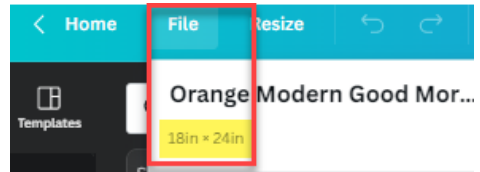


Canva for Creating Posters to Print in the KMHS Media Center

1. Start with one of our blank templates from Canva to ensure proper sizing

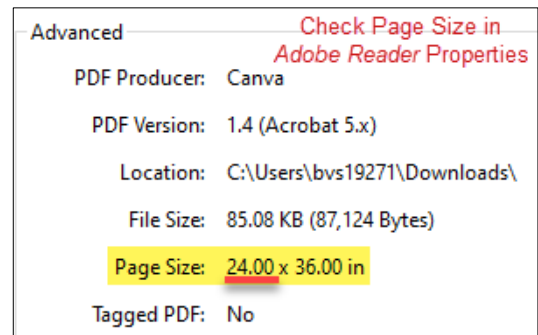
- 18 X 24" (portrait) or 24 X 18" (landscape)
 - 24 X 36" (portrait) or 36 X 24" (landscape)
- (In your Canva account, select **File/Make a copy**)



- You may start with a Canva poster template, just be sure of the size

2. **Download and confirm** size by opening in *Adobe Reader* desktop version

- File / Properties, see lower part of Description tab
- Resizing is not easy in the free version of Canva



3. Continue designing in Canva

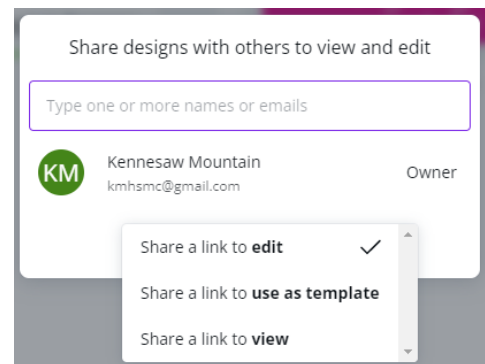
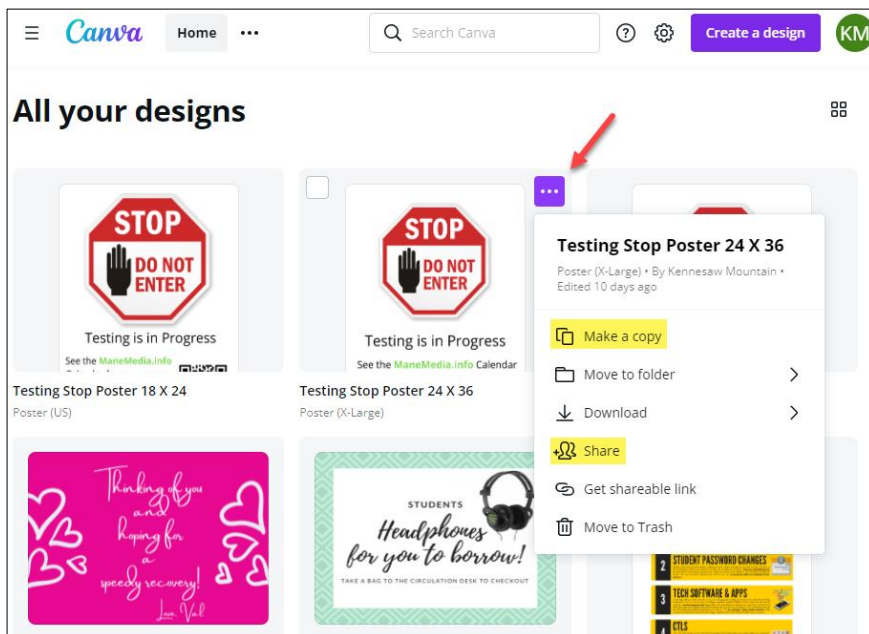
4. Download final version as **PDF**, then confirm size

5. **Proofread carefully** before requesting print job

- Media staff will print jobs presented in **PDF** with **Page Size: 24 x 36 in** or **18 X 24 in**

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
- Sign up for *Canva for Education* to unlock premium features, like resizing
 - Poster (portrait) design templates are sized 18 X 24 in (Poster X-Large are 24 X 36 in)



Production Options to Consider

- White background saves money!
- Laminating tends to wrinkle on larger posters, does better with [18 X 24 in](#)
 - See Media Center examples