



Corporate Flow



Illustration



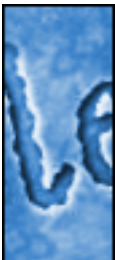
Image Editing



Automation



Web



Text Effects

Canvas Tips and Techniques



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Creating Calendars in Canvas

Create and prepare a corporate or personal calendar for printing using Canvas' Calendar tool

A professionally designed calendar can create long-term and positive impressions when they are distributed to business prospects. In addition to being used as a promotional tool, a calendar can be a thoughtful gift to family members and friends. With Canvas' multifaceted capabilities, your design ambitions are limitless. Add a corporate logo or import some personal pictures and use Canvas' renowned SpriteEffects or image filters to make your calendar stand out.

In this tutorial, we will show you how to use images and the Calendar tool that resides within Canvas to create a four-color, 12-month calendar. You'll also learn how to prepare your calendar to have it professionally printed.

Step 1

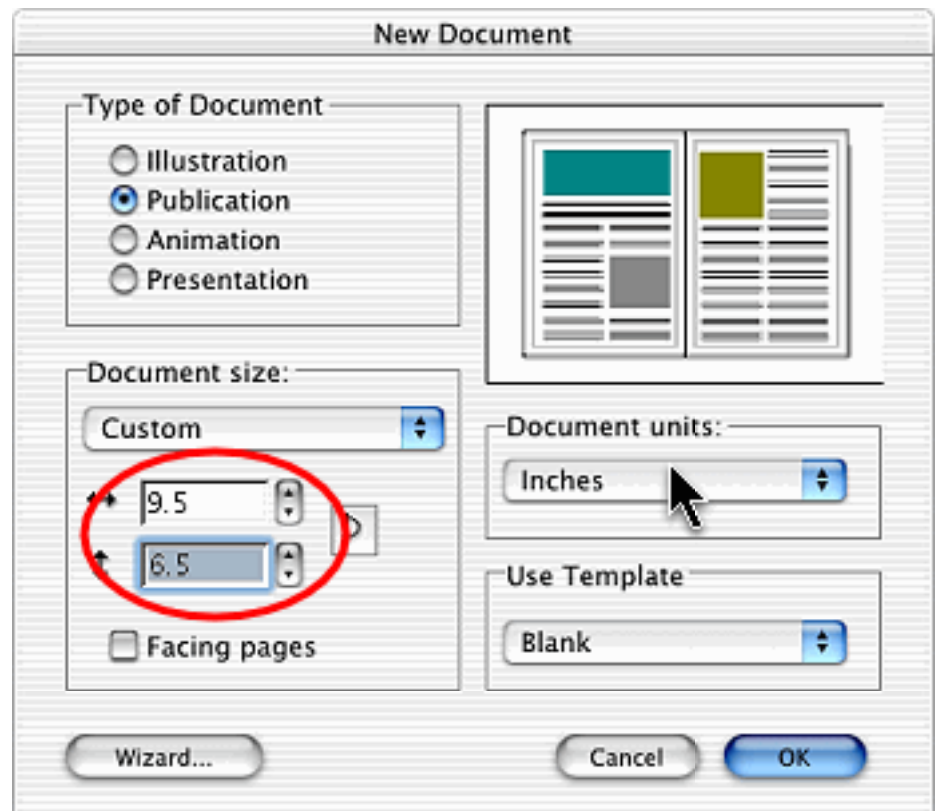
Preparing the Document

We begin by starting Canvas and opening a new Canvas Publication file. From the main menu, choose File > New.

When the New Document dialog box appears, choose Publication as Type of Document. Note that from within this dialog box you also have the option to select a different document size and set the unit of measurement for your document. If you wish, you may also choose a document from the Canvas template library.

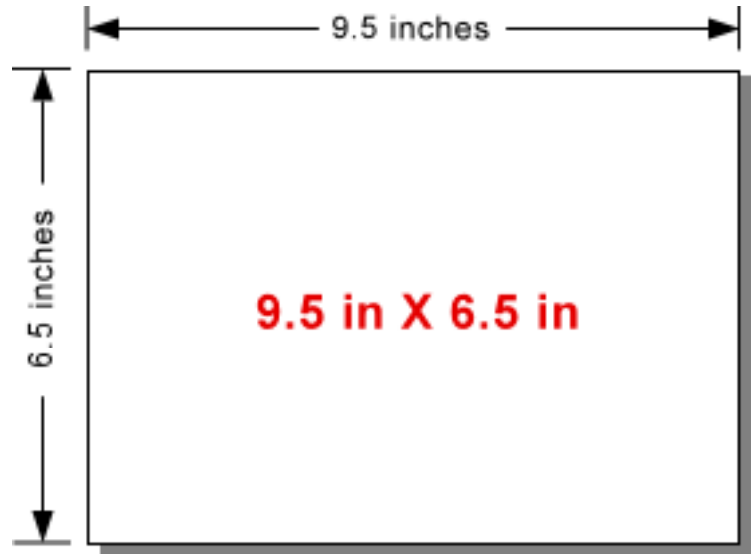
Or, to simplify matters further, you may click on the Wizard button in the lower-left corner. Doing so will activate the Document Wizard engine which will walk you through the document creation process.

After you have made your selections, click OK.



Creating Calendars in Canvas (continue)

The document size for this tutorial is 9.5 in x 6.5 in.



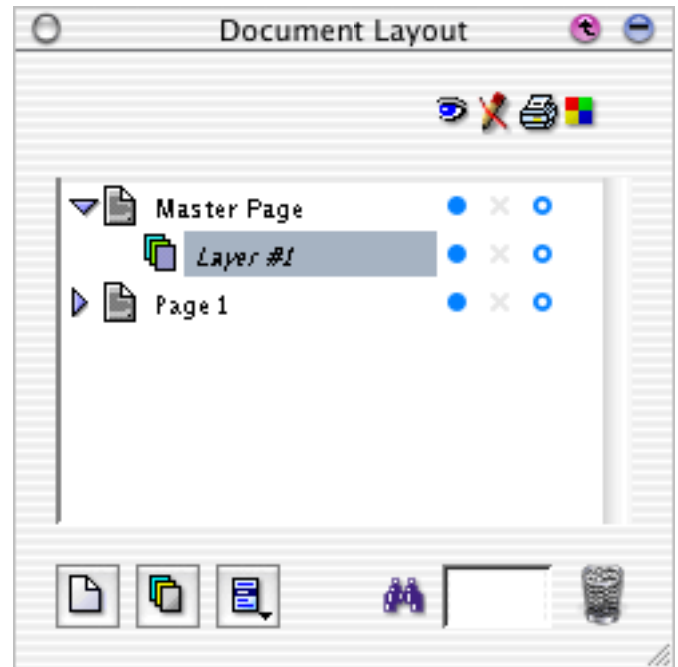
Step 2

Setting up the Master Page Layer

In this step, you can set up various things such as guide lines, registration marks, crop marks, background color, etc. To start setting up the Master Page, open the Document Layout (Layout > Document Layout) palette and click on Layer #1.



Note: Master pages are special pages. The objects on the Master Page's layers will appear on every page in a document. In the Document Layout palette, the Master Page and its layers are listed under each page where the Master Page is visible. The main Master Page is at the top of the list. By selectively hiding layers of the Master Page, you can control the Master Page appearance throughout a document or on selected pages. The Master Page at the top of the layout list can be locked.

