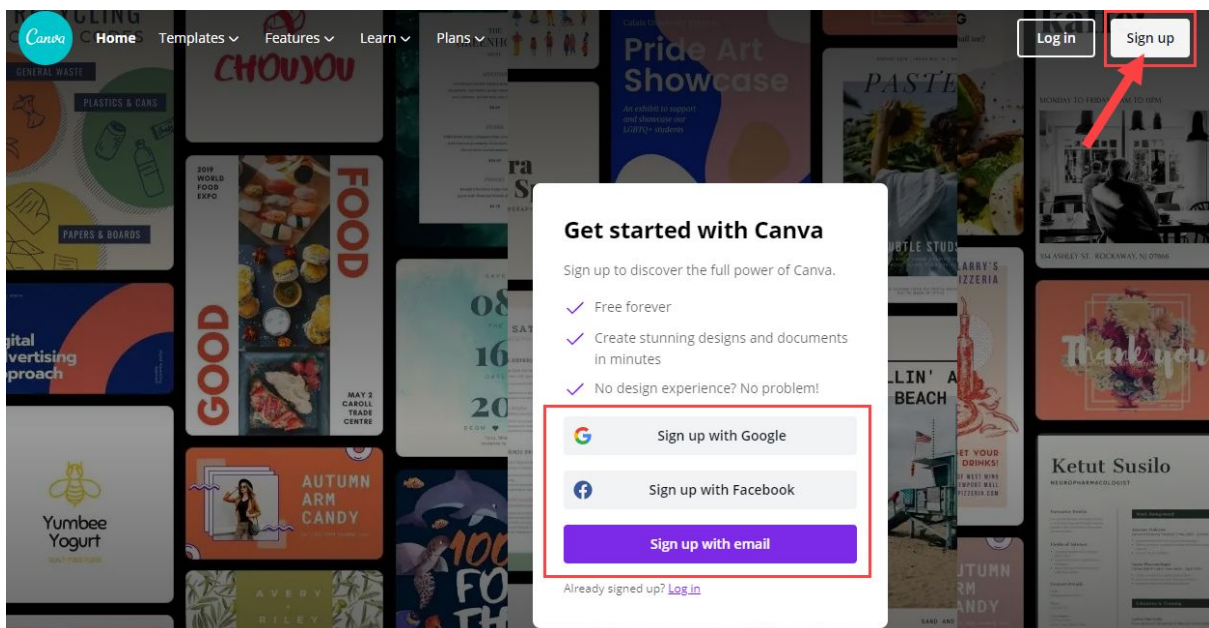


Guide to Canva

Note: This guide will show you how to create a Facebook Cover and Facebook Posts within Canva.

1. Create a free account for Canva at www.canva.com

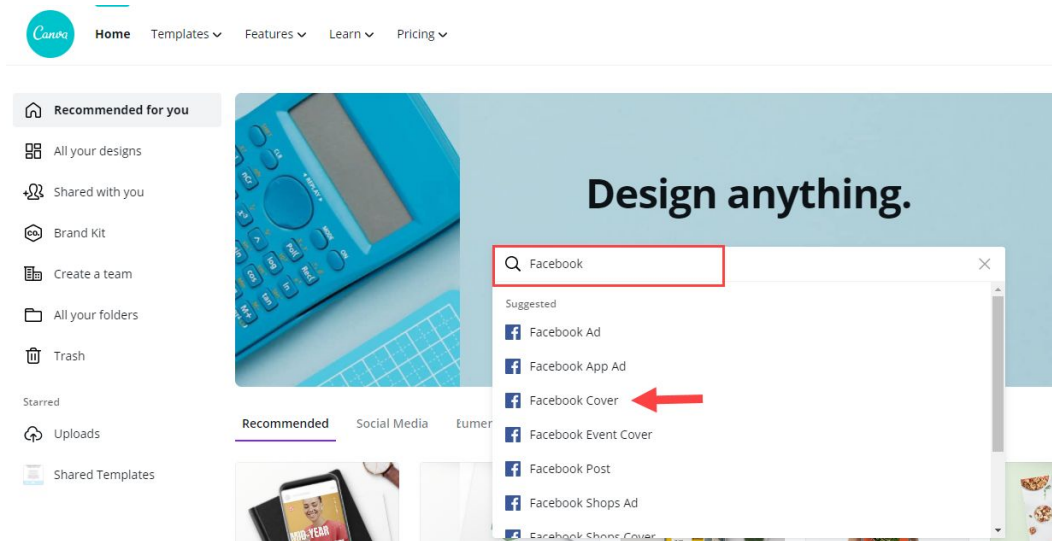
- a. On the top right of the page,
 - i. Click **Sign up** (if you don't already have a free account)
 - ii. Choose an option to sign up with (Google, Facebook or with an email)



