

- Go to [Canva.com](https://www.canva.com/) (https://www.canva.com/)
- Select Poster.
- No need to select **LAYOUTS**.
- Select **UPLOADS** along left side. Upload ~10 pictures.
- Select **BKGROUND** color.
- Drag photos to poster and arrange. You can move a picture in front of or behind other pictures, and tilt pictures. There are guide lines to let you know when pictures are lined up with other pictures or centered. There are Filter, Crop, and Flip options, as well as transparency adjustment. (When I first started using Crop, I was able to crop pictures to any size and crop out all extra space around a photo (once finished cropping, select the check mark), but then it stopped working and was wonky so you have to play around with it. I re-uploaded some photos to use for pictures that didn't work.) Add TEXT or ELEMENTS (optional).
- Once completed and you have verified and double verified wording and edges, select **Download** button located across top right.
- Change File Type to JPG, and only download one page if you made multiple pages. Then Select the green Download button.
- Once downloaded, save file to your hard drive.
- Go to [OfficeDepot.com](https://www.officedepot.com) (https://www.officedepot.com)
- Select **Print & Copy**, and **Poster**
- Select **18" x 24"** and make sure orientation is **Portrait**.
- Select **Upload your own Design** and **Get Started** button.
- Select **Upload Your Files** and select **My Device**.
- Locate the file you saved from Canva, and select.
- You can scale the image if it doesn't fit to the edge, by selecting the Image tab.
- Select Your **Paper Type** (55lb Heavy Bond Paper can be laminated, \$16).
- Select Lamination (\$6) or Foamcore Mounting, optional.
- Select **Download Proof** at the bottom right of picture to preview. There is an option to download the file and save.
- Once completed, PROCEED TO CART.
- Select Free Store Pickup to pick up in Milford on Rivers Edge near Target. Your Pickup Store Office Depot #2307 275 RIVERS EDGE MILFORD, OH 45150 513-831-2850
- I placed an order at 11:45 am, and was notified by e-mail that pickup was estimated to be 7:00 pm that same day.