CREATING PRODUCTS
using Canva

HARDCOVER WITH WIRE-O OR SPIRAL BINDING

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
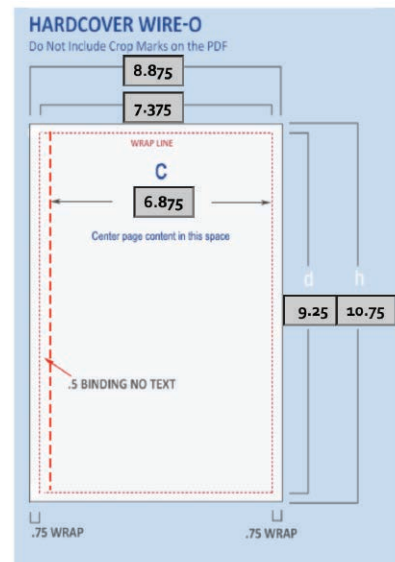- Enter number of pages and document size

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: Wire-o
2. Enter # Pages: 0

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

3. Enter Page width in inches (left to right): 7
4. Enter Page height width in inches (top to bottom): 9
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

HARDCOVER WIRE-O
Do Not Include Crop Marks on the PDF

8.875
7.375
WRAP LINE
C
6.875
Center page content in this space
9.25 10.75
.5 BINDING NO TEXT
.75 WRAP   .75 WRAP

- 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.
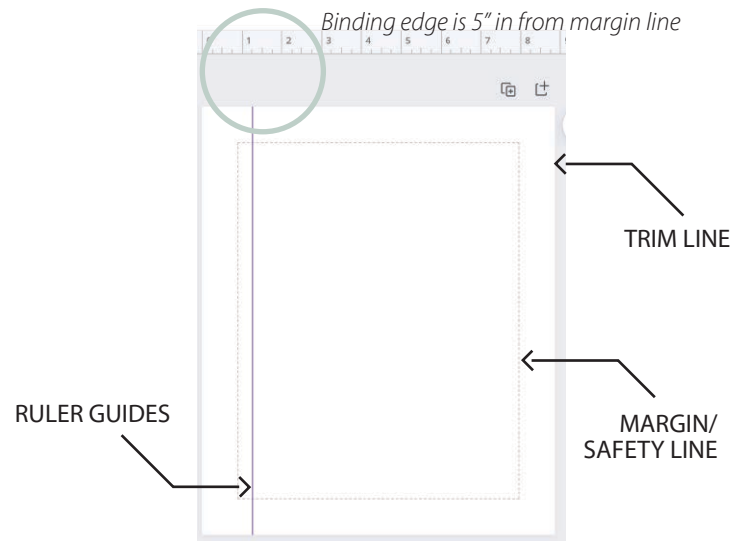- Click Create New Design

Create a design

Custom size

Width   Height

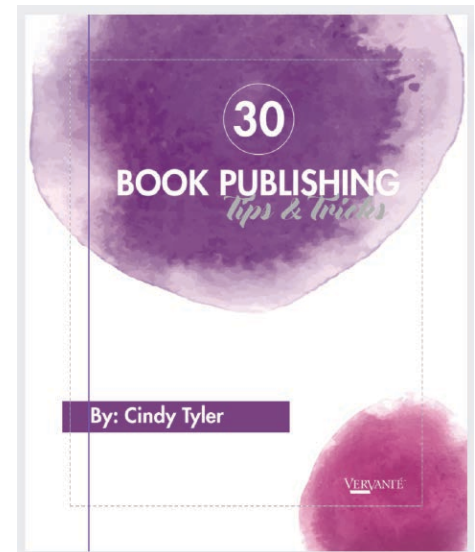8.875   10.75   in

Create new design

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

Binding edge is 5" in from margin line

TRIM LINE

RULER GUIDES

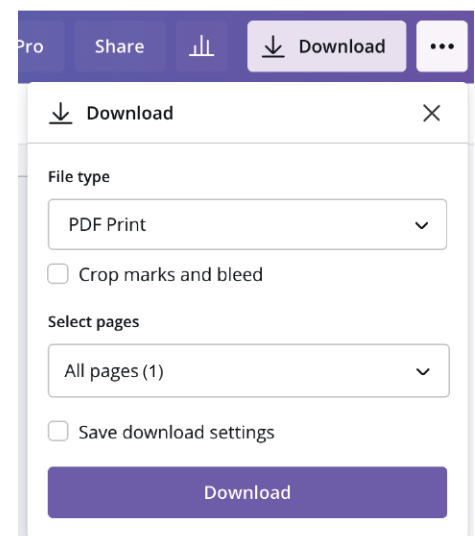MARGIN/ SAFETY LINE

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.

30
BOOK PUBLISHING
Tips & Tricks

By: Cindy Tyler

VERVANTE

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

Pro | Share | Download | •••

Download ✕

File type
PDF Print ⌄

☐ Crop marks and bleed

Select pages
All pages (1) ⌄

☐ Save download settings

Download

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

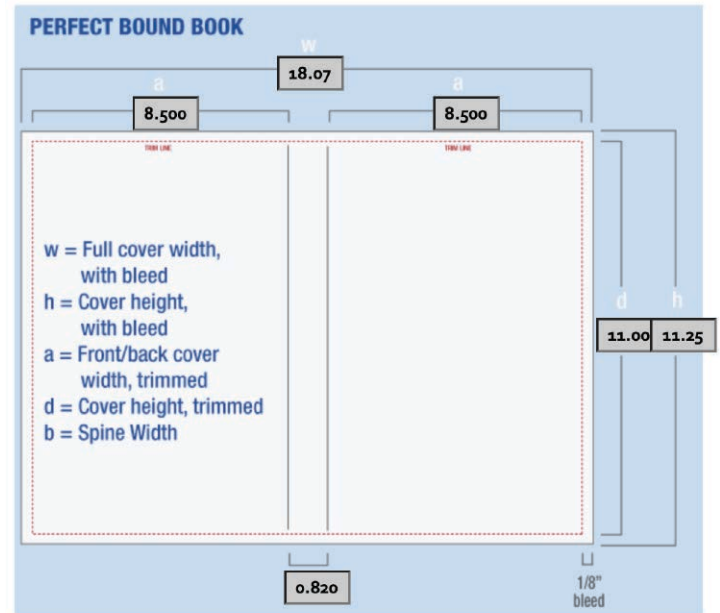   *This is the total number of pages in your book, not the number of sheets.*

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

PERFECT BOUND BOOK

w = Full cover width, with bleed
h = Cover height, with bleed
a = Front/back cover width, trimmed
d = Cover height, trimmed
b = Spine Width

w: 18.07
a: 8.500
a: 8.500
d: 11.00
h: 11.25
b: 0.820
1/8" bleed

- 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

Create a design

Custom size

Width: 17.82   Height: 11   in

Create new design

8.5" and 9.32"

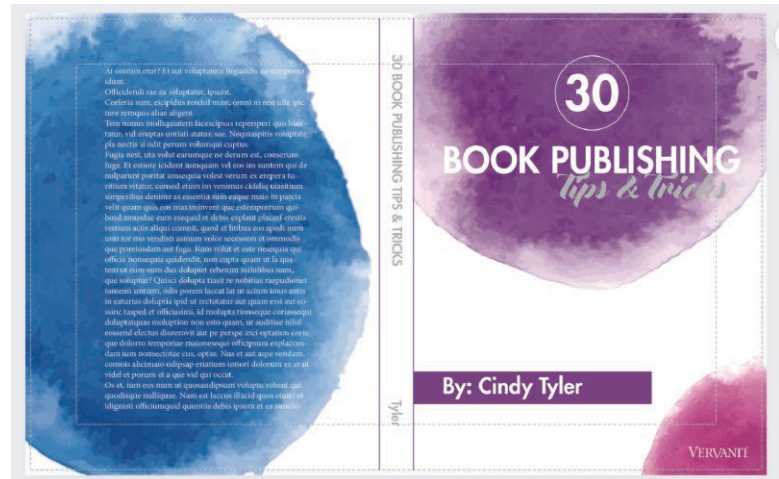## BLEED AND CROP MARK SET UP

- 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.
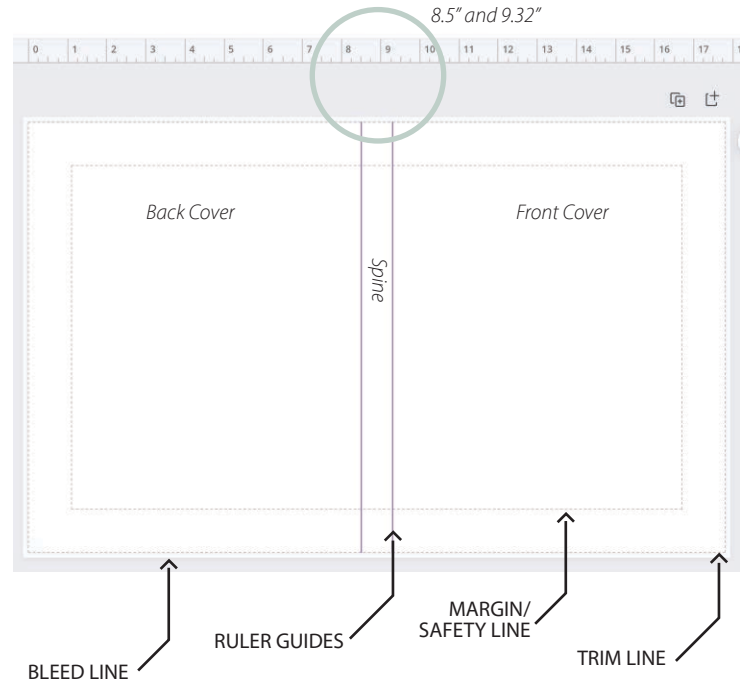
Back Cover

Spine

Front Cover

BLEED LINE
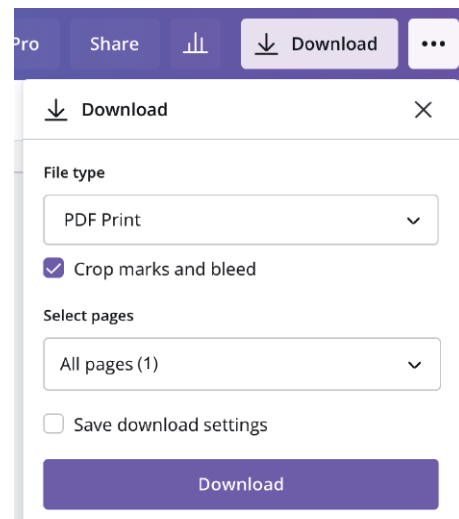
RULER GUIDES

MARGIN/ SAFETY LINE

TRIM LINE

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.