Note: You can ignore the pop up suggesting you to upgrade to Pro. You will have everything you need with the free version.

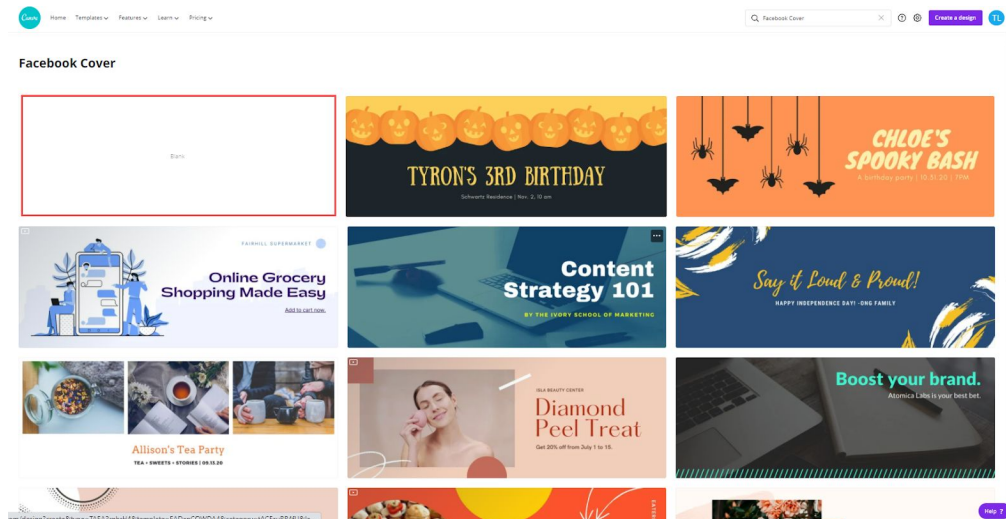
2. Create Facebook Cover Page

- a. On the Home Screen, type **Facebook** in the search field and select **Facebook Cover**.

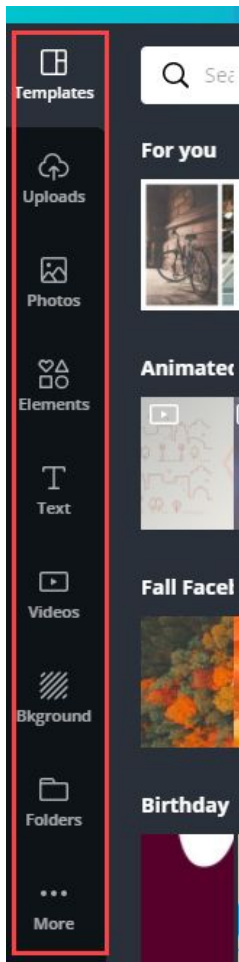


- b. The next screen opens up the option to choose a template or create a Facebook Cover page from scratch. The great thing is they are all set up to the proper height and width for the Facebook Cover image. **Note:** it is your choice if you choose a template or start from scratch, for purposes of this training, a Blank template was chosen.

- i. Select the **Blank** template.

