CREATING A GOOGLE CALENDAR FOR THIS YEAR

1) Optional depending on computer system
   a. Open document and save it on your computer.
   b. Do not forget where you saved it.
2) Create a new folder in your Google Drive call it CALENDAR
3) Place your cursor in this folder
4) Go to New and then New File upload
   a. Click on the document calendar where you saved it to up load to your Google drive.
   b. After it has been upload right click with muse and
   c. Open with Google Docs.
   d. Click on File and then scroll down to Page Setup
      i. Orientation is Portrait Set your Margins to .3 top and bottom
      ii. Make sure the calendar is on one page.

CHANGE COLOR OF THE ROWs THAT HAS THE NAME OF EACH MOUTH

5) Place mouse in first row of Months names and highlight the complete row.
   a. Go to background color and change the color to the color you want.
   b. You will find a small bucket located to the right of the menu bar. Click on the small arrow to the right of the bucket.
      i. Repeat until you have all 4 rows the color you want.

CHANGE COLOR OF THE FONTS FOR EACH MONTH

6) Go Back to the first row and highlight the three months again in the first row
   a. Click on the small arrow to the right of the A text color. Choose a color that you strongly feel will show up when you print out this calendar.
   b. Repeat as necessary

PROVIDE AN IMAGE IN THE MIDDLE OF THE PAGE

7) Highlight image on calendar and hit delete
8) Click small arrow to the right of the Image Icon located in the middle of the menu bar
   a. If you wish to find an image on the Internet choose SEARCH WEB
   b. At the top of the Google type in the name or type of image you are looking for.
   c. Grab image with your mouse and slide it over to your calendar.
   d. To allow you to move the image to the middle of your calendar click on Wrap Text located just below the image.
   e. You must now grab the handles of the image and reduce the size so the image fits on your calendar AND YOUR CALENDAR IS ON ONE PAGE.
   f. Place the curser to the left or right of the image and type in the year.
   g. Make sure your still are using one page.
9) Save mage in your google account as Calendar 2019
   a. Printout your Calendar that you created.