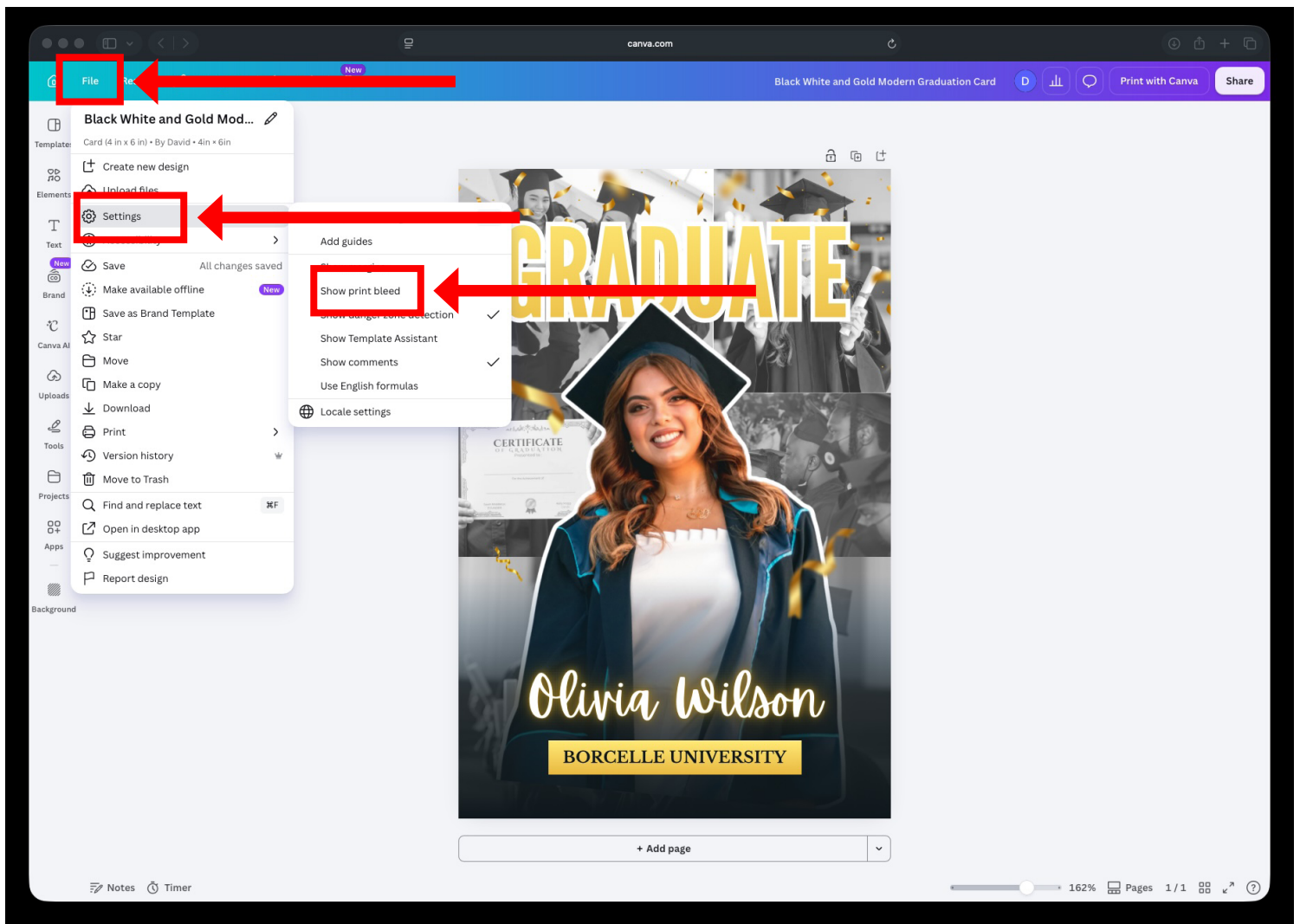


Prepping Canva Files for Print-Ready PDFs

This short guide outlines the steps for preparing your Canva file for a high quality print with bleeds. If you have already designed your document with bleeds and are ready to download it, skip to Step 3.