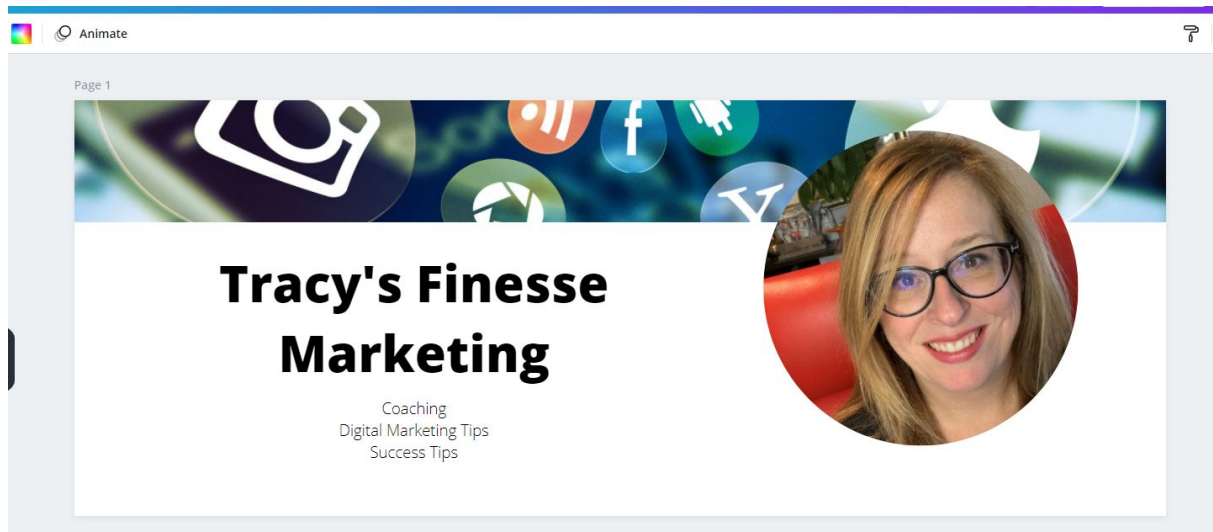


c. Before moving on to the next step, take some time to get familiar with the menu on the left hand side.

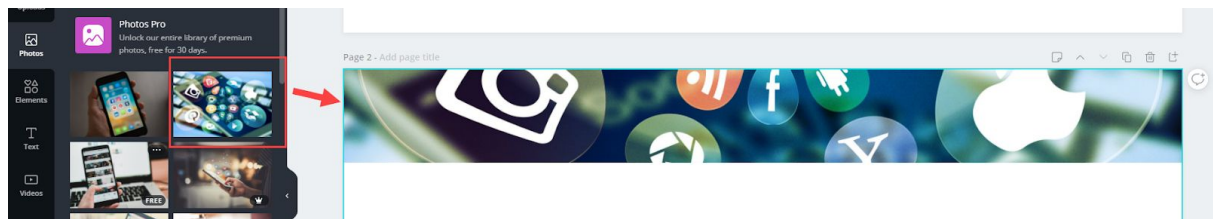


- i. **Templates** - If you decide you would like to work from a template.
- ii. **Uploads** - Upload your own images or logos to use in designs.
- iii. **Photos** - Canva provides some free stock photos for use in designs.
- iv. **Elements** - Stickers, Icons, Shapes, and Photo Frames.
- v. **Text** - Text boxes and different text fonts.
- vi. **Videos** - Short video clips to use in designs
- vii. **Bkground** - Short for Background, multiple free background images can be used in designs.
- viii. **Folders** - Purchased images or templates that are liked are saved in folders.
- ix. **More** - In the More tab, additional apps and integrations will be found; for example, additional stock photos from Pexels and Pixabay, a significant list of Emoji's, Google Maps, etc.

