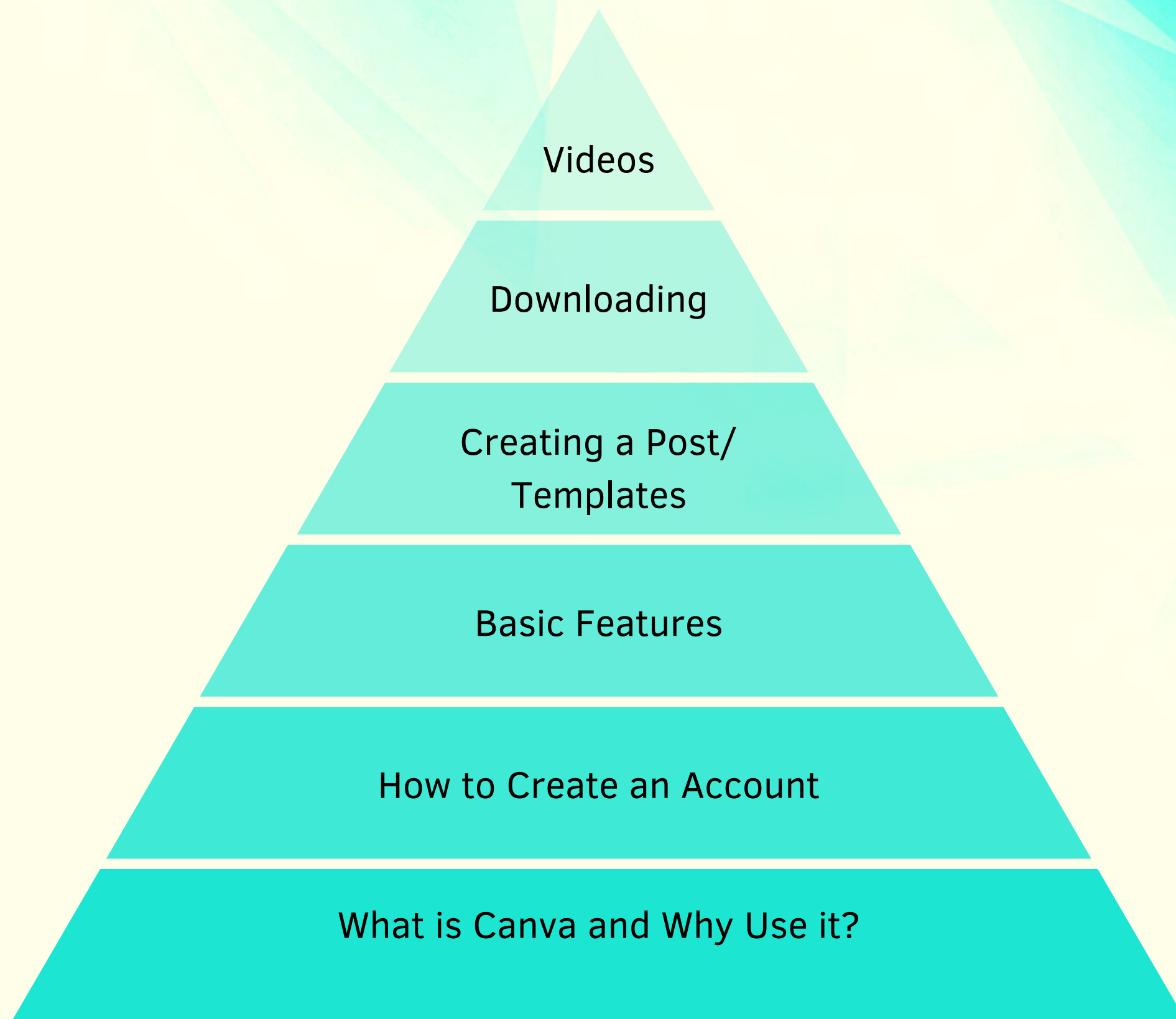


Digital Parishes: Creating with

Natalie Doherty
&
Kirsten Mahon





Canva

Training Outline

The Canva logo, which consists of the word "Canva" in a white, cursive script font, is centered within a solid teal circle. This circle is set against a dark blue background that features faint, stylized, light blue wavy patterns.

Canva

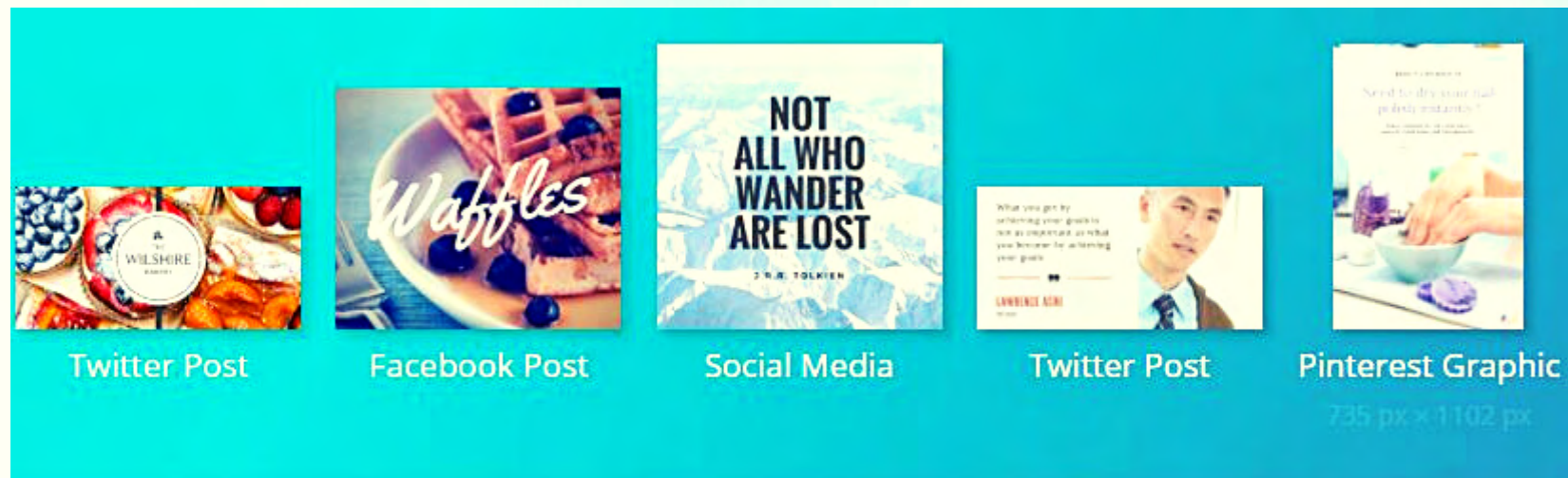
What is Canva?

What is Canva?

Simply put, Canva is an online design tool. Canva can be used to create content for your website, social media, posters, and newsletters, to name a few.

The Free Programme has all you need to get you going. Canva can help you create professional looking posters/logos/web designs/newsletters to enhance your online presence, Communications and image of your parish.





Social Media Posts



Documents



Free Account

- 250,000+ free templates
- 100+ design types (social media posts, presentations, letters, and more)
- Hundreds of thousands of free photos and graphics
- Invite members to your team
- Collaborate and comment in real-time
- 5GB of cloud storage

Pro Version

- All the above plus more templates, images, higher storage, Brand Kit creation
- Cost: €11.99/month or €109.99/year

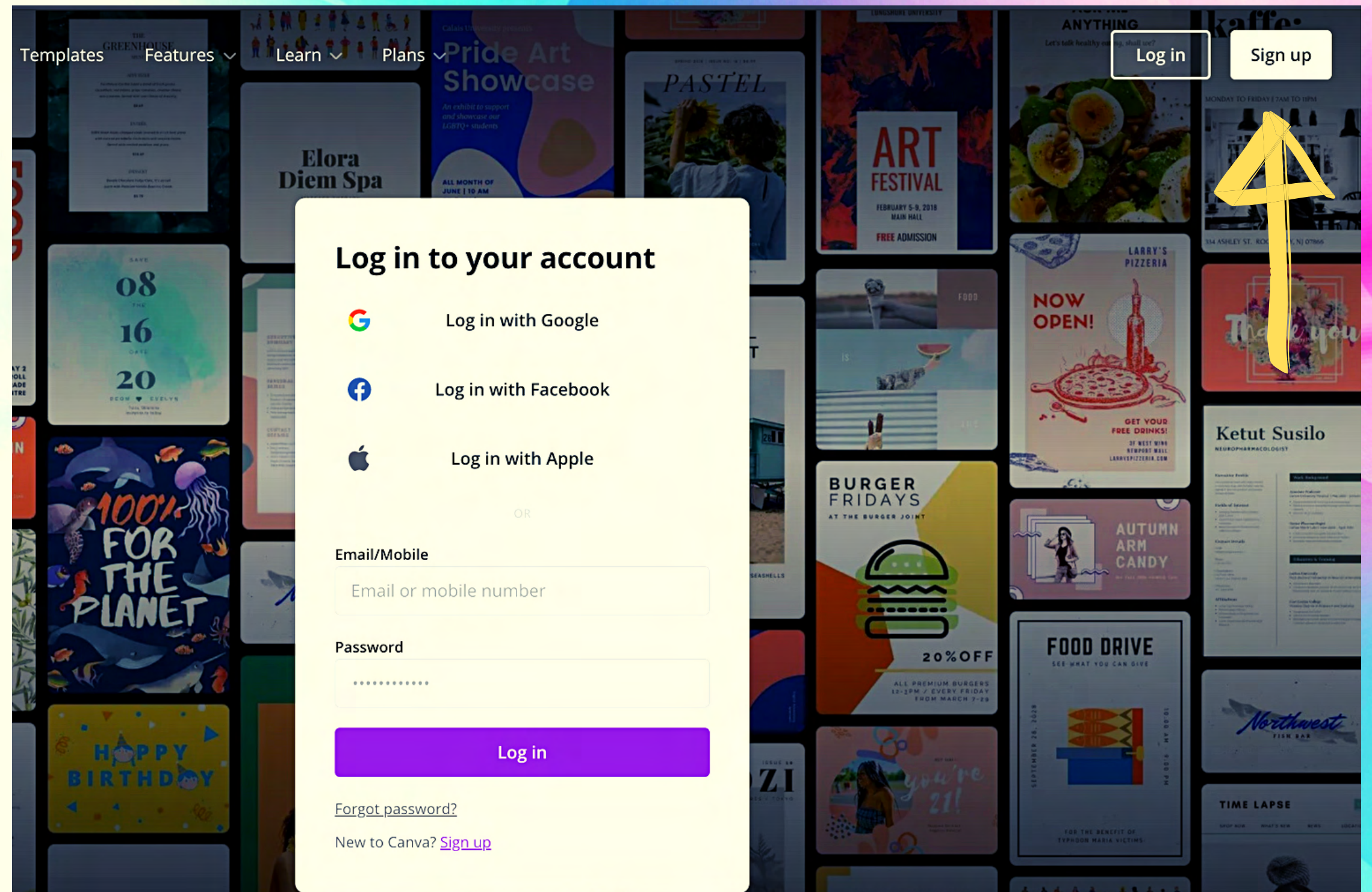
The Canva logo is a teal circle with the word "Canva" in white script font. The background is a dark blue gradient with faint, stylized white patterns resembling waves or swirls.

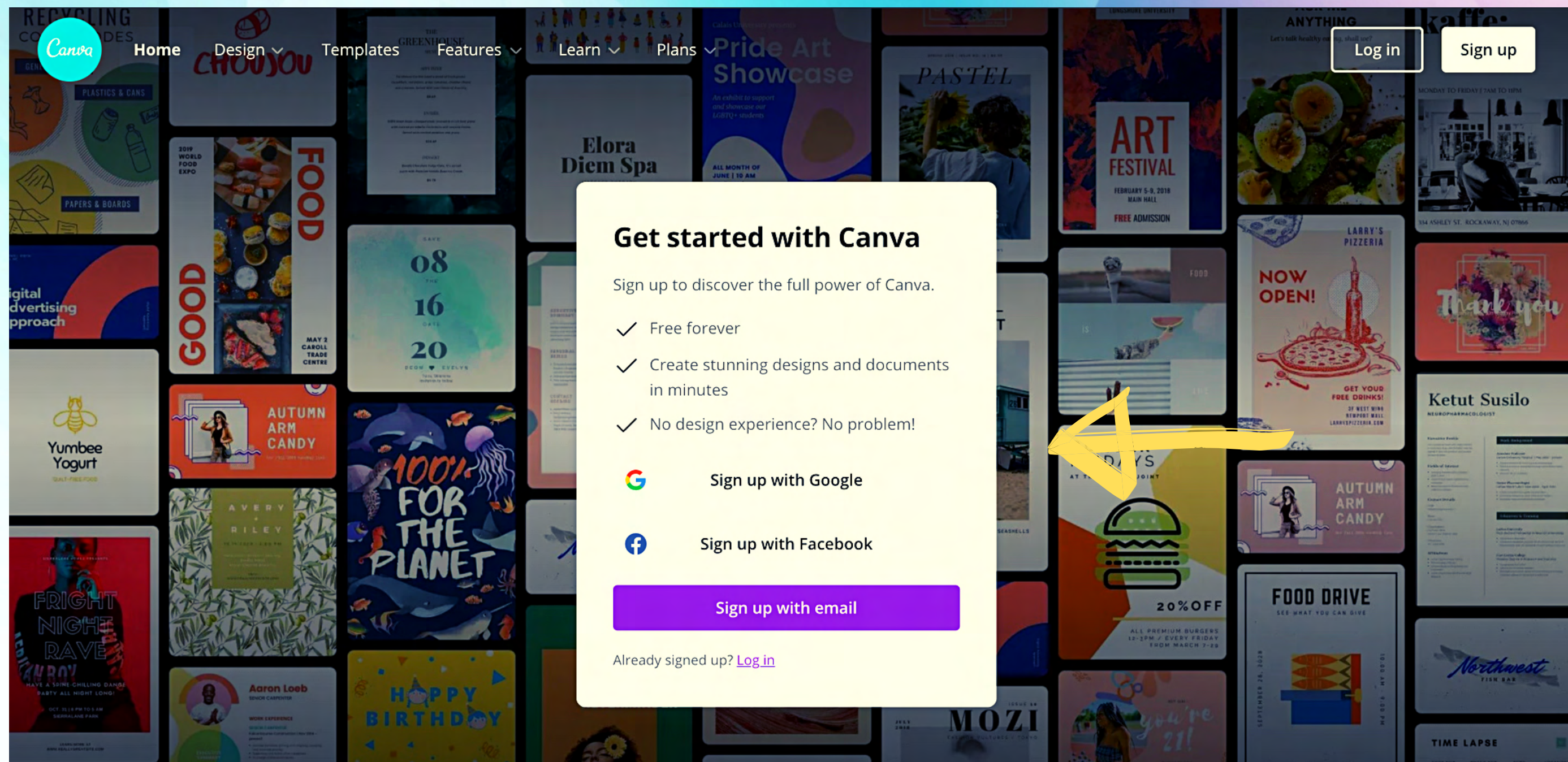
Canva

How to Create an Account

Start by going
to:
www.canva.com

Click the white
'sign up' button.





You can create a Canva account in three ways -

- Using your email address.
- Using your Gmail account.
- Using your Facebook account.

Canva Home Design Templates Features Learn Plans Log in Sign up

< Create your account

We'll have you designing in no time.

Name
Julie Smith

Email
julie@example.com

Password
••••••••

Use 8 or more characters with a mix of letters, numbers & symbols.

[Get started, it's free!](#)

By signing up, you agree to Canva's [Terms of Use](#) and [Privacy Policy](#).

Already signed up? [Log in](#)

if you are opting for creating your account with an email address, this box appears. Type your name, email address, and choose a strong password. Then press on get started to create your free Canva account. You may have to check your email and confirm it for completing the creation process.

