

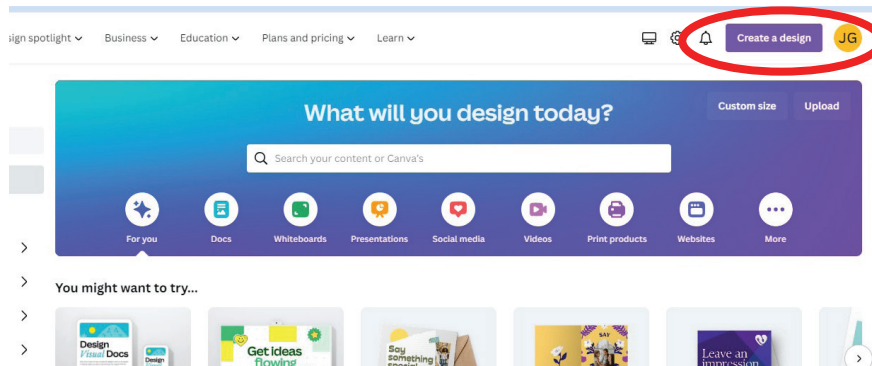
ATTENTION CANVA USERS

Reprographics will not accept png files created in Canva. Canva “suggests” that you download a png, which is not the best choice for printing. A png file will not include bleed, which is mandatory if you have color or images extending to the edge of the finished piece.

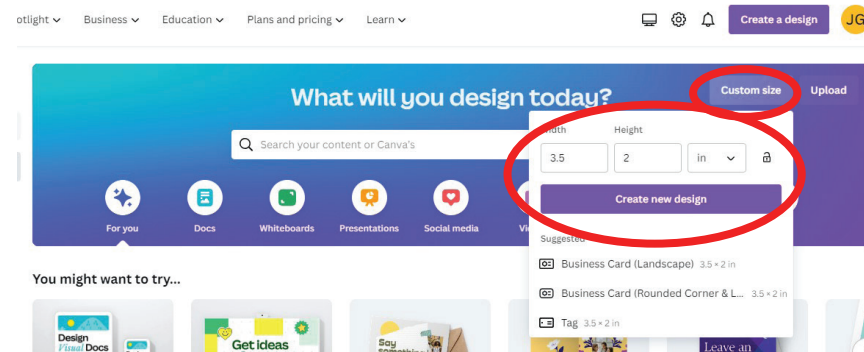
Please follow the steps below to create a file for print, that includes bleed and crop marks. If you are using Canva templates, make sure to choose the correct size for your finished document.

Sample Project: Business card with bleed image (image extends to edge of finished card).

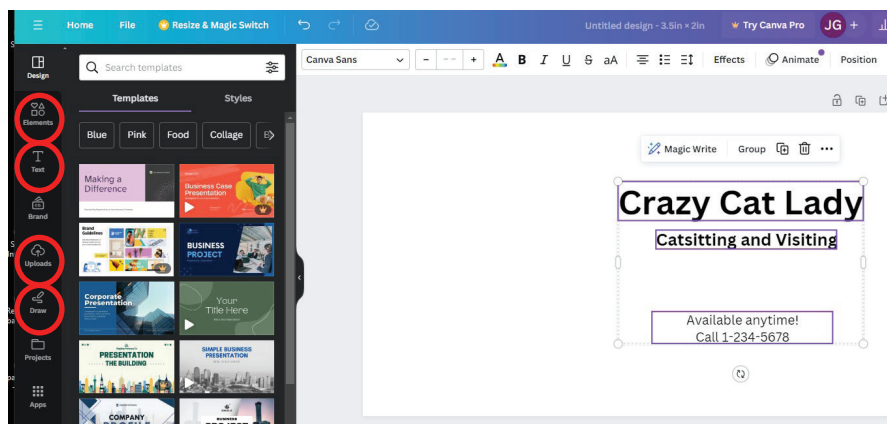
Open the Canva program and click Create A Design



Then click Custom size and enter the size of your finished document, and click Create new design

