

Do not put a box on the page to show the size of your booklet page. Instead, include crop marks on all four corners to show us where to cut your printed pages. Crop marks are only necessary if the printing on your pages bleeds to the edge of the sheet.

The blue line marks the “safe area”. It is 1/8” inside the edge of your printed piece. Keep any wording or important parts of your artwork within this area to prevent it from being trimmed.

The grey area is the size of your printed page after your calendar has been trimmed.

This sample document is setup as an 11 X 8.5” saddle stitch calendar.

You may choose to print any sized calendar up to a 13 X 9”, but please follow the guidelines in this example for page size, crop, bleed, safe area, and calendar layout.

Please note that for saddle stitch calendars, the page count needs to be divisible by 4. Most often for a calendar, the page count would be 28 pages. That count includes all the interior pages, as well as, the front cover, inside front cover, inside back cover and back cover. If any pages are blank, please include those as well.

If you have artwork that bleeds to the edge of the printed sheet, then make the page size large enough to include crop marks and bleed, if your software does not do this for you. This is not necessary if there is no bleed.

The orange area is the bleed area. It overlaps the printed page by at least 1/8” on all sides. Your artwork should fill this area if you expect the printing to go all the way to the edge of your printed piece. In a calendar, it is only necessary to bleed to the outside edges.

Ordering a custom calendar with Smartpress.com is easy. We do all the work for you!

You do not have to paginate your calendar, or to lay it out in spreads. In fact, we don't want you to. We will handle all page ordering and imposition in our pre-press department.

All you have to do is make each page of your document the same size as the page you want in your calendar.

For example, if you are ordering an 11x8.5" calendar, saddle stitched, then do not setup your pages 2-up on an 22 x 8.5" sheet. Instead, setup your pages to be 11x8.5" each. If a finished calendar has 28 pages, then your document should also have 28 pages.

The first two pages and the last two pages of your document will be your calendar cover. If you do not wish to have any printing on the inside covers of your calendar, then simply include blank pages in your document.

If you wish, you can submit two files: One for your cover, the other for your inside pages. In that case, you will need to have four pages in your cover document: 1: Front cover, 2: inside front cover, 3: inside back cover, 4: back cover. Again, if you wish any of these pages to be blank, just insert blank sheets in your cover document.

If you have artwork that bleeds to the edge of the printed page, then you need to make your sheet size large enough to include crop marks and bleed, as demonstrated on the first page of this document. For example, if your finished size is 11x8.5, the document page size should be 12x9.5. Professional page layout software such as Adobe InDesign or Quark Xpress has built in ways to do this for you.