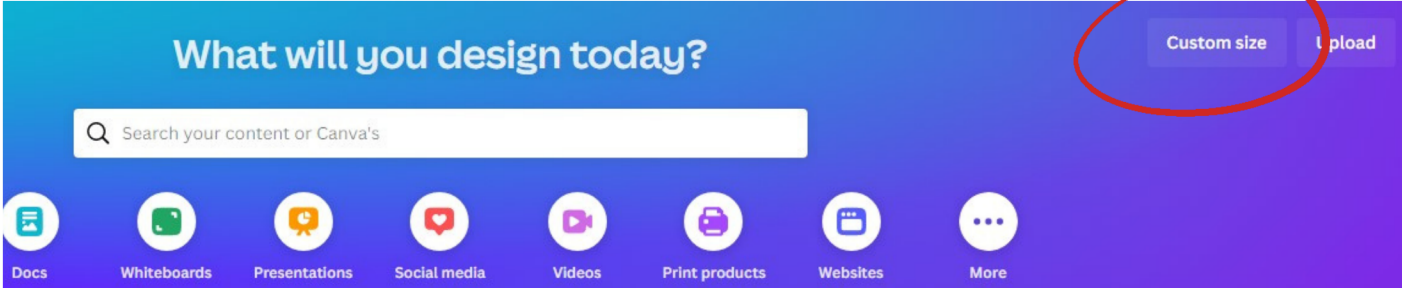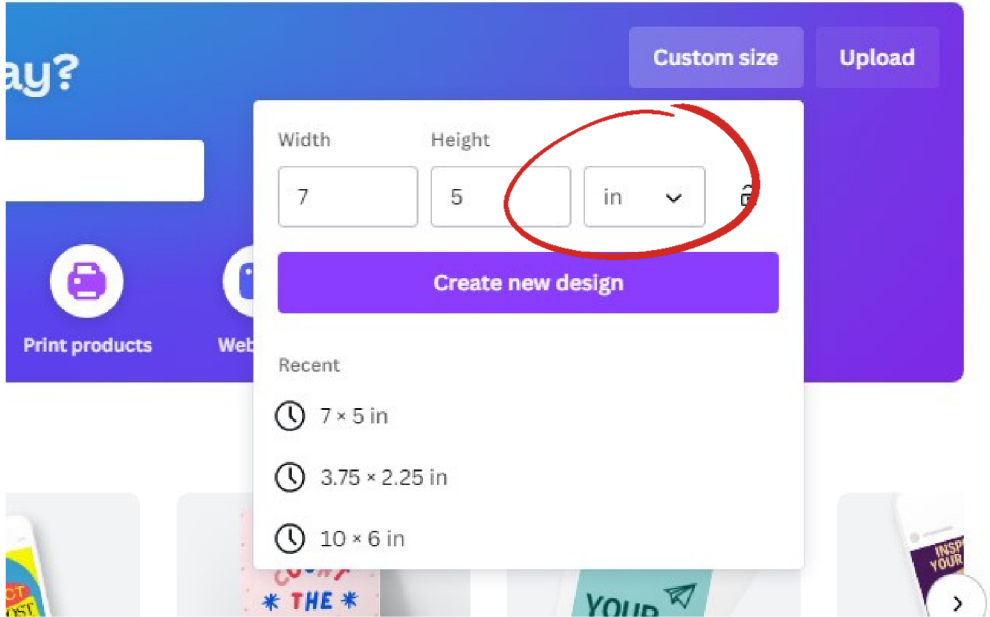# How to use Canva
(Desktop Version)

How do I make a custom size?

When you open the desktop version of Canva the home page will have a search bar, to the right of the search bar there will be a button to make a custom size. You can input sizing in four different formats (px, in, mm, cm)

How do I download as a pdf?

When you finish your design you will click the "Share button" It will then give you a drop down, you'll then press "download". You'll want to press "PDF Print"

Share this design

People with access Edit

Add people, groups, or your team

M +

Collaboration link

🔒 Only you can access ⌄

Copy link

Template link	Present	Present and record	View-only link

↓ Download   >

< Download

File type

📄 PDF Print ⌄

☐ Crop marks and bleed ⓘ

☐ Flatten PDF ⓘ

☐ Include notes ⓘ

Color Profile

RGB (best for digital use) ⌄

☐ Save download settings

Download

How do I add bleed and crop marks?

