# USING CANVA TO CREATE GRAPHICS

Canva is an online design tool featuring a free basic model. Visit www.canva.com to get started!

Sign up

On the homepage, click "Sign up with email" from the options on the screen.

You should sign up with your office or ministry's email address (office.name@entity.org). If that's not an option, you should use your diocesan entity email address (name@entity.org). Follow the prompts to verify your account and log in.
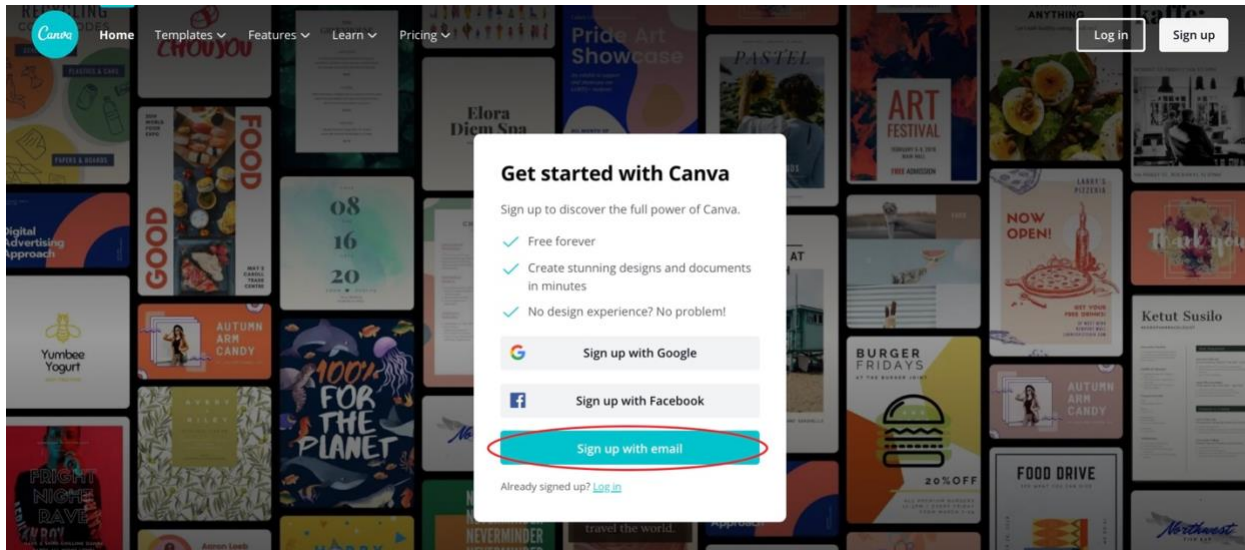
Begin a project

One of the great things about Canva is that the templates are already set with the correct graphic size for Facebook, Instagram and Twitter, so you don't have to worry about changing the dimensions.

