

DIY

BIRTHDAY

AND

APPOINTMENT
CALENDARS

Yes, you can!

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Start_Year	Start_M	Start_Day		non-month days		Start week on			Moon Phases	Julian_Date			
2024	1	1		TRUE		1			3	FALSE		1	2
						Sunday						New Moon	●
End Year	Month	Day		MiniCalendar								First Quarter	☾
2024	12	1		TRUE								Full Moon	☾
												Last Quarter	☾
Holiday_A	A_Age		Holiday_B	B_Age		Holiday_C	C_Age		Holiday_D	D_Age			
TRUE	TRUE		TRUE	TRUE		TRUE	FALSE		True	TRUE			
State_Days			Religious_Days										
TRUE			TRUE										
Background_Emoji			Background_Photo			File_Location							
FALSE			FALSE			D:\Share Documents\pictures\2023-03-15 blasting ditch							
Highlight_Sunday			Highlight_State_Days			Highlight_Religious_Days							
TRUE			TRUE			TRUE							
Line_Break													
<lb>													
name	emoj												
Cake	🍰												
boy	👦												

Options Merge Sheet HolidayA HolidayB HolidayC HolidayD State_Religious_Days background M +

Most of your options get set on the Options sheet. Change only blue cells.

When does your calendar start? When does it end? Year, Month, Day

Include non-Month days at the beginning and end of the Month? TRUE or FALSE

Include MiniCalendars of Previous and Next Month? TRUE or FALSE

Which day of the week does the Calendar start? 1 = Sunday, 2= Monday

Which style of Moon Phases? Choose 1-4. Or 0 for none.

Include Julian Date? TRUE or FALSE (True and False must be in all caps!)

Holiday A to D can be formatted separately. Perhaps you will use one for Birthdays, another for anniversaries, appointments, misc. Does it recur on the same day every year? Do you want to include the age? TRUE or FALSE for each option.

Include State Holidays and Religious Holidays? TRUE or FALSE

Include Background Emojis or Background Photo? TRUE or FALSE

If including Background Photos, they all need to be in the same file folder on your computer. Enter file location here. If you want a solid background, use your photo editor to save a solid background as a jpg or png.

Highlight Sunday, State Holidays, or Religious Holidays? TRUE or FALSE

Affinity currently does not recognize a linebreak in a data merge. Until they fix it, we need to use a code and find and replace after the Merge. If they fix the glitch or you are using another program, enter =Char(10) or =Char(13).

Still on the Options Sheet

If you want to use Background Emoji, you need to select them from the Glyph Browser in Affinity Publisher using Segoe UI Emoji or Apple Color Emoji font. Enter into a text box, then copy and paste to this Excel table. (Right click, *Insert, Table Row* for more space.) The emoji do not show up correctly in Excel but do merge correctly.

The names of the months and weekdays.

The styles for the moon phases using Segoe UI Emoji.

Name	Emoji
Cake	🍰
boy	👦
girl	👧
Smile1	😊
Smile2	😄
Wink	😉
Smile3	😁
heart	❤️
Straight	👍
Frustrated	😡
Smirk	😏
Frown	😞
Dog	🐶
Horse	🐎
Pig1	🐷
Pig2	🐽

Month	Day	Year	1	2	3	4
1	January	Jan				
2	February	Feb				
3	March	Mar				
4	April	Apr				
5	May	May				
6	June	Jun				
7	July	Jul				
8	August	Aug				
9	September	Sep				
10	October	Oct				
11	November	Nov				
12	December	Dec				

Day	Year	1	2	3	4
1	Sunday	Sun			
2	Monday	Mon			
3	Tuesday	Tue			
4	Wednesday	Wed			
5	Thursday	Thu			
6	Friday	Fri			
7	Saturday	Sat			

