

How To...use Canva (Graphic-design)

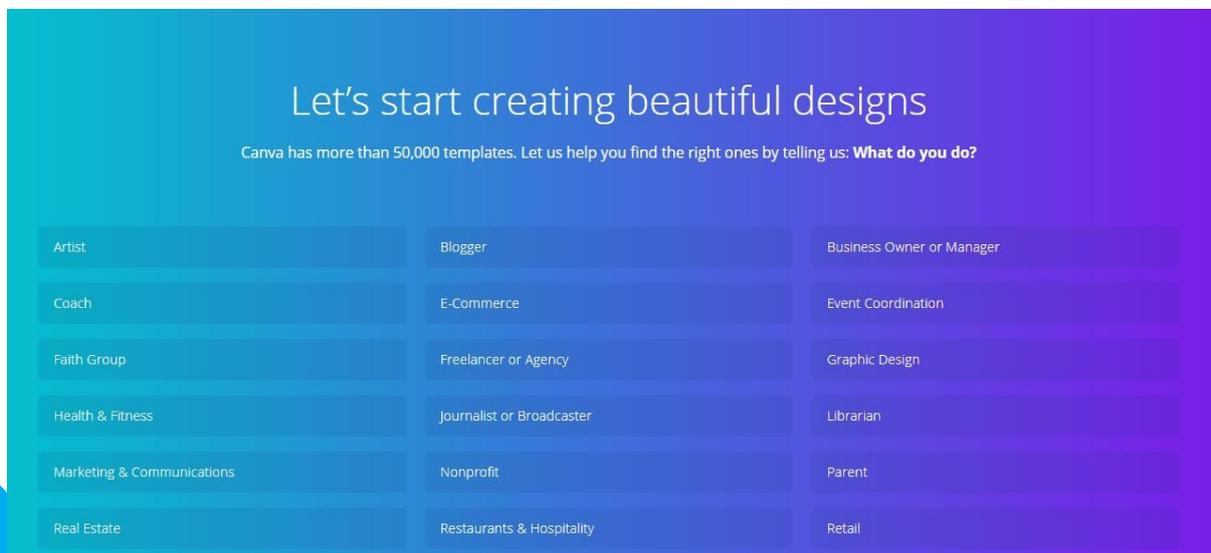
Poster and flyers are a great way to promote events happening within your school. If your school doesn't have a noticeboard, it might be good to speak to your mentor to see if one could be set up.

Creating posters, flyers or infographics can sound daunting, especially if you don't know where to start.

Fear not, here is our guide on how to use **Canva** – a free online graphic design tool.

- 1) Start off by going to <https://www.canva.com> and registering for your free account. All you need is your first name and email address to get started.

Once logged in, select 'Student' as your profession.



- 2) From here you can then add other people to your 'team'. This could be your fellow YA or your mentor, so you can work on designs together. If you'd rather do it yourself, you can skip this step.



Add your team to collaborate on designs

Setup a free team and discover features to help your team save time and get things done.

- ✓ Access your team's shared designs from one place, whenever needed
- ✓ Keep your team's branding consistent with shared colour combinations and fonts
- ✓ Get your team to provide feedback on designs directly – no more emailing back and forth

name@example.com
name@example.com
name@example.com
name@example.com
name@example.com

+ Add another invitation

Send Free Team Invitations

- OF -

Invite from Gmail contacts

3) Now you can select the type of content you'd like to create. Canva will suggest a few options, but if you need something else, just click on 'More design types'. Or if you want to start from scratch and create your own, click on 'Play with Canva'.

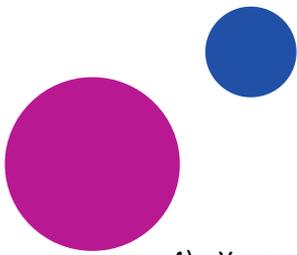
I want to **create** a...

