

CANVA GRAPHIC DESIGN - SPEAKER'S GUIDE

(Giya sa Nagsulti - Binisaya-English Mix)

PARTE 1: MGA KINAHANGLANON SA TRAINING

REQUIREMENTS PARA SA PARTICIPANTS:

1. DEVICE

- Laptop, desktop, tablet, o cellphone (mas recommended ang laptop/desktop)
- Pwede bisan ano basta naa'y internet browser

2. INTERNET CONNECTION

- Stable internet connection (minimum 2-5 Mbps)
- Wifi o mobile data

3. CANVA ACCOUNT (FREE)

- Gmail account para pag-sign up
- O pwede pud Facebook account
- Suggested: Mu-create na ug account BEFORE ang training para dili mag-delay

4. GOOGLE ACCOUNT

- Para maka-access sa Google Drive folder
- Para maka-save sa ilang output

DAPAT PREPARED SA TRAINING VENUE:

- Stable WiFi connection
- Projector/TV screen para sa demo
- Whiteboard o flipchart (optional)
- Extra power outlets para sa participants
- Printed handouts (optional) - Basic Canva shortcuts ug tips

PARTE 2: SPEAKER'S SCRIPT PER SLIDE

SLIDE 1: TITLE SLIDE (WITH CANVA LOGO)

"Maayong adlaw sa tanan! Ako si [imong ngalan], and today we will learn about Canva Graphic Design.

Kita ang Canva logo dinihi - this is the platform nga atong gamiton. Specifically, we will focus on two important skills: tarpaulin design ug presentation design.

Before ta magsugod, let me check - naa ba mo tanan ug:

- Laptop o device nga ready?
- Stable internet connection?
- Canva account? Kung wala pa, okay ra, mu-create ta later.
- Google account para sa activities nato later?

Perfect! Let's begin our workshop!"

SLIDE 2: WHAT IS CANVA?

"So unsa man ang Canva? Canva is a FREE online graphic design platform that makes design simple for everyone. You don't need to be an expert designer para makagamit niini.

Let me highlight three important features:

- **USER-FRIENDLY** - Dali ra kaayo gamiton. It's all drag and drop. No complicated tools.
- **VERSATILE** - Pwede ka muhimo ug bisan unsa - presentations, posters, tarpaulins, social media graphics, invitations, business cards... daghan kaayo!
- **ACCESSIBLE** - You can use it anywhere, as long as you have internet. Cellphone, laptop, tablet - okay ra tanan! Cloud-based siya so your designs are saved automatically."

SLIDE 3: WHAT YOU NEED BEFORE WE START

"Okay, so before ta mag-dive in, let's make sure naa ta tanan ug necessary requirements.

- ✓ **DEVICE** - You need a laptop, desktop, tablet, or smartphone with internet browser. Any browser works - Chrome, Firefox, Safari.
- ✓ **INTERNET CONNECTION** - Make sure stable ang connection. You'll need WiFi or mobile data na at least 2-5 Mbps.
- ✓ **FREE ACCOUNTS** - You need two accounts:
 - **CANVA ACCOUNT** - You can sign up using Gmail or Facebook. It's completely free!
 - **GOOGLE ACCOUNT** - We'll use this later para sa pag-submit sa inyong outputs.

Naa na ba mo tanan ani? [Pause for confirmation] Good! Mag-proceed ta sa next."

SLIDE 4: GETTING STARTED WITH CANVA

"Now, let's learn unsaon pagsugod with Canva. Only FIVE simple steps:

STEP 1: Visit www.canva.com and create a free account. Use your Gmail or Facebook to sign up.

STEP 2: Once you're in, choose a template or start from scratch. Canva has thousands of templates ready.

STEP 3: Explore the editor - it's very intuitive. Drag and drop lang.

STEP 4: Customize everything - colors, fonts, images, graphics. Make it your own!

STEP 5: Download or share your finished design.

[ACTUAL DEMO TIME]

Karon, let me show you. [Open Canva on screen]

First, mu-adto ta sa canva.com... [Guide them through creating an account if needed]"

SLIDE 5: KEY FEATURES YOU NEED TO KNOW

"Before ta mag-start sa actual designing, I want to show you the KEY FEATURES that you'll be using.

DESIGN TOOLS:

- Thousands of templates - Dili na kinahanglan mag-start from zero. May templates na for every project type.
- Stock photos, illustrations, and icons library - Millions of free elements nga pwede nimong gamiton.
- Custom fonts and typography options - Daghan kaayog font choices, ug pwede ka pud mag-upload ug inyong own fonts.
- Background remover and photo editing tools - Pwede ka mu-edit ug photos directly sa Canva.

COLLABORATION:

- Real-time team collaboration - Pwede ninyo i-share ang design sa team ug mag-edit together simultaneously.
- Share designs with a link - Easy sharing lang.
- Comment and feedback features - Pwede mo mu-leave comments sa specific elements.
- Brand kit for consistent branding - Kung naa mo'y company branding, pwede ninyo i-save for consistency.

