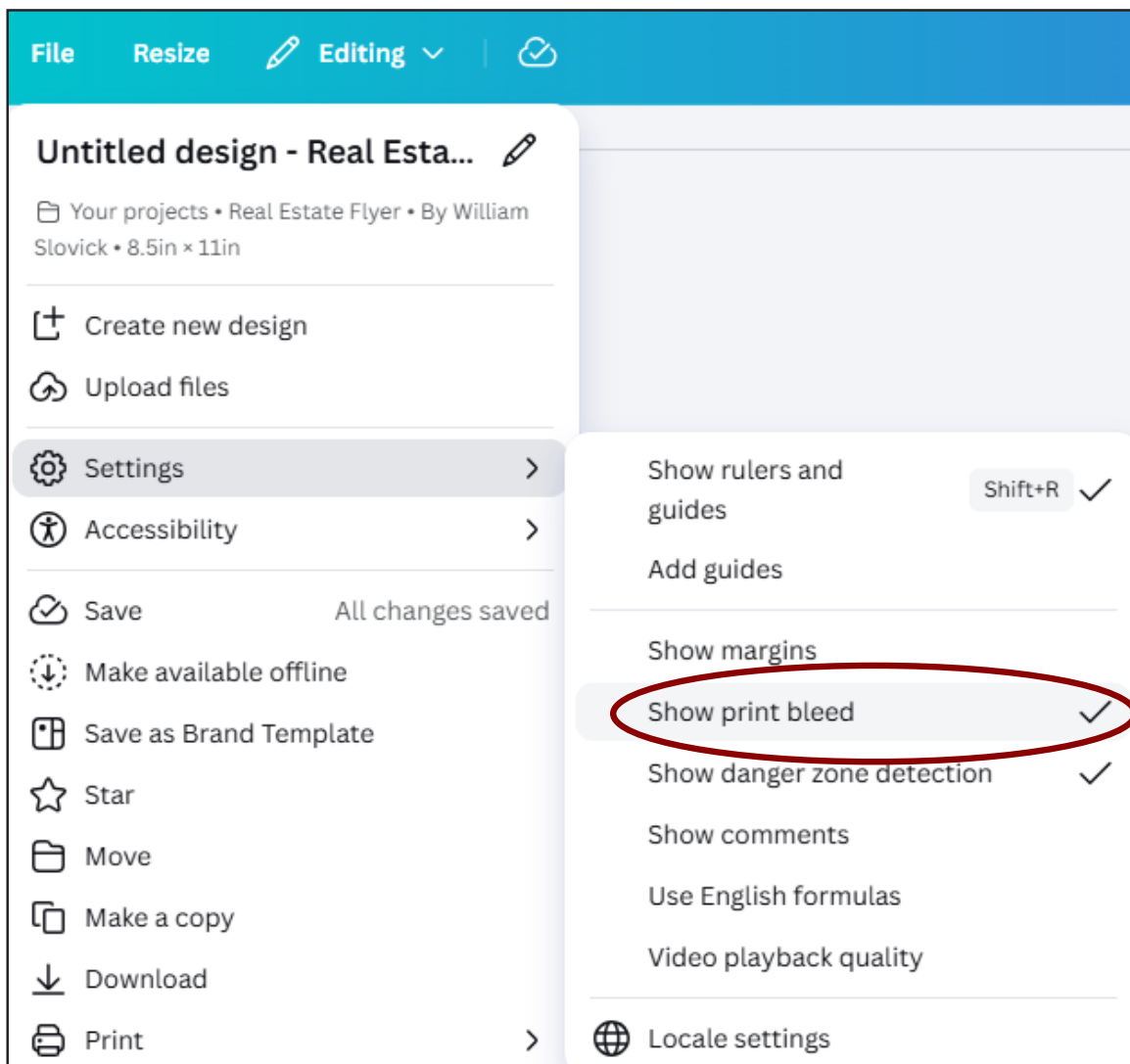


Canva Document Setup

Document Setup, Bleeds, and Trim Area

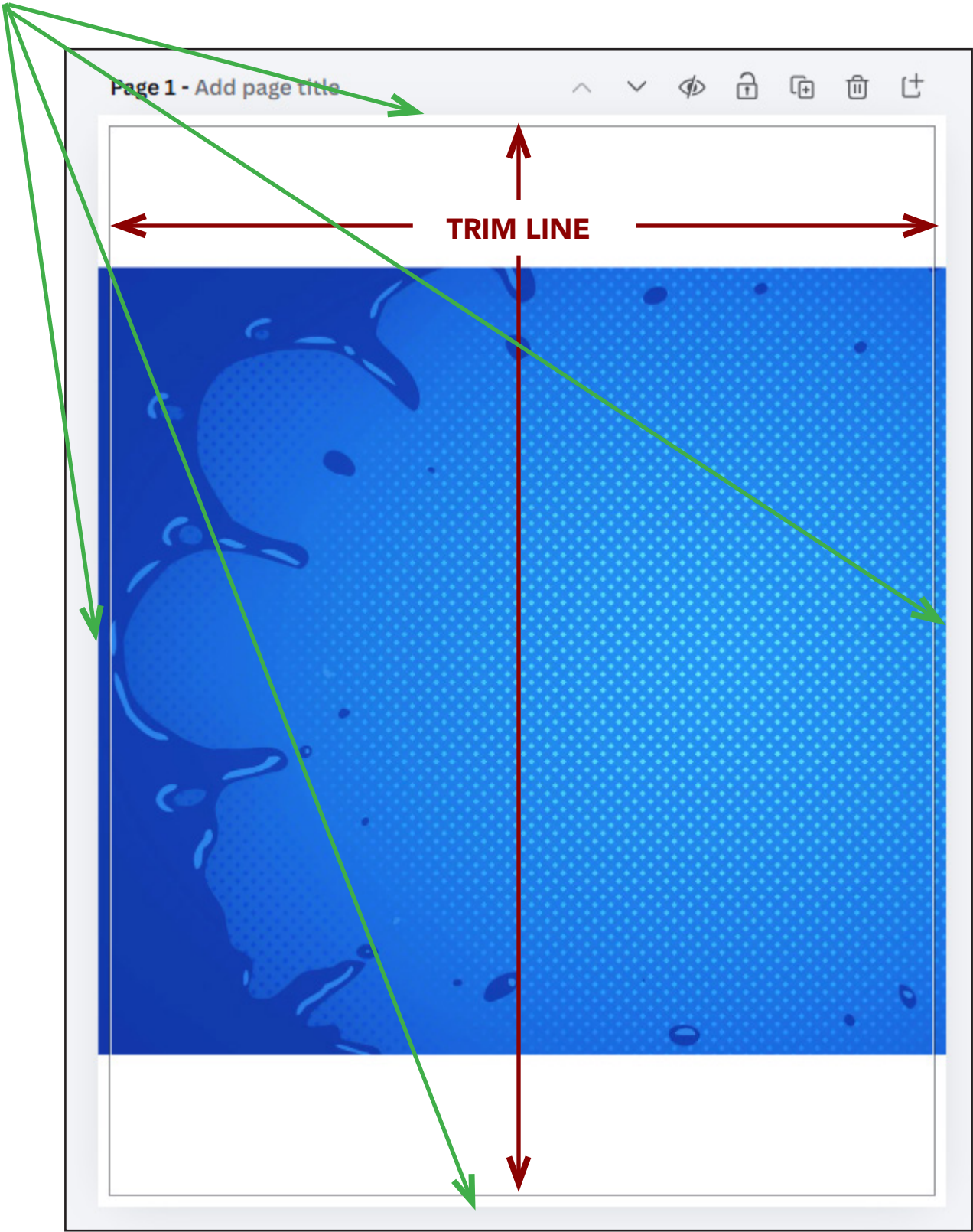
Whether you start from a template or start from scratch, Canva does not show the print bleed area by default, but most Canva documents do have a 0.125 in. bleed set up. You just need to show it so you can extend your images and backgrounds to bleed properly. Go to **File -> Settings** and make sure **Show print bleed** is turned on (check mark).

Please note, the extra 0.125 in. of space on each edge will be trimmed off, so keep text and logos away from those areas (0.25 in. from trim edge is recommended). If you are unfamiliar with bleeds, they are used to prevent your printed product from having unsightly white lines around the border. Bleed refers to the extra part of images and background colors that extend *beyond* the trim area of your printing piece. Most projects are printed on oversized sheets that are then cut down to size with the appearance that the images and backgrounds are “bleeding” off the edge of the paper.



