

# CREATING PRODUCTS

## using Canva



### HARD COVER WIRE-O

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Hardcover Wire-o
- Enter number of pages and document size

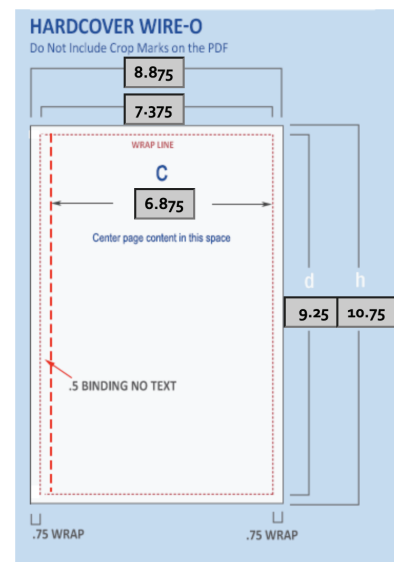
#### Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding:
2. Enter # Pages:   
This is the total number of pages in your book, not the number of sheets.
3. Enter Page width in inches (left to right):
4. Enter Page height width in inches (top to bottom):
5. Finished Cover Size in inches: Total Cover Width: **8.875** Total Cover Height: **10.75**

Your book cover dimensions includes .75" bleed on all sides. Please include bleed and crop marks on your print files.

[Update](#)



- In Canva begin by clicking the Create a Design Button
- Select Custom Size from the options
- Use the larger dimension on the height and width of the template to determine the size that your document should be.
- Click Create New Design

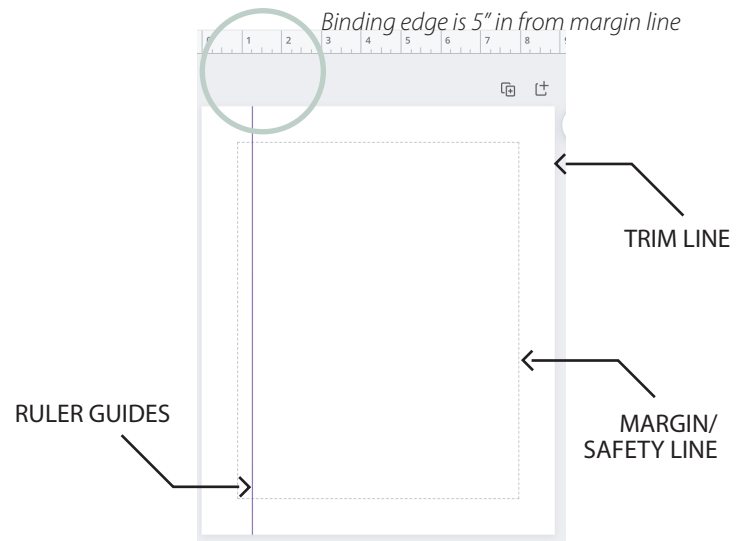
The image shows the Canva 'Custom size' dialog box. It has a search bar with 'Custom size' and a close button. Below the search bar, there are input fields for 'Width' (8.875) and 'Height' (10.75), followed by a unit dropdown set to 'in' and a lock icon. At the bottom, there is a 'Create new design' button.



## HARD COVER WIRE-O CONTINUED

### MARGIN SET UP

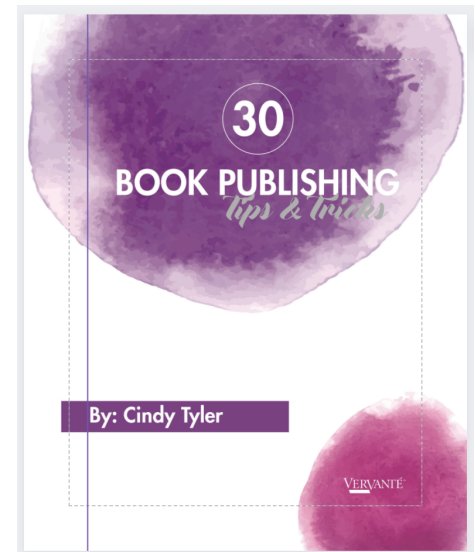
- Click on File
- Select Show Margins and make sure there is a check mark showing its been turned on
- Make sure there is not a check mark on the bleed area
- You will now notice dotted lines at 1" inside your document page
- \* Canva does not let you determine the size of margin, we only require .75" of margin on these covers. You can adjust the rulers for more assistance



### DESIGN LAYOUT

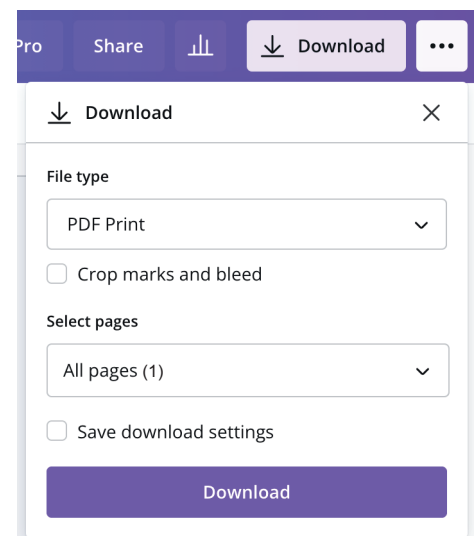
Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.

*NOTE: The ¾" wrap on all sides should not contain text. This will be wrapped around the cardboard to create the hardcover. Leave at least ½" safety zone on cover so that text isn't too close to the edge and wrap. This means all text should be 1.25" inside edges of cover design to allow for wrap and margin.*



### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- **DO NOT** Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download







# PERFECT BOUND COVER

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Perfect Bound Cover
- Enter number of pages and document size

### Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding: **Perfect Bound**

2. Enter # Pages: **400**

*This is the total number of pages in your book, not the number of sheets.*

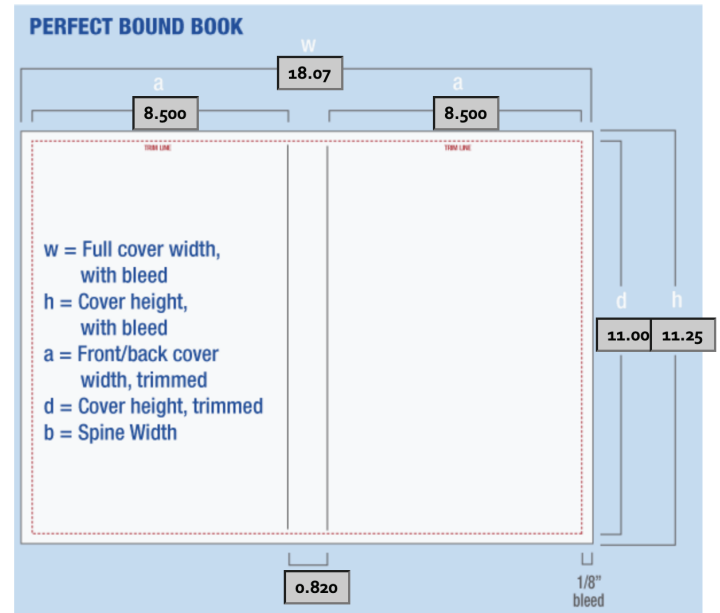
3. Enter Page width in inches (left to right): **8.5**

4. Enter Page height width in inches (top to bottom): **11**

5. Finished Cover Size in inches: Total Cover Width: **18.07** Total Cover Height: **11.25**

Your book cover dimensions includes 1/8" bleed on all sides. Please include bleed and crop marks on your print files.

Update



- In Canva begin by clicking the Create a Design Button
- Select Custom Size from the options
- Add both page size width to spine size to get correct width of document, make height of page size the trim size of your page (ex: for a 8.5x11 book with 400 pages, your cover width will be 17.82" wide by 11" tall
- Click Create New Design

The screenshot shows the Canva 'Create a design' dialog box. At the top, there are icons for help and settings, and a 'Create a design' button. Below this is a search bar with 'Custom size' entered. Under the search bar, there are two input fields: 'Width' (17.82) and 'Height' (11). To the right of these fields is a unit dropdown menu set to 'in' and a lock icon. At the bottom of the dialog is a 'Create new design' button.

