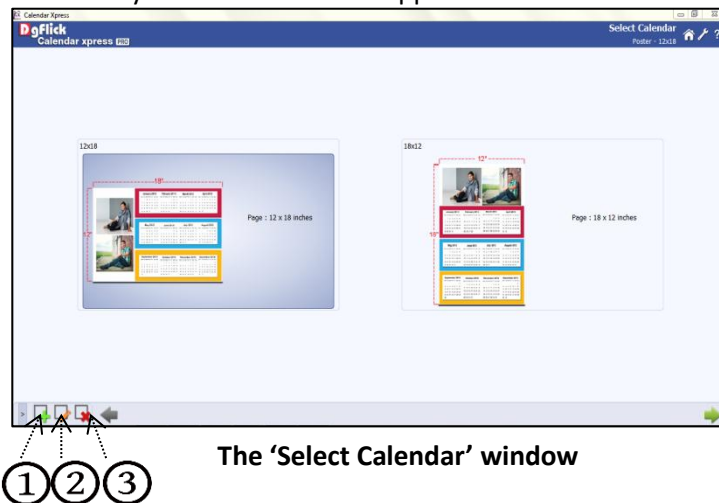


The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

- Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.

### Deleting a Calendar Size

- To view the available sizes under a category, double click on the category. Alternatively, you could select the category and then click on .Next. button in the lower right-hand corner.
- On the 'Select Calendar' window, select the size you need to delete and then click on 'Delete' icon <sup>③</sup> to delete it permanently.
- A dialog box asking if you are sure you want to delete it appears on the screen.



The 'Select Calendar' window

- Clicking on 'Yes' deletes the size permanently; clicking on 'No' aborts the operation.

**Note:** Features marked with \* marks are only for PRO version users.




## Creating the Calendar

Once you have modified or customized categories according to your requirements, it is time to move on to the actual process of Calendar creation. Calendar Xpress gives you the option of designing the Calendar in few clicks. You could also go in for advanced page composition i.e. full personalize calendar for a wider array of options while creating the Calendar. A company calendar can also be created in Calendar Xpress.

### Create Instant Calendars

Using Calendar Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting category, size and photo and the Calendar is ready in a quick way. It is supported by wizard to make your task simpler.

#### Common Features

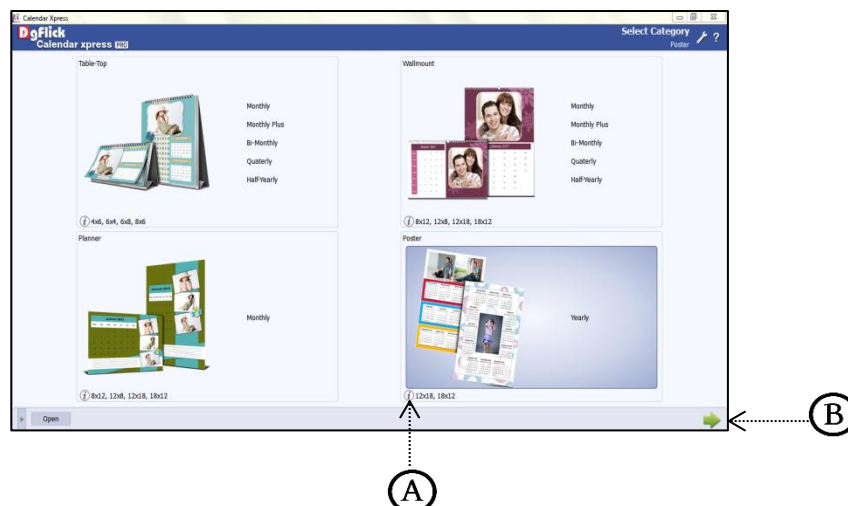
- : This lets you change to the path of your choice to select photos, backgrounds, clip-arts, borders and masks. In most instances, the last 15 paths accessed will be displayed for use and reference, once this option is selected.
- : Can be used for adjusting thumbnail sizes.
- : Can be used to reset the changes done.
- **Number on the photo:** On clicking the 'Photo' tab on the left of the screen, the photos to be used for the Calendar is displayed. The number on the photo in the tab indicates the number of times the photo has been used in the Calendar.
- **Ruler:** Horizontal and vertical rulers are available to help align photos on the page. The rulers can be seen on the top and left side of the page and can be activated by clicking on them. The rulers that can be dragged onto the page and photos can be aligned against them.



#### The Process

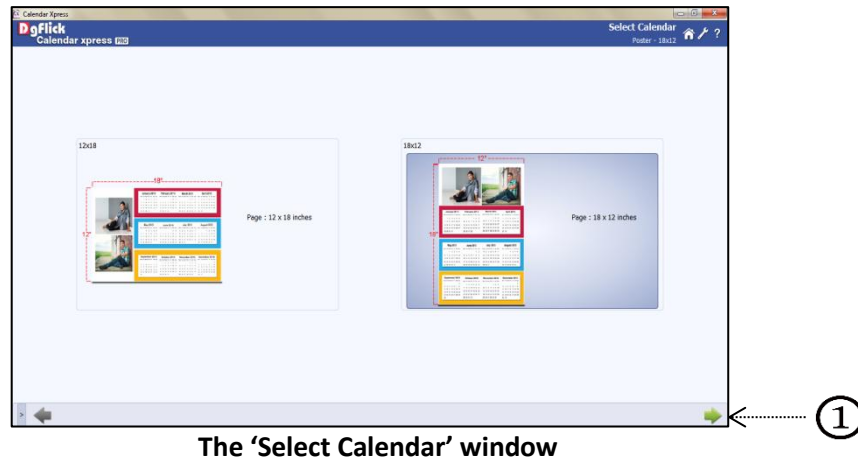
##### Select Category

- On the 'Select Category' window, select the Category you would like to use for the Calendar: Table-Top, Wallmount, Planner and Poster. The options available for each category are displayed in the 'Select Category' window.



The 'Select Category' window

- The category that you have selected is seen on the top, right-hand corner.
- You can view a drop down list of various Calendar sizes, available under the category by keeping your mouse pointer on 'I' icon <sup>(A)</sup>.
- Double click on the category or select the category and click on 'Next' button <sup>(B)</sup> on the lower, right-hand corner to select the category.
- On the 'Select Calendar' window, select the desired size for the Calendar.

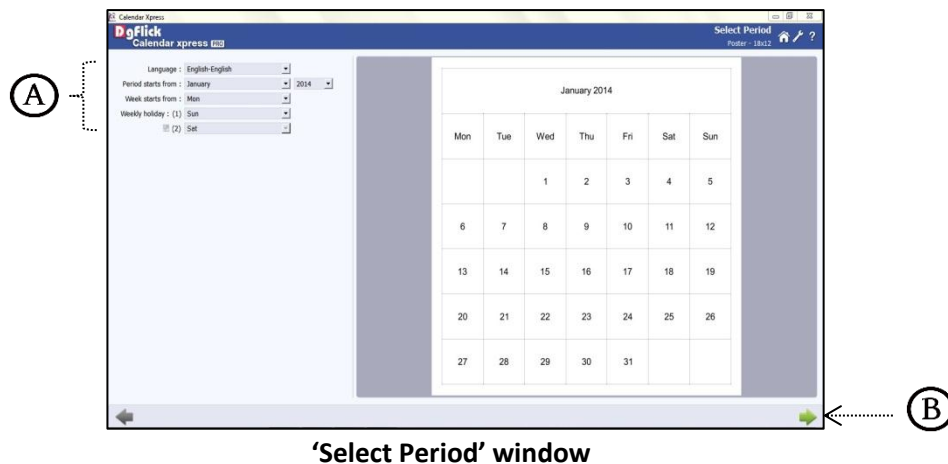


- The size that you have selected is seen on the top, right-hand corner along with the Category.
- Click on 'Next' button <sup>(1)</sup> on the lower, right-hand corner to go to 'Select Period' window.

*! At any point during the process, you could click on the 'Back' button to go back to the previous page. You could also click on 'Home' button to go back to the home page.*

### Select Period

- In 'Select Period' window, specify the period of the Calendar from various options <sup>(A)</sup> i.e. starting month, year, week starts from, weekly holidays, etc.

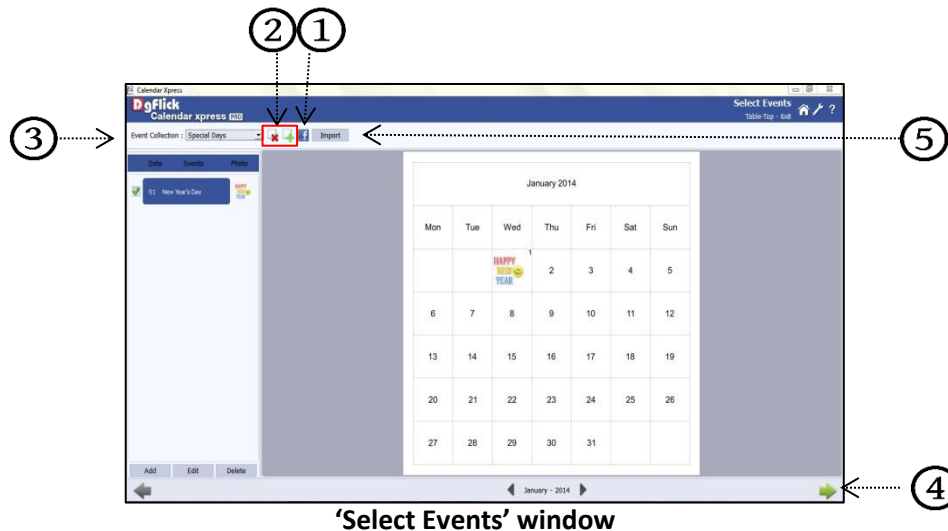


- Select the desired language for the calendar from 'Language' drop down menu.
- Select the starting month and year for the Calendar from 'Month' and 'Year' drop down menu. .

- Select the day of the week to start from 'Week Starts From' drop down menu.
- Select the weekly holiday for the Calendar from 'Weekly Holiday' drop down menus. You can specify upto two weekly holidays from here.
- Select all the desired fields and click on 'Next' button **(B)** to go to 'Select Events' window.

### Select Events

- Select the events to be added from Events Collection tab **(3)**.



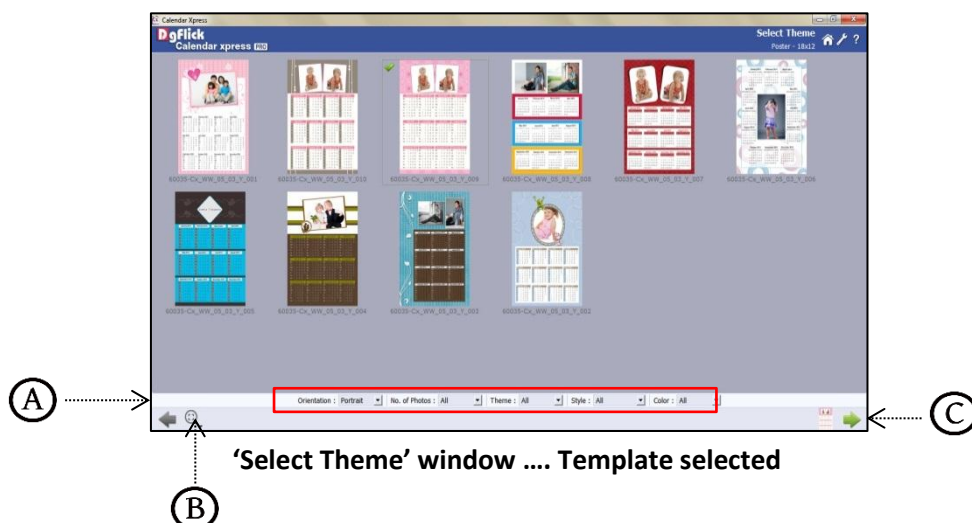
- Click on 'Add' icon **(2)** to create your own event collection. (for Details refer section Add Events to the Calendar)
- Click on 'Delete' icon **(2)** to delete the event collection.
- You can add birthdays of your Facebook Friends to the Calendar as a event. To add Birthdays to your calendar, click on 'Facebook' icon **(1)**. (for Details refer section Add Events to the Calendar)
- You can also assign an excel sheet and can add events in the calendar from the 'Import' button **(5)**.
- After setting the events, click on 'Next' button **(4)** to go to 'Select Theme' window.

### Select Theme

- On the 'Select Theme' window, you can see the various templates for the Calendar.
- You can filter the parameters for the template selection as per your choice. Shown in the 'Option bar' **(A)** at the bottom of the page.
  - **Orientation:** The default orientation for the Calendar size will be show in the box. However, you could change this by clicking on 'Orientation' drop down menu.
  - **Number of photos:** Decide the number of photos to be used in the Calendar by clicking on 'No. of Photos' drop down menu.
  - **Theme:** The theme for the Calendar can be chosen by clicking on 'Themes' drop down menu.

**Style:** Clicking on the style drop list gives you the styles available for the Calendar. Choose the style by clicking on 'Style' drop down menu.

- **Color:** Choose the color you want to style the Calendar in by clicking on 'Color' drop down menu.



- Select the template you want by clicking on it. The selected one has a green tick symbol on the top left-hand corner. Also the selected template can be seen on the bottom, right hand corner.

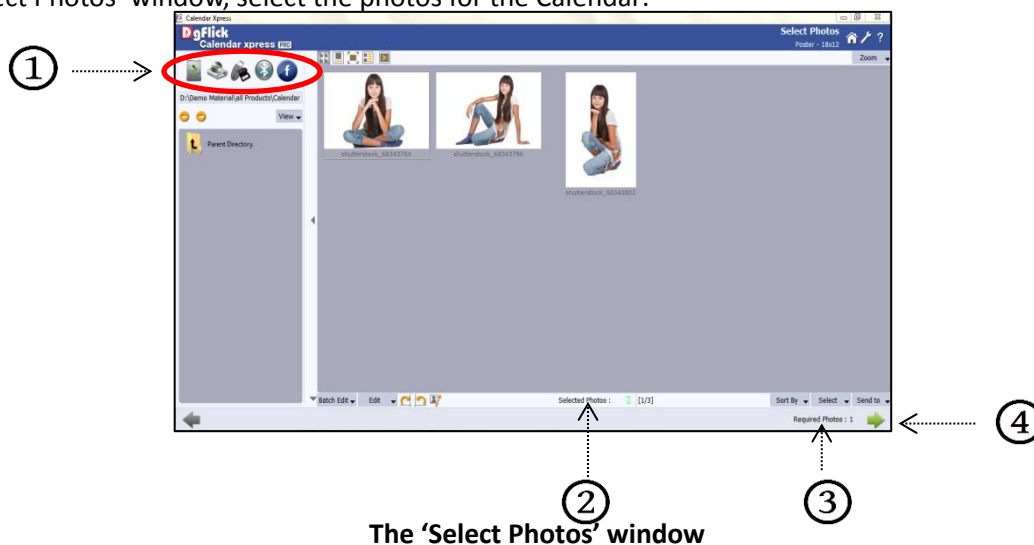
*! Additional icon on the page:*

Clicking on 'Adjust Thumbnail Size' button **B** allow you to alter the size of the thumbnails.

- After selecting the template, click on 'Next' button **C** to move on to the 'Select Photos' window.

### Select Photo

- On the 'Select Photos' window, select the photos for the Calendar.



- You have the option of selecting the photos from the various available options **1**.

Hard disk

CD/DVD

USB

Bluetooth

Facebook

- You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section Manage the photos)

- 'Selected Photos' ② shows the number of photos selected.
- You can see no of photos required for the Calendar from 'Required Photos' ③.
- Once you select the required number of photos, click on 'Next' button ④ to go to the 'Design Calendar' window.

