

Creating Calendars

Build your monthly calendar-of-events and other fun calendars

View our [Calendar Tutorial](#). It will walk you through using all of our formats to make the best calendar possible! Also, see [About Calendars](#) below.

PRINTING

Quick Turnaround Time, Low Price, Professional Look!

You can now get professionally printed calendars at a great low price, and no need to have your calendar completed weeks in advance! We guarantee your order will be in the mail (priority) within two business days of your approval to print. **Click on the image** for details.



Easy-to-build Calendars

for every occasion

Choose from 5 Options

- [MONTHLY Calendars - ADOBE PDF Format](#)
- [MONTHLY Calendars - MS WORD Format](#)
- [WEEKLY Calendars - PDF & WORD Formats](#)
- [5-DAY Calendars - PDF & WORD Formats](#)
- [Spanish & French Calendars - WORD Format](#) - **NEW**

August **MS WORD** Monthly Calendars

*Finally a calendar template with lots of cell space!
The font automatically shrinks to fit the cell!*

Warning: If you do not have Adobe **Writer** on your computer, select the word option. See instructions [below](#).



Blank August Calendar	standard size (8.5 x 11)	legal size (8.5 x 14)	tabloid size (11 x 17)
August Seasonal Calendar	standard size	legal size	tabloid size
Theme of the Month Calendar	standard size	legal size	tabloid size
August Birthday Calendar	standard size	legal size	tabloid size

August **ADOBE PDF** Monthly Calendars

Type on the lines next to the numbers so that you don't waste any space. Change the font size and style to fit your needs as with any MS word file.



Blank August Calendar	standard size (8.5 x 11)	legal size (8.5 x 14)	tabloid size (11 x 17)
August Seasonal Calendar	standard size	legal size	tabloid size
Theme of the Month Calendar	standard size	legal size	tabloid size
August Birthday Calendar	standard size	legal size	tabloid size

August **WEEKLY** Calendars

Each of the weeks of the month is on a separate page. Select from two different formats and three different sizes.

Warning: If you do not have Adobe **Writer** on your computer, select the MS Word option. See instructions [below](#).



Feb. Weekly - Adobe PDF Format	standard size (8.5 x 11)	legal size (8.5 x 14)	tabloid size (11 x 17)
Feb. Weekly - MS Word Format	standard size	legal size	tabloid size

August **5-DAY** Calendars

A monthly calendar with Monday through Friday - no Saturdays and Sundays.



August 5-Day - Adobe PDF Format	standard size (8.5 x 11)
August 5-Day - MS Word Format	standard size

AUGUST Spanish & French CALENDARS



All calendars are in **MS Word** format.

Spanish Blank August Calendar	standard size (8.5 x 11)	legal size (8.5 x 14)	ledger size (11 x 17)
Spanish August Seasonal Calendar	standard size	legal size	ledger size
French Blank August Calendar	standard size	legal size	ledger size
French Seasonal August Calendar	standard size	legal size	ledger size

ABOUT CALENDARS

- [Using the Adobe PDF Calendars](#)
- [Using the MS Word Calendars](#)
- [Calendar Ideas](#)
- [Sample Calendar](#)
- [Calendar Do's and Don'ts](#)

Using the Adobe PDF Calendars

- Select a design and size. Open the adobe file and **save it to your computer desktop** or other location so you can work off-line. When you are ready, click on the adobe icon to open. **Note:** *If you do not have Adobe Writer on your computer, be prepared to print your calendar before you close the file. Your computer will not save your changes and will open again as a blank calendar.*
- Add a "title" in the textbox under the name of the month. For example - "Calendar of Events," "Healthcare Calendar," etc. Or, put the title of your monthly theme in the box - "PizzaZZ Italian Month." If you don't want a title, delete the text.
- Type your community's/company's information in the line below the calendar - company name, address, phone number, setting (i.e., Assisted Living, Independent Living, etc.).
- Enter information in the cells of the calendar.
 - For maximum use of space, enter times, activities, birthdays, etc. without worrying about formatting. **The text will get smaller as you continue to add information.**
 - Once you have added everything, go back and use your "enter key" and "space bar" to format. **Tips:** *If a word does not move when you click the space bar, click "enter" and then try it again.*
 - To keep the font size as large as possible (original default size), delete any spaces at the end of each line. If you want to make a line smaller, add

- spaces after the last word in the line.
 - If you have days that are alike, copy and paste information from one cell to another.
 - **Information can be typed right over any watermarks.**
 - As you add more information, your text will spill over to the top line, next to the date. Press your "enter key" to go around the date. **We don't waste any space!**
 - To center text on a line, add spaces with your "space bar."
 - To emphasize text, type in ALL CAPITALS.
 - Print copies from your computer. For best results, print in gray scale or color.
Tip: *If your pages seem to shrink when you print them, make sure that the "shrink to fit" box on print options is not checked.*
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Using the MS Word Calendars

