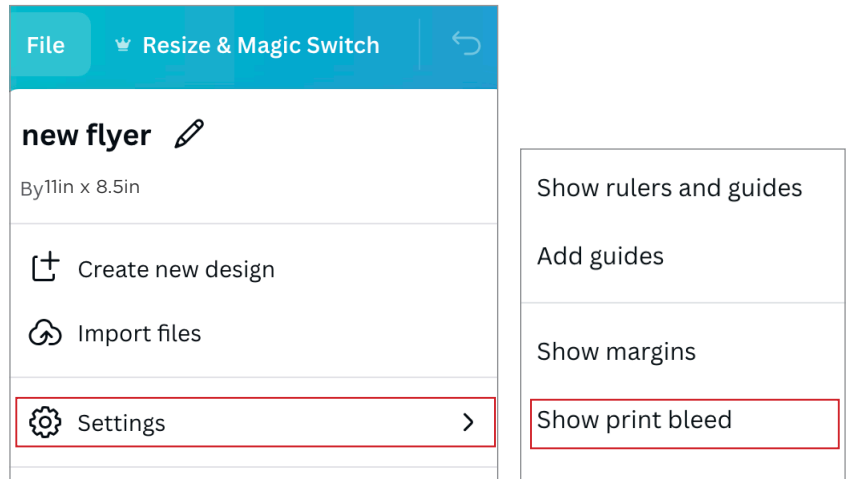# How to setup a Canva document to print

## 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"



## 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.



Edge of paper

Bleed

ENJOY THE NIGHT SKY

## Step 4: Save your file

Go to _file_ 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.