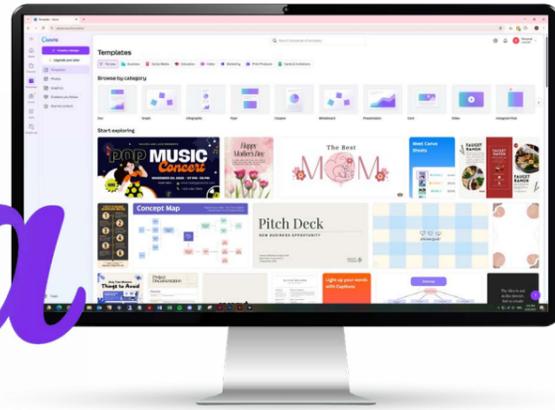


Canva



How to Supply Print-Ready Files from Canva!

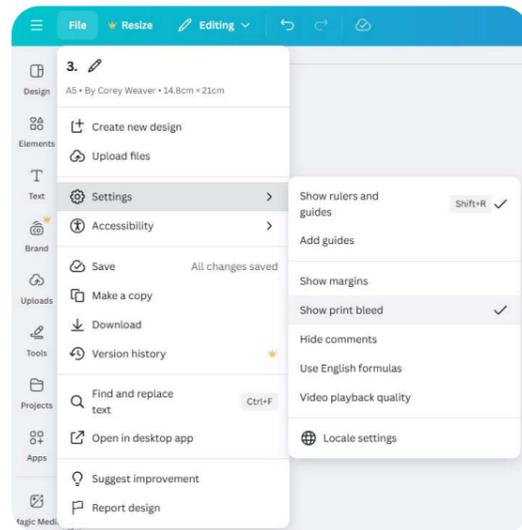
To ensure the best possible print result, please follow these steps when exporting your artwork from Canva.

STEP 1: CORRECT ARTBOARD SIZE

Set your document size to the final print dimensions (e.g., A4, DL, A5, etc.).

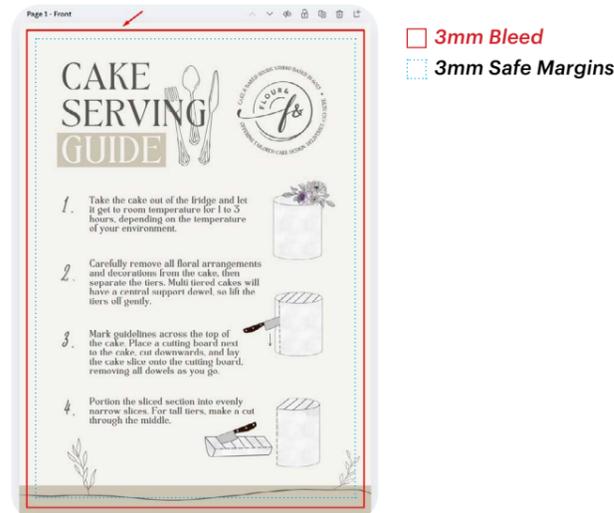
Under File, Settings, turn on “Show print bleed”

To avoid white borders after trimming, ensure all artwork bleeds out to the edge of your page.



STEP 2: KEEP TEXT AND CRITICAL CONTENT SAFE!

Keep all text and logos at least **3mm inside the edge of your document**. This is called the safe zone and ensures nothing important gets trimmed off.



STEP 3: CHECK IMAGE QUALITY

All images should be high resolution, ideally at 300 DPI or have a file size of 1mb or higher.

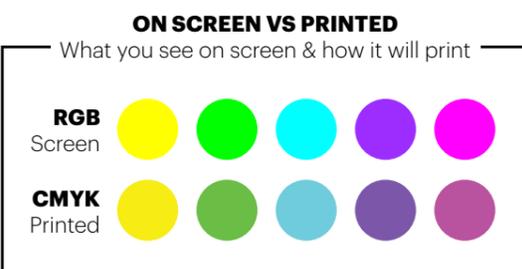
Avoid using low-res or blurry images, as these won't print clearly.

STEP 4: USE CMYK COLOUR MODE (IF AVAILABLE)

Canva works primarily in RGB, but can print in CMYK if you have Canva Pro.

Expect some colour shifts, bright colours especially may appear duller in print!