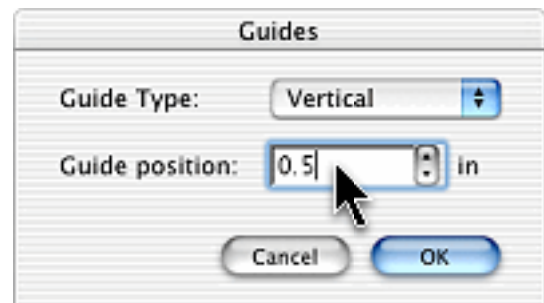


Step 3

Placing the Guide Lines

Guides Lines are used to help you organize the content within a specific area.


To create a guide, drag a guide line from the horizontal ruler and then another from the vertical ruler. Double-click on the horizontal guide line to open the Guides dialog box. Enter 0.5 in the Guide position field. Click OK. Double-click on the vertical guide line and enter 0.5 as its position. Click OK.

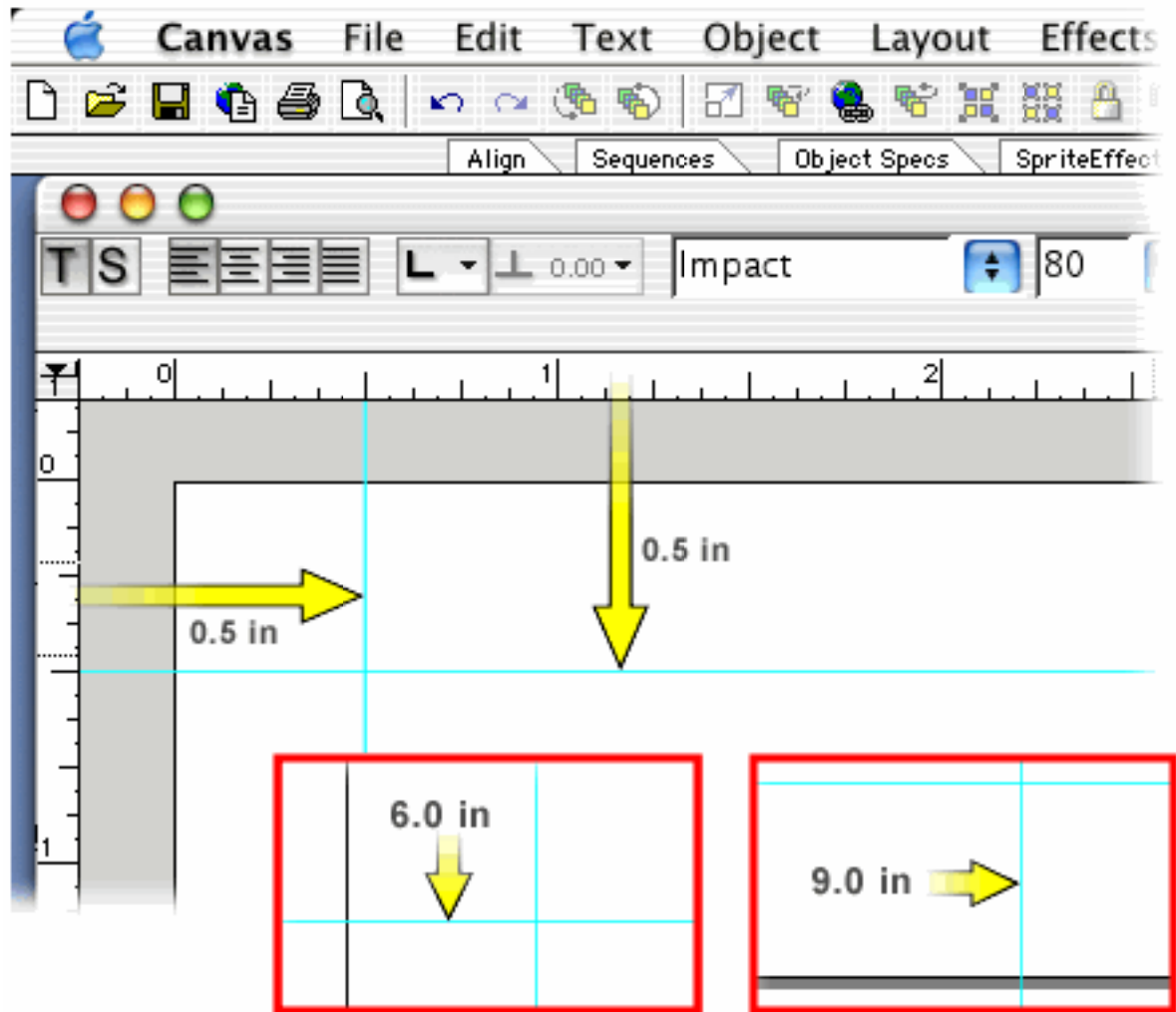


Creating Calendars in Canvas (continue)

The Guides dialog box allows you to precisely position guide lines and define lines as either vertical or horizontal.

Drag a second horizontal guide line from the ruler and enter its position as 6.0. You'll need to position a second vertical guide at 9.0.

 **Tip:** To create guides you must have your rulers visible. By default Canvas will show the rulers when you create a publication type document. If your rulers are not showing or you hid them by mistake you could get them back by selecting Layout > Display > Show Rulers from the menu bar.



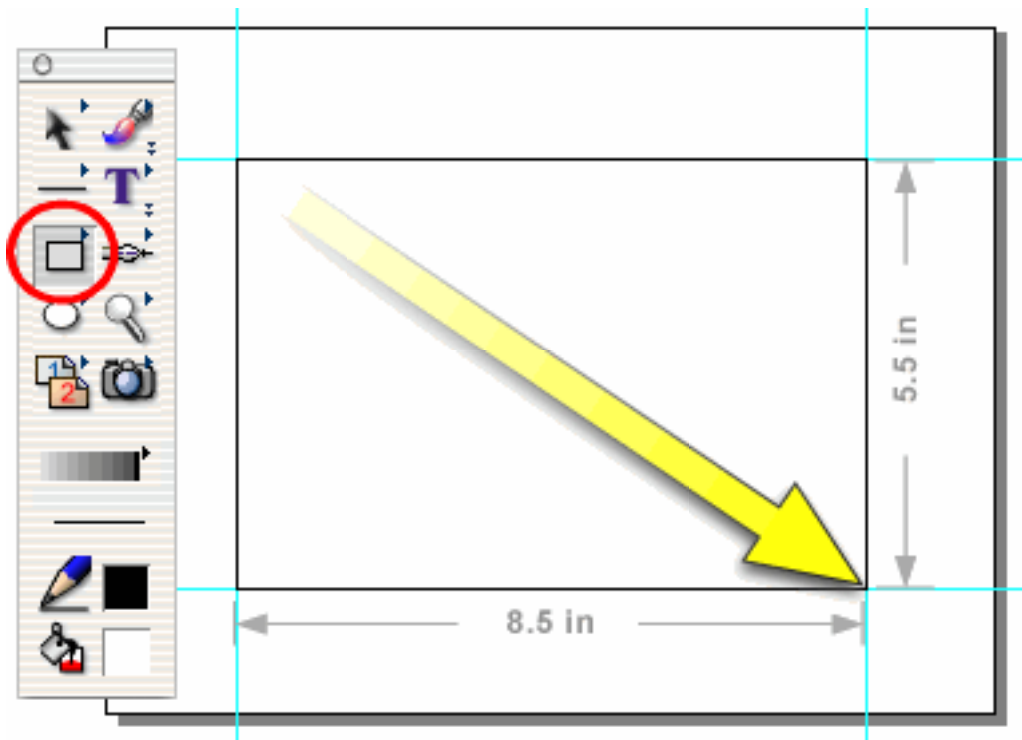
Step 4

Placing the Crop Marks and Registration Marks

In this step, you'll see how to insert crop marks and registration marks; however, you should first understand how to use both.

