

PRISM & YEARLY CALENDARS

Personalized, desktop & wall calendars
for Adobe® Photoshop® Elements 15 or newer



User Guide

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1. THE BASICS

1.1. Description

With the “Prism” and “Yearly” calendars for Adobe® Photoshop® you can create very easily your personalized calendars, which you can give away to your people or use at home or at the office.

- The “Prism” desktop calendar has the shape of a triangular prism. Each one of its three sides displays 1 photo and 4 months.
- The “Yearly” wall calendar displays all months in one page.

You can personalize the calendars by:

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

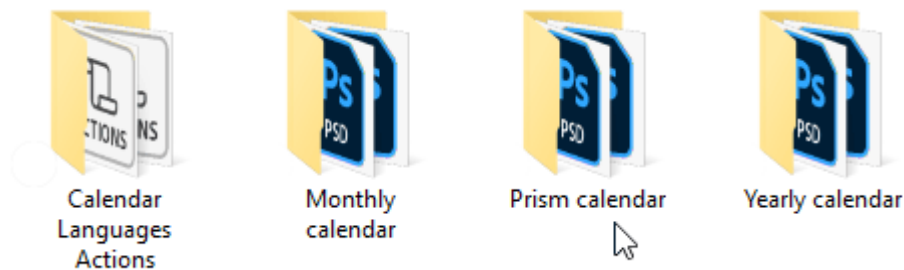
You will need:

- Photoshop Elements 15 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.

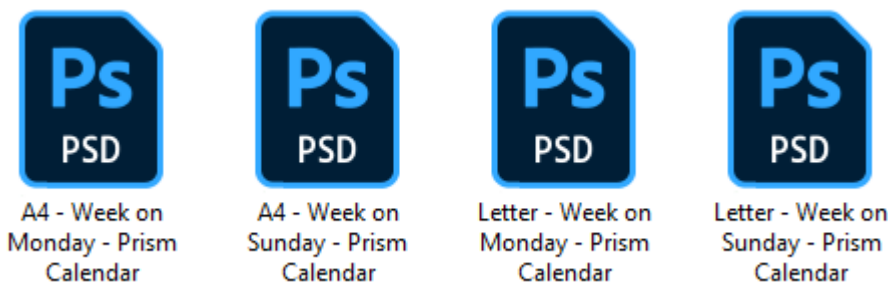
2. OPENING AND TRANSLATING THE CALENDAR FILES

2.1. Open the PSD file in Photoshop

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



Double-click the “Prism calendar” or the “Yearly 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.

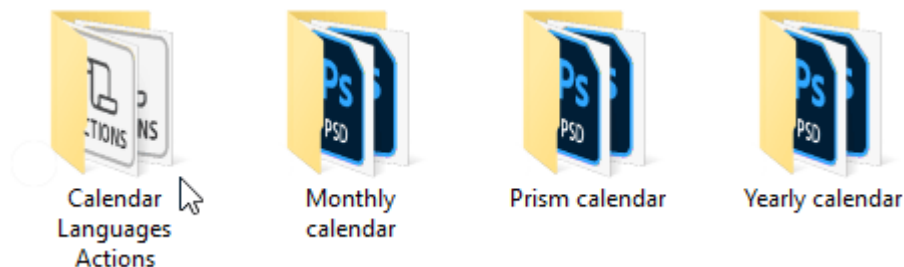
2.2. Translate the calendar (optional)

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:

