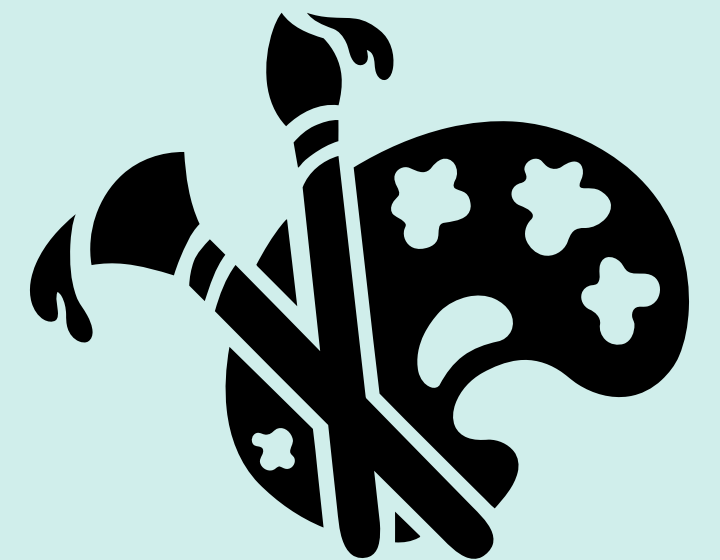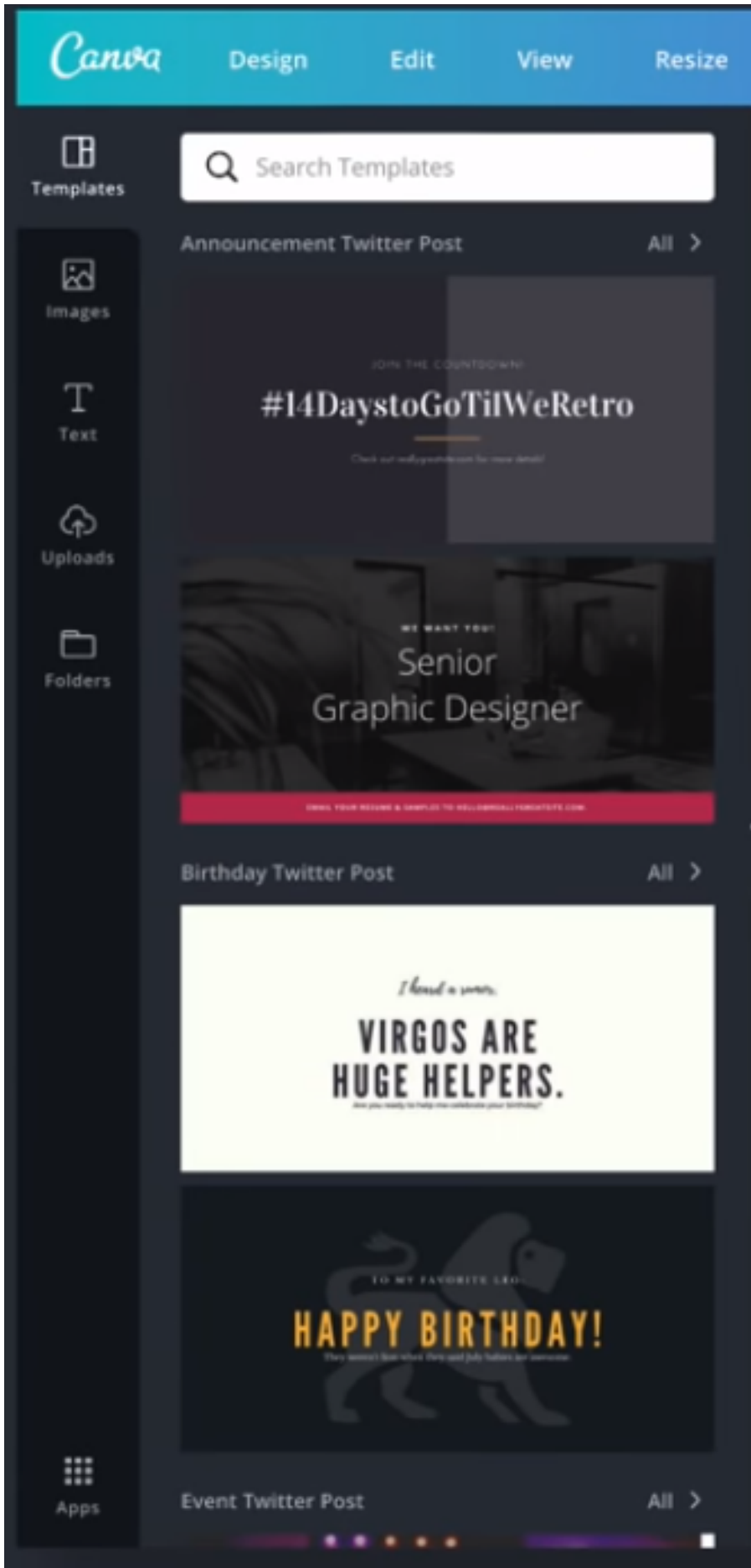- Canva is an online graphic design tool

