

MONTHLY CALENDAR

Personalized, wall calendar
for Adobe® Photoshop® CC, CS6, CS5, CS4, CS3

User Guide



December 2020							Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sun	Mon	Tue	Wed	Thu	Fri	Sat						1	2
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26	3	4	5	6	7	8	9
27	28	29	30	31									
February 2021													
Sun	Mon	Tue	Wed	Thu	Fri	Sat							
	1	2	3	4	5	6							
7	8	9	10	11	12	13							
14	15	16	17	18	19	20							
21	22	23	24	25	26	27	10	11	12	13	14	15	16
28							17	18	19	20	21	22	23
							24	25	26	27	28	29	30
							31						

Moon phases:
 ● 5:00 UTC January 13
 ○ 19:16 UTC January 28

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1. THE BASICS

1.1. Description

The PanosFX “Monthly” calendar for Adobe® Photoshop® lets you create very easily your personalized, monthly calendars.

Each one of the 12 calendar pages displays the current month days and dates. Each page displays also the previous and next month and the exact dates and times of the major moon phases (full moon and new moon).

You can personalize the calendar pages by:

- Adding your photos and graphics;
- Changing the calendar fonts and colors;
- Automatically translating the calendar to 12 different languages!

You will need:

- Photoshop CS3 or newer.
- An inkjet printer.
- One sheet of photo paper (size: A4 or US Letter). Its weight should be between 200-300gsm.
- Some glue (liquid or stick), and a ruler to help you fold the sheet along the 3 dashed lines.

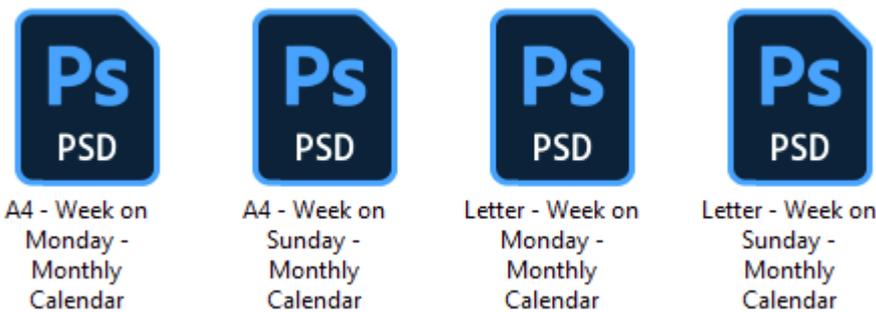
2. OPENING AND TRANSLATING THE CALENDAR FILES

2.1. Opening the PSD file in Photoshop

Decompress the PFX-CALENDAR.zip file you downloaded from PanosFX.com. It contains four folders:



Double-click the “**Monthly calendar**” folder to open it. It contains 4 PSD files:



The filenames indicate the **paper size** and the **first day of the week** of each calendar. Open the PSD file that corresponds to your needs:

- The first 2 files should be used on **A4** paper sheets, while the other two files should be used on **US Letter** sheets.
- The text “**Week on Monday**” in the filename indicates that the first day of the week of the particular PSD calendar is Monday.
- The text “**Week on Sunday**” in the filename indicates that the first day of the week of the particular PSD calendar is Sunday.

2.2. Displaying the page of a month

There are 12 layer groups that contain the layers that make up the page of each month:

