Canva

https://canva.com

A web-based, graphic design platform.

-- free & paid account options

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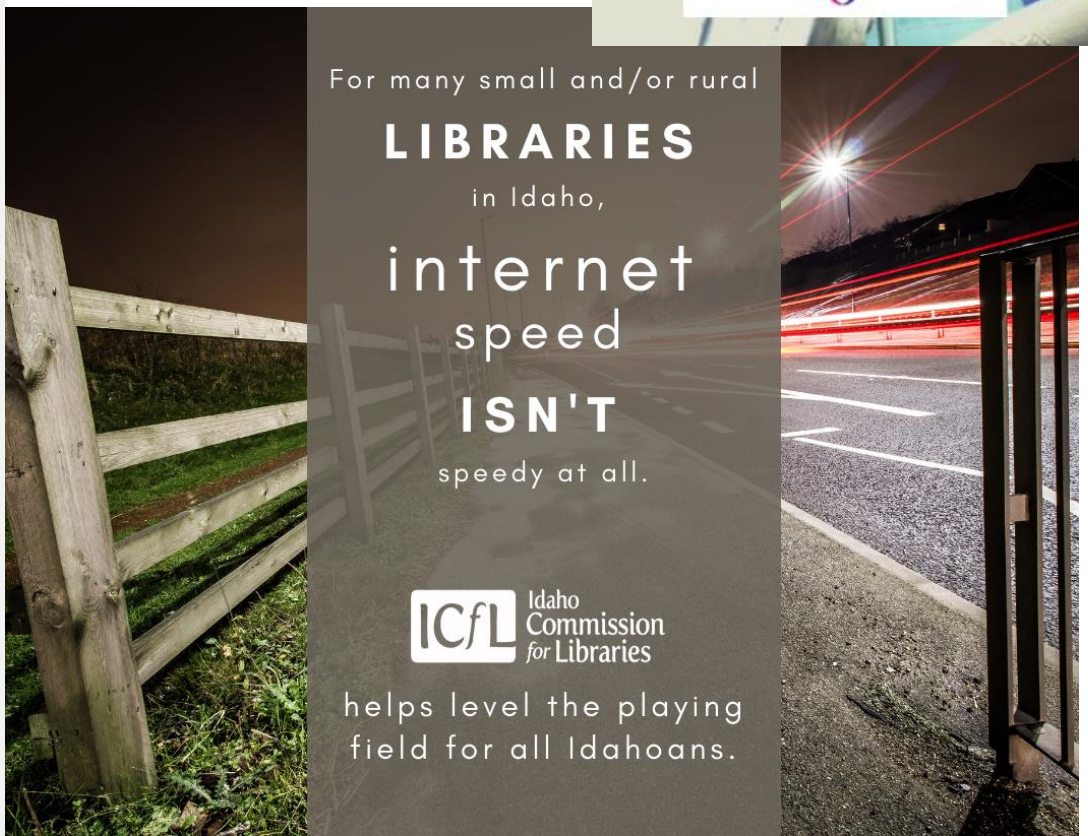
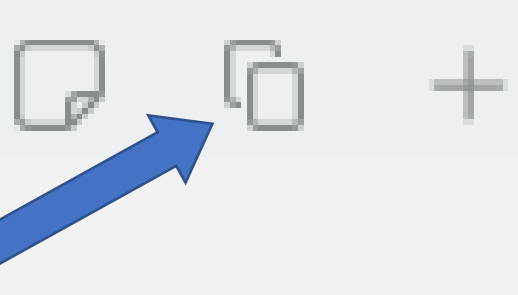


In Canva, your work **is saved automatically**, or you can go up to "File" and click "Save."

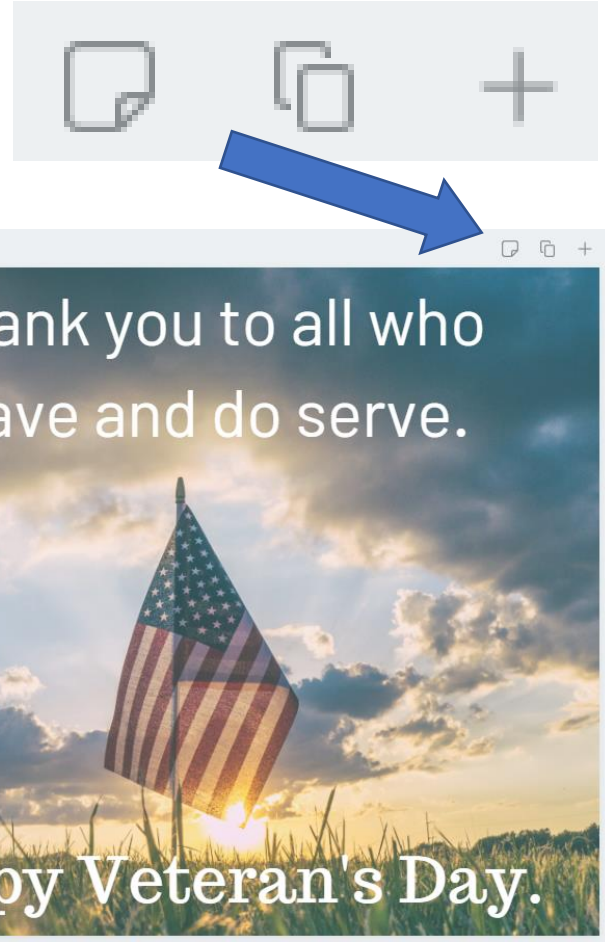
If you are quick, you can do a **control + z** to undo your last move (Windows) or command + z (Mac).

Another trick is to **copy a page** you are working on – in case your changes are not what you had in mind.

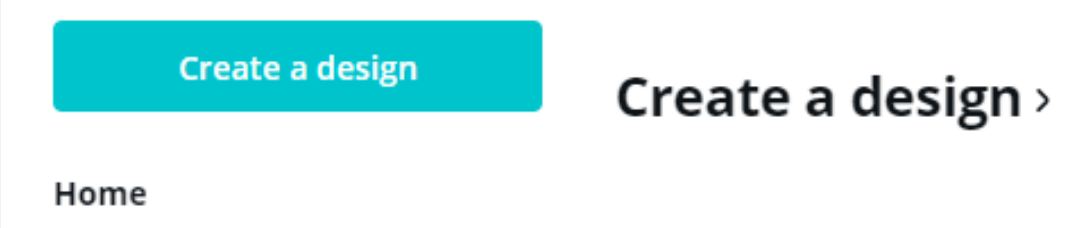
Above each document, are three icons:

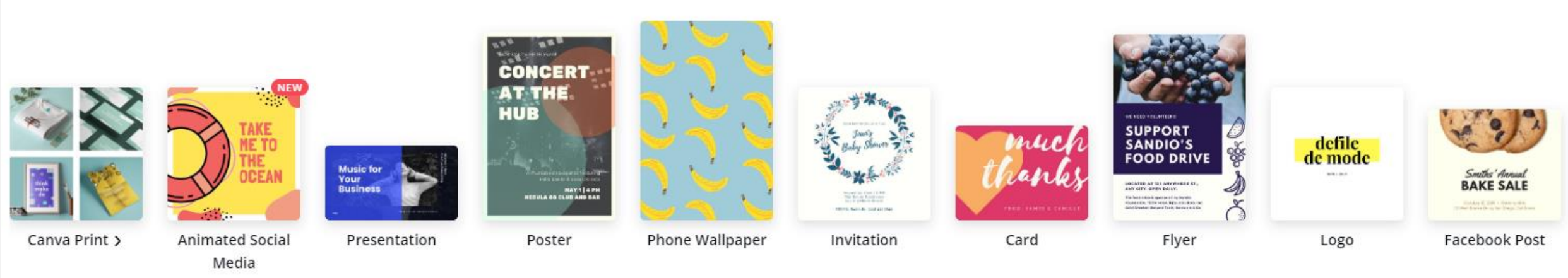


To copy that page, click on the icon that looks like 2 pieces of paper. (Can hover your mouse over the icons to see what they are.)



Click on "Create a design" to create a new design or click on one of the templates, such as for a poster, flyer, or Facebook post.

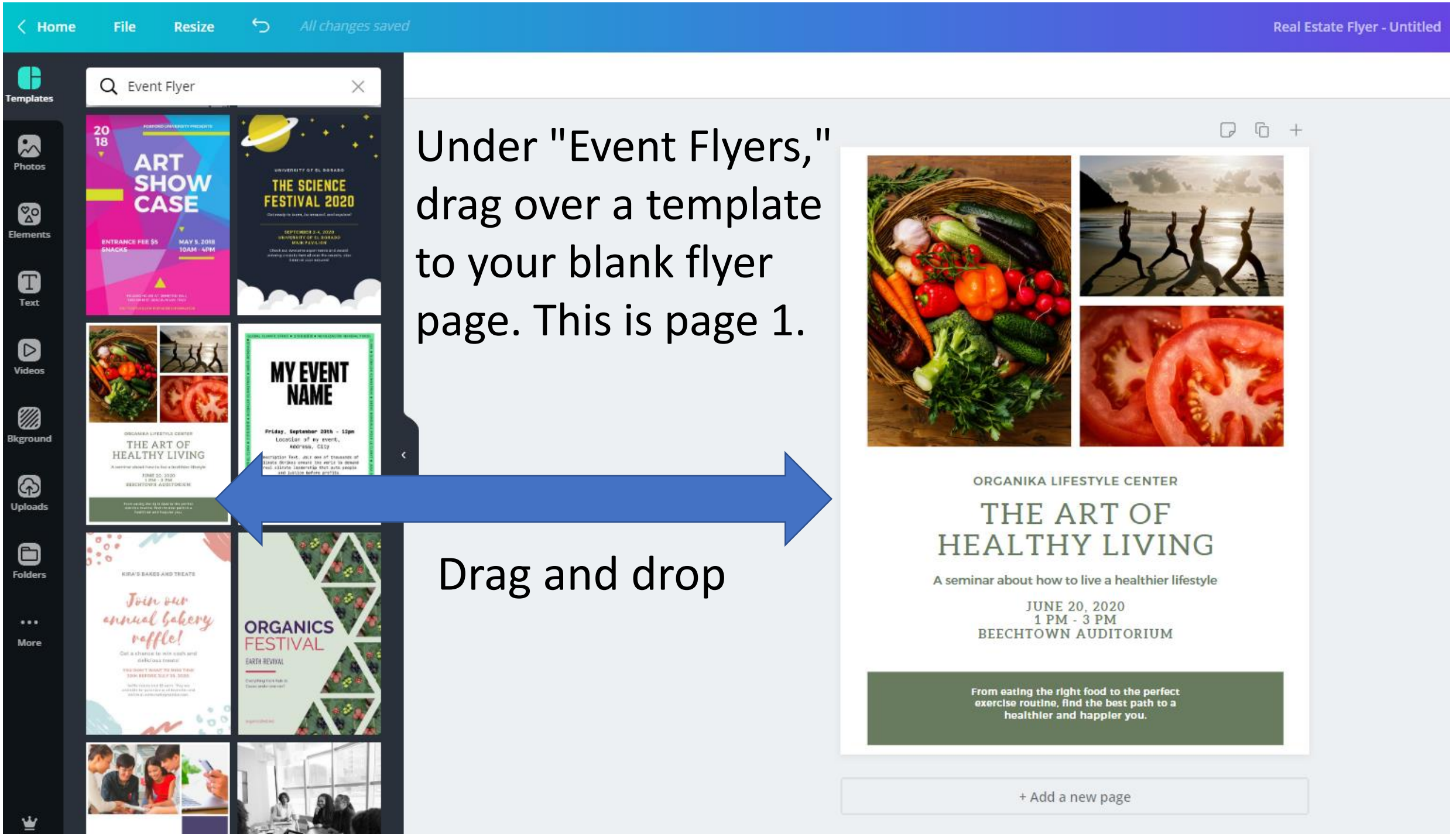




Hover the mouse over the word "Flyer" under the templates to see the size of that document -- 8 1/2" by 11" -- and by clicking on "Flyer," you will get a plain white page that is 8 1/2" by 11."

