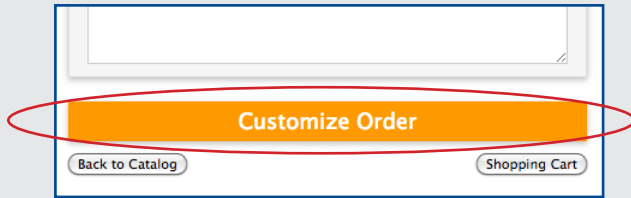


Customize your calendar: Step-by-step

Step 1: Click on the orange **Customize Order** button at the bottom right of the order page.

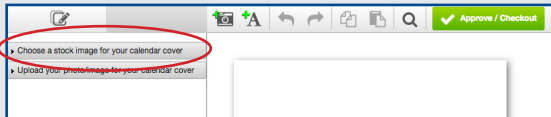


Your browser will automatically open the calendar template in “Interactive Designer” where you can upload images, photos or logos from your own files or choose from a group of stock images.

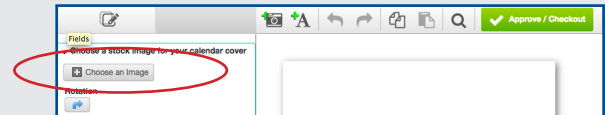
Step 2: Add an image to your calendar cover. You have two options:

A. Use a stock image for the cover

Select **Choose a stock image for your calendar cover**

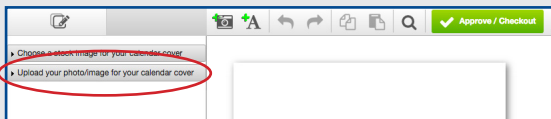


Click **Choose an image** and select from the options shown. The template will take a few seconds to update.

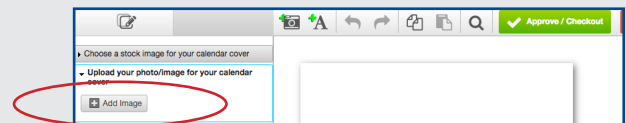


B. Upload your own photo or image for the cover

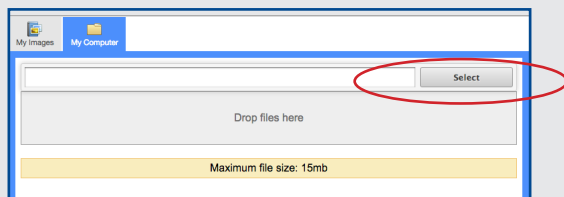
Select **Upload your photo/image for your calendar cover**



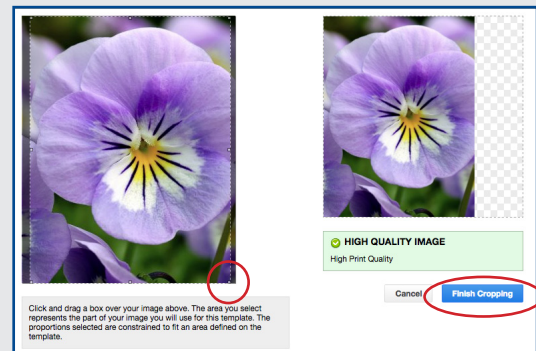
Then click **Add image**



Click **Select** to browse through your computer files and select your photo or image. Interactive Designer will automatically let you know whether or not your image is good print quality. (For best results an image should be 300 dpi or better.) Larger files will take longer to upload.



When your image is finished uploading, the designer will automatically give you the option to crop your photo. Use the **handles** to crop your photo to fit the usable space. Then click **Finish Cropping**



Step 3: Add your logo, text or additional images on top of your cover image.

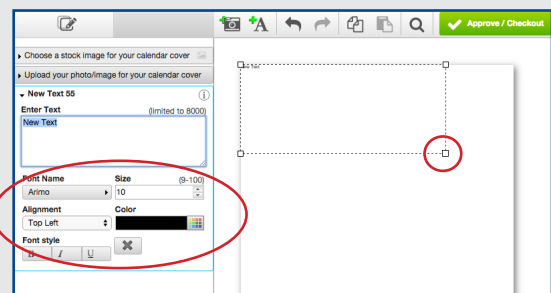


Click the **Add Image** button at the top of the screen to select additional images to add to your cover. Browse files, crop and place images as above.



Click the **Add Text** button at the top of the screen to include text on your cover. You can **change** the font, type size, alignment, color and style. Use the **handles** to reposition the text on the cover.

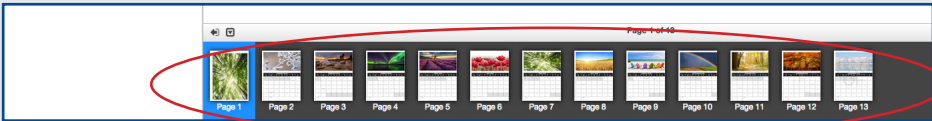
Please Note: Due to limitations and relative inconsistencies of various display monitors, the colors that appear on your screen may not be a totally accurate reproduction of the actual product. We strive to make our colors as accurate as possible, but screen images are intended as a guide only and should not be regarded as absolutely correct.