30 BOOK PUBLISHING TIPS & TRICKS

30 BOOK PUBLISHING *tips & tricks*

By: Cindy Tyler

VERVANTE

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

Pro   Share   ↓ Download   ...

↓ Download   ✕

File type

PDF Print   ⌄

☑ Crop marks and bleed

Select pages

All pages (1)   ⌄

☐ Save download settings

Download

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
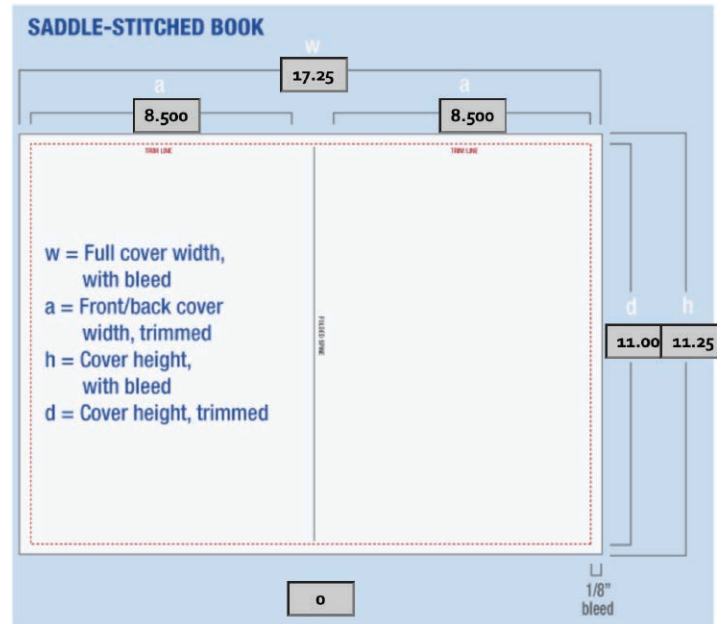- Enter number of pages and document size

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: Saddle-Stitched
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: 17.25 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

SADDLE-STITCHED BOOK

w = 17.25
a = 8.500   a = 8.500

w = Full cover width, with bleed
a = Front/back cover width, trimmed
h = Cover height, with bleed
d = Cover height, trimmed

d = 11.00   h = 11.25

o

1/8" bleed

- 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
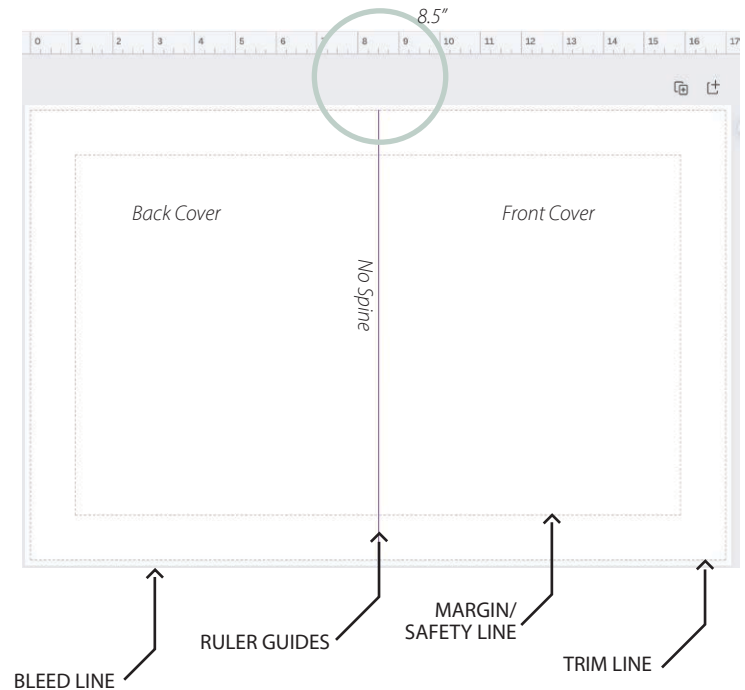- Click Create New Design
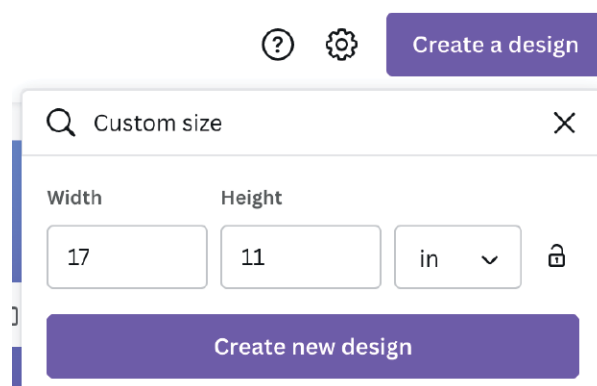
Create a design

Custom size ✕

Width   Height

17   11   in

Create new design

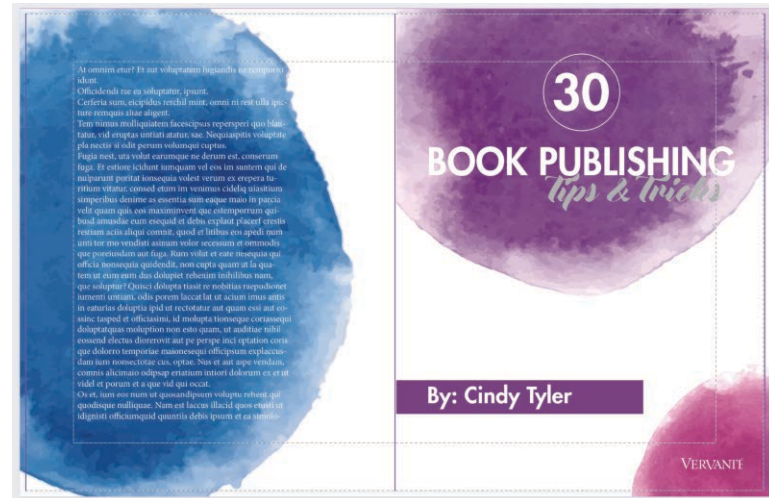## BLEED AND CROP MARK SET UP

- 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.

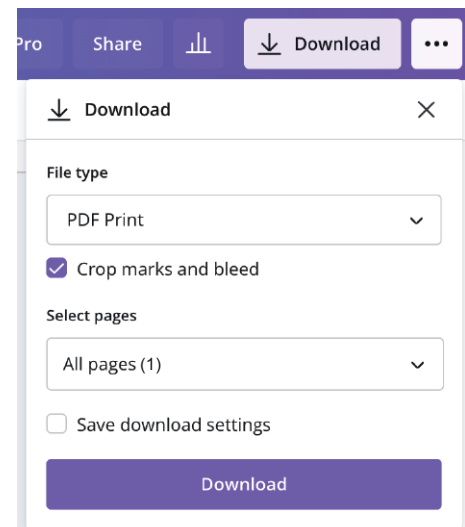*Use your ruler guides to create a center point in your document to separate your front and back cover designs at 8.5".*

8.5"

Back Cover

Front Cover

No Spine

MARGIN/
SAFETY LINE

RULER GUIDES

TRIM LINE

BLEED LINE

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

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
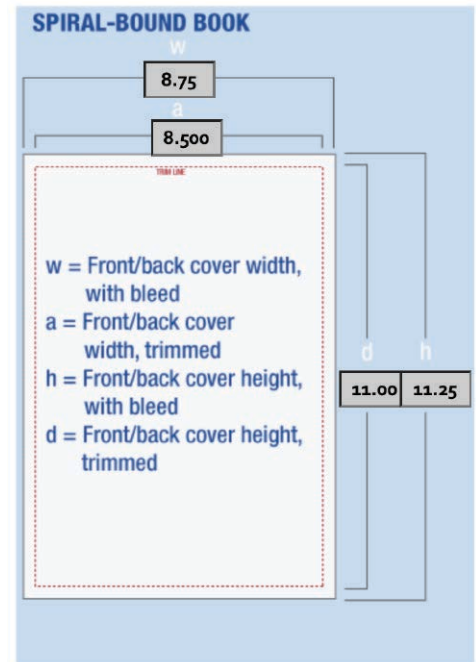- Enter number of pages and document size

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: Spiral or Wire-o Bound (soft and board)
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: 8.75 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

SPIRAL-BOUND BOOK

8.75

8.500

w = Front/back cover width, with bleed
a = Front/back cover width, trimmed
h = Front/back cover height, with bleed
d = Front/back cover height, trimmed