Select a template for your project by clicking "Create a design" in the upper left corner of the screen or select a template from the options displayed across the bottom of the page. Your project will open in a dashboard where you will be able to customize it.
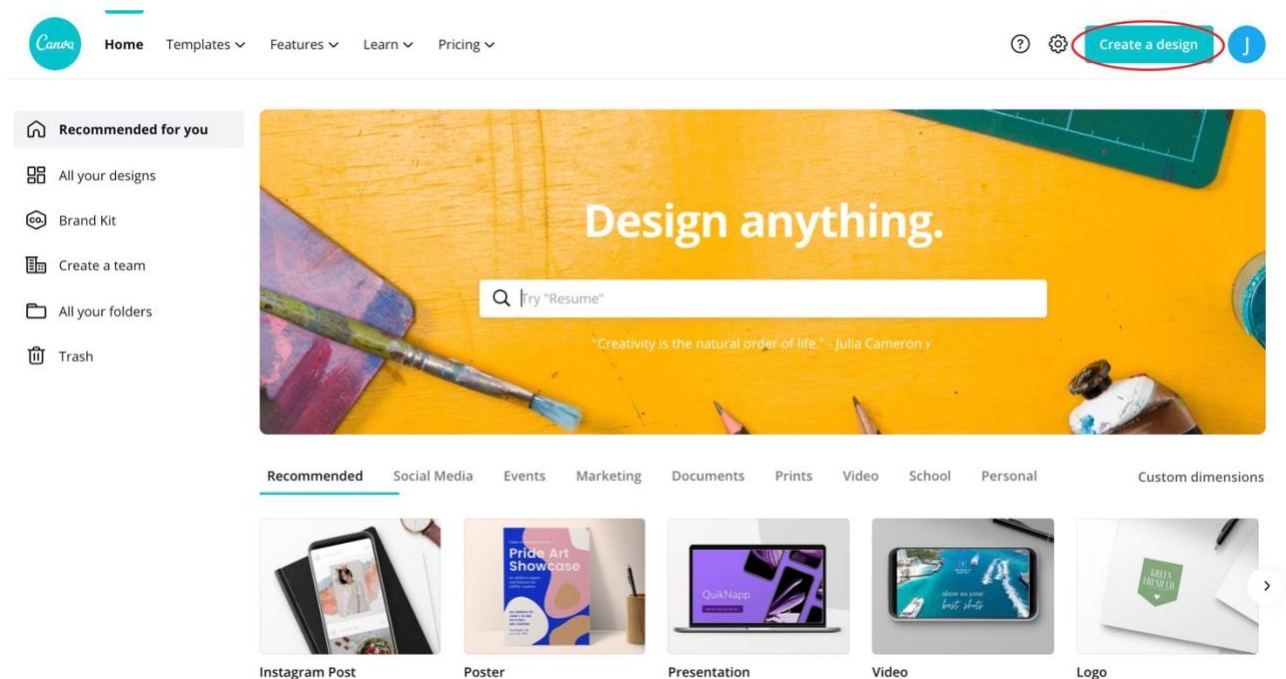
Parts of the working dashboard

The workspace is the area of the screen where your project appears for editing.
The vertical menu bar along the left of the page is where you can find templates, design elements (clip art), pre-set text or media (music, video or photos). A preview box will appear when you click on any of the tabs.

