



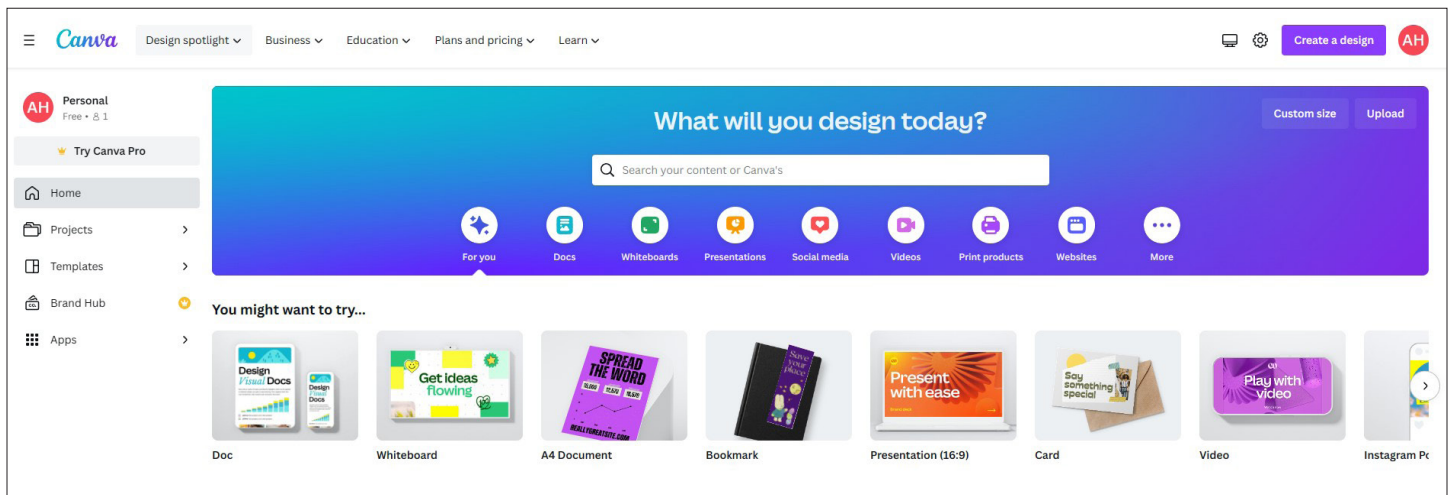
# Panther Prints | Canva Overview

Portland Community College Print Center • Sylvania Campus • 12000 SW 49TH AVE, CC116. PORTLAND, OR 97219  
Hours: Monday-Friday 7am - 4pm (closed holidays) | [www.pcc.edu/print](http://www.pcc.edu/print) | 971.722.4670 | [printcen@pcc.edu](mailto:printcen@pcc.edu)

Canva, is an excellent resource for those that are unfamiliar or overwhelmed by design software. This web based software has vibrant, easy to use templates and designs that helps anyone turn the daunting task of creating a project into an easy task.

Let's take a look at this system and discover how to produce beautiful "print-ready" documents that will not cause you or the Print Center headaches.

[www.canva.com](http://www.canva.com)



Before we can start, Canva requires you to set up an account. There are several tiers of user access, a free account allows you to use many of the templates and assets, but some of the customization tools and premium graphics are disabled. There is a paid membership that allows more in-depth access to the tools.

From the main page, there are several categories to choose for project types, and quick start template options at the bottom to a common project type. It may be tempting to just select one of the quick start templates, but hold on a second.

## Consider the following questions before you jump into a quick start template

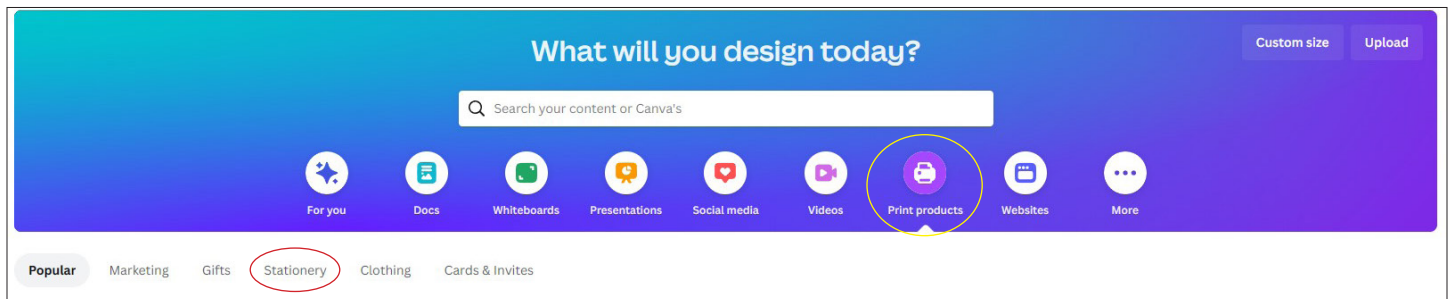
- What are you trying to create?
- Will the project be digital only, or will you be printing it?
- If you will be printing it, what size do you want the finished piece to be?

