



2015 *Personal Progress* Calendar

Assembly Instructions

This project © Neisha Sykes
DO NOT SHARE THIS ELECTRONIC FILE!
You may make printed paper copies for Church or personal use.
[Download calendar pages from www.hangaribbononthemoon.com]

Encourage your Young Women with a Personal Progress calendar! This six-by-six-inch calendar fits perfectly in a locker, on a desk or dresser or hanging next to a mirror. The calendar features interactive elements including a plan-for-the-year page, Personal Progress goals, favorite scripture page, monthly personal goal areas and a year-in-review evaluation page plus a testimony page. Optional blank and journal pages also included! Every month includes a calendar page plus a customizable Personal Progress page with monthly value, quote, scripture, personal goal and Personal Progress goal areas.

To customize areas in the interactive, editable PDF file:

1. Open PDF file in Adobe Reader. If you don't have Adobe Reader on your computer, download it for free from http://get.adobe.com/reader/.
2. Type your text into the text boxes on each page. Font and size will be automatically chosen for you. If you wish to use alternate fonts/sizing, you will need to open up the individual JPEG files in your word-processing/photo-editing software and add your own text boxes.
3. Save..
4. Print out pages.

After assembling calendars, you can personalize each calendar with optional scrapbooking embellishments, ribbons and buttons and your choice of papers and cardstock.

Use a Zutter Bind-It-All (http://www.binditall.com/Binditall.html), Cerlox, stapler, ribbons or rings to bind each calendar. For the standing version, the Zutter or Cerlox methods with chipboard covers are recommended. NOTE: If you want to use chipboard covers, make sure you have a way to punch holes in them (Zutter or Crop-A-Dile). These instructions are for the Zutter Bind-It-All method. Adapt as necessary for your desired binding selection.

NOTE: All images in these instructions show the 2014 calendar. Assembly is the same for the 2015 version.

Equipment:

- Scissors
- Paper Cutter
- Glue (incl. E600 for gluing rhinestones to brads, if desired)
- Crop-A-Dile or small hole punch
- Zutter Bind-It-All or equipment for other binding method
- Computer and printer (color preferred)



Supplies:

- 2 6x6-inch chipboard covers
- 1 6x6-inch piece patterned paper for cover (if using cover label)
- 1 6x6-inch piece patterned paper for back cover (opt.)
- 13 6x6-inch pieces cardstock, colors to match covers (more if adding extra blank pages)
- 2 brads (for stand-up version)
- 2 rhinestones (if blinging up brads)
- 6-inch piece string (for stand-up version)
- Magnetic tape or magnets (for hanging version)
- Paper for printing
- Embellishments as desired
- 6-inch piece Owire (if using Zutter Bind-It-All) OR
- Other binding supplies as desired



Assembly Instructions:

Preparation:

1. Gather necessary supplies. Cut cardstock and patterned paper to 6x6-inch size using paper cutter.

2. Add text to interactive PDF and print out calendar pages, monthly goal pages, front cover, scriptures page, journaling pages and testimony page and/or extra optional blank/journaling pages. Save. Cut out.

3. Prepare covers. Glue patterned papers and/or full cover page/cardstock to front and back chipboard covers.

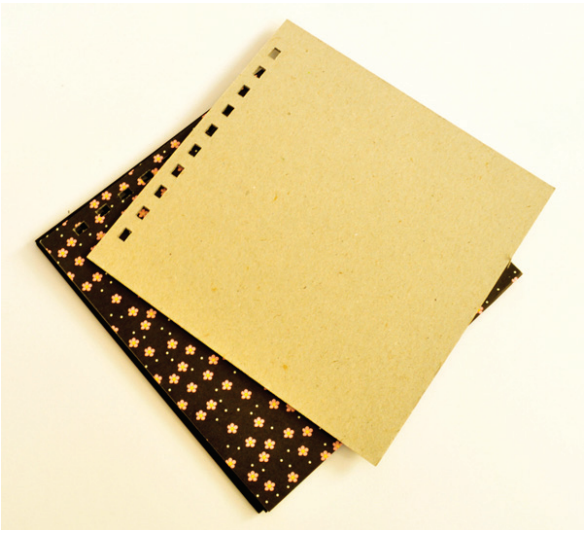
Binding:

1. Stack cardstock pages in this order: front cover (paper+chipboard), cardstock pages, back cover.

2. Insert a few pages at a time, including the covers, into Zutter Bind-It-All and punch so that there are ten holes centered across the top. The Zutter Instruction Manual explains how to do this. Repeat until each page and cover has binding holes along top. HINT: Make a test page and adjust settings as needed before punching.