	1	2	3	4
New Moon	☾	🌑	🌑	
First Quarter	☾	🌒	🌒	
Full Moon	☾	🌓	🌓	
Last Quarter	☾	🌔	🌔	

	A	B	C	D	E	F	G	H	I	J
1	date	name		2024		2025		2026		
2	Date	Name	Sort1	Year1	Year1 Result	Year2	Year2 Result	Year3	Year3 Result	
3	1/27/2017	Joshua & Phebe Martin	0127	1/27/2024	Joshua & Phebe Martin 7	1/27/2025	Joshua & Phebe Martin 8	1/27/2026	Joshua & Phebe Martin 9	
4	3/28/2015	John David & Rosanne Burkholder		3/28/2024	John David & Rosanne Burkholder	3/28/2025	John David & Rosanne Burkholder	3/28/2026	John David & Rosanne Burkholder	11
5	4/24/2021	Nevin & Rachel Oberholtzer	0424	4/24/2024	Nevin & Rachel Oberholtzer	4/24/2025	Nevin & Rachel Oberholtzer	4/24/2026	Nevin & Rachel Oberholtzer	5
6	5/4/1967	Allen & Anna Ruth Burkholder	0504	5/4/2024	Allen & Anna Ruth Burkholder	5/4/2025	Allen & Anna Ruth Burkholder	5/4/2026	Allen & Anna Ruth Burkholder	59
7	5/22/2021	Conrad & Esther Auker	0522	5/22/2024	Conrad & Esther Auker 3	5/22/2025	Conrad & Esther Auker 4	5/22/2026	Conrad & Esther Auker 5	
8	6/10/2023	Henry & Rachel Ann Siegrist	0610	6/10/2024	Henry & Rachel Ann Siegrist 1	6/10/2025	Henry & Rachel Ann Siegrist 2	6/10/2026	Henry & Rachel Ann Siegrist 3	
9	6/12/2021	Merle & Marilyn Burkholder	0612	6/12/2024	Merle & Marilyn Burkholder	6/12/2025	Merle & Marilyn Burkholder 4	6/12/2026	Merle & Marilyn Burkholder 5	
10	6/30/2012	Samuel & Dolores Hoover	0630	6/30/2024	Samuel & Dolores Hoover 12	6/30/2025	Samuel & Dolores Hoover 13	6/30/2026	Samuel & Dolores Hoover 14	

Holiday A,B, C, D are all the same structure. Enter the date in the first column. Enter the event in the second column.

If it is a recurring event (birthday or anniversary) enter the original date. If it is a non-recurring event, you need to enter the correct date in its entirety.

If you need to add more rows, **Right click, Insert, Table Row for more space.** Then click in first box of new row, **Ctrl, Shift, right arrow** to select entire row and press **Ctrl + D** to copy formula.

If you'd like your list to be sorted by calendar date, click the arrow beside **Sort1**, and choose **Sort A to Z**.

	A	B	C	D	E	F	G	H	I
1	Include	Include		2024	2025	2026			
2	State_Holiday	Religious_Holiday	Col3	Year1	Year2	Year3	Col7	Holiday	Description
3	TRUE			1/1/2024	1/1/2025	1/1/2026		New Year's Day	January 1
4	TRUE			1/15/2024	1/20/2025	1/19/2026		Martin Luther King Jr. Day	The 3rd Monday in January
5				2/14/2024	2/14/2025	2/14/2026		Valentine's Day	February 14
6	TRUE			2/19/2024	2/17/2025	2/16/2026		President's Day	The 3rd Monday in February
7	TRUE			3/10/2024	3/9/2025	3/8/2026		Daylight Saving Time Begins	2nd Sunday of March
8				3/17/2024	3/17/2025	3/17/2026		St. Patrick's Day	March 17
9		TRUE		3/24/2024	4/13/2025	3/29/2026		Palm Sunday	
10		TRUE		3/29/2024	4/18/2025	4/3/2026		Good Friday	
11		TRUE		3/31/2024	4/20/2025	4/5/2026		Easter	
12		TRUE		4/1/2024	4/21/2025	4/6/2026		Easter Monday	
13		TRUE		5/9/2024	5/29/2025	5/14/2026		Ascension Day	
14		TRUE		5/19/2024	6/8/2025	5/24/2026		Pentecost	
15		TRUE		5/20/2024	6/9/2025	5/25/2026		Pentecost Monday	
16	TRUE			5/12/2024	5/11/2025	5/10/2026		Mother's Day	
17	TRUE			5/27/2024	5/26/2025	5/25/2026		Memorial Day	The last Monday in May

The State and Religious Holidays need a TRUE in which column you want them to appear in. You could highlight the No Mail Days by choosing TRUE in State Holidays and TRUE on all the rest in Religious Holidays. Then setting the Options appropriately on the Option Sheet.

	A	B	C	D	E
1				D:\Share Documents\pictures\20	
2	Background_Ei▼	Background_Ei▼	Background_Photo▼	Background_Photo2▼	
3	1/12/2024 Pig1		1/9/2024 IMG_4075.JPG		
4	1/13/2024 Pig2		1/15/2024 IMG_4075.JPG		
5			IMG_4075.JPG		
6			IMG_4075.JPG		
7					

If you are using backgrounds....

For Emoji, enter the date in the first column and the name you chose for the Emoji (see Options Sheet) in the second column.

For photos, enter date in third column and name of photo in fourth column. The photos need to be in one folder and the full path to that folder is entered on the options sheet.

If you want a solid background, use your photo editor to save a solid background as a jpg or png.

DON'T TOUCH THE MERGE SHEET!