File type

📄 PDF Print
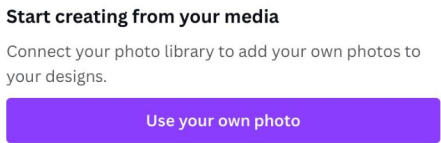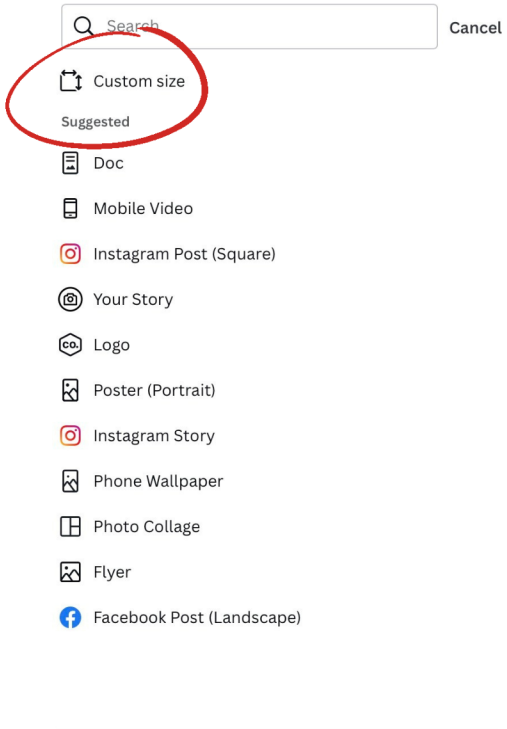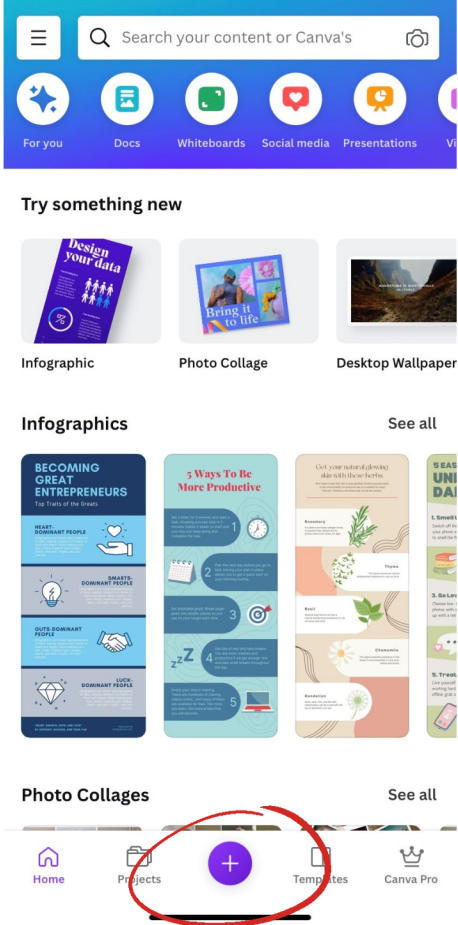
✅ Crop marks and bleed ⓘ

✅ Flatten PDF ⓘ

☐ Include notes ⓘ

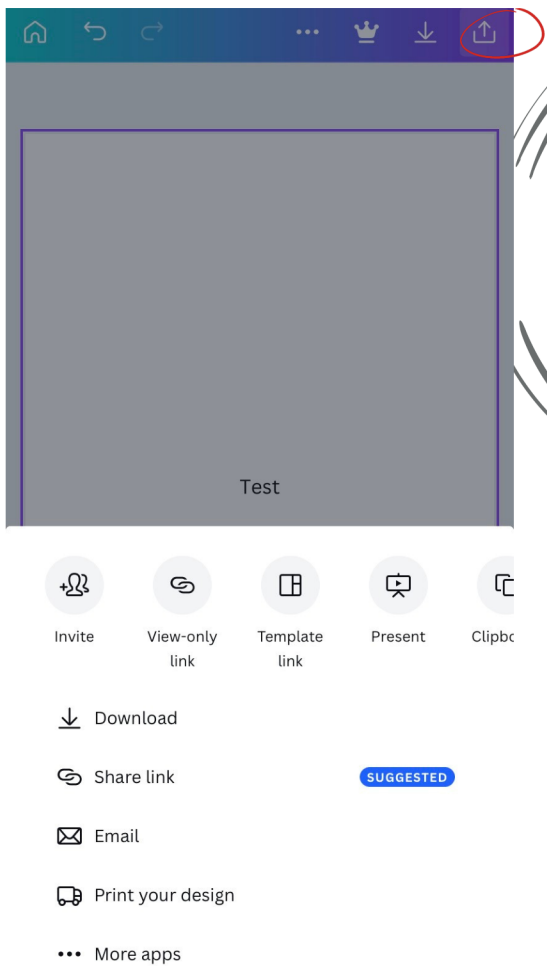If you need crop marks or bleed, press that option as well.

