

Convert your Publication in Canva Pro



This guide walks you through uploading your PDF, converting it in Canva Pro, and adding guides and margins to your new template. **NOTE:** Conversions may not be perfect. Be sure to review your document and make any necessary adjustments to ensure everything looks correct.

1

Head over to: <https://www.canva.com/features/pdf-converter/>. You may need to log in first.

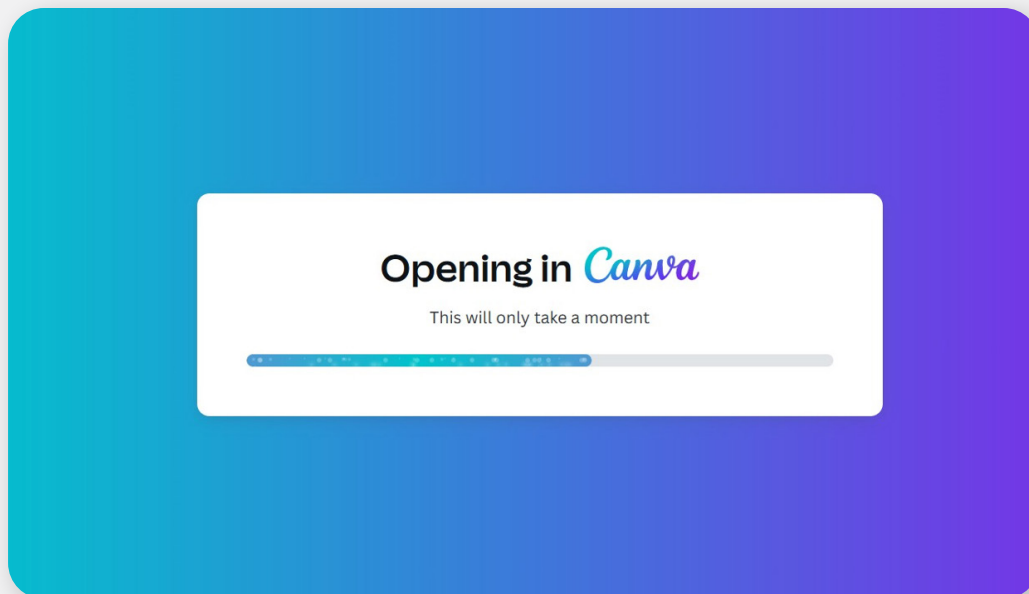
2

Click **Upload your file**. Select your PDF file to upload.



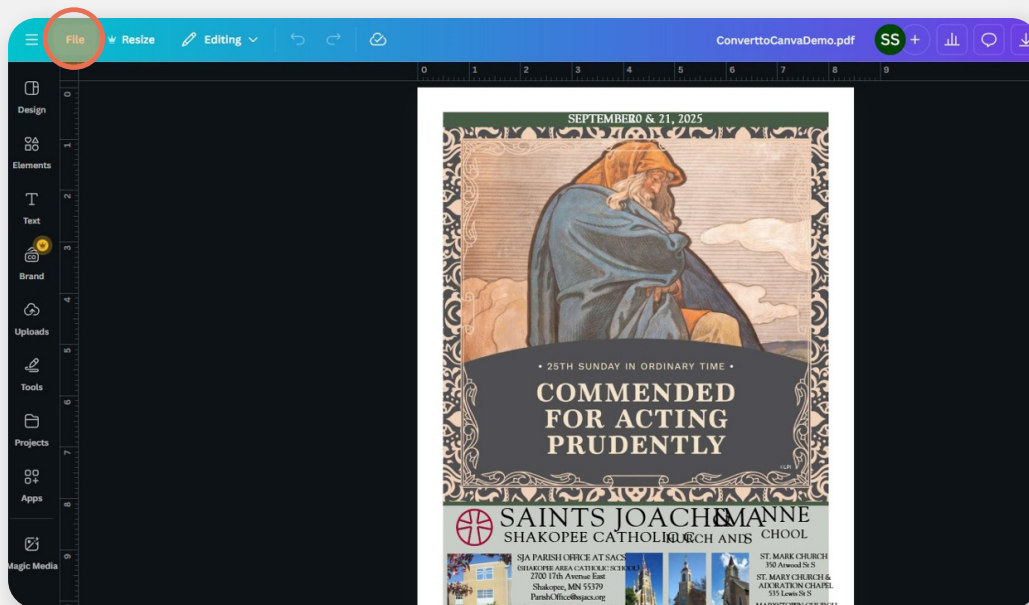
3

Please wait..."This will only take a moment".