You can drag and drop one of the templates (along the left side of the screen). They are listed by category. Click on "see all" next to a category to see all of the templates for that category.

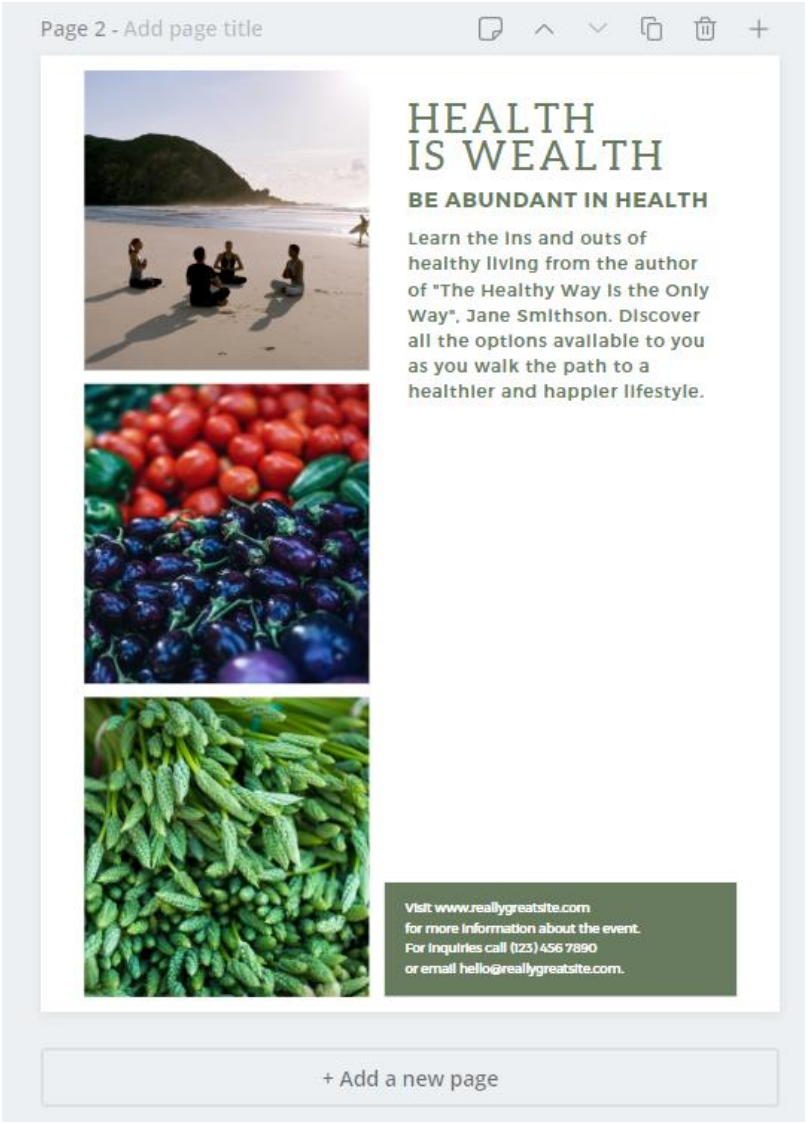
A lot of the templates are free to use. But for some there is a charge. Those will have a Canva watermark on them. (If you really like it, you can use the idea and create your own.)


Home
File
Resize
All changes saved
Real Estate Flyer - Untitled
Templates
Photos
Elements
Text
Videos
Bkground
Uploads
Folders
More
Event Flyer
ART SHOW CASE
THE SCIENCE FESTIVAL 2020
THE ART OF HEALTHY LIVING
MY EVENT NAME
Join our annual bakery raffle!
ORGANICS FESTIVAL
Under "Event Flyers," drag over a template to your blank flyer page. This is page 1.
Drag and drop
ORGANIKA LIFESTYLE CENTER
THE ART OF HEALTHY LIVING
A seminar about how to live a healthier lifestyle
JUNE 20, 2020
1 PM - 3 PM
BEECHTOWN AUDITORIUM
From eating the right food to the perfect exercise routine, find the best path to a healthier and happier you.
+ Add a new page

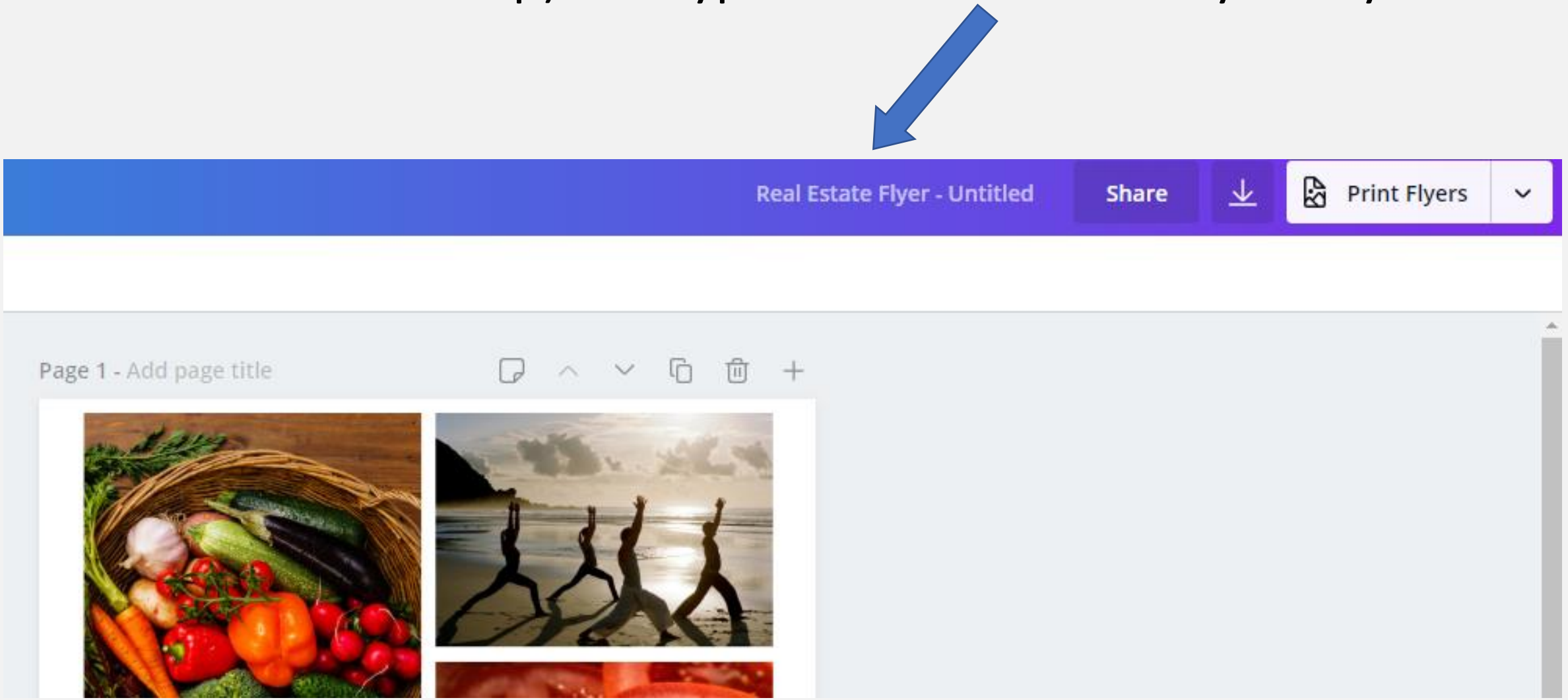
To add a second page, for a double-sided flyer, click on "add a new page." This gives you a new, blank page.

To get the second page of your template, hover your mouse over the template and page 2 will appear. Or click on the template, and both pages appear.

Drag and drop page 2 of the template to the new, blank page you created.



To name your flyer, click on the name automatically generated (right side of the bar at the top) and type in a new name for your flyer.

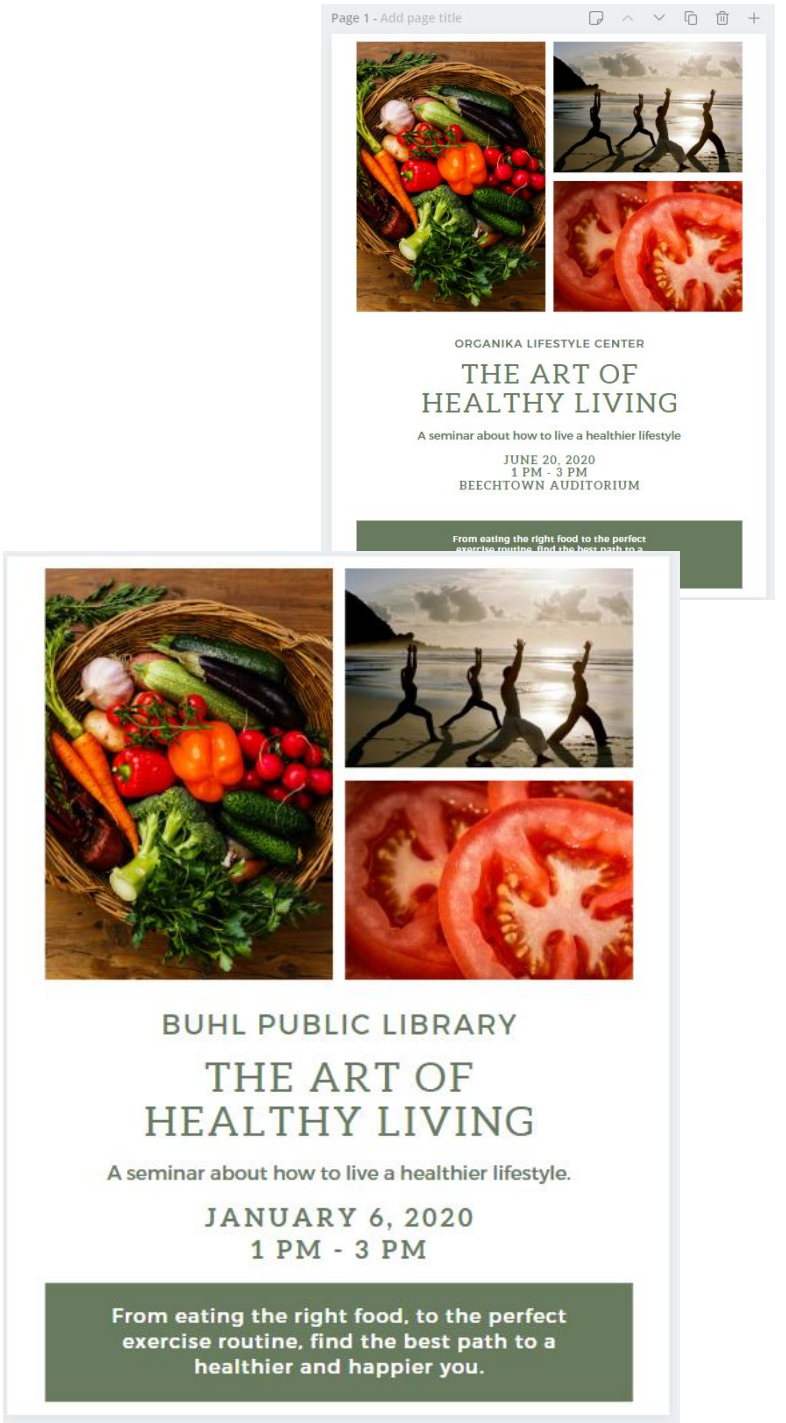


TEXT

If you like the template's font, just click to activate the text box and type in your own text right over theirs.

To enlarge text, highlight it (which activates the font info – bar near the top of the screen)

then select a font size from the drop-down or type in a number and "enter" on your keyboard. Or enlarge the size of the text box.

