

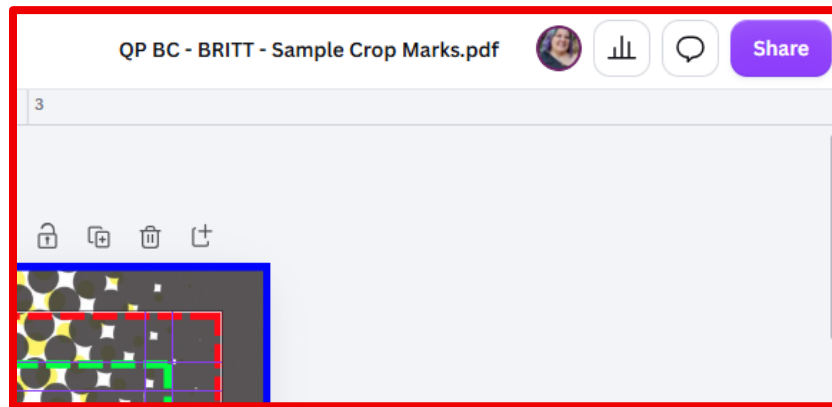
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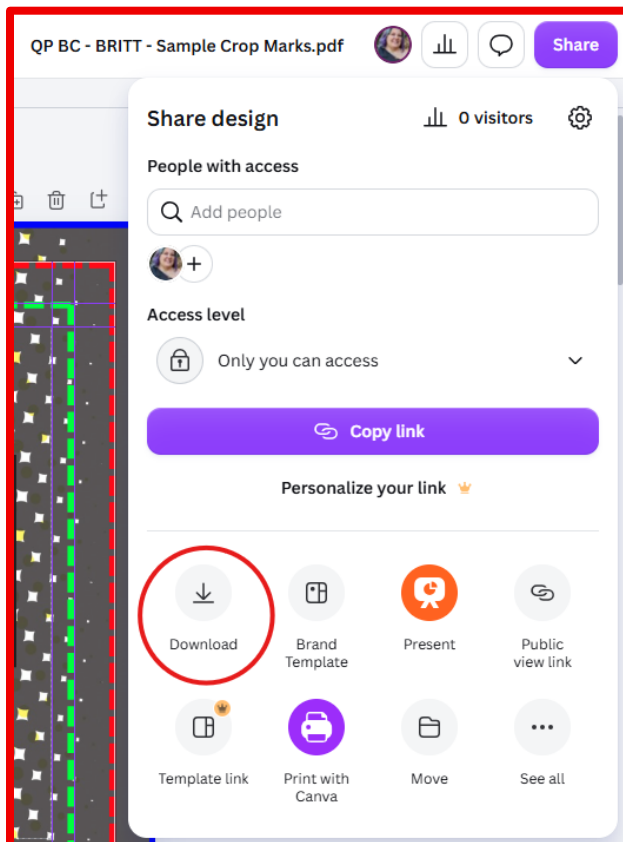
Canva

Downloading a Print Ready File from Canva

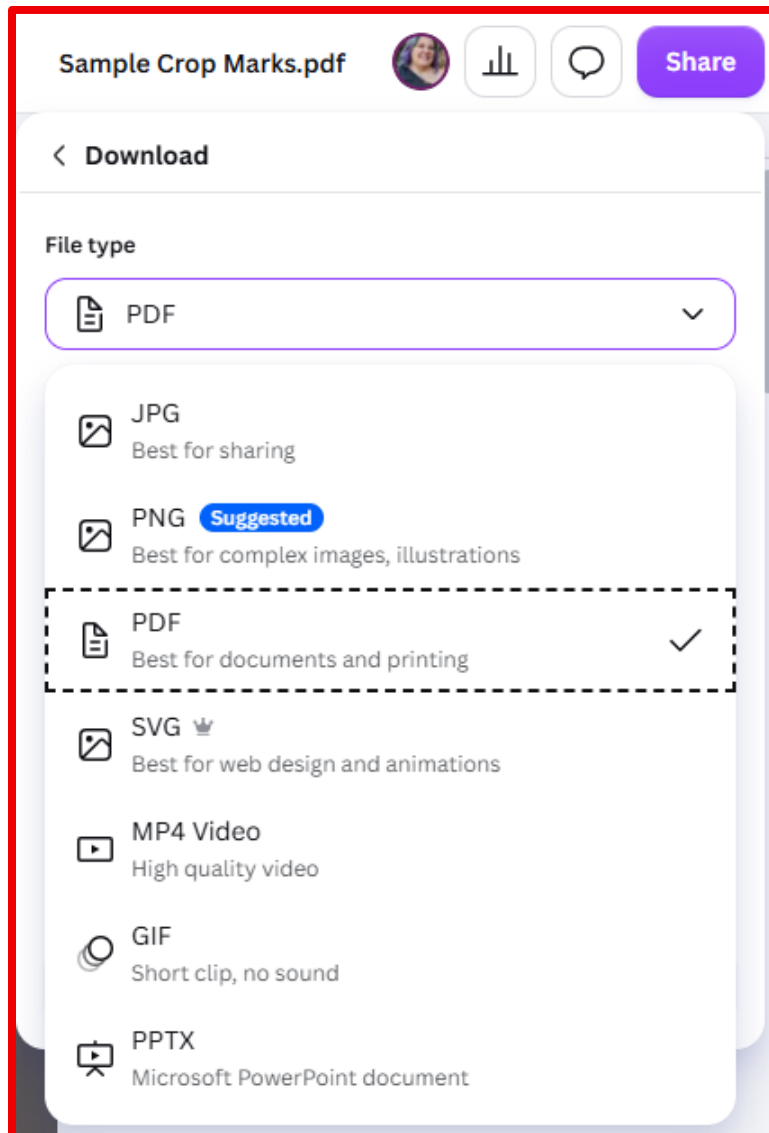
- Open the file you wish to download.
- Make sure that all items that go off the page (backgrounds, borders, etc.) are extended off the page.
- In the top right corner select “Share”



