

# HOW TO MAKE PRINT-READY FILES *with Canva*

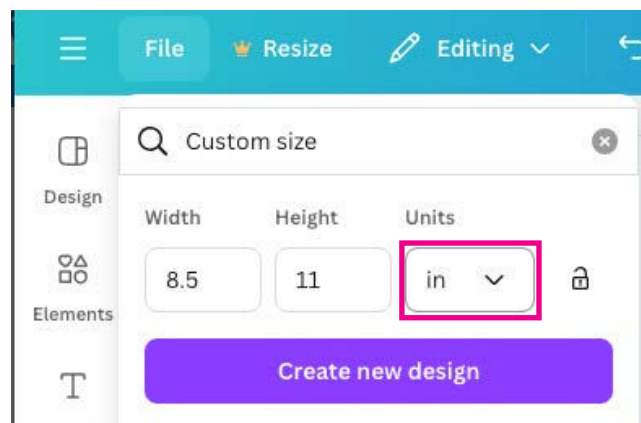
AnchorPointe Graphics Resource | Updated February, 2025

## 1. START WITH THE RIGHT DOCUMENT SIZE

Canva allows you to set up a document in pixels, inches, millimeters, or centimeters.

**Choose inches for your print file.** Make sure the artboard is the exact size you want your final printed piece to be.

Any prepress adjustments made to a PDF produced from Canva could result in unwanted stretching or important elements being cut-off.



## 2. ADD GUIDES, MARGINS & PRINT BLEED

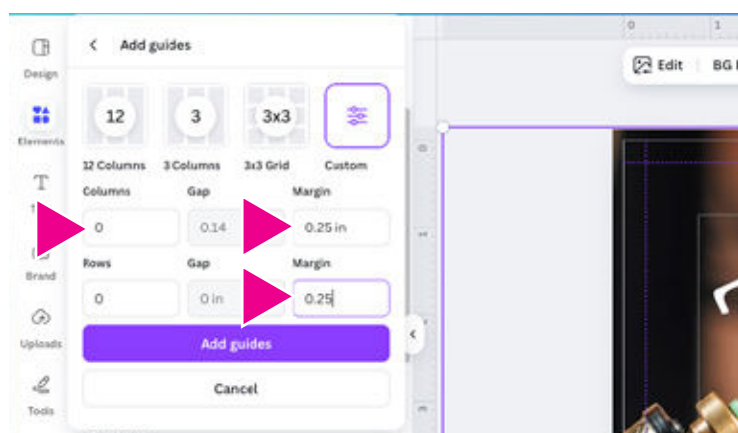
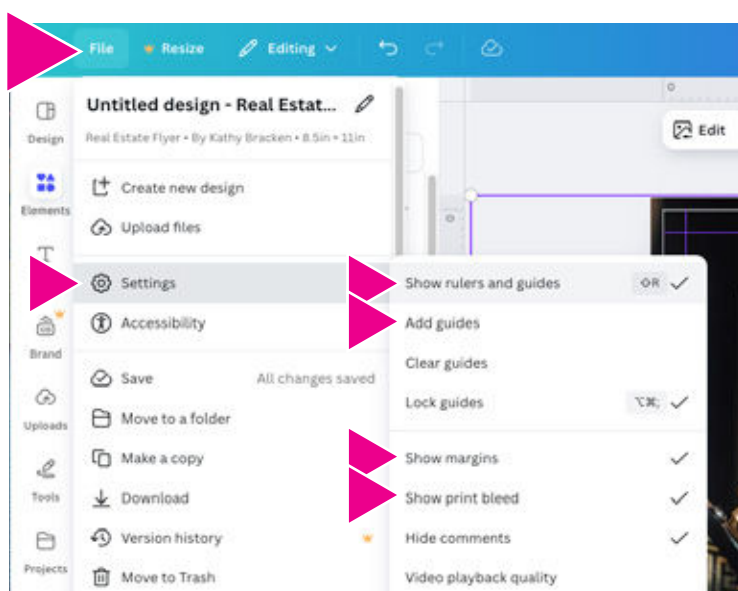
In the upper left corner of the Canva designer, there is a “File” button – click it to see the drop down menu, and go to “Settings.”

- ▶ Turn on “Show rulers and guides”
- ▶ Turn on “Show margins”
- ▶ Turn on “Show print bleed”

The “Show margins” feature will add a standard .80” margin to all sides of your artboard, regardless of its size.

If this is wider than you’d like, use the “Add guides” feature to add your own margins at a width of your choosing.

