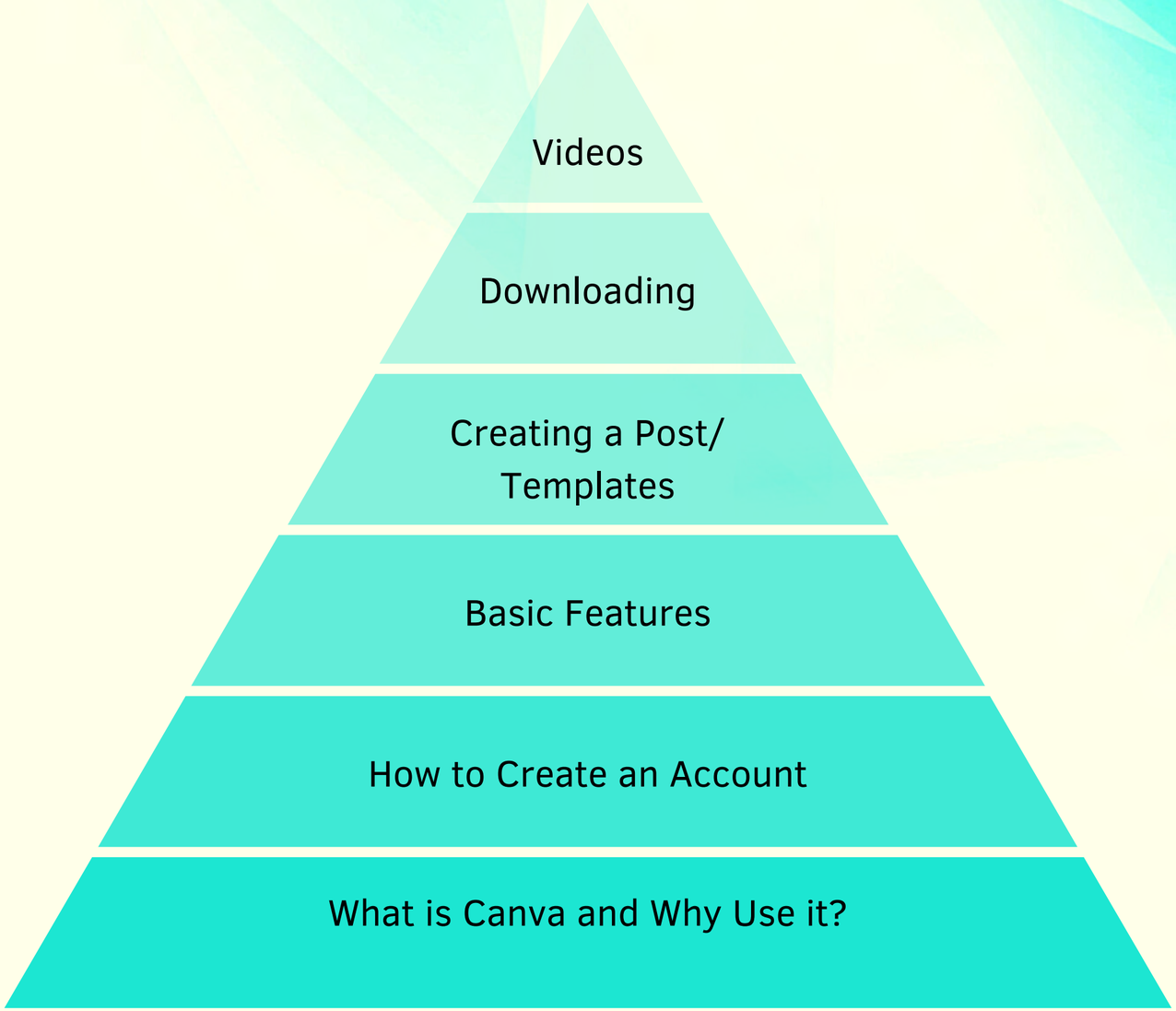
Digital Parishes: Creating with

Natalie Doherty
&
Kirsten Mahon



Canva

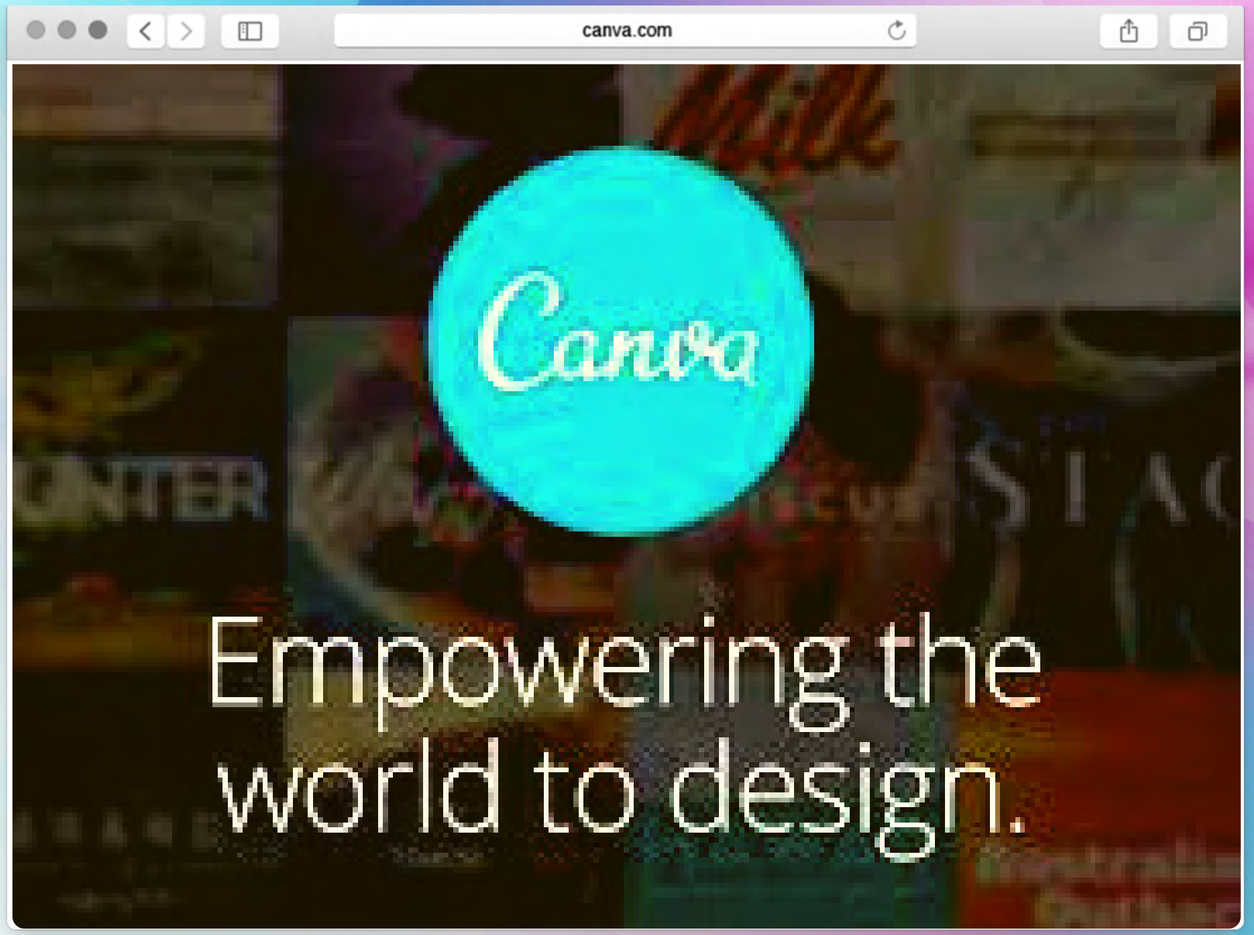
Training Outline

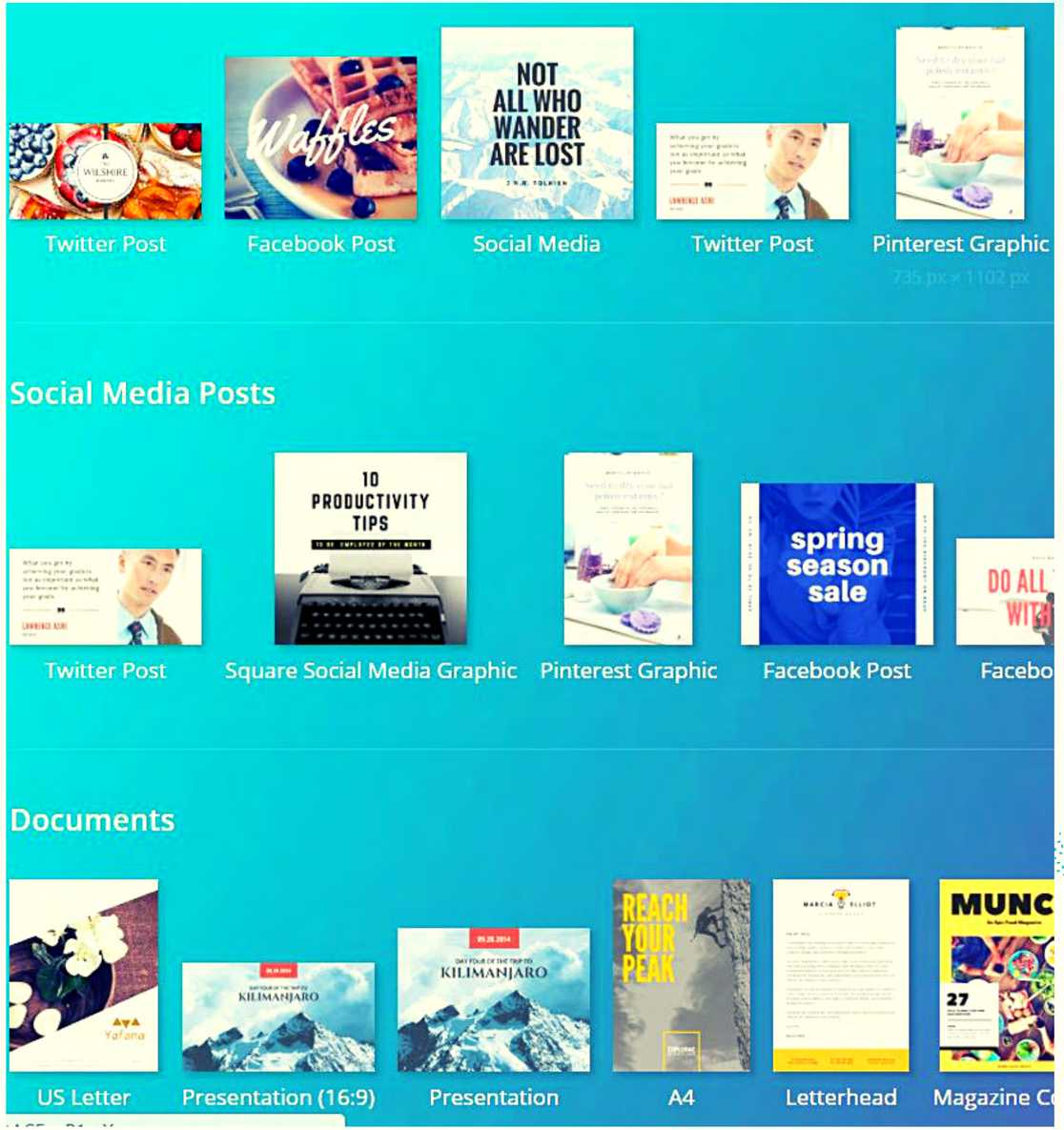
What is Canva?

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.





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

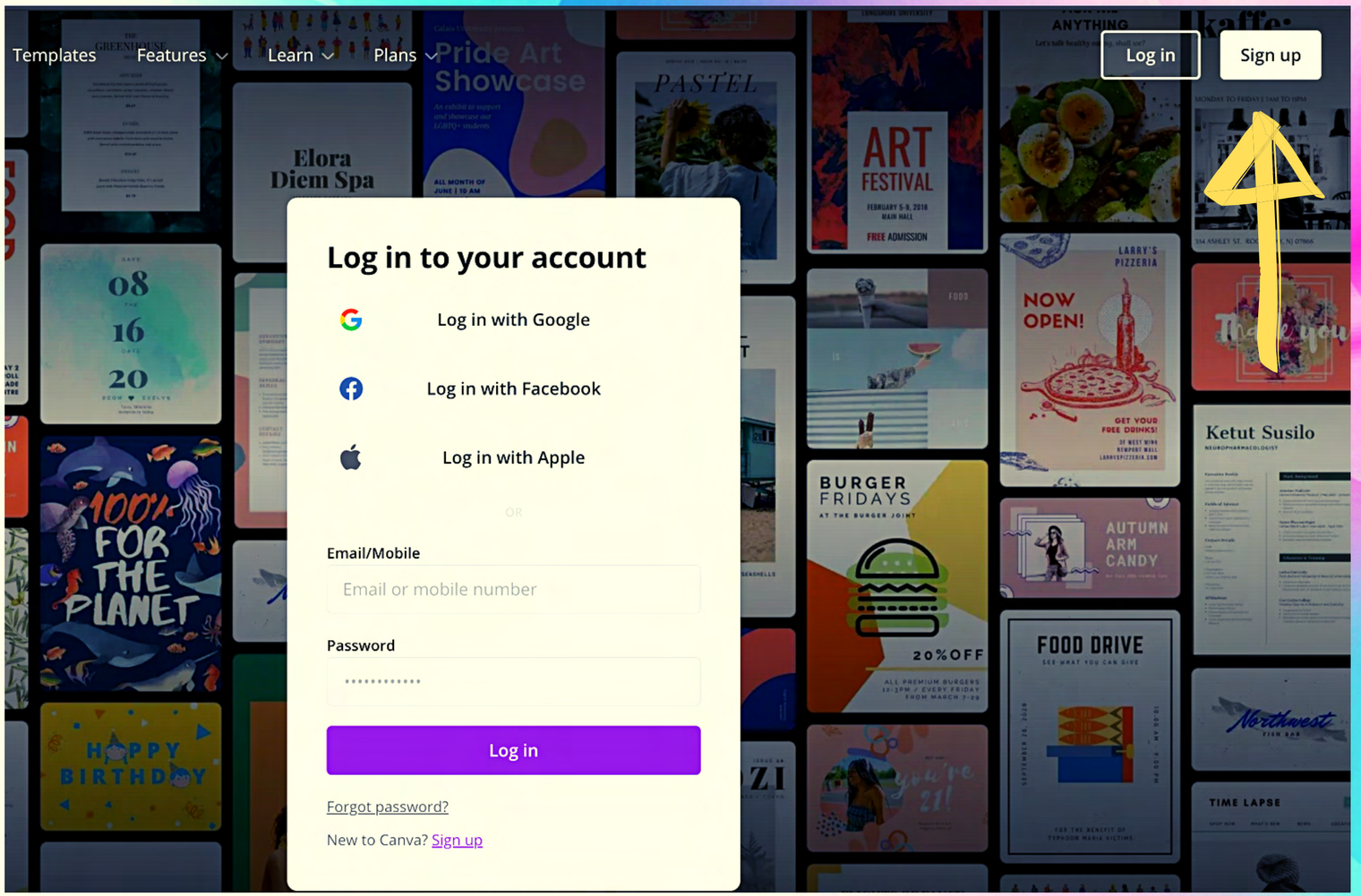
- All the above plus more templates, images, higher storage, Brand Kit creation
- Cost: €11.99/month or €109.99/year

