

How to Create a Centerfold in Canva



1

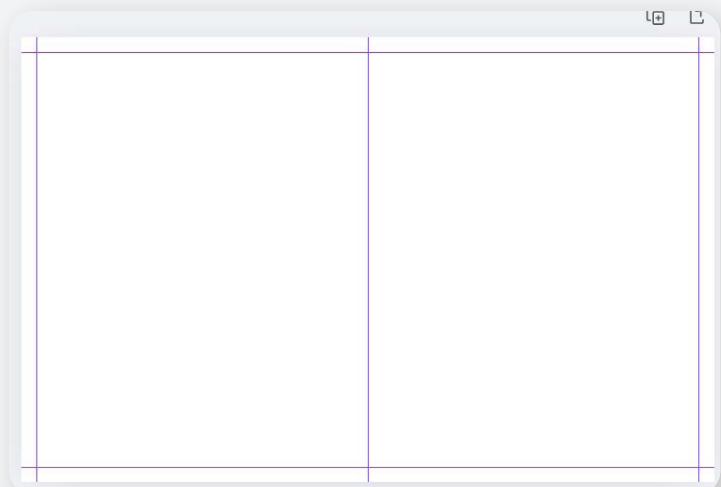
Create a new **Custom Size** document in Canva.

The screenshot shows the 'Create a design' interface in Canva. On the left, a list of design types includes 'For you', 'Sheets', 'Docs', 'Whiteboards', 'Presentations', 'Social media', 'Videos', 'Print products', 'Websites', 'Custom size', and 'Upload'. The 'Custom size' option is highlighted with a red oval. On the right, the 'Custom size' section has input fields for 'Width' (17), 'Height' (11), and 'Units' (in). These fields are also highlighted with a red oval. A 'Create new design' button is to the right. Below the input fields, a 'Suggested' section shows a 'Z-Fold Brochure (17 x 11 in) 17 x 11 in' option.

2

Add **Guides** to create 2 columns with 0.38" margins.

The screenshot shows the 'Add guides' dialog box in Canva. It has four tabs: '12 Columns', '3 Columns', '3x3 Grid', and 'Custom'. The 'Custom' tab is selected and highlighted with a red oval. Below the tabs, there are input fields for 'Columns' (2), 'Gap' (0), and 'Margin' (0.38 in). The 'Columns' field is highlighted with a red oval. There are also input fields for 'Rows' (0), 'Gap' (0 in), and 'Margin' (0.38 in). At the bottom, there are 'Add guides' and 'Cancel' buttons.



Create the center spread, but maintain the top, bottom, left, and right margins. **Download** the center spread as a **PDF Print** file.

Download

File type

 PDF Print

☐ Crop marks and bleed ⓘ

☒ Flatten PDF ⓘ

☐ Include notes ⓘ

Select pages

Pages 1–2

Color profile

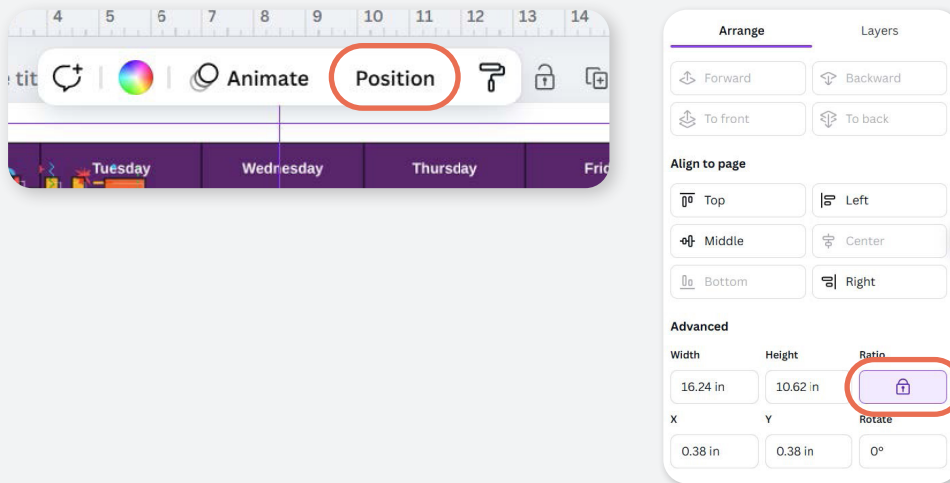
CMYK (best for professional printing) 🏰

Download

Add a second page to your 11x17 document and upload the PDF calendar on the new page.

