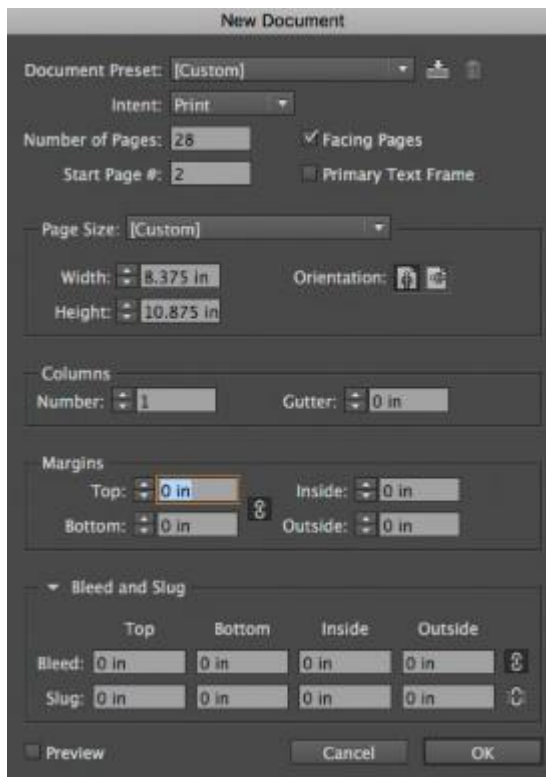


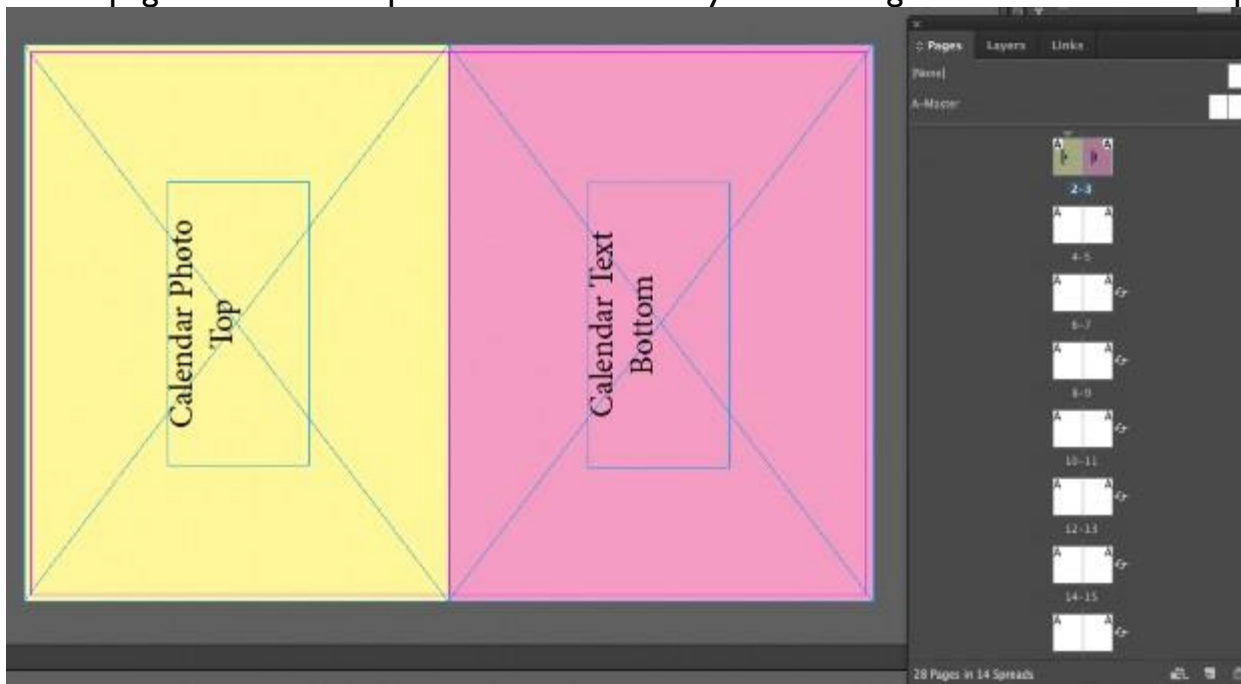
Calendar Setup

The purpose of these calendar setup instructions is to create single document pages next to each other which will allow you to view the top and bottom of the calendar pages as a spread. You then build the pages and export single page PDF's.