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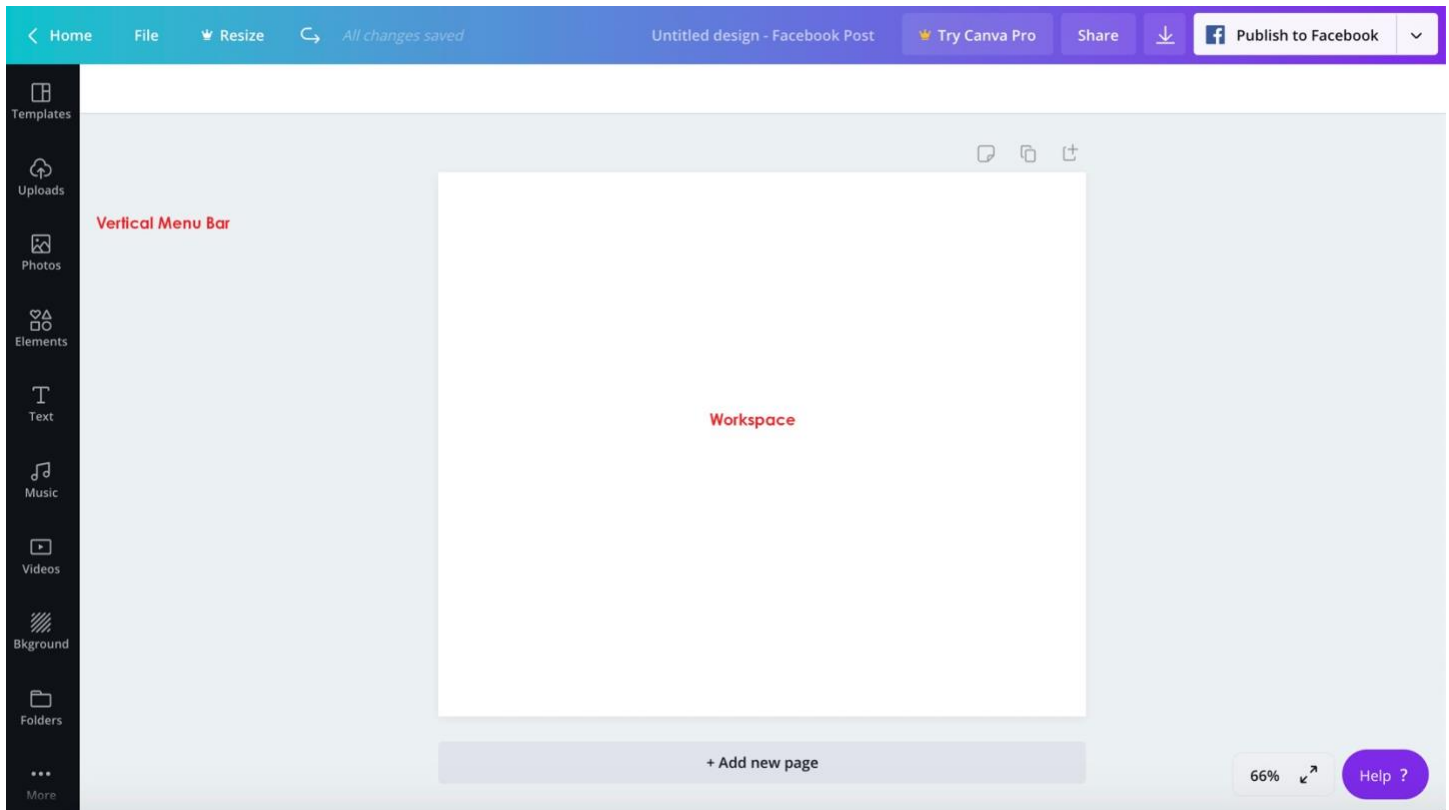
Add or change elements

Add new elements by clicking the vertical menu bar. You can search for elements in Canva's library using the search bar at the top of the preview box.

Drag and drop a template or design element from the preview box onto your project.

Edit an element by selecting it in the workspace. A horizontal toolbar corresponding to the type of element appears at the top of the workspace. This is where you can edit color, transparency, formatting, etc. The "Undo" button is off to the right in the blue/purple bar above the preview box.

