

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"
- 24 X 36"

(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

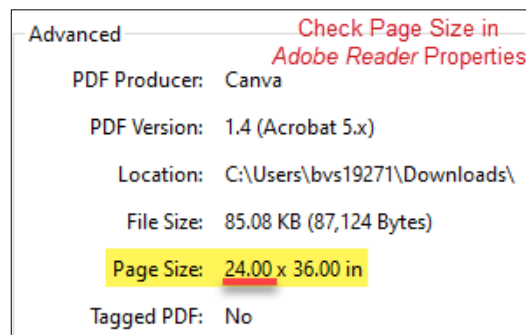
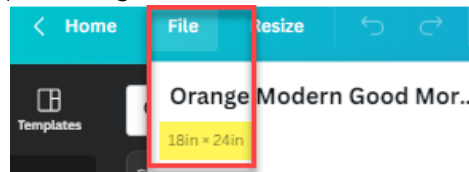
- File / Properties, see lower part of Description tab
- Resizing is not easy in the free version of Canva

3. Continue designing in Canva

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

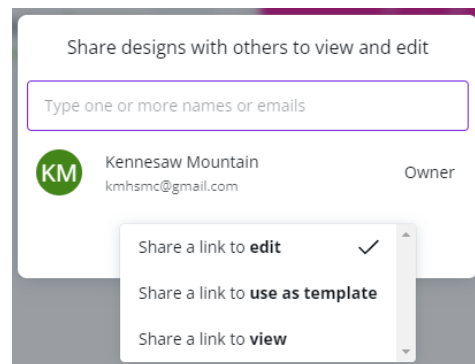
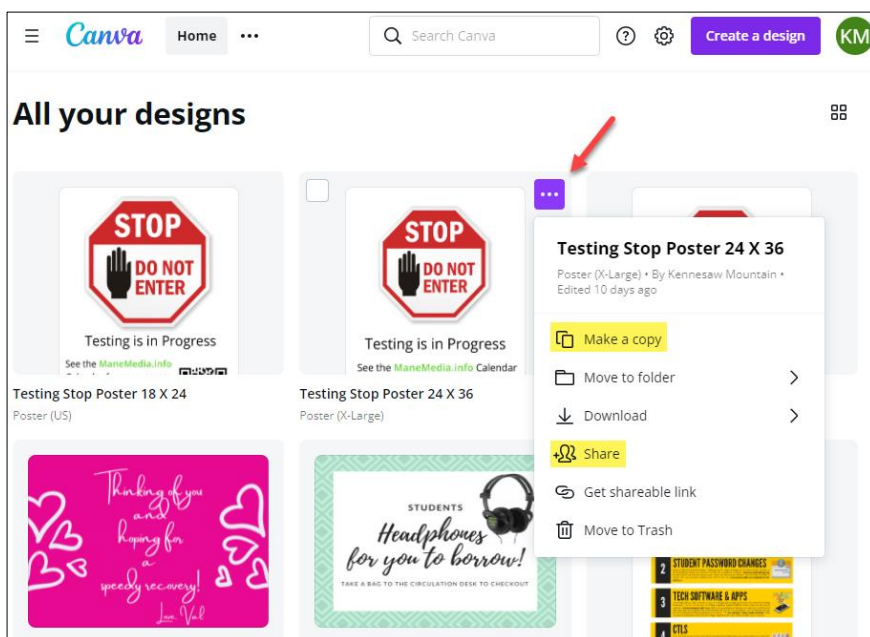
5. **Proofread carefully** before requesting print job

- 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