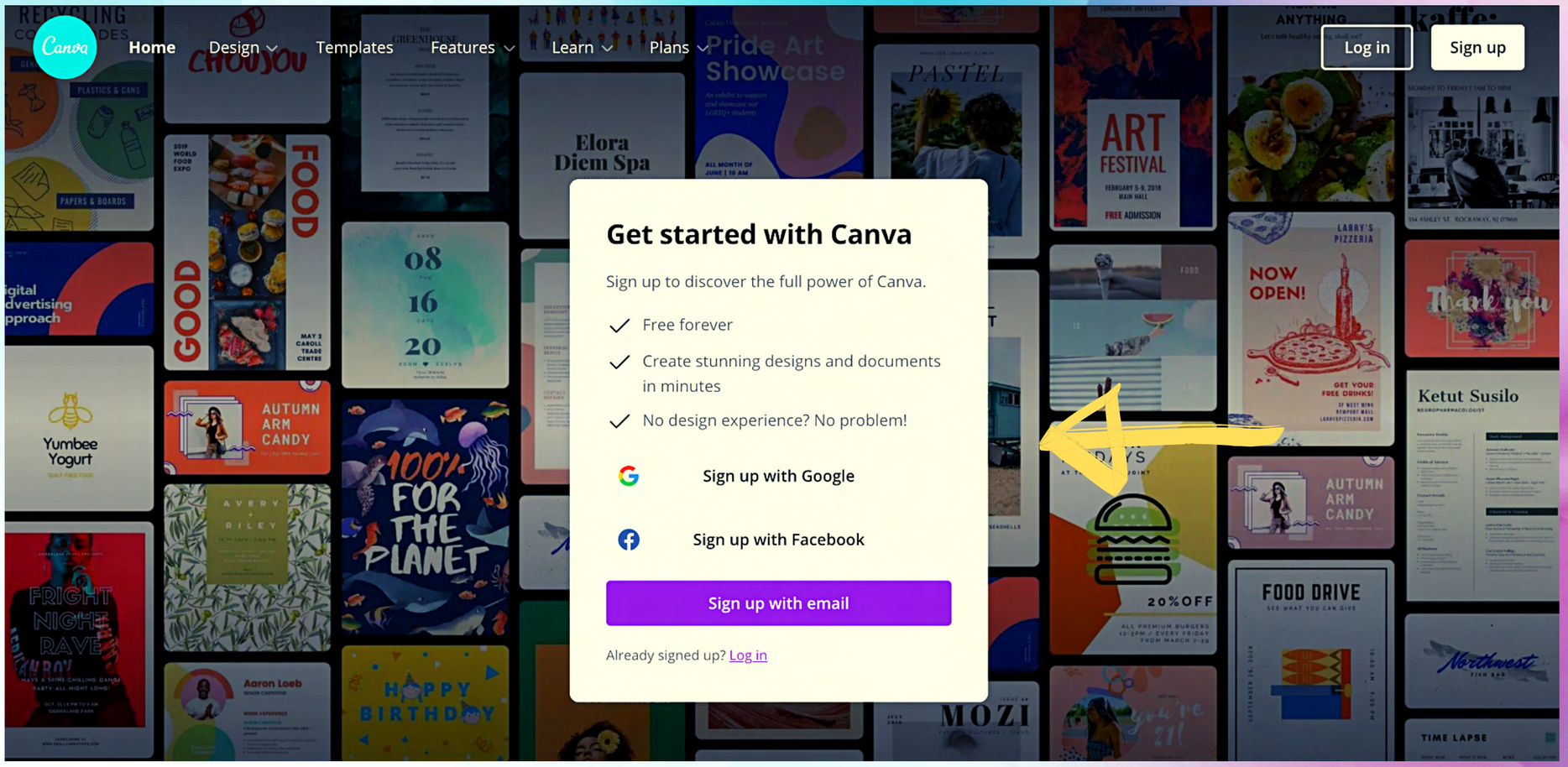
How to Create an Account

Start by going to:

www.canva.com

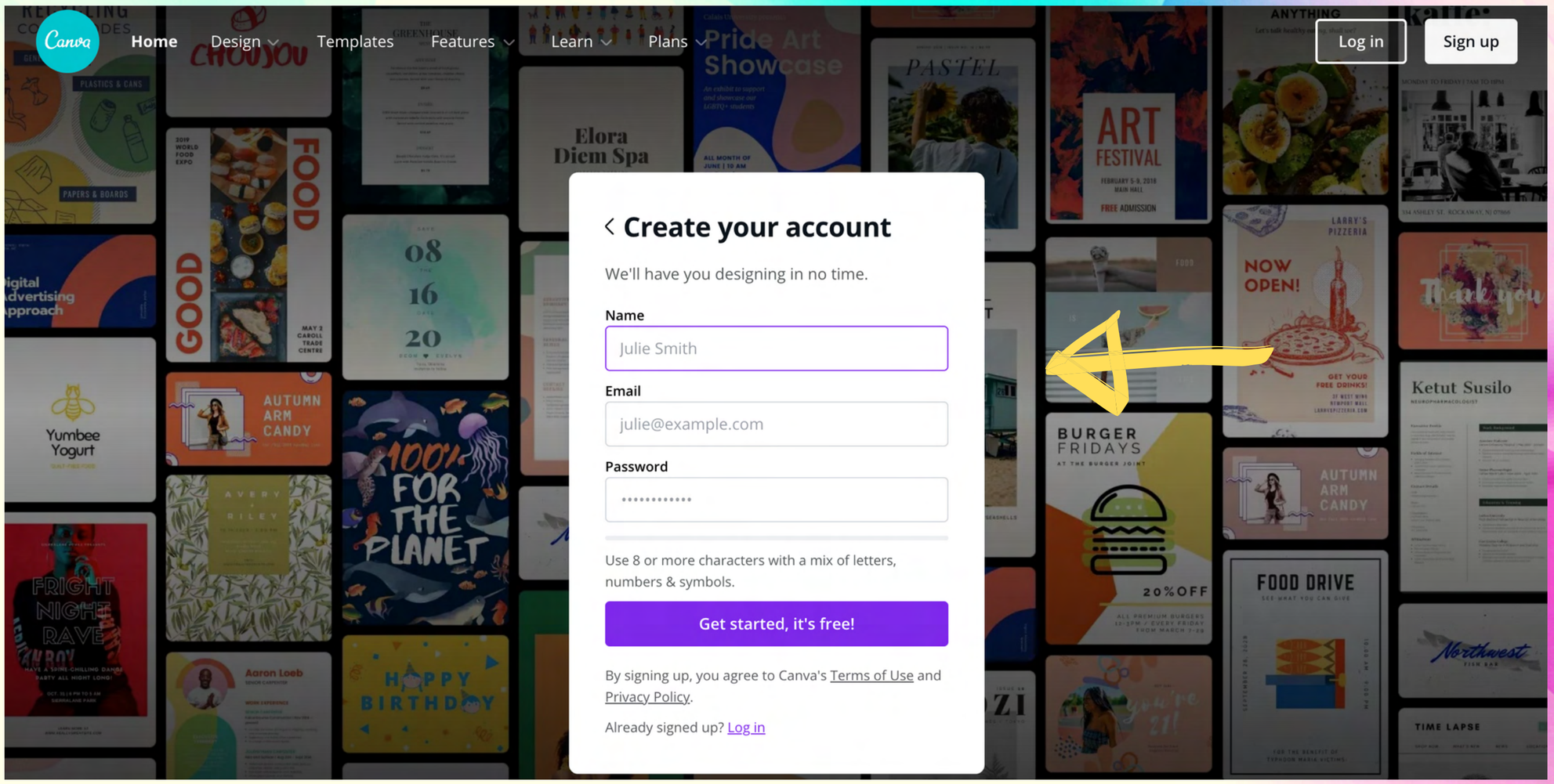
Click the white ‘sign up’ button.





You can create a Canva account in three ways -

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

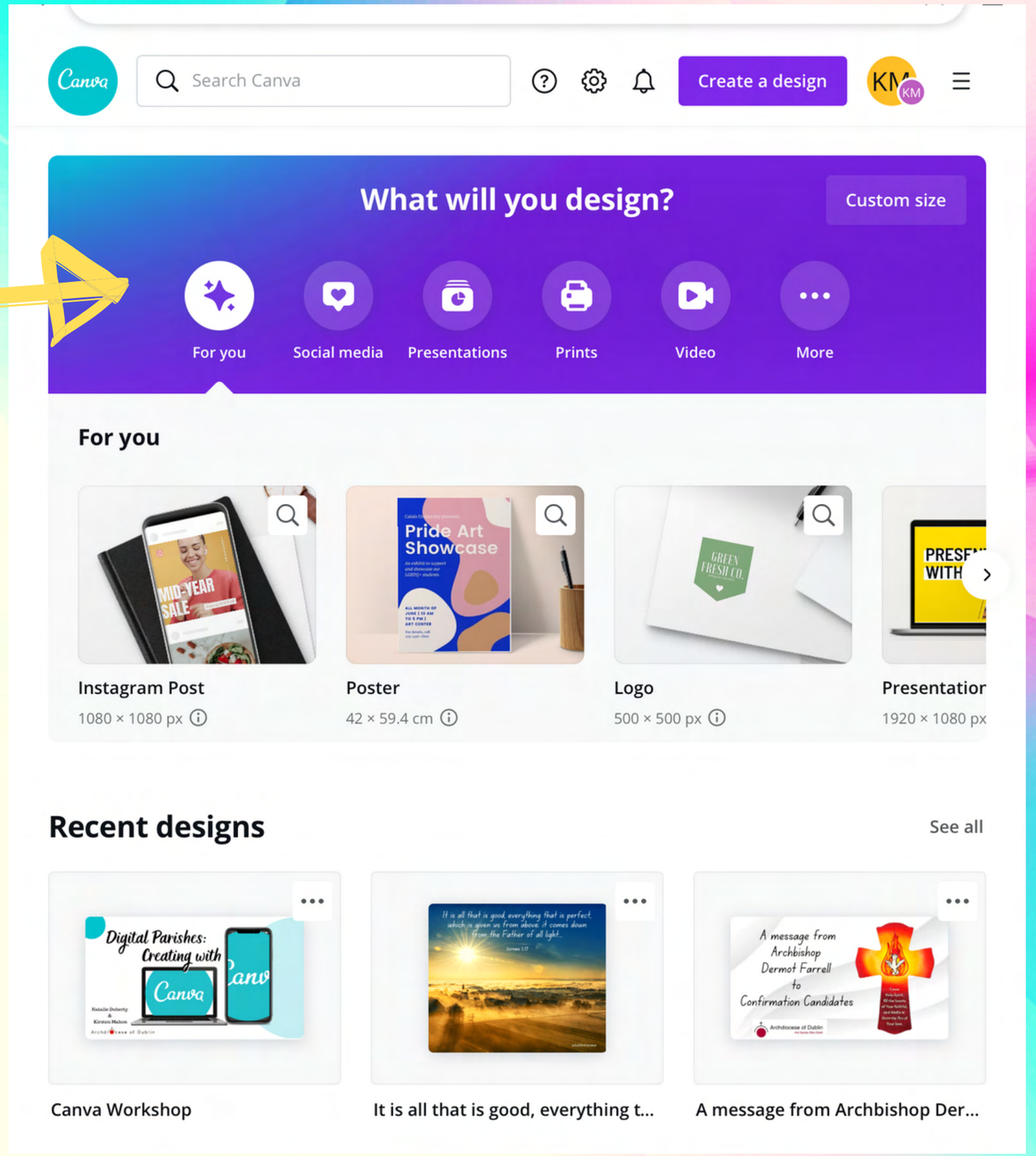


if you are opting for creating your account with an email address, this box appears. Type your name, email address, and choose a strong password. Then press on get started to create your free Canva account. You may have to check your email and confirm it for completing the creation process.

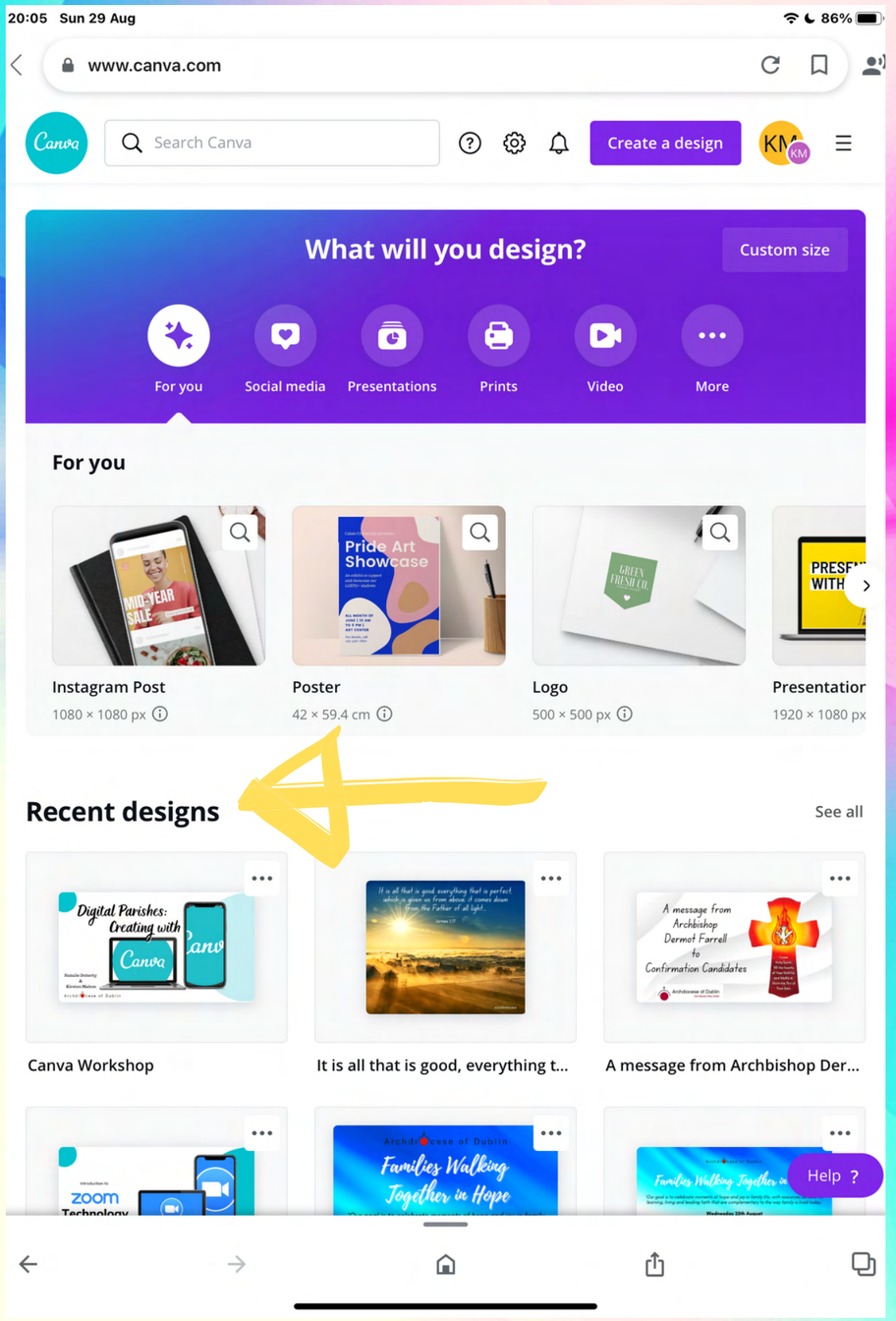
Basic Features

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.



