



**KING'S
COLLEGE**
TRANSFORMATION. COMMUNITY. HOLY CROSS.

PRINT SHOP

Non-Departmental Holiday Card & Envelope Guide

A complete walkthrough for
designing, addressing, and
ordering your custom
holiday cards and envelopes
through the Print Shop —
including Canva instructions,
pricing, and etiquette tips.



Canva User Guide

Holiday Edition

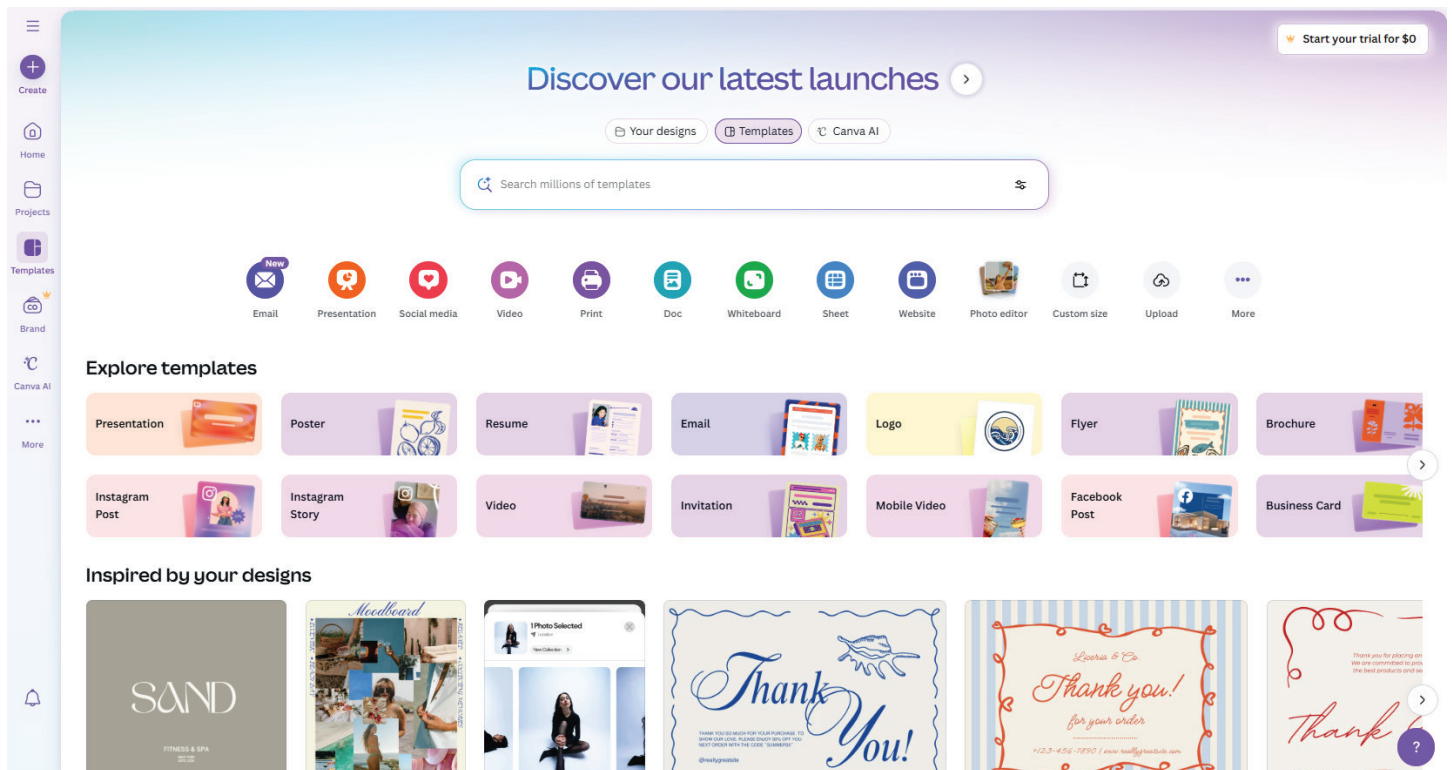


Introduction

Creating your own Christmas cards is a fun and creative way to send holiday greetings — and a great way to save on design fees. Canva makes it easy to design custom cards and envelopes right from your web browser.

You'll need to have a Canva account to get started. It's free to use and can be accessed at www.canva.com. You can create an account with your Google account, Facebook account, or email address. Once logged in, you'll have access to thousands of templates and tools for your card and envelope designs.

When you enter Canva, your screen should look similar to the image below. Here you can choose whether you want to use a template to design your content or whether you want to start from a blank canvas that is sized to match your needs.



Designing Your Christmas Card

Step 1: Searching for Templates

From Canva's Home page, click into the search bar at the top of the screen and type **"Christmas Card."** You'll see hundreds of available designs appear in your results.

Scroll through the options and click any design preview to view it more closely. Once you've found one that matches your style, you can customize it to make it your own.



Step 2: Understanding Free vs. Premium Templates

Some templates display a small crown icon — this means they're part of Canva Pro or Canva Business, which are paid plans. If you don't have a premium subscription, Canva might prompt you to start a free 30-day trial (as shown below). Whether you start a trial is completely up to you — there are plenty of free card templates available without upgrading.