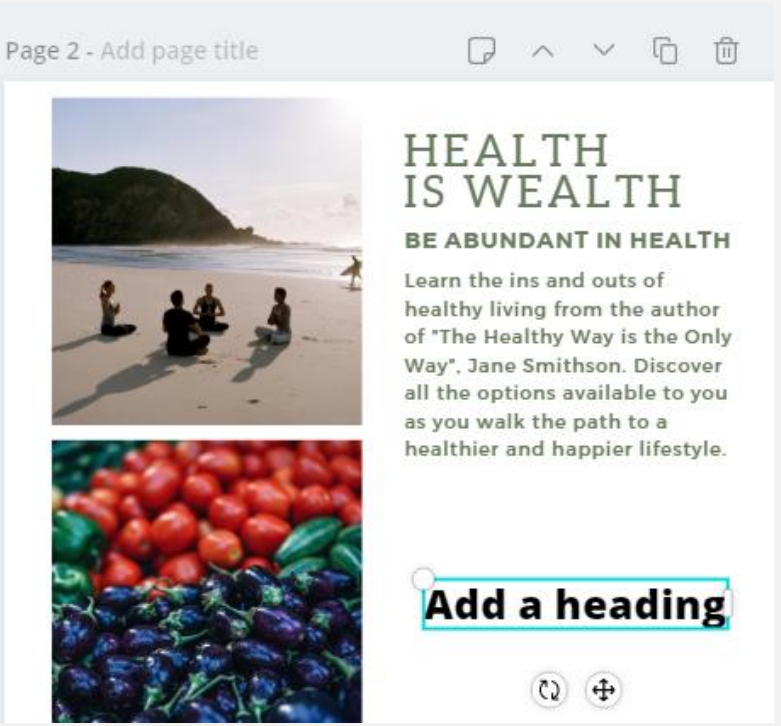


TEXT

If you don't like the template's font and/or text boxes, you can bring in new ones.

-- Click on "text"

-- By clicking on the default style, "Add a heading" that heading will be put on the active page of your document -- then type in your own text

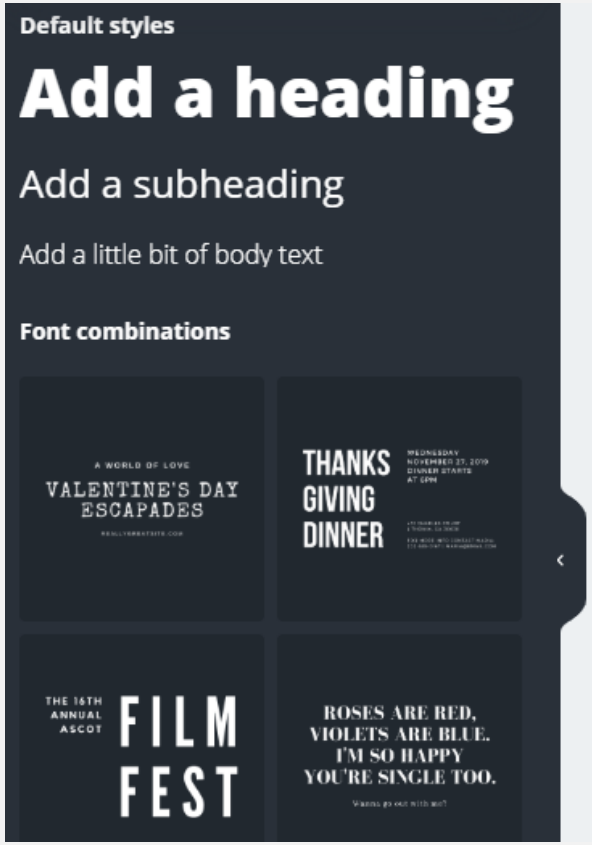


TEXT

You can bring in templates of font combinations.

-- Click on "text"

-- Click on a "font combination" -- it will appear on the active page of your document



FONTS

sans serif

serif

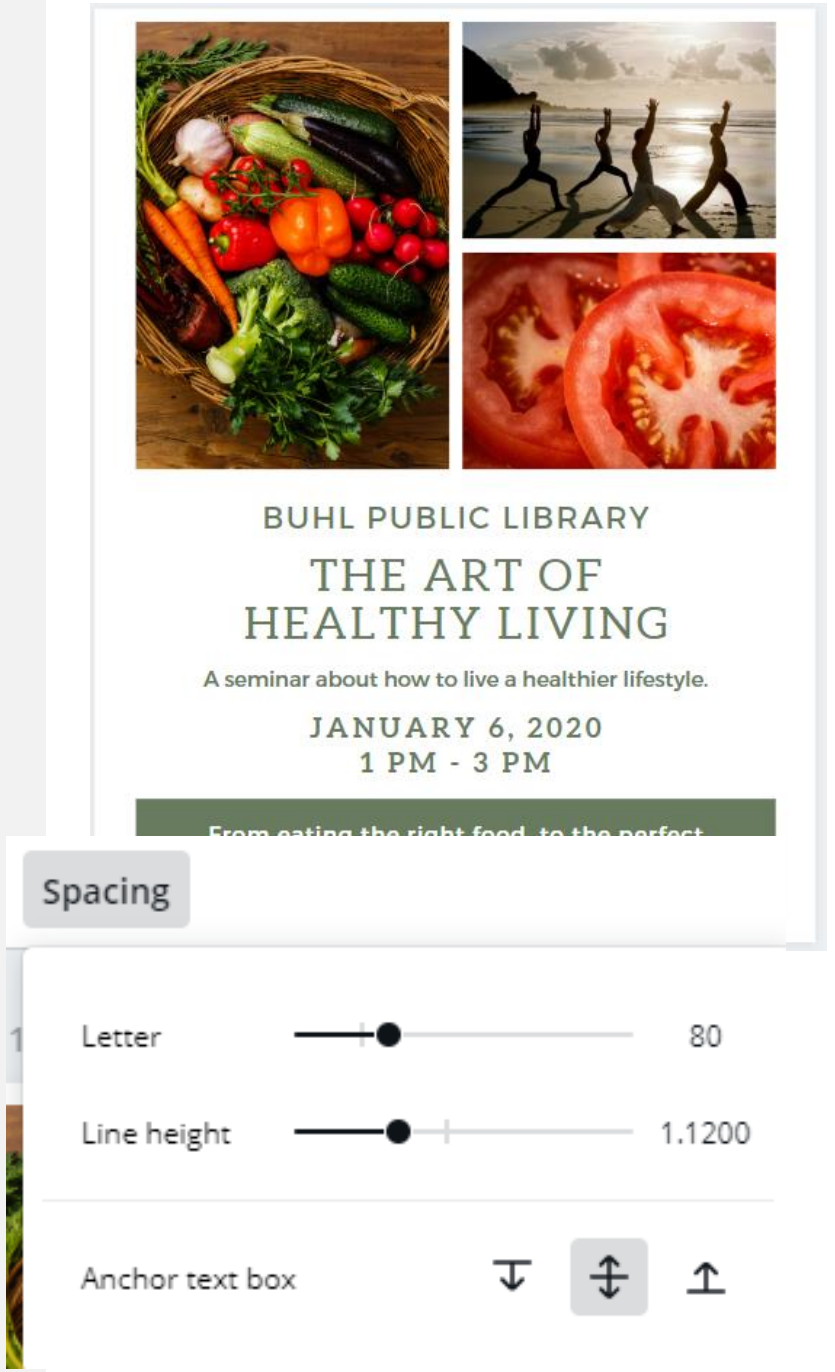
script

TEXT

Spacing – You can change the amount of space between letters and between lines of text.

Highlight the text or the text box, and click on "spacing."

There will be a slider bar for "letter" -- the space between letters -- and one for "line height" -- the space between lines of text.



TEXT

You can activate a text box or shift + click on more than one text box -- and move them around by dragging and dropping or using the arrow keys on your keyboard.

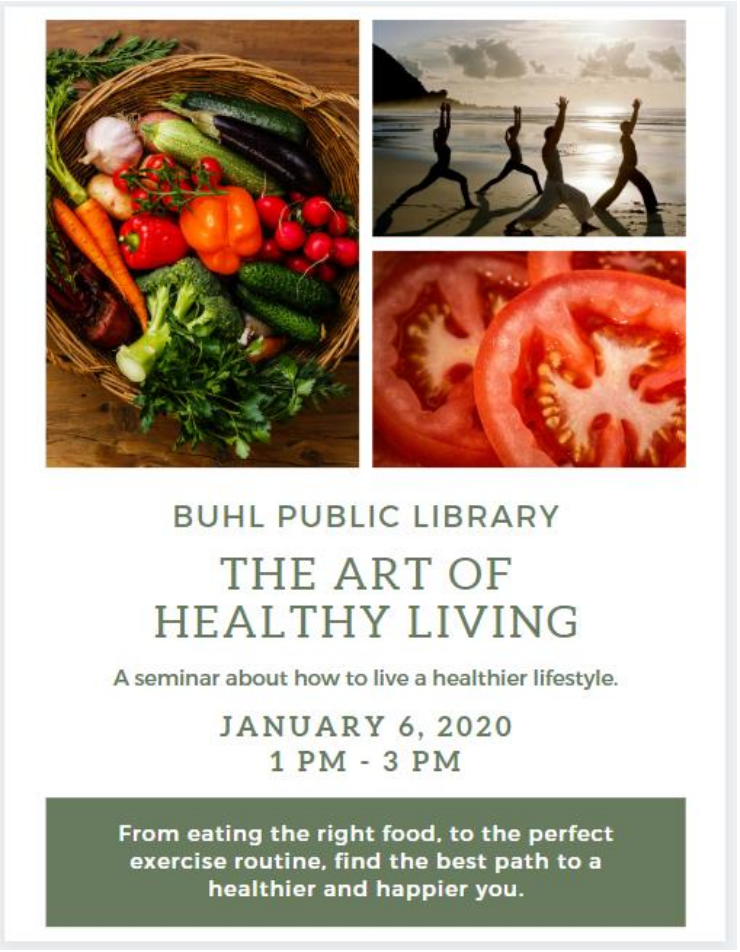
BUHL PUBLIC LIBRARY

THE ART OF HEALTHY LIVING

A seminar about how to live a healthier lifestyle.

JANUARY 6, 2020
1 PM - 3 PM

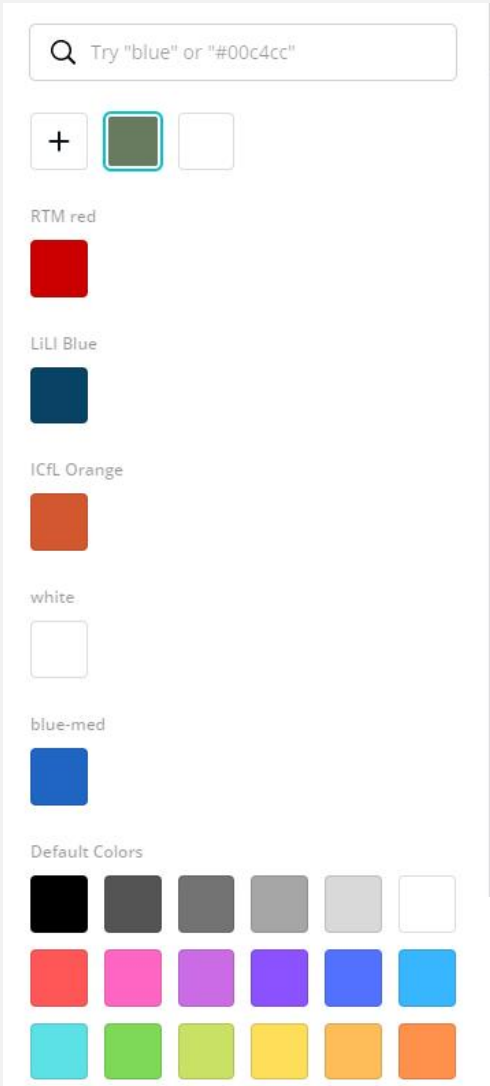
From eating the right food, to the perfect exercise routine, find the best path to a healthier and happier you.