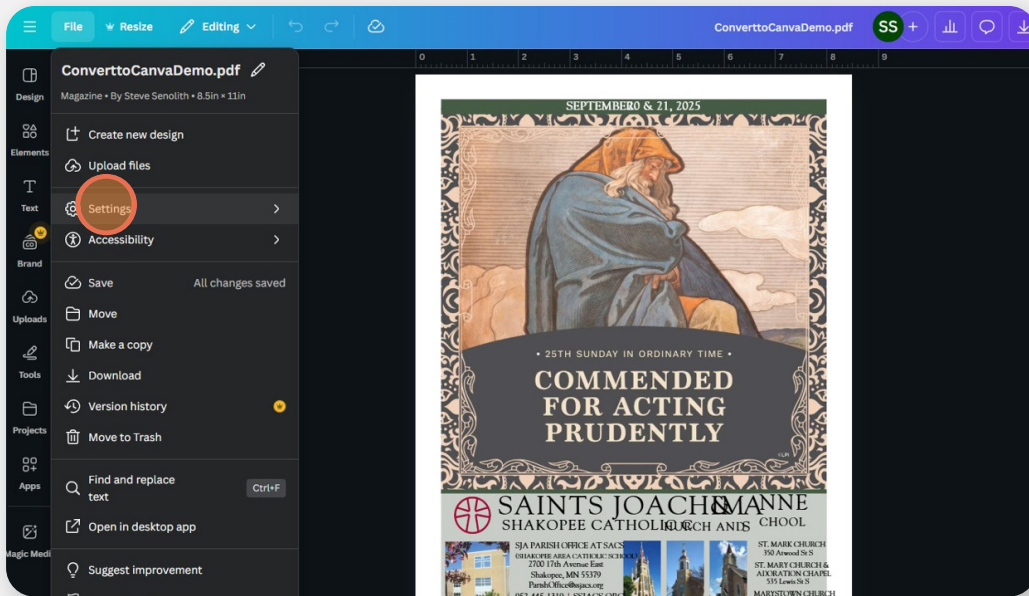


4

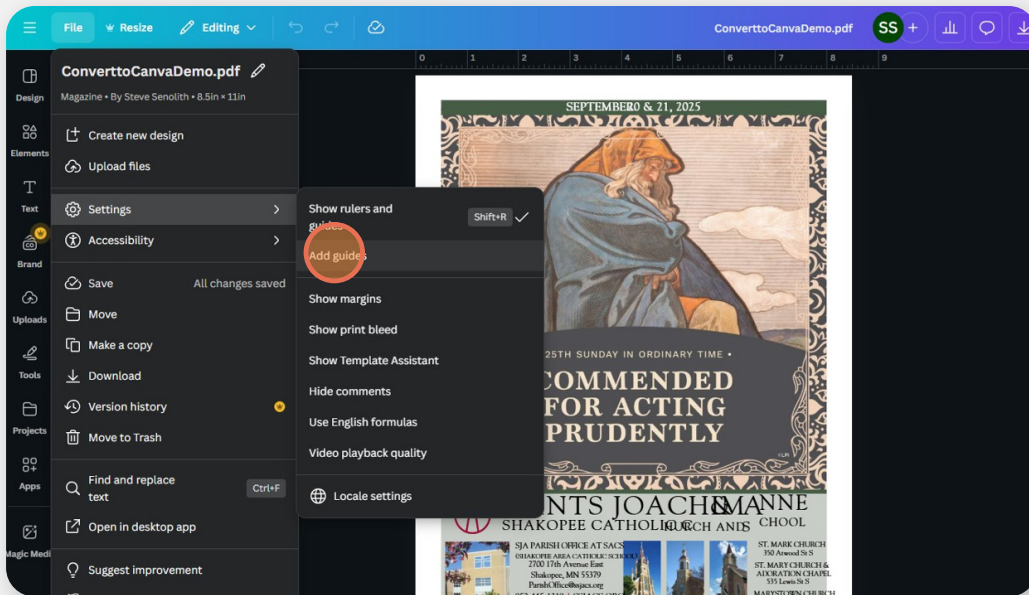
Click **File**.