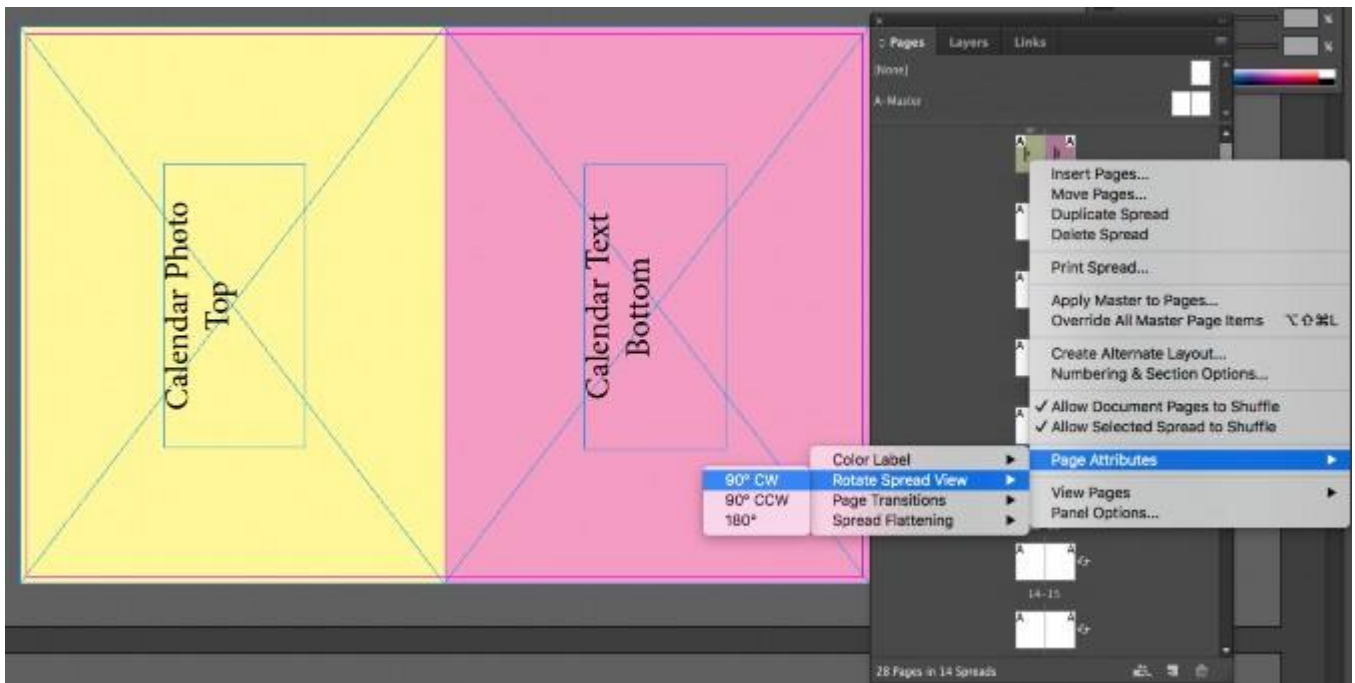


1. Start by creating a new document. Enter the number of pages, in this example 28. Check Facing Pages and set the Start Page to 2. Enter the page width and height. Note that the width will be the smaller dimension. Select OK.

