## Well Water Clinic Marketing Templates in Canva How-To Guide

Guide and suggested program details to use to support you in your unit marketing of Well Water Clinics. All Canva templates have been developed with for use with a Canva Free account or with a Canva Pro account.

- 1. Create a Canva account if you don't already have one.
  - a. Canva Pro If you don't have a Virginia
     Tech licensed Canva account, purchase through HokieMart:

     software.vt.edu/deptsoftware/canva.html
  - b. **Canva Free** Go through the on-screen prompts to open a free Canva account at canva.com.
- 2. Visit <u>wellwater.bse.vt.edu/agents.php</u> in your browser.
- Select one of the templates from the options.
   Each template contains a printable flyer, social media image, and suggested support copy for your website, calendar, and social media.

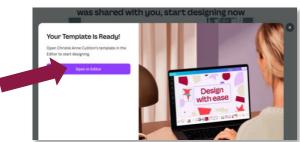
NOTE: Whatever template you select, use the printable flyer and social media from the same template, do not mix and match.

WELL WATER
TESTING CLINIC

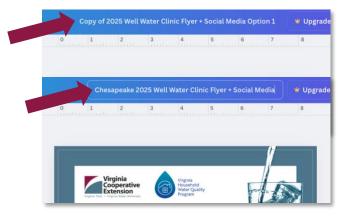
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- 4. A screen in your browser will open, it should look something like below.
  - a. Scroll down and click "view template", then click on "open in editor".





5. Rename the file to something you will remember to find it in your Canva account files.

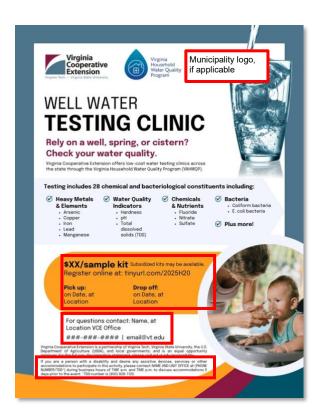


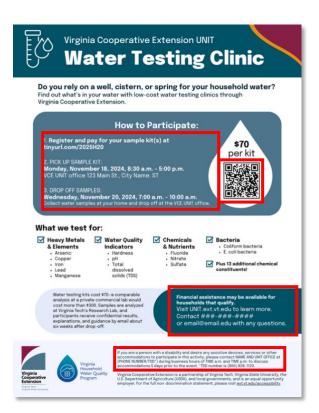




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- Update details on your selected template including:
  - a. Date of kit pick-up
  - b. Date of kit drop-off
  - Link to registration or instructions to learn more
  - d. Agent name, email and or phone number
  - e. ADA statement contact details
  - f. Add municipality logo, if applicable
- 7. To change the type, click near the type until you see the cursor appear and update the type. Use your best judgement to resize type if it does not fit into the box. NOTE: Please do not change the type face, keep the type in Epilogue as this our VCE branded font.



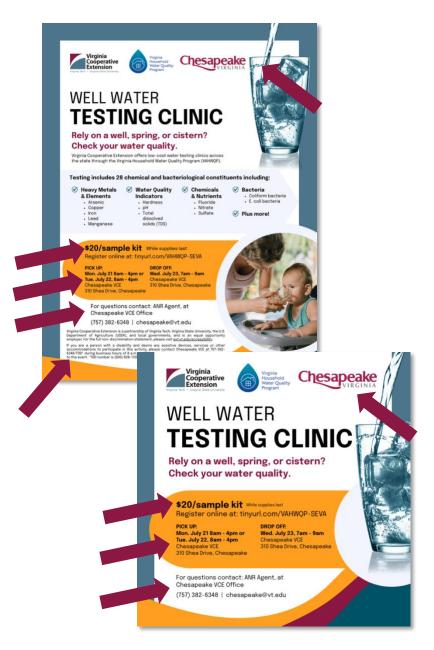




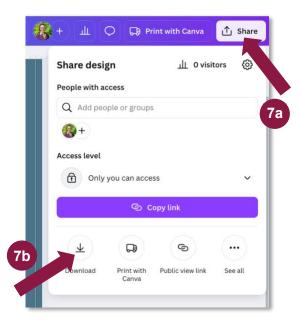




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Example of edited templates for the Chesapeake unit.



- 8. After making edits in both the printed flyer and social media templates, download them.
  - a. To download, click on the Share button in the upper right-hand corner.
  - b. Then select Download. From the download options select:

**Printed flyer** – download as PDF Standard, do not select flatten as this will remove the screen reader ADA accessibility information.

**Social media** – download as a PNG or JPG, no ADA accessibility information will download with this file type, so support copy should be used.

Page 3 of the templates contains suggested copy for social media, calendars, or for a "News" page of your unit ext.vt.edu website.

You can write something yourself, but please don't include phrases like "water is safe or healthy" since our testing covers 28 contaminants not everything that might possibly be in the water.



