# Horizontal desk calendar | 304 × 135 × 15 | 112 pages

**Top Cover Format (TrimBox):**
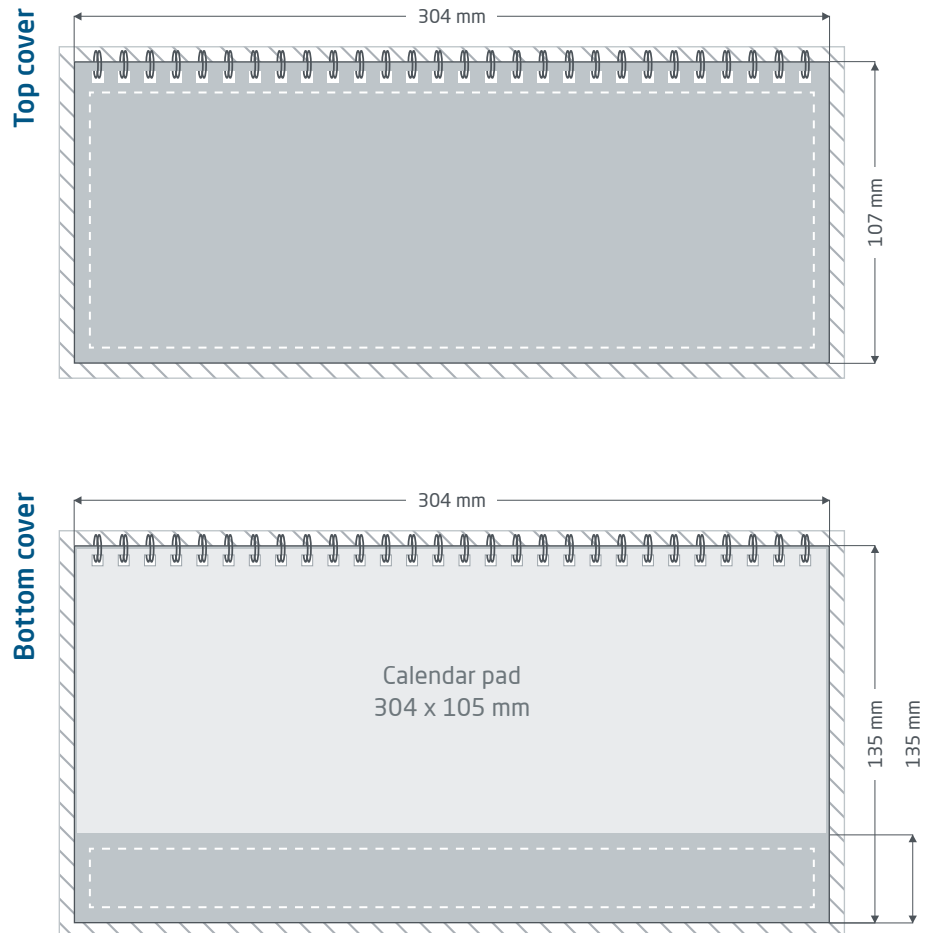304 × 107 mm

**Bottom Cover Format (TrimBox):**
304 × 135 mm

**Calendar Pad Format:**
304 × 105 mm

## General information:

- See page 4 of the PDF for details on the calendar.
- Spiral binding colour: white
- Please provide a single PDF for top and bottom cover each.
- Maintain an 11 mm safety clearance on the top edge. (Wire-O-binding)
- Additional information is available on page 2 of this fact sheet.

**Top cover**

304 mm

107 mm

**Bottom cover**

304 mm

Calendar pad
304 x 105 mm

135 mm    135 mm

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Bleed margin: min. 3 mm
Elements that extend to the edge of the page require a bleed margin. This area can be cut off during further processing.

