

DOWNLOAD, PRINT & SHARE

Canva quick reference for polished social and print files

COACH'S CHEAT SHEET



THE TWO FILE TYPES YOU'LL USE MOST

PNG

FOR SOCIAL MEDIA

Best for posts, schedules, score graphics, and player spotlights.

- Choose PNG as the file type.
- Select only the page or pages you need.

Coach's tip: Download the PNG instead of taking a screenshot for a sharper graphic.

PDF PRINT

FOR PROFESSIONAL PRINT

Best for posters, banners, flyers, certificates, and other printed materials.

- Choose PDF Print as the file type.
- Use crop marks and bleed only if requested.

Flatten only when your printer or upload site requests it, or reports a font or layer issue.

BEFORE YOU DOWNLOAD

PROOF + PREP

- ✓ Confirm the template is the correct finished size.
- ✓ Double-check names, numbers, dates, and spelling.
- ✓ Use the highest-quality original photos available.
- ✓ Select the correct page or pages before downloading.

NAME + ORGANIZE

- ✓ Keep the editable master saved in Canva.
- ✓ Duplicate the master before giving edit access.
- ✓ Use a clear and consistent filename.

SUGGESTED FORMAT

Team_Graphic_Event-or-Date

Example: Spartans_SeniorNight_Oct10

SHARING YOUR DESIGN

Send the finished PNG or PDF when someone only needs to review, approve, or use the design. Share Canva edit access only with trusted collaborators, check the link permissions before sending, and keep your original master copy untouched.

Quick alternatives: JPG is useful for a smaller sharing file. PDF Standard is best for email or screen viewing, not professional printing.

FLATTENED PDFS + LARGE FILES



What to do when a printer needs one finished, flattened file

PRINT TROUBLESHOOTING

Start in Canva: Choose PDF Print and turn on Flatten PDF. Flattening combines the visible design elements into one finished file, reducing the chance that fonts, layers, or effects shift. If a large or complex file will not download, try the options below.

TRY THESE OPTIONS IN ORDER

1

ASK YOUR PRINTER

BEST FIRST STEP

Send the regular PDF Print file and ask whether the printer can flatten it for you. Many professional print shops can prepare the file themselves, and this keeps the best available print quality.

2

USE PDF SOFTWARE

ADOBE OR DESKTOP TOOL

Adobe Acrobat and other trusted PDF applications can flatten a PDF. Work from a copy, follow the application's current flatten or print-production instructions, and keep your original PDF unchanged.

3

USE A TRUSTED ONLINE TOOL

WEB OPTION

A reputable online PDF-flattening tool may also work. Avoid uploading files that contain private or sensitive information, and watch for settings that resize, compress, or change the page dimensions.

4

USE THE CANVA IMAGE WORKAROUND

FOR LARGE OR COMPLEX FILES

- 1 Download only the finished page as the largest, highest-quality PNG Canva allows.
- 2 Create a new Canva design at the exact same finished print size.
- 3 Place the PNG edge-to-edge so there are no unintended white margins.
- 4 Download the new single-page design as PDF Print and inspect it before sending.

FINAL PRINT CHECK

- ✓ Correct page size
 - ✓ Sharp at 100% zoom
 - ✓ No missing elements
 - ✓ No extra margins
- Flattening cannot improve a blurry or low-resolution photo. Always keep the editable Canva master.