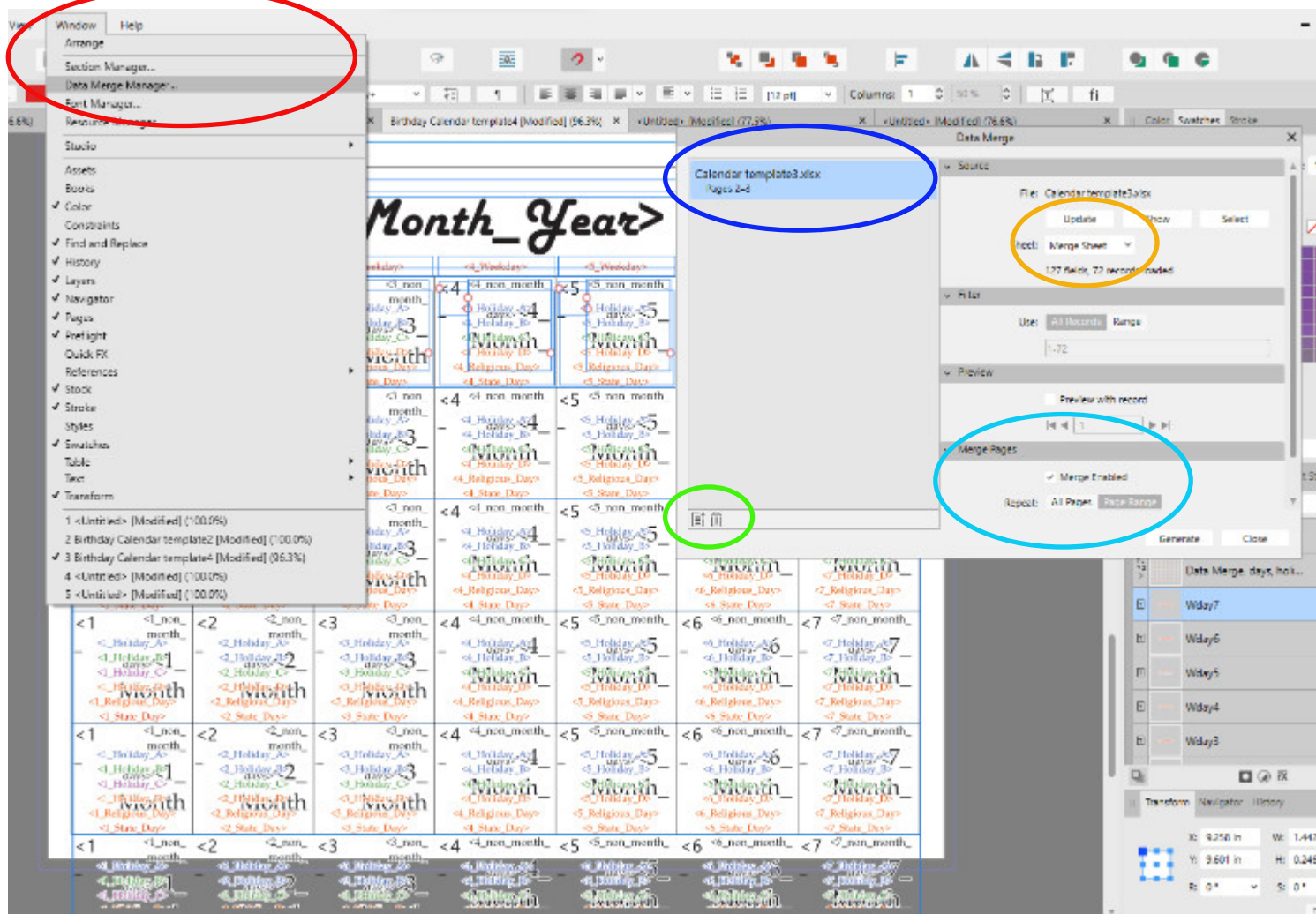
Unless you are quite familiar with Excel and know what you are changing!

The password is 1234

Does your Excel version not support the FILTER function?

As far as I know, only Excel 365 and Excel 2021 do. If you have an older version, use Calendar Worksheet Legacy. The downside is, it will only find the first four instances of any given date on a particular Holiday.

With some luck, Calendar Worksheet Legacy should work on LibreOffice as well.



