



EXPORTING PRINT FILE

1. Open your completed project in Canva.
2. Click the Share button in the top right corner.
3. Select Download from the drop-down menu.
4. Click the File type drop-down box and choose **PDF Print** (the best setting for high-resolution printing).
5. Check the box for **Crop marks and bleed if you are sending the file to a professional printer.**
 - This adds trim lines and extends the background so no white edges show after cutting.
6. Choose your **Color Profile**
 - Select CMYK if you have a Canva Pro account for professional press accuracy, or leave it on RGB if you are using a free account or printing on a home desktop printer.
7. Click the Download button to save the file to your computer.

CRITICAL PROFESSIONAL PRINT SETTINGS

Turn on Bleed in Canva

- Before downloading, click File > View settings > Show print bleed.

Extend your Design

- Stretch all background images and colors completely to the very outer edge of that new bleed border.

Keep Text Safe

- Keep all important text and logos at least 0.25 inches inside the original page border so they do not get trimmed off.

Select PDF Print

- In the download menu, select PDF Print as your file type.

Check Crop Marks

- Check the box for Crop marks and bleed so the printer knows exactly where to cut.

Flatten the PDF

- Check the box for Flatten PDF to lock all layers, fonts, and images into a single vector graphic. This prevents missing font errors at the print shop.

Choose CMYK

- Change the color profile from RGB to CMYK (requires Canva Pro) so your screen colors match the physical ink.