

CREATE. DESIGN. PRINT.

atlanta **AdGraphics** LLC
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how to create print-ready files using CANVA

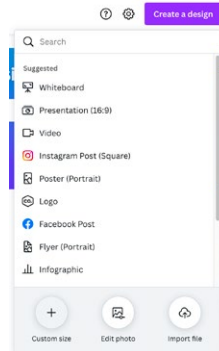
Canva is the HOTTEST thing for those who want to “design it myself!” When using Canva, it’s essential to make sure your files are set up correctly for the best print outcome. We still highly recommend that you allow us to design your printed pieces to ensure that resolution is print quality, margins are correct, folds are correct, etc.

When designing in Canva for print, there are some definite limitations that are essential to keep in mind. One of these limitations is that, like other online programs, Canva can only save RGB files. Since we print with ink (CMYK), we must convert your colors to the closest CMYK build when you submit your files. Sometimes the shift is so minimal you’ll never notice, but sometimes it’s pretty drastic. The second limitation is that you must build your bleed (print that goes all the way to the edge of your finished piece) into your document from the very beginning.

To help you through this process, we decided to share a step-by-step guide to designing a successful print piece using Canva.

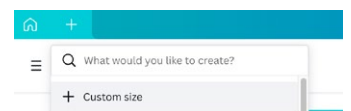
SETTING UP YOUR CANVAS

The most important part in this process will be starting with the correct size in Canva. The paid version will allow you to resize files, but the free version will not. You will want to create a new document and select “Custom Size.” This will look slightly different depending on if you are working on the desktop or web version. Both versions will allow you to section this option.



WEB VERSION

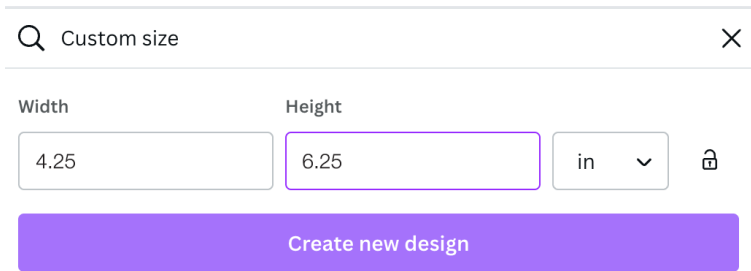
Go to ‘Create Design’ and click on ‘Custom Size’ in the dropdown menu.



DESKTOP VERSION

Click on the '+' option and select 'Custom Size' in the dropdown menu.

From here, you'll see another dropdown where you can input your size. Make sure 'inches' is selected and then input the product size you are ordering with bleed.



Q Custom size X

Width: 4.25 Height: 6.25 in

Create new design

Most of our products require 0.125" to be added to the width and height to account for Bleed. In this example, we are creating a 4" x 6" Postcard so we should input 4.25" x 6.25"

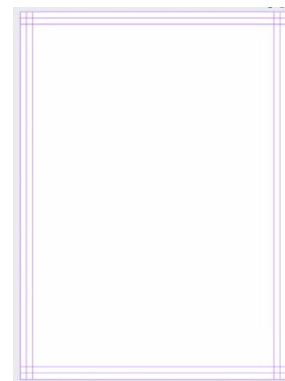
USING OUR TEMPLATES WITH CANVA

Now that we have a document with the correct size, we can pull in our 4" x 6" Postcard template. We always recommend that templates are used when creating files, especially when borders are involved. You can ask us to send you the JPG version of the piece you are creating and place it into Canva.

Then you will want to drag the template to the top left of the document and drag the bottom right corner of the template to the edge until it snaps into place.

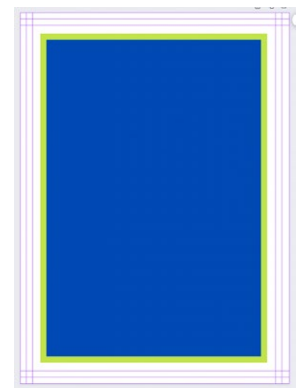
After that, you can draw ruler guides in order to get the safe, trim, and bleed lines on your document. You can do this by going to File > Show rulers and guides. From here you can draw the guides by clicking on the rulers to match them with the lines on our template. You can then remove the template and the guides will remain.

*Please note: the guides will not be embedded into



your file and are only there to help you design your file.*

Now you can start designing! Any colors that are added will be in RGB color mode so they will appear brighter. This is because these colors are on the internet and everything will be displayed this way. In this example, we picked bright blue and bright green.



Colors will be converted to CMYK when they are sent to production. Blue builds, in particular, can be tricky with online programs.