JANUARY – DATA

FEBRUARY – DATA

MARCH – DATA

APRIL – DATA

MAY – DATA

JUNE – DATA

JULY – DATA

AUGUST – DATA

SEPTEMBER – DATA

OCTOBER – DATA

NOVEMBER – DATA

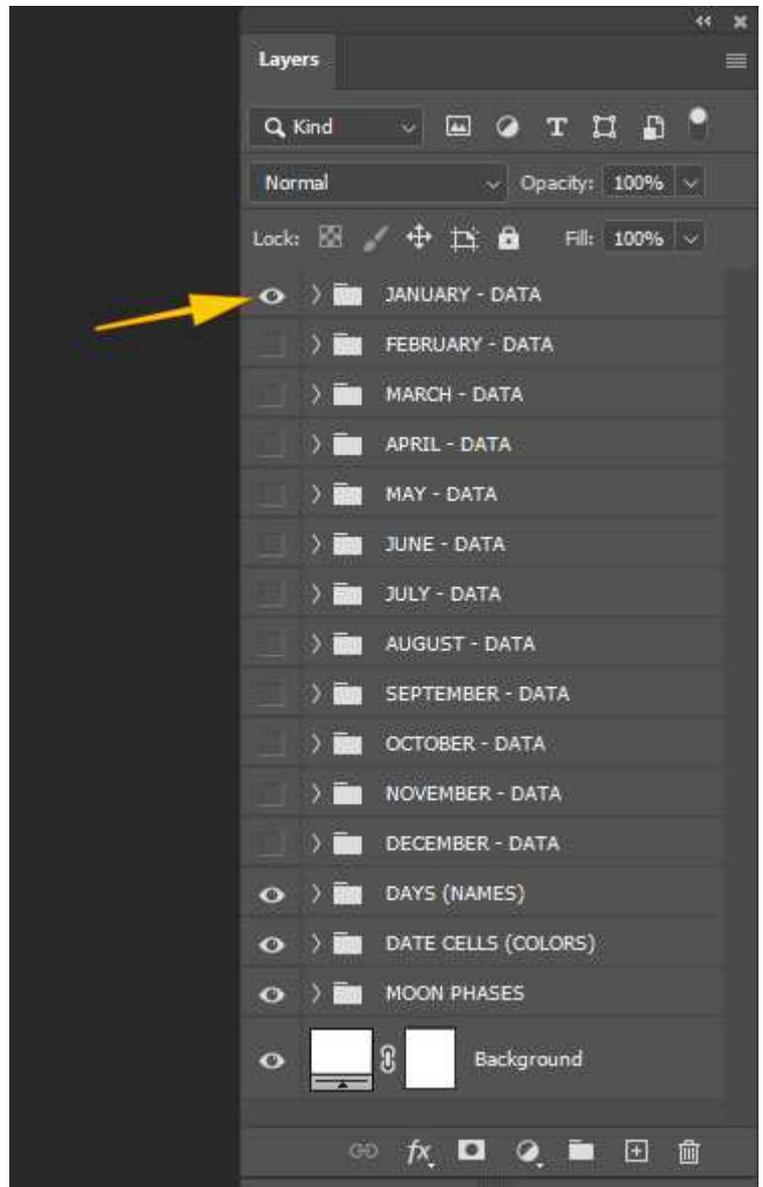
DECEMBER – DATA

The “JANUARY – DATA” group is activated by default, while the remaining groups (month pages) are turned off. This is indicated by the eyeball icons on the left of the group names.

You should have only one month group active at a time!

Let’s say that you wish to activate and display the page of February:

- First, turn off the currently active month, by clicking on the eyeball icon of its group (e.g by clicking the eyeball of the “JANUARY – DATA” group).
- Click on the empty box to the left of the “FEBRUARY – DATA” group, to activate its layers.



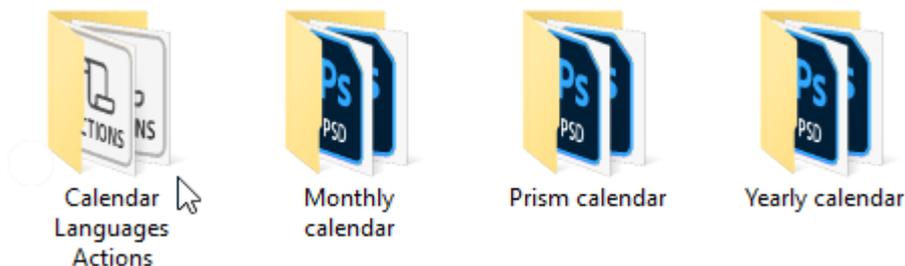
2.3. Translating the calendar (optional)

The default names of the PSD calendar files are provided in English. I prepared a set of Photoshop actions which let you personalize the calendar by translating it in **12 different languages**:

