IMPORTANT:
- Create artwork using a CMYK colour mode
- Resolution must be 300 dpi
- Delete the template layer before saving your artwork
- Do not rotate any of your pages or artboards. Our software will automatically do this when your artwork is sent to print

**Bleed Area 3mm**: The bleed area extends out 3mm from the edge of your finished document. All images or colours that print to the edge of your document should be extended into this area to avoid any chance of any white lines appearing. Do not place any content that you wish to appear in your document in this area as it will be trimmed off.

**Trim Area**: This is the finished size of your document. Anything placed outside of this area will be trimmed off.

**Binding Area 12mm**: This 12mm area will be covered by the wire binding of your Calendar, so make sure that you don’t place any images, logos or text that needs to be seen in this area. We recommend that you extend your background or block colour into this area to avoid any white space.

**Non Text Area 3mm**: Avoid putting any text 3mm from the edge of the document. Text placed in this area will run very close to the edge of the document and could possibly get trimmed off. If possible also avoid using any thin borders in this area as you may get an inconsistent thickness.

### HOW TO CREATE YOUR PRINT READY PDF:

1. File > Export >
2. Format > Adobe PDF >
4. Export
5. Open PDF and check to ensure it appears correctly

**DESKTOP CALENDAR DL PORTRAIT**

**Artwork Guidelines:**
Flat size including bleed: 105mm (w) x 216mm (h)
Finished size: 99mm (w) x 210mm (h)