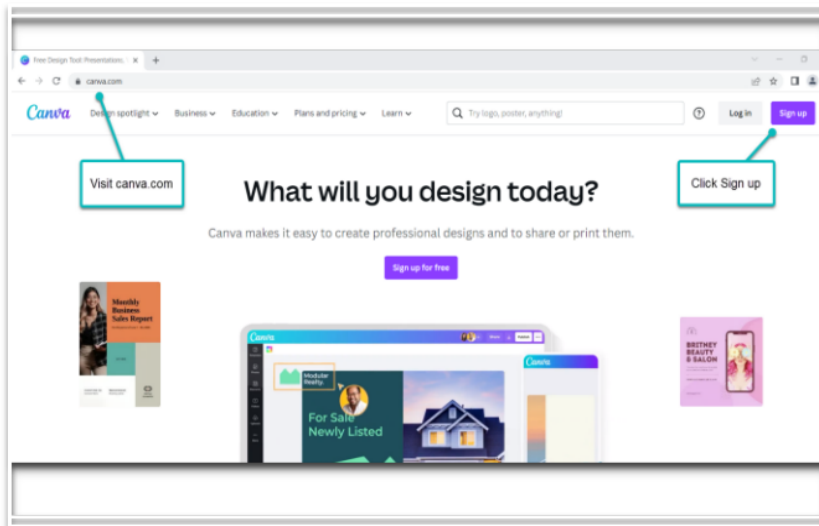


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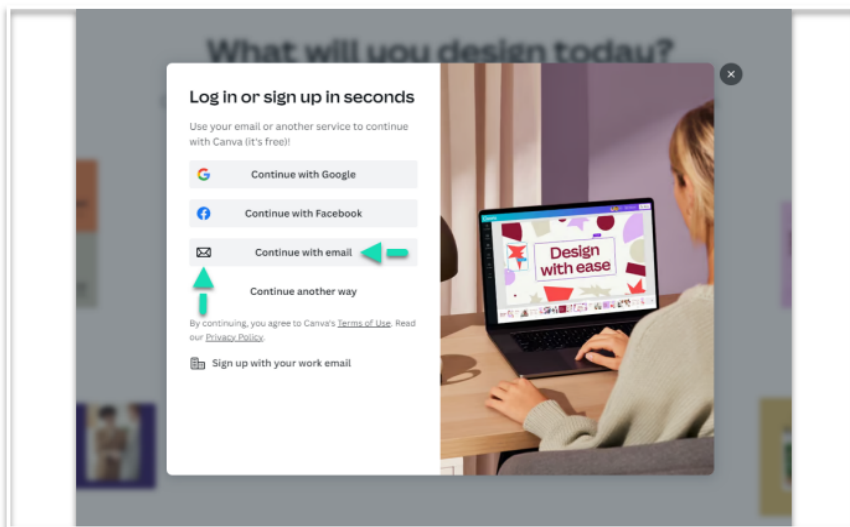
1



To create a presentation in Canva, a design software site, type **canva.com** in your browser's address/search bar.

To sign up for a new free account, click the **Sign Up** button.

2

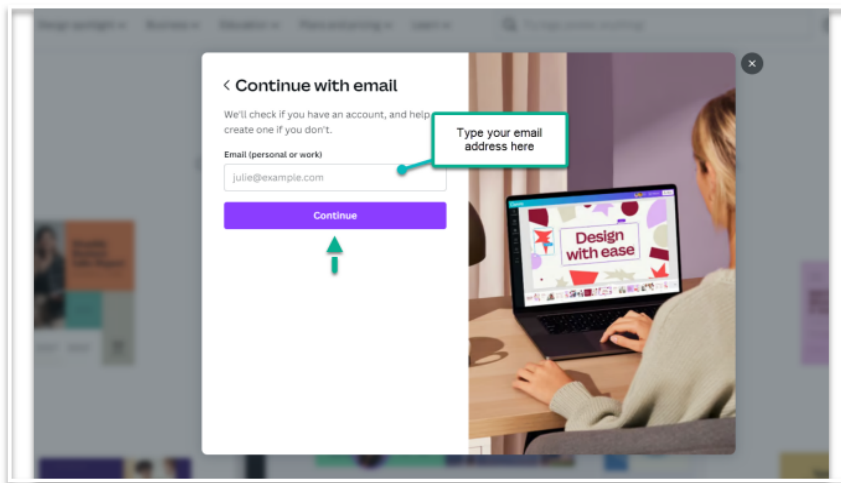


To sign up or log in, select the email or service you would like to use to sign up with or log into Canva.