11.00 11.25

- 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
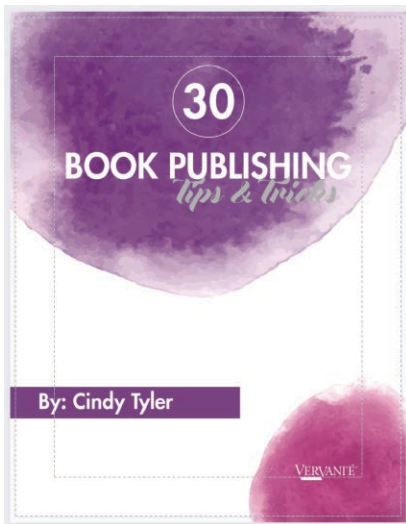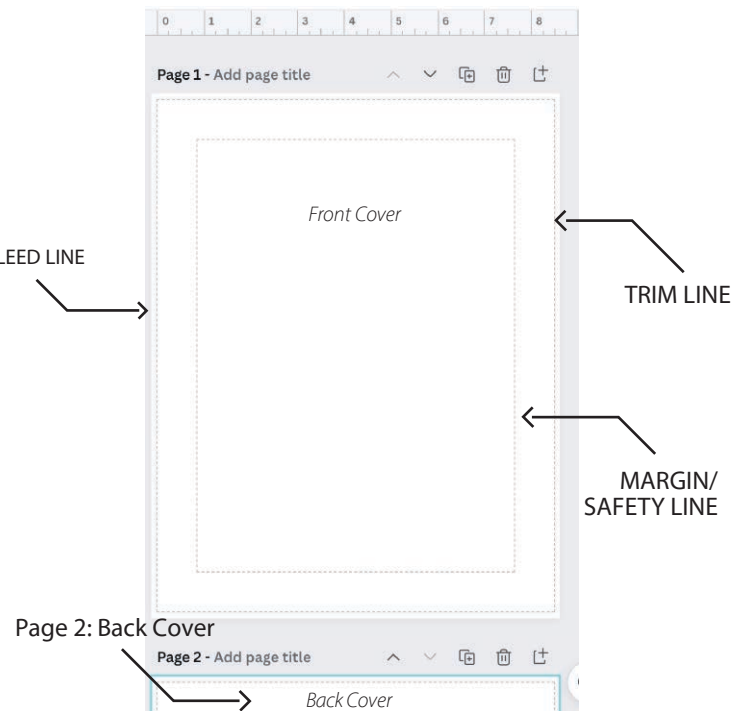- Margins are automatically set to 1", only 0.5" is required.
- Click Create New Design

Create a design

Custom size

Width   Height

8.5   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.

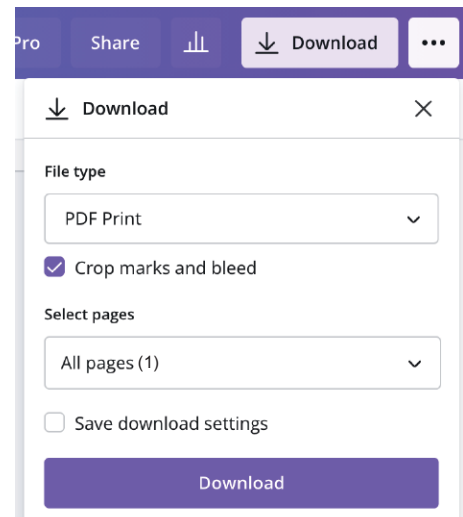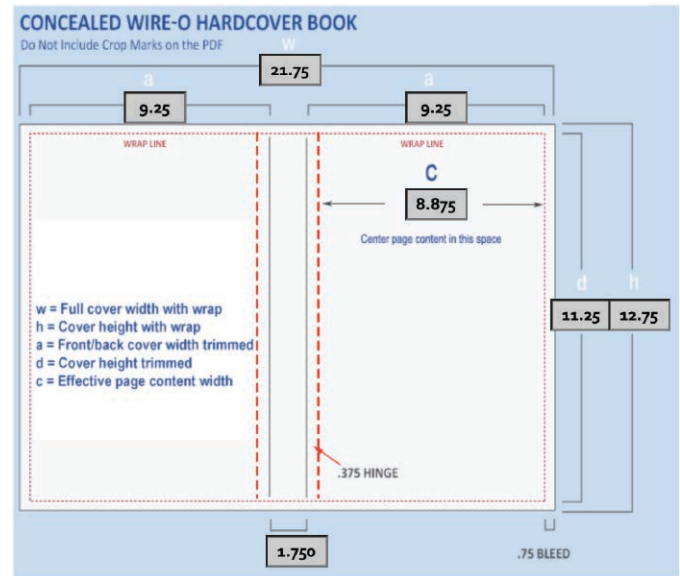*You will create two page document for your front and back cover design*

BLEED LINE

Page 1 - Add page title

Front Cover

TRIM LINE

MARGIN/ SAFETY LINE

Page 2: Back Cover

Page 2 - Add page title

Back Cover

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

- Select Download

Share | Download | ...

Download

File type

PDF Print

☑ Crop marks and bleed

Select pages

All pages (1)

☐ Save download settings

Download

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: Concealed Wire-o
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: 21.75 Total Cover Height: 12.75

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

[Update]

CONCEALED WIRE-O HARDCOVER BOOK
Do Not Include Crop Marks on the PDF

w = 21.75
a = 9.25   a = 9.25
WRAP LINE   WRAP LINE
c = 8.875
Center page content in this space

w = Full cover width with wrap
h = Cover height with wrap
a = Front/back cover width trimmed
d = Cover height trimmed
c = Effective page content width

d = 11.25   h = 12.75

.375 HINGE

1.750   .75 BLEED

- 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

[Create a design]

Custom size

Width: 21.75   Height: 12.75   in

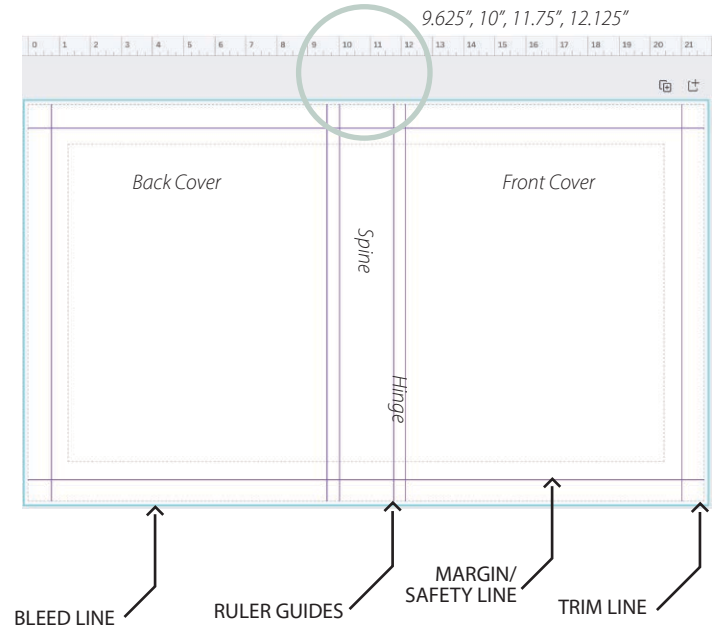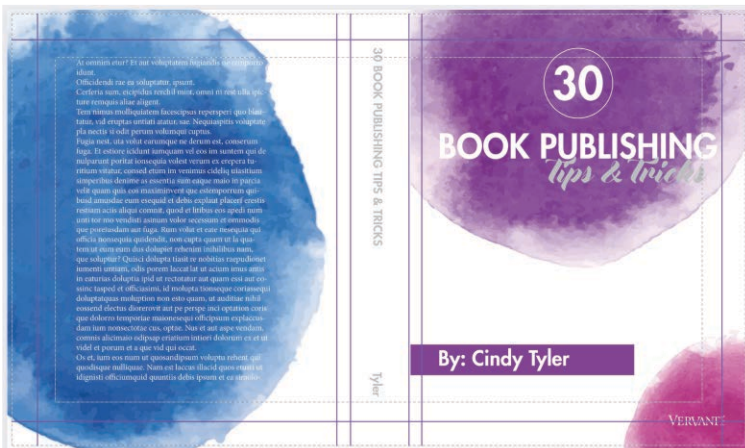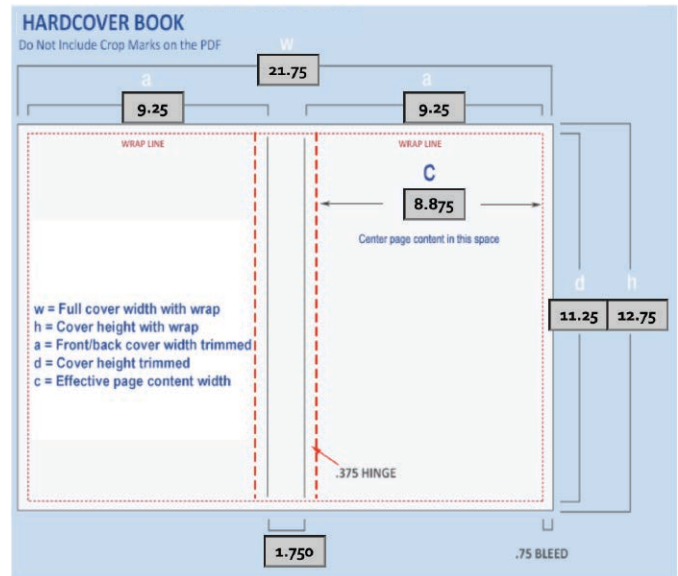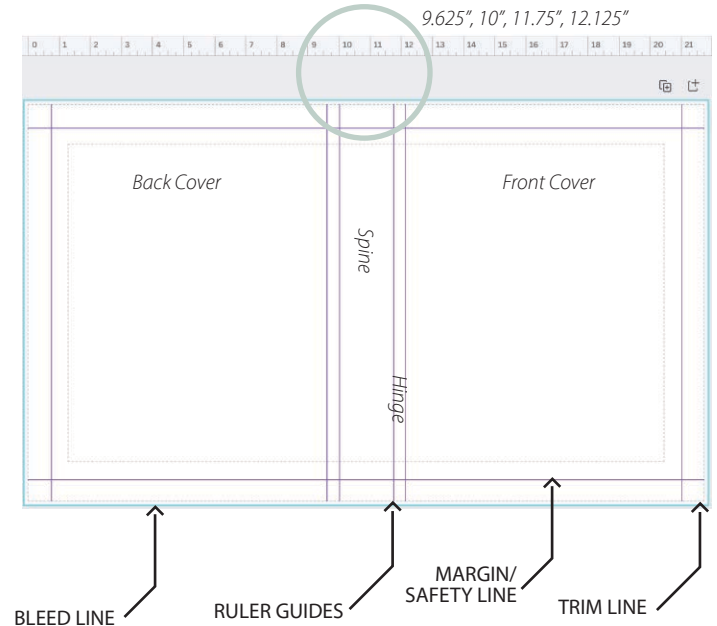[Create new design]