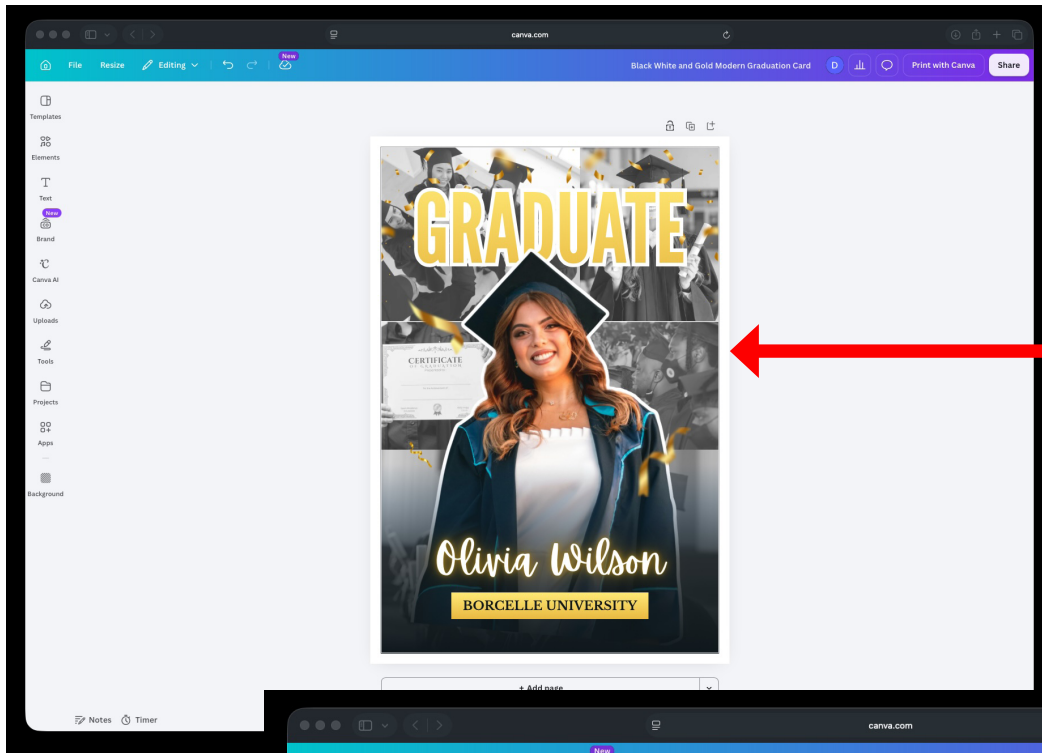
Step 1: Show Print Bleeds

On the Canva artboard, click the “File” button in the top left corner of the window. Halfway down the file menu, click on the “settings” flyout menu and finally click on “Show Print Bleed” This will allow you to view the bleed area in your document, which is the area that will be trimmed off of the finished project to allow colors and elements to run off the edge of the document. Anything printed in the bleed area will be trimmed off during the finishing stages, so it is important to keep any critical items out of the bleed area and a safe distance away.

