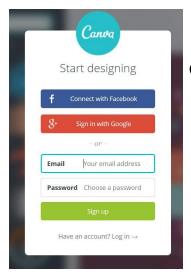
How to Create a Flyer in Canva

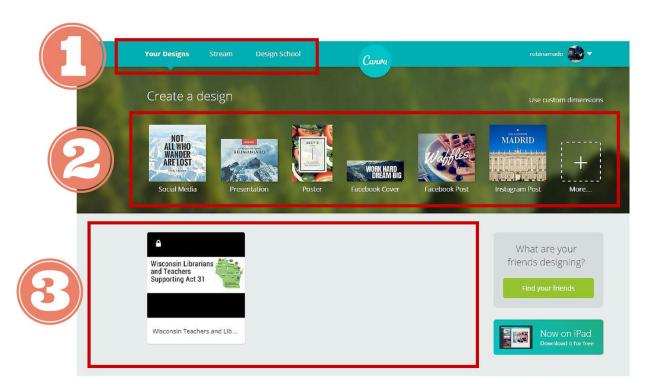
Canva is an online design tool to help you create marketing materials, social media graphics, presentations, invitations, and other design products. Canva offers many services free, but provides additional layouts, images, and services with a paid subscription. To use Canva, you need to create a login.



Getting Started

- Go to http://www.canva.com
- Type in your email address and choose a password.
- Click "Sign up".

This is your homepage of Canva. You'll want to become familiar with the layout.



- 1. "Your Designs" is everything you've created. "Stream" are other users public documents you can browse. "Design School" is a collection of blog posts and examples about graphic design.
- 2. This is where you choose what kind of template or design you will be creating. There are many options if you click the "More" button on the right.
- 3. This area is where your own documents will be stored. You can return to any of these items later and view or edit these documents.

Creating a Document

Click on "Poster" to create a flyer for a program. Your page will reload to the standard layout for designing:



- 1. **Toolbar:** This menu allows you to "Search" shapes/pictures/icons/graphics by category, browse "Layouts" to guide your design, add "Text" to your design, choose "Backgrounds", and manage your "Uploads," which are images and files you bring into Canva from your computer or other programs.
- **2. Search and Results:** Use the search bar at the top to search for items *in* Canva you can use in your design. The results will be listed below the search bar.
- **3. Your Document:** This is your working space where your design is created.
- **4. Top Menu:** These options allow you to rename your document, share your document on social media or by email, download your document to print or email, and choose between making the document private and public
- **5. Help:** Can't figure out how to use Canva? Click here to get help articles.



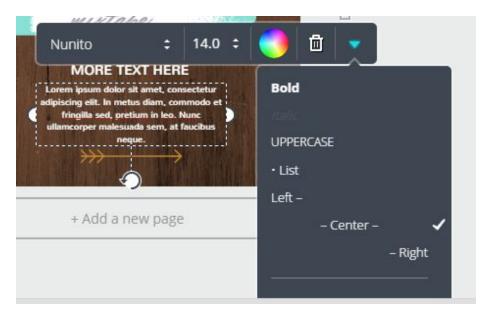
Choose a Design

You can start from scratch with a blank document or choose a layout to edit. Scroll through the designs to find one you'd like to use. The "FREE" icon will display in the bottom right-hand corner.

Click on the layout, and it will appear on your document.

How to Edit the Layout

Think of the design on the page as separate pieces -- each text, image, graphic, and background is a unique "element". Each of these elements can be selected and dragged to another area of the document.



Edit Text

You can click on any element and a dotted box will appear around the element. You've now "selected" the element, and can format the element with the toolbar that appears.

When you click on a text box, you can change the font size, style, and color. You can delete the text box by clicking on the trash can. The icon changes the text to **Bold** or *Italic*, all UPPERCASE letters, bullet points, or changes the alignment from Left/Center/Right.

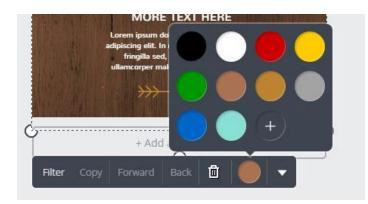
Note: The tricky part about moving text around the document is that you must move your cursor until you get this icon: ①. Otherwise, you will be perpetually editing text and not moving the text around the document.

Resize Elements



Each element you select will have anchor points on each corner. Click and hold on any of these points and drag your mouse to make the element larger or smaller. The rotating circle icon allows you to rotate the element; click and hold down, moving your mouse to use.

Edit Background



When you select the background, you can:

- -Change the color or filter
- -Delete the background
- -Edit the transparency of the background
- -Flip the background horizontally or vertically

Uh-Oh: How to Undo

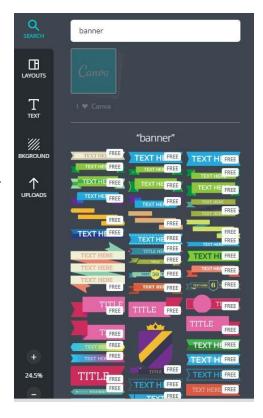
If you make a mistake, you can "undo" by pressing "CTRL" and "Z" on your keyboard OR by clicking on the curved arrow icon in the top right-hand corner.

Add Icons or Graphics Using "Search"

You can add many elements to your design by selecting the magnifying glass in the upper-left hand corner. You can browse by category or search for a specific element.



For example, when you type in the word "banner", you can scroll these results on the right. Remember to choose an image or icon that says "FREE".



Add Your Own Pictures or Graphics Using "Uploads"

If you'd like to use your images or logos in your document, select "Uploads" on the left hand side.



You can connect to Facebook or Google Drive to bring in images, or if you press the yellow "Uploads" icon, you can bring in images from your own computer.

Files you upload will appear below these three icons.

Add Pages to Your Design

You can have a multi-page document with several designs. To duplicate the design you have, select the icon to the right of the document. To create a blank additional page, select the box below your document that says "+ Add a new page".

5

+ Add a new page

Renaming Your Document



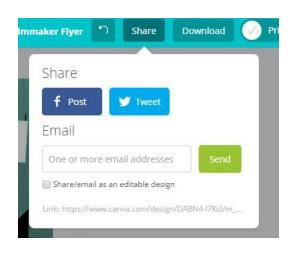
If you plan to use Canva for multiple documents, it's a good idea to rename the document so you can return to it easily later. In the top right-hand corner, click on the text to the left of the rotating arrow and rename your document.

Sharing Your Document

You can upload your document to Facebook or Twitter by selecting "Share" and clicking on the appropriate icon.

To share a "view only" copy of your document through email, type in the recipient's name and press "Send".

To share an editable copy, type in the recipient's name, check the box "Share/email as an editable design", and press "Send".



Downloading Your Document

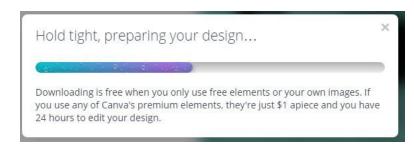


To print your document, put it on a website, or email it as an attachment, you will want to start by downloading your design. Click on "Download".

If you select "As an image", your file will be saved as a .png file, which is a picture file.

If you select "High quality PDF", your file will be saved as a .pdf and can be opened in Adobe Acrobat Reader or Adobe Acrobat Pro.

Then, Canva will prepare the document...





...and let you know when your design is ready! Documents typically are downloaded in your computer's "Download" folder, unless you specified another location where documents should be initially stored.