1. Click on the design and size calendar you want to use. **Save it to your computer** so you can work off-line. **Note:** *Depending on your browser settings, you might be given a choice of "open" or "save."* Select the "save" option.
 2. When you are ready to work on your calendar, open the file in MS Word. As with the Adobe calendars, add a "title" in the textbox under the name of the month and type your community's/company's information in the line below the calendar.
 3. Put your cursor in a cell and begin typing. You can type on the first line of the cell right up to the number. **The numbers will not move. We don't waste any space!**
 4. As with the Adobe calendars, you can type right over any decorative watermarks on the calendars.
 5. You can change the font style and size to meet your needs.
 6. Work on your calendar a little at a time and save your changes as with any MS Word file.
 7. When you are ready to print, check that your printer options are set so that the page margins are as small as possible.
 8. **Note:** *Because there are many different MS Word editions, we cannot guarantee how the Word calendars will look when you open them. If you want to see how they were designed to look, open one of the Adobe calendars.*
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Calendar Ideas

In addition to your monthly calendar-of-events, create some special and unique calendars. For example:

- A Birthday Calendar: Use the "Birthday Design" option and make a birthday calendar to post on your bulletin board. Type in residents' birthdays, associates' birthdays, and/or volunteers' birthdays.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	HAPPY BIRTHDAY JIM BERGDOOL					MARGE THOMAS is 90 year young today!
		HAPPY BIRTHDAY TOM MICHAELS				
				HELEN RENCH (RM 306) LORNO SMITH (RM 220)		
						HAPPY BIRTHDAY SUSAN MICHAELS
	CHARLES HADGER (RM 132)	May Birthdays				

- **A Special Events Calendar:** Sometimes your "special events" (the live entertainer or special teatime) can get lost in a calendar that is very full. Create a separate calendar to highlight your special events. Just type "Special Events" in the "title" box under the name of the month.
- **Specific Activity Calendars:** Create a calendar to highlight specific kinds of activities. For example, create a calendar for this month's "Shopping Trips," "Movie Schedule," "Exercise Classes," etc. Just type the "title" of your calendar in the textbox under the name of the month.
- **Personalized Calendars:** Make a personal calendar to welcome new residents. Type "Welcome Mary, Joe, etc." in the line under the month. Then, add special invitations/notes for the activities that they might be particularly interested in attending. For example, "Don't miss crafts today at 2:00. Come and meet all of the other crafters."

21	"HUGS & KISS" BINGO TODAY. GOOD LUCK!	22	WE ARE MAKING "KITCHEN ANGELS" IN CRAFTS TODAY. COME AND JOIN US!	23	CATHOLIC MASS IS TODAY AT 2. COME MEET FATHER MILLER.	24	DON'T MISS THE MARDI GRAS PARTY TONIGHT. IT WILL BE LOTS OF FUN!	25
28	EXAMPLE February WELCOME KATHERINE TO OUR COMMUNITY!							

- **A Scheduling Calendar:** Create scheduling calendars for activity staff, care staff, the bus driver, volunteers, etc.
- **Records and Notes:** Create a calendar to keep records of one-on-one visits, for reminder notes, etc.

Calendar Do's and Don'ts

Design Do's & Don'ts

- For the most professional-looking calendar, use black ink on white, off-white, or cream colored paper. (Color can be added with graphics.)
- Put a border around the outside of the calendar. The outside border should be heavier than the lines within the calendar.
- Don't forget to put the name of your community and the address some place on your calendar.

- Put the month and year in large, bold print on the calendar.
- If your community has more than one area, be sure to indicate the setting - such as "Assisted Living Activities" or "Healthcare Activities."
- It is traditional to start the weeks with Sunday, not Monday.
- Put the dates in the upper right-hand corner of each cell. This makes it possible to line up your list of activities on the left within the cells.
- Use consistent font style and size for routine activities. Do not change the font style or size from activity to activity within a cell. Use as large a font size as possible.
- Do not routinely use ALL CAPITALS for regularly scheduled events. It takes up more space, and research has shown that it makes things more difficult to read.
- Emphasize special activities with bold print or all capitals.
- Make use of any blank cells. Most months have four full weeks and one partial week. Use those "blank" cells if you need extra space for things like graphics, pictures, or location key.
- List activities in chronological order. State the beginning time in numerical terms (such as 2:00 Bingo, 4:00 Happy Hour, etc.) It is not necessary to include "AM" or "PM." Align your list of activities on the left of each cell.
- Use sophisticated graphics and clipart. Keep to a minimum and don't "clutter."

Content Do's & Don'ts

- Briefly state the content of the activity. Give specifics, if possible. For example, list the title of the movie you will be showing. (It creates more interest in your program and makes your calendar more interesting.) Choose your words carefully. The activity must be clear to the reader, using just a few words.
- List the following on your monthly calendar:
 - Activities that are open and available to all residents.
 - Scheduled group activities.
 - All-associates/residents activities and all-day events - such as "Everyone Wear Green Day."
 - Decentralized activities (activities that are available to all residents, but not in a centralized group setting) - such as "Eyeglasses Repair," "Book Mobile," etc.
 - Major holidays or events - such as "Christmas," "First Day of Winter," etc.
- Remember that your calendar should be an invitation to participate. In general, the following are not listed on the monthly calendar:
 - Regular meals and other regular ADLs.
 - Staff schedules or meetings - such as "Care Plan Day."
 - One-to-one schedule. (**Tip:** Use our blank calendars to make separate calendars for staffing and one-to-one activity schedules.)
 - Do not put such things as "Bingo Canceled this week" or "Activity Postponed" on the calendar. List only those activities you plan to have, not those you don't plan on doing.
 - Instead of putting "all activities subject to change" on your calendar, put "any calendar changes or additions will be posted on the bulletin board." It sounds much better!