DANISH
DUTCH
ENGLISH
FRENCH
GERMAN
GREEK
ITALIAN
NORWEGIAN
POLISH
PORTUGUESE
SPANISH
SWEDISH

To translate the calendar, you need to load the actions in Photoshop:

- Navigate to the four folders created after you unzipped the PFX-CALENDAR.zip file.
- Double-click the “Calendar Languages Actions” folder:



This folder contains two action sets:

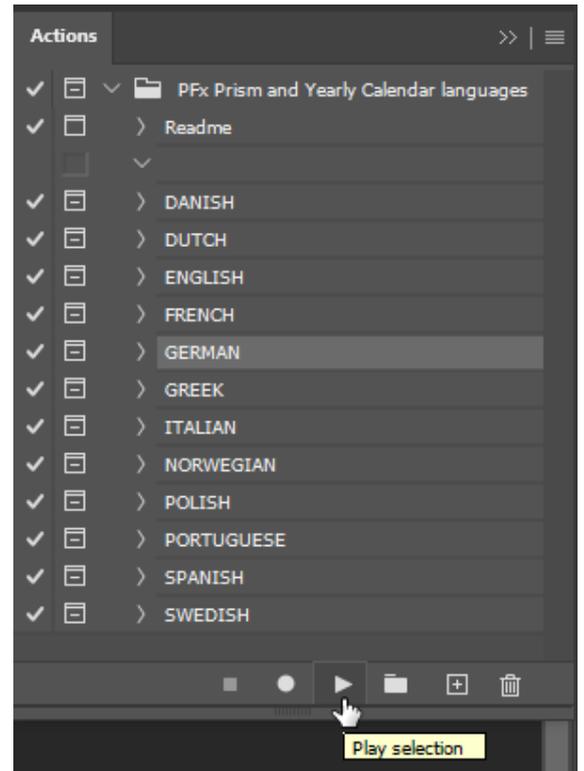


Load the “**PFX Monthly Calendar languages**” file in Photoshop.

If you don't know how to load and use Photoshop actions, please refer to these instructions on PanosFX.com:

<https://www.panosfx.com/installation-troubleshooting/installing-photoshop-actions>

To translate the calendar, simply click on any of the available languages and hit the panel's Play button:



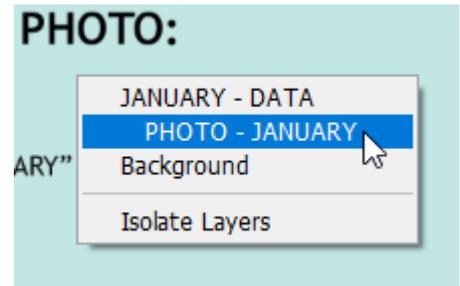
3. CUSTOMIZING THE CALENDAR

3.1. Inserting the photo of the month

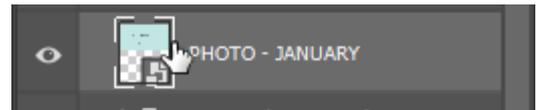
First, you must activate the month you wish to display, by following the steps described earlier in [section 2.2](#)

To insert the photo of the month:

Press **V** to select the Move tool. Right-click on the photo area at the top of the document and select the “PHOTO – MONTH” layer from the pop-up menu:



Go to the Layers panel. The layer that contains the month photo has been selected. Double click on its thumbnail to edit it:



The contents of the smart layer will open in a new window.

- Select **File > Place Embedded** from the menu and load a photo. If you have Photoshop CS6 or older, select **File > Place**.
- Resize the photo proportionally, to cover the entire background. Reposition it to preference. When finished, double click to confirm and insert the photo.
- Press **Ctrl + S** and then **Ctrl + W** (Mac: **cmd + S** then **cmd + W**) to commit your changes and update the calendar.

NOTE: these are smart layers; you can go back and replace a photo at any time, by simply double-clicking the respective “Photo” layer.

