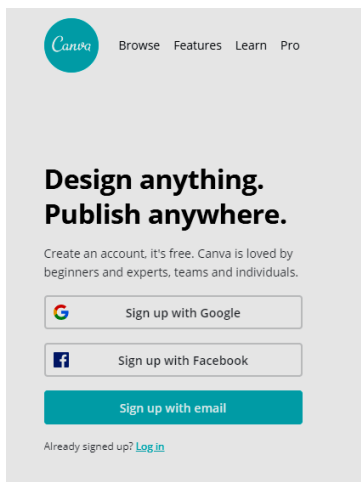# CANVA
CREATE AN INVITATION

What is Canva?

Canva is a free online graphic design tool that you can use to create your own fliers, posters, social media graphics, and more. Because you use it online, you can store your designs and access them from almost anywhere. You can use Canva for home or business. Canva offers an option to upgrade (for a fee), which provides additional options that would be helpful for collaborating with others for a business or design team (brand kits; customizable templates; "magical" graphics resizing; additional graphics and images; and design/photo folders).

Getting Started: *www.canva.com*

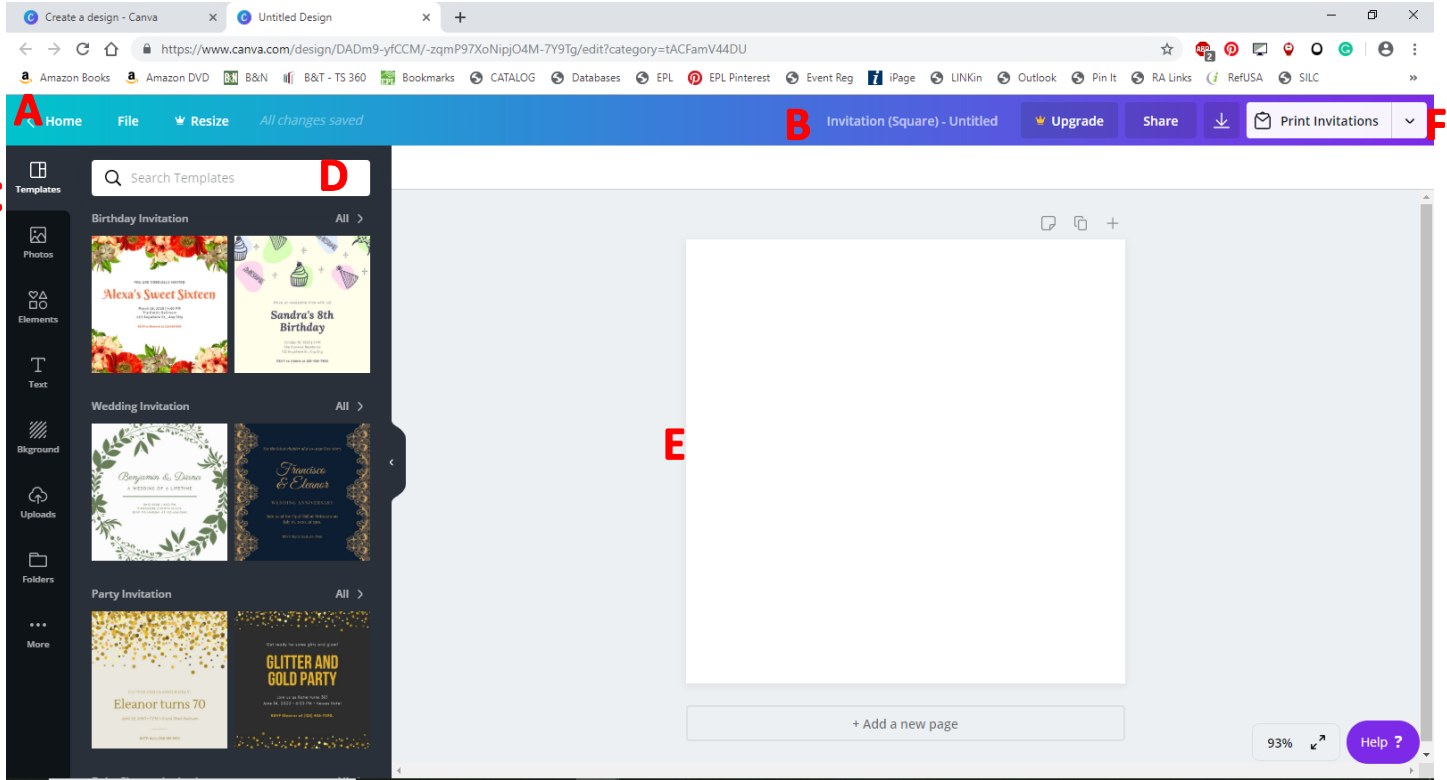Create a free account (your email plus a password).

Canva Interface:

After you log in, you'll find a menu on the left side of the screen that you can use to navigate Canva. When you save your designs, you can access them by clicking the "All your designs" link. For additional information, check out the "Learn to design" and "Get design inspiration" links that will take you to other Canva web pages where you'll find tutorials and design ideas. There is also a "Beginner's Challenge", which you may find helpful when first learning to use Canva.

CREATE AN INVITATION
USING TEMPLATES

Find an invitation that you like, then change it!

A. Navigation tabs on the top, navigate back and forth between your login page and your design page with the tabs at the top of the screen.

B. The menu in the blue bar above the workspace has a buttons on the left for saving your file, undo/redo and help. With the buttons on the right, you can give your design a unique title, share it, or download it as a certain file type (PDF, JPG or PNG).

C. The menu on the far left gives you options for changing the layout of your design, adding elements and text, changing the background and uploading photos or graphics either from your computer or your Facebook account. When you click on these links, you'll get all sorts of options to choose from for each category.

D. Use the search box for finding specific design elements.

E. Workspace for creating your design.

F. The "Print Invitations" drop down allows you to determine how you would like to create your finished invitation. You can print it yourself, by downloading the invitation as an image or have Canva print it.

Customizing Your Design:

After you choose your template, you'll need to choose a layout for your design. You'll find a variety of layouts for your template type to the left of your workspace.

NOTE: Some Layouts, Elements, Text and Backgrounds are marked "Free" and others have a price. If you choose one with a price, you can either pay at the end or you can pay during the design process by clicking "Remove Watermark".

1. Choose a template or design your own.
2. Click the elements on the page and notice how a menu appears above the layout which changes depending on whether you click on text or a graphic element.
   - ◊ **Text:** Font type, size, color, bold, italic, alignment, upper case (all caps) and text spacing.
   - ◊ **Graphic Element:** Color
   - ◊ **Both Text and Graphic Elements:** Copy, arrange, transparency, link, delete (on the far right of the menu bar)
3. Change text where needed and move text boxes if necessary.
4. Click on the images and background to make changes to each element. For the background, you could also try changing it with options from the "Background" tab.
5. Use the search box to find and add a border, flowers or any other element you like, and then change colors to match your design.

   TIP: Click on the "+" in the color menu to create more colors!
6. If images are overlapping, use the "Arrange" button (upper right) to move objects backward and forward.
7. Use the zoom tool on the lower right to zoom in and out.

Saving Your Design:

As you work on your project, Canva will save it automatically from time to time. If you check the blue bar at the top you may see the words, "Unsaved changes," which indicates the file needs to be saved. When it is saved, the words will change to "All changes saved."