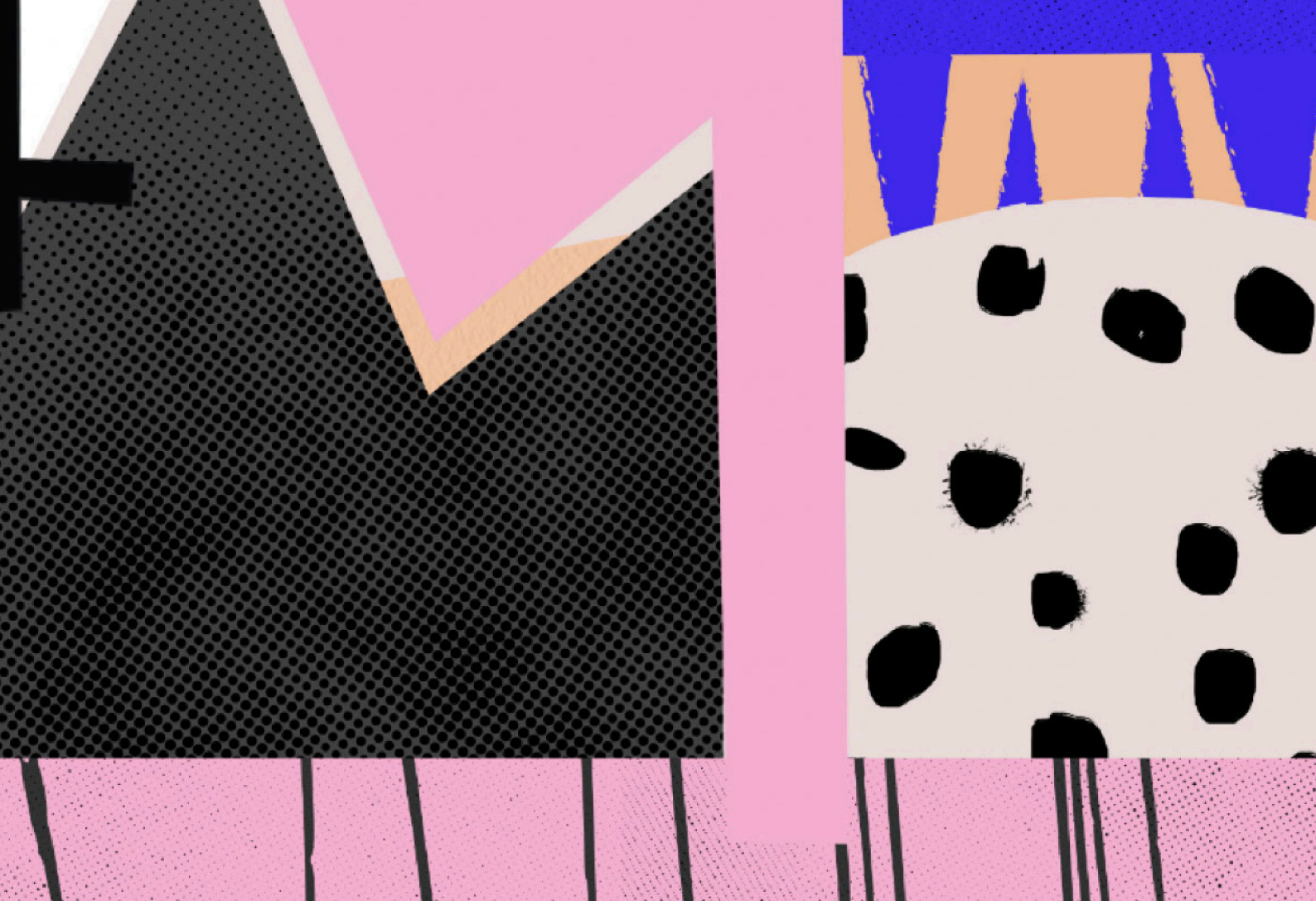




Calendars

Dated and Undated

File set up guidelines



prodigi

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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

