

Personal Free • 1

Try Canva Pro

Home

Magic Studio New

Projects

Templates >

Brand >

Apps >

Create a team

Trash

1. Click create a design
2. Click custom size

Search

Suggested

- Instagram Post (Square)
- Presentation (16:9)
- Flyer (Portrait 8.5 x 11 in)
- Logo
- Facebook Post (Landscape)
- Document
- Poster (18 x 24 in Portrait)
- Instagram Story
- Your Story
- Video

Start creating from your media

Custom size Import file

What will you design today?

For you Docs Whiteboards Presentations Social media Videos

You might want to try...

Instagram Post (Square) Presentation (16:9) Flyer (Portrait 8.5 x 11 in) Logo

Recent designs

Untitled Design 11 x 17 in

CTL Post Card Match Madness 9 x 6.25 in

Pagan Curious sticker (Circle Sticker) Circle Sticker

RESIZE of RACP 3 Fold C-fold Brochure (17 x 11 in)

GERMAN FILM SERIES SPRING 2024 FEB 4

RENOVATION | ONE

URINETOWN the musical

Opaline: The Chill Festival

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3. Type in dimensions of piece

4. Choose INCHES

5. Click new design

STANDARD SIZES:

11 x 17	Poster
12 x 18	Oversized Poster
24 x 36	Large Format Poster
8.5 x 11	Flyer
5.5 x 8.5	Halfsheet Flyer
3.5 x 2	Business Card
4.25 x 6	Postcard

