

# User Guide

## **Kar-Ben Digital Jewish Calendar**

The Digital Jewish Calendar is a template that includes Jewish holidays, weekly Torah portions, and major holidays in the United States and Canada. The template is designed for simple customization by users, allowing the addition of text and images on calendar squares and the placement of an image or logo added to the top of each page.

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### ABOUT THE DIGITAL JEWISH CALENDAR

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### NOTE

*Instructions for customizing the Digital Jewish Calendar have changed. Please read this entire User Guide before using software.*

### REQUIREMENTS

You must install a free program called Adobe Reader, version XI (11.0) or newer on your computer for editing the Digital Jewish Calendar. Download it for free at [www.adobe.com](http://www.adobe.com). Even if you have an earlier version of Adobe Reader on your computer, you must download the most current version in order for the editing functions to work. **Other PDF editing programs are not compatible.**

If you have questions about Adobe Reader, please contact their customer support team. [www.adobe.com](http://www.adobe.com).

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## About Kar-Ben

Kar-Ben Publishing, founded in 1974, is a division of Lerner Publishing Group, headquartered in Minneapolis, Minnesota. With over 300 titles in print, Kar-Ben publishes 12-18 new, high quality children's titles with Jewish content each year. Subjects include fiction and nonfiction for preschool through middle school, including holiday books, life-cycle stories, Bible tales, folktales, board books, and activity books, as well as stories that reflect the rich cultural diversity of today's Jewish family.

## TWO METHODS FOR CUSTOMIZING CALENDAR

The Digital Jewish Calendar allows users to choose how to customize the calendar to best suit their needs.

- **RECOMMENDED - Very Basic Customization** – this is the simplest and easiest method, which allows users to add text to calendar boxes and format it in a limited way. This method does not allow user to change font, size or color of text. You can make text bold, italic, underlined, superscript or subscript.
- **More Advanced Customization** – this method allows users to change the font, size and color of text in calendar boxes. Users can also add images on calendar squares and add an image or logo to the top of each page.

## GETTING STARTED

- Make sure that you have downloaded Adobe Reader on your computer.
- Open calendar PDF and immediately save it to your computer.
  - **Troubleshooting**
    - If you are having difficulty saving the Digital Jewish Calendar, make sure that file is not set as “Read Only.” To make it editable, click on File, then Properties and look in Security, then uncheck any restrictions.
    - Rename the file when you save it. This reduces the risk of overwriting the file and losing your work.

## INSTRUCTIONS FOR VERY BASIC CUSTOMIZATION

- The simplest and easiest method allows users to add text to calendar boxes. This method does not allow user to change font, size or color of text. You can make text bold, italic, underlined, superscript or subscript.
1. Open the Digital Jewish Calendar and save it to your computer.
  2. If you do not see blue transparent boxes on the calendar squares, you will need to Highlight Existing Fields. To do this, on the upper right, locate this box and click it.



When clicked, the fields that you can customize will appear.



3. Use your mouse to click on any customizable field or use the tab key to move between fields. Select a field, and the transparent box will disappear (see field on October 8 below), allowing you to add text (and not images) only. Type the text you wish to add in the field. You can add multiple lines if the field permits by hitting the Enter key. You can only enter as much text as the visible area will hold. If you find that you cannot type in a field, try deleting some empty lines or spaces. You have the option to make the text bold, italic, underlined, superscript or subscript. Simply highlight the text you would like to format, then right-click and select "text formatting."

Be sure to save often as you customize your calendar.