Final Format (TrimBox):
Size of the finished product

**Safety clearance:**
**On the top cover from the edge min. 5 mm, to the binding 11 mm, on the bottom cover from the edge min. 3 mm**
Due to manufacturing tolerances, important text and image elements should have a safety clearance from the edges of the final format.
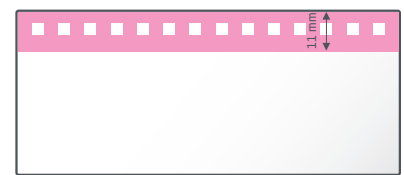
## Product-specific data preparation  »  Horizontal desk calendar

### ✓ Format adjustment

Please always follow the instructions in the test report. If you provide an incorrect page format, incorrect TrimBox or incorrect page orientation, we will place your data centred and unscaled in the ordered page format and inform you before you authorise the printing.
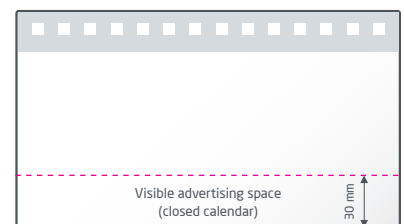
### ✓ Spiral-binding

For the spiral-binding, important elements (e.g. text) must be positioned at least 11 mm away from the top edge of the TrimBox so that they are not perforated during processing.

### ✓ Design of bottom cover

When the calendar is folded shut, only the lower part (30 mm) of the bottom cover is visible. Please take this into account during design.

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## Guide on preparing print data

**In order to achieve an optimal print result, please consider the following items when creating your print data:**

### File format
Please send us a PDF or JPG file that is ready to print. We recommend that you create a PDF file according to the PDF/X-1a, PDF/X-3 or, preferably, the PDF/X-4 standard.

### Colour space and ink coverage
All elements of the document should be created in CMYK mode. We will automatically convert data created in another colour mode (e.g. RGB, LAB, spot colours) to CMYK. We do not assume any liability for resulting colour deviations or non-display of objects, especially in connection with transparencies or unknown special colours. Furthermore, please provide your print data with the corresponding ICC profiles for standardised offset printing. For coated papers use the colour profile "PSOcoated_v3.icc" and for uncoated papers the profile "PSOuncoated_v3_FOGRA52.icc".
Please create grey areas and black texts exclusively in the black channel. Objects with a total colour application of over 320%, exceeding the limit for printing, will be reduced to this 320% total colour application for production reasons.

### Resolution of images and graphics
Generally, we recommend a resolution of at least 250 ppi (dpi), and at least 1,200 ppi (dpi) for line art.

### Page format, page alignment, and page bleed
Please make the page format and page orientation equal for all sides and according to your desired print job. Elements that extend to the edge require a bleed margin. Furthermore, we recommend that you maintain a safety clearance at the edge of your document by not placing any text or important elements due to possible manufacturing tolerances. If the page format or page orientation in your print data differs from the requirements listed herein, we will place your template centred and unscaled in the ordered page format and we will notify you thereof before you give the approval for printing. We cannot accept any liability for resulting complaints.

### Fonts
Please embed all the fonts that you use in your print file. We will not replace missing fonts. For optimum readability, we recommend a minimum font size of 5 points.

### Lines
The line weight of graphics and text outlines should be at least 0.2 pt. We automatically thicken excessively thin lines to this minimum printable size. Please note that this can also cause lines created with 0 pt to become visible or thicken text outlines that are too narrow.

### Overprinting, non-printing elements and layers
Please remove all non-printing elements from your document. PDF files should not contain any layers. Check if the overprinting settings are correct.
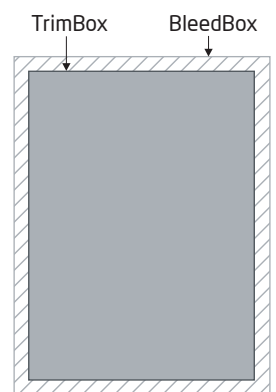
## Format adjustment

During the ordering process and as part of the selected data check, we check your print data to see if the page format of your print data matches that of the ordered product, among other things. Only the "TrimBox" is important in this case. You can freely define the size of the possible BleedBoxes according to your needs.

### Final Format (TrimBox):
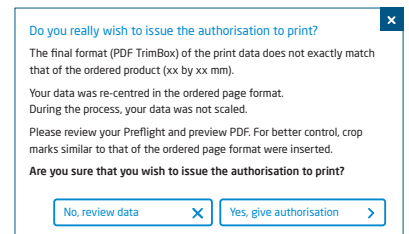The TrimBox describes the trimmed final format of a page.