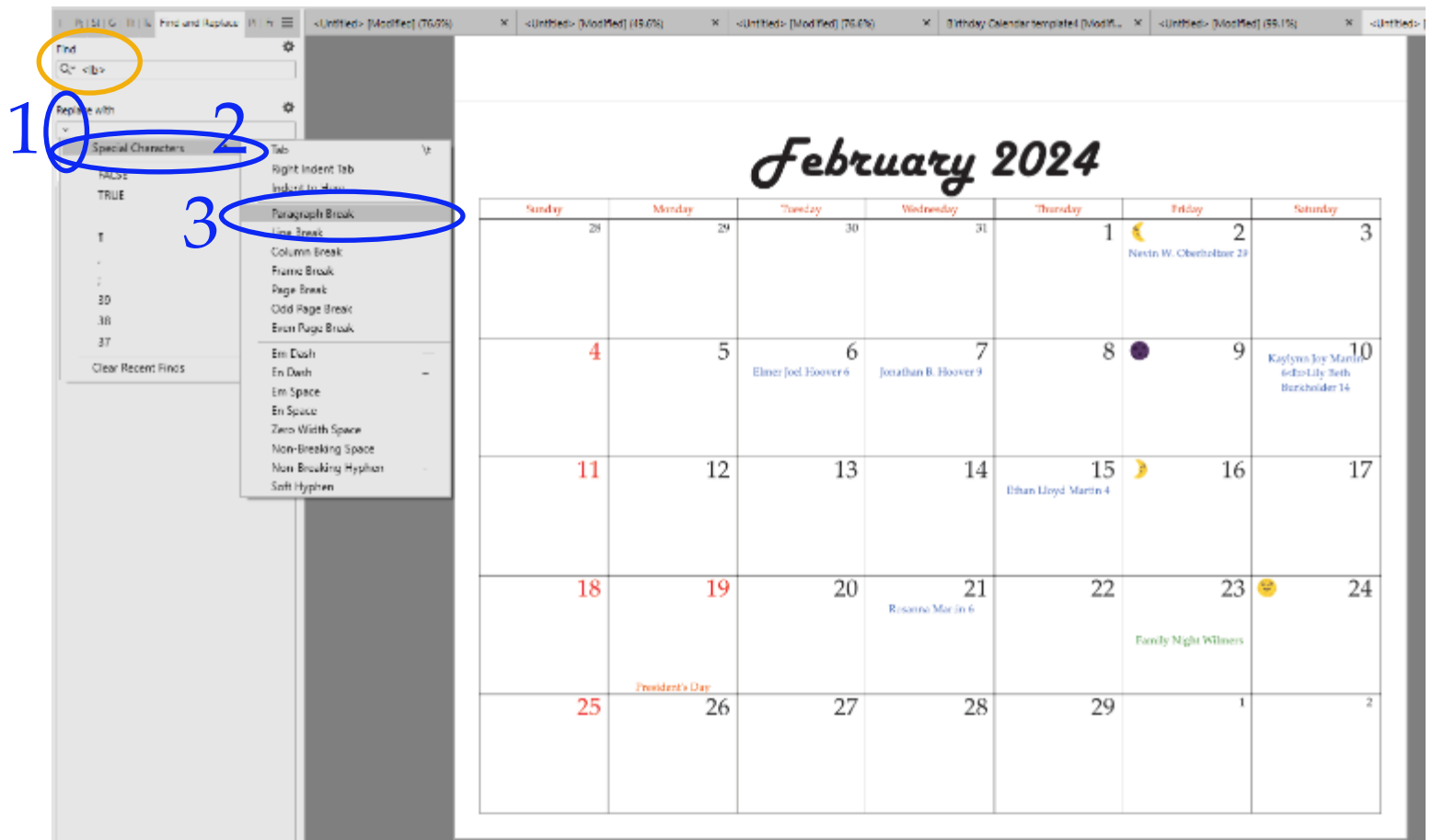
The Merge template looks like a confusing array of overlapping text boxes.

To give it a try, open the **Data Merge Manager**. Likely the **Calendar Worksheet** spreadsheet is at a different location on your computer, so that you have to delete it and use the **+** to **reconnect**.

Make sure it is pointed to the **Merge Sheet**.

For a calendar with facing pages, scroll down and select page **2 - 3** under **Merge Pages**.

Try it, then look at the results to see if there are any changes you need to make on this page.

