**Canva Job Aid**

1. Click on the infographic template

A screenshot of a video

Description automatically generated

This will take you to Canva where you will see this:

A screenshot of a computer

Description automatically generated

\*please note that Jen Caroll is the instructional designer who created the template, that is why you see a name there.

1. Scroll to the bottom of the page and click here:

A screenshot of a computer

Description automatically generated

1. Next, it will go to this screen where you will need to sign up for an account (it is free)

A person sitting at a desk using a computer

Description automatically generated

1. Once you have created your account, you will be able to edit the infographic template:

A screenshot of a website

Description automatically generated

1. You will want to zoom in so that the font is larger and easier to modify:

A screenshot of a computer

Description automatically generated

1. Double-click in the boxes to make the edits, and the boxes will move. You can modify it however it looks best. You will likely need to change the font size.

A screenshot of a computer

Description automatically generated

1. Highlight the words that you want to change size
2. Then go to this area to select size, font, etc.

A screenshot of a computer

Description automatically generated

1. Once you have completed the assignment, including all information you will want to save it.
2. To save, go to Share:

A purple box with white text

Description automatically generated

1. Then choose ***Download.***

A screenshot of a computer

Description automatically generated

1. Select “Print”

A screenshot of a computer

Description automatically generated

1. Then it will show up here in your downloaded files (this may vary depending on browser):

A screenshot of a computer

Description automatically generated

1. Open the pdf, choose the down arrow to save it:

A screenshot of a computer

Description automatically generated

1. Then save to your files

A screenshot of a computer

Description automatically generated

1. Lastly, submit to the assignment area.

**Play around with it and have fun!**