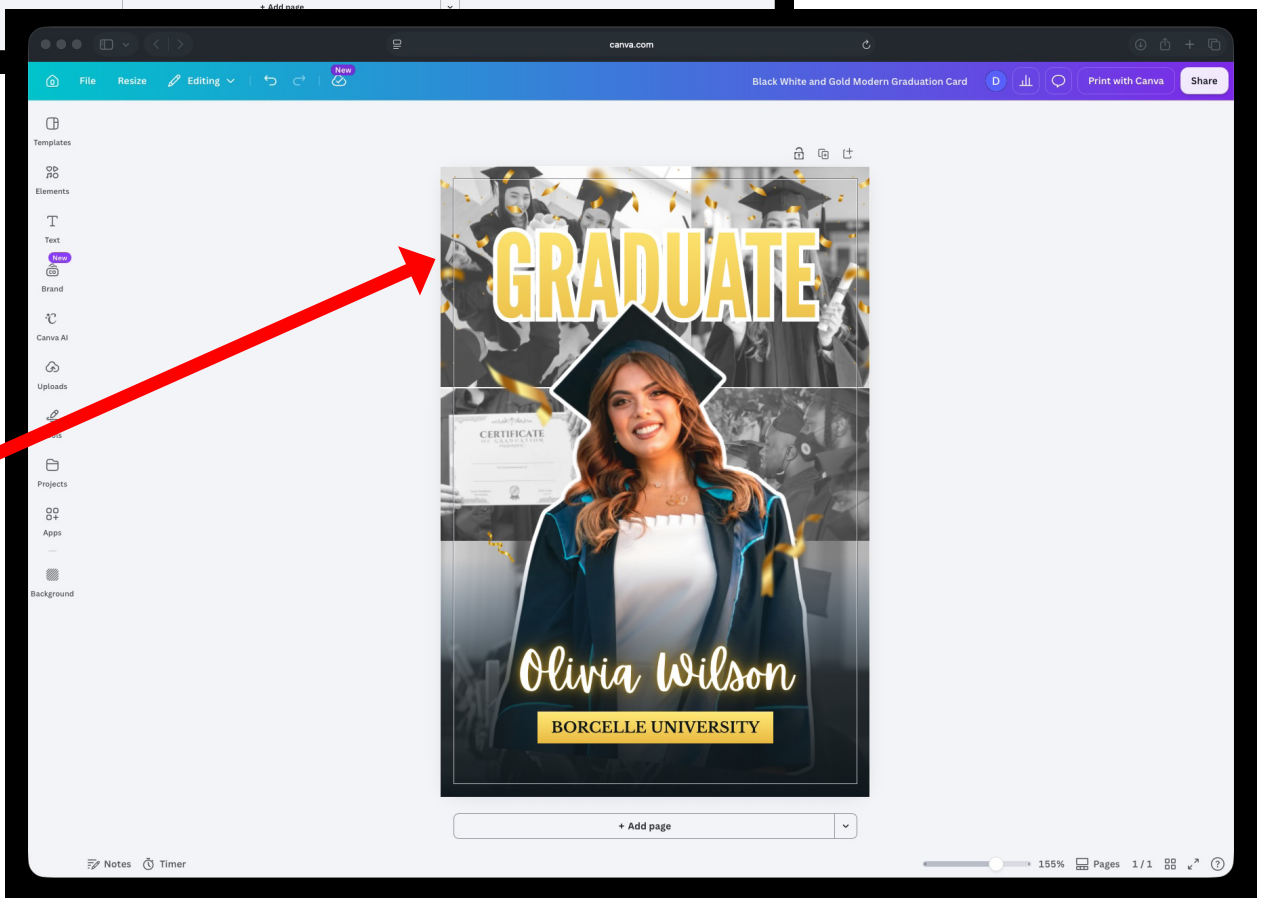


Step 2: Extending Artwork into Bleed Area

If you did not create your initial design with bleeds, your document may now appear with a thin white border around it. This is the bleed area, which is what will be trimmed off in finishing. To build your bleed properly, all elements including the background colors, and elements such as the gold ribbons below, must extend into the bleed area so that it can be trimmed off. The first window below shows a document with no bleed, and the second window shows a properly built bleed area, where all elements that are intended to run off the edge of the document are extended into the bleed area. Be sure to check & fix each page of the document!



Bleed area appears empty because the document was not designed with bleeds.

