



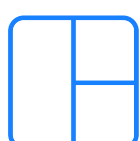
Canva Template Instructions

Note: In order to export your template at high print quality, you will need to have a Canva Pro account.



How to use this template on Canva:

1. Read through the instructions on this page.
2. Go to File>Settings>Tick 'Show Print Bleed'.
3. Ensure your artwork is covering this entire page right to the edges of the print bleed border and the template underneath is not visible (example: exclusion zone and print bleed is not seen).
4. Once artwork is finished, export as a Print PDF following the instructions below on correct export settings.



Exclusion Zones, Safe Zones and Layout

- Any key elements (text/graphics) of the artwork should only sit inside the 'safe zone' (white area).
- Avoid placing crucial text or logos near the document edges including the Exclusion Zone (blue edge)



Image Quality Requirements

- Recommended resolution of imagery: 300 DPI (dots per inch) for high quality printing.
- File formats that can be uploaded to Canva: PNG, JPG, JPEG or SVG.
- Avoid web-compressed images (.WEBP) as this file format results in blurry image quality.



How to export your PDF for print:

1. Go to 'Share' in the top right corner>Download>Change File type to 'PDF Print'.
2. Tick "Crop marks and bleed".
3. Tick "Flatten PDF".
4. Click the 'Select Pages' drop down, ensure the pages you want printed are the ONLY pages ticked. Click done when you have selected your pages.
5. Change colour profile to "CMYK (best for professional printing)".
6. Click Download.



Check Before Exporting

- Review your artwork at 100% zoom (e.g No images are blurry).
- Ensure the artwork is covering the entire template stretching to the edges to cover the bleed area.
- If designing in Canva, you may be asked to provide the canva link to Exceed Digital if needed.



Bleed (Outer Border):

The area beyond the trim edge of a printed piece to prevent white edges after cutting.

Exclusion Zone (Blue Area):

The margin around the edges where important elements should not be placed, avoiding cutoff.

Safe Zone (White Area):

The area where all critical content should be located to ensure it appears without risk of being cut off.