



Create a design



Thanks for being 1 in 100 million!

Search your content or Canva's



For you



Whiteboards



Presentations



Social media



Videos



Print products



Websites



More

You might want to try...



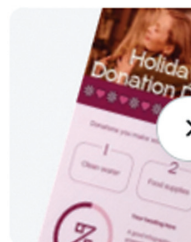
Whiteboard



Presentation (16:9)



A4 Document



Infographic



The biggest announcements from Canva Create 2022



Watch the recap

Canva for Digital Print

in 10 Quick Steps

Canva is primarily set-up for digital design, however with a few changes this will work for both digital and print designs.

In this document you will find a step by step guide with screenshots showing each step with a short explanation. Once you get the hang of this guide, the 10 steps below will be all you need to reproduce any documents moving forward.

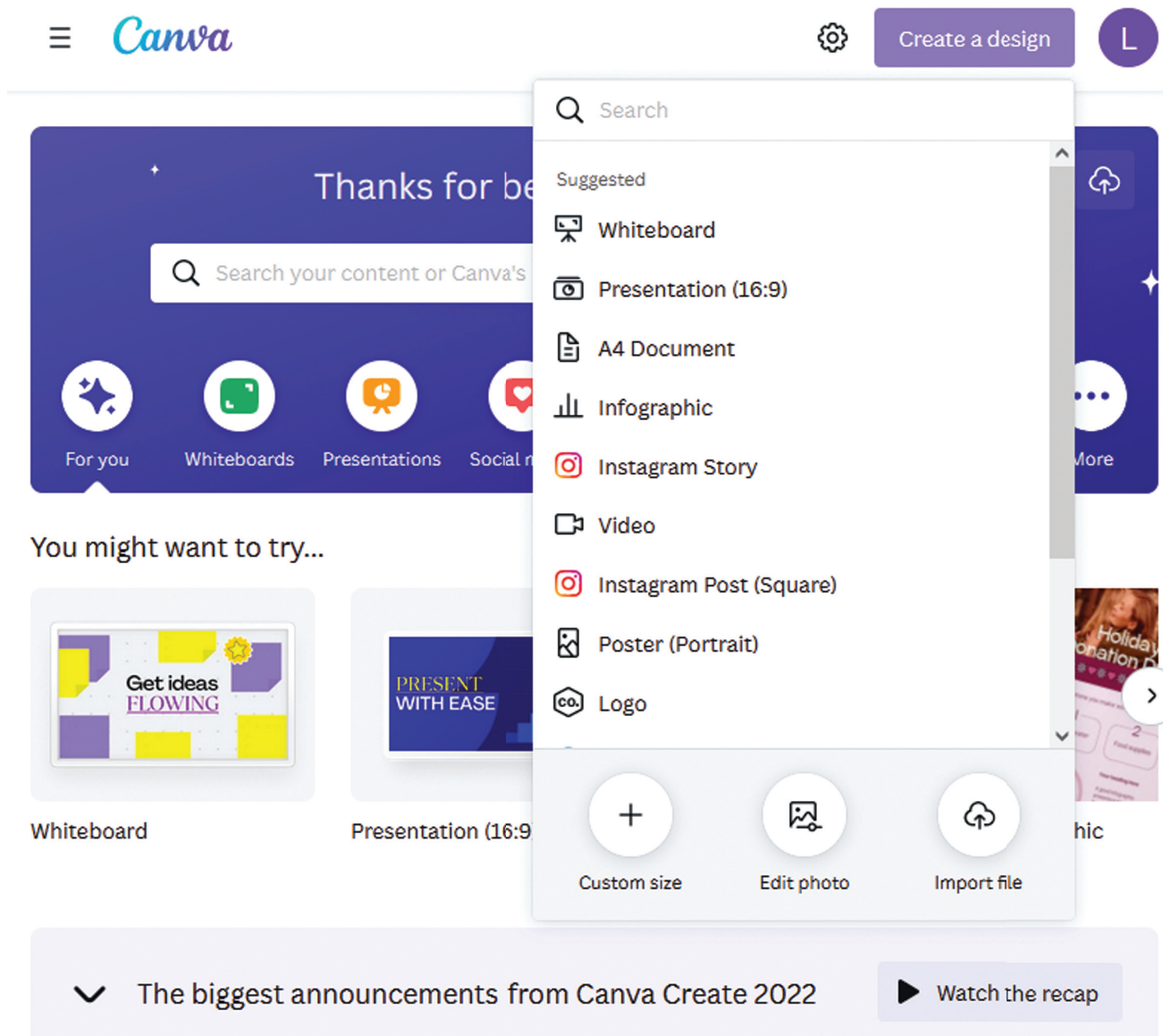
Quick 10 Step List

1. Click "Create a design" in top right
2. Click "Custom Size" at the bottom of the popup
3. Enter Width x Height in mm / cm
4. Turn on Margins and Print Bleed
5. Create a design, use bleed area if on the edge
6. Click "Share" and download
7. Change file type to PDF Print
8. Enable "Crop marks and bleed"
9. Set colour profile to CMYK if available
10. Download and view your file with bleed+trim



