

Easy Visual Aids for the Classroom



1. Log into www.canva.com
2. Create a free account
3. Select a project to create. Example – Presentation
4. Select a layout
5. If you want a blank layout, select search, Grids
6. After you select a layout, you can edit the presentation by clicking on the text, the background or the pictures.
7. You can add a fancy text layout by clicking the text logo. These layouts are all editable.
8. You can add a plain background by clicking background. You can change the color of the background by clicking the circle color in the edit tab that appears when you click on the background. You can also use the same box to change the font style, size, and color.
9. You can add your own pictures or something you found on a Google search by clicking uploads.
10. If you want to make a second poster, click add new page and start editing.
11. Remember to save your presentation randomly by clicking FILE, save.
12. When you have completed your presentation, click save, then click download. Select PDF: for print. The file will download directly to your computer.
13. To print the file, open the file as a PDF. Before printing, select page setup, select A3 paper, then print the posters as A3 documents, or you can leave them as regular A4 pages and print as normal.
14. Canva stores all your designs on your account page for easy access. Once a document is saved in Canva, you can reopen it and make changes to the same file.

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