

Getting Started: Initial Project Setup

1. Log in to Canva, type **Website** in the search bar, and select **Blank Website**.
2. Locate the thumbnail bar at the bottom of the screen. Click on the text label below the first page thumbnail and rename it **Home**.

Page 1: Home Page

1. **Background & Header:** Click **Elements** on the left panel to search for a clean background or shape banner.
2. **Title:** Click **Text** to add a large heading with your name (e.g., "*Jane Smith's Portfolio*").
3. **Subheading:** Add a smaller text block beneath your name detailing your focus area (e.g., "*Future Healthcare Student | NAF Medical Academy Student*").
4. **Photo:** Insert a professional photo of yourself
5. **Bio:** Insert a text box and write a 3–5 sentence personal bio highlighting your goals and interests.
6. **Email:** Include your personal email address
7. **NAF Logo:** Include our NAF logo
8. **Visual Accent:** Search **Elements** for subtle design lines or graphics that match your color theme.

Page 2: About Me Page

1. **Add Section:** Scroll down and click **Add Page**. Immediately double-click the page title bar and rename this section **About Me**.
2. Pick 3 things that represent who you are such as your interests, abilities, activities etc.
3. **Topic 1:** Insert a photo of yourself involved in that activity with a text box. The text box should include a 3–5 sentence describing what you are doing and what you have learned.
4. Repeat step 3 for Topic 2 & 3

Page 3: Career Documents

1. **Add Section:** Click **Add Page** and rename the section **Career Documents**.
2. **Document Upload:** Go to **Uploads** on the left menu and upload your Resume, Cover Letter, References, 15 Professional Goals and 10 Reasons to Hire Me as PDFs.
3. **Display Options:**
 - *Option A:* Drag the PDF page preview directly onto the canvas as an image.

- *Option B:* Create a button (**Elements > Search "Button"**), select it, click the **Link icon** in the top toolbar, and paste a link to your Google Doc/PDF.

Page 4: NAF Medical Academy

1. **Add Section:** Click **Add Page** and rename the section **NAF Medical Academy**.
2. **Mission Statement:** Go to our NAF Academy Page and copy and paste our NAF Mission Statement.
3. **Academy Theme:** Include a description of our academy theme.
4. **Three Section Layout for each Academy Class:**
 - Add a text box with the course description of the class taken from our academy page.
 - Real pictures or coursework to show what you completed for the class
 - Add another text box with a brief description of what you learned in this class.
5. Repeat #4 for all of your academy classes:
 - Global Health
 - Careers in the Medical Field
 - Anatomy and Physiology
 - Biotechnology
 - Professional Ethics

Page 5: Work Experience / Internship

1. **Add Section:** Click **Add Page** and rename the section **Work Experience or Internship**.
2. Included on your page should be:
 - Internship Data
 - 1-minute video
 - 3 workplace goals
 - Work Experience/Internship Reflection assignment
 - Copy of your NAF Supervisor Assessment
 - Internship Hours Verification
 - Evidence from your experience

Review:

- View your website to make sure everything looks neat and that all links work
- Check for grammar/spelling errors