Canva for Digital Print

in 10 Quick Steps

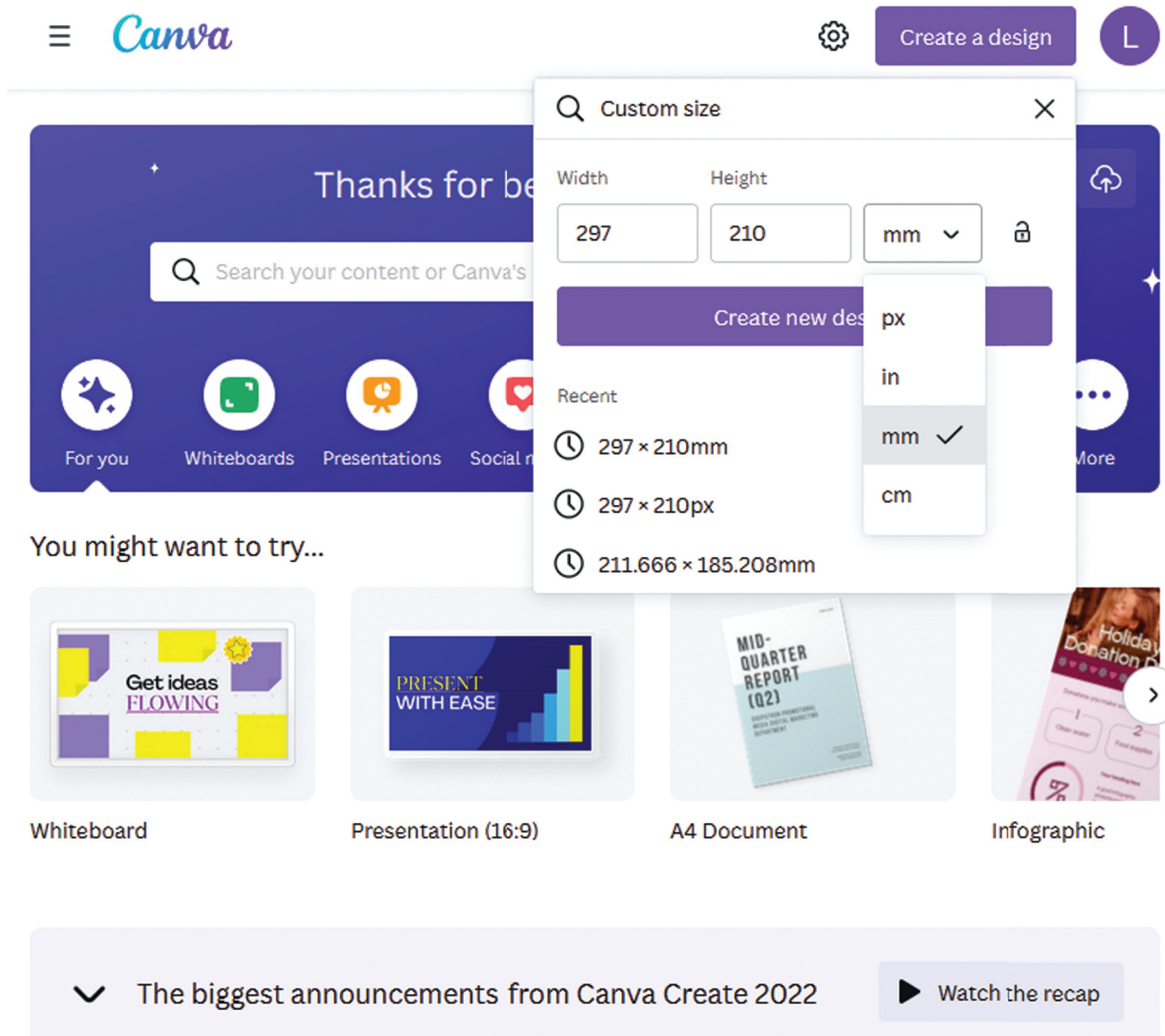


1. Click "Create a design" in top right

Canva has many templates that you can choose from but if you start with one of their templates, as a "Free User" there is no way to resize the document. Many of these templates are based on U.S. sizes that are not compatible with the A-Series sizes that are used in Australia.