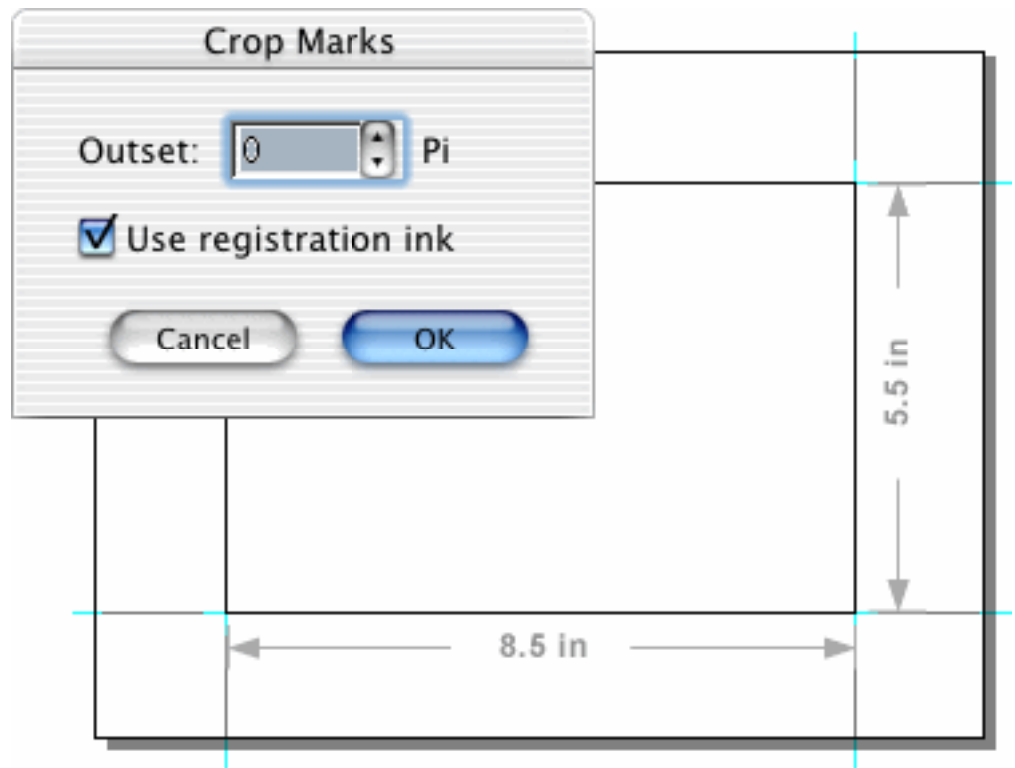
Crop Marks — are short vertical and horizontal lines that indicate the border where an illustration or page can be trimmed.

Registration Marks — is a specific symbol around a graphic for which you intend to print separations.



Creating Calendars in Canvas (continue)

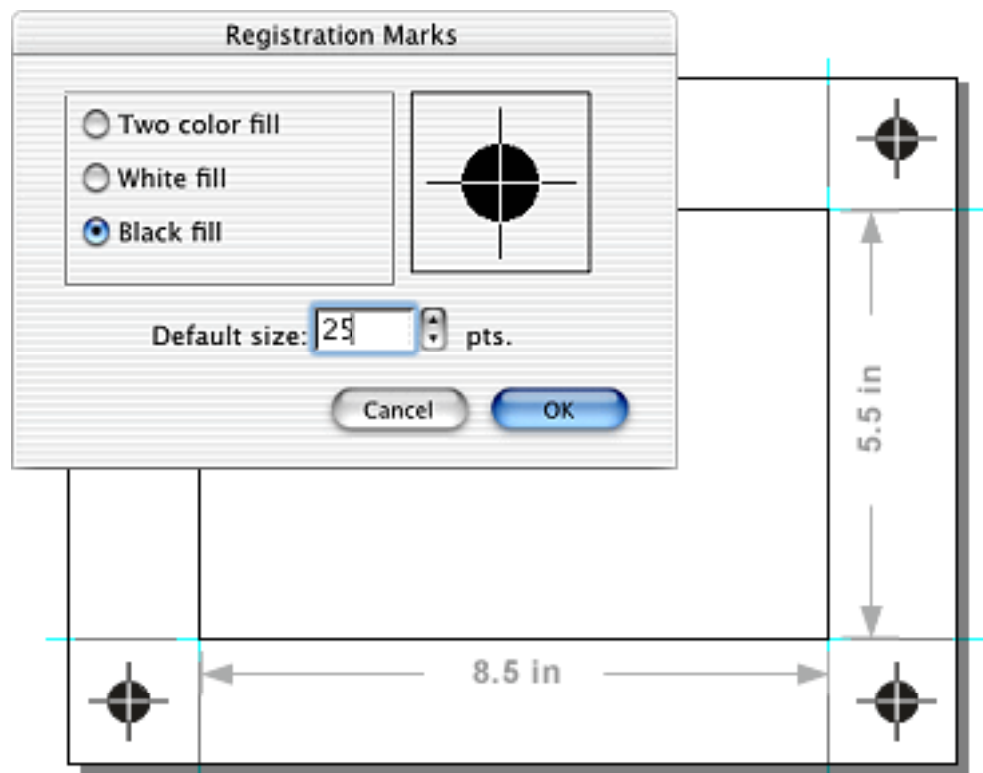
Before we insert the crop marks, we'll use the Rectangle tool to draw a rectangle within the guide lines. Select the rectangle object and choose Object > Options > Crop Marks to open the Crop Marks dialog box. In the Outset box, enter 0, with outset being the distance that you want the crop boundary to be from the selected object.



Now it's time to insert the registration marks in each corner as shown in the example to the right. In the Toolbox, double-click on the Registration Mark tool to open the Registration Marks dialog box. Select the Black fill option and enter 25 points for the default size.

The reasons to use the Registration Mark tool are:

- The size of the graphic occupies the printable area, therefore preventing the print separation marks from appearing.
- You want to lay out different graphics on a single sheet and plan to print each graphic individually.