- Log in so you can work on your designs and publish them from anywhere

- Easy to use for non-design professionals with its drag and drop format

- Free access to hundreds of templates, fonts, images, icons, shapes, backgrounds

- Create social media posts, posters, flyers, presentations, menus, price lists, the list is endless

- Upload your own images to incorporate into your designs

- Use it for free or pay a monthly subscription to gain access to millions of stock photos
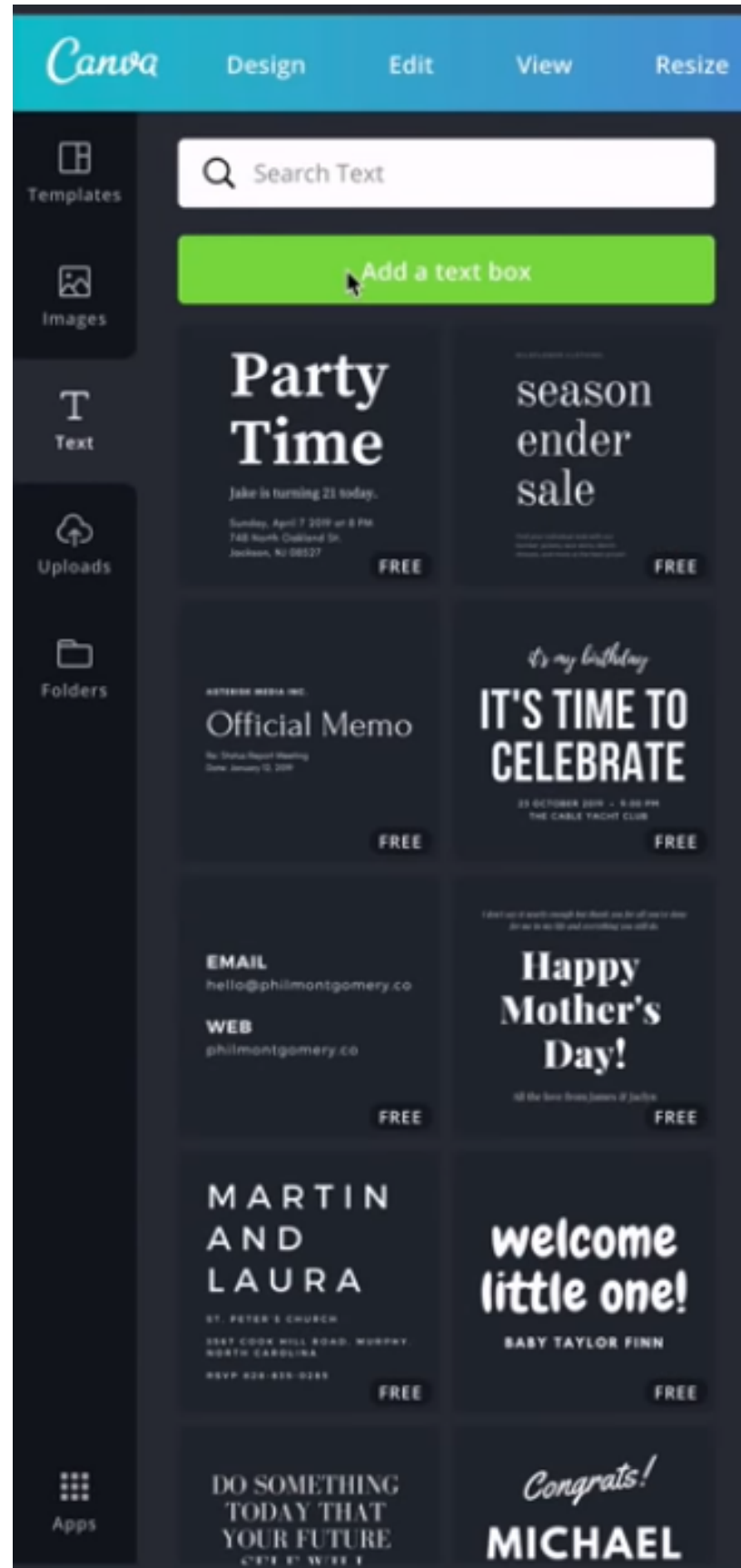
CANVA
online design