## Design Calendar

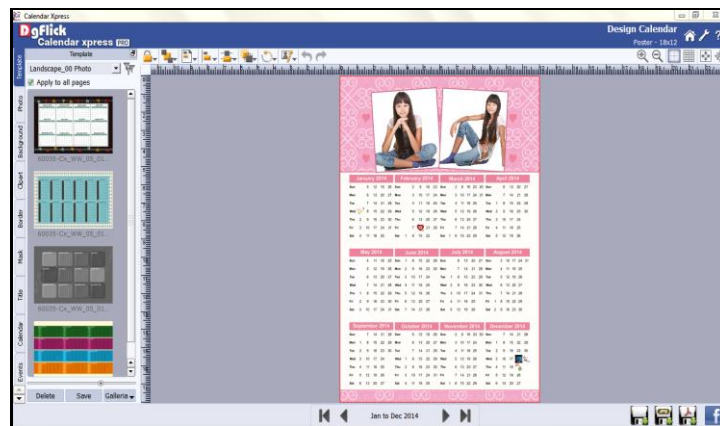
- The Calendar is now ready with the selected photos and can be viewed in the 'Design Calendar' window.

## Event

- Click on 'Events' tab on the left panel to insert events to the Calendar.
- Select the desired event collection from 'Event Collection' drop down menu.
- Select the event collection and click on 'Apply' button to overwrite the existing events.
- Select another event collection and click on 'Update' button to add one more event to the Calendar.
- You can add, edit and delete event from 'Add', 'Edit' and 'Delete' button. (Refer section Add Events to the Calendar)



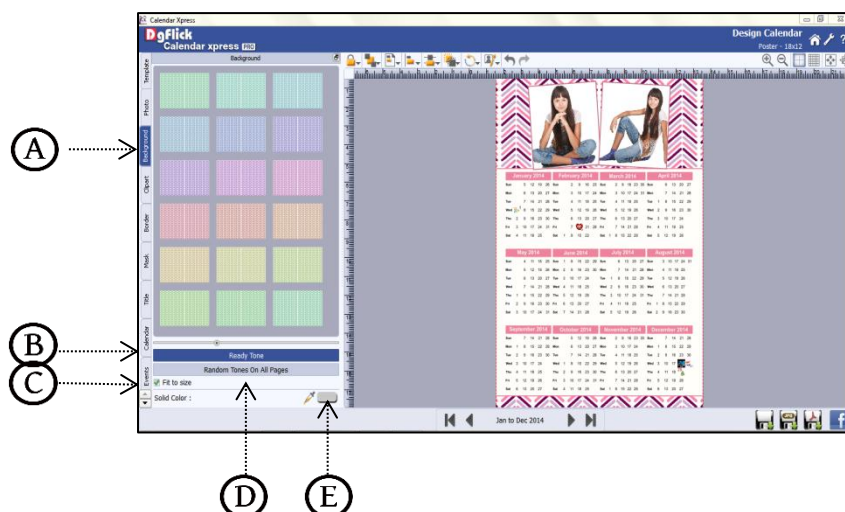
Events tab



The 'Design Calendar' window

## Background

- Click on the 'Background' tab ① on the option bar to select the background for the Calendar.
- Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the 'Browse' button. The last 15 paths used can be viewed.
- To use a background, double click on it or drag and drop it on the canvas from the option bar.



**'Design Calendar' window .... 'Background' tab .... Background with its ready tone**


- Uncheck the 'Fit to size' check box **C** on the left to expand the background on the page.
- To fill the canvas with one single solid color, click on 'Color Picker' **E** and place it on the color you wish to use as background for the Calendar. The whole page now gets a background of that color.
- Click on the 'Ready Tone' button **B** on the left panel to select from a range of 18 ready tones available for each background.
- To change the tone; double click on the chosen tone.
- Click on 'Random Tones on All Pages' button to **D** apply random background tones to all the pages.
- You could also use a photo of your choice as the background for the Calendar. To do this, click on the 'Photo' tab to view the selected photos. Check the box 'Set Photo as Background' button at the top and then double click on the photo. The photo now serves as a background to the page.





**Calendar with photo as background**

- **Photo Quality Indicator:** The quality of photos used in the Calendar must be good to ensure clarity in the final product. Calendar Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

**Table: Photo Quality Indicator**

Indicator and color	Interpretation
 Yellow	The photo quality is not good; however, the final output will be satisfactory.



 Orange	The photo quality is poor and will not yield good results on printing.
 Red	The photo is unsuitable for printing.

- Here the instant Calendar is ready and now can be saved and exported.

## Personalize Calendar with Calendar Xpress


You can edit your already created Calendar in a very easy way with the help of following process. In this section we will edit the Calendar which we created in previous section.

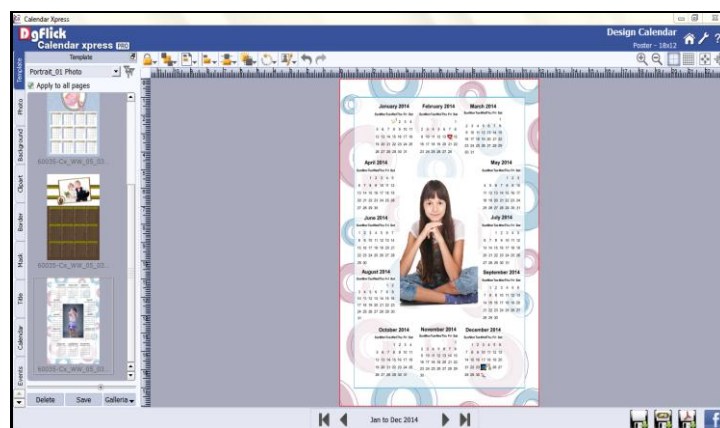
### The Process

Open the calendar from the 'Open' button on the 'Home' window. You will see the Calendar is ready in 'Design Calendar' window. You can edit it and add a personal value to Calendar in following way.

### Design Calendar

Now in 'Design Calendar' window you can see already created Calendar.

- Click on 'Template' tab on the option bar to insert the templates of your choice.
- Click on  to filter the templates according to Orientation, No. of photos, Color, Theme, Style and Default.
- Select the desired filtration type and click on 'OK'.
- Double click on the desired template to be applied.
- If you are designing multipage Calendar, then with 'Apply to all Pages' option you can apply selected template on all the pages of the Calendar.

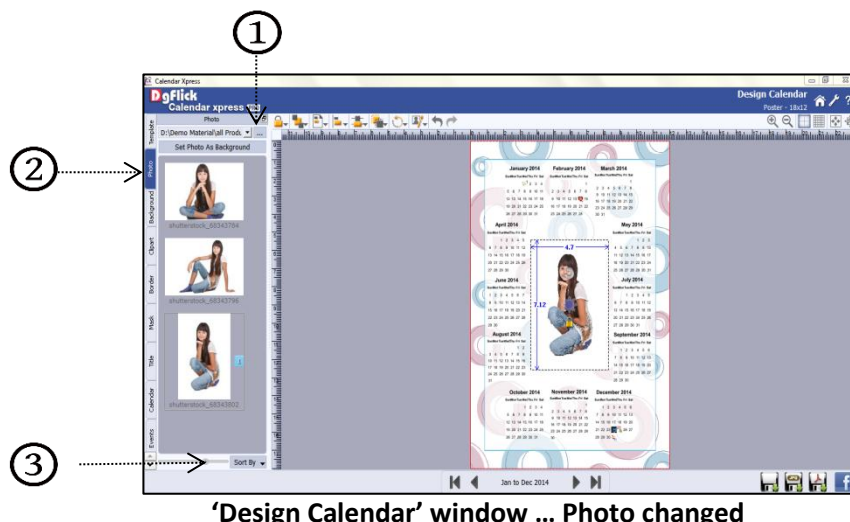


**'Design Calendar' window .... Template changed**

### Change Photo

- Click on the 'Photo' tab ② on the left panel to change the photos into the applied template.
- You could browse photos from 'Browse' button ① and even access the last 15 paths you have used.
- Sort the photos by clicking on 'Sort By' button ③.








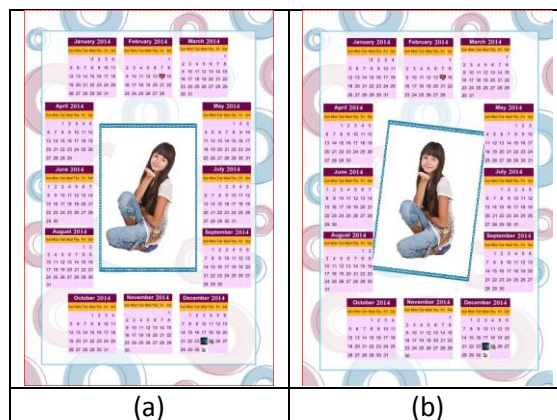
'Design Calendar' window ... Photo changed

- To insert a photo, either double click on it or drag and drop it on the canvas.

## Rotating Photos

Rotating photos in the Calendar keeping the creation in mind adds to the overall presentation of it. Calendar Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.

- To rotate the photo within the frame: keep your cursor on the rotate icon  that is seen when you select a photo. Once the 'hand' symbol appears use the mouse to rotate it in the direction of your choice.
- To rotate the photo along with the frame: 'Unlock' the photo by clicking on . Now keep your cursor on  and use the mouse to rotate the photo with the frame when the 'hand' appears.

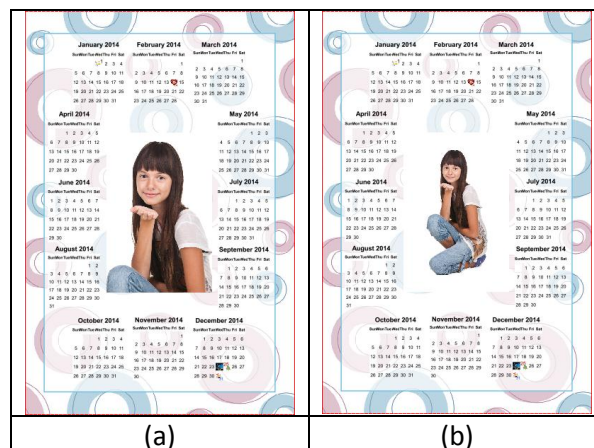


Rotating: (a) Within the frame; (b) With the frame

## Zooming In/Out

While working on the Calendar you can focus attention on a specific area of the page by zooming in or take a look at the 'larger picture' by zooming out. You can use a combination of these options to obtain the desired level of accuracy on the page.



- **How to:** Click on the photo you want to work on and then use the scroll wheel of the mouse to zoom in or zoom out as per your requirement.




(a) Zooming in; (b) Zooming out

## Panning

Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the document window. This gives access to the areas that would otherwise remain obscure given the size of the photo.

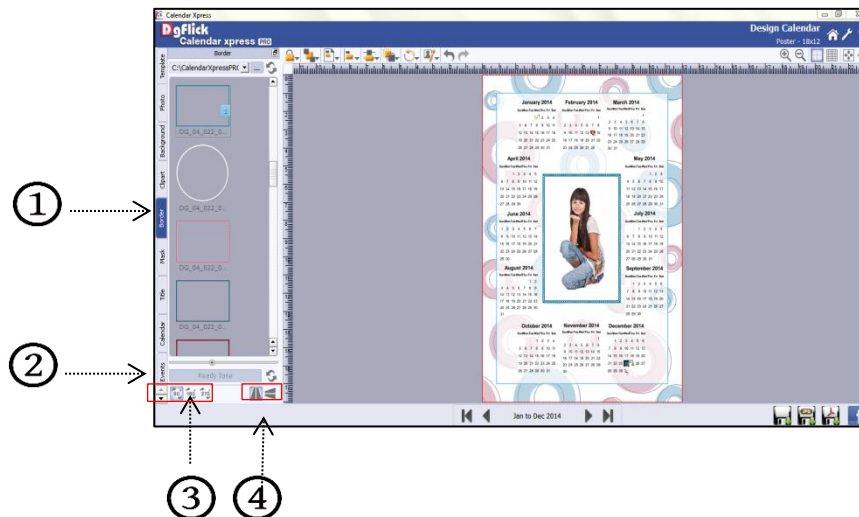
- **How to:** Place the cursor over , which then changes to  or the 'hand symbol'. Now use your mouse to take hold of the photo and move it around to get to the area you wish to work on.

## Swapping Photos

- Many times you need to swap photos as you go along to. However, the borders if applied to the photos do not get swapped.
- How to: Select the photos you wish to swap by keeping the ctrl key pressed. When both the photos are selected the 'Swap' icon appears . Click on the icon to swap the photos.

## Add Border

- Click on 'Border' tab ① on the left panel to select the border that you want for the photos.
- You could select a border from the options, Calendar Xpress displays for you on the left panel or you could browse and select a border of your choice from the path in which you have saved it (the previous 15 paths are available).
- Select the photo on which the border is to be applied and double click on the border or drag and drop the border on the photo to apply to it.



'Design Calendar' window .... 'Border' tab

- Borders are easily transformable i.e. they are expandable.
- You could change the color of the border to better suit the photo by clicking on the 'Ready Tone' button ②. There are 18 ready tones available for use.

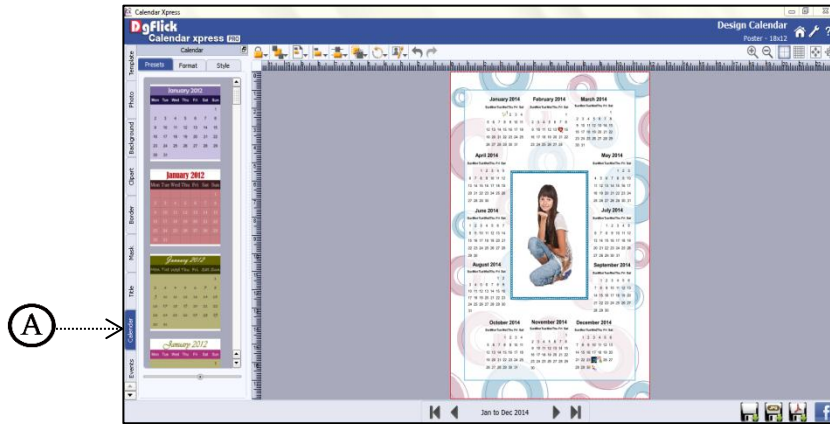
! Additional icon on the 'Design Calendar' – Border tab:

- 'Reset' : To reset the ready tone.
- 'Rotate CW180' ③: To rotate the border 180 degrees.
- 'Rotate CW90' ③: To rotate the border 90 degrees.
- 'Rotate CW270' ③: To rotate the border 270 degrees.

- 'Flip Vertical'<sup>④</sup>: To flip the border vertical.
- 'Flip Horizontal'<sup>④</sup>: To flip the border horizontally.

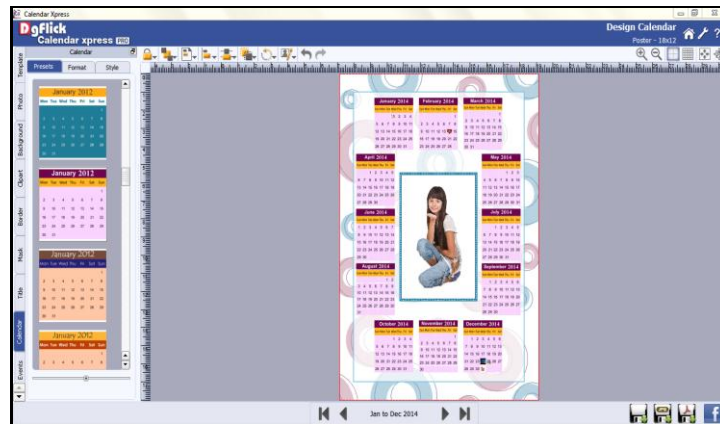
### Calendar tab

- Click on 'Calendar' tab <sup>Ⓐ</sup> on the left panel to change the presets, format and style of the Calendar.
- Click on 'Preset' button to view the available presets in Calendar Preset.