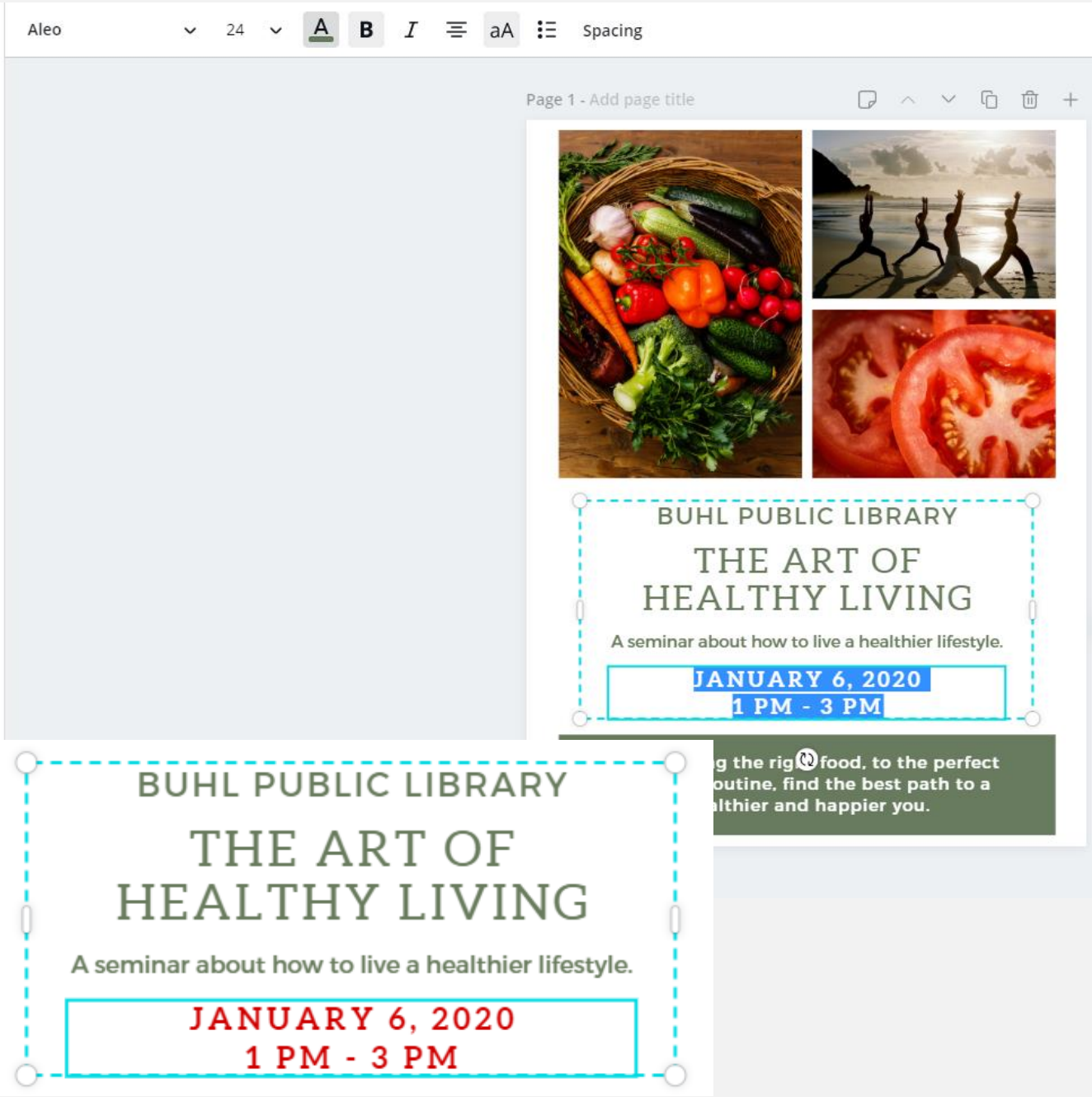


COLORS

To change the text color, highlight the text or click to activate the text box. Click on the "A" in the tool bar to open the colors panel (will appear on the left).

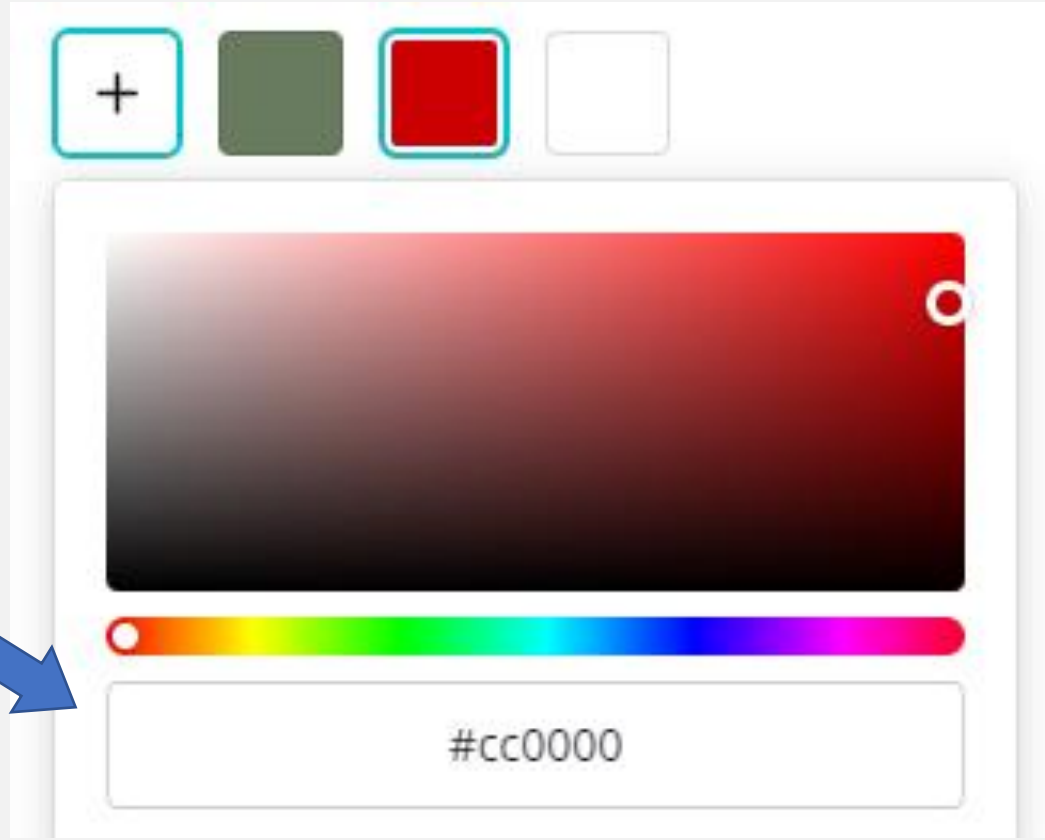
Select a default color or create/add your own.





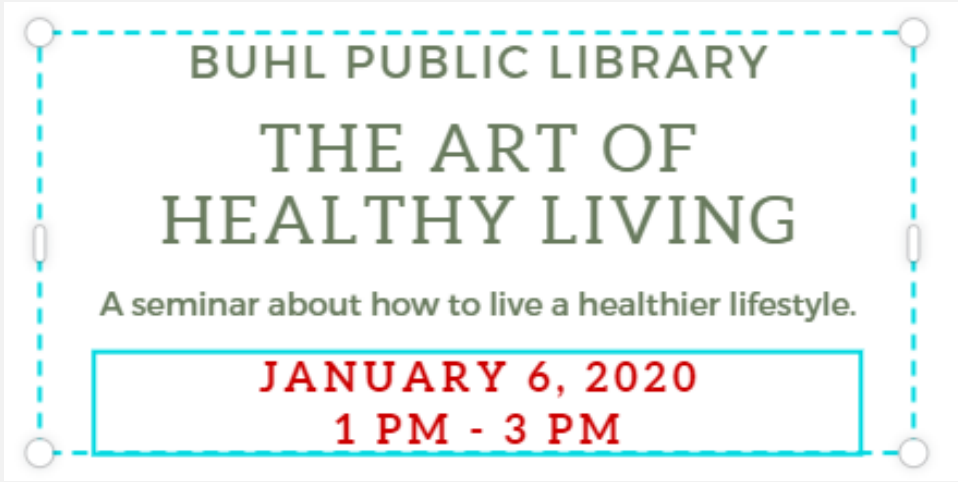
COLORS

To add a color, click the "+" and type the hex code for the color after the "#" in the box.



In this example, the date on the flyer was changed from the existing green to a red with the hex code of cc0000.

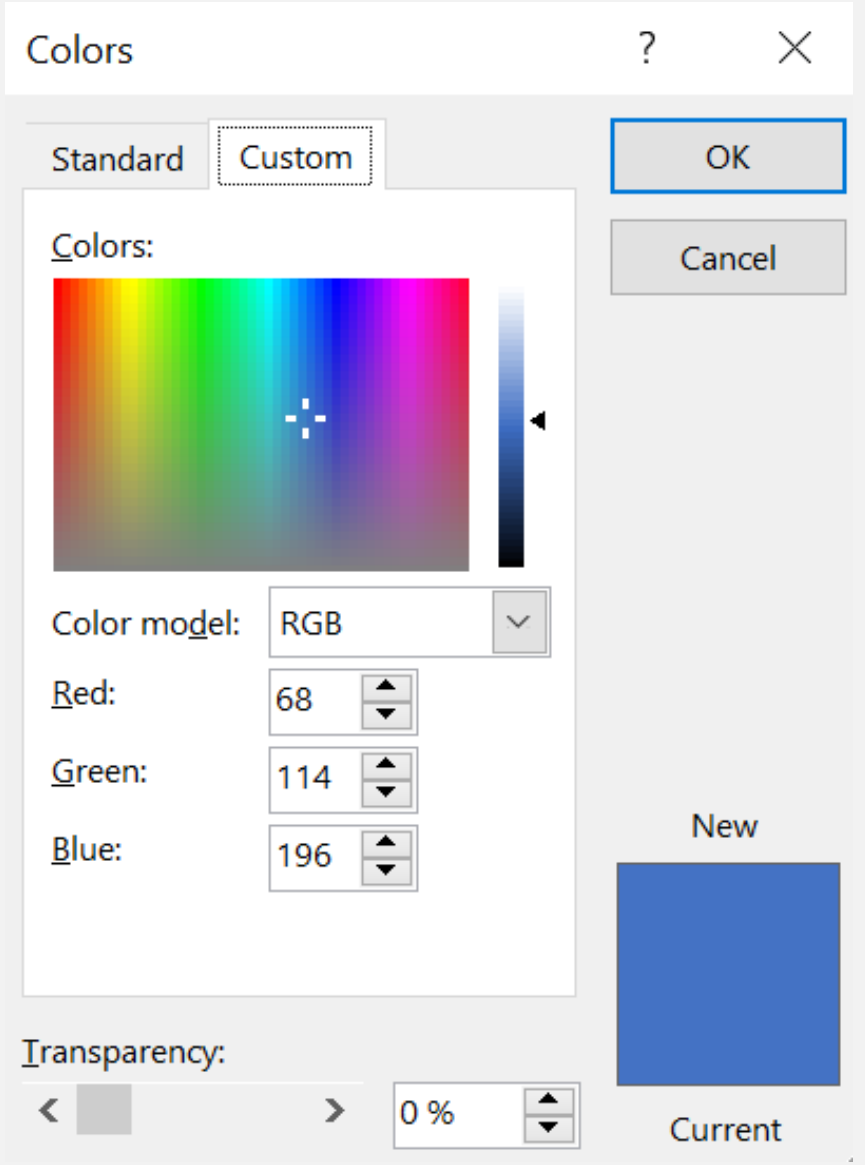
Hovering the mouse over a color will reveal its hex code.



COLORS

Determine a color's RGB (red, green, and blue) values and then convert those numbers to the color's hex code.

To find the RGB values for a shape, logo, etc., in Publisher or PowerPoint, click on the shape, click on the "format" tab, and then "shape fill." This will give you the RGB values for that shape.



