

Canva Resize Feature

NB: As of 2022, Canva requires either a Premium trial or a premium subscription to use resize

Students' Union Okanagan (SUO) posters can either be printed on:
US Letter (8.5 inch x 11 inch), or Tabloid (11 inch x 17 inch) paper.

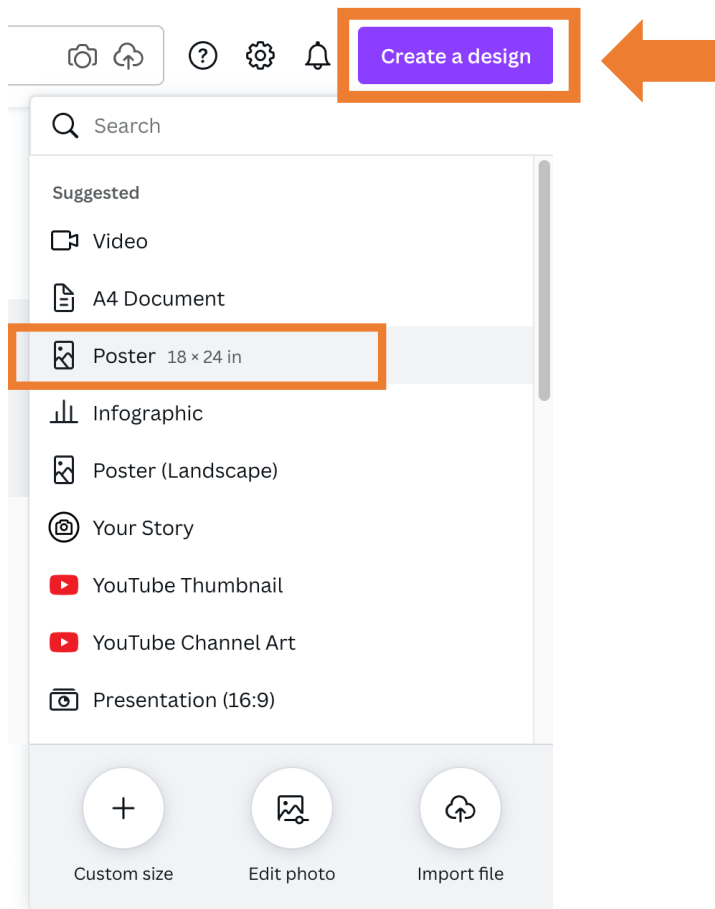
Canva's default poster size is 18 inch x 24 inch. Please note that this default Canva size does not size nicely to fit on either of the above SUO poster paper sizes.

In order to maximize your poster design, you will need to resize the design before submitting it to the SUO. It is recommended to resize before any design work begins.

