

## 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 11.0 inch), or Tabloid (11.0 inch x 17.0 inch) paper.

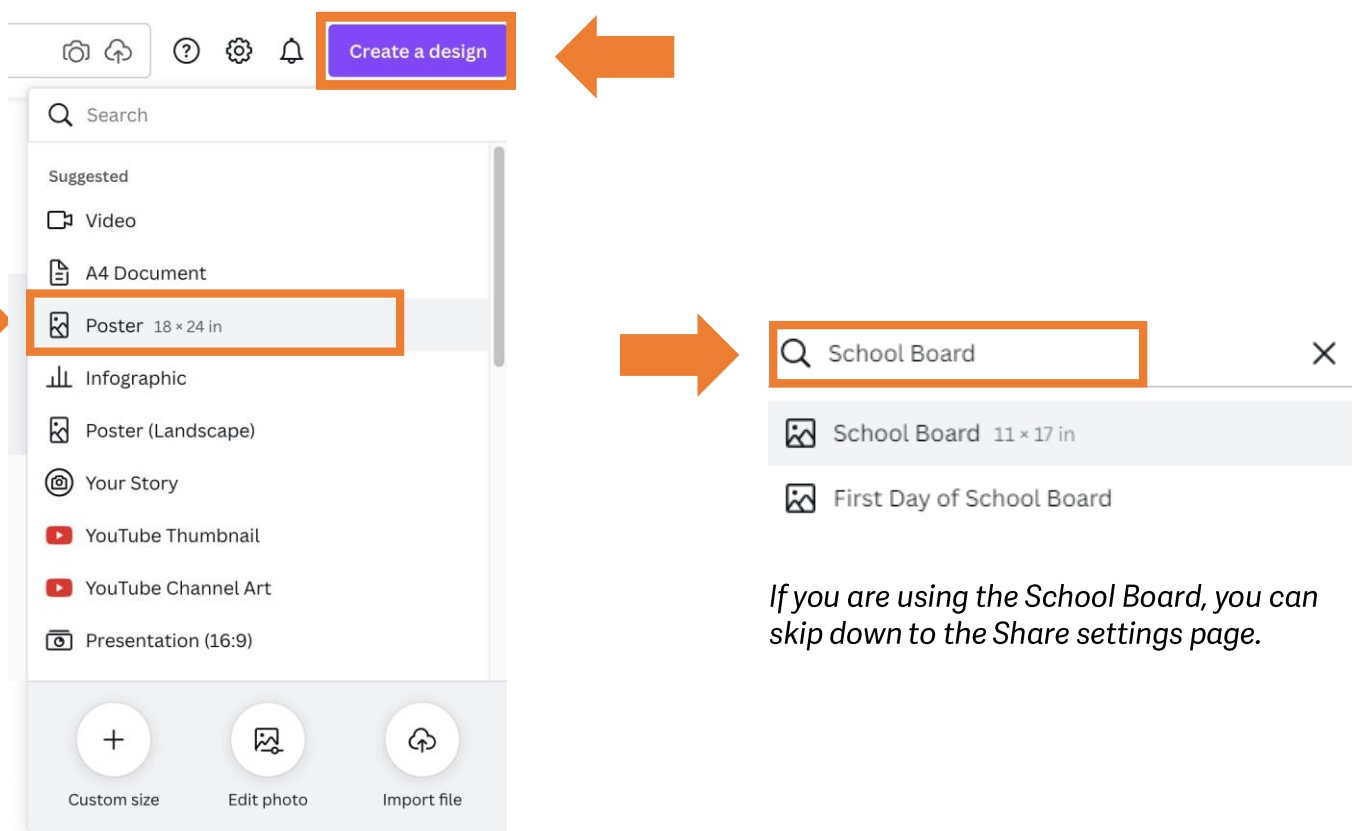
Canva's default poster size is 18 inch x 24 inch which the SUO printers can not print this size. Please note that this default Canva size does not size nicely to fit on either of the above SUO poster paper sizes. You can now use the "School Board" Canva template which is tabloid.

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.

