

## **Take a Tour of Canva**

How to Create Promotional Flyers and Memes

Presented by Katy Kauffman

Go to [canva.com](https://canva.com)

Log in **if you have an account**. (If not, see below.)

Click the “Log in” button on the upper right toolbar.

If you used your e-mail as a User Name, click on the blank “Email/Cell” box, type your e-mail (if it automatically appears below the box, click it), and put in your password. (If you didn’t set up your Canva account with your e-mail, use whichever option you chose.) Click “Log in.”

You should see the Home page.

**If you don’t have a Canva account**, create a free one to be able to upload photos to your work in Canva and to save your work, and for Canva to give you all the information in its toolbars that we will discuss. You’ll need to decide on a User Name and Password.

Click the purple “Sign up” button, click the purple “Sign up with email” button (this one is easy to remember, or use one of the others), put in your email, and create a password (“8 or more characters with a mix of letters, numbers, and symbols”). Write it down and keep it in a safe place. Click the “Get Started” button. (Yeah!!)

### **Select a Canva Template:**

For this exercise we are going to personalize the information on a Canva resume template.

- a. In the search box, type in “Orange and Black Professional Resume.” Hit “Enter.”
- b. The resume should appear on your screen—the first one in the first row.
- c. Click once on it, and it should appear on the right side of your screen.
- d. To collapse the black toolbar on the left, look for an arrow on the right side of it, about half way down your screen. Click it.
- e. To make the resume larger, find the percentage number in the lower right of your screen, and change it to 100%. Scroll back up to the top of the resume.

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### **Steps to Customize the Template with Your Information**

#### **1. Change the name and job description.**

- a. Double-click the name on the resume.
- b. Erase the name using Delete, and type your name. Click on the gray work area (blank space around your template) to de-select the box.
- c. Use the same steps to change the job title under the name to Author, etc.
- d. Tools on the White Toolbar: Using these you can change the font style, font size, and font color. You can underline words, change indentations, change the height of the space between lines, and apply special effects to your words.

Click the words that you want to change, click the tool in the White Toolbar that you want to use, and make changes. If you change your mind, use Canva’s back arrow

or press Control and Z. Click on your work area to collapse a drop down or pop-up menu.

Try some of these fonts:

Alleron Regular    Berkshire Swash    Caladea    Crimson Pro    Literata  
Amsterdam Four    Brittany    Clicker Script    Great Vibes

## **2. Change the color of the orange box.**

- a. Click the orange box on your template.
- b. Look for the white toolbar above the work area that has an orange square at the left. The square is the Color Swatch.
- c. Click the square and other colors will appear.
- d. Select your color, and click on it. The color will change on your page.
- e. Click on your work area to collapse the color options.

## **3. Change the headshot.**

- a. Look for the vertical black toolbar on the far-left side of the screen.
- b. Click the second button from the top that says, “Uploads.”
- c. Click on the purple button that says, “Upload media.”
- d. Click “Device” under “Upload From.” A screen will pop-up giving you access to your computer photos.
- e. Find your headshot on your computer, click it once, and click the “Open” button at the bottom of that screen on your computer. It will appear on Canva in the Uploads photos.
- f. Click and drag the uploaded picture onto your page, let it hover over the picture frame, watch it fill the frame, and release the mouse to drop the picture.
- g. To move the picture within the frame, double-click it. Click and drag it to where you want it to be within the frame.
- h. To collapse the Uploads screen, click on the arrow at the right of the area, about half way down your screen.

## **4. Change a heading.**

- a. Click the “Personal Profile” heading on the template.
- b. Click it 2 or 3 times to highlight the whole line (however many clicks you need to highlight it).
- c. Type the title of your book.
- d. Click the title 3 times if you want to change its color.
- e. Click the “A” button in the white toolbar (it has a colored line under it), and more colors will appear.
- f. Click your color choice, and collapse the colors by clicking on the work area.
- g. Click the work area again to see your color choice.
- h. Change the size of the title: Click the title box, then in the box to the left of the “A,” click the plus or minus buttons or enter a number (font size) in the box.
- i. Click on the work area to de-select the box.

**5. Change the text in a box.**

- a. Delete all of the text in a box: Click a text box to select it. Click once in the box and press Delete. Type in your new text.
- b. Change the text or add to it: Click on the text box to select it. Click again to select all of the text in the box, and click again in the place that you want to change or add to the text. Type your changes. Click on the work area to de-select the box.