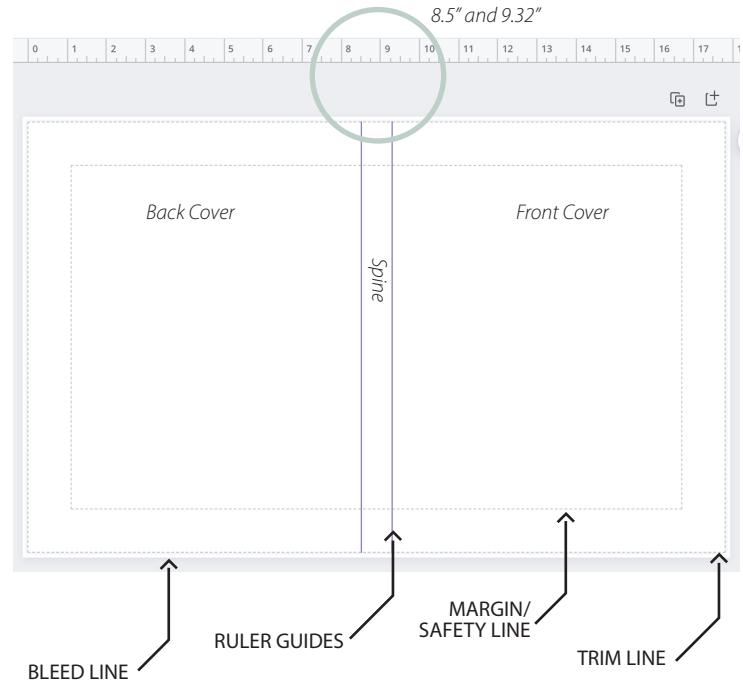


## PERFECT BOUND COVER CONTINUED

### BLEED AND CROP MARK SET UP

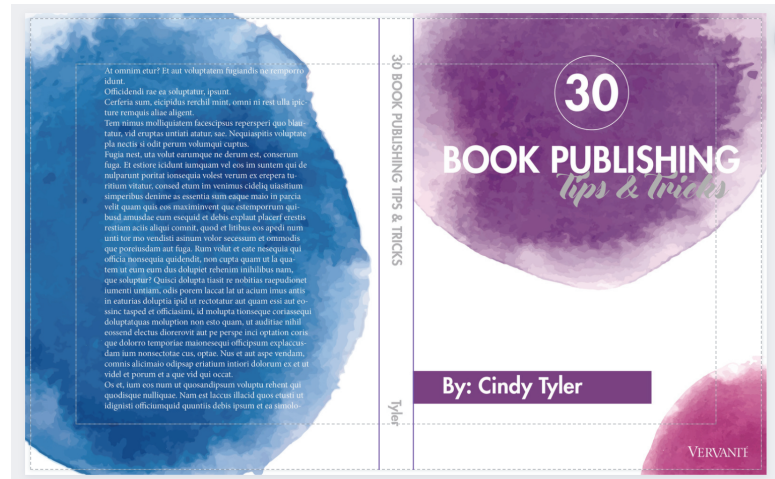
- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" outside your document page and another dotted line at .25" inside your document page.

*Use your ruler guides to create a template for your spine by dragging over one to 8.5" and another one to 9.32". This will create the space you need to design the spine of your book.*



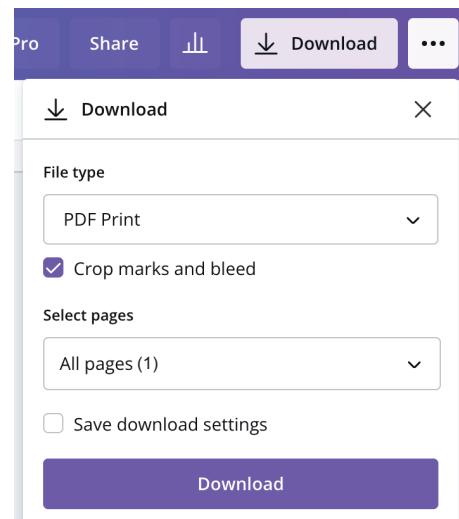
### DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.



### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download





# SADDLE-STITCHED COVER

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Saddle-Stitched Cover
- Enter number of pages and document size

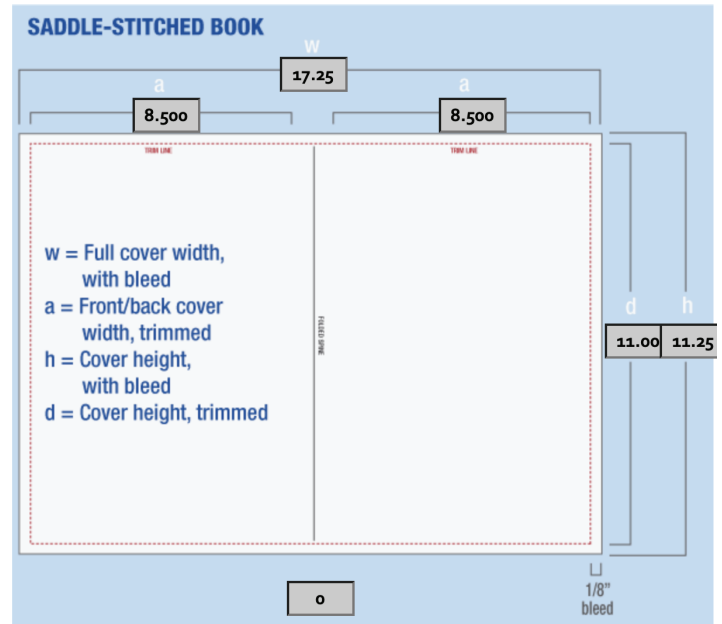
### Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

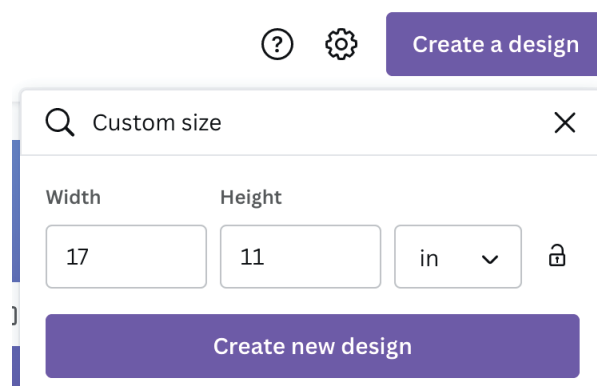
1. Type of book binding:
2. Enter # Pages:   
This is the total number of pages in your book, not the number of sheets.
3. Enter Page width in inches (left to right):
4. Enter Page height width in inches (top to bottom):
5. Finished Cover Size in inches: Total Cover Width:  Total Cover Height:

Your book cover dimensions includes 1/8" bleed on all sides. Please include bleed and crop marks on your print files.

[Update](#)



- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Add both page size width to get the correct width of document, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 17" wide by 11" tall)
- Click Create New Design



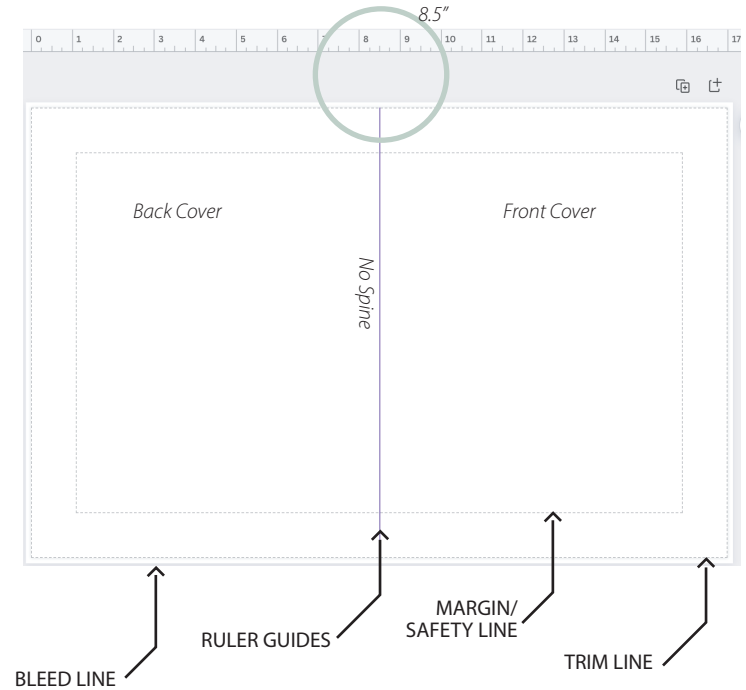


## SADDLE-STITCHED COVER CONTINUED

### BLEED AND CROP MARK SET UP

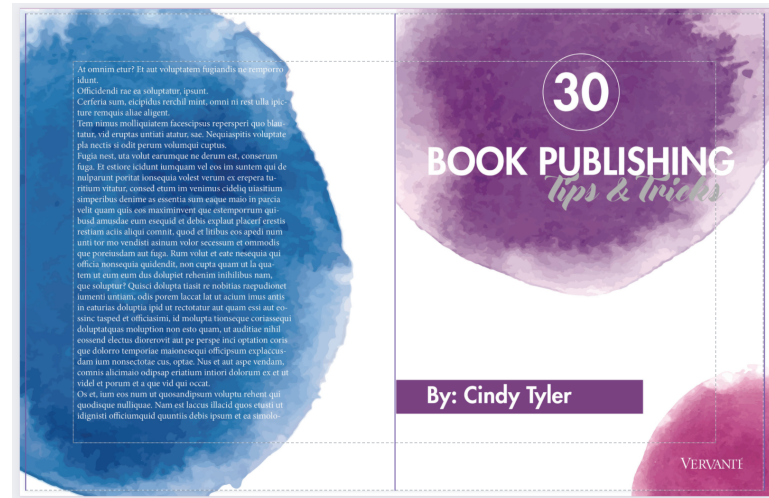
- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" outside your document page and another dotted line at .25" inside your document page.

*Use your ruler guides to create a center point in your document to separate your front and back cover designs at 8.5".*



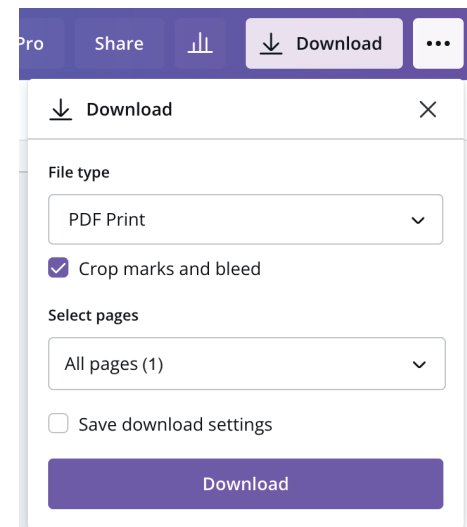
### DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.



### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download







# SOFTCOVER SPIRAL OR WIRE-O BOUND COVER

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Softcover Spiral or Wire-O Bound Cover
- Enter number of pages and document size

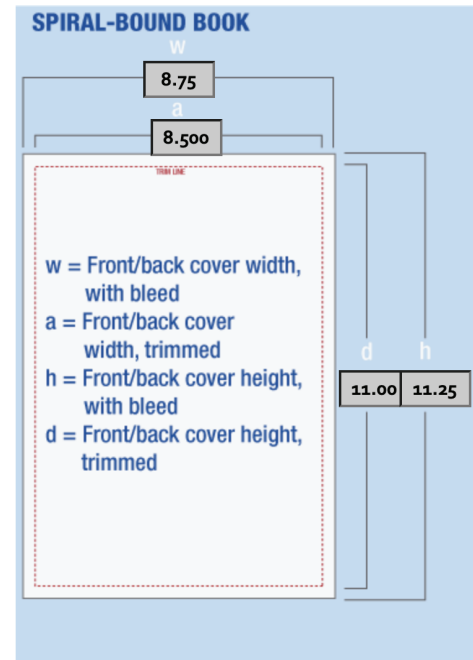
### Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding:
2. Enter # Pages:   
This is the total number of pages in your book, not the number of sheets.
3. Enter Page width in inches (left to right):
4. Enter Page height width in inches (top to bottom):
5. Finished Cover Size in inches: Total Cover Width:  Total Cover Height:

Your book cover dimensions includes 1/8" bleed on all sides. Please include bleed and crop marks on your print files.

[Update](#)



- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Make width of page size the trim size of your page, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 8.5" wide by 11" tall)
- Margins are automatically set to 1", only 0.5" is required.
- Click Create New Design



[Create a design](#)

Width

Height

[Create new design](#)

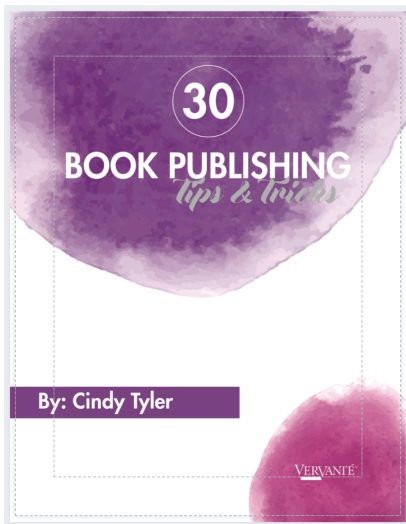


## SOFTCOVER SPIRAL OR WIRE-O BOUND COVER CONTINUED

### BLEED AND CROP MARK SET UP

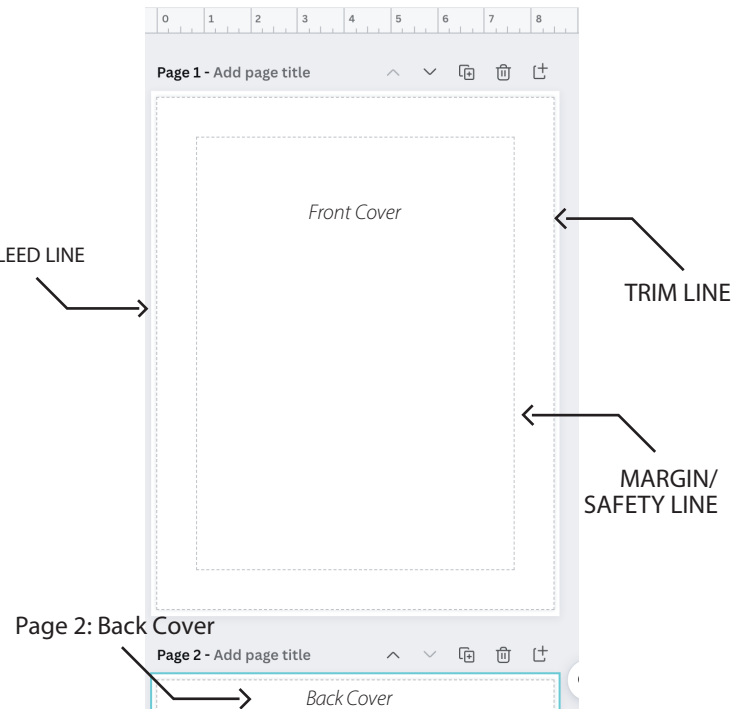
- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" outside your document page and another dotted line at .25" inside your document page.

*You will create two page document for your front and back cover design*



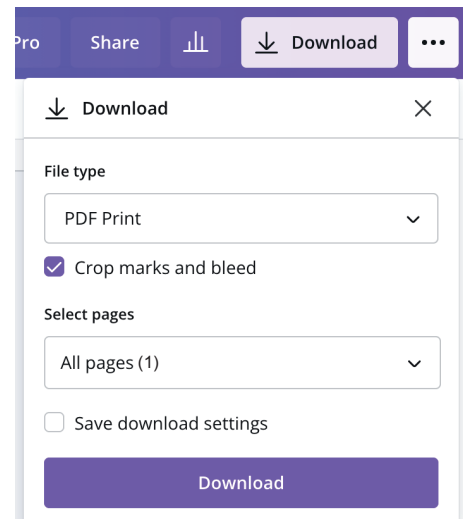
### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Select Download



### DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.





# HARD COVER CONCEALED WIRE-O

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Concealed Wire-O Hard Cover
- Enter number of pages and document size

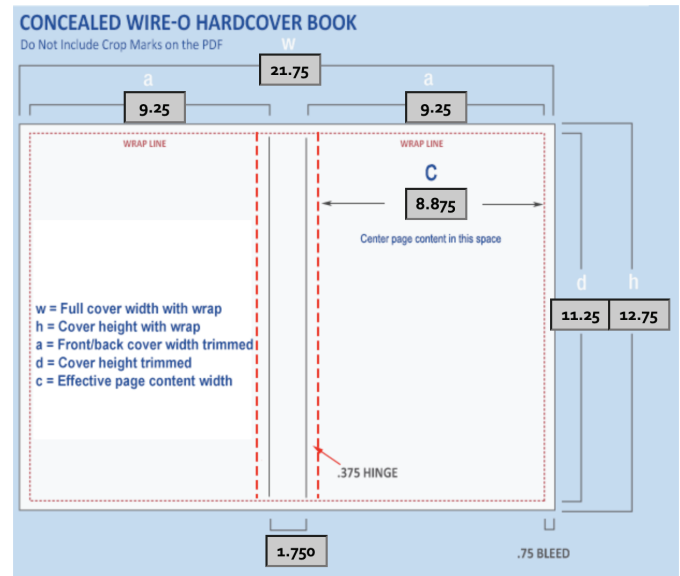
### Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding:
2. Enter # Pages:   
This is the total number of pages in your book, not the number of sheets.
3. Enter Page width in inches (left to right):
4. Enter Page height width in inches (top to bottom):
5. Finished Cover Size in inches: Total Cover Width:  Total Cover Height:

Your book cover dimensions includes .75" wrap on all sides. Please include wrap and crop marks on your print files.

[Update](#)



- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Add both page size width to spine size to get the correct width of document, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 21.75" wide by 12.75" tall)
- Margins are automatically set to 1", only 0.75" is required.
- Click Create New Design

The screenshot shows the Canva 'Create a design' dialog box. At the top, there is a search bar with 'Custom size' entered. Below the search bar, there are input fields for 'Width' (21.75) and 'Height' (12.75), followed by a unit dropdown set to 'in'. A 'Create new design' button is at the bottom.

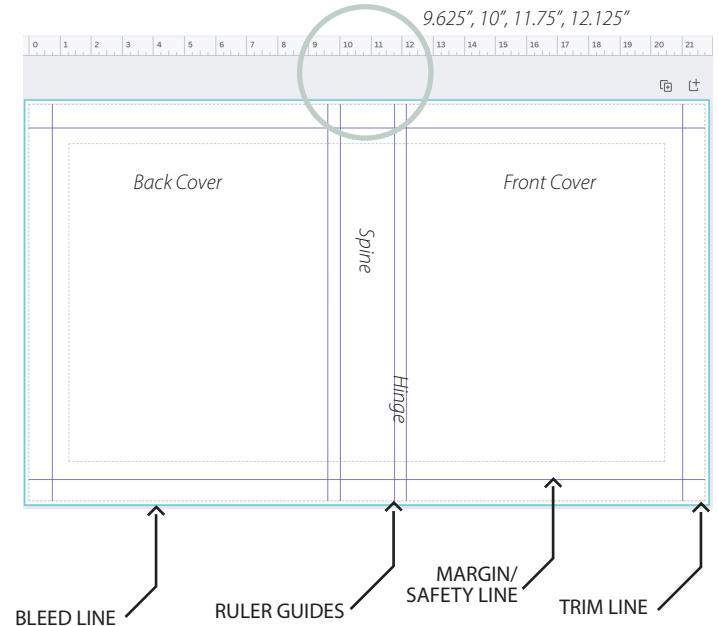


# HARD COVER CONCEALED WIRE-O CONTINUED

## MARGIN SET UP

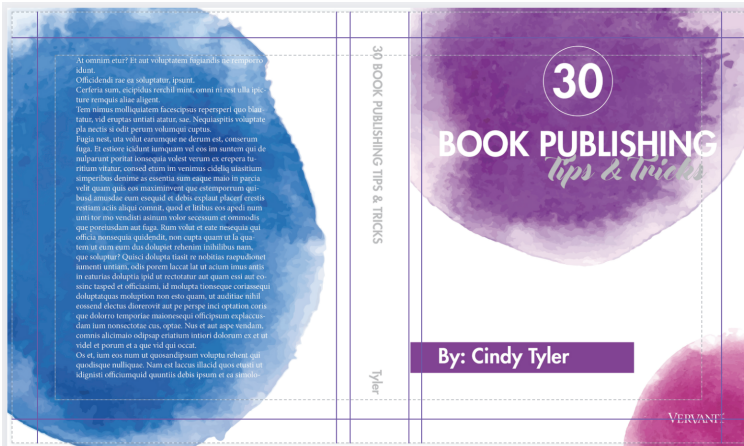
- Click on File
- Select Show Margins and make sure there is a check mark showing its been turned on
- Make sure there is not a check mark on the bleed area
- You will now notice dotted lines at 1" inside your document page
- \* Canva does not let you determine the size of margin, we require .75" of margin on these covers. You can adjust the rulers for more assistance