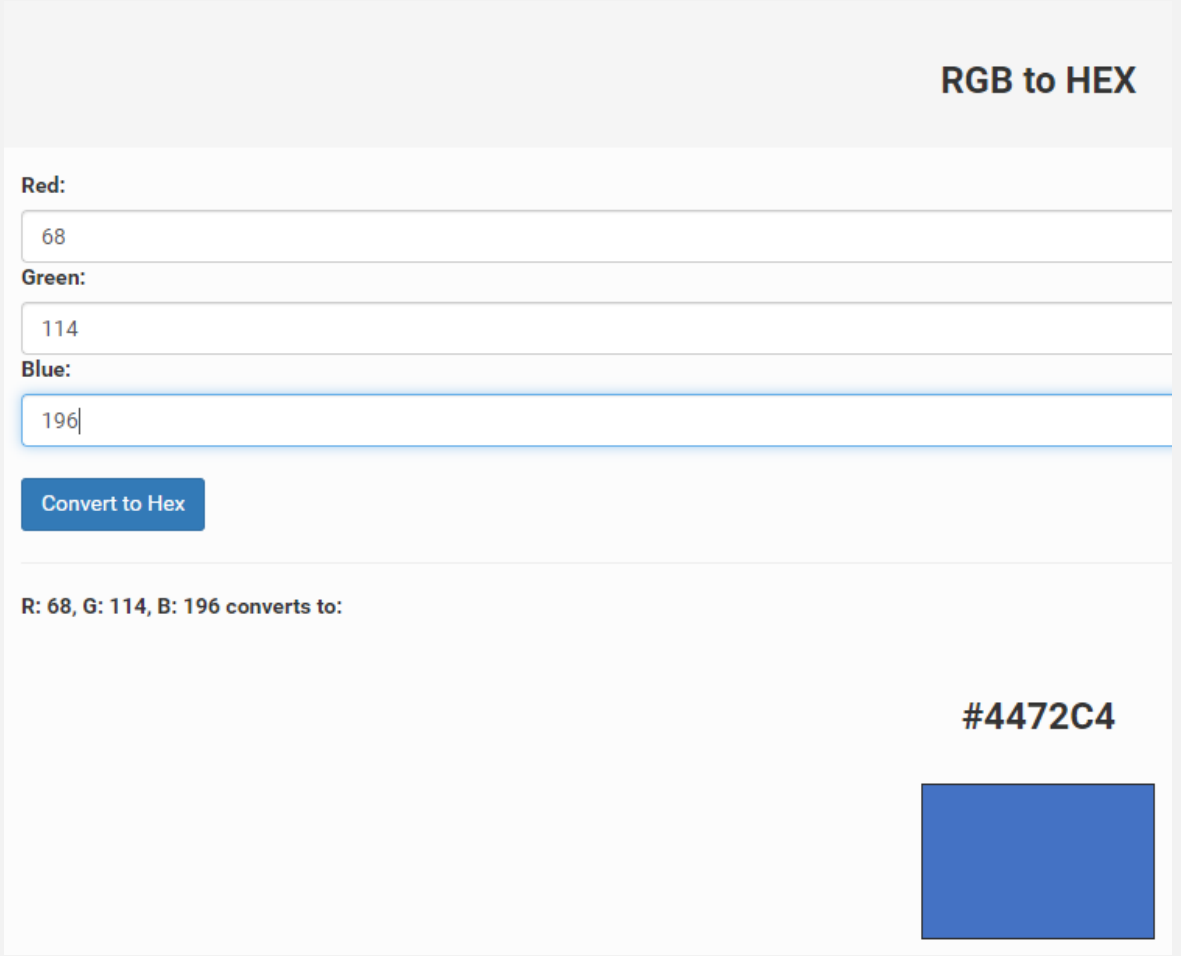
COLORS

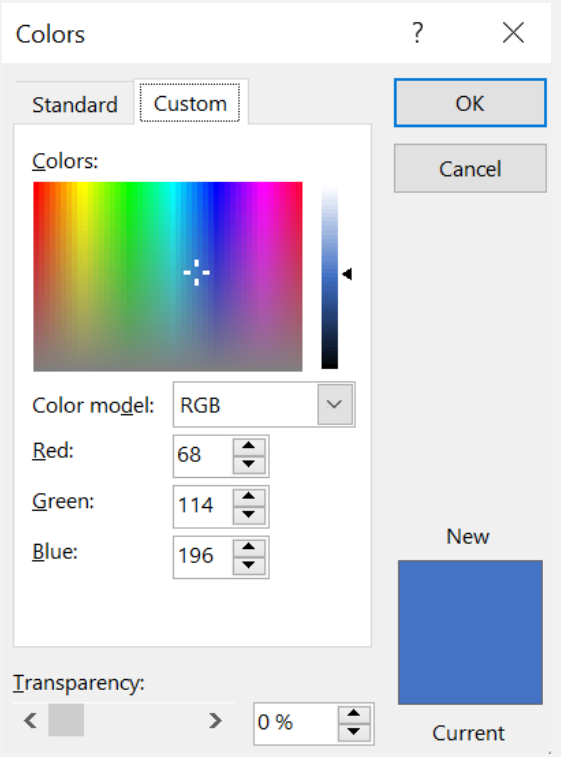
To find the color's hex code, use a website such as:

https://rgbtohex.net

Type in the values for Red, Green, and Blue, and click "convert to hex."

In this example, the hex code for this blue is 4472C4.





COLORS

The color values of an image can also be determined by using this free software: https://gimp.org/downloads

Download directly

(Gimp2 is like Photoshop, but it is free to use.)

COLORS

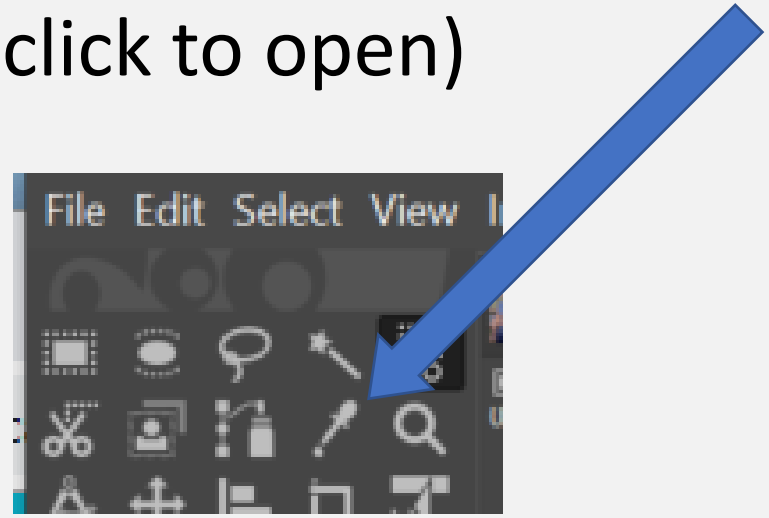
In Gimp2, open a photo and pick a color from the photo:

-- File

-- Open

-- Select a photo (double-click to open)

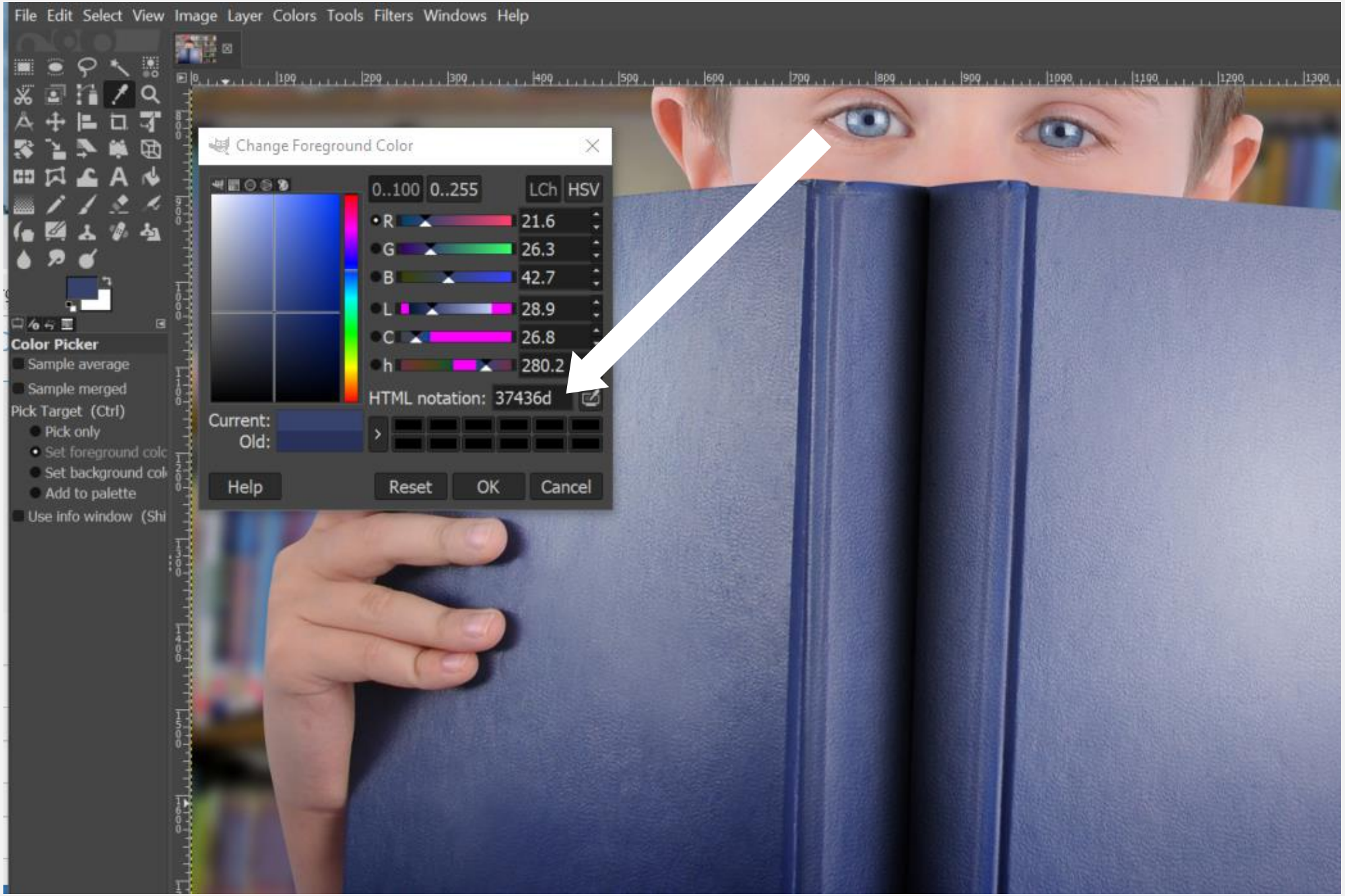
-- Select the color picker



-- Pick a point on the blue cover of the book

COLORS

In Gimp2, the hex code is called the HTML notation.



COLORS

Add the blue with the hex code of 37436d to the color palette.

Now, that blue will be available for easy use in this project.

Type in 37436d after the # and click "enter" on the keyboard.

The emotions behind color

Colors are all around you. Whether you realize it or not, they play a big role in your everyday life. They also define the overall mood of your design. You can use color to create a mood that may be hard to describe with words. Play with colors to help support the message of your design.

- **A complementary color scheme** is made up of colors that sit opposite each other on the color wheel. These schemes offer a sense of balance and help avoid harsh contrast that can create eyestrain.

- **A monochromatic color scheme** uses variations of one color. It's hard to go wrong with colors from the same family that are guaranteed to match.

- **An analogous color scheme** is made up of a group of colors close to each other on the color wheel. These schemes work well to communicate consistency and uniformity within your design.

Complementary colors | Monochromatic colors | Analogous colors

To add photos, elements, text, etc.:
-- Click on an icon on the far left vertical bar

Photos -- are pre-loaded stock photos

Elements -- include shapes, grids, lines, charts, clip art, etc.