Use the **Continue with email** option to sign up for a Canva account with an email address from any email provider.

How to Create a Presentation in Canva

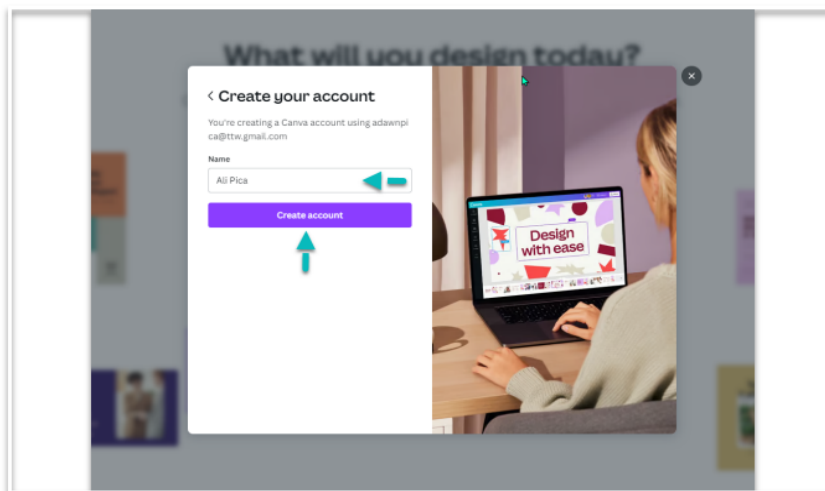
3



Enter the **email address** you would like to use to create an account.

When you are ready, select **Continue**.

4

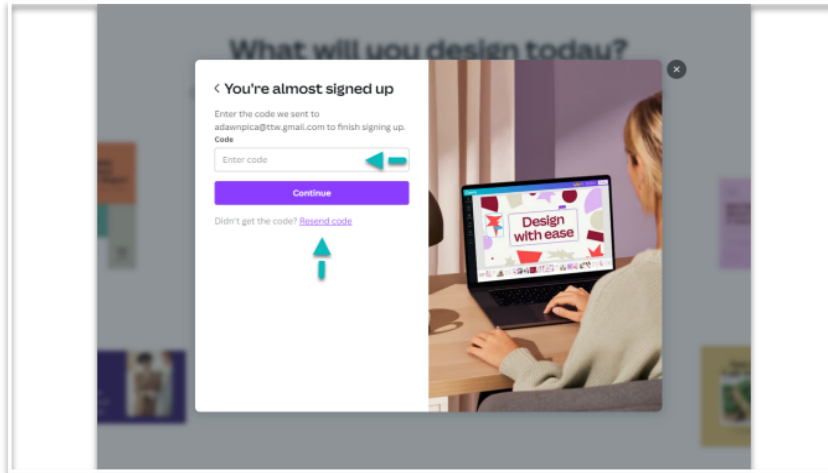


Enter your name under **Name** in the text box.

When you are ready, click **Create account**.

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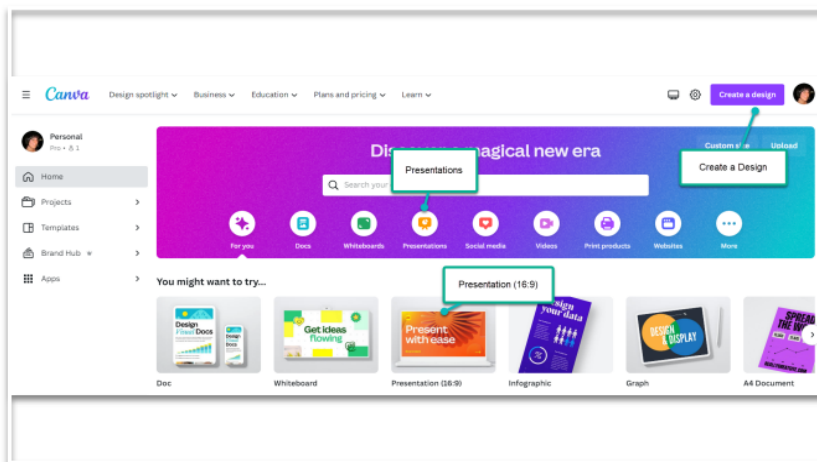
5



You will be emailed a code to enter. Once you receive the code, enter it under **Code**.

