

## Creating a calendar



You can create a Calendar and enjoy your photos all year long using Corel® Photo Album™. This tutorial will teach you how to create a calendar suitable for display using your own photos.

### What you'll need:

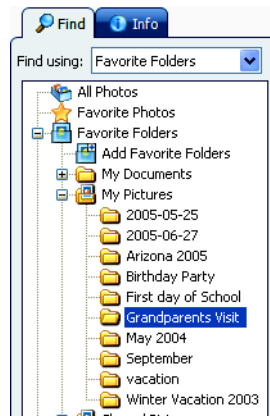
- a collection of digital photos
- Corel Photo Album
- a printer
- high quality paper

### When you complete this tutorial, you'll be able to

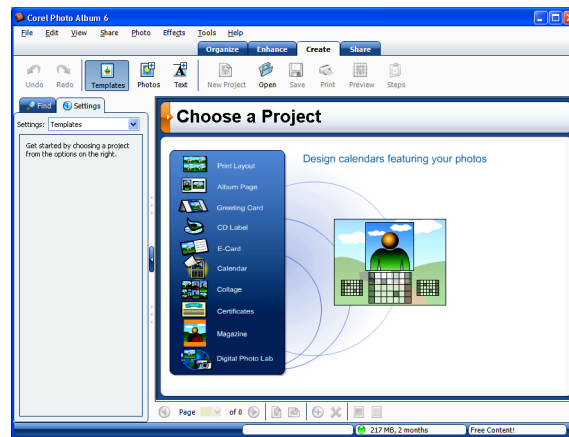
- select the Calendar project
- select the beginning month and year
- drag photos into cells
- add additional pages (months)
- save your Calendar
- print your Calendar

## To create a calendar

- 1 Click the **Find** tab to open the folder containing the photos you want to use for your calendar.

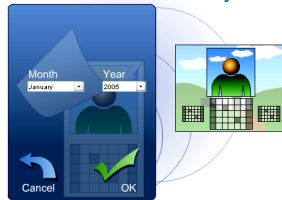


- 2 Once you have found your photos, click the **Create** tab. The Create tab displays the available projects.

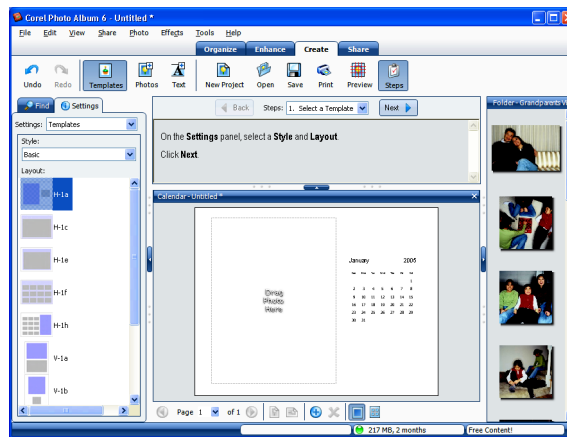


- 3 Select **Calendar**, and then select the beginning month of your calendar. We are going to create a calendar that begins in **January of 2005**, but you can start with any month and year you like.

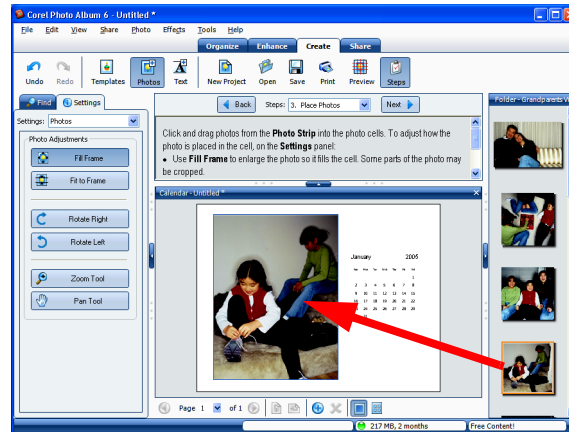
Choose a month and year



- 4 On the Settings panel, select a **Page Style** for the first page of your calendar. We're selecting **H1-a**, but you can choose any page style you like.