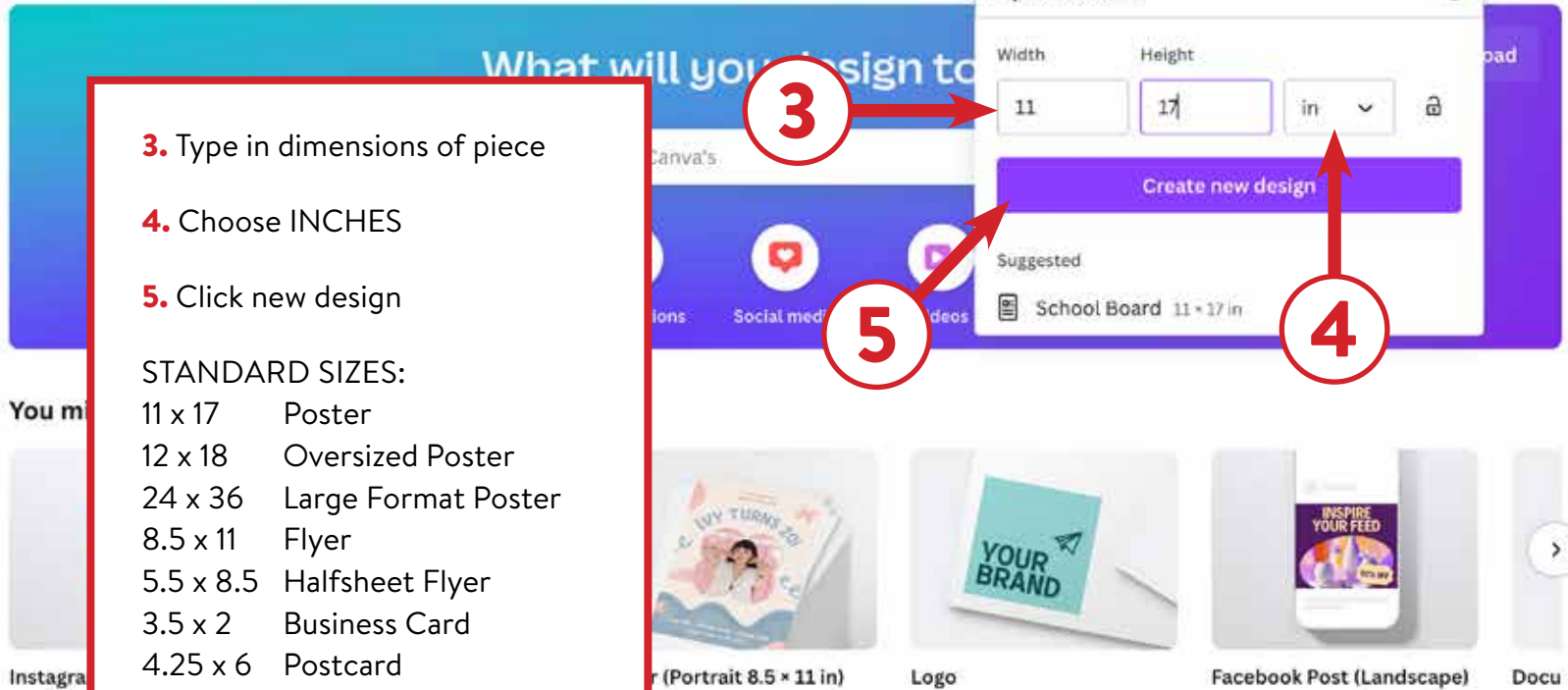


Custom size

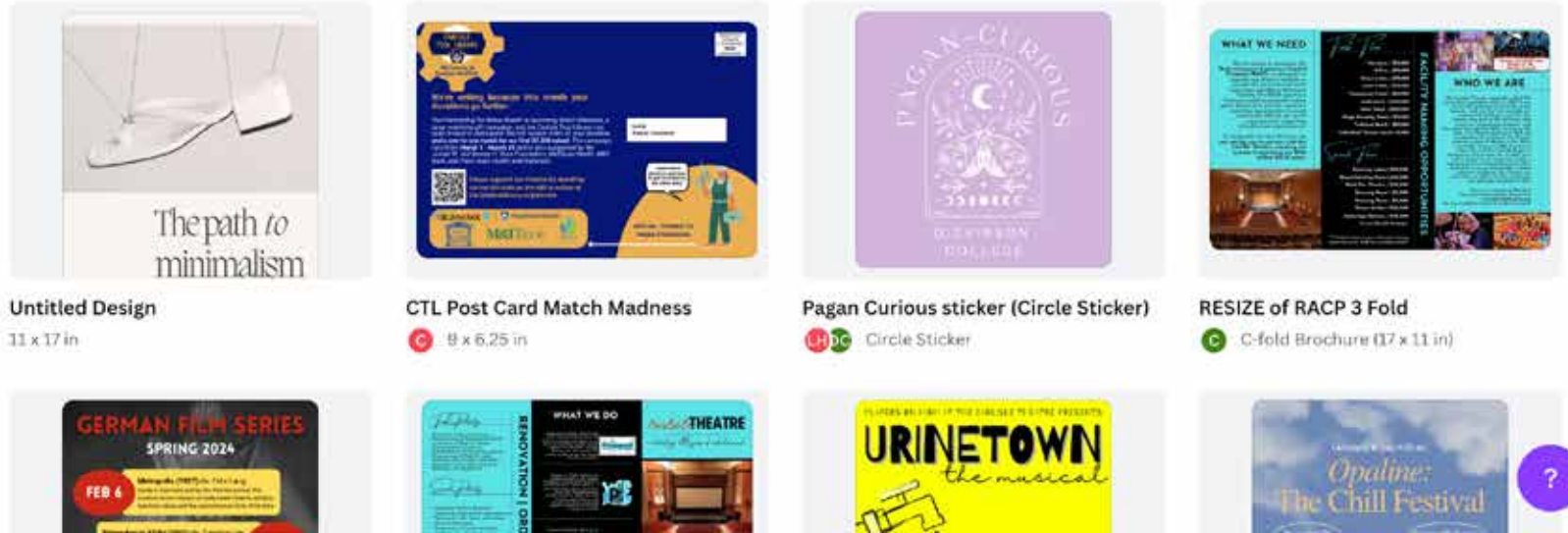
Width: 11 Height: 17 in

Create new design

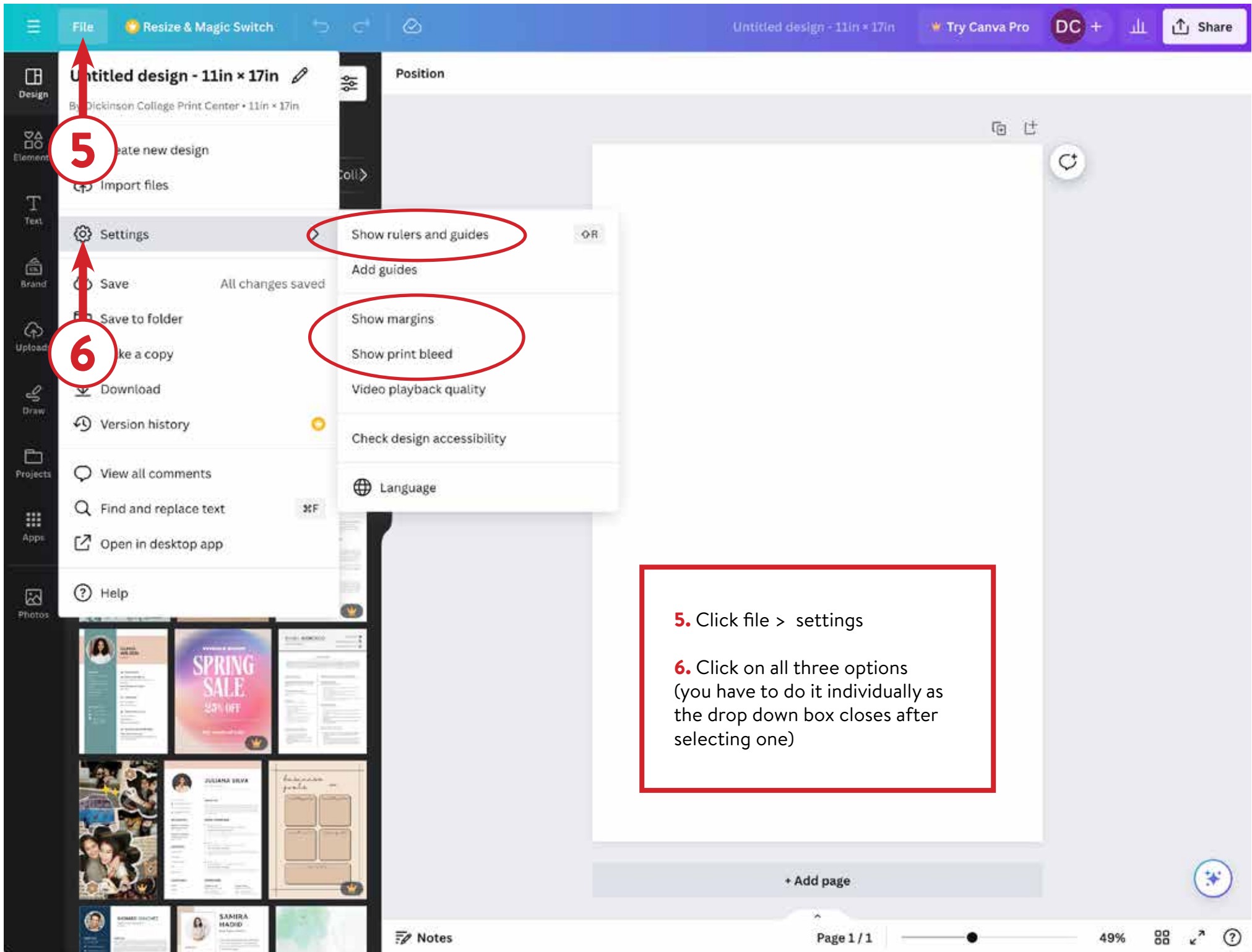
Suggested: School Board 11 x 17 in



Recent designs



- Create a team
- Trash



5. Click file > settings

6. Click on all three options
(you have to do it individually as
the drop down box closes after
selecting one)

Design

Search templates 🔍

Templates 👤 **Styles**

Easter Spring Blue Food Coll>

Elements

Text

Brand


Uploads

Draw

Projects

Apps

Photos



Position

0 1 2 3 4 5 6 7 8 9 10 11

0 1 2 3 4 5 6 7 8 9 10 11

🔗 📄

🔄

Your art board should now look like this.