Canva Menu Bar

- To create a design use a template or start a design from scratch using custom dimensions

- Find a template by scrolling or use the search bar

- Click on the template or drag and drop it into your design

- Designs are saved automatically as your work

- Click on File to rename or move to folder

- Organise your designs in folders - only 2 folders available with free version

- Access previously saved designs from your home page

- Create multiple pages in one design

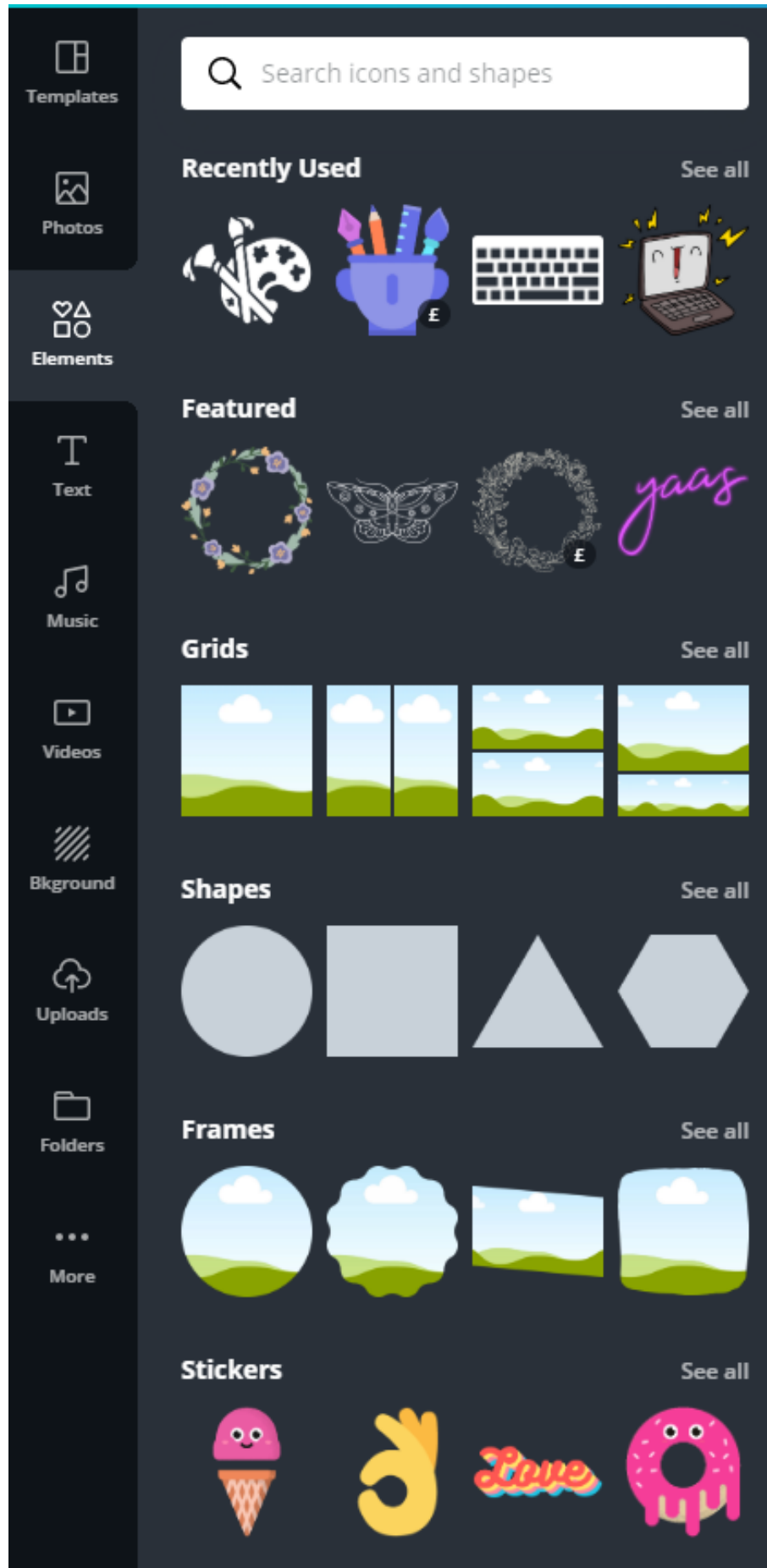- Copy page so you can work on variations of the same design

