



Canva Poster Templates for Department Use

Instructions:

1. Click the link to the open the design template you want to use.
2. Once the link opens in Canva, click **File > Make a Copy** to create an editable version of the template.
3. Add applicable information and/or content to your poster.
4. Proof your document.
5. When ready to send to print:
 - a. Click **"Share"** in the upper right corner of your screen
 - b. Click **"Download"**
 - c. Change **"File Type"** to **PDF Print**
 - d. Make sure **"Crop Marks and Bleed"** is checked. This will help make sure your design is printed correctly.
 - e. Click **"Download"**
6. Send to the mail and print center (printcenter@trnty.edu). Include the **budget code** you would like to charge, the **delivery location**, and the **quantity** to print.

1



11 x 17 Template

8.5x11 Template

2



11 x 17 Template

8.5x11 Template

3



11 x 17 Template

8.5x11 Template

4



11 x 17 Template

8.5x11 Template

5



11 x 17 Template

8.5x11 Template