Social Graphic **Logo** **Poster** **Flyer** **Resume** **Web Banner**

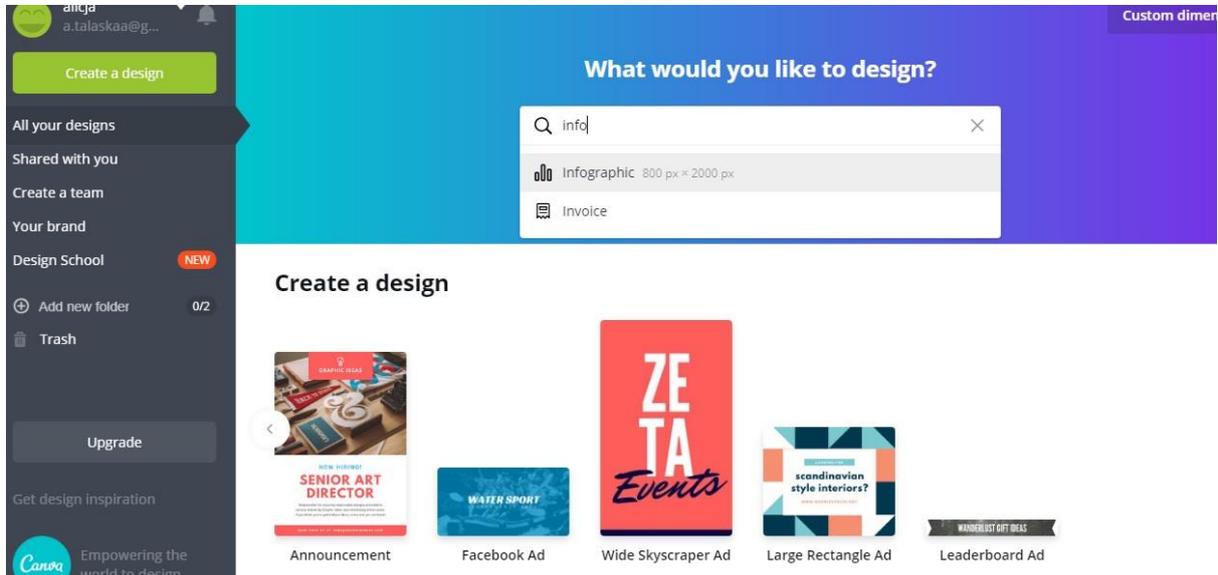
Presentation Wide (16:9) **Invitation** **Card** **Photo Collage**

[More design types](#)

Not sure? [Play with Canva](#)

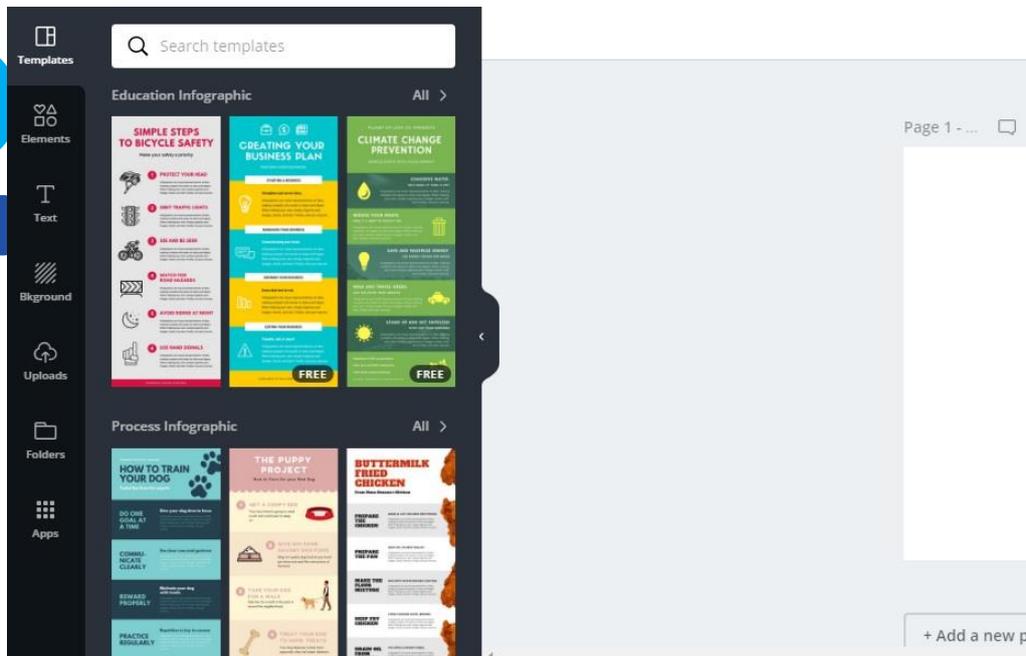


4) You can either click on 'Create a design' to add your elements, or search for the type of content you'd like to get inspiration from.



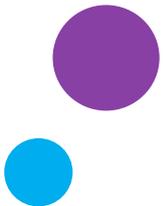
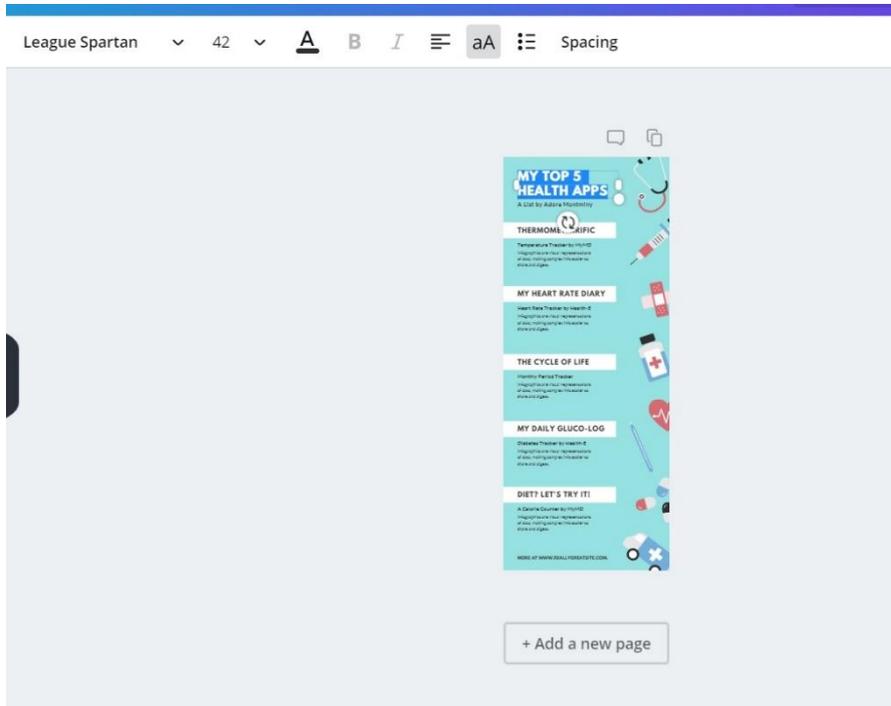
There are different elements you can add to your design such as graphics, pictures and text, and you are able to select a background colour or set picture.

