


How to create a beautiful Photo Calendar in 6 Easy Steps

1. Select up to 72 photos (up to 6 per page) or 12 photo collages (1 additional photo if opting for a photo cover.) Scrapbook collages and artwork should be no larger than 8 ½ x 11"

Photo combo's that work best are:

#1 picture - For a single photo on a page, we strongly recommend the following horizontal sizes: 3 ½ x 5", 4"x 6", 5"x7" or 8"x10" work best.

#2 pictures - both vertical , 1 horizontal, 1 vertical cropped place in a corner

#3 pictures - 1 Vertical, 2 Horizontal  1 horizontal, 2 cropped and placed in corners

#4 pictures - All horizontal 

#5 pictures - One in the center 4 on the corners

#6 pictures - All horizontal or all vertical 

Please note on the Special Instruction Sheet any cropping, specific layout, if borders are desired (the borders used at our discretion if we cannot exactly match what it is you would like), ect...

2. Using the monthly stickers provided (and cover photo sticker if ordering a photo cover) affix 1 each to the back lower right hand corner of each photo or collage. Or write the kit number and month on the lower right hand corner of each photo or collage. Do Not place monthly stickers on the front of photos.

3. If sending digital photos name photos by the month. Example: jan1.jpg or jan2.jpg, recommend resolution should be 1024x768. If scanning photo's to be used it is recommended that you scan them at 200 dpi. Can be saved to disc or e-mailed to orders@wyomingdesignworks.com . Make sure to indicate your order number and kit number in the subject line.

4. If ordering personalized captions on your calendar, see the Personalized Caption Option Section. If you choose this option, please fill out Personalized Caption Section on your kit sheet.

5. You are now ready to return your calendar kit. Please insert: your photos or photo collages, (payment if required, your completed kit sheet and a piece of cardboard (to protect your photos) in an appropriate envelope, affix return label. Seal, affix postage and mail it back to **Wyoming Design Works, 2648 Shady Lane, Greybull, WY 82426**

*When mailing your kit back to Wyoming Design Works, keep in mind that it can take up to 7-10 days for us to receive 1st class and Priority Mail. Consider mailing your calendar kits in earlier.

Allow up to 2 weeks (3 weeks during November and December) from the date we receive your calendar kit to receiving your finished calendar(s). All calendars will be sent to the address listed on your kit sheet. Your original photos will be returned with your finished calendar. A conformation e-mail will be sent when we receive your order, if an e-mail address has been provided.

Calendar Suggestions

#"Collages" are great - please put them together before hand.

#Scrapbook pages - limited to 8 1/2 X 11 page.

#Children's art work

#Photo (Color or Black & White) with a special poem or letter about the person/persons

Guide to Selecting the Best Photos

1. For single photo pages, we recommend the following horizontal sizes: 3 1/2" x 5", 4"x6", 5"x7" or 8"x10". (These photos enlarge proportionally to fill the pages)
2. Scrapbook collages should be made on paper no larger than 8 1/2"x11".
3. Black and white photos also work well.
4. Children's art work can be used, should be no larger than 8 1/2"x11".
5. Submit only sharp, focused photos. Photos that are not in focus will become "fuzzier" when enlarged.
6. Do make sure the front of your photos and collages are free from dirt, marks, writing, tape or glue.
7. When submitting digital photo's 1024 X 768 is recommended but 640X480 can be used.
8. Copyrighted photos must be accompanied by a release from the photographer or photo studio.
9. Previous customers, make sure you received a copy of your dates from the last year, check to make sure there are no errors and add additional dates where appropriate

What To Avoid when Choosing & Sending Your Kalendar Kit Photos

1. Photos that are too dark or light. Especially those with shadows in faces and backgrounds.
2. Vertical photos or vertical collages leaving unwanted white space.
3. Do Not send photos smaller than 2" x 3". (these may be used in collages).
4. Do Not mount a single photo on a single 8 ½" x 11" sheet of paper (It will not enlarge)
5. Do Not collage on neon, light or pastel colored paper (these look washed out when copied)
6. Do Not use liquid glue such as Elmer's Glue (this turns collages into lumpy cardboard and does not reproduce well)
7. Do Not use the monthly sticker to hold collaged photos together. Use Scotch tape on the back.
8. Do Not use metallic items, which include glitter or glitter stickers (these will reproduce as black dots)
8. Try not to send color copies or computer generated prints (these become grainy when enlarged).
9. We do not accept negatives, slides, or floppy disks.
10. Do Not roll tape or use foam tape on back of photos in collages (this will produce gray shadows over these areas).
11. Do Not use tape or the monthly sticker on the front of your photos.
12. Do Not send one-of-a-kind rare photos (photos occasionally get damaged or lost in the mail)
13. Do Not send photos with adult nudity or any that are pornographic nature. They will be returned.