'Design Calendar' window .... Calendar tab

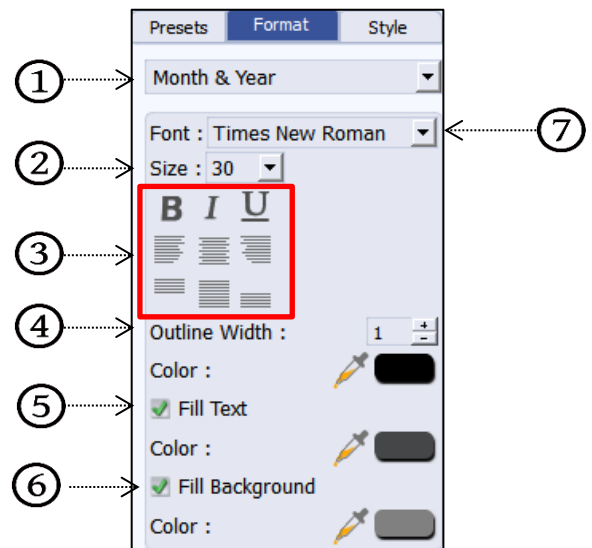
- Select the Calendar preset on the canvas area and double click on the desired preset from the Presets button to be applied.



'Design Calendar' window ....Preset Changed




- Click on 'Format' button to change the format of the Calendar.
- To change the font, size, alignment, outline width and color, background color of Month and Year in the Calendar, select the Month and Year option from Drop down menu <sup>①</sup>.
- You can change the following parameters:
  - Font Type<sup>⑦</sup>.
  - Size<sup>②</sup>.
  - Style and Alignment<sup>③</sup>.

- Define the Outline width ④ Pick any color from the entire screen with the help of Color Picker or select color from color Palette for outline.
- Fill color in the text by checking 'Fill Text' checkbox ⑤. Choose color from Color Picker or select color from color Palette.
- Fill Background color by checking 'Fill Background' checkbox ⑥. Choose color from Color Picker or select color from color Palette.

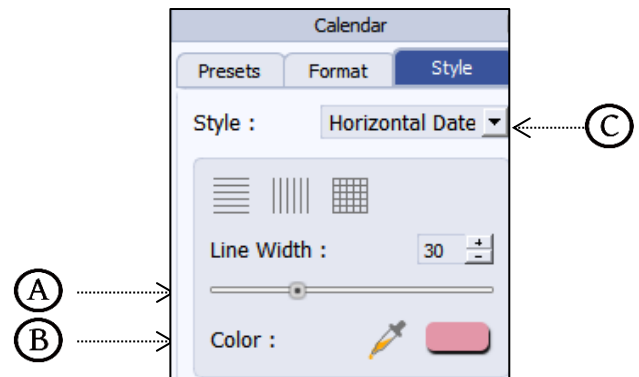


**Calendar tab .... Format option**

- Similarly you can change the format of Weekdays, Start Weekdays, Off Weekdays and Dates.
- Click on 'Style' button to change the style of the Calendar.
- Change the style of the date blocks from 'Style' drop down menu ③.
- Apply gridlines to the dates block.

- : Horizontal grid lines.
- : Vertical grid lines.
- : Both horizontal and vertical grid lines.

- Customize the Line width from 'Line Width' option ① and color from Color Picker or Color Palette ②.



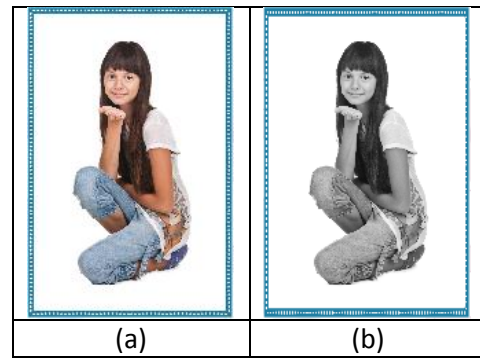
**Calendar tab .... Style option**

- To edit the individual dates click on the Calendar preset and double click on the date to be edited, click on 'Format' button from Calendar tab and you can do the required changes.

## Add Effects

- To apply effects on the photo, click on 'Effects' tab on the left-hand option bar.
- There are 10 different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, Presets and Blend.

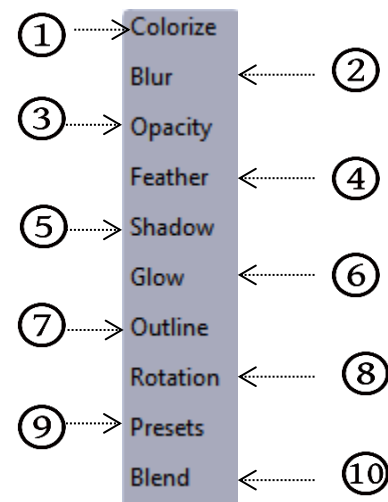
- **Colorize** ①: Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. To manually make changes or customize, click on 'Custom' button and change the color, opacity and level using given sliders. You can reset all the given effects with a single click from 'Reset all' button.





Applying the 'Colorize' effect (a) Before (b) After

- **Blur** ②: You could give a blurred appearance to the photo to make the page more visually appealing. Click on the photo you need to blur and then select the preset of your choice under this option. Click on 'Custom' button to increase or decrease the level or blurriness using the slider. You can reset all the given effects with a single click from 'Reset all' button.

- **Opacity** ③: Add opacity to the photo by selecting the presets available under this option. You could also manually choose the level of opacity by clicking on 'Custom' button. You can reset all the given effects with a single click from 'Reset all' button.



Effects in 'Effects' tab

- **Feather** ④: Apply the feather effect to the photo by clicking on the photo and then selecting the preset of your choice. Click on 'Custom' button to manually change the values of the feather using the slider. You can reset all the given effects with a single click from 'Reset all' button.
- **Shadow** ⑤: To apply the shadow effect to the photo, click on 'Shadow' and then choose from the available presets. You could customize 'shadow' by clicking on 'Custom' button and then applying the shadow settings manually using various sliders. You can reset all the given effects with a single click from 'Reset all' button.
- **Glow** ⑥: Apply the required preset under the 'Glow' option by clicking on the photo and then clicking on the preset. Apply your own settings by clicking on 'Custom' button and changing your blur, color and opacity values. You can reset all the given effects with a single click from 'Reset all' button.
- **Outline** ⑦: Select the photo and click on the preset of your choice to apply the outline. To customize the outline, Click on 'Custom' button then, create the outline of your choice by filling in the values in these fields. You can reset all the given effects with a single click from 'Reset all' button.
- **Rotation** ⑧: The photo can be rotated using the predefined presets under the 'Rotation' option. Click on 'Custom' button to change the values for the x, y and z axis and give the photo a 3-D effect. You could also flip the photo horizontally and vertically by using  and  respectively. You can reset all the given effects with a single click from 'Reset all' button.











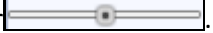




- **Presets<sup>⑨</sup>**: This option gives you certain in-built effects that you could use on the photo. Click on the photo and then on the desired preset to apply it. You can reset all the given effects with a single click from 'Reset all' button.
  - **Blend<sup>⑩</sup>**: There are 13 blending modes that help you achieve the desired effect for the photo. Click on the photo and then select the blend option of your choice to apply.
- In this way the Calendar gets personalized, now you can save the Calendar and export it.

## Create Calendars with Advance Features






Organize days for social, religious, commercial or administrative purposes in the form of Calendar with advance features. Calendar Xpress provides you ready list of event collection sorted under Special days and also allows you to add your personal event list in your designed Calendar in an easy way and personalize it by adding the photos or even event photos to it.

### The Tool Bar

The tool bar at the top of the screen has a variety of options that makes Calendar Xpress user friendly and easy to work with. These options are explained below.

Icon	Use
<Lock> 	Can be used to lock or unlock the photos as per the requirement.
<Arrange objects> 	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<Page based alignment> 	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment> 	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<Equal spacing> 	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<Equal size> 	Helps to equalize the size of photos on a page. Select the photos for which you wish to make size changes. Then click on this tool and select the parameter for equalizing: Width, Height and Size.
<Rotate object> 	Rotates the object. To rotate the object as per your requirements, click on the tool and alter the x, y and z axis. You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally  . You could also rotate the image manually by using  and entering the value of your choice or using the slider  .
<Edit photo> 	Helps you to enhance the photos.
<Undo> 	To reset the change you made to the page.
<Redo> 	To redo a change you made to the page.
<Show/hide margins> 	Shows/hides the margins on the page.

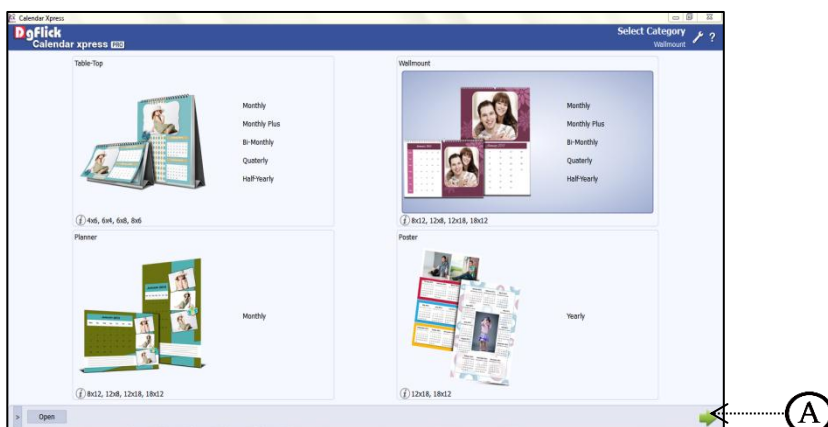


<Show/hide gridlines> 	Shows/hides the gridlines on the page.
<Zoom in> 	For zooming the page in.
<Zoom out> 	For zooming the page out.
<Fit to screen> 	Adjusts the page size such that the page fits the screen.
<Actual Size> 	Shows the actual size of the page.

## The Process

### Select Category

- On the 'Select Category' window, select the Category you would like to use for the Calendar: Table-Top, Wallmount, Planner and Poster. The size options available for each category are displayed in the Select Category window.
- The category that you have selected is seen on the top, right-hand corner.
- Double click on the category or select the category and click on 'Next' button **A** on the lower, right-hand corner to select the category.



The 'Select Category' window

- On the 'Select Calendar' window, select the desired size for the Calendar.



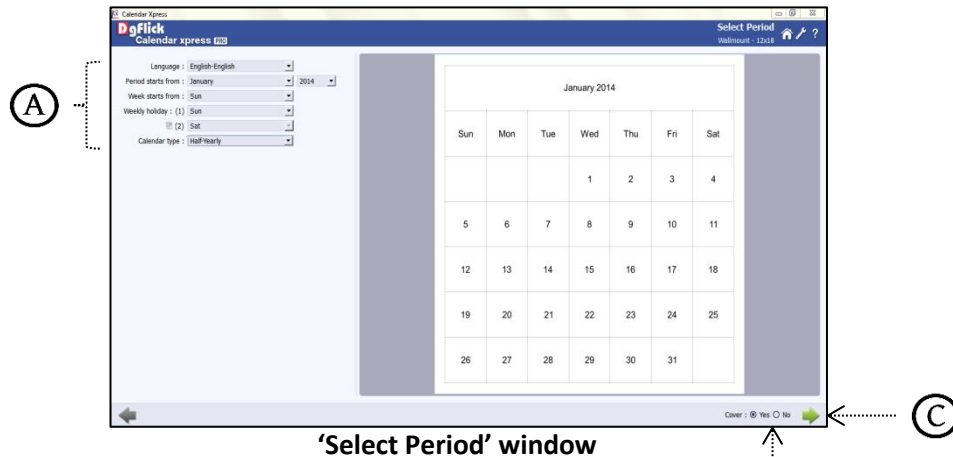
The 'Select Calendar' window

- Click on 'Next' button (A) on the lower, right-hand corner to go to 'Select Period' window.

*! At any point during the process, you could click on the 'Back' button to go back to the previous page. You could also click on 'Home' icon to go back to the home page.*

## Select Period

- In 'Select Period' window, specify the period of the Calendar from various options (A) i.e. starting month, year, week starts from, weekly holidays, etc.



- Select the desired language from 'Language' drop down menu.
- Select the starting month and year for the Calendar from 'Month' and 'Year' drop down menu. .
- Select the day of the week to start from 'Week Starts From' drop down menu.
- Select the weekly holiday for the Calendar from 'Weekly Holiday' drop down menus. You can specify upto two weekly holidays from drop down menu.
- There are various Calendar types available in Calendar Xpress- Monthly, Monthly Plus, Bi-Monthly, Quarterly and Half Yearly. You can choose Calendar from drop down menu.
- From 'Cover' option, (B) you can select whether you want cover for Calendar or not.
- Select all the desired fields and click on 'Next' button (C) to go to 'Select Events' window.

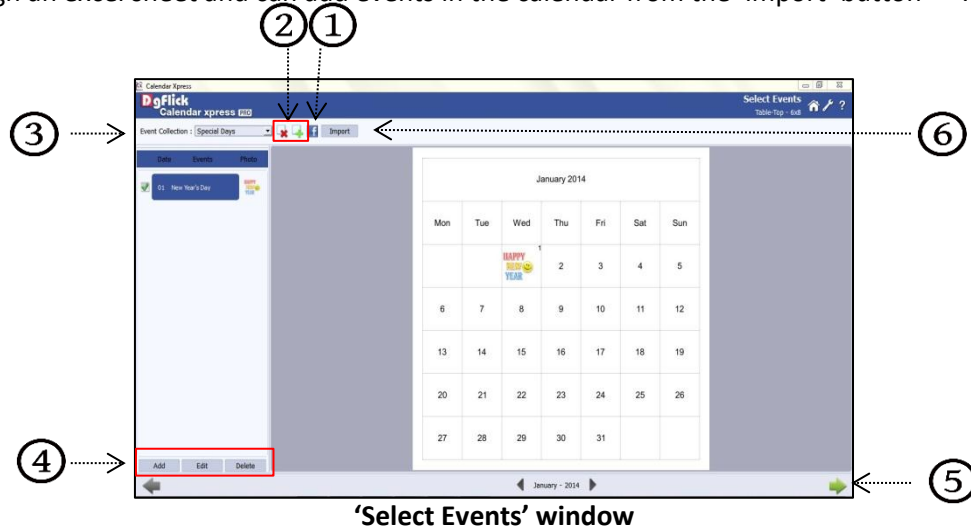
**Note:** In case of planner and poster, Calendar type and cover option will not appear.

## Select Events

- Select the events to be added from Events Collection tab (3).
- Click on 'Add' icon (2) to create your own event collection. (for Details refer section Add Events to the Calendar)
- Click on 'Delete' icon (2) to delete the event collection.
- You can add birthdays of your Facebook Friends to the Calendar as a event. To add Birthdays to your calender, click on 'Facebook' icon (1). (for Details refer section Add Events to the Calendar)



- You can also assign an excel sheet and can add events in the calendar from the 'Import' button ⑥.



- Click on 'Add' button to add the event ④.
- Click on 'Edit' button to edit the event ④.
- To delete the event click on 'Delete' button ④.
- After setting the period and event, click on 'Next' button ⑤ to go to 'Select Theme' window.

