

# Canva

## File Submission Field Guide

Two Tips & Four Steps on prepping your  
Canva File for Printing with Quality Printing

2 Tips



4 Steps



You are designing in *Canva* and soon will be ready to have your design printed.

But before you hit “Share”.....  
Theres two tips & four steps to ensure success for time and quality output.



Try Canva Pro



Print Posters



How would you like to publish?

### Recommended



Download



Share link



Present



Present and record

Canva



## Two Tips

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## Sharing & Exporting your Canva File

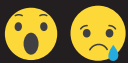
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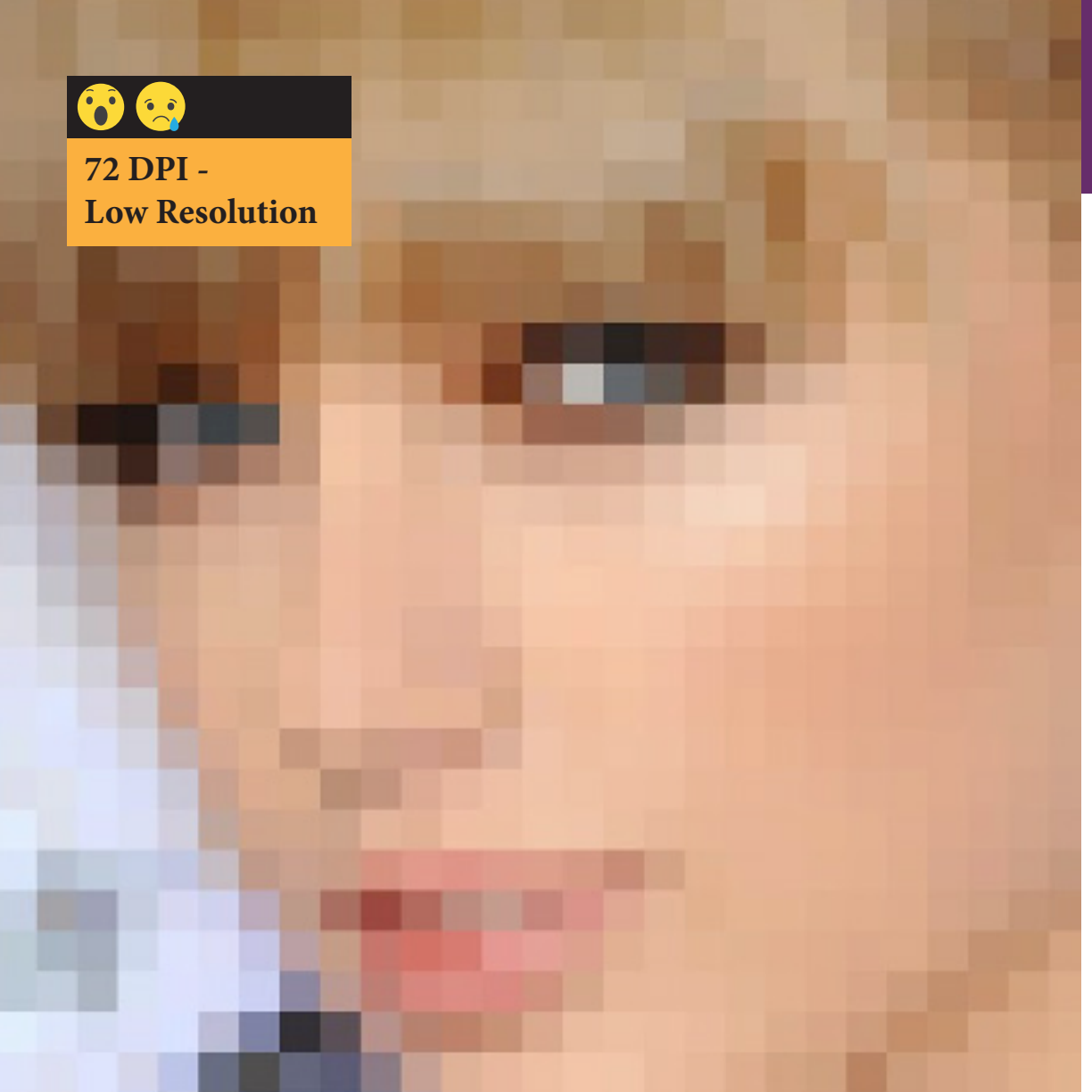
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**72 DPI -  
Low Resolution**



## Tip 1

# Make sure ALL your images are High Resolution



Unless you play Minecraft no one likes JAGGY IMAGES.

