GREEN = SAFE ZONE
All non-bleed content must stay inside the safe zone. (0.375")

YELLOW = CUT LINE.

RED = BLEED.
All "off-the-edge" content must extend out to the bleed line.

MAKE YOUR PAGE SIZE 9 × 11.5"

Use the entire template image at this size <<

Please create individual top & bottom sheets. Please do not combine sheets. We will assemble the sheets as needed.

Because "flip style" calendars are saddle stitch books, they require a page count multiple of four. 12 photo pages and 12 calendar grids gives 24 pages, but you will usually want a front cover, which makes 25 pages, so you need 3 more pages. We suggest a "next January" photo page and calendar grid, for 13 months, and (or this can be blank) a back cover, making 28 pages, the required multiple of four.

```
1 Front Cover
2 Jan Photo Page & Calendar Grid
2 Feb Photo Page & Calendar Grid
2 Mar Photo Page & Calendar Grid
2 Apr Photo Page & Calendar Grid
2 May Photo Page & Calendar Grid
2 Jun Photo Page & Calendar Grid
2 Jul Photo Page & Calendar Grid
2 Aug Photo Page & Calendar Grid
2 Sep Photo Page & Calendar Grid
2 Oct Photo Page & Calendar Grid
2 Nov Photo Page & Calendar Grid
2 Dec Photo Page & Calendar Grid
2 Next Jan Photo Page & Calendar Grid
1 Back Cover
—
28
```



INSTRUCTIONS

Our templates already include bleed and crop marks.
Do not use your app's bleed or cropmarks.

1. **Make your page size the size of the template. (It will be 1/2" larger in both directions than your final design size.)**
2. **Place the template on your page. Do not resize!**
3. **Place all print elements above the template.**
   - **Ensure all bleed elements (e.g. background) reach all the way to the red "bleed" line.**
   - **Ensure all non-bleed elements (text, borders[!], logos etc.) remain INSIDE the green "safe zone" line.**
4. **Delete/hide the template ... or if your design covers everything inside the red bleed line, you can leave the template to show crop marks.**
5. **Save your work as PDF. Send us the PDF.**

Done! :)

Photo page is usually on the top.
Calendar grid is usually on the bottom.
You can switch them if you like :)

➡ Use the "Flip-Calendar-Bottom" for both front & back covers.

FLIP-CALENDAR-BOTTOM

↙ Keep important content inside safe zone and away from drill area