

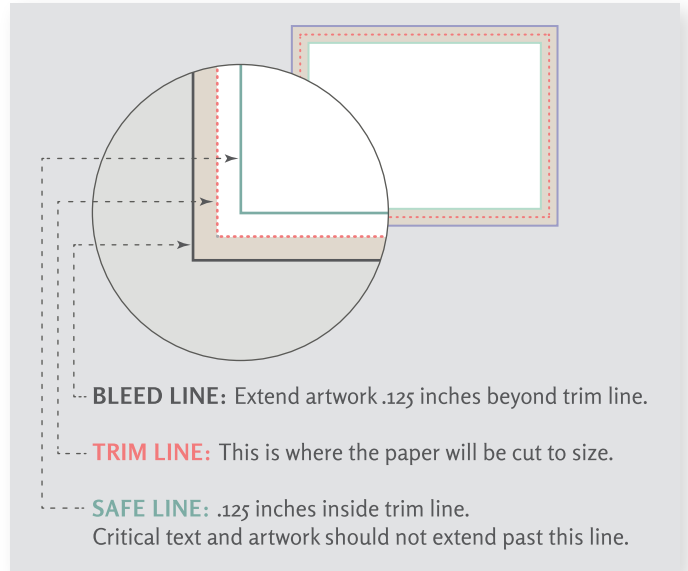
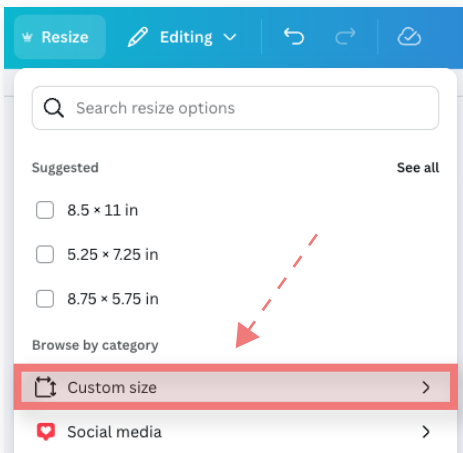


File Formatting with Canva

Here are some helpful steps for file formatting in Canva.

The Basics

1 When creating your file, adjust the file size to the dimensions required for the product you are ordering. In Canva, you will need to add the bleed to the overall file size. This size is listed as the 'Artwork Size' in our templates.



A screenshot of the Canva interface showing the 'Custom size' settings and a template preview. The 'Custom size' panel shows 'Width' set to 5.25 and 'Height' set to 7.25, both in inches. The template preview shows a '5 x 7 FLAT CARD VERTICAL' with the following specifications:

- Artwork Size (with bleed):** 5.25" x 7.25"
- Final Cut Size:** 5" x 7"
- Safe Area Size:** 4.75" x 6.75"

A legend at the bottom identifies the lines: a solid green line for 'Safe Margin', a dashed red line for 'Trim Line', and a solid black line for 'Bleed Edge'.



