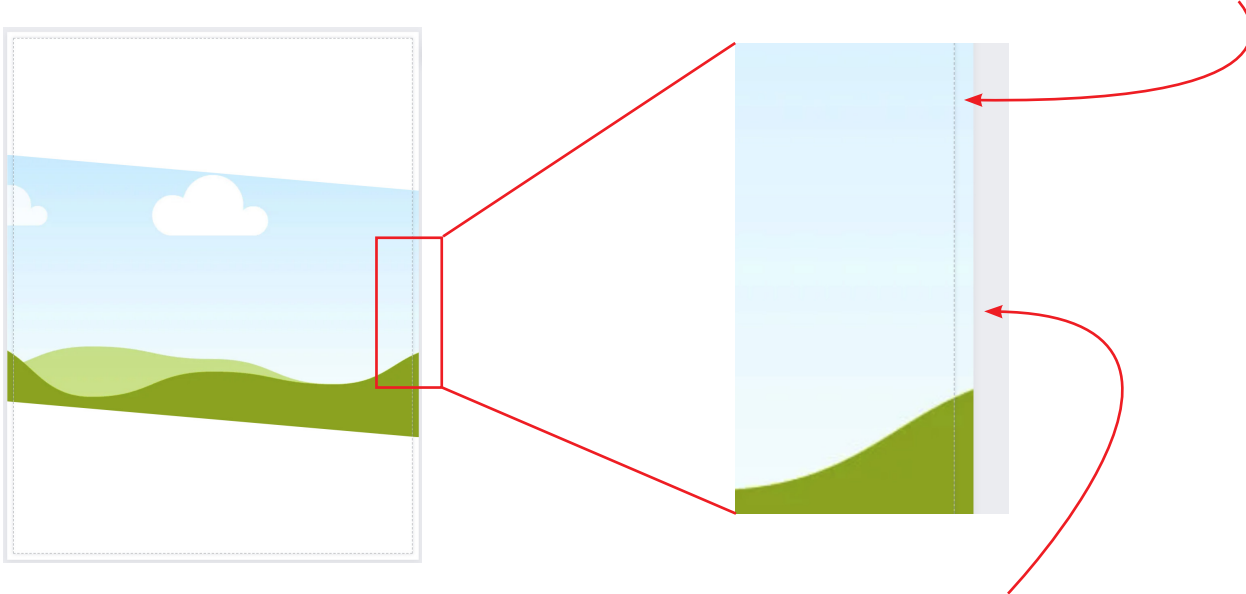# How to Save a Canva File as a PDF File

Open your Canva file.

First, let's make sure your Canva file has the correct bleed extended on all sides.
To see the bleed on your document go to **File** and **View Settings** and click on **Show Print Bleed**.
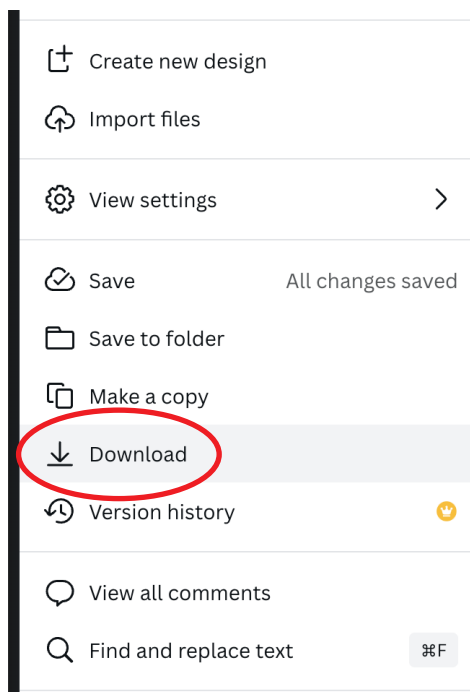
You will now see a gray dashed line. **THIS IS THE FINAL CUT EDGE OF YOUR DOCUMENT.**

All photos, shapes, elements and colors need to extend **PAST** this line and into the outer white area.
This is the document **BLEED**.

Next we want to export a PDF that includes this bleed.

Go to **File** and click on **Download**.

Create new design

Import files

View settings

Save   All changes saved

Save to folder

Make a copy

Download

Version history

View all comments

Find and replace text   ⌘F

In the next box use the folllowing settings.

Download

File type

📄 PDF Print ⌄

☑ Crop marks and bleed ⓘ

☐ Flatten PDF ⓘ

☐ Include notes ⓘ

Color Profile

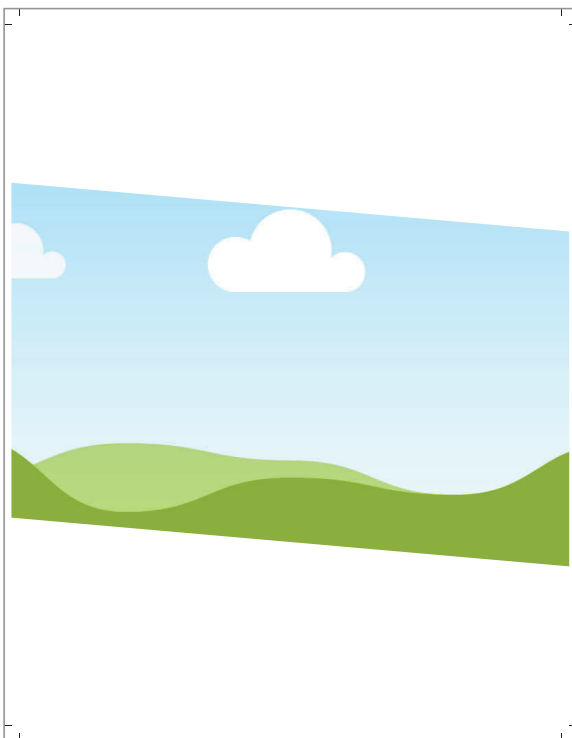CMYK (best for professional printing) ♔ ⌄

☑ Save download settings

Download

Please select CMYK for the color profile if possible. RGB color is not recommended as it is not used for printing and can cause a color shift in the final printed piece.

Once all settings match above, click **Download**.

Your final PDF will look like this with marks in all corners and the image extending past the trim lines.

HERITAGE
SIGNS & DISPLAYS