Images at 300 dpi (not 72 dpi) will print clearly on our digital presses and offset presses.

This means that all photos or logos that you add to your Canva project are high resolution.



**300 DPI - High Resolution**



*Ever noticed a book with notes pages?*

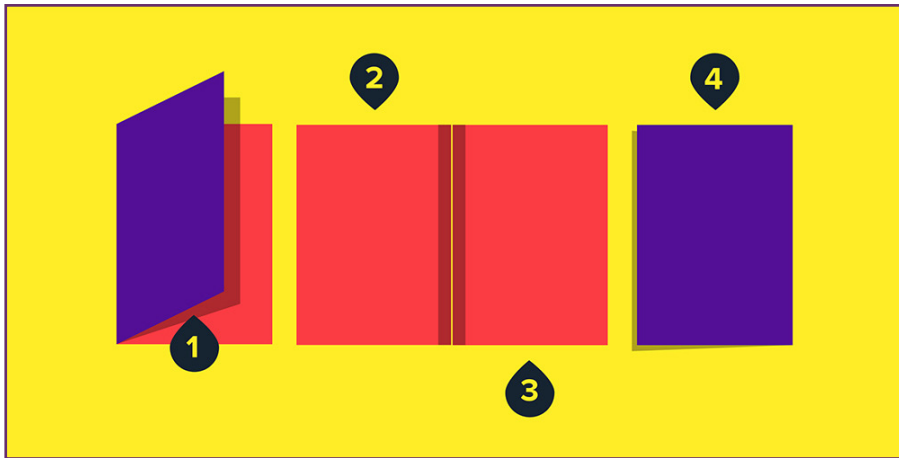
That's because the page count was an odd number (not divisible by 4) and notes pages were added to make up the difference.



## Tip 2

# A Page Count Divisible by **Four**

If you are creating a magazine with multiple pages your page count must be divisible by 4

