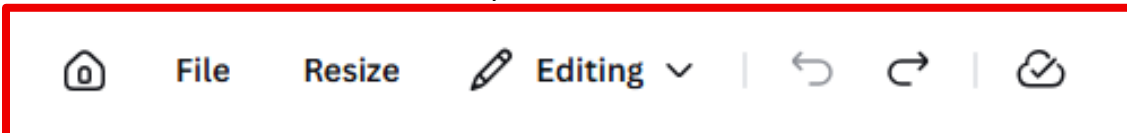


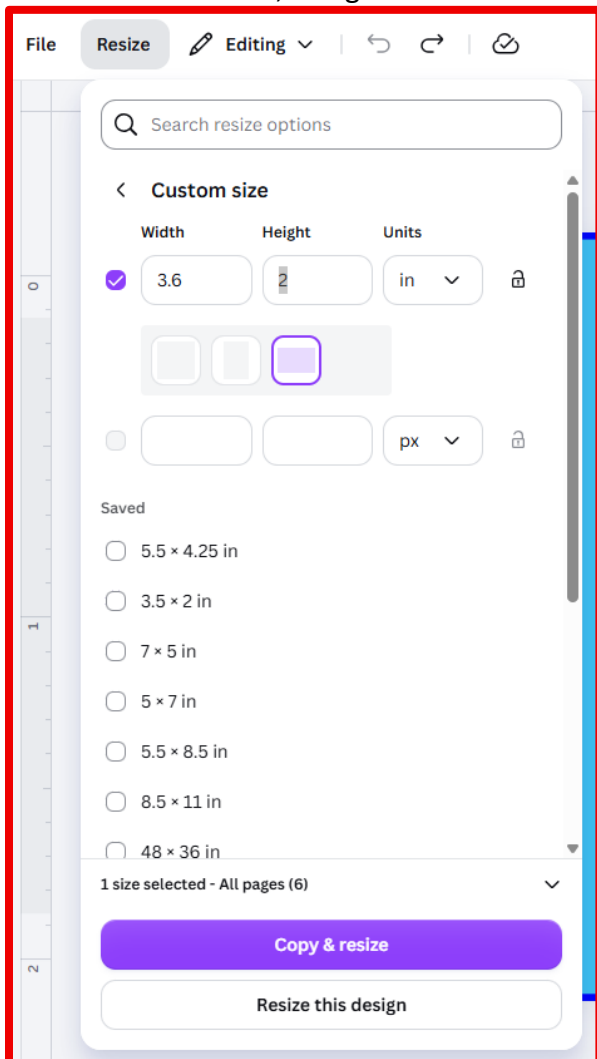
## Canva

### File Set up & Resize

- Open the file you are working on.
  - Make sure your file is set up at your desired size in inches (example: 8.5x11 or 4x6)
  - This is located on the left side of your screen under "Resize".



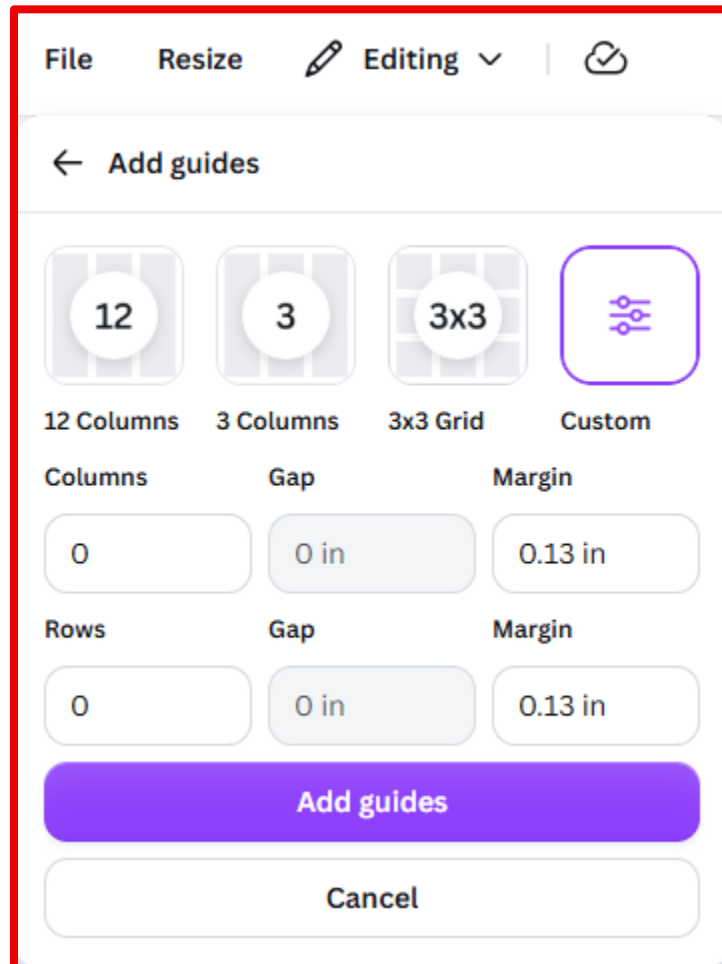
- Resize if needed, using "Custom Size" and put in your size in inches.