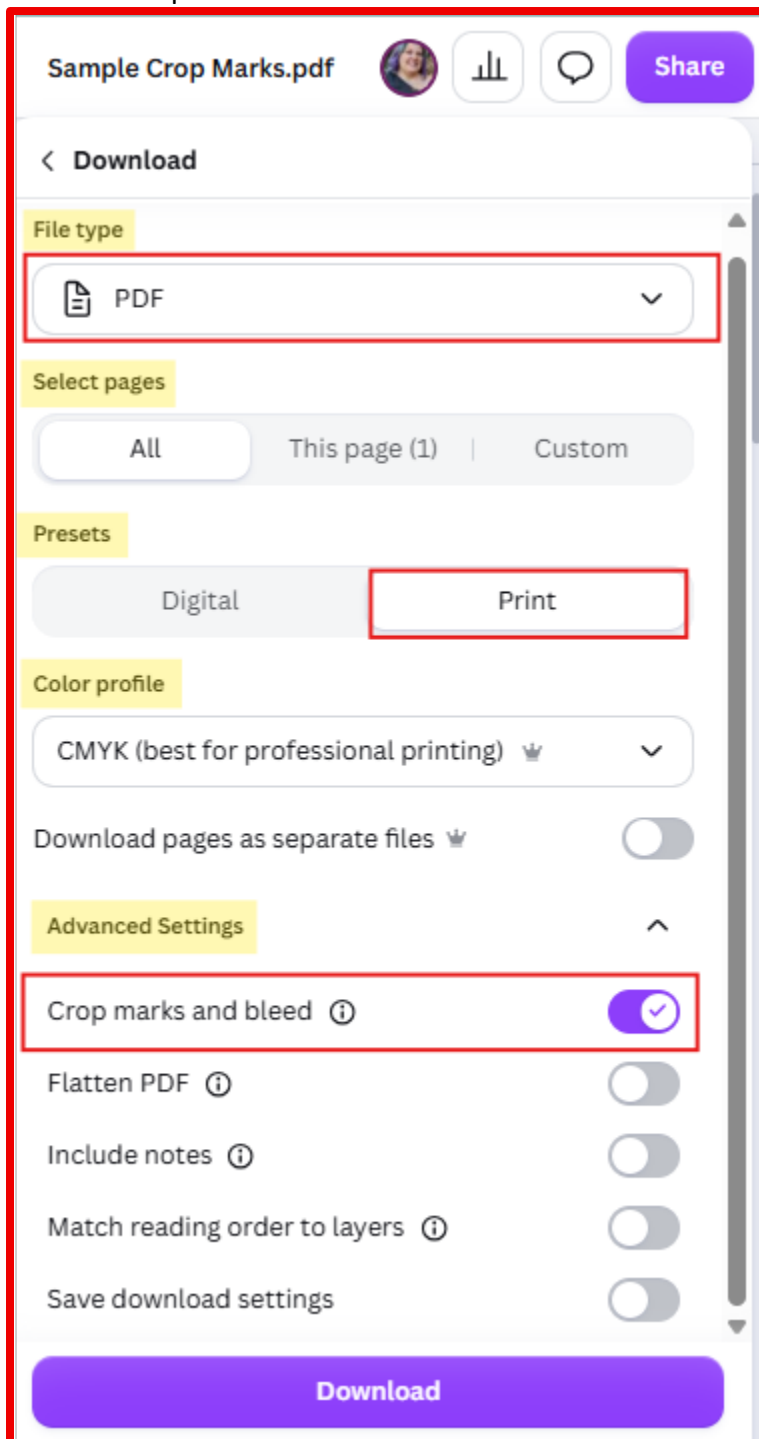
- Select Download



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

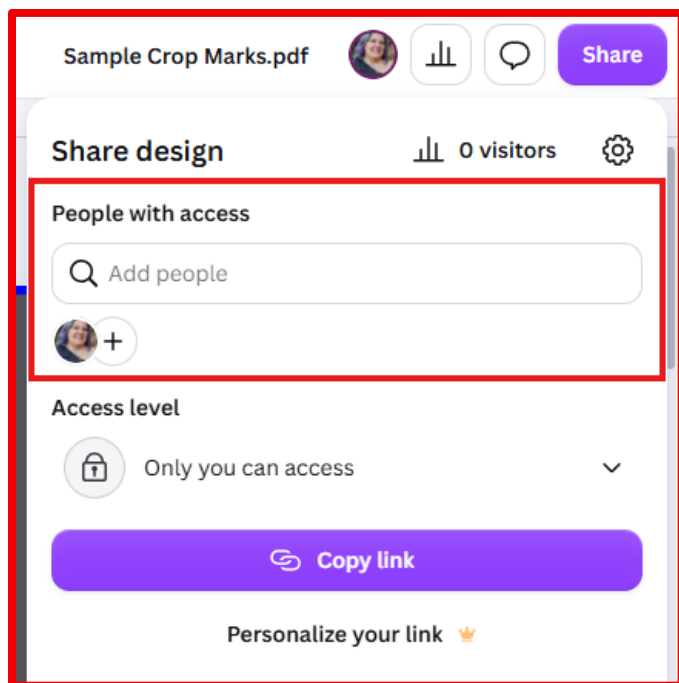


- After selecting “PDF” More download options will appear.
 - **Select Pages** – Here you will choose “all pages”, “current page” you are viewing or “Custom” where you can pick which pages you want to download.
 - **Presets** – Select “Print”
 - **Color Profile** – Select CMYK (Unless you are using Neon type colors, then choose RGB)