These tools will make your work so much easier!"

SLIDE 6: TARPAULIN DESIGN - STEP-BY-STEP GUIDE (Steps 1-5)

"Okay, now let's focus sa tarpaulin design. This is very useful kung naa mo'y events, birthdays, business promotions, etc.

Follow these steps carefully:

STEP 1: [Icon: Plus] Click 'Create a design' then select 'Custom size'

'Mu-click mo sa Create a design button, usually naa ni sa upper right. Then instead of choosing pre-made templates, pilia ang Custom size.'

STEP 2: [Icon: Resize] Enter dimensions: Width 36 inches x Height 24 inches

'I-type ang dimensions. Common tarpaulin size is 3 feet by 2 feet, which is 36 inches by 24 inches. Pwede pud mo adjust based sa inyong needs - 2x3 ft, 4x6 ft, etc.'

STEP 3: [Icon: Image] Choose a background color or upload background image

'You can either use solid color as background, or mag-upload mo ug image. Kung mag-upload, make sure high resolution.'

STEP 4: [Icon: Text] Add your main heading using Text tool (minimum 72pt)

'Click ang Text button sa left panel. Add your main title or heading. VERY IMPORTANT - make the font size BIG - at least 72pt para mabasa gihapon sa layo.'

STEP 5: [Icon: Lines] Add event details, contact info, or other text

'Add other important information - date, time, venue, contact numbers, etc. Keep it organized and readable.'

[DEMO THIS PART LIVE]

Let me show you... [Create a sample tarpaulin on screen]"

SLIDE 7: TARPAULIN DESIGN - FINISHING TOUCHES (Steps 6-9)

"Now, let's finish our tarpaulin design:

STEP 6: [Icon: Star] Add graphics, icons, or images from Elements panel

'Click Elements sa left panel. You'll see millions of graphics, icons, stickers nga pwede ninyo gamiton. Drag and drop lang. This makes your tarpaulin more attractive and professional.'

STEP 7: [Icon: Target] Ensure high contrast between text and background

'Very important ni! Make sure ang text is EASILY READABLE. Kung light ang background, use dark text. Kung dark ang background, use light text. High contrast is key!'

STEP 8: [Icon: Box] Keep important content 2 inches from edges

'Don't put important info too close sa edges. Printing companies sometimes trim the edges, so leave at least 2 inches margin sa important content.'

STEP 9: [Icon: Download] Download as PDF Print (highest quality)

'Pag-download, click Share button, then Download. Choose PDF Print para sa highest quality. This ensures sharp print quality.'

PRO TIP: Use bold fonts and simple designs for better readability from a distance. Remember, tarpaulins are usually viewed from far away!"

SLIDE 8: PRESENTATION DESIGN - STEP-BY-STEP (Steps 1-5)

"Now let's move to presentations. Different approach compared sa tarpaulin.

STEP 1: [Icon: Monitor] Click 'Create a design' and select 'Presentation'

'Same process - Create a design, but this time choose Presentation. It will automatically set up slides for you.'

STEP 2: [Icon: Template] Choose a template or start with blank slides

'You can choose from thousands of presentation templates, or mag-start sa blank. If using template, you can customize everything later.'

STEP 3: [Icon: Document] Add title slide with your presentation topic

'Always start with a strong title slide. Include your topic, your name, and date. First impression matters!'

STEP 4: [Icon: Pages] Create content slides - add one main idea per slide

'Each slide should focus on ONE main idea only. Don't try to fit everything in one slide. Break it down logically.'

STEP 5: [Icon: Settings] Use consistent fonts and colors throughout

'Choose 2-3 fonts maximum for the entire presentation. Same with colors - pick a color scheme and stick with it. Consistency makes it look professional.'

Let me demonstrate... [Show live demo]"

SLIDE 9: PRESENTATION DESIGN - FINAL STEPS (Steps 6-9)

"Let's complete our presentation design:

STEP 6: [Icon: Image] Add images, icons, or charts to support your points

'Don't just use text. Add visual elements! Images make your presentation more engaging. Charts help explain data better. Icons add visual interest.'

STEP 7: [Icon: Bullet List] Keep text minimal - use bullet points, not paragraphs

'This is VERY IMPORTANT! Presentations should have minimal text. Use bullet points, not full paragraphs. People should listen to you speak, not read your slides. Maximum 5-7 bullet points per slide.'

STEP 8: [Icon: Wave] Add transitions between slides (optional)

'You can add animations and transitions sa Canva. But use sparingly! Too many animations look unprofessional. Keep it simple.'

STEP 9: [Icon: Download] Download as PDF Standard or PowerPoint

'When downloading, you have options. PDF Standard for viewing only, or PowerPoint if you want to edit later in Microsoft PowerPoint.'