Click **Continue** when you are ready.

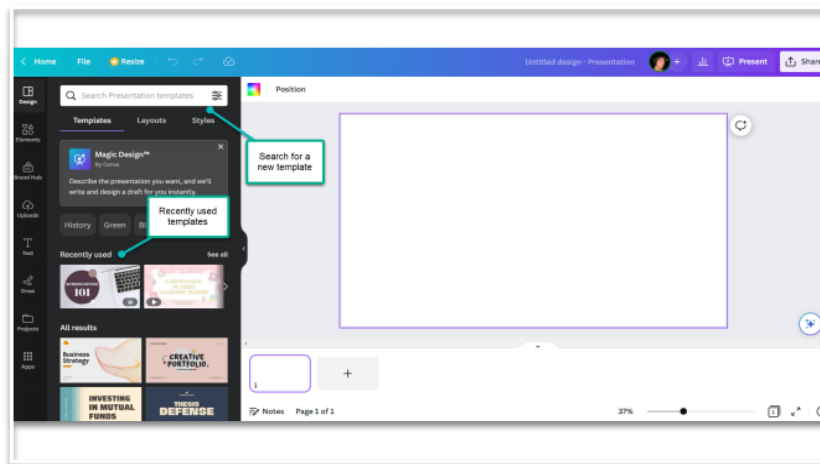
6



On the **Canva homepage**, there are multiple options to create a presentation. Select **Presentation (16:9)**.

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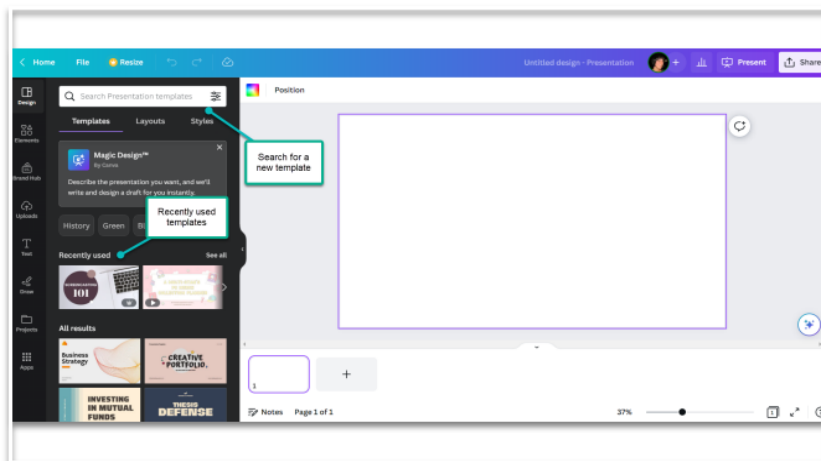
7



Search for a new **template** in the search bar.

You could also select a recently used template.

8

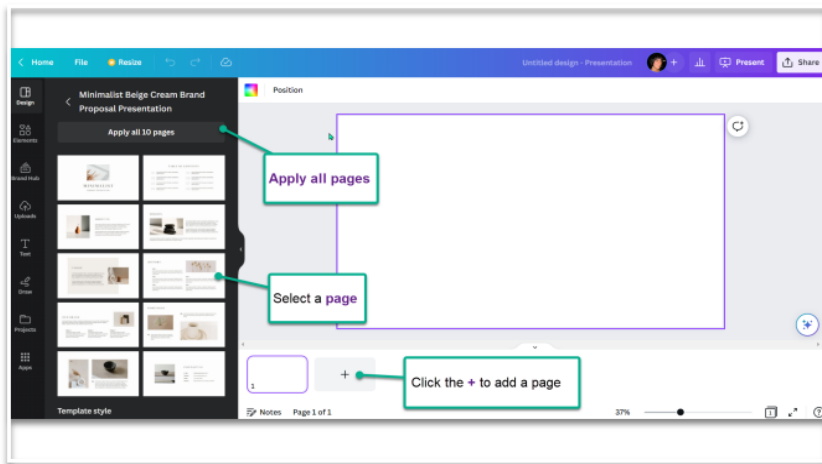


Type: **Portfolio Presentations** in the search bar.

Select a **template** or scroll down to see more templates.