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.

9.625", 10", 11.75", 12.125"

Back Cover   *Front Cover*

Spine

Hinge

BLEED LINE   RULER GUIDES   MARGIN/ SAFETY LINE   TRIM LINE

30 BOOK PUBLISHING TIPS & TRICKS

30
BOOK PUBLISHING
tips & tricks

By: Cindy Tyler

Tyler

VERVANTE

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

Pro   Share   ↓ Download   ...

↓ Download   ✕

File type

PDF Print   ⌄

☐ Crop marks and bleed

Select pages

All pages (1)   ⌄

☐ Save download settings

Download

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: Case Wrap
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: 21.75 Total Cover Height: 12.75

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

Update

HARDCOVER BOOK
Do Not Include Crop Marks on the PDF

w
21.75
a 9.25   a 9.25

WRAP LINE   WRAP LINE
c
8.875
Center page content in this space

w = Full cover width with wrap
h = Cover height with wrap
a = Front/back cover width trimmed
d = Cover height trimmed
c = Effective page content width

d h
11.25 12.75

.375 HINGE

1.750   .75 BLEED

- 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

Create a design

Custom size

Width   Height

21.75   12.75   in

Create new design

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
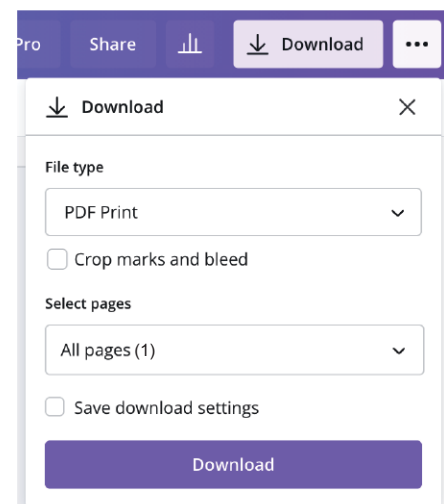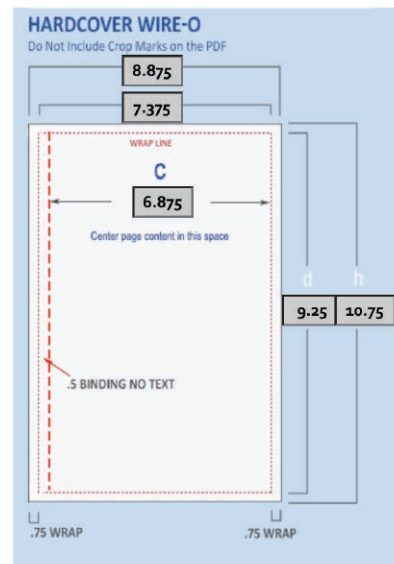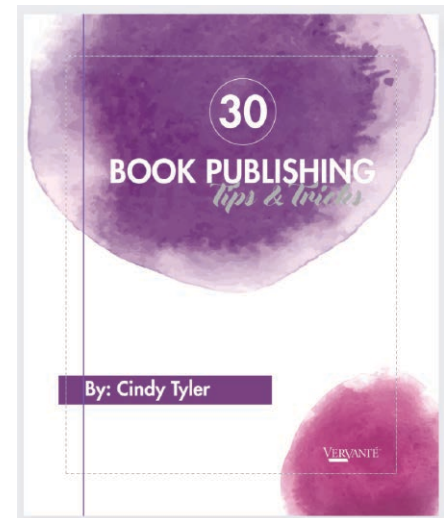
9.625", 10", 11.75", 12.125"

Back Cover   Front Cover

Spine

Hinge

BLEED LINE   RULER GUIDES   MARGIN/ SAFETY LINE   TRIM LINE

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.
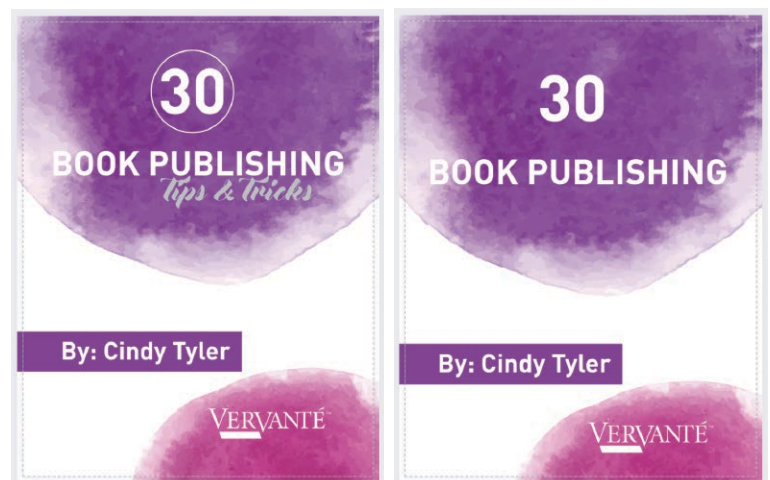
DESIGN LAYOUT

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.

30 BOOK PUBLISHING TIPS & TRICKS

30 BOOK PUBLISHING *tips & tricks*

By: Cindy Tyler

VERVANTE

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

Pro   Share   Download   ...

↓ Download   ✕

File type
PDF Print ⌄

☐ Crop marks and bleed

Select pages
All pages (1) ⌄

☐ Save download settings

Download

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: Wire-o
2. Enter # Pages: 0

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

3. Enter Page width in inches (left to right): 7
4. Enter Page height width in inches (top to bottom): 9
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

HARDCOVER WIRE-O
Do Not Include Crop Marks on the PDF

8.875
7.375
WRAP LINE
C
6.875
Center page content in this space
9.25 10.75
.5 BINDING NO TEXT
.75 WRAP   .75 WRAP

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

Create a design

Custom size

Width   Height
8.875   10.75   in

Create new design

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

Binding edge is 5" in from margin line

TRIM LINE

RULER GUIDES

MAR
SAFETY LINE

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.

PRINTED COVER SET UP

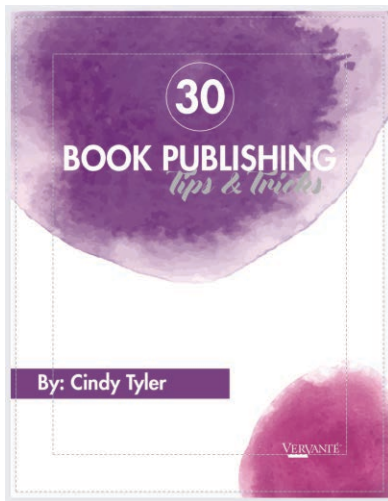- Identify which parts of your cover you would like to be foil (ex: The outline around 30 and Tips and Tricks will be foiled in this front cover design)

- 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

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
- **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

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: Spiral or Wire-o Bound (soft and board) ⌄
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: 8.75   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]

SPIRAL-BOUND BOOK

8.75
8.500

w = Front/back cover width, with bleed
a = Front/back cover width, trimmed
h = Front/back cover height, with bleed
d = Front/back cover height, trimmed

11.00   11.25

- 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

Custom size   ✕

Width   Height

8.5   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 two page document for your front and back cover design

BLEED LINE

TRIM LINE

MARGIN/ SAFETY LINE

Front Cover

Page 2: Back Cover

Back Cover

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.

