

## How to Create a Business Card on Canva – Storyboard (Draft 1) for Review

**Seat Time:** 3-5 minutes

### **Target Audience:**

- Georgia Tech's faculty, researchers, staff, and student employees



### **Learning Objective(s):**

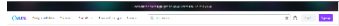
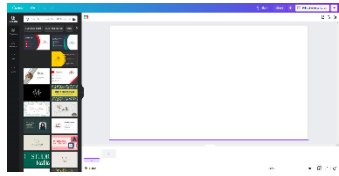
By the end of this video, the learner will be able to:

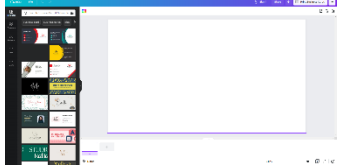
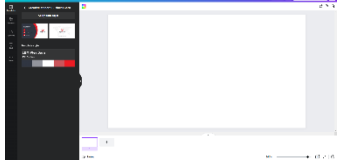

- Modify existing templates to create your own business cards on Canva

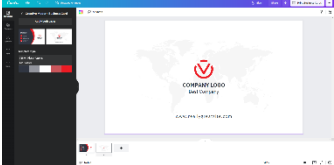



### **Notes for Reviewers:**




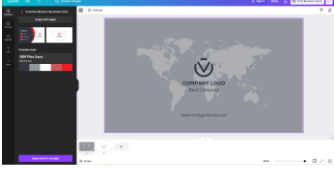
- Please focus on the **accuracy** and **completeness** of the content during this review cycle. "Page breaks" for the video will be adjusted after the content is edited.
- Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.
- Remember, the text in the Audio/Voiceover column will be narrated audio.
  - There will be "connecting" words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
  - Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
  - Capitalization is not important in the this column, but is very important in the "On Screen Text" column.
  - The bracketed numbers (ie. [1]) illustrate which audio clip to match the animated text, graphic or interaction with.
- Bolded text indicates Sub Section Headers.


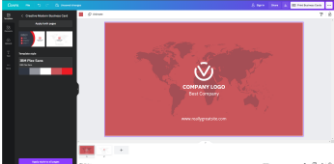
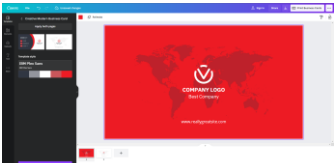
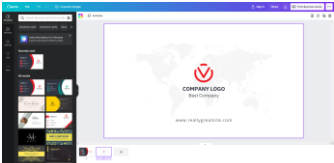
Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
Scene #1	<p>[1] Hi! Congratulations on your new business! This must be a really exciting time for you! As you start working on getting your brand together, one of the first things you are going to need as you grow your network is a business card.</p> <p>[2] Don't worry if you are not an artist or don't have a creative bone in your body. There's help for that!</p> <p>[3] Today I am going to show you Canva, which is a free-to-use online graphic design tool.</p> <p>[4] By the end of this video, you will be able to modify existing templates to create your own Business Cards using the Canva platform.</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Home Screen [1]</li> </ul>			
Scene #2	<p>[1] First, let's navigate to the Canva website. Enter <a href="http://www.canva.com">www.canva.com</a> in your browser address bar. [2]</p>	<p>Screenshare:</p> 	"http://www.canva.com"	<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Highlight, Spotlight or Annotate the web address [2]</li> <li>○ Spotlight or Annotate</li> </ul>	

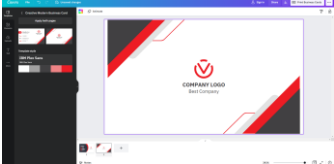
Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
	<p>[3] This takes you to their main page if you've never been here before. [4] Note that sign up is free, but it is not required if you just want to follow along with me for now.</p>	<ul style="list-style-type: none"> <li>○ Canva - Home Screen [1]</li> </ul>		<p>the "Sign up for free" button [4]</p>	
<p>Scene #3</p>	<p>[1] In the search bar, you can look for templates of anything you'd like to design. We're looking for business cards, so that's what we'll enter in the search bar. [2]</p> <p>[3] This will open a new tab with a blank Canva screen and a plethora of business card templates in the left side bar. [4]</p> <p>[5] This view will be a little different if you are a registered member because you will be prompted to select a template first before coming to this view and your chosen template will be displayed on screen.</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Template Search bar [1]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Business Card Template Sidebar [4]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Highlight, Spotlight or Annotate the template search bar [1]</li> <li>○ Arrow pointing to the left sidebar [4]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Type "business card" in the search bar and click Enter [2]</li> </ul>	
<p>Scene #4</p>	<p>[1] As you scroll down this template sidebar, you'll see a variety of</p>	<p>Screenshare:</p>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Arrow pointing to the crown icon [2]</li> </ul>	

