



# I.C.F. 2023 Yearbook

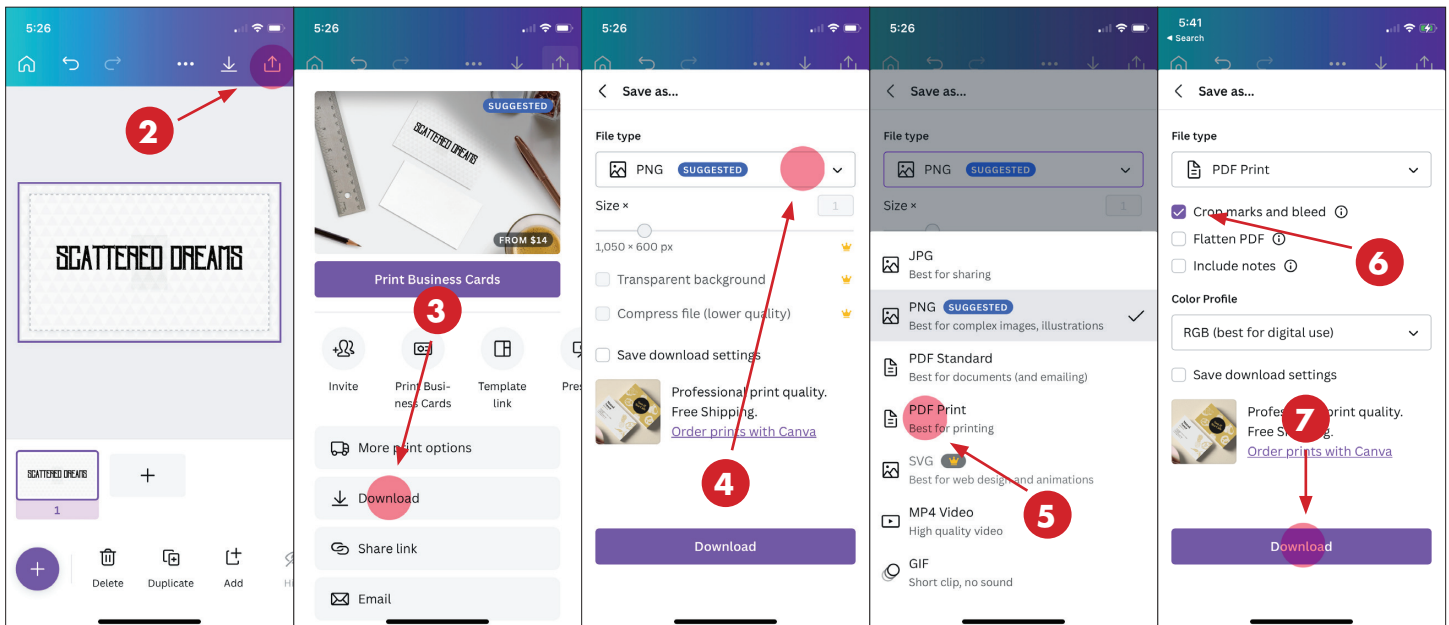
## CANVA

## INSTRUCTIONS



Pictures today are digital. Use them as they came off your phone or camera.  
**PLEASE do not compress or reduce your digital pictures to make them easier to email!**

## Downloading Canva files from your Phone



More and more people are finding Canva to be a good resource for creating flyers, ads, social media posts, and more. You might be one of them. This is a quick instruction of how to get your final yearbook entry out of Canva with the best outcome.

1. Create your entry at the right size:  
full page - 7.5" x 9.875"  
half page - 7.5" x 4.875"  
quarter page - 7.5" x 2.375"  
eighth page - 3.6875" x 2.375"  
sixteenth page - 3.6875" x 1.125"
2. When you are happy with your results click on the "share" logo in the upper right corner.
3. This next screen gives you the option to Download. Click on that one.
4. Canva always suggests a PNG file. Please don't do that. Click on the menu to get the other options.
5. Click on PDF Print.
6. Make sure to click the Crop marks and bleed check box.
7. Click the Download button.