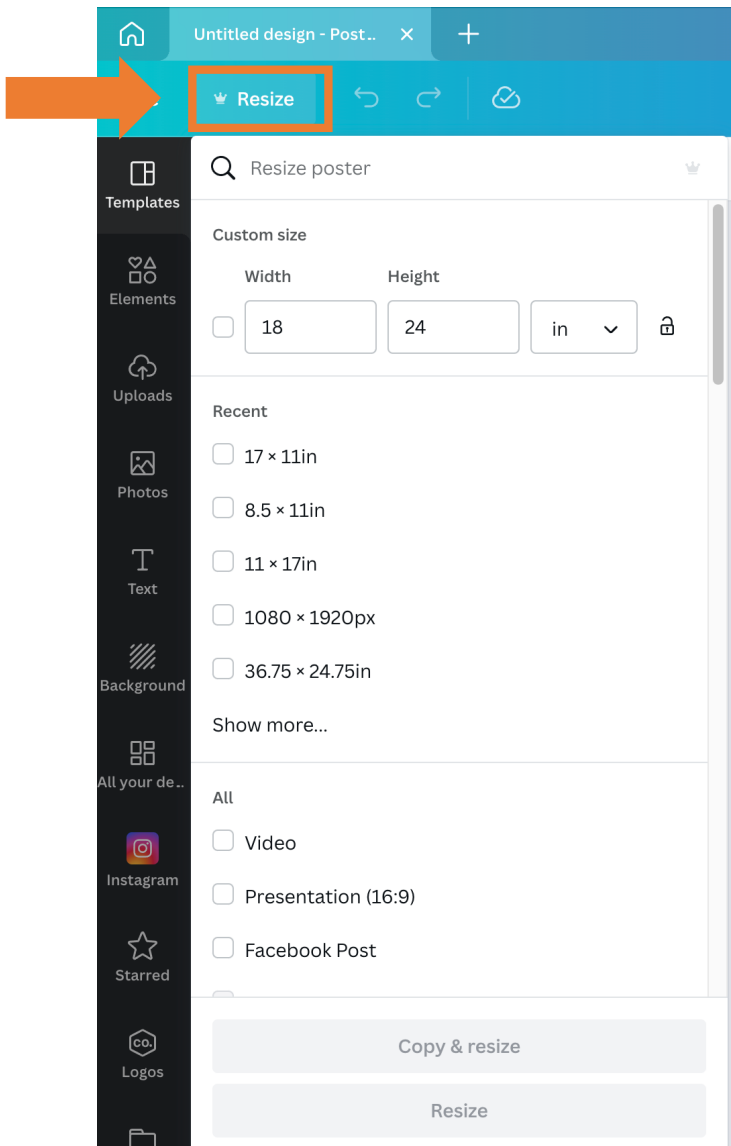
Please remember for any Student Associations posters, kindly include the SUO logo, which you can find on the SUO website using the link below – please go to the "Promotions and Posters" section to find the correct SUO logo:

<https://www.suo.ca/student-association-handbook/>

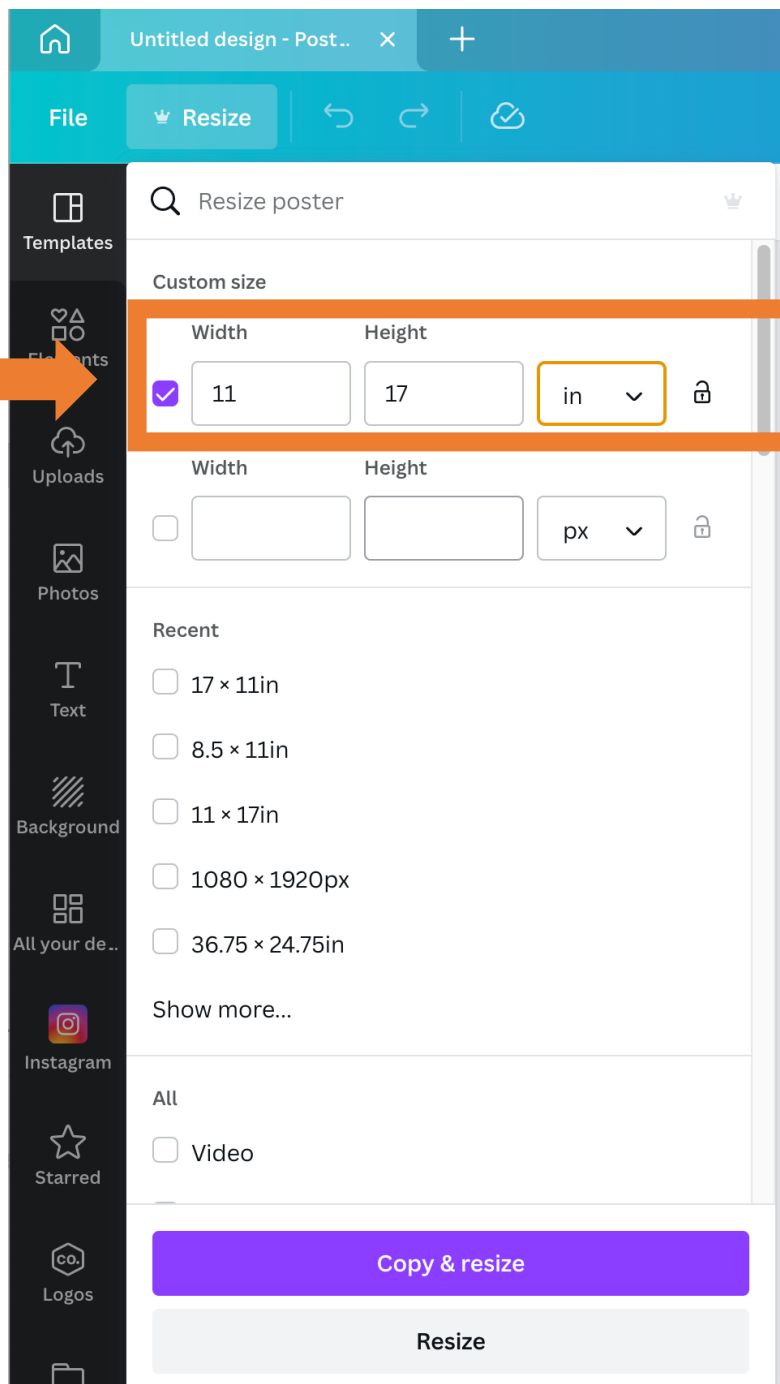
In Canva, choose the **"Create a design"** button, and click on the **"Poster"** option