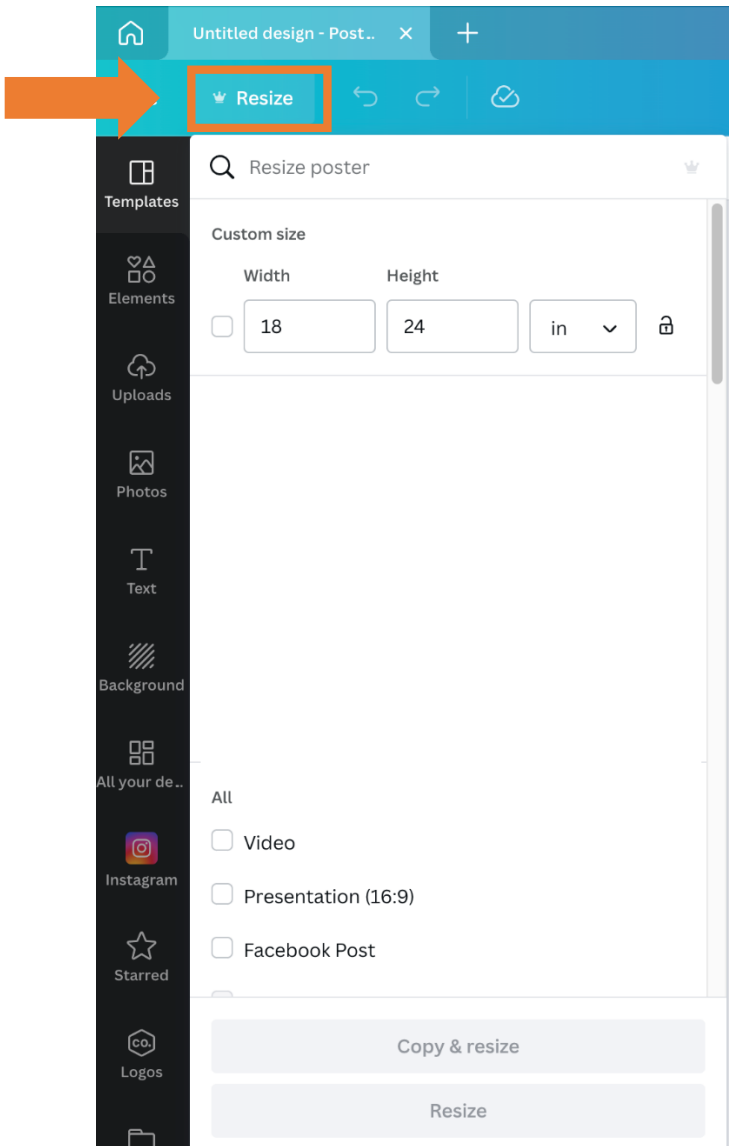
Please remember for any Student Associations posters, kindly include the SUO logo, which you can find on the SUO website using the link below – please go to the "Promotions and Posters" section to find the correct SUO logo:

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

In Canva, choose the **"Create a design"** button, and click on the **"Poster"** option, or use the correct size by choosing the **"School Board"** template.