Elements of a pre-set template are grouped, but each can be customized. To separate elements, select the group and click "Ungroup" in the upper right corner of the dashboard. Now individual elements can be moved.
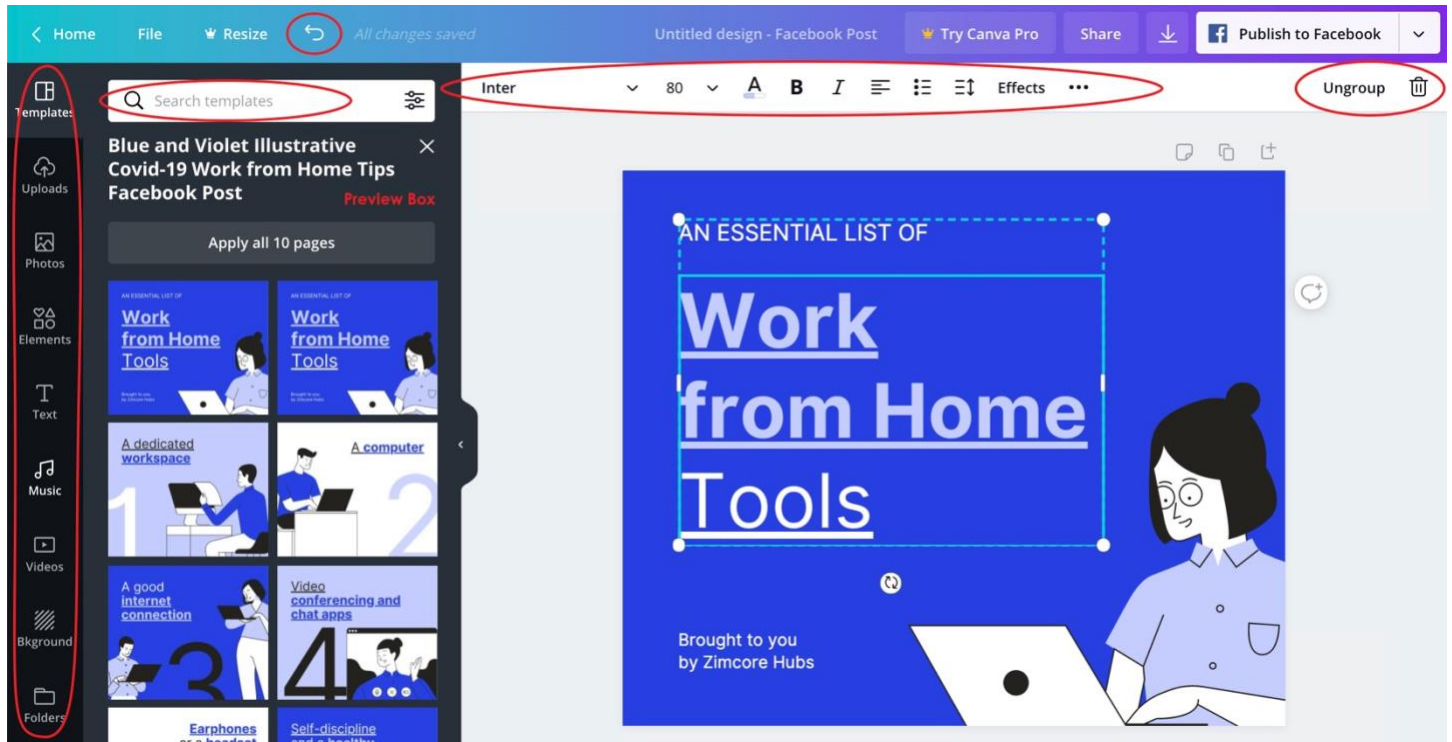
Upload images or videos

If you want to use images from an outside source (not from Canva), it's very important to only use content that is not protected by copyright. See our **List of Resources** for ideas of where you can get royalty-free images, graphics and videos to use in your designs.

