

Canva

A graphics design tool

Create presentations, posters, leaflets, stickers, banners, resumes, recipe cards, logos, postcards, business cards and other visual content.

Choose from any of the free templates available, with a range of backgrounds, fonts and colours. Other options to enhance your designs include the addition of photos, QR codes, Emojis, and maps or bring to life with music, GIFs and videos.

Step 1 - Create an account

Go to <https://www.canva.com>

To sign up using a desktop or laptop

Click 'Sign up with email' and complete the form by entering your name, email and create a password.

To sign up using a smartphone

Click on the three lines on the top right of the screen and select 'Sign up'

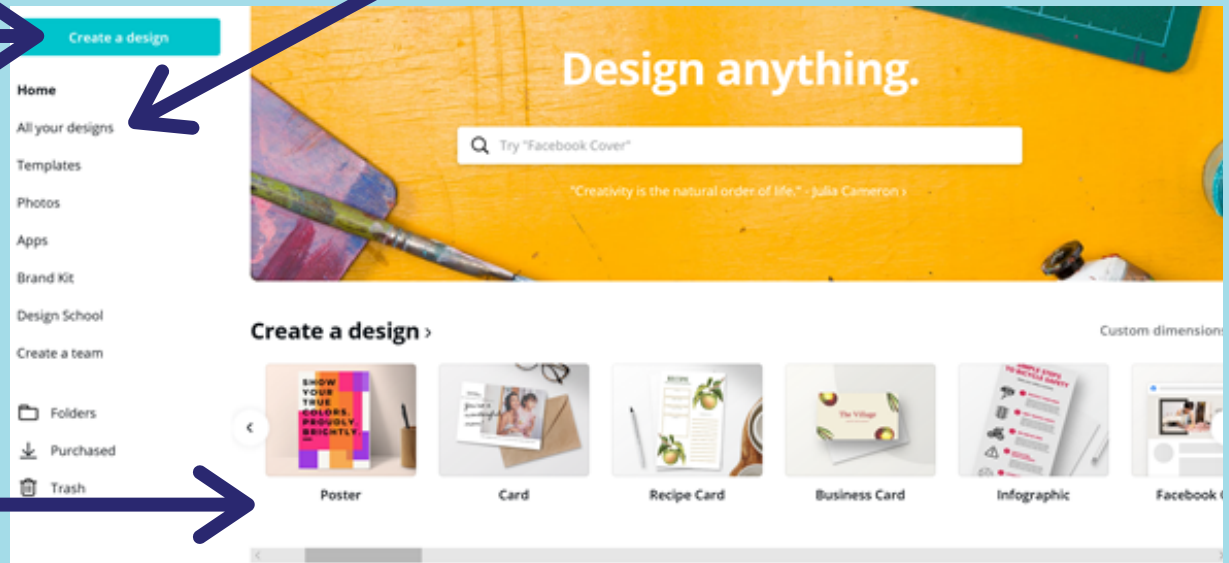
Choose the 'free version' not the 'pro version'.

Step 2 - Select your template

Anything you create can be accessed by clicking 'All your designs'.

If you need your design to be a specific size, click 'Create a design' and select 'Custom dimensions'