REMEMBER: Less is more! Each slide should be clear and easy to read. Avoid clutter!"

SLIDE 10: UNIVERSAL DESIGN PRINCIPLES

"Before ta mag-activity, let me share the four UNIVERSAL DESIGN PRINCIPLES. These apply to both tarpaulin and presentation design:

- **CONTRAST** - Ensure text is readable

'Light text on dark background, or dark text on light background. Never use similar colors.'

- **ALIGNMENT** - Keep elements organized

'Everything should be properly aligned. Use Canva's alignment tools. Proper alignment = professional look.'

- **HIERARCHY** - Guide viewers with size and weight

'Most important info should be BIGGEST. Use size to show importance. Headlines bigger than body text.'

- **CONSISTENCY** - Use uniform styling

'Same fonts throughout. Same color scheme. Same spacing. Consistency = professional.'

PRO TIPS:

- Always design with your audience in mind - Who will see this? Adjust accordingly.

- Test your design at actual viewing distance - Stand back and check kung readable ba.

- Always ask for feedback before finalizing - Get second opinion!"

SLIDE 11: QUESTIONS?

"Okay, naa na ta sa katapusan sa presentation part. Before ta mag-activity, naa ba mo'y questions about what we discussed?

[PAUSE FOR QUESTIONS - Answer any clarifications]

If wala na, let's move to the exciting part - YOUR TURN TO CREATE!

Karon is your time to practice everything we learned!"

SLIDE 12: HANDS-ON ACTIVITIES

"Karon, here are your TWO ACTIVITIES. Take note - BOTH are REQUIRED. Dili pwede usa ra!

ACTIVITY 1: TARPAULIN DESIGN

Create a tarpaulin for any event or purpose of your choice. Could be:

- Birthday celebration
- Business advertisement
- Event announcement
- Graduation tarpaulin

- Any event nga gusto ninyo!

ACTIVITY 2: PRESENTATION

Create a 5-slide presentation on any topic you want. Examples:

- Your hobbies
- Your business
- A topic you're passionate about
- Educational topic
- Anything interesting!

IMPORTANT REMINDERS:

- Complete BOTH activities
- Apply the design principles we learned
- Use Canva for both
- Be creative but keep it professional!
- You have [insert time - suggested 45 minutes to 1 hour] to complete both

Any questions about the activities? [Pause]

Okay, I'll display the submission instructions next."

SLIDE 13: HOW TO SUBMIT YOUR OUTPUTS

"Very important ni - paminaw pag-ayo on how to submit!

THREE SIMPLE STEPS:

STEP 1: Download both designs (PNG or PDF)

'After finishing your designs, download them. For tarpaulin, use PNG or PDF Print. For presentation, use PDF or PowerPoint.'

STEP 2: Rename your files CORRECTLY

'This is critical! Use this EXACT format:

For Activity 1 (Tarpaulin):

Canva_Act1_YourLastName

Example: Canva_Act1_Santos.png

For Activity 2 (Presentation):

Canva_Act2_YourLastName

Example: Canva_Act2_Santos.pdf

Make sure TAMA ang spelling! Use underscore (_) between words.'

STEP 3: Upload BOTH files to Google Drive

'I will now display the Google Drive link. [Display link on screen]

GOOGLE DRIVE LINK: [INSERT YOUR LINK HERE]

- Click the link
- Upload BOTH files
- Make sure both files are uploaded successfully
- Check the folder kung naa na didto

DEADLINE: [INSERT DEADLINE]

Questions about submission? [Pause for questions]

Okay! TIMER STARTS NOW! Good luck everyone! I'll be walking around kung naa mo'y questions. Don't hesitate to ask!"

PARTE 3: DURING THE ACTIVITY

WHILE PARTICIPANTS ARE WORKING:

- Walk around para mu-check kon naa'y nag-struggle
- Offer help: "Okay ra ba? Need help?" "Any questions?"
- Give occasional tips out loud:
 - "Remember ha, for tarpaulin - DAKO ang fonts!"
 - "For presentations - minimal text lang!"
 - "Use high contrast colors!"
 - "Don't forget to apply the design principles!"
- Time reminders:
 - "30 minutes na lang!"
 - "15 minutes remaining!"
 - "Last 5 minutes - make sure to download and upload na!"

COMMON QUESTIONS & ANSWERS:

Q: "Sir/Ma'am, unsaon pag-remove sa background sa image?"

A: "Click the image, then sa top menu, naa'y Edit Image button. Click that, then Background Remover. But take note, Premium feature ni for some images."

Q: "Dili ko ka-find ug nice template."

A: "Start with blank na lang then build your own. Or search specific keywords sa search bar like 'birthday tarpaulin' or 'business presentation'."

Q: "Unsaon pag-align ug elements?"

A: "Select multiple elements, then sa top menu, naa'y alignment buttons - left, center, right, top, bottom."

