

EDITING & PRINTING

YOUR CANVA TEMPLATE

This guide includes the essential steps for editing and printing your template, with clickable links in the table of contents shown below to help you navigate the guide easily. Please note, the screenshots shown reflect Canva's desktop layout. If you're using a phone or tablet, the interface may look slightly different but all features are still available.

While this guide covers the core steps for editing your template, Canva offers many features beyond what are shown in this guide. If you are stuck or if there is anything not included, visit www.canva.com/help for searchable guides, tutorials and chat support.

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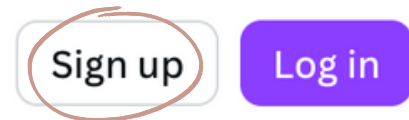
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CREATING A CANVA ACCOUNT

To edit your template, you'll need a free Canva account. To sign up:

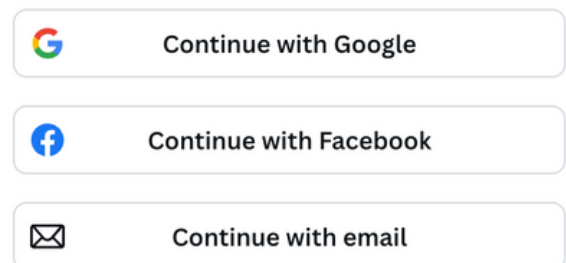
1. Go to www.canva.com
2. In the top right corner, click the 'Sign up' button. You can find this in the hamburger menu on mobile.
3. Sign up with Facebook, Google, or your email address. Follow the prompts to set up your account.
4. Check your email to confirm and activate your account.

Once you're logged in, you're ready to open your template.



Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free!)



ACCESSING YOUR TEMPLATE

1. Open the instruction file you downloaded after purchase. Under Step 1, click the 'Access template' button. A preview of the design will open.
2. At the bottom of the screen, click the purple 'View Template' button.
3. A screen will pop up saying the template is ready. Click the 'Open in Editor' button. The template will load and save to your Canva account, ready for editing.

CLICK THE BUTTON TO OPEN YOUR TEMPLATE:



A template created by Jessica was shared with you, start designing now



Your Template Is Ready!

Open Jessica's template in the Editor to start designing.



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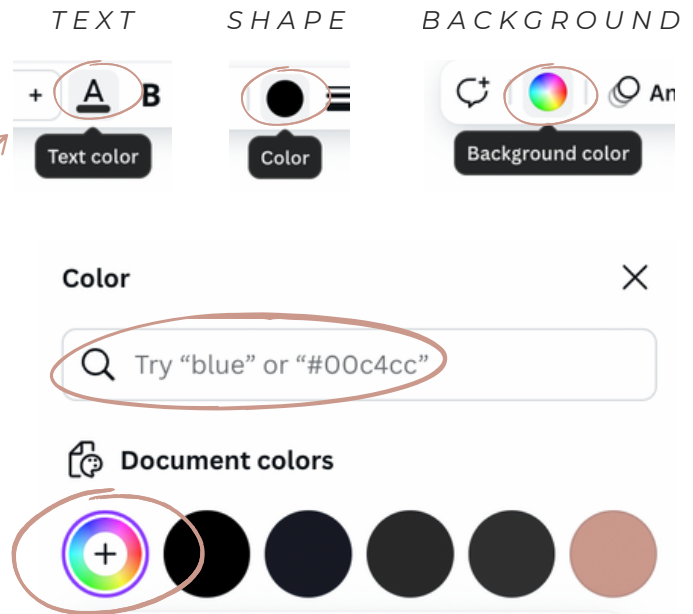
MODIFYING COLORS

1. Click the element you want to recolor (text, shape, or background*).

2. In the top toolbar, click the color selector to open the color menu.

3. To choose a new color, you can type a color name or hex code in the search bar or click the rainbow + icon to open the full color picker tool.

* If the background is covered by graphics, click Position > Layers to select the background layer.



EDITING TEXT

WORDING

To update the text wording, double-click inside any text box. This will place a flashing cursor so you can type, copy, paste, highlight or delete text.

FORMATTING

Click on a text box to show the formatting toolbar. Here you can adjust the font, size, alignment and more. Hover over each button to see what it does.



TEXT BOX SIZE

To change the width of a text box without changing the font size, click and drag one of the side handles. To resize the text box including the font size, click and drag one of the corner handles.

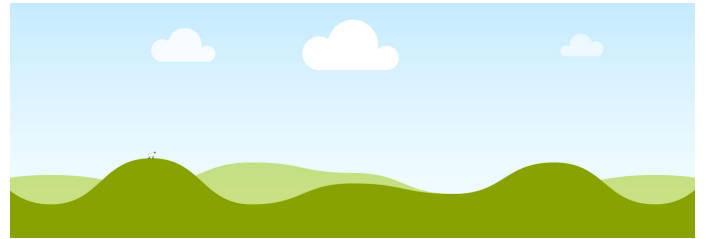
ADDING A NEW TEXT BOX

Click the 'Text' tab in the left-hand sidebar, or click 'T' on your keyboard.