3.2. Customizing the calendar colors

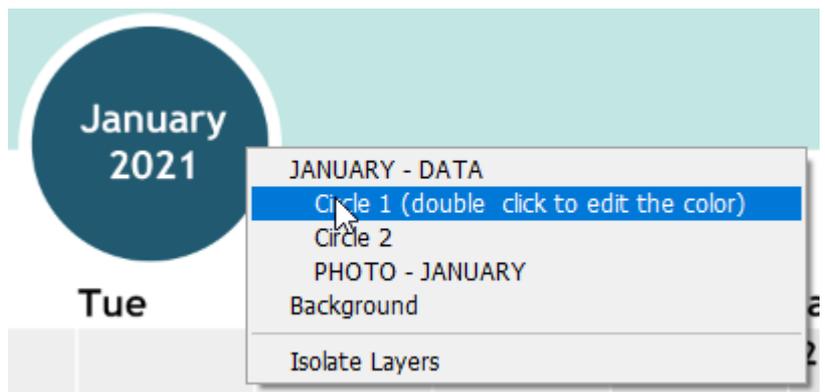
The calendars have been designed in a way that allows you to customize most graphical elements.

You can change the colors of the following areas for *each month*:

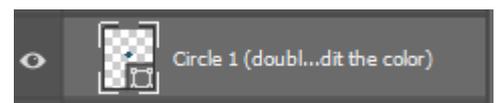
- The color of the **circle** behind the current month name (default: purple navy).
- The color of the calendar **background** (default: white).
- The color of the **grid boxes** behind the date numbers for **Mondays** to Fridays (default: light gray).
- The color of the **grid boxes** behind the date numbers for **Saturdays** (default: medium gray).
- The color of the **grid boxes** behind the date numbers for **Sundays** (default: medium gray).

3.2.1 Customize the color of the circle behind the current month name:

Press **V** to select the Move tool. Then right-click on the **circle** behind the current month name and select the “Circle 1” layer from the pop-up menu:



Double-click the layer thumbnail, to change its color:

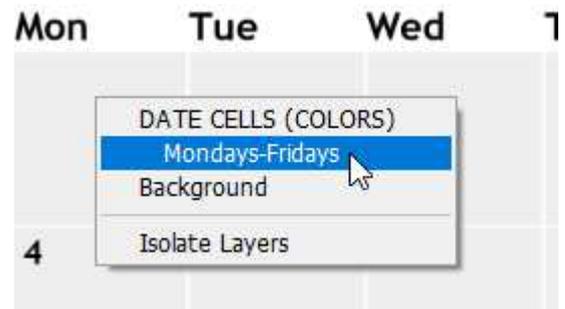


3.2.2 Customize the default (white) color of the calendar background:

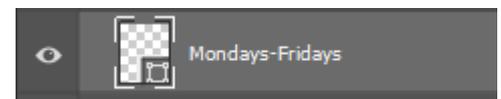
Go to the layers panel and scroll down to the bottom. Double-click the thumbnail of the “Background” solid color layer and change its color to your preference.

3.2.3. Customize the color of the grid boxes behind the date numbers for Mondays to Fridays:

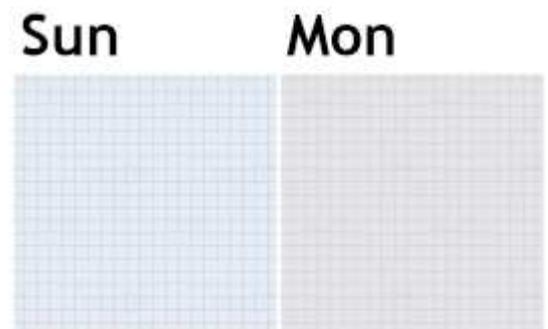
Press **V** to select the Move tool. Right-click on the box under **“Mon”** (Monday) and select the “Mondays-Fridays” layer from the pop-up menu:



Double-click the layer thumbnail, to change its color:

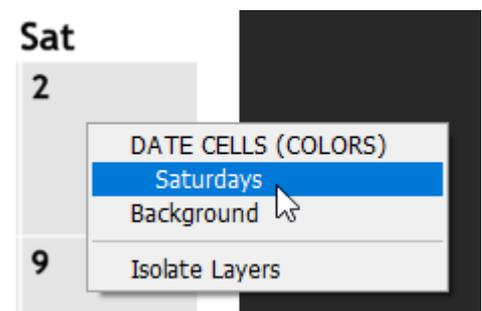


TIP: Instead of changing the color of the boxes, you can apply a layer style, such as a pattern overlay:

