

# Use Canva for Creating Posters to Print in the KMHS Media Center

## Login and Design

1. Sign in with your [educator account](#) in Canva to have access to the best features, including resizing
2. Start a poster with one of our blank templates from Canva to ensure proper sizing

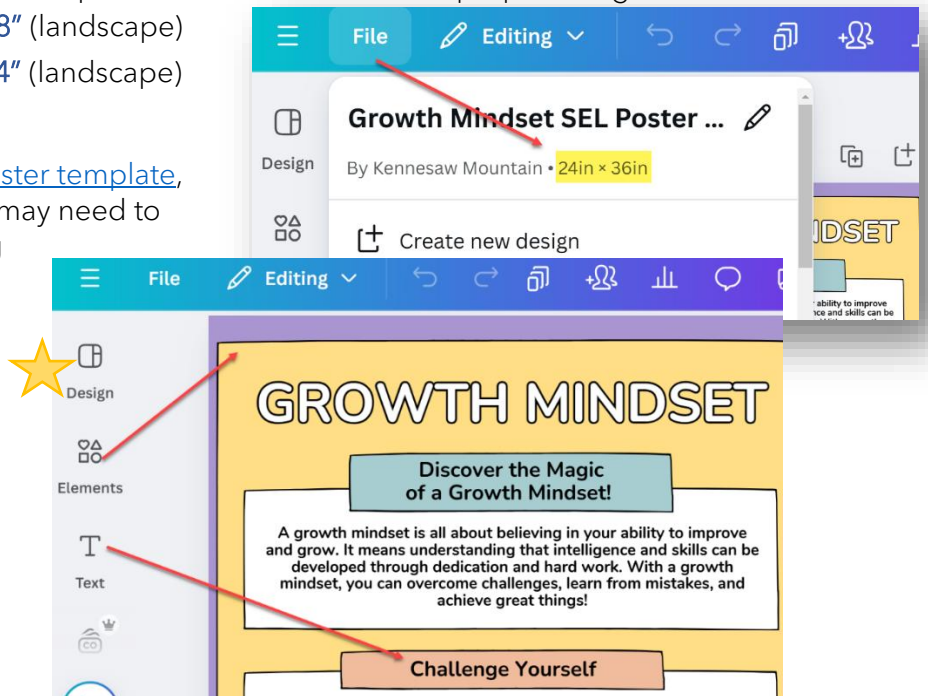
- 18 X 24" (portrait) or 24 X 18" (landscape)
- 24 X 36" (portrait) or 36 X 24" (landscape)

or

- You may start with a Canva [poster template](#), just be sure of the size or you may need to adjust your design for printing

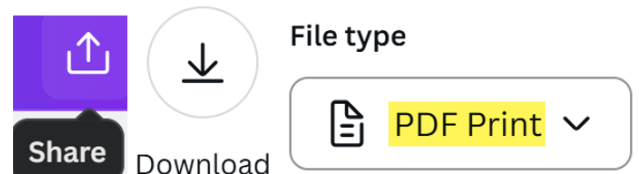
3. Explore basic design options

- Elements
  - shapes
  - images (you may also paste images)
- Text
  - extensive font collection
- Design / Style
  - combinations
  - color pallets
  - font sets



## Sending Your Poster for Printing

1. From Canva select **Share** and **Download** as a PDF Print
2. Email your poster file(s) as a properly sized PDF to Valerie.Bryan@cobbk12.org
3. Turn around time will vary depending on the media center schedule at the time of your request, you will be notified when your poster is ready, usually by the next day



## Things to Try in Canva

- File / Make a copy (rename) - experiment or redesign a poster without losing original
- Share a file with others to view, edit or use as a template
- Easily remove the background from an image **BG Remover**
- Resize an image - works best when the new size is proportional to original **Resize**

Enjoy!