Please note that ALL images and backgrounds you extend to the **Trim Line** should be extended to the **Bleed Line** instead so your printed piece ends up with nice, clean edges and no white borders. Also, text and logos should be kept away from the Trim Line (0.25 in. is recommended).

BLEED



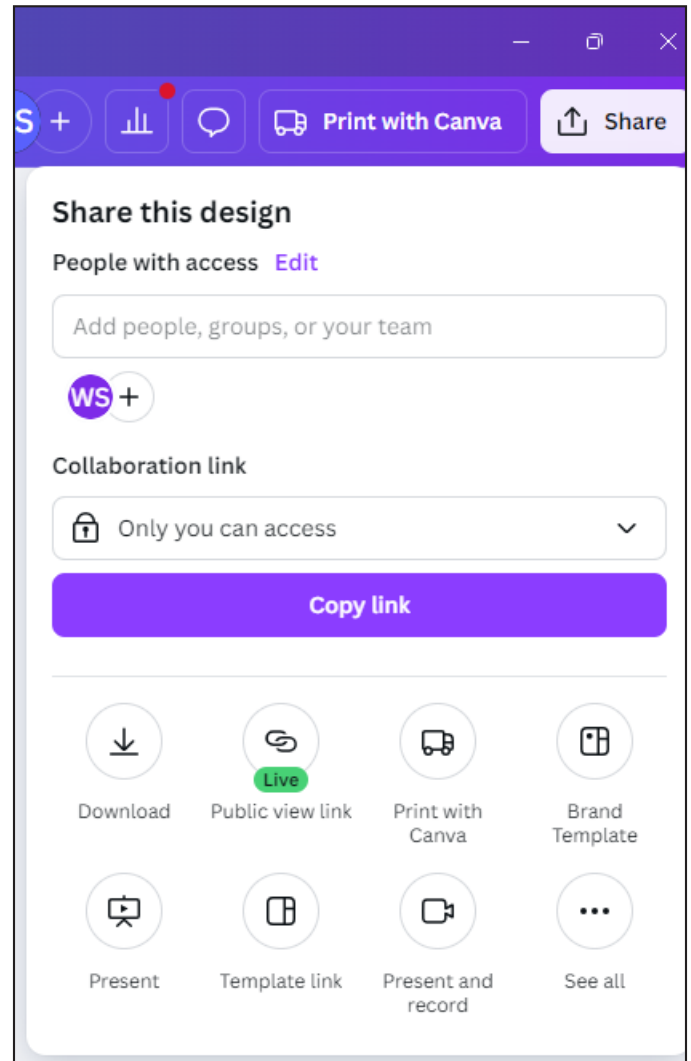
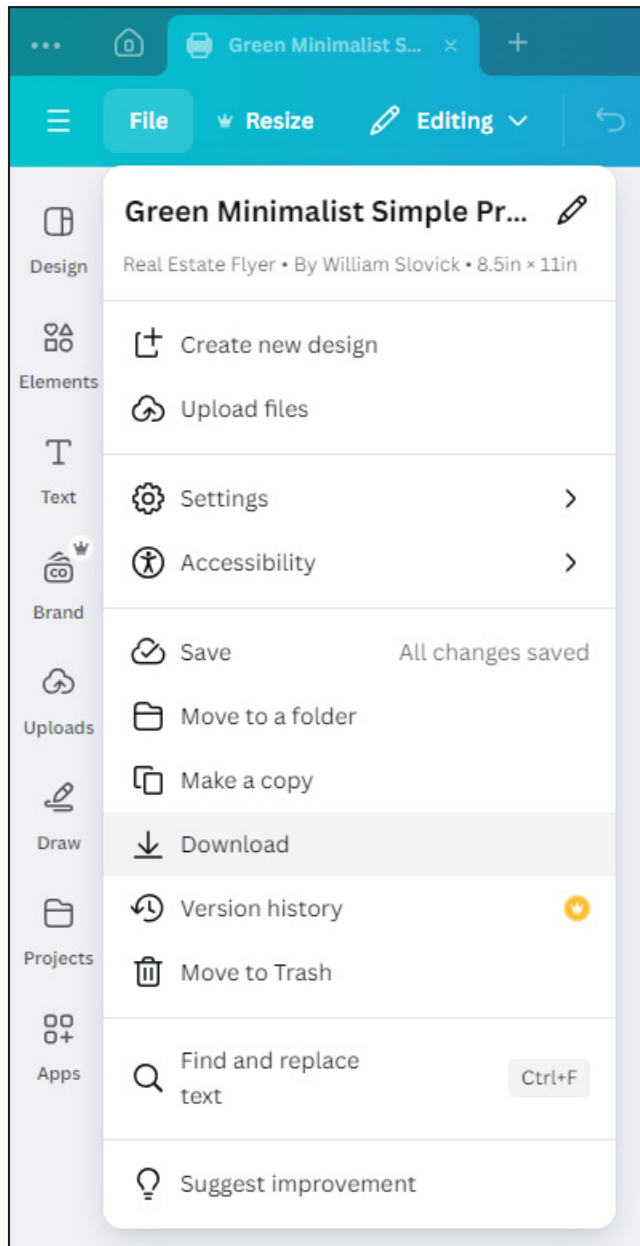
Canva PDF Export Settings