You may not think that these questions are important, but they are. Make sure that the templates you choose are the end product type that you want. Do not select a presentation template if your intent is to print flyers, don't select a postcard template if your intent to upsize to a 24x36 poster. Print quality requires higher resolution images than digital presentations, small images do not scale up. If you want to create a multi-use product, it is better to select a larger product and scale down.

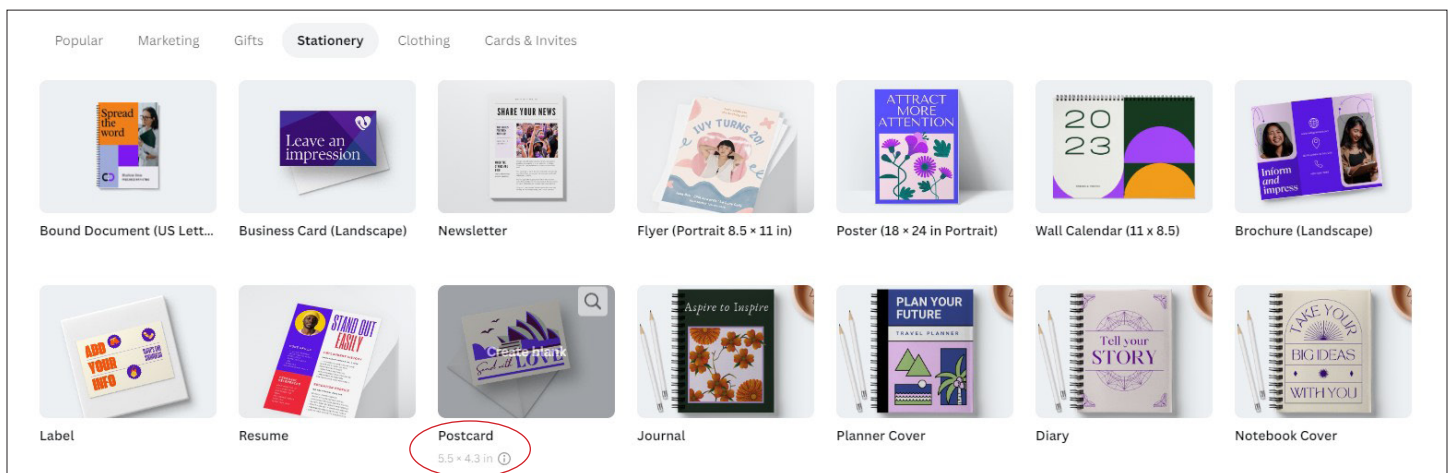
## SELECTING A PRINTABLE TEMPLATE:

Now let's start diving into this program. If you want to create a printable item, select the "Print Products" option under the search bar.

This will direct you to all the templates that are set up as printable resolutions. Most templates for printed products will be under the "Stationary" option under the search bar.



Now that you have the selection of different stationary products loaded, it is important to check the sizes of each product. You can see the sizes by hovering your mouse over the item.



Now that you can see the options of different stationary products, it is important to review the sizes of each product. You can see the sizes by hovering your mouse over the item.

Under the "Print - Stationary" selection, most items are set up in US paper sizes. 8.5x11 is a standard sheet of paper. Some items, like bookmarks and postcards, do not have standard sizing for print. Canva offers a common option for these items. Unfortunately, changing the size of the templates through Canva requires a paid subscription. There is a way around this though.