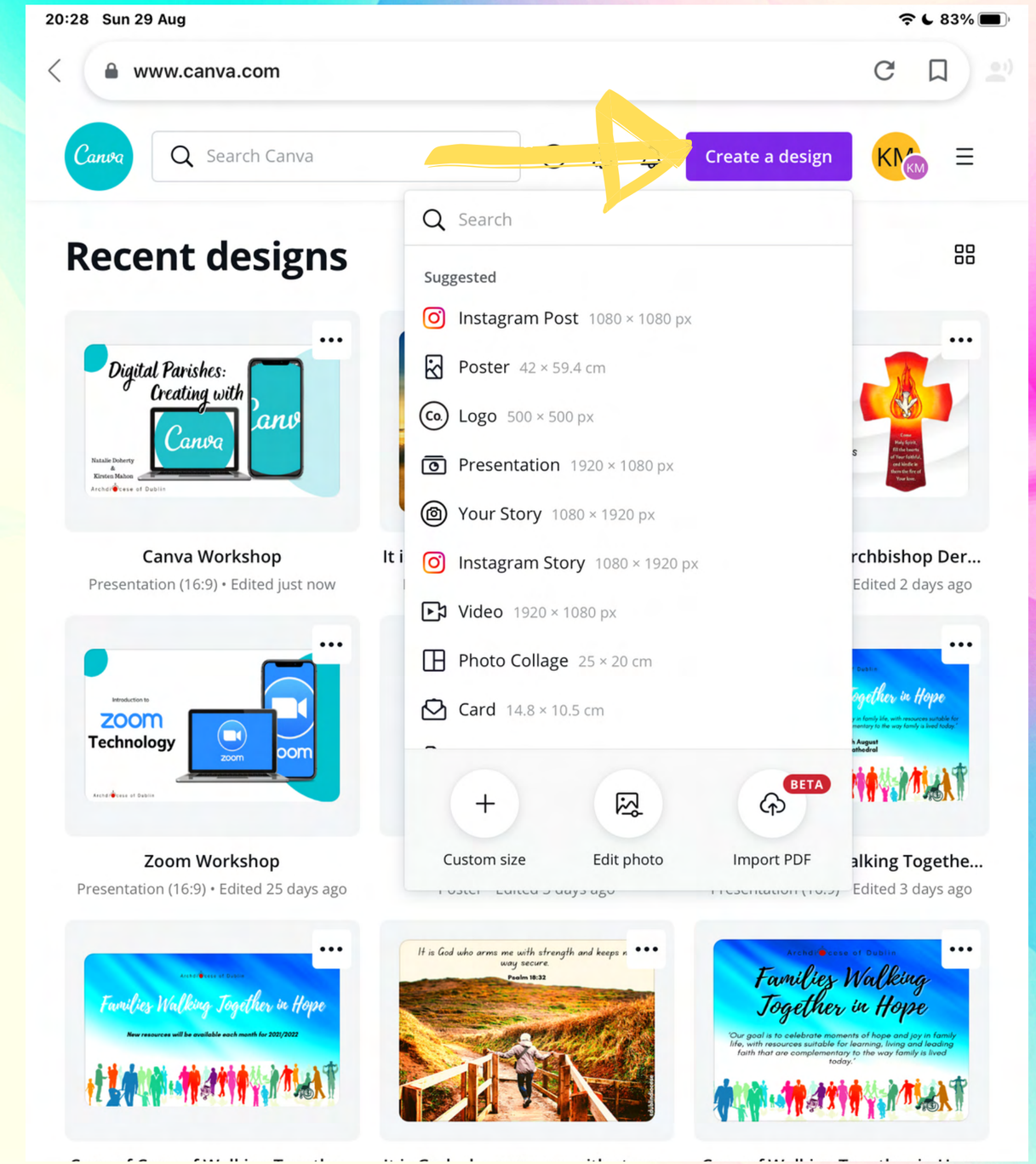
Your recent designs on the homepage

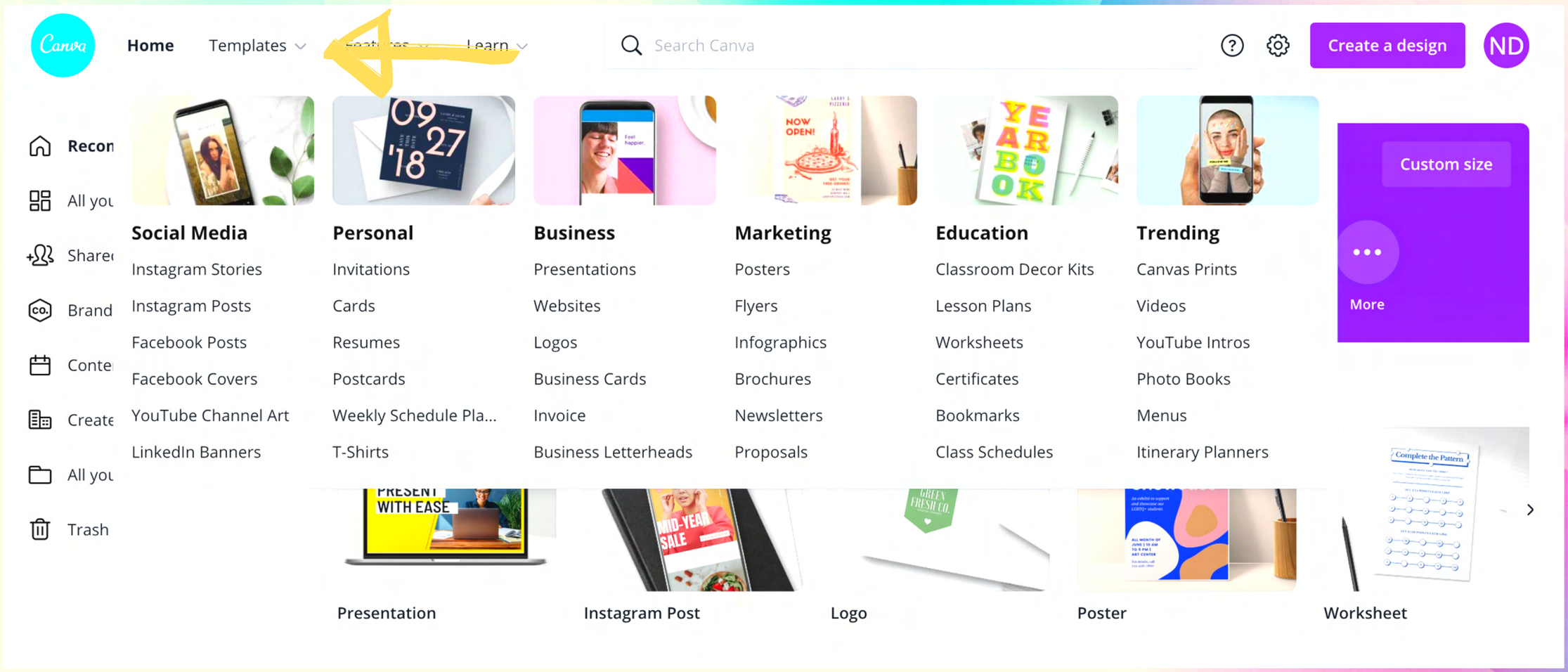


Creating a design

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.



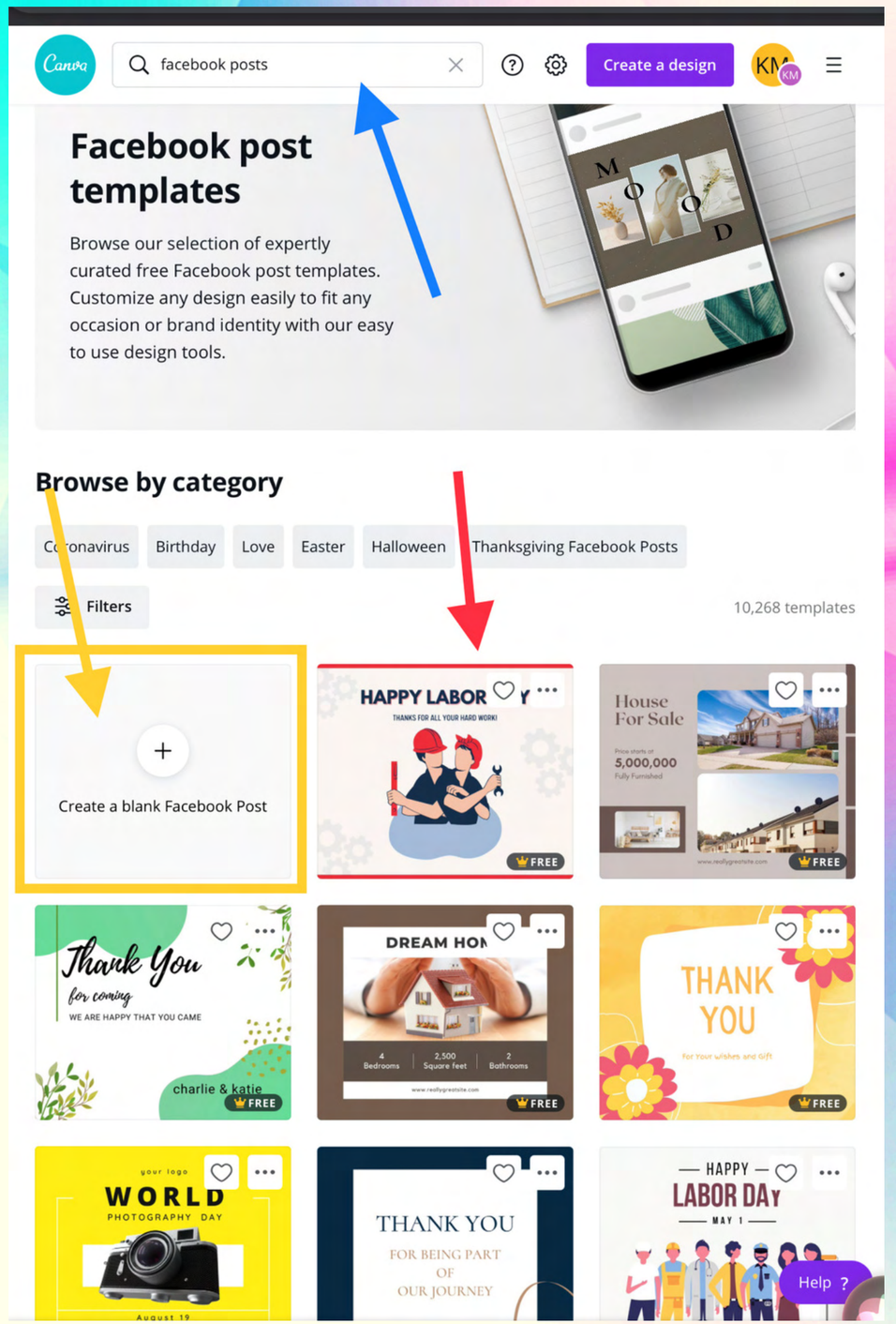


The second option is to use templates in the header menu. If you look in the template tab you will find a huge selection of templates to choose from. Helpfully separated into sections for you. To pick one just click on it and it will appear ready on the screen. You can change as much or as little as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



What we have created...