Neutral Simplistic Merry Christmas Card
Card (Portrait) • 4 × 6 in

By Marketing Templates Co. Follow

Print with Canva
Paper type

Premium paper
A thick and durable paper choice to make a lasting impression. (216-270gsm)

Upgrade to use this template
Try Canva Business for free

☐ Canva Pro For individuals

☒ Canva Business For individuals and teams

Everything in Pro, plus:

- ✓ Optimize ad performance with Canva Grow Insights for smarter marketing
- ✓ Even higher AI usage limits to fuel more creative campaigns and ideas
- ✓ Manage up to 100 brands and collaborate with the whole team for stronger branding
- ✓ Enjoy a 10% discount on all print orders
- ✓ Coming soon All-in-one: unlock access to premium

Try it free for 30 days

We'll remind you before end of trial. Cancel any time in a few clicks.

Merry Christmas
The Browns

Beige and Red Illustrated Merry Christmas Greeting Card
Card (Landscape) • 6 × 4 in

By Aelina Design Follow

Print with Canva
Paper type

Premium paper
A thick and durable paper choice to make a lasting impression. (216-270gsm)

Deluxe paper
Our superior paper choice, 600gsm and strength. (300-350gsm)

Hemp paper
Natural, lightly textured paper, renewable hemp. (325gsm)

Paper finish

Matte finish
Subtle finish with vibrant colors. You can

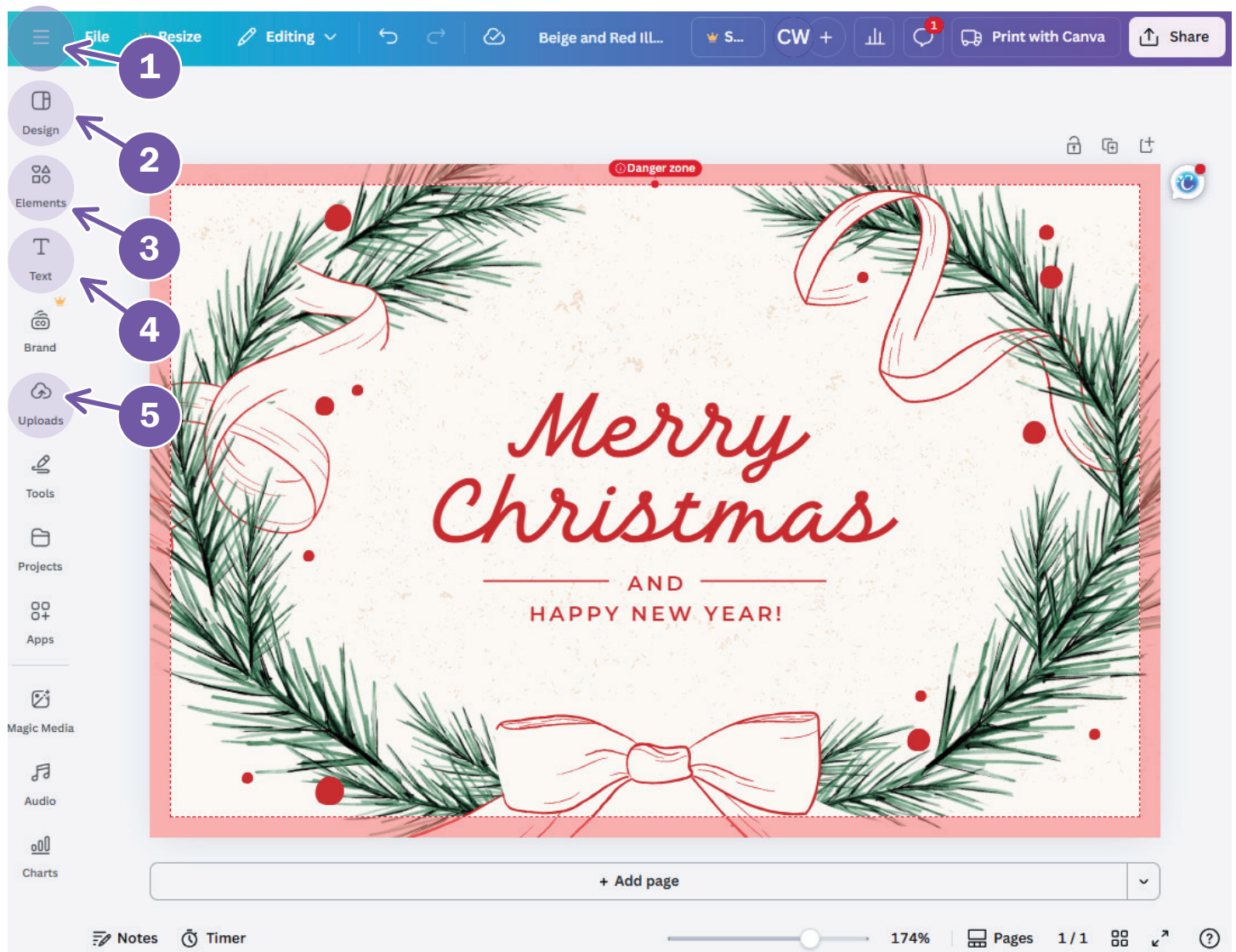
Customize this template

Once you've selected a template you have access to — whether it's free or part of a Canva subscription — click **"Customize this template"** to begin designing.

Canva may prompt you to select a paper stock before continuing — you can simply leave this setting as the default. Once your design opens in the editor, a window may appear about printing through Canva; just close that window and continue editing your card as usual. All printing will be handled through the Print Shop.

Step 3: Working in the Canva Editor

When your template opens, you'll see the Canva Editor — the workspace where you can modify text, images, and layout.



1. Menu

Opens Canva's main navigation panel, where you can move between sections of the platform. From here, you can start a new design, return to your home page, access your projects and folders, or browse templates.



2. Design

Browse ready-made templates and layout ideas. You can switch designs, change color themes, or apply coordinated styles to your existing layout.