*Use your ruler guides to create a template for the margin, hinge & spine by dragging over ruler guides .75" from all edges. The other guides are set at 10" and 11.75" for the spine and then add .375" to the outside edge of the spine for the hinge.*



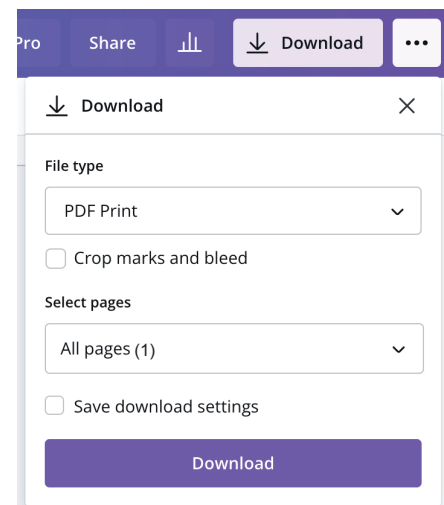
## DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.



## EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- **DO NOT** Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Select Download







# HARD COVER CASE WRAP

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Case Wrap
- Enter number of pages and document size

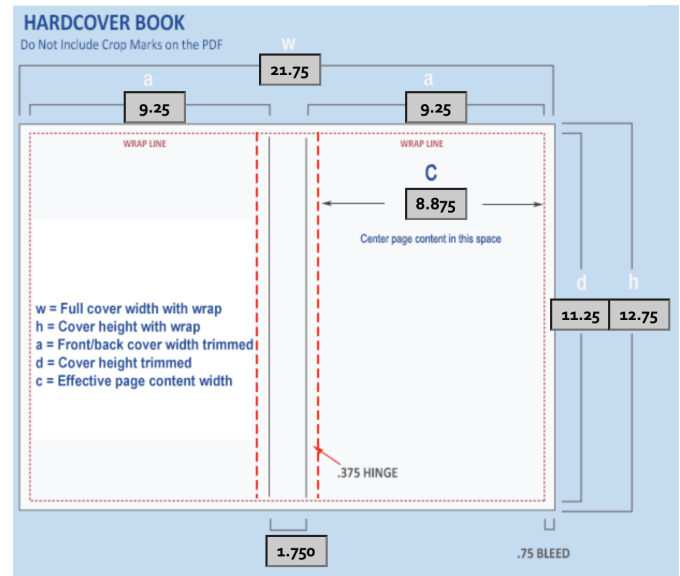
### Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding:
2. Enter # Pages:   
This is the total number of pages in your book, not the number of sheets.
3. Enter Page width in inches (left to right):
4. Enter Page height width in inches (top to bottom):
5. Finished Cover Size in inches: Total Cover Width:  Total Cover Height:

Your book cover dimensions includes .75" wrap on all sides. Please include wrap and crop marks on your print files.

[Update](#)



- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Add both page size width to spine size to get the correct width of document, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 21.75" wide by 12.75" tall)
- Margins are automatically set to 1", only 0.75" is required.
- Click Create New Design

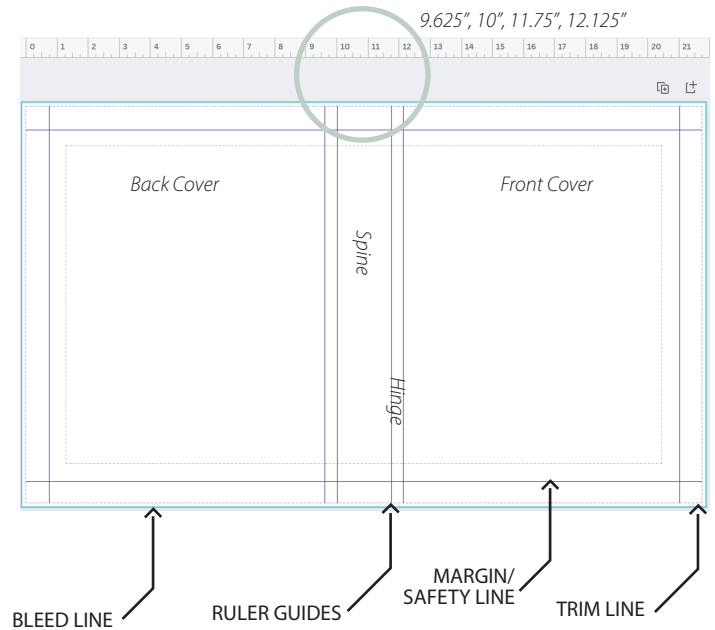
The screenshot shows the Canva 'Create a design' dialog box. The 'Custom size' option is selected. The width is set to 21.75 inches and the height is set to 12.75 inches. The unit is set to 'in'. The 'Create new design' button is visible at the bottom.



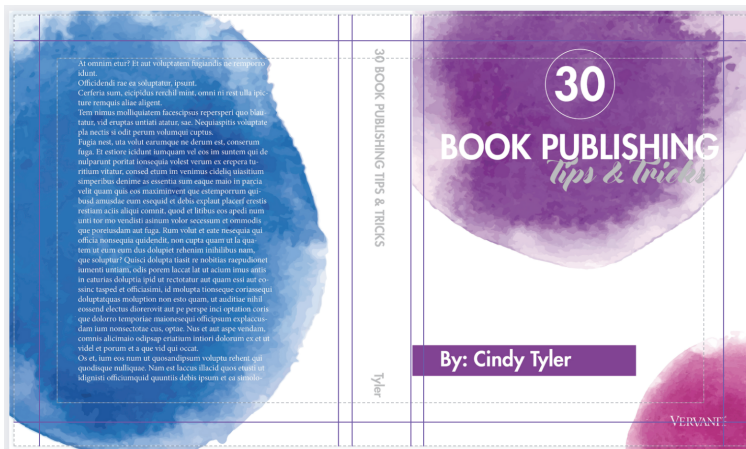
# HARD COVER CASE WRAP CONTINUED

## MARGIN SET UP

- Click on File
- Select Show Margins and make sure there is a check mark showing its been turned on
- Make sure there is not a check mark on the bleed area
- You will now notice dotted lines at 1" inside your document page
- \* Canva does not let you determine the size of margin, we require .75" of margin on these covers. You can adjust the rulers for more assistance



Use your ruler guides to create a template for the margin, hinge & spine by dragging over ruler guides .75" from all edges. The other guides are set at 10" and 11.75" for the spine and then add .375" to the outside edge of the spine for the hinge.

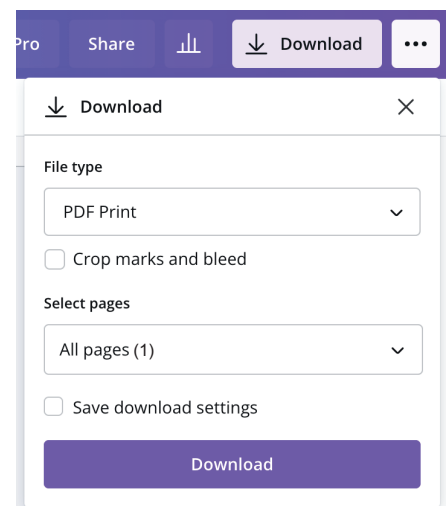


## EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- **DO NOT** Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download

## DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.



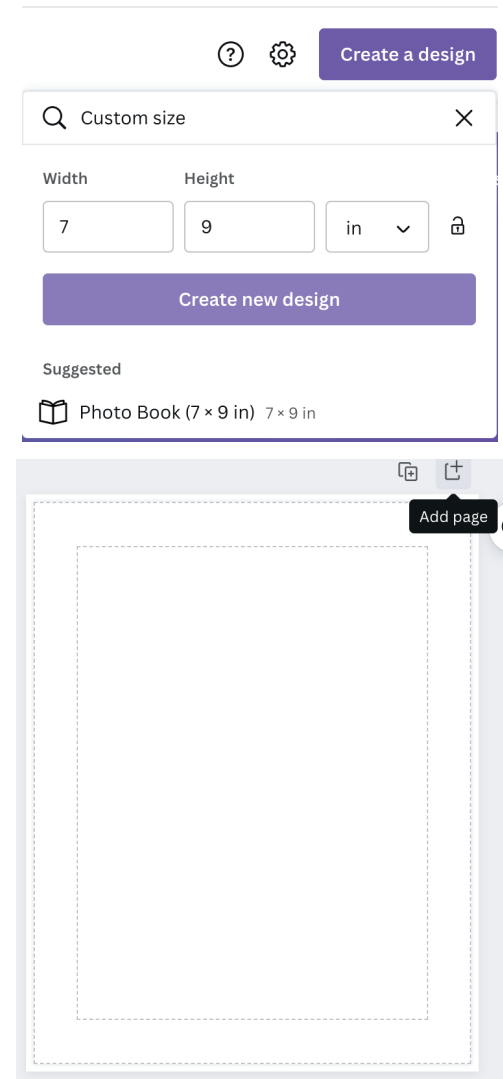


# INTERIOR PAGES FOR ALL BOOKS

## INITIAL SET UP

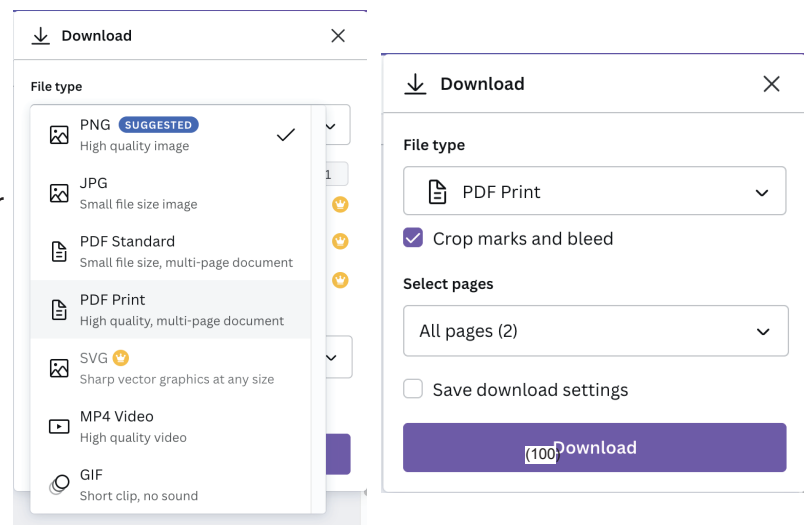
- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Enter in your print document size, height and width
- Margins are automatically set to 1", only 0.5" is required.
- Click Create New Design
- Click the square with the + sign in to add pages to your document
- Page 1 is the first page of your document, page 2 is the backside of page 1 continued throughout
- When you have all your pages add to your document you can then export your document to a PDF

*NOTE: Canva will only allow you to export 100 pages in one PDF. If your document is more than 100 pages, export first 100 pages and label the PDF as Pages 1-100. Then export pages 101-200 and label the PDF as Pages 101-200, etc. We'll merge the PDFs together to create on print file.*



## EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download

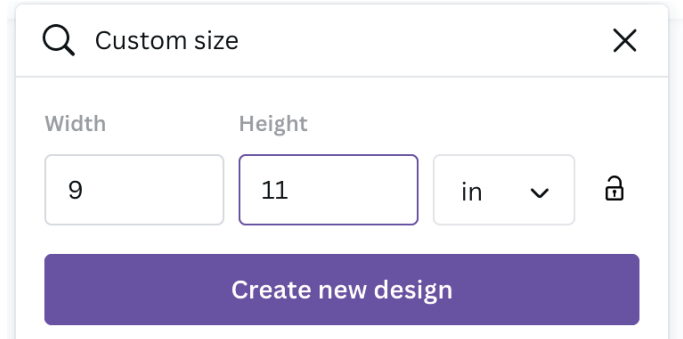




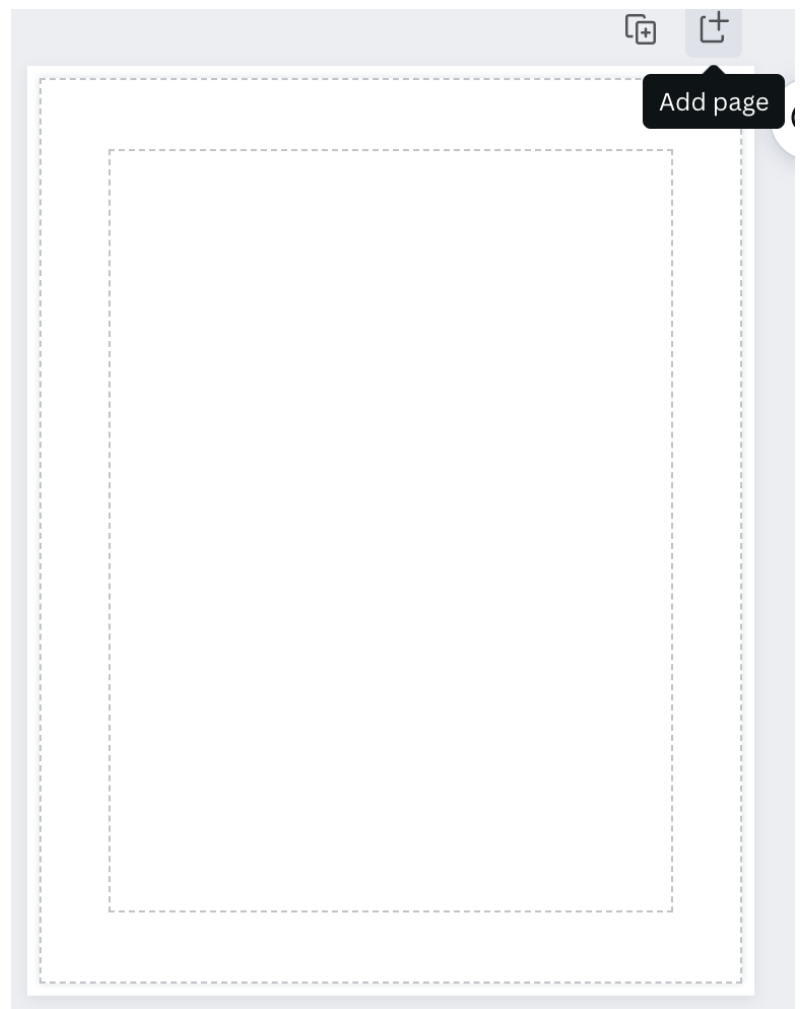
## DIE-CUT TABS: SINGLE AND DOUBLE SIDED

### INITIAL SET UP

- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Enter in your print document size trim height and add 0.5" to the width (ex. If your document size is 8.5x11, your tab design file will be 9x11)
- Click Create New Design
- Click the square with the + sign in to add pages to your document (ex. 12 tabs for the 12 months)



A screenshot of the Canva 'Custom size' dialog box. It features a search icon and the text 'Custom size' at the top right. Below, there are input fields for 'Width' (9) and 'Height' (11), followed by a unit dropdown menu set to 'in' and a lock icon. A purple button at the bottom reads 'Create new design'.





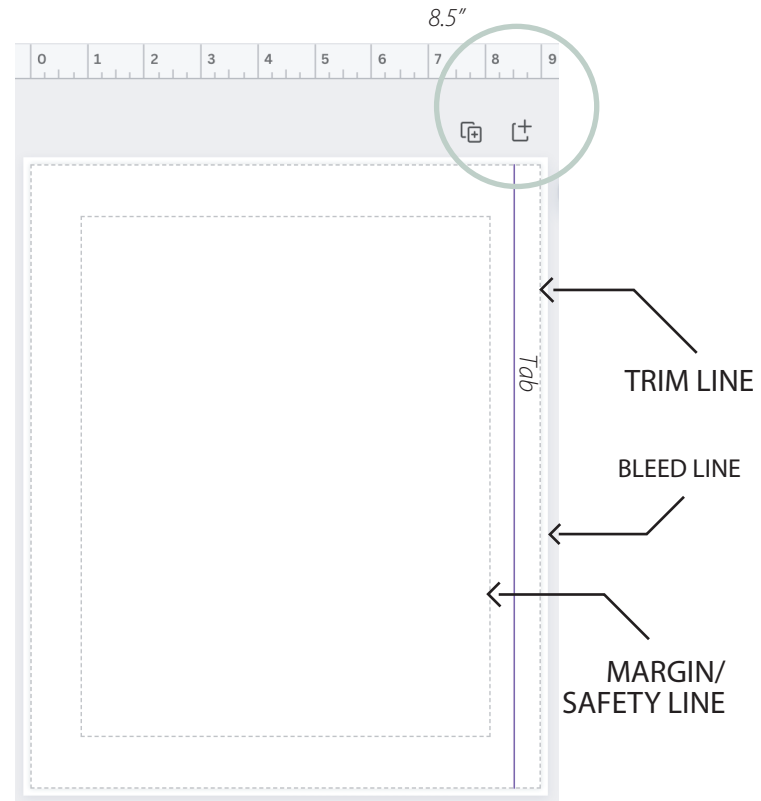


## DIE-CUT TABS: SINGLE AND DOUBLE SIDED CONTINUED

### BLEED AND CROP MARK SET UP

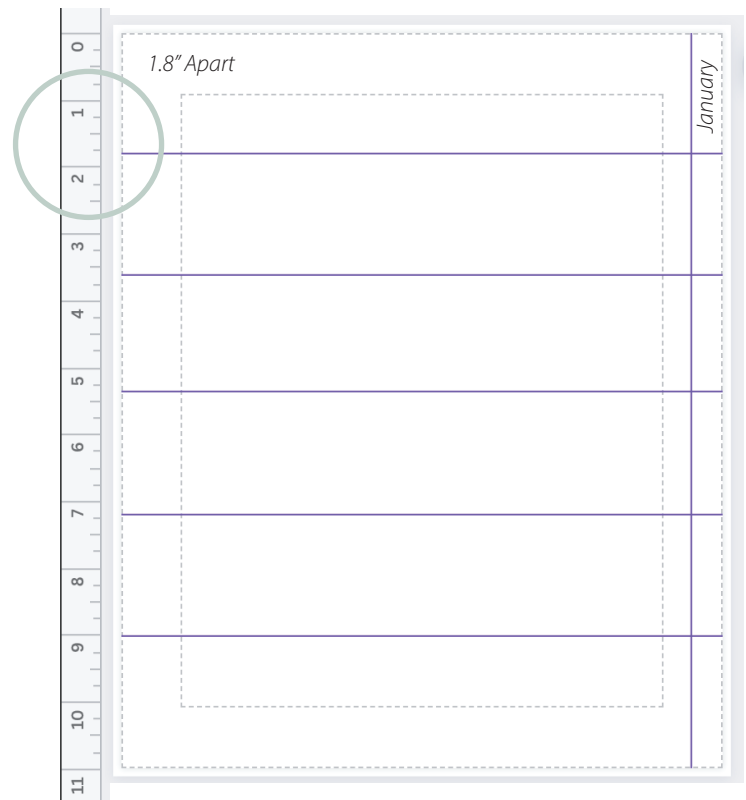
- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" outside your document page and another dotted line at .25" inside your document page.