To upload an image or video hosted outside of Canva, click the "Uploads" tab on the vertical menu bar on the left side of the screen. You can drag and drop the file from its folder on your computer to the preview box, or you can search for the file using the file search feature (the blue "Upload an image or video" button at the top of the preview box).
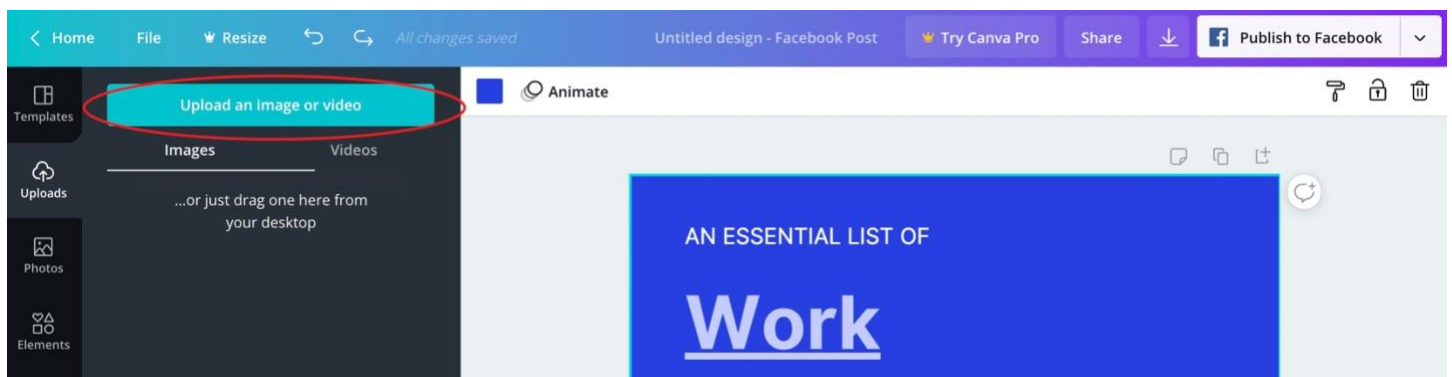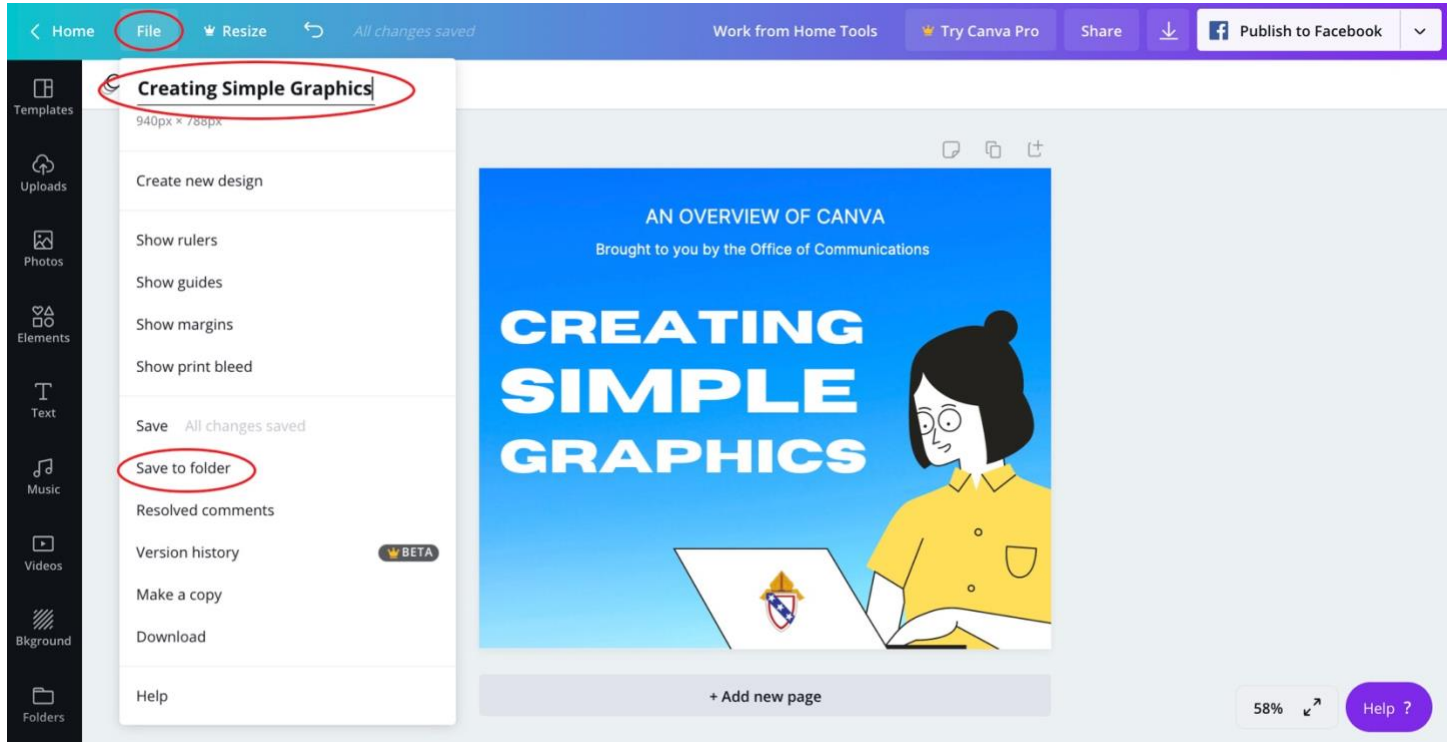
Download your project

When your graphic is done, it's time to save it.