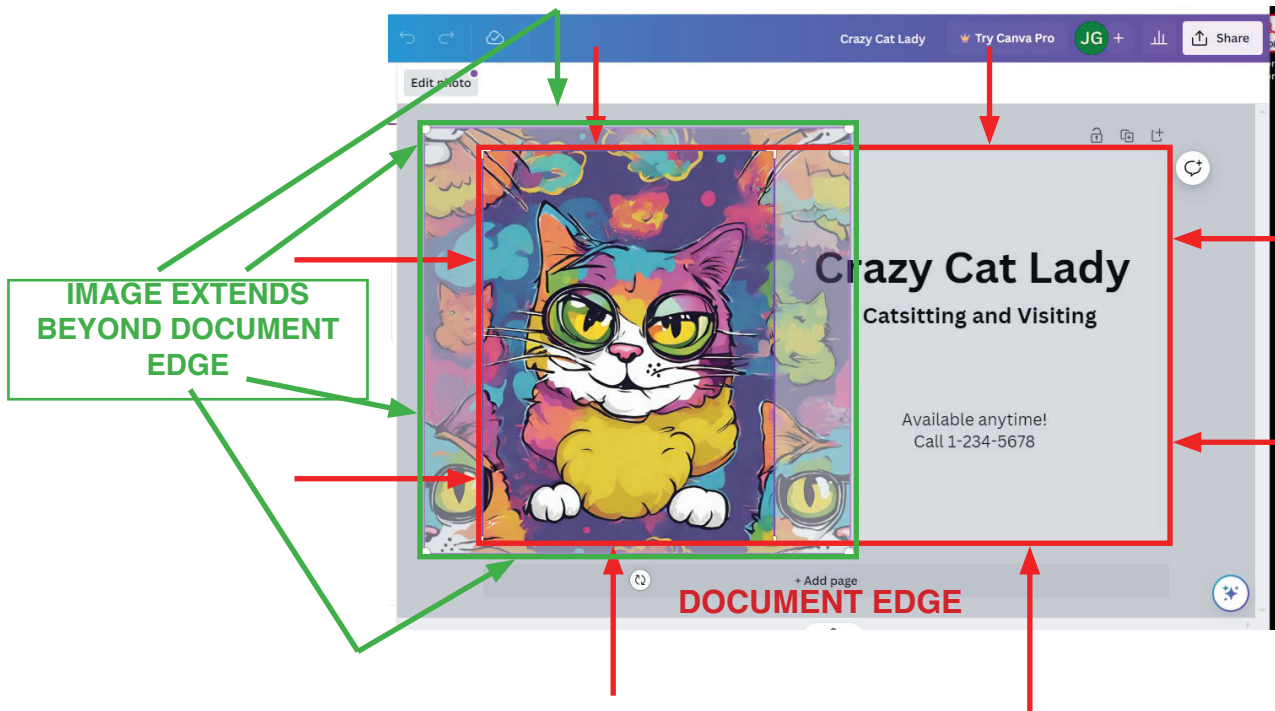


Your design will open, and you can add text and images, change fonts, font sizes, elements from Canva, and more, using the tools on the left of the screen. Make sure to keep any text a minimum of 1/8 inch from the trim edge to insure no text will be cut off when cutting to final trim size.

