

# How Can I Do This with Simply Calenders?

## Step by Step Guides

### Make a CD Jewel Case Calendar

Simply Calenders utomatically adjusts calendars to fit the paper size selected. Paper to fit CD Jewel Cases (12 x 12.5 cm) is not a standard paper size. However, with many printers, you can specify a “custom” size where you specify the paper dimensions. If this custom size is set to 12 x 12.5cm, calendars will be adjusted to fit when this paper size is selected from within Simply Calenders.

a) Set up Custom Paper Size (this may differ from printer to printer)

From Windows Control Panel, open **Printers and Faxes** folder.

Right Click on Printer (that you intend to use) and select **Properties**

Click **Printing Preferences**.

On dropdown list for **Paper Size**, choose **Custom** or **User Defined** if available.

You should then be prompted for a paper size

Enter 120mm (4.72”) for width and 127 mm (5”) for height.

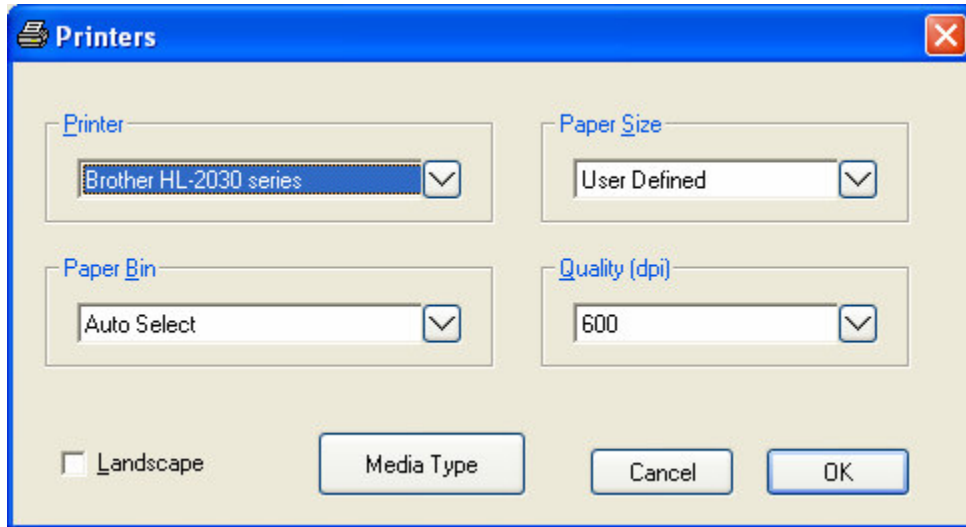
Click **OK** then **Apply**

**OK, OK** to exit Printer Preferences

b) Select Paper Size for Simply Calenders

Open Simply Calenders

Click **Printer Settings** on **File** Menu



Select the printer from the **Printer** dropdown .

Select User Defined or Custom from **Paper Size** dropdown .

Click **OK**

c) Choose a calendar template

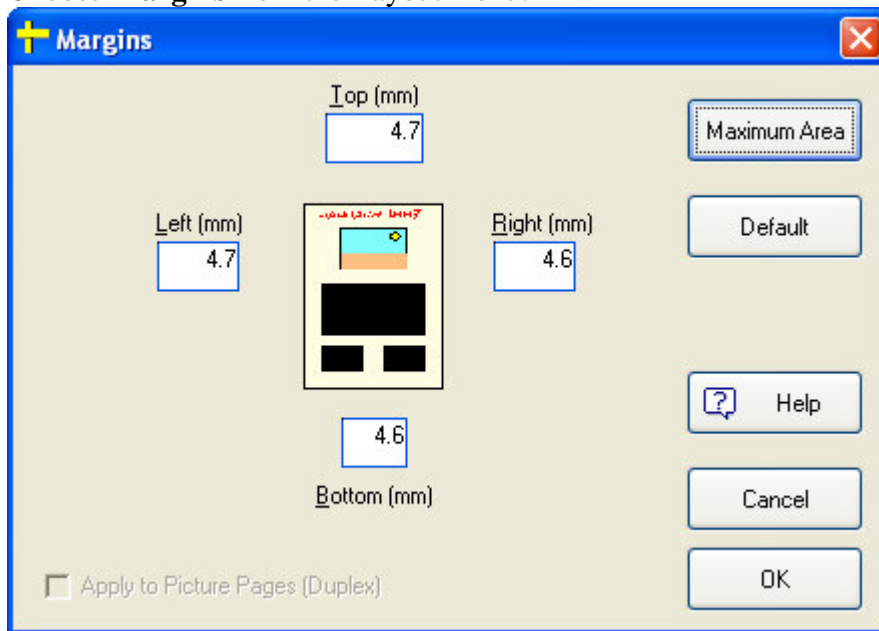
Click **Open Template** on **File** menu

Select any template from the Month Calendars, Week Planners, Year Planners or Special Calendars

#### d) Fine Adjustments

Although Simply Calendars will readjust the calendar to fit the new paper size, it is usually preferable to make a few additional changes.

Choose **Margins** from the Layout menu.



Click **Maximum Area**.

This will set all margins to their minimum values allowing full paper area to be used.

Click **OK**

You may wish to change font sizes (from **Font** menu)

If you want to change the size of the calendar block, select the calendar block using the mouse (or **Edit, Select, Calendar Block**). Click and hold down the left mouse button over any of the 8 black selection squares. Then move the mouse to drag the square, so resizing the block, then release the mouse button.

#### e) Complete your calendar design

By adding pictures, adding text, changing colours and so on.

f) Print your Calendar

Click **Print** on **File** menu

Select the pages that you wish to print.

g) **Trim the Printed Calendar Pages**

Cut the printed calendar pages to 12cm x 12.5 using an guillotine and insert the pages into a standard CD Jewel Case.

**FINISHED!**