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



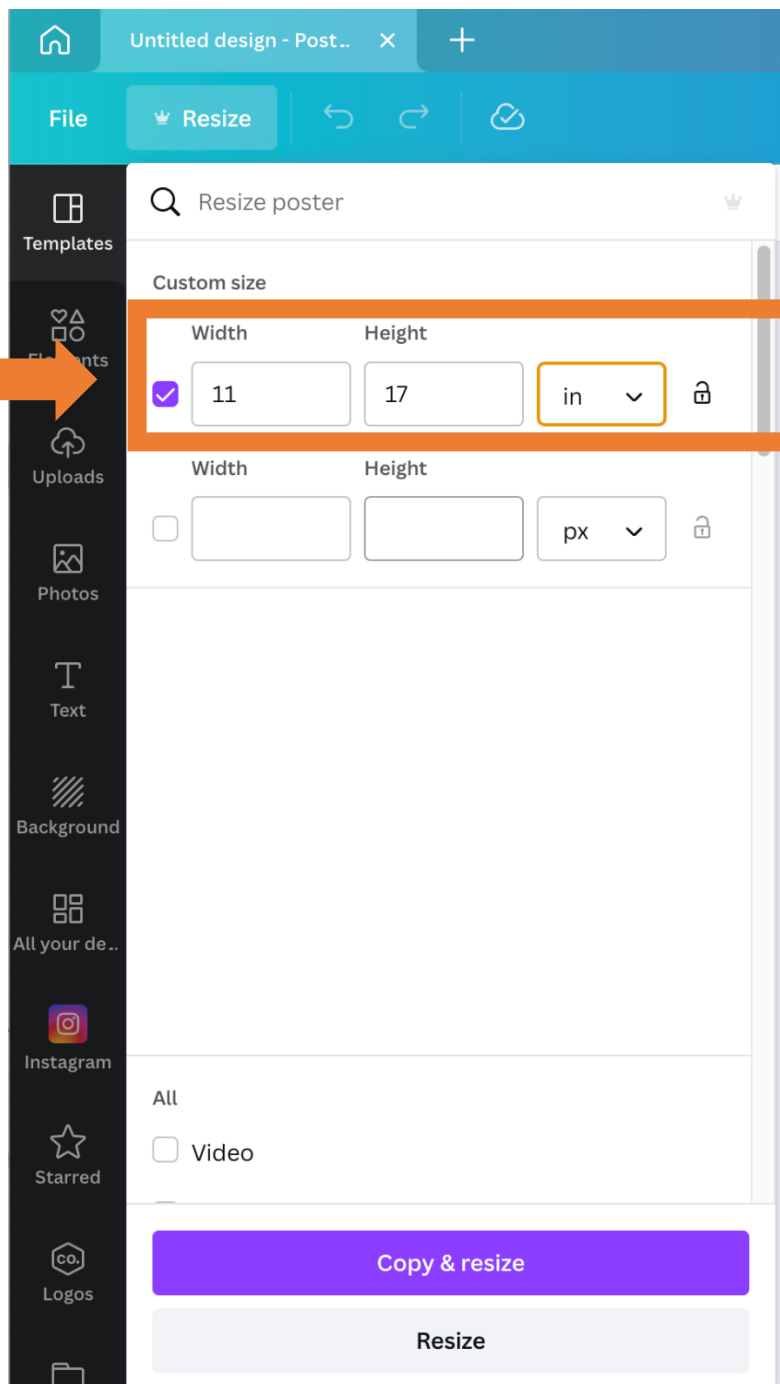
Tabloid

11.00 inches by 17.00 inches OR  
279.4 millimeters by 431.8 millimeters OR  
792 PostScript points by 1224 PostScript points

