## How to setup a Canva document to print



# Printing & Design Department

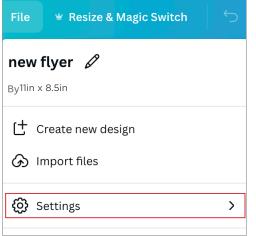
## Open your Canva document or create a new one

#### Step 1: Setup the document size

Click on File Click on the document name The size should appear below the name

#### Step 2: Turn on bleeds

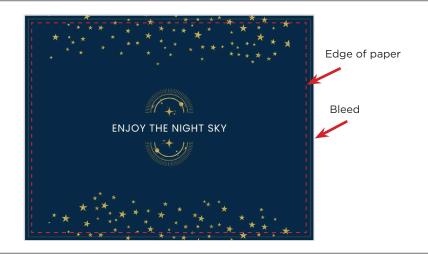
Click on File - Settings Select "Show print bleed"



Show rulers and guides
Add guides
Show margins
Show print bleed

### Step 3: Check your document to see the bleeds

You will see a dotted box around the side of your document. This line is the edge of the page. Your graphics must pass the dotted line if they go to the edge of the document.



#### Step 4: Save your file

Go to <u>file</u> on the top menu, scrow down to select "Download"

Click on PNG (Suggested) arrow

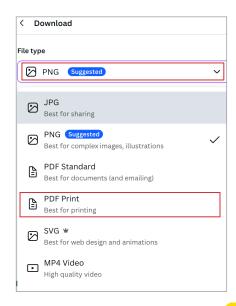
Select "PDF Print (Best for printing)"

Select "Crop marks and bleed"

Select "Download"

#### Step 5: Check your pdf

When you open the pdf it should show the crop marks on all four corners. Your graphics should be going past the marks where they go to the edge of the page.



< Download
File type
PDF Print
✓ Crop marks and bleed ①
☐ Flatten PDF ①
☐ Include notes ①
Color profile
CMYK (best for professional printing)
Preferences
Save download settings
Download