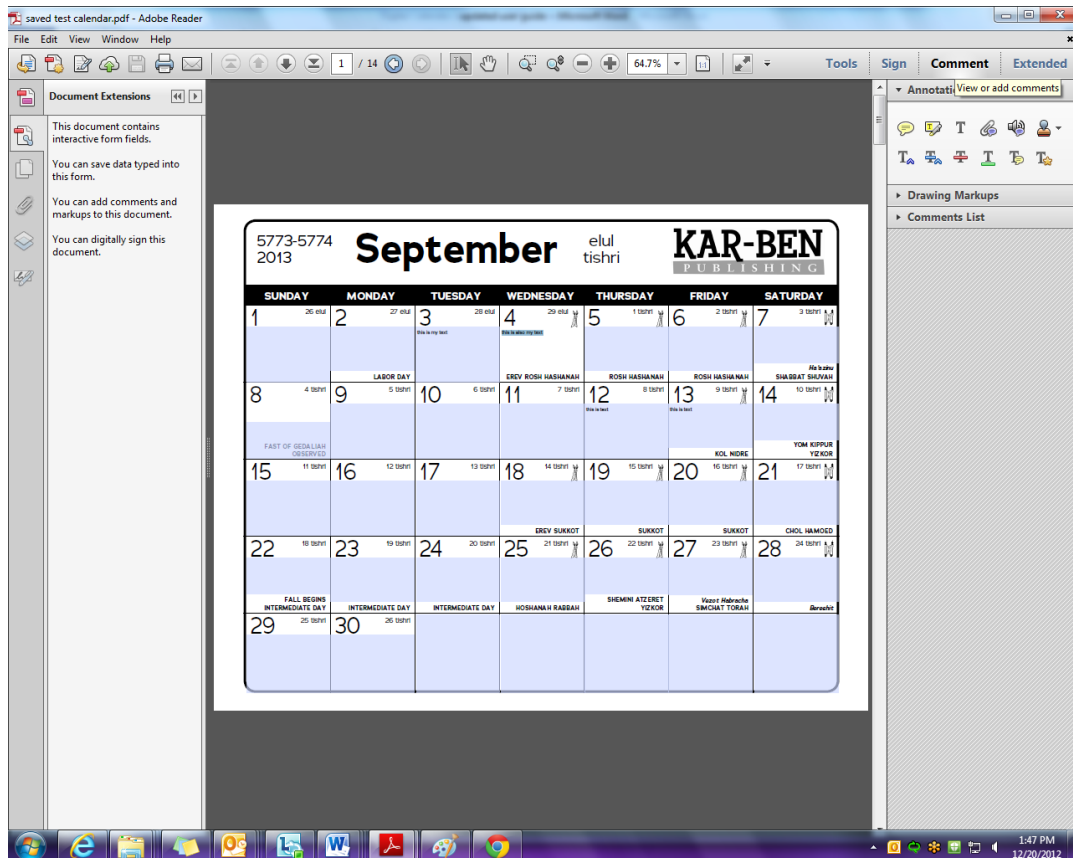
- **Troubleshooting:** If you want to customize the font, size or color of your text, you must follow the **More Advanced Customization instructions**.

4. Print your customized calendar by selection File → Print.

# INSTRUCTIONS FOR MORE ADVANCED CUSTOMIZATION

## Inserting and formatting text:

1. At the upper right of the screen, select “Comment” and a group of tools in a white box will appear.
2. Click on the T (this is the icon for Adding a Text Comment), and then click on the field where you would like to type.



Your cursor will change to the Type Tool and an Add Text Comment Toolbar will appear.



This Toolbar is for changing font style, size and color.