+ Add page

🌟

📝 Notes 📄 Page 1 / 1 🔍 46% 📄 ↶ ↷ ?

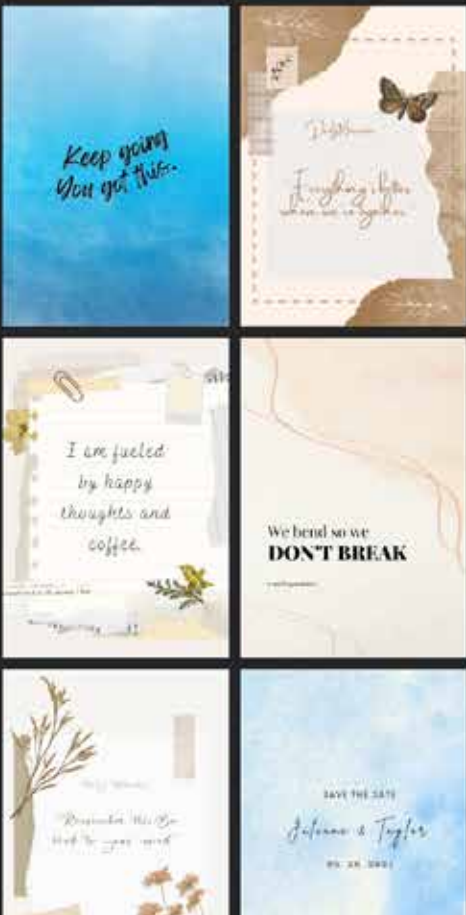
Design ←

Green Organic Quote Poster
Poster • 42 x 59.4 cm
MI View more by Malena Indart

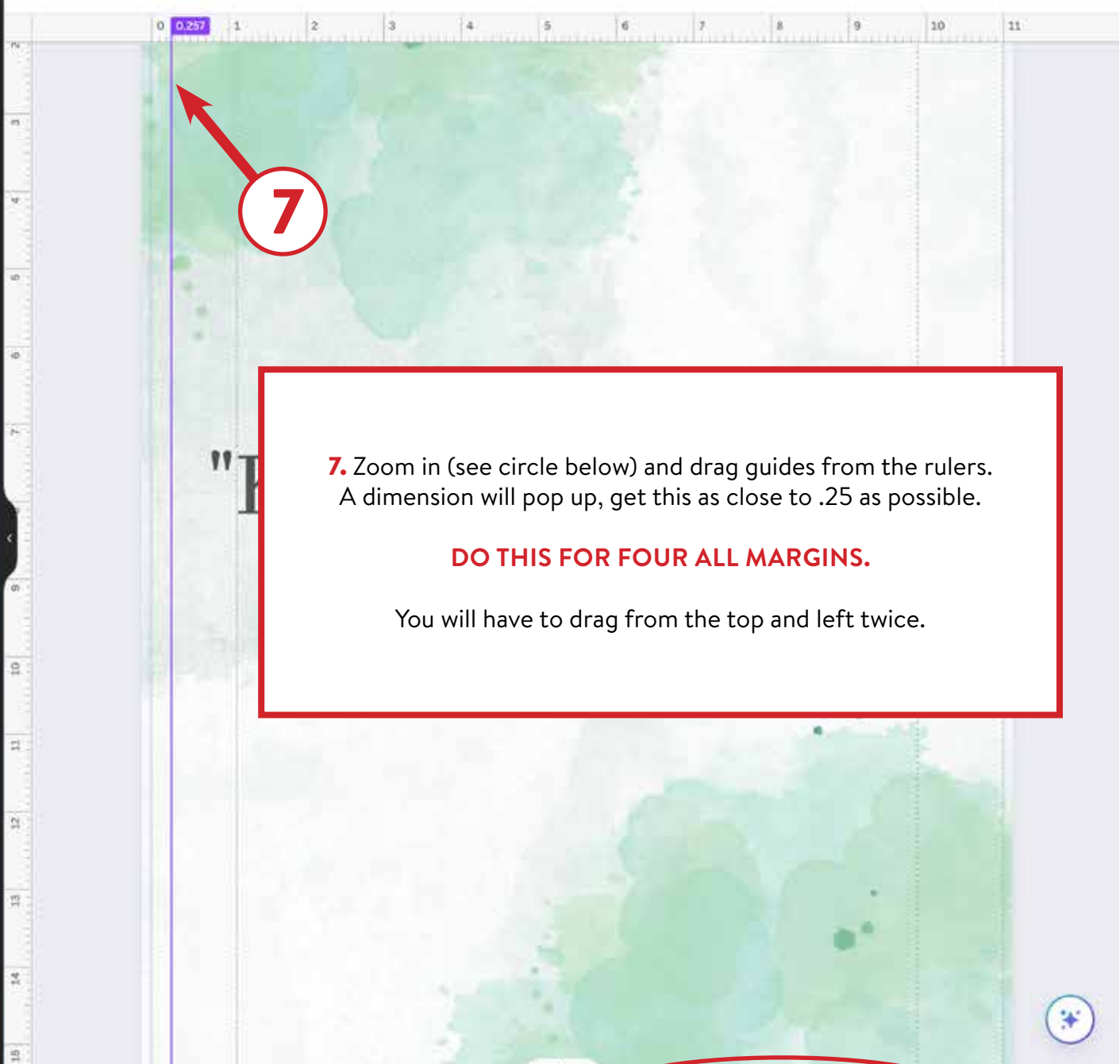
Template style

ABHAYA LIBRE
Brittany

More like this



Position



7

7. Zoom in (see circle below) and drag guides from the rulers. A dimension will pop up, get this as close to .25 as possible.

DO THIS FOR FOUR ALL MARGINS.

You will have to drag from the top and left twice.

Page / 1 72%

Position

Use the newly created purple guides to keep everything important away from the edge of the piece. **This includes all text, logos, and images you do not want to extend to the edge of the page.**

If you want images and colors to extend off the edge of the page once printed, you will need to extend your artwork to the outermost edge (see blue arrow). This is called a bleed.

The dotted outermost line represents the edge of the paper (see pink arrow).

Inside your purple lines are the safe zone, the quarter inch margin (see yellow arrow).

8. When you finished with your design click share.

9. Click download on the drop down menu.



Share this design

People with access [Edit](#)

DC +

Collaboration link

[Copy link](#)