2. Click "Custom Size" at the bottom of the popup

However, if you create a "Custom Size" document based on the exact size you require you can then add any of Canva's template images or text from their library to get the same results, except this way you get the correct size document you require as a "Free User".



Canva for Digital Print

in 10 Quick Steps

3. Enter Width x Height in mm / cm

When entering your custom template size be sure to do this in the correct measurement units. The units by default are set to px (pixels) which are fine for Digital work but not much good for Printing where you are printing to a specific paper size.

Note: If you are looking to use envelopes make sure you can find a retailer for the sizes you require before printing. C-Series you can find at most stationary shops but U.S. sizes may be a bit more difficult.

Some common sizes used for printing, and envelope sizes to match.

Paper Sizes

A3 - 297x420 mm
A4 - 210x297 mm
A5 - 148.5x210 mm
A6 - 105x148.5 mm

DL - 99x210 mm
Postcard - 100x150 mm

4.2x5.5" - 107x140 mm
5x7" - 125x175 mm
5x7" - 127x178 mm

Envelope Sizes

C3 - 324x458 mm
C4 - 229x324 mm
C5 - 162x229 mm
C6 - 114x162 mm

DL 110x220 mm
C6 - 114x162 mm

C6 - 114x162 mm
5x7" - 130x180 mm *
5x7" - 133x184 mm *

* 5x7" paper / envelopes vary in size, allow 5mm width and height as a minimum to fit within an envelope.



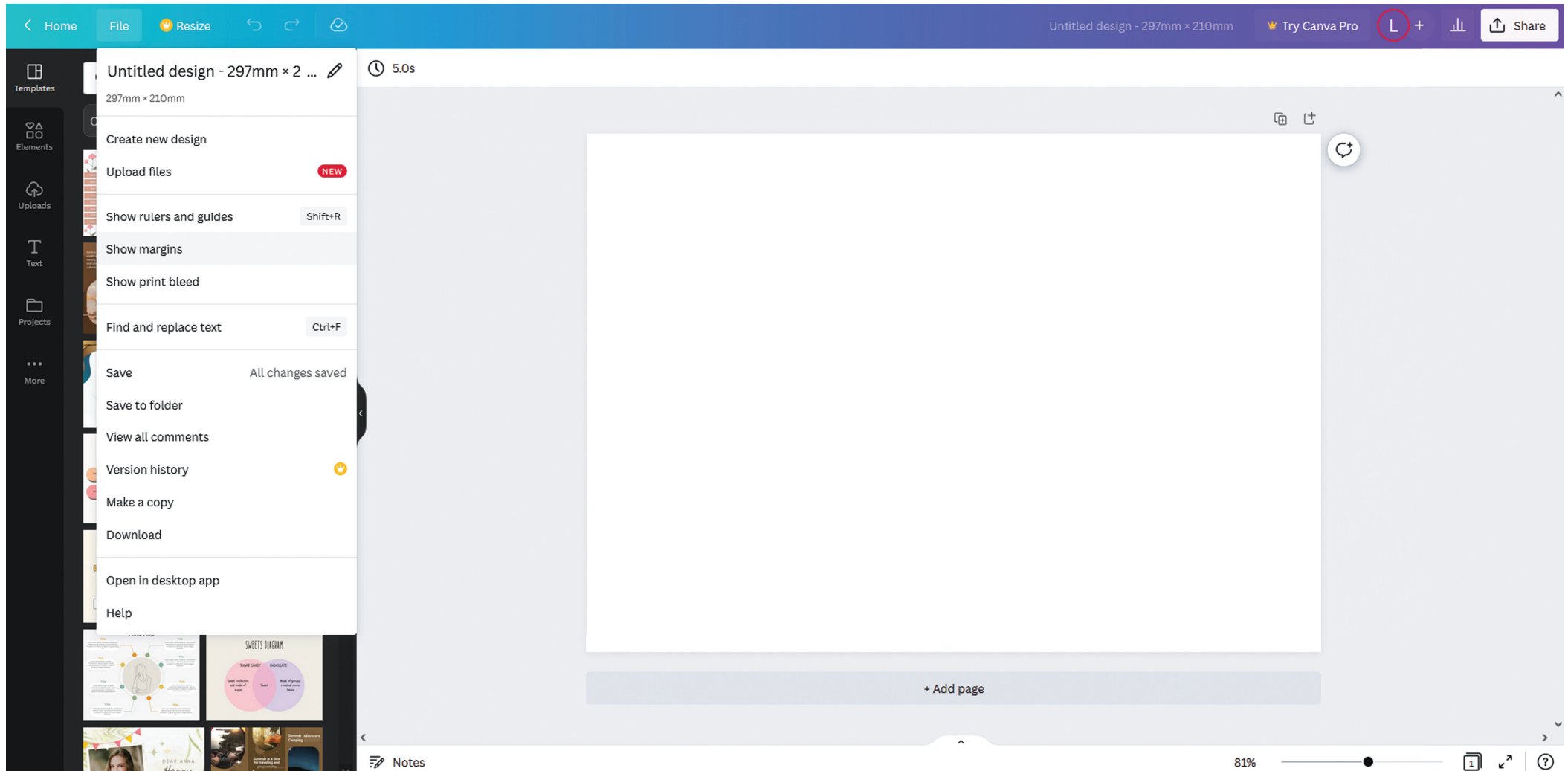
When you load up any template you will generally see something similar to this. Since Canva is setup for Digital Artwork by default this would normally be fine but for printing we require a little bit extra.

