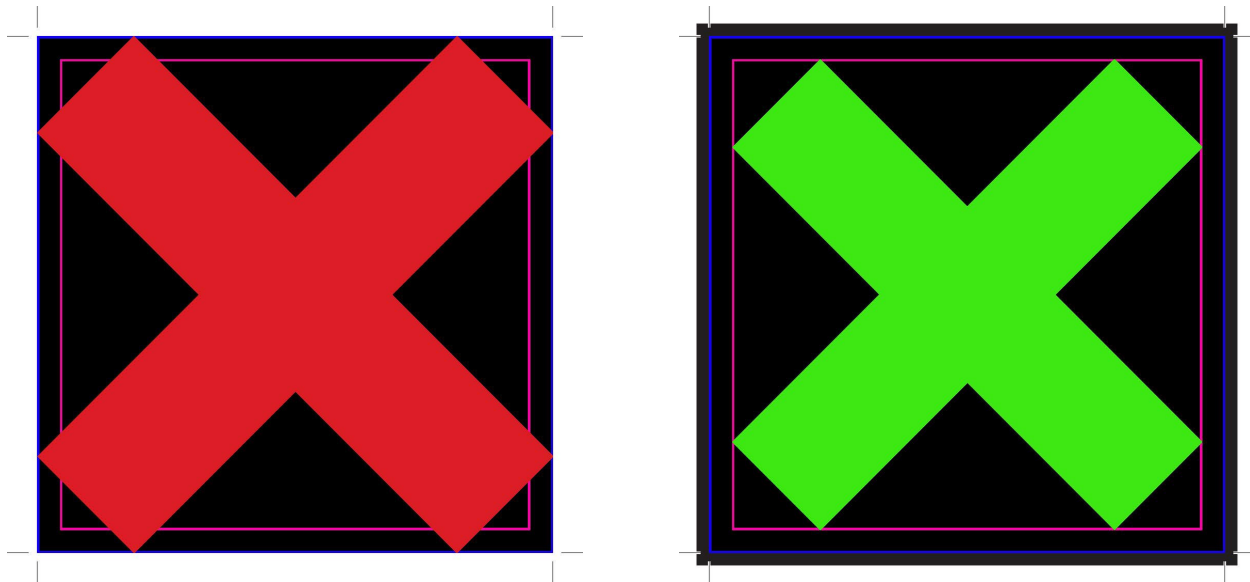


Canva

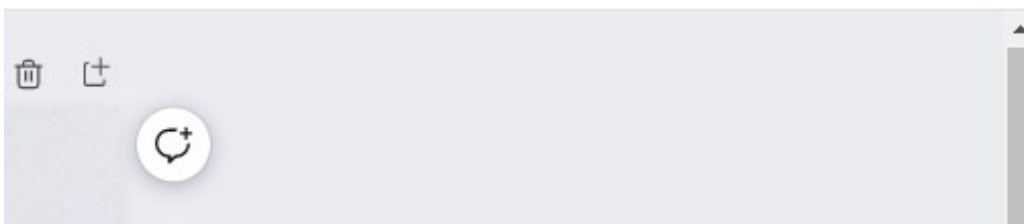
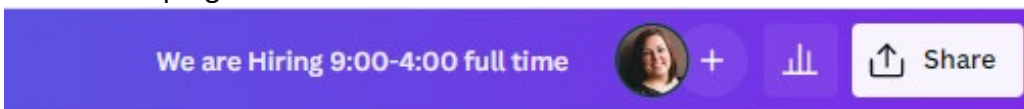
Downloading a Print Ready File From Canva