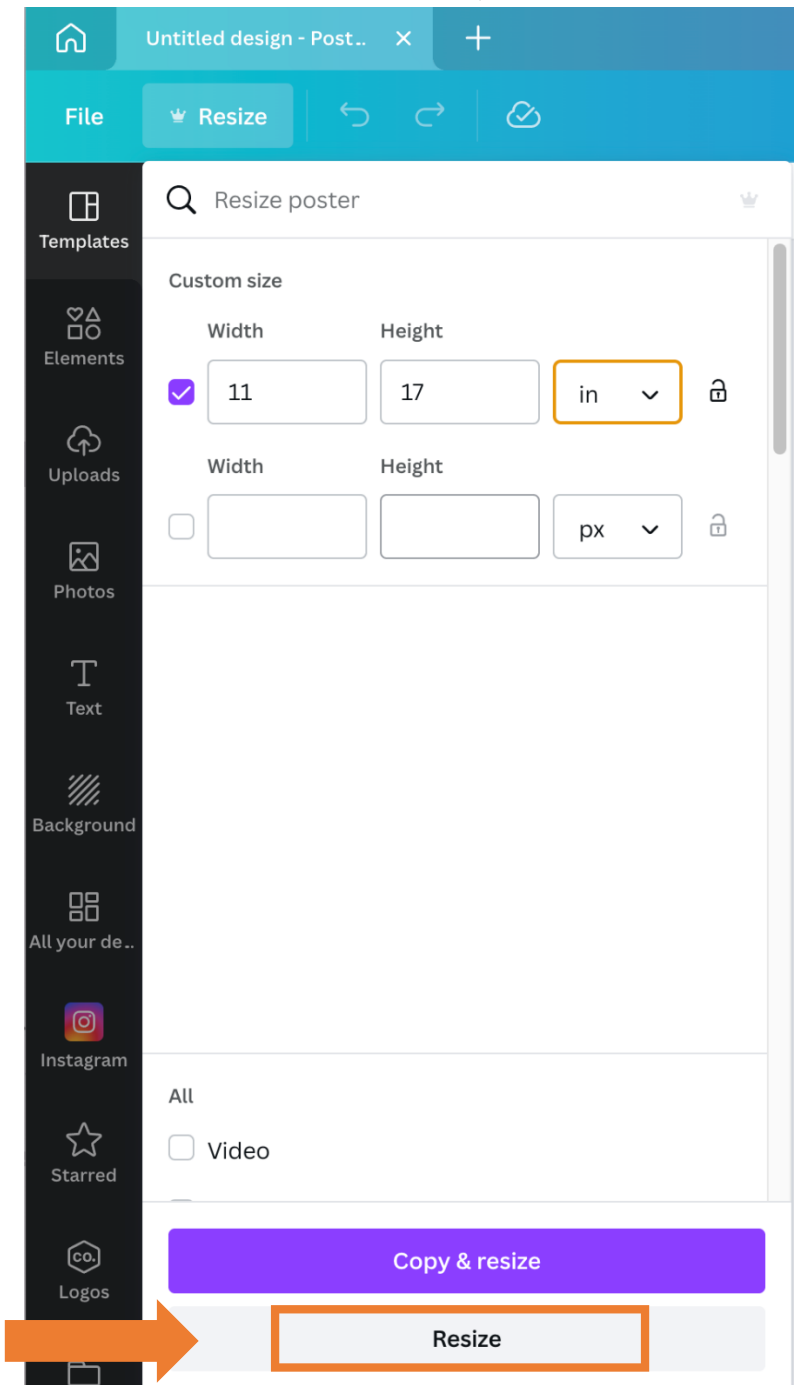
Letter

8.50 inches by 11.00 inches OR  
215.9 millimeters by 279.4 millimeters OR  
612 PostScript points by 792 PostScript points

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



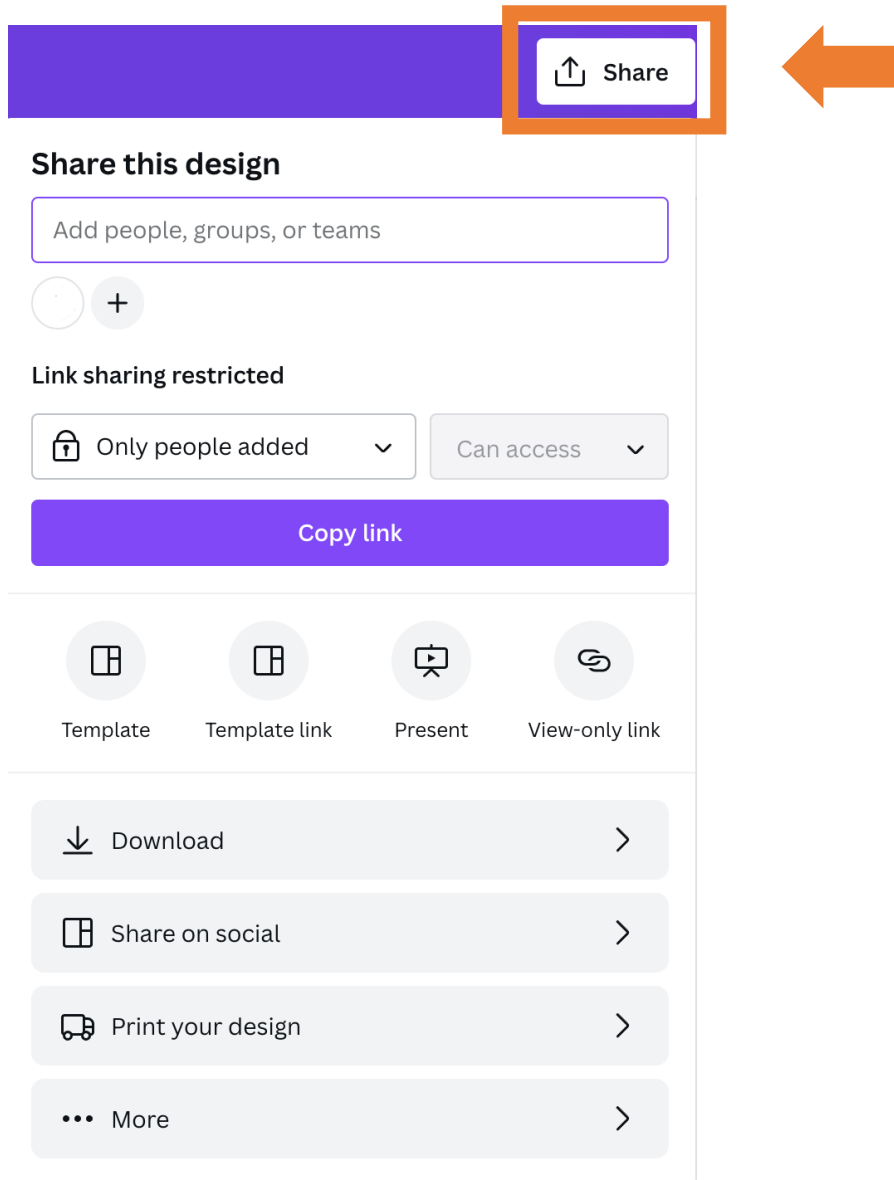
Once the size has been entered, click on the **“Resize”** button at the very bottom



Work on your design and layout.

