

**PK-K**

Pre-K Pages



# 12 Months of Classroom Calendars



Vanessa Levin

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## Instructions:

Since this document is a Classroom Calendar, it starts in July of one year and continues through June of the following year. The dates will be automatically calculated and filled in after you enter the starting year and click on the “magic wand”.

**IMPORTANT:** Next, “Save As” with a new name, like “2014-15\_Calendar”. That way the original is left unchanged. You can re-open the original later to create and save new calendars for years to come.

I have included two calendars for each month, one with all 7 days of each week and the other with only the 5 weekdays. You can choose whichever type best suits your needs.

Next, place your cursor in any of the shaded boxes and type in your desired text. If desired, you may change the formatting (see the next page for formatting instructions). Whenever you type text in your document, **be sure to save it again.**

To print, go to the first page you want to print, then click to place your cursor somewhere on that page. Next, press **Ctrl-P** (or select “Print...” from the “File” dropdown menu).

**To print just one page,** select “Current page” under “Pages to Print”.

**To print several pages,** select “Pages”, then type in the individual page numbers you wish to print, separated by commas, or you may specify a range (5-16).

## **Formatting Instructions:**

The fillable text fields in each date box have been preformatted to use a plain 9.5 pt Arial font. The 7-day calendars center the text in each box; the 5-day calendars left justify.

If you just want to add a little emphasis, you can quickly and easily change any desired text to bold, italics or underlined. Simply select the text, right-click, select “Text Style” and the desired formatting style.

If you would like to change the font, the size, or the alignment of any text in any of the date boxes, there are more advanced formatting techniques available to you. See the “**Advanced Form Editing Tips**” document, which is available by clicking on the link in the “**Resources**” list on the last page of this packet.

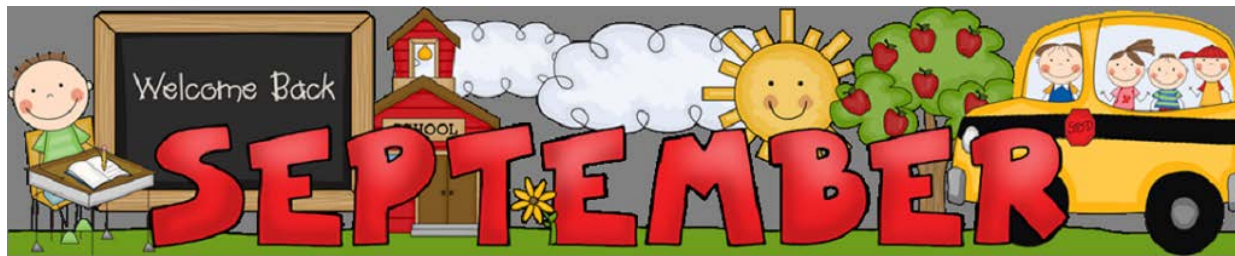
## **Printing in Black & White (Grayscale):**

The procedure for printing color PDFs in black & white or “grayscale” is determined by the printer being used. First, click the “Properties” button on the “Print...” dropdown menu page. If you don’t see any mention of grayscale, click the “Advanced” button, and look for a grayscale option there. **Be sure to “reverse” any settings you changed right after you finish printing!**

