Kirsten's Creations

Infographics

Prayers

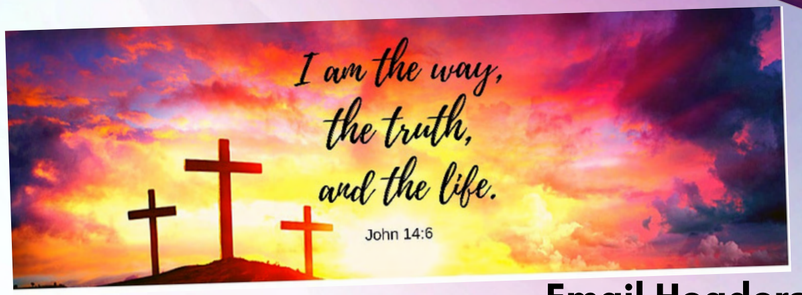
Website Banners

Prayer/Retreat booklets

Documents

Social media posts

Advertising



Email Headers

Natalie's Creations

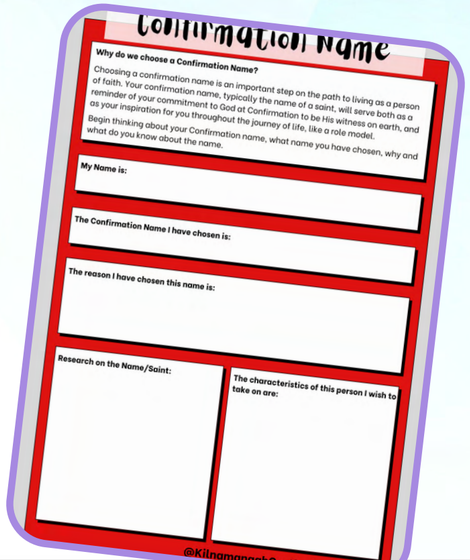
Newsletters

Video Inserts:
Sacraments Programme

Website Details

Social Media
Posts/Headers

Policy Documents



Worksheets/
Handouts

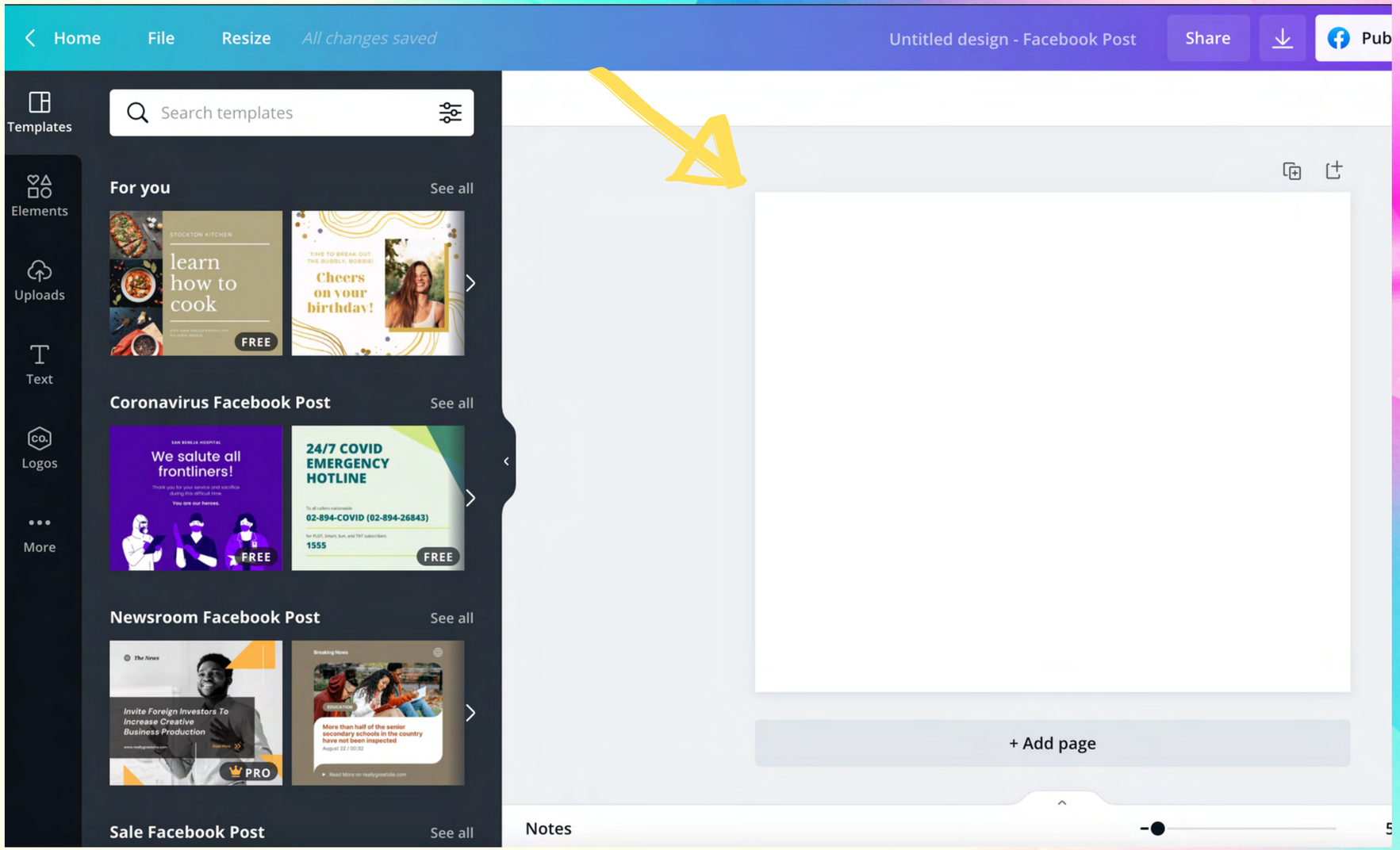
Posters/
Timetables

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

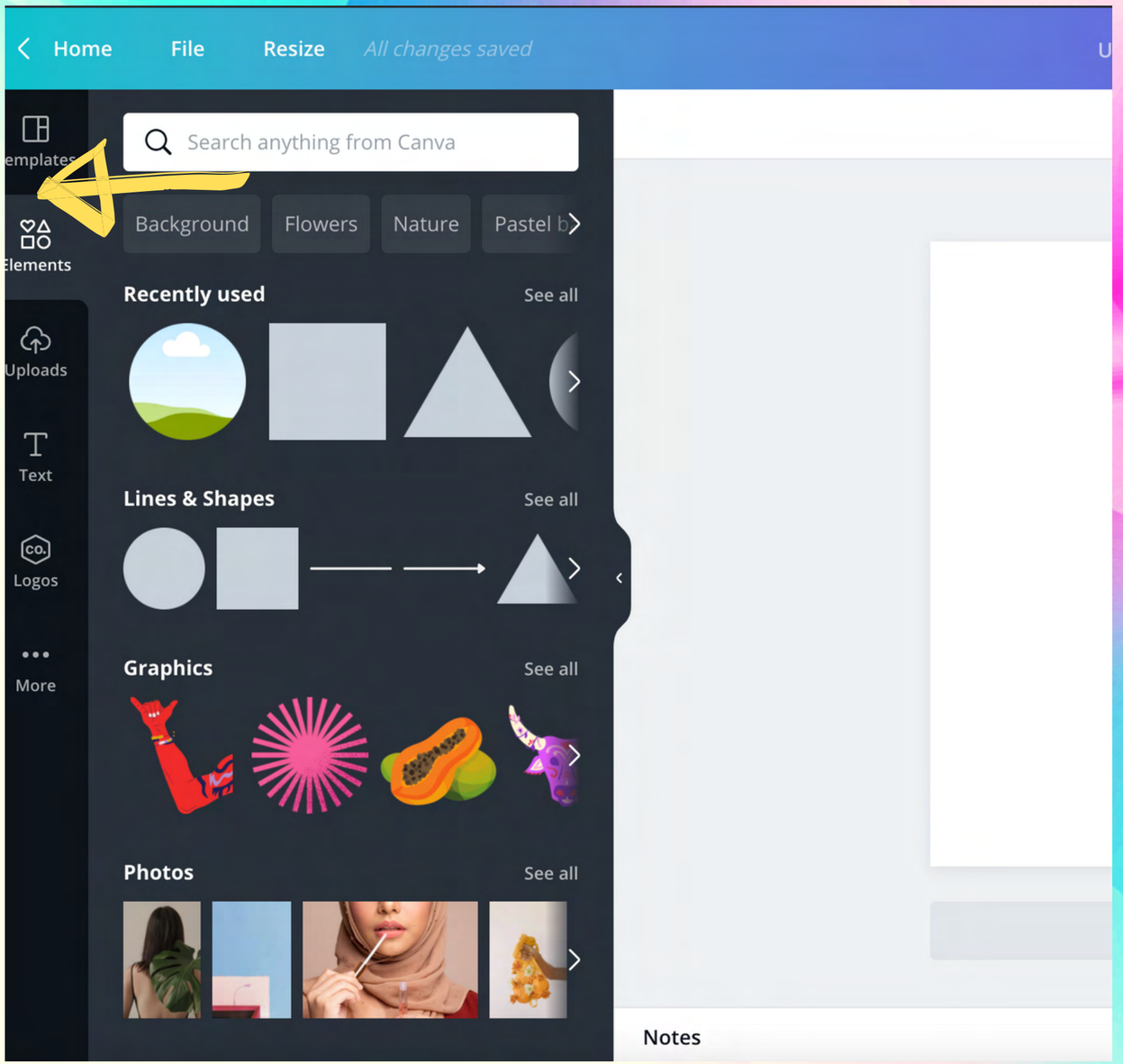
Audio

Charts

Frames

Grids

There is a huge amount of material for creating your design

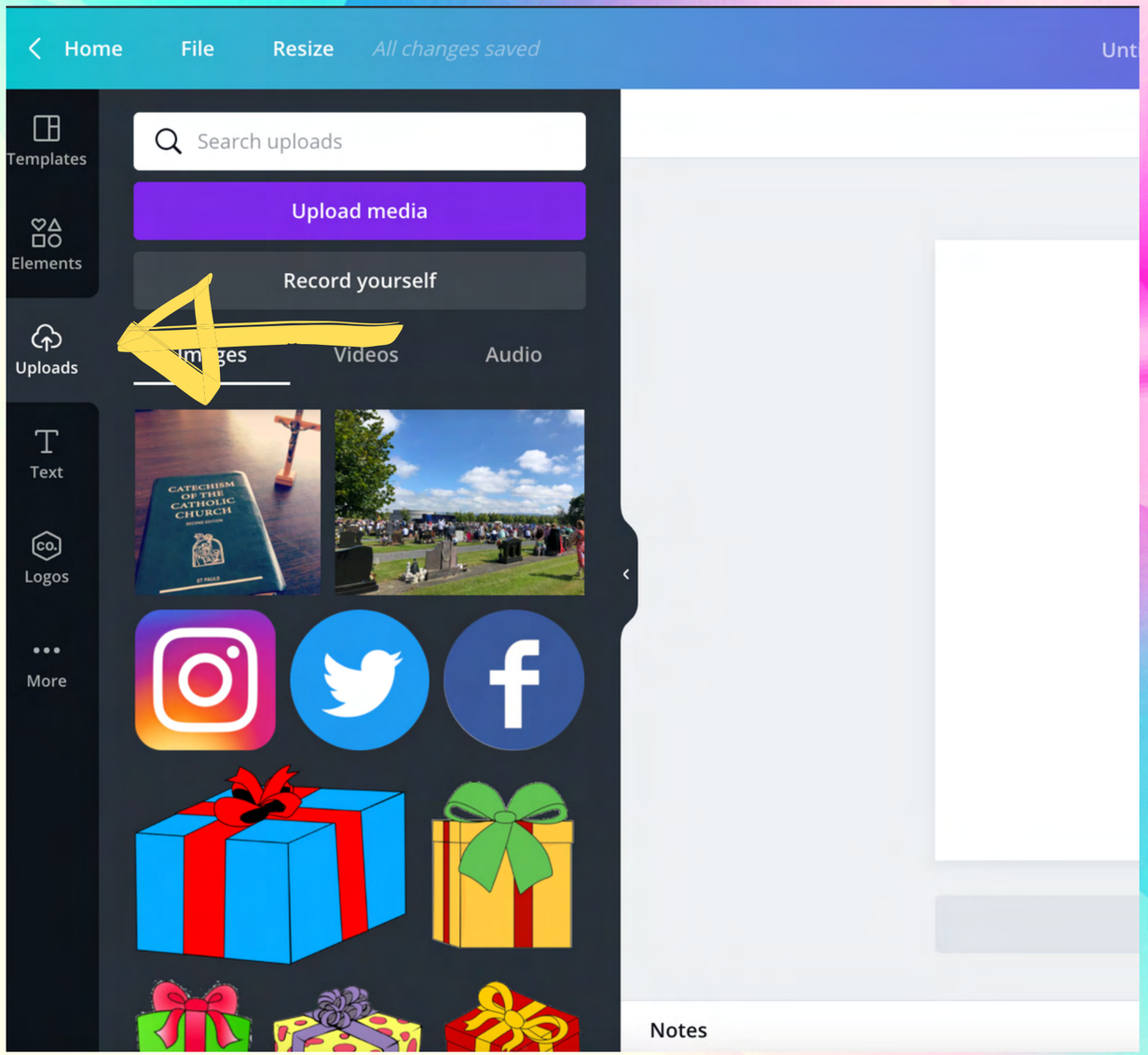


Upload Tab

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

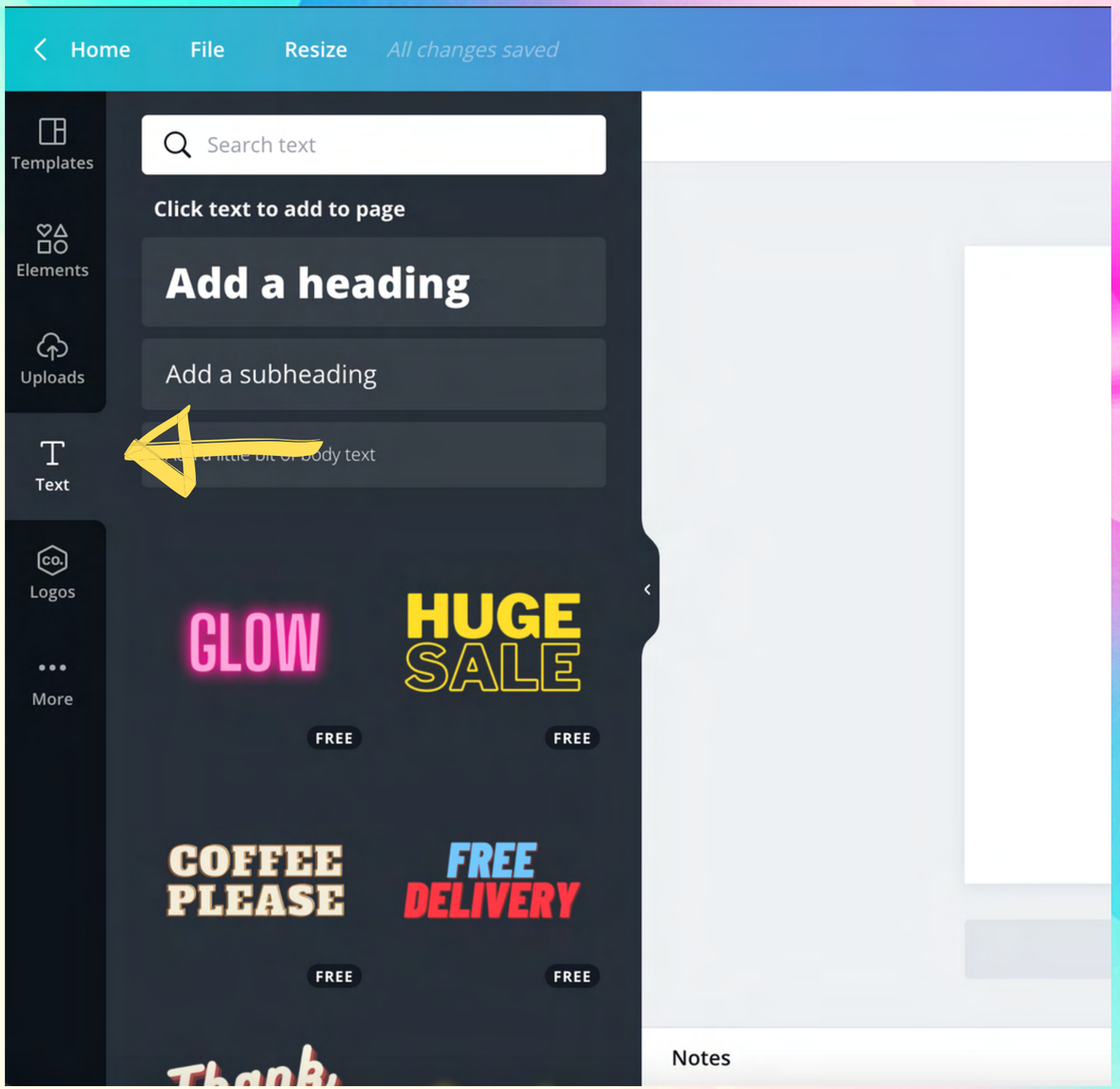
Click the Text tab from the side panel.

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.

