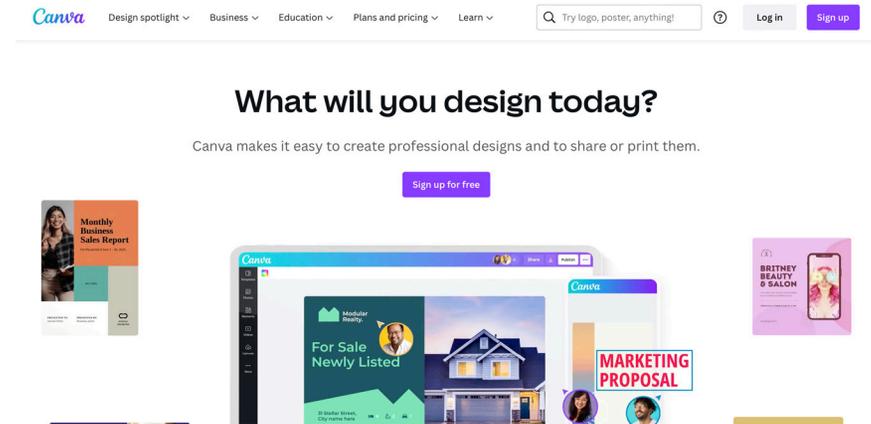


Canva Guide

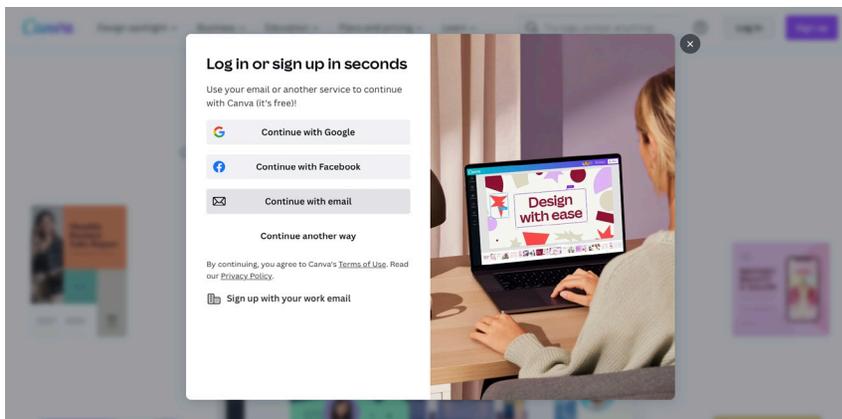
*How to use
the template*

Canva Log-in Guide

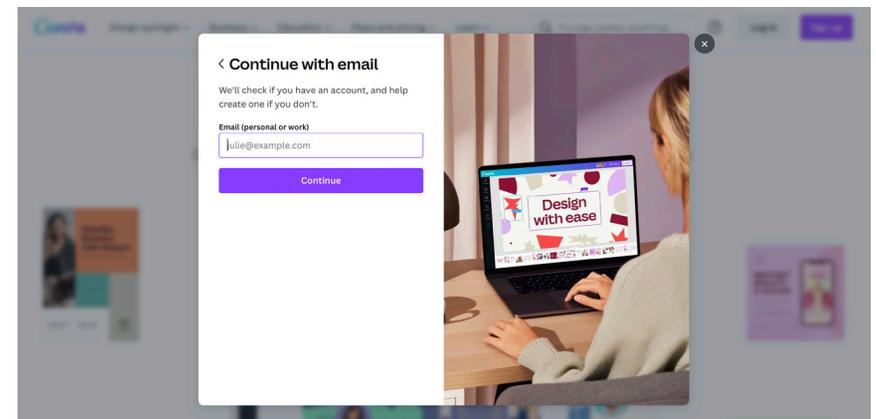
How to log-in to Canva



Open up “Canva.com” and click on “Log in”.



Click on continue with email. The communications coordinator will be providing the email and password to log-in.