### BleedBox:
The BleedBox defines the bleed of a page. With a bleed of 3 mm, the BleedBox will be 3 mm larger all around than the final format.

You can check the TrimBox of your PDF file using the **Adobe Acrobat Reader** and **Adobe Acrobat** programs. Unlike Acrobat, Adobe Reader has very limited functionality. For instance, you cannot alter PDF documents with Adobe Reader. You must use Acrobat to do so.
You can display the TrimBox or final format in both programs as follows: Open the "Presets" in the menu and from there, activate "Page display" » "Page contents and information", activate the "Show art, final format, and BleedBox" menu item. Afterwards, the TrimBox will be displayed with a red border and the BleedBox with a blue border in the corresponding PDF file.

If there are discrepancies between the page formats of the ordered product and their print data, we adjust the format. In other words, we place your data centrally and unscaled in the ordered page format and notify you both in the test report of the data check and in a separate window before the order is completed.

> **Do you really wish to issue the authorisation to print?**
> The final format (PDF TrimBox) of the print data does not exactly match that of the ordered product (xx by xx mm).
> Your data was re-centred in the ordered page format. During the process, your data was not scaled.
> Please review your Preflight and preview PDF. For better control, crop marks similar to that of the ordered page format were inserted.
> **Are you sure that you wish to issue the authorisation to print?**
> No, review data ✕    Yes, give authorisation ＞

**my_printfile.pdf**
Print data check successfully completed with messages (Preview / Test report)

In our prepared, low-resolution preview file, you can check the status of your file. If the format is adjusted, we always add crop marks for you in this preview.
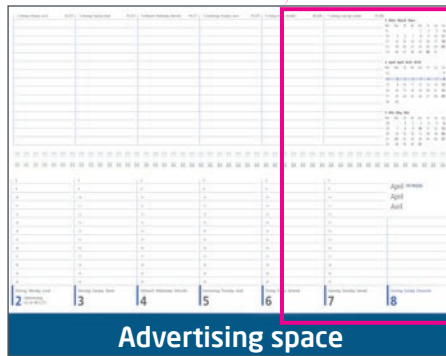
ℹ We do not check the contents of your data at all. The print data is checked automatically. Please make sure that you always adhere to the instructions of the data check print area in the online website. We recommend that you use "advanced data check". We assume no responsibility for problems arising due to failure to adhere to this data sheet and the data handling guidelines on our website!

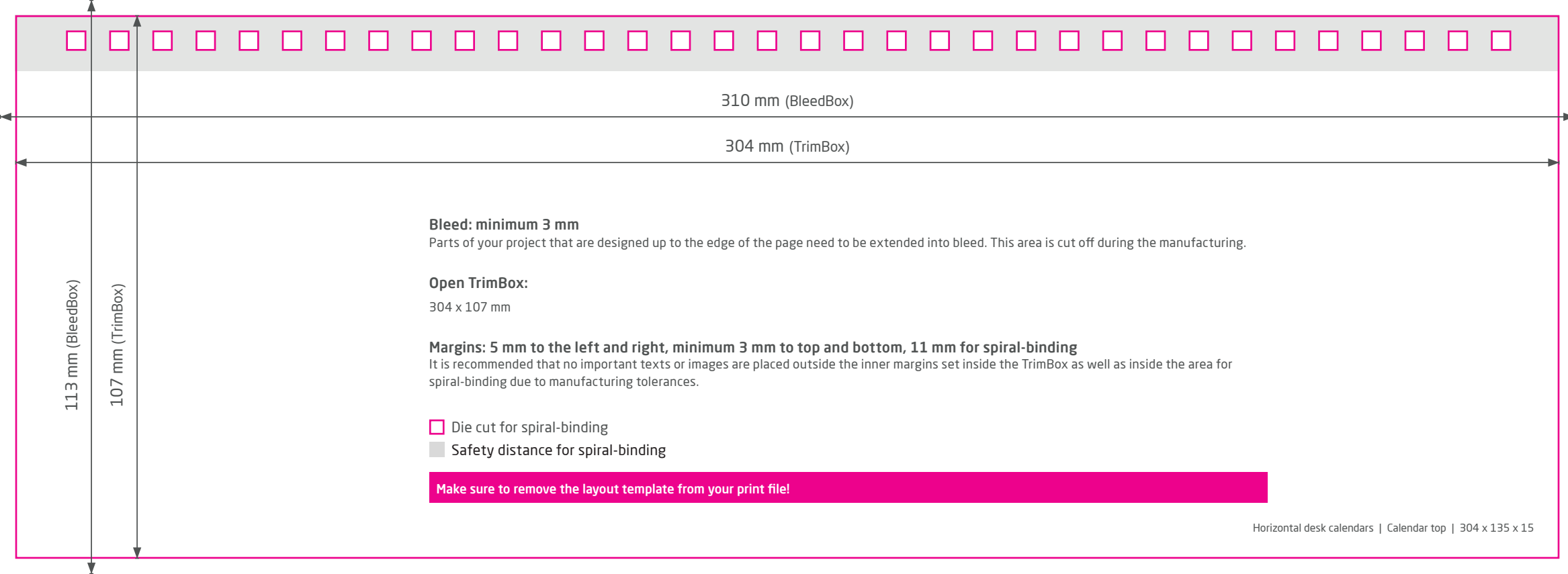# View of calendar design » Horizontal desk calendar