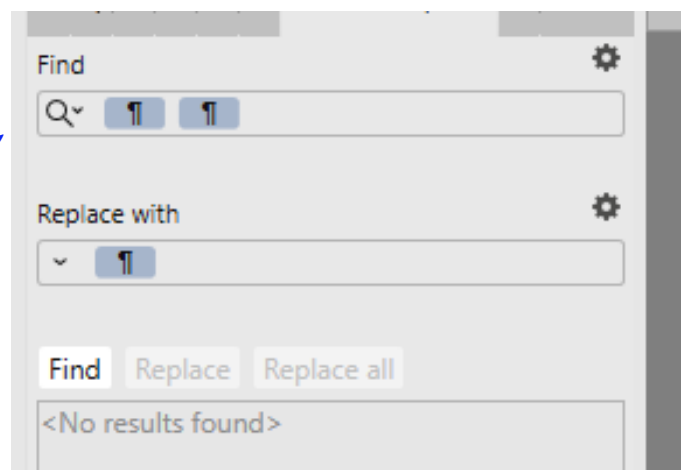


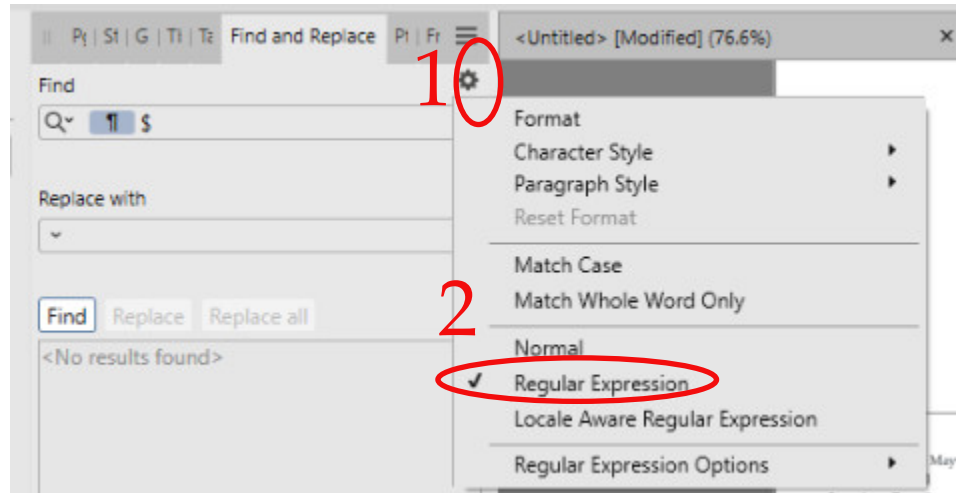
Now that you have a merged document, Press **Ctrl + Shift + W** to switch to Preview Mode (Or **View** Menu, **Preview** Mode). Now you need to find and replace the line break character that you entered on the Options sheet of the spreadsheet. For example **<lb>**.

In the Replace box, click the **down arrow**, **special characters**, **paragraph break**. Click **Find**. Click **Replace All**.

In the Find box, click the **down arrow**, **Special Characters**, **Paragraph Break**. Do it twice. Replace with one Paragraph Break.

Click **Find**. Click **Replace All** twice.





To eliminate the last Paragraph Break (after the Holidays), you have to click the **settings** (gear), and check **Regular Expression**.

In the find box, Include a Paragraph Break, followed by a \$ sign.

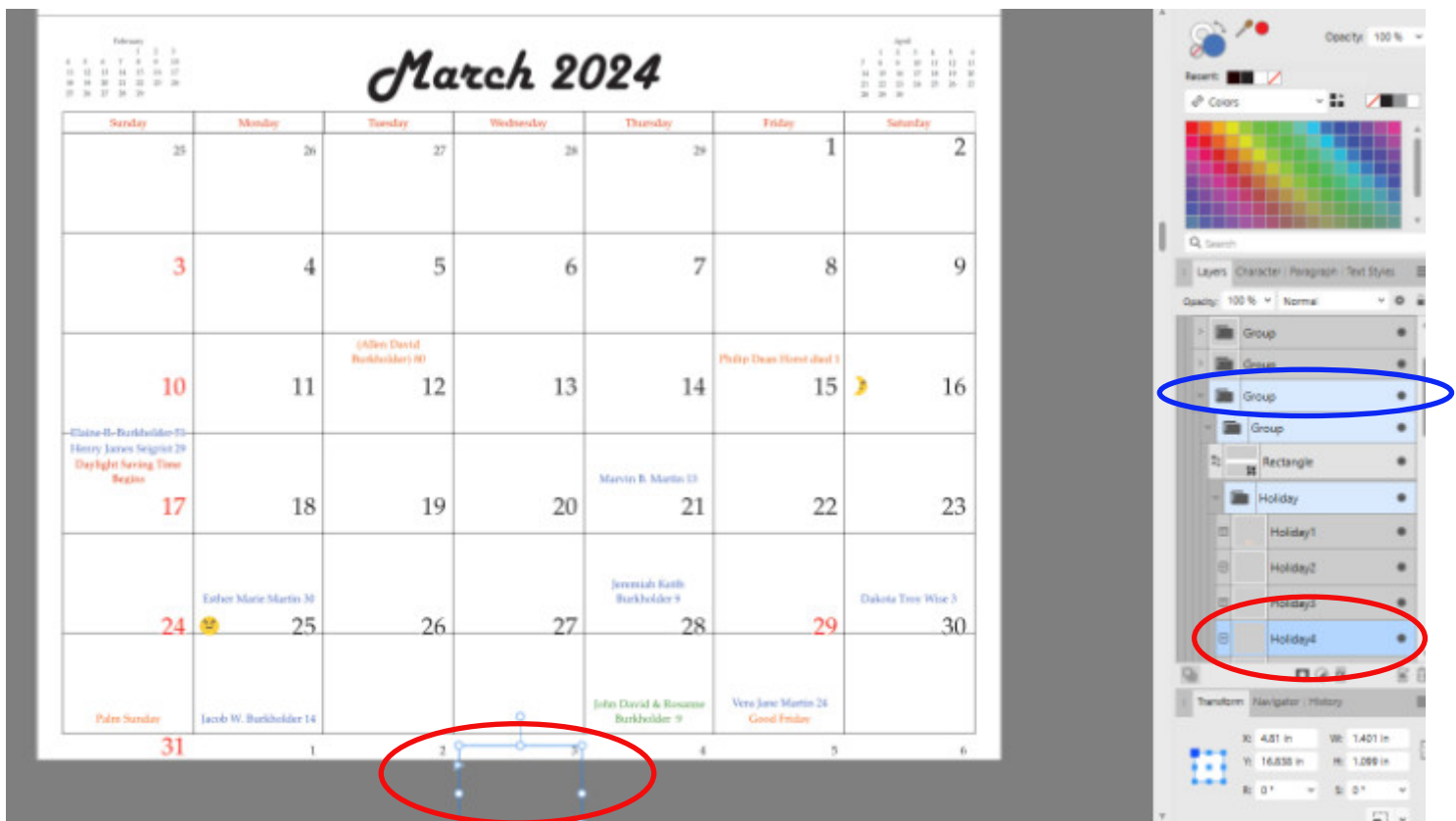
The Replace box should be empty.