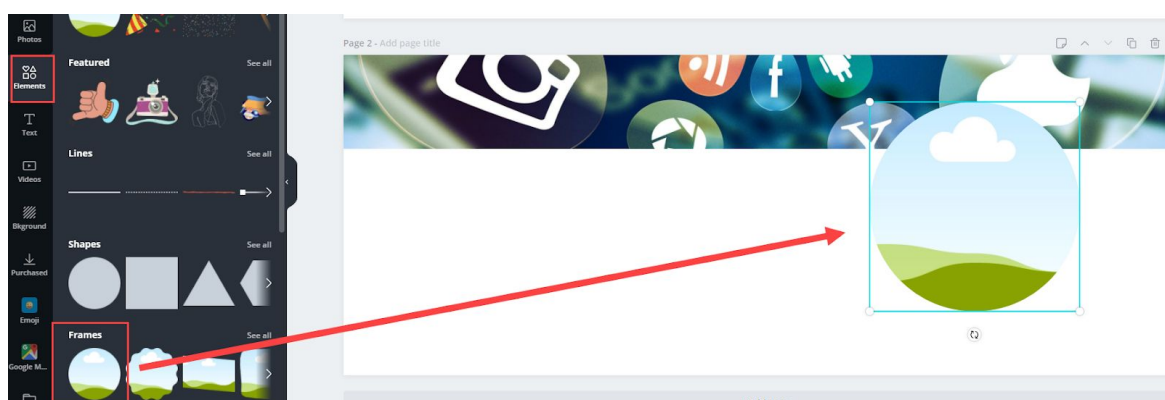
d. Here is an example of a Facebook Cover image. The components will be broken down and described how it was completed.



- i. From the Photos tab in the menu, a stock photo was selected for the border. Drag and drop a photo to the blank canvas and resize as wanted.

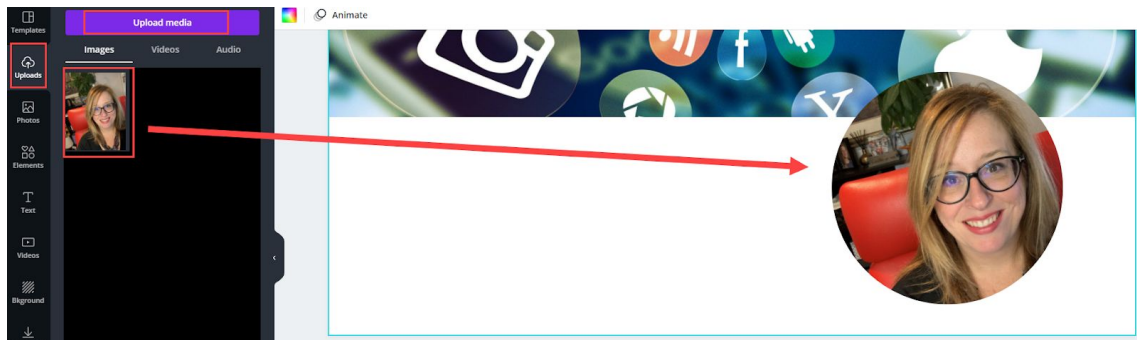


- ii. From the Elements tab in the menu, a circle Frame was selected and resized and positioned on the canvas.



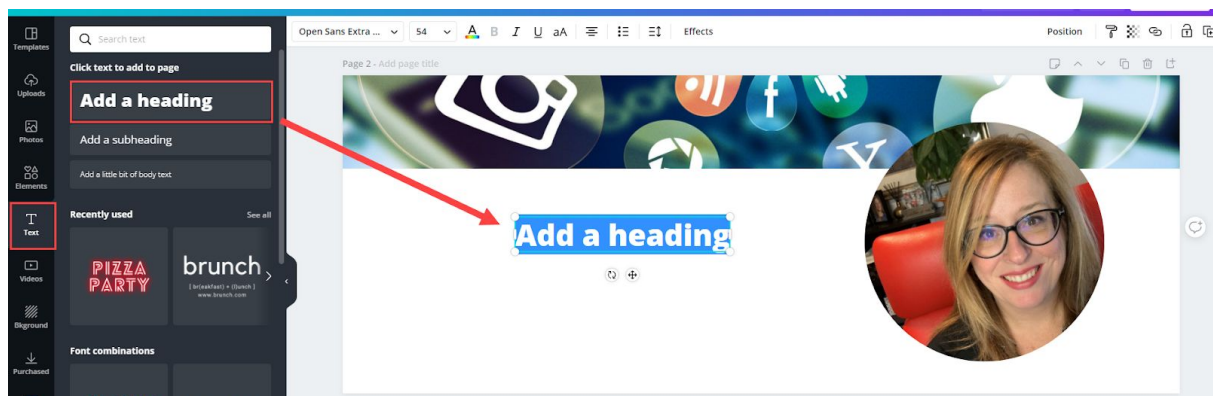
- iii. From the Uploads tab, a picture was uploaded by clicking on the Upload media button and

selecting a photo from my files. Once uploaded, the photo was dragged and dropped inside of the circle Frame.