**100% Calendar view**

Advertising

**Advertising space**

- German / trilingual
- Label for national holidays of D / GB / F
- Colour: anthracite / blue, Sundays / holidays blue (PMS 286)
- 2 pages per week
- Hour division  8:00 - 20:00
- Space for notes and 3-month overview on the top sheet
- Specifies the calendar week
- Size: 112 pages with information section



y Vendredi          96-269     7. Samstag Saturday Samedi          97-268

**3 März March Mars**

| Wo | Mo | Di | Mi | Do | Fr | Sa | So |
|----|----|----|----|----|----|----|----|
| 9  |    |    |    | 1  | 2  | 3  | 4  |
| 10 | 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 12 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 13 | 26 | 27 | 28 | 29 | 30 | 31 |    |

**4 April April Avril 2018**

| Wo | Mo | Di | Mi | Do | Fr | Sa | So |
|----|----|----|----|----|----|----|----|
| 13 |    |    |    |    |    |    | 1  |
| 14 | 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 15 | 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 17 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 18 | 30 |    |    |    |    |    |    |

**5 Mai May Mai**

| Wo | Mo | Di | Mi | Do | Fr | Sa | So |
|----|----|----|----|----|----|----|----|
| 18 |    | 1  | 2  | 3  | 4  | 5  | 6  |
| 19 | 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 22 | 28 | 29 | 30 | 31 |    |    |    |

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April    14. Woche
April
Avril

y Vendredi          Samstag Saturday Samedi          Sonntag Sunday Dimanche

7                    8

310 mm (BleedBox)

304 mm (TrimBox)

113 mm (BleedBox)

107 mm (TrimBox)

