Tri-fold Board Panel Posters Set Up

Create your design in Canva using templates linked below. Leave a *minimum margin of 0.2"* to avoid lost content on your printed posters. When your Canva file is ready for the printer, select **Share / download / PDF Print**.

- Templates for Tri-fold Board Panel Posters – login to Canva.com & design in Canva for best results
    - Blank 24 X 36" (portrait)
    - Split Blank for Side Panels (leave space for a margin at the center split)

- Options for incorporating graphs in your poster

- https://convertio.co/jpg-svg/ – this is an option for converting an image that was developed in another app, svg images will typically preserve quality when resized, effectiveness is dependent on the quality of your original image

- Proofread your document carefully and remember to include your name! Unfortunately, Canva is not helpful with spelling. As a workaround, copy and paste content from Canva into a Word doc.
    - Click the grey area beside your poster and press Ctrl+A
    - Copy using Ctrl+C
    - Paste in *Word* using Ctrl+V
    - The *Word* doc will be a mess but may help you error

Sample PDF of Tri-fold Board Center and Side Panels

Printing cost: $8/set when paid through MyPayments Plus in advance; $10 if paid in cash

Lead time: 2 school days (48 hrs.)

Submitting file(s) for printing:
Preferred Option
1. Submit $8 payment to Media Center **before the date** that you would like to have your poster printed (media staff receive notification of your payment the next day)
2. Email your poster file(s) as a properly sized PDF to Valerie.Bryan@cobbk12.org
Alternate Option
1. Bring $10 exact change to the Media Center
2. Submit your properly sized PDF poster file(s) to media staff via email or on a USB drive

Stop by the media center if you need assistance.