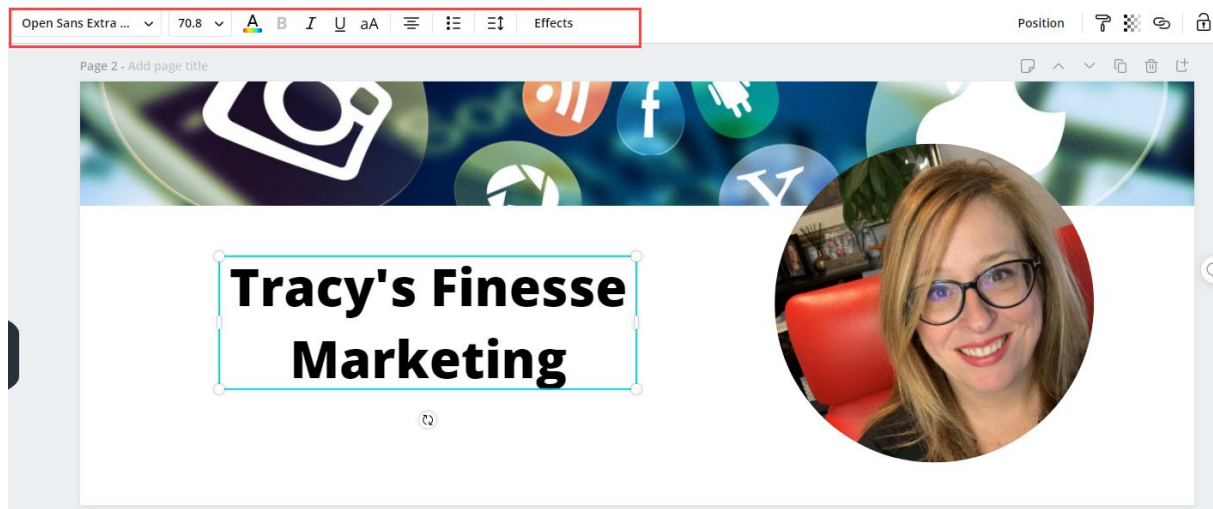


iv. To add the headline text, click on Text from the menu on the left.

- Click on Add a Headline

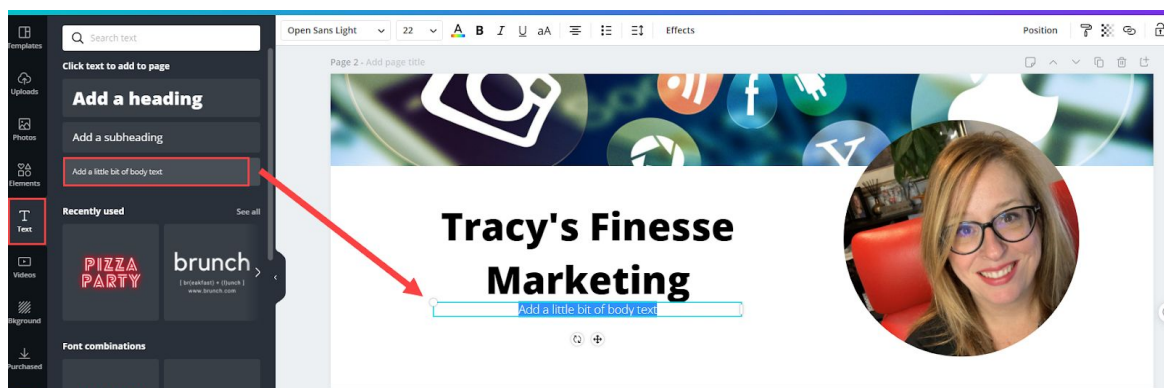


- Reposition the text box to where you want it to be and update the text.
- The size and font can be changed by using the menu at the top of the page.



- v. For this example, additional information was provided under the headline. This could be a quote, a bit more about the page could be left out.

