Printing Your *Canva* Document

Setup

- Use **"Custom Size"** on the home screen and start your document at the desired finished size. We don't recommend guessing at one that looks close, as it may not resize proportionally.
- If you want color or an image to cover the entire sheet, make sure your file has **bleed** turned on (File > View Settings > Show Print Bleed), and drag the color/image to fill the extra space.
- To ensure critical details aren't cut off, keep margins at no less than 1/4" (.25").

Option 1: Share Your Files

- Click Share in the upper right corner
- Click the dropdown that reads "Only You Can Access" and change to "Anyone With The Link"
- To the right, make sure it's set to "Can Edit"
- Click "Copy Link", paste the result in an email, and send to your representative
- Independent Printing will make any necessary modifications (margins, bleeds, etc) and download the press-ready PDF

Option 2: Send a Press-Ready PDF

- Click Share in the upper right corner, then Download at the bottom of the menu
- File Type: PDF Print
- Check Crop Marks & Bleed, DO NOT check Flatten or Include Notes
- Leave on All Pages
- Set to CMYK color profile (Pro version required)

Notes

- We cannot guarantee results of a file provided in RGB and/or flattened.
- Orders printing on our offset press require additional preparation and may be subject to art costs. You will be advised if this is the case.
- Don't hesitate to ask if you have questions at any stage in the process –we're here to help!