### Select Theme

- On the 'Select Theme' window, you can see the various templates for the Calendar.



- You can filter the parameters for the template selection as per your choice. Shown in the 'Option bar' at the bottom of the page.
- After selecting the template, click on 'Next' button A to move on to the 'Select Photos' window.

### Select Photo

- On the 'Select Photos' window, select the photos for the Calendar.

- You have the option of selecting the photos from the various available options<sup>①</sup>.

Hard disk

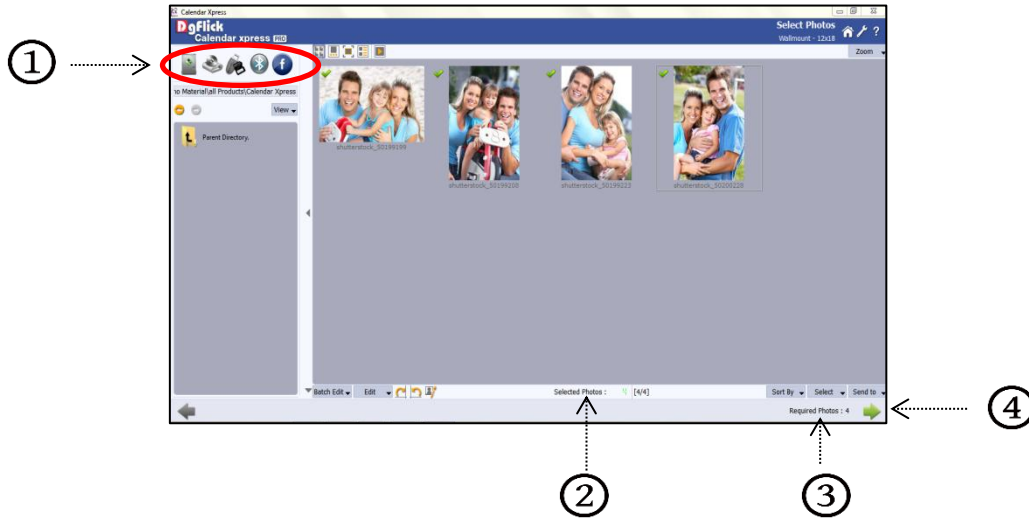
CD/DVD

USB

Bluetooth

Facebook

- You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section Manage the photos)



The 'Select Photos' window

- 'Selected Photos' <sup>②</sup> shows the number of photos selected.
- You can see no of photos required for the Calendar from 'Required Photos' <sup>③</sup>.
- Once you select the required number of photos, click on 'Next' button <sup>④</sup> to go to the 'Design Calendar' window.

## Design Calendar

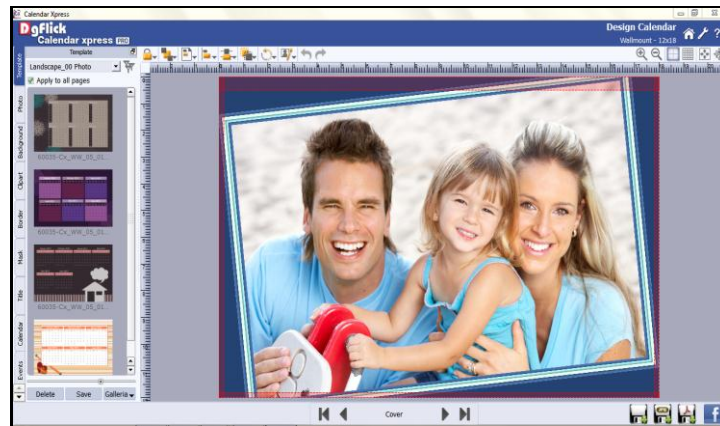
- Now in 'Design Calendar' window you will see that the Calendar is ready with selected photos and themes.

## Event


- Click on 'Events' tab on the left panel to insert events to the Calendar.
- Select the desired event collection from 'Event Collection' drop down menu.
- Select the event collection and click on 'Apply' button to overwrite the existing events.
- Select another event collection and click on 'Update' button to add one more event to the Calendar.
- You can add, edit and delete event from 'Add', 'Edit' and 'Delete' button. (Refer section Add Events to the Calendar)

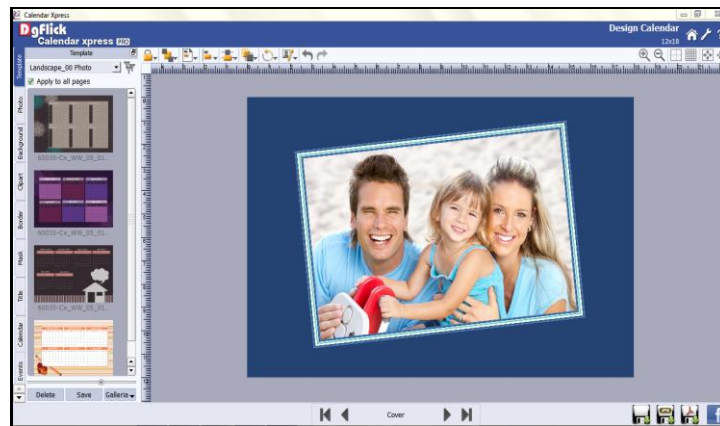


Events tab



**'Design Calendar' window**

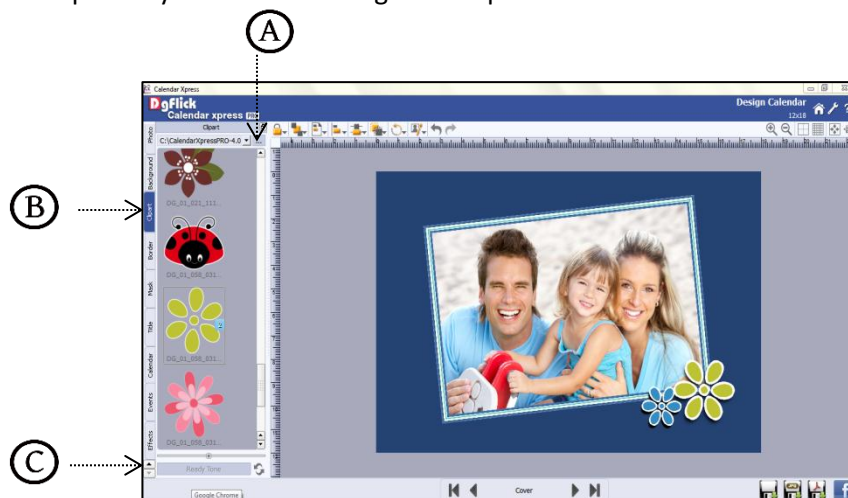
- Here we can hide the margins, by clicking  on the top option bar.
- You can resize and move the photo to add effects to the overall Calendar.



**'Design Calendar' window..... Photo resized and moved**

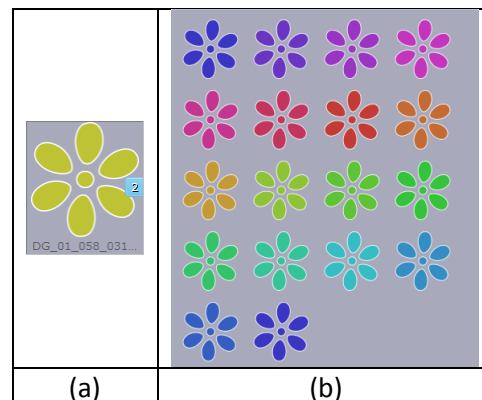
### Clipart

- Click on the 'Clipart' tab **(B)** on the option bar for a listing on the available cliparts.
- Double click on the clipart of your choice or drag and drop it onto the canvas to use it on the page.



**'Design Calendar' window ... Clipart inserted**

- You could even use your own cliparts by accessing them using 'Browse' button <sup>(A)</sup>, where the last 15 paths accessed are available.
- Click on 'Ready Tone' button <sup>(C)</sup> to access the ready tones for the cliparts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page setup by double clicking on the ready tone.



(a) Clipart (b) Ready Tone of Clipart

### Title

- Click on the 'Title' tab <sup>(6)</sup> to add a title in the Calendar.
- The empty white field <sup>(5)</sup> can be used to type in the title you wish to add.
- You can change the following parameters for the title:
  - Font from font dropdown menu <sup>(1)</sup>,
  - Font size from size dropdown menu <sup>(2)</sup>,
  - Font Style from various style options <sup>(3)</sup>,
  - Font Color from color palette or color picker <sup>(4)</sup>,
  - Ready presets can be used from available options <sup>(7)</sup>.

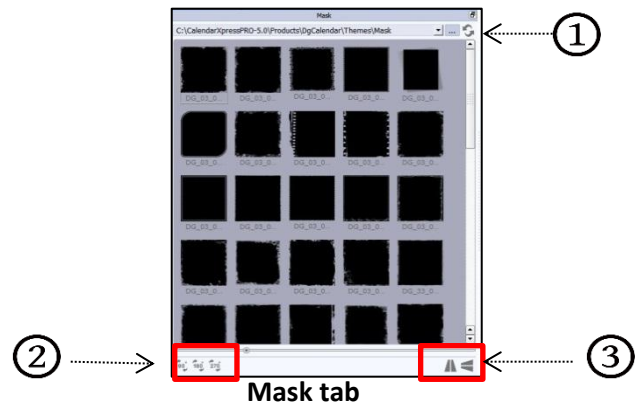


'Design Calendar' window ..... Add Title

### Mask

- Click on the 'Mask' tab on the left-hand panel to insert the mask if required.
- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it. You could even access the previous 15 paths.

- You can transform these masks freely on the page.



! Additional Icons on 'Mask' tab

- 'Reset' <sup>①</sup>: To reset the changes.
  - 'Rotate CW90' <sup>②</sup>: To rotate the border 90 degrees.
  - 'Rotate CW180' <sup>②</sup>: To rotate the border 180 degrees.
  - 'Rotate CW270' <sup>②</sup>: To rotate the border 270 degrees.
  - 'Flip Vertical' <sup>③</sup>: To flip the border vertical.
  - 'Flip Horizontal' <sup>③</sup>: To flip the border horizontally.
- Your own Calendar creation is ready in a smart way.



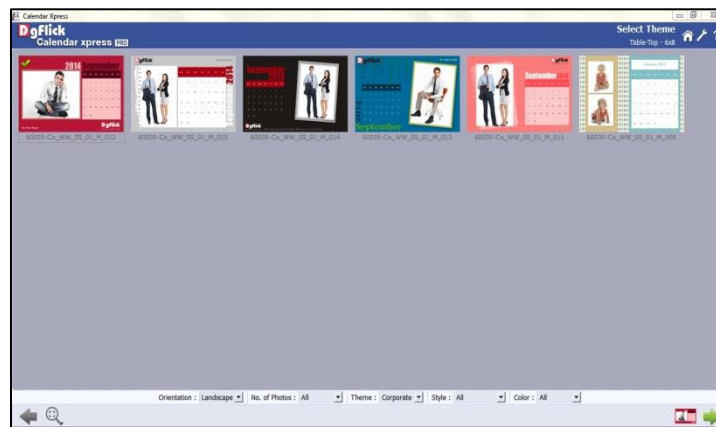
Calendar is created



## Create Company Calendars in Calendar Xpress

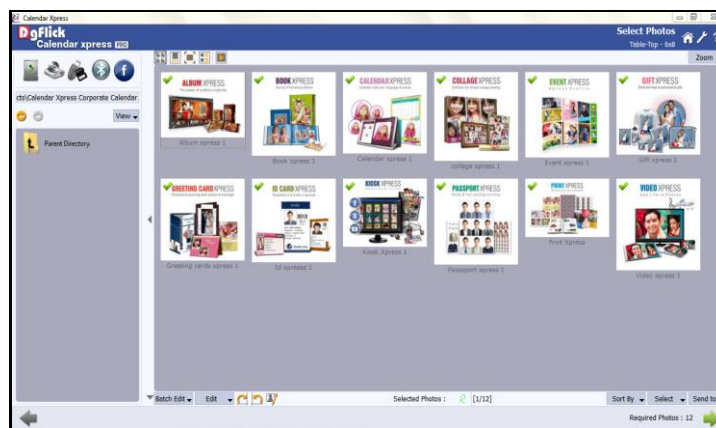
With Calendar Xpress, you can also design Company Calendars. In Company Calendars you also get option to add logo, name, etc.

- Select category and size for the calendar.
- In 'Select Period' window, select the period and other details of the calendar.
- In 'Select Events' window, select the events you want to add to the calendar.
- In 'Select Theme' window, select any corporate theme by sorting themes from various sort options.



**'Select Theme' window**

- Once you select theme, move to the next process from 'Next' button.
- In 'Select Photos' window, select the photos for the calendar.



**'Select Photos' window**

- Once you click on 'Next' button, you are redirected to the 'Design Calendar' window where you can see calendar is ready with selected theme and photos.
- Apply the selected events from the 'Events' tab.

## Event

- Click on 'Events' tab on the left panel to insert events to the Calendar.
- Select the desired event collection from 'Event Collection' drop down menu.
- Select the event collection and click on 'Apply' button to overwrite the existing events.
- Select another event collection and click on 'Update' button to add one more event to the Calendar.
- You can add, edit and delete event from 'Add', 'Edit' and 'Delete' button. (Refer section Add Events to the Calendar)



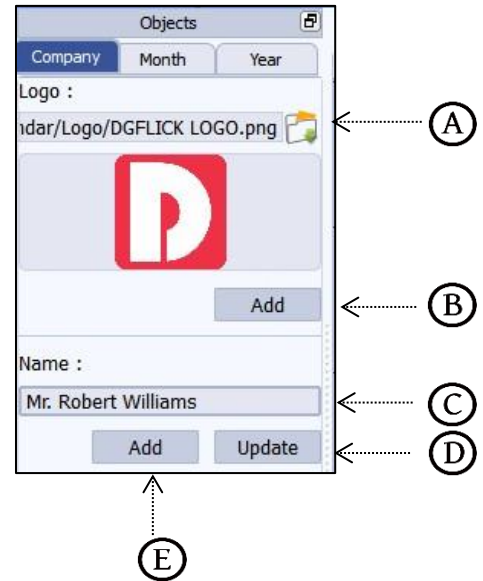
**Events tab**



**'Design Calendar' window .... Calendar is ready**

- A sample logo has been inserted in the template for your reference.
- 'Objects' tab allows you to add various objects like Logo, Name and ready Presets of the month and year which is getting displayed on the current page.
- There are three options in 'Objects' tab. Company, Month and Year.
- In 'Company' option, you will find options for adding name and Logo.
- From 'Browse' button <sup>(A)</sup>, you can browse through the computer and select the logo file. The selected logo will appear on the page.
- You can also see the preview of logo below the logo option.
- The advance functionality of the software automatically updates the logo on all the pages of the calendar.

- When the calendar is not created with corporate theme and you want to add same logo on all the pages of the calendar, then go to the next page simply press 'Add' button (B) to add the same logo on selected page.
- You can also add name on the calendar pages. Type in the field (C) provided below 'Name' option and click on 'Update' button (D). You will see the name added on the page.
- The advance functionality of the software automatically updates the name on all the pages of the calendar.



**'Objects' tab .... Company option**

- When the calendar is not created with corporate theme and you want to add same name on all the pages of the calendar, then go to the next page simply press 'Add' button (E) to add the same name on current page.
- If you want to edit name, edit it in the field (C) and click on 'Update' button (D).
- You can do formatting to the name. For that select the name first and then go to the 'Title' tab.
- From 'Title' tab you can change font type, size and style of the name. In addition you can also apply various ready presets to the name.
- From 'Month' option, you can add ready presets of the months which are currently displayed on the page. For example, if your current calendar page is bi-monthly and showing January and February, then in the 'Month' option, you will get ready preset of January and February. When you go to the next calendar page from the navigator, you will get the presets of March and April.
- You can insert these presets by clicking on the required preset.