 - **Advanced Settings** – Make sure that “Crop mark and bleeds” is turned on
- After all the above a selected and set, click “download” and the file should download a “Print Ready” PDF with crop mark and bleeds.

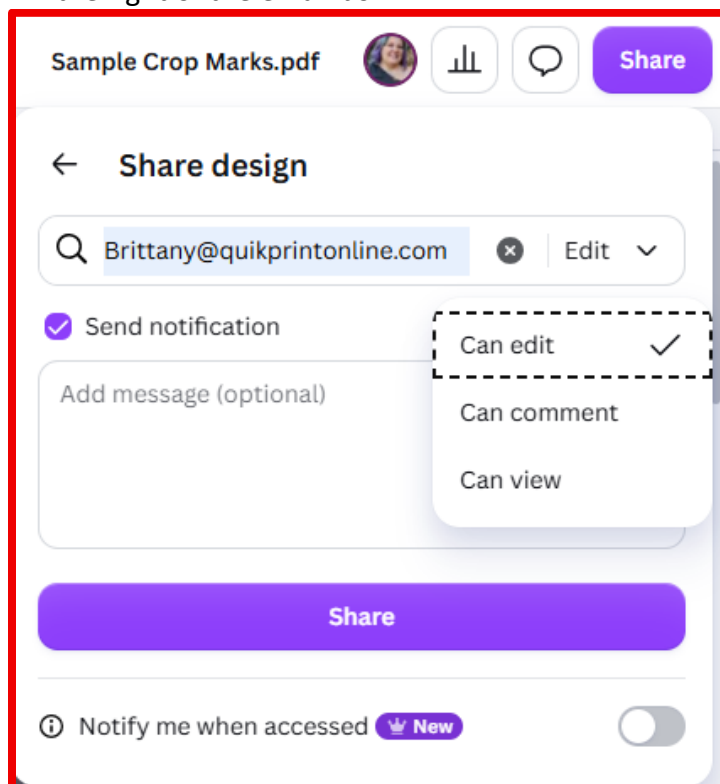


Sharing a file with Canva

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



- Under “Share design” type in Brittany@quikprintonline.com; 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.
- The file should download as a PDF with crop mark and bleeds.

- add us to your team if that is prompted.