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



The image shows a screenshot of a design tool's interface. At the top, there is a purple header bar. On the right side of this bar, a white button with a share icon and the text "Share" is highlighted with an orange border. An orange arrow points from the right towards this button. Below the header bar, the "Share this design" section is visible. It includes a text input field with the placeholder "Add people, groups, or teams", a plus sign icon, and a "Link sharing restricted" section with two dropdown menus: "Only people added" and "Can access". Below these is a purple "Copy link" button. Further down, there are four icons representing different sharing options: "Template", "Template link", "Present", and "View-only link". At the bottom, there is a list of actions: "Download", "Share on social", "Print your design", and "More", each with a right-pointing chevron.

Then choose the **“Download”** option

The image shows a sharing menu from a design tool. At the top right is a purple bar with a white 'Share' button. Below it is the heading 'Share this design' and a text input field with the placeholder 'Add people, groups, or teams'. Underneath is a plus sign icon. The section 'Link sharing restricted' contains two dropdown menus: 'Only people added' and 'Can access'. A purple 'Copy link' button is positioned below these. A horizontal row of four icons follows: 'Template', 'Template link', 'Present', and 'View-only link'. The 'Download' option, represented by a downward arrow icon, is highlighted with an orange border and an orange arrow pointing to it from the left. Below 'Download' are the options 'Share on social', 'Print your design', and 'More', each with a right-pointing chevron.

Then choose the "File Type" drop-down option

< Download

File type



PNG

SUGGESTED



Size ×

1

1294 × 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 “**Flatten PDF**” checkbox

< Download

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File type

PDF Print

Crop marks and bleed ⓘ

Flatten PDF ⓘ

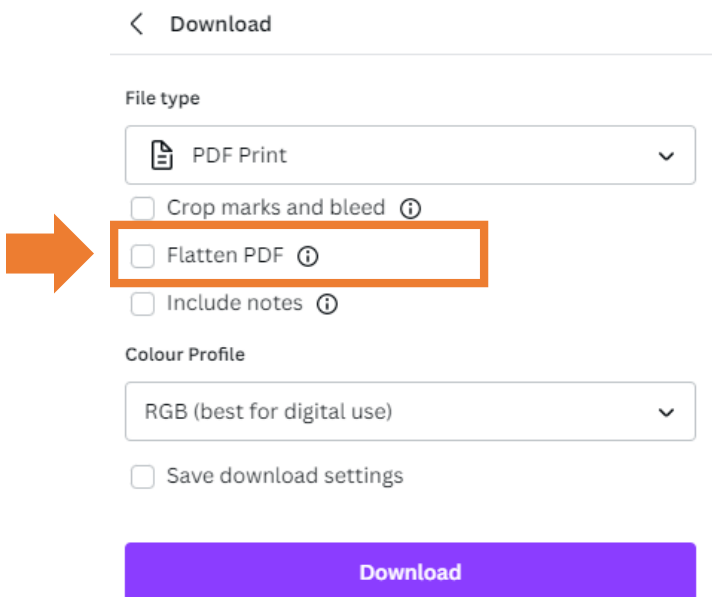
Include notes ⓘ

Colour Profile

RGB (best for digital use)