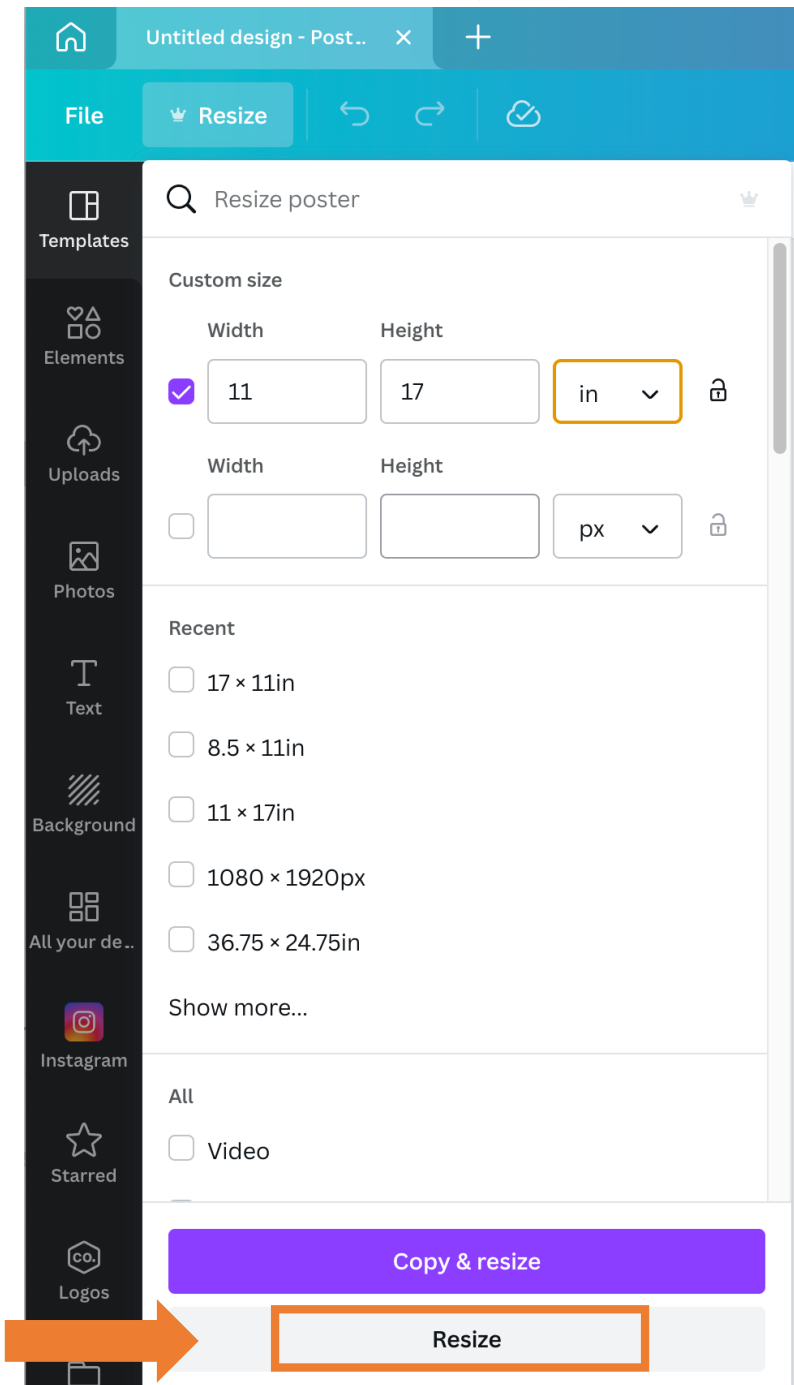
In the top, left-hand corner, you will need to click on the “**Resize**” option