To download your graphic to your local computer, click the "Download" dropdown menu in the upper right corner of the screen.

Choose the PNG file format if it is not already selected and click "Download."

After the file is downloaded, save it to the desired folder on your local computer.

Save your project on Canva

Saving your project on Canva allows you to return to your design and pick up where you left off. It can also be useful for recurring events where the same graphic will be used repeatedly with only minor changes.

Click the "File" button in the blue/purple gradient bar.

Change the name of your project at the top of the drop-down menu, and then click "Save to folder."
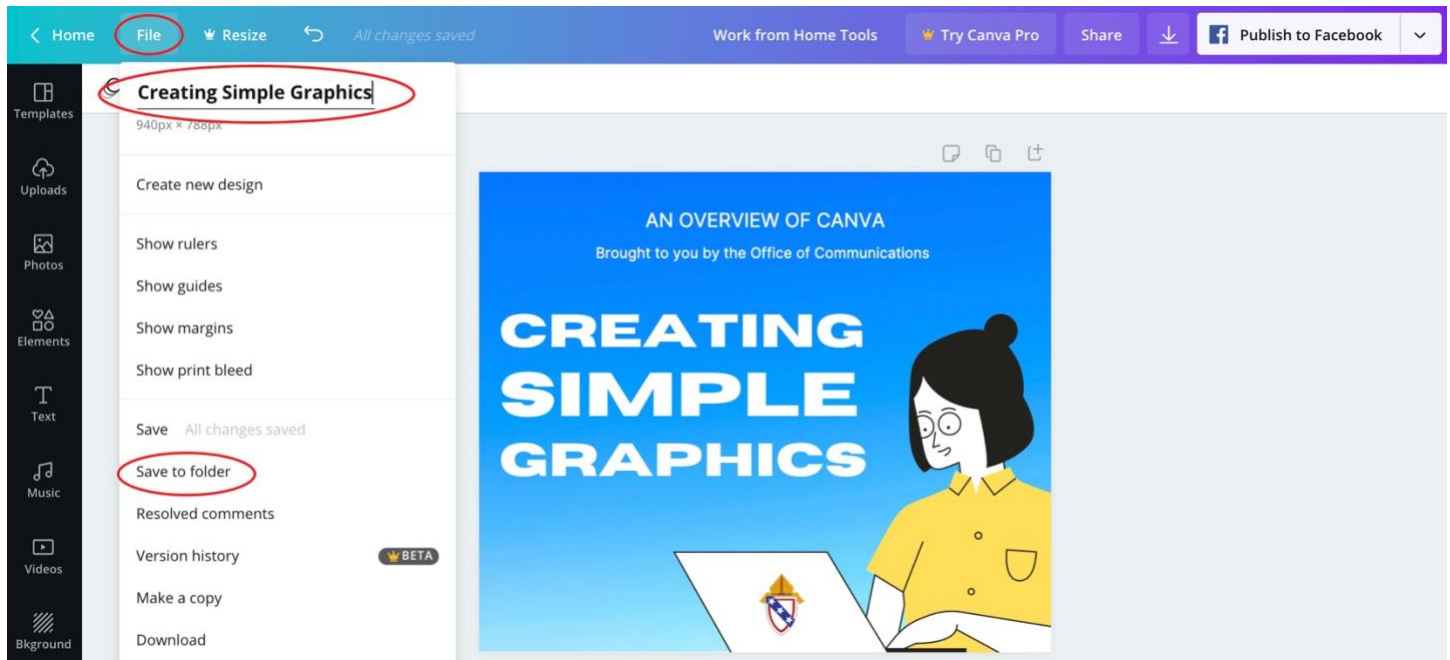
You will be prompted to select a folder or create a new one.