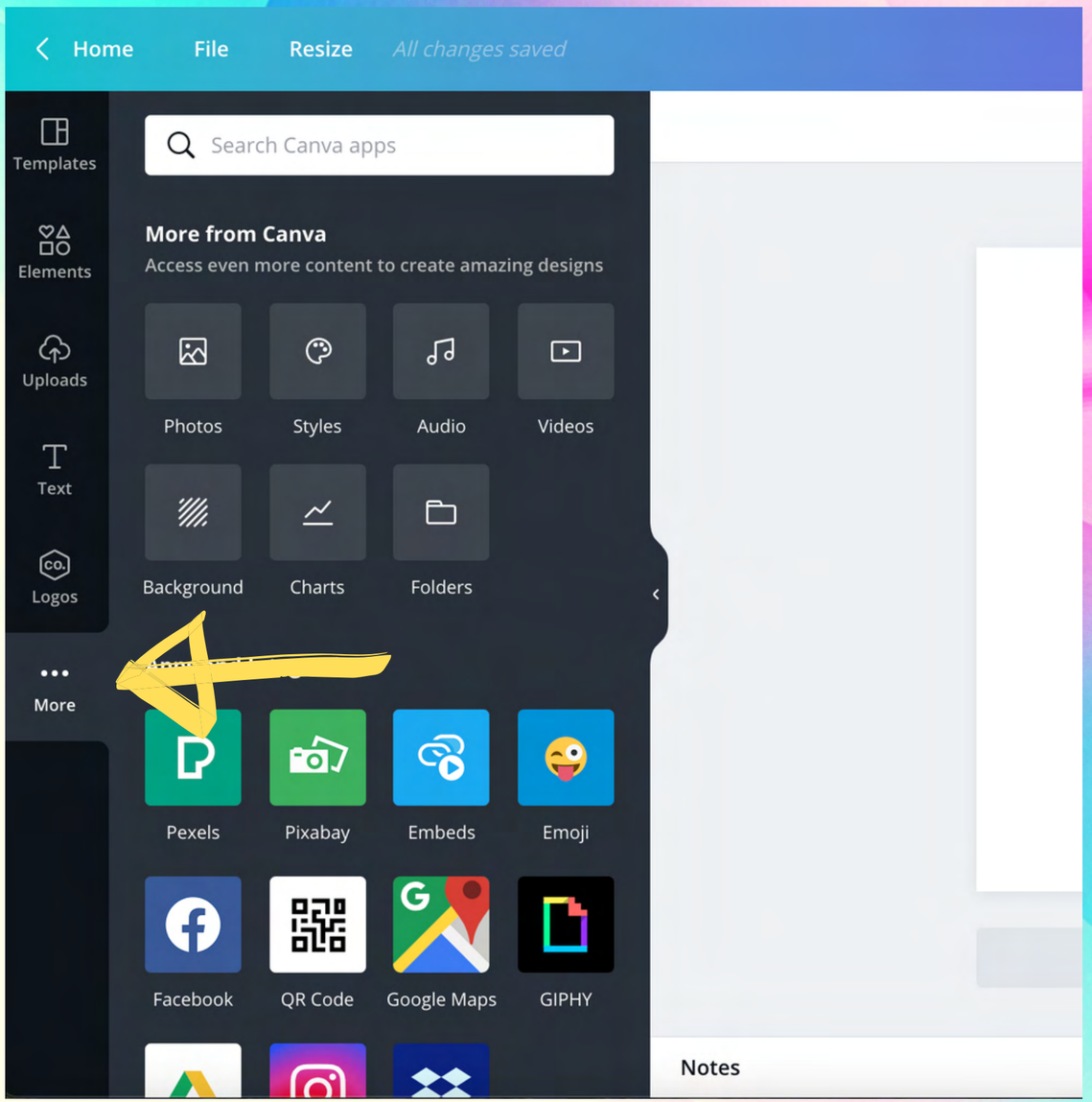
Click outside the text box to finish.

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

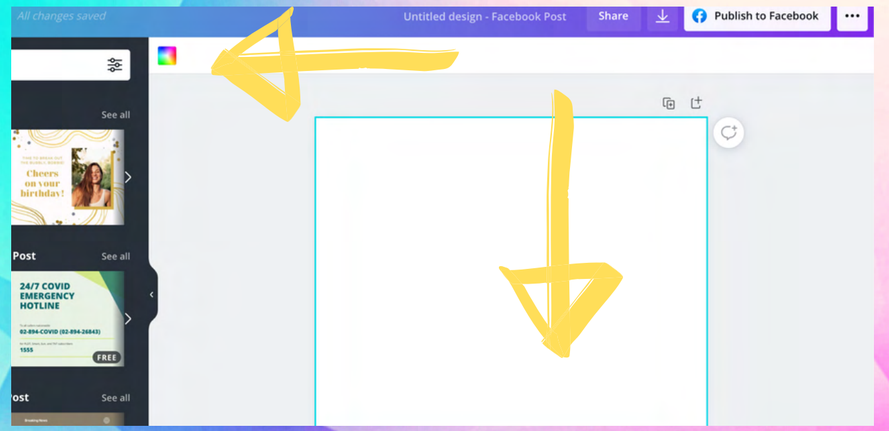
Click ··· More from the editor side panel
Click an app to use depending on the type of media you want to add:

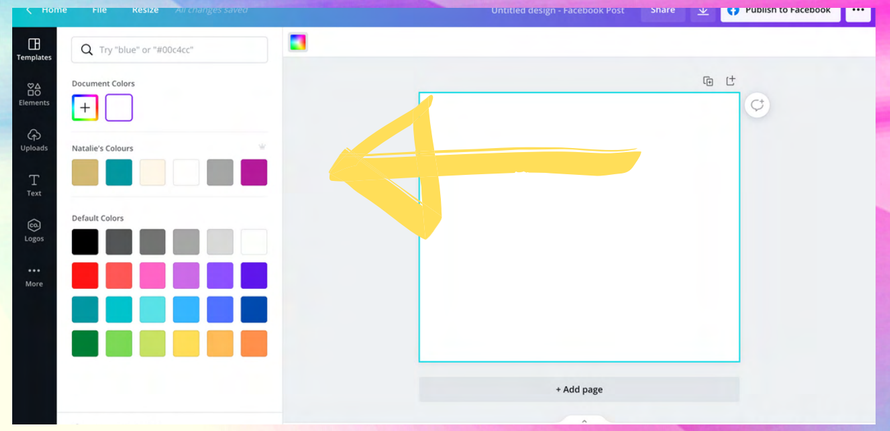


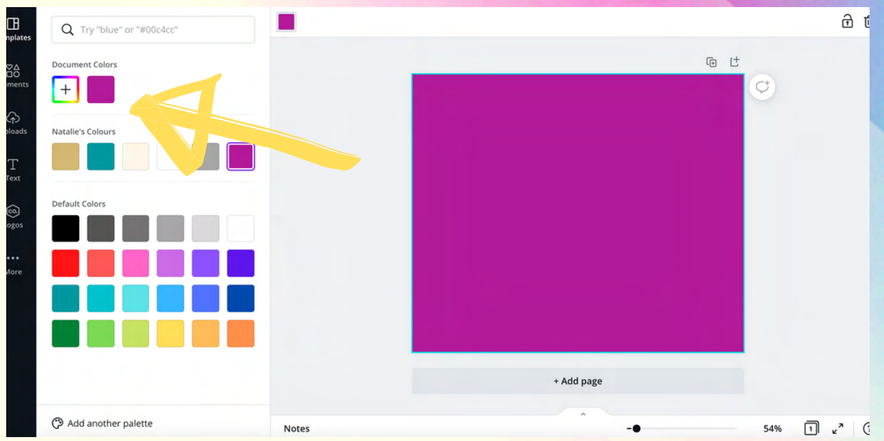
- Bitmoji – custom Bitmoji avatars
- Dropbox – your saved media files
- Embeds – click for more media options
- Emoji – emojis
- Facebook – Facebook photos
- Giphy – GIF images
- Google Maps – interactive map
- Instagram – Instagram images
- Pexels – free stock photos
- Pixabay – free stock photos
-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

Changing the background colour

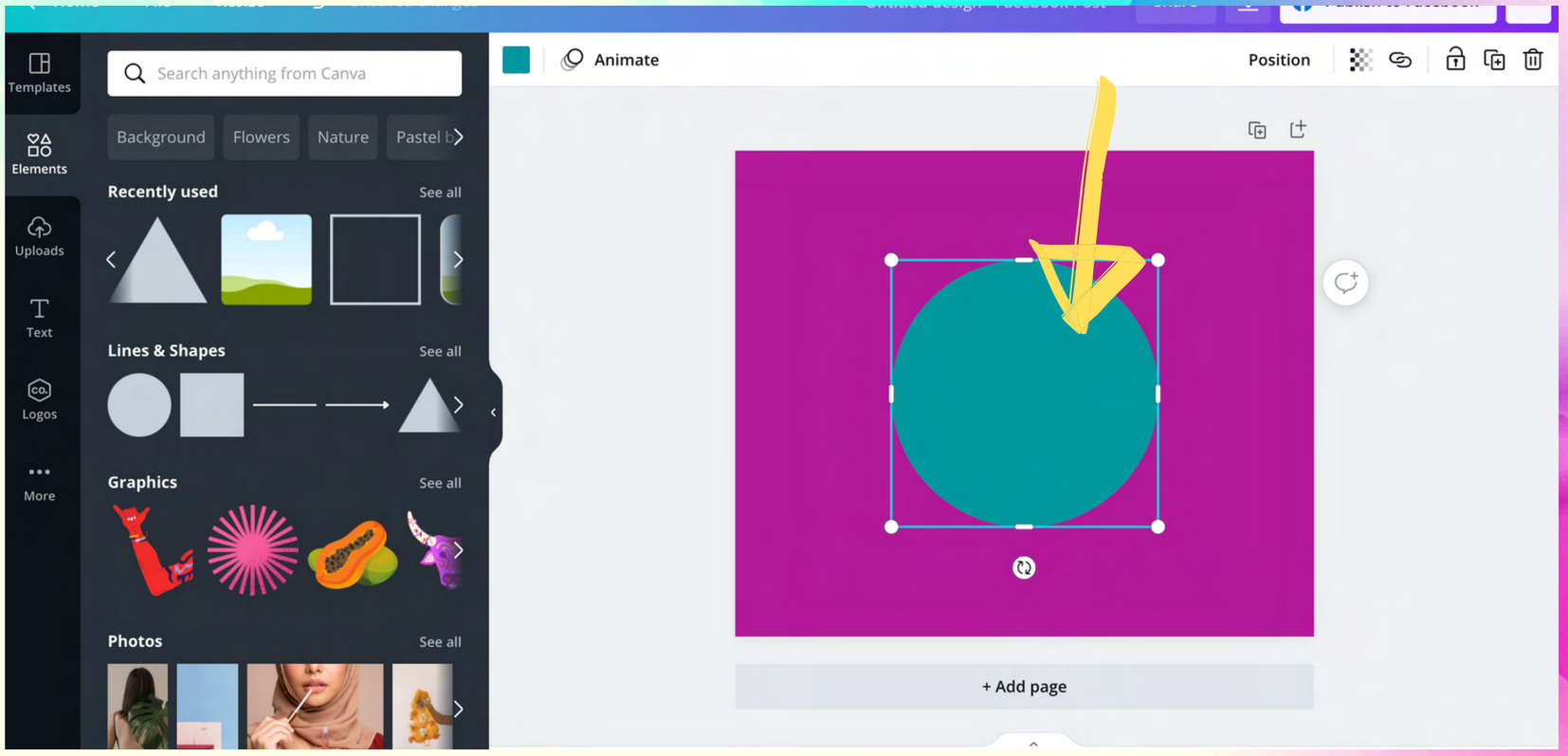
- To begin editing something by clicking on it - blue box will appear around it
- Start with changing the background color to make the post look visually appealing.
- To change the background color, click once on the post you are designing. You will notice the background color and animation option have 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.

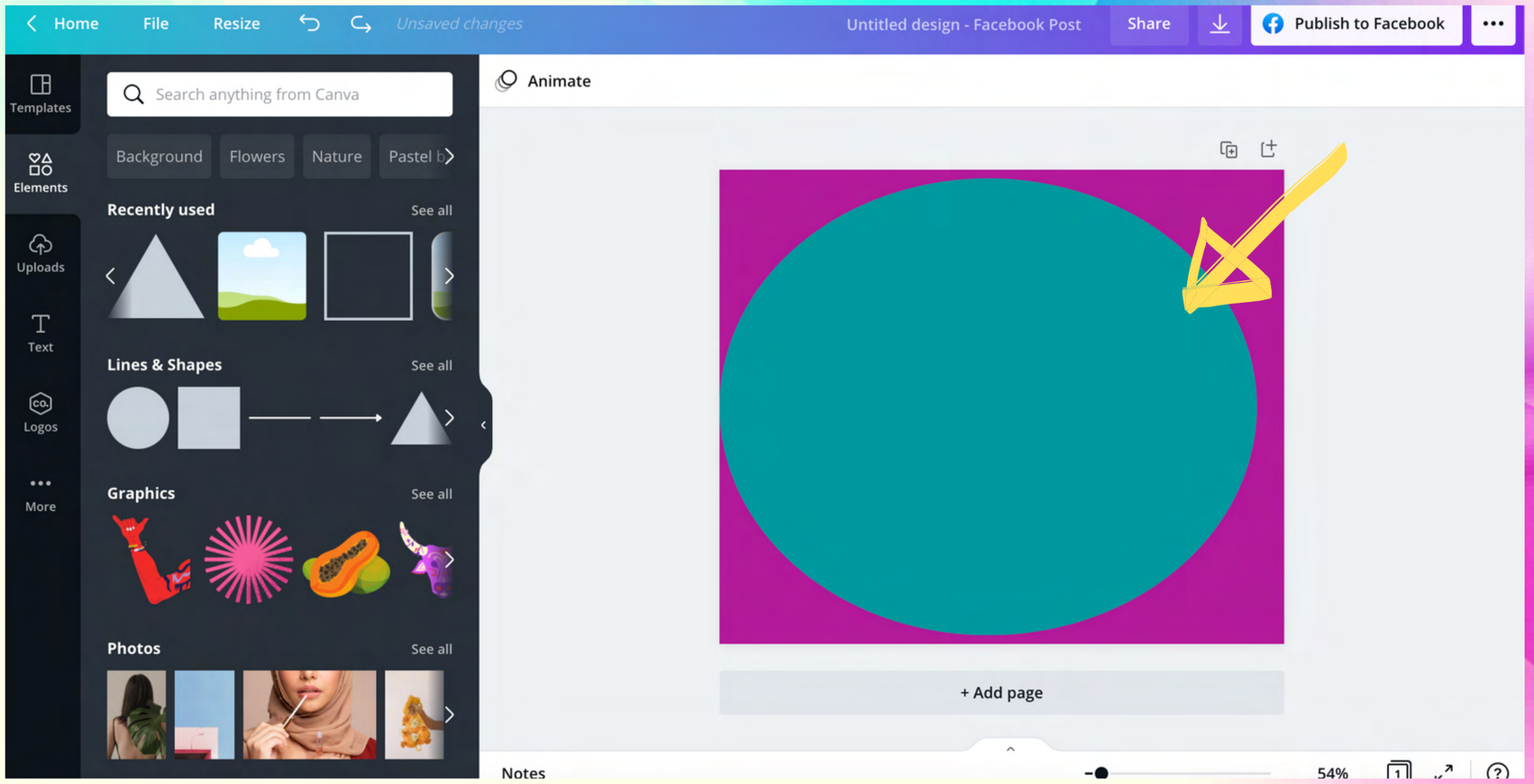


Click the Elements tab from the side panel.

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.

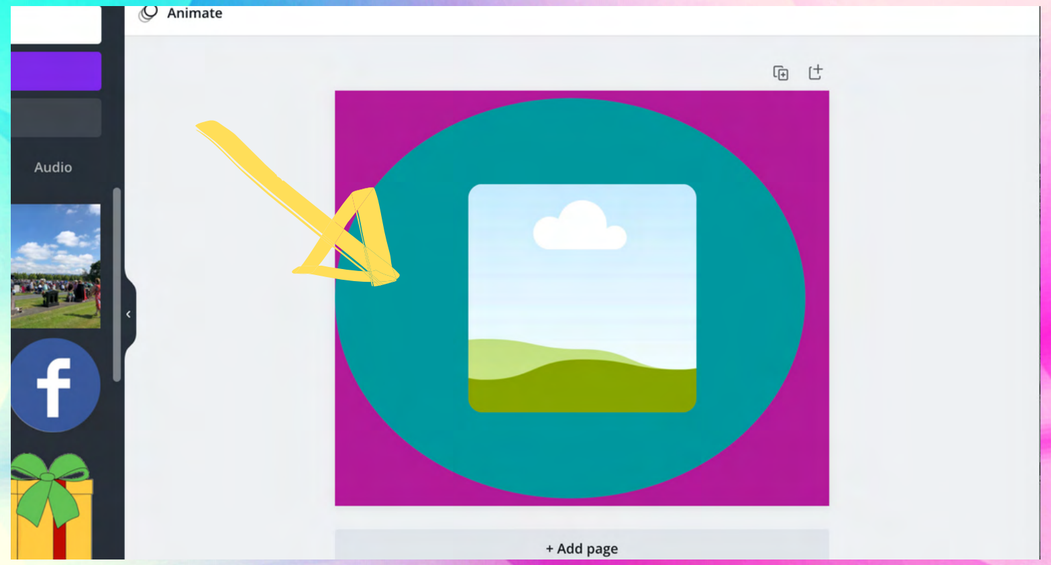
Hold any of the white circle handles on the corners, and drag in or out.