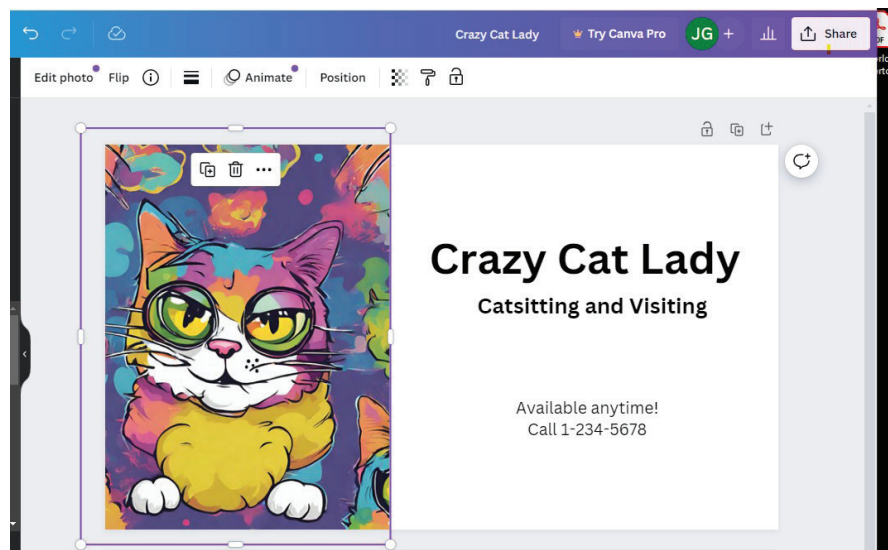


When adding images, consider if the image is going to extend off the sheet, or “bleed”. If your image will extend to the edge of the sheet, you need to make the image larger than the finished size. We require a minimum of 1/8 inch bleed, beyond the edge of your document, so we can do a bleed trim when cutting your project to finished size. If you do not provide bleed, we can’t cut it properly, forcing us to cut into the design to eliminate white edges, and making your project smaller than expected. This could cause unwanted trimming of images and text and your project may not look as you wanted.

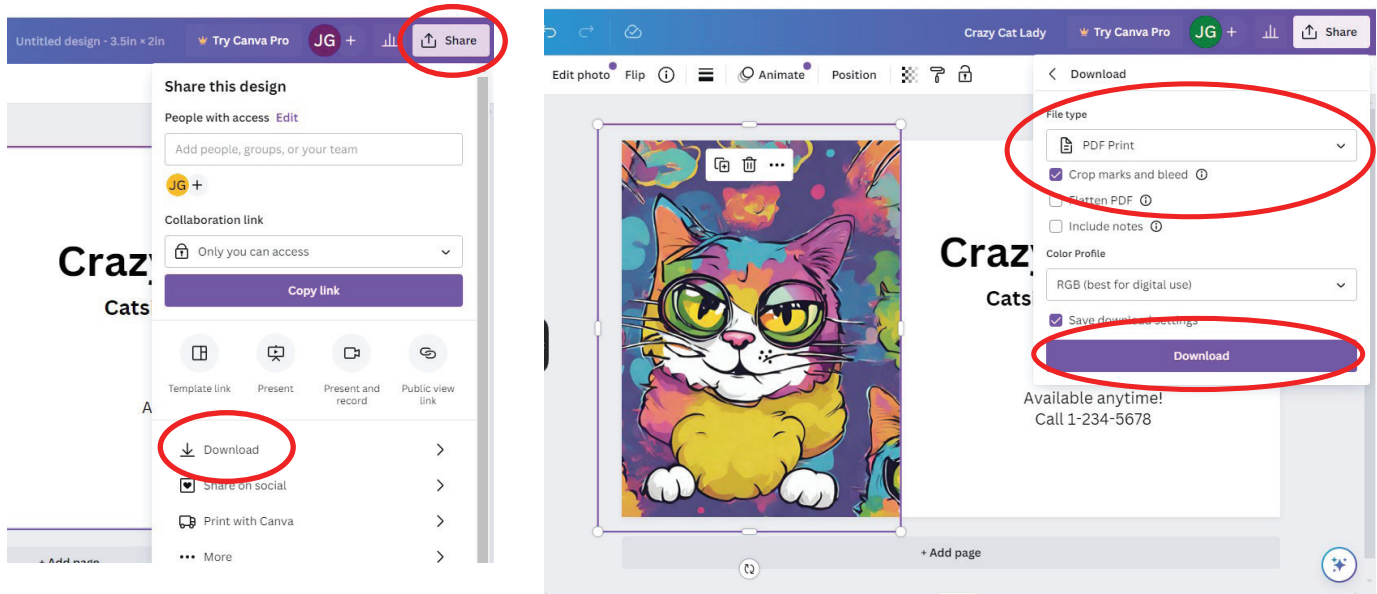
Add your image, and resize to fit your space, making sure at least 1/8” of the image extends beyond the edge of the document, on all sides where the image is to bleed off the sheet.



