

Outputting Files from Canva for Print

If you are using Canva for your creative work, please do the following to supply a PDF file to DPPS:

1. Design your file. Any elements that need to bleed off the sheet should be placed in Canva so they **extend past the edge of the page** in your layout.
2. Select **Share** from the top bar, and select **PDF Print**. Check the boxes for **Crop marks and bleed**, and **Flatten PDF**.
3. If you have a Pro account, also select **CMYK for the Color Profile** (not available for basic account users). Check the **Save download settings** box for future use. **Download** your file.
4. **Check the PDF** to ensure the art goes past the edges where you want bleeds. If not, go back into your design and fix those elements and download a new PDF.

