

Canva Tips & Information

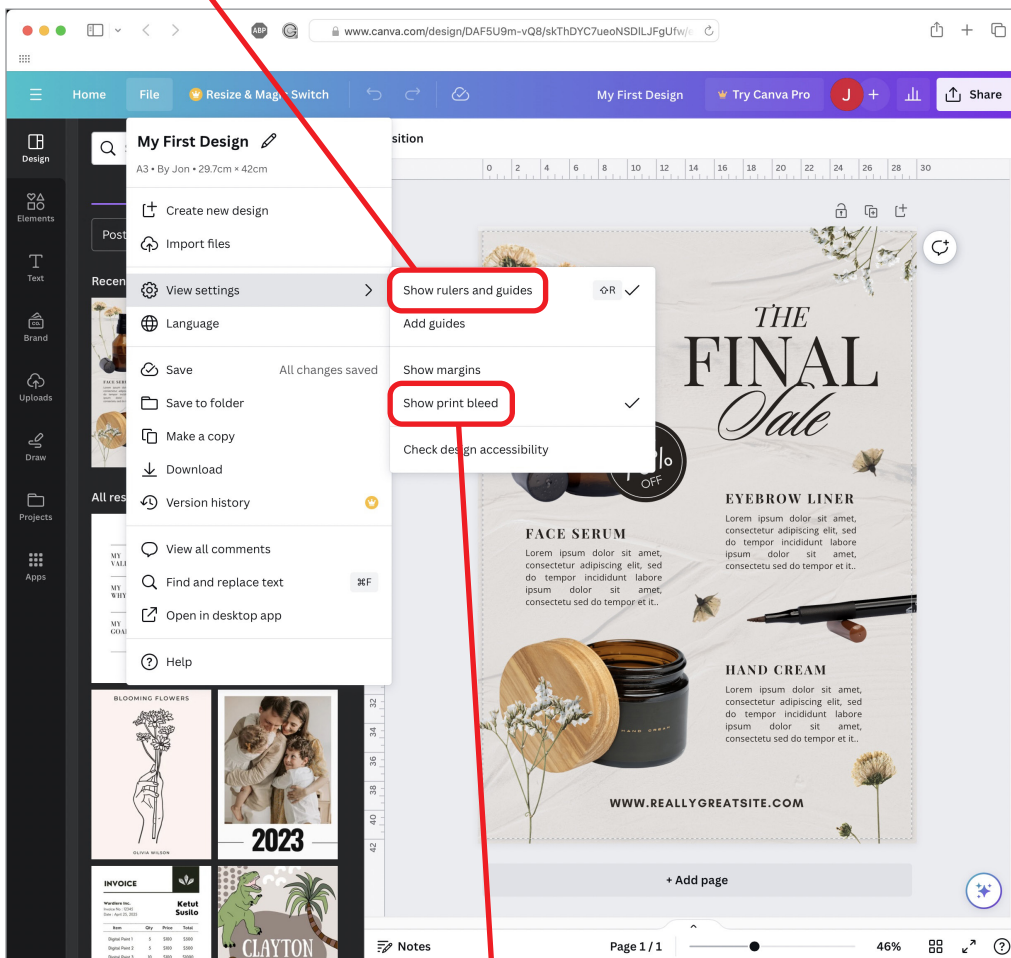
With the increasing popularity of Canva and the somewhat considerable difference in how it works compared to commercial page layout and design applications like Adobe InDesign or Illustrator, we wanted to provide some tips and information that we hope will help clarify what Canva can (and perhaps cannot) do as it relates to the preparation of your design for printing.

Note: information contained in this *Express Tip* is current as of January, 2024 but is subject to change as Canva updates their website and/or capabilities.

View Settings

Whether you want to use one of Canva's vast collection of templates or if you choose to start your own design from scratch, here are a couple tips that apply to either scenario regarding view settings:

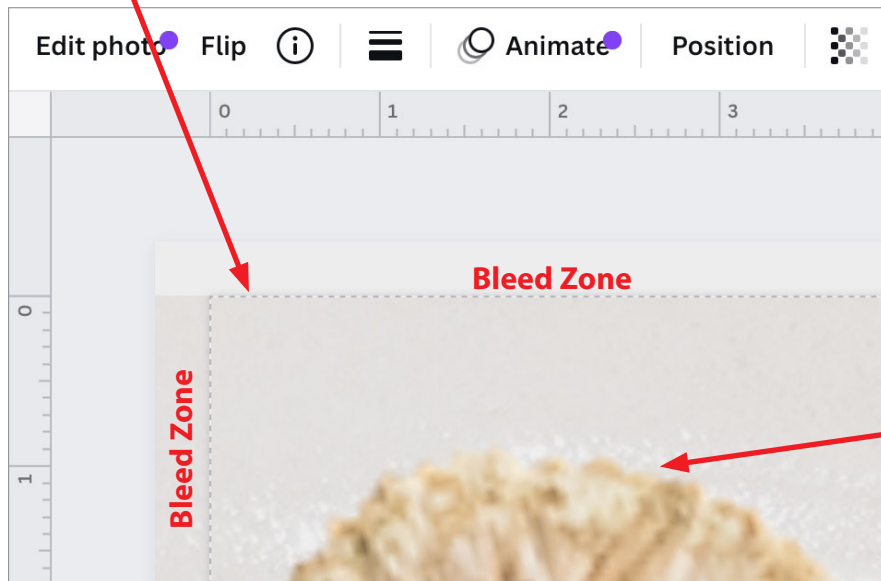
1. Within the **Canva** interface, enable **Rulers** by going to: **File > View settings > Show rulers and guides:**



2. Repeat step 1 and enable **Show print bleed**.

Regarding Bleed

Although Canva supports bleed, it's not the easiest to see when zoomed out. Canva shows bleed by way of a **dashed line** that represents the trim area (note that the image does not extend above the trim line):



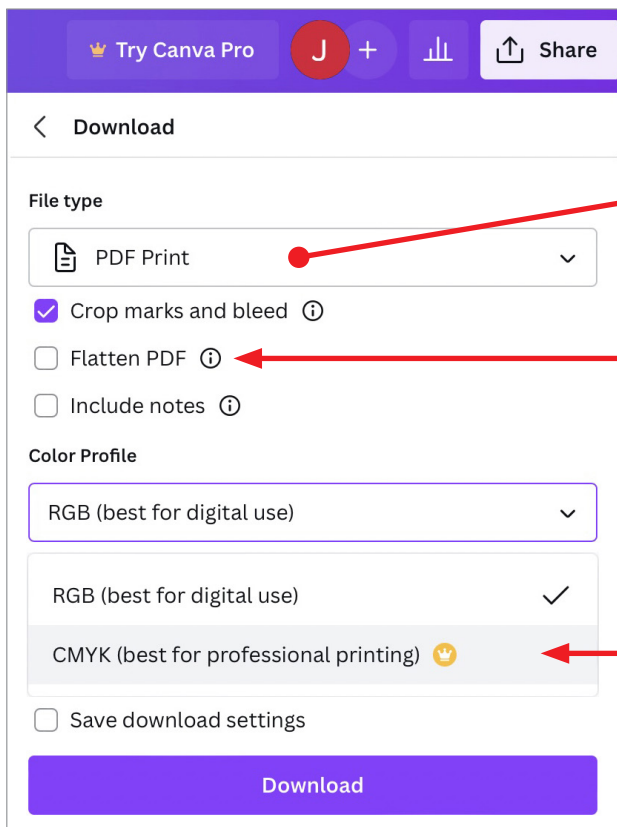
TIP: for this *Express Tip*, a pre-made Canva template was used. After downloading a PDF of the template, analysis of the PDF showed that image resolution varied from high to low. If image quality is a priority, you should carefully inspect the template.

As always, be sure to extend any page objects into the **bleed zone** if they are positioned on the trim.

Sharing Your Design

When your project is completed, you'll need to make a **PDF** of it. Please follow these steps:

1. Click **Share**, set **File type** to **PDF Print**, match the remaining settings, and click **Download**:



TIP: please only use **PDF Print**.

TIP: enabling this setting converts all content within the generated PDF to a single image. Although we can still use it, we do not recommend this.

TIP: this setting is recommended but it requires a Pro membership.

Additional Notes

1. Fonts within the generated PDF are not fully embedded which may hinder our ability to make any text changes should you request them.
2. If you do not have access to a Canva Pro membership, all content within the generated PDF will be RGB. Although we will convert the PDF to CMYK, please remember to check our proof carefully as some color ranges (oranges for example) do not convert well to CMYK.
3. As of **January, 2024**, Canva does not support the use of spot colors (including Pantone®).



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For questions, feel free to contact:

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