Q: "Pwede ba mu-use ug own images?"

A: "Yes! Click Uploads sa left panel, then Upload files. Choose your image from your device."

Q: "Unsaon pag-change sa font size?"

A: "Click the text, then sa top toolbar, you'll see the font size dropdown. Click and choose your size or type it manually."

TROUBLESHOOTING:

- Slow internet: "Be patient lang sa pag-load. Try to limit using too many high-res images."
 - Can't login: "Try different browser. Clear cache. Or try mobile hotspot."
 - Can't download: "Make sure your design is fully loaded first. Try refresh the page."
 - Can't upload to Google Drive: "Check kung naka-login ba sa Google account. Try drag and drop instead of upload button."
-

PARTE 4: AFTER THE ACTIVITY

COLLECTION & CLOSING:

"Okay everyone, TIME'S UP!

Make sure na-upload na ninyo ang BOTH outputs sa Google Drive ha. Let me check... [Open Google Drive folder and verify submissions]

Good job everyone! I can see some amazing designs already!

Before ta mag-end, would anyone like to share their work? Voluntary lang. [Pick 2-3 volunteers]

GIVING FEEDBACK (Examples):

- "Wow, I love ang color combination! Very eye-catching!"
- "Good job on using high contrast! Very readable."
- "Nice use of icons! Makes it more professional."
- "Suggestion: Maybe mu-gamay pa ang text para dili clutter."
- "Excellent work on maintaining consistency throughout!"

FINAL REMINDERS:

- I will review all your submissions
- Practice makes perfect - continue using Canva!
- Explore more features on your own time
- Canva has tutorials pud sa ilang website
- You now have the basic skills - keep improving!

Last questions? [Answer any final questions]

Thank you so much for your participation and hard work today!

Keep designing, keep creating!

[Provide your contact info]

If naa pa mo'y questions after, feel free to reach out:

Email: [your email]

Facebook: [your FB]

Salamat kaayo! See you next time! 

ADDITIONAL TIPS PARA SA SPEAKERS:

1. BEFORE THE TALK:

- Test EVERYTHING ahead of time
- I-open na ang Canva para ready ang demo
- Prepare sample designs to show
- CREATE THE GOOGLE DRIVE FOLDER:
 - * Settings > Share > General Access > Anyone with the link > Editor
 - * Test kung working ang upload function
- I-save ang link sa USB or email para accessible
- Print handouts if needed
- Check projector/screen quality

2. DURING THE PRESENTATION:

- Speak clearly - mix Bisaya and English naturally
- SLOWLY kaayo ang pag-click para masunod nila
- I-explain every step, even small details
- Zoom in ang screen kung need para makita details
- Repeat important points 2-3 times
- Ask "Naa ba'y questions?" after each major section

3. ENERGY & ENGAGEMENT:

- Smile and be enthusiastic!
- Make eye contact with participants
- Walk around, don't just stand in front
- Use hand gestures to emphasize points
- Tell short stories or examples
- Share personal experiences with Canva
- Encourage questions anytime

4. DEMO BEST PRACTICES:

- Create sample design LIVE on screen
- Explain EVERY click you make
- Show mistakes and how to fix them (relatability!)
- Give keyboard shortcuts tips
- Show them where to find tools repeatedly

5. ACTIVITY MANAGEMENT:

- Write the Google Drive link on board pud
- Display the file naming format prominently
- Set a visible timer if possible
- Be very visible and accessible during activity time
- Don't just sit - actively walk around and help
- Give encouraging comments: "Good job!" "You're doing great!"

6. TIME MANAGEMENT:

- Stick to your timeline pero be flexible
- Kung nag-struggle ang participants, extend time if needed
- Better to finish late with quality learning than rush
- Have a plan B kung sobrang delayed

7. TECHNICAL PREPAREDNESS:

- Have backup internet (mobile hotspot)
- Save your sample files locally
- Have screenshots of important steps
- Know basic troubleshooting
- Have Canva's help page bookmarked

8. LANGUAGE TIP:

- Mix Bisaya and English naturally (like normal conversation)
- Use Bisaya for instructions and encouragement
- Use English for technical terms
- Explain technical terms in Bisaya if needed
- Examples:
 - * "Click ang Elements panel"
 - * "I-drag ninyo ang image padung sa center"

* "Use the alignment tools para ma-center"

CHECKLIST BEFORE STARTING:

- Laptop/computer working perfectly
- Internet connection stable (test speed)
- Projector/screen connected and clear
- Canva account logged in
- Sample designs ready (tarpaulin + presentation)
- Google Drive folder created with correct permissions
- Google Drive link ready and tested
- File naming format written visibly
- Backup internet available (mobile hotspot)
- All participants have devices
- All participants connected to internet
- Everyone can see the screen clearly
- Audio system working (if needed)
- Whiteboard markers (if using board)
- Handouts ready (if applicable)
- Your contact info ready to share
- Timer/clock visible
- Water for yourself!