- You can also select "Custom Size" to see what the existing size is set to.
- To Resize, select "Resize this Design" or if you want to keep the original size but make one that is smaller or larger (ex: Full page 8.5x11 flyer into a half page flyer 8.5x5.5) select "Copy & resize."

## Set up Margins and Print Bleeds

- Make sure that all items that go off the page (backgrounds, borders, etc.) are extended off the page.
  - Go to File → Settings → (Make sure the following have a check mark next to them)
    - Show Rulers and Guides
    - Show Print Bleed
    - Show Margins
  - Setting Up Guides as Margins
    - Go to File → Setting → Add Guides → Select Custom
    - Make sure Margins are at either .13 or .25
      - (Columns and Rows at 0, Gap does not matter)
    - Click Add Guides



- Make sure that all items that go off the page (backgrounds, borders, etc.) are extended off the page.
  - You can drag these items beyond what is visible in Canva, and that is what you want to do.
  - This ensures that the image goes beyond the crop marks when we go to trim down our prints and we do not cut off anything important.
  - Make sure that important items are not close to the edge of the file. Anything too close to the edge could get cut off.
  - Images 1 & 2 have all important things away from the edges enough to not get trimmed off, but the backgrounds are extended past for edge for a proper bleed.
  - Images 3 & 4 do not have the background extended to the bleed and our website on image 4 is too close to the edge and could get trimmed off when cut down.