Click **Find**. Click **Replace All**.



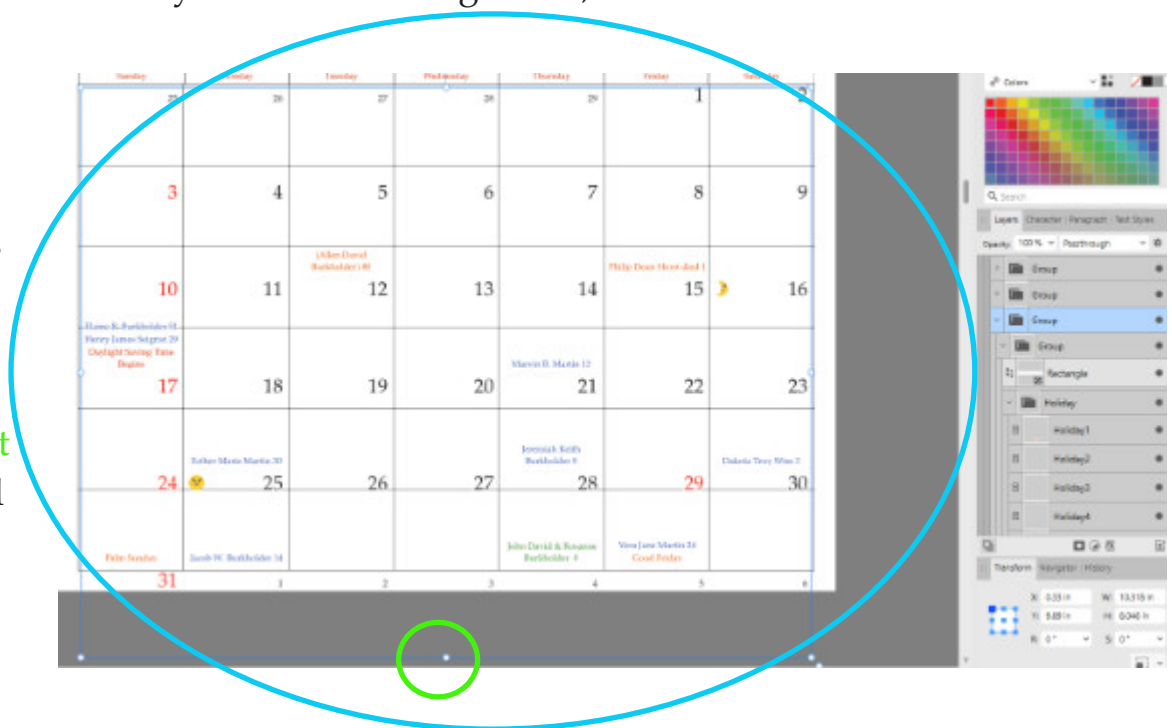
Months with 6 rows of dates need manual adjustment. In the [Layers](#) panel, untoggle the visibility beside [Calendar_5_Row](#), and toggle the visibility beside [Calendar_6_Row](#). Now the lines don't line up with the dates anymore.





Click on one of the **boxes** below the calendar. It highlights the **box** in the layers panel, with 50% highlight on the parent groups. Click the top visible **Group** that has 50% highlight. (If you scroll up there are two more Groups with 50% highlight.) To be sure you clicked the right one, see picture below