FILE NAMING FORMAT - DISPLAY THIS:

ACTIVITY 1 - TARPAULIN:

Format: Canva_Act1_LastName

Examples:

- Canva_Act1_Santos.png
- Canva_Act1_Garcia.pdf
- Canva_Act1_Reyes.png

ACTIVITY 2 - PRESENTATION:

Format: Canva_Act2_LastName

Examples:

- Canva_Act2_Santos.pdf
- Canva_Act2_Mendoza.pptx
- Canva_Act2_Cruz.pdf

CRITICAL:

- BOTH activities required!
 - Correct spelling and format
 - Use underscore (_) NOT space or dash
 - File extension (.png, .pdf, .pptx) will vary based on download choice
-

SAMPLE SCRIPT: ENCOURAGING WORDS

During activity time, say things like:

- "You're doing great! Keep it up!"
 - "Nice design! I like the creativity!"
 - "Don't worry if it's not perfect - just do your best!"
 - "Try different combinations - experiment!"
 - "That's a good start! Keep adding more elements!"
 - "Remember - creativity has no limits!"
 - "Don't be afraid to try new things!"
 - "You're all doing amazing for first-timers!"
 - "I'm impressed with everyone's progress!"
 - "Take your time - quality over speed!"
-

GOOD LUCK SA IMONG TRAINING! 🎉

REMEMBER:

"Ang maayong trainer dili lang mutudlo,
mu-inspire pud ug mu-guide sa students
para mu-discover ug ilang kaugalingon nga creativity!"

BE CONFIDENT. BE PATIENT. BE ENCOURAGING.

You got this, boss! 💪

The best trainings are those where students feel:

1. Comfortable asking questions
2. Excited to learn
3. Proud of what they created

Make them feel all three! 🌟

1. DEVICE

- Laptop, desktop, tablet, o cellphone (mas recommended ang laptop/desktop)

- Pwede bisan ano basta naa'y internet browser

2. INTERNET CONNECTION

- Stable internet connection (minimum 2-5 Mbps)
- Wifi o mobile data

3. CANVA ACCOUNT (FREE)

- Gmail account para pag-sign up
- O pwede pud Facebook account
- Suggested: Mu-create na ug account BEFORE ang training para dili mag-delay

4. GOOGLE ACCOUNT

- Para maka-access sa Google Drive folder
- Para maka-save sa ilang output

DAPAT PREPARED SA TRAINING VENUE:

- Stable WiFi connection
 - Projector/TV screen para sa demo
 - Whiteboard o flipchart (optional)
 - Extra power outlets para sa participants
 - Printed handouts (optional) - Basic Canva shortcuts ug tips
-

PARTE 2: SPEAKER'S SCRIPT PER SLIDE

SLIDE 1: TITLE SLIDE

"Maayong adlaw sa tanan! Ako si [imong ngalan], ug karon atong tun-an ang Canva Graphic Design. Espesyal nato nga hisgutan ang paghimo ug tarpaulin ug presentation.

Before ta magsugod, naa ba mo tanan ug:

- Laptop o device nga ready?
- Stable internet connection?
- Canva account? Kung wala pa, okay ra, mu-create ta later.
- Google account para sa activity nato later?

Perfect! Let's begin!"

SLIDE 2: UNSA ANG CANVA?

"Unsa man ang Canva? Kini usa ka FREE nga online graphic design tool. Dili ka kinahanglan nga expert sa design para makagamit niini.

Tulo ka importanteng butang bahin sa Canva:

- USER-FRIENDLY - Dali ra kaayo gamiton. Drag and drop lang.
- VERSATILE - Pwede ka muhimo ug bisan unsa - presentation, poster, tarpaulin, social media graphics
- ACCESSIBLE - Pwede nimo gamiton bisan asa ka, basta naa internet. Cellphone, laptop, tablet - okay ra tanan!"

SLIDE 3: PAGSUGOD SA CANVA

"Karon, unsaon man nato pagsugod? Lima lang ka steps:

1. Adto sa www.canva.com unya create ug free account. Pwede mo gamit imong Gmail or Facebook
2. Pagkahuman, pilia ug template o magsugod gikan sa blangko
3. I-explore ang editor - dali ra, drag and drop lang
4. I-customize - ilisan ang colors, fonts, images
5. Pag-download o i-share na dayon!

[KARON MU-CREATE MO UG ACCOUNT TOGETHER]

'Karon, mu-create ta'g account together. Adto mo sa canva.com... [Guide them through sign-up process]"'

SLIDE 4: KEY FEATURES

"Unsa may pwede nato buhaton sa Canva?