How to Create a Presentation in Canva

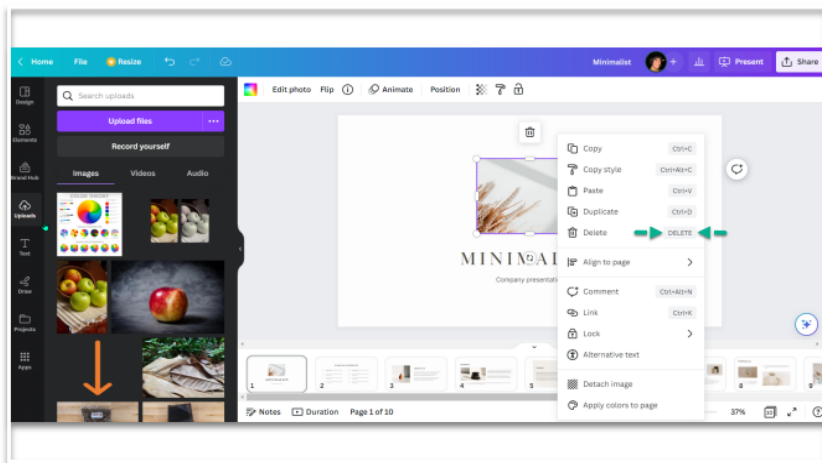
9



Select **Apply all pages** or select a **page** to add to your presentation.

You can click the **+** symbol next to the page to **add another page** to your presentation.

10

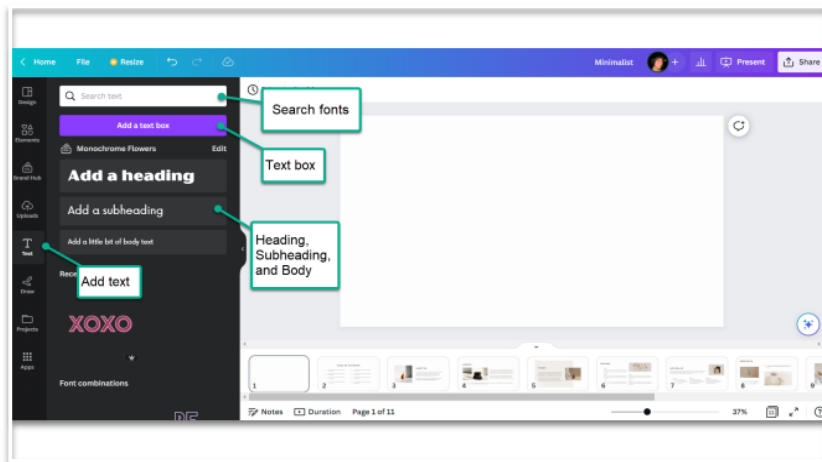


If you would like to **edit** the page, select the asset you want to edit or delete.

Right click the image and select **Delete** or select the **Delete key**.

How to Create a Presentation in Canva

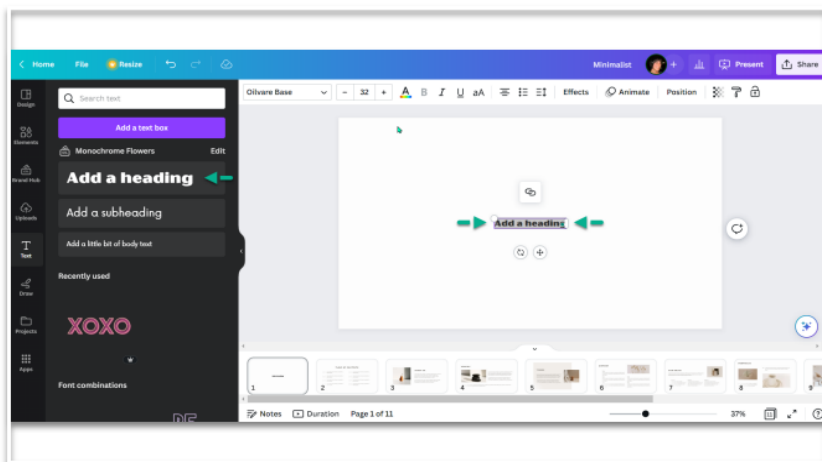
11



Select the **Text icon** on the left-hand panel.

Select **Add a heading** to add a heading to your page.