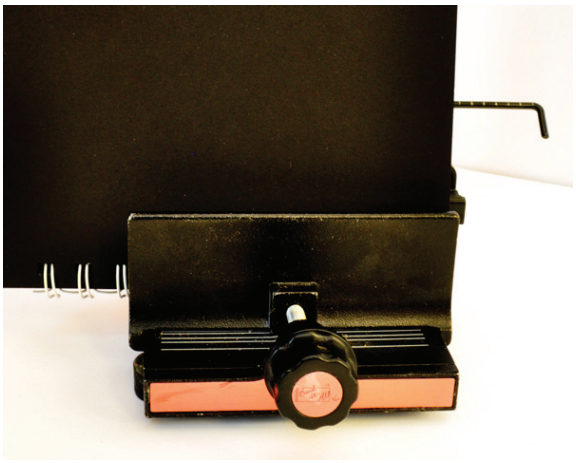


3. Rotate back cover onto top of stack so patterned-paper sides (outsides) are together.



4. Insert Owire into punched holes, putting small loops on the cardstock side so that the large loops are towards the inside of the back cover. (Both covers should still be together in the stack.)





5. Insert Owire-threaded calendar into Zutter Bind-It_All, Owire down, according to Bind-It-All Instruction Manual. Hold calendar vertically while closing loops in Owire. Once calendar is bound, rotate back cover to back. Now you're ready to glue in the calendar pages!



Glue in Pages:

For Standing Calendar: Open calendar fully so it lays flat and then glue cut printed pages to cardstock/front and back covers, making sure that the top of each printed page is on the binding side of the cardstock. [See next page for hanging calendar placement and for page order for both versions.]



Above: Standing Calendar Page Placement
Note that tops of pages are next to Owire/binding.

For Hanging Calendar: Open calendar fully so it lays flat and then glue monthly goal pages (odd) so that the top of the page is at the bottom of the cardstock. Glue calendar pages (even) so that the top of the page is on the binding side of the cardstock.



Above: Hanging Calendar Page Placement
Note placement of goal and calendar pages.

Important: You will be gluing pages on both sides of the cardstock pages as well as inside the front and back covers.

If you are replacing pages with blank/journaling pages and/or adding blank pages, adjust page order and number of pages as needed.

Page Order:

1. My Plans 20xx (inside front cover)
2. Scriptures 20xx (front of first piece of cardstock)
3. January goal page
4. January calendar page
5. February goal page
6. February calendar page
7. March goal page
8. March calendar page
9. April goal page
10. April calendar page
11. May goal page
12. May calendar page
13. June goal page
14. June calendar page
15. July goal page
16. July calendar page
17. August goal page
18. August calendar page
19. September goal page
20. September calendar page
21. October goal page
22. October calendar page
23. November goal page
24. November calendar page
25. December goal page
26. December calendar page
27. Testimony page (back of last piece of cardstock)
28. In Review: 20xx page (glue inside back cover)

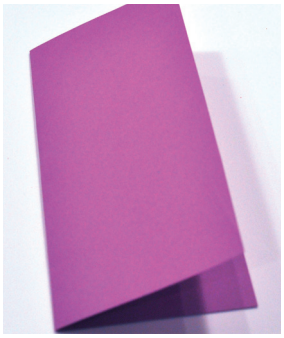
Finishing:

1. Glue cover label to front of calendar if not using full cover.

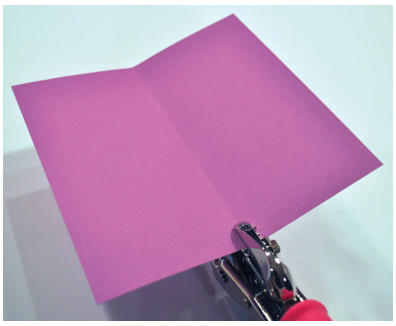


For Standing Calendar:

1. Using Crop-A-Dile or other punching tool, punch a 1/8-inch hole in the center of the bottom of the front cover, about 1/4-inch from edge. I like to make a template to help me get holes in correct position. Here's how to make one:



Fold a piece of six-by-six inch paper in half, then unfold it.



Using a ruler, make a mark in the fold, about 1/4-inch from the edge. Punch a hole where you made the mark.



To punch holes in covers using template, align template along the bottom of the page you want to punch, then punch or mark where the hole is to guide you as you punch.



2. Punch a hole in the same location on the bottom edge of back cover.



3. If desired, glue rhinestones to brads using E600. Insert one brad into each hole in the front and back of calendar and fold tines outward, locking it in place.



4. Wrap one end of string a few times between brad and back cover.

5. To make calendar stand up, flip front cover towards back cover. Hold covers apart so that bottoms are about two to three inches apart. Wind free end of string around brad on front cover so that string between covers is about two– to three–inches.



7. Stand calendar on flat surface. Flip pages over at the end of each month.

8. Embellish as desired.

For Hanging Calendar:

1. Create hole–punch template as noted previously.
2. Punch hanging–hole about 1/4–inch from edge in bottom of front and back cover as well as on each cardstock page using hole–punch template. If making calendar to hang in a locker, glue magnets or magnet strip on front cover. You can use a brad inserted in the hanging holes to secure month pages as you turn them.

3. Embellish as desired.