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
	<p>designs that you can choose from. Most of these templates are free, but if you see a little gold crown icon on the bottom right of the template, [2] these are "PRO" version templates [3] and they do have a cost associated with using them.</p> <p>[4] You should definitely be able to find something you like in the free templates, but if a well-designed PRO template suits your needs better, feel free to use that instead.</p>	 <ul style="list-style-type: none"> <li>○ Canva - Business Card Template Sidebar [1]</li> </ul>		<p>Action:</p> <ul style="list-style-type: none"> <li>○ Hover over the gold crown to show the "PRO" text pop up on the card template [3]</li> </ul>	
<p>Scene #5</p>	<p>[1] Whenever you are ready to select your business card template, hover over it and left click. [2] You'll be presented with a front and back view of the business card, and you can choose whether to add one or both pages.</p> <p>[3] In this case, I like the front and the back, so I'll click "Apply both pages". [4]</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Template Selected [1]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Selected Template Front [2]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate "Apply both pages" button [4]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click on the first page and then click on the second page [2]</li> <li>○ Click the "Apply both pages" button [4]</li> </ul>	

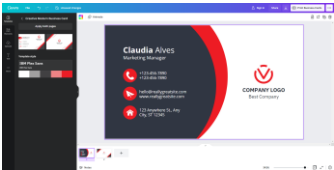
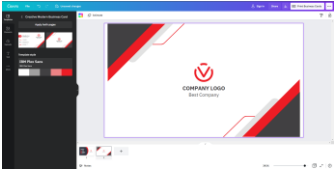

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
		 <ul style="list-style-type: none"> <li>○ Canva - Selected Template Back [2]</li> </ul>			
Scene #6	<p>[1] You can also play around with the template style and color, by applying the template style and clicking the "Shuffle" button. [2]</p> <p>[3] So far these styles are only applying to the first page but if you would like to see what options are available for the second page, click the back of the card and shuffle through those template styles as well. [4]</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [2.1]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [2.2]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [2.3]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate "Shuffle" button. Maybe even zoom in? [2]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click the "Shuffle" button and show each of the front view coloring styles [2]</li> <li>○ Click the back of the card and the "Shuffle" button to show each of the back view coloring styles [4]</li> </ul>	

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
		 <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [2.4]</li> </ul>			
		 <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [2.5]</li> </ul>			
		 <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [4.1]</li> </ul>			
		 <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [4.2]</li> </ul>			

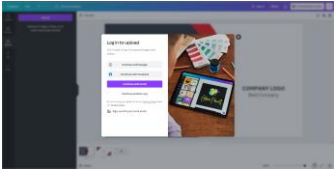
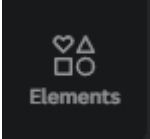

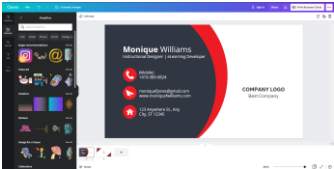
Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
		 <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [4.3]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [4.4]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Shuffle Template Style Front [4.5]</li> </ul>			
Scene #7	<p>[1] If for some reason you don't like either of those styles and saw a particular front or back view that you preferred in a different template, you can customize your card to select the front and back that you prefer.</p> <p>[2] So let's just say I</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Choose Another Template for Card Back [5]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate/Arrow to the "Page 2" button [3]</li> <li>○ Spotlight or Annotate the back arrow button [4]</li> <li>○ Spotlight or Annotate/Arrow to the "Page 2" button [8]</li> </ul>	

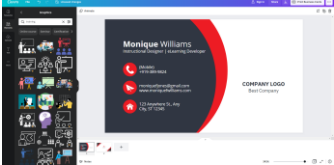

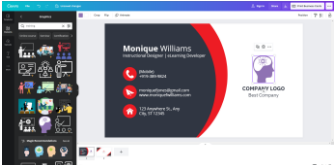

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
	<p>decided I like the front of this card, but since my business is not a global business, then the world map does not make much sense on the back of this particular card. So I am going to switch this out with something else I like. I'm going to click on my Page 2 down here. [3] This switches the working active view to the back of the card.</p> <p>[4] Now I am going to click on this Back arrow [5] to go back to the business card template list. I'm perusing and see "ooo" I like this card back and it sort of matches my template, so I click on the template to select it. [6]</p> <p>[7] Now to make sure I only change the second page, I'll confirm that my Page 2 is still highlighted [8] and re-click it if it is not.</p> <p>[9] Then I will click on the back card template to apply this new style to my Page 2.</p>	 <ul style="list-style-type: none"> <li>○ Canva - New Card Back Template [9]</li> </ul>		<ul style="list-style-type: none"> <li>○ Spotlight or Annotate the back card template [9]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click on the Page 2 button [3]</li> <li>○ Click on the back arrow button [5]</li> <li>○ Click on the template [6]</li> <li>○ Click on the back card template [9]</li> </ul>	