Text Tab

Open Sans Light   ⌄   64.4 ⌄   **A**   **B**   *I*   U   ☰

- To add a text box to your design click on the T on the left side panel

- Choose between heading, subheading or body text

- Choose a font and size or use a font combination

- You can change the font, size, colour, emphasis and alignment

- Change the spacing of the letters, the line height or add bullet points
- Click on the chequered square to change the transparency of the text or background

- Click on Duplicate to copy an element

- Click on Position to move elements backwards and forwards in your design

Duplicate   Position

Canva Side Panel

- Click on background in the left side panel to change the background colour

- Add images, grids, photos, elements, frames and icons

- Click on Uploads to use your own previously stored photos or upload a new one

- Drag and drop text boxes and images to position them

- Double click on an element to add effects, filter, alter brightness and contrast and to crop

- Back button and redo buttons are very useful

- Click on elements in your designto change the colour
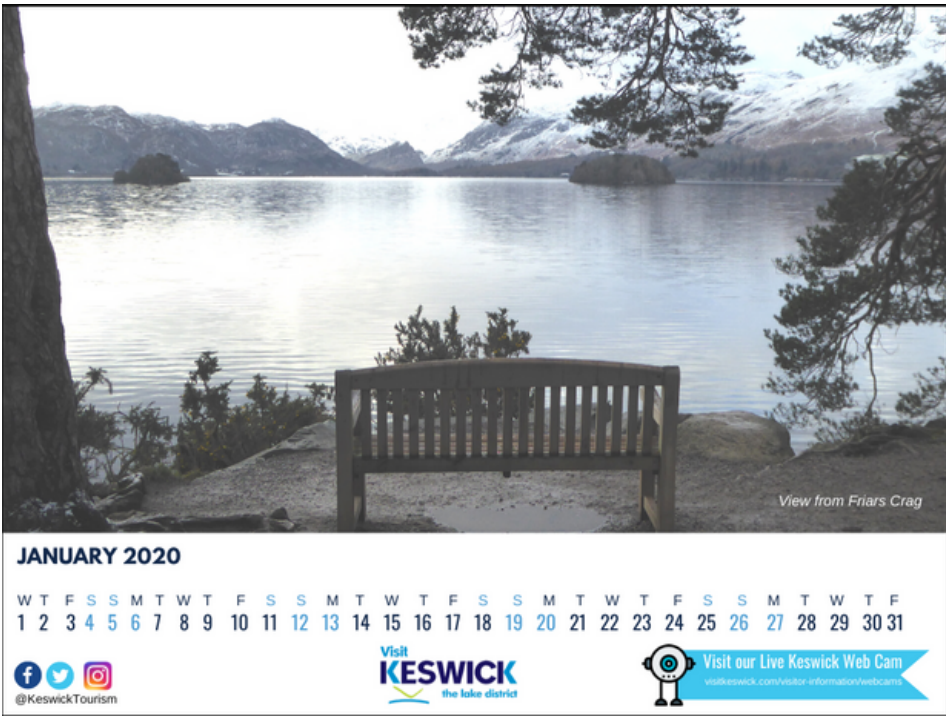
- Download your design as a png, jpg or png