3. Elements

Add visual items such as shapes, lines, illustrations, icons, or photos. Simply drag and drop any element into your design to customize it.



4. Text

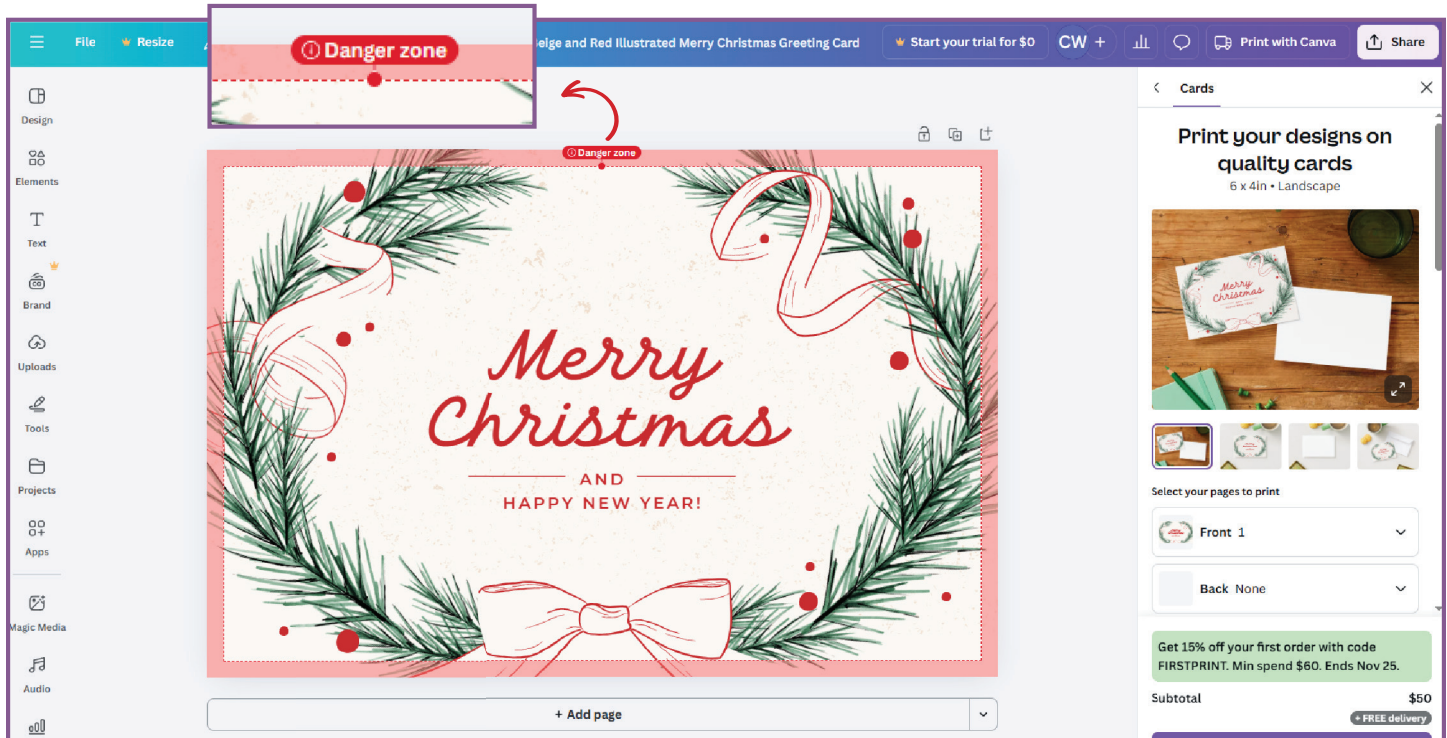
Insert new text boxes or edit existing ones. Choose from a variety of fonts, colors, and preset text styles to personalize your message.



5. Uploads

Import your own photos, logos, or graphics to use in your design. Once uploaded, these files will appear here for easy access in future projects.

When your template opens in the Canva editor, you may see a red **“Danger Zone”** border. This marks the margin area — keep text and important elements inside this space so nothing gets cut off when printed.



Use the toolbar on the left-hand side of the screen to add photos, text, icons, or shapes to your card. You can also click directly on any existing text or artwork to adjust fonts, colors, or wording. Canva automatically saves your progress as you work, so there’s no need to worry about losing changes.

If your design will include a back page for double-sided printing, right-click your current page and choose **“Duplicate Page”** to keep the same margins and layout. If you’d prefer to start from scratch, select **+ Add Page.**

Step 4: Exporting Your File for Print

When you’re ready to send your design to the Print Shop, click **“Share”** in the top-right corner and select **“Download.”**

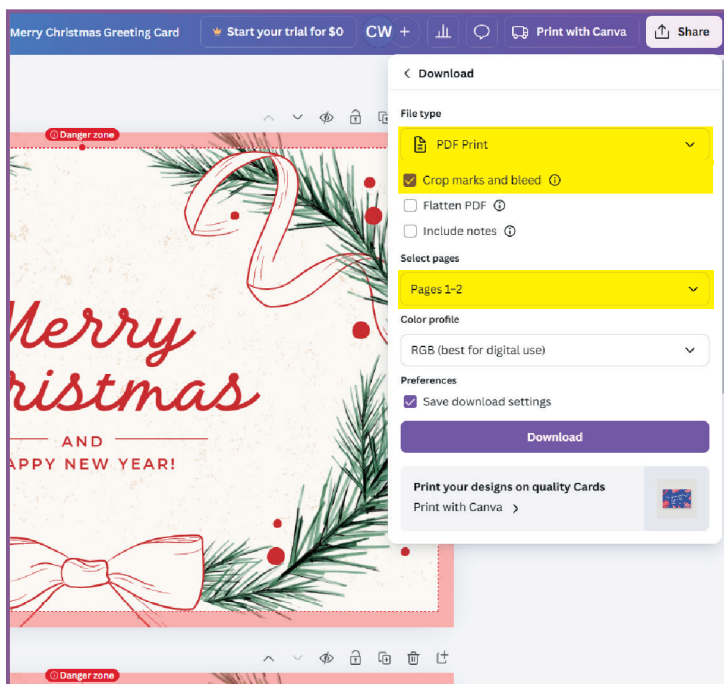


- Change your File Type to **PDF Print**
- Check the box for **Crop Marks and Bleed**
- Make sure all pages of your card are selected (if applicable)