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

File Resize Editing ▾ |

← Add guides

12 3 3x3 **Custom**

12 Columns 3 Columns 3x3 Grid Custom

Columns Gap Margin

0 0 in 0.13 in

Rows Gap Margin

0 0 in 0.13 in

Add guides

Cancel

- 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.

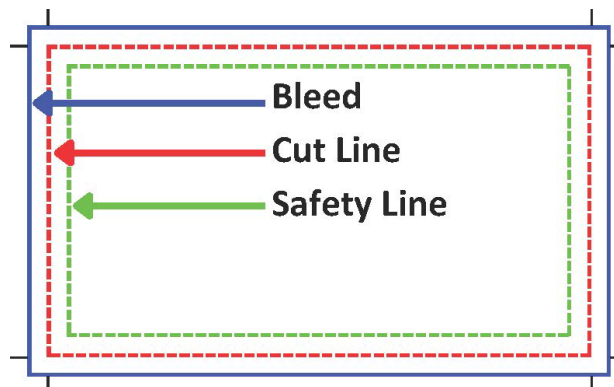


Image 1 - ✓

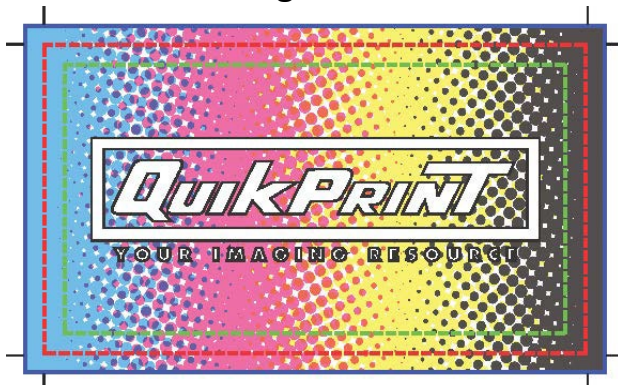


Image 3 - X



Image 2 - ✓

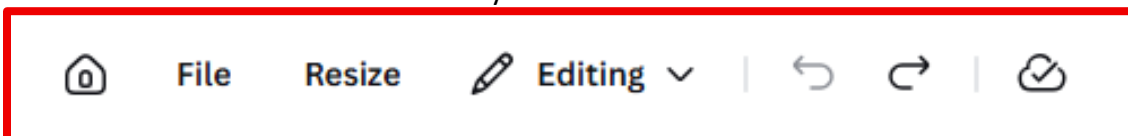


Image 4 - X

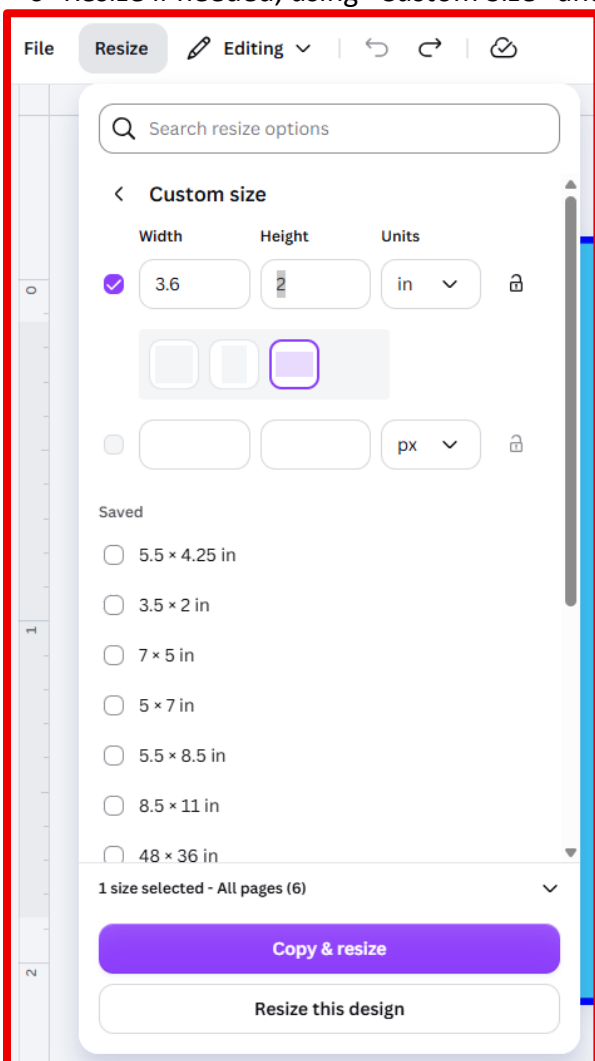


File Set up & Resize

- 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."