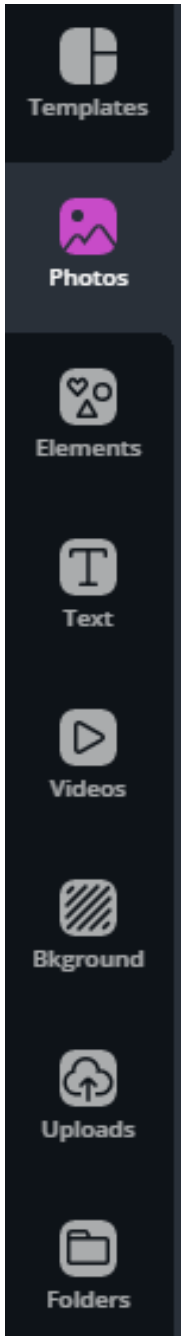
Text -- includes a single heading, subheading, or body text, plus font combinations (different fonts & sizes together)

Video -- stock video clips

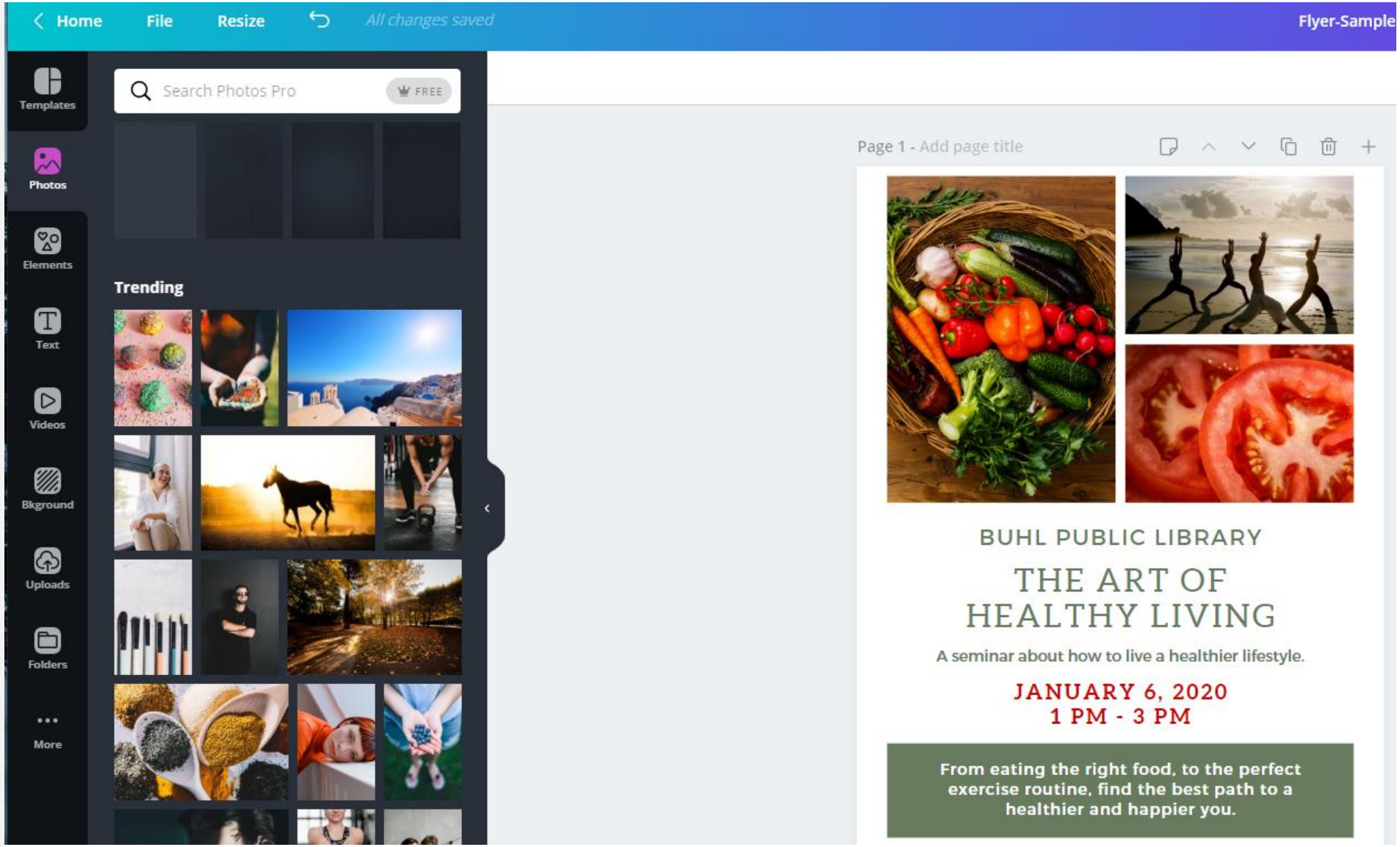
Bkground -- backgrounds with landscapes, patterns, etc.

Uploads -- where the images, logos, etc., that you upload will go

Drag and drop from each of these categories

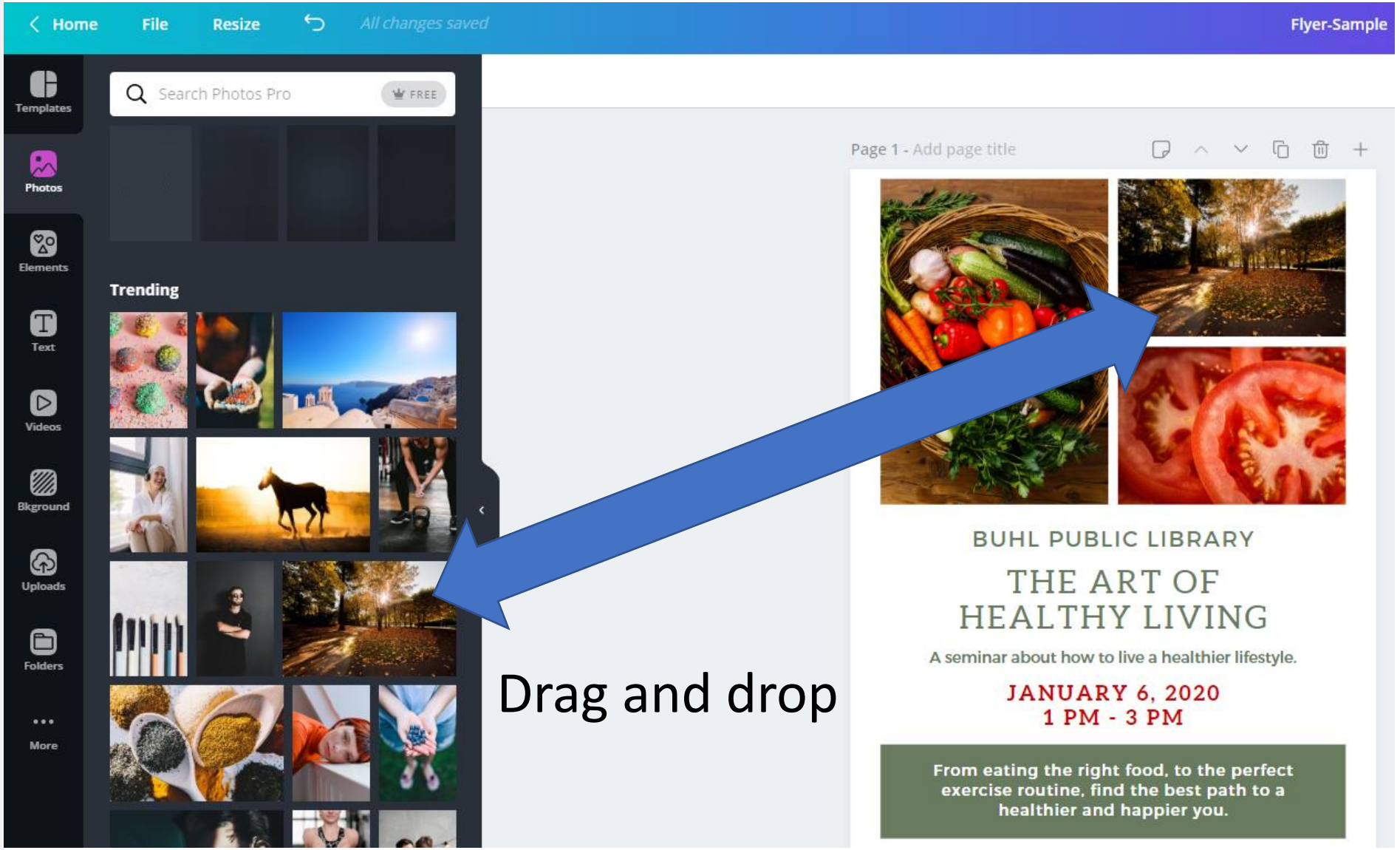


Click on "photos" and drag and drop a photo to replace the photo of the people on the beach.



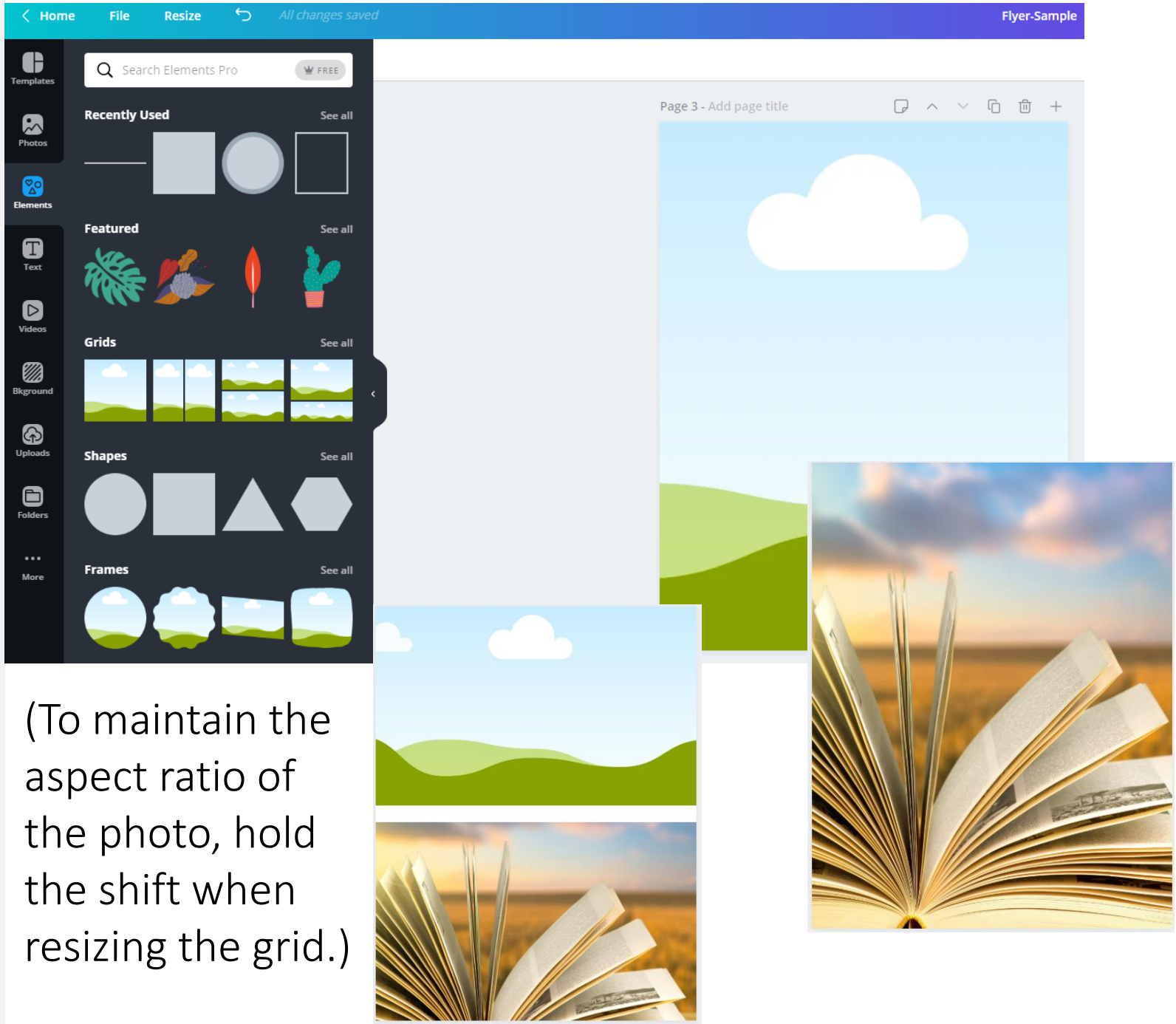
Drag and drop a new photo onto the flyer. It will replace the existing photo.

