Headline: Designing PDF Reports with Canva

Want a free way to add value to all of your Kajabi courses while helping your students to learn more and retain the information better?

Try designing PDF reports with Canva and adding those to each module of your kajabi courses.

Creating an amazing Kajabi course that blows away your customers goes beyond recording a few videos. You want to provide a multimedia experience for your customers and you want them to have every resource they need to succeed right?

One of the easiest ways to add value to your course is to provide accompanying reports.

These reports could be 30-day guides, summaries of the videos, workbooks, or supplementary bonuses on related subjects or common questions, problems or frustrations your students may have as they watch your course.

Now you might be thinking, adding reports to my course sounds great but who has the time or extra money to make that happen?

Luckily for you Canva has a whole library of free templates and tools to customize that will make designing reports a breeze.
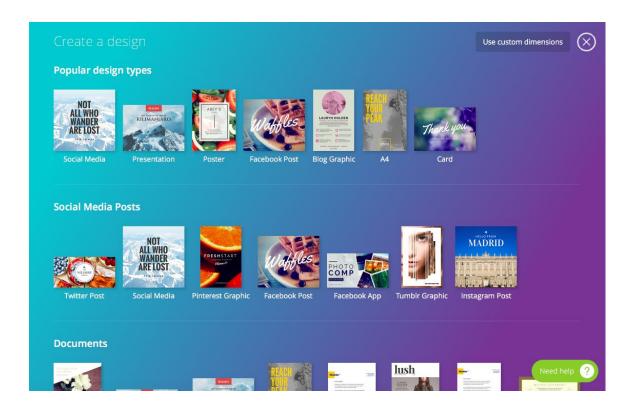
In this article, we'll take a look at designing PDF reports with Canva a free tool that will allow you to create high-quality professional looking reports in just a few minutes.

Let's get started!

The first thing you'll need is a Canva account, so if you haven't already, head over to Canva.com and sign up.
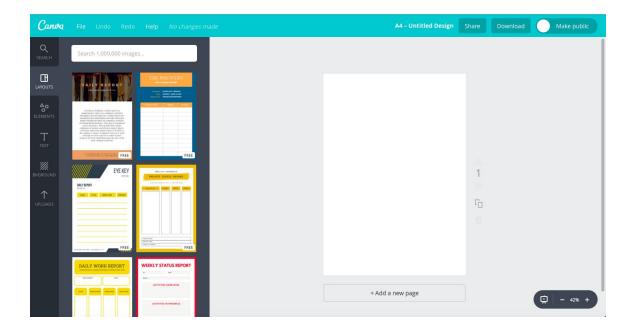
It's super easy, all you have to do is provide Canva with your email address or social media profile information and Canva will quickly verify that you are who you say you are then you're ready to go!

Once you have your account setup you'll see Canva's beautiful and extensive library of templates on this screen here.

Select the report template and you'll see this screen where you can select from hundreds of different types of reports.

No matter what kind of report you want to add to your courses, Canva has you covered!
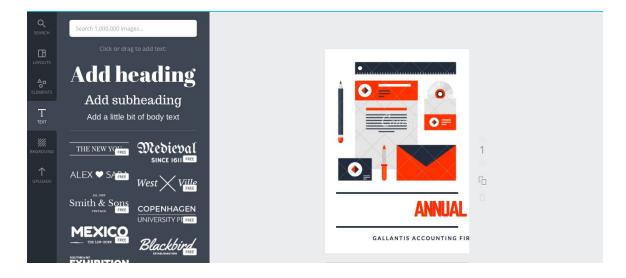

Once you select your template you can use the sidebar tools to add elements such as

free photos, grids, illustrations, icons, charts and shapes to bring your report to life!
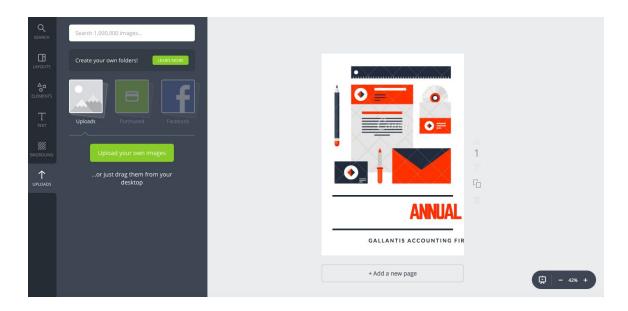

You can also add text with a wide variety of fonts including adding both headings and subheadings to your report.

You can change the background color of the report using the BKGROUND tab on the sidebar to make sure that your reports match the overall theme of your course.

Lastly if you want to upload images from your computer or social media you can do that as well as purchase images Canva offers for as little as $1 each by using the uploads tab.
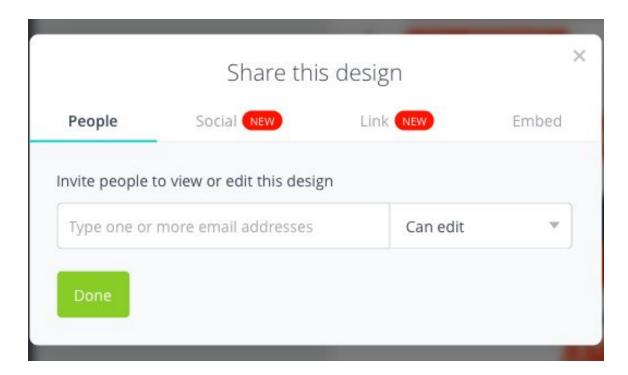
Canva allows a level of customization you won't find in any other FREE design tool.

Once you're done adding information and editing your report, you can choose to share it or download it as a PDF.

If you want to share the report with a client, co-worker or on social media all you have to do is hit the share button in the Canva header.
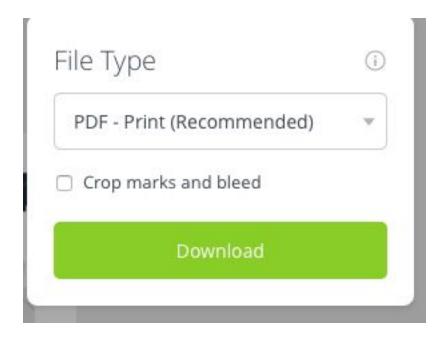
Once you click on Share, this menu will pop up asking you if you want to invite a team member to help edit the report, either on canva or as a link.

You can also choose to share the report on social media if you're creating it as a lead

magnet or a give away!

If you want to include reports exclusively with your Kajabi course, then you'll want to click on Download.

Once you've clicked download it will ask you what file type you want to download the file as a JPG, PNG, or PDF.

You'll want to make sure to select the print PDF and to click on the box marked crop marks and bleed to make sure that your PDF comes out the highest possible quality.

Let's quickly re-cap, in order to design PDF reports with Canva, you will need to

- Create a Canva account
- Select the Report design template from the template menu
- Select a specific template
- Add your information, images, charts etc and edit the PDF
- Save and either share or download as a PDF

As homework design 1 report for your kajabi course this week!

You now know everything you need to know about designing PDF reports with Canva, so get out there and make it happen!