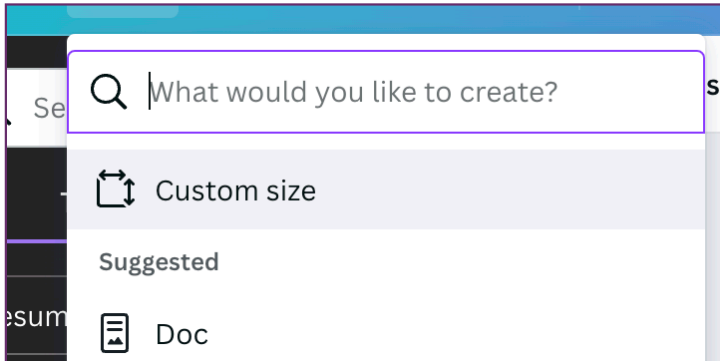


4 Pages, 8 Pages, 12 Pages, 16 Pages, 20 Pages, etc.

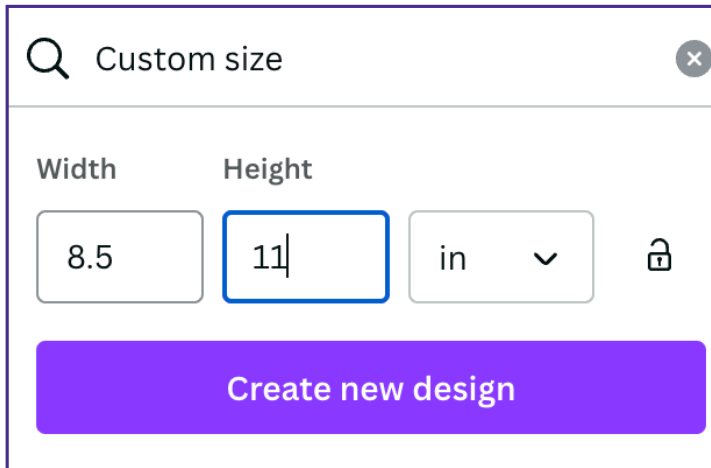


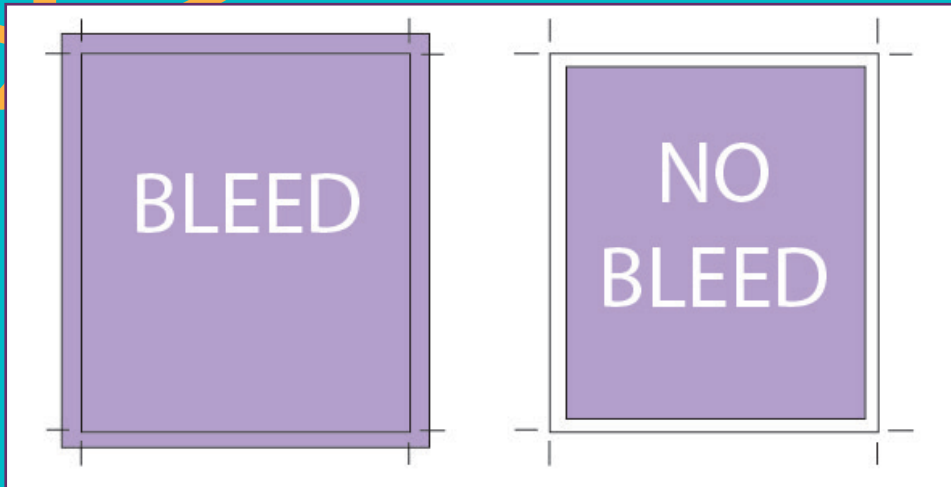
# Step 1

Set your Canva Document or Template to the right size for output.



Define the size as the finished size. i.e. 8.5x11, 5 x 7 etc.





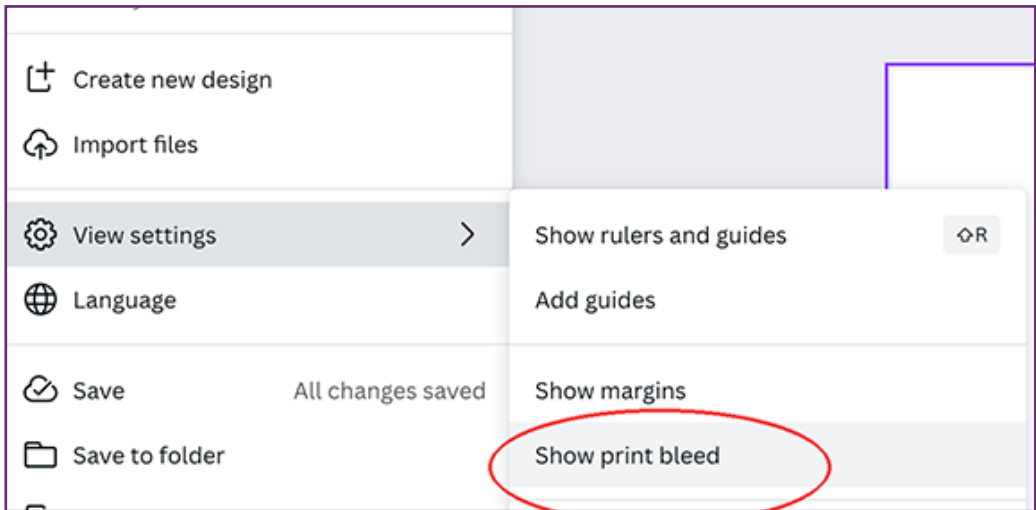
## *What the heck are bleeds?*

Bleeds means your design has printing past the edges, so we have to allow for that feature.

Creating bleeds alleviate white lines on the edges at our cutting phase.

## Step 2

Select **'Show Print Bleed'** if you want color or images to go past the edge of page.