Steps

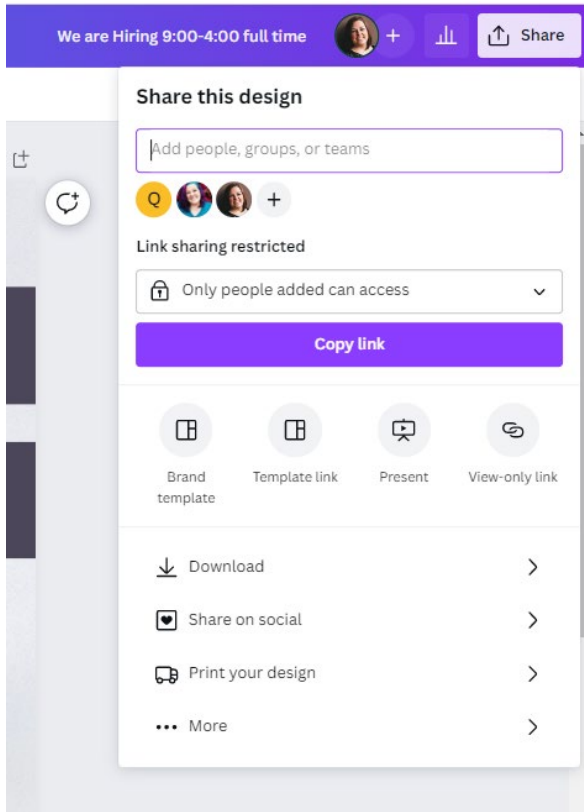
- Open the file you wish to download.
 - Make sure your file is set up at your desired size in inches (example: 8.5x11 or 4x6) This is located on the left side of your screen under "Resize". Resize if needed, using "Custom Size" and put in your size in inches. You can also select "Custom Size" to see what the existing size is set to.
- Make sure that all items that go off the page (backgrounds, borders, etc.) are extended off the page.
 - Go to File → Settings → Show Print Bleed
 - 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 to close to the edge could get cut off. The **red X** in the left picture is too close to the edge and the corners of the **red X** will all get trimmed off. The **green X** is away from the edges enough to not get trimmed off.



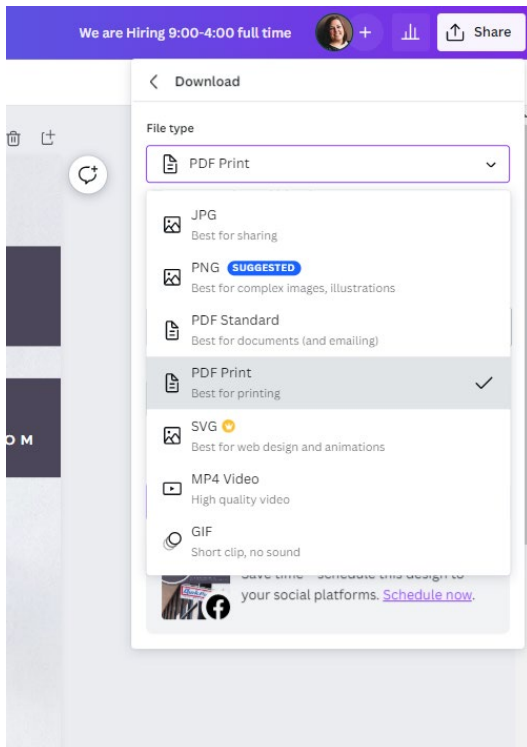
- In the top right corner select "Share"