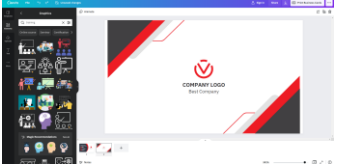
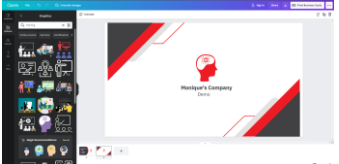
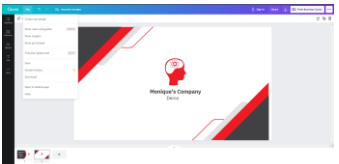
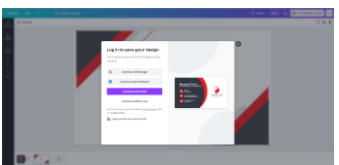


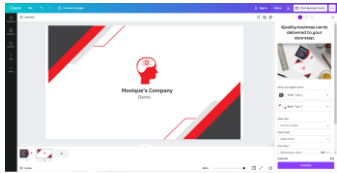
Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
Scene #8	<p>[1] Yep I like this front and back combination way better, so I'm going to keep it like this. Now we're ready to customize our card by replacing the text and logo with our own.</p> <p>[2] Simply double click in the text boxes to update the template with your information. [3]</p> <p>[4] If you need to adjust the text fields, you can drag the double sided arrows to fit.</p> <p>[5] Go ahead and update the rest of the fields. [6]</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - New Card Back Template [1.1]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - New Card Back Template [1.2]</li> </ul>		<p>Action:</p> <ul style="list-style-type: none"> <li>○ Toggle between Page 1 and Page 2 [1]</li> <li>○ Double click in the Name field and type "Monique Williams" [3]</li> <li>○ Drag the double-sided arrow on the right of the Name text field to fit [4]</li> <li>○ Double click in the Role field and type "Instructional Designer/eLearning Developer" [6]</li> <li>○ Drag the double-sided arrow on the right of the Role text field to fit [6]</li> </ul>	
Scene #9	<p>[1] If you're feeling fancy, you can change the font, size and styling in the upper bar to modify the text your liking. [2]</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Card Front Updates [2]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate the upper bar [1]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Change size of Role text to 5 [2]</li> <li>○ Update phone number text box to "(Mobile)" on line 1 [2.1]</li> <li>○ Update phone number text box to "+919-389-</li> </ul>	

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
				<p>9824" on line 2 [2.2]</p> <ul style="list-style-type: none"> <li>○ Update the web contact text box to "moniquefjones@gmail.com" on line 1 [2.3]</li> <li>○ Update the web contact text box to "www.moniquewilliams.com" on line 2 [2.4]</li> <li>○ Drag the double-sided arrow on the right of the web contact text field [2.5]</li> <li>○ Replace "COMPANY LOGO" text with "Monique's Company" [2.6]</li> <li>○ Replace "Best Company" text with "Demo" [2.7]</li> </ul>	
<p>Scene #10</p>	<p>[1] If you already have your own logo, you can replace the template logo with your own by deleting it and uploading your logo image here. Click on the "Uploads" tab on the sidebar. [2]</p> <p>[3] Whenever you are ready, you will click the "Upload" button here and follow the prompts to upload your image.</p>	<p>Screenshare:</p> <div data-bbox="718 1068 869 1214" data-label="Image"> </div> <ul style="list-style-type: none"> <li>○ Canva - Uploads sidebar tab [2]</li> </ul> <div data-bbox="627 1339 961 1515" data-label="Image"> </div>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate the "Uploads" sidebar tab [2]</li> <li>○ Spotlight or Annotate the "Upload" button [3]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click the "Uploads" sidebar tab [2]</li> <li>○ Click the "Upload" button [3]</li> </ul>	

