



# Create a Photo Calendar in MS *Picture It* or *Digital Image Suite*

Create weekly, monthly, or yearly calendars from the many designs provided by Microsoft's *Picture It* or *Digital Image Suite*. On your calendar, you can add photos on each page. You can mark **EVENTS** as text on each date. You can further customize the calendar by changing the appearance of the dates, the events, the gridlines, and the background colors.

## Create a new calendar

You can create a new calendar from one of the many designs included in *Picture It*/*Digital Image Suite*. You can also start with a blank calendar and create your own design.

### To use a *blank* design:

1. Open *Picture It* or *Digital Image Suite*. On the **File** menu, click **Create a Project**.
2. Click **Calendars**.
3. Select a subcategory of calendars.
4. In the **Themes** window, select **Blank**.
5. In the right pane, select a design, and then click **Open**. (continue with 6, 7, and 8 below)

### To use a *theme* design:

1. Open *Picture It* or *Digital Image Suite*. On the **File** menu, click **Create a Project**.
2. Click **Calendars**.
3. Select a subcategory of calendars.
4. Select the theme you want.
5. In the right pane, select a design, and then click **Open**.
6. Click **Next**.
7. If your picture is in the Files palette, **drag** it onto the calendar.

- or -

If your picture is NOT already open in the Files palette, click ***Open a picture***.

Click **Next**.

[Optional: Move or resize your picture.](#)

To move or resize your picture, drag the move handle or

resize handle.

8. Click **Done**.

### Note

When creating a 12-month calendar, the picture appears on the first page only. After you click **Done**, you will have a bar allowing you to click on FEB, MAR, etc., and go on creating calendar pages.



## Change a picture in a calendar

1. Select the calendar page you want to edit.

Optional: Change a multi-page calendar. On the **View** menu, click **Next Page** until you view the page you want to change.

2. Select the picture you want to replace.
3. On the **Format** menu, click **Replace picture**.
4. Follow the instructions on the screen.
5. Click **Done**.

## Change the date appearance in a calendar

### To change the date font:

1. Select the calendar page you want to edit.
2. Select the calendar grid from the Stack.
3. On the **Calendar** menu, click **Date Font**.
4. Under **Font**, select a font.
5. Under **Font style**, select the style.
6. Under **Size**, select the font size.
7. Click **OK**.

### To change the date text alignment:

1. Select the calendar page you want to edit.
2. Select the calendar grid from the Stack.
3. On the **Calendar** menu, point to **Date Alignment**, and then select the alignment.

### To change the date range:

1. Select the calendar page you want to edit.
2. Select the calendar grid from the Stack.
3. On the **Calendar** menu, click **Change Date Range**.
4. Select the new start for the calendar.
5. Click **OK**.
6. In the confirmation dialog box, click **Yes**.

# Mark special days on a calendar

## To circle a date:

1. Select the calendar page you want to edit.
2. Select the calendar grid from the Stack.
3. Select the calendar date.
4. On the **Calendar** menu, click **Circle the Date**.

Note: Clicking **Circle the Date** turns this feature on and off. A check mark next to the command on the **Calendar** menu indicates the effect is active.

# Change color or pattern of background or numbers

You can easily change the color of the background and numbers in your calendar. You can also change the pattern style. Depending on which pattern you choose, you can select up to four colors to customize the calendar.

## To change the color or pattern in a calendar:

1. Select the calendar page you want to edit.
2. Select the calendar grid from the Stack.
3. On the **Calendar** menu, click **Colors and Patterns**. If you want to modify the calendar column headings, click **Days of the Week**. If you want to modify the body of the calendar, click **Numbers and Days**.
4. Select the pattern that represents the way you want colors to alternate in the calendar.
5. In **Color 1** and **Color 2**, select the colors you want to use for background patterns and calendar dates.
6. Click **OK**.

Tip: To view your changes before making them final, click **Preview** in the dialog box.

# Print your calendar

From the File menu, click **Print**, and select the page numbers you wish to print.