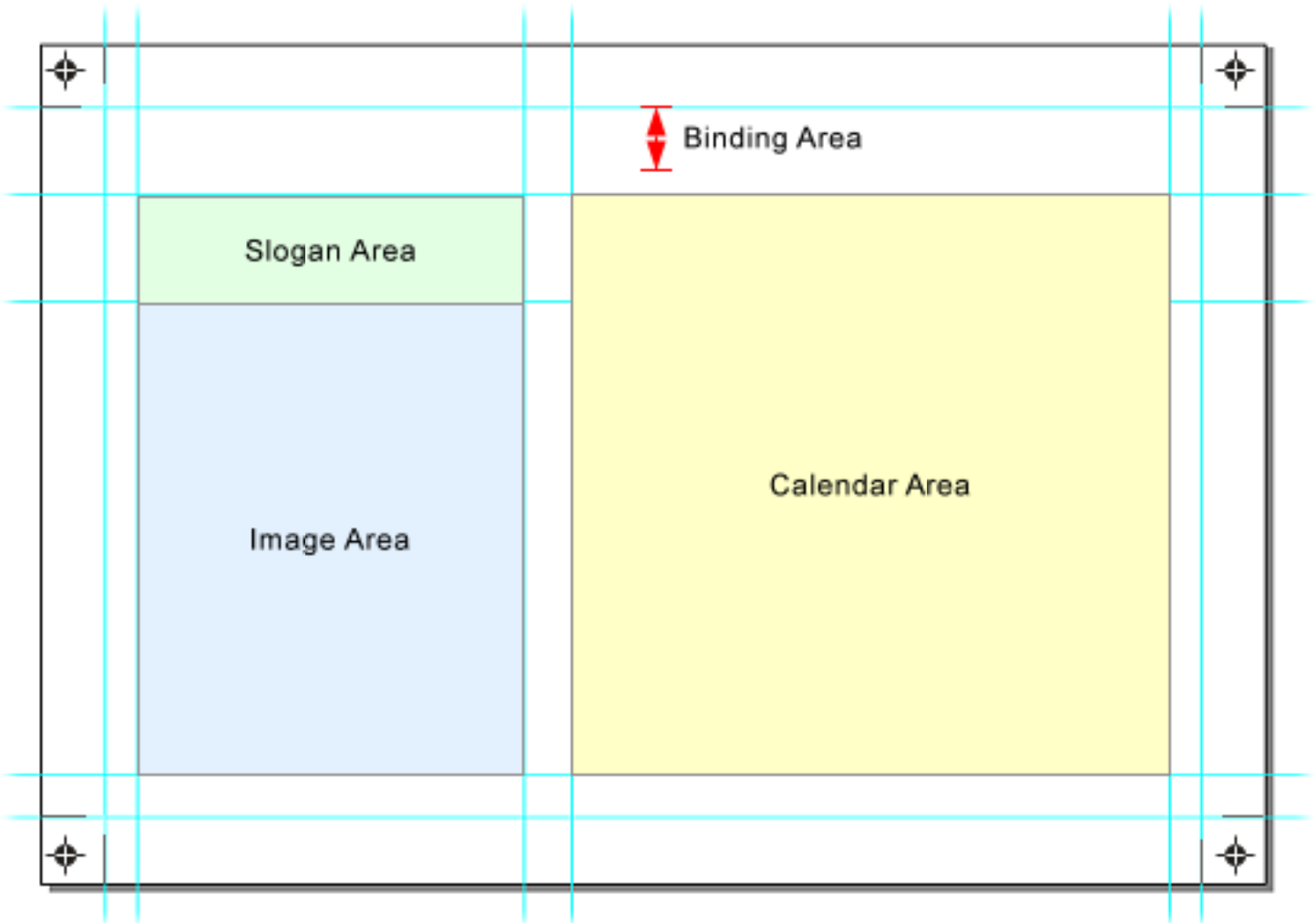
Master Page with Crop and Registration Marks

Creating Calendars in Canvas (continue)

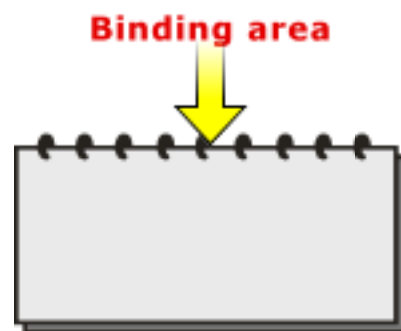
Step 5

Dividing the areas with guide lines

In this step, we're still working with the Master Page. Let's establish the composition areas for the calendar using guide lines.



Binding area refers to the space that is allocated so the final publication can be fastened, or bound.



Creating Calendars in Canvas (continue)

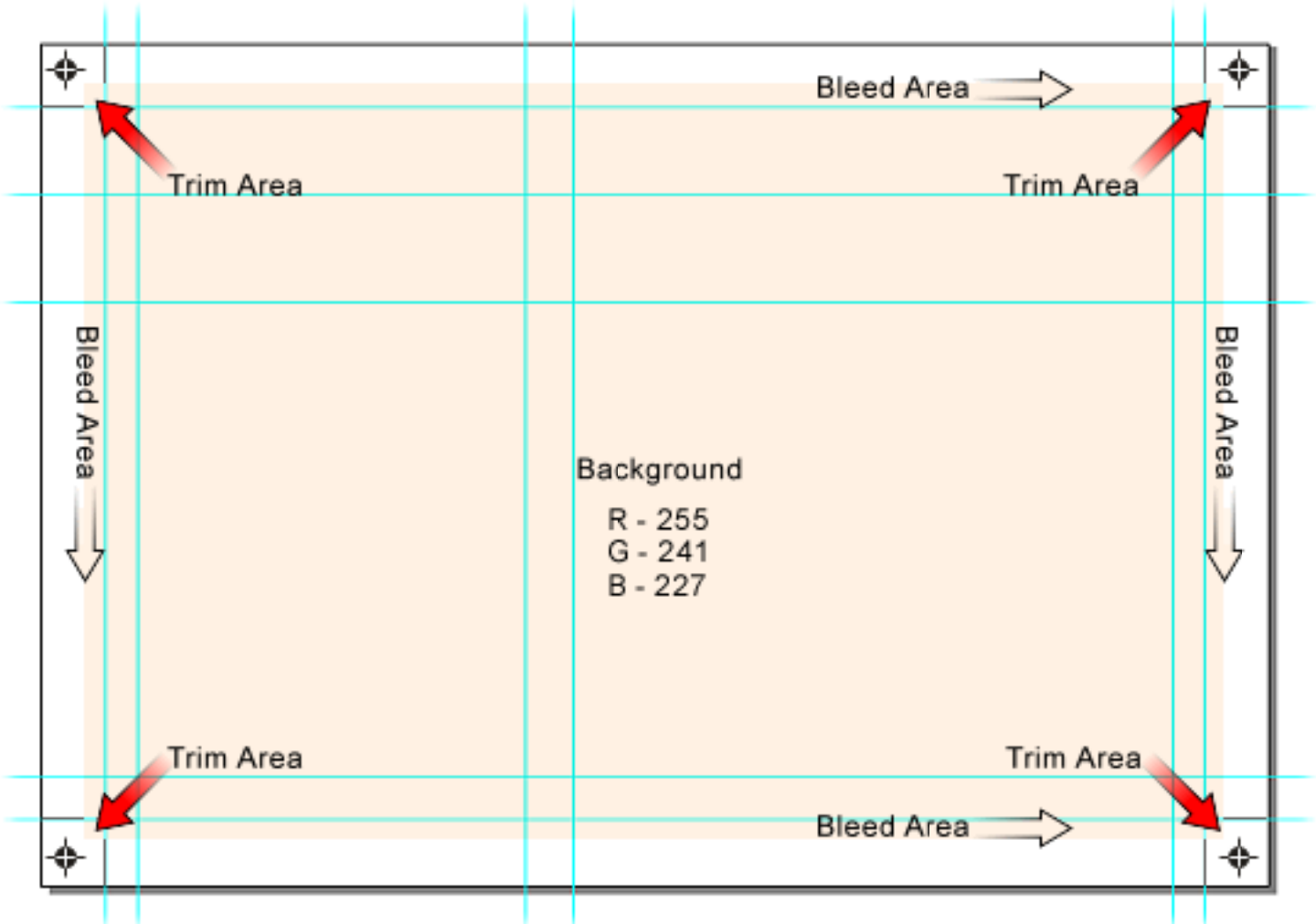
Step 6

Adding a Background

In this step, we'll create a colored background using the Rectangle tool and Inks palette.