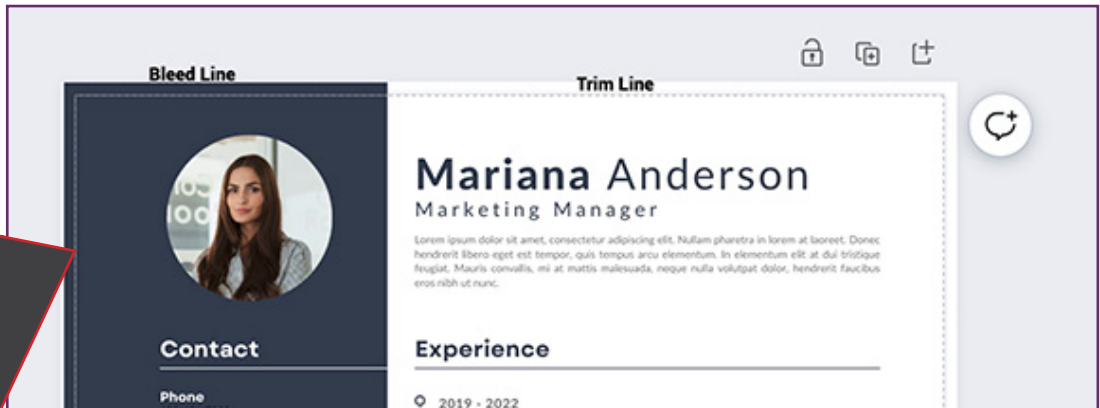
the best  
**VEGETABLE**  
*Salads*



**GO TO RECIPES**

## Step 3

Pull out to the “**Bleed Line**” all images or color that need to bleed off the page.



*Drag your design elements so that they extend to the bleed lines.*

Make sure that any important elements, such as text or images, are not too close to the edge of the design. It's recommended that you keep important elements at least 0.125 inches away from the edge of the design to the bleed.

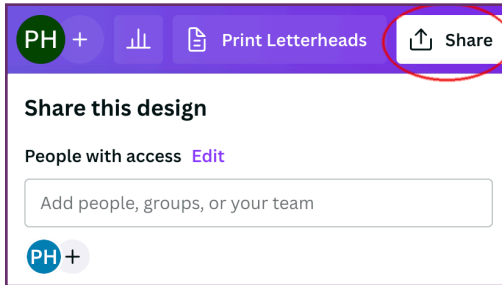
A young woman with long brown hair is sitting at a desk, looking at a laptop. She has a wide, joyful smile and her right arm is raised in a fist, celebrating. On the desk in front of her is a white coffee cup on a saucer, a smartphone, and a stack of books. The background is a bright, blurred indoor setting with a window and a plant. A blue circular callout with a white paper airplane icon and the text 'Step 4' is positioned in the upper left. The text 'Moment of Zen' is in the upper right, with a red line pointing towards the woman's head.

Step 4

Moment of Zen



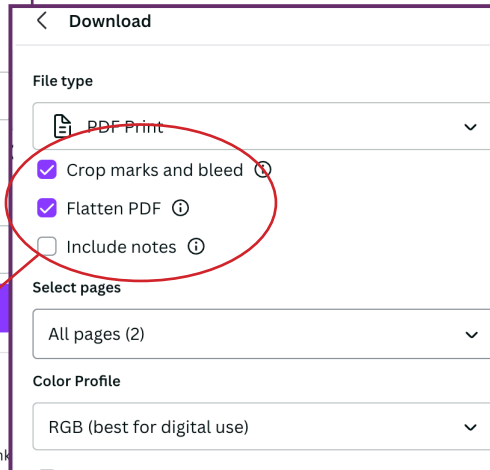
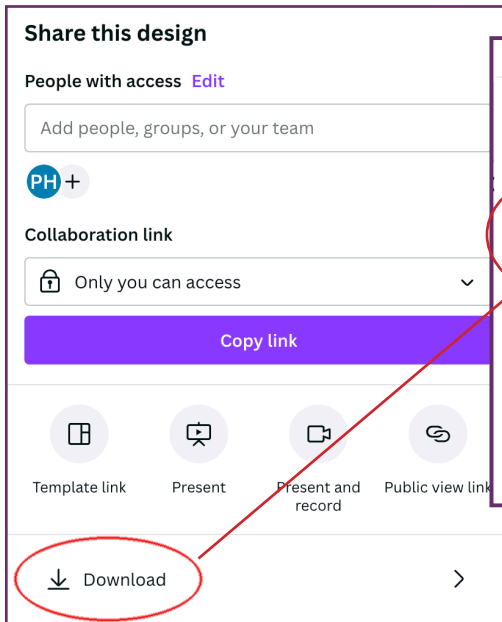
# Almost Ready for Your Moment of Zen. Select “Share” and correct “Download Version”



In the Download Options select “Cropmarks and Bleeds” and Flatten PDF

(Flatten if you do not want the PDF to be Editable)

- If Flatten PDF is chosen any changes or corrections will need to be done by you on the Canva Site.
- If you DO NOT flatten we can do minimal text and graphic edits.