**'Design Calendar' window .... Logo, Name and ready preset of month and year inserted from 'Objects' tab**

- From 'Title' tab you can change font type, size and style of the preset inserted. In addition you can also apply various ready presets.



- From 'Year' option, you can add ready preset of the year which is currently displayed on the page. For example, if your current calendar page is bi-monthly and showing December 2013 and January 2014, then in the 'Year' option, you will get ready preset of 2013 and 2014. When you go to the next calendar page from the navigator, you will get the preset of 2014 as both the months i.e. January and February lie in 2014.
- You can insert these presets by clicking on the required preset.
- From 'Title' tab you can change font type, size, and style of the preset inserted. In addition you can also apply various ready presets.
- The special feature of these ready presets is it generates in the language you chosen for the calendar.

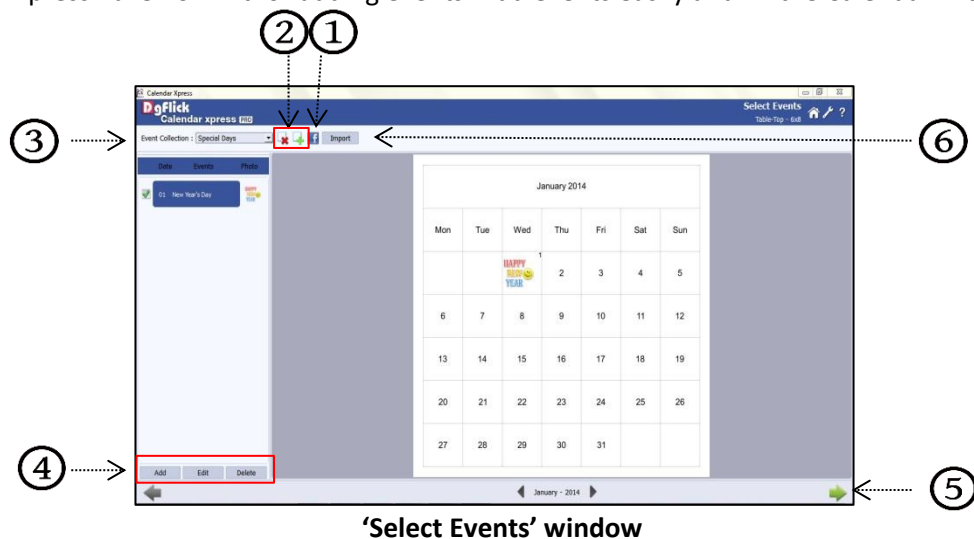
### Add Events to the Calendar

Calendar Xpress allows you to add personal events to the Calendar. You can also add birthdays of your facebook friends to the Calendar. This section guides you on how to add events to the Calendar. After you select Category, size and period for the Calendar you will be redirected to 'Select Events' window.

#### Select Events

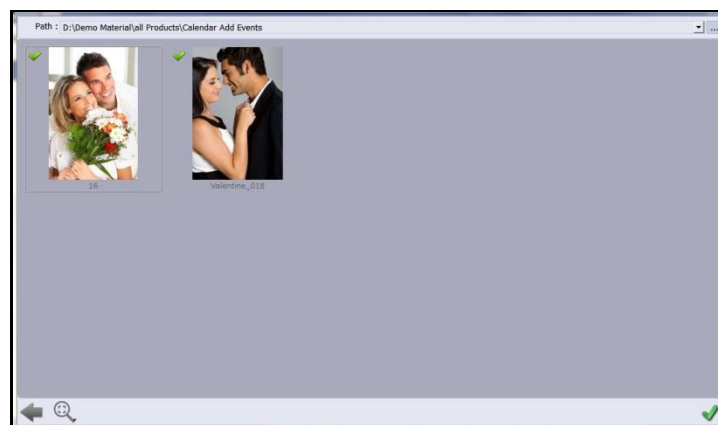
There are various ways to add events to the Calendar.

- You can add events from ready categories given in the software. A category of special days is given in the software from which you can add events.
- You can add category of your own and can add events manually.
- You can also log in to the Facebook account and can import birthdays of Facebook friends.
- You can also give a path of an excel sheet and import events you noted in that sheet.
- In short Calendar Xpress have no limit for adding events. Add events easily and fill the Calendar with events.



- Select the events to be added from Events Collection tab (3).
- Once you select the category, the events in the selected category will be displayed on the Calendar.
- The events saved in the category for the current month will be shown below.
- You can navigate through the months of the selected Calendar year from this navigator.

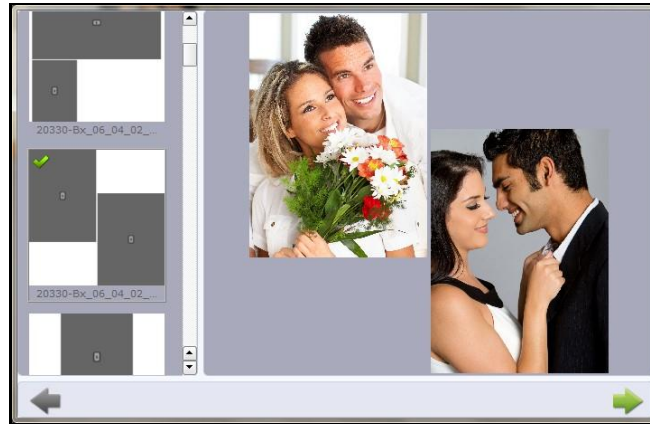
- As you change the months by months, you will see the respective events at the left side of the window.
  - You will see a checkbox beside every event. If you don't want to add any event in the Calendar, just uncheck the checkbox. The event will be removed from the calendar.
  - Click on 'Add' icon ② to create your own event collection.
  - Give name to your event category and click on 'OK'.
- 
- You can see the created event category in the Events Collection list.
  - From 'Delete' icon ②, delete the unwanted category. The events in the deleted category will also be deleted.
  - You can add events in any of the category.
  - To add any event, first select the category in which you want to add the event.
  - We will see the procedure step by step. Click on 'Add' button ④ to add the event.
  - A new window will appear on the screen. In this window you need to specify all the details of the event.
  - Type the name of the event in the blank space provided next to the 'Name' option.
  - Select month and date from 'Month' and 'Date' drop down menu.
  - You can add multiple photos in a single date block.
  - To add photos, click on 'Select' button next to 'Photo' option.
  - You will be redirected to new window from where you can browse from 'Browse' button and select the photo folder.
  - The photos in the selected folder will be displayed here. Select the desired photos and move on to the next process with 'Ok' button.
  - When you choose multiple photos, software asks you to choose the layout for the photos. Software provides multiple layouts from which you can choose any one as per choice.



**'Select Photos' window**

- Choose the layout as per your choice.
- You can see instant preview of the selected layout with photos.

- You get some additional controls on the photos here too.
- You can pan and zoom the photos with mouse wheel.

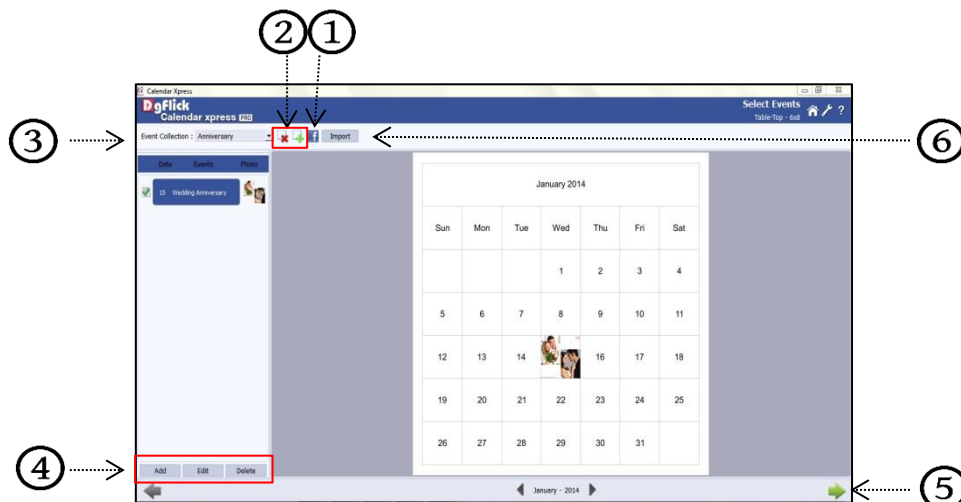


**'Select Layout' window**

- You can also swap the photos with each other and create a design.
- The empty space in the layout in which you have not placed any photo will remain blank.
- Select the desired layout and move on to the next process with the 'Next' button.
- You will see the preview of the date block in the 'Preview' box.
- You can delete the selected photos from the 'Clear' button.
- To change the alignment and formatting of the event name, check the 'Name' checkbox and from the alignment drop down menu choose the alignment of the name.
- From 'Font' button, you can choose font type, size and style for the event name.
- From the 'Color Palette', choose the color for the event name.
- You can align the photos you chosen in many ways from 'Alignment' drop down menu. To choose alignment, check the photo checkbox and choose the desired alignment.
- To change the alignment and formatting of the event date, check the 'Date' checkbox and from the alignment drop down menu choose the alignment of the date.
- From 'Font' button, you can choose font type, size and style for the event date.
- From the 'Color Palette', choose the color for the event date.
- The formatting you set during the event, can be applied to either:
  - Current event
  - All the events in current month
  - All the events in current year.
- After filling all the details, click on the 'Save' button to add the event to the selected category.

**Adding Event**

- You will see the event added to the event category.



**'Select Events' window .... Event added**

- In the same way you can add more events to the events collection.
- Click on 'Edit' button to edit the event <sup>(4)</sup>.
- To delete the event click on 'Delete' button <sup>(4)</sup>.
- You can add birthdays of your Facebook Friends to the Calendar as a event. To add Birthdays to your calendar, click on 'Facebook' icon <sup>(1)</sup>.
- You will be redirected to Facebook site, where you will be asked to login to your account.
- Type your username and password in specified space.
- After putting your username and password in textbox click on 'Log In' Button to proceed.

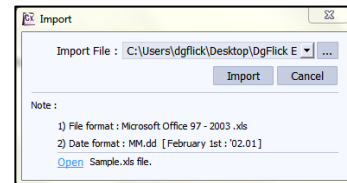
**Username and Password inserted**

- You will see birthdays of your facebook friends imported to the Calendar in 'Select Events' window.

- The friends who have not specified their birthdays or kept the visibility of the birthday limited to friends will be shown as unassigned birthdays.
- The list of unassigned birthdays will be displayed at the bottom of the events in every month.
- You can specify the birthdates of unassigned people by editing the event.



- Calendar Xpress always allows you to add events as per your comfort.
- You can also assign an excel sheet and can add events in the calendar from the 'Import' button (6).
- Click on 'Import' button. In a window that appears on the screen, give the path of the excel sheet from 'Browse' button. You can see a sample excel sheet by clicking on 'Sample' button.
- Once you give the path, click on 'Import' button.
- You will see that the events are added into the calendar and you can view them month wise.
- In this way you can add events to the Calendar.



## Manage the Photos

In this section we will learn how to manage our photos.

After selecting Category, Size and theme, we are redirected to 'Select Photos' window. On the 'Select Photos' window select the photos of which you want to create the Calendar.

- On the 'Select Photos' window, you have the option of selecting the photos from (2) the
 

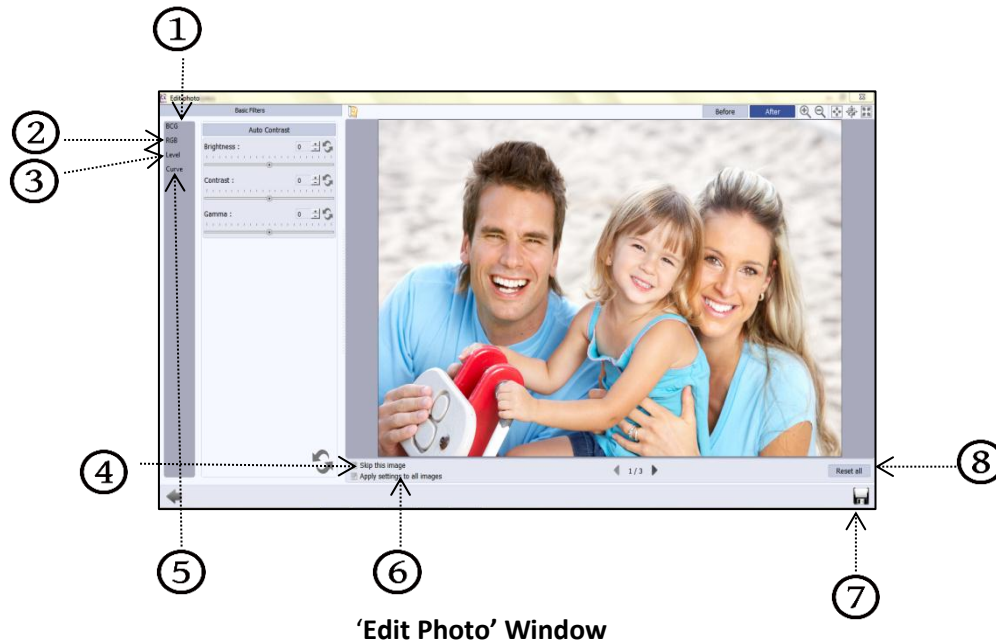
Hard disk
CD/DVD
USB
Bluetooth
Facebook
- Select any of the media where the photos have been saved.
- Go forward or backward from here (3).
- View your folders in list or icon style from here (4).
- This button (6) on the top right corner of the Window to zoom in/out the photos.



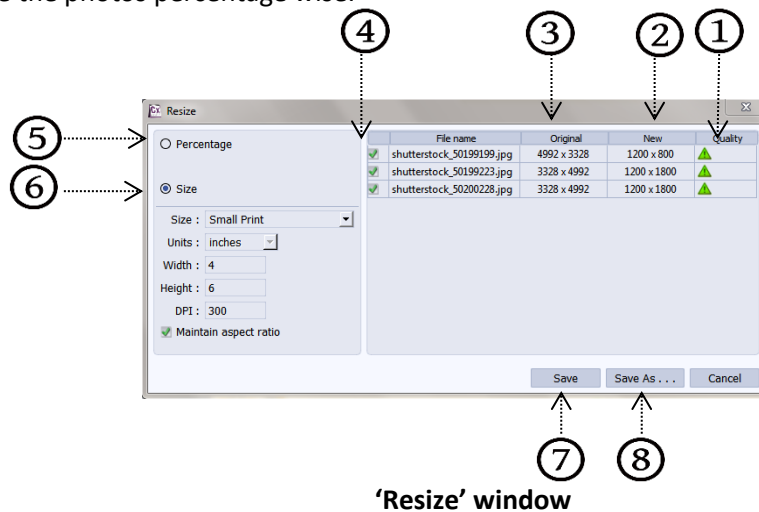
**'Select Photos' window .... Batch Edit – Enhance option\***

**Note:** Functions marked with \* marks are only for PRO version users.

- The top option bar ① helps you to view the photos in different ways
  - Thumbnail style.
  - Filmstrip view.
  - Navigate the photos from and .
  - To get a full view of the photo.
  - Get the photos list wise.
  - Starts the slide show
- 'Batch Edit' button ⑤ at the lower option bar helps you to edit multiple photos at a time.
- Select the photos to be edited and click on 'Batch Edit'.
- Here you can rotate, color correct, resize and rename the multiple photos.
- Select "Rotate Clockwise" or "Rotate Counterclockwise" to rotate the photos.
- Select the photos to be edited and click on "Enhance" option to color correct the multiple photos.
- On the 'Edit Photo' Window, click on 'BCG' ① is to adjust the brightness, contrast and gamma; 'RGB' ② is to adjust the color tones, 'Level' ③ is to adjust the input and output levels of the photo; and 'Curve' ⑤ is to adjust the RGB color.
- If you do not wish to apply the changes on the current photo, click on 'Skip This Image' ④.
- To apply changes to all the selected photos, click on 'Apply settings to all images' ⑥.
- Click on 'Reset all' button ⑧ to reset all the changes done.