**ARTWORK  
DEADLINE  
July 1st  
2023**



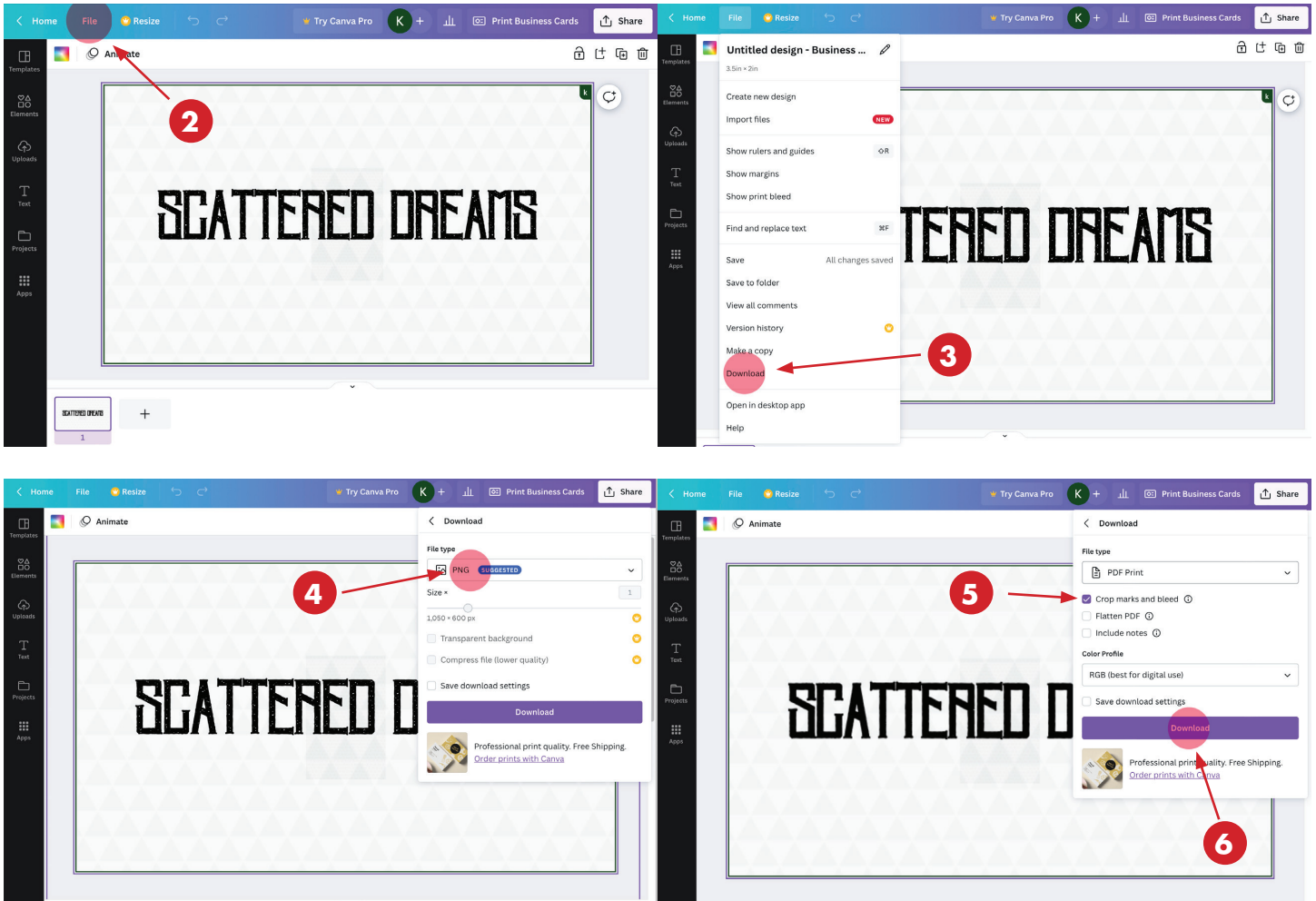
# I.C.F. 2023 Yearbook

## CANVA

## INSTRUCTIONS

**ARTWORK  
DEADLINE  
July 1<sup>st</sup>  
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## Downloading Canva files from your Computer



If you are using Canva on your computer please use this quick instruction of how to get your final yearbook entry out of Canva with the best outcome.

1. Create your entry at the right size. (See phone instructions for sizes.)
2. When you are happy with your results click on the "File" menu in the upper left corner.
3. This next screen gives you the option to Download. Click on that one.
4. Canva always suggests a PNG file. Please don't do that. Click on the menu to get the PDF Print option.
5. Make sure to click the Crop marks and bleed check box.
6. Click the Download button.

**We're Here To Help!**

Contact our designer, Kimmer Sue, with any questions or problems:  
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