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

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

- 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.
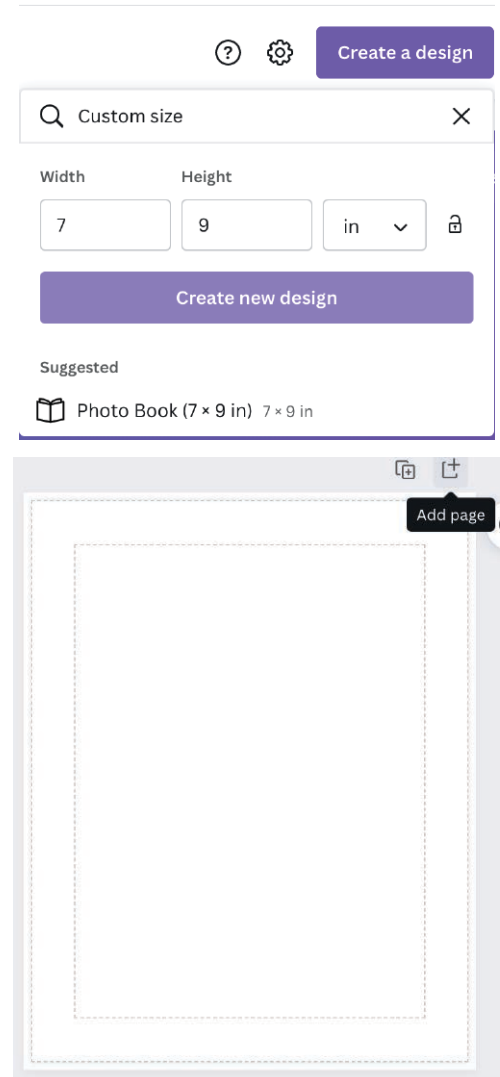
EXPORTING TO PDF

- 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
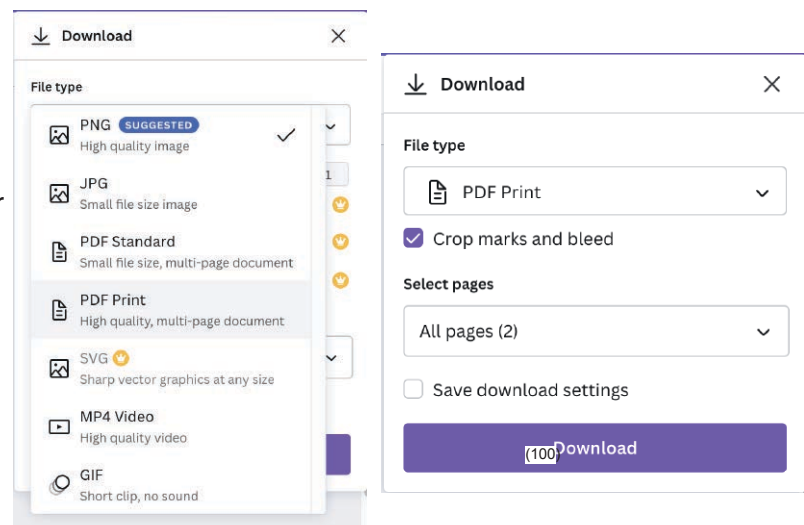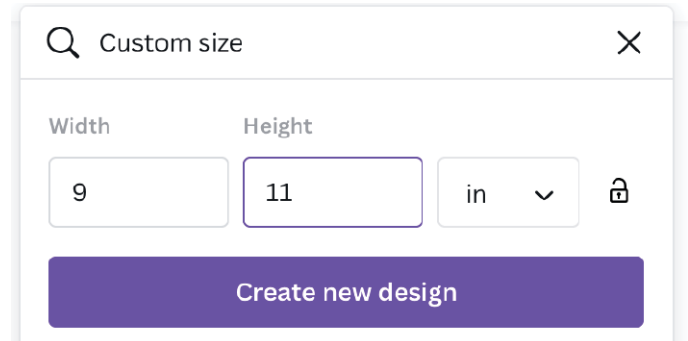
INITIAL SET UP

- 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)

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*

8.5"

Tab

TRIM LINE

BLEED LINE

MARGIN/ SAFETY LINE
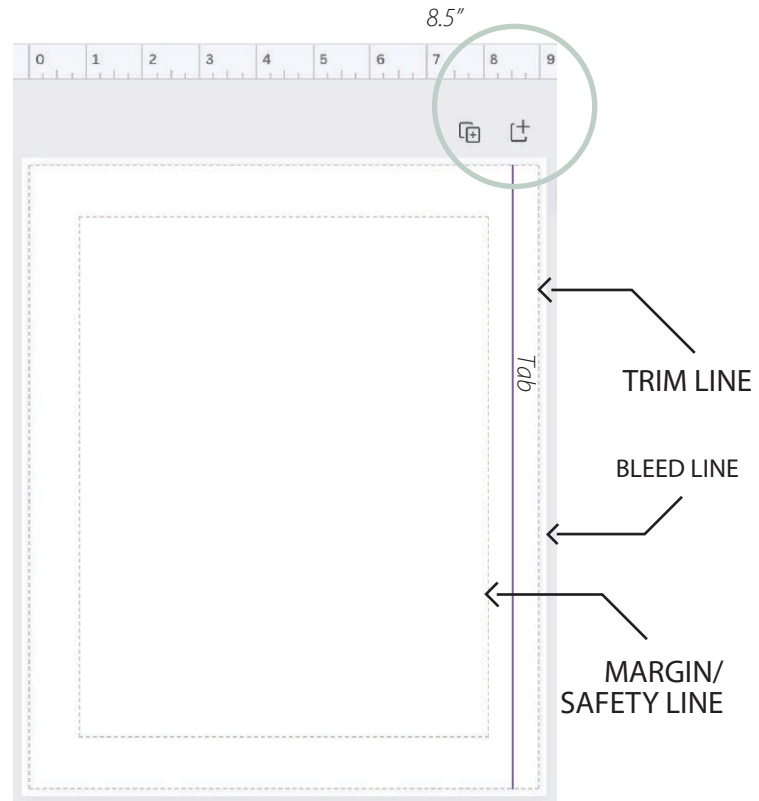
DETERMINE TAB SIZE

1.8" Apart

January

- 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
- Tabs cannot be smaller than 1" wide
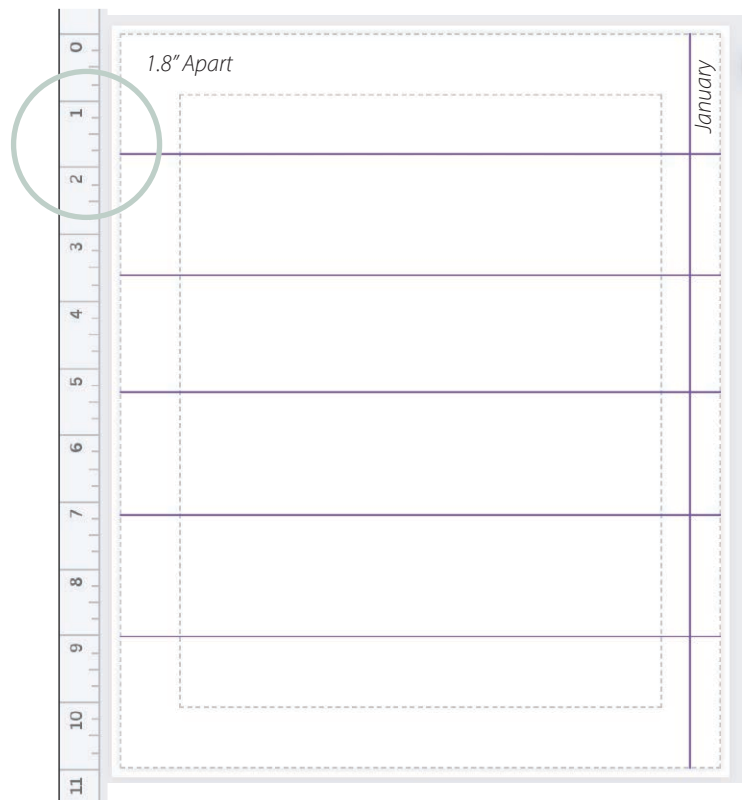
2-SIDED TABS

- 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 ½" 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.
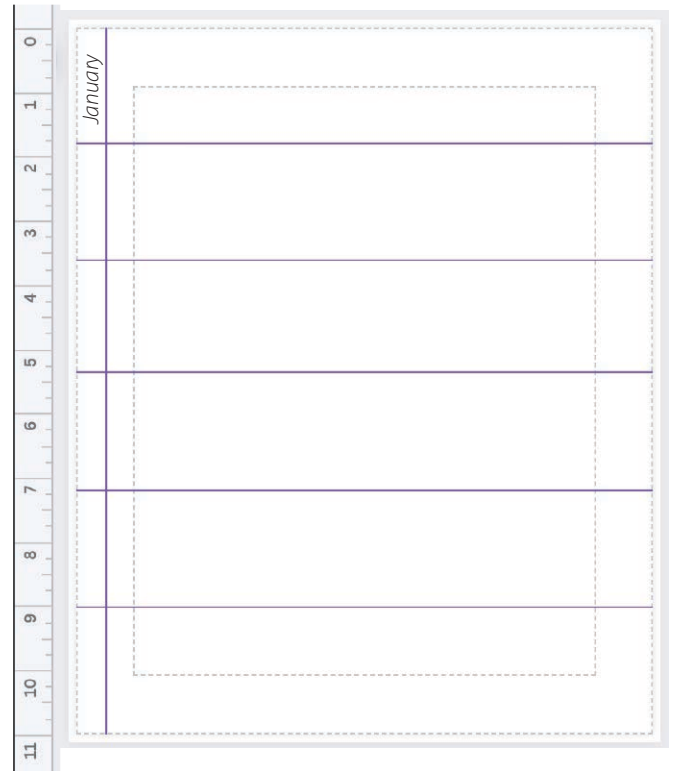
EXPORTING TO PDF