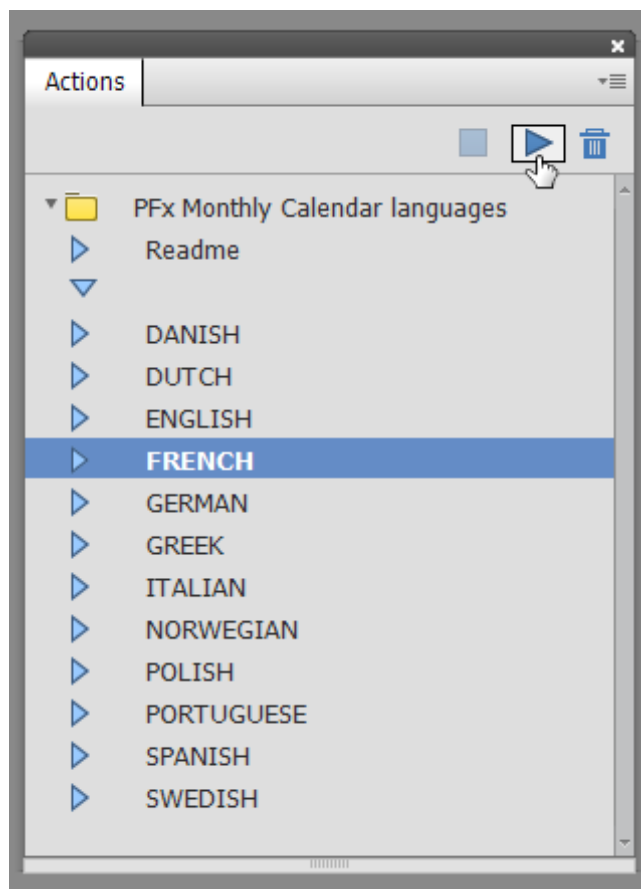


Load the “**PFX Prism and Yearly Calendar languages**” file in Photoshop.

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-pse-actions>

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



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						

ΙΑΝΟΥΑΡΙΟΣ							● 05:00 UTC ● 19:16 UTC
Εβδομ.	Κυρ	Δευ	Τρι	Τετ	Πεμ	Παρ	Σαβ
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						

JANUAR							● 05:00 UTC ● 19:16 UTC
Woche	Son	Mon	Die	Mit	Don	Fre	Sam
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						

3. CUSTOMIZING THE CALENDAR

3.1. Insert your photos

The “Prism” calendar contains 3 photos, while the “Yearly” calendar contains one photo position at the top of the page.

Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on any of the photo positions. Then:

- Select **File > Place** from the menu and load a photo.
- Resize the photo proportionally, and reposition it with your mouse to cover the entire background. When finished, double click to confirm and insert the photo.

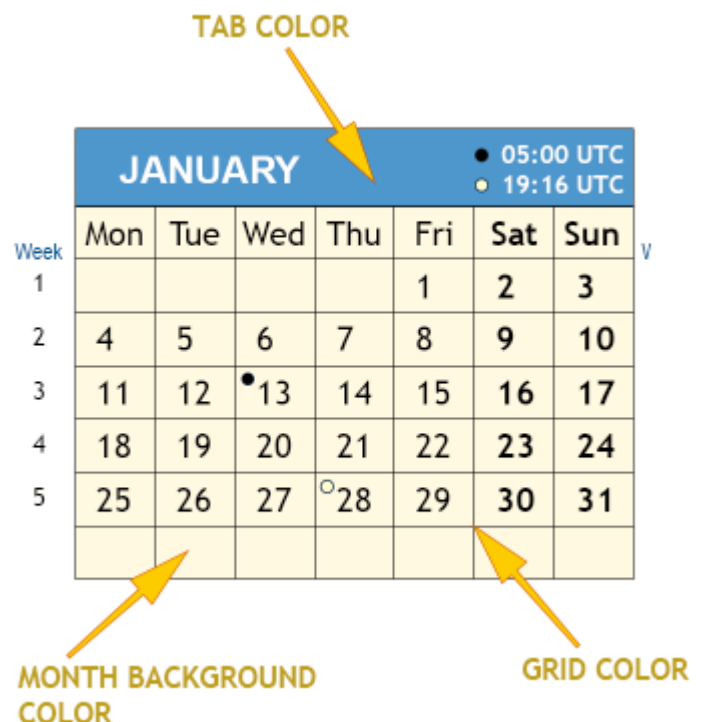
NOTE: To replace a photo, right click on it and select its layer from the pop-up menu (the layer name is the photo filename). Press the Delete key on your keyboard to delete the layer. Then start over and insert a new photo following the steps described above.

3.2. Customize 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 months’ **tab**.
- The color of the **background** behind the days and date numbers.
- The color of the month’s **grid**.