First, select the Rectangle tool and draw a rectangle that extends beyond the trim area (red arrow). Select a fill ink for your rectangle from the Inks palette.

You may ask, "Why does the rectangle go beyond the trim area?" Using this technique creates a bleed at the edges (yellow arrow).



Tip: Bleed — The part of the printed image that extends beyond the edge of the page. The bleed ensures that the final image goes right to the edge of the paper after binding and trimming.


Step 7

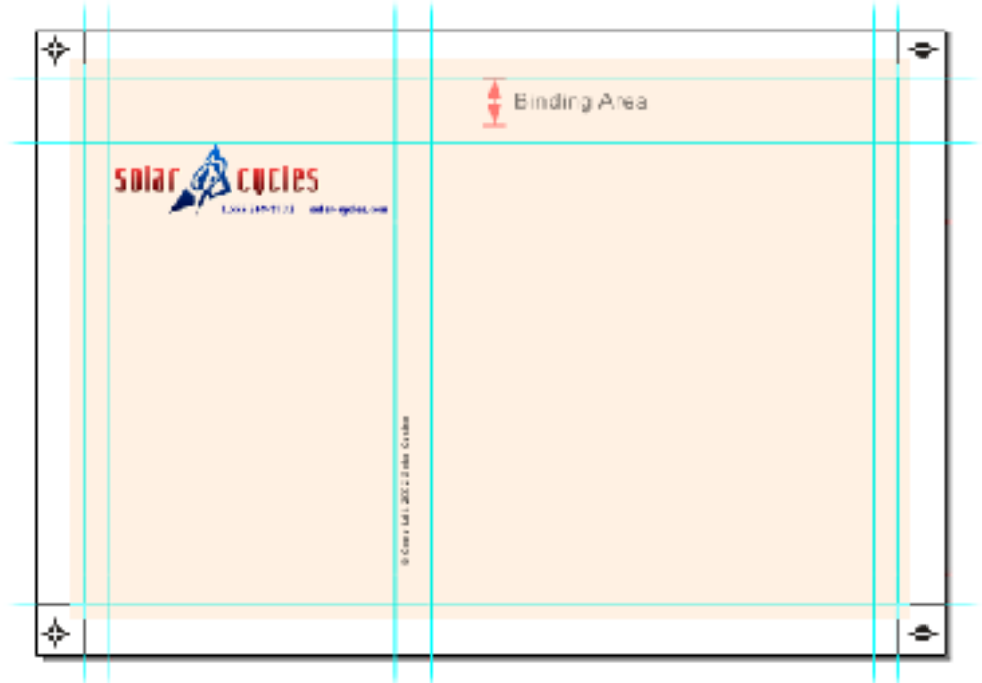
Placing a Corporate Logo

Remember that we are still working with the Master Page.

Now we will place the images and text that will appear on all pages; e.g., the corporate logo, as well as corporate and copyright information.

Creating Calendars in Canvas (continue)

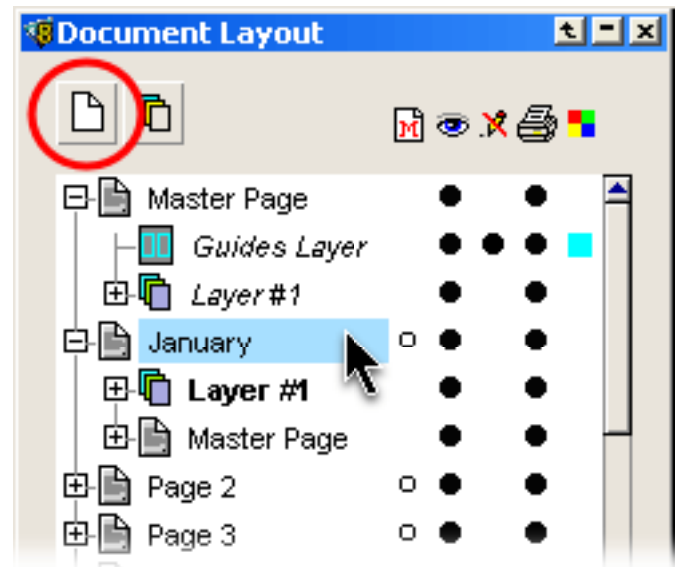
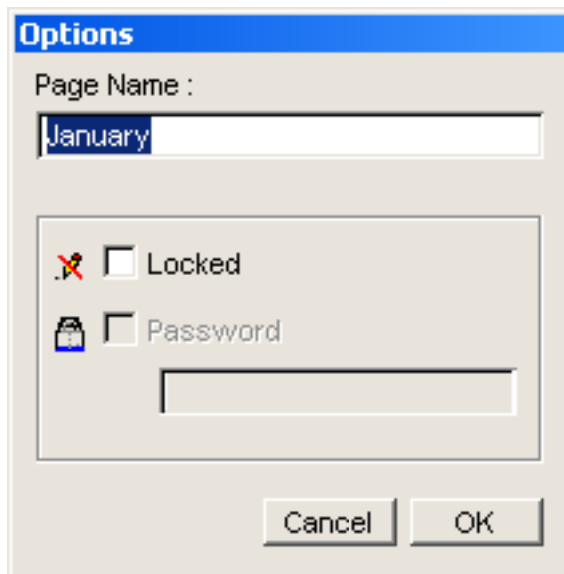
We'll use the Text tool () to insert the copyright information. Click the tool within the document to set an insertion point. For the copyright information, we'll insert the copyright symbol (©) by choosing Text > Insert > © Copyright Sign. Type the remainder copyright text. We'll now rotate the text object. Select the text object with the Selection tool. Then, choose Effect > Rotate Right > 90°. Move the text object to its correct position as shown in the example.



Step 8

Inserting pages

Now we'll work on the body pages. Using the Document Layout palette (Layout > Document Layout), add 11 new pages. Then, in order, rename each page with the name of a month. To do so, double-click on each page in the Document Layout palette to open the Options dialog box. Enter the name in the Page Name field and press OK.




