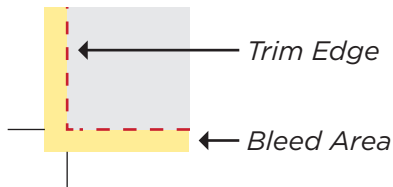
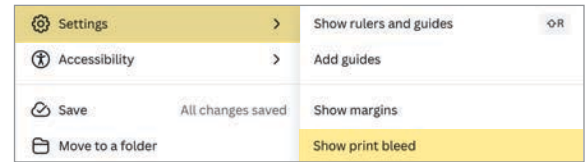


Canva | File Prep Guide

VIEWING PRINT BLEED

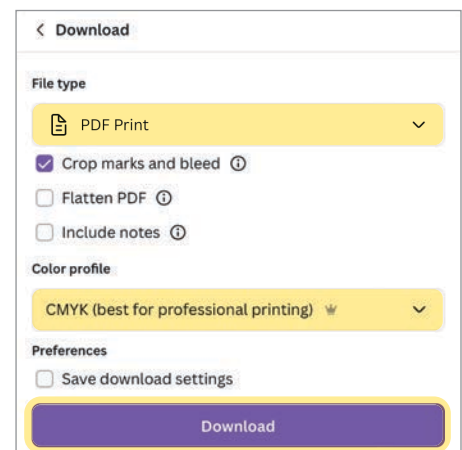
1. Create or open an existing design.
2. From the menu bar, select **File** then **Settings**.
3. Select **Show Print Bleed**. A solid black line will appear close to the edges of your design. This bleed margin is fixed based on industry print production standards and cannot be adjusted.
4. If you see white gaps around the design edges, resize or extend your design elements (*background images or colors*) into the bleed area to ensure full coverage when printed and trimmed.



For any elements intended to bleed, extend them beyond the trim edge into the bleed area.

CROP MARKS & DOWNLOAD

1. On the menu bar, select **Share**.
2. Select **Download**.
3. On the File type drop-down, select **PDF Print**.
4. Check the **Crop Marks and Bleed** check box.
5. RGB is the color profile for all computer screens and the default selection on Canva. CMYK is the color profile for digital printers used at DigiCOPY. This means that if you download your PDF in RGB, the **colors may appear slightly different in print**. Downloading in CMYK will ensure better color matching but Canva only provides this download option with a paid subscription. We highly suggest a printed proof if you choose the RGB download, to ensure that your colors appear as intended.
6. Select **Download**.



Note: Selecting **Flatten PDF** will outline and compress your file, making it no longer editable.



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