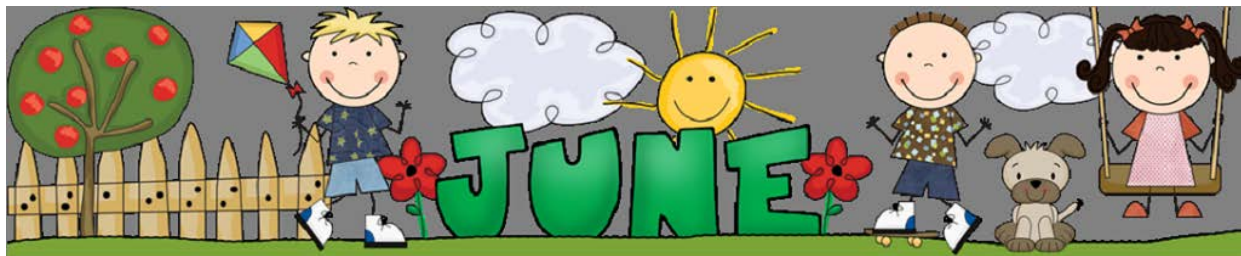










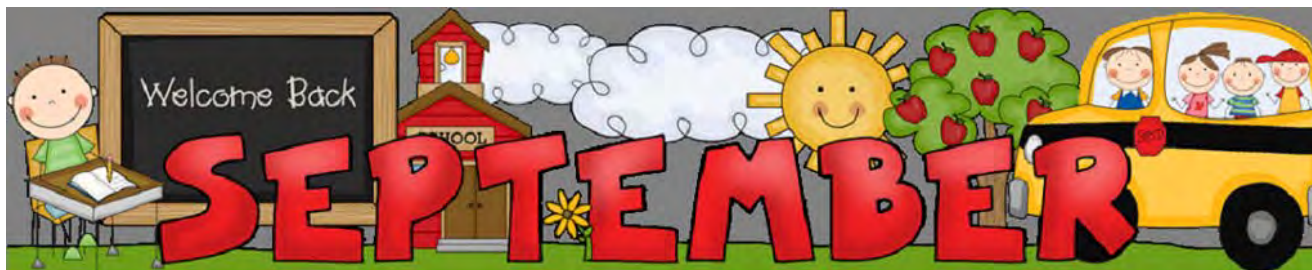







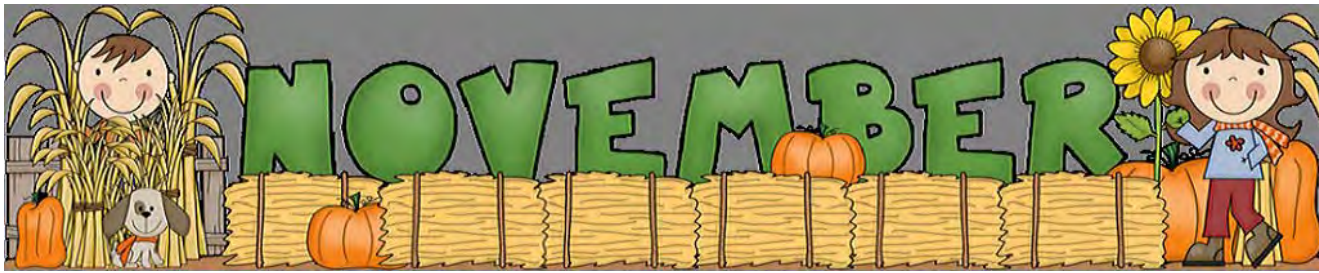


































# Resources

If you enjoyed this resource, here are some others that might be of interest to you:

[Pre-K Pages Themes in Alphabetical Order](#)

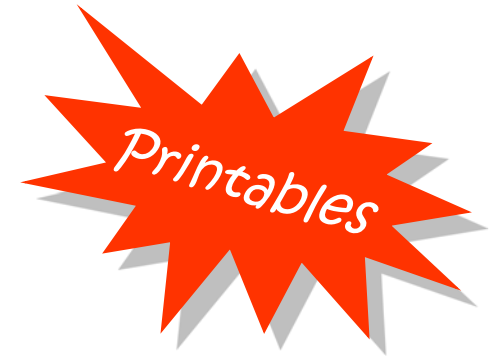
[Pre-K Pages Printable Teacher Resources](#)

[Pre-K Pages Dramatic Play Printables](#)

[Pre-K Pages Fairy Tales](#)

[Advanced Form Editing Tips](#)

Learn how to use advanced editing and formatting techniques to get your fillable forms looking **exactly** how you want them to look.



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