

Printing the calendar and its backside

1. Load a sheet of photo paper (glossy or matte) or card stock into your printer. Its paper weight should be between 54 and 76 pounds or 200 to 300 gsm.

Select **File > Print** from the menu.

Do *not* check “Scale to Fit Media” in the Printer Settings window. Don’t check the “Print headers and backgrounds” option.

Set Paper Size to “US Letter” (8.50 by 11.00 inches). Adjust the remaining printer settings if needed; then click the “Print” button.

2. Similarly print the backside, matching its “Top” tab with the front side’s “Top” tab

Folding and gluing

There are three dashed lines on the printed calendar, which look like this:



Carefully fold the calendar side backwards along each of the dashed lines.

Use a ruler to fold *precisely* along each of the three dashed lines.

The image to the right shows how the folded calendar should look at this stage.



Here comes the last part. Using a glue stick, apply a reasonable amount of glue onto the **gray area** of your printed calendar sheet, at the top of the paper. (It's the gray strip that contains the instructions.) Glue it on the **lower edge of the back side of the sheet**, carefully aligning the edges, and press it.



You've created a beautiful desktop calendar that you can give as a gift or use at home, at school, or at the office.



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warrencampdesign.com/photoEdit_calendars.html