

Calendar cheat sheet

1. Pick the month

Use the arrows beside the month name at the top left of the canvas.

2. Set the page

Open **Page & Paper** and choose the paper size and orientation.

3. Import Content

Click **Import** and then **Calendar** and select your **Calendar Type** and **Calendar Fields**.

4. Check, then Export

Press **Fit** to see the whole page, then use the green **Export** button.

Top toolbar

Above the canvas

- **Month** moves between months.
- **Import** brings content into the calendar.
- **Template** opens saved templates. Save as a new template stores your layout for reuse.
- **Clear content** removes what you typed in the days.

View controls

- **- 100% +** zooms the canvas.
- **Fit** fits the whole page in view.
- **≡ button** shows or hides the settings panel.
- The grey tag shows the current paper, for example Tabloid · 17" × 11" · landscape.

Settings panel, section by section

Page & Paper

- **Paper size:** Letter, Tabloid, A4 (each landscape or portrait), or Custom.
- **Week starts:** Sun or Mon.
- **Zoom slider and Margins (in).** Margins can be Linked (one value) or Free.

Frame, Borders & Grid

- Show or hide borders.
- Calendar frame: width, color, style, corner radius.
- Grid and cell borders: width, color, style.

Headers

- Month title: font, size, color, alignment, show title or year, weight, padding, background, header image.
- Click the title on the canvas to edit it. Reset title undoes your edit.
- Weekday header: font, size, text and fill colors, transparent option.

Dates & Numbers

- Date number font, size, color, weight.
- Position: Top L, Top C, or Top R.
- **Show weekday** on day content dates.
- **Show AM/PM and Bullet points** under Time style.

Filler Dates

- The grey boxes before the 1st and after the last day.
- Set each end separately: show on or off, opacity %, and color.
- Edit as Boxes or Whole row, then click the filler boxes to type in them.

Background & Fills

- Background color and background image (Choose...).
- Cell background and Selected day background colors.
- **Reset to default** restores the month default.

Day Content & Events

- Calendar-wide event font, size, text color, bold, italic, bullet points.
- **Density:** Compact, Comfy, Spacious.
- **Edit days:** click a day, press Enter for a new line, use the floating B / I / U bar, or add inline images and drag the corner handle to resize.
- Color dots set the color of the selected text.

AI Content

- **Generate Content:** choose a target audience and category, enter a prompt, press the arrow.
- The panel shows Remaining Prompts.
- **Saved Content** holds what you kept.

FIT MORE ON THE PAGE

Saving space

Five changes, in the order that frees up the most room. The "try" column is a starting point. Adjust to your paper size and how much text you have.

CHANGE	WHERE	DEFAULT	TRY
Smaller event font	Day Content & Events → Font / Size	16 px	12 px
Smaller dates	Dates & Numbers → Font / Size	25 px	16 px
Tighter density	Day Content & Events → Density	Comfy	Compact
Remove AM/PM	Dates & Numbers → Time style → Show AM/PM	On	Off
Remove bullet points	Day Content & Events → Bullet points, and Dates & Numbers → Time style → Bullet points	On	Off

DEFAULT

14

- 9:00 AM Coffee Social
- 11:30 AM Bingo
- 2:00 PM Chair Yoga
- 4:00 PM Movie Night

TIGHTENED

14

9:00 Coffee Social
11:30 Bingo
2:00 Chair Yoga
4:00 Movie Night

Importing events

Pull events into the calendar instead of typing them in.

1. Open Import

Click **Import** in the toolbar. In the Import Events window, open the **Speak2 Content** tab and click **Calendar**.

2. Set the dates

Enter a **Start Date** and an **End Date** for the days you want to bring in.

3. Pick type and service

Choose a **Calendar Type** (for example IL) and a **Service** (for example Activity). Click the × on a chip to remove it.

4. Pick calendar fields

Choose which **Calendar Fields** to bring in, for example Start Time, Title and Location Key. Then click **Submit**.

Saving a template

A template stores your layout (paper, fonts, borders, colors, spacing) so you can reuse it next month instead of rebuilding it.

1. Finish the look

Set paper, headers, fonts, density and colors the way you want them.

2. Open Template

Click **Template** in the toolbar above the canvas. The Templates window opens.

3. Save it

At the top, under "Save current calendar", click **Save as a new template**.

4. Reuse it later

Open **Template** again. Saved templates are listed with a preview, name and month.