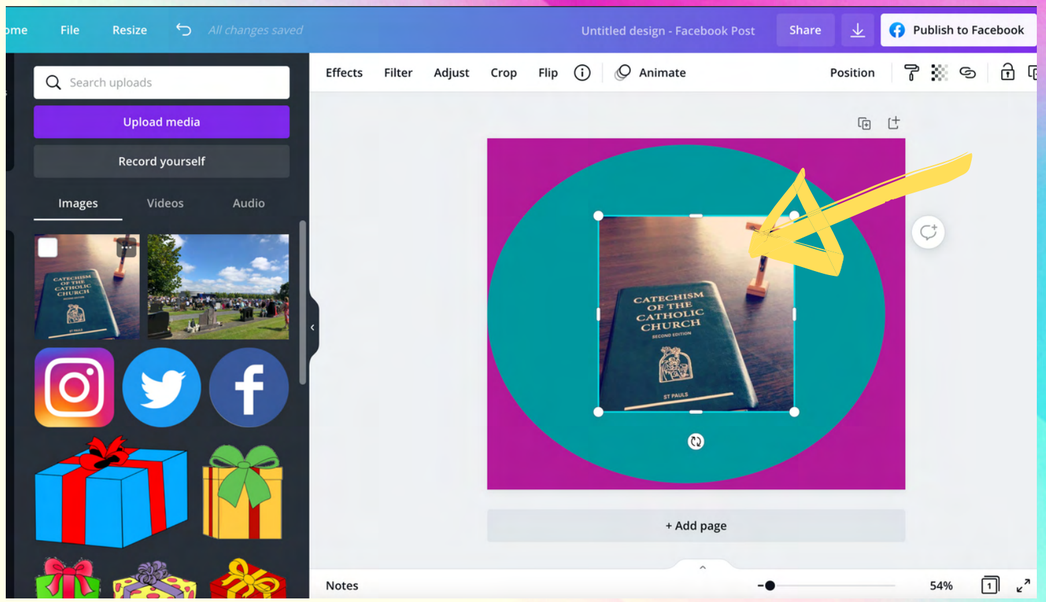
Click Done from the toolbar to apply the changes.

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.





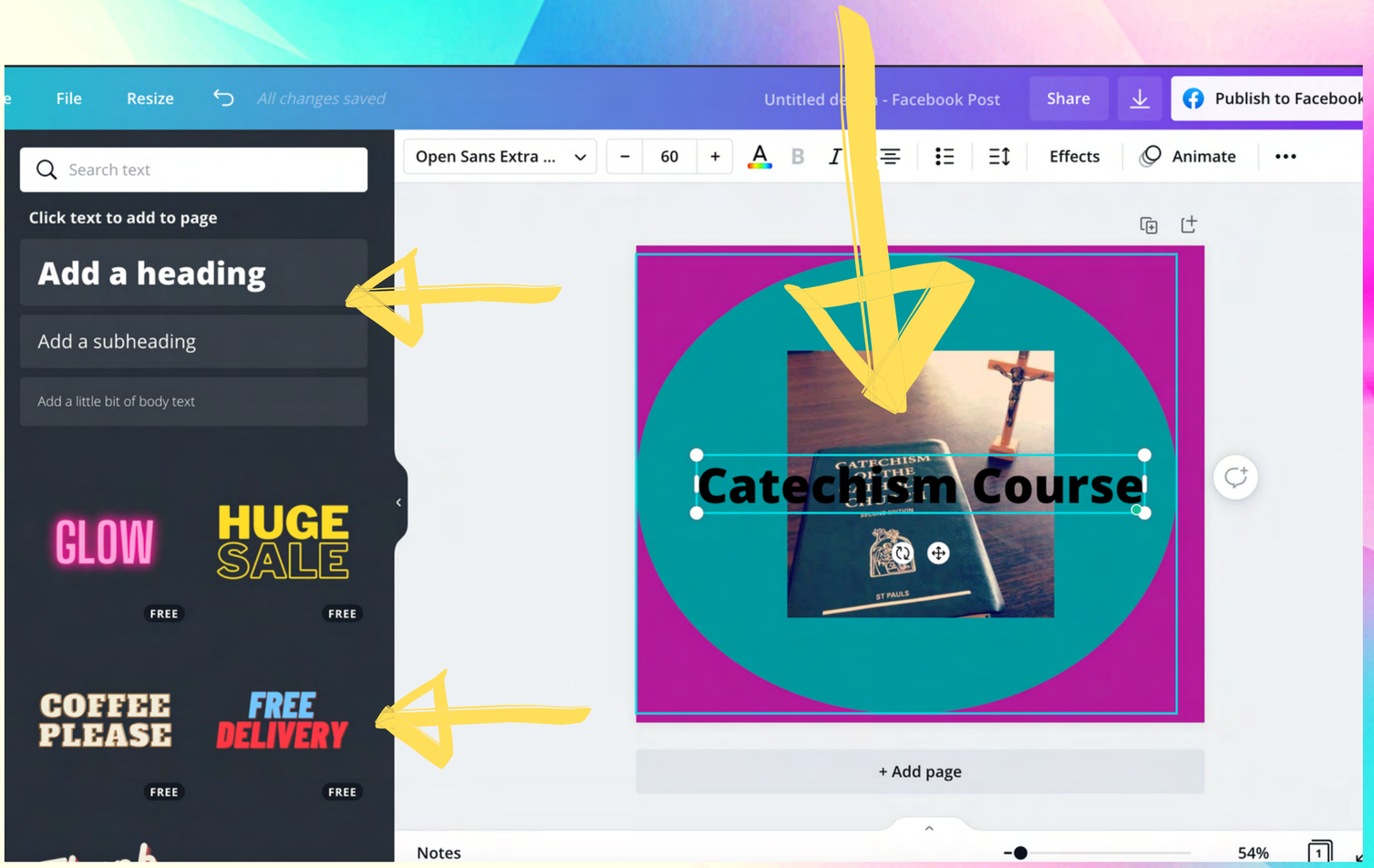
Adding text to designs

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

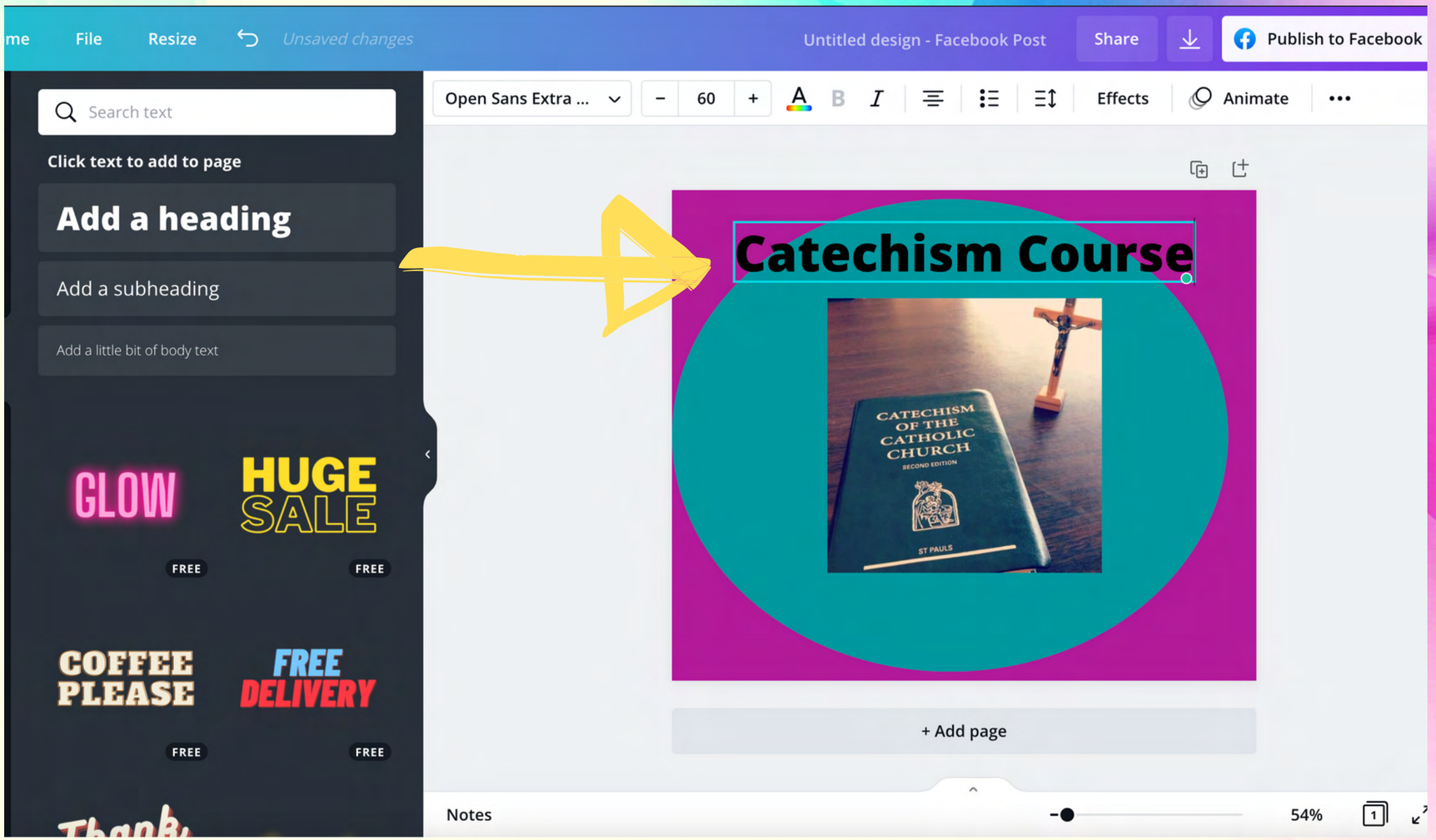
The second option is to choose one of the font styles which often have different texts grouped. You can ungroup them, position them, or delete them. You can also create a duplicate or add special effects like transparency.

The text will appear often in the middle of your design but andcan 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

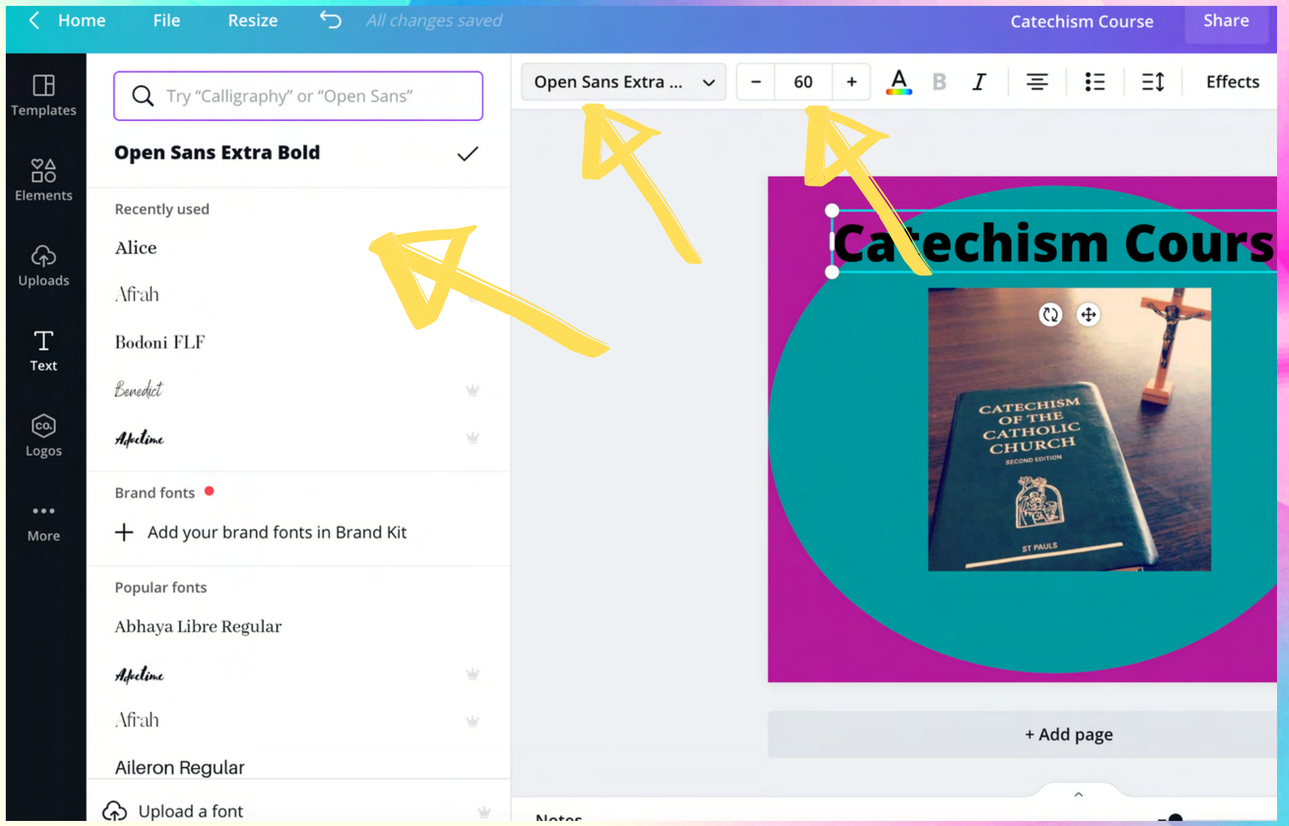


Changing text on your design

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

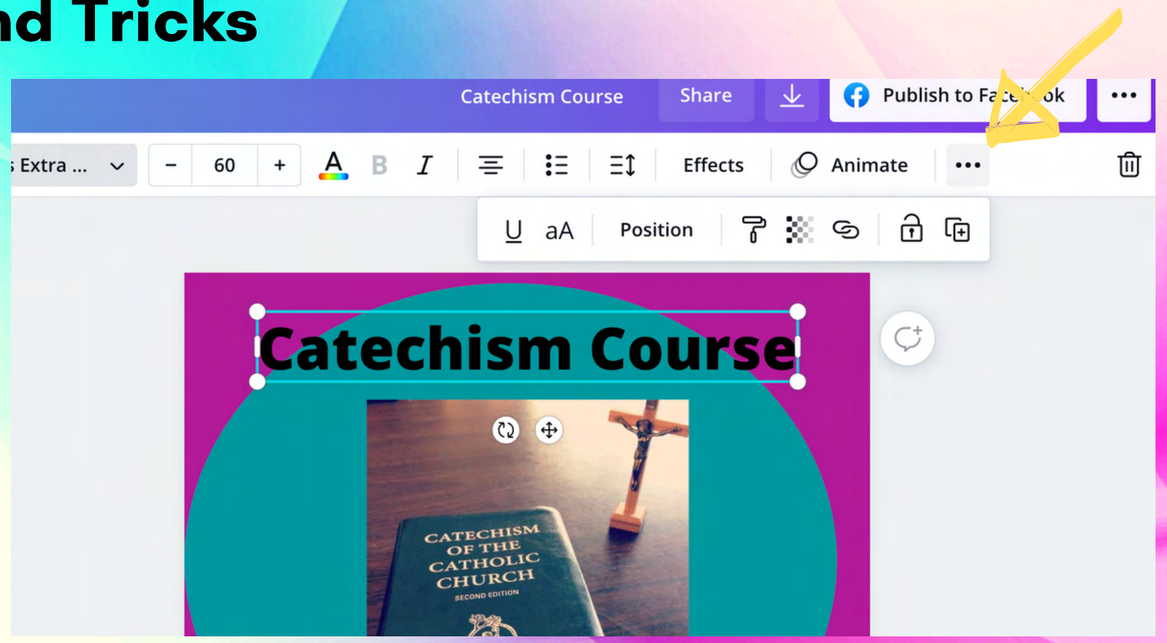
To change font size, first, select the text box or specific line of text that you would like to adjust. Then, notice that font size options appear at the top of the screen. Click the font dropdown menu in this white bar to choose the size.

