

print | signage | design

# DIY design

with

Canva

document sizes:

|                | PORTRAIT    | LANDSCAPE   |
|----------------|-------------|-------------|
| BUSINESS CARD: | 55 x 90mm   | 90 x 55mm   |
| DL:            | 99 x 210mm  | 210 x 99mm  |
| A6:            | 105 x 148mm | 148 x 105mm |
| A5:            | 148 x 210mm | 210 x 148mm |
| A4:            | 210 x 297mm | 297 x 210mm |
| A3:            | 297 x 420mm | 420 x 297mm |

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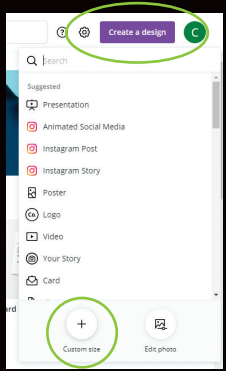
236 - 258 Goodna Road  
Greenbank QLD 4124

## Step 1

Go to [canva.com](https://canva.com). We suggest you sign up for a free account as this will allow you to save your work.

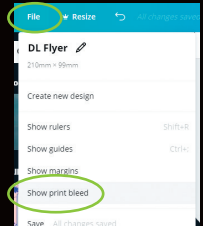
## Step 2

At the top right, click "Create a design". You can then either pick a standard size, or make a custom size. Use the [document sizes](#) guides on the first page of this flyer to set the correct size - make sure you have the dimensions as millimetres ("mm").



## Step 3

Before designing your project, make sure you show the print bleed. Click "File", then "Show print bleed". Bleed is important because it gives extra area that compensates for the slight variance in double-siding as well as when trimming. **Just be sure to extend all of your background images or objects in to this area.**

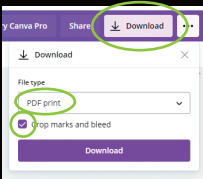


## Step 4

Create your design. There are easy-to-follow tutorials, or if you are experienced, simply take advantage of Canva's huge library of elements to build your design.

## Step 5

Make sure to save regularly. When you are happy with your design, download it ready for sending. Click "Download" at the top right, select "PDF print", and make sure to tick "Crop marks and bleed". This means that the bleed is included in the final print file, and the crop marks show us the trim area of your page.



## Step 6

Check your PDF file and make sure that all of the graphics extend in to the bleed area. If not, return to Canva to fix it.

## Step 7

Send it to Cityscape to print :)