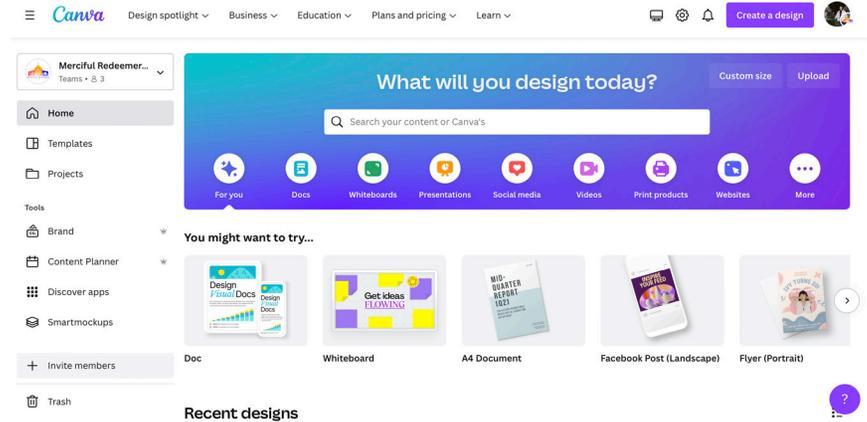


Enter provided the email and click on continue. A similar window will pop out and fill the provided password.

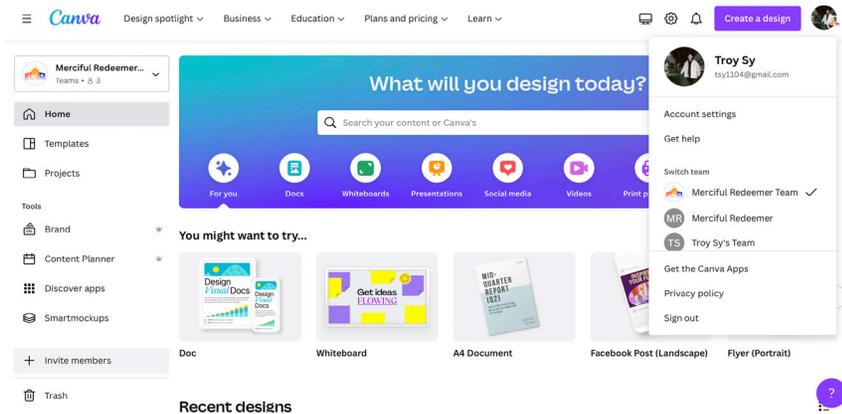
In the case a code for verification pops up, please contact the communications coordinator through email at communications@mercifulredeemer.org and they will provide your code to log-in.

Canva Log-out Guide

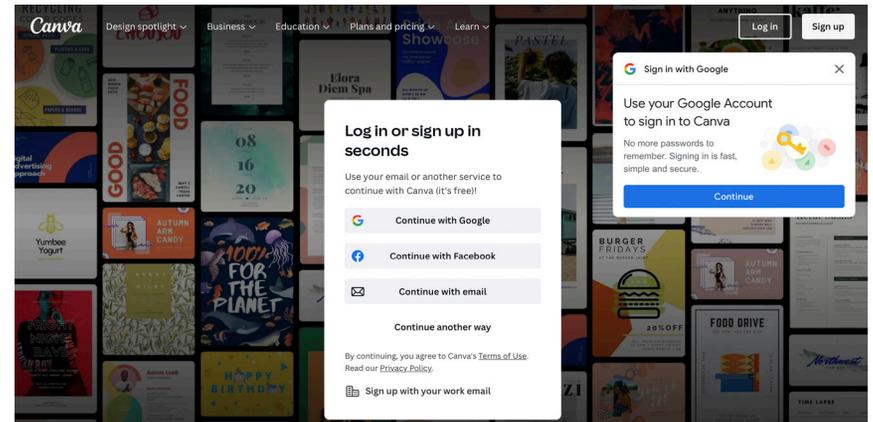
How to log-out of Canva through the homepage



From the homepage, click on your profile beside the “Create a design” button.



