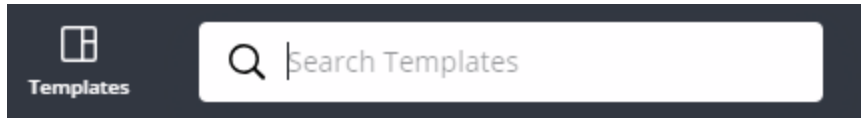# Creating with Canva

Creating a Design
- Canva will show the most popular size options on your homepage, but you can either use the search bar or click "Create a Design" to browse categories.
- Custom dimensions allow you to choose the size based on pixels or standard measurements (inches, centimeters).
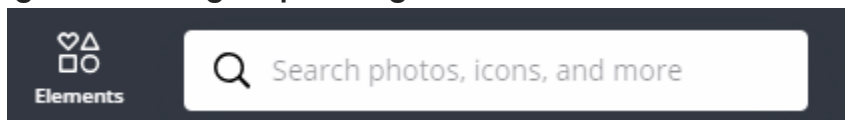
Choosing a Template

- Once you have chosen the size of your design you can start creating or search for a specific template.
- There are many great free templates available and if a template is not marked as free it often contains watermarked stock images that can easily be removed.

Text Basics

- The toolbar for modifying text is similar to most creation software.
  - From left to right you have the options of: font, text size, color, bold, italics, alignment, uppercase, list, and spacing.
  - Not all fonts can be bolded or italicized. If the font toolbar looks like the image above with a greyed out "B" or "I" that indicates the function is unavailable.
  - "Spacing" allows you to alter the space between letters and lines of text.
- Canvas also offers premade text boxes that pair different fonts together. This can be a great way to create contrast and variety in a flyer or invitation.

Images: Searching & Uploading

- All images, whether photos, shapes, or graphics are found underneath the "Elements" tab.
  - Everything found underneath "Elements" will note whether it is free to use or if there is a charge to use the image.

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- It's important to note that if you do choose to pay to use materials you have a limited editing window before you are charged again to use the image.
- Canva also offers "Grids" and "Frames" which allow you to insert a photo into that unique shape. You can either use one of Canva's photos or upload your own images from your personal device.
- Uploading an image is easy to do and can be done two different ways.
  - One option is to drag and drop the image directly into the "Uploads" folder.
  - The second is to click on the "Upload an image" bar and use your device's folders to navigate to the image you wish to upload.

Background Options

- If you start a design without a template, editing the background can help add dimension to your creation.
  - Backgrounds are available in a variety of gradients, solid colors, and textures.

Final Steps
- Sharing & Downloading
  - There are a few options for downloading the design to your computer; the most useful for general use being PNG and PDF.
    - Choosing PNG will save your file as a high quality image compared to a JPG. This option is good for social media posts or invitations.
    - PDF's are great if you are saving multiple page documents like a report or a brochure.

Free Stock Image Resources
- Pixabay - https://pixabay.com/
- Unsplash – https://unsplash.com/
- Flickr's Creative Commons - https://www.flickr.com/creativecommons/

Canva Tutorial
Lynda.com
- Accessible through the Skokie Public Library website with a Skokie Public Library card.
  - https://skokielibrary.info/resources/online-training-tutorials/
  - "Learning Canva with Justin Seeley"

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