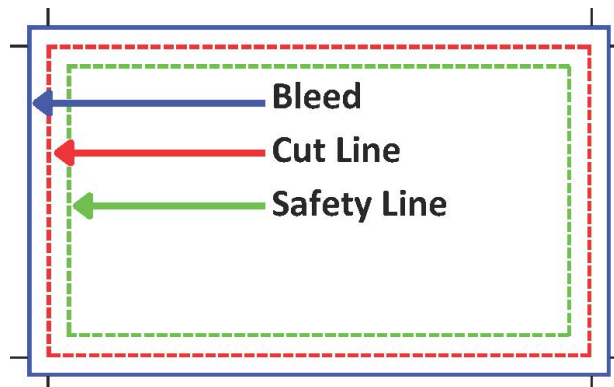


Image 1 - ✓



Image 3 - X



Image 2 - ✓

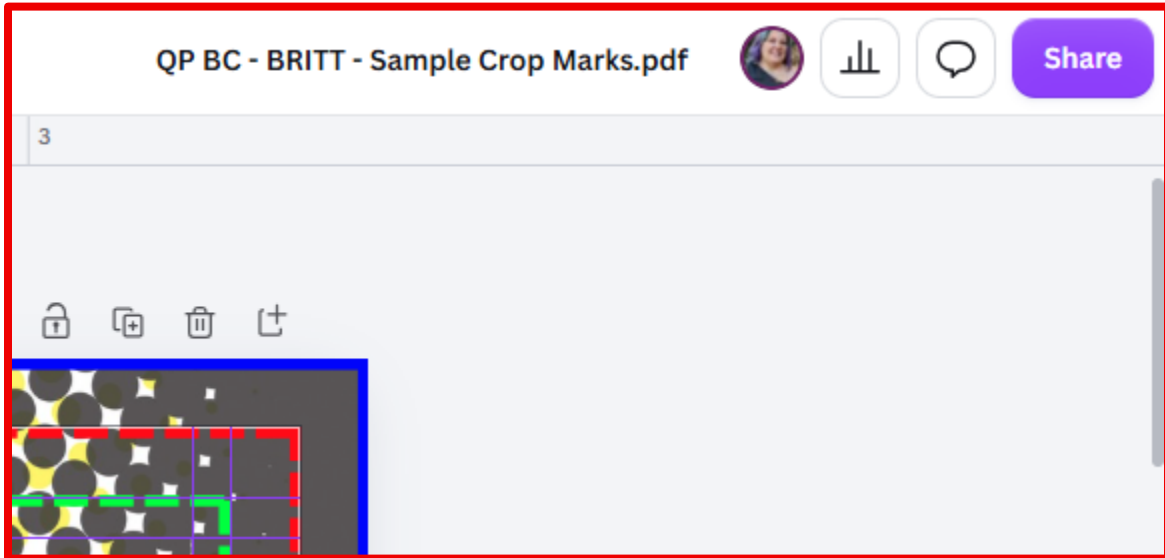


Image 4 - X

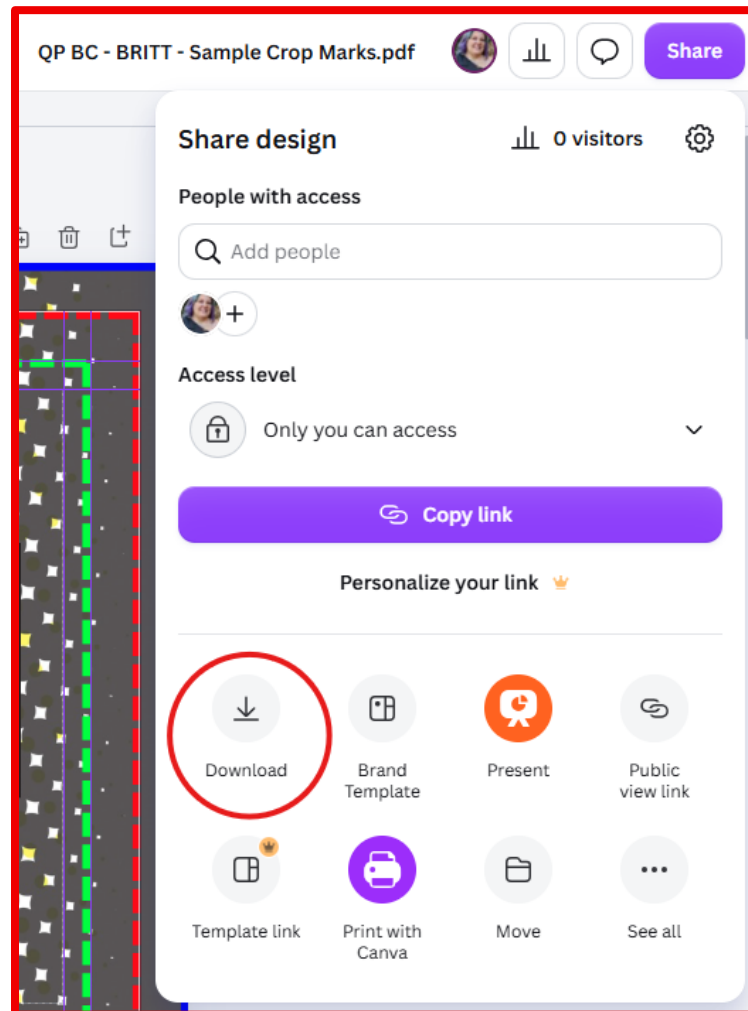


## Downloading a Print Ready File from Canva

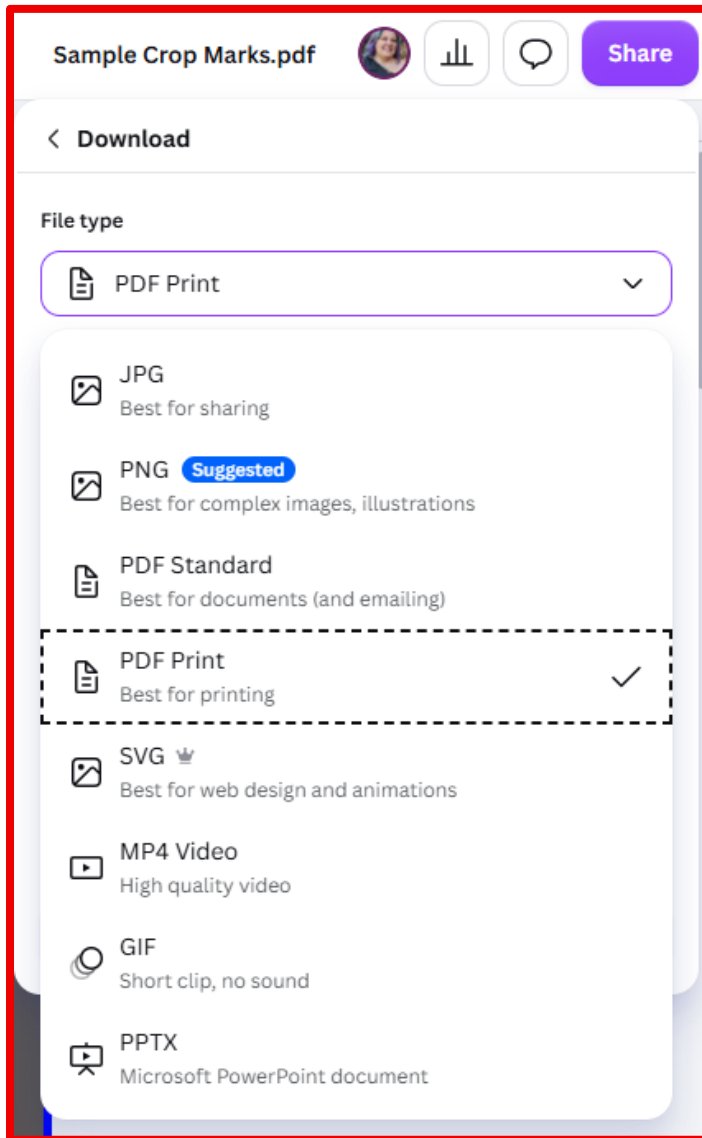
- Open the file you wish to download.
- Make sure that all items that go off the page (backgrounds, borders, etc.) are extended off the page.
- In the top right corner select “Share”



