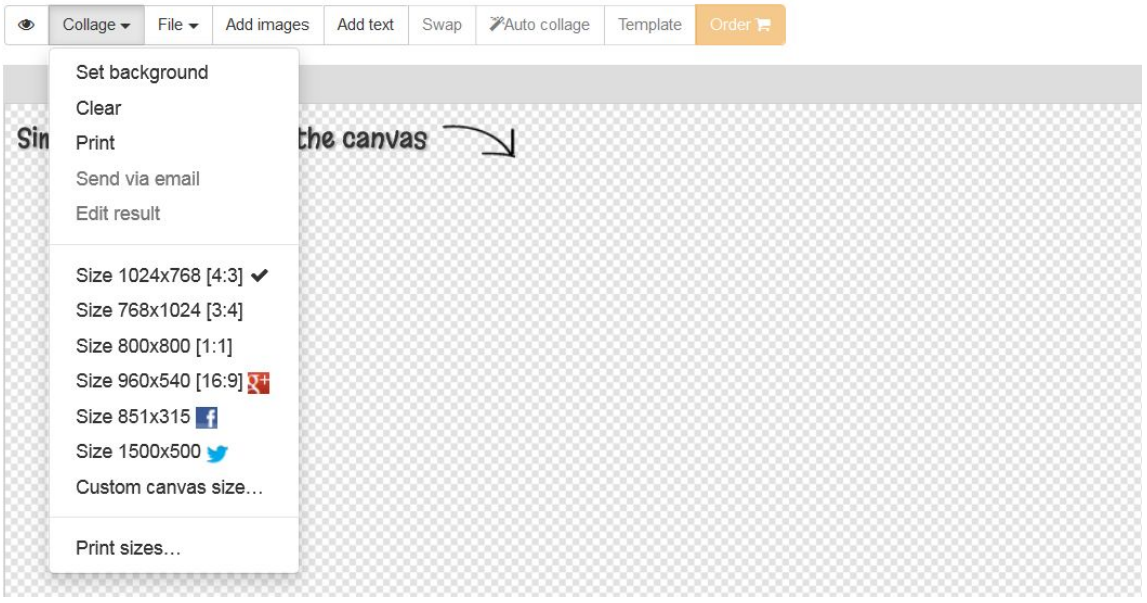
PROPOSAL OF CALENDAR INSTRUCTIONS

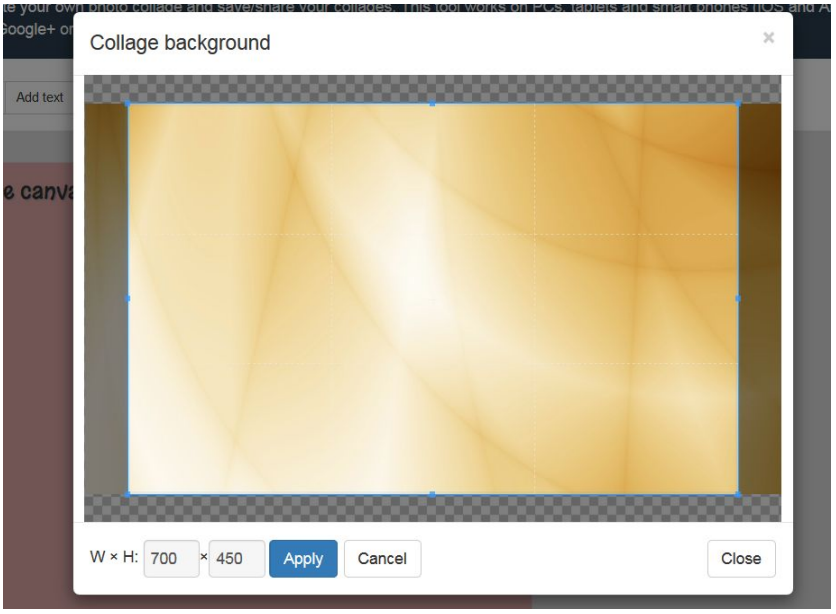
Creation of the image + text

1. The image file, in format JPG or PNG need to have the following size: **700 pixels wide X 450 pixels high**
2. The image file has to contain the photo **plus** the name in ***English, mother tongue and Scientific name*** and ***optionally a very very brief description of the animal/plant***

3. You can build the file with a drawing software like PAINT or GIMP, but we propose you this very simple online program: https://www.photocollage.com/
4. Instructions for the ***photocollage*** app:
    a. Set the canvas size to 700x450 clicking in ***Collage ->Custom canvas size***