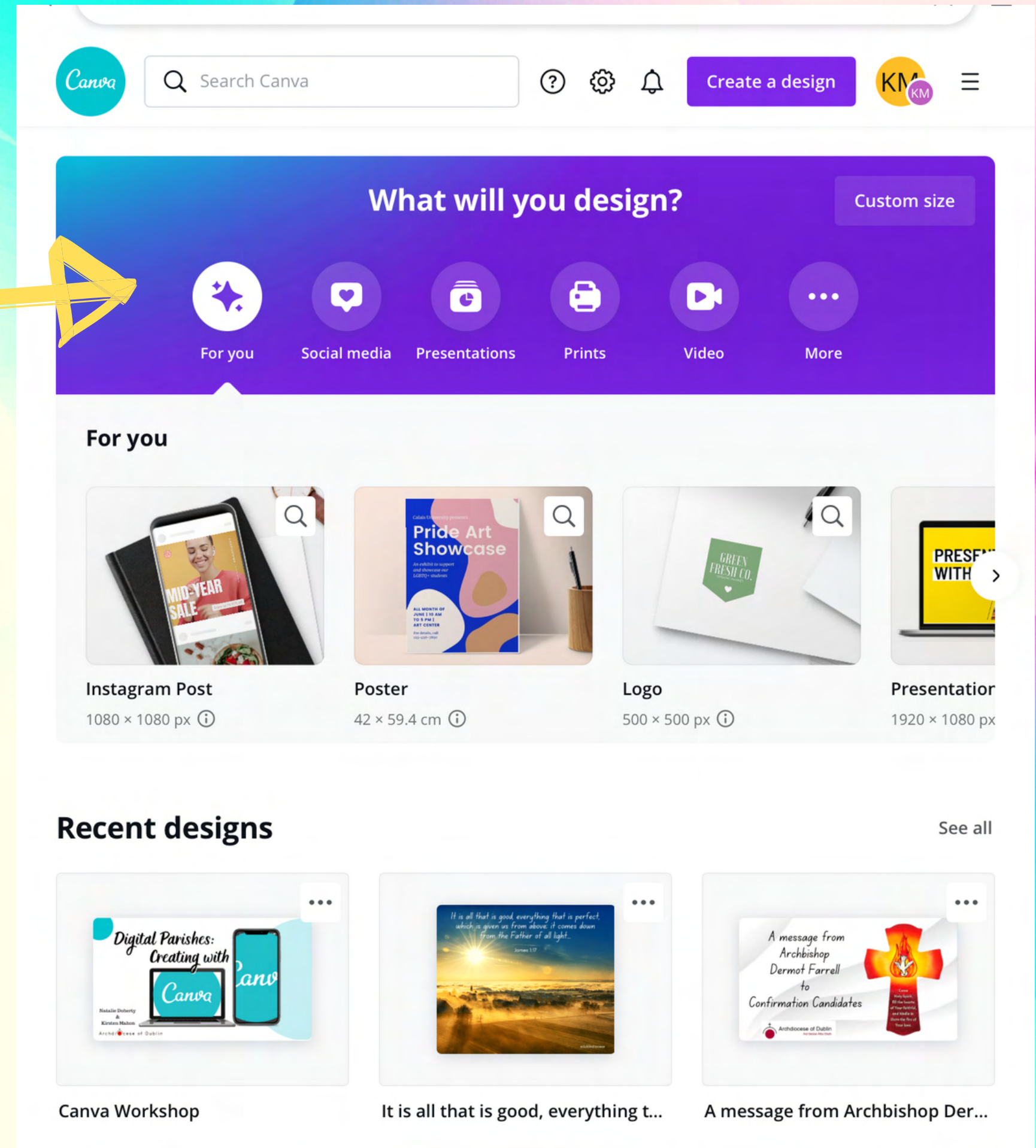
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Canva

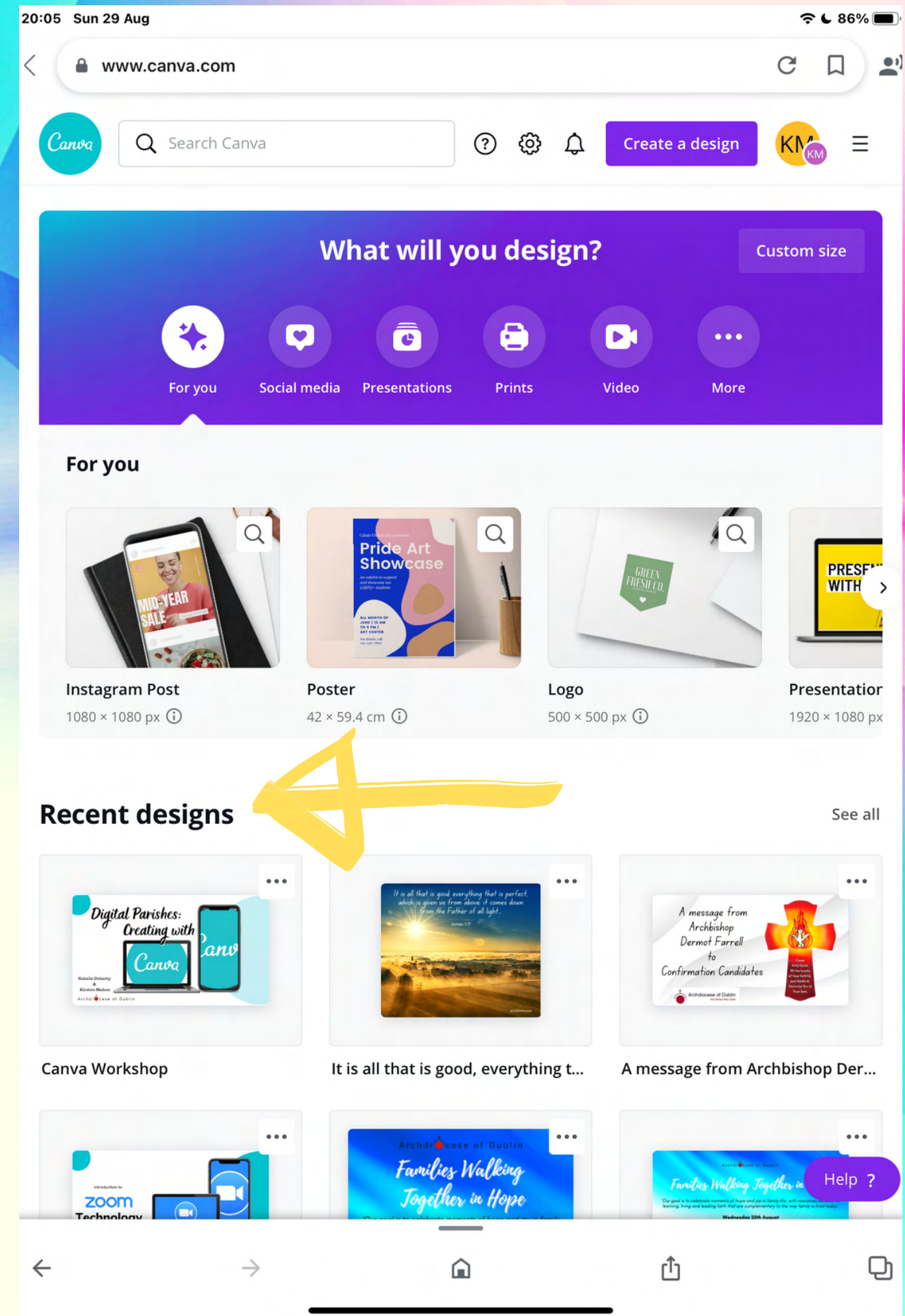
Basic Features

Welcome to your Homepage!

On your homepage you will find Canva's template categories include Zoom backgrounds, posters, presentations, flyers, cards, infographics, business cards, Instagram posts, resumes, invitations, book covers, menus, letterheads, newsletters, photo collages, tickets, bookmarks, invoices, recipe cards, and more.



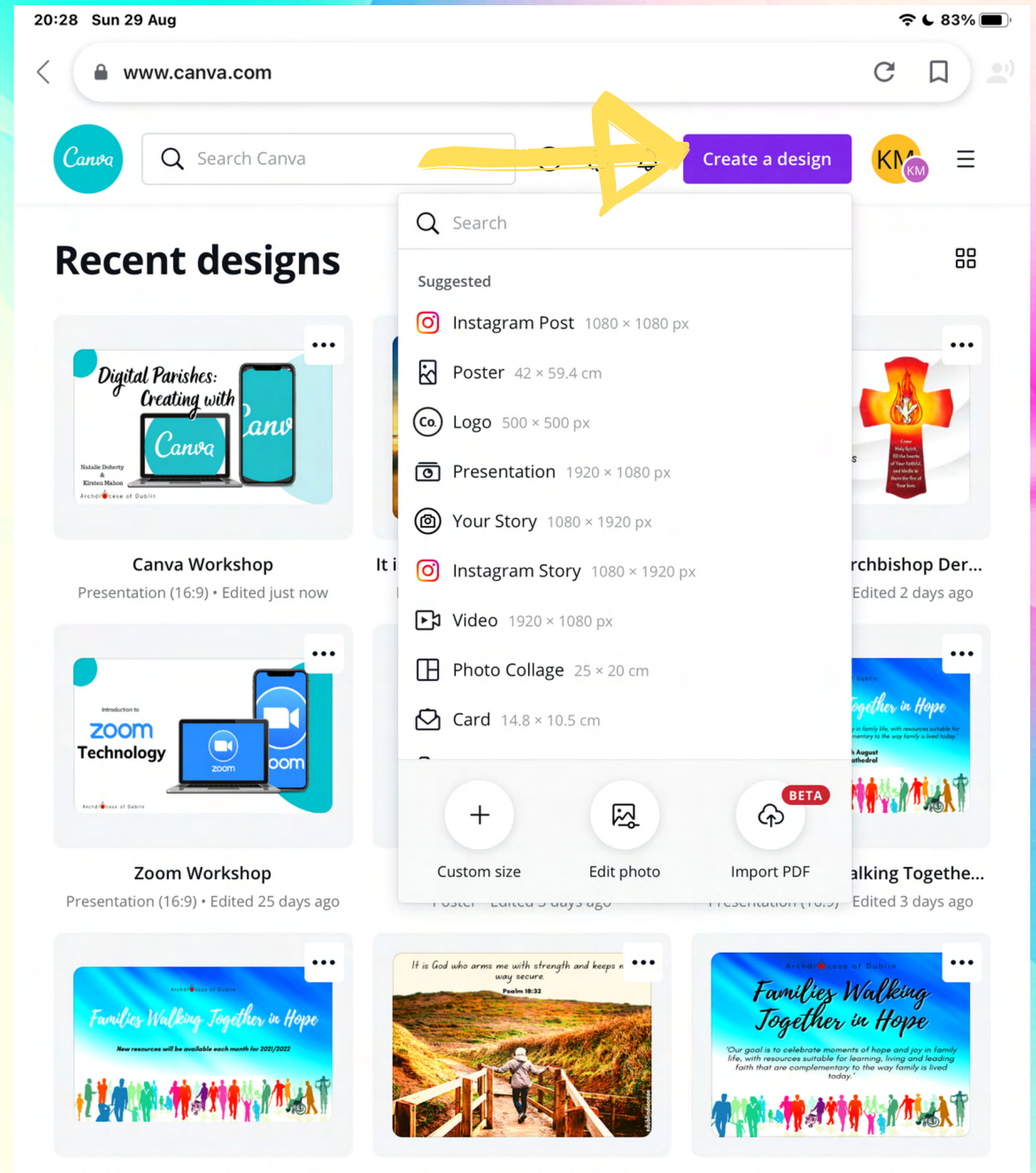
Your recent designs on the homepage

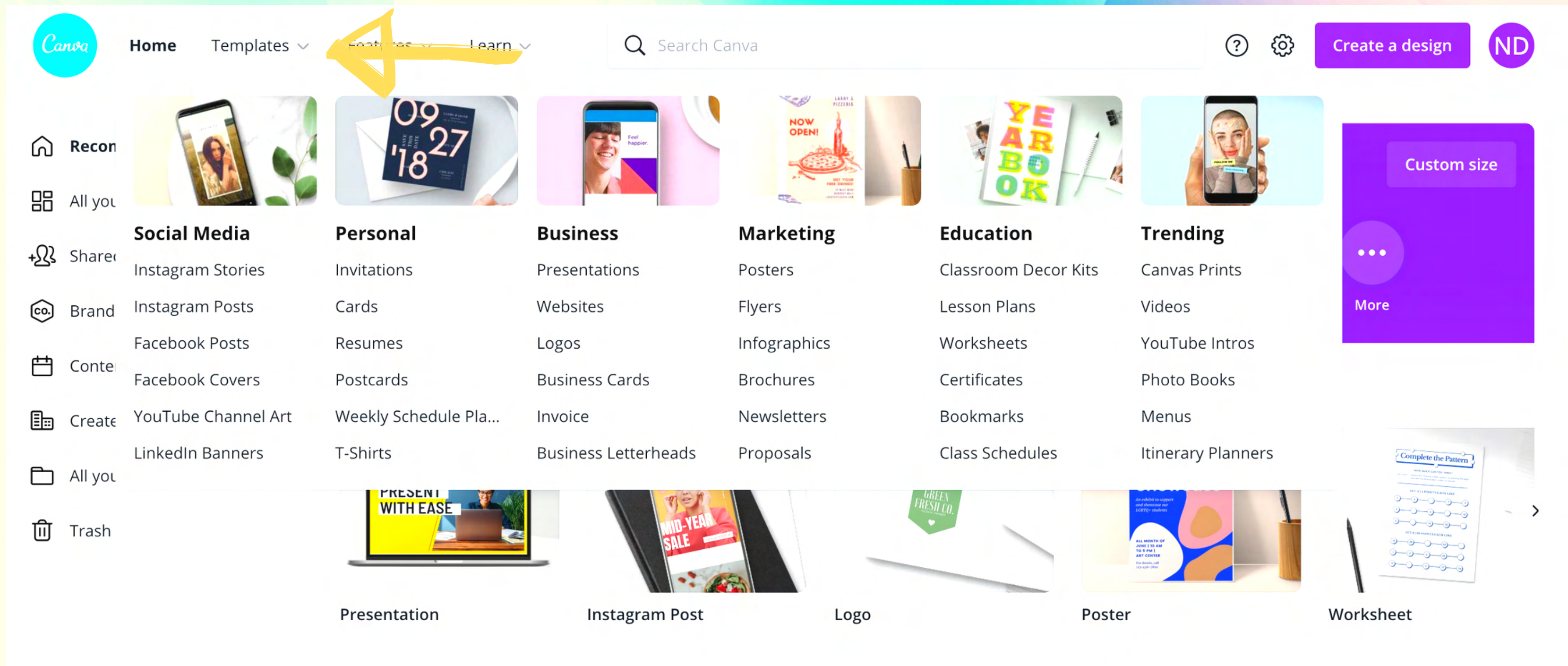


Creating a design

There are two ways of selecting a template or design.

Firstly you can click on the purple 'Create a Design' button at the top right hand side of the screen. This will give you a drop down menu of the different options.





The second option is to use templates in the header menu. If you look in the template tab you will find a huge selection of templates to choose from. Helpfully separated into sections for you. To pick one just click on it and it will appear ready on the screen. You can change as much or as little as you want to.



