

Canva 101

Canva is a website with thousands of templates that will make you and your team look like graphic designers.

Best of all, the pro version is FREE for non-profits!

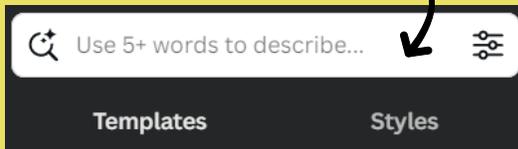
[Click here for details.](#)

STEP 1- TEMPLATE

From Canva's home page, select the type of project you want to make.

Making multiples? I like to start with a Facebook post.

Click "design" & search templates here



TIPS

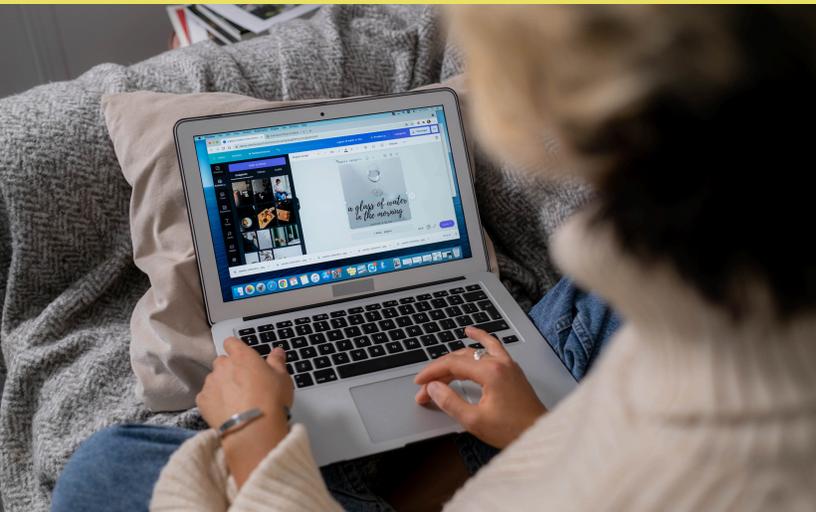
Don't worry about the picture or colors. We're looking for the right FEEL. Think about your target audience and the event type. What kind of FEEL are you going for? How many pictures do you want? How much text do you need?

STEP 2- CUSTOMIZE

Replace images- you can search images under "elements" or you can upload your own under "uploads."

Once you find the perfect pic, just drag it into the picture frame.

Next, add your own text





Color matters but don't go crazy. Your artwork should have a color scheme. Stick to it.

Same with fonts- pick fonts that match the FEEL you're going for. Stick to ONLY 2 font styles!

Time to re-color. Your color scheme should either match the key image or your brand color. To recolor text, select the text box and click the "A" with that colored bar under. There will be color suggestions based on the image color. Once you change the color, there is a "change all" option at the bottom of the color selector,

STEP 2- CUSTOMIZE

STEP 3- RESIZE & MAGIC SWITCH

Once you have your design the way you want it. In the upper left corner, select "Resize & Magic Switch" to remake it into different sizes.

** YOU WILL NEED PRO STATUS FOR THIS. Remember, it's free for non-profits.



Resize allows you to duplicate your design into multiple sizes & dimensions. Just make a FB post? Now you can duplicate it into a FB event banner, an 8.5 * 11 paper, a business card.. there are TONS of options.

STEP 4- DOWNLOAD & SHARE

Click "Share" to download & share. Link your socials so you can post straight to them! You can even schedule posts once your linked. [Here are directions for linking your socials.](#)

[Check out Canva's school to learn more](#)



When making something that will be printed- think ink. You might want to recolor things to use less ink.