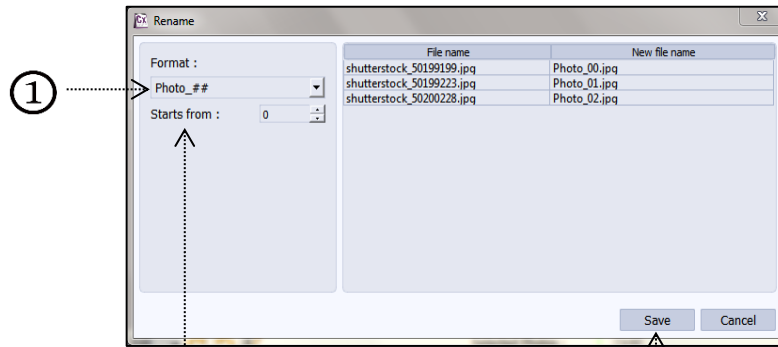
- Click on 'Save' ⑦ to save all the changes made.
- Select 'Resize' option to change the size of the photos.
- Check the green checkbox ④ of the photos to be resized and select the desired percentage from 'Percentage' ⑤ tab if you want to resize the photos percentage wise.



- From the 'Original' ③ and 'New' ② tab you can see the changes applied. The 'Quality' tab ① indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.
- Calendar Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.
- Go to 'Size' ⑥ tab if you want to resize the photos size wise.
- Select the custom option from size tab if you want to give your customized size to the photo.
- After resizing the photo click on 'Save' ⑦ to overwrite the changes over the existing photos.

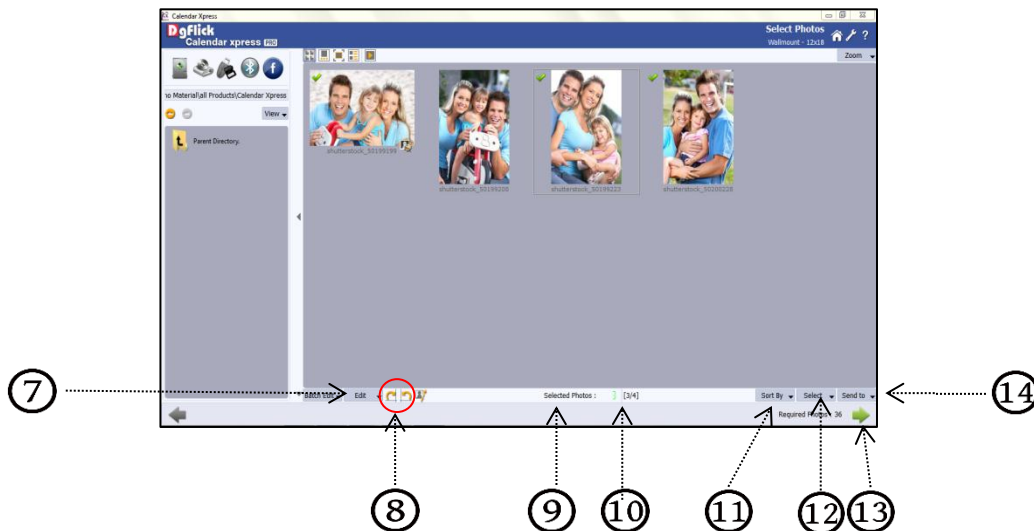


- Clicking on 'Save as' ⑧ will save the changes done on the photo with a different name.
- Select the 'Rename' option to rename the photos.
- Manually change the photo name format from format ① option.  
OR
- From 'Starts From' option ② you can change the count of the photos.



'Rename' window

- Click on 'Save' ③ to save the changes made.
- From 'Edit' button ⑦ you can rotate, resize, rename and enhance the individual photos. (For Enhance option Refer section Fine Tuning - Photo Editing)



'Select Photos' window

- In 'Select Photos' window, you can rotate the photos clockwise or anticlockwise in a single click with these 'Rotate' icons ⑧.
- You can edit photo easily with this 'Edit photo' option ⑦.
- 'Selected Photos' ⑨ shows number of photos selected.
- ⑩ Here it indicates the position of highlighted photo.
- Sort the photos in various ways from 'Sort By' button ⑪.

- Select individual, multiple or all photos or deselect selected photos with this 'Select' button<sup>⑧</sup>.
- Send the edited photos to the Facebook account or any hard disk folder from 'Send to' option<sup>⑭</sup>.
- Select the required photos; the selected ones have the green tick mark on the top left corner of the photo.



- After selecting the photos and setting its arrangement click on 'Next' button<sup>⑬</sup> to go to 'Design Calendar' window, where you can view the Calendar ready with the selected parameters and can also make any changes if required with the help of various tabs available.

**Note:** Functions marked with \* marks are only for PRO version users.

## Building the Framework – Page Composition

In previous section we learnt how to create Calendar in different ways. In this section we will learn how to align and decorate Calendar.

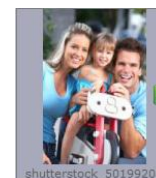
### Basic Page and Photos

While you are designing the Calendar, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Calendar Xpress gives you this flexibility and more. This section deals with the additional features in the software that helps you in page composition.

#### Used Photo Indicator

While designing Calendar you may be dealing with a large number of photos and managing them might turn out to be a cumbersome task. Calendar Xpress helps you sort the photos and manage them better by indicating the photos that have been used and the number of times they have been used in the Calendar. This helps you plan the Calendar with the remaining photos and also avoid using the same photos multiple times without being aware that you are doing so.

**Green tab on the photo:** This indicates the photos used in Calendar on other page.



**Blue tab on the photo:** This indicates the photos used in Calendar on current page.



**Number on the tab:** This indicates the number of times the photo has been used in the Calendar. Besides these options, photos can be sorted as 'used' and 'unused' by selecting the 'Used' button on the 'Sort By' button.



## Find Photo/Décor

After you are done with a Calendar, if you need to return to it re-edit later on, you can find the source photographs, borders and mask by simply right clicking on the photo on the Calendar.

Moreover, all the photos appearing on a Calendar can be identified by the blue tab on them, as described earlier.



**‘Find’ option for finding the source of photos, borders and masks**

## Use Photo as Background

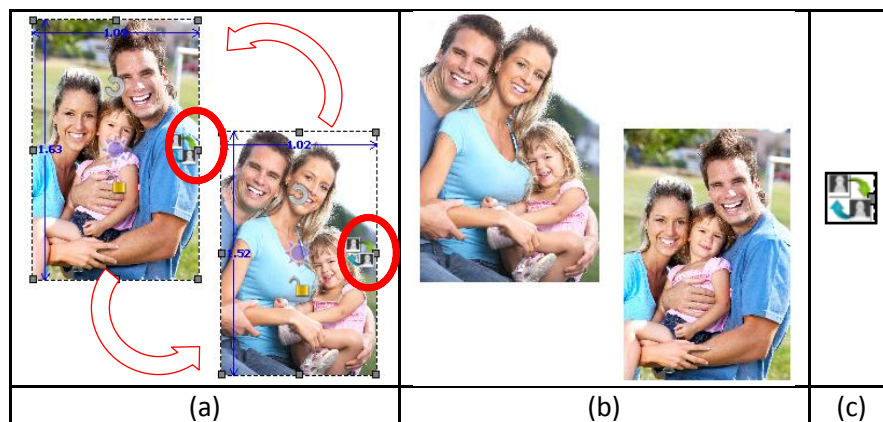
Calendar Xpress provided you with many backgrounds with its ready tone for the photos. Even you can add your own backgrounds from your hard disk. However, in some instances, to personalize the Calendar, you might wish to use a photo as a background for a Calendar. This can be done in an instant using the software. Just select the photo you want to use as background and choose the ‘Set Photo as Background’ option under the ‘Photo’ tab on the options bar. The photo is now set as a background.



**Setting a photo as background for the Calendar**



## Swap Photos

While working on a Calendar, you might want to swap photos to achieve the desired effect on the Calendar. Calendar Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos. This is particularly useful to fit a portrait photo into a portrait frame and vice versa.



**Swapping photos (a) Original photos, (b) Swapped Photos, (c) Swap Icon**

## Lock and Unlock Photos

Calendar Xpress generally ‘locks’ photo on the Calendar to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Calendar. Clicking on the  ‘lock’ icon ‘unlocks’  it and now you can move it or resize it as per your wish.

### Resize Photo

- **Within border:** In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.
- **With border:** Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.
- Ensure that the photo stays within 'printable' limits while increasing the size of the photo.

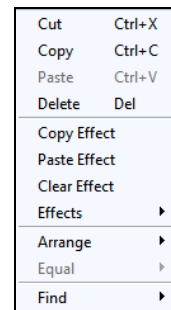
### Rotation of Photo

- **Within border:** A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.
- **With border:** A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axis x, y and z to give it a 3D effect.

### Copy, Paste and Clear Effects

Calendar Xpress allows you to cut, copy and paste photos and effects on the photos in the Calendar.

Right click on the element you want to copy and select the 'Copy' option on the drop list. Now paste it on to the location of your choice by right clicking on it and choosing the 'Paste' option.



### Flip Décor

Decors like border and mask can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the respective tabs.



### Flip Page

Calendar Xpress gives you the option of flipping a page both horizontally and vertically as per your requirements.

- **Horizontal Flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Horizontal' to flip the page horizontally.
- **Vertical Flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Vertical' to flip the page vertically.


## Advanced Page and Photos


The following are the options available with Calendar Xpress for advanced page composition.

### Grid and Guideline

Calendar Xpress gives you the option of using grids and other guidelines such as ruler, margins on the Calendar; you are designing to help you align the Calendar better and design with ease.

**Rulers:** On the 'Design Calendar' window, you can view the rulers at the top and on the left of the page. Double click on the ruler to activate it and then drag and drop the green line that appears on to the page at the desired location to align an element against it. You could work with multiple rulers simultaneously. Select and delete the rulers to remove them from the page.



**Margins:** On the top, right-hand corner of the page, click on  to activate the margins on the page. Click on the logo again to deactivate the margins as per your requirement.

**Grids:** On the top, right-hand corner of the Calendar, click on  to activate the gridlines on the Calendar you are working on. The grids on the page allow you to align the photos and other elements on the page accurately. Click on the same icon again to deactivate the grids on the page.





**Gridlines activated on the page**

### Page-Based Alignment

This option allows you to align photos and other elements on the page with respect to the page. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on  to select the alignment option you wish to apply to the photos from the drop list. Alternatively, use the right click button and on the drop list click on 'Page-based alignment' to access the sub-options. You can undo the changes by clicking on .

Page based alignment	
Top Left	Ctrl+7
Top Center	Ctrl+8
Top Right	Ctrl+9
Center Left	Ctrl+4
Center	Ctrl+5
Center Right	Ctrl+6
Bottom Left	Ctrl+1
Bottom Center	Ctrl+2
Bottom Right	Ctrl+3
Top	Ctrl+T
Bottom	Ctrl+B
Left	Ctrl+L
Right	Ctrl+R
Horizontal Center	Shift+H
Vertical Center	Shift+V

### Object-Based Alignment


This option allows you to align photos with respect to other photos or elements on the Calendar. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on  to select the alignment option you wish to apply to the photos from the drop list. Alternatively, use the right click button and on the drop list click on the 'Object-based alignment' to access the sub-options. You can undo the changes by clicking on .

Object based alignment	
Top Left	Ctrl+ Shift+7
Top Center	Ctrl+ Shift+8
Top Right	Ctrl+ Shift+9
Center Left	Ctrl+ Shift+4
Center	Ctrl+ Shift+5
Center Right	Ctrl+ Shift+6
Bottom Left	Ctrl+ Shift+1
Bottom Center	Ctrl+ Shift+2
Bottom Right	Ctrl+ Shift+3
Top	Ctrl+ Shift+T
Bottom	Ctrl+ Shift+B
Left	Ctrl+ Shift+L
Right	Ctrl+ Shift+R
Horizontal Center	Alt+ Shift+H
Vertical Center	Alt+ Shift+V




## Arrange objects

Calendar Xpress allows you the option of changing the position of an object on the Calendar i.e. send it backward or forward or to the back or front. Select the photo you wish to move backward or forward and click

on  to access the options under this function.

Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options.

Select the object and click on 'Send to back' or 'Bring to front' to move the element to the last or the first position, respectively. Select 'Send backward' or 'Bring forward' to move the object either one step backward or one step

forward. You can undo the changes by clicking on .

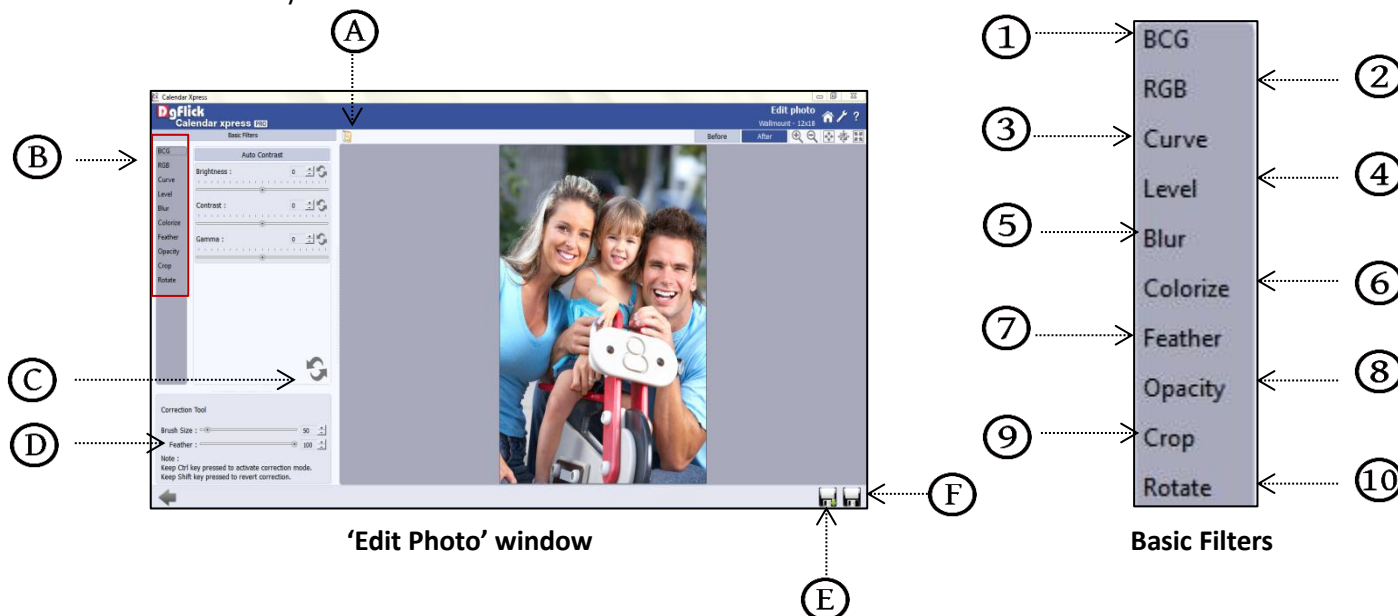
Arrange object(s)	
Send to Back	Shift+Down
Send Backward	Shift+Left
Bring to Front	Shift+Up
Bring Forward	Shift+Right

## Fine Tuning - Photo Editing

Calendar Xpress has Basic Filters that helps in the editing of photos to be used in Calendar. This filter includes several options that help you modify the photos to suit your requirements and they add value to the Calendars without much effort. This section deals with the additional features in Basic Filters.