(The frame for the photo had already been created in the template.)



Photos can be put in a grid, shape, or frame.

-- Add a new page
-- Click on "Elements"
-- Drag the first "grid" to the new page
-- Click on photos & drag a photo into the grid -- it will fill the grid
-- You can change the size of the grid by moving the handles of the grid's box
-- By using a grid, you can manipulate what part of the photo shows



(To maintain the aspect ratio of the photo, hold the shift when resizing the grid.)

Photos in Frames

-- Click on "Elements" & add a frame
-- Click on "Photos" or "Uploads" and drag a photo into the frame
-- To adjust the photo within the frame, double click on the photo and move it within the frame

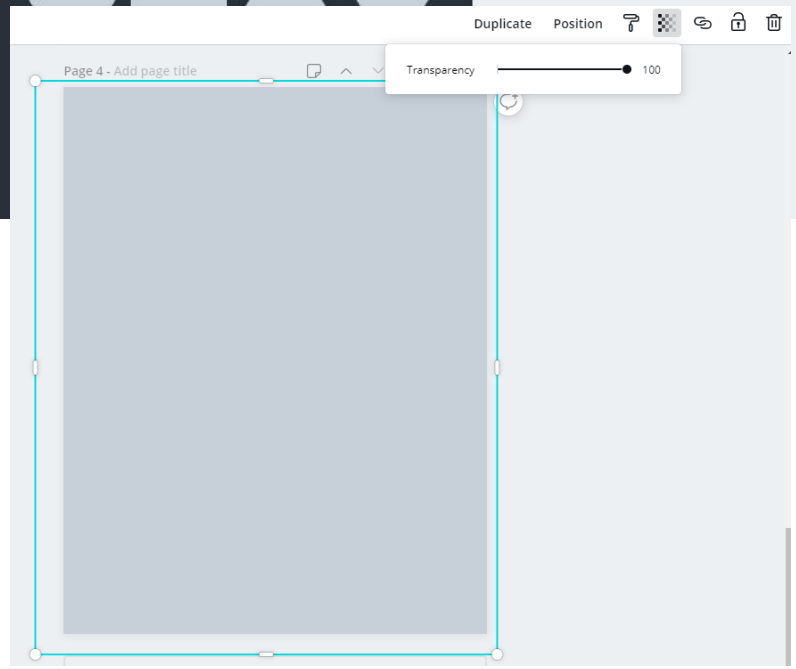
Photos -- without a grid

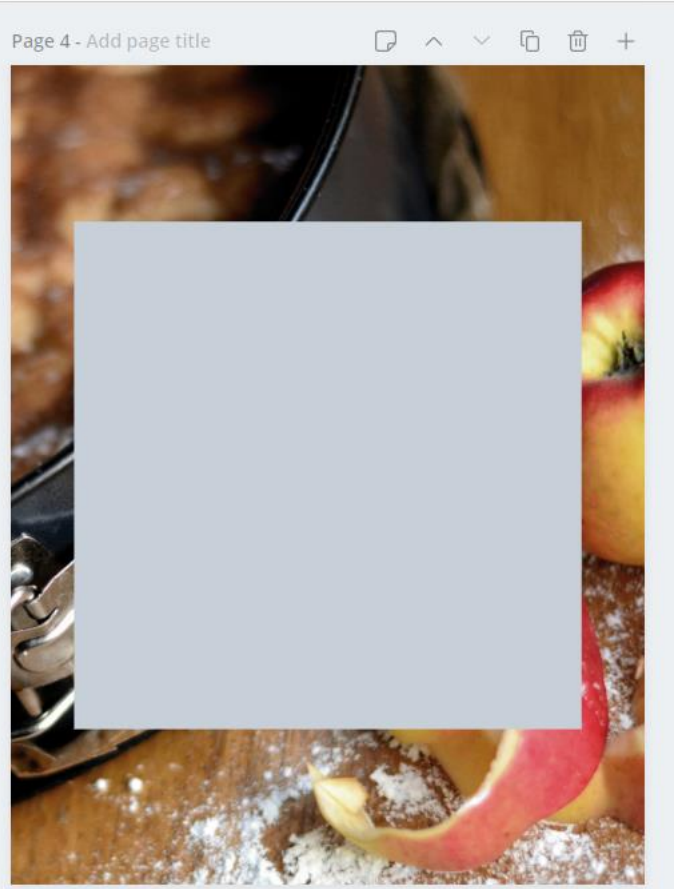
-- Select the "photos" or "uploads" tab
-- Find a photo
-- Click the photo once & it will appear on the active page of your document
-- Resize the photo by moving its handles

Without a grid, the photo will not resize to fit like it will if a grid is used, but you can use this method to show only part of a photo. (instant cropping)

Transparency

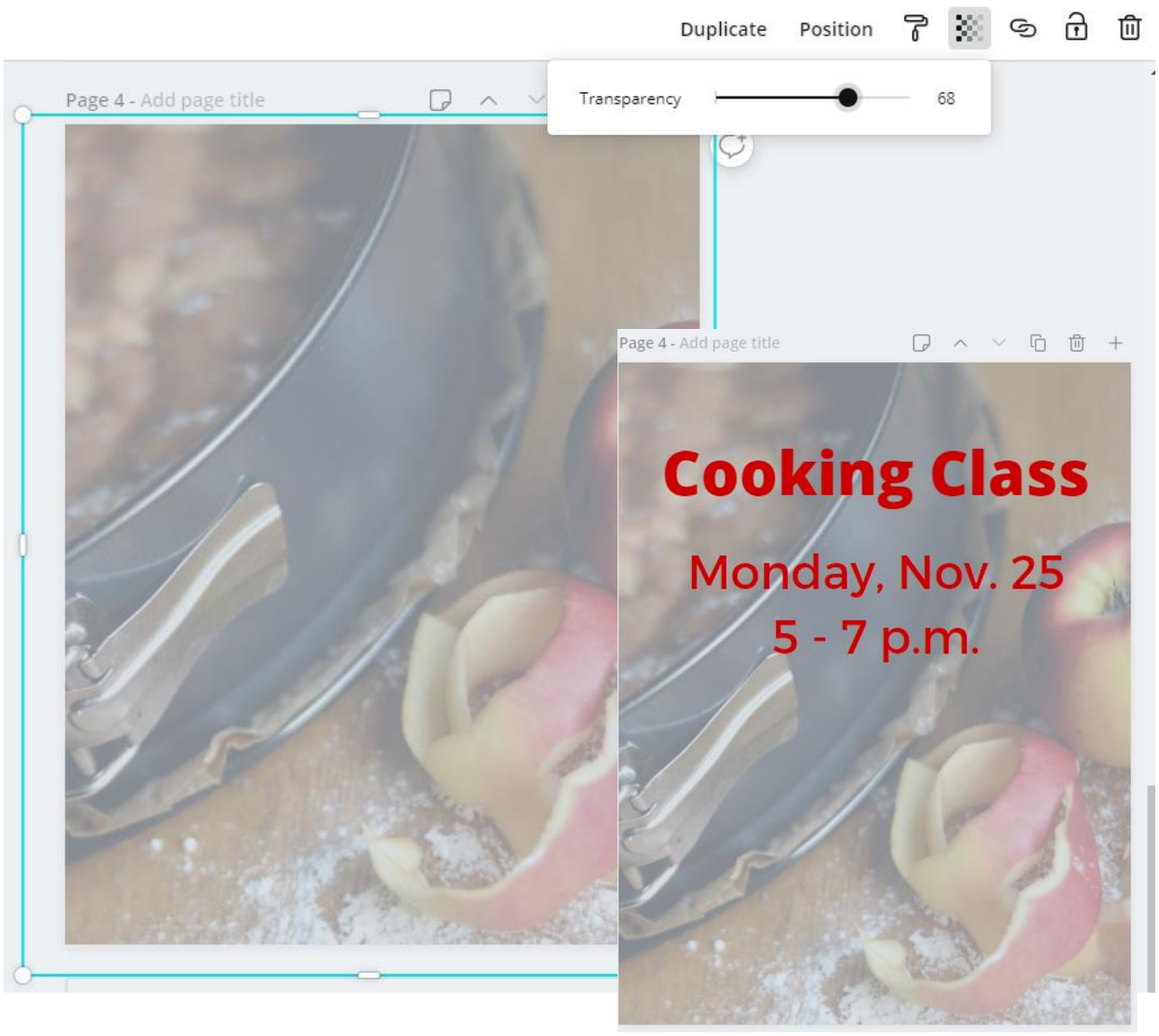
-- Add a new page
-- Add a photo to the page
-- Click on "Elements"
-- Drag the gray square over to the photo
-- Click on the gray square to enlarge it to cover the photo (can go off the edge)
-- You can change the color of the box





Transparency

-- With the gray box selected, click on the checkerboard icon, which is for transparency
-- Use the slider to change the transparency until the photo is visible
-- Click on "text" and add a heading and subheading to your photo



Other basics:

-- From the home screen, can create a copy of a document to make changes on without having to start from scratch

-- Can copy/paste text, photos, etc., from one page to another within a document

-- Can copy, delete, and move pages within a document

-- Once a document is deleted from Canva, it is gone.

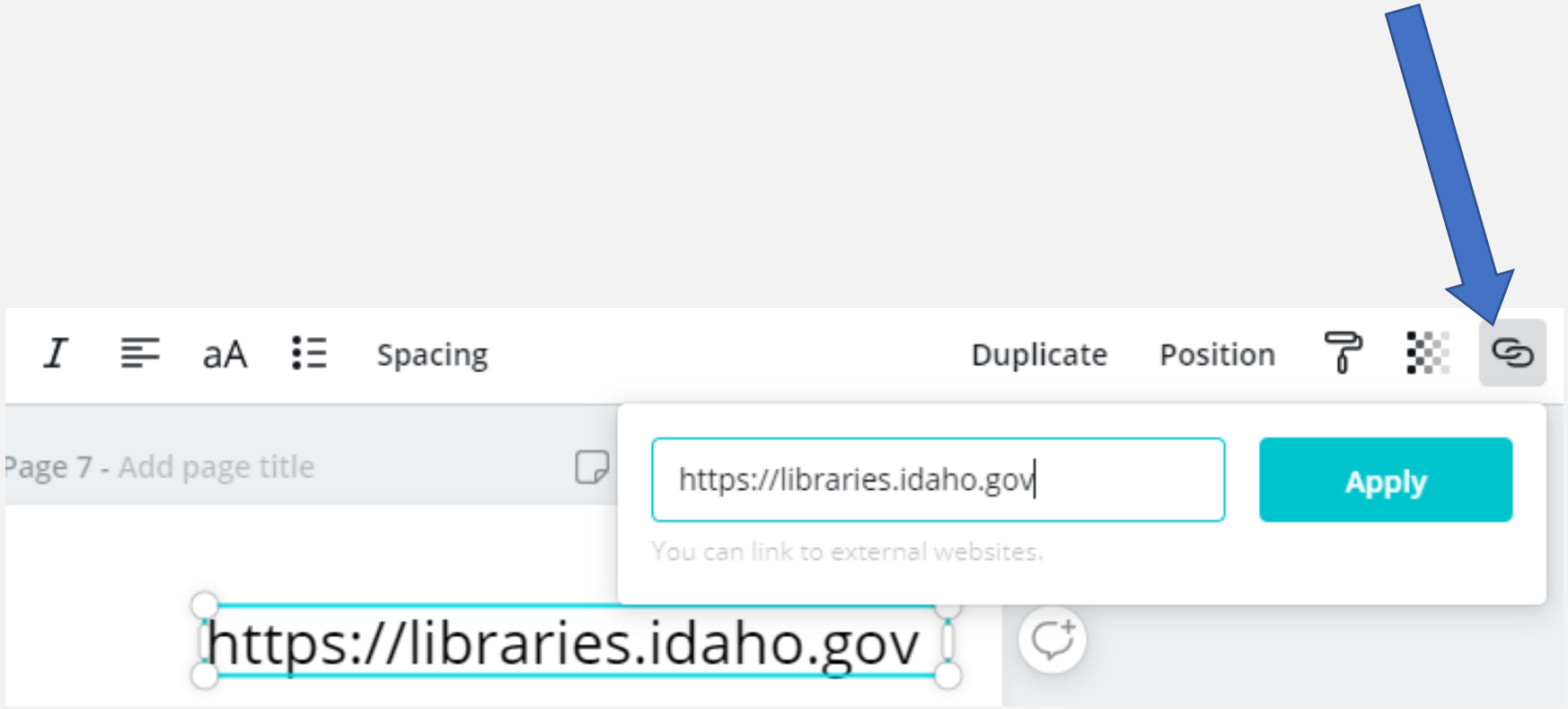
-- Can share Canva document via email to someone, but they would have to view/edit in a Canva account.