Canva for Digital Print

in 10 Quick Steps

In the Menu Bar in the top left, click "File" and tick both options "Show margins" and "Show print bleed".

4. Turn on Margins and Print Bleed





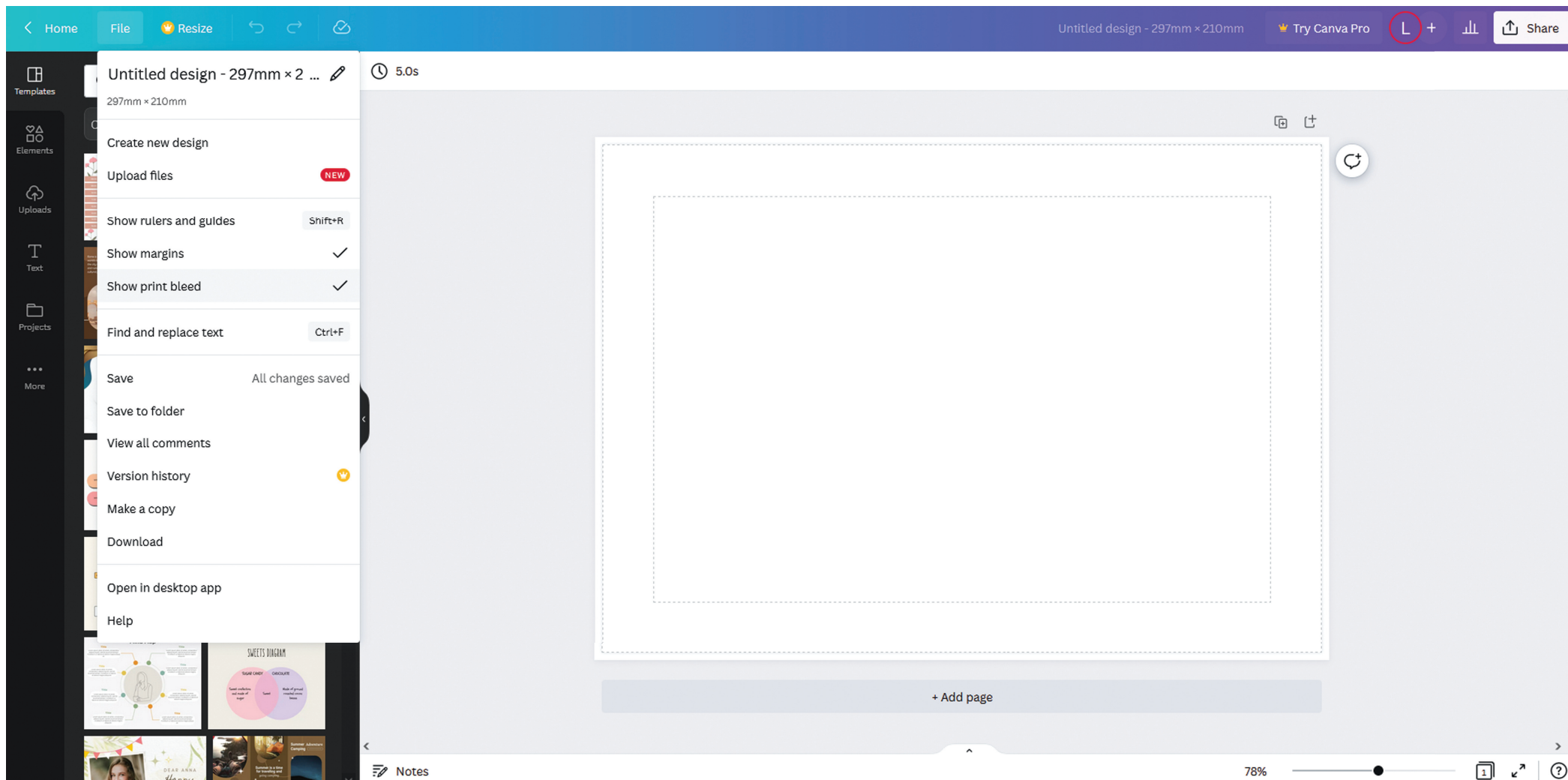
There will now be 2 dotted lines in the artwork space. These lines are guides and will not print.
The inner line is the Margin, useful for placing and aligning elements. This is only a guide and not required.

