



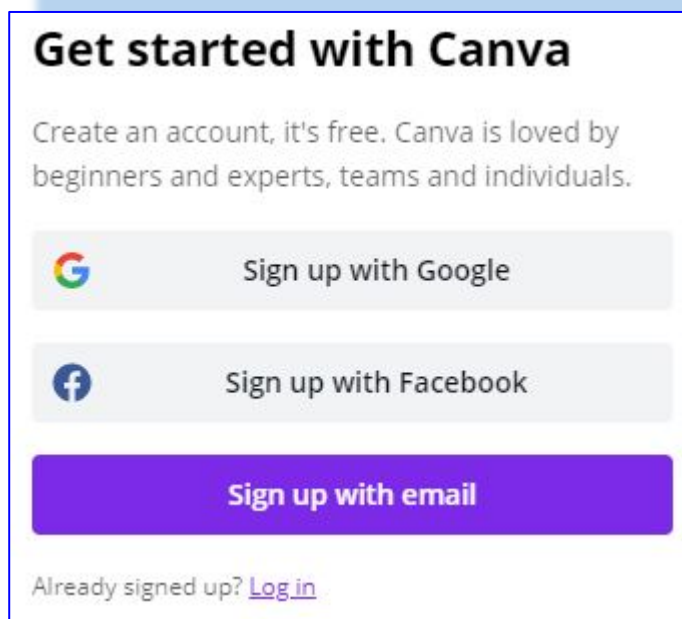
[www.canva.com](http://www.canva.com)

## Canva, Using Free Templates

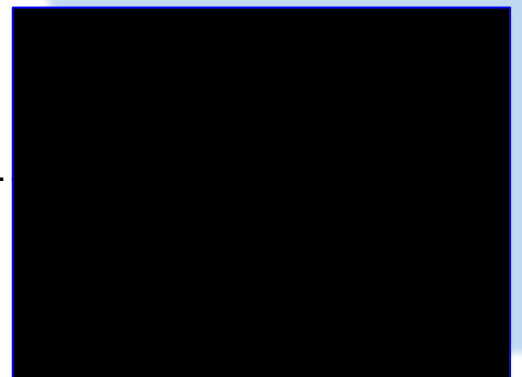
Canva is a graphic design platform, used to create social media graphics, presentations, posters, documents and other visual content. The app includes templates for users to use. The platform is free to use and offers paid subscriptions like Canva Pro and Canva for Enterprise for additional functionality

### Instructions

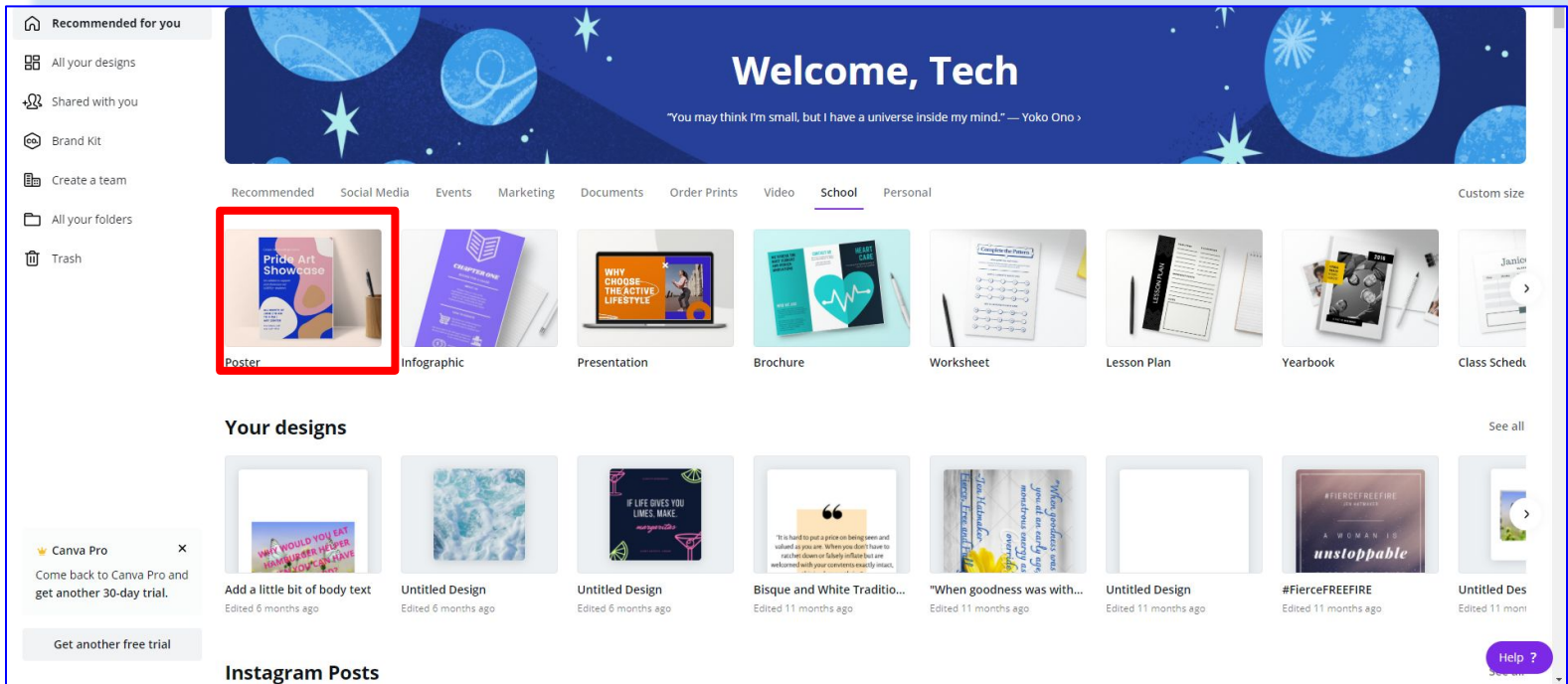
- There are several ways to create a free account with Canva.....
- Select the option you prefer.....