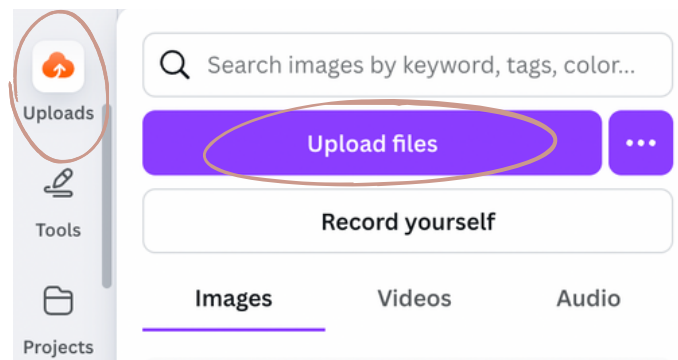
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ADDING PHOTOS

Your design may include a frame for you to add your own image, like the one shown on the right. To do this:



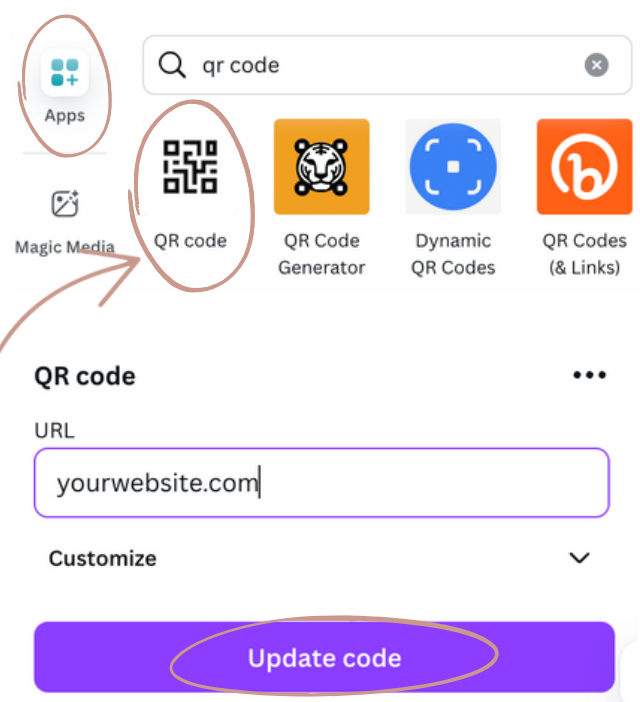
1. Click the 'Uploads' tab in the left-hand sidebar, then click 'Upload files'. Select one or more images.
2. Once the image loads in Canva, click and drag it into the frame.
3. To edit the image inside the frame:
 - Double-click the image.
 - Use the corner handles to resize, or click and drag to move.
 - Click outside the frame to finish.



EDITING A QR CODE

If your template includes a placeholder QR code, you will need to edit it as follows:

1. Click on the existing QR code.
2. In the left-hand sidebar, scroll down to find the 'Apps' tab.
3. Search 'QR code'. Click on the first result as circled here.
4. Enter your website URL, then click 'Update code'. Test the code to check it has updated correctly.



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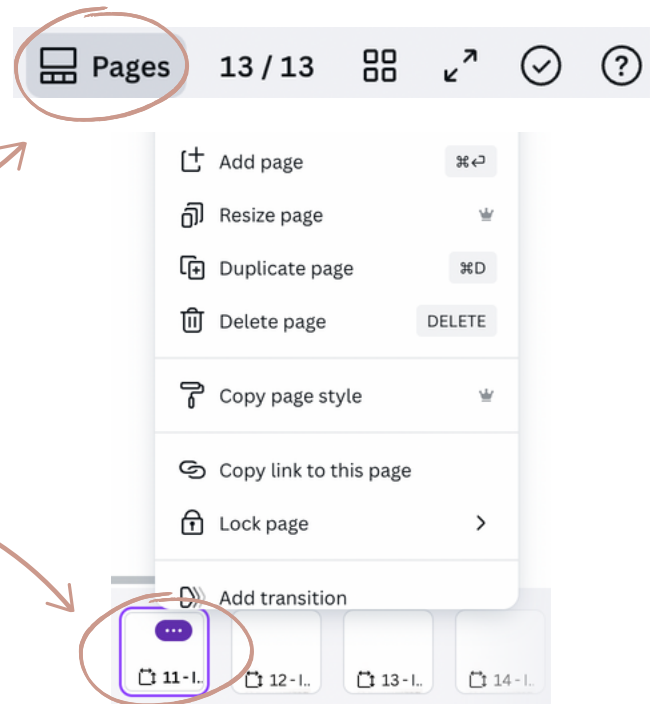
ADDING OR REMOVING PAGES

You can duplicate, delete, or add pages as needed.

Make sure the page thumbnails are visible (usually toggled in the bottom right corner).