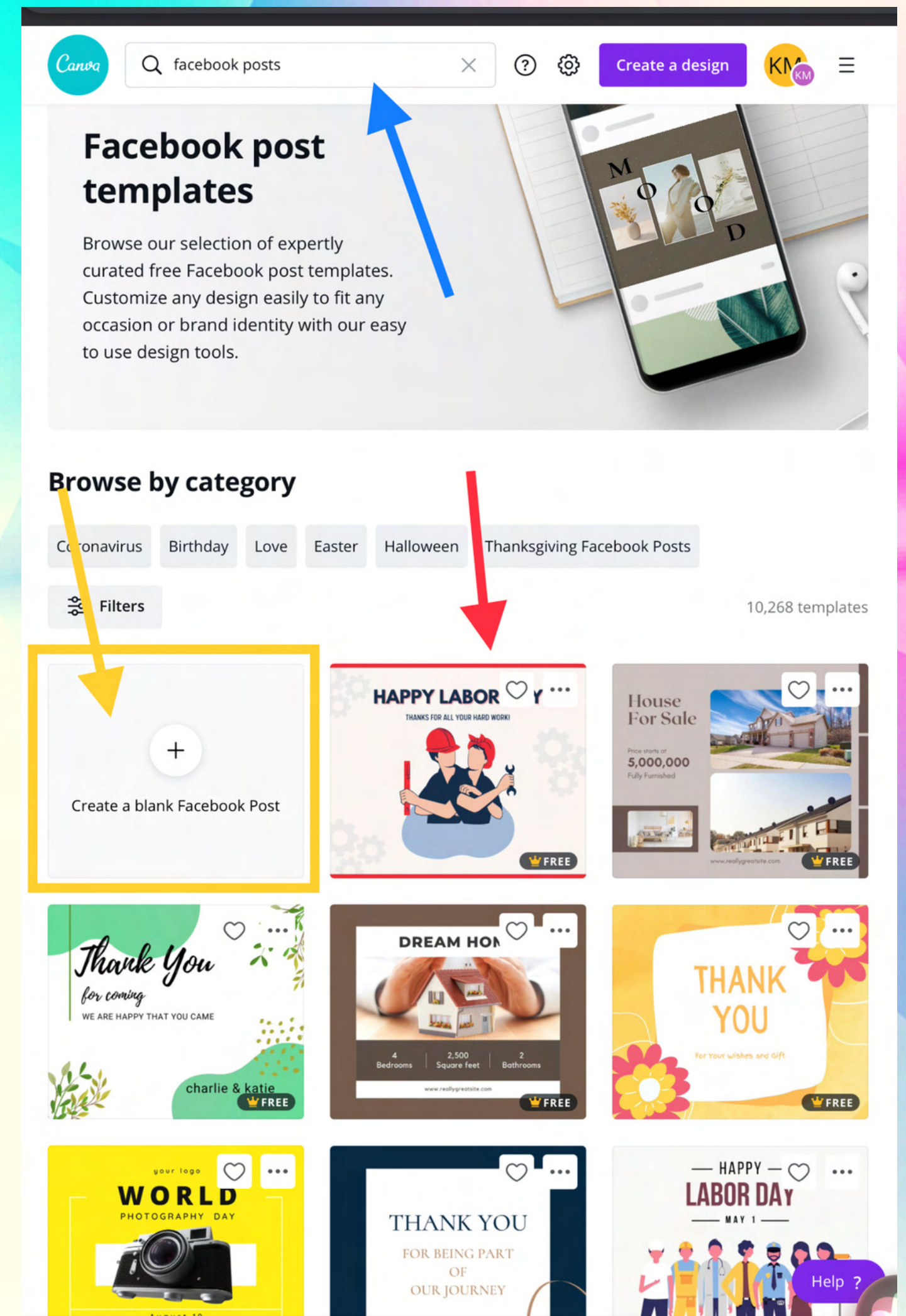
Once item is selected (e.g. Facebook Post) you have options. The first is to use a blank template



The second option is choose a template. One of the best features of Canva is its library of templates. It makes designing simple yet effective. The Canva templates always have one or more of the following : Photos, Graphics and Vectors, Colour Palette, Grouped Fonts, Elements, audio, and special effects



The third option is to search a design, colour or a key word etc.



The Canva logo is a teal circle with the word "Canva" in white script font. The background is a dark blue gradient with faint, stylized white patterns resembling waves or swirls.

Canva

What we have created...

Kirsten's Creations

TASK FORCE Building Hope
Archdiocese of Dublin

We invite you to take part
Consultation form is live from 27th June to the 18th July
See your Parish website or
www.dublindiocese.ie

Step One:
Have a look at the questions by going to
www.dublindiocese.ie, click on the "Task
Force Building Hope" tab, then click on the
consultation form.

Step Two:
You can respond yourself
or
Organise chat with your family/extended
family & get one member to fill in the form
or
Gather a group of friends & get one
member to fill in the form

Step Three
Remember the closing date 18th July 2021

All of the submissions will be read and
a summary given to Archbishop Farrell
to take forward.

The Task Force Prayer
Pilgrim God,
we seek Your way of loving kindness
to walk together as one family.
Stay with us as we aim to follow
in the footsteps of your Son.
May your Spirit sow seeds of hope
and new life deep within us as we
journey.
Amen

Message from Archbishop Farrell
"The Task Force is about Building Hope. It
started off by listening to the people of the
Church in the Dublin Diocese. In hearing
what they have to say it then will work
together to undertake a radical renewal,
being creative about our future so that we
can be witnesses to the message and
mission of Jesus Christ, in the years ahead."



Infographics



St Kevin, man of prayer
Help us to imitate you by making stillness and
silence a priority in our lives

St Kevin, man of service
Help us to imitate you by never holding back or
helping others

St Kevin, upholding creation
Help us to imitate you by showing reverence to
even the smallest of creatures

St Kevin, man of inspiration
Help us to imitate you by listening to the
promptings of the Spirit deep inside us

St Kevin, patron of Dublin
Help every person in our Archdiocese to
hear a call to service and to stretch out

Prayers

TASK FORCE Building Hope
Archdiocese of Dublin

We invite you to take part
Consultation form is live from 27th June to the 18th July
See your parish website or www.dublindiocese.ie



Website Banners

Don't Lose Hope
Hope does not disappoint, because the love of God
has been poured out in our hearts by the Holy Spirit
who was given to us.
Romans 5:5



*Be kind and compassionate to one another,
forgiving each other just as in Christ God
forgave you.*
Ephesians 4:32



Social media posts

Archdiocese of Dublin

*How to set up a
Parish Facebook
Page*



**THE YOUNG CHURCH DUBLIN
Retreat**

**Prayer/Retreat
booklets**

Documents

**FaithFest
ONLINE**

When
Friday 5th March
6:30 - 8:30 on Zoom

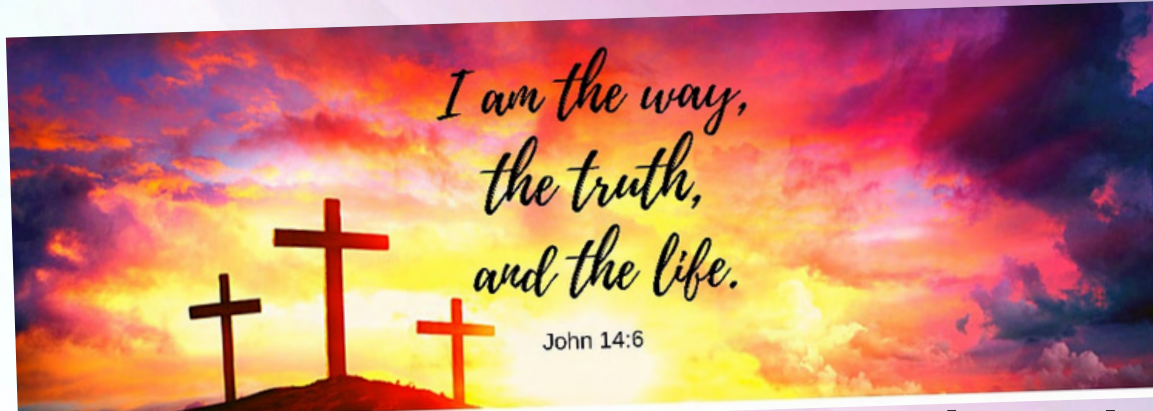
What to Expect
Games, Workshop,
Music, Chats, Prayer and
much more.

For more info
faithfest@dublindiocese.ie



Advertising

*I am the way,
the truth,
and the life.*
John 14:6



Email Headers



Newsletters



**Video Inserts:
Sacraments Programme**



Website Details



**Social Media
Posts/Headers**

Natalie's Creations



Policy Documents

**Worksheets/
Handouts**

Confirmation Name

Why do we choose a Confirmation Name?

Choosing a confirmation name is an important step on the path to living as a person of faith. Your confirmation name, typically the name of a saint, will serve both as a reminder of your commitment to God at Confirmation to be His witness on earth, and as your inspiration for you throughout the journey of life, like a role model. Begin thinking about your Confirmation name, what name you have chosen, why and what do you know about the name.

My Name is:

The Confirmation Name I have chosen is:

The reason I have chosen this name is:

Research on the Name/Saint:

The characteristics of this person I wish to take on are:



**Posters/
Timetables**

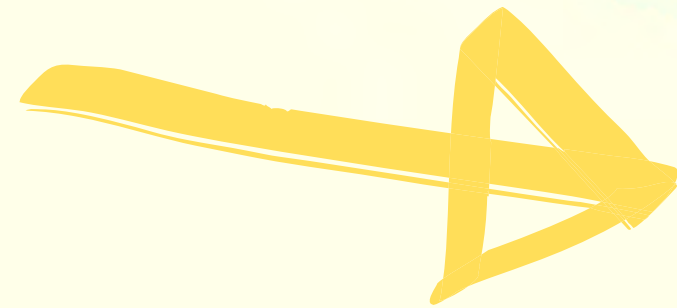
HOLY WEEK 2021					
ALL LITURGIES ONLINE ONLY					
Liturgies accessible from the Parish Website - Webcam					
PALM SUNDAY OF THE LORD'S PASSION	MON - WED	HOLY THURSDAY	GOOD FRIDAY	HOLY SATURDAY	EASTER SUNDAY
Mass 10 am	Mass 10 am	Prayer & Reflection 10 am	Celebration of the Lord's Passion 3 pm	Evening Prayer 6 pm	Mass 10 am
	Monday: Penitential Prayer Service 7:30pm	Evening Mass of the Lord's Supper 7:30 pm	Stations of the Cross 7:30 pm	Easter Vigil of the Lord's Resurrection 9 pm	Easter Monday Mass 10 am

The Canva logo is a teal circle with the word "Canva" in white script font. It is centered on a dark blue background with a pattern of light blue wavy lines.

Canva

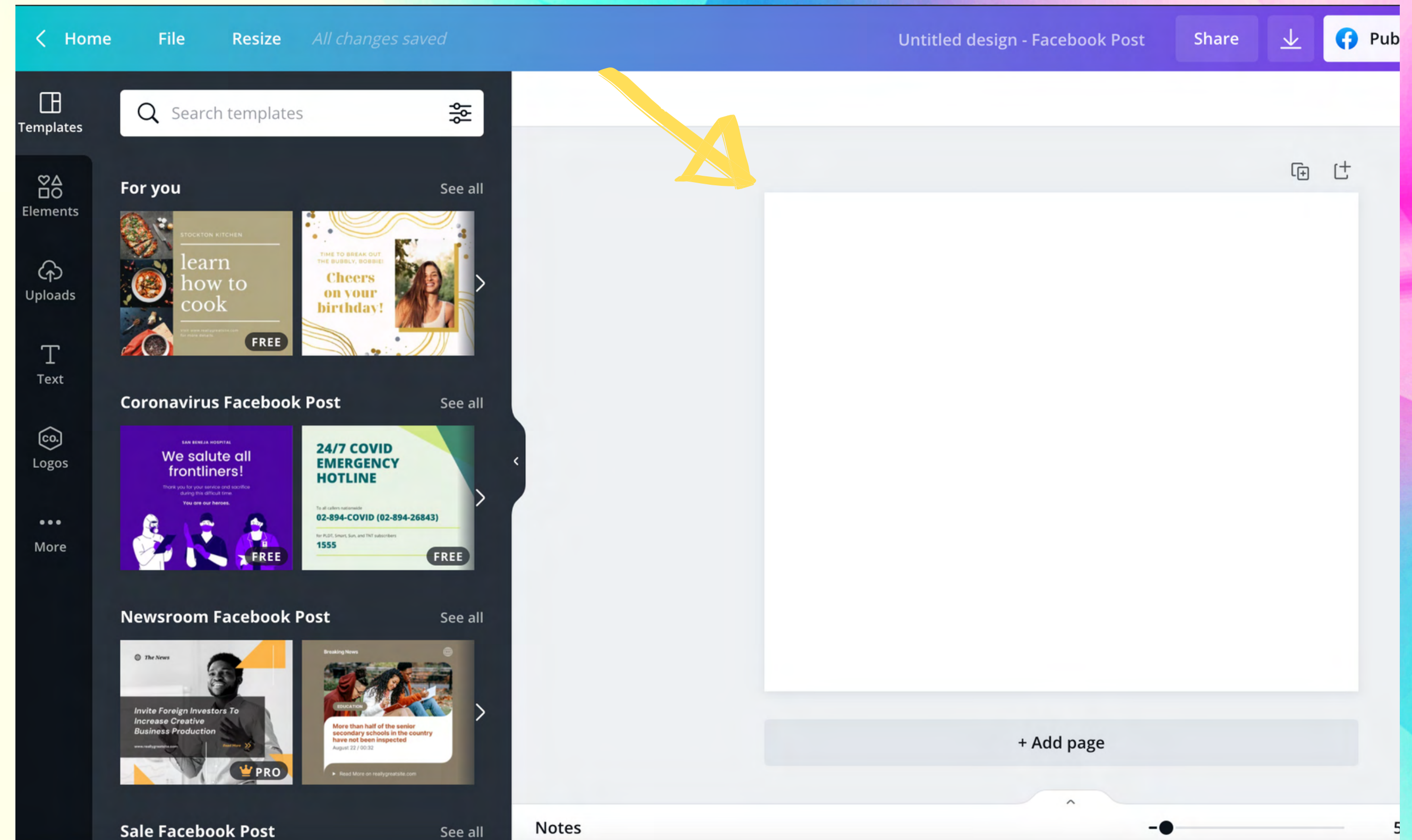
Creating a Posts using a blank Template

Using a blank template



Templates
can be used
as you go on

Menu down
the side



Elements Tab

Under the elements tab you will find:

lines and shapes

backgrounds

photos

videos

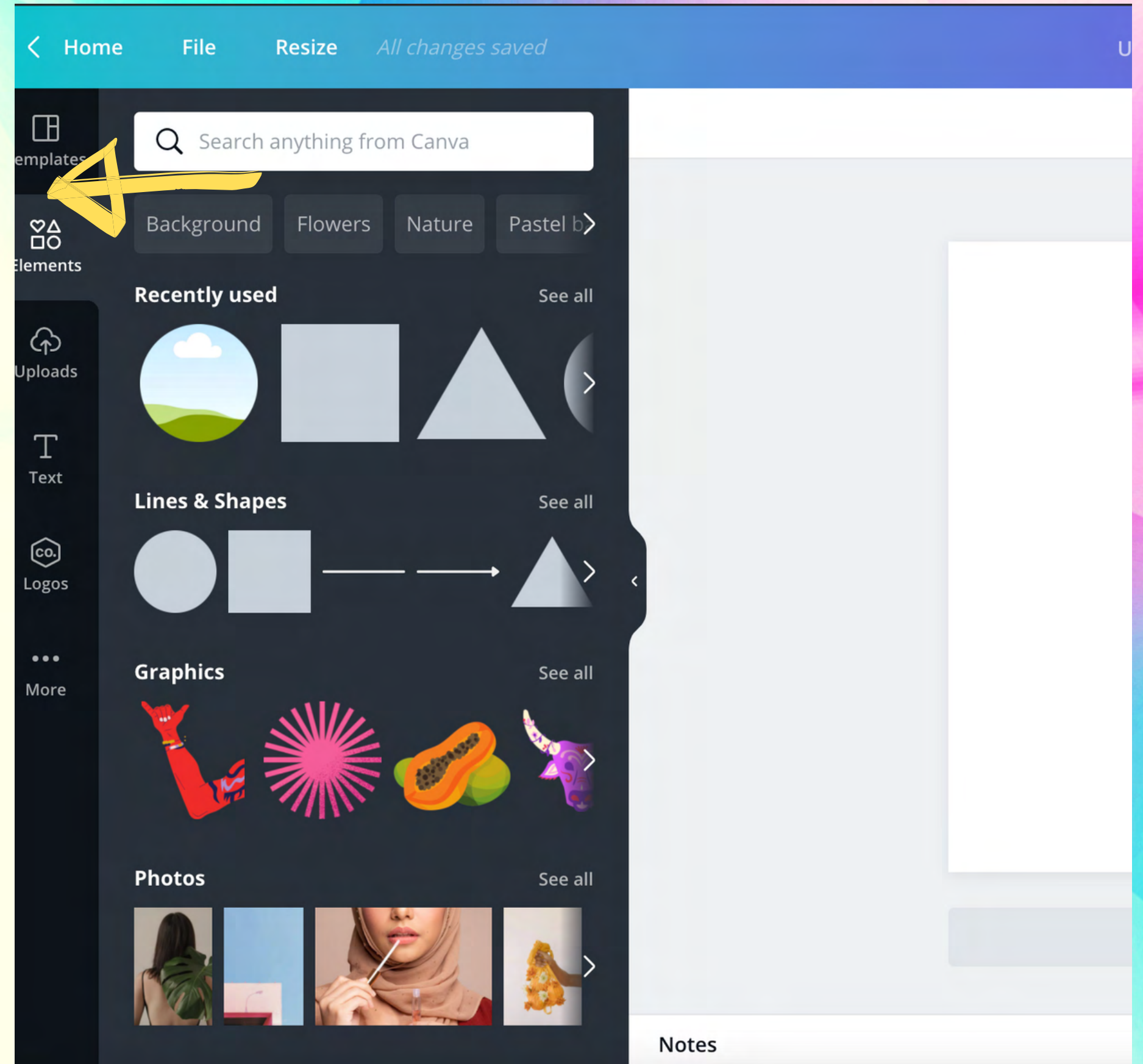
Audio

Charts

Frames

Grids

There is a huge amount of material for
creating your design

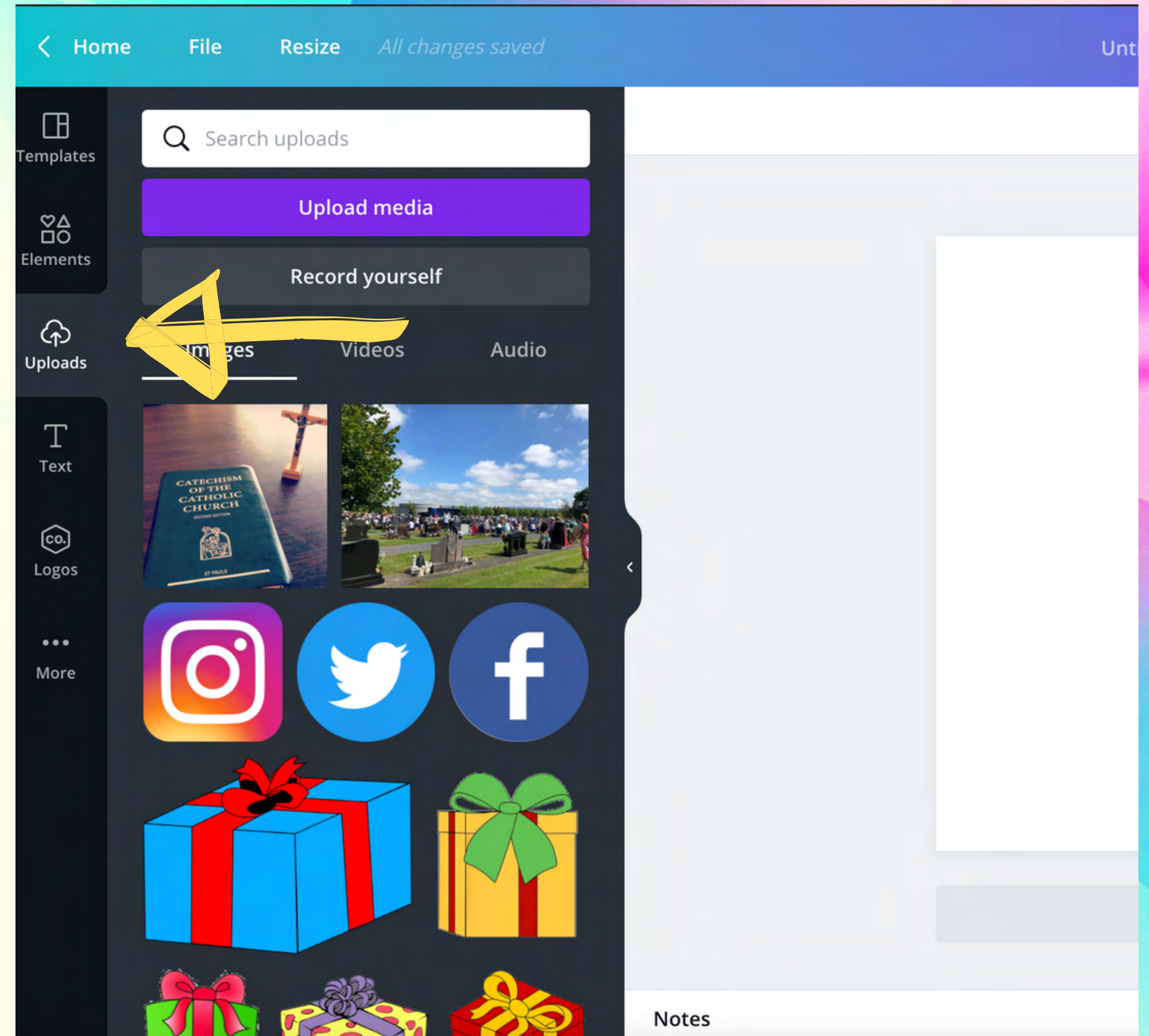


Upload Tab

From the side panel, click on the Uploads tab.

Click Upload media. You can also drag and drop your files from your computer folder directly into the editor to upload them.

From the side panel, click on your uploaded media to add them to your design.



Text Tab

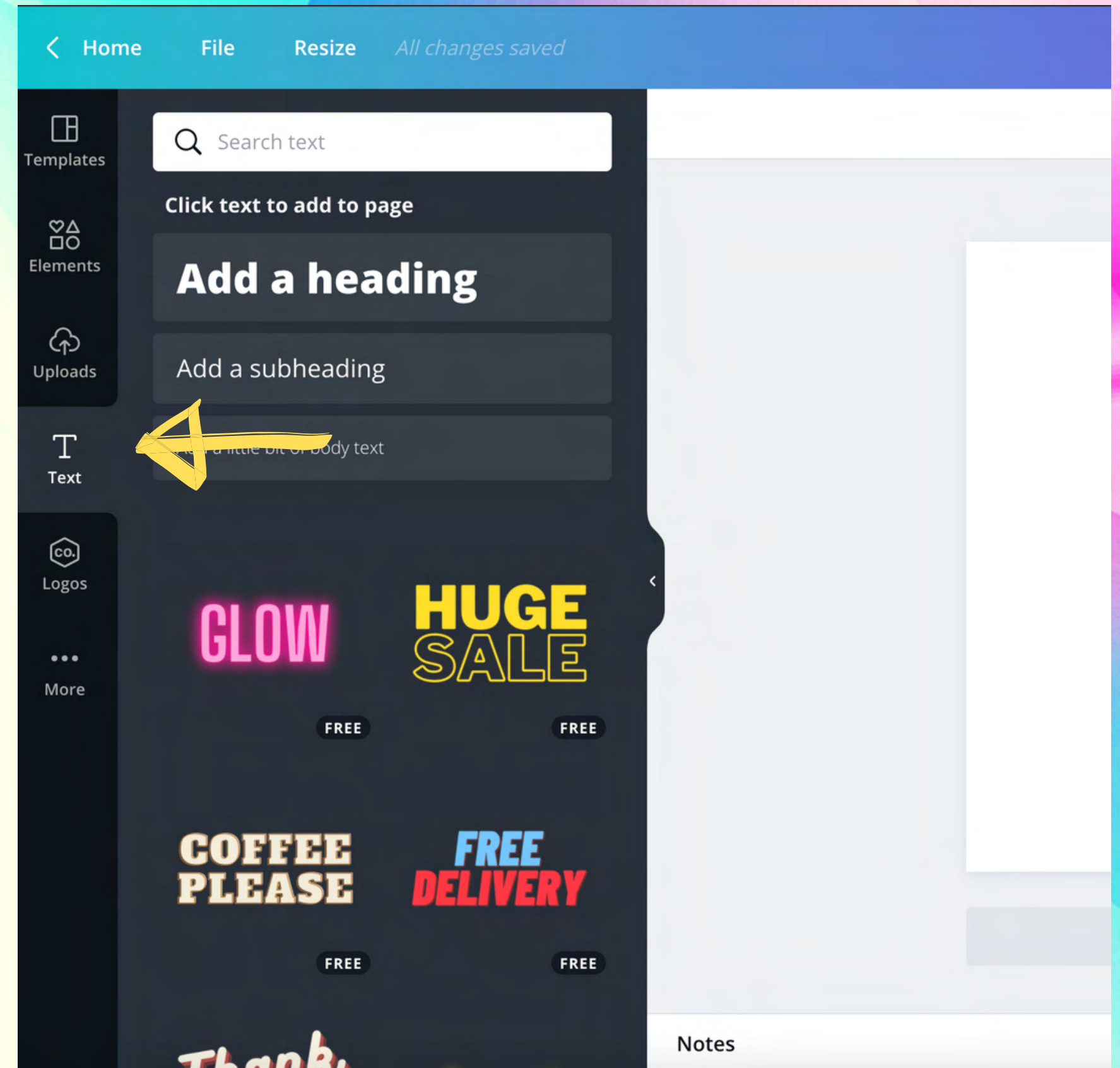
Click the Text tab from the side panel.

Click Add a heading, Add a subheading, or Add a little bit of body text. You can also click a Font combination from.

Click on the text box added to your design to edit the text.

Click outside the text box to finish.

Use the text toolbar that appears above the editor to change text font, size, colour, spacing, and for more text formatting options like adding effects.