*Use your ruler guides to make a template 0.5" off the right edge of the page*



### DETERMINE TAB SIZE

- To calculate the spacing of tabs, divide the height of the page by the number of tabs in your bank
- Divide the height of the document by the number of tabs you want in your document (ex: Divide 11" by 6 and that would make each tab 1.8")
- Use the ruler guides to create the spacing of the tabs to put the tab titles in
- Center content on page in the 8.5x11 space



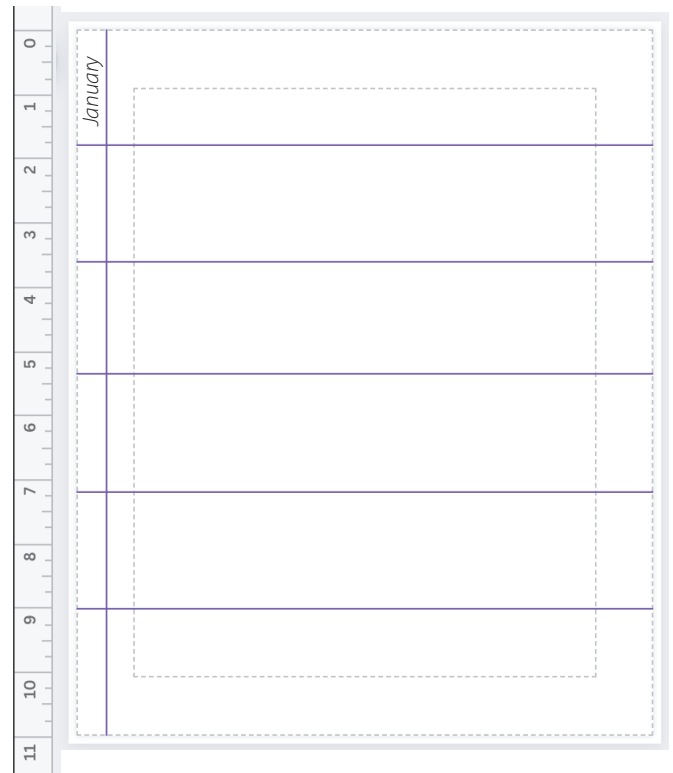


# DIE-CUT TABS: SINGLE AND DOUBLE SIDED CONTINUED

## 2-SIDED TABS

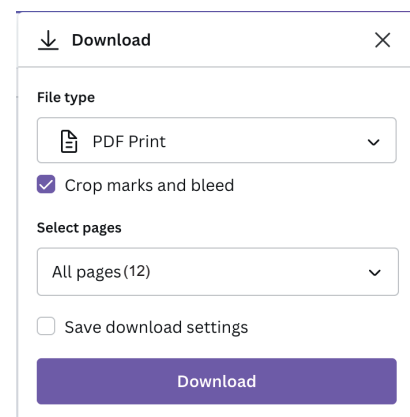
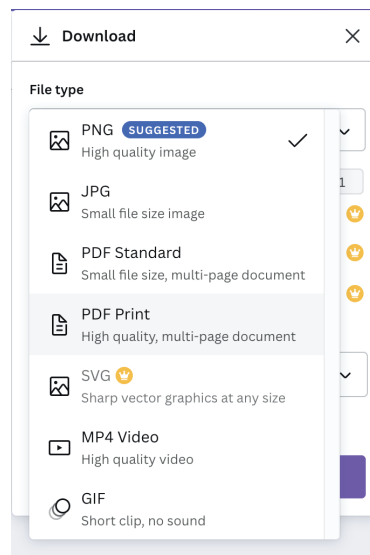
- Tabs can be printed single-sided or 2-sided. The body of the tab can contain graphics, or just the tab extension can be printed
  - For side 1 of the tabs, 1/2" for the tab to the right side of the. Center the content for the body of the tab within the page size – not the width of the tab.
  - For side 2 of the tabs, add 1/2" for the on the left side of the page. Center the content for the body of the tab within the page size – not the width of the tab.
- \* Remember that 1/2" will be trimmed from the tab side of the sheet.

*Tabs are inserted before an odd-numbered page in your PDF. Even numbered pages in a PDF are side two of a sheet of paper so a tab cannot be inserted before an even page number.*



## EXPORTING TO PDF

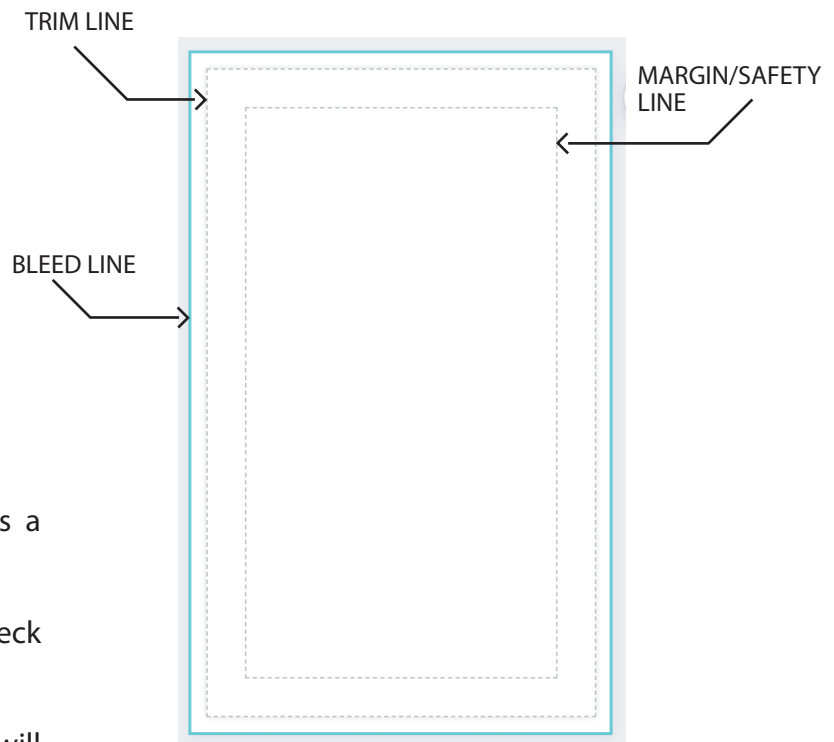
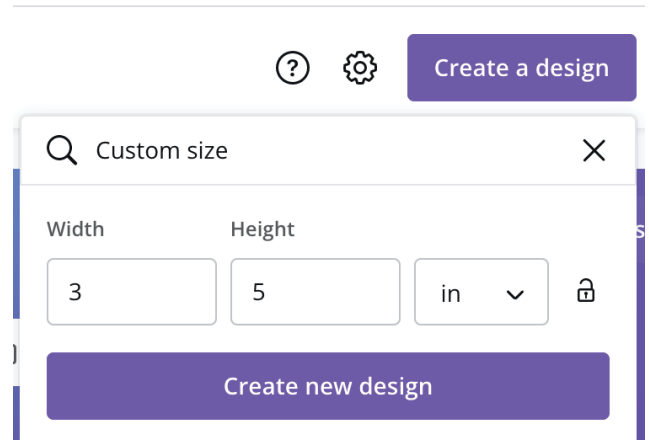
- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download





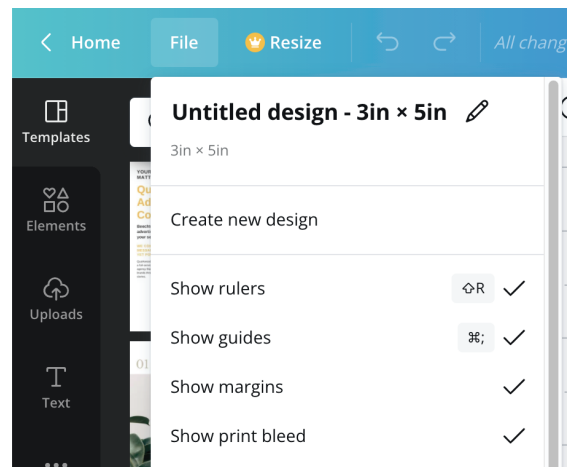
## INITIAL SET UP

- Begin by clicking the Create a Design Button
- Select Custom Size from the options
- Choose the size of your cards height and width
- Click Create New Design



## BLEED AND MARGIN

- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" inside your document page and another dotted line at .25" inside your document page.





## CARD DECKS CONTINUED

### DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.

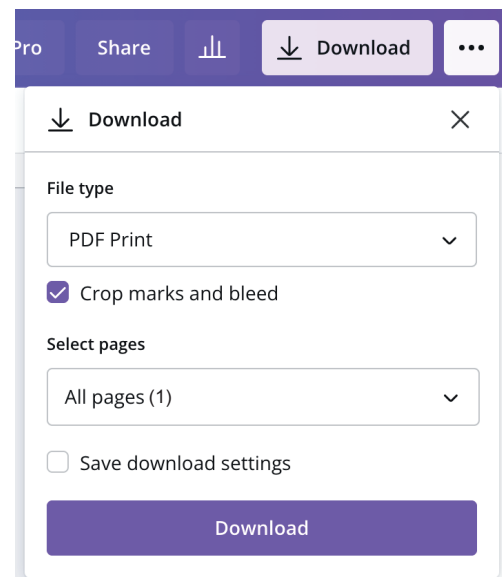
Page 1 will be Card 1, Page 2 will be the back of Card 1, Page 3 will be Card 2 and Page 4 will be the back of Card 2 and so on.

