

CANVA

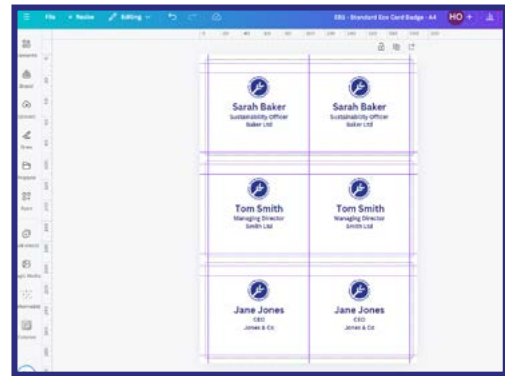
How to create and print artwork in Canva

Follow this guide to create and print artwork from Canva. This method requires typing in the names on the badges (it's not suitable for data merging badges - instructions for this can be found on the [Guidance & Templates](#) section on our website).

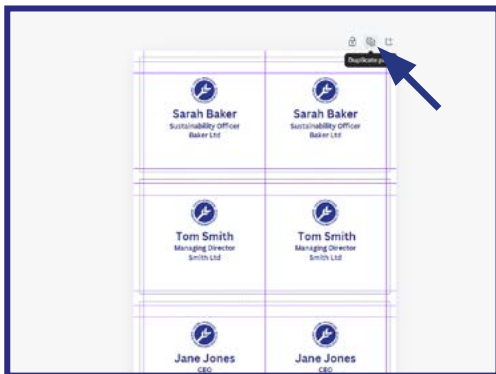
01 Ensure you open the correct A4 Canva template from [Guidance & Templates](#) on our website. [Creating a basic Canva account](#) is free.



02 Edit the template to create your badge designs and type your attendee data in. Canva instructions can be found [here](#).



03 To create multiple sheets of badges, duplicate your artwork and edit the next page of badges.



04 To print, click "Share" then "Download" and select "PDF print". Open the PDF to print, ensuring "Actual size" is selected in print options.