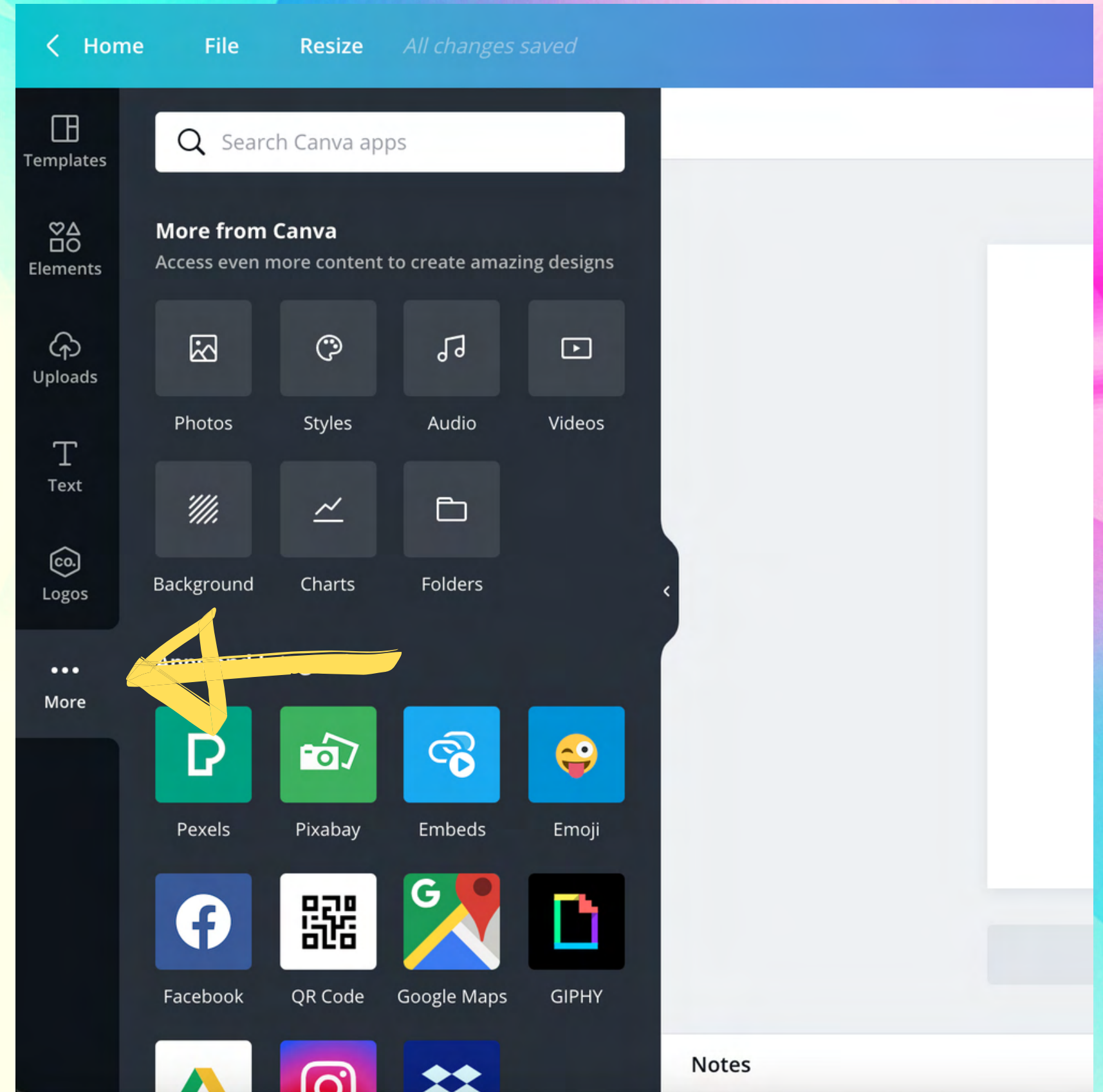


Embed media on designs

Click ⋮ More from the editor side panel

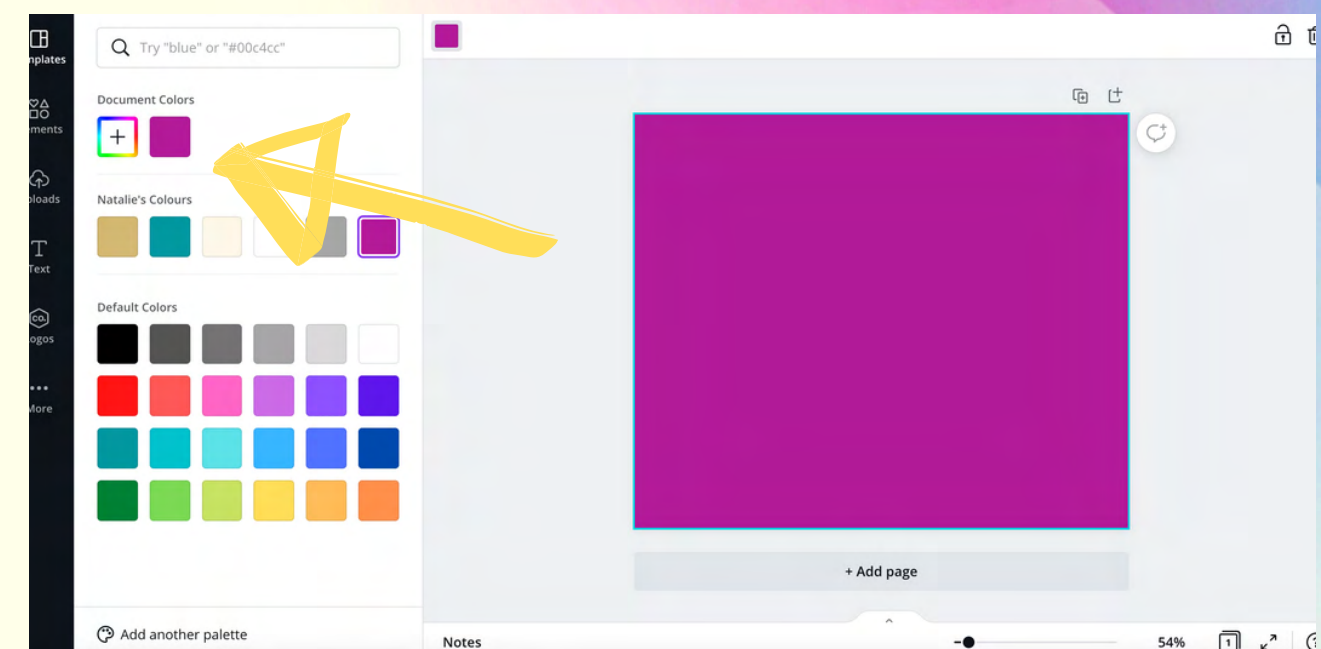
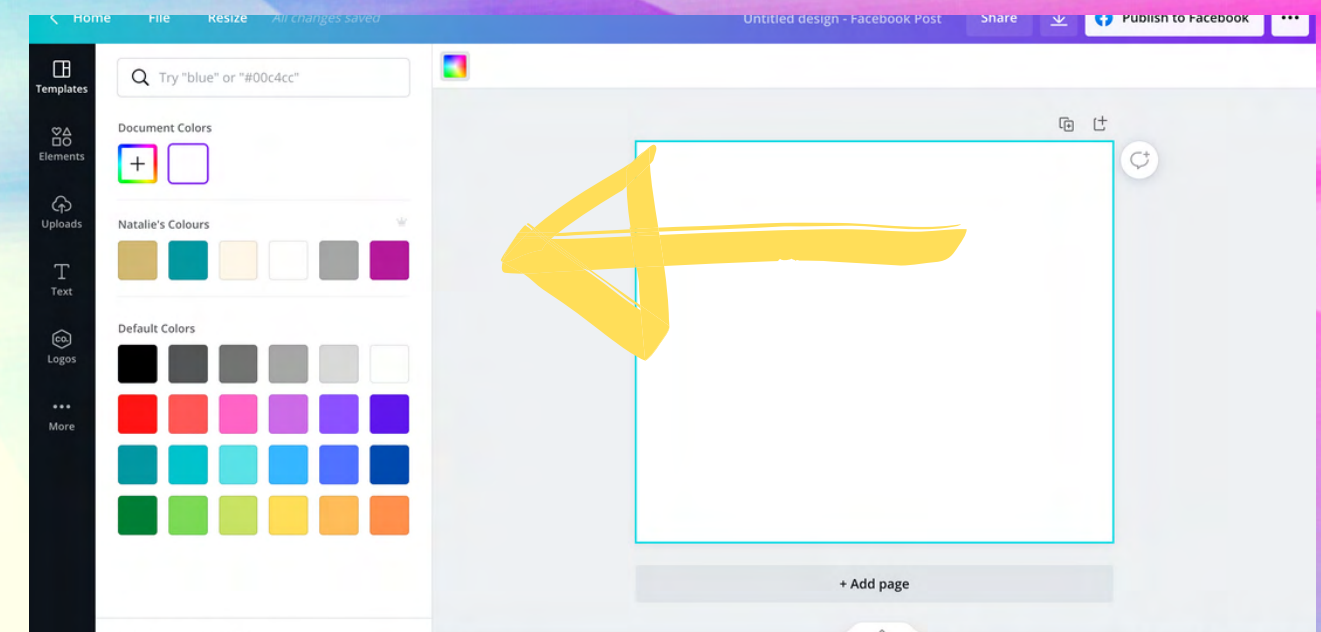
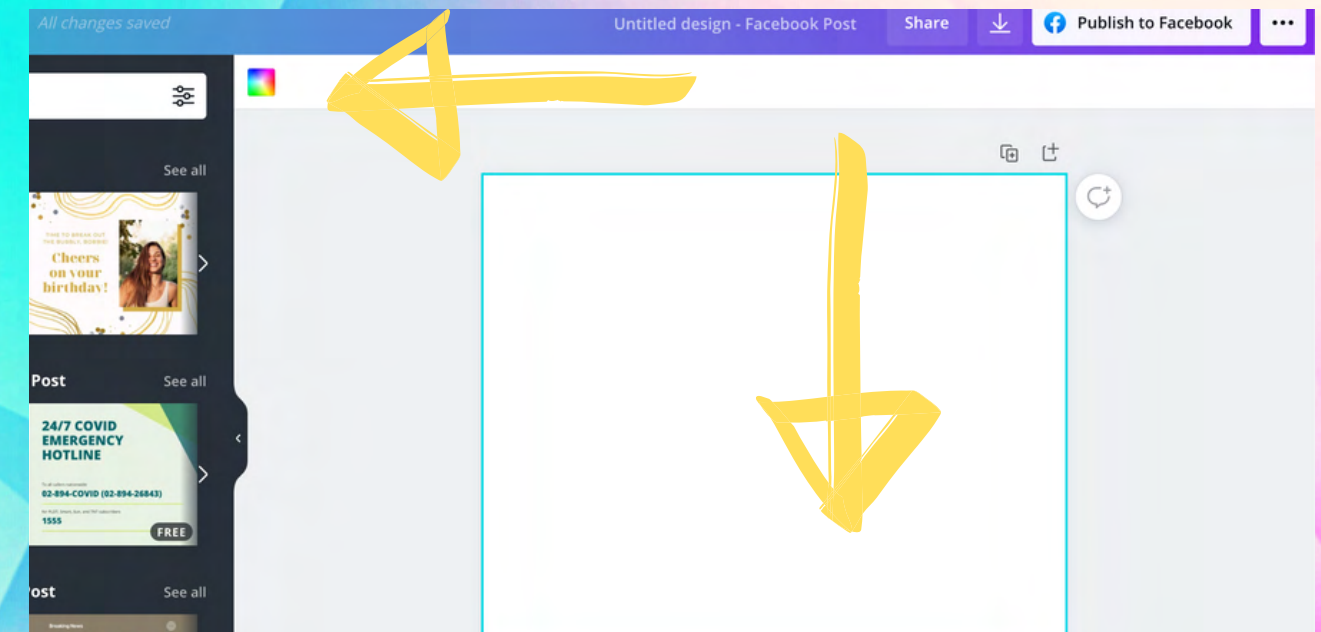
Click an app to use depending on the type of media you want to add:

- Bitmoji – custom Bitmoji avatars
- Dropbox – your saved media files
- Embeds – click for more media options
- Emoji – emojis
- Facebook – Facebook photos
- Giphy – GIF images
- Google Maps – interactive map
- Instagram – Instagram images
- Pexels – free stock photos
- Pixabay – free stock photos
- QR Code – custom QR code
- YouTube – YouTube videos

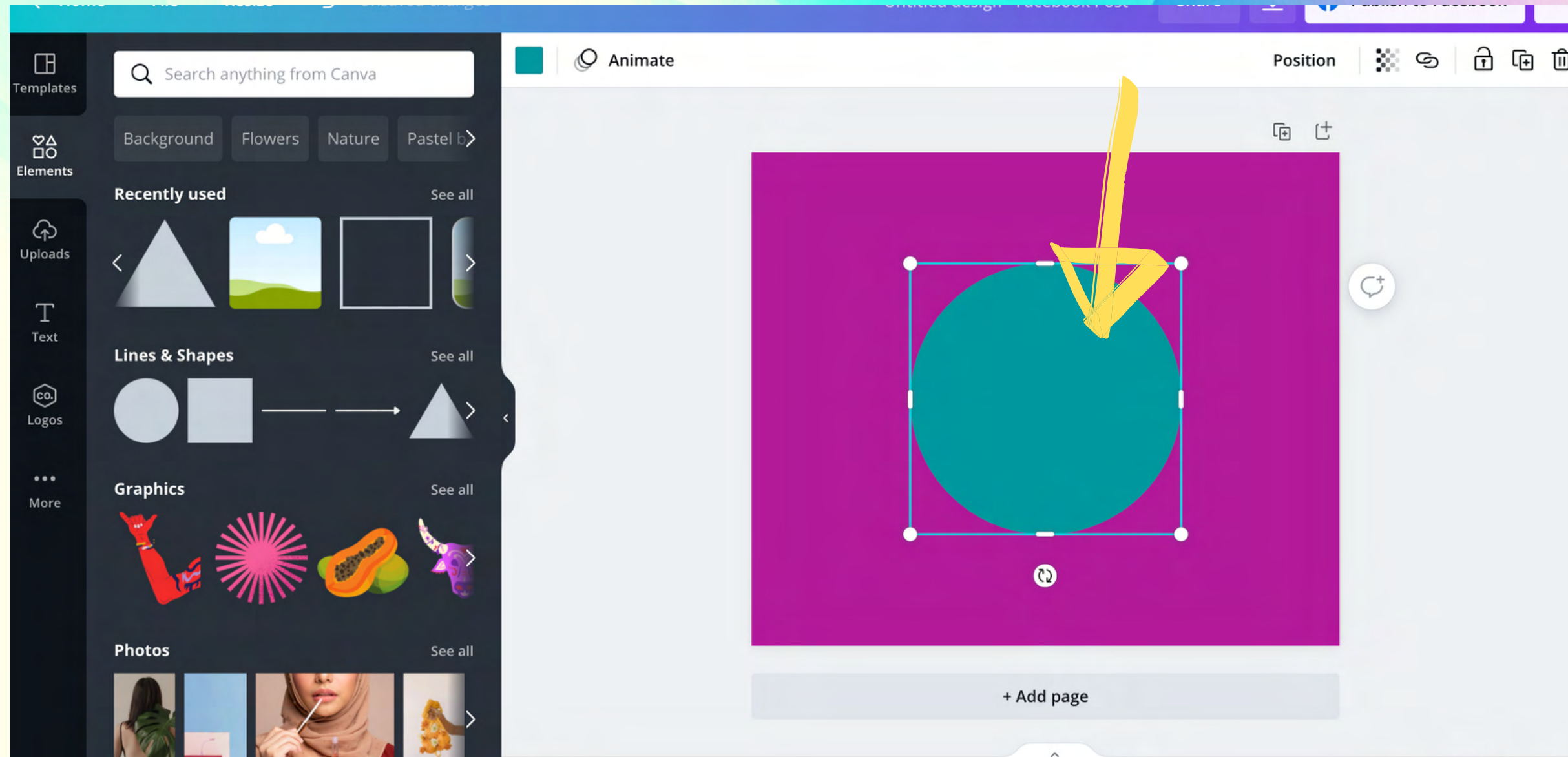


Changing the background colour

- To begin editing something by clicking on it – blue box will appear around it
- Start with changing the background color to make the post look visually appealing.
- To change the background color, click once on the post you are designing. You will notice the background color and animation option have appeared on the bar above your design.
- Click on background color to get a list of options to choose from.
- The color palette will have colors related to the photos or elements in your design. Below are the default colors and an option to add another color palette.



Add Shapes/Images/Lines etc.

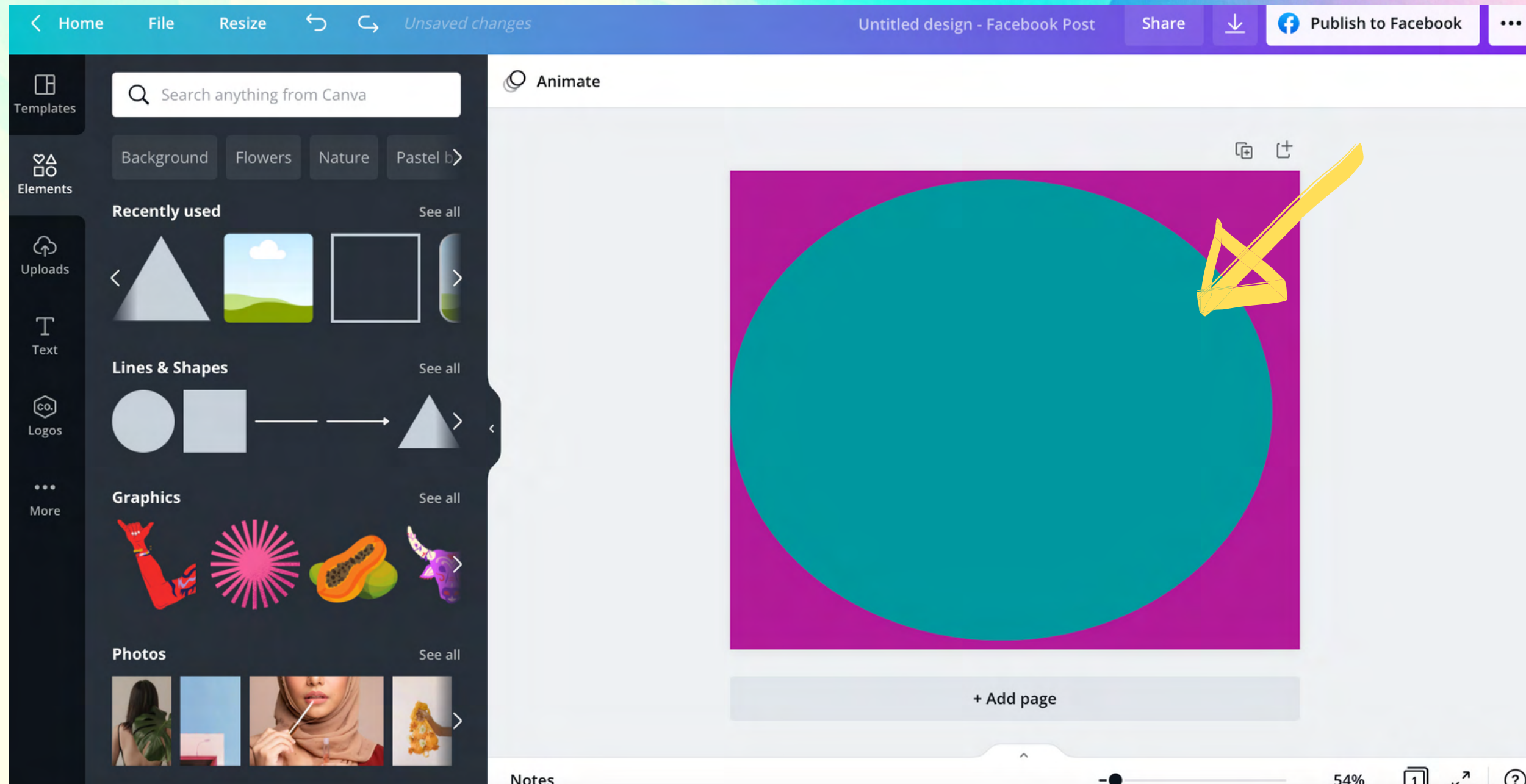


Click the Elements tab from the side panel.

Browse the shape and line groups by clicking See all next to each one.

Click on one to add it to your design.

Changing the size of elements



Click to select the element you want to adjust.

Click Crop from the toolbar above the editor.

