

USING CANVA FOR YEARBOOK

Know Your Book Size

If you are planning to create full spreads in Canva, you first need to know what size yearbook you have. You can find this information by logging into Yearbook 360 and going to the **Plan Book** tab.

- Size 7: **7.75" x 10.5"**
- Size 8: **8.5" x 11"**
- Size 9: **9" x 12"**

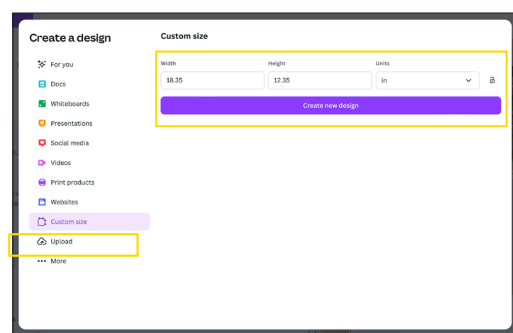
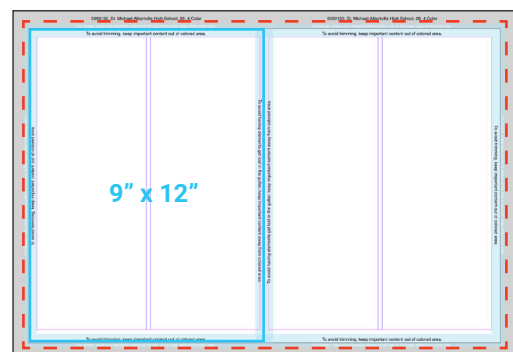
Yearbook 360	Photos	Plan Book	Portraits and Index	Sales	
Ladder	Staff & Permissions	Fonts	Color Styles	Master Pages	Custom Templates
292 pages, 9" X 12"		Due	Status	Assigned	

Getting Started with Templates

1. [Launch Canva](#)
2. Select **+ Create a design**.
3. Select the **Custom Size** option.
4. Look at what size yearbook you have (above). Since we are making a **double page spread**, we are going to double the width of our dimensions and add a perimeter to **account for the bleed**.

- Size 7: **15.85" x 10.85"**
- Size 8: **17.35" x 11.35"**
- Size 9: **18.35" x 12.35"**

5. Be sure your units are set to **"in"** for inches.
6. Select **Create New Design**



Exporting your Design

1. Once your design is complete, go to **Share** in the top right-hand corner of the page editor.
2. Select **Download**.
3. For file type, choose **PNG**.
4. Increase the size to the max capacity (slide the circle all the way to the right).
5. If you want to export something **without a background**, like clipart or a cobbed image, make sure **transparent background** is checked.
6. Click **Download**.

Remember! Files containing many images and graphics can take a bit to download. Be patient.