- 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
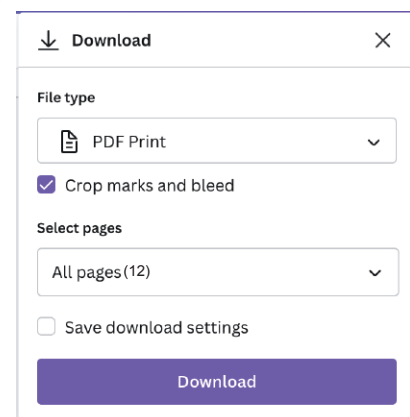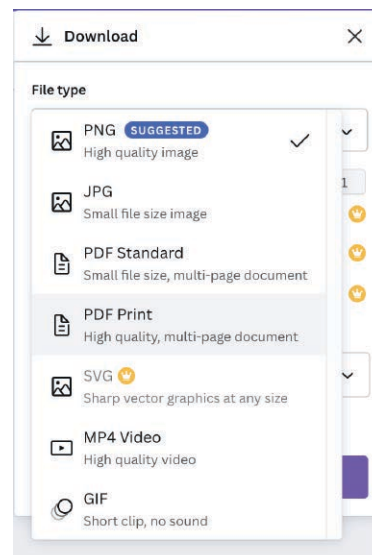
INITIAL SET UP

- 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
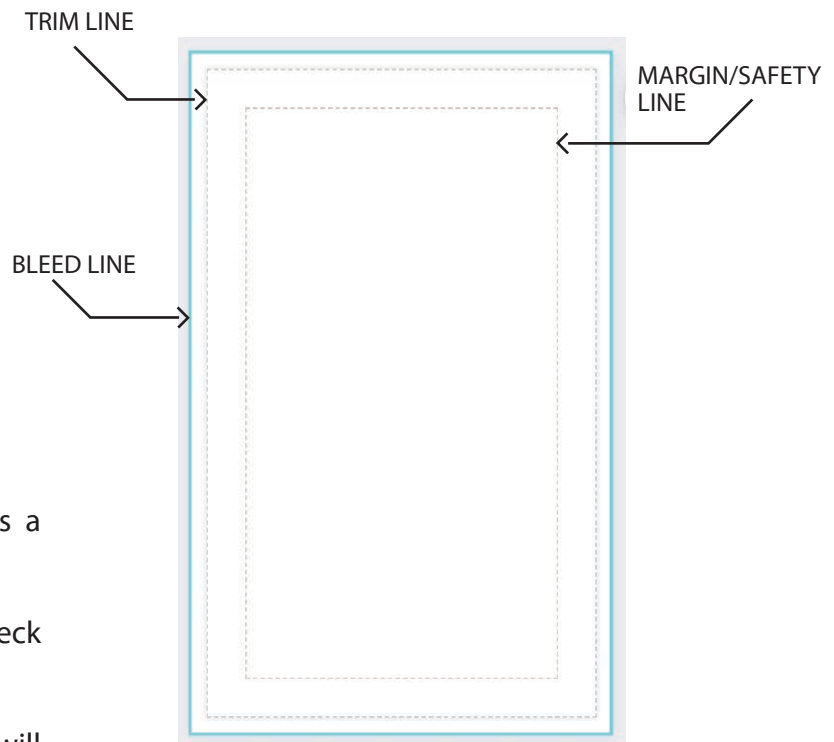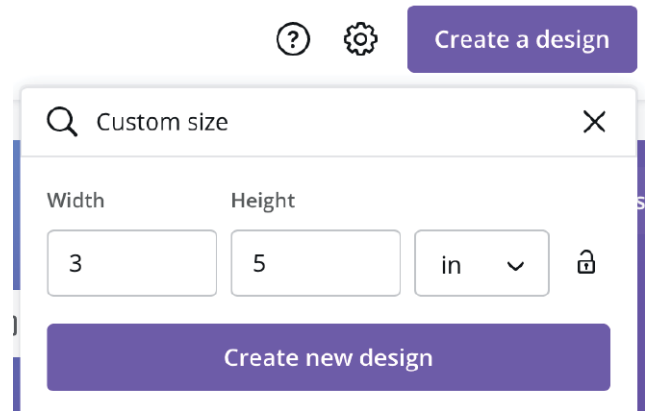
TRIM LINE

MARGIN/SAFETY LINE

BLEED LINE

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.
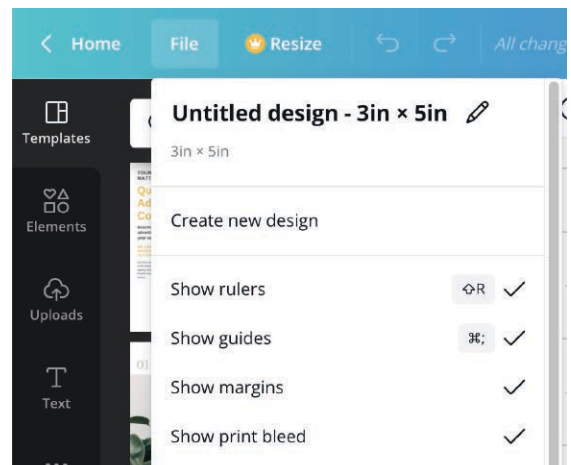
DESIGN LAYOUT

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
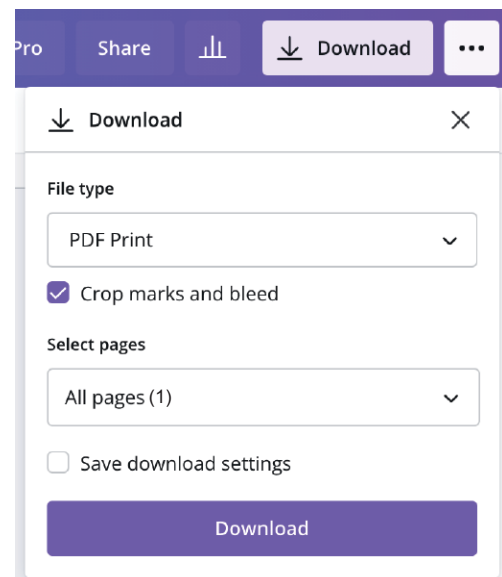
INITIAL SET UP

- 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: `50`

    This is the total number of cards in your deck.

2. Enter Card width in inches (left to right): `3.5`

3. Enter Card height width in inches (top to bottom): `5`

4. Finished Box Size in inches:

    Total Box Width: `3.625`

    Total Box Height: `5.125`

    Total Depth: `0.800`

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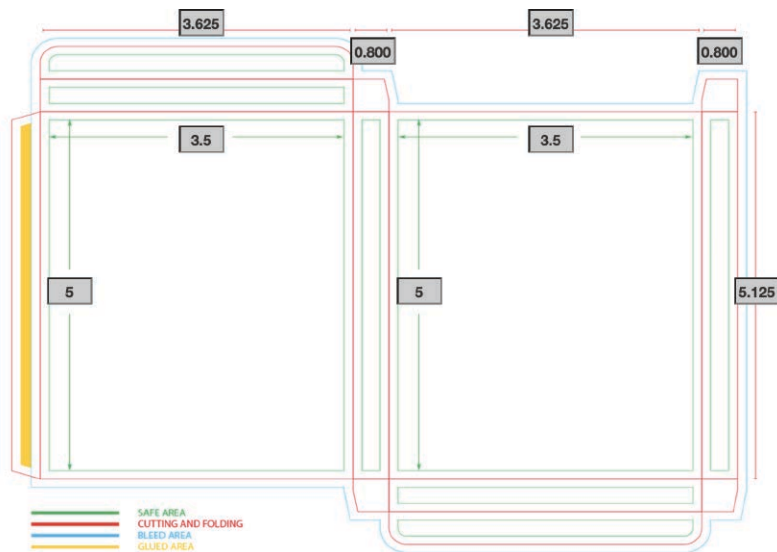
NOTE: The box image is not to scale. Please use dimensions provided when creating artwork. Image is for layout configuration.

- In Canva begin by clicking the Create a Design Button

    Select Custom size from the options

- Width of box: 2x width of cards plus bleed
  Depth: 3x width (spine)
  Height: card height + 4x flaps

- EXAMPLE
  Box Width (3.625x3.625)+(0.800x3)= 9.65
  Box Height (5.125)+(0.800x4)=8.325

- Click Create New Design

Custom size ✕

Width   Height

`9.65`   `8.325`   in ⌄   🔓

Create new design

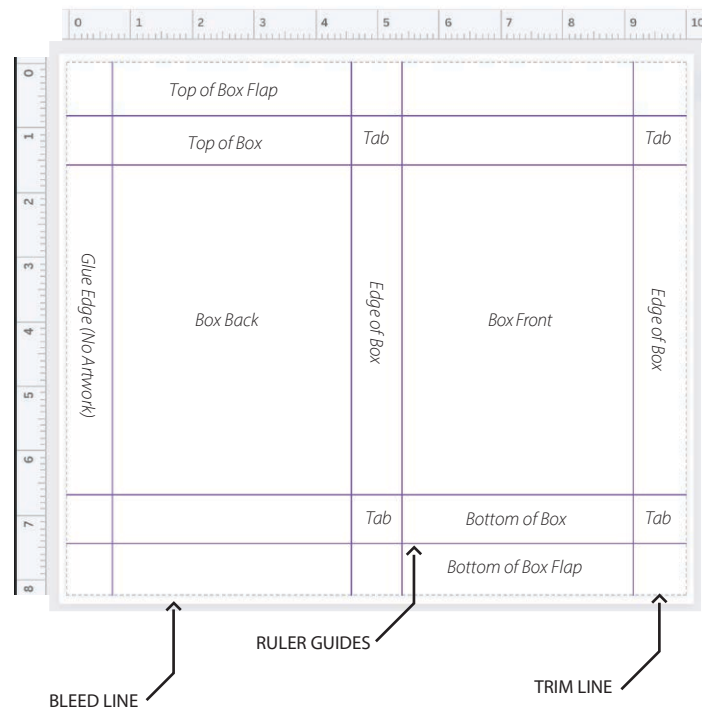## TEMPLATE SET UP

- 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.

