# Canva: Providing files for printing

**Aim:    To provide instruction to users of Canva on how to supply print-ready files**

Canva is a simplified graphic-design tool website. It uses a drag-and-drop format and provides access to photographs, vector images, graphics, and fonts. It is mainly used by non-designers. The tools can be used for both web and print media design.
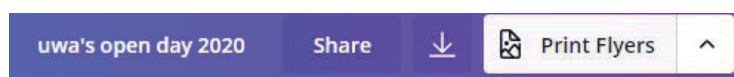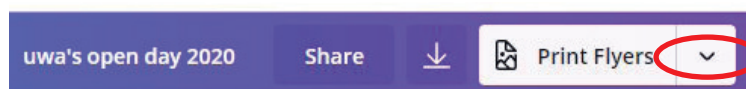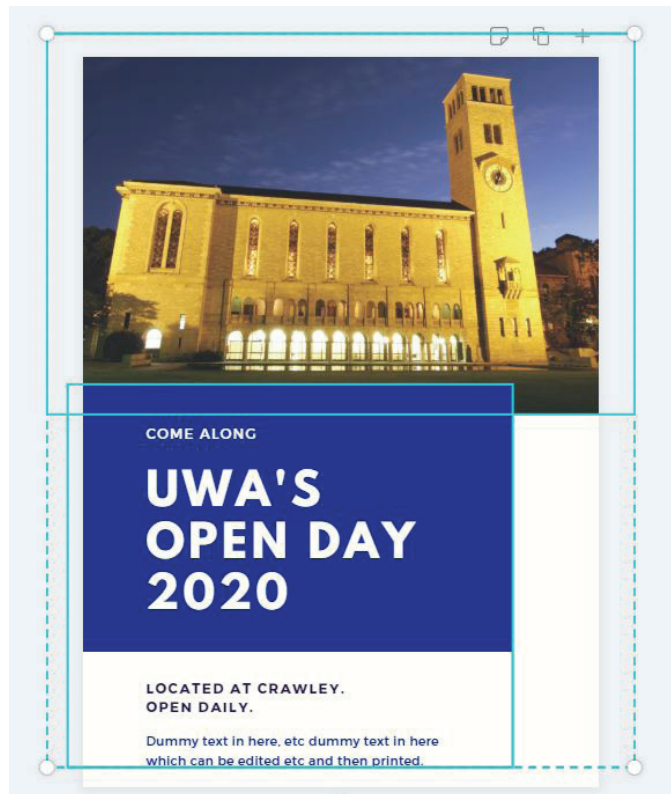
If you have used Canva to create a document and wish to have it printed by UniPrint, the file needs to be provided as a print-ready pdf.

When placing images and coloured boxes that will be printed right to the edge, ensure you allow for these elements to extend past the edge of the document frame. This is known as bleed.
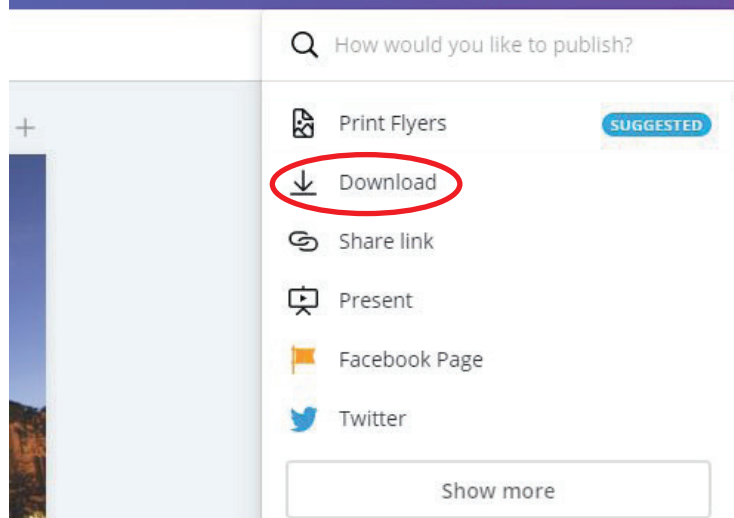
When placing images, and you know the document will be printed, please be aware of the image quality. Creating a print-ready pdf file will not make the image any better than the original, and poor quality images will not reproduce well.

Once the design is complete, click on the downward arrow within the 'Print' button at the top right of the screen.

Select 'Download'.

Select the File type 'PDF Print' and tick the box for 'Crop marks and bleed'. Press 'Download'.

Save the file.

Open the pdf file and check that the crop marks have been included and that any elements which are meant to print all the way to the edge of the page are extended beyond the edge.

If the elements do not extend past the edge, you will need to go back into Canva, adjust your document and recreate the pdf.

Once the pdf looks correct, you can then upload the file to UniPrint's online ordering website.