Sa DESIGN TOOLS:

- Daghan kaayo ug templates - dili na kinahanglan magsugod sa zero
- Naa'y library sa photos, icons, illustrations
- Pwede ka mu-edit ug photos, mu-remove ug background
- Daghan kaayo ug fonts

Sa COLLABORATION:

- Pwede ninyo i-share sa team, mag-edit mo together real-time
- Pwede mo mu-comment ug maghatag feedback
- Naa'y brand kit para consistent ang design"

SLIDE 5: PAGHIMO UG TARPAULIN (DEMO PART)

"Karon, ako'ng ipakita kon unsaon paghimo ug tarpaulin sa Canva.

STEP 1: Set Custom Dimensions

'Adto sa Custom Size, dayon i-input ang size sa imong tarpaulin. Kasagaran 2x3 feet, 3x4 feet, o 4x6 feet. Depende sa imong panginahanglan.'

STEP 2: Design Essentials

'Importante nga dako ang fonts - minimum 18pt para mabasa gihapon sa layo. Gamita ang high contrast colors para

klaro. Ug gamit ug high resolution images - 300 DPI ang recommended.'

STEP 3: Export

'Pagkahuman sa design, i-download as PDF Print o PNG. Pilia ang highest quality para dili pixelated pag print.'

[KARON I-DEMO MO SA ACTUAL CANVA INTERFACE]

'Karon akong ipakita ninyo... [Open Canva and demonstrate creating a sample tarpaulin]'''

SLIDE 6: PRESENTATION DESIGN

"Para naman sa presentation design, naa koy DO's and DON'Ts:

DO:

- Gamit ug consistent nga colors ug fonts
- Limit lang ang text - key points lang
- Butangi ug visual elements

DON'T:

- Ayaw sobra'ng daghan ug text
- Ayaw sobra'ng daghan ug fonts
- Ayaw kalimti ang visual hierarchy

Naa pud'y Presenter View sa Canva, pwede ka mu-add ug animations, ug pwede pud mo mag-collaborate!"

SLIDE 7: DESIGN PRINCIPLES

"Naay upat ka basic design principles:

- CONTRAST - Siguradoha nga mabasa ang text
- ALIGNMENT - Organized ang layout
- HIERARCHY - Giya ang viewers gamit ang size ug weight
- CONSISTENCY - Uniform ang tanan

PRO TIPS: Design always para sa imong audience. Test dayon una mo finalize!"

SLIDE 8: Q&A

"Okay, naa na ta sa kataposan sa presentation. Pero dili pa ta mahuman!

Karon naa ta'y HANDS-ON ACTIVITY!

Ako'ng e-guide mo unsaon mo muhimo ug inyong kaugalingon nga design."

PARTE 3: HANDS-ON ACTIVITY

ACTIVITY INSTRUCTIONS:

"Karon, time na para sa inyong ACTIVITY! Karon mo na mismo muhimo.

TASK: Pilia ug usa sa duha:

1. Create a TARPAULIN design (para sa event, birthday, graduation, business, etc.)
2. Create a PRESENTATION (5 slides minimum - pilia inyong topic)

REQUIREMENTS:

- Gamiton ang Canva
- Apply ang design principles nga natun-an nato
- Be creative!

TIME LIMIT: [insert time - suggested 30-45 minutes]

PAGSAVE SA OUTPUT:

Importante kaayo ni! Paminaw mo pag-ayo:

1. Pagkahuman ninyo sa design, i-DOWNLOAD as PNG o PDF

2. I-FILE NAME ninyo ug:

- Para sa TARPAULIN: 'YourLastName_Tarpaulin_Canva'

Example: Dela Cruz_Tarpaulin_Canva.png

- Para sa PRESENTATION: 'YourLastName_Presentation_Canva'

Example: Dela Cruz_Presentation_Canva.pdf

3. I-UPLOAD sa Google Drive folder nga akong i-share

GOOGLE DRIVE LINK: [INSERT YOUR GOOGLE DRIVE LINK HERE]

- I-click ang link
- I-upload ang inyong file ditto
- Make sure TAMA ang file name!

4. Deadline: [INSERT DEADLINE - example: End of session o specific date/time]

REMINDERS:

- Check ninyo ang file name before mo upload
- Siguradoha nga naa sa folder

- Kung naa mo'y problema sa pag-upload, raise your hand dayon

Naa ba mo'y questions sa activity?

Okay, TIMER STARTS NOW! Good luck! Ako naa lang dinihi kung naa mo'y pangutana."

DURING THE ACTIVITY:

WHILE PARTICIPANTS ARE WORKING:

- Libot-libot para mu-check kon naa'y nag-struggle
- Offer help: "Okay ra ba mo? Naa ba'y pangutana?"
- Give occasional tips: "Remember ha, dako ang fonts para sa tarpaulin!"
- Time reminders: "15 minutes na lang!", "5 minutes remaining!"