Note - If it is your first time we would recommend a template to work from.

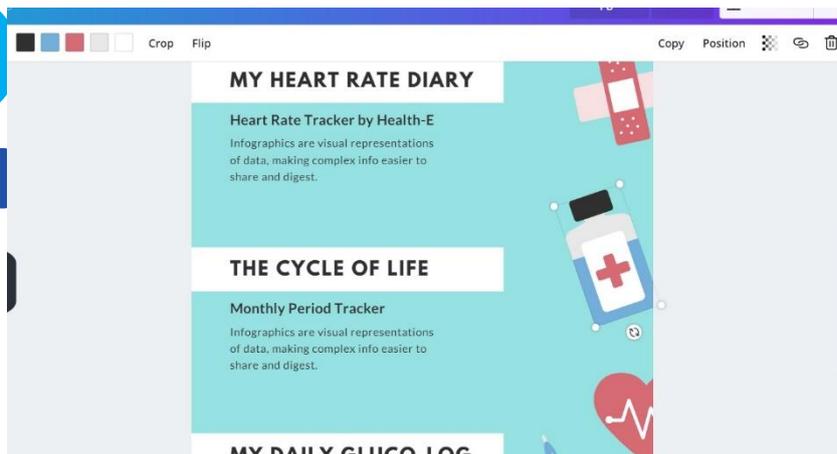


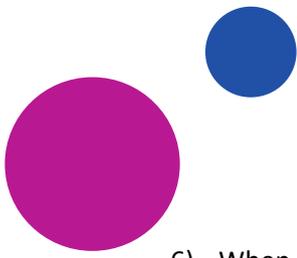


- 5) Once you've picked your template, you can edit different elements of it by clicking on them. Anything can be customised – from style of the text to colour of pictures/background etc.



To change a specific element such a little graphic, click on it to open the edit panel. You can pick colours for each element by simply clicking on the coloured squares in the top left corner.

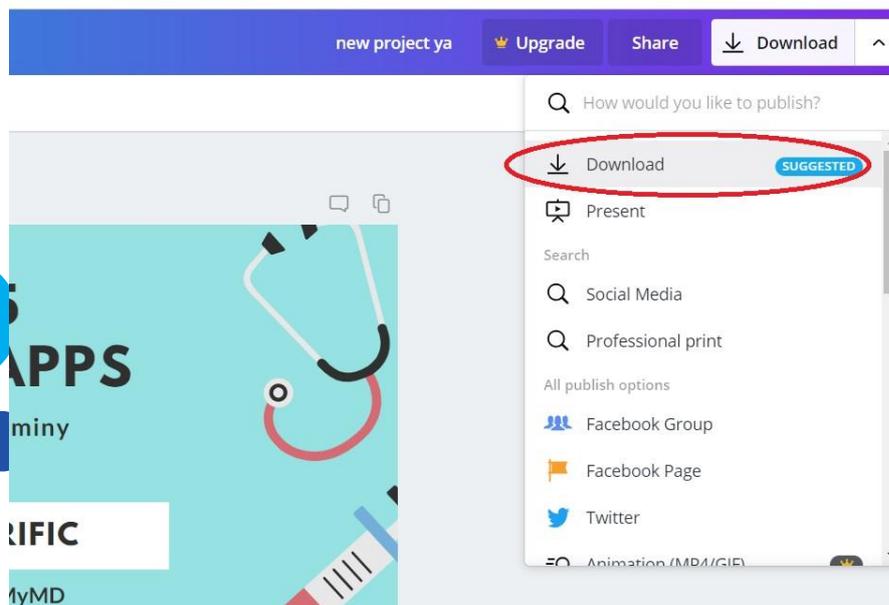




- 6) When you are finished with your editing or if you want to pick this up later you can save your design by clicking on the 'File' button in the left corner. When you re-open the file you will be able to pick up where you left off.



- 7) When your design is ready, all you need to do is download it – you can do that by clicking the 'Download' button in the top right corner of your Canva screen.



- 8) Your artwork will then be ready to print off and pin up around your school or used on Social media to help promote your event.