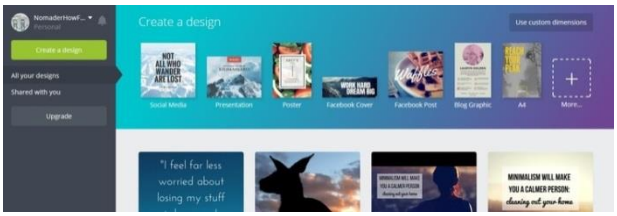
We are big fans of Canva here in the library. We use it frequently to create leaflets; Facebook cover images & infographics. It's easy to use & best of all it's free!

A guide to getting started with Canva

- Go to Canva (www.canva.com**).** You will need to start by setting up an account – you can set up an account using your email address or by connecting with Facebook/Google+.

- Once you are signed up and logged in you should find yourself on the 'all your designs page' – this page is a history of all the documents you've previously saved, so if you're signing in for the first time don't worry if nothing appears here ☺.



- Along the top you will see a selection of some of the most popular Canva templates you can design on. To see the full range of templates click on the 'create a design' button. Click on the template you want to use and your blank design will open in a separate window.

- You can choose to start with a pre-created template design (found under **layouts**), from here you can edit the design to your liking (e.g. edit colours/font & remove elements). Or you could start a fresh & choose a plain background (colours are found under the **background tab**).

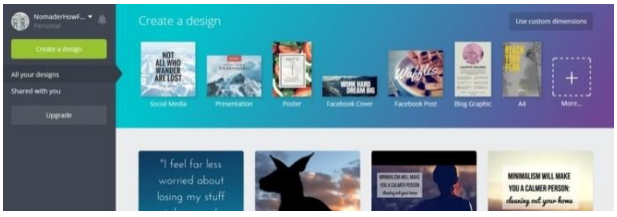
- You can add an image of your own choice to your design, by clicking the **uploads tab** or you can use the stock photography (some of which are free) by clicking the **elements tab,** and then **photos.** You can add shapes to your design too, (they are also found in the **elements** tab under **shapes).**

We are big fans of Canva here in the library. We use it frequently to create leaflets; Facebook & Twitter cover images & infographics (which we share on our social media pages). It's easy to use & best of all it's free!

A guide to getting started with Canva

- Go to Canva (www.canva.com**).** You will need to start by setting up an account – you can set up an account using your email address or by connecting with Facebook/Google+.

- Once you are signed up and logged in you should find yourself on the 'all your designs page' – this page is a history of all the documents you've previously saved, so if you're signing in for the first time don't worry if nothing appears here ☺.

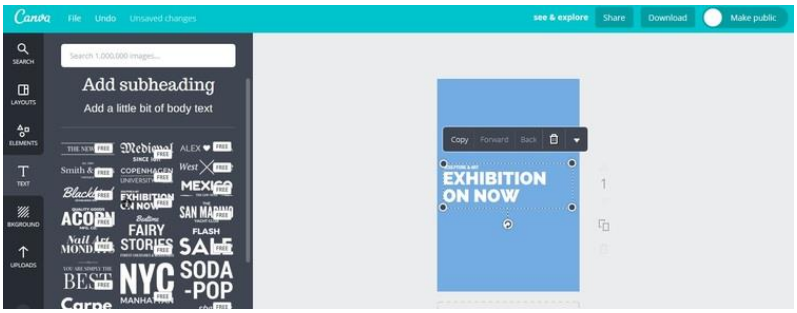


- Along the top you will see a selection of some of the most popular Canva templates you can design on. To see the full range of templates click on the 'create a design' button. Click on the template you want to use and your blank design will open in a separate window.

- You can choose to start with a pre-created template design (found under **layouts**), from here you can edit the design to your liking (e.g. edit colours/font & remove elements). Or you could start a fresh & choose a plain background (colours are found under the **background tab**).

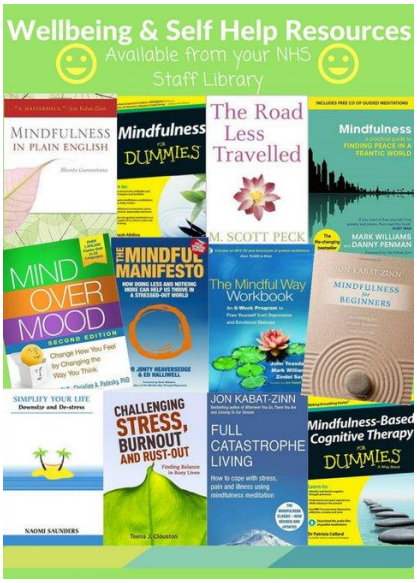
- You can add an image of your own choice to your design, by clicking the **uploads tab** or you can use the stock photography (some of which are free) by clicking the **elements tab,** and then **photos.** You can add shapes to your design too, (they are also found in the **elements** tab under **shapes).**

- You can add **text to your design by clicking the text tab** on the left. A number of pre-set designs appear, but just above that is the option to add a large heading, a sub-heading and some text body.



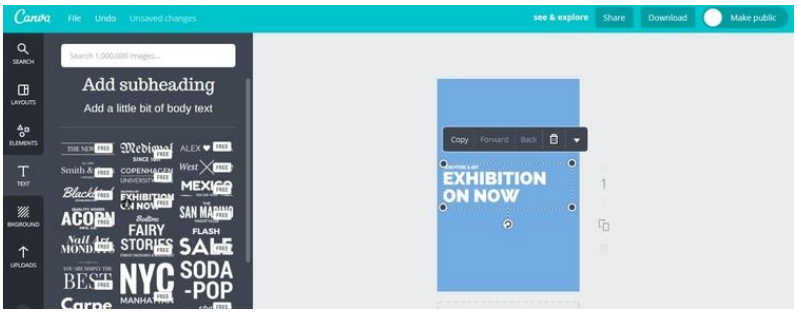
- Canva allows you to save your design as you go along. Once your design is complete you can download it. To download your Canva click on the download button, you will then be asked what file type you want to save in (we tend to use JPEG or PNG the most) and where you want to save it.

Examples of how we've used Canva

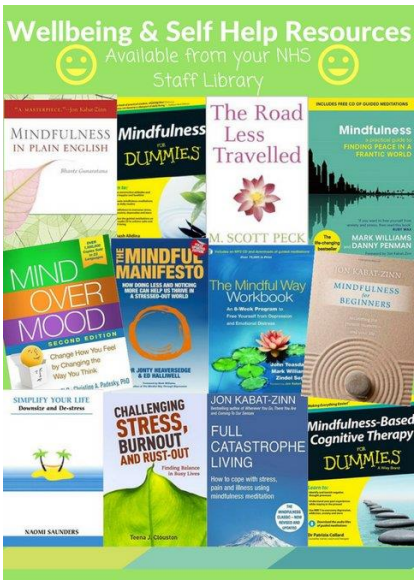


Info source: https://www.nomaderhowfar.com/blogarchive/2016/3/12/how-to-use-canva-basic-guide

- You can add **text to your design by clicking the text tab** on the left. A number of pre-set designs appear, but just above that is the option to add a large heading, a sub-heading and some text body.



- Canva allows you to save your design as you go along. Once your design is complete you can download it. To download your Canva click on the download button, you will then be asked what file type you want to save in (we tend to use JPEG or PNG the most) and where you want to save it.



Info source: https://www.nomaderhowfar.com/blogarchive/2016/3/12/how-to-use-canva-basic-guide