A drop down menu will appear and click on sign-out



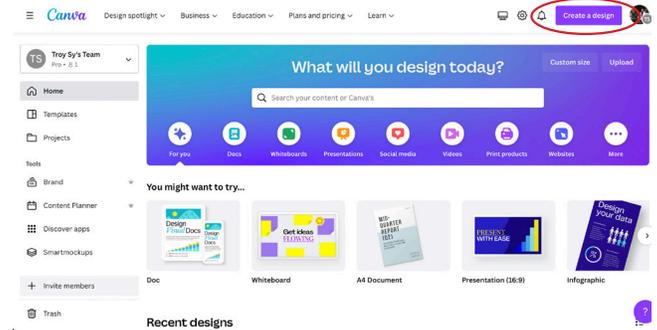
You will know if you properly signed out if this page appears.

Make sure that you log-out after every use.

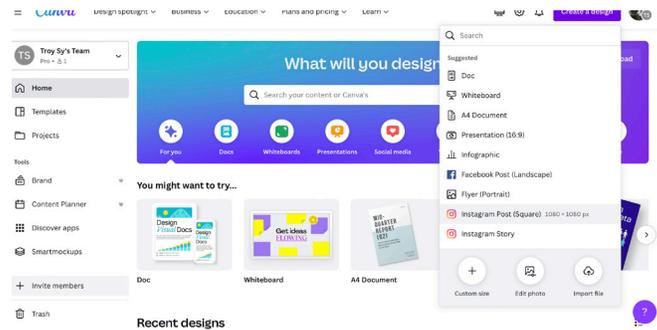
Canva Design Guide

How to Create a New Project

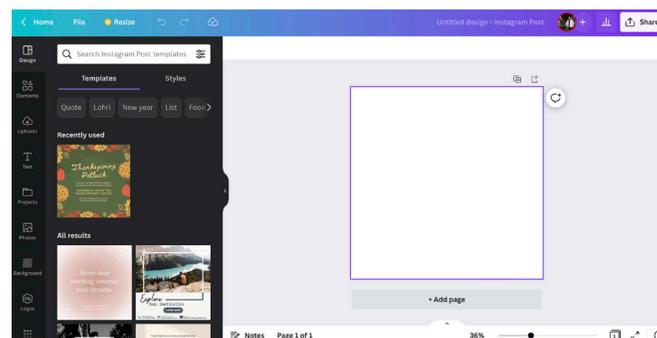
	Doc	Auto size
	Whiteboard	Unlimited
	A4 Document	210 x 297 mm
	Presentation (16:9)	1920 x 1080 px
	Infographic	800 x 2000 px
	Facebook Post (Landscape)	940 x 788 px
	Flyer (Portrait)	8.5 x 11 in
	Instagram Post (Square)	1080 x 1080 px
	Instagram Story	1080 x 1920 px
	Newsletter	8.5 x 11 in
	Graph	1024 x 768 px
	Video	1920 x 1080 px
	Poster (18 x 24 in)	18 x 24 in
	Logo	500 x 500 px
	Resume	8.5 x 11 in
	Your Story	1080 x 1920 px



To create a new design, click on “Create a design” and select what type of design you would like.



A drop down menu will appear with a list of choices ranging from posters to social media posts to presentations. Please refer to the chart on the left for sizing reference.

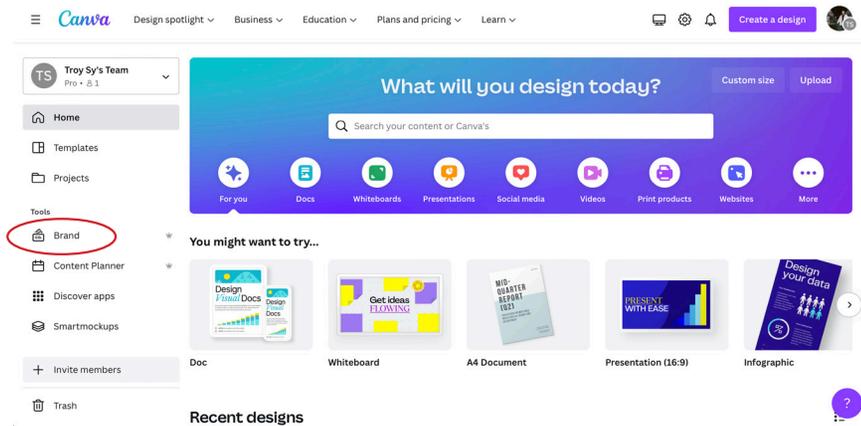


Viola! You’re ready to create.