- **Troubleshooting**

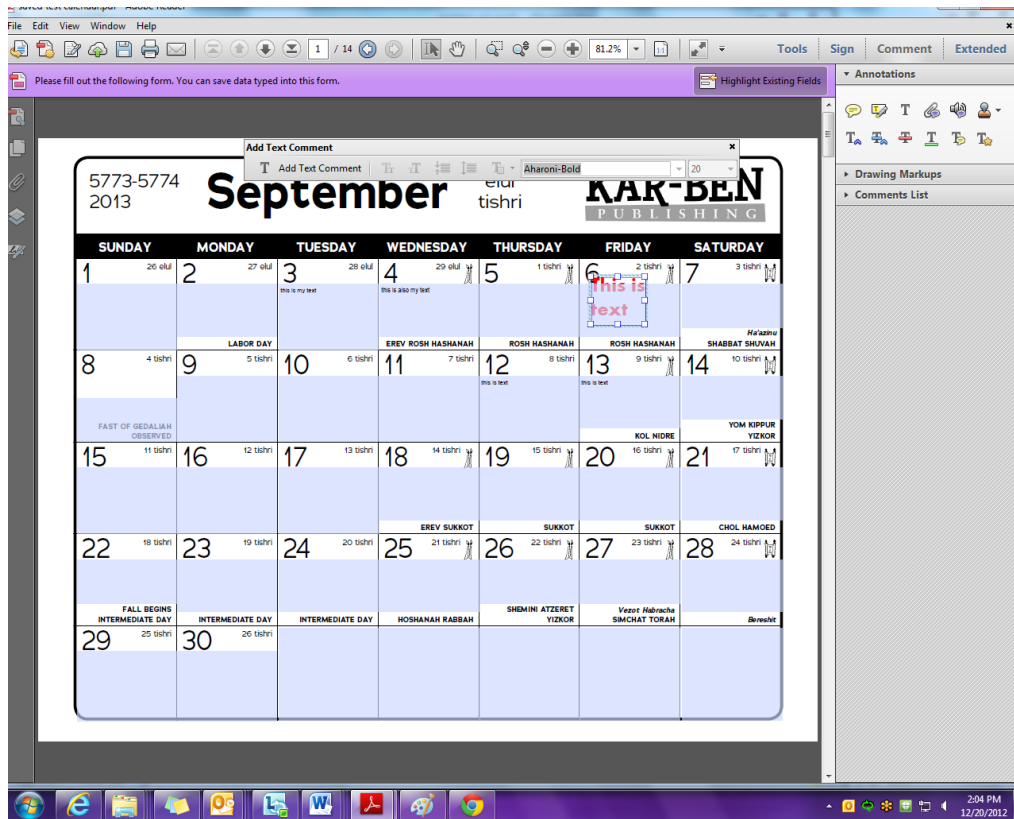
If the Toolbar does not pop open, click on View at upper left of screen and click “Tools” in the dropdown menu.

An alternative method is to click on the Properties bar and then click on the field where you want your type. [Note: to

access the properties bar, either click ctrl + e or select “view” - “show/hide” → “toolbar” → Properties bar.]

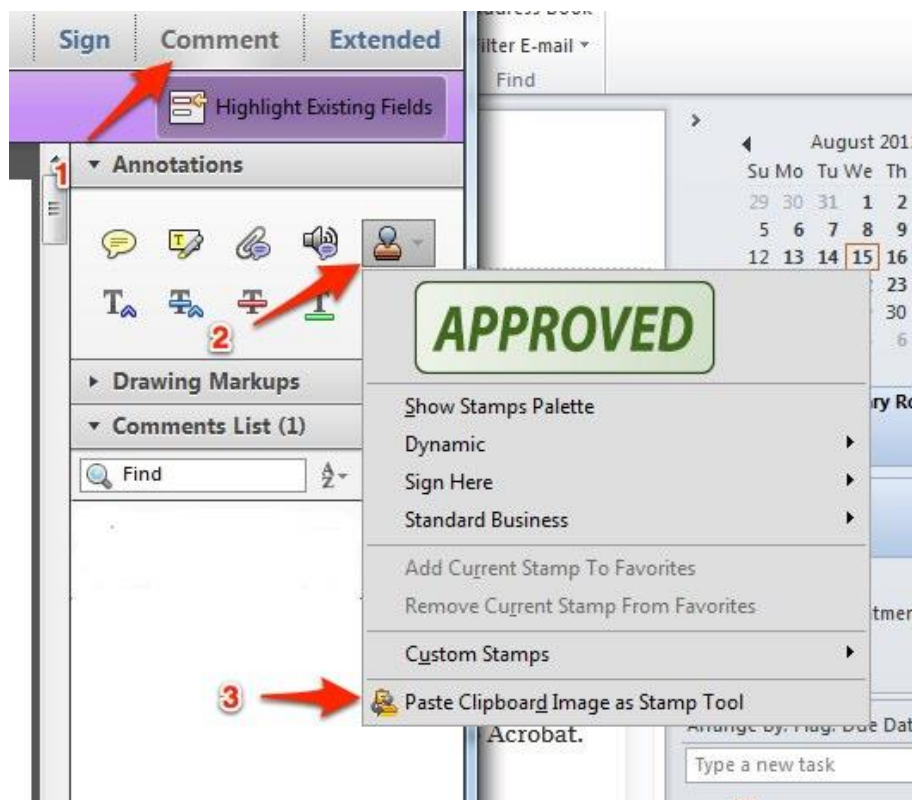
Avoid clicking on the shaded area for advanced formatting. Click in the box where you want your text, but in the white area. Clicking on the shaded area can cause a default into the more basic editing option.

