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## SKILL SHEET: CREATING DIGITAL DESIGNS ON CANVA

Canva is a free graphic design software service that allows you to create digital designs for both web and print use. If you are interested in designing flyers, posters, info cards, social media images, brochures, and more, Canva is a valuable and useful tool. This guide will show you how to set up an account and get started with a basic design.

### Setting up an account

- You will need an email address to create an account on Canva
- Choose the option that is right for you - a free account will give you access to plenty of resources
- Add information and a photo to your personal profile
- After you've created an account, Canva will walk you through the website, showing you where to find certain tools and how to use them
- Canva will also give you the option to practice using the tools with guided help

### Choosing a template

- Once logged in, browse the templates on the main part of the website - consider which template will work best for the design you have in mind - Canva names each template based on its use (like Social Media, Poster, Card, etc) and provides dimensions (just hover the mouse over a template to view)
- For designs used on the web, choose templates that are at least 500 pixels for clarity
- For designs you will print, choose templates like Poster, Document, Card, and Certificate
- For our Save The Date example (which you can view *here*) we chose the Card template (14.8cm by 10.5cm)

### Creating a design

- Once you've chosen a template, a blank template will appear, with pre-made Canva layouts on the left side of the screen - you may design from scratch within the template, or use a layout
- Please note that some layouts are free, and some are not (Canva will ask you to pay after designing if you've chosen a layout that doesn't say "free")
- For our Save the Date example (which you can view *here*) we chose a free Canva layout and edited it according to our needs



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- You can customize colors, fonts, sizes, images, shapes, and more with the toolbar located on the very left side of the screen
  - Layouts are pre-made editable designs
  - Elements gives you access to free photos, photo grids, photo frames, shapes, lines, illustrations, icons, charts & more
  - Text allows you to add text boxes and pre-made text elements like labels and banners
  - Background provides document colors and patterns
  - Uploads is where you can add your own images from your computer or Facebook for use in a design
- Once happy with your design, click "Download" in the upper right corner and choose the type of file you would like to save your design as (PDF for print, JPG or PNG for web)

## Recreate our Save The Date

- Background - we chose a custom green color: #95c764
- Elements - we added a white square box, stretched to a rectangle, and a navy square box, stretched to a rectangle for the header; for the "Who What Where When" section, we added white boxes stretched to thin rectangles
- Text - we chose League Spartan for "Save The Date," Open Sans for "Who What Where When," and Glacial Indifference for "Questions? Contact:" (the white line at the bottom was created using repeating underscores)
- If using our Save the Date from the **PPC Public Pod Templates**, please make a copy first and save it as a new item before you begin, otherwise you might change the "original" and the next person to go to the design will see all of your information instead of a blank, editable template!
- Add your own text in the white boxes by choosing Text from the left side of the screen, then drag and drop from the options before customizing the size, font, color and more  
To add a logo under "Save The Date," upload a photo file (preferably JPG or PNG) under Uploads and then drag and drop it into the design, and reposition accordingly



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*We welcome your suggestions and ideas!  
Please send them to [info@plantpurecommunities.org](mailto:info@plantpurecommunities.org)*