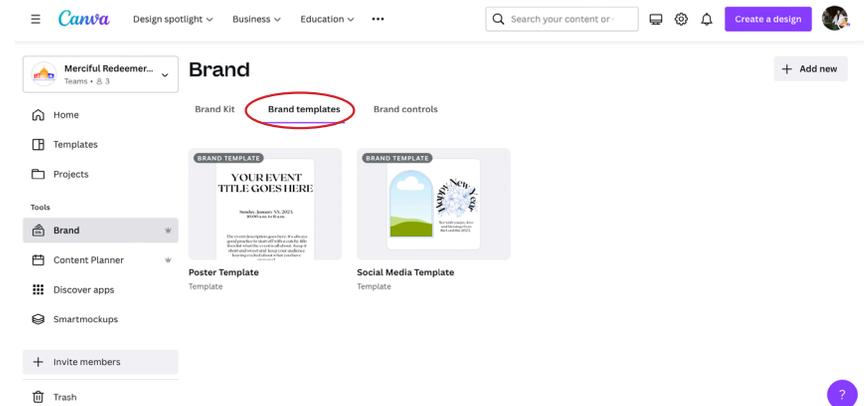
Canva Template Guide



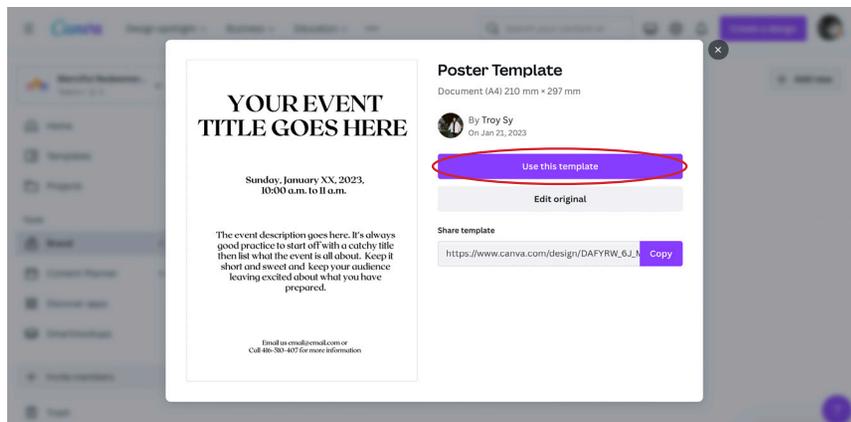
How to create with the template



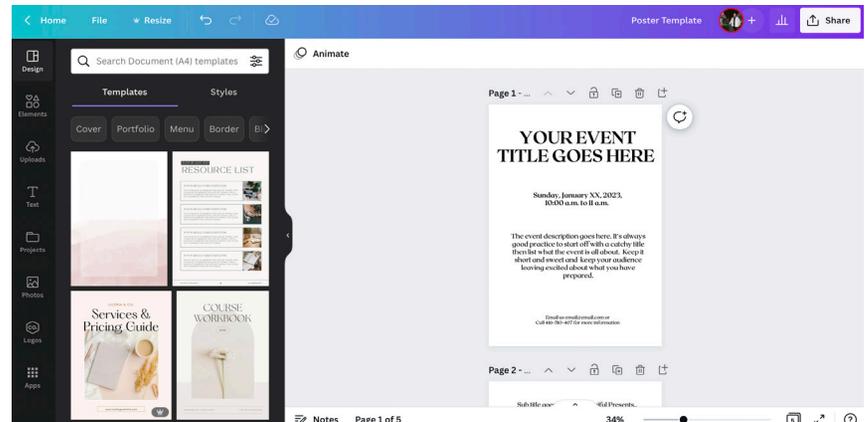
To create a new template, click on “Brand.”



Click on “Brand templates” then the desired template.