Crop   Flip

Effects   Filter   Adjust   Crop   Flip

Some Examples of How We Have Used Canva
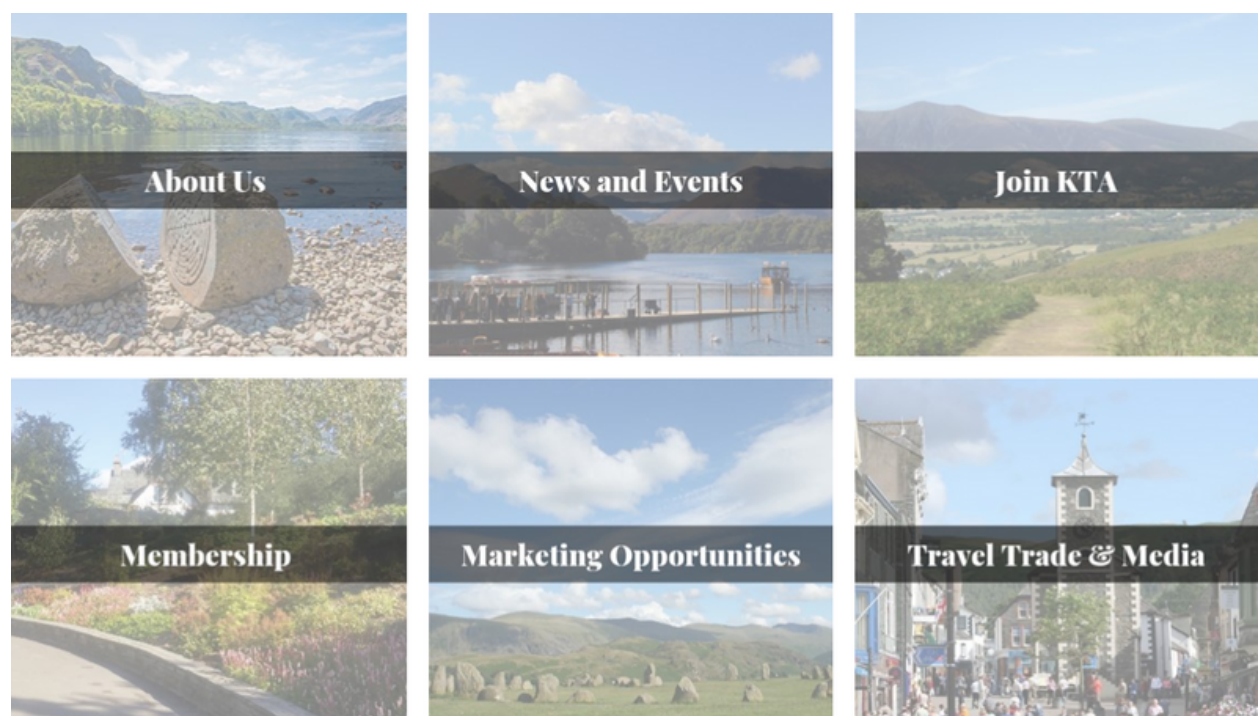
Social Media posts

Calendar

Pinterest

Website header using a transparent background

Poster or flyer