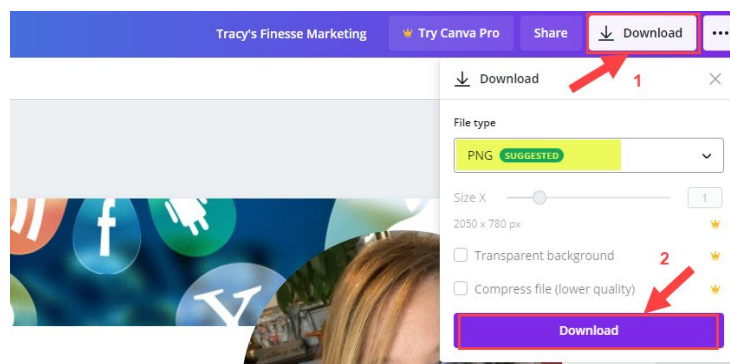
- To do this, click on Text from the left hand side menu.
- Click on 'Add a little bit of body text'.



- Reposition the text box to where you want it to be and update the text.
- The size and font can be changed by using the menu at the top of the page.



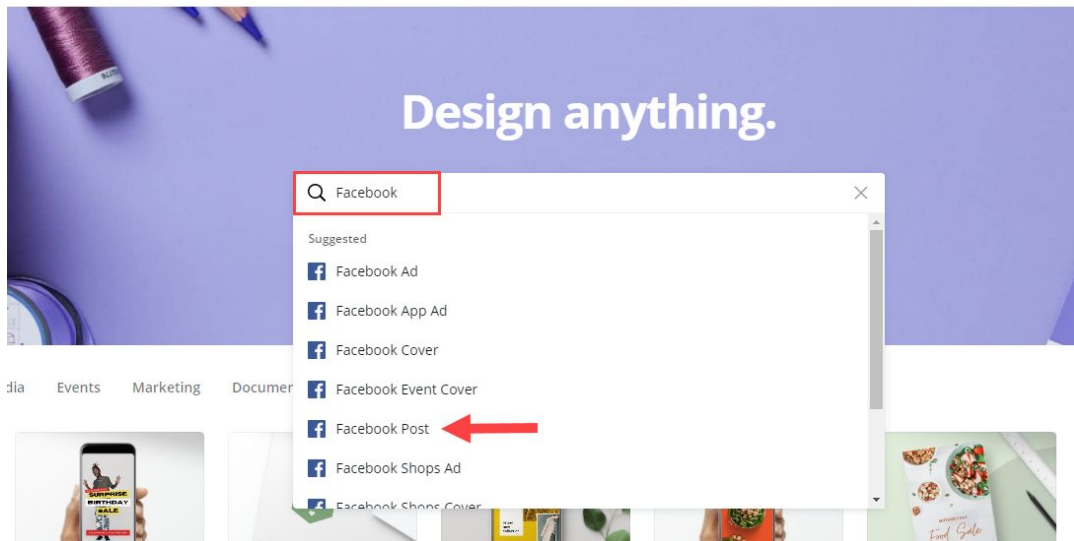
- vi. The last thing to do is to save this image so it can be uploaded to your new Facebook Page.
- Click on Download from the menu top left of the screen.
 - Leave PNG selected - this is recommended
 - Click on the purple Download button