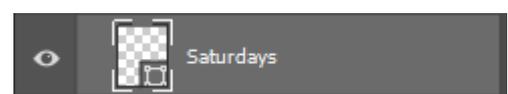


3.2.4 Customize the color of the grid boxes behind the date numbers for Saturdays:

Press **V** to select the Move tool. Right-click on the box under the text **“Sat”** (Saturday) and select the “Saturdays” layer from the pop-up menu:

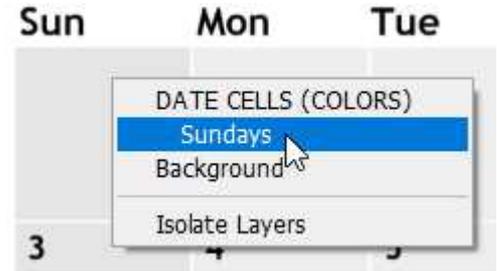


Double-click the layer thumbnail, to change its color:

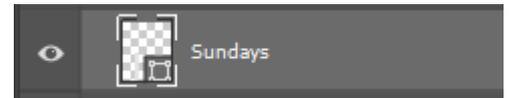


3.2.5 Customize the color of the grid boxes behind the date numbers for Sundays:

Press **V** to select the Move tool. Right-click on the box under the text “Sun” (Sunday) and select the “Sundays” layer from the pop-up menu:



Double-click the layer thumbnail, to change its color:

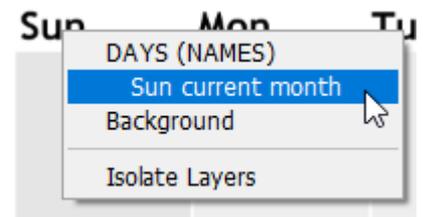


3.3. Customizing the text properties

You can customize the font and the color for:

- The names of the months.
- The names of the days.
- The date numbers.
- The lunar phases.

To customize any text, first make sure that the Move tool is activated (press **V**). Right-click on the text and select its layer from the pop-up menu:



Press **T** to activate the text tool. Then you can customize the text properties to your preference.

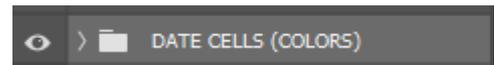
3.4. Adding custom notes

You can add your own notes and graphics onto the date cells. You can hand-write on the printed pages but you can also add your notes digitally using Photoshop's tools, prior to printing the calendar.

Let's say that you wish to add the note "Independence Day" on July 4th.

First, deactivate all month layer groups and activate the group "JULY - DATA".

Go to the Layers panel and select the "DATE CELLS (COLORS)" group:



Press **T** to activate the Text tool and type the note inside the cell for July 4th:



Similarly, you can use the Custom Shape Tool (press **U**) to add custom shapes on the date cells. In this example I inserted the shape of a dog, to remind me of a scheduled visit to the vet:



3.5. Tidying up the layers panel:

Having customized the calendar, it's time to collapse the various layer groups and tidy up the Layers panel.

- If you have Photoshop CC, click the menu button on the upper right corner of the Layers panel and select "Collapse All Layers".
- If you have another Photoshop version, hold down **Ctrl** (PC) or **cmd** (Mac) and click the down arrow to the left of a layers group, to collapse its contents and unclutter the layers panel.

4. 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 that the respective phase occurs.

The exact time of the lunar phase is shown on the right edge of the month tab.

Since different countries have different time zones, this information is displayed in **UTC** time (Universal Coordinated Time), which coincides with the **GMT** time zone in Greenwich, UK.

JANUARY							● 05:00 UTC
							● 19:16 UTC
Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	● 13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	○ 28	29	30
6	31						

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**.

5. PRINTING

You should print each month page separately. Activate the month you wish to print, by following the steps described in [section 2.2](#)

Then use the **File > Print** command to print your calendar.

Panos Efstathiadis

www.PanosFX.com



The calendar example photo belongs to Benjamin Suter and is available at: <https://www.pexels.com/photo/blue-and-green-sky-and-mountain-3617500/>