COMMON ISSUES & SOLUTIONS:

- "Sir/Ma'am, dili ko ka-login sa Canva"
→ Check internet connection, i-try ug different browser
- "Unsaon pag-remove sa background?"
→ Click ang image > Effect > Background Remover (Pro feature, pero naa'y free alternatives)
- "Dili ko ka-download"
→ Share button > Download > Pilia ang file type
- "Dili ko maka-access sa Google Drive"
→ Check kung naka-login ba sila sa Google account
→ Check kung tama ba ang link permissions (Anyone with the link can upload)

PARTE 4: ACTIVITY EVALUATION & CLOSING

AFTER THE ACTIVITY:

"Okay, time's up! I-save na ninyo ug i-upload sa Google Drive.

Daghan salamat sa inyong participation!

Before ta mu-end, I'd like to see some of your works. Kinsa gustong mu-share sa screen?
[Pick 2-3 participants to share their work, give positive feedback]

EXAMPLE FEEDBACK:

- 'Wow, nindot kaayo ang color combination!'
- 'Good job sa pag-apply sa contrast principle!'
- 'Creative kaayo sa layout!'
- 'Suggestion lang, basin pwede pa ni dako ang font para mas readable'

Salamat sa tanan! I-check nako ang inyong outputs sa Google Drive.

Remember: Practice makes perfect! Padayon lang ug gamit sa Canva, mas mu-improve gyud mo.

Naa pa ba mo'y final questions?

[Answer any remaining questions]

Thank you kaayo sa inyong time ug active participation! Good luck sa inyong future designs! 🎉"

"Maayong adlaw sa tanan! Ako si [imong ngalan], ug karon atong tun-an ang Canva Graphic Design. Espesyal nato nga hisgutan ang paghimo ug tarpaulin ug presentation."

SLIDE 2: UNSA ANG CANVA?

"Unsa man ang Canva? Kini usa ka FREE nga online graphic design tool. Dili ka kinahanglan nga expert sa design para makagamit niini.

Tulo ka importanteng butang bahin sa Canva:

- USER-FRIENDLY - Dali ra kaayo gamiton. Drag and drop lang.
- VERSATILE - Pwede ka muhimo ug bisan unsa - presentation, poster, tarpaulin, social media graphics
- ACCESSIBLE - Pwede nimo gamiton bisan asa ka, basta naa internet. Cellphone, laptop, tablet - okay ra tanan!"

SLIDE 3: PAGSUGOD SA CANVA

"Karon, unsaon man nato pagsugod? Lima lang ka steps:

1. Adto sa www.canva.com unya create ug free account. Pwede mo gamit imong Gmail or Facebook
2. Pagkahuman, pilia ug template o magsugod gikan sa blangko
3. I-explore ang editor - dali ra, drag and drop lang
4. I-customize - ilisan ang colors, fonts, images
5. Pag-download o i-share na dayon!"

SLIDE 4: KEY FEATURES

"Unsa may pwede nato buhaton sa Canva?

Sa DESIGN TOOLS:

- Daghan kaayo ug templates - dili na kinahanglan magsugod sa zero
- Naa'y library sa photos, icons, illustrations
- Pwede ka mu-edit ug photos, mu-remove ug background
- Daghan kaayo ug fonts

Sa COLLABORATION:

- Pwede ninyo i-share sa team, mag-edit mo together real-time
- Pwede mo mu-comment ug maghatag feedback
- Naa'y brand kit para consistent ang design"

SLIDE 5: PAGHIMO UG TARPAULIN (DEMO PART)

"Karon, ako'ng ipakita kon unsaon paghimo ug tarpaulin sa Canva.

STEP 1: Set Custom Dimensions

'Adto sa Custom Size, dayon i-input ang size sa imong tarpaulin. Kasagaran 2x3 feet, 3x4 feet, o 4x6 feet. Depende sa imong panginahanglan.'

STEP 2: Design Essentials

'Importante nga dako ang fonts - minimum 18pt para mabasa gihapon sa layo. Gamita ang high contrast colors para klaro. Ug gamit ug high resolution images - 300 DPI ang recommended.'

STEP 3: Export

'Pagkahuman sa design, i-download as PDF Print o PNG. Pilia ang highest quality para dili pixelated pag print.'

[KARON I-DEMO MO SA ACTUAL CANVA INTERFACE]

'Karon akong ipakita ninyo... [Open Canva and demonstrate]"'

SLIDE 6: PRESENTATION DESIGN

"Para naman sa presentation design, naa koy DO's and DON'Ts:

DO:

- Gamit ug consistent nga colors ug fonts
- Limit lang ang text - key points lang
- Butangi ug visual elements

DON'T:

- Ayaw sobra'ng daghan ug text
- Ayaw sobra'ng daghan ug fonts
- Ayaw kalimti ang visual hierarchy

Naa pud'y Presenter View sa Canva, pwede ka mu-add ug animations, ug pwede pud mo mag-collaborate!"