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.

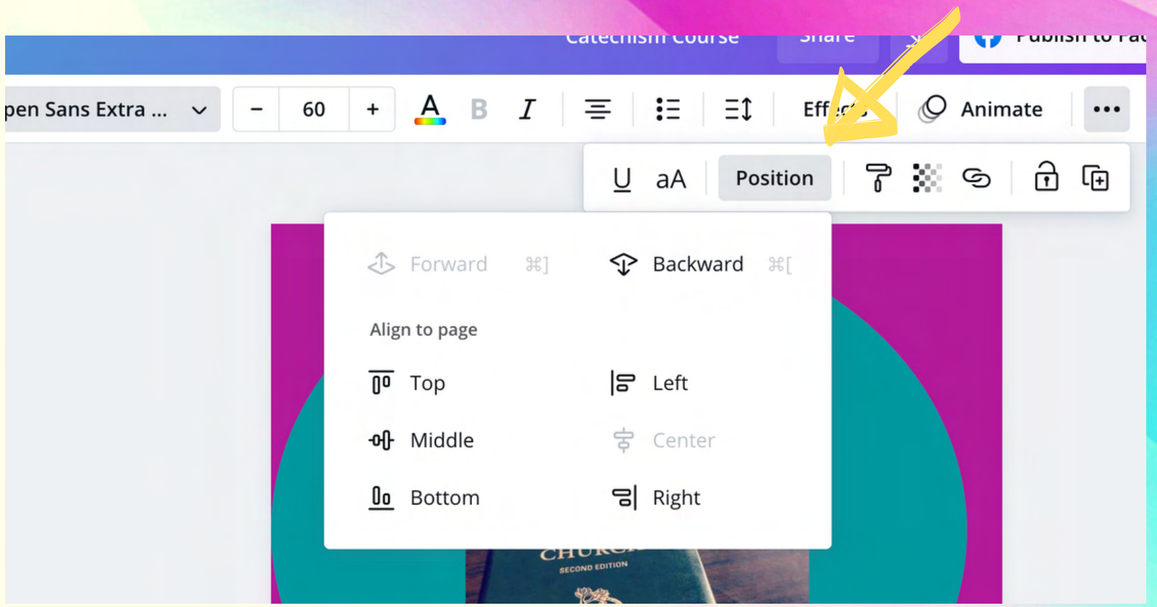


Extra Tips and Tricks

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

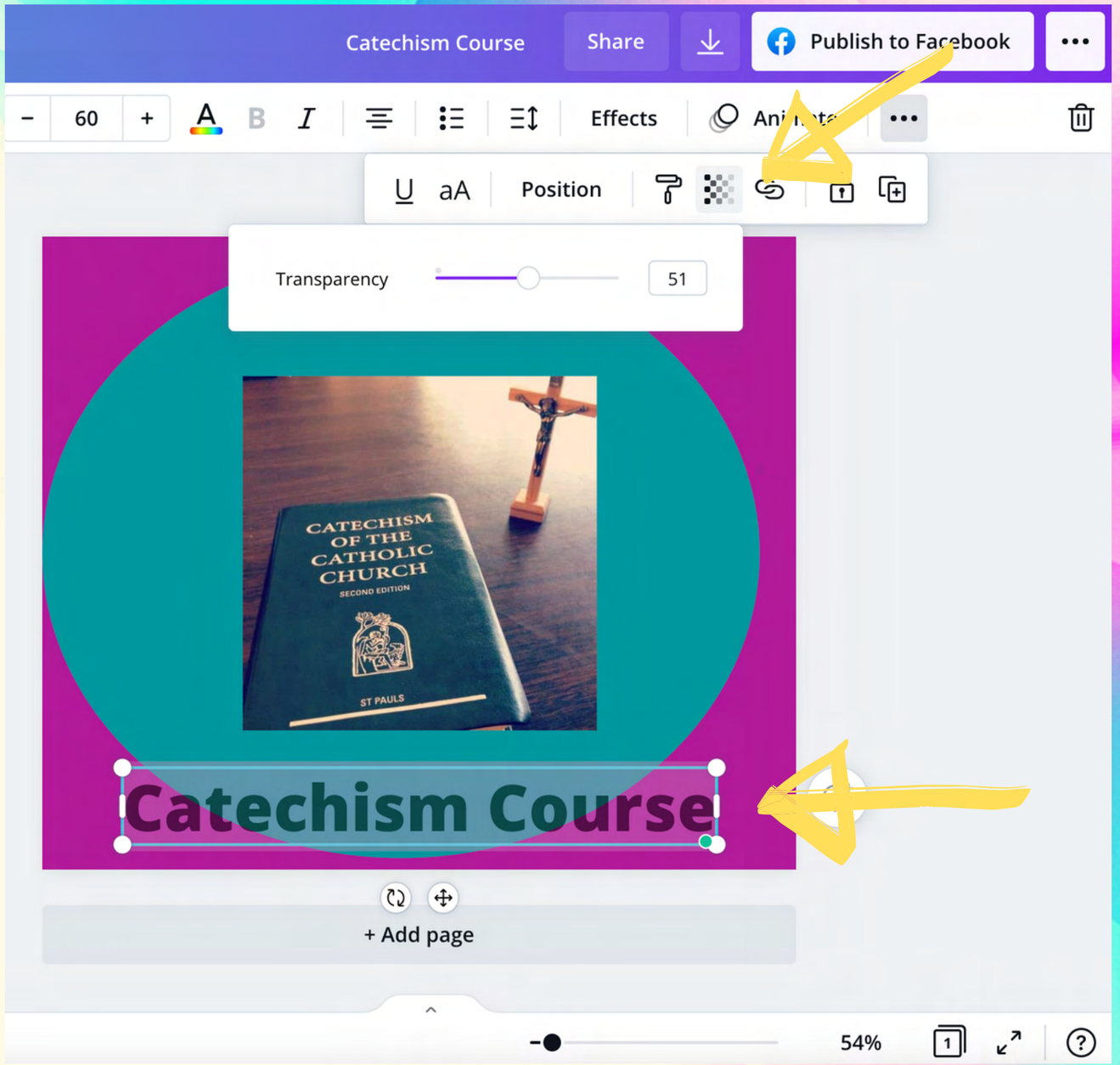


The position tool helps you to place each element - e.g. you might want to add another image but move it backwards so that the text sits over it



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

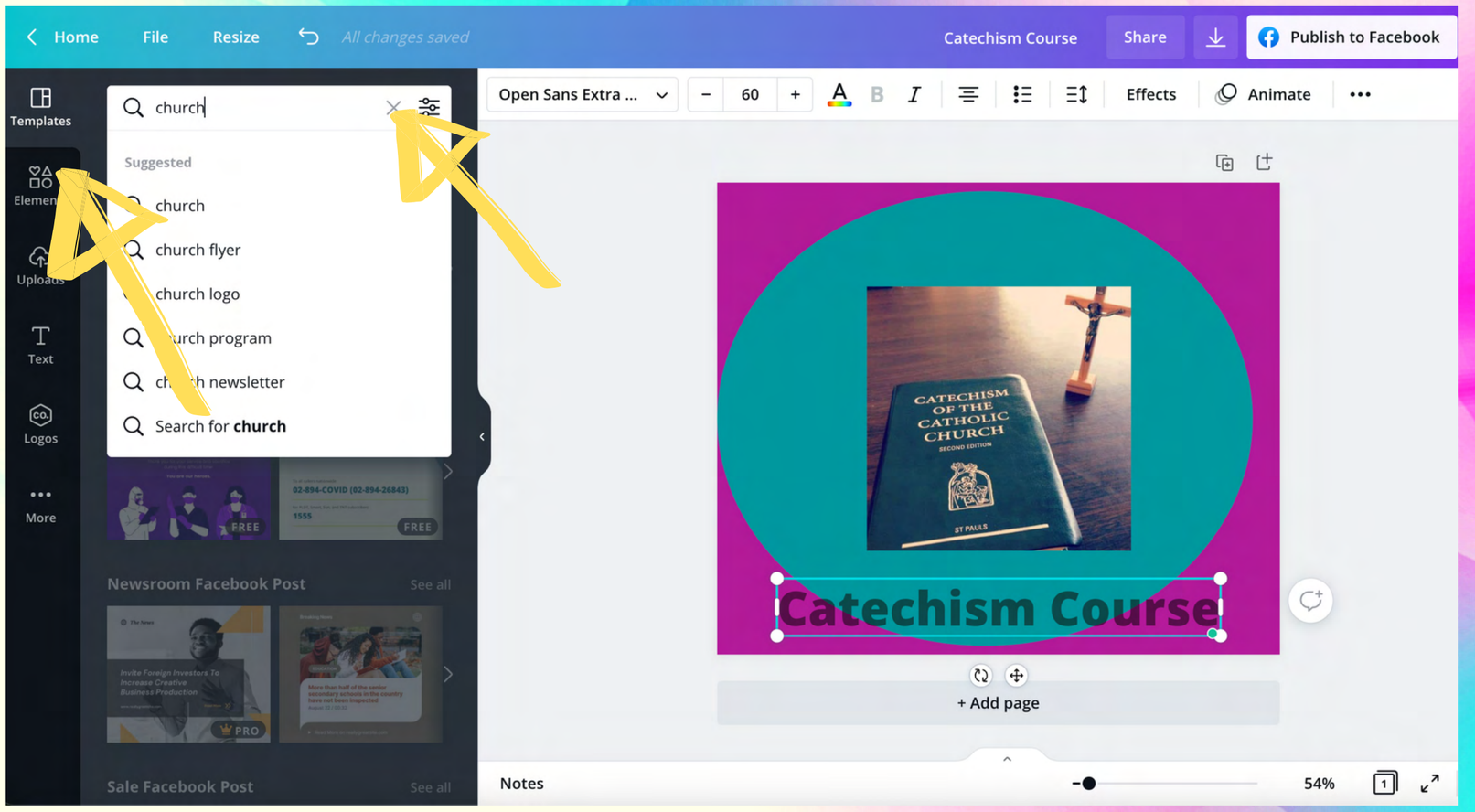
Transparency can be used on text, images and all elements in the design