How to use Canva
(Mobile Version)

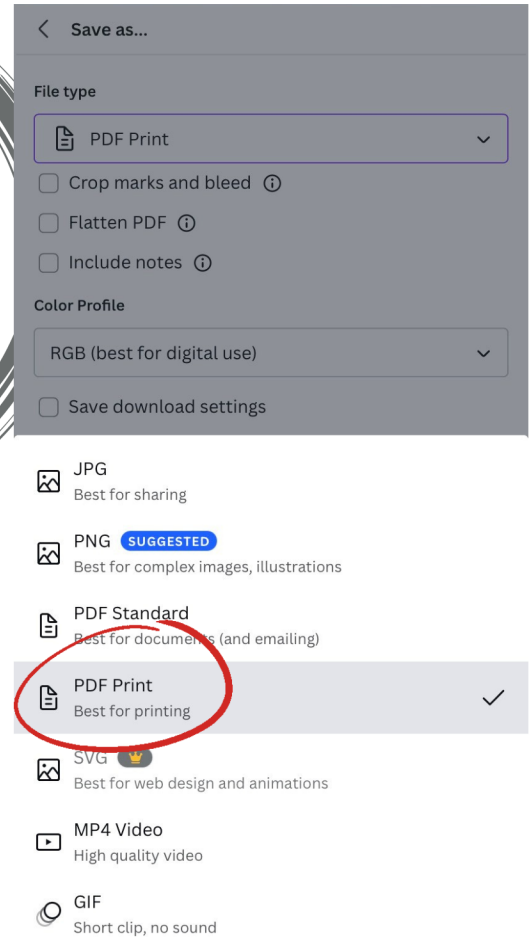## How do I make a custom size?

When you open the mobile version of Canva the home page will have a search bar, on the bottom of the page there will be a "plus sign", you can hit custom size after pressing this. You can input sizing in four different formats (px, in, mm, cm)
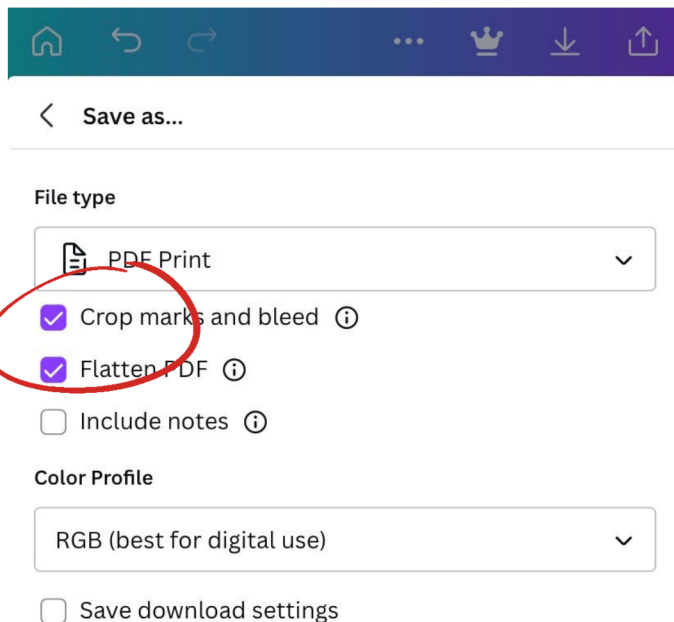
How do I download as a pdf?

When you finish your design you will click the "Share button" It will then give you a drop down, you'll then press "download". You'll want to press "PDF Print"

Test

Invite
View-only link
Template link
Present
Clipbo

Download

Share link   SUGGESTED

Email

Print your design

More apps

Save as...

File type

PDF Print

Crop marks and bleed (i)

Flatten PDF (i)

Include notes (i)

Color Profile

RGB (best for digital use)

Save download settings

JPG
Best for sharing

PNG SUGGESTED
Best for complex images, illustrations

PDF Standard
Best for documents (and emailing)

PDF Print
Best for printing

SVG
Best for web design and animations

MP4 Video
High quality video

GIF
Short clip, no sound

How do I add bleed and crop marks?

Save as...

File type

PDF Print

Crop marks and bleed (i)

Flatten PDF (i)

Include notes (i)

Color Profile

RGB (best for digital use)

Save download settings

If you need crop marks or bleed, press that option as well.

FAQ

What is bleed?

In our industry, printers do not print all the way to the edge. So if you're wanting artwork to go to the edge or "bleed", it'll need to be slightly bigger. We then print it on a larger piece of paper then cut it down to the size you're wanting. We ask for an eighth of an inch of bleed all the way around the artwork.

When do I need bleed and crop marks?

Generally we ask that you send us files "to size" as a pdf without crop marks. If your file needs to bleed you can make a "custom size" but add an eighth of an inch all the way around. For example, if you're wanting a 5x7, you'll make a "custom size" as a 5.25x7.25. Currently Canva does not give you the option to download with just bleed and not crop marks.

How far away should I keep my artwork from the edge of the paper?

We recommend that you keep about an eighth of an inch of "dead space". This is so our printers don't cut off your artwork when printing. It also helps us when cutting your artwork. Paper is prone to slightly sliding when cutting so that "dead space" helps us not cut into your artwork.