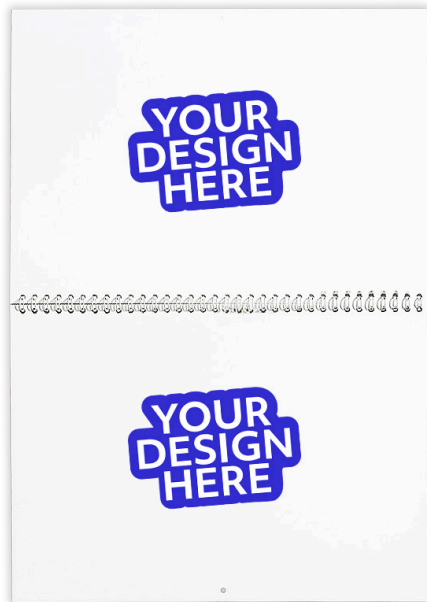
Bleed and crop marks

- 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

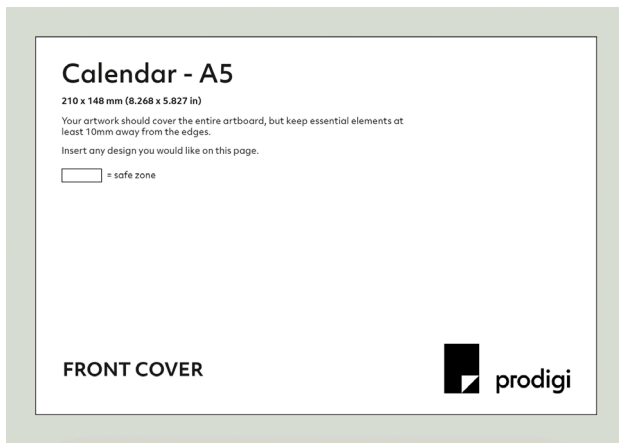
- For our undated calendars, you can **customise every page** – from the cover to the monthly grid layouts.
- Your undated calendar needs to be saved as a **multi-page PDF**.
- Upload the **entire PDF** to the dashboard.

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

[*Templates can be downloaded here.*](#)

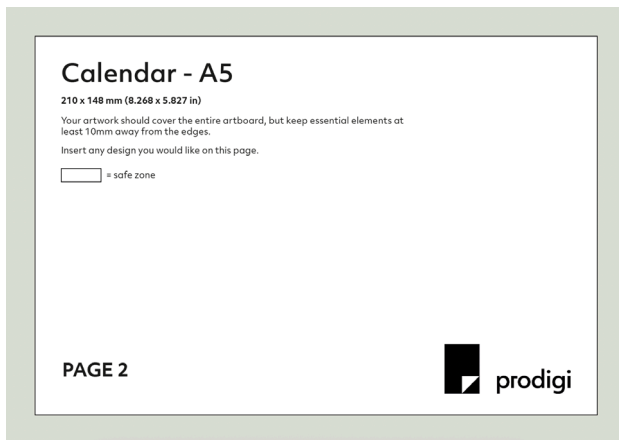
1. Front cover *(page 1 of the PDF)*

- 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.



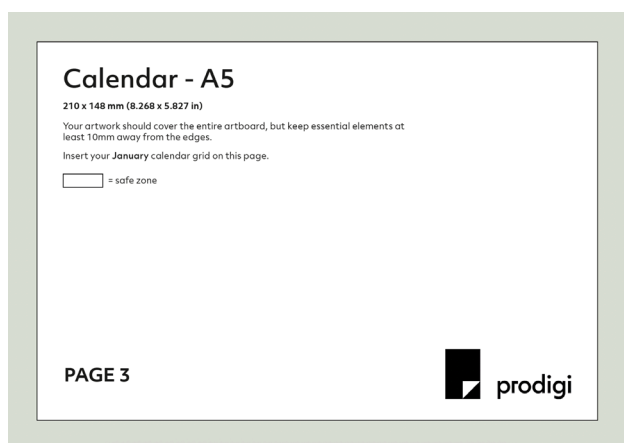
2. Image pages (pages 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24 of the PDF)

- 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.



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.



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**.

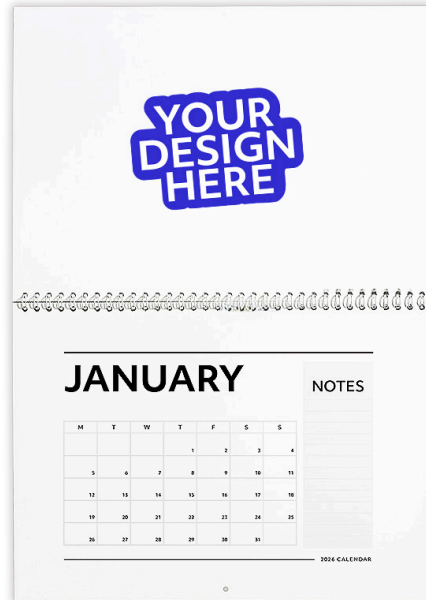


[Templates can be downloaded here.](#)

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

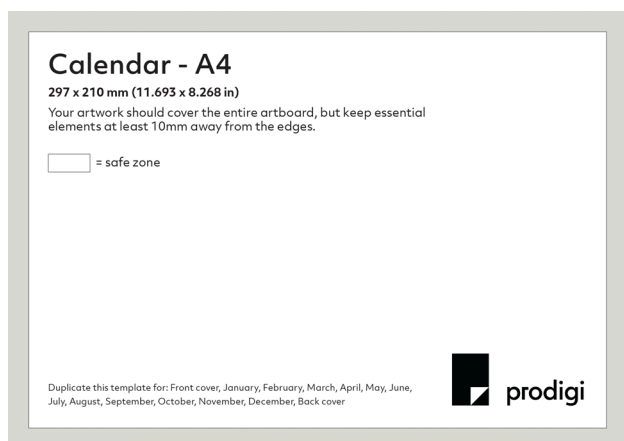


Dated calendar asset

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?

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🌐 www.prodigi.com