Then click **“Download”**.

Note: When you’re ready to send your request to printshop@kings.edu, please send your file as an attachment rather than a shared link.

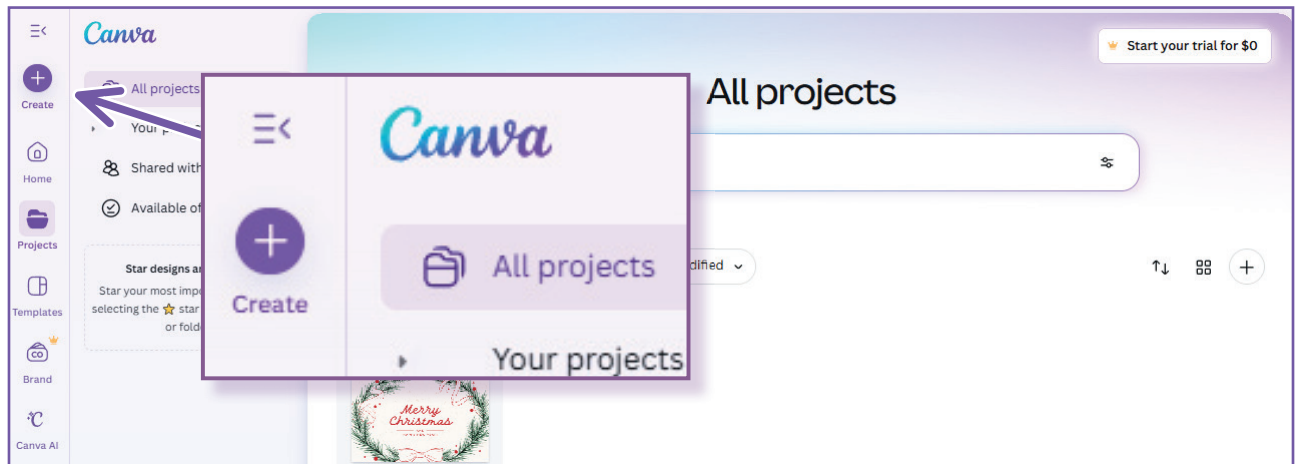
If you are still unsure about using Canva, check out www.greetingsisland.com for even more options.