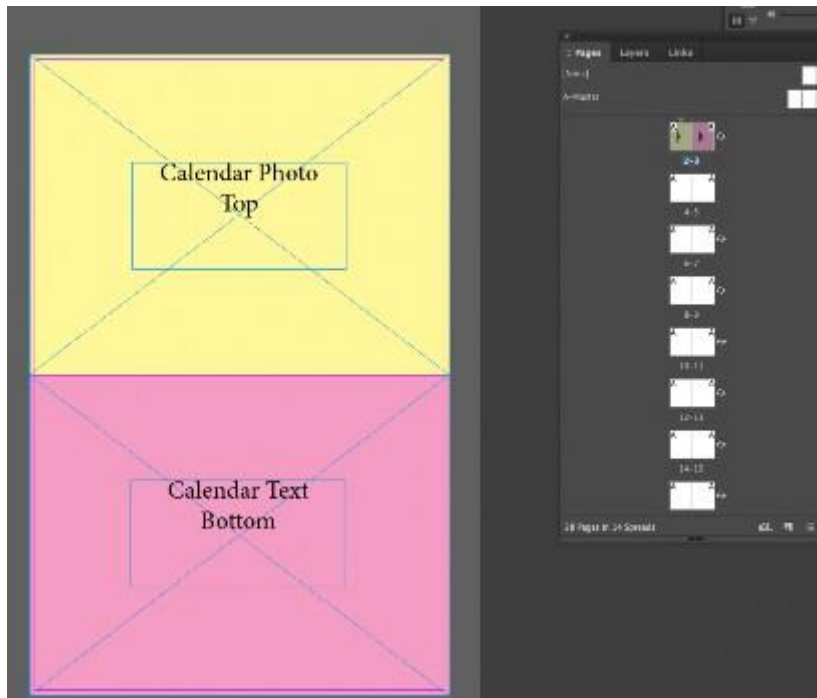
2. The pages will view as spreads but are sideways. This will get fixed in the next step.



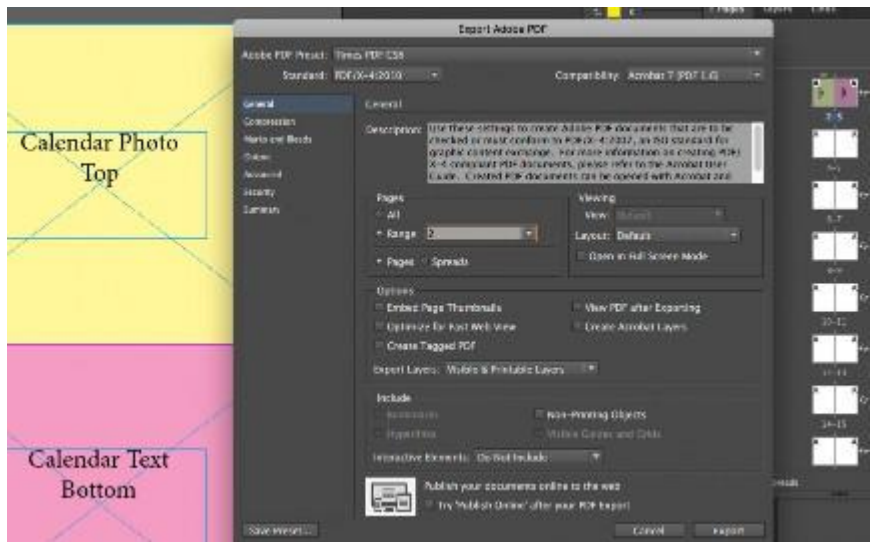
3. To fix the view, from the Pages palette, select all of the pages and then right click to select Page Attributes, then Rotate Spread View, 90° CW.



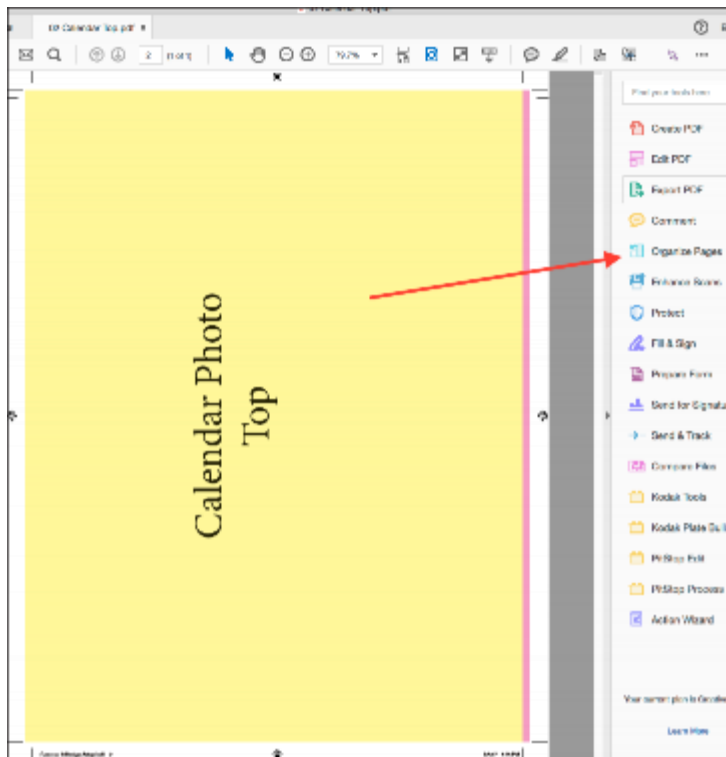
4. The pages will now view correctly as spreads with the Calendar photo on top and the calendar text at the bottom.