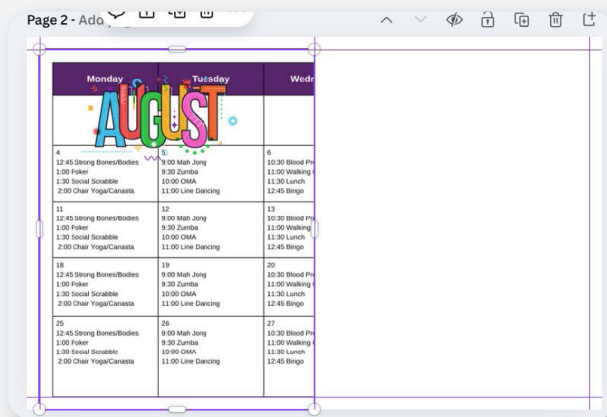
5

From the second page (uploaded PDF), click **Position** and lock the **Ratio** to prevent the image from resizing.

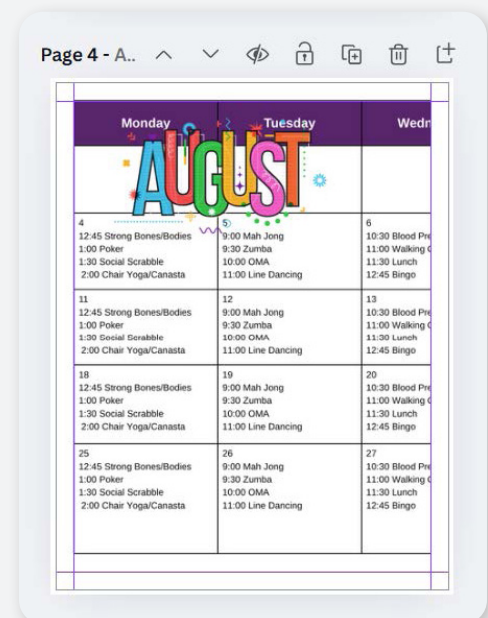


6

Use the **Resize** handlebar to adjust the calendar to just one side. Copy and paste this half calendar into your 8.5x11 publication.



Copy from 11x17



Paste into 8.5X11 publication

7

Use the **Resize** handlebar to adjust the calendar on the OPPOSITE side. Copy and paste this half calendar into your 8.5x11 publication.

Page 5 - A..

Wednesday	Thursday	Friday
		1 10:00 Social Day 11:30 Lunch 12:45 Bingo
7 8:45 Senior Fitness 9:30 Divine Spiritual Healing 9:45 Cardio Tone 10:00 Gin Rummy	8 10:00 Social Day 11:30 Lunch 12:45 Bingo	
14 8:45 Senior Fitness 9:30 Divine Spiritual Healing 9:45 Cardio Tone 10:00 Gin Rummy	15 10:00 Social Day 11:30 Lunch 12:45 Bingo	
21 8:45 Senior Fitness 9:30 Divine Spiritual Healing 9:45 Cardio Tone 10:00 Gin Rummy	22 10:00 Social Day 11:30 Lunch 12:45 Bingo	
28 8:45 Senior Fitness 9:30 Divine Spiritual Healing 9:45 Cardio Tone 10:00 Gin Rummy	29 10:00 Social Day 11:30 Lunch 12:45 Bingo	

Paste into 8.5x11 publication

Page 2 - Add page title

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Copy from 11x17

8

The 8.5x11 publication will have two halves of the center spread on the proper pages, like this. Use the top margin to align the images.

Page 4 - A..

Monday	Tuesday	Wednesday
AUGUST		
4 12:45 Strong Bones/Bodies 1:00 Poker 1:30 Social Scrabble 2:00 Chair Yoga/Canasta	5 9:00 Mah Jong 9:30 Zumba 10:00 OMA 11:00 Line Dancing	6 10:30 Blood Pressure 11:00 Walking Club 11:30 Lunch 12:45 Bingo
11 12:45 Strong Bones/Bodies 1:00 Poker 1:30 Social Scrabble 2:00 Chair Yoga/Canasta	12 9:00 Mah Jong 9:30 Zumba 10:00 OMA 11:00 Line Dancing	13 10:30 Blood Pressure 11:00 Walking Club 11:30 Lunch 12:45 Bingo
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Place both images on the top margin and/or align pages with the ruler guide.