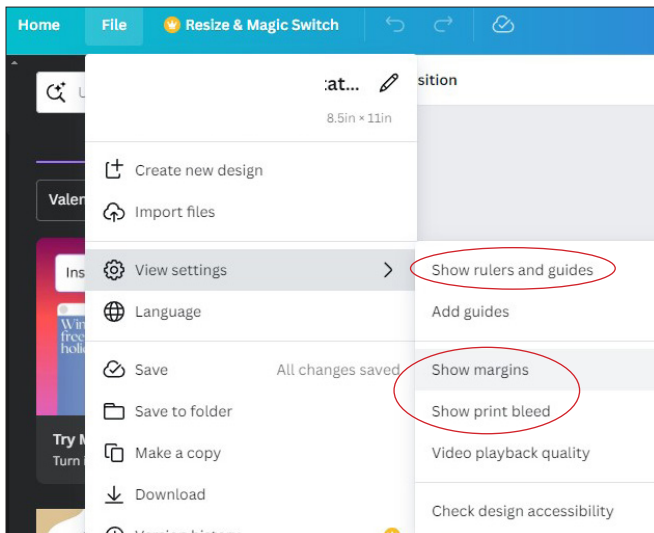
*Important Note: You may notice that the majority of the Canva products have color that goes to the edge of the sheet. This is called a bleed. The Print Center cannot print borderless. When you create a project through Canva, be mindful that a bleed will cost more, because we have to print on a larger sheet and cut to the finished size. If we print the item to the size and ignore the bleed, there will be a white border around the finished print.*

## CUSTOM SIZES:

From the main Canva page, on the top right, under the login buttons there is a button with "Custom Size". Click this button and input the size you want, make sure you have "in" (inches) selected as the unit of measurement.

For a list of common sizes for projects, please see our [Size Guide](#).





## MARGINS AND PRINT AREA:

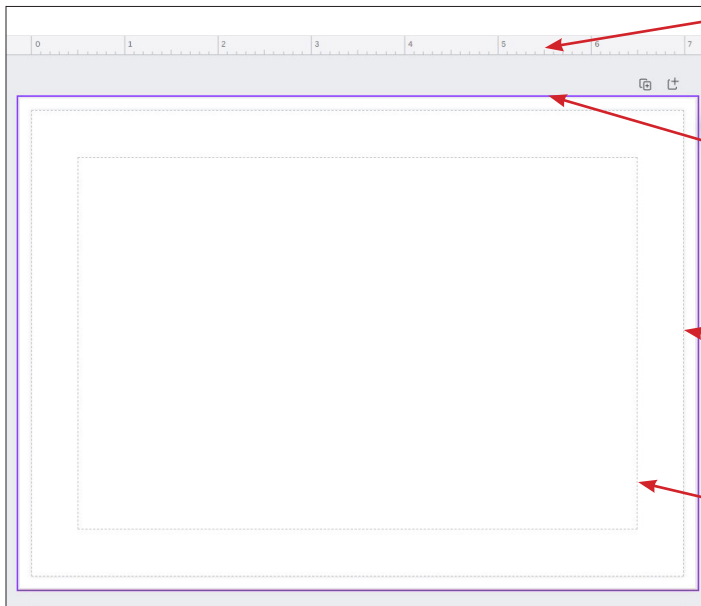
Where you place text and important information on your template, is arguably the most important step to successful printing. Margins are important. If you ignore the margins and place text against the edge of a template's bleed line, your text may be cut off during printing or finishing.

Margins and rulers are not automatically visible in the Canva builder, let's turn those on so that you can see where the save text areas are on your design.

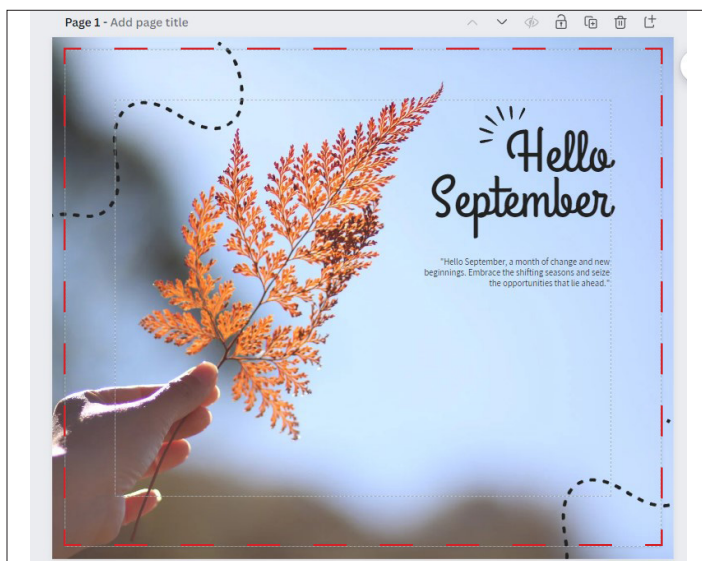
1. At the top Left of the window, select File
2. View Settings.
3. Turn on the options to "Show Margins", "Show Print Bleed", and "Show Rulers & Guides".

