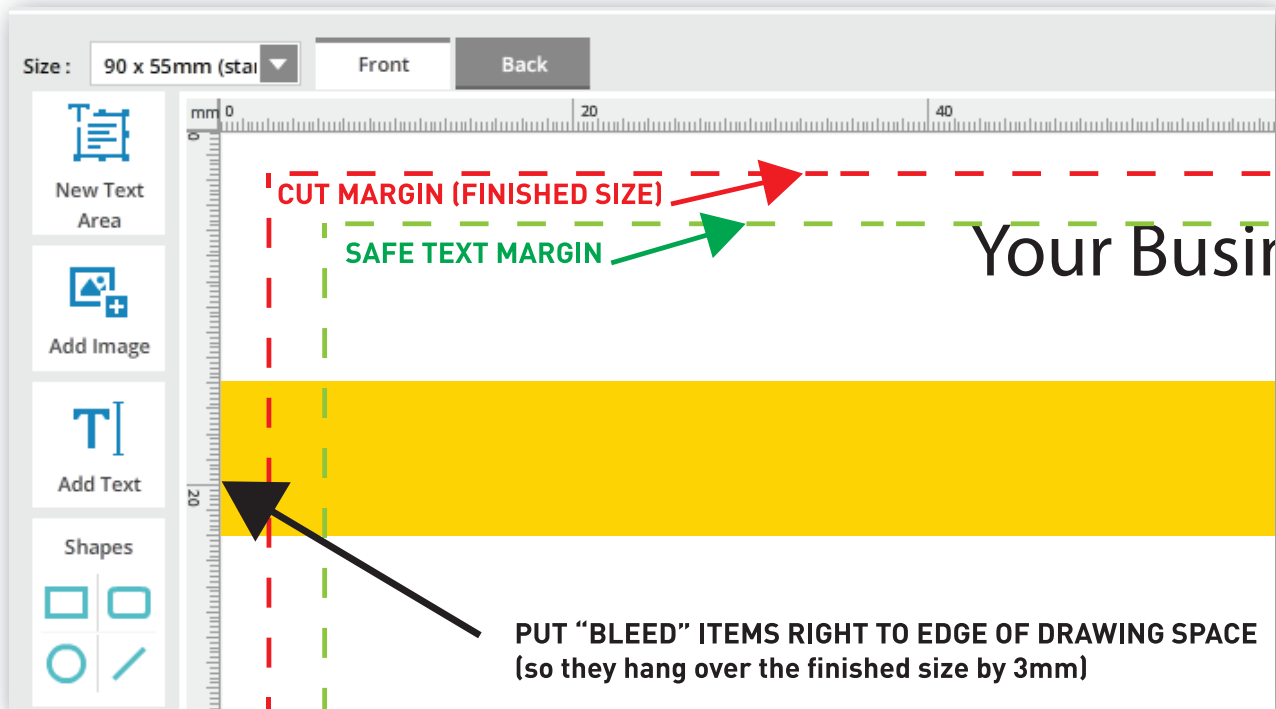


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

① Use the **allBIZ ONLINE EDITOR**

Put **bleed*** items right to the very edge of the drawing space (they should go beyond the red CUT MARGIN)



*** BLEED:** any object that goes right to the edge of the document. The object must actually go **BEYOND** the finished size by 2-3mm ("bleed over" the edge).

② Use **ILLUSTRATOR** (or other vector software)

1 - **PAGE SIZE:** A4 Landscape (297x210mm), **BLEED AREA:** 3mm

2 - **SAVE AS:** PDF (best if /X-1A). Tick "**Trim/Crop marks**" and "**3mm bleed**"

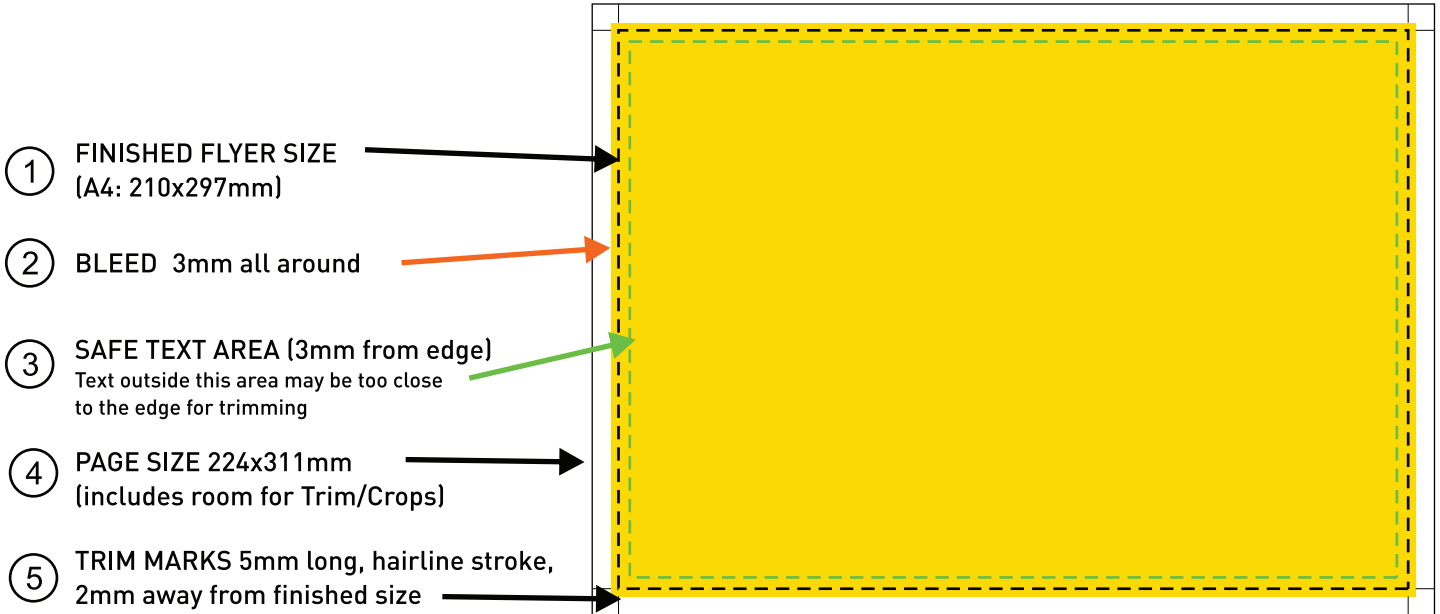
MORE INFO PAGE 2

MAKE SURE YOUR FILES ARE PRINT READY!

- PDF** (PDF/X-1a is better) - for double-sided, Page 1 = Front, Page 2 = Back
- FONTS** embedded (or converted to Curves/Paths/Outlines)
- IMAGES** 600 to 300ppi (less resolution and they will print fuzzy and blocky)
- CMYK** colour only (do not use RGB or Spot or mix them)
- FLATTEN** transparencies/layers (or you will get odd stripes/blocks)
- BLEED** - 2 or 3mm, and 3mm Safe Area away from edge for text
- TRIM BOX** (for bleed jobs) - set to final cut size (or your job will cut wrong)

Your job could be **ruined** by bad files. Fuzzy, wrong colours/fonts, missing bits and more. Wrong files could be **rejected/charged a processing fee.**

If you have to create the file manually using other software, your finished file should match the specs below:



The body (each month) is supplied in a modern, easy to use style, but you can also supply your own.