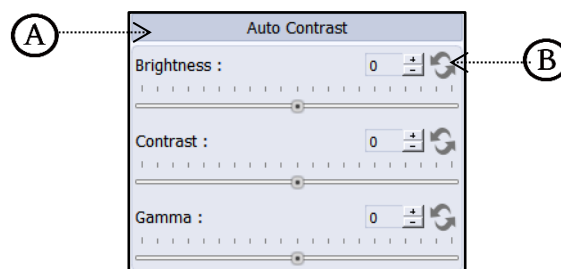
### Normal Editing

Features such as BCG correction, RGB color modification, Curve, Level, Crop and Rotation will be explained in detail in this section. You could access these options by clicking on 'Enhance' tab **(B)** on the options bar. This section deals with the filters one by one.



### BCG (Brightness, Contrast and Gamma) Color Correction

- To adjust the brightness, contrast and gamma of the photo, click on the 'BCG' **(1)** button on the 'Edit Photo' window.
- Move the sliders for the three parameters forward and backward to achieve the desired effect.

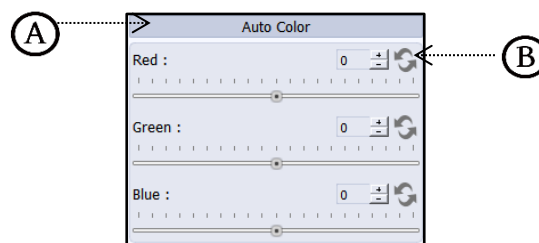


The 'BCG' option

- Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.
- Clicking on the 'Auto Contrast' button **(A)** at the top will adjust the contrasts automatically
- The changes can be reset by clicking on 'Reset' **(B)**.

## RGB (Red, Green and Blue) Color Correction

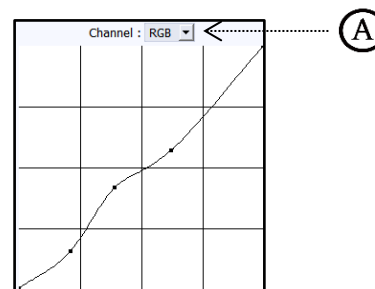
- To adjust the color tones of the photos, you could use the 'RGB' **(2)** color correction option.
- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.
- Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- Clicking on the 'Auto Color' **(A)** button at the top will adjust the color automatically.
- The changes can be reset by clicking on 'Reset' **(B)**.



The 'RGB' option

## Curve

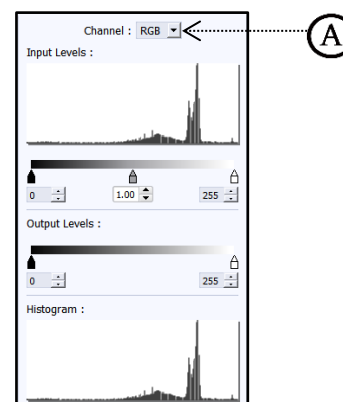
- Color intensities can be adjusted by clicking on 'Curve' **(3)** button on the options bar of the 'Edit Photo' window.
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' **(A)** button.
- Adjust the intensity by clicking on the curve and moving it as per your requirement.



The 'Curve' option

## Level

- To adjust the input and output levels of the photo, click on 'Level' button **(4)** on the options bar of the 'Edit Photo' window.
- Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button **(A)**.
- Modify the 'Input' and 'Output' level values in the value boxes as required.

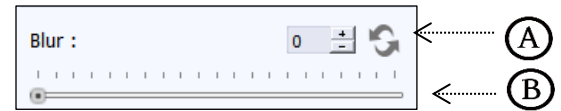


The 'Level' option



## Blur

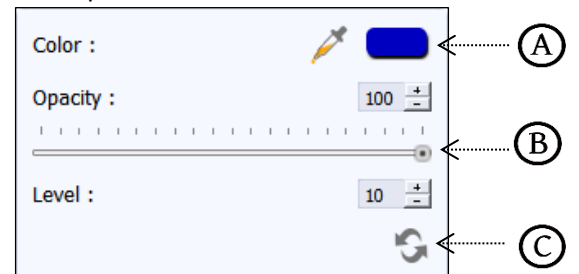
- To give the photo a blurred effect; click on 'Blur' button ⑤ on the options bar of the 'Edit Photo' window.
- Adjust the blur level from slider ⑥ forward and backward to achieve the desired degree of blurring.
- The changes can be reset by clicking on 'Reset' ⑦.



The 'Blur' option

## Colorize

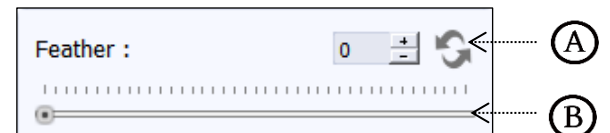
- To give a colour-film effect to the photo, click on 'Colorize' option ⑥ on the option bar under 'Basic Filters'.
- Select the color from 'Color Picker' or 'Color Palette' ⑦.
- Adjust the opacity and level from slider ⑧.
- The changes can be reset by clicking on 'Reset' ⑨.



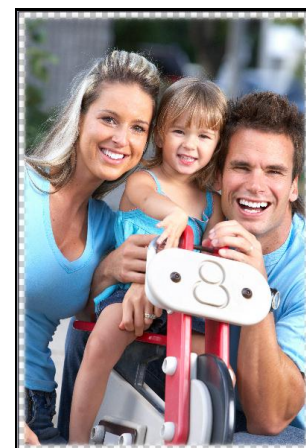
The 'Colorize' option

## Feather

- Click on 'Feather' option ⑦ to give feather effect to the photo.
- Adjust the feather effect by moving the slider ⑧ forward and backward or by inserting the value in the value box.
- It will help you to soften the hard edges of photograph.
- The changes can be reset by clicking on 'Reset' ⑨.



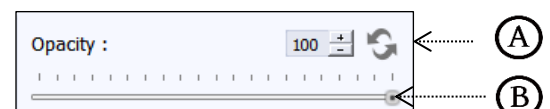
The 'Feather' option



The 'Feather' effect applied to the photo

## Opacity

- Click on 'Opacity' option ⑧ to give opacity effect to the photo.



The 'Opacity' option

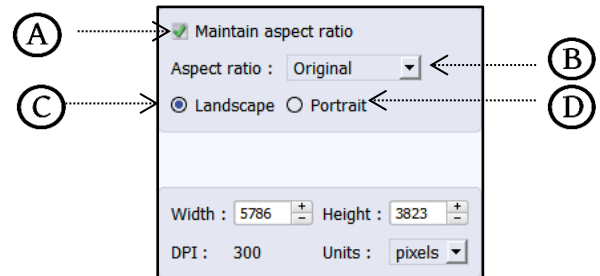
- Adjust the opacity by moving the slider **(B)** forward and backward or by inserting the value in the value box.
- The changes can be reset by clicking on 'Reset' **(A)**.



Applying 'Opacity' to the photo

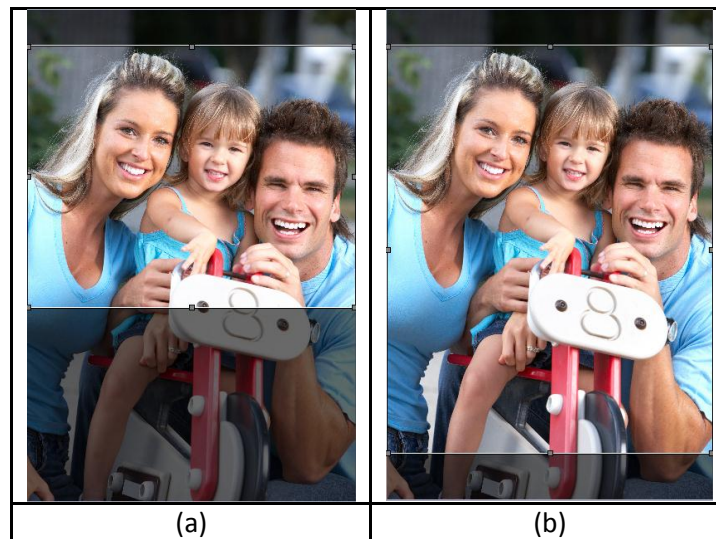
### Crop

- To crop the photo to the desired dimensions and orientation, click on 'Crop' **(9)** button on the 'Edit Photo' window.
- Change the aspect ratio by clicking on the 'Aspect Ratio' box **(B)** and select the required value.



The 'Crop' option

- Select the orientation you desire by selecting either 'Landscape' **(C)** or 'Portrait' **(D)**.

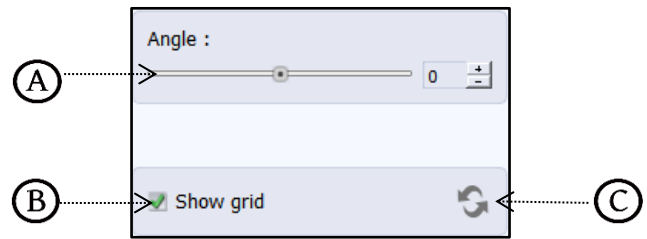


Cropping: (a) Landscape; (b) Portrait

- You can enter the values for the width and height after selecting the unit you want to work with.
- Uncheck the 'Maintain Aspect Ratio' checkbox option **(A)** if you would like to proceed with free-hand cropping of the photo.

## Rotate

- Select the 'Rotate' option ⑩ on the options bar and then rotate the photo to the desired angle using the slider ①.
- The changes can be reset by clicking on 'Reset' ③.
- You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grid lines by checking the 'Show Grid' checkbox ②.
- Uncheck the 'Show Grid' box to remove the grid lines.



The 'Rotate' option



Using grid lines on the photo

*! You could undo the changes by clicking on 'Reset' ③ or load the original image by clicking on 'Load Original' ① at any point in the process.*

## Other Icons on Edit Photo window

Apart from the options that are available under Basic filters, there are few other 'aids' in the Calendar Xpress that help you as you proceed with designing the Calendar. These are discussed below.

### Correction Tool

The correction tool ⑪ in 'Edit Photo' window appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created. The brush size and feather tool can be altered by using the respective slider or by entering the value of your choice in the value box.

*! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.*


### Original and Before and After Images

- **Original Image:** In the course of working on the photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on 'Load Original'. Once the 'Load Original' icon ① in 'Edit Photo' window is clicked the software asks for confirmation by displaying a text box. This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to the photo with changes.
- **Before and After Images:** After making a change, you could view how the photo looked just before the change was made by clicking on 'Before' and how the photo looks after the change by clicking on 'After'. This aids in better decision-making.

## Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the 'Edit Photo' window.

'Save' : Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

'Save as' : Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'Ok' after entering the name creates a new copy of your work.

## Nuts and Bolts – Templates

This section deals with various available features of template and guides you on how to get more, import as well as share, Save and Build and delete templates.

### Software Templates and Décors

- Calendar Xpress has varieties of inbuilt templates and decor options, which offer a wide range of choices in designing Calendars. The features are listed here:
- Calendar Xpress has 100 ready-to-use templates, which can be accessed by clicking on the 'Template' tab on the option bar. Moreover, these templates come along with the software pack.
- You can design each of the Calendars in a unique manner by applying different templates. The templates can be dragged and dropped on the Calendar and this gives you unlimited possibilities in Calendar design.
- Calendar Xpress also has a huge collection of decor options for Calendar designing. These include a variety of backgrounds, cliparts, frames and masks that help you to present the Calendar in a more artistic and eye-catching manner.
- Besides the inbuilt decor options Calendar Xpress also allows you to use your own backgrounds, borders, cliparts and masks. Any PNG and JPG file can be used as a clipart or as backgrounds and masks or borders can be designed or used directly on the Calendar.
- Backgrounds, borders and clipart's are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of the elements to match the Calendar color. This option is available even for your own decors.

*! You could download utility from [www.dgflick.com](http://www.dgflick.com) or buy relevant CDs/ DVDs.*

- DgFlick releases new template volumes at a regular interval to make Calendar Xpress more and more versatile for the user. These templates can be downloaded or they can be bought in the form of CDs/DVDs.
- The versatility of Calendar Xpress enables you to create and save your own templates for future use. Existing templates can be modified and saved as new templates or new templates can be created from scratch using your own or DgFlick's decor elements. These can then be saved as templates for later use.
- With increasing number of users comes the demand for more and more templates. You may 'Build' \*your templates in an installable format and these can then be shared with or sold to other users worldwide.

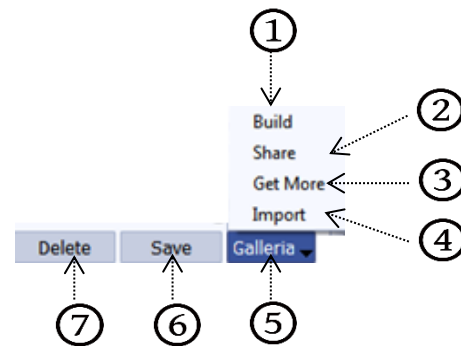
**Note:** Functions marked with \* are only for PRO version users.

## Customize Your Template

This section explains how templates can be imported, saved, built, shared or deleted in Calendar Xpress.

The versatility of Calendar Xpress lies in the fact that it gives you a wide range of ready-to-use templates to choose from besides letting you create or modify templates according to your choice. Moreover, templates can be imported from other locations and built and shared\* with other Calendar Xpress users worldwide

*! Save, Build, Share and Delete options are available in the PRO version.*



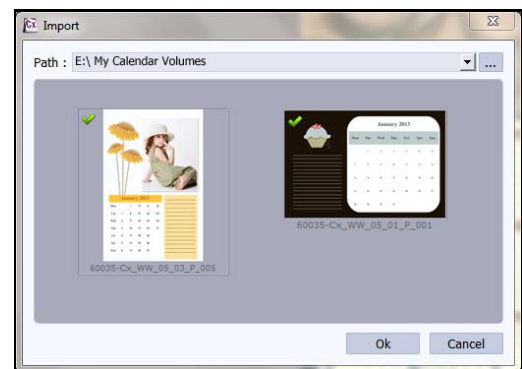
## Get More and Import

### Get More

- DgFlick adds new template collection on the website on regular basis. You can add these templates to the software.
- To Get More templates, on 'Design Calendar' window, click on 'Galleria' (5). Click on 'Get More' Button (3) to access more templates from the DgFlick website.
- You are now routed to [www.dgflick.com](http://www.dgflick.com) from where you can download the templates of your choice and proceed to creating the Calendar.

### Import

- Calendar Xpress software provides you the facility to use your own created or downloaded templates in design creation.
- For that you need to import your templates into the software.
- On 'Design Calendar' window, Click on 'Galleria' (5). Click on 'Import' Button (4) to Import templates.
- Access the folder containing your templates by clicking on the 'Browse' button and selecting the location.
- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- Now select the templates from the location and click 'OK' to import them to the Template tab. Now you can apply the same in the Calendar.



