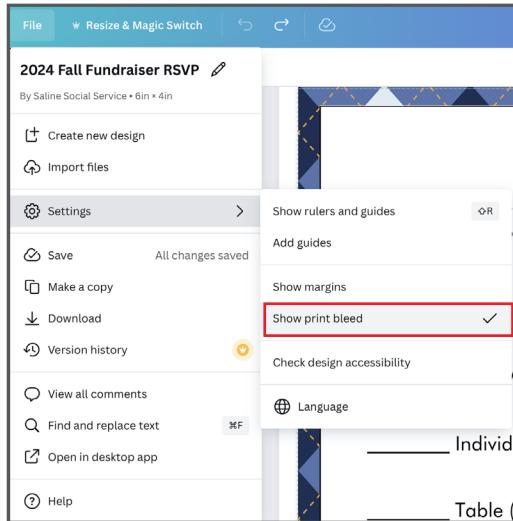


CANVA: PREPARING FOR PRINT

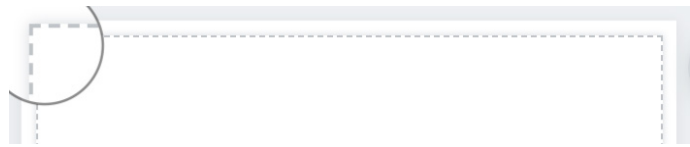


Bleed:

Avoid white (paper color) edges on the printed piece by adding bleeds.

To do this in Canva, go to File>Settings>Show print bleed”

This will show a small border with broken lines along the edge of the document like this:



Extend all design elements past this bleed allowance typically 1/8” . This compensates for variance in the manufacturing process.

Download:

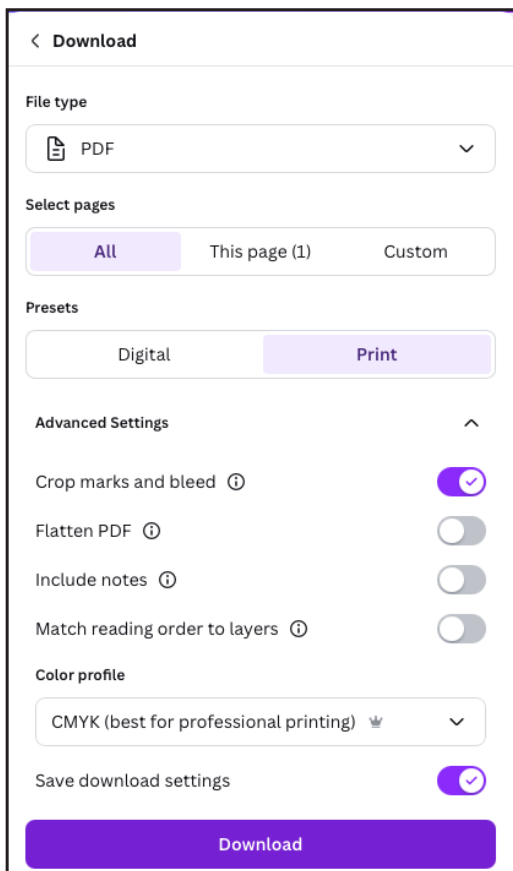
When downloading the project for printing, be sure to select “PDF” from the “File type” dropdown box and “Print” from the “Presets” options.

Be sure to enable “Crop marks and bleed”, and under Color profile, select CMYK as shown at left.

Check:

Once the PDF has been downloaded, open the file in Acrobat and take a look to ensure everything processed correctly.

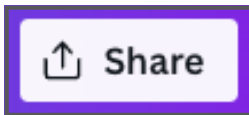
You should see crop marks on the pages and any elements that bleed should extend past those crop marks.



CANVA: WHAT TO SEND FOR PRINT

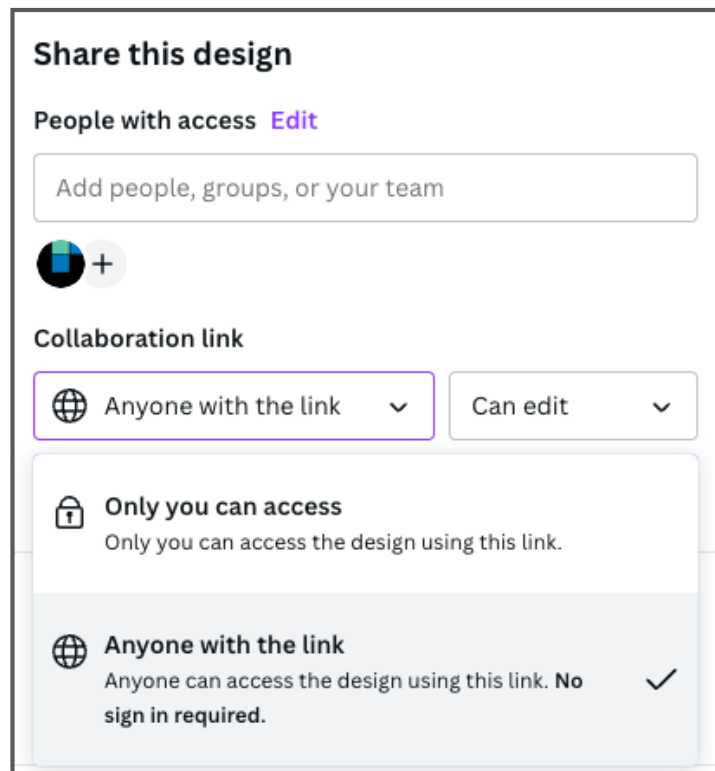
Once you have downloaded and checked the Print Ready PDF file, it's time to transfer it for production. If the file is not too big, you can typically send email with an attachment to your Account Executive. Print-Tech also has a web portal that you can upload larger files. Go to [Printtechinc.com](https://printtechinc.com) and select "Send a file" in the top right.

Along with providing the Print Ready file, you can share your Canva file with us. Occasionally a project requires edits or adjustments for production purposes. If we have the link to your project, we can make the necessary changes and download a new file.



Click on the "Share" button in the top right corner and select "Copy link". When the dropdown displays (as shown on the left), select "Anyone with the link" and make sure that "Can Edit" is also selected. You can then hit the purple "Copy Link" button and paste that into the email to your sales rep.

We'll be sure to send you a proof to review so you can check any modifications made before we send your project off to print.

A screenshot of the "Share this design" interface in Canva. The title "Share this design" is at the top. Below it, "People with access" is set to "Edit". There is a text input field for "Add people, groups, or your team". A user profile icon with a plus sign is shown. Under "Collaboration link", there are two dropdown menus: "Anyone with the link" (selected) and "Can edit" (selected). Below this, there are two options for access: "Only you can access" (with a lock icon) and "Anyone with the link" (with a globe icon). The "Anyone with the link" option is selected and has a checkmark. The text "Only you can access the design using this link." is visible under the first option, and "Anyone can access the design using this link. No sign in required." is visible under the second option.