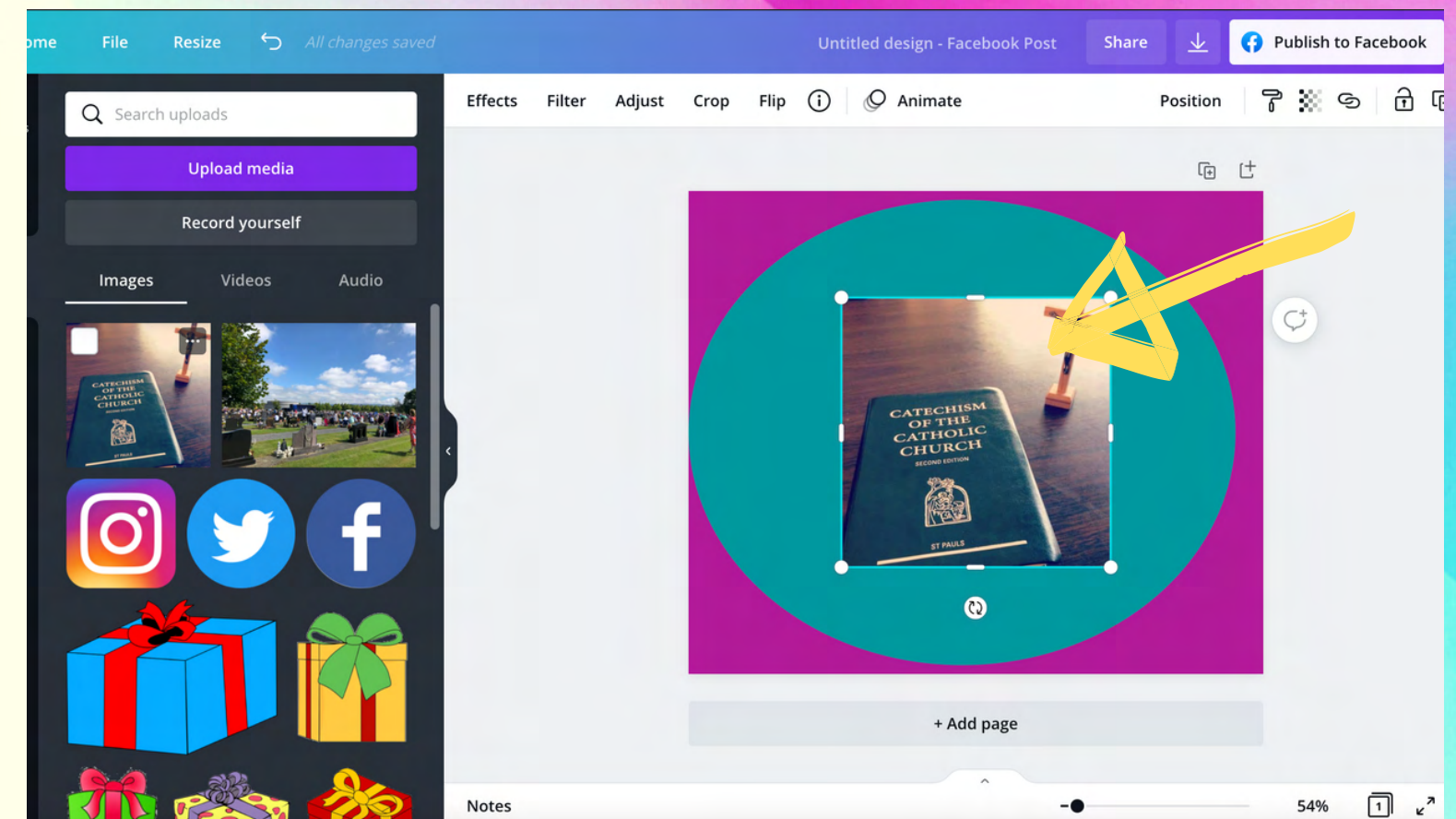
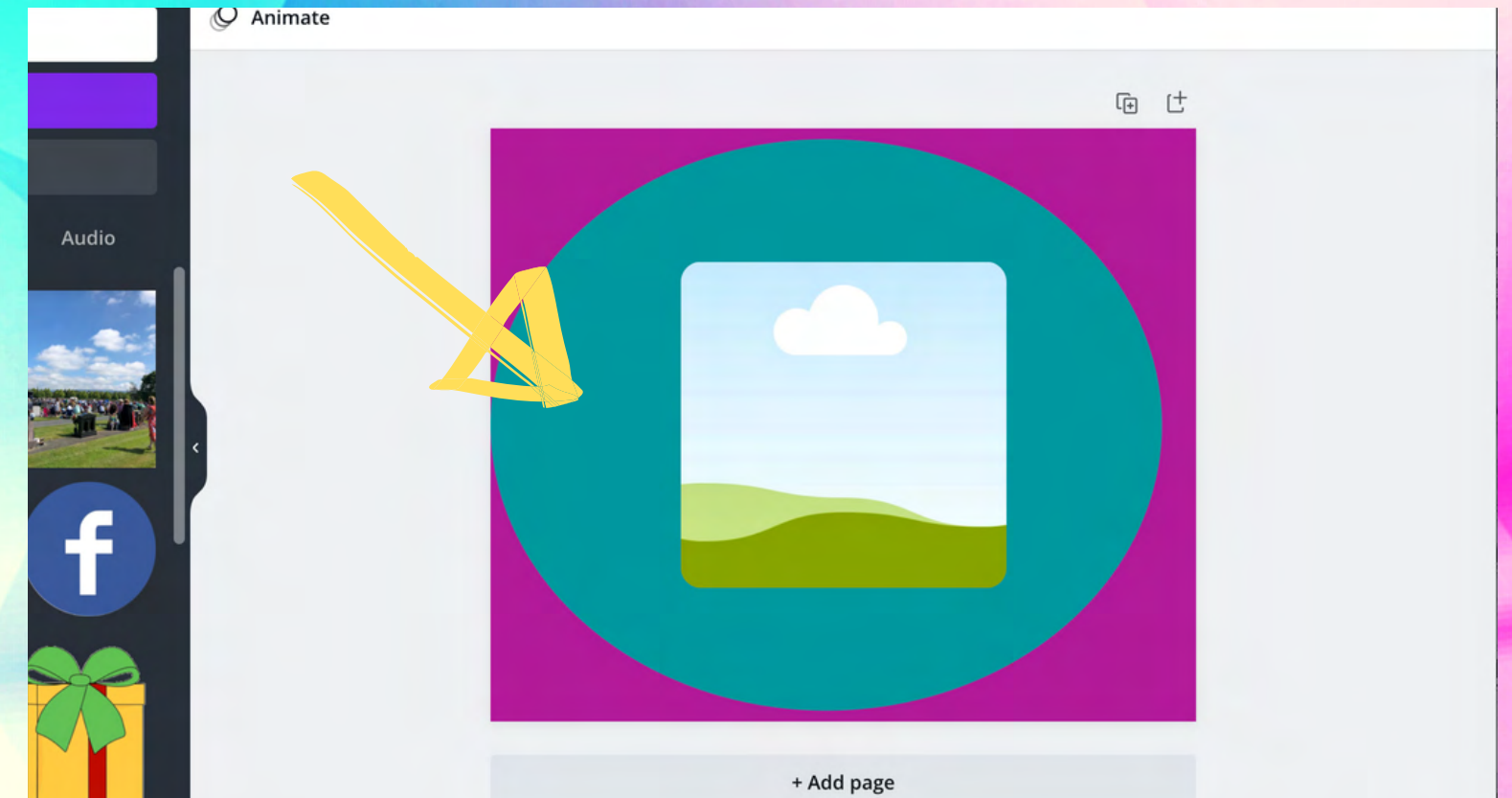
Hold any of the white circle handles on the corners, and drag in or out.

Click Done from the toolbar to apply the changes.

Frames

To find frames in Canva, simply go to “elements” and then scroll down to “frames.” Or, you can utilize the search bar and type “frame” to see your options.

Next, find the photos you want to place in the frames—and don’t worry! If the photos you want to add aren’t the perfect size, you can double-click them while they are in the frame and then drag to adjust which specific part of the photo you want to display.



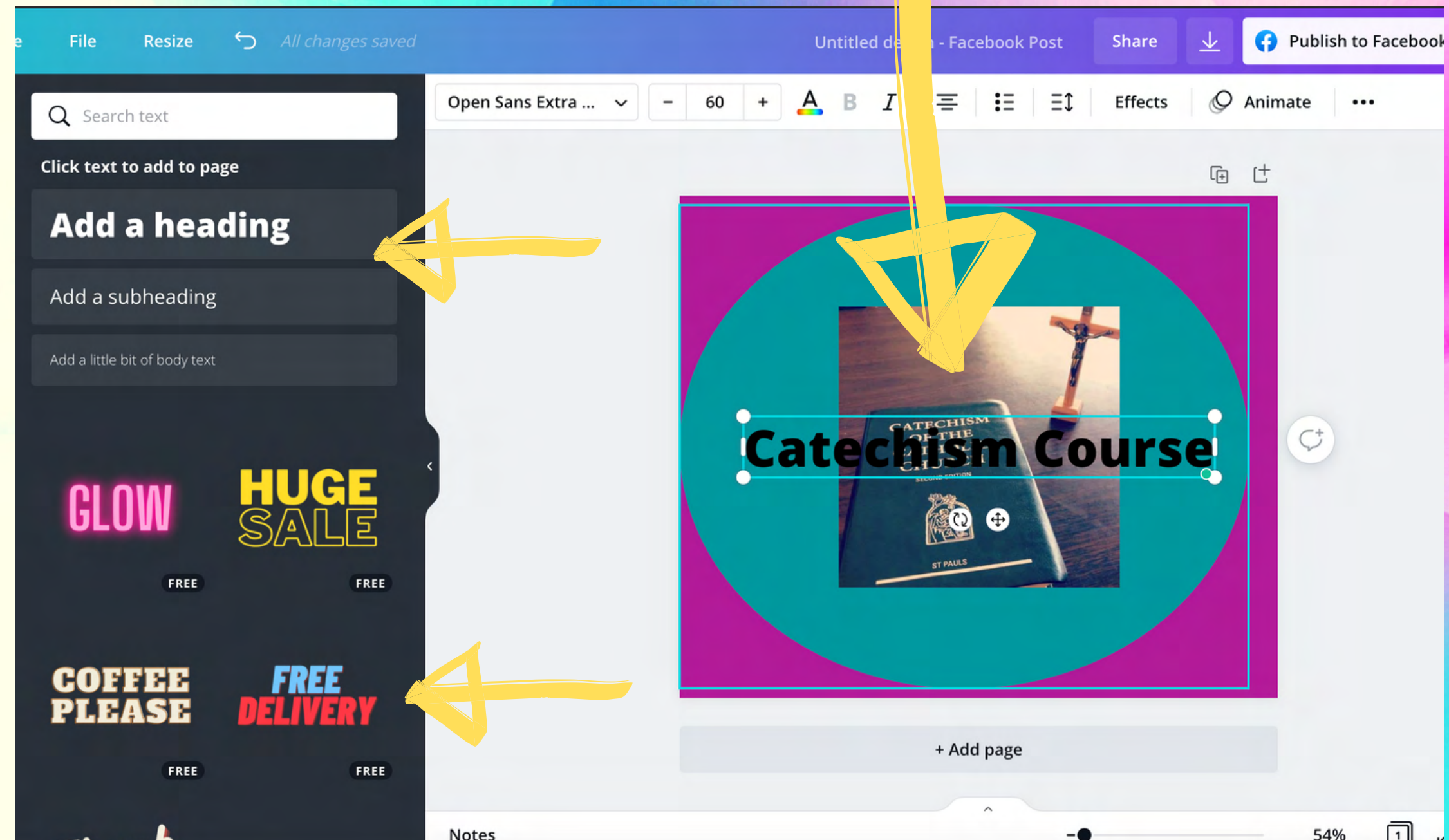
Adding text to designs

There are two options to adding text. The first is to click the three default text options at the top.

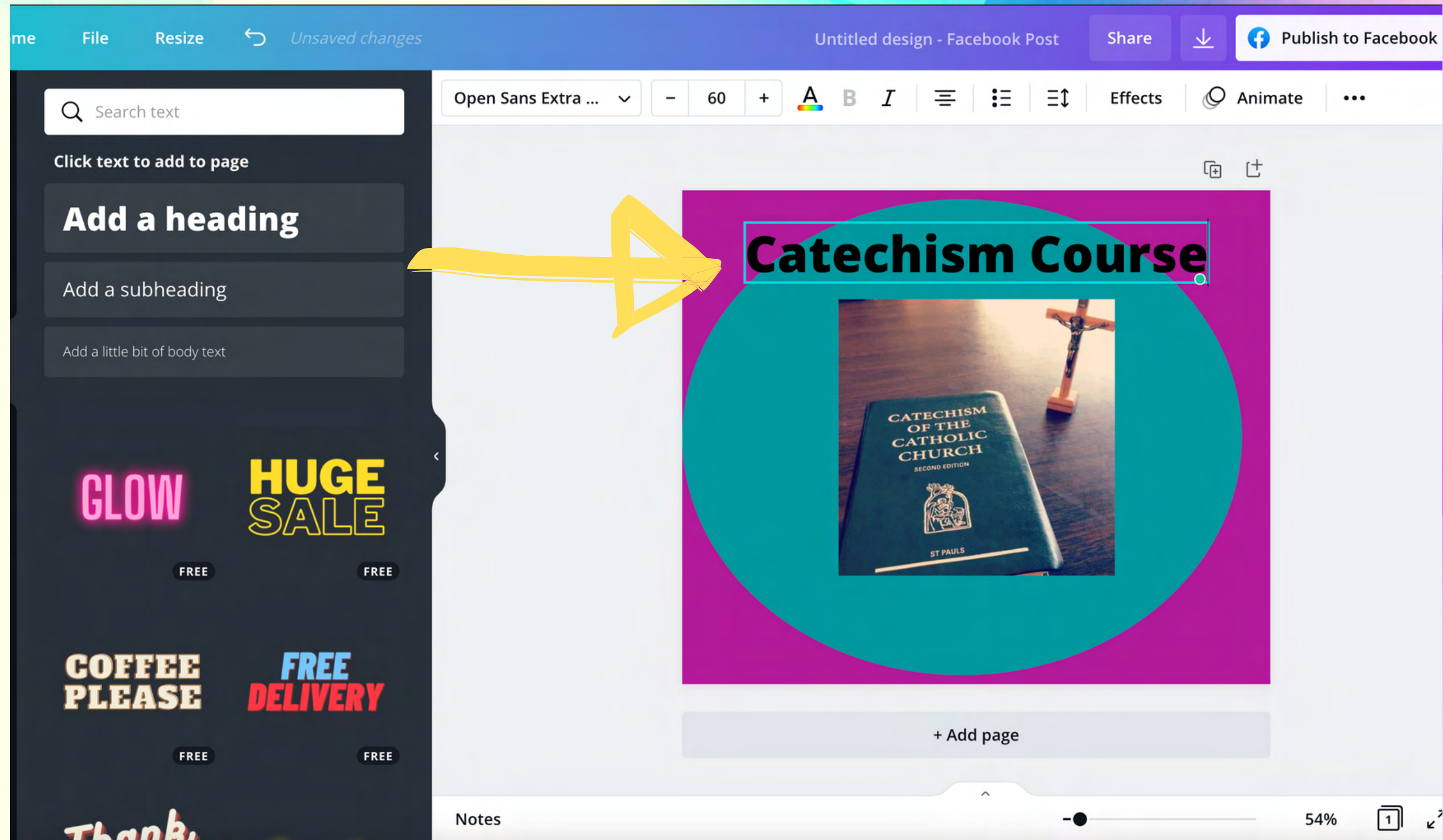
The second option is to choose one of the font styles which often have different texts grouped. You can ungroup them, position them, or delete them. You can also create a duplicate or add special effects like transparency.

The text will appear often in the middle of your design but and can then be resized/moved/altered etc.

To add text simply click on it in the menu bar at the side or click and drag onto your design



Anything Can be moved to within the boundaries of the space you are working on

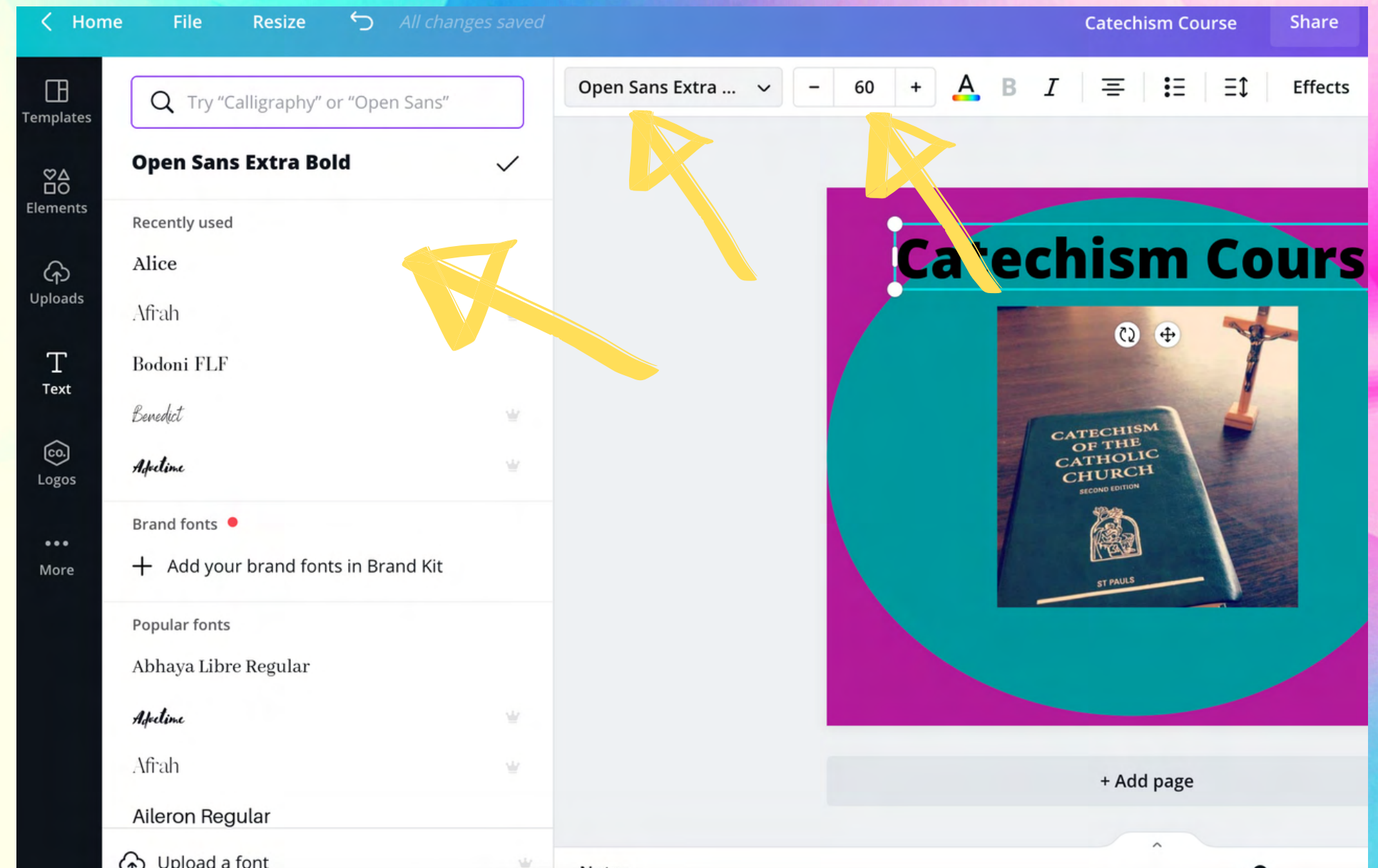


Changing text on your design

Double click on the text you would like to edit to edit existing text boxes.

To change font size, first, select the text box or specific line of text that you would like to adjust. Then, notice that font size options appear at the top of the screen. Click the font dropdown menu in this white bar to choose the size.