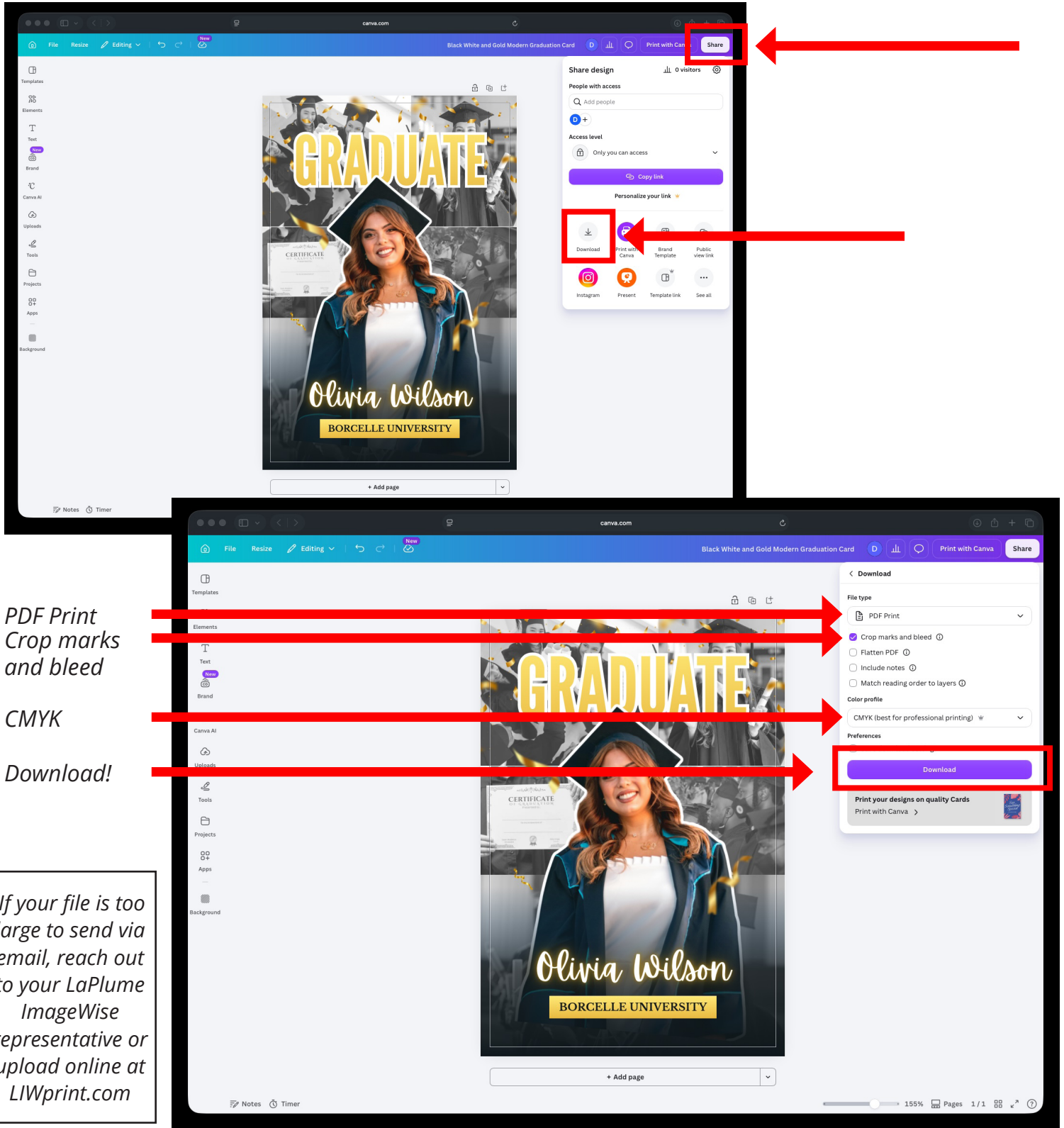


In a document properly prepared for printing, all content including backgrounds and other design elements extend fully into the bleed area.

Step 3: Exporting Document as a Print-Ready PDF

Once your bleed area has been properly built on all pages of the document, it is ready to be downloaded as a PDF. In the top left of the artboard, click the "Share" button and select "Download" towards the bottom of the dropdown menu that appears.

In the download window, select "PDF Print" from the first dropdown menu, ensure that "Crop marks and bleed" has it checked off, and select "CMYK" from the second dropdown menu. Once all of these selections are made, click the download button. Your PDF is now ready to print!



PDF Print
Crop marks and bleed
CMYK
Download!

If your file is too large to send via email, reach out to your LaPlume ImageWise representative or upload online at LIWprint.com