**6. Move boxes on the page.**

- a. Left-click on a box, continue to hold down the left button on the mouse, and drag the box where you want it.
- b. If the box has smaller boxes in it and you want to move all of them, left-click the large box and hold down Shift while you left-click all of the other boxes in the big one.
- c. Release Shift, and drag the box where you want it.

**7. Delete boxes.**

- a. Click the big box, hold down Shift, and click every other box within the big box that you want to delete.
- b. Hit “delete” on your keyboard. Good-bye!

**8. Expand a box.**

- a. Click the box.
- b. Look for a thin white rectangle with rounded edges on the side of the box frame.
- c. Click and drag that rectangle to expand the box.
- d. Do the same thing to expand the box that has the words in it.
- e. Enlarge the length of the box by typing more words in it.

**9. Change the title of your project.**

- a. Find the name of Canva’s template in the middle of the blue toolbar at the top of your screen, and click it.
- b. Triple-click, and type your project’s name. Hit Enter on your keyboard.

**10. Add a background.**

- a. On the slender black toolbar (vertical) on the left, scroll down until you see “Backgrounds.”
- b. Click on “Backgrounds,” and a toolbar with samples will expand.
- c. Left-click on one of the samples, continue to hold down the mouse, and drag the background over to your main page.
- d. Release the mouse and the background will fill your template.
- e. To try a different background, repeat the process.
- f. To change your mind, click the backward-facing arrow in the blue toolbar.
- g. When you have finished, click on the boundary of your work area and collapse the background samples with the arrow on the right of the black area, about center screen.

## 11. Add a photo.

- a. If you want to use one of the **Canva photos** on your template, click on “Photos” in the slender black toolbar on the left.
- b. Look at the categories of photos at the top of the Photos samples, and click one of the categories.
- b. Choose one of the photos. Left-click it, and drag it onto your template. Look at how it is positioned on your page before you release the left mouse button. If you want it to be a background, wait until it fills the page. If you want a smaller photo, release the mouse button to position it, and then use the corners to make it the perfect size.
- c. If you change your mind, use the backwards arrow on the blue toolbar, or Control and Z.
- d. If you want to use **a photo from your computer**, look for “Uploads” in the slender black toolbar, and click it.
- e. Click “Device,” and a pop-up screen will give you access to the photos on your computer.
- f. Find the photo on your computer that you want, and double-click it. It will appear in the Uploads options on Canva.
- g. Click your photo there, and drag it into place.
- h. Collapse the photo samples by clicking on the plain border of your work area.

## 12. Save your project to your Canva account.

- a. Click “File” on the blue toolbar.
- b. Press “Save” (to your account with Canva). It will appear the next time you log in to your Canva account.

## 13. Two ways to download your project to your computer.

- a. **The First Way:** In the blue/purple toolbar at the top of the screen, there’s a button that has a down arrow with a line under it. This is a download icon.
- b. Click that, and under “File Type,” you can select what kind of file you want. PDF is best for one-sheets that will be printed. Get other options by clicking the down arrow in the “PDF Print” box. For one-sheets that you will share online, choose “JPG” for a jpeg file, or choose “PNG” for a higher quality file for social media.
- c. Click the purple “Download” button. It will put the file in your Downloads folder on your computer.
- d. **The Second Way:** In the same blue/purple toolbar, there’s a white button with three dots.
- e. Click that and select the download button (or share to a specific site). Click the purple “Download” button.
- f. The file will be saved with the template’s name unless you change it. To change it, look at the blue/purple toolbar, and the title is found to the left of the button called “Try Canva Pro.” Click in that box, and type in your file name.

## 14. Sign out of Canva.

- a. Click “Home” on the blue toolbar.
  - b. Click on your name (or initials) in the right top corner.
  - c. Click “Sign out.”
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**Have fun!** Email me with questions at [lighthousebiblestudies@hotmail.com](mailto:lighthousebiblestudies@hotmail.com) and put “Take a Tour of Canva” in the subject line. Be sure to check out the “Learn” videos on Canva. 😊

**In April, I will host a second class (for free) on Zoom, using these instructions.** This class is for you, CCWC conferees. You can create a flier and a meme while we’re together and ask questions. Please email me at the address above if you would like to attend.

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