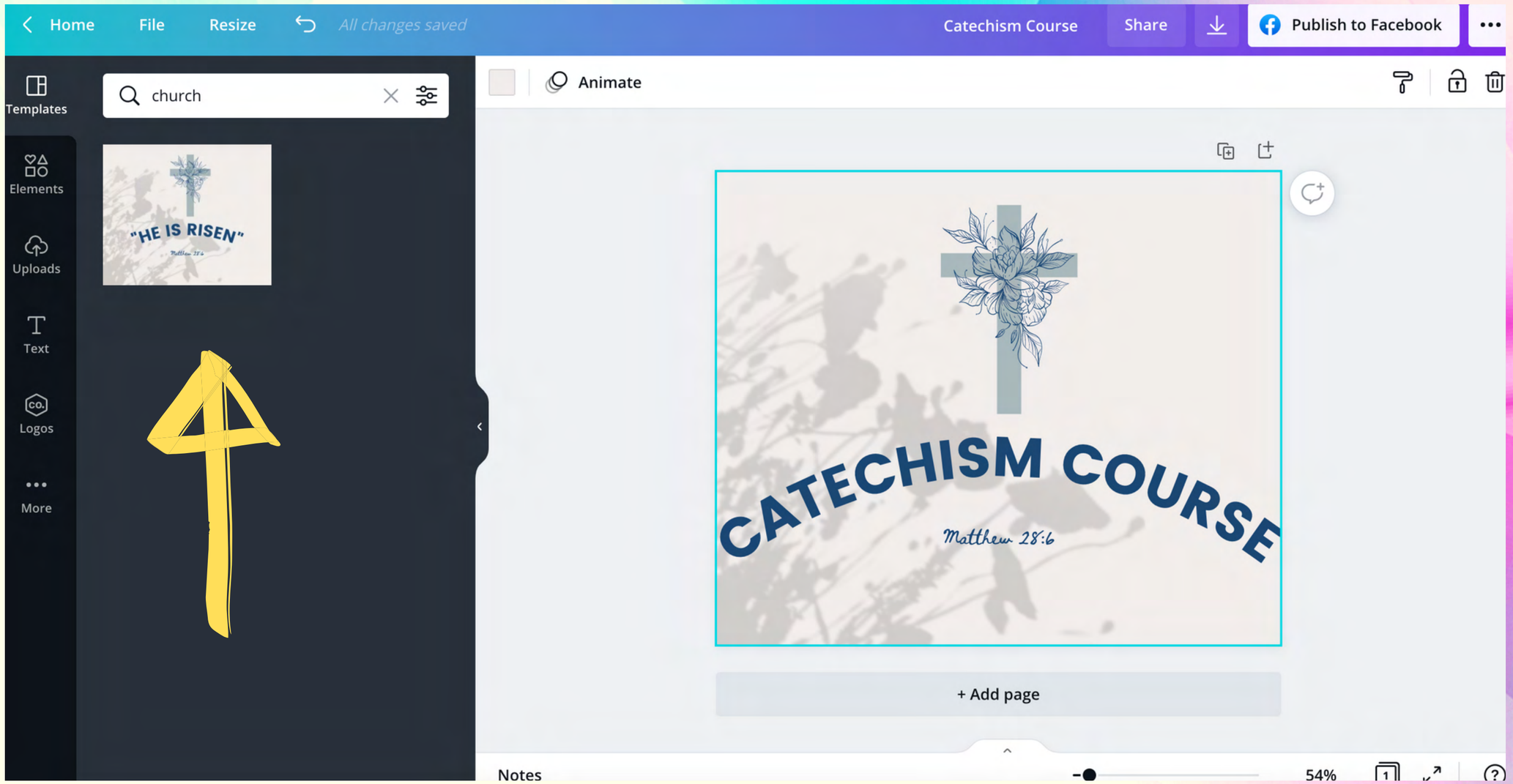


Creating a Posts using a Template

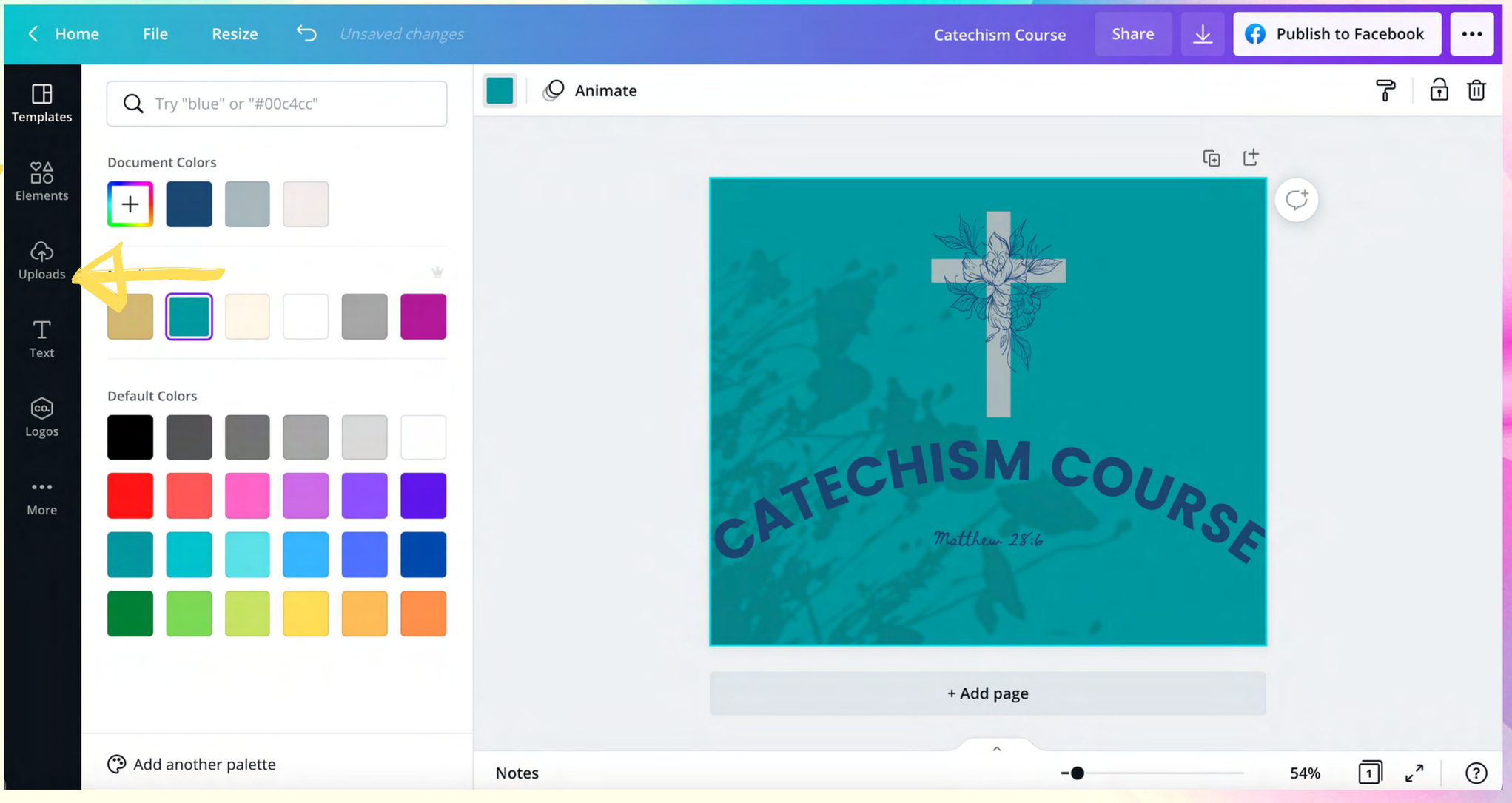
If you want to find a certain template click the template tab

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

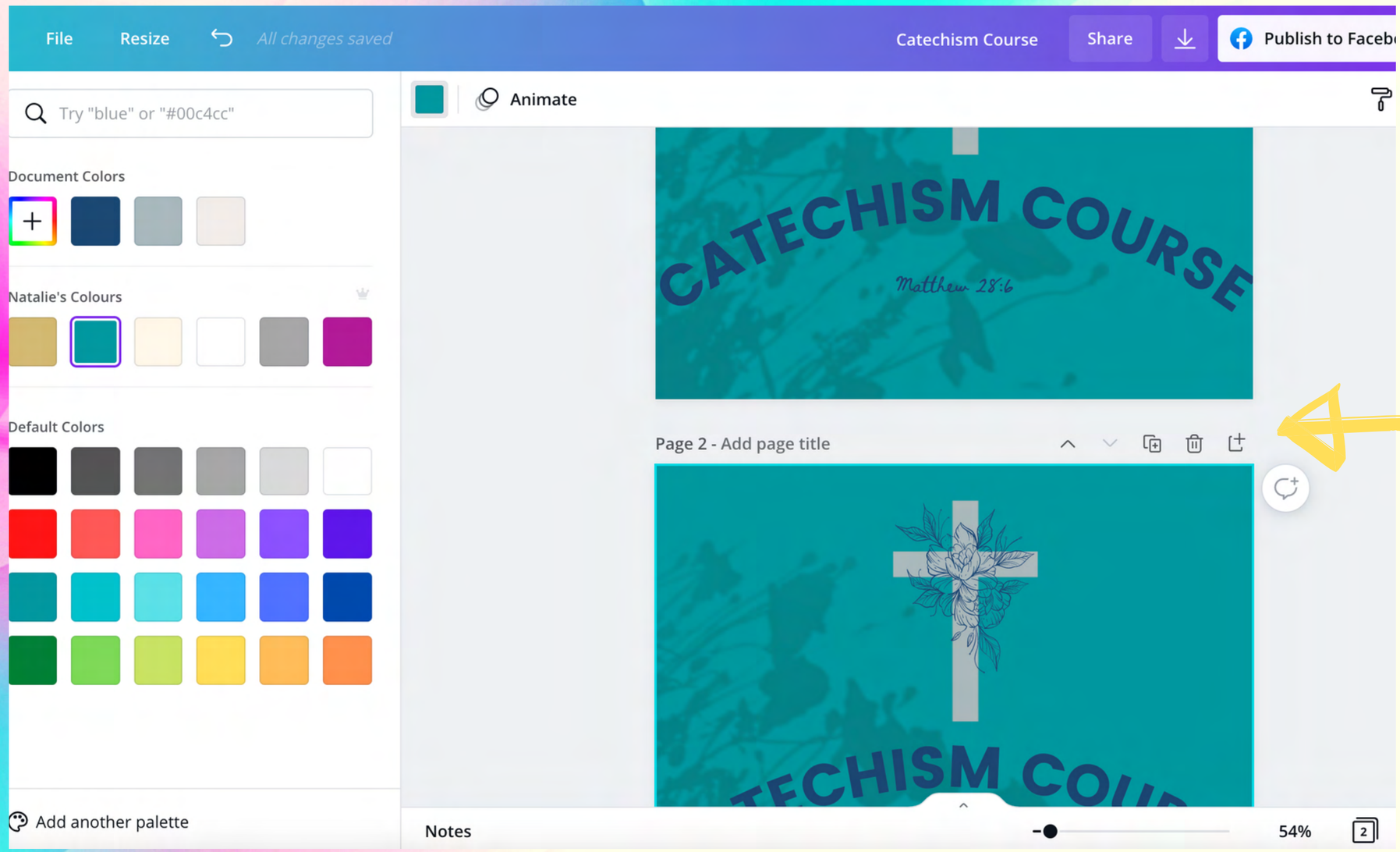




The options from your search will appear here & click on whatever you want to chose



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

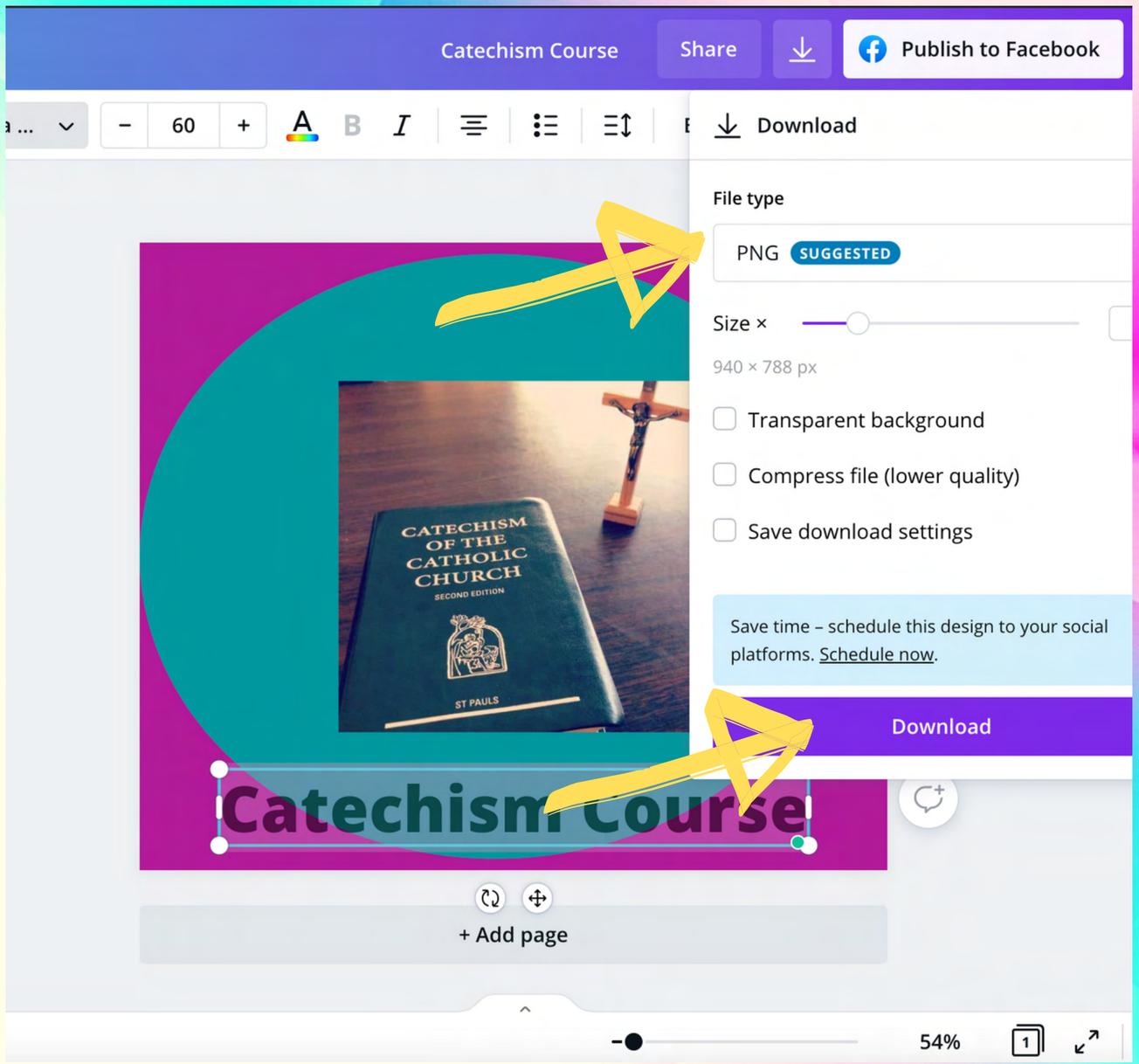
Downloading your Content

To save your design,
click the Download Symbol

Select the format you want it
to download in:

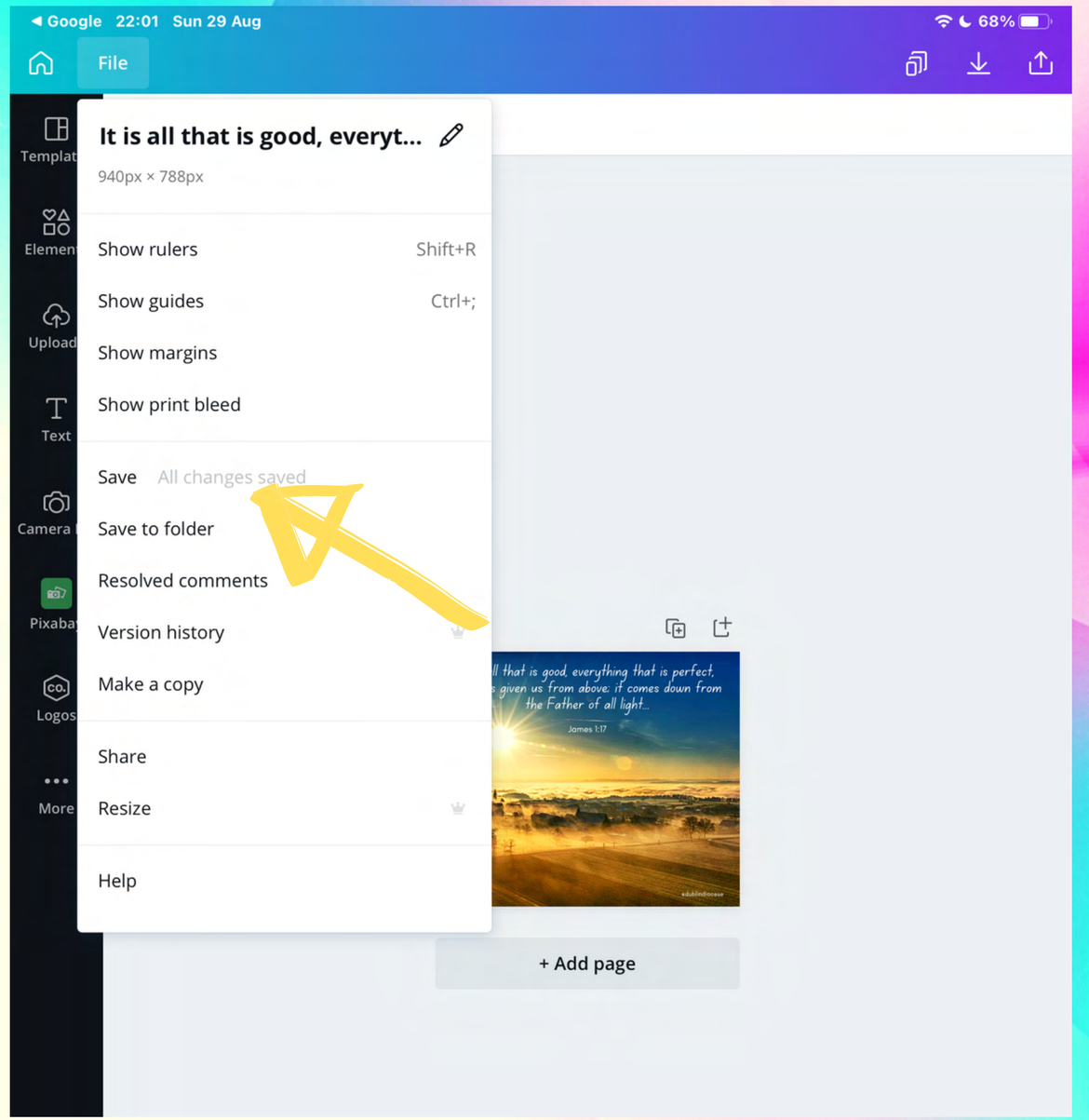
photo - png/jpeg
posters (online) - png/jpeg
documents or posters
(printing) - PDF

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.



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

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?

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