12



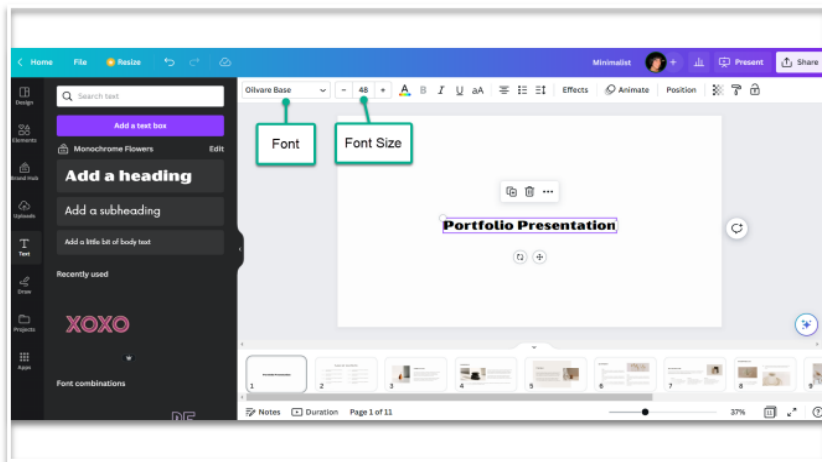
Select the text box you added to the slide and double-click it.

Click inside the box and select the **Backspace key** to edit the text.

Type: **Portfolio Presentation**

How to Create a Presentation in Canva

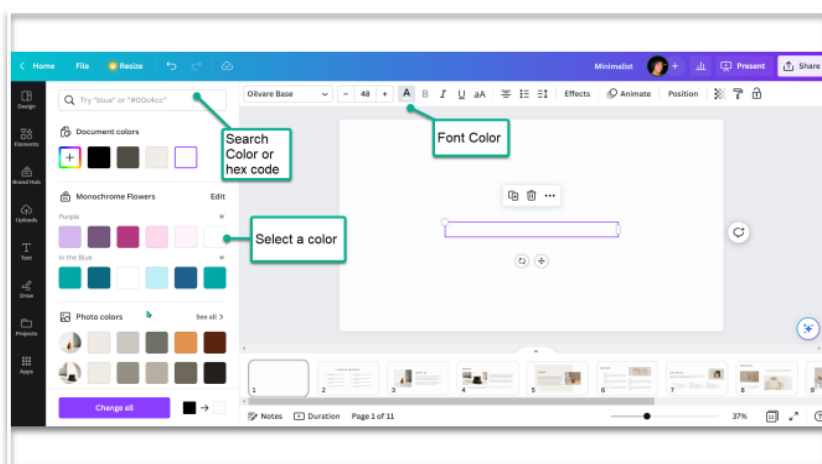
13



Select the **heading** to increase or decrease the **font size** and **change the font**.

To increase the font size, click the **+** icon or click on the **font size** then type: **48**.

14

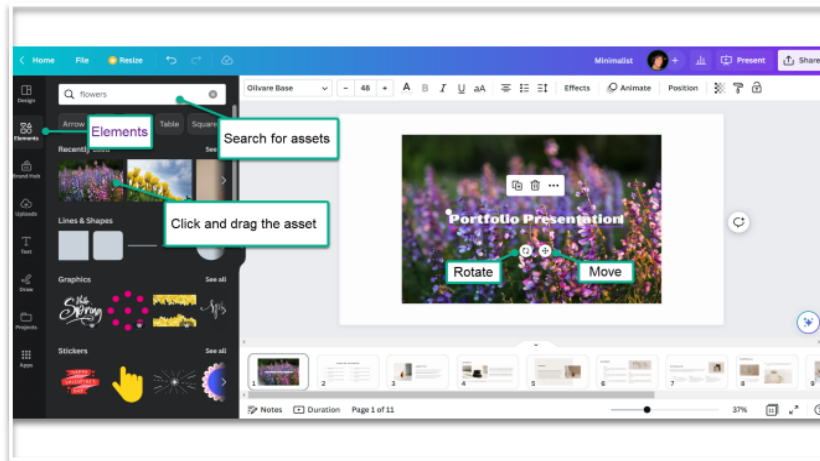


To change the color of the font, click on the **text box**, then click the **Font Color** icon.

Then, you can search for a color or select a color. Select the white **Document color**.