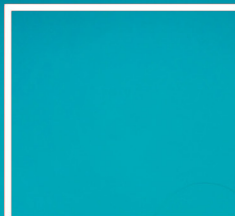


COLOR BRIDGE  
Uncoated

COLOR BRIDGE  
Uncoated

PANTONE®

CMYK process  
equivalents to  
Pantone Spot  
Colors, plus sRGB  
and HTML values

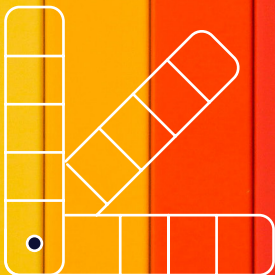


PANTONE®

PANTONE 312

CMYK: C:88 / M:0 / Y:11 / K:0

RGB: R:0 / G:169 / B:206





# Canva and Your Color

## How we approach your Canva project concerning color:

### **For a Pleasing Color Project:** You can trust your screen monitor and PDF proofs.

Most jobs created in Canva are Pleasing Color projects meaning the final expectation for printing is pleasing to the eye.

*I need this printed and it needs to look good..but in essence of time not dead on.*

Your projects colors are a representation of actual colors but there isn't an exact match of colors using the Pantone Matching System (PMS).

### ★ **Critical Color Project?:** Do NOT trust your Screen Monitor, trust a Pantone PMS Book.

Critical Color applies to a highly controlled print job from design to printing. This involves a companies BRAND COLORS that must be Pantone (PMS) matched. Colors are selected from a PMS Color Book and printing is constantly checked throughout the process to make certain that all PMS colors are an absolutely perfect match.

### **Best Practice for a Critical Color Project designed in Canva?**

Design your project with Hex Colors provided in Canva, export PDF unflattened and let us know any PMS Colors that need to be changed and we can manually update.

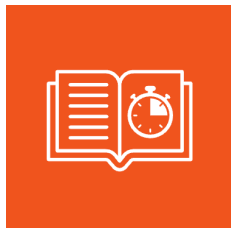


We always do our best to match color, however be aware that a project printed using Canva in RGB or Hex and not updated to Pantone PMS will not print match 100% to past printed items where Pantone Colors were previously used.

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**Offset Printing**



**Digital Printing**



**Roll Label**



**Graphic Design**



**Packaging**



**Direct Mail**



**Database MGMNT**



**EVERY DOOR DIRECT MAIL**

  
**streamline**  
QUALITY PRINTING • ONLINE ORDERING WEBSITES

  
**cheerful giver**  
QUALITY PRINTING • GIFT GIVING MARKETING

**Do you need help? We are here!**

**Real People** to help with your printing needs!

Please reach out to our knowledgeable customer service team if you have any questions or concerns regarding prepping your printing project. Always FREE consultation!

We are here to assist you in achieving the best possible outcome and ensuring your satisfaction!



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**601-353-9663 / 1-800-843-1135**

**[www.qualityprinting.com](http://www.qualityprinting.com)**

## Disclaimer CONCERNING Quality Printing Canva Field Guide:

**This Canva Field Guide developed by Quality Printing has been produced only as a resource to help our customers with their printing projects when using Canva. Quality Printing is not associated nor represents Canva.**

At Quality Printing, we understand that many of our valued customers utilize Canva, a popular online design platform, to create their artwork and designs. While Canva offers a user-friendly interface and various design options, it is important to note that there are certain considerations when using this platform for our printing purposes.

- 1. File Format and Resolution:** When exporting your design from Canva, ensure that you choose the appropriate file format (such as Unflattened PDF) and set the resolution to a minimum of 300 DPI (dots per inch). This will help maintain the quality of your artwork when it is printed.
- 2. Bleed Area:** If your design requires elements to extend beyond the trim area (the final size of the printed piece), make sure to include an additional bleed area in your Canva document. A bleed ensures that there are no white borders or gaps around the edges at trimming.
- 3. Color Accuracy:** Please be aware that colors displayed on computer screens may differ slightly from how they appear in print due to variations in screen calibration and printing processes. If project is a Critical Color project we recommend reviewing PMS color swatches or obtaining physical proofs before proceeding with large-scale printing projects.
- 4. Font Embedding:** If you have used custom fonts in your Canva design, it is essential to check whether these fonts can be embedded into PDF files before exporting them for print. Some fonts may not be licensed for embedding, which could result in font substitution during printing.
- 5. Print Specifications:** Before submitting your artwork created in Canva for printing with us, kindly review our specific print specifications regarding preferred file types, dimensions, color profiles, and any other requirements unique to our services. These guidelines will help ensure optimal results when transferring your designs from Canva to our professional printing processes.



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