The outer line represents the "Bleed area" - 3mm either side of this line are considered unsafe for important content like (contact info, page numbers, etc.) as this may be cut away during trimming of the paper.
The bleed line is the edge of the paper and the outer edge is the bleed area, i.e. artwork bleeds off the page.

Canva for Digital Print

in 10 Quick Steps

4. Turn on Margins and Print Bleed





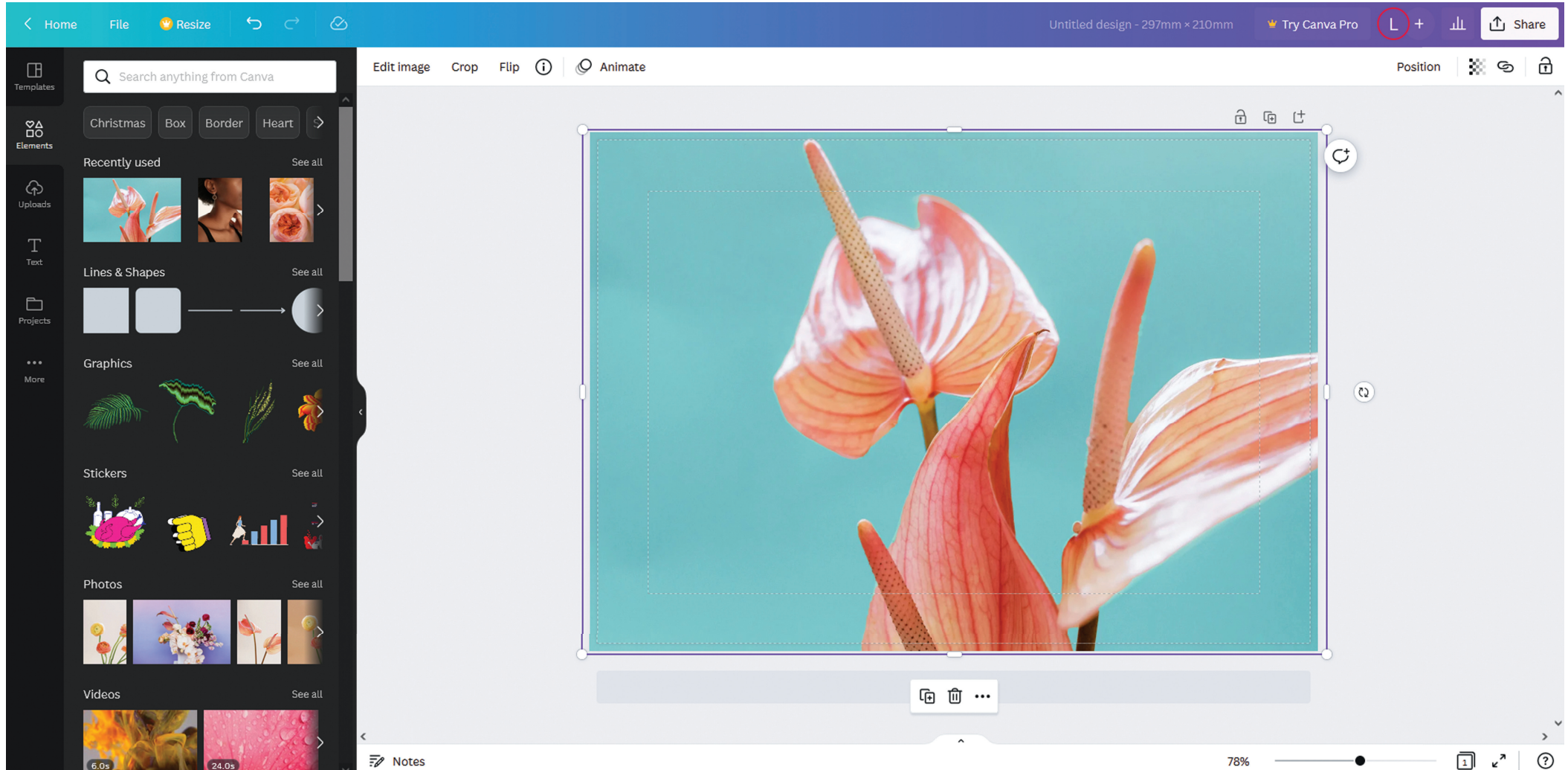
If your design has elements that are to touch the edge of the printed page then allow those elements to pass into or even through the bleed area. Having an extra 3mm outside the paper size is a great help for printers for when they trim the paper to final size. Some of the bleed area may be included in the final trimmed prints so ensure no content exists in this area that you wouldn't want to include in the print.