- Text Comments can be resized, moved or selected and copied and pasted. With the black arrow selected, click on your Text Comment to select it. You will see the bounds of the box when it is selected.



## Inserting images:

1. Open the document containing an image you want to import. The file could be opened in a word processor, image editor or other application.
2. Select the image. Click on the “Edit” menu, and then click on “Copy.” This will copy the image to your clipboard so you can import it later into the calendar.
3. Open the Kar-Ben Calendar in Adobe Acrobat Reader. Click on the “Comment” button in the top right corner, then click on the Stamp Button, and click on “Paste Clipboard Image as Stamp Tool” as shown below.



4. Move your mouse over the part of the calendar that you want to place the image, and click to drop the image. You can do this as many times as you want. Feel free to place this image over all of the Kar-Ben Logos or elsewhere in the calendar as you see fit.

## GENERAL QUESTIONS

### **How do I save my calendar?**

In Adobe Reader, select File → Save As and select a destination on your computer or network and type in file name.

### **How do I print my calendar?**

In Adobe Reader, select File → Print.

### **How do I email the entire calendar to someone?**

Make any modifications and save your file. Attach it to your email. Follow your email program's prompts for attaching a document.

### **How do I print months individually?**

In Adobe Reader, select File → Print and choose the page/pages only of month you would like to print.

### **How do I save months individually?**

To save months as individual pdf files, you will need a pdf making program. Many are available free online, such as PrimoPDF. Once installed, select print (just like you would if you were printing a document) and select the page or pages of the month/months you want to separate and select PrimoPDF rather than your printer. This will create a pdf of the month/months but it will not have customizable fields. To make changes or additions, you will need to return to your main calendar file, make changes and repeat this output process.

### **How do I email months individually?**

You will first need to save months individually. Then attach the file to your email, following your email program's prompts.

### **Can I make the calendar into a web page?**

No. The pdf is not easily changed into an html page suitable for placement on the web. Rather, use a pdf making program (such as PrimoPDF) to create a pdf without editable fields. Upload this pdf to your web server and link to it so visitors to your website may access and view it.

### **Can I change the page size?**

No, page size is designed to print at 8.5 x 11 inches and cannot be changed.

### **Can I add images to my calendar?**

Yes, follow the guidelines explained in the Inserting Images section of [INSTRUCTIONS FOR MORE ADVANCED CUSTOMIZATION](#).

### **How do I eliminate the Kar-Ben logo?**

The logo can be replaced with a similarly sized image or it can be covered with a white box created in any graphic program, including Paint. Follow the guidelines

explained in the Inserting Images section of [INSTRUCTIONS FOR MORE ADVANCED CUSTOMIZATION](#).

**How do I eliminate certain holidays on the calendar?**

To eliminate just a few, cover with a small white box created in any graphic program, including Paint. Follow the guidelines explained in the Inserting Images section of [INSTRUCTIONS FOR MORE ADVANCED CUSTOMIZATION](#) .

**What are layers?**

Some Adobe files are created by layering different information. The Digital Jewish Calendar includes layers for Holidays, Hebrew Dates and more. You can “turn on” or “turn off” these layers. Select the Layers icon on the left side of your screen (it looks like two transparent pieces of paper stacked). You will see icons in small boxes that look like eyes. To “turn off” a layer and make it disappear, click on the eye. To make it reappear, click on the empty box.

**I use different spellings (ex. Chanukah instead of Hanukkah). How do I change these on my calendar?**

To remove all Holidays at once, follow the instructions for “turning off” the Holidays layer in the ‘What are layers?’ faq entry. You can proceed to customize the fields using the simple or more advanced methods, using your preferred spellings.

**What if I am still having difficulty?**

Please contact Kar-Ben Customer Service at 1-800-4KARBEN or [custserv@karben.com](mailto:custserv@karben.com).