CANVA® EXPORT CHECKLIST
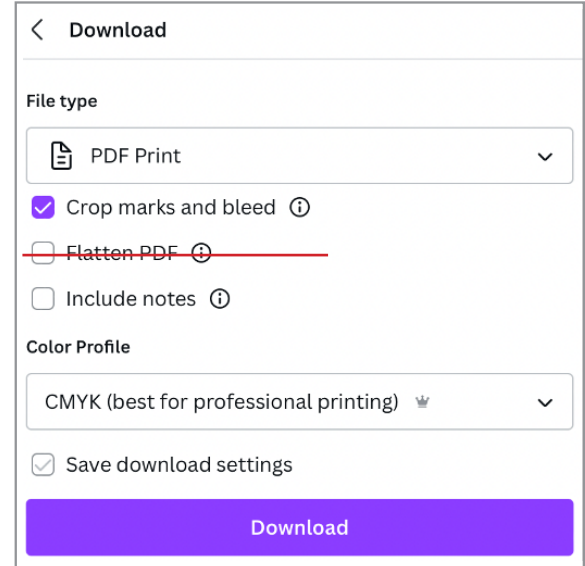
☐ Build your BLEEDS (if applicable).
Manually extend the image over the edge of the page by at least .125 to build bleeds for printing.

☐ EXPORT your document as PDF Print

☐ Choose CMYK as the color profile

☐ CHECK the box for Crop Marks and Bleeds
(if any elements extend to the end of the page)

☐ DO NOT FLATTEN.

‹ Download

File type

📄 PDF Print ⌄

☑ Crop marks and bleed ⓘ

☐ Flatten PDF ⓘ

☐ Include notes ⓘ

Color Profile

CMYK (best for professional printing) ♛ ⌄

☑ Save download settings

Download

TIPS:
- Use a Canva® template for best results.
- Let Canva® help you get it right from the start. Under the File menu, Choose "View settings." Then turn on: (1) Show rulers and guides, (2) Show margins, and (3) Show print bleed.
- Great job! Admire your work. Then PROOF your copy before sending.

AVOID these pitfalls:
- This international design program sometimes defaults to Euro sizing. To avoid custom charges, be sure you use a U.S. template. Standard U.S. Business Cards are 3.5″x2″.
- Be careful with text placement to allow a little space before the trim edge of the final size. We recommend at least 1/8″ on business cards and more as the piece gets larger. Going closer to the edge not only puts the text in danger of being partially trimmed away, it also makes a crowded design. Give it some air.
- If adding a QR Code, be sure to replace Canva's® placeholder image with your QR code link, or ask us to generate and place your code. (The placeholder QR code leads to the Canva® website. Oops.)

BLEEDS: Graphics that meet the trimmed edge of the document must extend (bleed) 1/8 inch beyond the trimmed edge.

laserletters
WEST STREET COURTYARD
8 S West St, Ste 201 • Easton, MD 21601

Anytime you see a printed image which extends from end to end on business cards, postcards, brochures, etc, it has been created with a bleed. A bleed is basically an extension of the image which will be cut off to ensure there is no white space around the edges.

Be sure to create your artwork at least an 1/8 inch (.125") larger on each side, than the actual trimmed size for the best quality.

SAFE ZONE: Text that lies within 1/8 inch of the trimmed edge (the safe-zone) are in danger of being trimmed away.