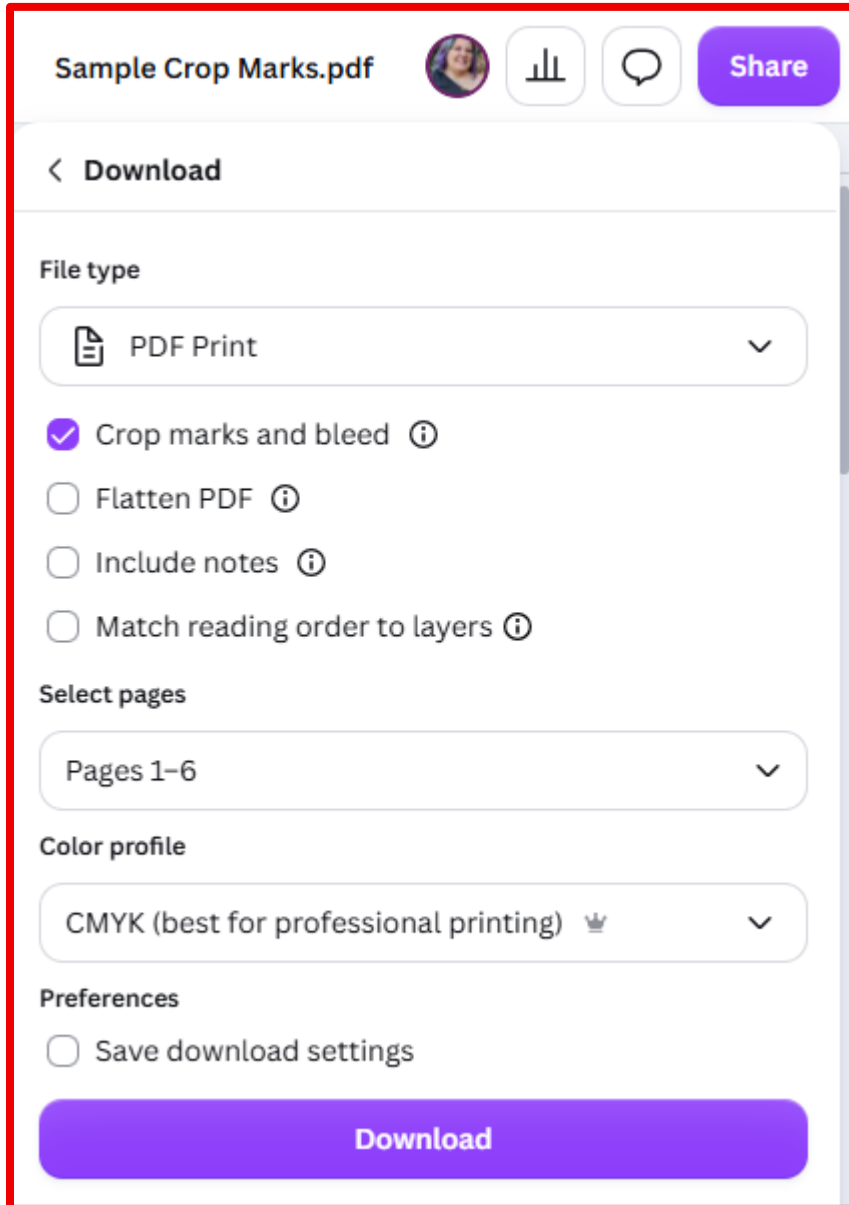
- Select Download



- Once Download has been selected, go to file type (The default is typically PNG, do not pick this) and select “PDF Print.”