*If your card deck has the same back card for every card, you will simply click the duplicate button on the top of the card you want duplicated, then add single pages in between these cards for the fronts*



### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download







# CARD DECK TUCK BOX

## INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Cards, Card Decks, Bookmarks
- From the drop-down menu select Tuck Box
- Enter number of cards and card size

### Calculate Your Tuckbox Dimensions

Start Here:

To calculate the dimensions of your tuckbox finished size, use our calculator to determine the exact size of your tuckbox. NOTE: The box image is not to scale. Please use dimensions provided when creating artwork. Image is for layout configuration.

1. Enter # Cards:

*This is the total number of cards in your deck.*

2. Enter Card width in inches (left to right):

3. Enter Card height width in inches (top to bottom):

4. Finished Box Size in inches:

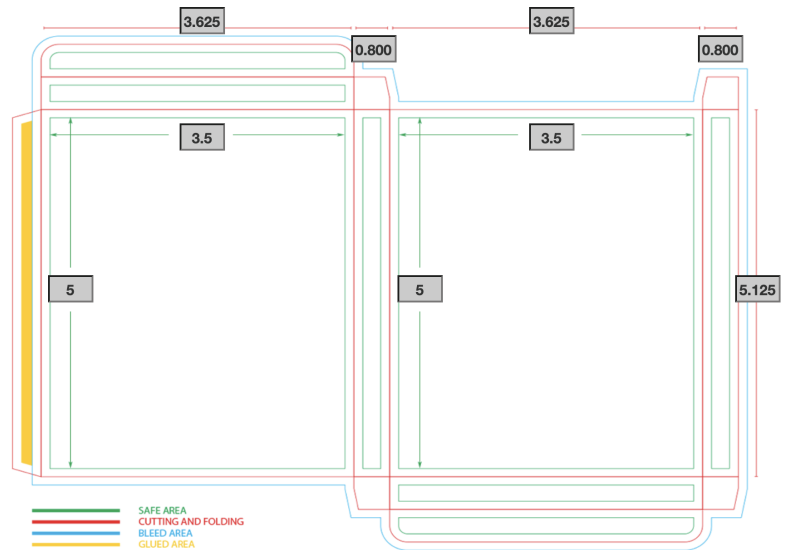
Total Box Width:

Total Box Height:

Total Depth:

[Update](#)

[Generate PDF](#)



NOTE: The box image is not to scale. Please use dimensions provided when creating artwork. Image is for layout configuration.

- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Add both card size width to depth size (x3) to get the correct width of document, Add card size height to depth size (x4) to get the correct height of document (ex. for a card deck that is 5x3.5 with 50 cards, your cover width will be 9.65" wide by 8.325" tall)
- Click Create New Design

The screenshot shows the Canva Custom size input form. It has a search bar with "Custom size" and a close button. Below the search bar, there are two input fields for "Width" and "Height". The Width field contains "9.65" and the Height field contains "8.325". To the right of these fields are units "in" and a dropdown arrow. There is also a lock icon. At the bottom of the form is a button labeled "Create new design".

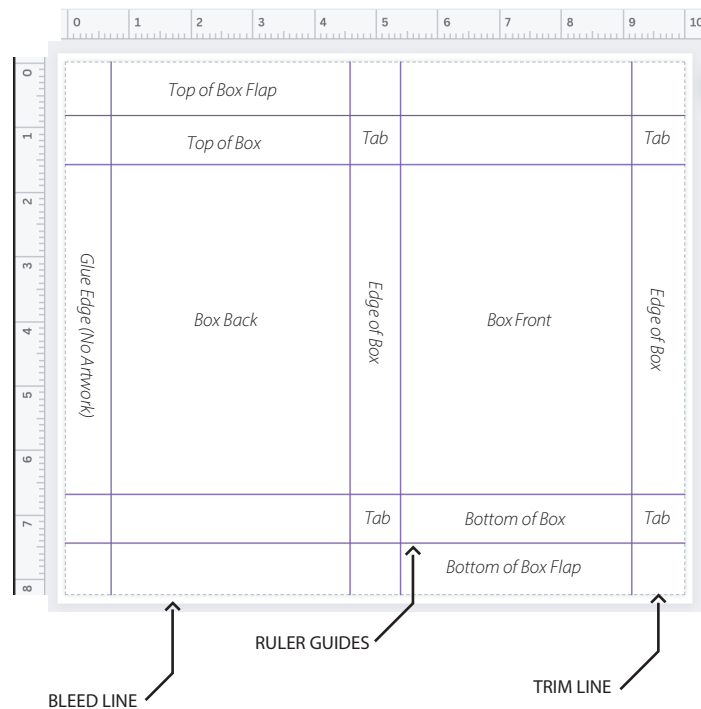


## CARD DECK TUCK BOX CONTINUED

### TEMPLATE SET UP

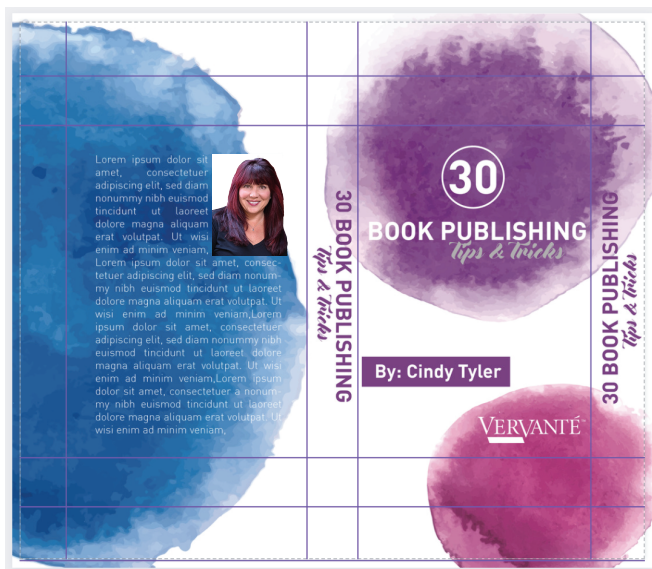
- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned off
- You will now notice dotted lines around the document
- Use your ruler guides to make the tuck box template

Use your ruler guides to create a template for your tuck box by dragging over left to right to .8", 4.425", 5.225", and 8.85." Then from top to bottom drag the guides to .8", 1.6", 6.725", 7.525", and 8.325." Delete template before submitting the final design.



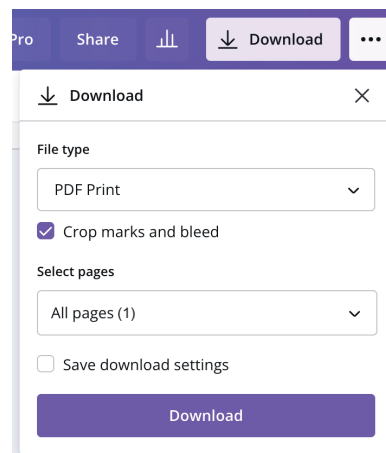
### DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.



### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download





# KISS-CUT STICKERS

## INITIAL SET UP

- Begin by clicking the Create a Design Button
- Select Custom Size from the options
- Choose the size of your products interior pages
- Click Create New Design

Custom size

Width: 8.5 Height: 11 in

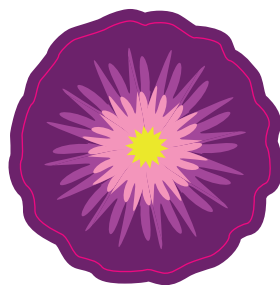
Create new design

## BLEED AND MARGIN

- Use the ruler guides to make a 1/2" margin on the top and bottom of your sheet
- Place another ruler guides on the right and left side 1/4" from the edge
- If your sticker has a bleed, please make sure the sticker design is 1/8" outside of cut line
- If your sticker does not need a bleed, please make sure the sticker is 1/8" inside the cut line
- There needs to be 1/16" between each stickers cut line



Example of sticker with no bleed and the design 1/8" inside cut line



Example of sticker with 1/8" bleed



## KISS-CUT STICKERS CONTINUED

### DESIGN LAYOUT

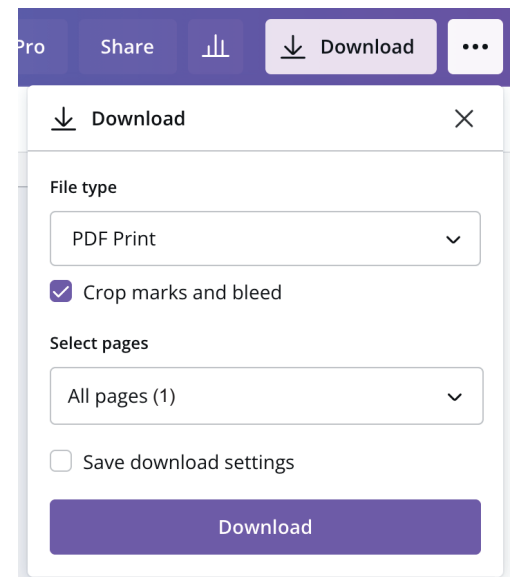
Here is an example of how a design layout should look with the magenta lines outlining the stickers and correct measurements between the stickers and around the edge of the document.

