2020 CALENDAR

For Adobe® Photoshop® Elements

PSD templates & language switcher actions

User Guide

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1. LOAD THE PACKAGE CONTENTS

1.1   Description

The "PanosFX Calendar" PSD templates and actions for Adobe© Photoshop© Elements let you create your own calendars, which you can give away to your people or use at home or at the office.

You can customize the calendars by:
- Inserting your photos and graphics,
- Changing the calendar colors,
- Changing the first day of the week (Sunday or Monday)
- Changing the calendar language, choosing from 24 options!

You will need:
- Photoshop Elements 11 or newer.
- An inkjet printer.
- One sheet of photo paper, A4 or US Letter size. Its weight should be between 200-300gsm.
- For the desktop calendar, you will also need a good and fast glue (liquid or stick), and a ruler to help you fold the paper sheet along the 3 dashed lines.

There are two different calendar types that you can create:

1. The **"Desktop calendar"**, which has the shape of a triangular prism. Each one of its three sides shows 1 photo and 4 months. In addition, the calendar shows the exact days and times when the full moons and new moons occur every month.

2. The "**Wall calendar**" is a classic, one-page calendar, which you can hang on the wall. It includes one photo at the top. The Wall calendar displays the lunar phases too.

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1.2   Load the right PSD file

The package contains eight English PSD calendar templates. It also contains two sets of Photoshop actions that let you change the Calendar language:

English PSD templates (A4 & US Letter)
Language switcher actions

Begin with double-clicking the "**English PSD templates (A4 & US Letter)**" folder. You will find two sub-folders, named "**Prism calendar**" and "**Wall calendar**", respectively:
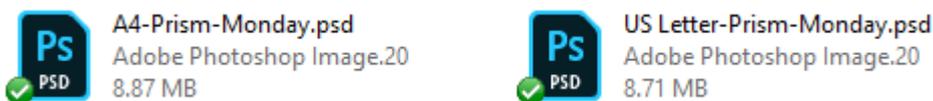
Prism calendar
Wall calendar

Depending on the kind of calendar you wish to create, double click the "**Prism calendar**" or the "**Wall calendar**" folder.

Each one of these folders contains two sub-folders, named "**Week starts on Monday**" and "**Week starts on Sunday**":

Week starts on Monday
Week starts on Sunday

Double click to open one of these folders.

You will find two PSD files, corresponding to the two most popular sheet sizes for home printers (A4 and US Letter):

A4-Prism-Monday.psd
Adobe Photoshop Image.20
8.87 MB

US Letter-Prism-Monday.psd
Adobe Photoshop Image.20
8.71 MB

Load the **A4** or the **US-Letter** PSD file in Photoshop Elements.

1.3 Change the calendar language (optional)

The included Photoshop actions let you change the default calendar language (English), offering 24 different options.

If you don't know how to install and use Photoshop Elements actions, please refer to this article on PanosFX.com:

https://www.panosfx.com/installation-troubleshooting/installing-pse-actions

There are two sets of actions:

📄 PFx Calendar languages (Monday 1st day).atn
📄 PFx Calendar languages (Sunday 1st day).atn

The "**PFx Calendar languages (Monday 1st day).atn**" should be used with the PSD templates that have Monday as the first day of the week.

The "**PFx Calendar languages (Sunday 1st day).atn**" should be used with the PSD templates that have Sunday as the first day of the week.

To change the calendar language:

- Load a PSD file first!
- Load the right set of Photoshop actions in the actions panel.
- Run one of the language switcher actions.

The language will change in a few seconds:

2 CUSTOMIZE THE CALENDAR

2.1   How to insert your photos

Begin with opening one of the PSD files in Photoshop.

To insert your photos, go to the layers panel and select any of the "Photo #1", "Photo #2", and "Photo #3" layers, at the top of the layers panel. Then:

- Select **File > Place** from the menu and load a photo.

- Hold down **Shift** while placing the photo and resize it so that it covers fully the photo background area.

2.2   Customizing the calendar colors (Elements 15 or newer).
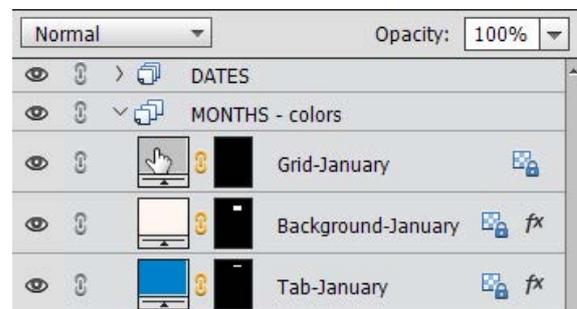
You can customize these colors:

• The color of the month tab.

• The background behind the date numbers.

• The color of the month grid.
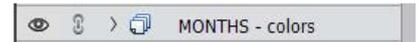
• The calendar background (default: white).

Go to the layers panel. Click on the little arrow to the left of the "**MONTHS – colors**" group: this will expand the group contents.

• To change the color of the grid, double click the thumbnail of the respective "**Grid-MonthName**" layer, (e.g. "**Grid-January**").

• To change the color of the background beneath the month date numbers, double click the respective "**Background-MonthName**" layer, (e.g. "**Background-January**").

• To change the color of the month tab, double click the respective "**Tab-MonthName**" layer, (e.g. "**Tab-January**").

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When you finish editing the colors, hold down **Ctrl** (PC) or **cmd** (Mac) and click the down arrow to the left of the "**MONTHS – colors**" group, to collapse its contents and unclutter the layers panel.

To change the default (white) color of the calendar background, double click the "**Background**" layer at the bottom of the layers stack, and choose a color of your preference.

2.3 Lunar phases

The "PanosFX calendar" displays the exact date and time for the full moon and new moon phases.

The **full moon** is depicted as a small *white circle with a dark outline*. The **new moon** is displayed as a *black circle*.

The symbol is placed on the top left corner of the date cell.

The exact time of the lunar phase is shown to the right of the month name. Since different countries have different time zones, the time is displayed in **UTC** (Universal Coordinated Time), which coincides with the **GMT** time zone in Greenwich, UK.

If you live in a different time zone, please adjust your calculations accordingly:

Let's take an example of a person who lives in New York, USA (EST time zone is 5 hours behind GMT). This person needs to take into account the time difference when she reads the lunar phase information on the calendar. For example, the calendar displays that the May full moon occurs on **May 18, 22:11 UTC**. In New York, the peak full moon phase occurs 5 hours earlier, on **May 18, 17:11 EST**.

3   PRINT, FOLD AND GLUE

3.1   Printing the calendar

Load a photo paper (glossy or matte). Its weight should be between 200-300gsm.

Select **File > Print** from Photoshop's menu.

Do not check "Scale to Fit Media" in the Printer Settings window. Adjust the print settings and click on "**Print**".

3.2   Folding and gluing the "Desktop" calendar

There are 3 dashed lines on the printed calendar page, which look like the line below:

Carefully fold backwards along the dashed lines. Use a ruler to fold precisely along the lines. The image on the right shows how the calendar should look like at this stage:

Here comes the last part. Apply a reasonable amount of glue onto the gray area, at the top edge of the paper (the gray stripe with the instructions). Glue it on the lower edge of the back side of the sheet, carefully aligning the edges.

You created a beautiful calendar that you can give away or use it at home or at the office.

If you have any questions, please use the contact form on my site, or use the site forum.

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www.PanosFX.com