Top of Box Flap

Top of Box — Tab — Tab

Glue Edge (No Artwork)

Box Back — Edge of Box — Box Front — Edge of Box

Tab — Bottom of Box — Tab

Bottom of Box Flap

RULER GUIDES

TRIM LINE

BLEED LINE

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.
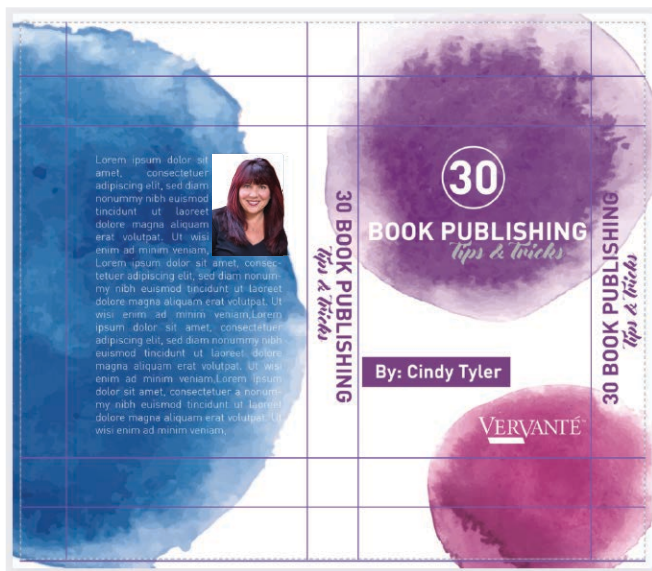
EXPORTING TO PDF

- 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

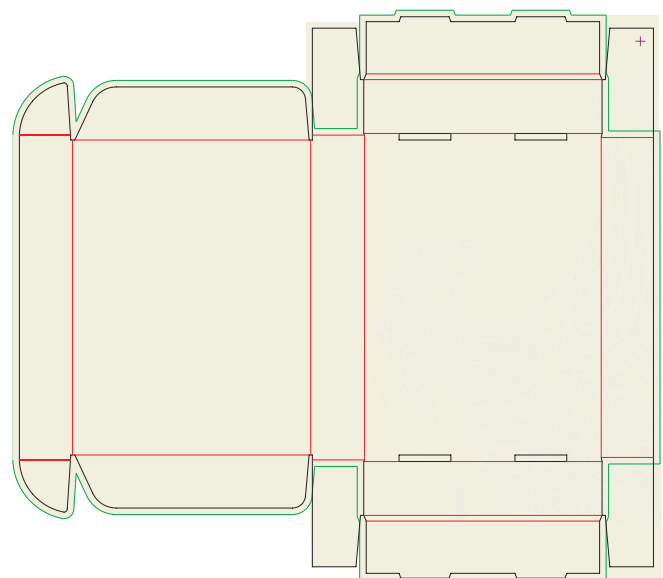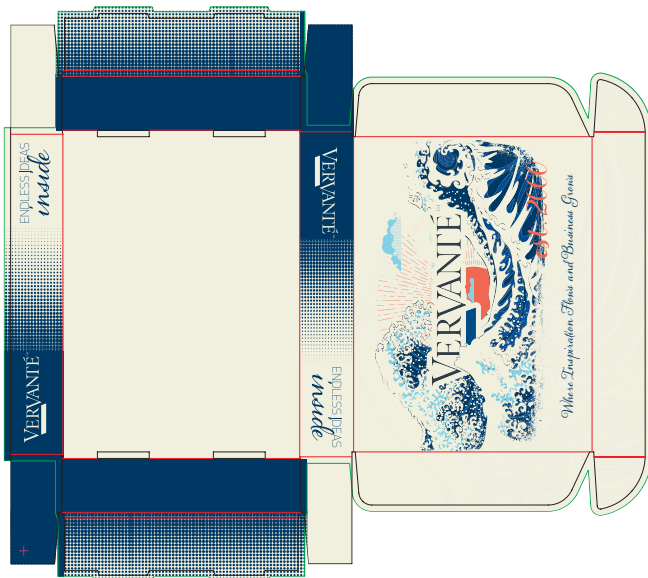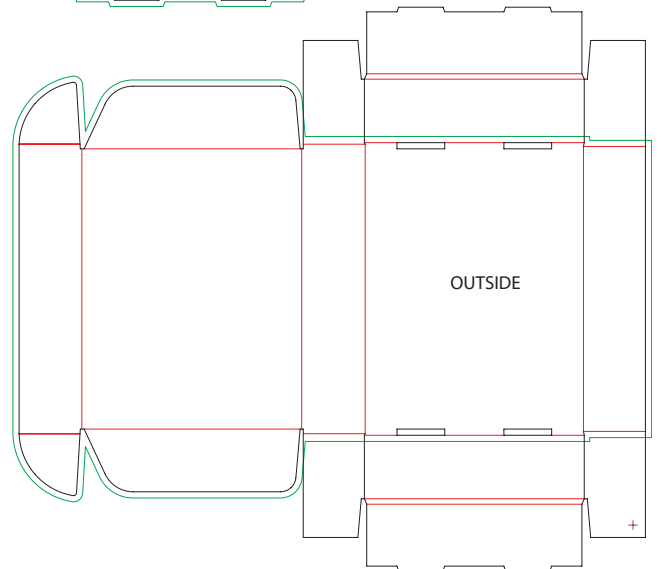- Color Profile should be set to CMYK
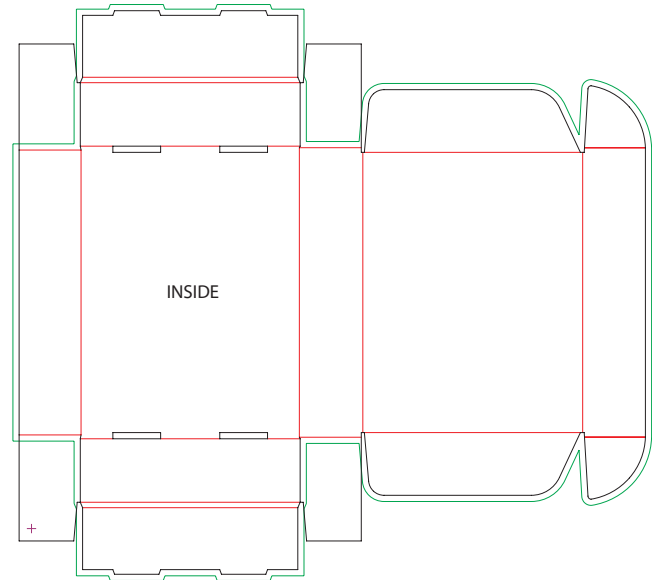
- Select Download
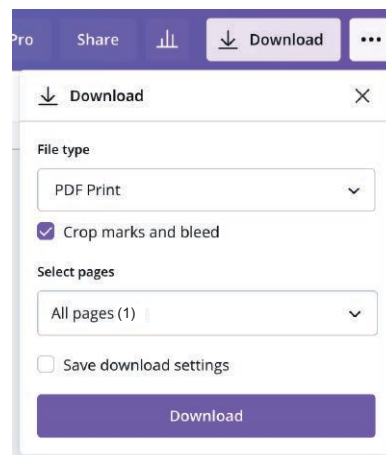
INITIAL SET UP

- Begin by using the Vervante provided Template
- In Canva begin by clicking the Create a Design Button
- Select Import File from the options
- This will import the file to scale of the template provided by Vervante
- You will do this for both Inside and Outside templates for the box

INSIDE

DESIGN LAYOUT

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

OUTSIDE

EXPORTING TO PDF

- Click the download button in the upper right corner

- File Type > PDF Print

- Un-check the Crop Marks and Bleed if selected by default

- Select Page > All Pages

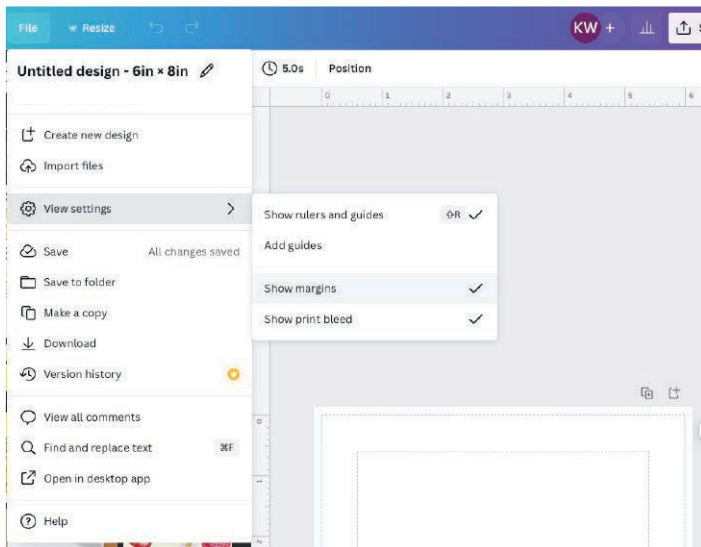- Color Profile should be set to CMYK

- Select Download
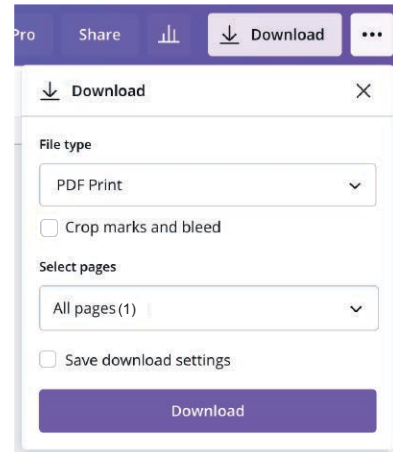
INITIAL SET UP

Custom printed bubble mailers are available in the following sizes:

• 6 x 8

• 7 x 9

• 10 x 12

• Bubble mailers can be printed single sided or two-sided.

