(Approx. 675 words)

**Create a 2022 Calendar**

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**INTRODUCTION**

As I did for 2021, I have posted 2022 calendar files for downloading. The files are available for LibreOffice Impress and PowerPoint 365. You can add your photos and calendar events, change fonts, and generally customize as you like.

If you are not familiar with LibreOffice, it is a suite of office productivity apps that provide roughly the same functionality as Microsoft Office and is available for free downloading and use. Try it by downloading for Windows, Macintosh, and Linux at <https://www.libreoffice.org/>. If you like LibreOffice, then you can stop paying those Microsoft Office subscription fees.



There are two different calendar layouts. Initially, I prepared calendars for my use in a **full-page calendar layout**: photos for a month occupy one full 8.5×11-inch page, and the calendar for the month occupies another full page. The full-page layout calendar pages would be printed in Landscape orientation, and the photo(s) for February would be printed on the back of the calendar page for January.

I use comb binding: I bought a machine to punch binding holes in each page and insert a cylindrical plastic comb in those holes. In **illustration 1**, you can see an example calendar with the white cylindrical comb teeth inserted in holes punched in the paper.

Starting in 2021, I also prepared calendar files in a **compact layout;** each calendar for the month occupies the lower half of an 8.5×11-inch page, and the photos occupy the top half of the same page. In addition, the Compact layout calendar pages would be printed in Portrait orientation.

If the difference between the two calendar formats is not clear to you, download each calendar file for your software and compare them.

***Illustration 11***

The advantage of the compact format is savings in terms of paper and ink used. Typically, you would bind the compact format calendar pages at the top.

In each of the files, the area for photos is left blank. Additionally, each calendar month page is a Table, and each day is a cell in the Table. In each day-cell, you can enter event info for birthdays, anniversaries, and so forth. I have already added US Federal holidays.

**HERE ARE THE HYPERLINKS TO THE 2022 CALENDAR FILES**

[2022 PowerPoint 365 full-page calendar](https://drive.google.com/uc?id=1Wj9g9cx6XUf2pcRdnoUTKC20igBqcM0B&export=download)

[2022 PowerPoint 365 compact calendar](https://drive.google.com/uc?id=1Ek4UyOymMiOrwu2LavCp6s-4SjdDBQj0&export=download)

[2022 Impress full-page calendar](https://drive.google.com/uc?id=1UbVY4mwygvjBW2D1kp8uPtBadnI87cC4&export=download)

[2022 Impress compact calendar](https://drive.google.com/uc?id=1Qb7BhgcBsLqxRrWeqrOTkj4NOdL09-fE&export=download)

I have already prepared the 2023 calendar files. I will remove the 2022 files at some point in 2023 and post the 2023 files. Therefore, the hyperlinks for the 2023 files will **not** be the same ones that are shown above. I will announce those hyperlinks in a later article.

**GLOSSY PAPER AVAILABILITY**

I have been printing calendars on my HP DeskJet 7110 printer for the past few years using HP 2-sided glossy brochure/flyer paper. When I last bought that paper in 2019, the cost was about 22 cents per sheet. The HP product ID is Q1987A. I still have about half of a package of that paper on hand, with the wrapper showing that product ID.

Since I used most of my stock of that paper when I printed my 2021 calendar last year, and the remaining stock is not enough for my annual calendar production, I decided to go shopping online. Amazon sells HP 2-sided glossy brochure/flyer paper for $39.61/150 sheet pack: 26 cents per sheet. Staples brand is $33.98/150 sheet pack.

Note: for calendar printing purposes, stay away from any paper described as "trifold." HP, for instance, scores its trifold paper to enable easy folding. The score lines will be visible in any print you make.

ABOUT THE AUTHOR: John Krout has been writing about creative uses of personal computers since the early 1980s. Now he also writes about smartphones, tablets, and digital cameras. He retired in 2021 after working as a federal contractor software engineer for 30+ years and lives in Arlington, VA, with his son, many computers, digital cameras, and too many cats.