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15

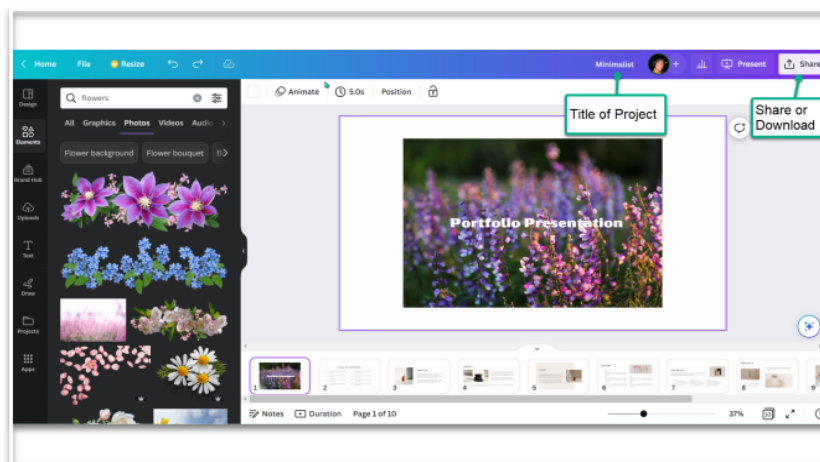


To add assets to your presentation, select **Elements**. Search for assets in the **search bar** and select the **asset category**.

Type: **flowers**

Click and **drag** the asset to the page. You can **rotate** or **move** the asset.

16

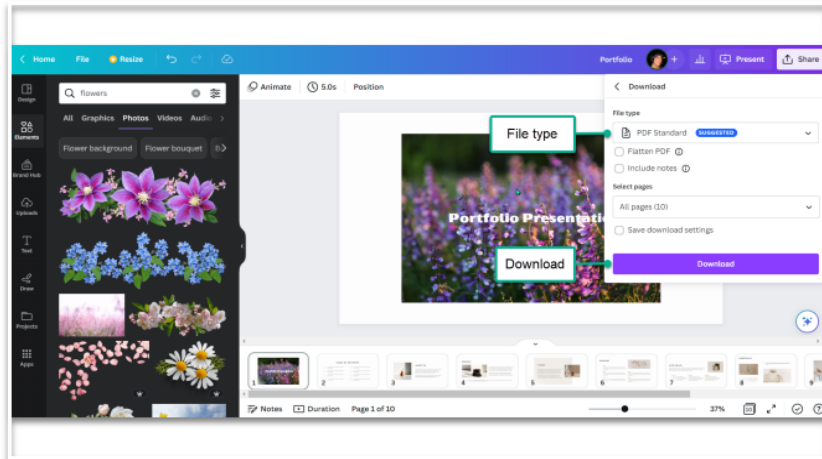


To save your presentation, click the **Title** to change the title. Type: **Portfolio**.

Then, click **Share** to download or share your presentation.

How to Create a Presentation in Canva

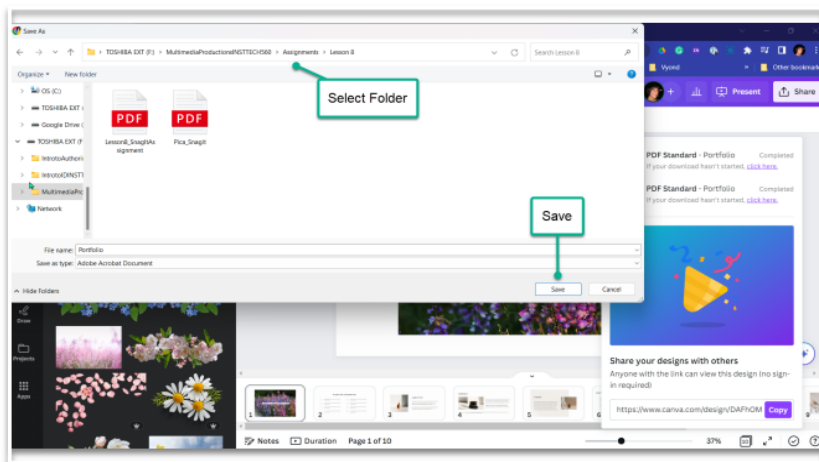
17



Select **File type** in the format you want to save your presentation.

Then, select **Download**.

18



Select the **folder** where you want to save your presentation.

Then, click **Save**.

Congratulations!
You created a presentation in **Canva**!