*Note: Canva is not a vector based software. You will not be able to add the vector cut lines correctly. If you cannot add the magenta cut line in another program, such as an Adobe Software, we'll be happy to add this for you.*



### EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download





## INITIAL SET UP

- Begin by clicking the Create a Design Button
- Select Custom Size from the options
- Choose the size of your product cover ( For this example I will be using a 8.5x11 spiral cover)
- Margins are automatically set to 1", only 0.5" is required.
- Click Create New Design

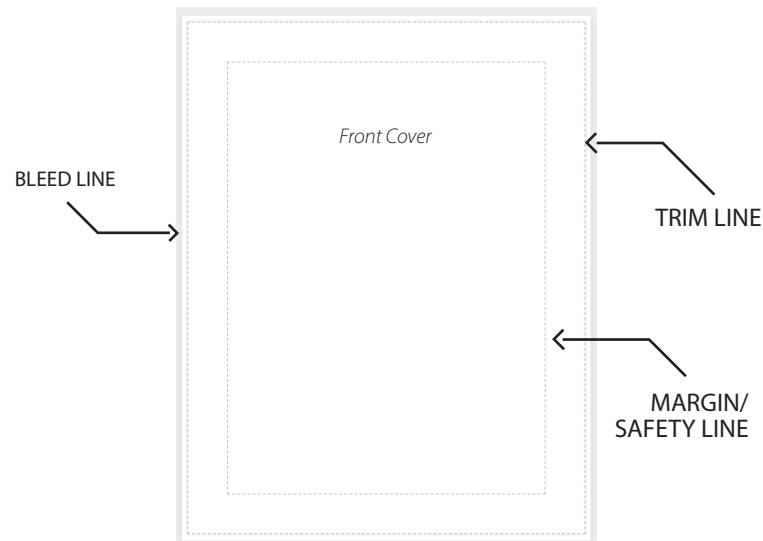
Custom size

Width: 8.5 Height: 11 in

Create new design

## BLEED AND CROP MARK SET UP

- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" outside your document page and another dotted line at .25" inside your document page.



*You will create a one page document that will be paired with the front cover in the printing process*

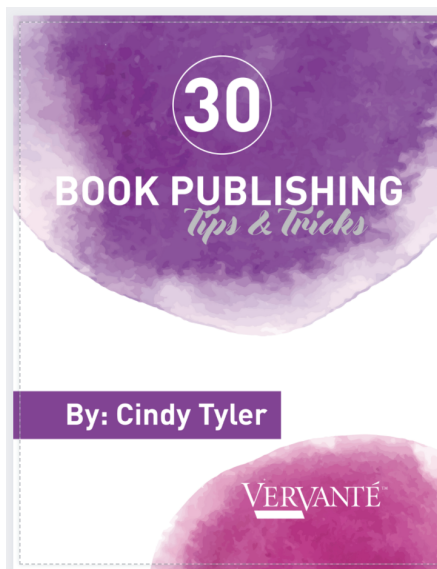




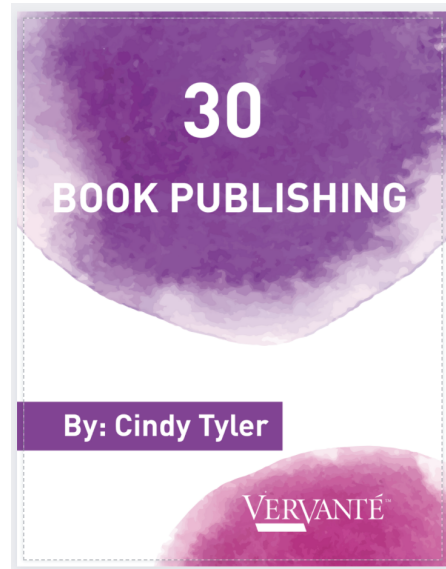
## FOIL STAMP CONTINUED

### PRINTED COVER SET UP

- Identify which parts of your cover you would like to be foil (ex: The outline around 30 and Tips and Tricks will be foiled in this front cover design)
- When you submit your cover design these elements will not be included (see example)



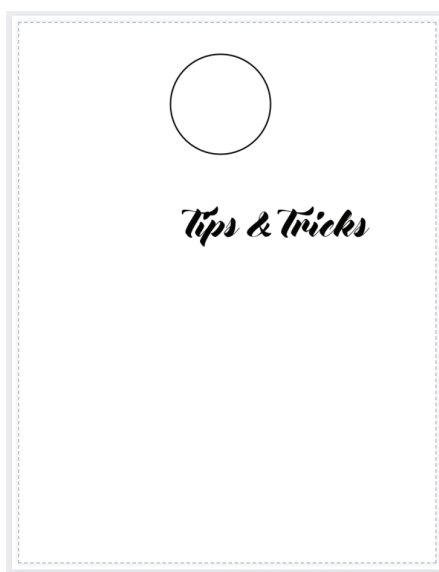
1. Original Cover



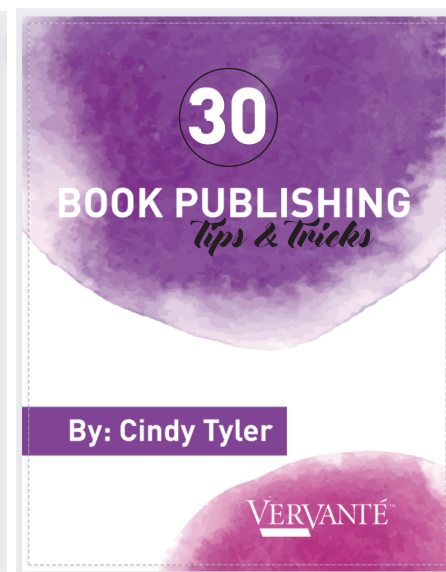
2. Cover with Foil Elements Removed

### FOIL COVER SET UP

- Remove these elements from the printed cover design
- Replace these elements in the exact same place in a new document as in the printed copy
- The foil elements need to be in 100% black
- To double check your placement, you can realign them and double check that they are aligned correctly



3. New Cover with Foil Elements



4. Double Checking Alignment

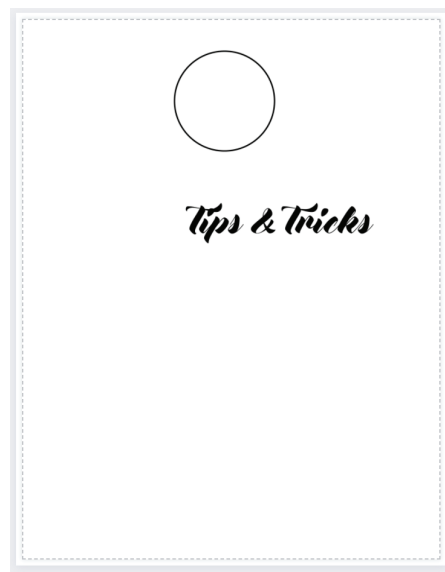
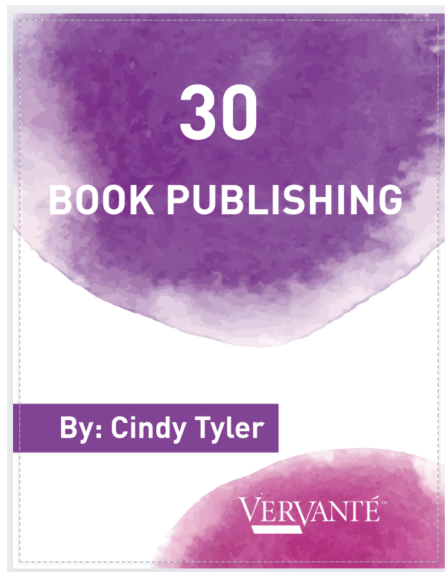


## FOIL STAMP CONTINUED

### DESIGN LAYOUT

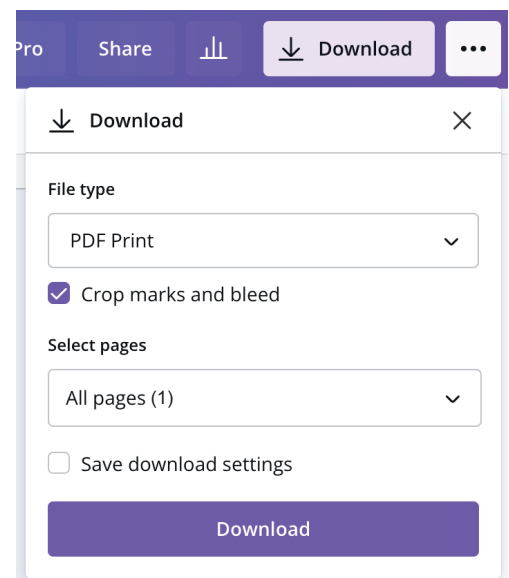
Here is an example of how the design layout should look for both documents submitted for the printed cover and the foil cover.

*Two documents will be submitted for foil covers.  
1 Full Color cover and 1 Black and White Foil Cover*



### EXPORTING TO PDF

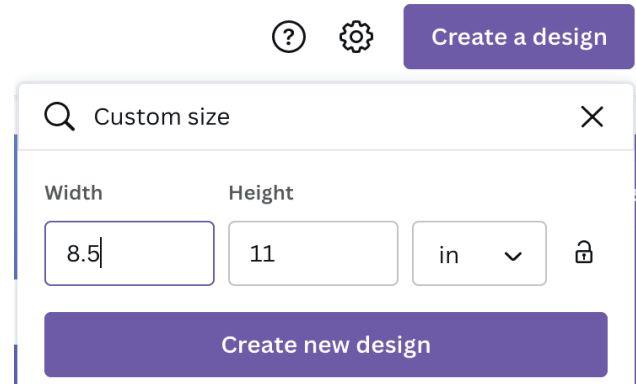
- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download





## INITIAL SET UP

- In Canva begin by clicking the Create a Design Button
- Select Custom size from the options
- Make width of page size the trim size of your page, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 8.5" wide by 11" tall)
- Margins are automatically set to 1", only 0.5" is required.
- Click Create New Design



## EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download