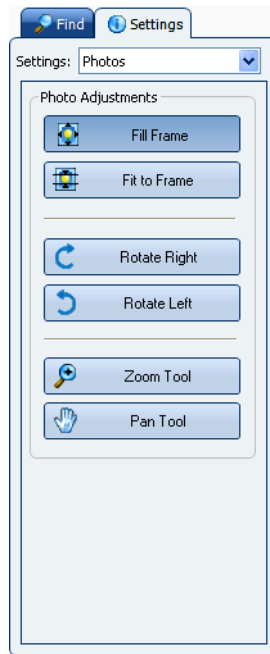
- From the Photo Strip on the right, click and drag a photo into the cell of the layout.





If you make a mistake, you can remove a photo from a cell, by simply dragging another photo on top of the photo in the cell.

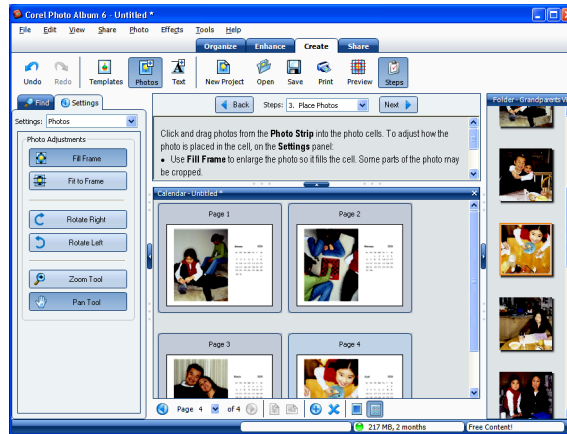
- If you need to adjust a photo, on the Settings panel:
  - Click the **Fill to Frame** button to enlarge the photo to fill the cell. You may notice that some parts of the photo are cropped.
  - Click the **Fit Frame** button to size the photo to show the entire photo in the cell, some parts of the photo may be hidden.
  - Click the **Rotate Right** and **Rotate Left** buttons to change the photo orientation.
  - Click the **Zoom Tool** button to increase or decrease the size of the photo in the cell.


- Click the **Pan Tool** button to move the photo in the cell to show hidden areas.





- 7 To add another month to the calendar, click the **Add Page**  button. Then, select another page layout and drag a photo into the cell. Continue adding months until you have finished your calendar.

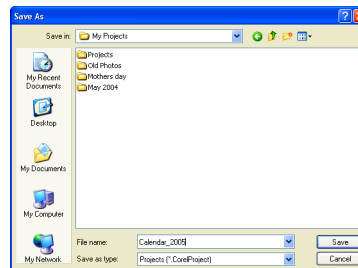
- 8 To preview all of the months in the calendar, click the **Multi-page**  button to display thumbnails of all of the months.



- 9 Click the **Single-page**  button to view the currently selected month.
- 10 To view other pages in the Single-page view, use the **Previous** and **Next** buttons or select a page from the **Page** drop-down list.

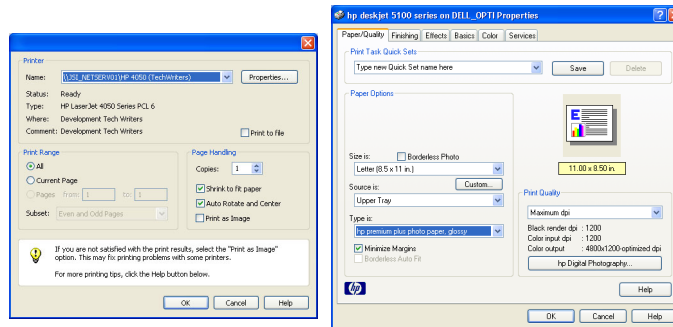


- 11 To delete a month from your calendar, click the Multi-page view  button, select the month you want to delete, and then click the **Delete**  button.
- 12 Once you have created your Calendar, you may want to save it and use it again later. To save your calendar, click the **Save** button on the toolbar. The page will be saved in the Corel project (.CorelProject) file format.



- 13 To print your calendar, click the **Print** button on the toolbar.

To get a high quality print out, click the **Properties** button, select the type of paper, and adjust the print quality settings to the highest setting possible.



**Next Steps:** In this tutorial, you learned how to create your own Calendar. To learn how to find your photos, see the tutorial “Searching for photos.”