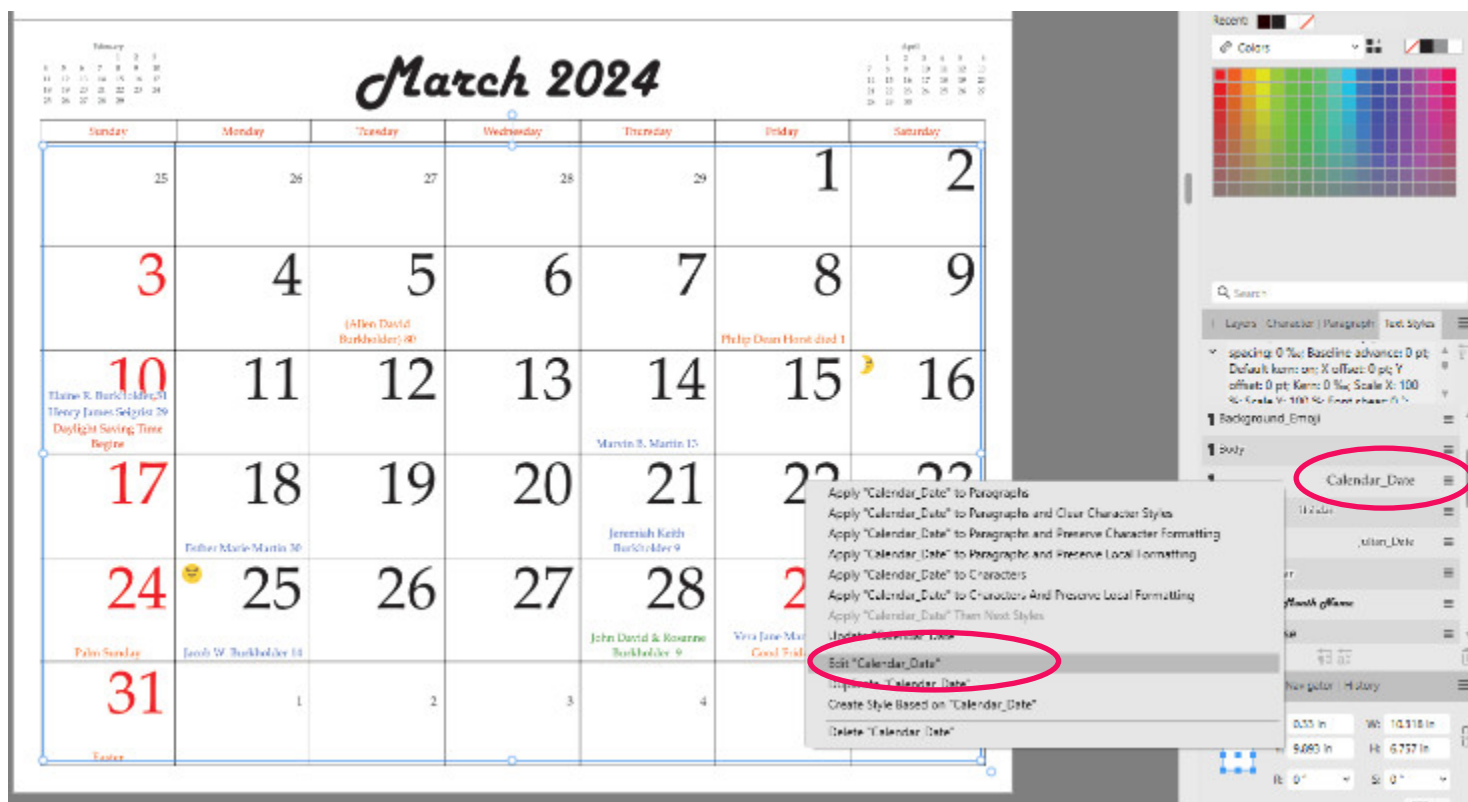
Now the **bounding box** is just below the Weekday names and reaches below the calendar. Click on the **center dot** and move up till the calendar dates match the lines.



<div> <div>February</div> <div> 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 </div> </div> <div>March 2024</div> <div> <div>April</div> <div> 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 </div> </div>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5 (Allen David Burkholder) 89	6	7	8	9
10 Elaine R. Burkholder 51 Henry James Segrest 29 Daylight Saving Time Begins	11	12	13	14 Marvin B. Martin 13	15 Philip Dean Horst died 1	16 ☾
17	18 Eather Marie Martin 30	19	20	21 Jeremiah Keith Burkholder 9	22	23 Dakota Trey Wise 3
24 Palm Sunday	25 Jacob W. Burkholder 14 ☺	26	27	28 John David & Rosanne Burkholder 9	29 Vera Jane Martin 28 Good Friday	30
31 Easter	1	2	3	4	5	6

Now the dates line up with a 6 row Calendar. Repeat for remaining 6 row months. Usually there are two or three in a year.

Check the Preflight panel **Window** Menu, **Preflight**, for overflowing text frames. There are always lots of errors that show on Preflight. Many of them can be ignored, but take a close look at the ones with a red **X** to determine if it is something that ought to be fixed.

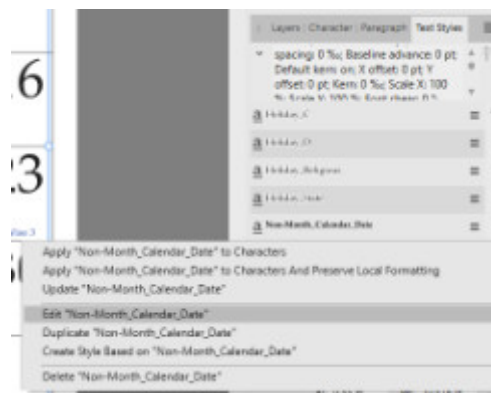


What if Grandma can't read the days when sitting at her table?