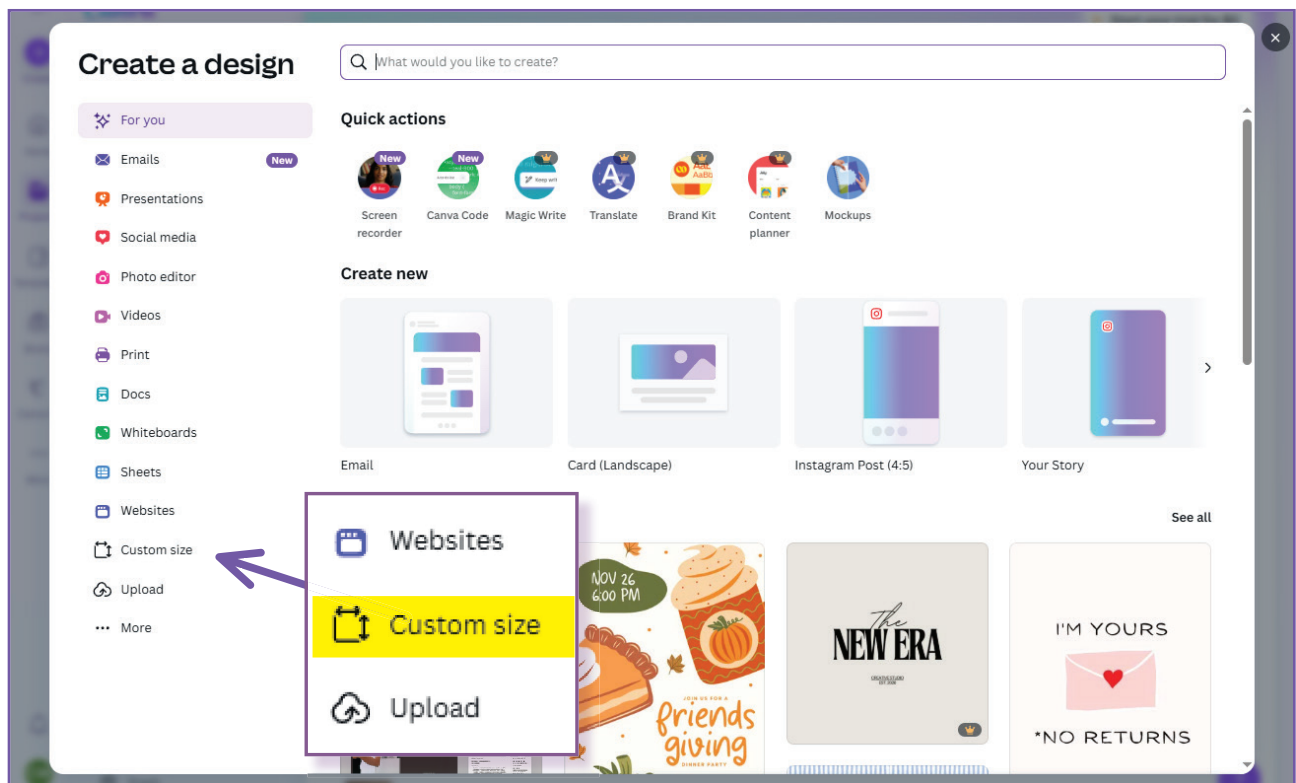
Designing Your Envelope

Step 1: Starting a New Design

To create a matching envelope, go back to Canva's Home page and click the “Create a design” button in the top-left corner.



Select “Custom Size.”



For best results, change the units to “in” and use the following dimensions: 7.25 × 5.25 inches. Click “Create new design.”

Custom size

Width

7.25

Height

5.25

Units

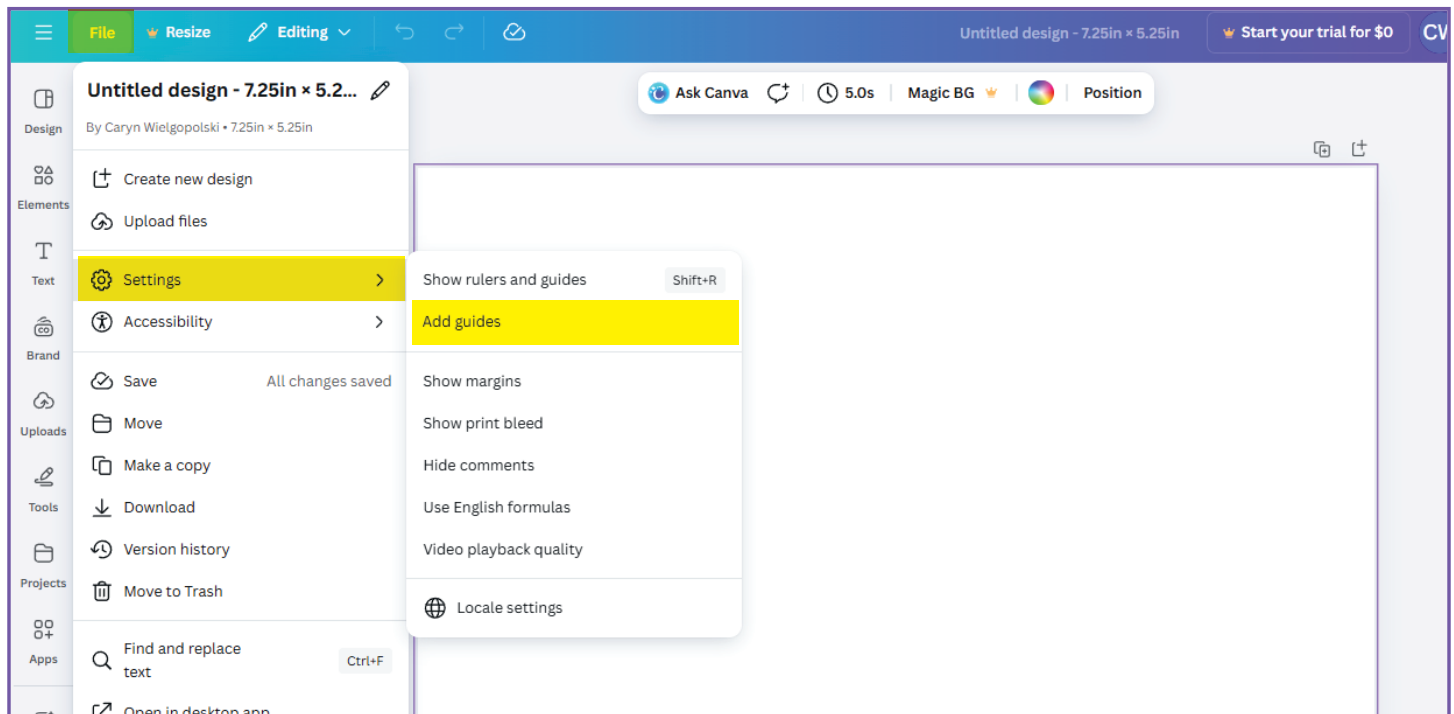
in

▼

Create new design

Step 2: Setting Up Your Envelope Layout

Once your custom-sized envelope document opens, you can set up guides to help keep your design neatly within print-safe margins. Click **“File”** in the top-left corner, then choose **“Settings”** → **“Add guides.”**