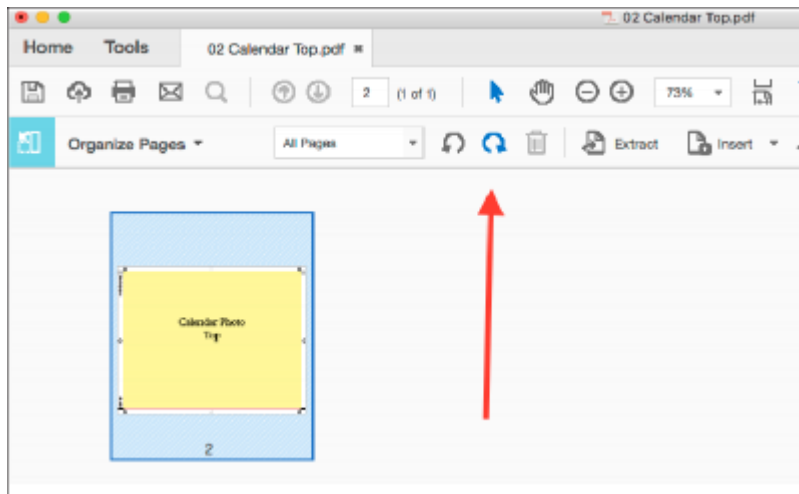
5. Build the pages and once the pages are ready, export single page PDF's. The PDF pages will be sideways but they will get fixed in the next step.



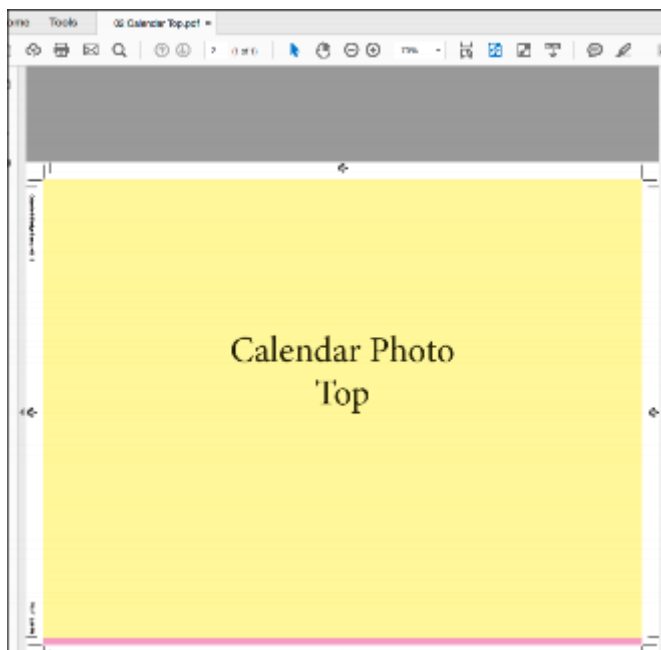
6. Open the PDF in Acrobat, then select "Organize Pages" from the Tools palette.



7. Click the page to highlight it, if not already highlighted. From the Organize Pages tool bar, at the top, select Rotate Clockwise. Save the PDF page.



8. The final PDF pages will now be showing as landscape with the photos and text straight up.



Click [HERE](#) to download the example InDesign file.