HOW TO DOWNLOAD YOUR FILES

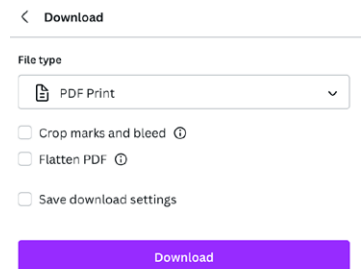
Once your Design is complete, it's time to download it! Click on 'Share' in the top right and a drop-down will appear. Then you can click on 'Download' and you will see some options in the 'File type' menu. You'll want to select 'Print PDF'. If your Design has fonts or colors from Canva Pro or there are placed images (like pictures), you can check the 'Flatten PDF' box. This will flatten your artwork and preserve the text and artwork but this will also rasterize most of your artwork (convert to pixels). We would only suggest saving this way for print files (front, back) and not mask files.

In order to retain the Vector file (shapes) then you can download the file from this point without checking any boxes. Retaining a Vector file is important if you are ordering something that requires a mask file. This is also the best option for a sharper file.

HOW TO DOWNLOAD YOUR FILES

You have now created and downloaded a print-ready file from Canva. We can provide a template for you if needed. And there are a few products that may require an extra step (like brochures), so please let us know if we can be of further assistance.

Do you have questions or concerns about your Canva printing file? We're here to help! Just send us an email!



EXTRA TIPS for success on Canva...

Every graphic that you find in Canva should be high quality and should work well for almost any print 11" x 17" and smaller. However, many of us usually need to upload custom elements (like a company logo). Make sure those graphics are high quality and large-scale, or you will risk that part of your file appearing blurry once

printed. All printing needs to be created at 300dpi. Flattened images (JPG, PNG, TIF, and some PDF files) cannot be enlarged or a resolution increased without compromising your image. They must be created at that size and resolution at the very beginning of your creation.

ACROSS

- 1 Dawns on
- 9 Secure and immobilize
- 15 Literally, "long mountain"
- 16 Rost participant
- 17 Reviewer's hangout (2 WORDS)
- 18 Took off
- 19 Bad sorts
- 20 Second look
- 21 Bad sort
- 22 *Compañero común*
- 23 At the very beginning
- 24 Cheery
- 27 Waggish
- 28 Bad acting
- 29 Jerusalem, per Handel's *Messiah*
- 30 Common crossword clue conclusion (2 WORDS)
- 31 Supplier of quarters
- 32 Negotiation station (2 WORDS)
- 35 Needle point
- 36 They're expected to hold water
- 37 Covered
- 38 Lays out
- 39 Queue component
- 40 Not so easy to swallow
- 41 To some extent
- 42 Supplier of quarters

- 43 *Pièce d'échecs*
- 44 Word from the Greek for "unequal"
- 46 Part of Mercedes' Active Curve System
- 50 Not after now (2 WORDS)
- 51 Ghanaian neighbor
- 52 Attractions you've never seen
- 53 Light work
- 54 Timber joist attachments
- 55 Early workplace for Truman (2 WORDS)

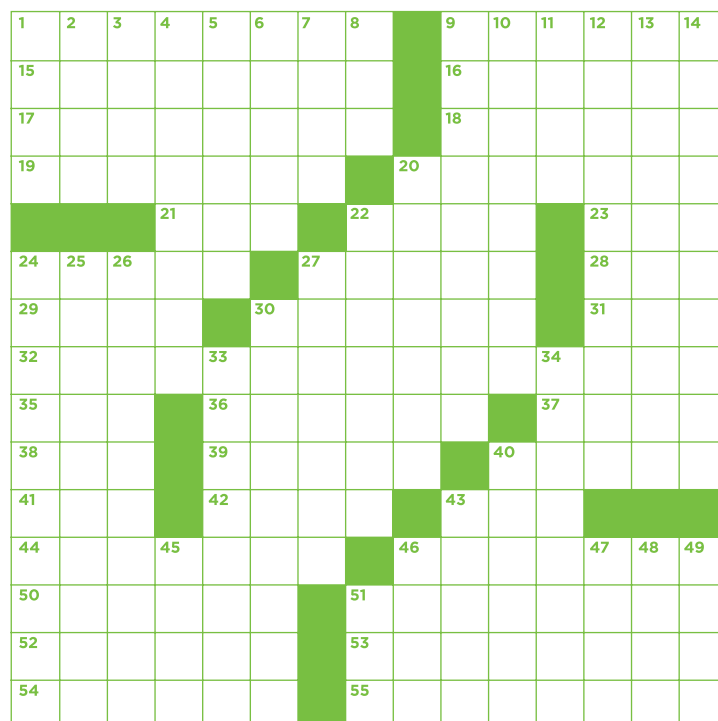
DOWN

- 1 Gulf Cooperation Council member
- 2 *Amore mio*
- 3 Shortening
- 4 Rattled
- 5 Hub-and-spoke
- 6 What truckers don't welcome
- 7 Head turner
- 8 Shelter for Robin Hood
- 9 Honecrisp apple relatives
- 10 Pain med brand
- 11 King David ancestor
- 12 Numb
- 13 Eleanor Roosevelt, to Edith
- 14 #5 in continuous Senate longevity