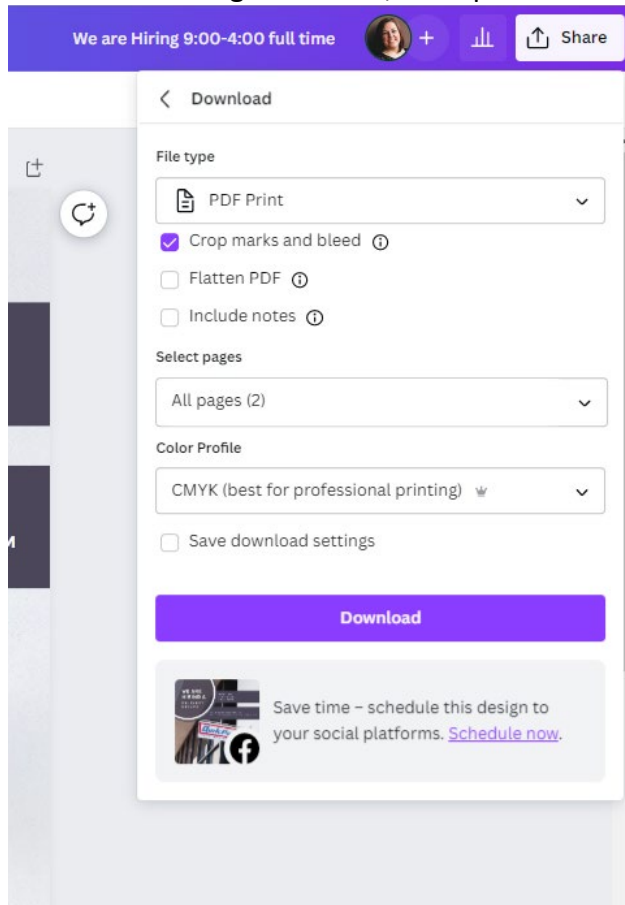
- Select Download



- 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.

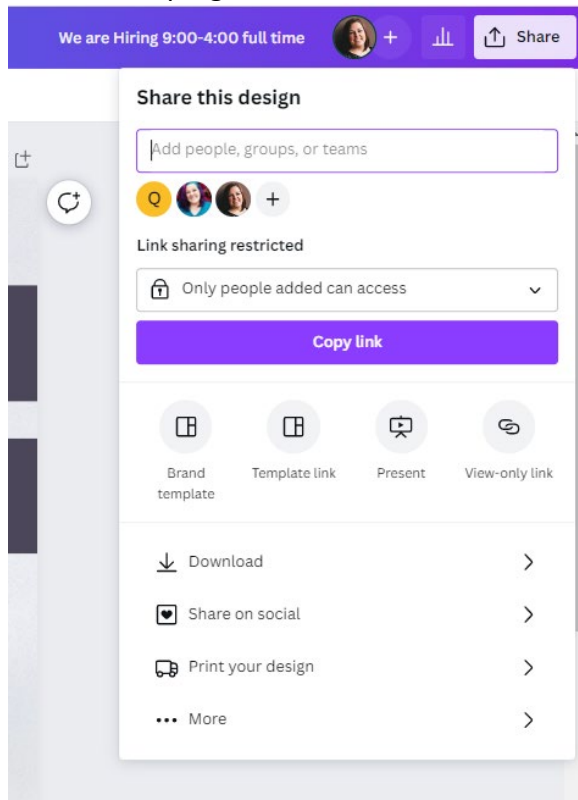


- Then change the “Color Profile” to CMYK
- Then click download. The file should download as a PDF with crop mark and bleeds.

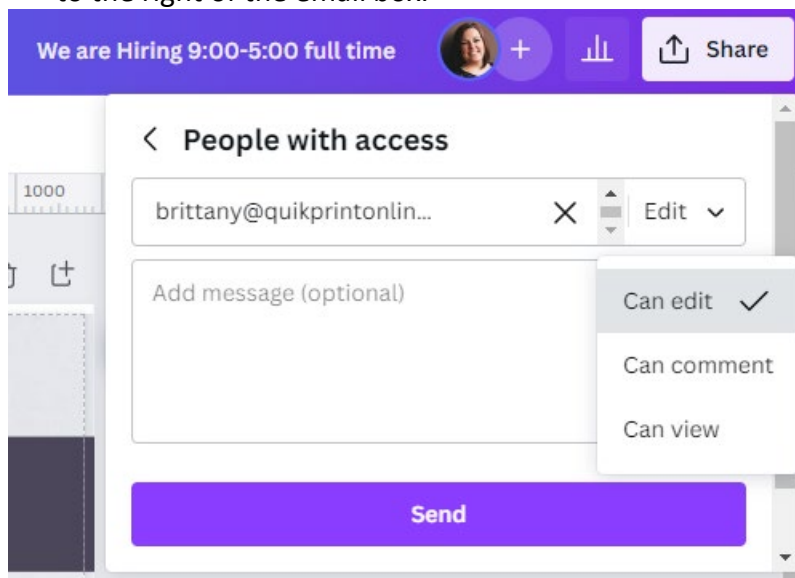
Sharing a file with Canva

Steps

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



- Under “Share this design” type in Brittany@quikprintonline.com; make sure that we access to “Edit” to the right of the email box.



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