Document Layout dialog box


Creating Calendars in Canvas (continue)

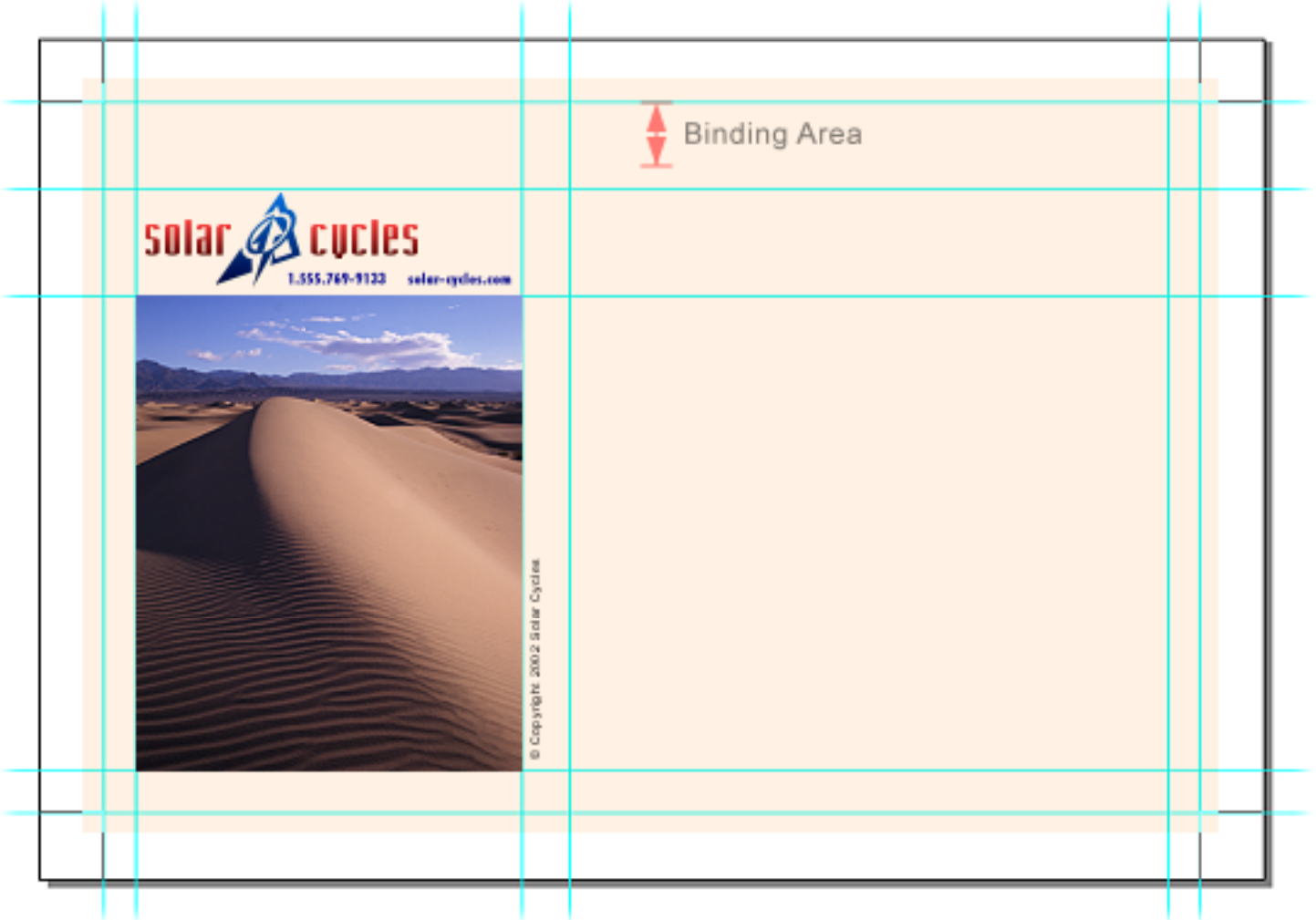
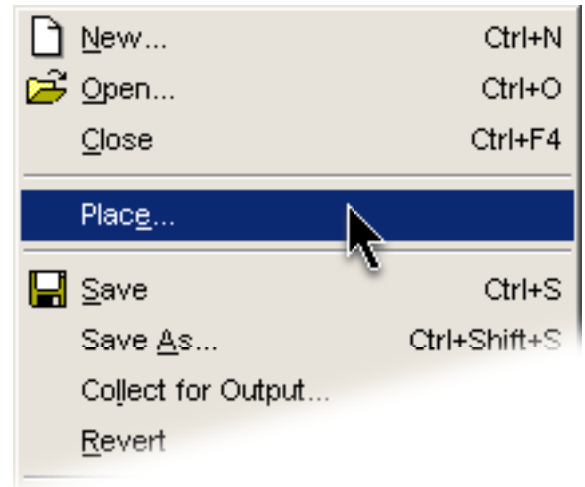
Step 9

Placing images

Next, find the photo you want to insert into the document by choosing File > Place.

 **Tip:** To achieve the best results, you should work with images with a resolution of 300 ppi or higher.

After you have the image in Canvas, select it and move it into the image area that we defined in step 6. If the image doesn't quite fit within the image area, trim it using the Crop tool .



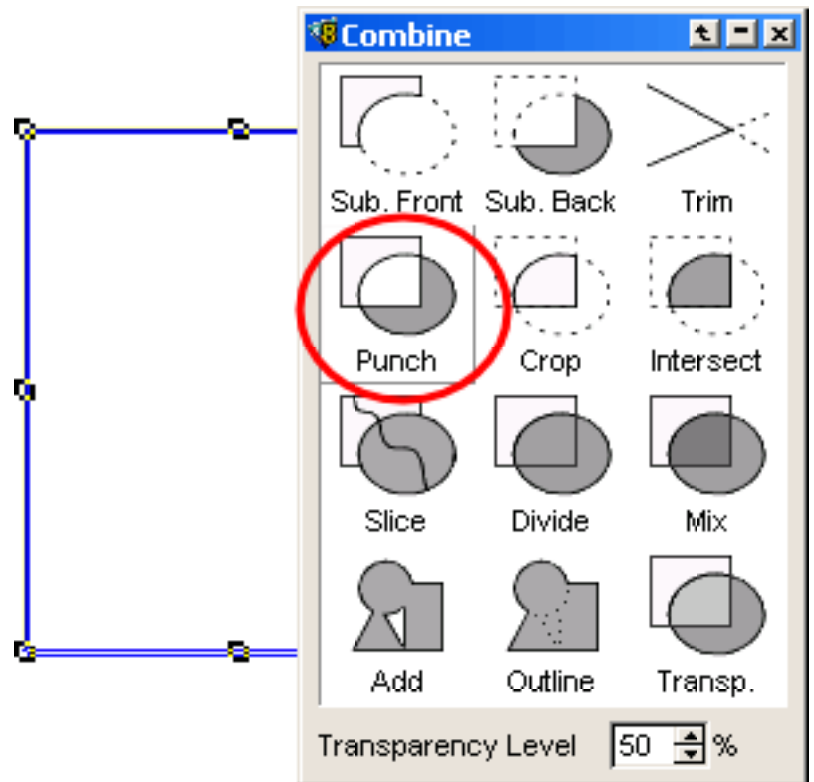
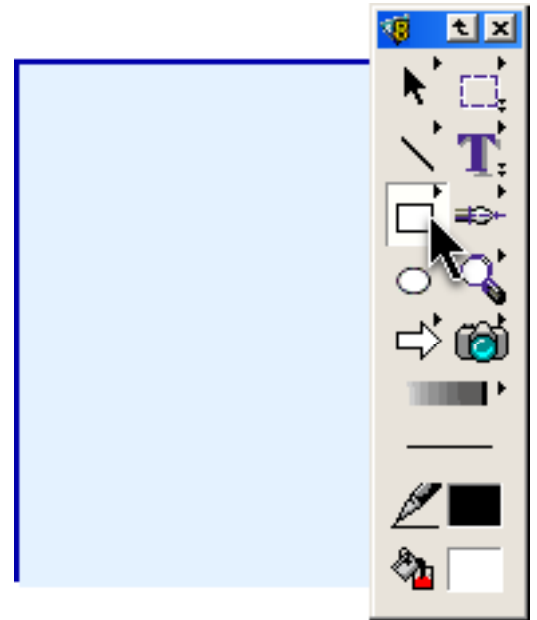
Creating Calendars in Canvas (continue)

If you want to make your images stand out even more, you can also add a border. With the Rectangle tool, create a rectangle that is the same size as the image. Then, choose Edit > Replicate to create an exact copy at the same position.