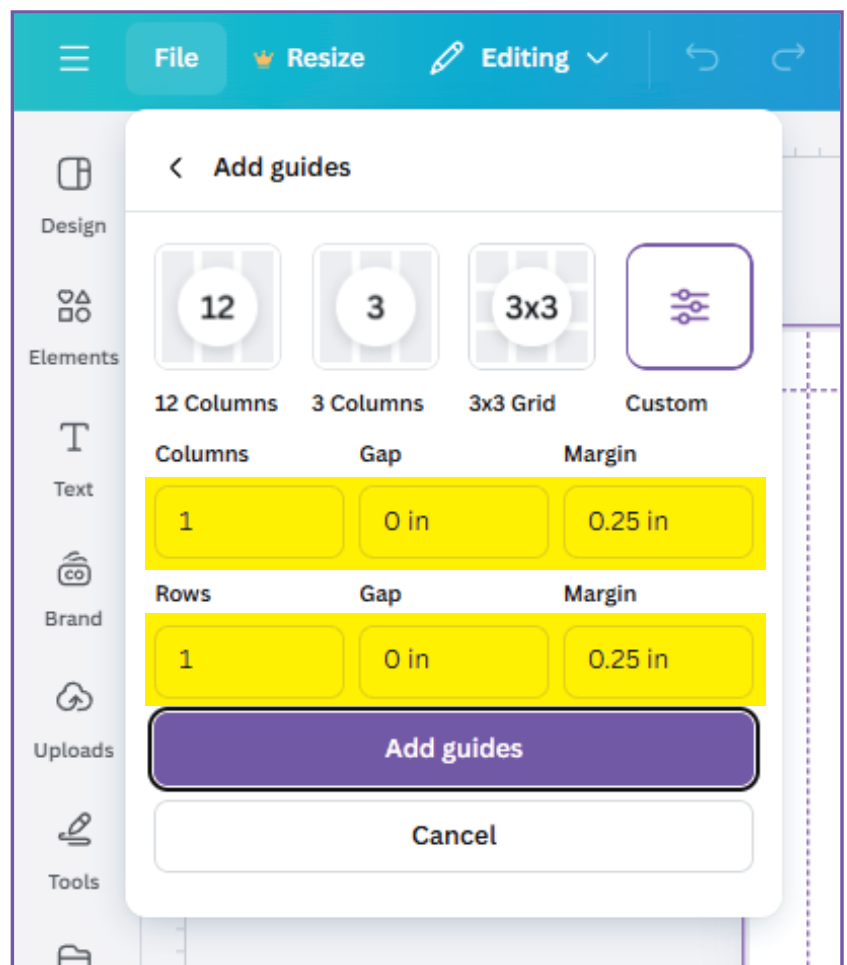
When the pop-up window for adding guides appears, select **“Custom”** and type in the parameters exactly as shown and highlighted in the image on the right.

Click **“Add guides”** when complete.

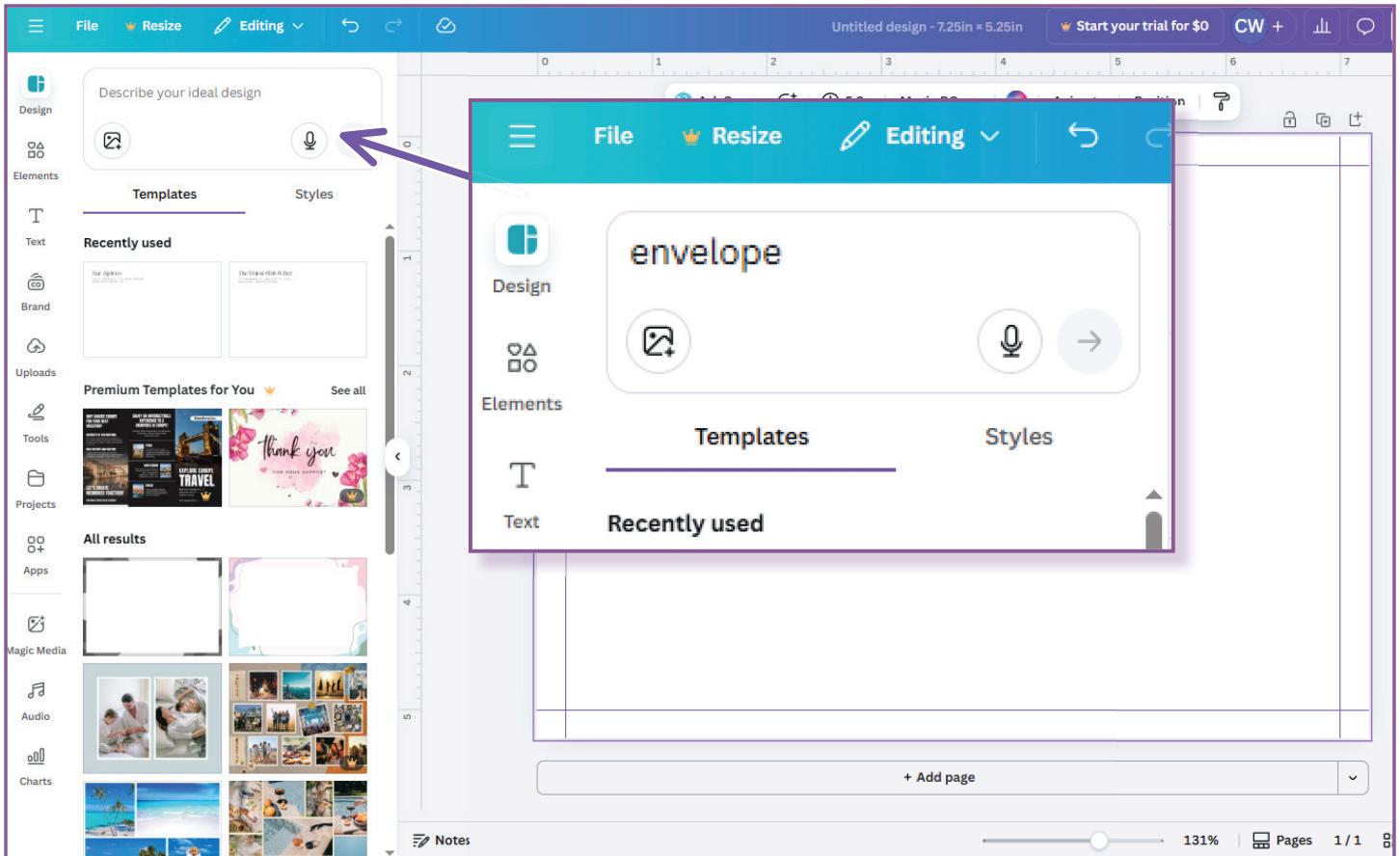
This will create a visible margin line around the edges of your design space.

