Calendars
Dated and Undated

File set up guidelines

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Contents

Number of pages and calendar sizes

- Our calendars (dated and undated) are printed on **26 pages** (13 sheets), including the front and back covers.

- Your file should match the calendar size. For example, an A4 calendar file should measure 210 × 297 mm.

Calendar Sizes

Size	Orientation	Dimensions (mm / in)
A5	Landscape	148 x 210 mm / 5.8 x 8.3"
A4	Landscape	210 x 297 mm / 8.3 x 11.7"

Calendar set up
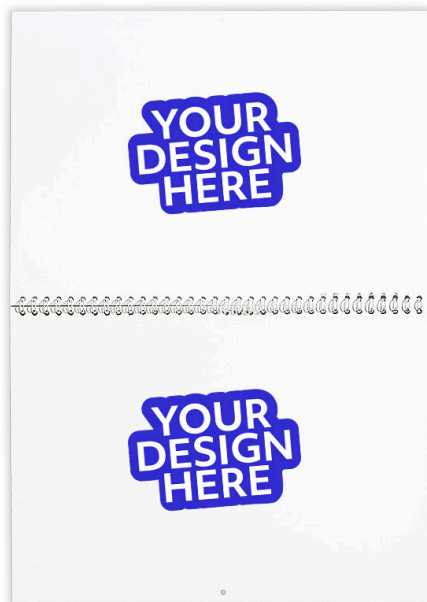
Resolution
300 dpi

Colour profile
RGB

Bleed and crop marks

- Please **do not add bleed or crop marks** – our system adds these automatically during production.

Backgrounds and images

- Ensure your image covers the entire artboard.
- Keep important content (such as text or calendar details) **inside the safe zone** shown on the *templates*.
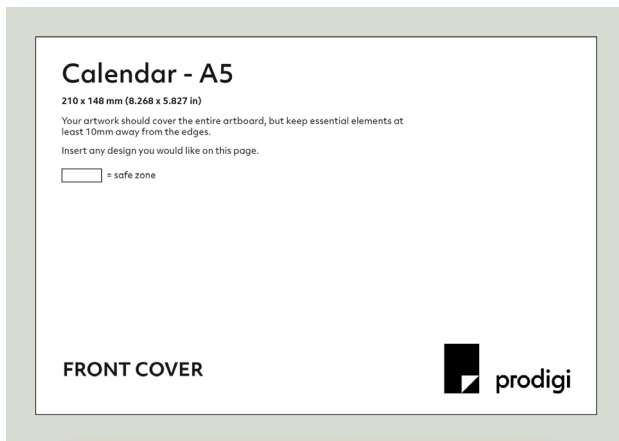
Undated calendars

Undated calendar asset

- For our undated calendars, you can **customise every page** – from the cover to the monthly grid layouts.

- Your undated calendar needs to be saved as a **multi-page PDF**.

- Upload the **entire PDF** to the dashboard.

Below is a detailed explanation of how to create your undated calendar using our templates.

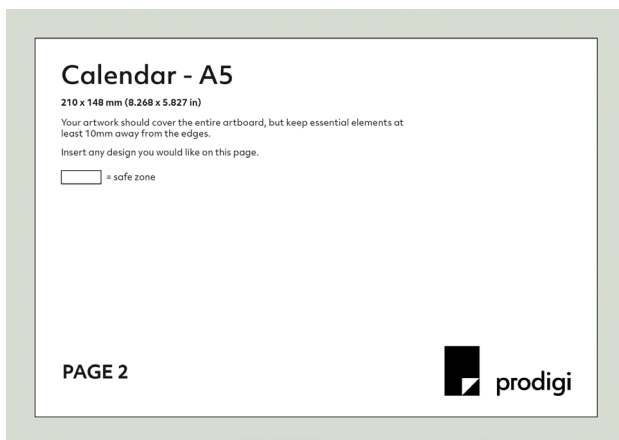*Templates can be downloaded here.*

 1. Front cover *(page 1 of the PDF)*

- Design the **front cover** of your calendar on this page. You can include titles, images, or branding.

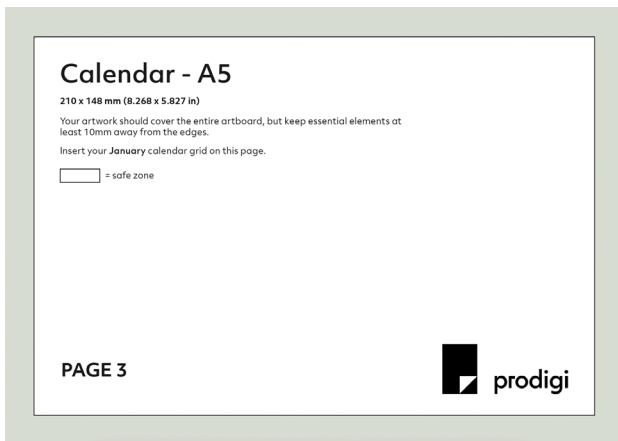- Keep all important elements inside the safe zone shown in the template.

Calendar - A5

210 x 148 mm (8.268 x 5.827 in)

Your artwork should cover the entire artboard, but keep essential elements at least 10mm away from the edges.

Insert any design you would like on this page.

= safe zone

FRONT COVER

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2. Image pages *(pages 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24 of the PDF)*

- These pages are ideal for **full-page images or artwork**.

- You can extend your image to fill the whole page, centre it with a clean white border or feature it in just one area of the layout – it's entirely up to you.

- Avoid placing text or logos too close to the edges.

Calendar - A5

210 x 148 mm (8.268 x 5.827 in)

Your artwork should cover the entire artboard, but keep essential elements at least 10mm away from the edges.