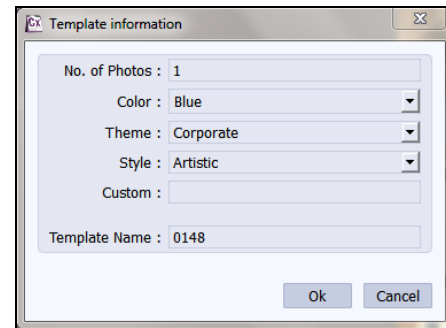
**The 'Import' templates window**

## Save and Build \*

- Calendar Xpress gives you the option of building templates of your own. You can also share them with other users. This option is available only to the users of the Calendar Xpress PRO version.
- To start with the building process, you need to first save the template that you want to build.
- Create the template and click on 'Save' (6) at the bottom of the option bar to save the template.

- In the textbox that appears; enter the template information pertaining to the parameters (except the parameter according to which the template has been filtered).

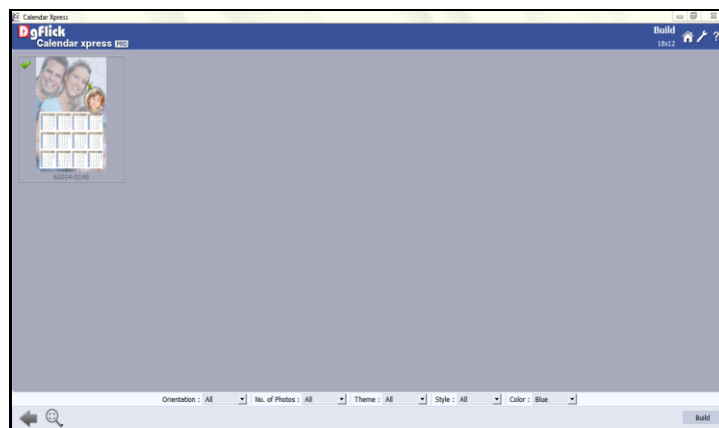
- These include: No. of Photos, Orientation, Color, Theme, Style, Type and Custom. Depending on the orientation and no. of photos used in the template, here the orientation and no. of photos get detected automatically. You can also enter a name for your template in the relevant box.



**Template information while saving your template**

- Click on 'Ok' to proceed and on 'Cancel' to quit the process.

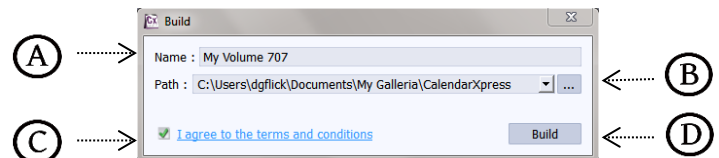
- To proceed with the building of your templates, click on 'Build' <sup>①</sup>.



**Building your template – 1**

- On the 'Build' window, select the templates and then click on 'Build'.

- In the text box that appears in next window, specify the name of the folder <sup>Ⓐ</sup> in which you wish to save it and the path <sup>Ⓑ</sup> where you want to place it.



**Building your template - 2**

- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Calendar Xpress.

- Check the box <sup>Ⓒ</sup> next to 'I agree to the terms and conditions' and proceed to click on 'Build' <sup>Ⓓ</sup>.

*! If you do not agree to the terms and conditions, close the textbox and quit the building process.*

- One text box will appear which will inform you about successful buildup of templates. Click on the 'OK' button to continue with saving, else click on 'Open' to access the created template.

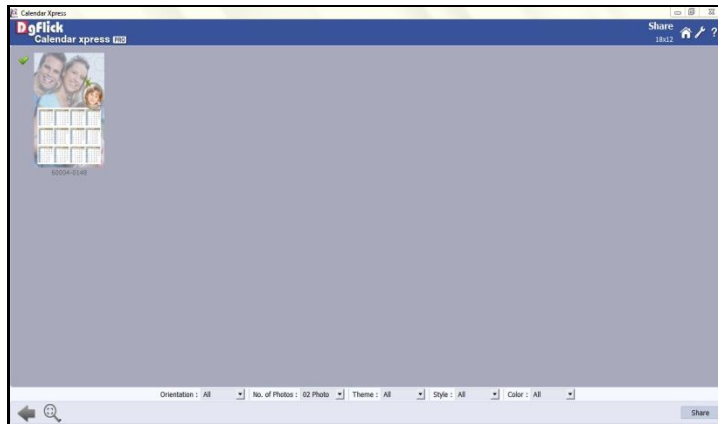
*! At any point during the process, you could click on the 'Back' button to go back to the previous Calendar.*

**Note:** Some features are available only for the Calendar Xpress PRO version.



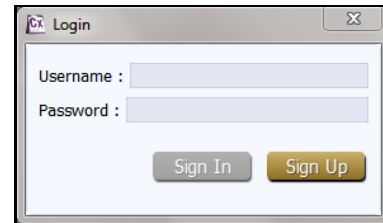
## Share\*

- Templates that have been created can be shared with other users by means of the 'Share' option available with Calendar Xpress. This option is available only to the users of the Calendar Xpress PRO version.
- Click on 'Share' ② in 'Template' tab in 'Design Calendar' window to share the template that you have created.
- Select the templates you wish to share and then click on the 'Share' Template.
- The templates are shared on DgFlick's website.



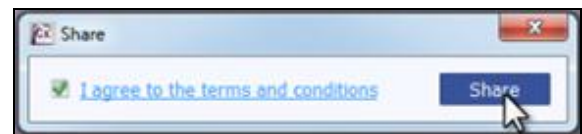
**'Share' window .... Sharing your template**

- You need to log into your account using your username and password to be able to share templates.



**Sharing your template – login Calendar**

- After entering your details, click on the 'Sign In' button to access your account. If you do not have a username and password, click on 'Sign Up' to start an account with DgFlick.
- On completion of the login process, a textbox asking if you agree to the terms and conditions of template sharing appears.



**Sharing your template – terms and conditions**

- If yes, accept the terms and conditions and then click on 'Share' to share the templates you have created and selected for sharing.

*! If you do not agree to the terms and conditions, close the textbox and quit the sharing process.*

*! At any point during the process, you could click on the 'Back' button to go back to the previous window.*

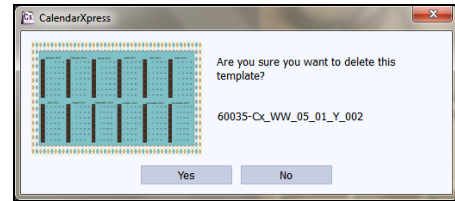
**Note:** *Some features are available only for the Calendar Xpress PRO version users.*

## Delete\*

- Besides building and sharing, Calendar Xpress also gives you the option of deleting any template that you no longer wish to retain in your template bank.



- To delete a template, select the template that you wish to delete.
- Click on 'Delete' ⑦ at the bottom of the Template tab.
- A textbox asking for confirmation for deletion appears.
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.




**'Design Calendar' window .... Deleting Template**

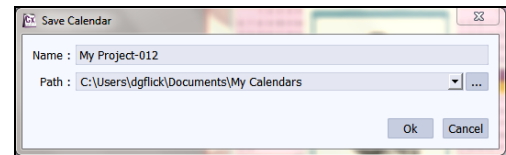
**Note:** Some features are available only for the Calendar Xpress PRO version users.

## Job's done! – Saving and Exporting

Calendar Xpress not only supports creation of Calendar but also allows you to save the file for future use and export it as required. These features add to the versatility of the software and also simplify working on it to a great extent. This section deals with the saving, opening and exporting of files once the Calendar is created.

### Saving


- After the project is done, the next step is saving the project by clicking on .
- The default path for saving the project is displayed in the textbox as 'My Documents\My Calendar'. You could either save the project in this path or provide the path of your choice to save the project.
- Click on 'Ok' to save a copy of the project or on 'Cancel' to abort the process.

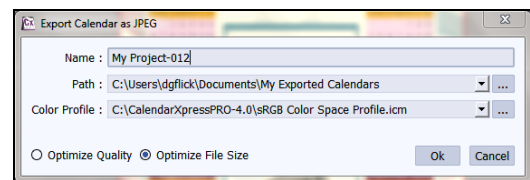


### Exporting

Exporting is nothing but creating a copy of the Calendar in a printable format.

#### Exporting in JPG Format

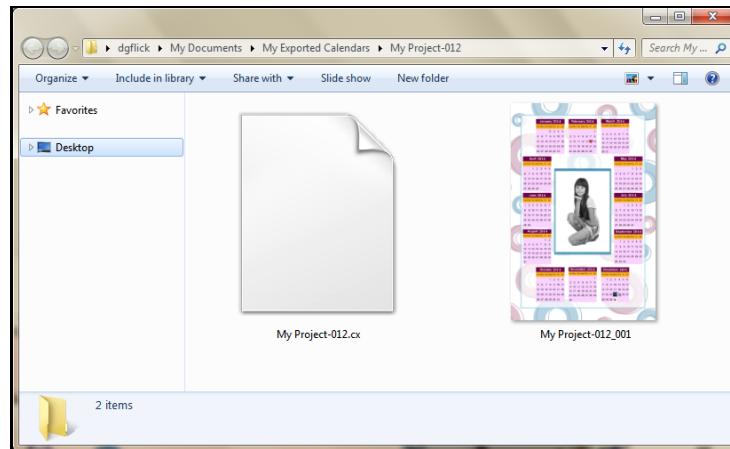
- To save the project in a JPG format, click on  the lower right-hand corner. The default path for saving the jpg file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Calendar'. However, you could change the path and save it in any location of your choice.
- Set the color profile by clicking on Color Profile option.
- You could optimize the quality or the file size by selecting 'Optimize Quality' or 'Optimize File Size' option as per your requirement.
- Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.



**Exporting in JPG format**


- You can see the output by clicking on 'Open' button or you can directly share it on the Facebook account by clicking on 'Facebook' option.

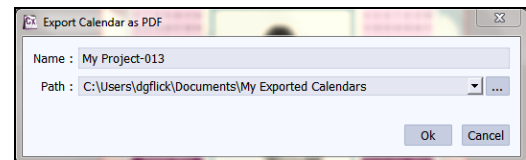
## Output



**Exported as JPG .... Final Output window**

## Exporting in PDF Format

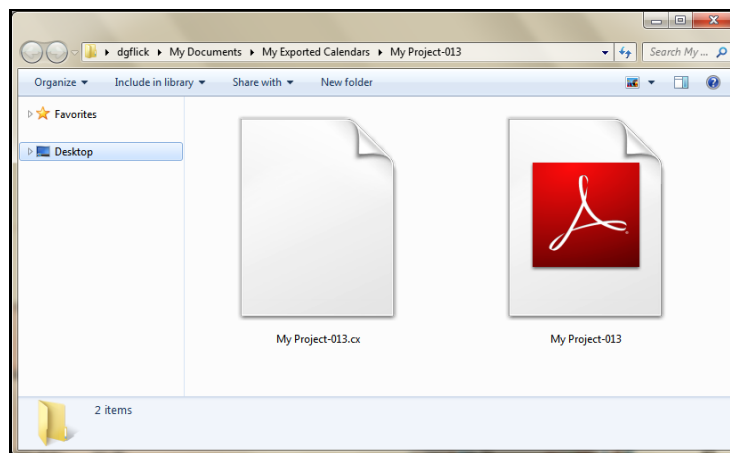
- To save the project in a PDF format, click on  the lower right-hand corner.




**Exporting in PDF format**

- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Calendar'. However, you could change the path and save it in any location of your choice.
- Clicking on 'OK' will create a PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported the confirmation textbox will appear on your screen.

## Output



**Exported as PDF .... Final Output window**

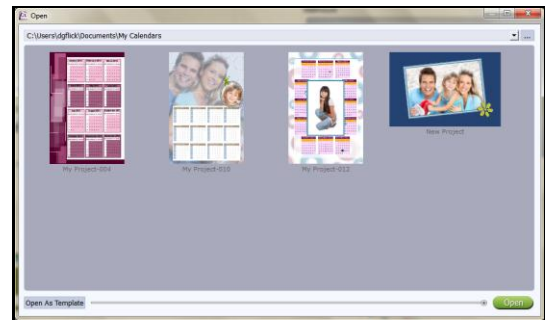
- If you wish to share the Calendar on the Facebook account then click on .

## Open Project

Calendar Xpress gives you the great advantage of opening and editing the saved projects as many times as you want. It also lets you use the saved project as a template where you just need to insert the photos. This saves your time as well as your energy.

### Open Saved Project

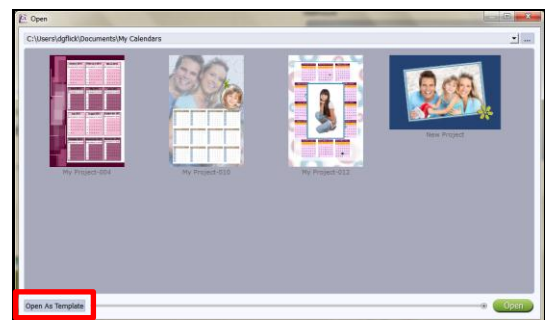
- To open a project that has been saved and exported, click on the Home icon of Calendar Xpress.
- You will be redirected to Home page where you can see 'Open' option at left bottom side.
- Click on 'Open' option.
- The projects you have saved are now displayed on the screen.
- Select the project you wish to work on and then click on 'Open'.



The saved projects in the path

### Open Project as Template

- To open a project as a template that has been saved and exported, click on the Home icon of Calendar Xpress.
- You will be redirected to Home page where you can see 'Open' option at left bottom side.
- Click on 'Open' option.
- The projects you have saved are now displayed on the screen.
- Select the project you wish to use as a template and then click on 'Open as Template' button at left bottom side to use the same design with other photos as many times as you wish to.



The 'Open Project' window with 'Open as Template' option

## Troubleshoot

- **How many times I can install the software on the same machine?**  
Ans: You can install the software on the same machine for as many times as you needed but subject to no change in components such as Hard disk drive, Motherboard etc. If components changes then you would face an issue in registration, the software will consider you as a new user.
- **Can I install the software from the same DVD/CD on MAC as well as on Windows?**  
Ans: The installation DVD/CD comes with dual installation setup exe files of both MAC & Windows, so you can easily install on both operating systems with the same DVD/CD.

➤ **What if I misplaced the dongle?**

Ans: In that case you have to inform us about the same by sending an E-mail to [support@dgflick.com](mailto:support@dgflick.com) and we will provide you the new dongle. For that new dongle, you have to bare some cost which include dongle cost+ shipment +courier charges if any.

➤ **Can I get my Facebook photos directly in Calendar Xpress?**

Ans: Yes, Calendar Xpress allows you direct access to the Facebook account; from where you can import the photos easily. You can also send the created Calendar to the Facebook account directly from Calendar Xpress.

➤ **Can I create my own Templates?**

Ans: Yes, You can also create Templates of your own choices. Software gives you complete freedom to create and save your creations.

➤ **Can I add birthdays of my Facebook Friends to my Calendar?**

Ans: Yes, you can add birthdays of the Facebook friends to the Calendar with a single click. You can edit them, change photos. In Calendar Xpress you can many events and their Collection manually.

➤ **Is it possible to create Wallet Calendar in Calendar Xpress?**

Ans: Yes, Calendar Xpress allows you to create Calendar of any size. You can create category and size for any Calendar. (For Details refer section Creating Category and size)

➤ **Is it possible to add photo of an event on a particular date?**

Ans: Yes, you can add photo for the event on particular date. You can align it as per your preference as well as you can add caption to the event and align it too in Calendar Xpress.

## Support

For additional technical support or clarification, please contact DgFlick offices/support via:

**DgFlick Solutions Pvt. Ltd.,**  
203/204,  
Shreeji Arcade,  
M. G. Road,  
Borivali (E),  
Mumbai – 400066  
Email: [support@dgflick.com](mailto:support@dgflick.com)  
Telephone: India +91 22 2968 68 68,  
US +1-732-543-7676.

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