Printers print multiple designs to large sheets of paper and trim them all to final size afterwards. This makes print alignment easier with the large sheets and saves costs.

Canva for Digital Print

in 10 Quick Steps

5. Create a design, use bleed area if on the edge





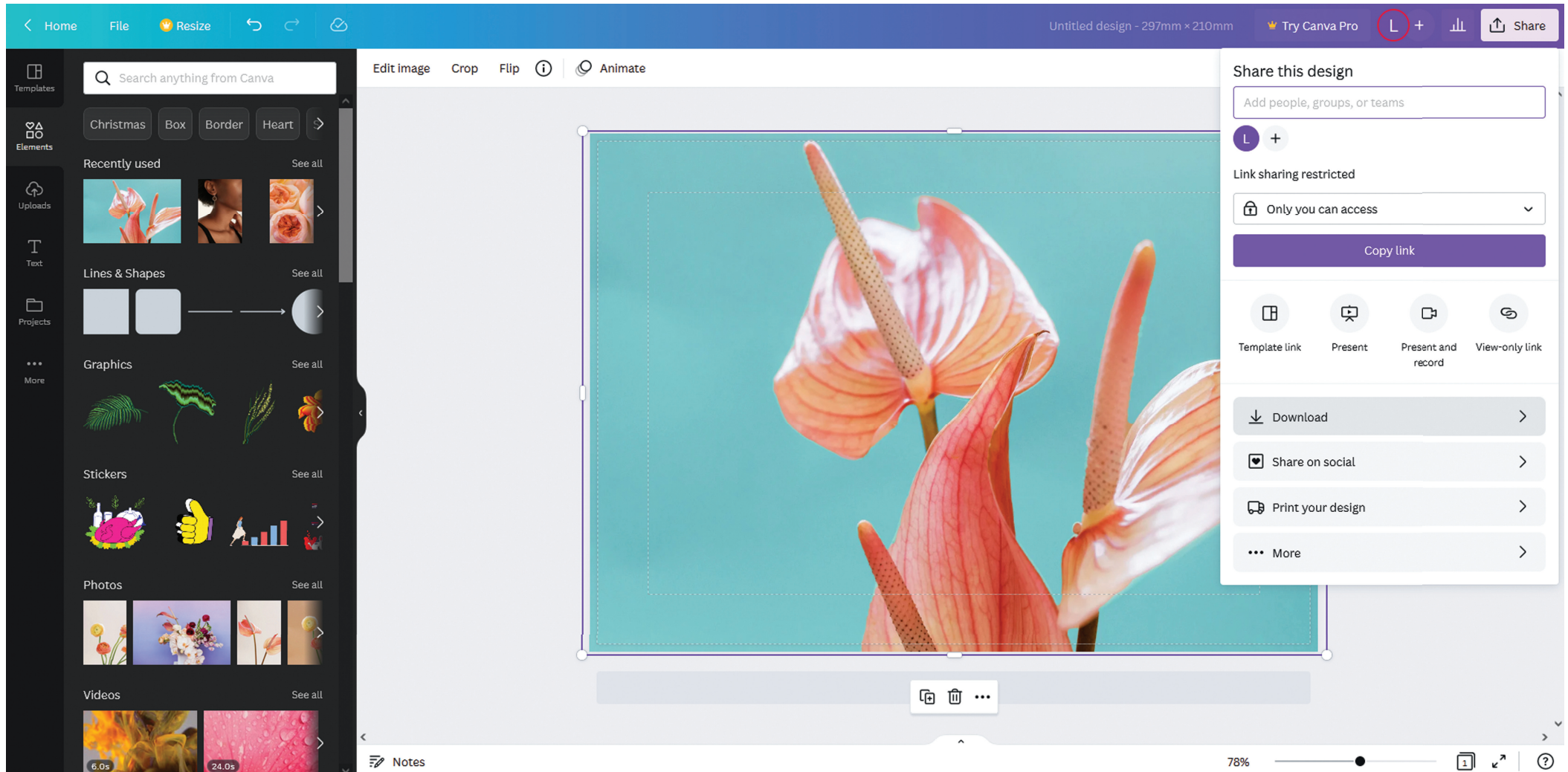
Canva for Digital Print

in 10 Quick Steps

Give your design a name in the top right of the screen where it says "Untitled design" to give it a reference for later. If there are any further changes required, you can always come back and make modifications.