• Begin by clicking the Create a Design Button

• Select Custom Size from the options

• Input one of the above sizes in the designated boxes

• 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.
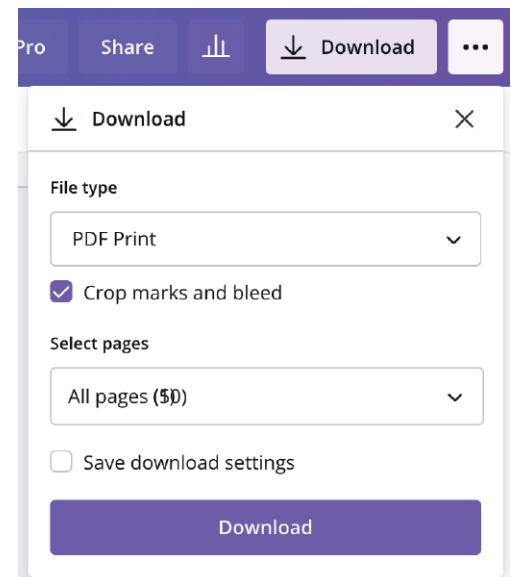
DESIGN LAYOUT

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

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

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

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
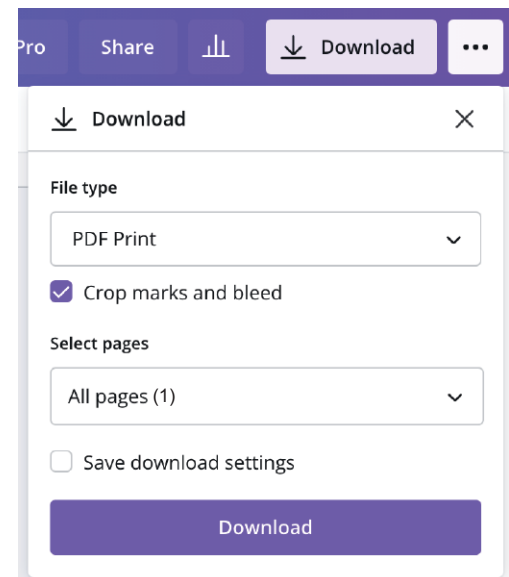
INITIAL SET UP

- 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.
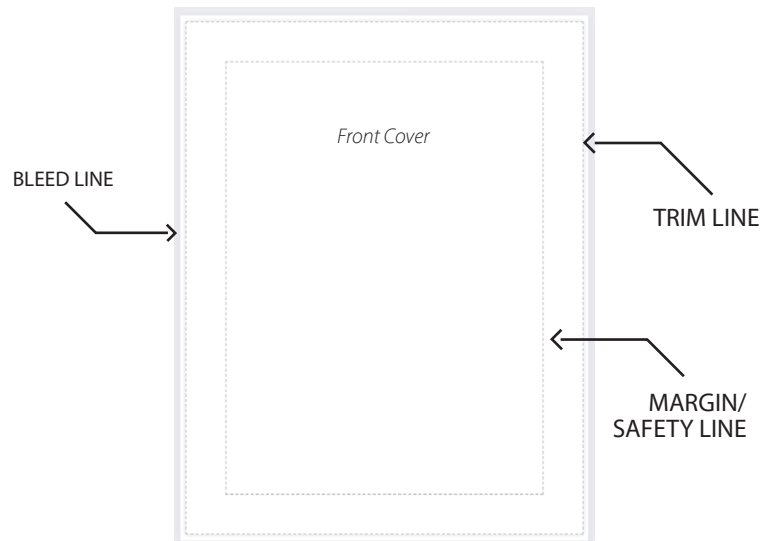
- Click Create New Design

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
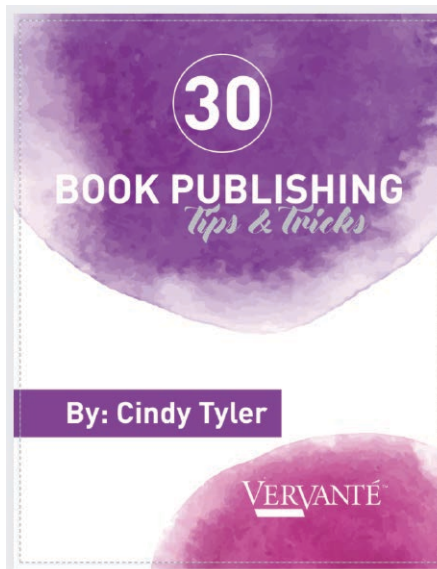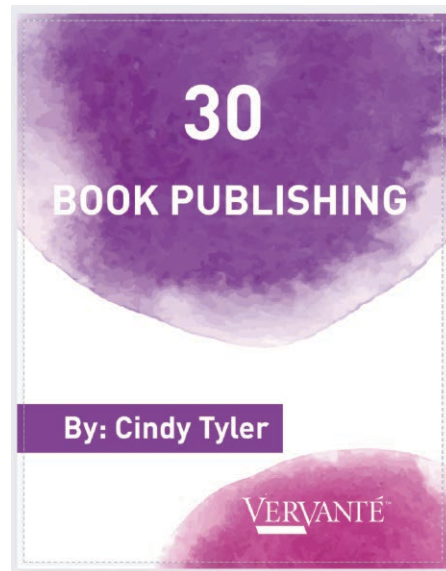

BLEED LINE

Front Cover

TRIM LINE

MARGIN/
SAFETY LINE

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)
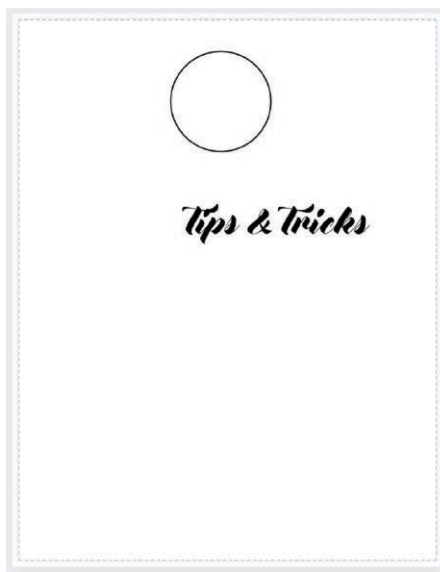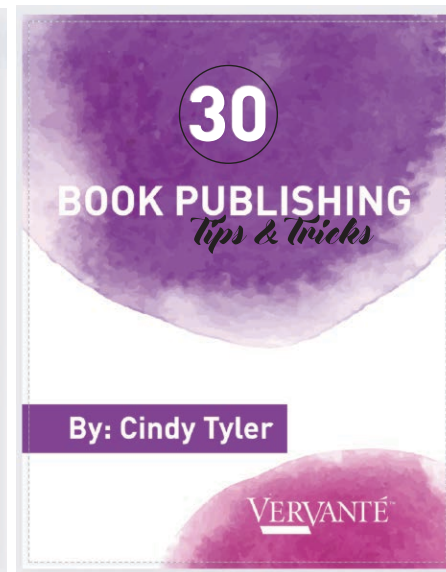

1. Original Cover

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

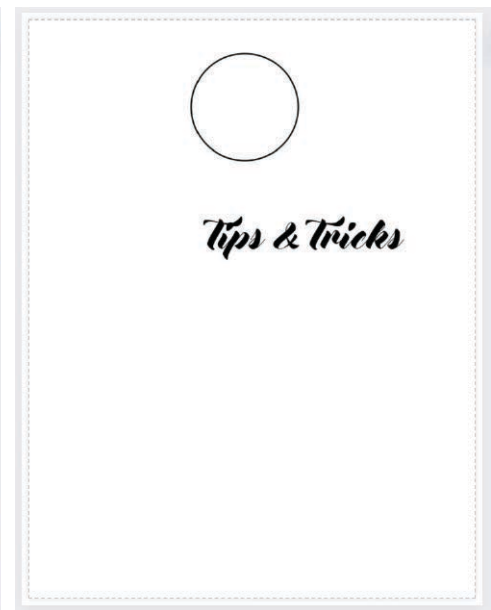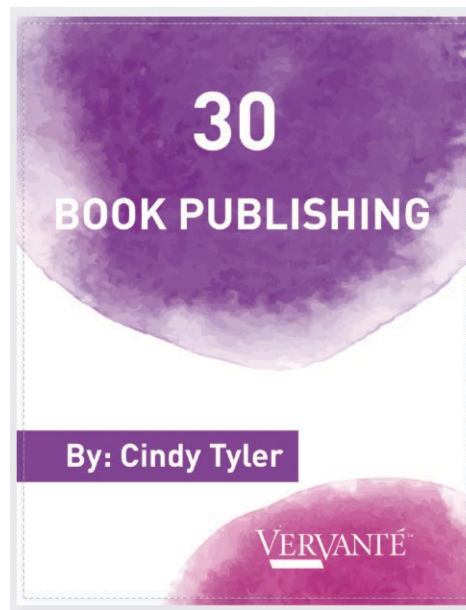*3. New Cover with Foil Elements*

4. Double Checking Alignment

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