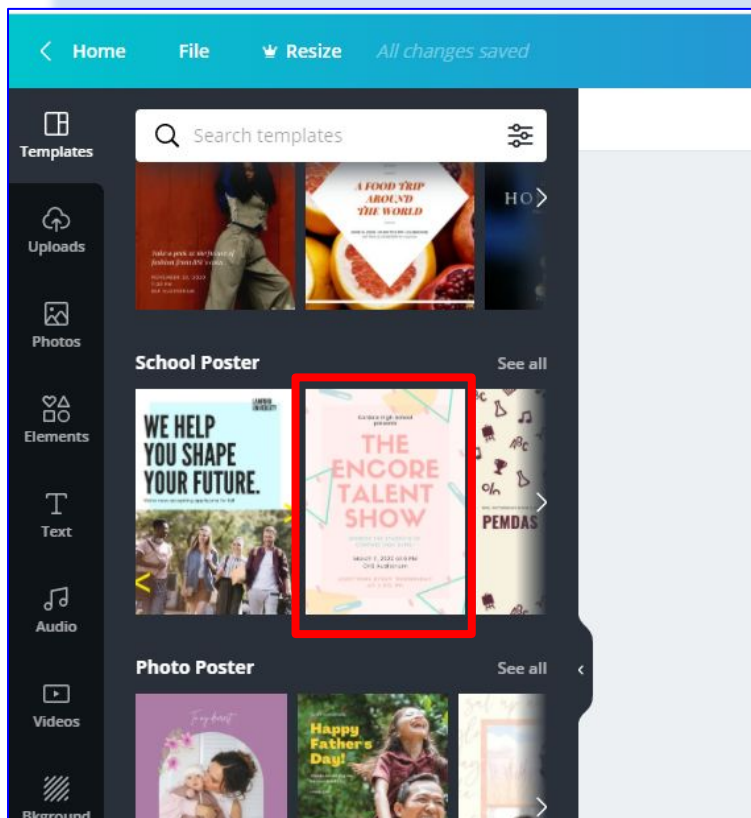
- Login and see the options for various projects to create.. there are thousands! Click on video -



- In this example we will create a poster for school.
- Select **school** and click on **poster**

