**Canva Job Aid**

1. Click on the infographic template



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



\*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:



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



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



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



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.



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



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



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



1. Select “Print”



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



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



1. Then save to your files



1. Lastly, submit to the assignment area.

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