Now, with the arrow keys, move the replicated rectangle two times to the right and two times down. Select both rectangles and choose Effects > Combine. Select Punch as the Combine method. Select the right border and move it two times to the left and two times up.



Image with border.



Step 10

Creating the Calendar


Now it's time to use the Calendar tool. First, select the Calendar tool from the toolbox, your cursor will now appear as a crosshair.

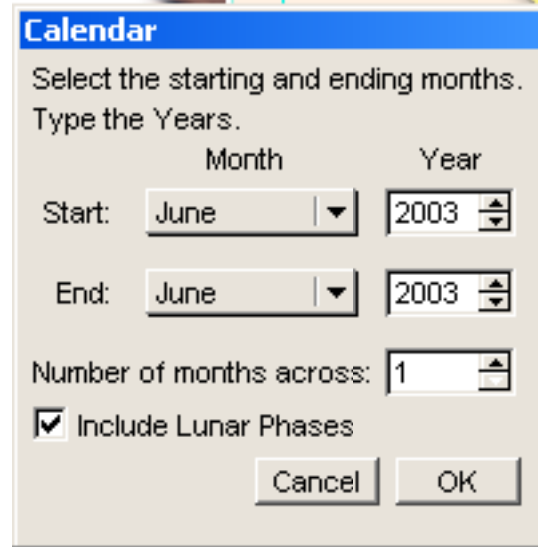


Creating Calendars in Canvas (continue)

Drag the crosshair within the calendar area. Next, the Calendar dialog box will open so you can define your calendar.

From this dialog box you will select the start and end months for your calendar as well as the years. Since we are displaying each month on a separate page, we will enter June as the starting and ending month as well as 2003 for the year. We'll select 1 as the number of months across. When you are ready select OK.

 **Tip:** In the box Number of months across, enter the number of columns; e.g., if your calendar is for 8 months and you enter 4 in this field, your calendar would have 4 columns and 2 rows.



Calendar

Select the starting and ending months.
Type the Years.

Month Year

Start: June 2003

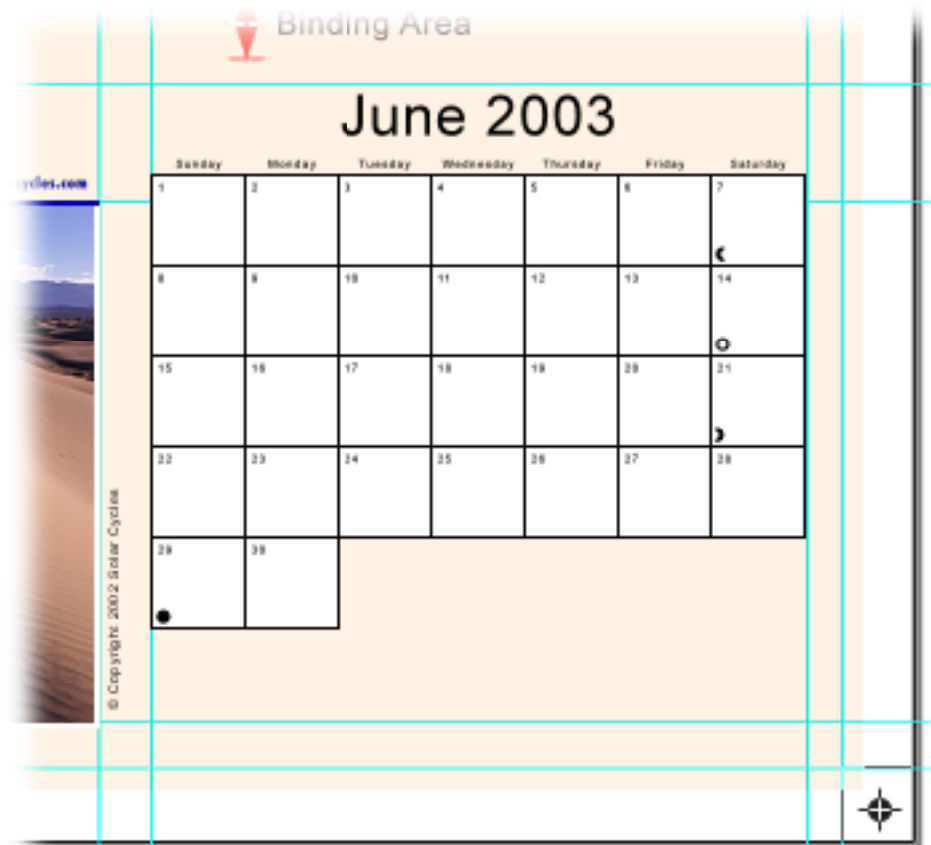
End: June 2003

Number of months across: 1

Include Lunar Phases

Cancel OK

Your June 2003 calendar will appear just like the example on the right.



June 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 ☾
8	9	10	11	12	13	14 ☉
15	16	17	18	19	20	21 ☽
22	23	24	25	26	27	28
29 ●	30					

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The calendar object as it appears in the calendar area.

Creating Calendars in Canvas (continue)

So that your calendar object blends in with the document background, change the ink fill color to "No Color". To do this select the calendar object and click on the fill inks icon to open the Inks palette. Click on the Color tab and select the No Color ink cell.

You can also perform this step before creating your calendar object.