You can click the “Undo” button  at the top of the screen at any time to take one step back in the process.

Step 4: Customize each month.

Select the page you'd like to customize from the bottom of the screen.

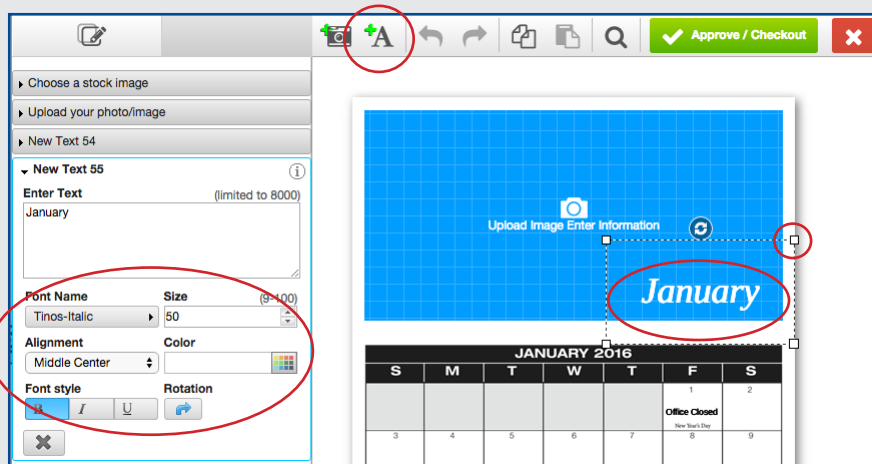


Use a stock image or upload your own photo or image for each month.

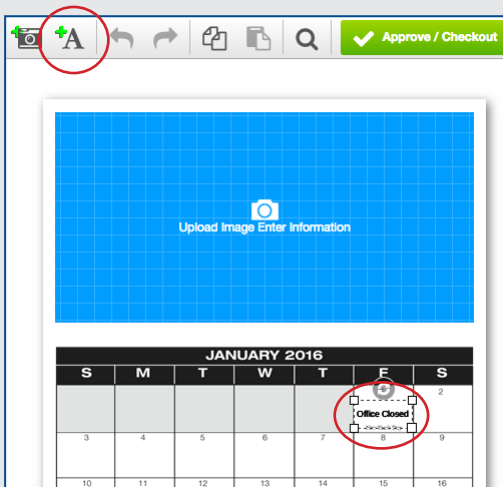
Refer to Step 2 on page one of these instructions and follow the same procedure as when you customized your cover.



Click the **Add Text** button at the top of the screen to include text over your image. You can change the font, type size, alignment, color and style. Use the handles to reposition the text on the page.



Click the **Add Text** button to add a new text box each time you want to include information/notes on each month and day of your calendar.



Repeat **Step 4** for each month. Your additions will be automatically saved in the template and you can change photos or edit text at any time during your customization process.

You can click the "Undo" button  at the top of the screen at any time to take one step back in the process.

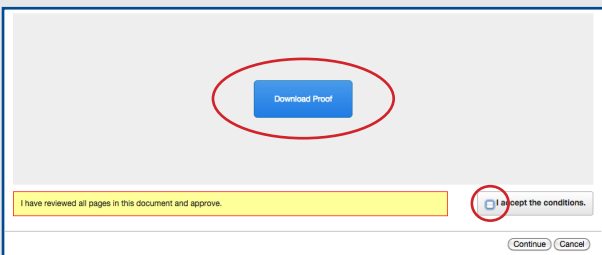
Step 5: Approve your template and download your proof.

When you have finished customizing your calendar, click the green **Approve/Checkout** button at the top of the page.



Interactive Designer will generate a proof of your calendar. This may take several seconds.

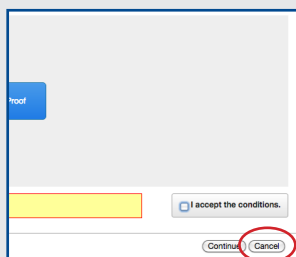
Click to **accept the conditions** and agree that you have reviewed all the pages and approve the document for print then **download your proof**.



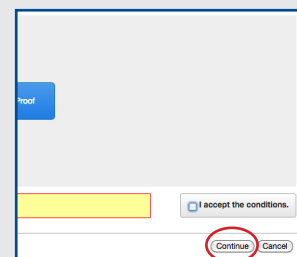
You must accept the conditions before you can download. Because your calendar file is fairly large, downloading the proof may take a few minutes. By accepting you are allowing the PDF proof to be generated and you have not, at this point, committed to the printing. You will have the opportunity to make edits.

At this point, we recommend that you open the PDF proof on your system and scan it carefully to make sure all of your text and photos appear where and how you want them on each page.

You are able to go back in to the document and make edits if you need to, simply click the **Cancel** button and you will be redirected back to the template.



If you are satisfied with your proof, click the **Continue** button and you will be redirected to your shopping cart.



Step 6: Select Shipping method and Proceed to Checkout.