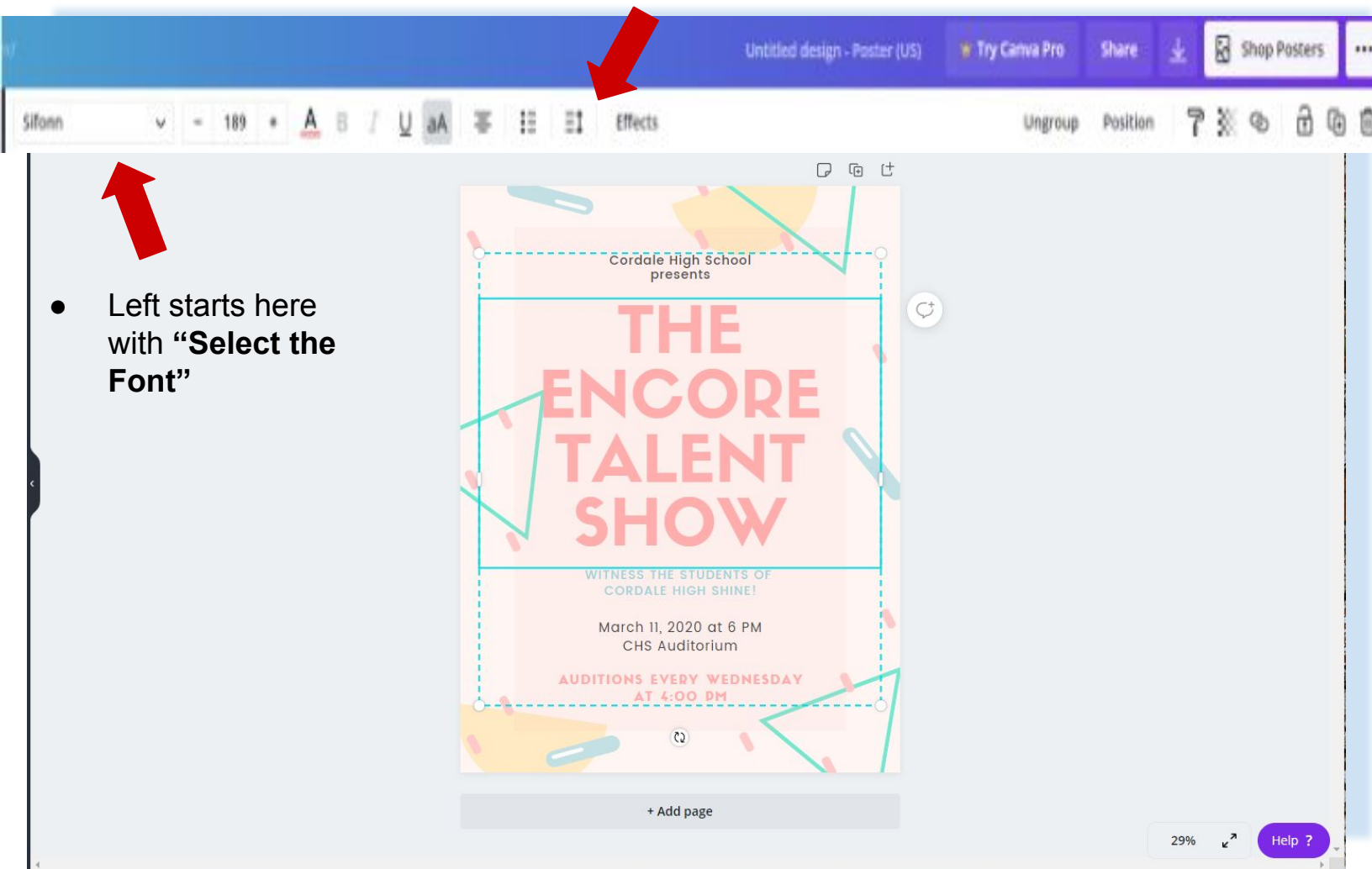


- We will create a school flyer for a talent show using an existing free template



- Select **Templates** on the Left side Toolbar
- Under School poster select the **Talent show flyer** or an example you wish to edit.

