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**Family Celebrations Calendar**

**Please don’t move the circles on the template. If you do by accident, please use the undo button or press CTRL + Z.**

**Overview**

**Left Toolbar**

* Selection Arrow
* Text Tool

**Menu Bar**

* Text > Text and Font
* Object > Align and Distribute
* Object > Group

**Quick Access Menu**

* Font
* Text Justification
* Leading
* Dimensions (width and height)

**Zoom In and Out**

* CTRL + Scroll Wheel Up is to zoom in wherever the mouse is located.
* CTRL + Scroll Wheel Down is to zoom out.
* Pressing the number 5, when not in text mode, will zoom you out to the whole page.
* + or – will globally zoom you in and out.

**Project**

**Add Text**

* Click the ‘A’ icon along the left toolbar.
* Click in the general area of your circle and begin typing. We will align the text later.
* Type out your first name.
  + You will likely be able to make text larger if you do each line as a separate box. After you type out your first name, make sure your text tool is still selected, then click below the first name.

**Selecting Text (Change Attributes)**

* If your ‘A’ tool is already selected, you can click in between the letters and your cursor will appear.
* The easiest way for me to select everything is to click between the letters, then press CTRL + A (Select All).
  + You can also triple click to highlight everything in the text box.
* If you would like to only select a portion of the text box, click in between the letters to get your cursor set, then click + hold + drag from the beginning of the word, to the end of the word to highlight.

**Font Choices**

Font choice will affect the size and legibility of your project. I strongly recommend using one of the three fonts for your first project.

* Sans Serif
* Edwardian Script
* Times New Roman

To change the font, with your text highlighted, you can go to the quick access menu and type in your font, or you can click on Text > Text and Font to preview what your names will look like. If you like the way they look, with the text highlighted, you can click, Apply.

**Selection Tool (Select and Move)**

* To select multiple objects, click the first object, hold down shift and click the second object.
* To move objects or text, you must click on the black of the word or design

**Resize Text**

* Aspect Ratio
  + For this project, CTRL + Shift + Drag out will be a useful shortcut because it locks aspect ratio, and gets larger from the middle out.
  + CTRL + Drag out
  + With your words or object selected, click the lock between the dimension’s H x W. Manually type in the dimensions or size

**Text Alignment**

Center justification

* To get your words center justified instead of left, highlight your text and click the horizontal lines in the quick access menu and choose the center justification.

Leading (pronounced ledding)

* If your text is in separate text boxes, click your selection arrow in the left toolbar. Click on the black of your text and when it is selected, tap the up or down arrow, or click hold and drag to change the space in between text boxes.
* To change the space above and below words, highlight your text and click on spacing in the quick access menu. You will see an A with a green vertical line. Adjust up and down as necessary

**Align and Distribute**

To get to the Align and Distribute function go to Object in the Menu Bar > Align and Distribute. Select the items you would like to align and in the right tool bar choose to align by:

* To biggest object
* To last selected

**Group and Ungroup**

Once your text is aligned and distributed the way you would like, we will need to group the text together so it moves as one object. To do this, make sure your selection arrow is active, then hold shift and click each item you’d like to group. You can go to Object > Group or use the shortcut CTRL + Shift + G.

With your text aligned and grouped, you can then align your text to your circle. I prefer to use last selected to align here and make sure that I click the circle last. **PLEASE MAKE SURE THE CIRCLE DOESN’T MOVE.** The only thing that should move is your grouped text.

**Save for Laser Etching**

When all of your text and circles are ready to go, please review one last time to make sure everything looks correct, then go to File > Save As > [your first name and last initial] and select .pdf from the drop-down menu.

**List of Shortcuts**

CTRL + Scroll Up: Zoom In

CTRL + Scroll Down: Zoom Out

CTRL + A: Select All

CTRL + C: Copy

CTRL + V: Paste

CTRL + G: Group

CTRL + Shift + G: Ungroup

CTRL + Z: Undo