

Canva Print File Setup Tips

Tips for using the free version of Canva to create files suitable for printing.

Pick Appropriate Template - It's important to start your design at the correct size. For an 8.5 x 11 size file, use the Flyer template, not the A4 Document (a European size that does not convert to an 8.5 x 11 proportionately.)

Margins & Bleed - Turn on Margins and Print Bleeds by going to File in the top toolbar and clicking on each option. Rulers and Guides are also handy to turn on. Margins should be at least .125" on all sides. The larger the document, the larger the margin should be. (Image 1)

Layout - Keep all important elements and text within the Safe Area. If any element is meant to go to the edge, be sure to extend it to the bleed line. (Image 2)

Upload Elements - If uploading elements such as pictures or logos, be sure they are high quality files. If they look blurry on screen, they will be blurry when printed.

Download File - Select the PDF Print option. Check the Crop Marks and Bleed option. Click Download. (Images 3 & 4)

Color - Please note that Canva does not honor PMS swatches so anything designed in Canva cannot be guaranteed to be color matched.

Image 1

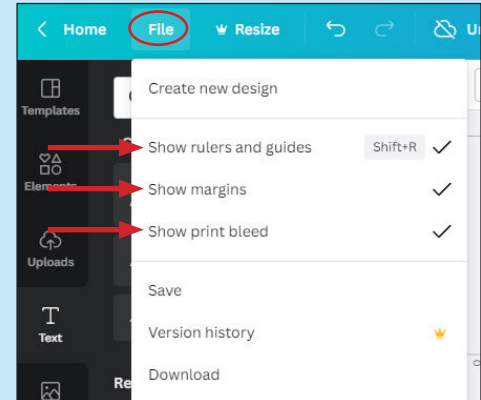


Image 2

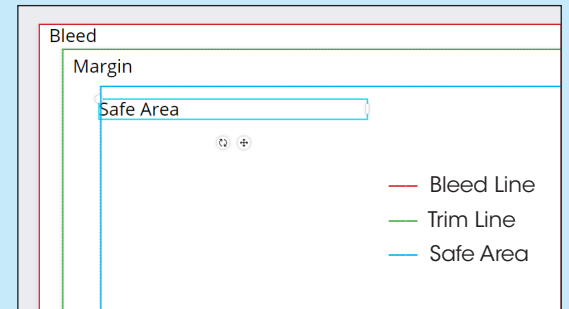


Image 3

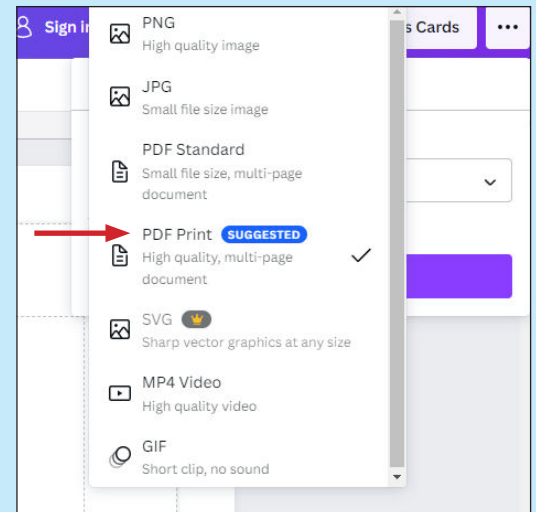
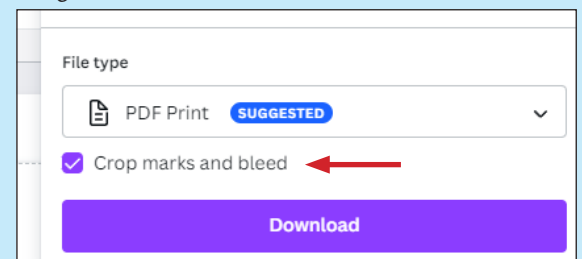


Image 4



Explanation of Printing Terms

What Is Bleed?

A document which has images that touch the edge of the page, extending beyond the trim edge and leaving no white margin. Bleed ensures that no unprinted edges occur in the final trimmed document.

Safe Area - All critical content that should appear in the final printed publication must be kept inside this area to avoid being cut off when trimming to the final size.

Trim - Finished size of publication. Trim line indicates where the product is cut down to the desired final size.

Bleed - Background artwork is extended to this line to be cut off so no white border is visible in the final product.

Margin - Area between Safe Area and Trim Line. A margin keeps important elements from being cutoff during trimming. No important content should be in this area.