

# TOP AGENTS OF THE MONTH



**COLDWELL BANKER**  
**BULLARD REALTY**

# About the Top Agents Announcement

Shortly after the end of the month, the accounting office will send an email to office staff with the top three agents from each office. It is the admin's responsibility to announce this on the social media pages. The following guide will help you make the digital graphic with the agents' photos.

## How To Create the Graphic on Canva

You'll be using Canva to create the image for the announcement. Canva is a Web App, meaning it may be accessed from any computer that has a browser such as Google Chrome, Firefox, etc.



Google Chrome



Firefox



Brave

### Step 1: Open Canva

Go to [canva.com](https://canva.com) and sign in. The up-to-date login info should be in the instructions about Canva. Do not share with agents.

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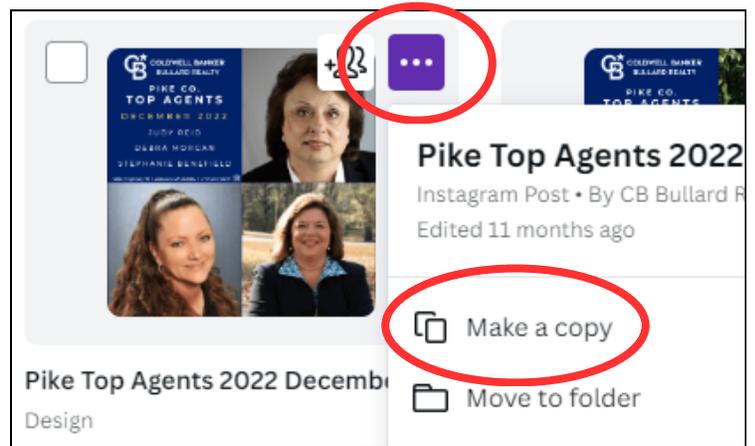
## Step 2: Copy an existing design to use as a template

Make a copy of an existing design, otherwise you'll overwrite an existing design. The copy will act as a template.

### How to copy – each step

1. In the column on the left, click the folder with your office name
2. Find an existing post about the top three agents.
3. Move the mouse over the design, then click on the **•••** menu bar that appears
4. Choose 'Make A Copy'
5. Open the copy by clicking on it. The copy will be first in the list (look for the top left design)

### How to copy



## Step 3: Edit the text

It's easy to accidentally move the text and images out of place, so be careful with the mouse.

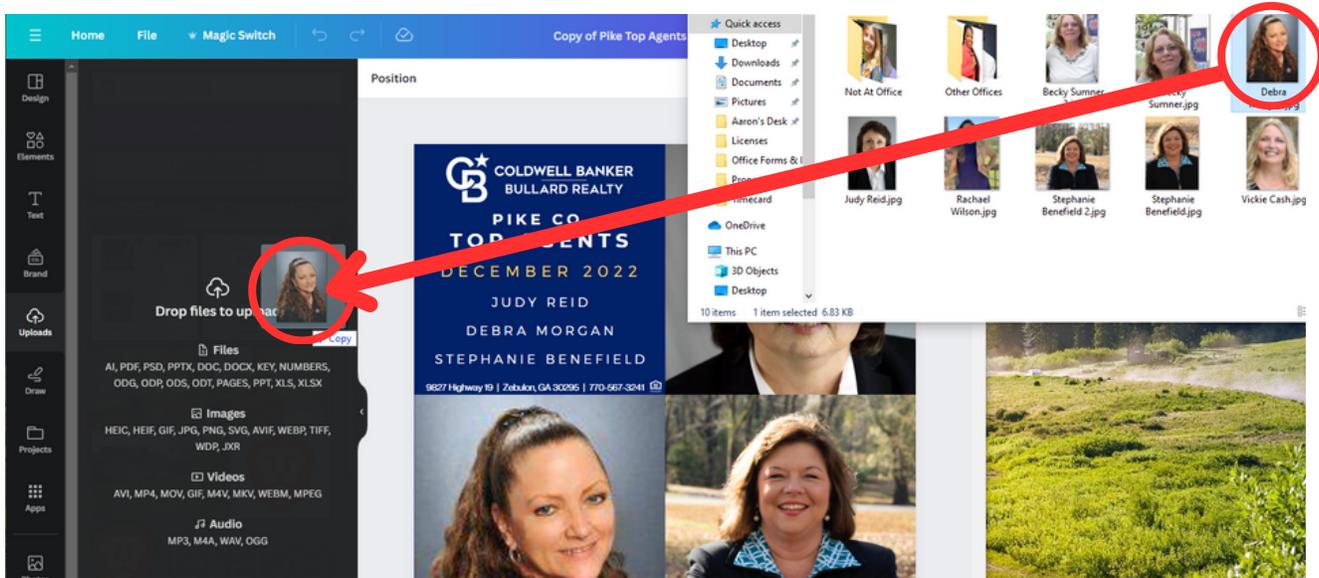
1. Double-click the text – this enables text editing
2. Replace with new names and month
3. Optional: rename the design in the upper-right corner

## Step 4: Swap the photos

It's easy to accidentally move the text and images out of place, so be careful with the mouse.

1. Upload photos of the agents in one of two ways:
  - a. Click **Uploads** on the left, then click the purple **Upload files** button.
  - b. **Drag and drop**. It's OK to delete the photo it might have dropped in the middle. That happens if it's dropped over the design instead.

### Drag and drop



2. Now that the photos are saved to the uploads section on the left side, drag each one on top of the existing photos. The new photo should automatically fill up the frame.
3. Optional step: if the head is out of frame, then double-click the photo – this is a shortcut to crop.

## Final Step 5: Download the design

1. Click **Share** in the upper-right corner
2. Click **Download**
3. Click **Download** again
4. Post on social media