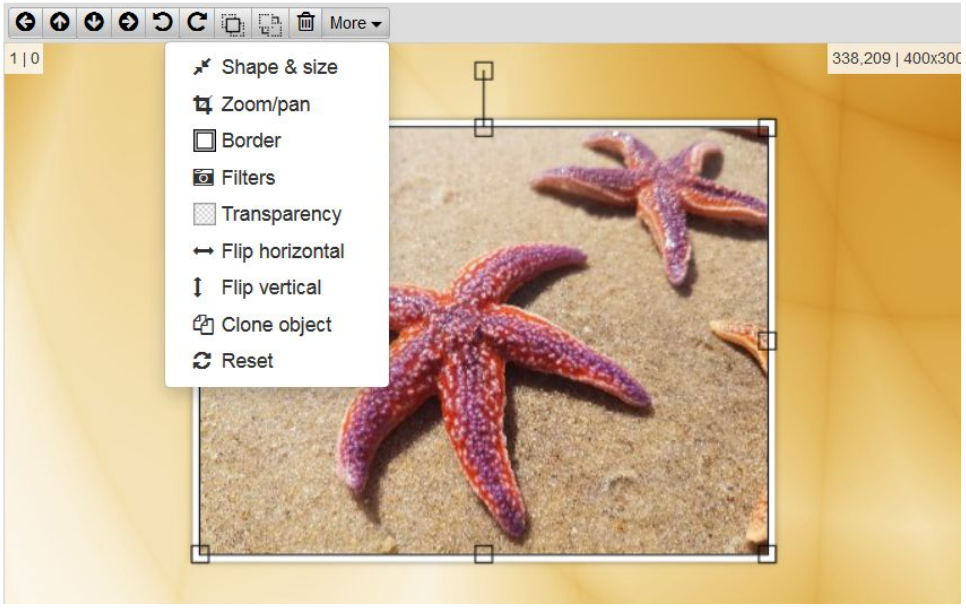


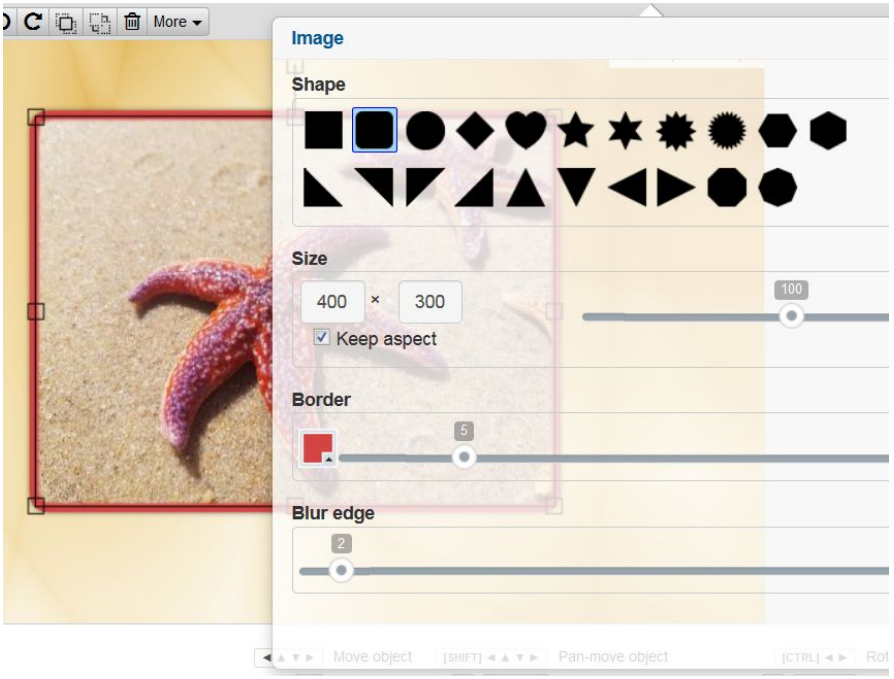
    b. Click in ***Collage ->Set background*** to choose a background image or color (don't forget to set the size to 700x450). Choose one you find appropriate for

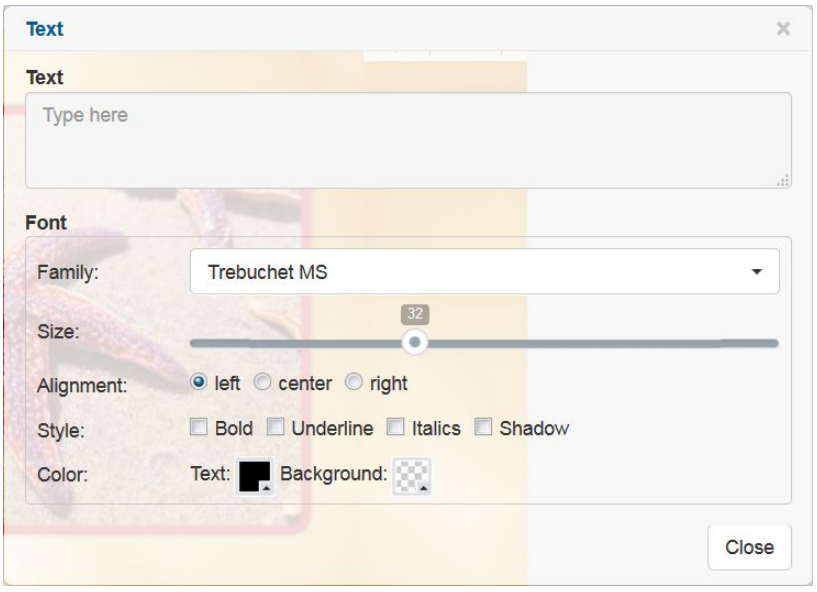


the month or chosen photo, but remember is only a background, so it does not have to be too shocking.

c. Click in ***Add images*** and upload the photo of the ecosystem you have chosen. You might choose more than one (of the same animal or plant) to make a small collage.
d. Once upload you can change its size to make it occupy as much canvas as possible, **but remembering you need to save enough place for the text** (to the right or left, or under it)
e. If you click in ***More*** you can change the width and color of the borders, you can modify the photo adding filters, transparency, you can rotate it…







Now click in ***Text*** to add the text. To have a common format we will choose the font **Trebuchet MS**. Change the size and font color as you please, but take into account the text should enter the canvas without covering the photo (resize the image if needed).

f. Final result should be something like the following:

g. Click in ***File*** and ***Save in high resolution***. The image would then be downloaded to your computer, ready to be inserted in the calendar when you come to Spain! Upload it to the twinspace, in the Section: ***Materials ->Images-> Photo album "CALENDAR***", before the Spanish mobility