Click "Create new" at the bottom of the drop-down menu. Then name the new folder in the next box that pops up and click "Add to new folder." Using folders is a great way to keep all of your designs organized for easy access.
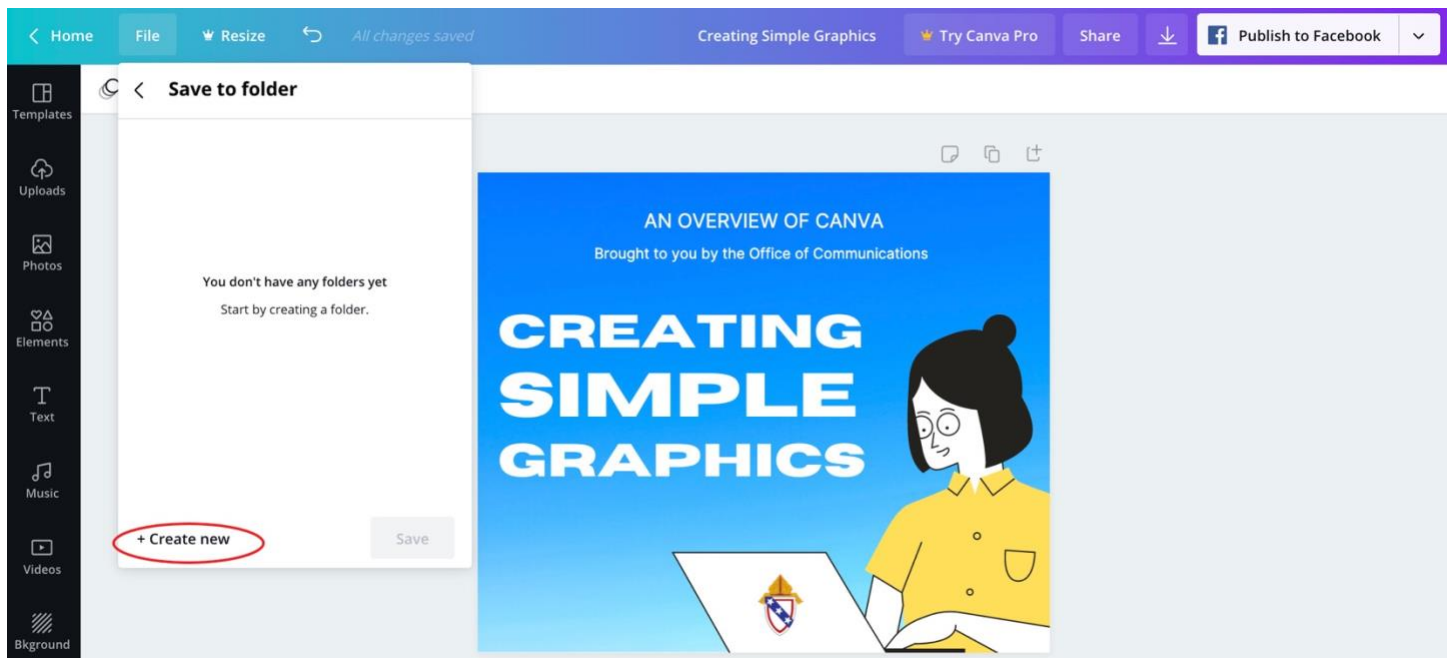
Access your designs

You can access all of your saved projects on your Canva homepage.

Click "All your designs" to view a list of your projects or click "All your folders" to access your organized folders.