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
	<p>[4] Please note that you will need to create an account to login to upload any images. [5]</p>	<ul style="list-style-type: none"> <li>○ Canva - Upload button [3]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Login to upload popup [4]</li> </ul>		<ul style="list-style-type: none"> <li>○ Click the 'X' button to close the popup. [5]</li> </ul>	
<p>Scene #11</p>	<p>[1] If you don't want to do that or do not have a logo to use, you can use any of the free graphics in Canva to go here instead. Just click the "Elements" tab in the left sidebar. [2]</p> <p>[3] If you are feeling creative, you can create your own image with Lines &amp; Shapes, but since that is NOT my gift; I'll be using the provided graphics feature. Just click the "See all" link in the "Graphics" section. [4]</p> <p>[5] Since I am looking for an image related to Instructional Design, I'm going to type "training" in this search bar and see what they have. [6]</p> <p>[7] I see this image here and I like that it is</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva - Elements sidebar tab [2]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Lines &amp; Shapes and Graphics (See all link) [3]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Graphics Search bar [4]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate the "Elements" sidebar tab [2]</li> <li>○ Spotlight or Annotate the "See all" link [4]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click the "Elements" sidebar tab [2]</li> <li>○ Click the "See all" link [4]</li> <li>○ Type "training" in the search bar [6]</li> <li>○ Click on the purple head/brain image [8]</li> <li>○ Drag the image over, resize and align it. [9]</li> </ul>	

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	<p>free, so I am going to grab this one. [8]</p> <p>[9] Drag the image over, resize and use the crosshairs to align it evenly above the text.</p>	 <ul style="list-style-type: none"> <li>○ Canva - Graphics training search results [6]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva - Drag Chosen Logo [9]</li> </ul>			
<p>Scene #12</p>	<p>[1] This image does not match my color scheme so I am going to use Canva's color picker to change it. Click on your logo image and then click primary color button up here. [2]</p> <p>[3] I'm going to choose red to match the color scheme of this card. Note that the Document Colors section includes all of the colors currently used on this card to keep your color scheme consistent.</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva – Logo Primary Color Picker Button [2.1]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva – Logo Primary Color Selection [2.2]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate the primary color button [2]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click the primary color button [2]</li> <li>○ Click the red color [3]</li> </ul>	

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
		 <ul style="list-style-type: none"> <li>○ Canva – Logo Primary Color Red [3]</li> </ul>			
<p>Scene #13</p>	<p>[1] Okay, this looks good. I'm done making changes to the front of this card. So now I'm going to click on Page 2 to make changes to the back. [2] Not much to change here, but I'll update the text and replace the logo image. [3]</p> <p>[4] I'm going to use the Copy and Paste feature to copy the logo image we created on the first page over to the second page. [5]</p> <p>[6] So that's all the changes I'm going to make to this card. When you are finished customizing your own card, you can click the "Download" button here [7] to keep a copy of your work.</p> <p>[8] This will save a zip file to your Downloads</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva – Back of Card [2]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva – Finished Back of Card [6]</li> </ul>  <ul style="list-style-type: none"> <li>○ Canva – File and Save button [9]</li> </ul> 		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate the "Download" button [7]</li> <li>○ Spotlight or Annotate the "File" and "Save" buttons [9]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click on Page 2 [2]</li> <li>○ Update "COMPANY LOGO" text to "Monique's Company" and the "Best Company" text to "Demo" [3]</li> <li>○ Go to the first page and copy/paste the logo image to the 2<sup>nd</sup> page [5]</li> <li>○ Click the "File" and "Save" button [9]</li> <li>○ Click the 'X' button to close the popup [10]</li> </ul>	

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
	<p>folder containing your new card design as .PNG images. You can save your design if you ever need to come back to edit it by going to File and Save. [9]</p> <p>[10] Please note that you will need to create an account and login to save your design to Canva.</p>	<ul style="list-style-type: none"> <li>○ Canva – Login to save your design popup [10]</li> </ul>			
Scene #14	<p>[1] Lastly, if you want to order printed Business Cards. Click the "Print Business Cards" button right here. [2]</p> <p>[3] You'll need to have an account and login to use this feature, but it will allow you to specify which pages to print, the paper type, paper finish, and how many cards you need.</p> <p>[4] Congratulations! You've just created your first business card on Canva! Go forth and put it to great use!</p>	<p>Screenshare:</p>  <ul style="list-style-type: none"> <li>○ Canva – Print Business Cards [3]</li> </ul>		<p>Animation:</p> <ul style="list-style-type: none"> <li>○ Spotlight or Annotate the "Print Business Cards" button [2]</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>○ Click the "Print Business Cards" button [3]</li> </ul>	