



- Open Canva and create a new design
- For size:
 - Poster: choose poster or create a custom 18"x24" document
 - Flyer: choose resume or create a custom 8.5"x11" document
 - Vaccine Card: choose card or create a custom 5"x7" document
- To upload the PetDesk provided art, choose "background imagery" on the left sidebar menu.
- Click on the three dots (•••) next to the title and then choose upload.
- Upload the poster/flyer of your choice.
- Once the image is uploaded, choose the image from the imagery menu and resize it to fit the document.
- To add your logo to the document, click on "uploads" on the sidebar menu.
- Click upload media and upload your logo file, preferably with a transparent background.
- Click on the uploaded file to add it to your document.
- Resize and place the logo as you see fit.

PetDesk Tip: Try to line the logo up with the PetDesk logo for consistency.



- When you are finished, hit the down arrow next to "Print Posters" (or Letterhead/Cards) button in the top right corner. From there, you can download a PDF to print! Additionally, you can get them printed through Canva if you choose.