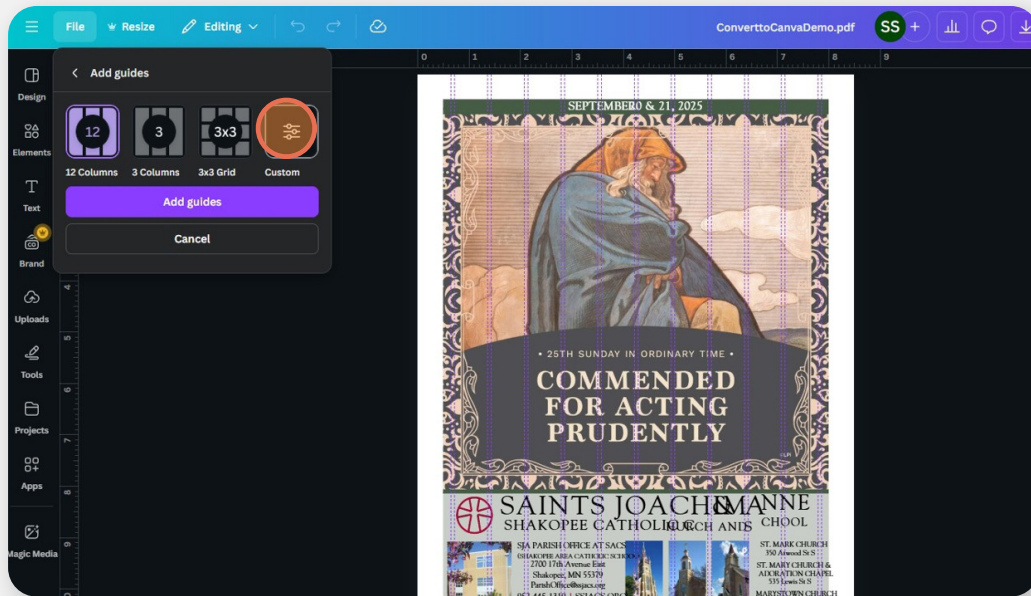
5

Click **Settings**.

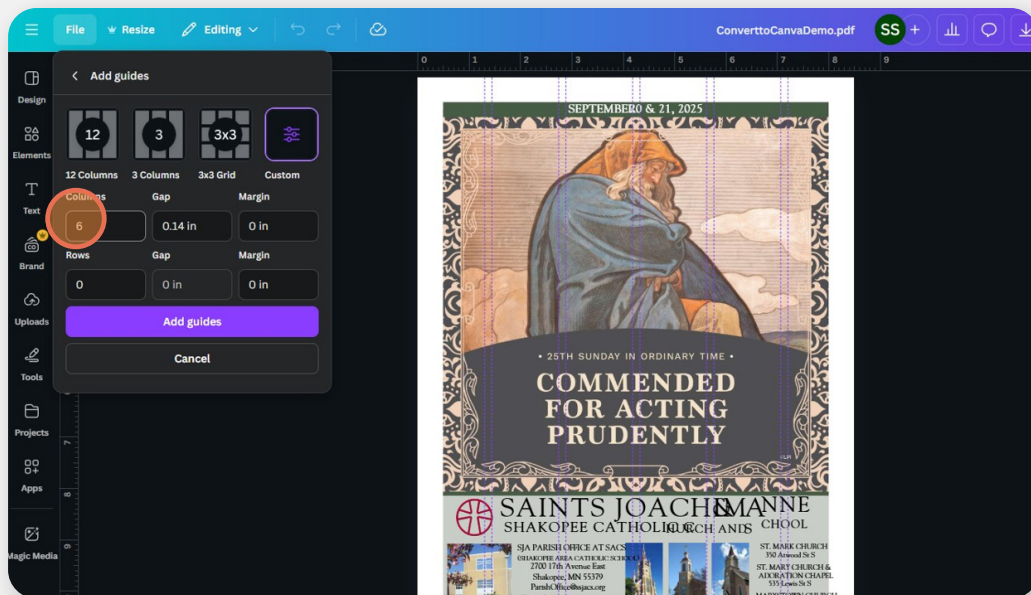
6

Click **Add Guides**.