This pop-up should pop out. Click on “Use this template”.



You're all set! Now you can freely edit from this template. This is a one time step. Don't forget to rename your project by clicking on “Poster Template” once.

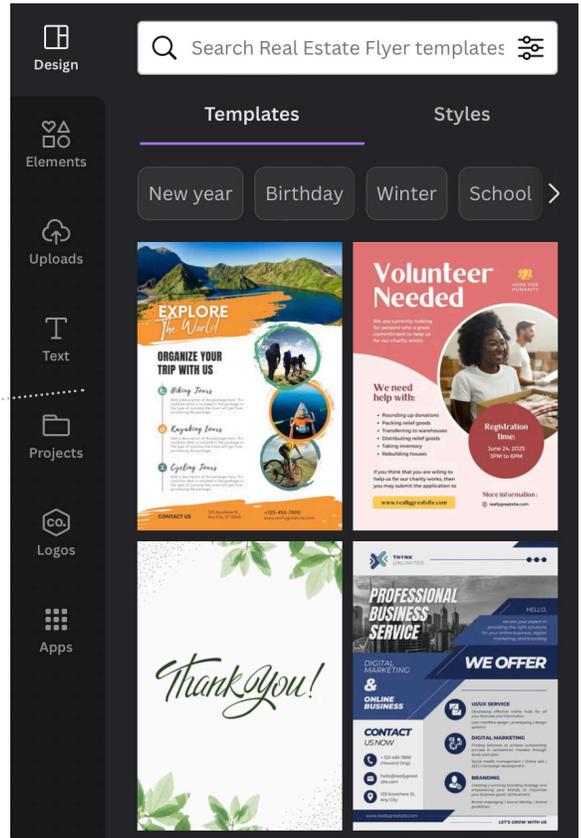
Canva Workspace Guide

Menu Side-Bar

Design

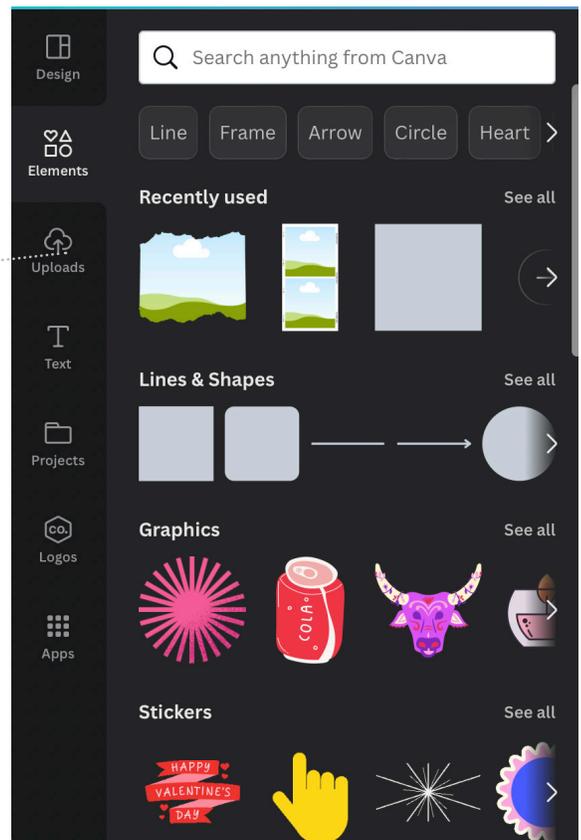
Canva has created a library of templates which you can use as your own personal template.

It is highly advice to edit and more around the text, elements and photos around in order to give your design a unique identity.