Text styles are a mixture of paragraph styles (changing entire paragraph) and Character styles (partial paragraphs).

Go into the text styles panel, right click the labeled text style (**Calendar_Date** in this case), Click **Edit Calendar Date** and change the font size.

If you adjust the font size of the Calendar Date, and want the non-month dates line up with the top, you will need to edit the baseline on the character style Non-month dates. Right Click **Non-Month Dates**, **Edit Non-Month Dates**, **Position and Transform, Baseline**.



Each style is based on another style. If you want to change the white outline that shows when using a background, you will need to adjust the Body style. Right click **Body**, **Edit Body**, **Color and Decorations, Outline**. This will change the outline on all the text styles. If only one needs a different outline, you need to adjust just that one.

If using Mac, **Background** needs to be changed from **Segoe UI Emoji** to **Apple Color Emoji**.

There is nearly limitless options to adjust text styles.



To add pictures to your calendar, use the [Place Image](#) button.

Congratulations!

You have finished your first calendar!

I am always glad to hear your suggestions for improvements.

If you found it useful, consider a donation.

Alvin Hoover

800 Hickory Farm Lane

Blain Pa, 17006

Suggestions or Paypal alvinh@abcmailbox.net



Don't have Affinity? Consider it. It is an inexpensive but powerful layout program.

Here I describe how to set up the data merge in Affinity so you set up a data merge in whatever program you prefer.

You need to set up a data merge for each day of the week (1,2,3...) Apply the correct paragraph style or character style to each field as you insert them. Set the data merge to repeat six times on a page.

The date box is placed in the right corner and has four right aligned fields. Non-Month Days and Highlight Days are a Character style. Julian Date is a separate Paragraph.

<1_non_month_days><1_Month_days><1_Highlight_Days>
<1_Julian_Date>

The Moon Phase box is in the left of the date box and has one field.

<1_Moon_Phase>

The Holiday box is approximately centered with 6 centered fields, each on a separate line. This is why it is necessary to change double paragraph returns to single returns after a merge.

<1_Holiday_A>
<1_Holiday_B>
<1_Holiday_C>
<1_Holiday_D>
<1_Religious_Day>
<1_State_Day>

The Emoji Box and Background Photo Box are both behind the others.

Emoji is centered. Photo fills the whole box.

The lines are created with a table. I have a table for four row, five row, or six row. Only five row is set to visible unless another one is needed.

Affinity can do a very complicated Data Merge with some fields repeating multiple times on a page and other fields repeating only once. If your program of choice does not have this option, eliminate the mini Calendar. Type in the Weekday names instead of data merging them. (It makes no difference unless your week starts on different days for different calendars.) And type in the month name after you have done the merge.

Complicated Data Merge in Affinity explained:

Use Data Merge Layout Tool.

Draw a big box covering the entire page. Set to one column and one row. Set Record Offset to 0 and Advance to 0.

Inside this data merge, you will include <Month_Year>, <1_Weekday>, <2_Weekday>, etc. Also the <Prev_Month> and <Next_Month>.

Create a new data merge inside this data merge (In Layers panel, grab the new one and drop it on top of the former one.) This one should have one column and six rows. You will put in all the fields as explained on previous page - a set for each day of the week.

Create a new data merge with one column and six rows for the mini calendar. Repeat for second mini Calendar. The Mini Calendar are Prev1, Prev2, etc (Next1, Next2, etc) with tabs between. Both of these should be placed inside the first data merge.

For the last three data merges (which are on the same level but within the first data merge, Affinity starts with the one lowest on the layers panel.

This one needs the Record Offset set to 0 and Advance to 1. The other two need the Record Offset set to -6 and Advance to 1.

Happy Calendaring!

	A	B	C	D	E	F	G	H	I
1		2024	JANUARY						
2									
3		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
4		31	01	02	03	04	05	06	
5			Leanna B. 2016 New Year's Day						
6		07	08	09	10	11	12	13	
7				Joyanna Ruth 2					
8		14	15	16	17	18	19	20	
9			Martin Luther King Jr. Day						
10		21	22	23	24	25	26	27	
11		Write Family Letters						Joshua & Phoebe 7	
12		28	29	30	31	01	02	03	
13									
14		04	05	06	07	08	09	10	

Don't want to mess with any layout program?

Check out the Calendar Sheet. It will give a very simple, basic printout.

To use this, you will need to enter =Char(10) in the line break box on the Options Sheet. Your week must be set to start on Sunday.

Select the Year and Month at the top of this sheet to show a one month printout.

Blocks with more than six lines should turn red, because then you can't see everything.

Happy Calendaring!