When guides are active, the below image is what your workspace should look like.

Canva's workspace is not as clean as other graphics programs, so let's identify the anatomy of the workspace.



- A.) The top and left side of the page are the rulers. You can drag guidelines from the ruler, and use them to help layout your text or images. *Guidelines are non-printable elements.*
- B.) The purple border is the edge of the printable area. This is not always the edge of the paper. Canva automatically includes a bleed zone to all of their print projects. *If you compare the purple area to the above ruler. My template is 7" wide, but the ruler shows that the purple zone is 7.5".*
- C.) The next line inside the purple box is the edge of the sheet, it marks where the bleed is. This is the outside edge of the finished print. Anything that extends beyond that zone, is considered bleed and will be cut off.
- D.) The innermost box is the margin. This area is the safe-text area. All important content should be kept within this area. *Anything that extends beyond the margins risks being cut off by our printers or during finishing.*



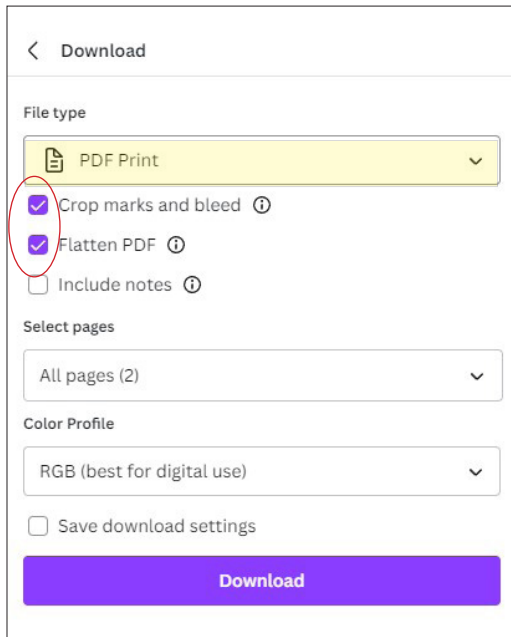
## Here is a sample layout:

I have placed a red line on the bleed line. When Printed, everything that extends past the red line will be cut. It is important to keep text inside the margins to avoid any unwanted loss of text or important content.

If you want your finished print to have no white border, make sure your background or graphics extend to the outside border (past the red line illustrated here).

## SAVING YOUR FILE FOR PRINT:

Downloading your file correctly is vital for a successful print order. The Print Center needs a PDF containing all originals in one file. If there are bleeds, we need to have the included bleed and crop marks so we know where to cut the finished prints. This is how you can ensure that your file is saved properly for printing.

A screenshot of the Canva download settings menu. At the top, there is a back arrow and the word "Download". Below this is a "File type" section with a dropdown menu currently set to "PDF Print". Underneath the dropdown are three checkboxes: "Crop marks and bleed" (checked), "Flatten PDF" (checked), and "Include notes" (unchecked). The "Crop marks and bleed" and "Flatten PDF" checkboxes are circled in red. Below these is a "Select pages" section with a dropdown menu set to "All pages (2)". Underneath is a "Color Profile" section with a dropdown menu set to "RGB (best for digital use)". At the bottom of this section is an unchecked checkbox for "Save download settings". A large purple "Download" button is at the very bottom.

At the top Left of the Canva workspace:

Select "File" then select "Download".

A dropdown menu will open on the Right of the workspace.

Select the following items from this box.

1. File Type: "PDF Print"
2. Check the boxes "Crop marks and bleed" and "Flatten PDF".
3. Make sure it has "All Pages" selected.
4. Color Profile (optional): *If you have a paid membership, select CMYK. If not, RGB will be fine, but the printed color may not match your screen.*
5. Click the "Download" button and save the file to your computer.

The finished download should be a single PDF document, with crop marks, and should be ready for print.

Your finished file should look something like this:



The PDF should at this point contain all pages that were set up for that Canva design.

The little black lines on the outside corners are crop marks. Those help us to align double-sided prints, and instructs us where to cut the prints. Anything outside of the lines will be cut off.