These purple guide lines indicate where it's safe to place your content—be sure that no text or artwork extends beyond them.

Note: You can skip adding margins if you prefer, but we don't recommend it unless you're confident in visually aligning your design. The guides make it much easier to keep text and artwork properly centered and within safe print areas.



You can now start designing your envelope. Use the Design tab on the left-hand toolbar to search for “envelope” templates if you’d like to begin with a premade layout. Otherwise, you can add your own text manually using the Text tool.

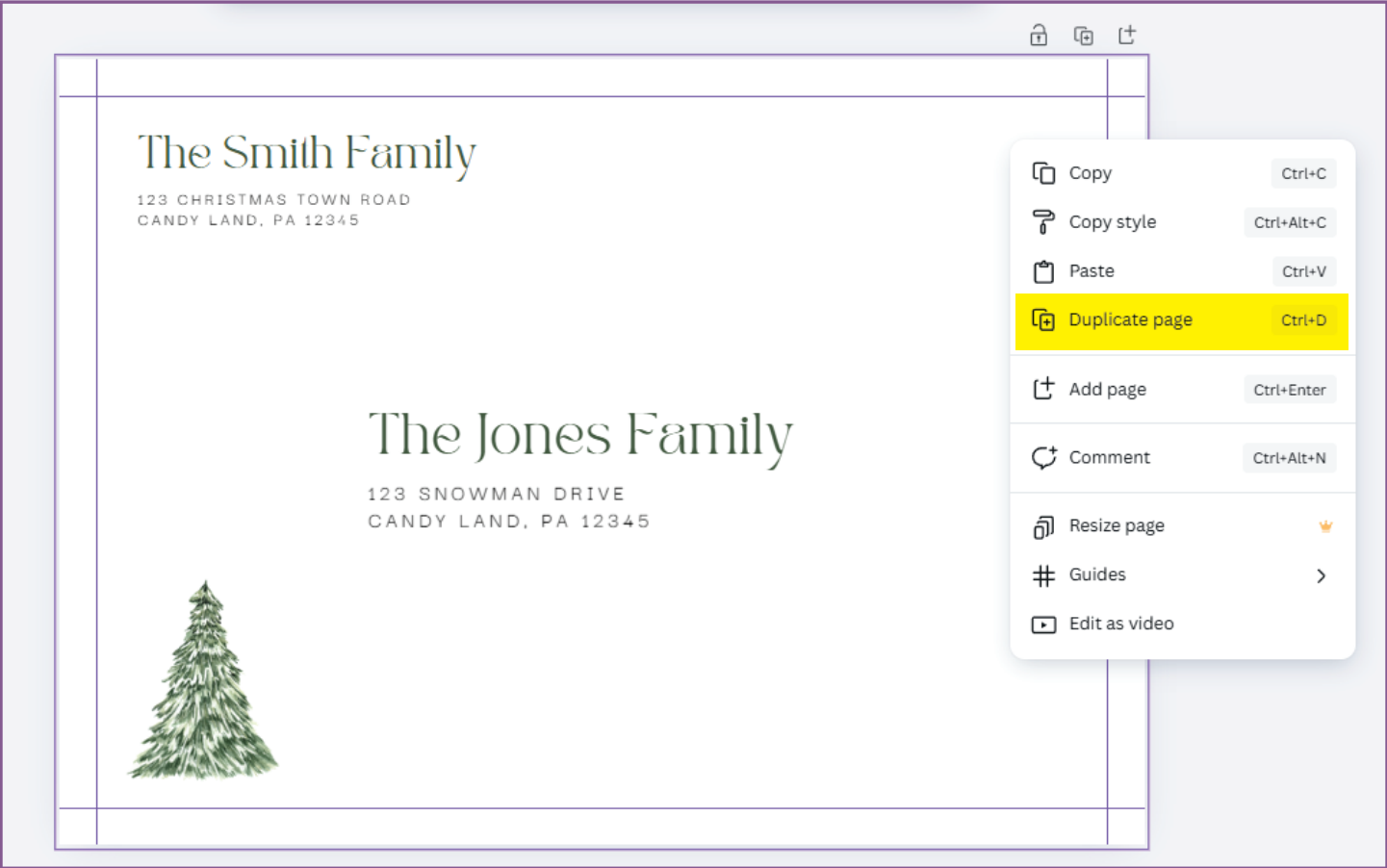


Your return address should always go in the top-left corner, and the main address area should stay centered within the margins. Feel free to add small decorative elements or festive touches, but note that the Print Shop cannot print envelopes with bleed, so keep all design elements inside the guide lines.



Note: If you’re unsure how to properly format names or addresses—such as whether to write “the Joneses” or “the Jones”—refer to the Greeting Card Etiquette Guide for examples and best practices on addressing envelopes.

If you plan to handle the addressing yourself, you can type each recipient’s address directly in Canva. One option is to use the first page as a template, then [duplicate the page](#) for each recipient. This allows you to print each envelope individually and save on the design charge for address merging.