Insert any design you would like on this page.

= safe zone

PAGE 2

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3. Monthly pages *(pages 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25 of your PDF)*

- These pages are where you insert your **custom calendar layouts**.

- Each template page is clearly **labelled with the month it represents**. For example, *"Insert your JANUARY calendar here."*

- You're free to design your own grids, typography and decorations – just keep all essential elements inside the safe zone.

Calendar - A5

210 x 148 mm (8.268 x 5.827 in)

Your artwork should cover the entire artboard, but keep essential elements at least 10mm away from the edges.

Insert your **January** calendar grid on this page.

☐ = safe zone

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4. Back cover *(Page 26 of your PDF)*

- The back cover is **intentionally positioned upside down** (rotated 180 degrees) in the template, so it prints correctly when the calendar is assembled.
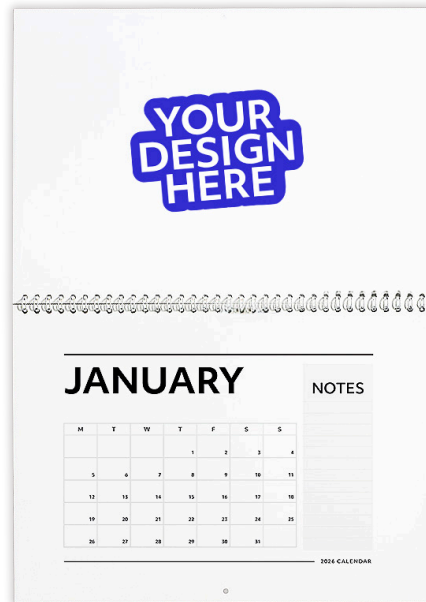
- Design this page as shown – **upside down.**
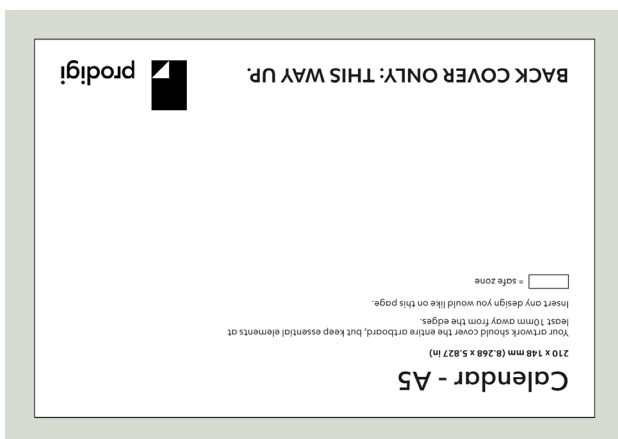
Templates can be downloaded here.

To prepare your undated calendar file:

1 Use the **multi-page** calendar template as your design guide.

2 **Customise every page** – from the cover to the monthly grid layouts.

3 Make sure the **last page is upside-down.**

4 Save your file as a **multi-page PDF.**

**5** Upload the **entire PDF** to the dashboard.

Dated calendars

Dated calendar asset

Below is a detailed explanation of how to create your dated calendar using our templates.

Templates can be downloaded here.

- Dated calendar templates differ from the undated ones. Since these calendars include fixed monthly grids *(as seen on the calendar product page)*, **you can only customise the front and back covers and the 14 image pages** (12 months + 2 covers).

- The template for our dated calendars is a **single-page PDF**. Use this layout to create all **14 image pages** (12 months + 2 covers).

- **Do not rotate the back cover.**

- The dated grids for each month are added automatically during production, so **you don't need to add or edit the dates yourself.**
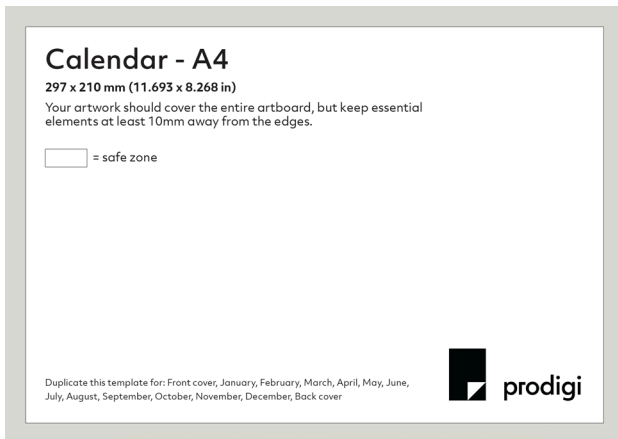
Templates can be downloaded here.

To prepare your dated calendar files:

1. Use the **single-page** calendar template as your design guide.

2. **Duplicate the template** to create 14 separate image pages (12 months + 2 covers) following this layout.

3. Save each page as an individual PDF – **do not combine them into one file**.

4. **Do not rotate or flip the back cover** of your dated calendar

5. Upload each **file separately** as indicated on the dashboard.

Saving and uploading your PDF

Undated calendars:

1. Save your undated calendar template (multi-page PDF).

2. Export your file with a PDF / X-4 profile (Coated FOGRA 39).

3. Ensure all fonts are embedded and any transparencies flattened.

4. Upload the entire PDF to the dashboard.

Dated calendars:

1. Save your dated calendar template (single-page PDF).

2. Create 14 separate image pages (12 months + 2 covers) using the template layout.

3. Export your file using the PDF / X-4 profile (Coated FOGRA 39).

4. Ensure all fonts are embedded and any transparencies flattened.

5. Upload each page individually, as indicated on the dashboard.

Got questions?

✉ support@prodigi.com

🌐 www.prodigi.com