SLIDE 7: DESIGN PRINCIPLES

"Naay upat ka basic design principles:

- CONTRAST - Siguradoha nga mabasa ang text
- ALIGNMENT - Organized ang layout
- HIERARCHY - Giya ang viewers gamit ang size ug weight
- CONSISTENCY - Uniform ang tanan

PRO TIPS: Design always para sa imong audience. Test dayon una mo finalize!"

SLIDE 8: Q&A

"Okay, kana na! Naa ba mo'y pangutana? Karon atong i-explore together ang Canva!

Salamat sa inyong pag-attend!"

ADDITIONAL TIPS PARA SA SPEAKERS:

1. BEFORE THE TALK:

- Siguraduha nga naa'y internet connection
- I-open na ang Canva para ready ang demo
- Prepare ug sample tarpaulin design para ipakita
- I-CREATE ANG GOOGLE DRIVE FOLDER UG I-SET ANG PERMISSIONS:
 - * Settings > Share > General Access > Anyone with the link > Editor
 - * Para maka-upload ang participants
- I-test ang Google Drive link kung working
- Print handouts (optional): Canva shortcuts ug activity instructions

2. DURING THE DEMO:

- Slowly kaayo ang pag-click para masunod nila
- I-explain bisan ang gagmay nga details
- Pangutana kung nakasabot ba sila
- Zoomed in ang screen para makita nila ang details

3. ENGAGEMENT:

- "Naay nakagamit na ba ug Canva dinihi?"
- "Unsa'y gusto ninyo himoon nga design?"
- Encourage them to ask questions anytime
- Give real-life examples

4. ACTIVITY MANAGEMENT:

- I-display ang Google Drive link sa screen throughout the activity
- I-write pud sa board ang file naming format
- Set clear timer ug give time warnings
- Libot-libot para mu-assist
- Have a backup plan kung naa'y technical issues

5. PACING:

- Dili kaayo paspas magsulti
- Give them time para mu-absorb sa information
- Repeat important points
- Adjust based sa audience reaction

6. HANDLING QUESTIONS:

- Welcome all questions with a smile
- Kung dili nimo sure ang answer, honest lang: "Good question! I-check nato ni together"
- Encourage peer learning: "Kinsa nakahibaw ani?"

7. ENDING:

- Encourage them to try Canva after
- Give your contact info para sa questions later (email, FB, etc.)
- Thank them for attending
- I-mention kung asa nila pwede maka-access ug more resources

8. AFTER THE TRAINING:

- I-check ang Google Drive submissions
- Pwede ka mu-send ug feedback via email
- I-compile ang best works para ipakita as inspiration
- Ask for feedback about the training

CHECKLIST BEFORE STARTING:

MATERIALS READY:

- Laptop/computer working
- Internet connection stable
- Projector/screen connected
- Canva account logged in
- Sample designs ready to show
- Google Drive folder created ug link ready
- File naming format written sa board/shown sa screen
- Backup internet connection (mobile hotspot)
- Contact number displayed para sa technical support

PARTICIPANTS READY:

- Everyone has a device
- Everyone connected to internet
- Canva accounts created (o ready mu-create)
- Google accounts ready
- Everyone can see the screen

VENUE READY:

- Comfortable seating arrangement
 - Good lighting
 - Minimal distractions
 - Power outlets accessible
-

SAMPLE FILE NAMING FORMAT:

TARPAULIN: LastName_Tarpaulin_Canva.png

Example:

- Santos_Tarpaulin_Canva.png
- Garcia_Tarpaulin_Canva.pdf

PRESENTATION: LastName_Presentation_Canva.pdf

Example:

- Reyes_Presentation_Canva.pdf
- Mendoza_Presentation_Canva.png

WHY THIS FORMAT?

- Easy to identify kung kinsang work
 - Alphabetical sorting sa Drive
 - Professional naming convention
 - Naa'y indicator kung unsa type ug software used
-

TROUBLESHOOTING GUIDE:

ISSUE: Dili ka-open ang Canva

SOLUTION:

- Try different browser (Chrome, Firefox, Edge)
- Clear browser cache
- Check internet connection
- Try sa mobile device instead

ISSUE: Dili ka-save ang design

SOLUTION:

- Check internet connection
- Try Download instead of Share
- I-screenshot as backup

ISSUE: Dili ka-upload sa Google Drive

SOLUTION:

- Check kung naka-login sa Google account
- Verify ang link permissions
- Try drag and drop instead of upload button
- I-send sa email as alternative

ISSUE: Sobrang bagal ang internet

SOLUTION:

- Pause ang demo, focus sa discussion
- Assign take-home activity instead
- Share offline resources
- Extend ang time limit

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GOOD LUCK SA IMONG PRESENTATION! 🎉

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REMEMBER:

"Ang maayong trainer dili lang mutudlo,
mu-inspire pud ug mu-guide sa students
para mu-discover ug ilang kaugalingon nga creativity!"

You got this, boss! 💪