- 20 Spin's #2 all-time greatest band (2002)
- 22 Disagreeable to the max
- 24 Most populous double-landlocked nation
- 25 *Rhapsody in Blue*, as first written
- 26 Prefigure

- 27 Gather
- 30 Piquancy
- 33 Heavy-leaning rock
- 34 *Troilus and Cressida* warrior
- 40 Flag
- 43 Donkey Kong's voice in *The Super Mario Bros. movie*

- 45 Gold _____
- 46 Skip it
- 47 March with a keyboard
- 48 New-topic intro
- 49 Collect what you've merited
- 51 Porcine purloiner of poesy



Answer Key: Click Here

Little things we should all know about Holiday Etiquette

Good manners and proper etiquette are always important, but they're especially crucial during the Christmas season. There are countless opportunities to commit a major etiquette faux pas. Yikes. Let's try not to do that!

- 1. Social Media Etiquette:** It's never a good idea to post photos of your Christmas presents online (unless it's a puppy of course). Nobody is interested in seeing your new iPad, diamond earrings, or Louis Vuitton bag. If you want to post a cute photo of your friends and family, it's always a good practice to ask for permission.
- 2. Holiday Party Invitation Etiquette:** Whether you're confirming your presence or absence, make sure to RSVP by the deadline. Always decline nicely...something along the lines of "hate that I can't be there; hope you have a merry Christmas" is the perfect response. If you are invited by text message, a text message reply is perfectly acceptable. The same thing goes for email. But if you are sent a nice invitation in the mail, a phone call is the way to go.
- 3. Secret Santa And Other Gift Games:** When it comes to holiday gift-giving games, it's important to stick to the set price limit. Otherwise, things will quickly get awkward. The

fun is in the surprise, whether it's a gift card or tacky socks, and that doesn't need to be expensive or frivolous.

- 4. Christmas Card Etiquette:** Instagram is the lazy man's way to send out a Christmas card. Don't do that. Friends and family really appreciate a lovely Christmas card in their mailbox (especially when holiday bills are also piling up).
- 5. Holiday House Guests:** If you're staying the night, it's totally acceptable to ask for the WIFI passwor. Be sure not to overstay your welcome, and don't expect the host to entertain you at all times. If the host or hostess is cleaning up, that is usually a sign you should hit the road. And, showing up with a simple hostess gift is a nice gesture.
- 6. Christmas Gift Etiquette:** Every now and then, you'll get a gift you're not very excited about. That is the time to pull a Meryl Streep and give the best acting performance of your life. Smile and say thank you. If someone gives you a present, and you didn't get them anything, don't make excuses. Simply graciously accept. Of course, it's always smart to have a stash of wrapped, untagged presents for those situations.
- 7. Merry Christmas, y'all!**

Cindi's Sweet Potato Casserole

This may not be "waist" or "diet" friendly, but this is so good. And, remember...we can always have anything, we just have to do so in moderation. Make this...it's better than any store-bought you'll ever find!

INGREDIENTS

4 medium Sweet Potatoes
(about 1³/₄ pounds)

1 cup Granulated Sugar

1 cup Milk

2 large Eggs

1 teaspoon Vanilla Extract

1 teaspoon Salt

1 cup packed Brown Sugar

2 cups pecans, chopped

1/2 cup All-Purpose Flour

6 tablespoons Unsalted Butter,
at room temperature

DIRECTIONS

1. Preheat oven to 375°F. Make a long slit in the skin of each raw sweet potato. Place in a baking dish. Add about 1" of water, cover the pan tightly with aluminum foil and back for about 45 -60 minutes or until done. Remove from oven, drain water and allow to cool.
2. Once potatoes are cool enough to handle, remove the skins and put the flesh in a large bowl.
3. Increase oven temperature to 400°F.
4. Add granulated sugar, milk, eggs, vanilla, and salt to the sweet potatoes. Mash the mixture with a potato masher until combined and slightly lumpy (you don't want it to be perfectly smooth).
5. In a separate bowl, mash the brown sugar, pecans, flour, and butter with a pastry cutter or fork until thoroughly combined. The mixture should resemble a crumble.
6. Spread the sweet potato mixture in a 14-cup baking dish and sprinkle the crumb mixture all over the top. Bake about 30 minutes or until golden brown.



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