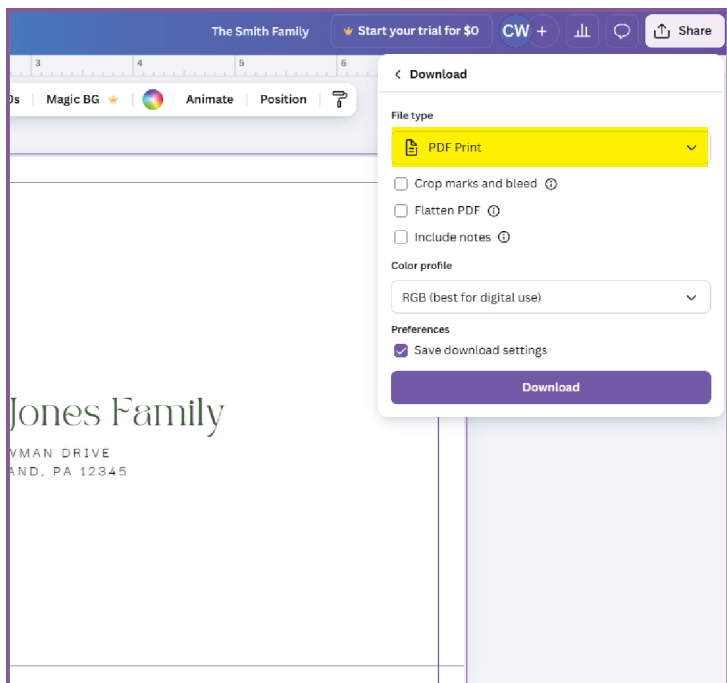


Alternatively, you can prepare your addresses on Avery labels using Microsoft Word or Avery.com, or simply handwrite them the traditional way. If you’d like the Print Shop to handle the address merge for you, please provide your addresses in an Excel spreadsheet with the following columns:

- Recipient Name
- Address Line 1
- Address Line 2 (if applicable)
- City
- State
- Zip Code (or a single “City, State Zip” field is acceptable)

This format ensures we can accurately merge and print your addresses for a polished, professional finish. See the example below.

	A	B	C	D	E	F	G
1	Recipient Name	Address Line 1	Address Line 2	City	State	Zip	
2	The Jones Family	123 Snowman Drive		Candy Land	PA	12345	
3	Mr. and Mrs. Bell	456 Elf Road	Apt. 1	North Pole	FL	33408	
4							
5							
6							



Step 4: Exporting Your File for Print

When you're ready to send your design to the Print Shop, click **"Share"** in the top-right corner and select **"Download."**



- Change your File Type to **PDF Print**
- Make sure all pages of your envelope are selected (if applicable)

Then click **"Download"**.

Note: You do not need to select "Crop marks and bleed" for this file because there should not be any artwork extending past the margins.

Sending Your Print Request

Please email all print requests to printshop@kings.edu.

Include the following details in your message:

Quantity: Specify how many cards and envelopes you'd like printed.

Paper Finish (cards): Choose Matte or Gloss cardstock.

Deadline: Let us know when you'd like your order completed. We'll do our best to meet requested dates for non-departmental orders, but please note that King's College work takes priority.

Files: Attach all PDF card and envelope files. If we're completing an address merge, also attach your Excel spreadsheet.

No shared links: Please attach your files directly rather than sending Canva or cloud-based sharing links.

Tip: It never hurts to include a few extra cards or blank envelopes in your order—just in case!

Christmas Card Pricing

The following prices are valid for the 2025 holiday season only and do not include sales tax. Please email printshop@kings.edu with any questions or concerns.

Cards

100 A7 Flat Cards — Single-Sided Color: \$20

100 A7 Flat Cards — Double-Sided Color: \$23

Envelopes

100 A7 Blank Envelopes: \$17

Envelope Printing — Single-Sided Color (per 100): \$15

Design Services

The following prices are valid for the 2025 holiday season only and do not include sales tax.

\$25 — Card and return-address envelope **OR** envelope merge only

\$50 — Card and merged envelopes designed together

If requesting design services, please include style references, photos, and text you'd like used.



Greeting Card Etiquette Guide

Adapted from Hallmark's "How to Address an Envelope" Web Page

1. Use Full Names

For formal or semi-formal cards (holiday greetings, wedding thank-yous, or business mail), use full names rather than nicknames. If you're unsure of marital status, "Ms." is a safe and respectful choice.

2. Addressing Couples and Families

Married, same last name:

- Traditional: Mr. and Mrs. John Smith
- Modern: John and Jane Smith

Married, different last names:

- Mr. John Smith and Mrs. Jane Doe (or reverse the order alphabetically).

Unmarried adults at the same address:

- Ms. Jane Doe and Mr. John Smith

Families and households:

- For the entire family: The Smith Family
- Pluralizing last names:
 - To make a name plural, simply add "s" to the end (no apostrophe).
 - Example: "The Smiths," "The Johnsons," "The Garcias."
 - If the name already ends in s, x, z, ch, or sh, add "es."
 - Example: "The Joneses," "The Marches," "The Lopezes."
 - Avoid using apostrophes — "The Smith's" is incorrect for plurals.

Families with children: Mr. and Mrs. John Smith and Family is acceptable for formal mailings.

3. Address Placement

- Return address: Upper-left corner.
- Recipient address: Centered on the envelope.
- Avoid abbreviations in the name line for formal correspondence (write "Street" instead of "St.").

4. Handwritten vs. Printed Addressing

Handwriting adds warmth and personality. If using printed or merged addresses, choose a simple, legible font — script fonts can look elegant but should remain easy to read.

5. Signing the Card

- Begin with a friendly greeting such as "Dear John and Jane," or "Season's Greetings to the Smith Family."
- End with a short closing line: "Warmly," "Best wishes," or "Love," followed by your name or family name.



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