Template link



Present



Present and record



Public view link



Download



Share on social



Print with Canva



More



8

9

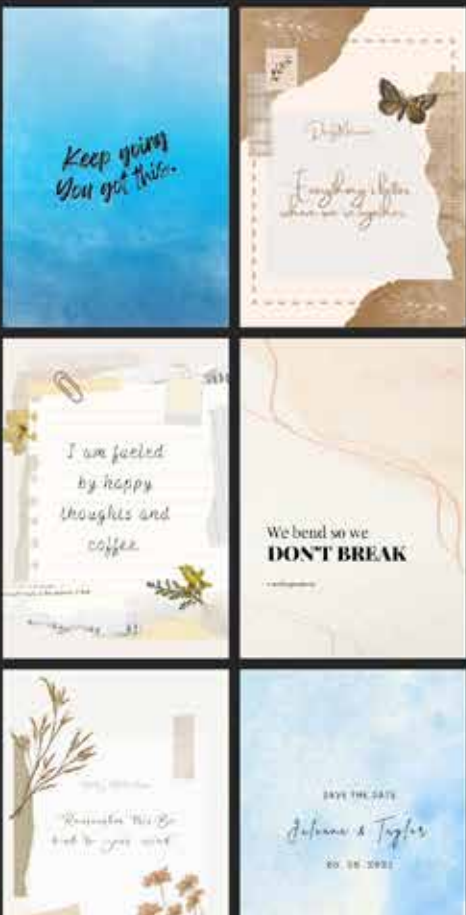
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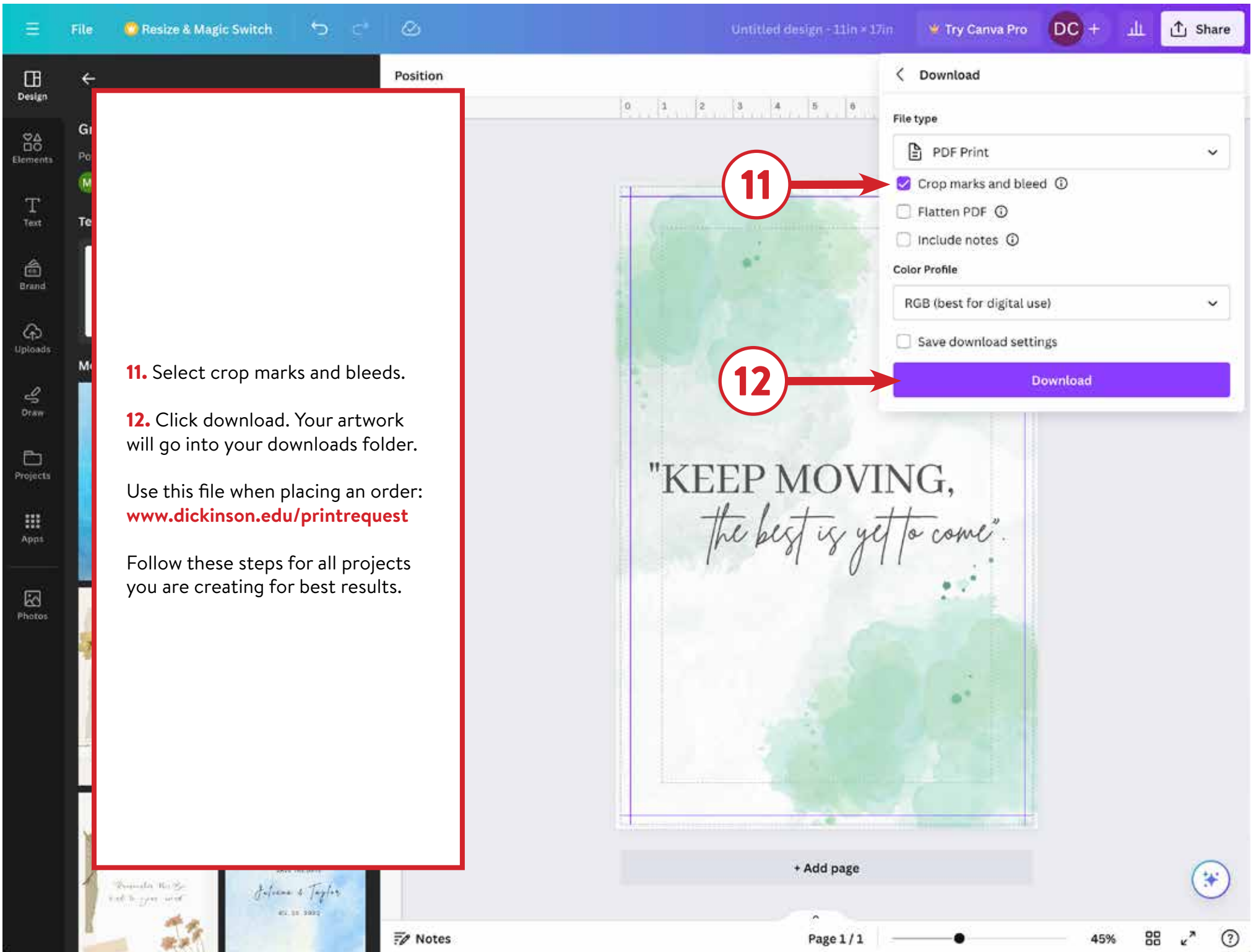


10

Download

File type

- PDF Print ▼
- JPG
Best for sharing
- PNG Suggested
Best for complex images, illustrations
- PDF Standard
Best for documents (and emailing)
- PDF Print ✓
Best for printing
- SVG 👍
Best for web design and animations
- MP4 Video
High quality video
- GIF
Short clip, no sound



11. Select crop marks and bleeds.

12. Click download. Your artwork will go into your downloads folder.

Use this file when placing an order:
www.dickinson.edu/printrequest

Follow these steps for all projects you are creating for best results.