DigiCOPY

HOLIDAY File Guide

Creating your own Custom PDF File

Document & Print Size

Digital files must be submitted at the size of desired output. Set your document page size to match the actual print size in your layout program (Adobe, Canva, etc.). Also, set your document resolution to 300 dpi.

Document Color Mode

Make sure your document is set to CMYK Color Mode.

Why CMYK? Digital printers use combinations of four toner colors (Cyan, Magenta, Yellow, and Black) to achieve print on paper. Attempting to print files that are in RGB can cause color matching issues.

Bleed & No Bleed

Bleed: Files that have text, images, or colors that run off the trim edge of your final printed piece must be submitted with an extra 1/8" (.125) border all around. This extra extension of your graphics is called a bleed. A bleed is necessary because it is impossible for a cutting blade to hit the exact same location on every page when cutting printed sheets in a stack.

No Bleed: If you do not want a bleed on your document, it should be submitted with at least a 1/8" (.125) white border all around.

Trim Edge & Safe Guide

Any text or images that are not meant to run off the edge of your final printed piece should be at least 1/8" (.125) to 1/4" (.25) away from your trim edge. This is called the safe guide (see below). Due to the very slight shifting that occurs when cutting, any text or images that are too close to the trim edge may be cut off or show inconsistent margins.

If you have text or images that do run off the edge of your final printed piece, they must extend at least 1/8" (.125) beyond the trim edge in your file.

- Bleed
- Trim Edge
- Safe Guide



Etsy | File Review

Review your Purchased File

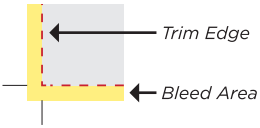
1. Verify with your Etsy *(or other marketplace)* shop owner that the file you purchased is the correct size, in CMYK color mode, includes proper crop marks & bleed needed for printing, and is in a PDF format.

Canva | File Preparation

Viewing Print Bleed

1. Create or open an existing design.
2. From the menu bar, select **File** then **Rulers and guides**.
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.

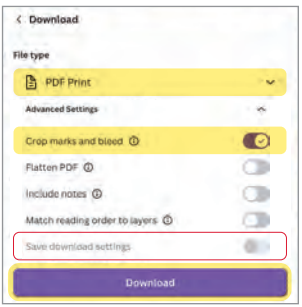


Crop Marks & Download

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.*

Want to save your settings for future projects?

*Select **Save download settings** when downloading your file!*

www.dcopy.net