To change the font, select the text box. Then at the top you will see a box labeled with the name of the font your are currently using and is the first drop down menu in this bar. This will open up your font menu on the left. From here you can scroll to find the font you want or search using the search bar.

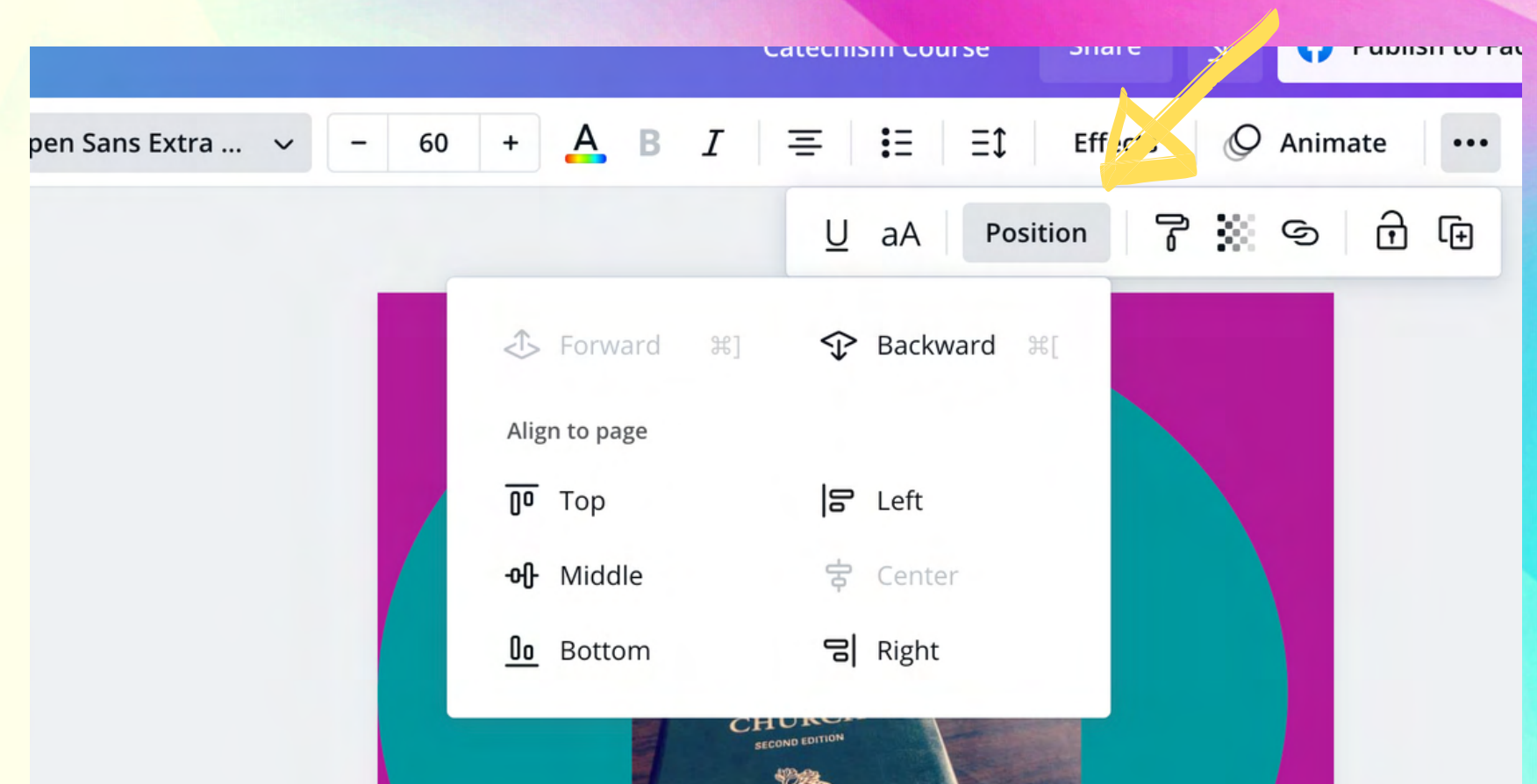


Extra Tips and Tricks

The 3 dots at the end of the menu bar gives more options

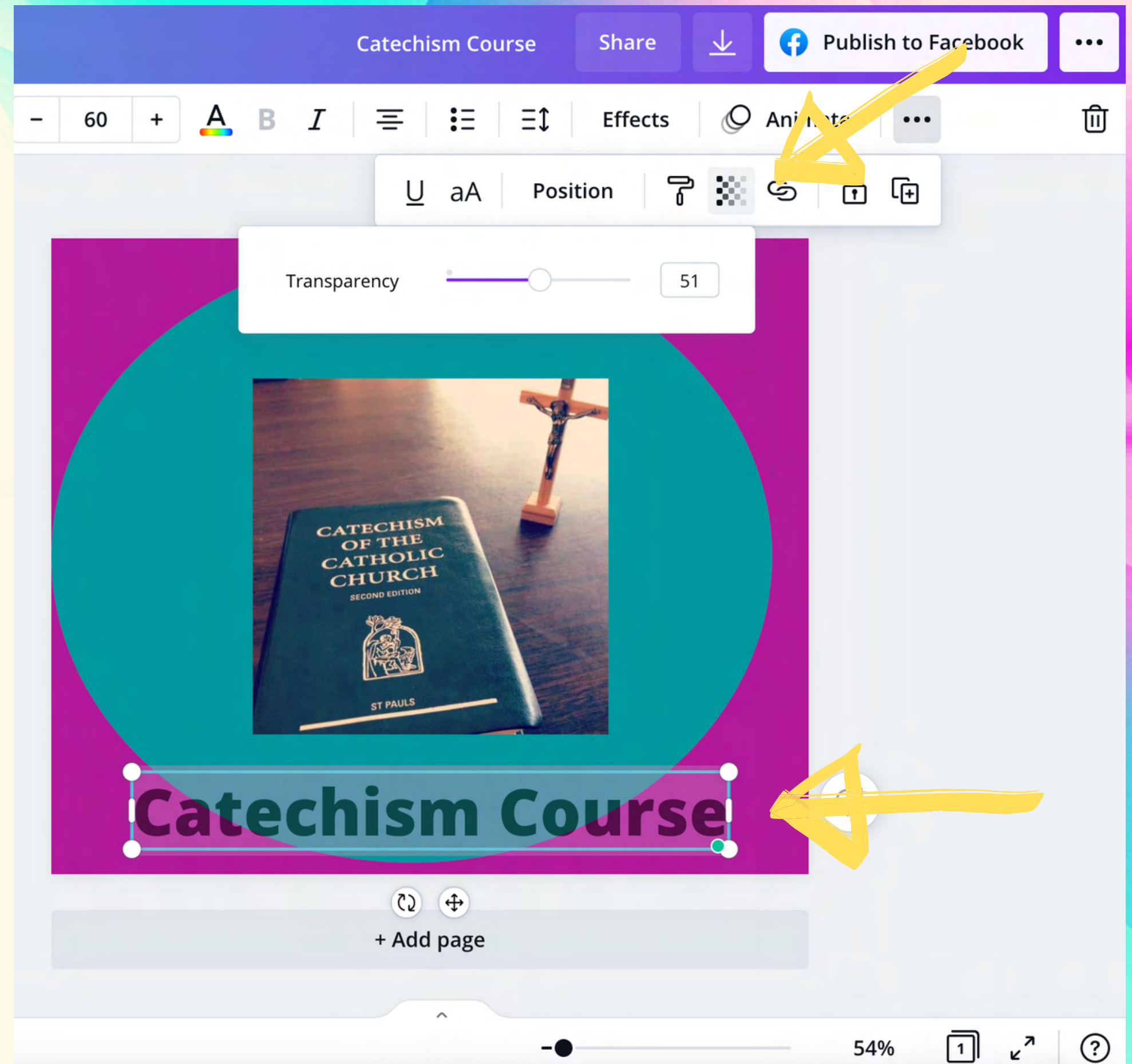


The position tool helps you to place each element – e.g. you might want to add another image but move it backwards so that the text sits over it



Key features are being able to fade something (useful for a background image) and the lock – which holds your design in place – so if you move one thing, everything won't move

Transparency can be used on text, images and all elements in the design



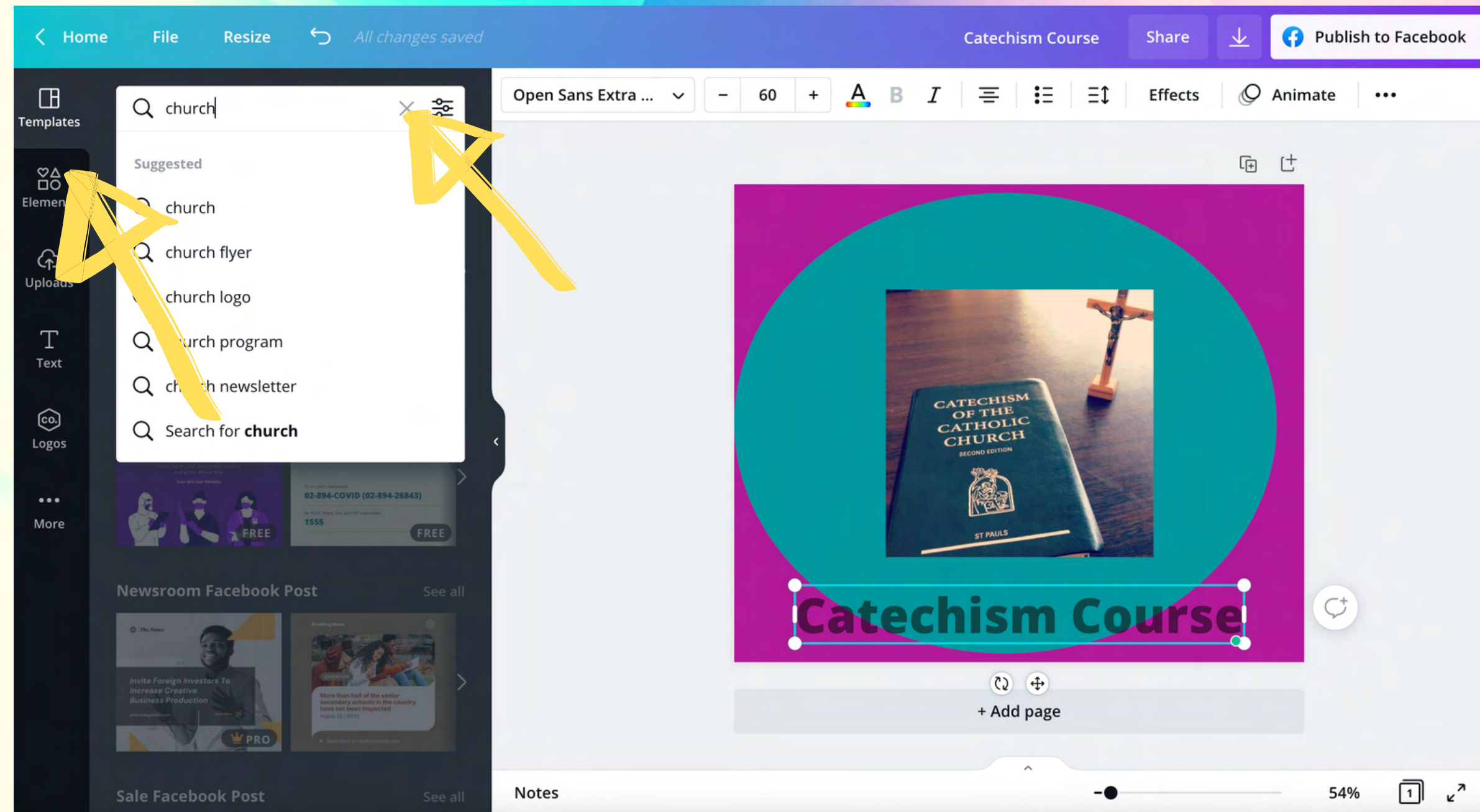
The Canva logo is a teal circle with the word "Canva" in white script font. The background is a dark blue gradient with faint, light blue wavy patterns.