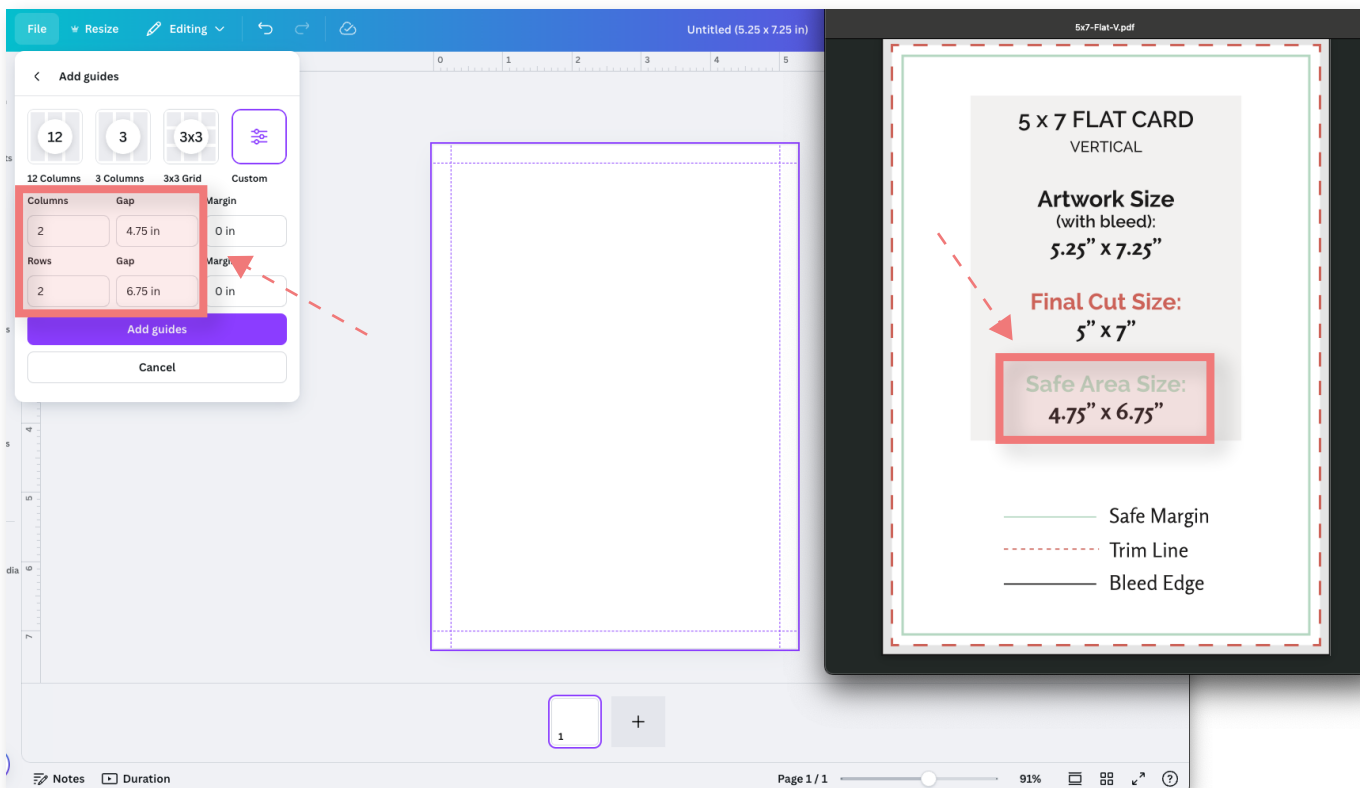
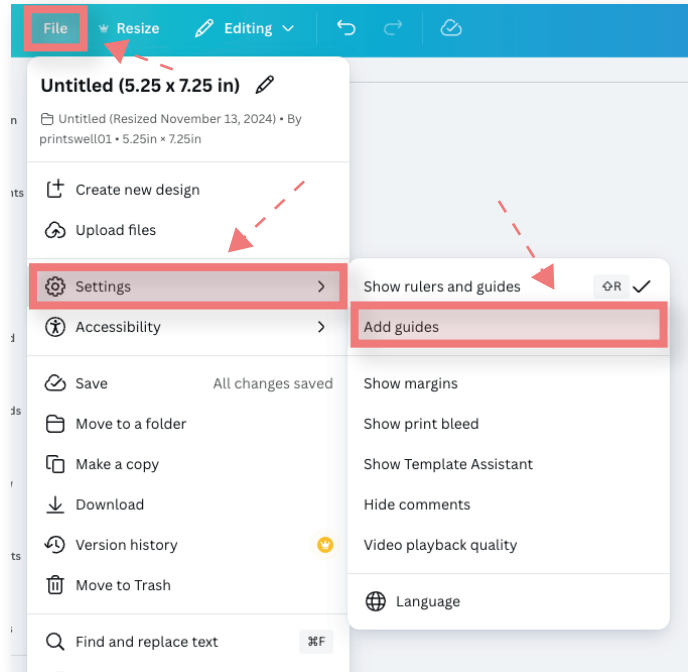
File Formatting with Canva

The Basics (Continued)

2 You can set guides to either the trim line or safe area dimensions provided in our downloadable templates to ensure all elements of your design are within the required margins.

Note: Canva's print bleed and margin settings are not suitable for preparing print files for external printers. The bleed does not match our required specifications, and the margins are narrower than needed for the safe area.

In the guides option, select "Custom". Select 2 columns and 2 rows when prompted. From there, you will enter in the dimensions we list on our template for either the safe area or the final cut depending on which guidelines you would like to see for your design.

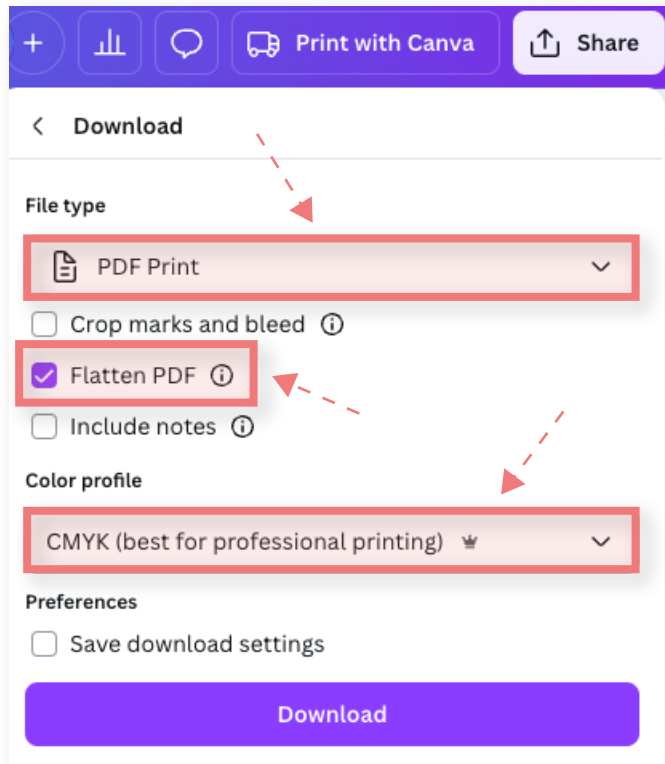




File Formatting with Canva

The Basics (Continued)

3 Now it's time to let your creativity flow! Once your file is ready for printing, export it using the specified settings.



That's all there is to it! For added precision, you can also upload the PNG version of our template to visualize where the lines will appear on the final product. This is especially useful for die-cut shapes, gift tags, and other specialized products.

Here is a link to the templates download page:

<https://www.printswell.com/templates>.

Please feel free to reach out to our customer support team if you have questions or concerns regarding setting up your file. We are more than happy to help!