You will need to enter in the correct measurements for either US Letter or Tabloid size
(*Tabloid size is used in the example below*)




Once the size has been entered, click on the **“Resize”** button at the very bottom





After the design is finalized and full placed on the screen, use the following steps to convert it to a PDF in order to submit it to the SUO.

Click on the **"Share"** button in the top, right-hand corner







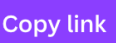
Share this design





Add people, groups, or teams



 



Link sharing restricted



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Then choose the **“Download”** option





 Share

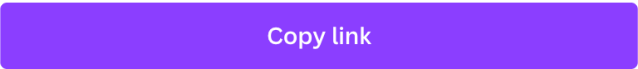
Share this design





Add people, groups, or teams



 



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Then choose the **"File Type"** drop-down option

< Download

File type



PNG

SUGGESTED



Size x

1

1294 x 2000 px



Transparent background











Compress file (lower quality)



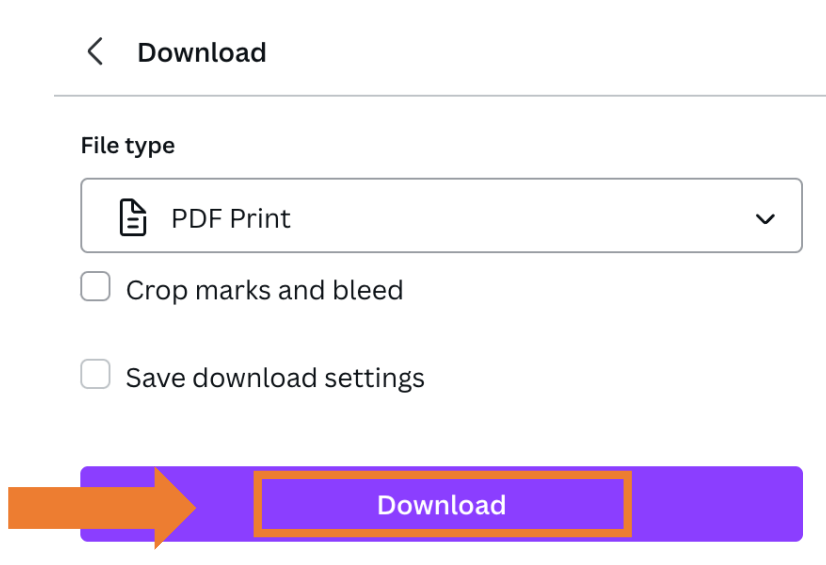
Save download settings

Download

Then choose **"PDF Print"** option

-  PNG **SUGGESTED**
High quality image
-  JPG
Small file size image
-  PDF Standard
Small file size, multi-page document
-  PDF Print
High quality, multi-page document ✓
-  SVG 
Sharp vector graphics at any size
-  MP4 Video
High quality video
-  GIF
Short clip, no sound

Then click on the **Download** button



Please follow regular procedures to submit the poster to the SUO.