UNIVERSITY PRINT & MAIL
Sacramento State

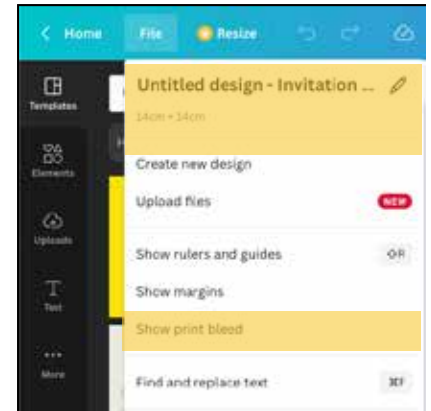# How to setup a Canva document to print

Open your Canva document or create a new one

Step 1: Setup the document size

Click on File
Click on the document name
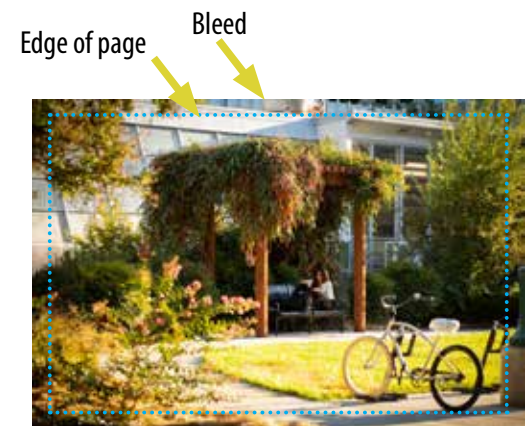The size should appear below the name

Step 2: Turn on bleeds

Click on File
Select "Show print bleed"

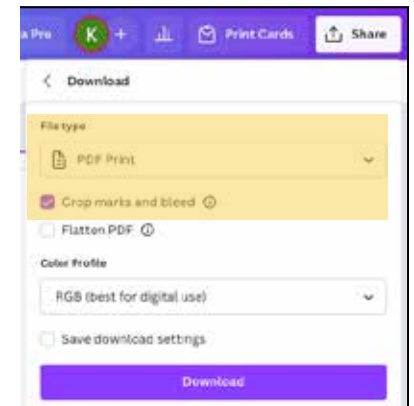### Step 3: Check your document to see the bleeds

You will see a dotted box around the side of your document. This line is the edge of the page. Your graphics must pass the dotted line if they go to the edge of the document.

Edge of page   Bleed

Step 4: Save your file

Make sure to select "PDF Print"

Select check "Crop marks and bleed"

Step 5: Check your pdf

When you open the pdf it should show the crop marks on all four corners.
Your graphics should be going past the marks where they go to the edge of the page.