**Bleed: minimum 3 mm**
Parts of your project that are designed up to the edge of the page need to be extended into bleed. This area is cut off during the manufacturing.
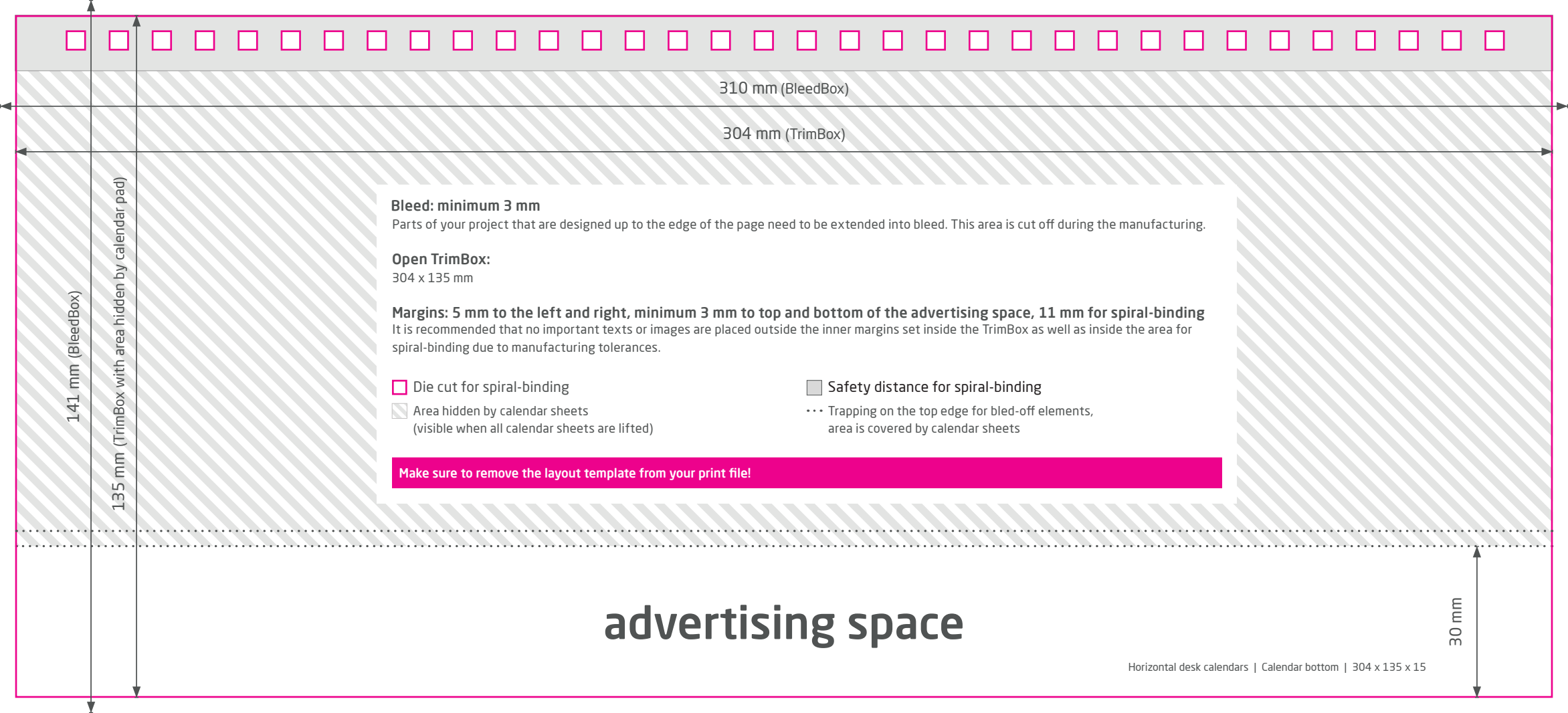
**Open TrimBox:**

304 x 107 mm

**Margins: 5 mm to the left and right, minimum 3 mm to top and bottom, 11 mm for spiral-binding**
It is recommended that no important texts or images are placed outside the inner margins set inside the TrimBox as well as inside the area for spiral-binding due to manufacturing tolerances.

☐ Die cut for spiral-binding

▨ Safety distance for spiral-binding

**Make sure to remove the layout template from your print file!**

Horizontal desk calendars | Calendar top | 304 x 135 x 15

**310 mm (BleedBox)**

**304 mm (TrimBox)**

141 mm (BleedBox)

135 mm (TrimBox with area hidden by calendar pad)

**Bleed: minimum 3 mm**
Parts of your project that are designed up to the edge of the page need to be extended into bleed. This area is cut off during the manufacturing.

**Open TrimBox:**
304 x 135 mm

**Margins: 5 mm to the left and right, minimum 3 mm to top and bottom of the advertising space, 11 mm for spiral-binding**
It is recommended that no important texts or images are placed outside the inner margins set inside the TrimBox as well as inside the area for spiral-binding due to manufacturing tolerances.

☐ Die cut for spiral-binding

☐ Safety distance for spiral-binding

Area hidden by calendar sheets
(visible when all calendar sheets are lifted)

••• Trapping on the top edge for bled-off elements,
area is covered by calendar sheets

**Make sure to remove the layout template from your print file!**

# advertising space

30 mm

Horizontal desk calendars | Calendar bottom | 304 x 135 x 15