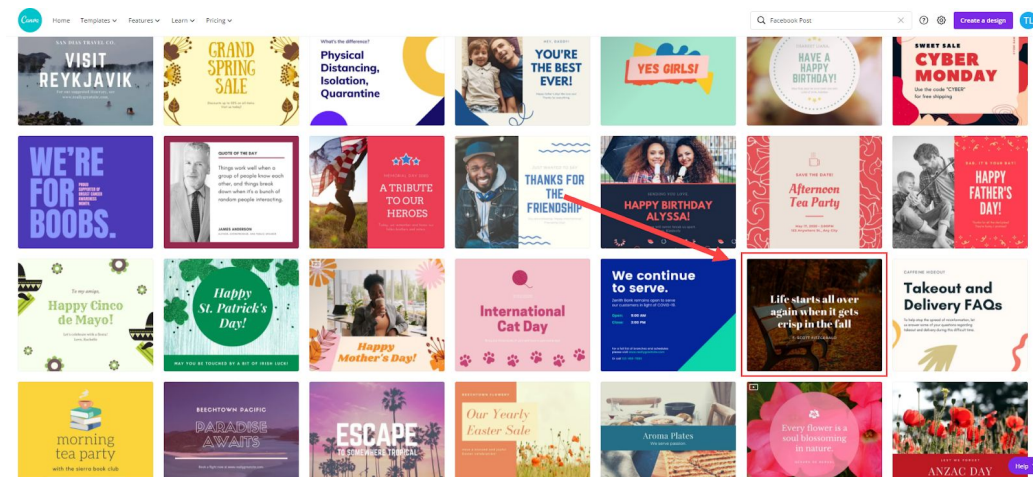
- Save the image in a folder you will be able to find it.

3. Create Facebook Posts

- a. On the Home Screen, type **Facebook** in the search field and select **Facebook Post**.



- i. The next screen opens up the option to choose a template or create a Facebook Post from scratch. **Note:** it is your choice if you choose a template or start from scratch, for purposes of this training, a template was chosen.
 - Select a template of your choice for showcasing an inspirational quote.



- ii. To change the text, highlight the text and start typing.

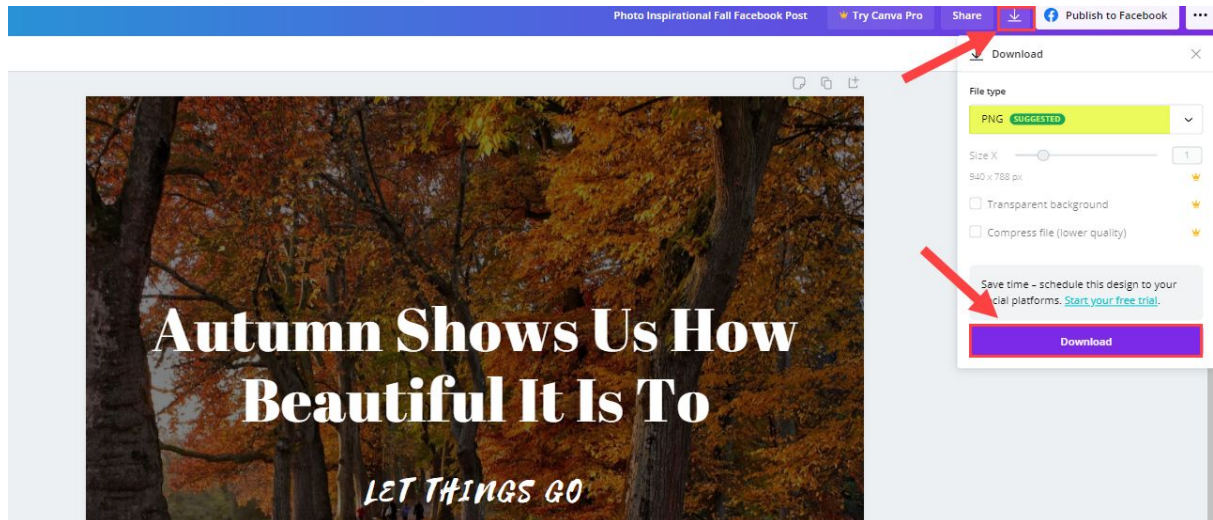
- The font and font size and be changed as well

iii. If you want to change the picture, from the



Photos tab in the menu, search for a photo is the search field at the top. Select one (without a crown as they cost money) and drag over to the canvas.

- iv. Get your creative juices flowing and don't be afraid to click around in Canva.
- v. Once you have a completed image, click the arrow pointing down in the menu at the top.
- Leave PNG selected
 - Click the purple **Download** button.



- vi. Save the image to a folder until ready to schedule a post on Facebook Page.
- b. Practice by creating multiple Quote posts in Canva and save finished projects with the other projects so scheduling posts are faster to complete.

Refer to Season Facebook Page to see the steps on how to publish these images on your Facebook Page.