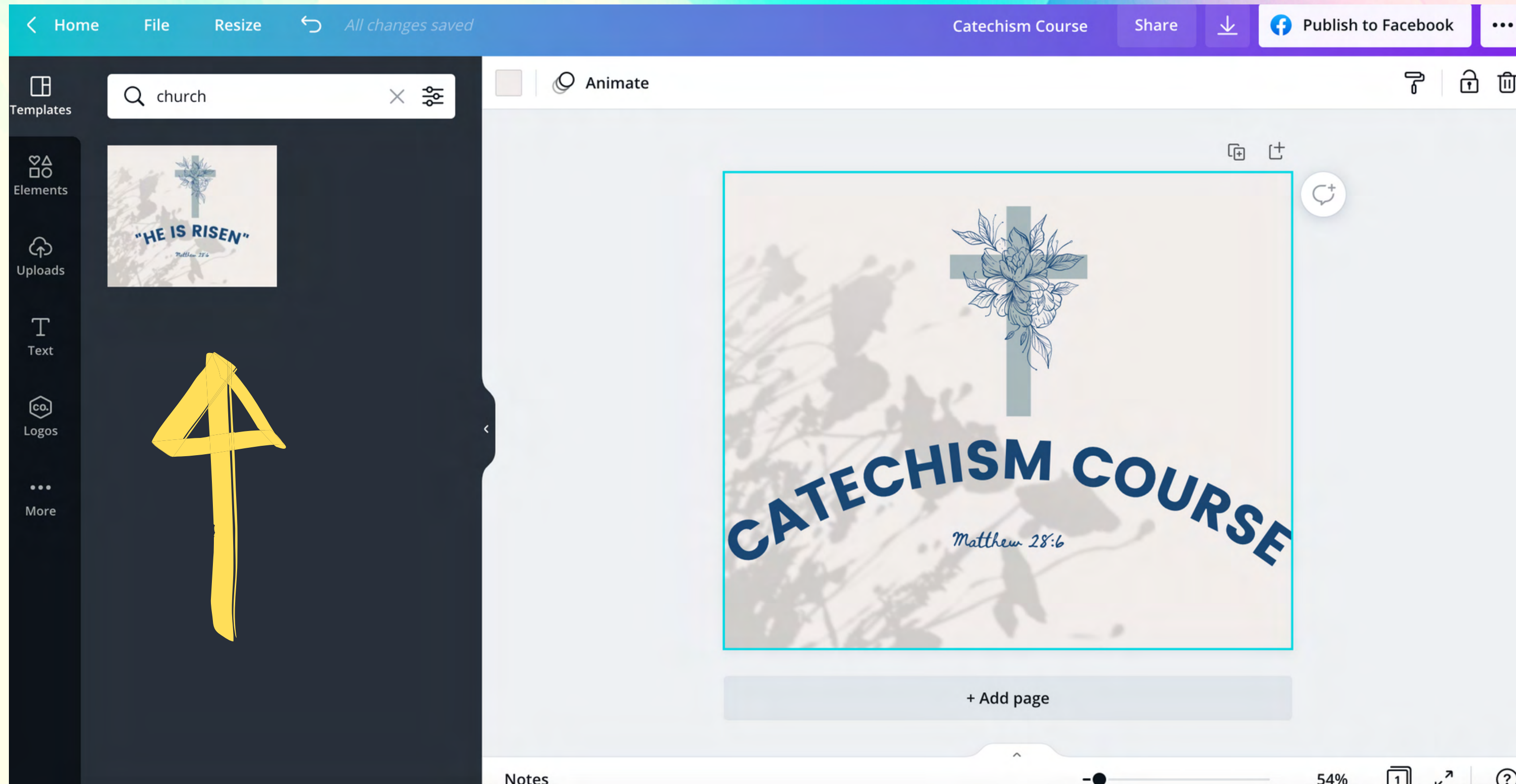
Canva

Creating a Posts using a Template

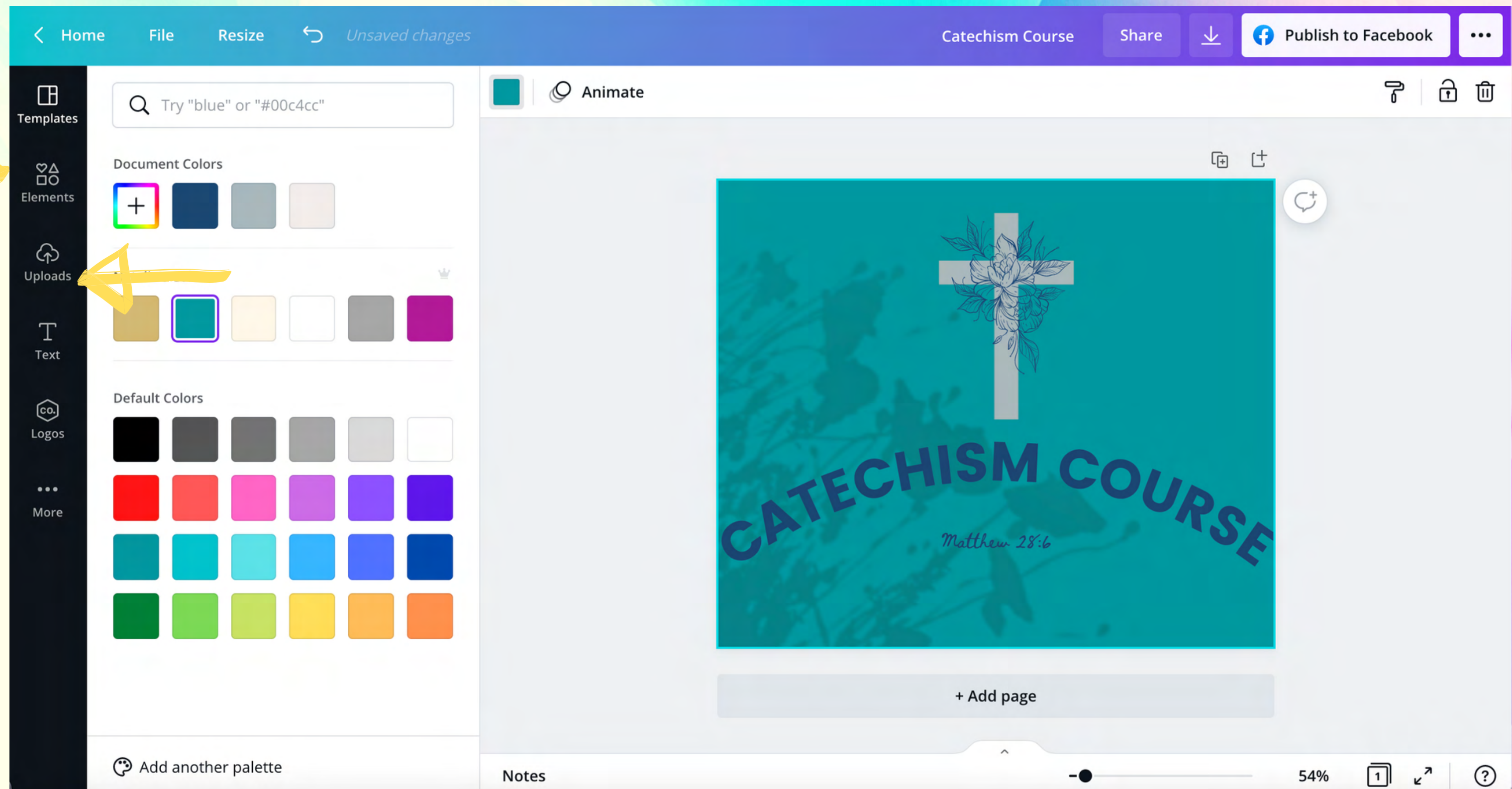
If you want to find a certain template click the template tab

Type in key words and then select the options that come up

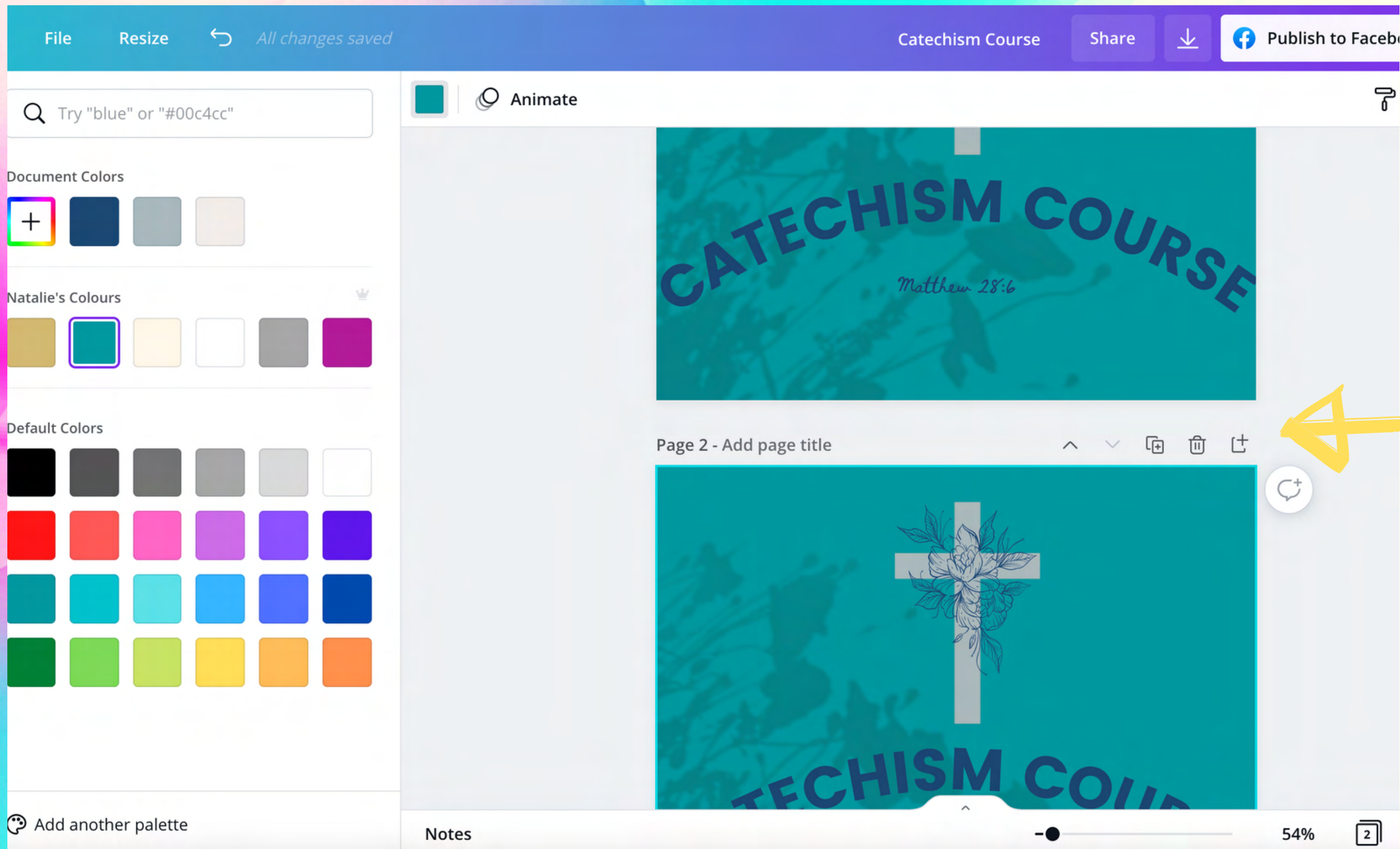




The options from your search will appear here & click on whatever you want to chose



Begin editing the template as you would a blank page by using the elements, text and uploads tabs.




To add or delete a page, use these icons – you can add a new, blank page or make a copy of the current one

Other options are below for zooming in to do detail work, change pages and add notes



Downloading your Content

To save your design,
click the Download Symbol 

Select the format you want it
to download in:

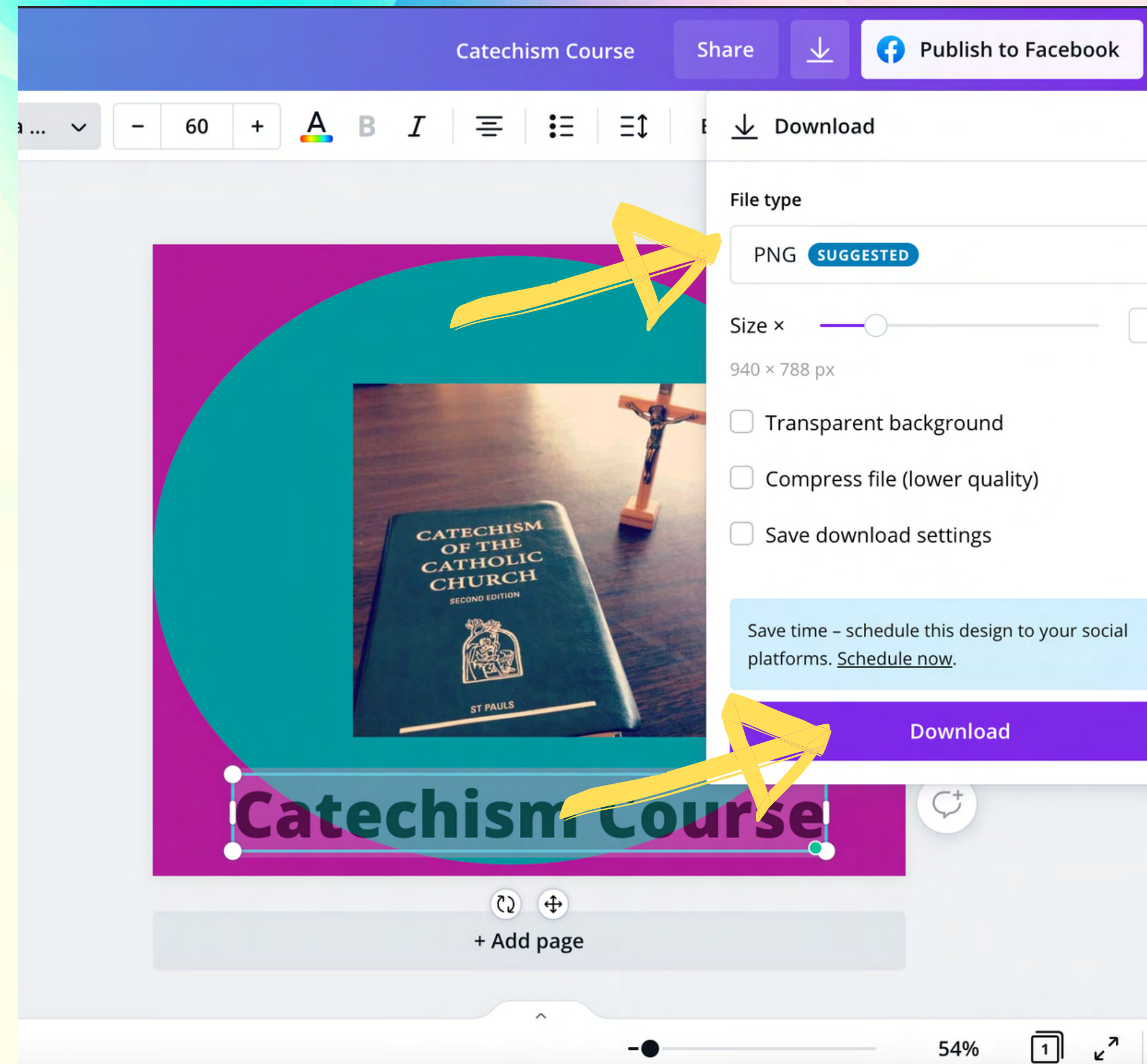
photo – png/jpeg

posters (online) – png/jpeg

documents or posters

(printing) – PDF

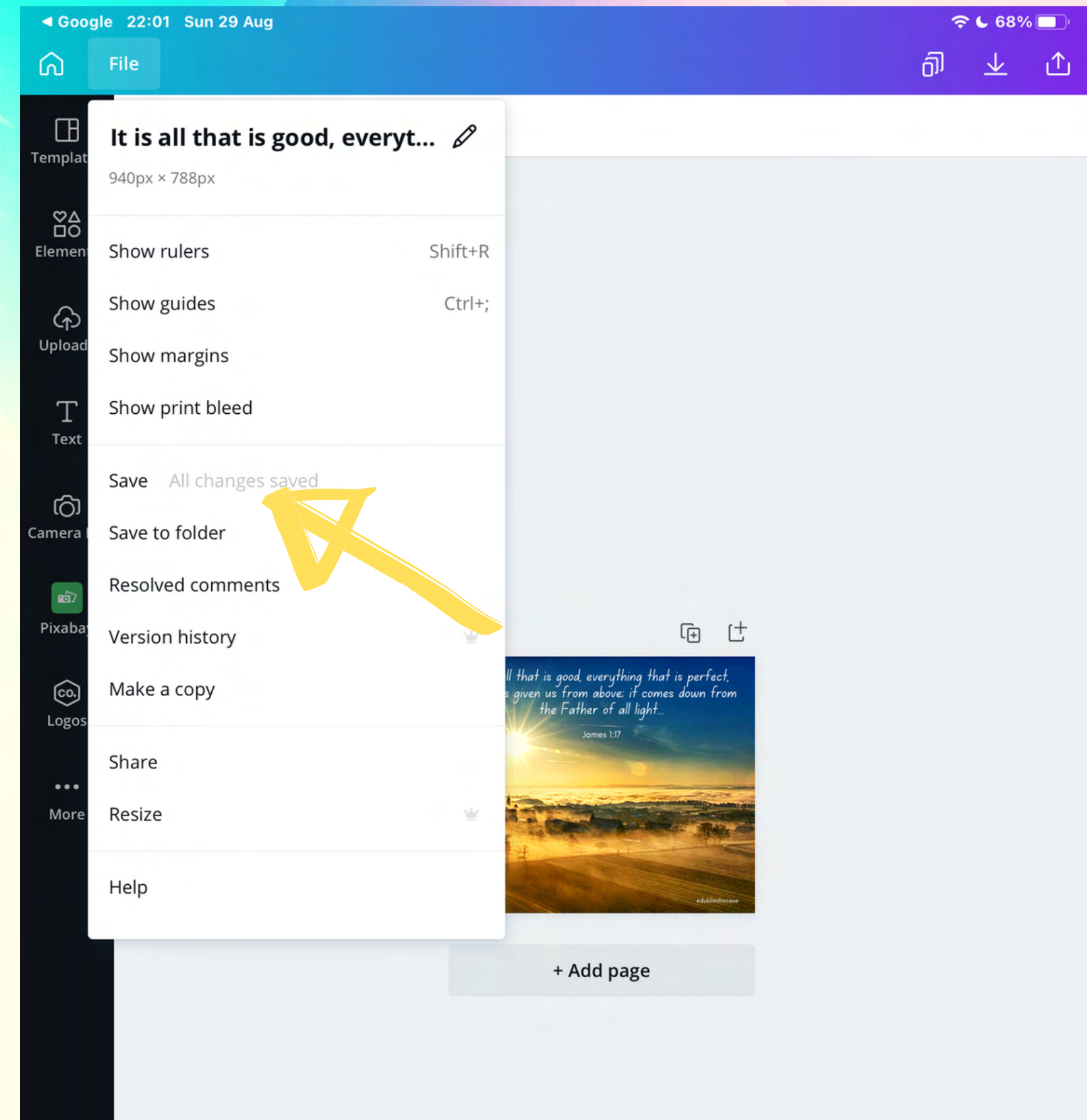
Click the Download Button



One last very important thing to know!

Canva saves your work as you go along.

This means that if you want to create templates that can be reused you **MUST SAVE A COPY**. You can do this by clicking on File in the top left and selecting save a copy. Every time you start a new design from this template you will need to **MAKE A COPY BEFORE** you make any changes or Canva will just save all the new info and you will have lost your template.



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Canva

Support Videos



'How To' Videos:

10 Minute Videos:

<https://www.youtube.com/watch?v=zJSgUx5K6V0>

<https://www.youtube.com/watch?v=WL-WbHwsbs8>

Extensive Tutorial:

<https://www.youtube.com/watch?v=un50Bs4BvZ8>

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Canva

Getting Ready for Session 2

SESSION 2

For the next session, we would like you to:

- 1. Read over the Notes**
- 2. Set up your Canva Account**
- 3. Rough Outline of an idea for your Parish**



Any Questions?

A row of eight light-colored wooden blocks, each with a single lowercase letter in a dark, sans-serif font, spelling out the words 'thank you'. The blocks are arranged horizontally on a dark, textured surface. The background is a soft-focus bokeh of numerous warm, golden-yellow light circles, creating a warm and festive atmosphere.

thank you

natalie.doherty@dublindiocese.ie

kirsten.mahon@dublindiocese.ie