7

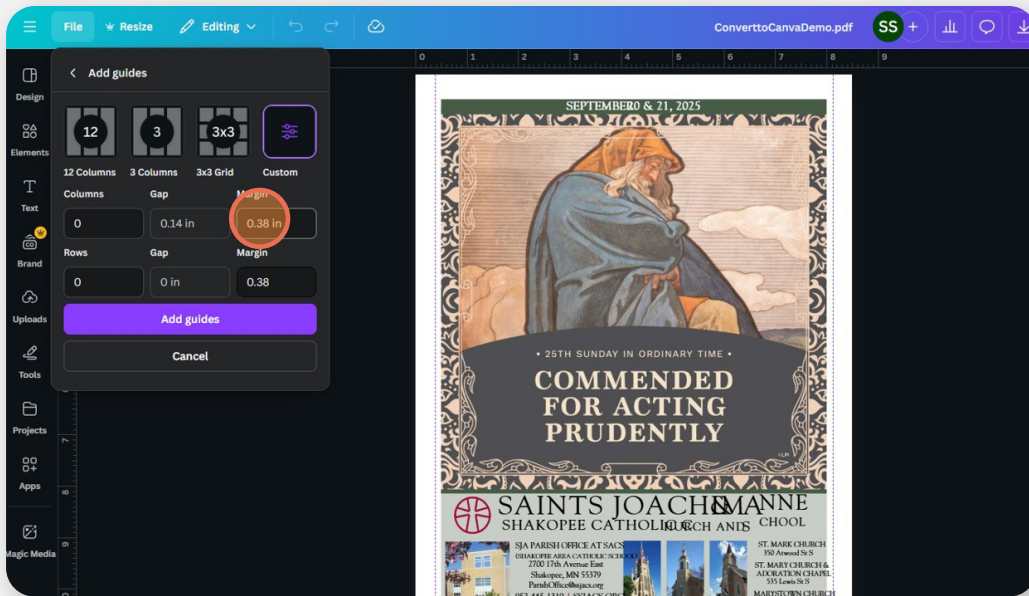
Click **Custom**.

8

Set the **Columns** field to 0 (unless you want columns).

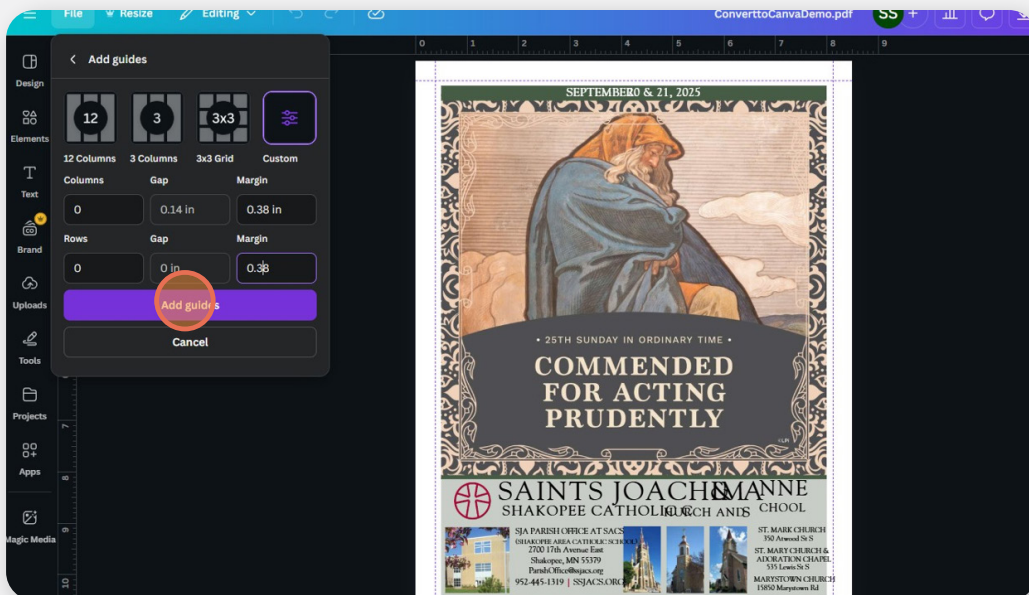
9

Set the **Margin** field to 0.38.



10

Click **Add Guides**.



11

Note: Pay close attention to the **church name** and how the file **converts into Canva Pro**. The conversion will not be perfect — you may need to adjust fonts, replace images, add shapes, or refine the overall layout.

