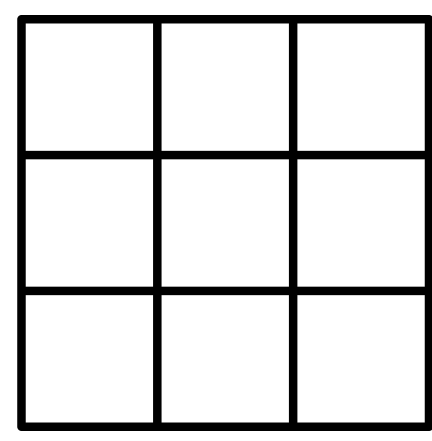*how to set up your*

EVERYDAY LIFE

TEMPLATES

USE ANY COMBINATION OF THE EVERYDAY LIFE TEMPLATES TO CREATE YOUR WEEKLY PAGES

- Click on the **'Grid view' box** in the menu bar below to see all of the templates laid out.

- Decide which templates you would like to use for your week, then hover over and click on the **3 small dots** in the upper right corner of that template.

- Click **'duplicate page'.** (You can also select and duplicate multiple pages at once using **shift**+**click**, or dragging your mouse across more than one template).

- Simply **drag** the duplicated templates around into the order in which you would like your pages.

- Click the box below again to **'Close grid view'** to work on your individual pages.
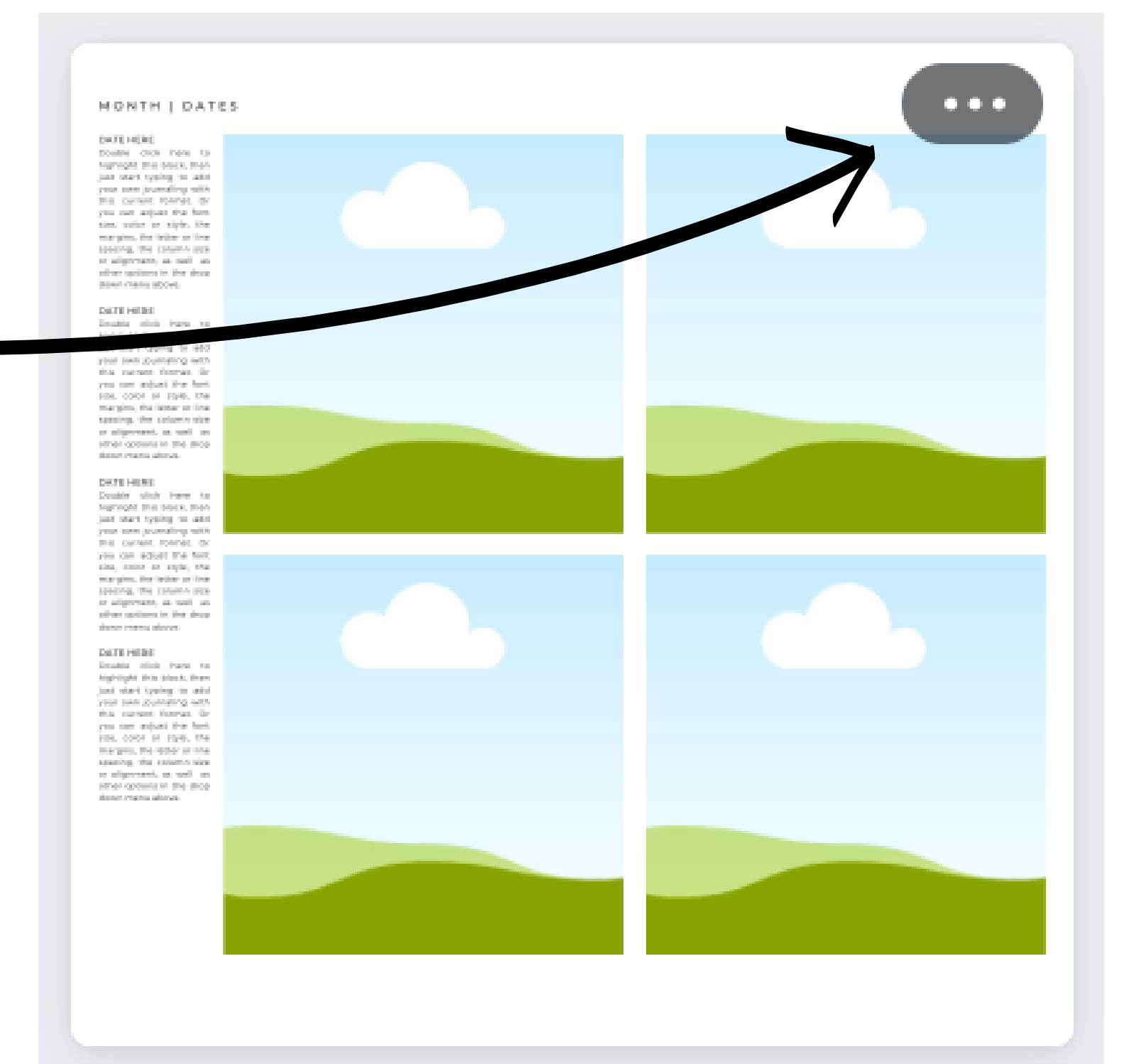
*TIP: WHEN FINISHED WITH THE PAGES OF YOUR MONTH, DELETE THE UNUSED TEMPLATES. YOU WILL NOW HAVE COMPLETE, READY-TO-PRINT PDF FILES TO DOWNLOAD. TO RECORD YOUR NEXT MONTH, JUST COPY THE ORIGINAL TEMPLATE FILE & START OVER!