- After selecting “PDF Print,” “Crop marks and Bleeds” should appear, please check mark that box.

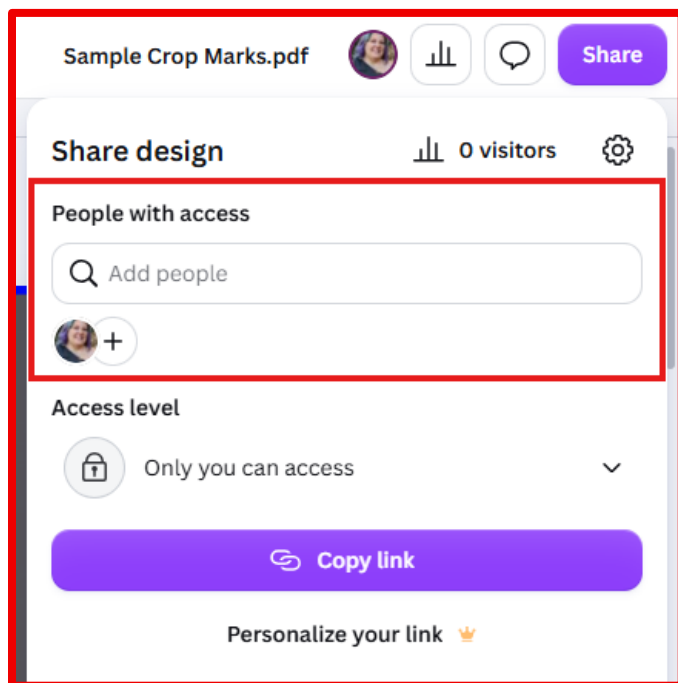


The screenshot shows the Canva download settings interface for a file named "Sample Crop Marks.pdf". At the top, there are icons for a profile, a bar chart, a speech bubble, and a purple "Share" button. Below this is a "Download" section with a back arrow. The "File type" is set to "PDF Print". Underneath, there are four checkboxes: "Crop marks and bleed" (checked), "Flatten PDF", "Include notes", and "Match reading order to layers". The "Select pages" dropdown is set to "Pages 1-6". The "Color profile" dropdown is set to "CMYK (best for professional printing)". At the bottom, there is a "Preferences" section with a "Save download settings" checkbox and a large purple "Download" button.

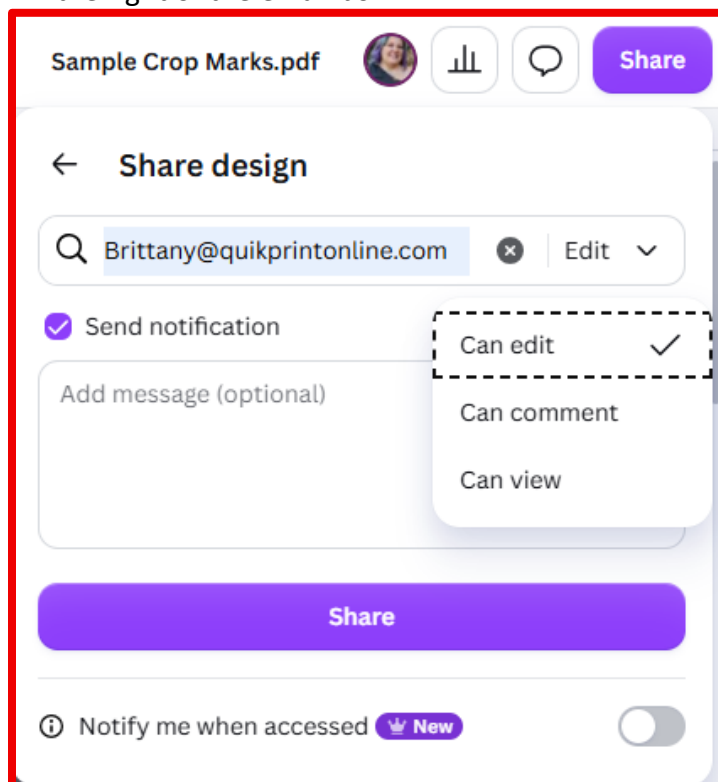
- Then change the “Color Profile” to CMYK
- Then click download. The file should download as a PDF with crop mark and bleeds.

## Sharing a file with Canva

- Open the file you wish to share.
- In the top right corner select “Share”



- Under “Share design” type in [Brittany@quikprintonline.com](mailto:Brittany@quikprintonline.com); make sure that we access to “Edit” to the right of the email box.



- Then click Share. Our team should then have access to help make sure your file is set up correctly.
  - Please Do not add us to your team if that is prompted.