We recommend you print a test proof if colour accuracy is critical.



STEP 5: EXPORT AS PRINT-READY PDF

1. Click Share (top right)
2. Select Download
3. Choose PDF Print from the File Type menu
4. Tick Crop marks and bleed
5. Set Colour Profile to CMYK if available (Pro users only)
6. Click Download



HIGH RESOLUTION (300 DPI)

STEP 6: DOUBLE-CHECK YOUR PRINT READY PDF

- Make sure all text is visible and spelled correct
- All images look crisp
- Colours look correct
- Bleed and crop marks are included
- No strange spacing or alignment issues



LOW RESOLUTION (72 DPI)

STEP 7: SEND TO US

The final PDF file (with crop marks and bleed)

A low-res version or screen preview (optional but helpful for checking)

LOGOS & VECTORS

Logos and other vector graphics should be provided as EPS, AI, vector PDF, or SVG files. PNG and JPEG formats are not scalable and may appear blurry when printed, this is especially noticable for larger work.

AVOID:

- Supplying JPG, PNG or Word files for print
- Forgetting bleed and crop marks
- Using low-res images or screenshots
- Sending multiple versions without clear instructions

If you need help or have questions, we're happy to walk you through the process, just reach out!

**VANGUARD
MEDIA GROUP**

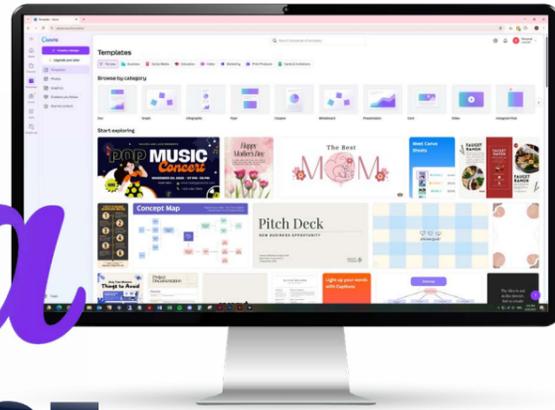
EPS / AI / VECTOR PDF / SVG

**VANGUARD
MEDIA GROUP**

PNG / JPEG

Canva

FOR SIGNAGE