There are two methods to get to the Download settings:

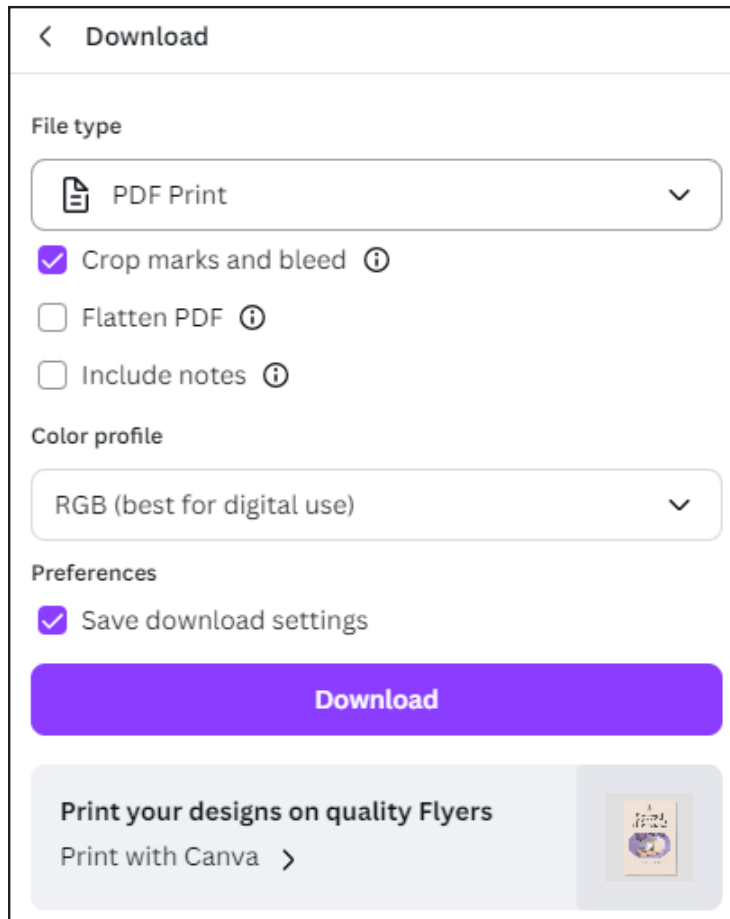
File -> Download

or

Share -> Download.



Please use the following settings for your downloads:



The screenshot shows the 'Download' settings panel in Canva. At the top is a back arrow and the title 'Download'. Below this is the 'File type' section with a dropdown menu set to 'PDF Print'. Underneath are three checkboxes: 'Crop marks and bleed' (checked), 'Flatten PDF' (unchecked), and 'Include notes' (unchecked). The 'Color profile' section has a dropdown menu set to 'RGB (best for digital use)'. The 'Preferences' section has a checkbox for 'Save download settings' which is checked. A large blue 'Download' button is positioned below these settings. At the bottom, there is a promotional banner that reads 'Print your designs on quality Flyers' with a link 'Print with Canva' and a right-pointing arrow, accompanied by a small image of a flyer.

Please export using PDF Print with crops and bleeds.

Do not flatten! Flattening reduces the editability of the resulting PDFs and can sometimes have unintended consequences in printing.

Use the RGB Color profile.

Photos, by default, are RGB. When converted to CMYK, they can lose some vibrancy and depth of color. While converting to CMYK was necessary in the days of ink-based presses, our digital presses can handle the RGB images just fine.