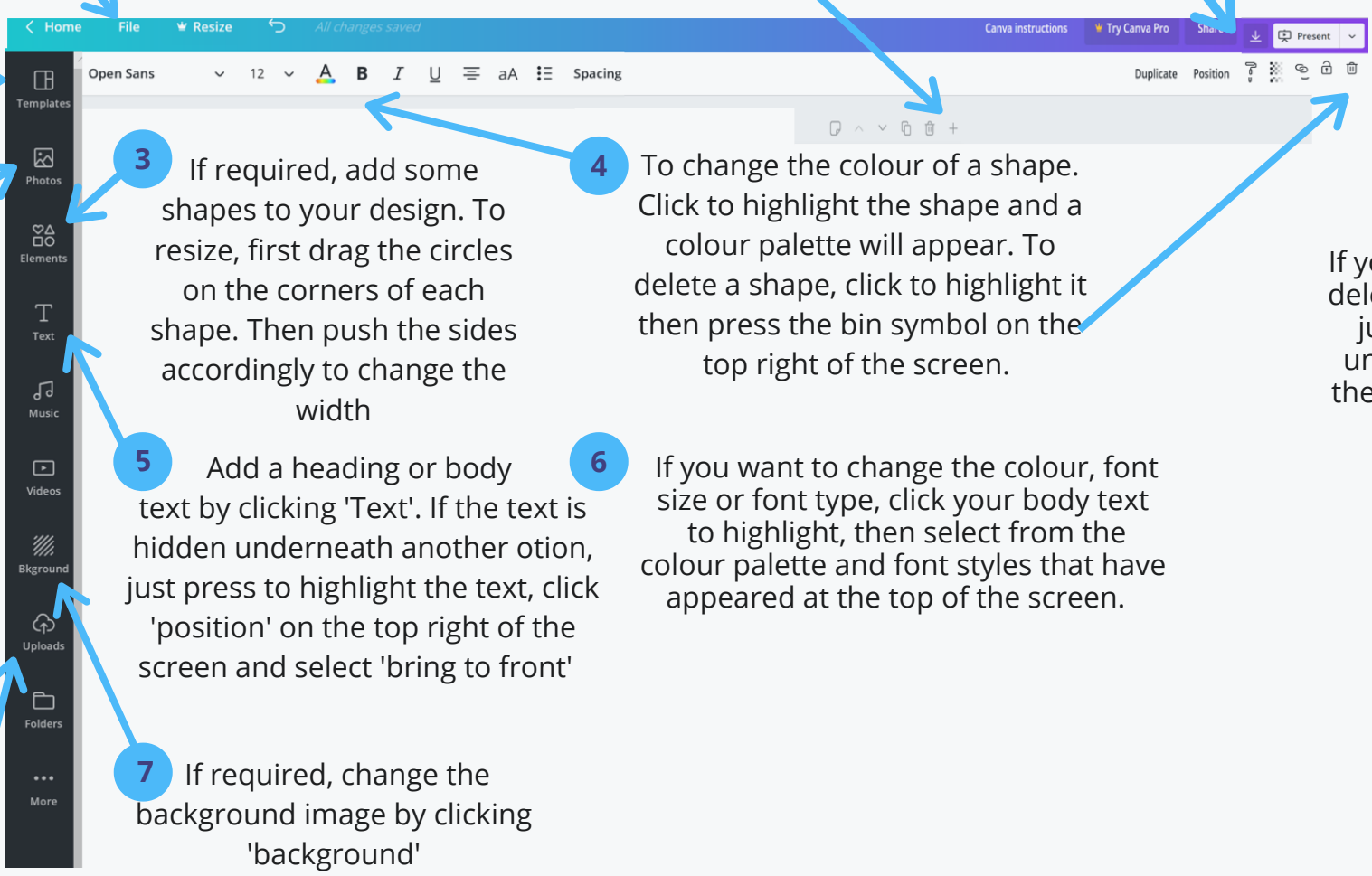
Alternatively, just look for your design template using the search bar or scroll across here to select.



Step 3 - Follow the 10 steps below to create your design


1 Select your template

2 If required, add some photos. Many are free but if a £ sign appears when you hover over the photo there will be a charge, so select something else.. Alternatively add your own images by clicking the upload button



9 Click file and select 'Save'. Your design can then be accessed anytime from the homepage, under 'your designs'

8 If required, add a second page by clicking the + sign

10  On completion, click the download symbol. Select PNG if you have created a high quality image, or if it is a multi-page document, select to download as a PDF.

3 If required, add some shapes to your design. To resize, first drag the circles on the corners of each shape. Then push the sides accordingly to change the width

4 To change the colour of a shape. Click to highlight the shape and a colour palette will appear. To delete a shape, click to highlight it then press the bin symbol on the top right of the screen.

5 Add a heading or body text by clicking 'Text'. If the text is hidden underneath another option, just press to highlight the text, click 'position' on the top right of the screen and select 'bring to front'

6 If you want to change the colour, font size or font type, click your body text to highlight, then select from the colour palette and font styles that have appeared at the top of the screen.

7 If required, change the background image by clicking 'background'

TIP
If you accidentally delete something, just press the undo symbol on the top left of the screen