Save download settings

Download



Click on the “**Colour Profile**” drop-down option

< Download

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File type

PDF Print

Crop marks and bleed ⓘ

Flatten PDF ⓘ

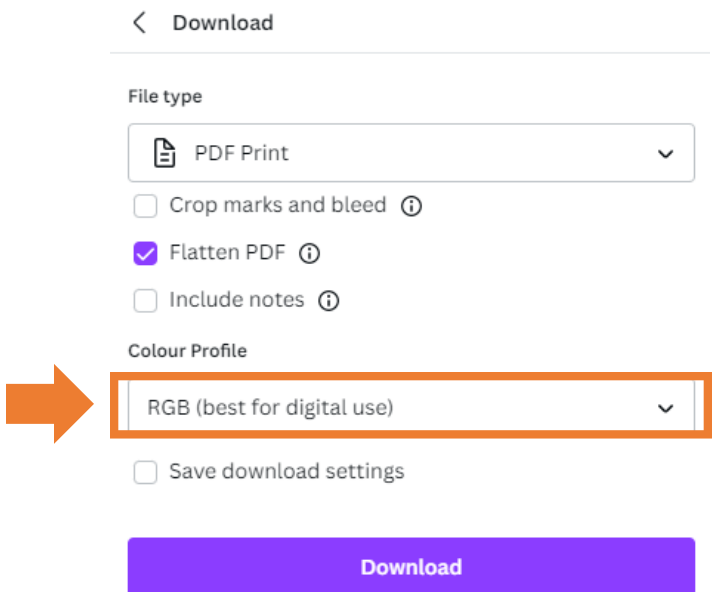
Include notes ⓘ

Colour Profile

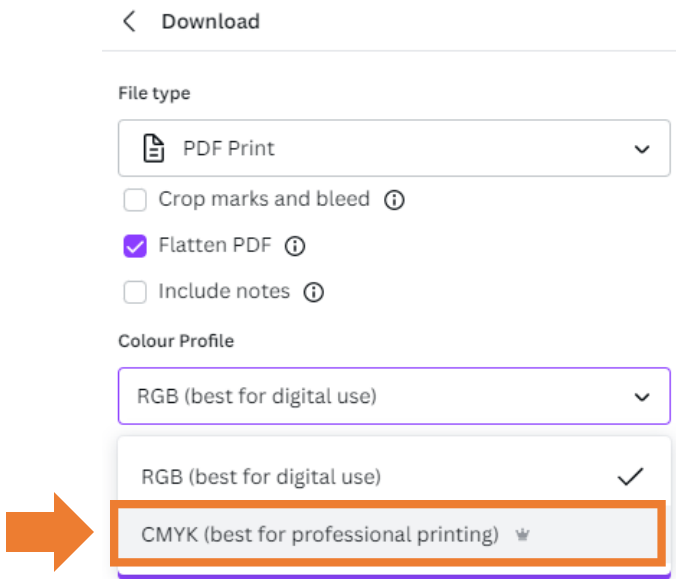
RGB (best for digital use)

Save download settings

Download

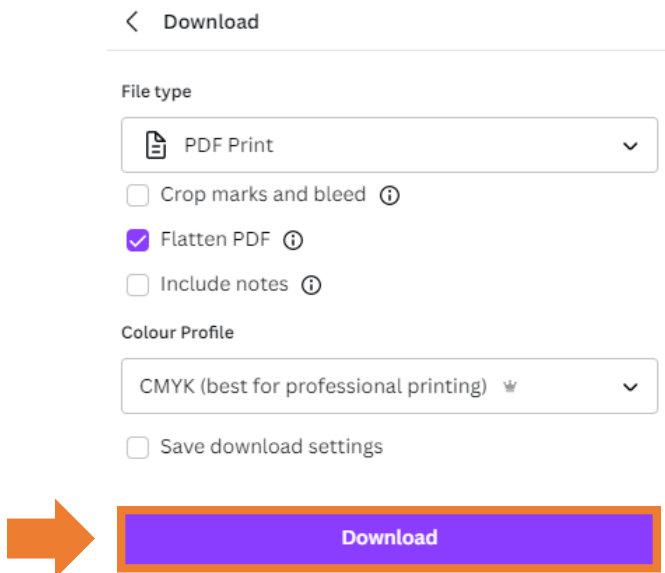


Choose the **“CMYK (best for professional printing)”** drop-down option



The screenshot shows the 'Download' settings page. At the top, there is a back arrow and the text 'Download'. Below this, the 'File type' section has a dropdown menu set to 'PDF Print'. There are three checkboxes: 'Crop marks and bleed' (unchecked), 'Flatten PDF' (checked), and 'Include notes' (unchecked). The 'Colour Profile' section has a dropdown menu currently set to 'RGB (best for digital use)'. An orange arrow points to the 'CMYK (best for professional printing)' option, which is highlighted with an orange border and a checkmark.

Click on the **“Download”** button and save the PDF



The screenshot shows the 'Download' settings page with the 'CMYK (best for professional printing)' option selected in the 'Colour Profile' dropdown. At the bottom of the page, there is a large blue button with the text 'Download' in white. An orange arrow points to this button.

Open the downloaded PDF and review the poster. Ensure that all the information is readable and that it looks exactly how you would like it to appear. Make any necessary changes and repeat the Share steps above to update the PDF.

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