Other basics:

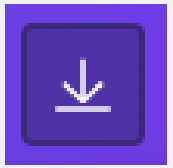
Add hyperlink to text

1. Select the text box you want to add a link to.
2. Click the link icon in the toolbar.
3. Add in the website link.
4. Click **Apply**.

Note: Only one hyperlink can be added per text box. Hyperlinks are only supported by PDF file formats and Presentation mode.



Downloading a Document:

-- Click on the downward-pointing arrow (top of the screen) 

-- Select the file type you want your document to be

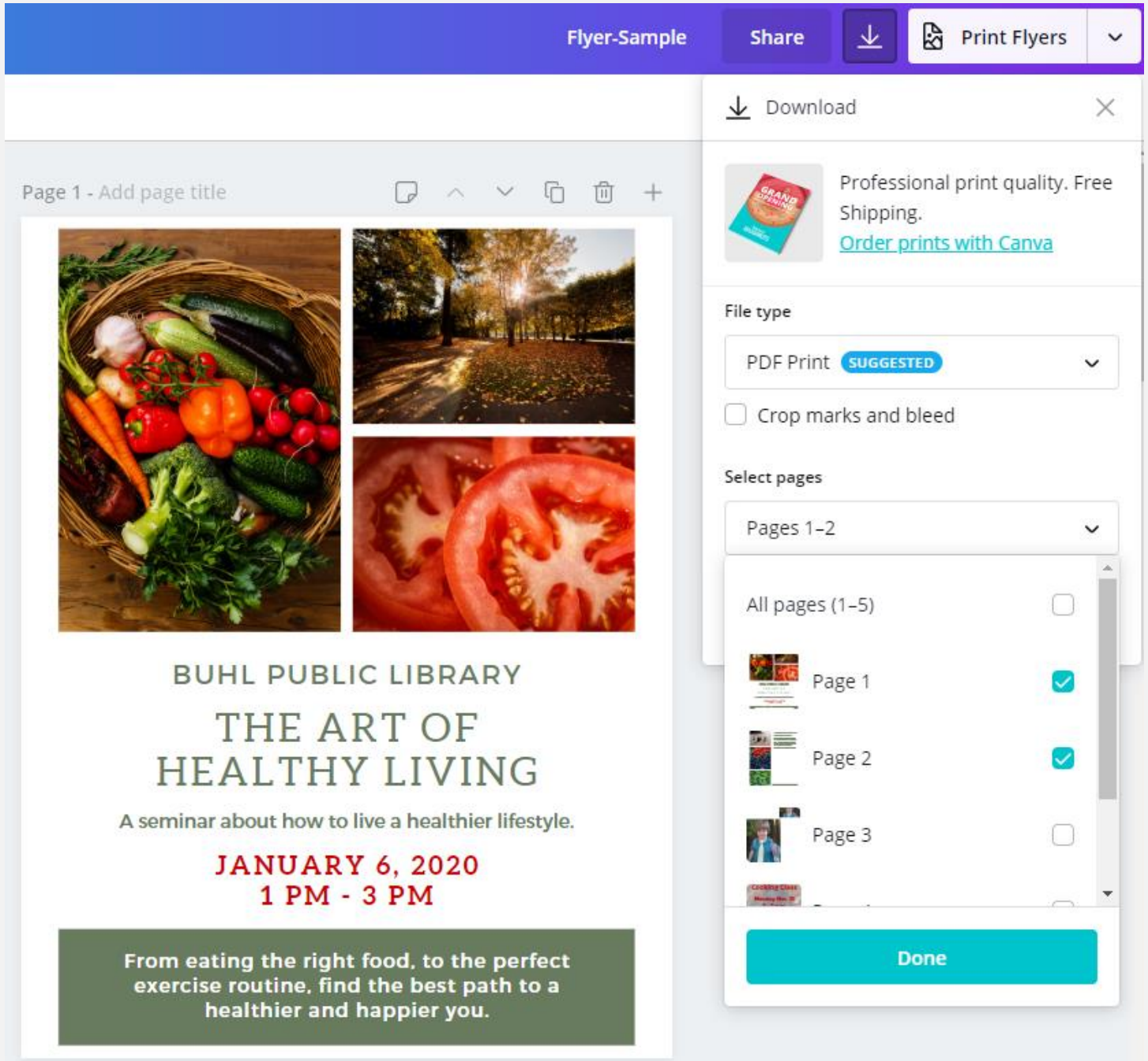
-- Select the page(s) you want to be in your final document (If you have "parking lot" pages, you can keep them in the Canva document but not include in the final.)

-- Click "Done" and "Download"

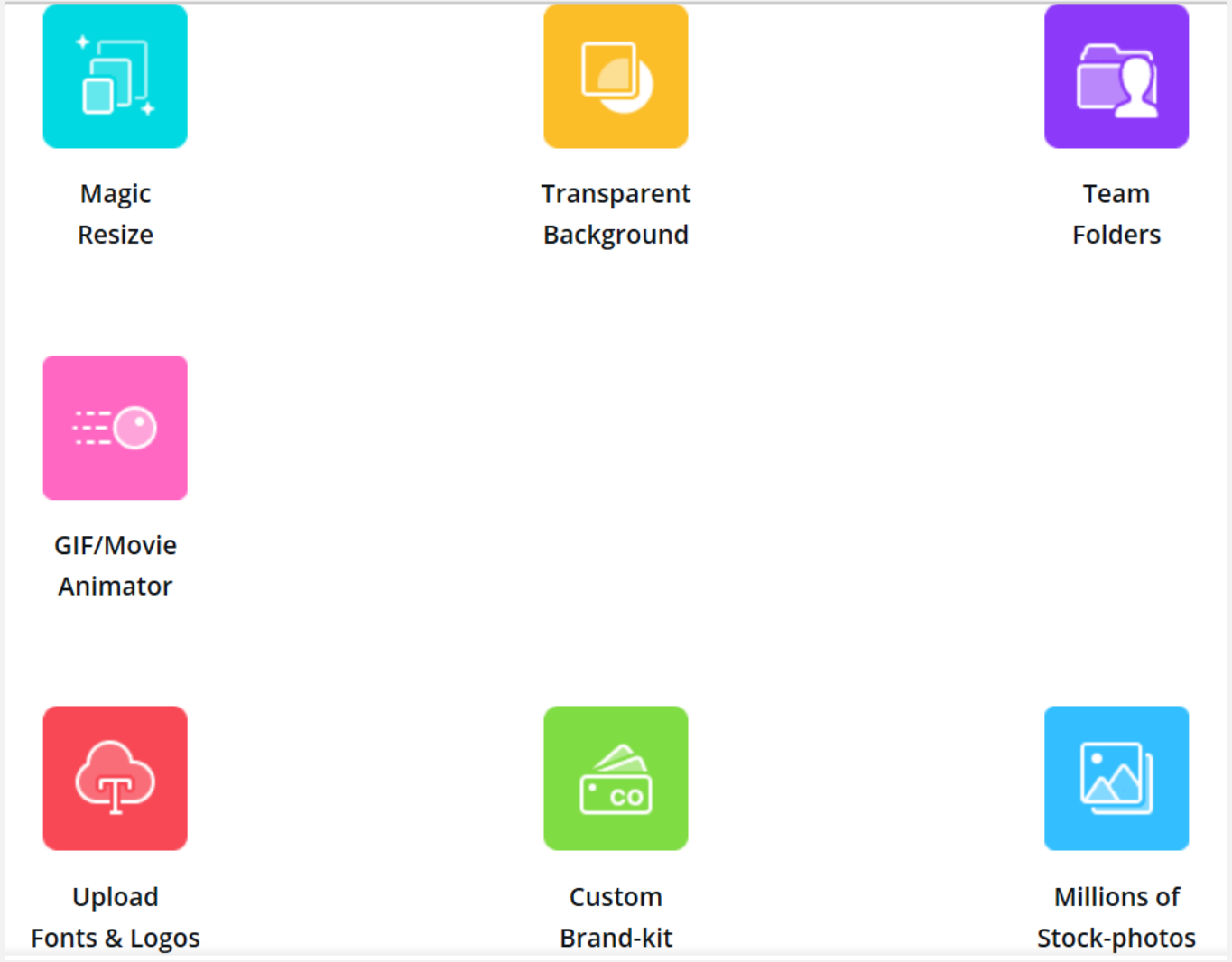
-- Final document will download and save where your "downloads" are set to be saved on your computer

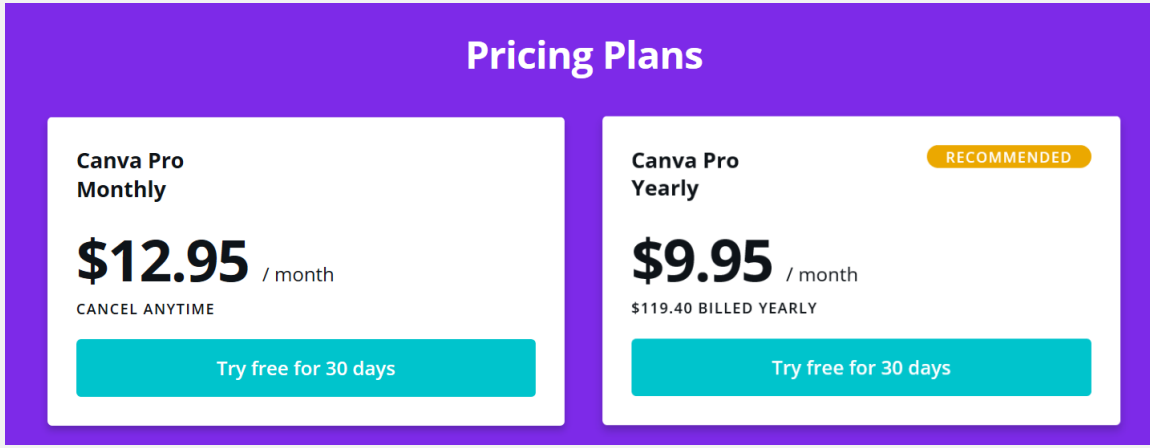
-- Can close the "pop-up" box that appears

Downloading a Document:



Canva Pro:


Magic Resize
Transparent Background
Team Folders
GIF/Movie Animator
Upload Fonts & Logos
Custom Brand-kit
Millions of Stock-photos


Pricing Plans
Canva Pro Monthly
$12.95 / month
CANCEL ANYTIME
Try free for 30 days
Canva Pro Yearly
RECOMMENDED
$9.95 / month
$119.40 BILLED YEARLY
Try free for 30 days

Resources:

-- https://www.gimp.org/downloads/ -- free image editing software

-- https://www.rgbtohex.net -- to find a color's hex code

-- https://www.pixabay.com -- free, high-quality stock photos (create an account to get access to the highest-quality version of the images)

-- https://unsplash.com -- free, high-quality stock photos

-- https://www.pexels.com -- free, high-quality stock photos & videos