- Click on the selected template and reveal the toolbar:



- Left starts here with “**Select the Font**”

- From Left to Right you have the option of:
  - Select the font
  - Increase, Decrease, specify font size
  - Specify text color
  - Toggle - **Bold text**
  - Toggle - *Italic text*
  - Toggle - Underline text
  - Toggle - All uppercase/mixed case
  - Alignment options: L justified, centered, Block justified, R justified
  - List formatting options
  - Spacing options
  - Text formatting effects

Using the talent show template we are going to:

- Update the talent show details: Event name, Date, Details
- We are also going to add a picture

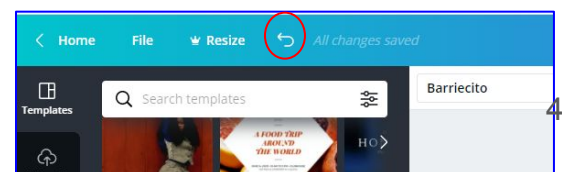
Click on the image where the highschool information is displayed. This will highlight the text for editing.



As you can see in the left pic I have made several changes:

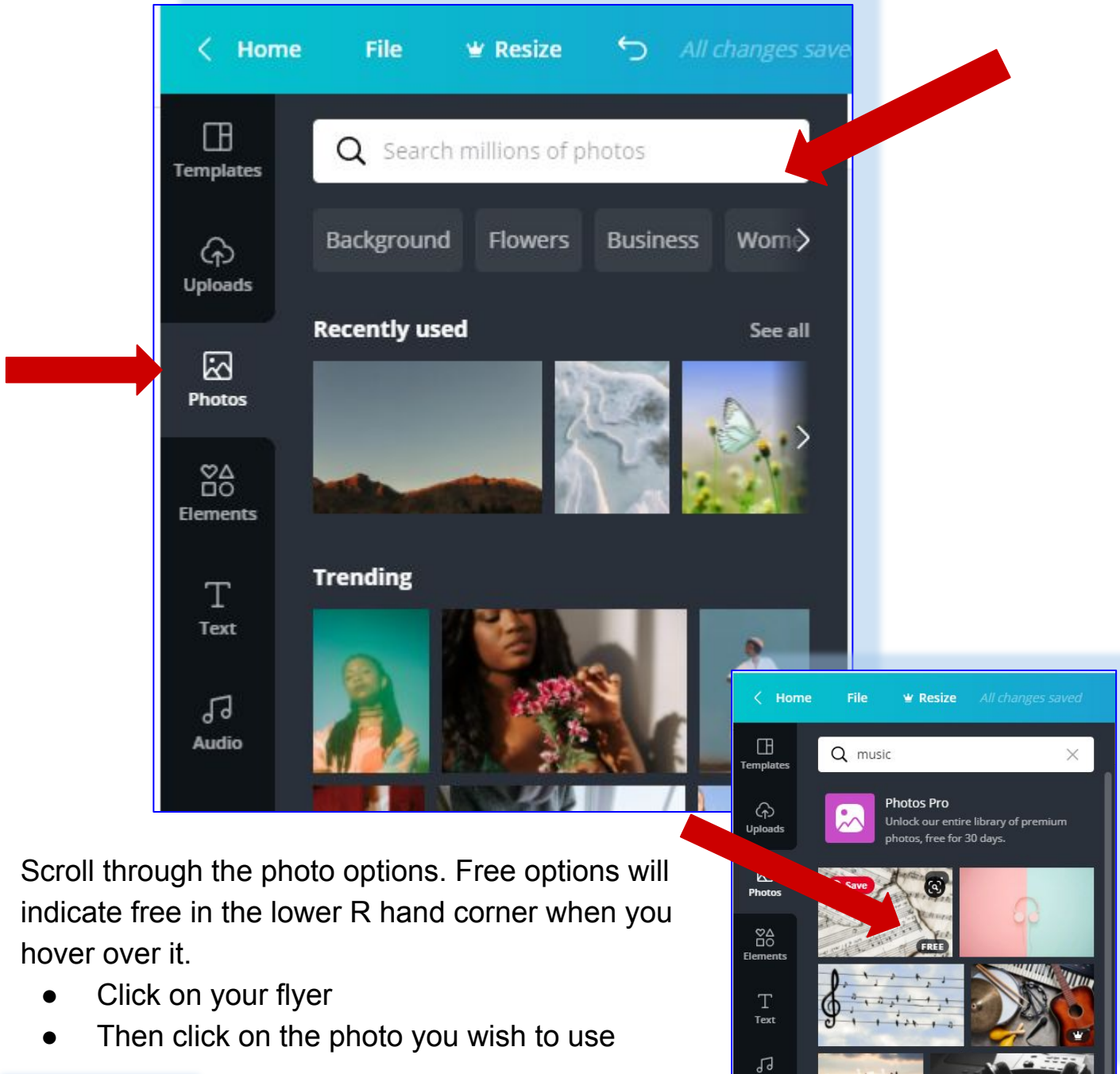
- Changed the font to Barriecito with a size of 74.2 and the color to purple and updated the group info to indicate **Tech Goes Home**
- Changed the event title, removed the bullets and centered the text and change the font color
- I removed a block of text that was below because this is where I am going to put a (free) picture.
- Time, Date and location were updated and changed to purple.