JANUARY							● 05:00 UTC ● 19:16 UTC
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
				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	28	29	30	31	

3.2.1 Customize the color of the tab:

Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on a month's tab. This will select automatically the respective layer:



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

3.2.2 Customize the color of the background behind the days & dates:

Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on a month's background. This will select automatically the respective layer:



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

3.2.3. Customize the color of the grid:

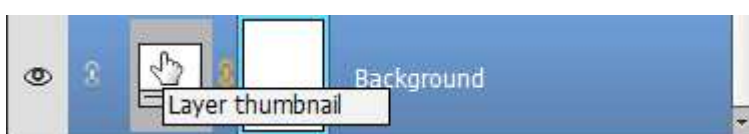
Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click *exactly* on a month's grid lines. This will select automatically the respective layer:



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

3.2.4 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.



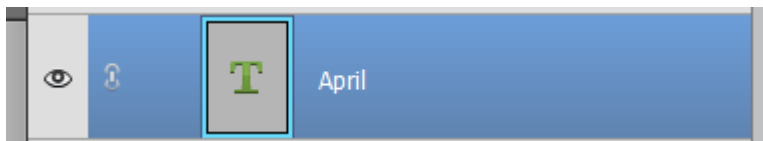
3.3. Customize the text properties

You can customize the font and the color for:

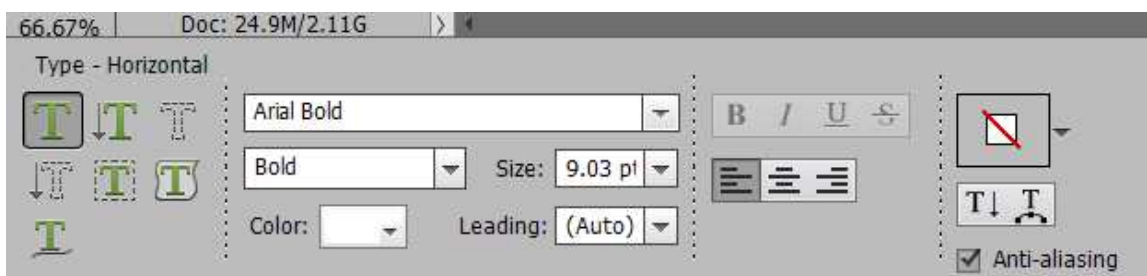
- The names of the months.
- The names of the days.
- The date numbers.
- The week names and numbers.
- The lunar phases.
- The year number.

3.3.1 Customize the color & font for the month names:

Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on the text you wish to edit. This will select automatically the respective layer:



Press **T** to activate the text tool. Change the text font, size, style, and color to your preference:



3.3.2 Customize the color & font for the days:

Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on Monday (even if the week begins on Sunday).



With the “Mon – *Monthname*” layer selected, hold down **Shift** and click the “Sun – *Monthname*” layer. This will select the layers of all days:



Press **T** to activate the text tool. Change the font, size, color to your preference.

You can also select an individual day layer and customize it separately.

3.3.3 Customize the color & font for the date & week numbers:

Press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on the text you wish to edit. Press **T** to activate the text tool. Change the text font, size, color to your preference.

You can also select all dates or week numbers for a specific month. The date numbers are grouped inside the “DATES” group of layers. The week numbers are grouped inside the “WEEKS” group. Then press **T** and change their font, color, etc, to your taste.

3.3.4 Customize the color & font for lunar phases:

The tab of each month displays the exact time that a new moon or a full moon occurs.

To customize the text: press **V** to select the Move tool. Hold down the **Alt** key (PC) or the **option** key (Mac) and right-click on the text you wish to edit. Then press **T** and change the font, color, etc, to your taste.

3.3.6 Tidy 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, FOLDING AND GLUEING

5.1. Print the calendar

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

Select **File > Print** from the menu.

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

The Prism calendar needs some manual work:

5.2. Prism calendar: fold and apply glue

There are 3 dashed lines on the printed prism 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.



Panos Efstathiadis

www.PanosFX.com