Step 11


Customizing your calendar

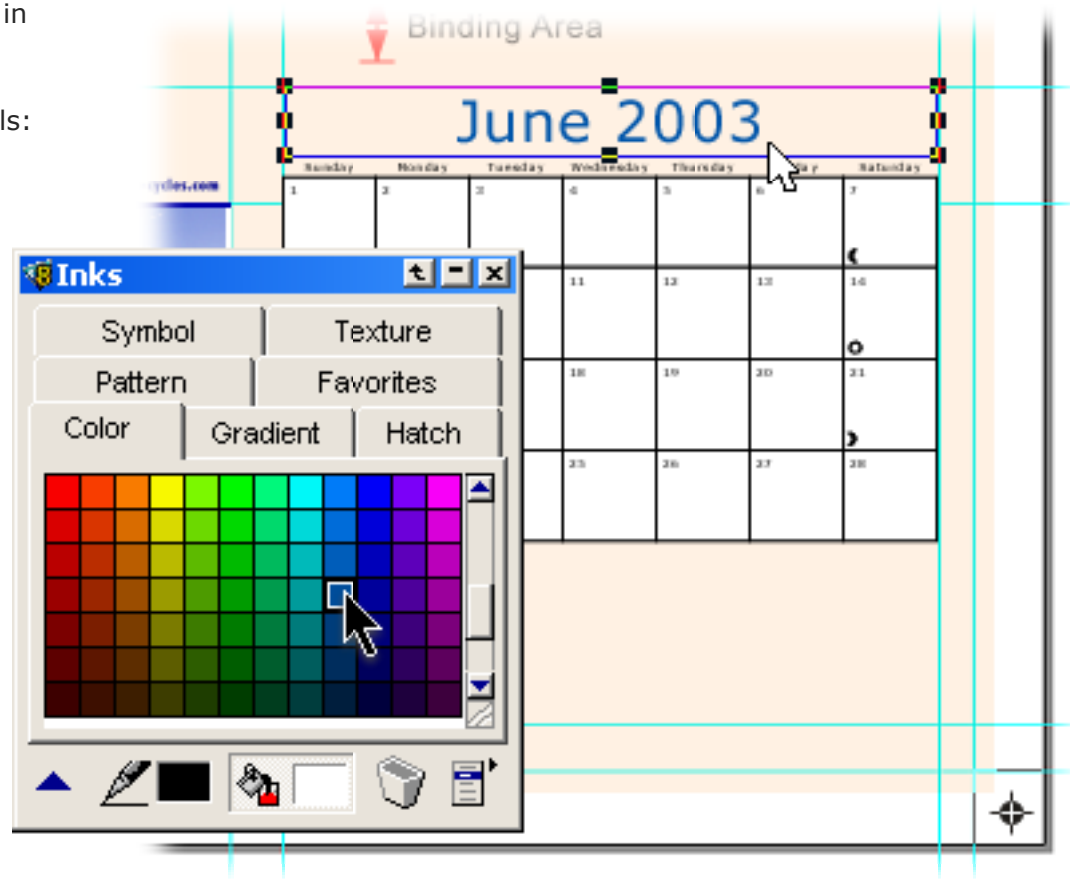
You can change the calendar's font as well as the font color. To change the font, select the calendar and choose Text > Font. Select your favorite font. To change the color, use the Direct Group Selection tool located in the Selection tools palette.

Selecting objects with selection tools:


The Selection tool (a filled arrow) selects any object you click. The Selection tool is the default tool when you start Canvas. All selection tools are in the Selection tools palette.


 **Selection tool** Select this tool when you need to Select a single object. To select multiple objects, Shift-click.


 **Direct Edit Selection tool** This tool allows you to select all curve-edit points of an object in one step. Merely select this tool and then click on a vector object to place that object into edit mode.



Creating Calendars in Canvas (continue)

 **Direct Group Selection tool** Using this tool, you may select individual objects within a group without needing to ungroup the object.

 **Lasso Selection tool** Select this tool and then encircle or “draw” a line around an object or series of objects. Doing this will select all of the objects that are touching the selection. You can also use this tool to select objects by simply drawing a line through them.

 **Direct Edit Lasso tool** You can quickly edit any path point of an object by enclosing it with this tool. This feature places the object or objects into Edit Mode and highlights the edit points that fall inside the selection area drawn by the Direct Edit Lasso Tool. Likewise, you may also draw a line through an object to allow editing of a path point.

Step 12

Saving the Calendar as EPS format

EPS (Encapsulated PostScript) is the file format that is most widely accepted by professional printers and service bureaus. Since this project calls for the calendar to be printed and bound by a service bureau, EPS is the logical choice.

To save a file in EPS format, choose File > Save As. In the Save dialog box, select EPSF format and click Save. The EPSF Export Options dialog box opens.

- **EPSF Type**

Choose EPS to create a composite (non-separated) EPS file.

- **Page Range**

To save a range of pages, enter the starting and ending page numbers in the From and To boxes.

- **Preview**

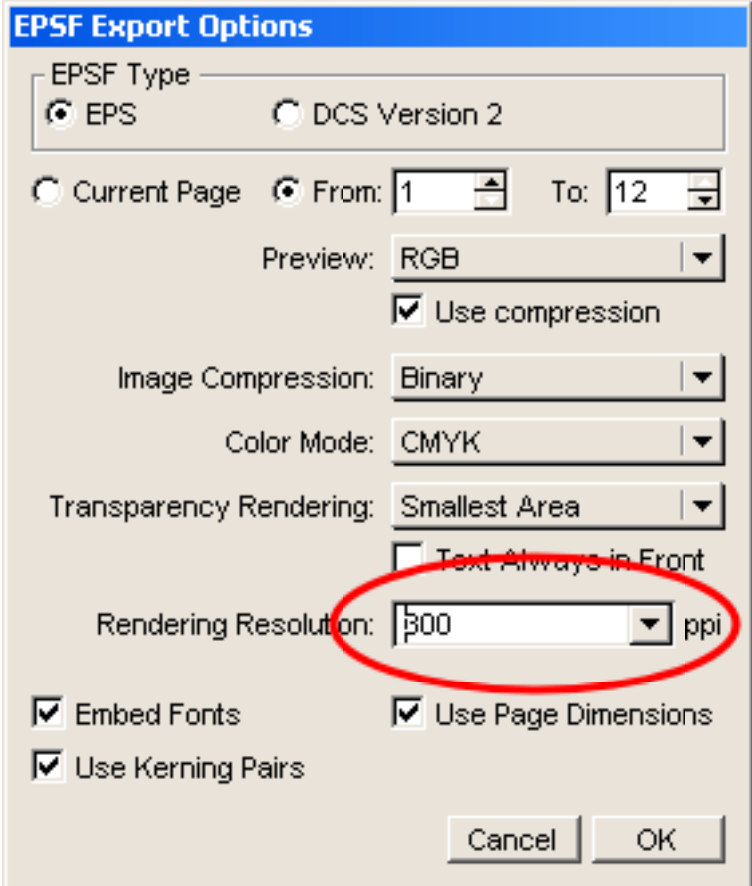
Select a format to store a preview image in the EPS file. Canvas and other programs that support EPS previews will display the preview when the EPS file is placed in a document. The image format and color mode you select are applied to the preview image only.

- **Use Compression**

Select this option to compress TIFF preview images.

- **Image Compression**

Select a format for storing raster image data. Binary is the most compact non-compressed format.



The screenshot shows the 'EPSF Export Options' dialog box. The 'EPSF Type' section has 'EPS' selected. The 'Page Range' section has 'From: 1' and 'To: 12'. The 'Preview' section has 'RGB' selected. The 'Image Compression' section has 'Binary' selected. The 'Color Mode' section has 'CMYK' selected. The 'Transparency Rendering' section has 'Smallest Area' selected. The 'Text Always in Front' checkbox is unchecked. The 'Rendering Resolution' field is circled in red and set to '300 ppi'. The 'Embed Fonts', 'Use Page Dimensions', and 'Use Kerning Pairs' checkboxes are all checked. The 'Cancel' and 'OK' buttons are at the bottom right.

Creating Calendars in Canvas (continue)

- **Color Mode**

Select CMYK since the calendar will be printed.

- **Transparency Rendering**

Smallest Area results in rendering the minimum area necessary to show transparency and SpriteEffects.

- **Rendering Resolution**

Select a resolution for rendering effects. In general, specify a resolution based on the publication requirements for images. In this case, we selected 300 ppi.

- **Fonts**

Select Embed Fonts (Windows) or Include PS Fonts (Mac) to include the document's fonts.

- **Use Page Dimensions**

Select this option to save the full area of the document page in the EPS file.



Note: When you save a Canvas document in EPS format, you could lose specialized objects and attributes that are not supported in EPS. Canvas transparency effects are rendered and stored as images in EPS graphics, using the Transparency Rendering option and resolution that you select.

Click OK to save the document. The file is now ready to be sent out to print and bind.