Play with the various options and see what you can create. If you make a mistake, you can select du on the upper left of the screen:



Now we will search the stock photo bank for an appropriate picture to add to the flyer.

- Click on photos in the L side toolbar
- Enter a description in the search box. I am using “music”



Scroll through the photo options. Free options will indicate free in the lower R hand corner when you hover over it.

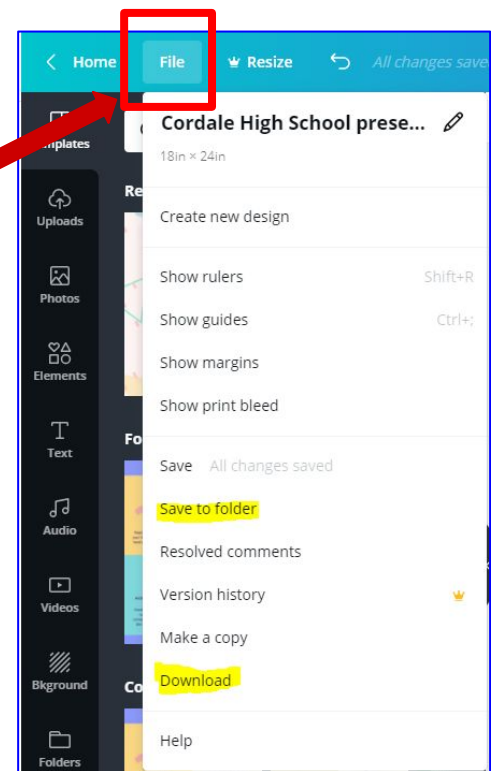
- Click on your flyer
- Then click on the photo you wish to use



- The image will need resizing and placement, use your mouse to select the edges to resize.
- Once the proper size, click on the image and drag it to the desired location.



I have resized and placed my stock photo image on the flyer:



Now you are ready to save your work.....

- Select the **File** option from the top toolbar
- Canva gives you an option to **Save to a folder** within Canva
- And to **Download a copy**
- It is probably easiest to Download a copy to your machine.

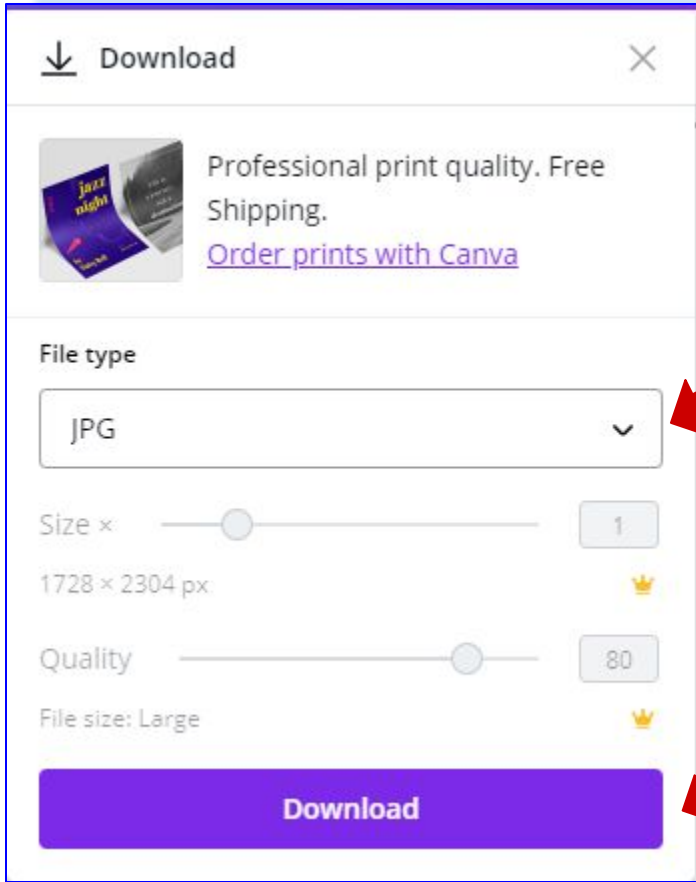
Click Download.....

