

Your eight-page insert Canva instructions

ALASKA TIDE BOOK COMPANY | Import, design, and prepare your PDF

Start with the supplied template PDF, not this instruction sheet. The template already includes bleed. Keep its original size throughout the design and export process.

Finished size per page	3.4291" wide x 5.3333" high
Full artwork size, with bleed	3.6791" wide x 5.5833" high
Bleed / safe margins	1/8" bleed outside trim / 1/4" safe margin inside trim
Page format	8 individual pages, in reading order from 1 through 8

1. Import the template into Canva

Download **Alaska Tide Book 8 Page Insert Canva Template.pdf** to your computer. In Canva, use **Create (+)** and the file import option, or open [Canva's PDF editor](#) and choose **Upload your PDF**. Open the imported design from Projects.

Confirm that all **eight pages** are present. Import the PDF as an editable design; do not place it as an image inside a differently sized design. Do not resize or crop the imported pages.

2. Save a working copy

Keep an untouched copy of the template. Name your working design with your business name and publication year. Leave the eight pages in their original reading order; the printer handles their arrangement for printing and binding.

3. Understand the colored guides

Blue outer line	Bleed edge. Extend any background or image intended to print to the edge all the way to the outer page edge.
Red line	Finished trim. Material outside this line will be cut away.
Green dashed line	Safe area, 1/4" inside trim on every side. Keep text, logos, QR codes, and non-bleeding graphics inside this boundary.

The colored lines and template labels are printable artwork, not Canva's non-printing guides. They must be removed before the final download.

Design and export

Keep an editable working copy, then prepare a clean print PDF.

4. Add your artwork

Upload your photos and logos and add your text. You may remove the template's large page labels and instruction text as you work, while keeping the colored guide rectangles until your layout is finished.

Keep important content fully inside the green dashed area, including the blank border around a QR code. Backgrounds that bleed must reach the blue outer edge; stopping at the red trim line may leave a white sliver after trimming.

Use sharp, high-resolution images and check that small text is readable at the actual printed size. Keep important details away from the binding edge. This template uses the supplied creep-adjusted width already; do not apply another width adjustment.

5. Remove the template guides and labels

Before cleanup, save a copy with the guides for future edits. In the final version, delete all blue, red, and green lines, page labels, specifications, and instruction text from **every page**. Preserve your own artwork.

If a guide is difficult to select, try **Position > Layers**. Unlock it if necessary; if it imported as a group, ungroup it before selecting individual pieces. Do not rely on covering guides with other objects. Check the downloaded PDF to confirm that no guides remain.

6. Download the finished artwork

Download route	Share > Download
File type	PDF Print
Pages	All 8 pages, in reading order: 1-8
Crop marks and bleed	Leave OFF. The required bleed is already part of each page.
Page dimensions	Keep original size: approximately 3.6791" x 5.5833", including bleed.

Use the color profile requested by your printer if Canva offers a choice. Download one PDF containing all eight pages. Do not combine pages into spreads or rearrange them into printing pairs unless your printer specifically requests it.

7. Check the PDF before sending

Open the downloaded PDF and review all eight pages. Confirm the correct order, no visible template marks, complete text, sharp images, and backgrounds reaching every intended bleed edge. Test QR codes and proofread phone numbers, web addresses, prices, and dates.

Send the finished PDF to Alaska Tide Book Company for review. Include your business name and year in the filename, for example: **BusinessName_2027_8Page_Insert.pdf**.

Canva reference: canva.com/pdf-editor. Menu labels may vary. Dimensions, margins, page order, and bleed settings above are specific to this supplied template.