Once your design is ready click the "Share" button in the top right and select "Download".

6. Click "Share" and download





BY DEFAULT, the download prompt is "PNG (SUGGESTED)". This file type is used when saving for digital use only; not for print.

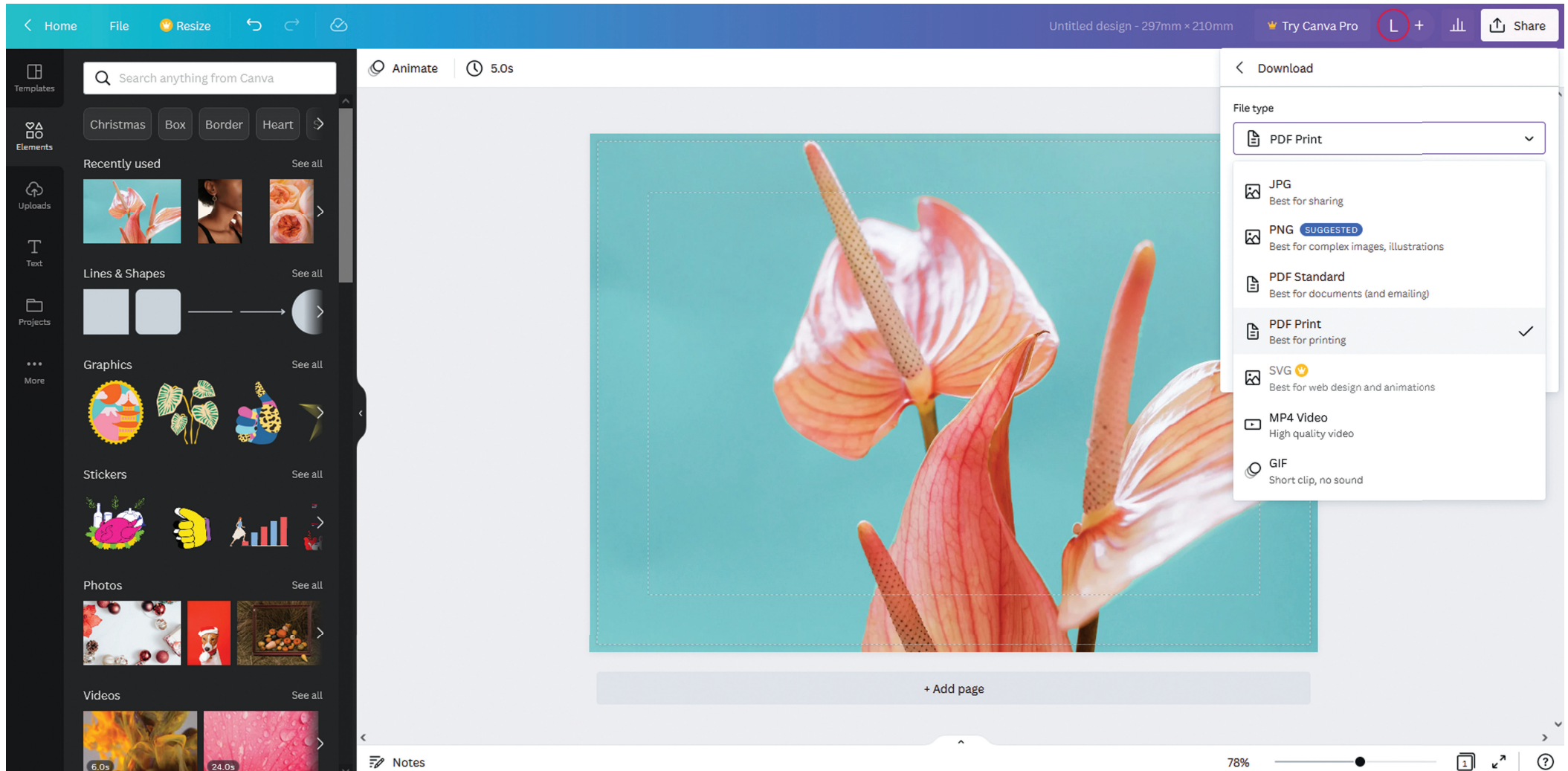
Change this to "PDF Print". This will generate a 300dpi file that will work well for high quality digital printing.

Before continuing there are a few more options to change.