- The Download menu pops up in the upper R corner.

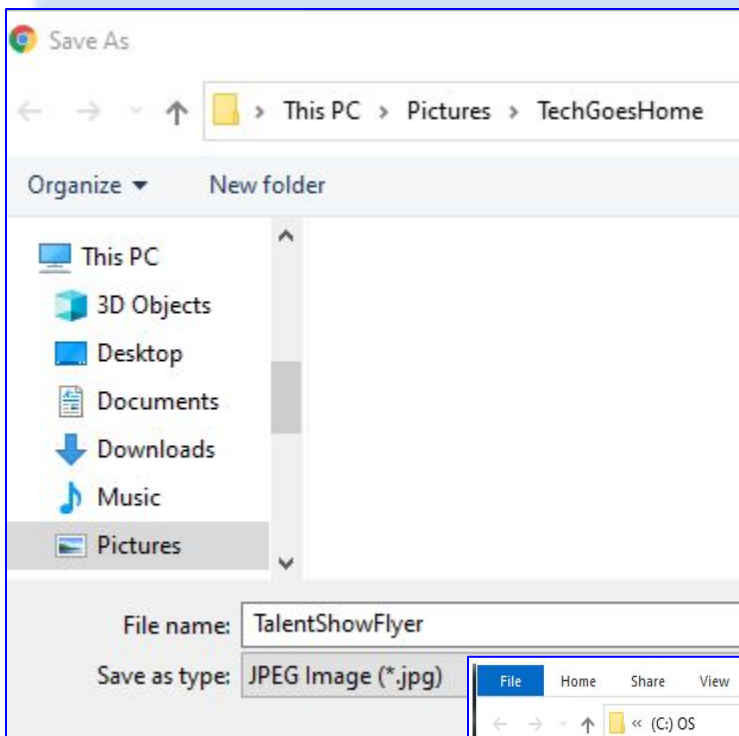
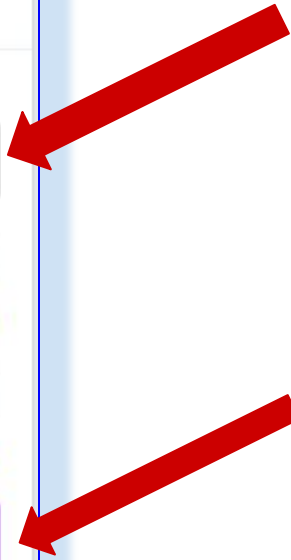
You have several options.....

- PDF is a good option if you are planning to email or print
- The flyer
- JPG and PNG are both image file formats with varying
- Degrees of quality.

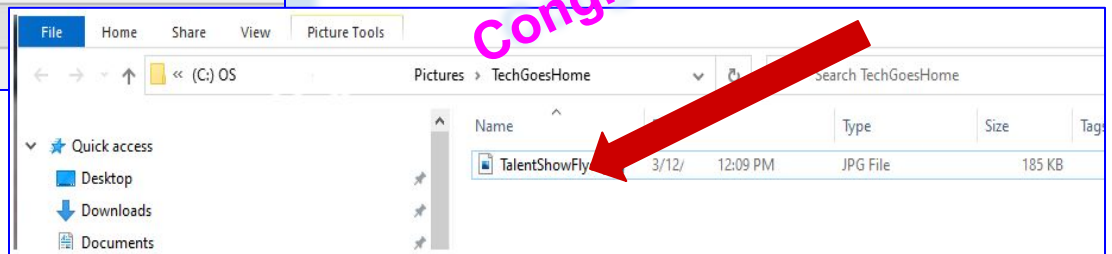
**Let's save as JPG, sometimes referred to as "A JPEG"**



Select JPG and click the Download button:



Select a location on your PC:



**Congratulations! You did it!**