Click the page you want to change, then click the purple three dots to open the page menu. From here, you can duplicate, delete, or add pages.

To reorder pages, drag the thumbnails into your preferred order.



DOWNLOAD SETTINGS

To download, click 'Share' in the top-right menu and select 'Download'.

Use the settings to the right to choose the best file type for your desired use.

If you have Canva Pro, set the Color Profile to CMYK. If you're using a free account, leave it on RGB - print shops will convert it for you.

Note: Printed items may be less vibrant than on a screen due to differences in lighting, device settings, printer types and paper stock. If your design uses a lot of color, we recommend a test print to ensure you're happy with the result.

PRINT

PDF Print with crop marks & bleed

File type

☒ PDF Print

☒ Crop marks and bleed ⓘ

☐ Flatten PDF ⓘ

☐ Include notes ⓘ

DIGITAL

PNG or JPG

File type

☒ PNG **Suggested**

Size x

AT-HOME PRINTING GUIDE

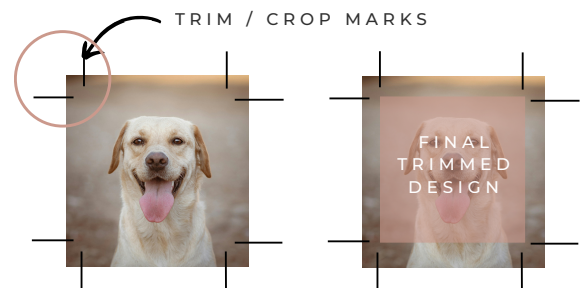
PRINTING TIPS

For the best results when printing at home:

- Use thick, high-quality paper.
- Select “Actual size” or “100%” scale in your printer settings.
- Print a test page before doing a full batch.
- Choose high or photo quality in your printer settings for the best results.

GET THE EDGE TO EDGE LOOK

Most printers leave a white margin by default. To get an edge-to-edge look, download your file as a PDF with bleed and crop marks, and print on paper larger than the final size for trimming.



PRINTING MULTIPLE PER PAGE

1. If your design is a single page, duplicate it in Canva to match how many you want per sheet (eg. 2 pages to print 2 per sheet, 4 to print 4 per sheet). Skip if your file already has multiple pages (eg. place cards).

2. Download your file as a PDF Print with bleed and crop marks checked.

3. Open the file and click Print.

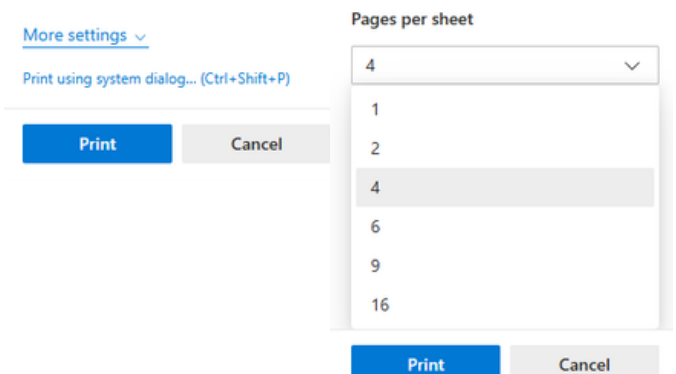
- Mac: Find the ‘Layout’ dropdown
- Windows: Click ‘More Settings’

4. Set ‘Pages per Sheet’ as needed. Adjust scale (sizing) if required - we recommend a test print to confirm.

MAC



WINDOWS



PROFESSIONAL PRINTING GUIDE

PRINT SHOP RECOMMENDATIONS

You can print your files at any professional print shop - local or online. Be sure to use the correct template size (don't scale up) and download as a PDF Print with bleed for best results. Here are two online printers we recommend:

PRINTS OF LOVE

Prints of Love offer great quality and a personal touch, with every order reviewed before printing. They support variable printing - ideal for place cards and table numbers with different content on each page. Use code AMBERROSE for 10% off orders over \$49.

[GO TO PRINTS OF LOVE >](#)

ZAZZLE

Zazzle offers a wide range of paper products, signage, decor, and custom products - a great one-stop print option. Click below to view the collection of products that match our templates, making it easy to upload your design and have it shipped to you.

[GO TO ZAZZLE PRODUCTS >](#)

PAPER & PRODUCT TYPE SUGGESTIONS

FOR INVITATIONS & CARDS

Paper choice makes a big difference in the final result. We recommend a weight of 250–300gsm. Some popular options:

- Matte cardstock - for a clean, elegant look.
- Glossy or satin - great for photo-based designs.
- Textured paper like felt, linen or cotton – adds a soft, luxe feel

FOR LARGE SIGNS & DISPLAYS

- Foam core board - lightweight and ideal for an easel display.
- Mounted poster board - rigid and durable.
- Acrylic - for a modern, high-end look and weather resistance

FOR CHOCOLATE BAR WRAPPERS

- These look great printed on glossy paper or photo paper.