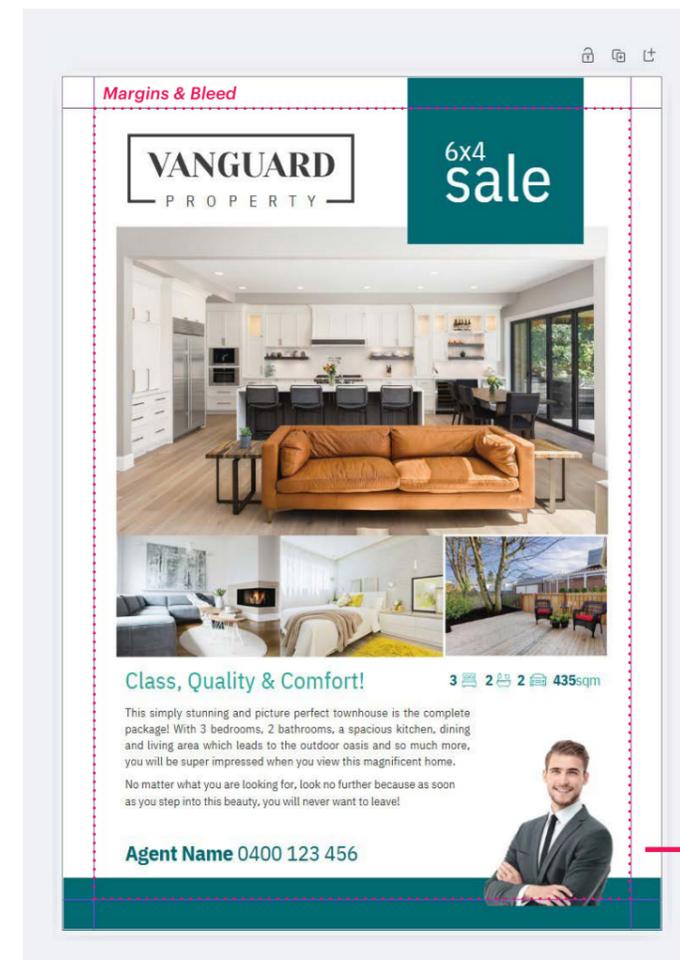
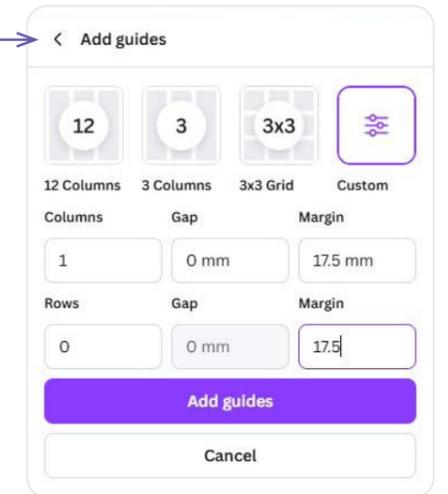
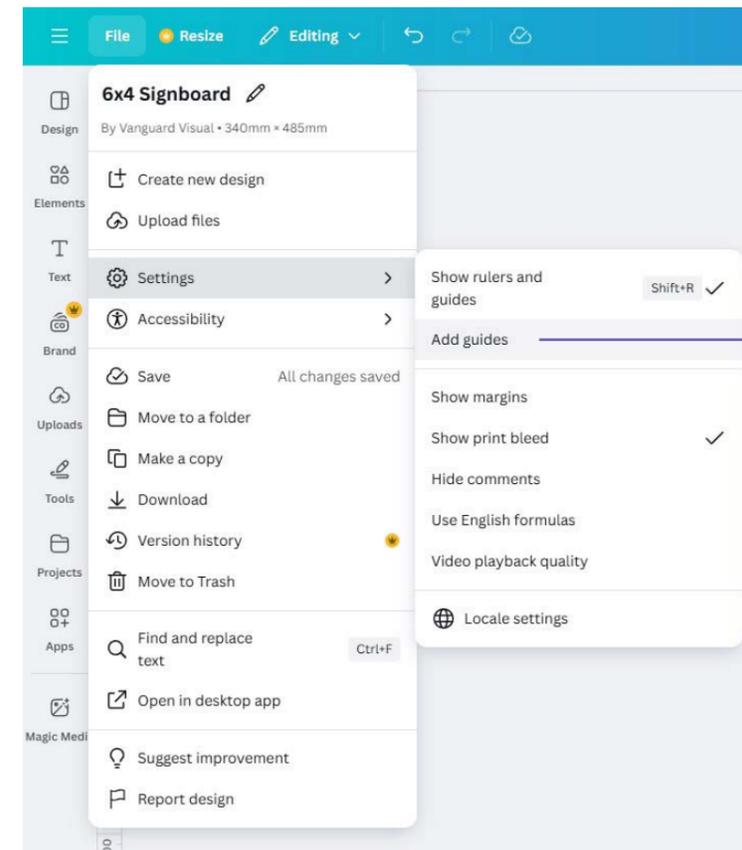
When designing signage in Canva, we recommend scaling your artwork down to 25% of the actual size. Canva has limitations when it comes to custom bleed settings, and our signage requires a 70mm bleed. To help you get the best results, we've put together a guide to ensure the artwork you submit meets our requirements and is print-ready. **Ensure when you set up your document its in MM and not PIXELS.**



| TYPE | SIZE | 25% + BLEED |
|--------|---------------|----------------|
| 4x3 ft | 1220 x 900mm | 340 x 260mm |
| 6x2 ft | 1800 x 610mm | 485 x 187.50mm |
| 6x3 ft | 1800 x 900mm | 485 x 260mm |
| 6x4 ft | 1800 x 1220mm | 485 x 340mm |
| 8x4 ft | 2400 x 1220mm | 635 x 340mm |
| 6x8 ft | 1800 x 2400mm | 485 x 635mm |

When you're ready to download your file, please ensure the following settings are used:

1. Select PDF Print as the file type.
2. Set the Colour Profile to CMYK if you have Canva Pro.
3. Do not select crop marks or bleed – the bleed has already been built into the artboard, and enabling these options will place them incorrectly. Our printer will handle scaling and manually add crop marks as needed.
4. Include **"25%" & "Canva"** in the file name to indicate the artwork is scaled down.



The bleed on a sign will wrap around the edge like above