- ▶ Select “Add guides” from the Settings menu
- ▶ Adjust the number of columns (0 for none) and set the margins for the sides Left/Right and Top/Bottom.



## 3. UPLOADING GRAPHICS TO CANVA

When uploading your own files to Canva for use on print files (*graphics, logos, photos, etc.*) make sure they are a resolution suitable for quality printing. **Print-resolution is 300 DPI.** Your images should be 300dpi at the size you want them to print to avoid poor quality images and graphics.

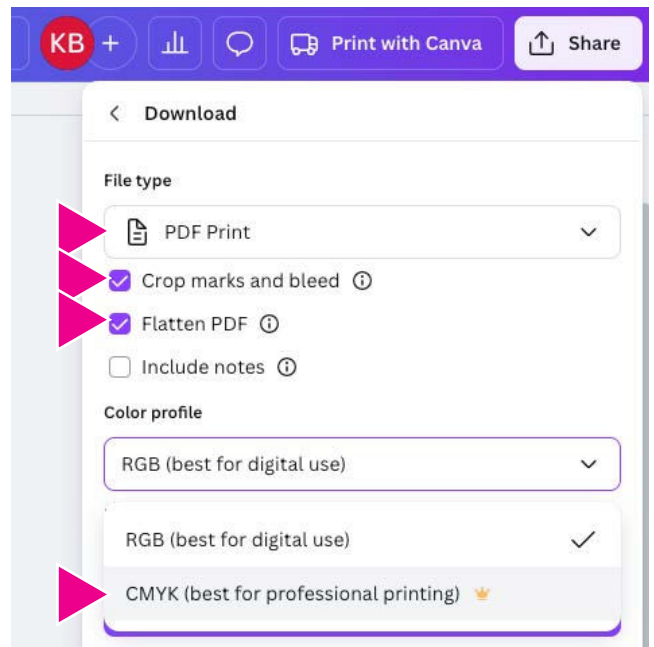
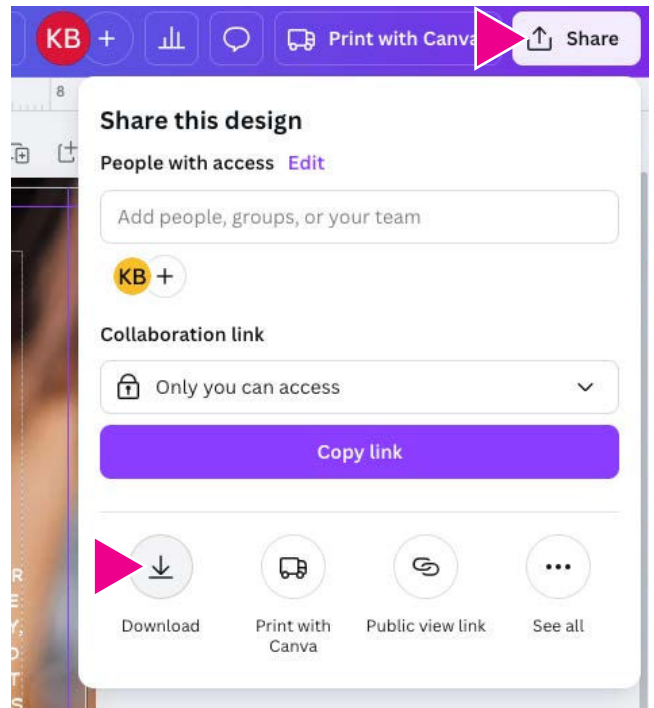


### 3. DOWNLOAD A PDF FOR PRINT

When you're ready to download your final design as a print-ready PDF, follow these steps:

1. Select the **Share** button in the top right corner.
2. Click "**Download**" at the bottom of the menu.
3. From the File type menu, select "**PDF Print**"
4. Check the boxes for "**Crop marks and bleed**" and "**Flatten PDF**" – Flattening your PDF converts designs with multiple layers into one. This ensures that all of your design's elements get printed.
5. Color profile will default to RGB for standard Canva users. For those with Premium accounts, choose **CMYK (best for professional printing)**.
6. Once your settings are correct, hit the "**Download**" button to save your PDF.

It should include visible crop marks and the bleed area around the artboard, as shown in the example below:



### 4. SEND IT FOR PRINT!

Once your PDF is downloaded with crop marks and bleeds, it's ready to **send to AnchorPointe Graphics** for printing!

Our prepress team can also help ensure your file will print correctly with a quick proof.

**Questions? Call us!**

**503.619.3000**

**AnchorPointeGraphics.com**