Canva for Digital Print

in 10 Quick Steps

7. Change file type to PDF Print





Enable the “Crop marks and bleed” checkbox, this will make sure that the bleed area is included on the output file along with some trim marks that help printers know where the cuts need to be made.

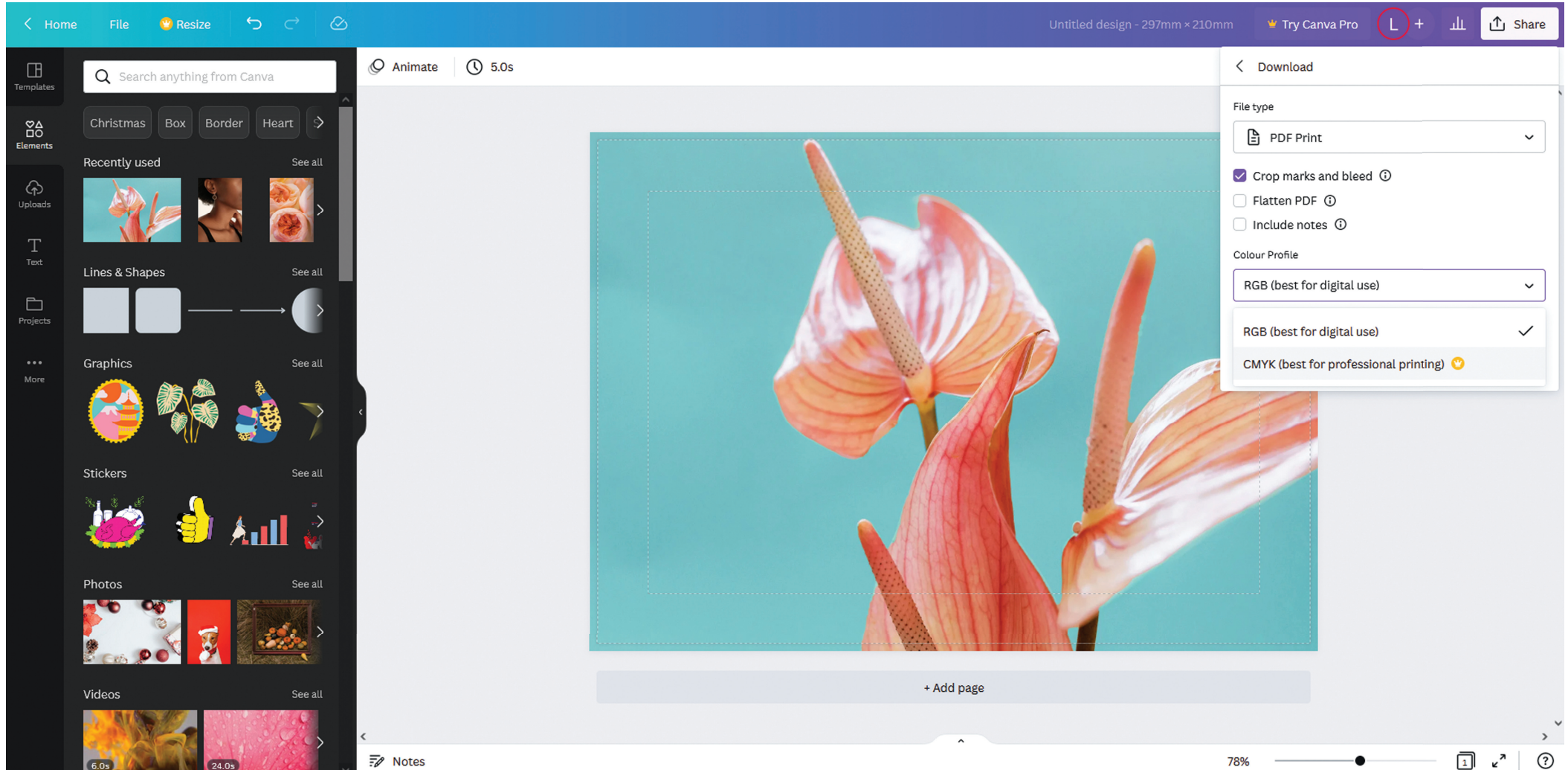
For better digital print colour accuracy, set the colour profile to “CMYK”.

Canva for Digital Print

in 10 Quick Steps

8. Enable “Crop marks and bleed”

9. Set colour profile to CMYK if available





With all previous steps taken, click the "Download" button to save the print ready PDF file to your device. You should see a document that has trim marks and bleed like the image below.

You are all done, send the PDF file off to your printer and enjoy high quality printing.

Once you wrap your head around these detailed steps refer to page 1 of this document for the quick step list.

Canva for Digital Print

in 10 Quick Steps

10. Download and view your file with bleed+trim

