



Glossary

DIARY FEATURES

12mth to View Calendar

Thumbnail views of all 12 month calendars, either calendar year (Jan-Dec), Financial Year (Jul-Jun) or 12 months forward (the next 12 months, including into the next year)

15min Appointment Spaces

Page layout allowing scheduling at 15 minute intervals

16 page Cash Summary

Record and monitor cash payments for a chosen period

3 Year Calendar

3 full years of calendar dates in one layout, either last year, this year and next year; this year and the next 2 years; or the next 3 years, located either in the front or back of the diary

6mths to View Calendars

Thumbnail views of 6 month calendars, usually current month and next 5 months or next 6 months; generally located at the bottom of each page or 2-page spread

Address Section

Area to record contact details for ready access

Appointment Times

Duration of timeslots plus first and last timeslot:
eg. 15 minute / 30 minute / 1 hour
7:30am – 7:45pm

Bookmarker

Ribbon used as a page holder

Business Card Pocket

Area to store business cards

Conversion Tables

Metric/imperial conversion tables for common measurements

Current & Forward Year Planning

High level view calendars for current and next year/s with days and dates to plan ahead, usually located at the front of the diary

Document Flap

Section incorporated into the diary cover to store papers

Expense Summary

Track individual tax expenses and running total

International Dialling Codes

A list of phone codes required to dial other countries

Julian Days/Day Count

A Julian Day indicates how many days since 1 January, eg. 9 May is day 129 (non-leap year);
Day Count shows how many days forward and back in the year, eg. 9 May is 129/236 – it's the 129th day in the year and there are 236 days left in the year (non-leap year)

Mylar-tabbed

Mylar is a clear or coloured plastic film applied to the tab extension offering strong, easy to navigate dividers

Notes

An area for note-taking

Personal Details

Area to record personal contact details for ready access

Quarterly Expenses Summary

Track individual tax expenses and running total

Receipts & Payment Summary

Track cash received, paid and remaining

Staff Leave Planner

Usually a grid-view calendar for blocking out the dates of staff holidays to provide a high level view and avoid unwanted overlaps

Useful Information, eg. Holidays

Other helpful information, usually public holidays and school terms

Week Numbers

Where the current week sits positionally within the year

World Time Charts

A chart outlining time zones for other countries and highlighting business hours for best calling times

VIEWS

Week to View

7 days across a 2-page spread, great for at-a-glance weekly planning. Available in both portrait and landscape formats, generally with smaller sizes only in landscape.

2 Days to a Page

2 days positioned on a single page (ie. 4 days to a 2-page spread), ideal for keeping your diary compact.

1 Day to a Page

Traditional format with full pages assigned to each day, offering plenty of space for appointment setting. Generally only available in portrait.

2 Pages to a Day

One day across a 2-page spread for high volume appointment setting like reservations and bookings or for sales reps. Generally only available in portrait.

PAGES

Anti-glare azure blue paper

Anti-glare paper is low reflection making it easier to read and reduces eyestrain

Cream

Warmer than true white and offers a more traditional look

Fine Ivory

Warmer than true white and offers a more prestigious look

FSC mixed source

Forest Stewardship Council (FSC) is a global, not-for-profit organisation dedicated to the promotion of responsible forest management worldwide; a mixed source product contains a mixture of some/all of the following: fibre from an FSC-certified forest; reclaimed fibre; fibre from other controlled sources

Low reflection paper

Reduces reflection from light sources, good for sensitive eyes

Post consumer waste

A material that has served its purpose as a consumer product and then been recovered from waste

Recycled

Produced from either manufacturing waste or post-consumer waste

White

Traditional paper colour with the easiest contrast

BINDING

Casebound

Pages have been glued to a spine with a hot-melt adhesive and attached to the hard cover by gluing the front and back pages

Refillable

An open/close binding that allows pages to be inserted and removed with ease

Section-sewn

Pages are folded into sections that are sewn together and glued into a cover; section-sewn is the strongest binding style offering long-lasting durability

Twin-wiro

Wire is fed through punched holes to bind pages, allowing the diary to open completely flat and fold back on itself to remain open at a single page; twin wiros offers sturdier binding

Wiro

Wire is fed through punched holes to bind pages, allowing the diary to open completely flat and fold back on itself to remain open at a single page

COVERS

Durable Hard-wearing cover

Elastic wrap closure An elastic strap is attached to the diary and can be slipped over the closed diary to prevent easy opening

Leatherette Realistic faux leather that is resistant to dirt and liquids and easily cleaned with a damp cloth (either PU or PVC)

Linen Luxurious textile made from fibres of the flax plant, known for its durability and elegant weave

Matte finish Matte is a non-glossy, low glare laminate finish used to protect the cover

Padded PVC Faux leather made from a synthetic plastic polymer (polyvinyl chloride) is often referred to as vinyl; provides a water-repellent cover

PU padded Faux leather made by covering a backing fabric with polyurethane and best replicates leather's look and feel without the price-tag

PVC vinyl See Padded PVC

Recycled Made from recycled material

Soft look Has a lush, delicate appearance