Elements

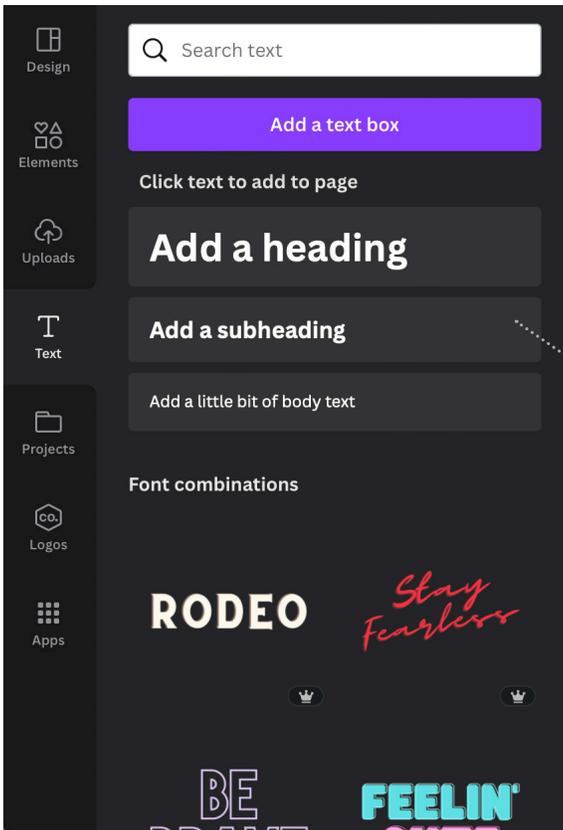
On the elements tab you will find different graphics that you can use for your design.



Graphics with a crown on the bottom right can only be used with a PRO membership.

If you would like to use the graphic, you may purchase the membership through accessing your account profile

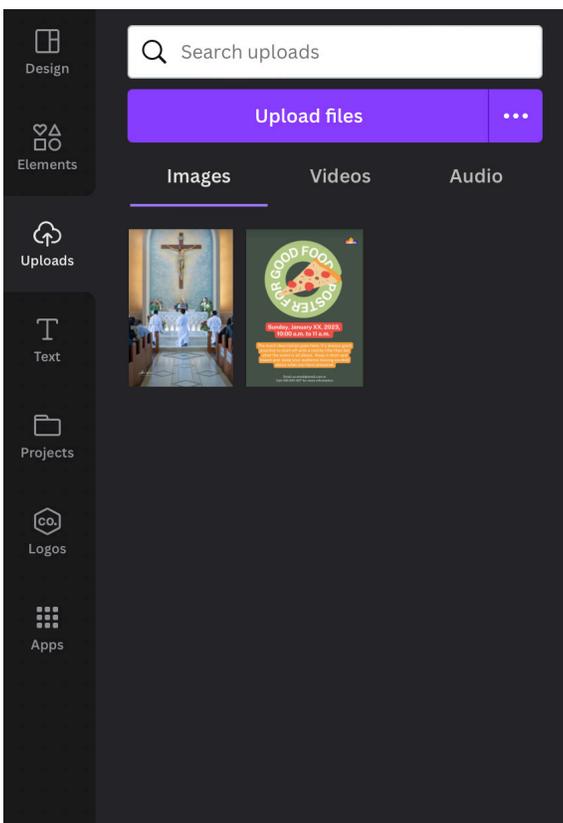
Canva Workspace Guide (Continued..)



Text

If you want to add text to your design, click one of the three “Click text to add to page” options and a text box should appear on your project workspace.

You can choose from a variety of premade text designs which could be applied your design. This will depend on your membership status.



Uploads

You can upload photos through the uploads tab on the side menu. You can also directly drag & drop your photo to your project workspace.

Canva Workspace Guide



Canva Sans

57.9

A **B** *I* [List Icon] [Bulleted List Icon] [Align Icon] Effects ...

Page 2 - A...

Drag and drop your photo to the frame

Double click your mouse or keypad twice to crop image

YOUR EVENT TITLE GOES HERE

Sunday, January XX, 2023, 10:00 a.m. to 11 a.m.

The event description goes here. It's always good practice to start off with a catchy title then list what the event is all about. Keep it short and sweet and keep your audience leaving excited about what you have prepared.

Email us email@email.com or call 416-510-407 for more information

Double click your mouse or keypad twice to edit text

Highlight or click inside the frame to edit text

Bold **Justification** **Spacing**

Canva Sans 57.9 **A** **B** *I* [List Icon] [Bulleted List Icon] [Align Icon] Effects ...

Edit *Font* Font Size Colour *Italic* Bullet Points