

PROMOTIONAL TOOLS>>ADDITIONAL MATERIALS  
Canva Creation “How To”

At the “Additional Materials” page:

CLICK:

Edit & Download Here (either 8.5x11 flier or 4-to-a-page)

AT CANVA:

Click on “File” in the upper left hand corner

Click “Make a copy”

Above each version is a toolbar. Delete the fliers you do not want to use by clicking the mini trash can above it.

Click on the pre-filled class information on the flier you’ve chosen. A purple box will appear. Click on the mini trash can or delete button to take all info out of your white space. This leaves you with a clean white space.

Your class information will go into this white space.

Go to the left side of the page and click the T, then click on “add a text box” A text box appears on your flier.

Click the + to drag your text box to your white space. This text box is where you will type your class information.

Put your cursor in the box and delete the wording.

You can choose your font style and size of font up above on the tool bar at the top of the page. Once you’ve chosen your font and style type your class information into the box.

Once you’re satisfied with your class information, click until the purple box is gone. Now your information is set into your white space. NOTE: you can put your class registration link into this white space if you’d like...OR

QR CODE:

To create a QR code for your class registration, go to the left side of the page, toward the bottom you will see “Apps”. Click on that, find “QR Code”. Click.

You can copy and paste (or type) your class registration link into the URL button. Click “generate code”. A QR code will appear in your flier.

You can resize it by clicking on the edges and move it by putting your cursor in the middle of the QR code and moving it where you want it.

When you’re finished, click until the purple box is gone.

To Print/Share:

Click on SHARE>>DOWNLOAD>>File type-PDF Print>>DOWNLOAD