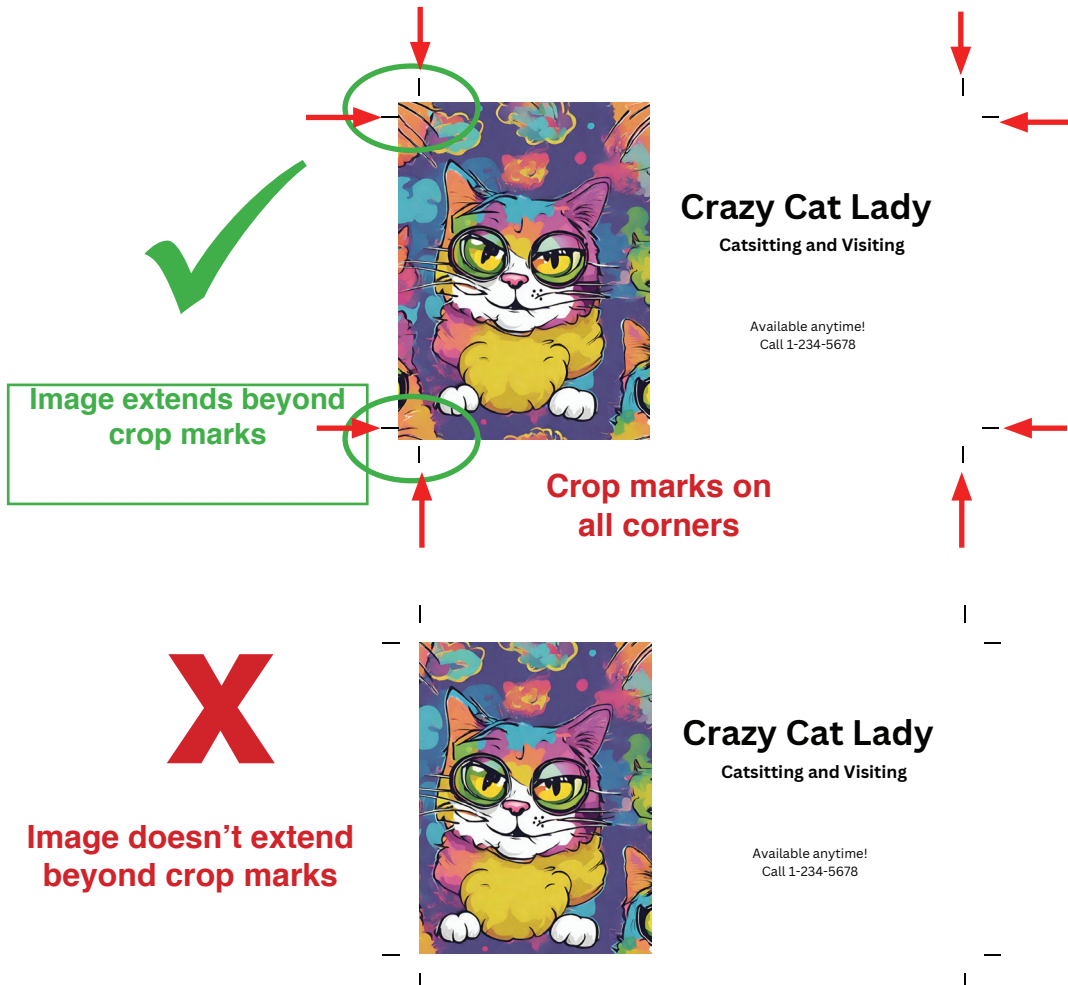
You can crop the right side of the image, leaving the top, left and bottom extending over the document edge. Your document will appear as below.



When you are finished, click Share, and then click Download from the bottom of the menu. In the Download menu, in the File Type menu, choose PDF Print. Then check the box that says crop marks and bleed, and click download at the bottom.



When you open your downloaded PDF, it should look like this:



If you are using Canva templates, they will add bleed automatically when you save as a PDF print and check the crop marks and bleed box. Make sure to check the size of the Canva template, to insure it is the correct size for printing.