Never run into a design problem again. Get your files **print-ready**

Get it right from the get-go:

- Search and choose a template on Canva

- On the dashboard, go to File. Make sure Show print bleed is ticked. This will generate a set of broken lines around your document

- When designing something for print, be aware that anything beyond the broken lines will be trimmed off

- Make sure Show margins is ticked as well. This will help to keep important elements inside the margin

More about bleed and crop marks?

Follow the link below to this helpful guide:
https://www.canva.com/help/article/margins-bleed-crop-marks

Can't change the size of the document?

Unfortunately, you can't resize templates unless you have a Canva Pro subscription.

Most templates should be set to standard dimensions but if you need a specific size and can't do it on Canva, our design pros are happy to assist. To find out more, ask our friendly team!

Looks great! Now, send on over!

- On the top right of the Canva dashboard, click on the 3 dots

- Select Download and select PDF Print (High quality, multi-page document). Tick Crop marks and bleed

- Click on the Download button below Save Download Settings

- Your print-ready PDF will download (check your Downloads folder). Send it via email or share a link to your file on Canva

Getting stuck on what to do? Need **G Force** to step in?

Get your shareable link!

- Our team can work together with you on your designs in real time with shared view and edit access

- We'll be able to post comments, tag people, assign tasks and action feedback

How do I do that?

- Share the link to your design by clicking Share (located at the top right of the Canva dashboard)

- Make sure that it's set as Share a link to edit (located at the bottom of the Share window)

- Type in gforce@gforceprinting.com.au

- Add a message if you need to let us know of any special instructions

- Tick Invite gforce@gforceprinting.com.au to the team

- Click Send. We will receive a link to join your team on Canva to edit your template (ask our team for a quote)