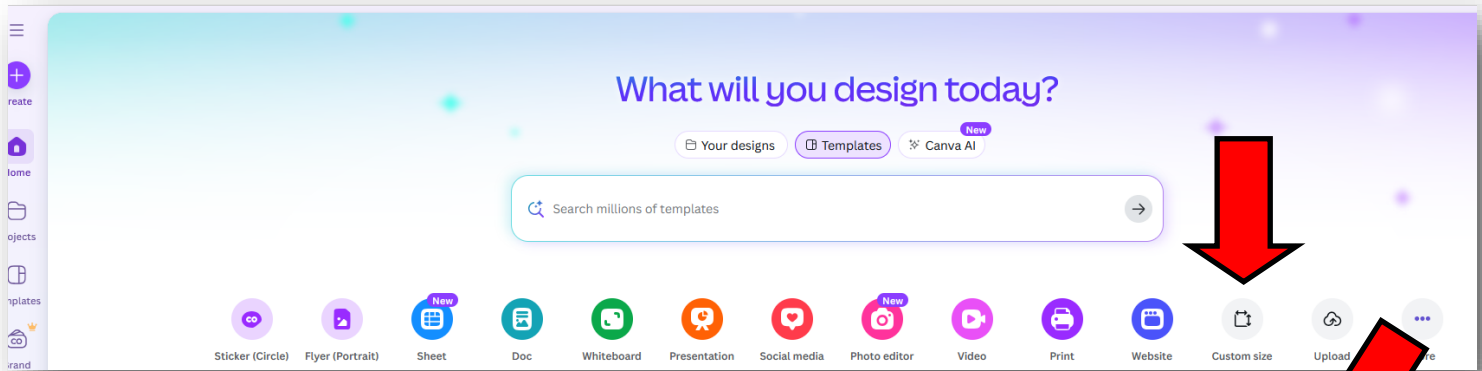


Using Canva.com to Design a Banner

Open your browser and go to Canva.com and Register for a free account.

Once you have logged on, click on **Custom Size**

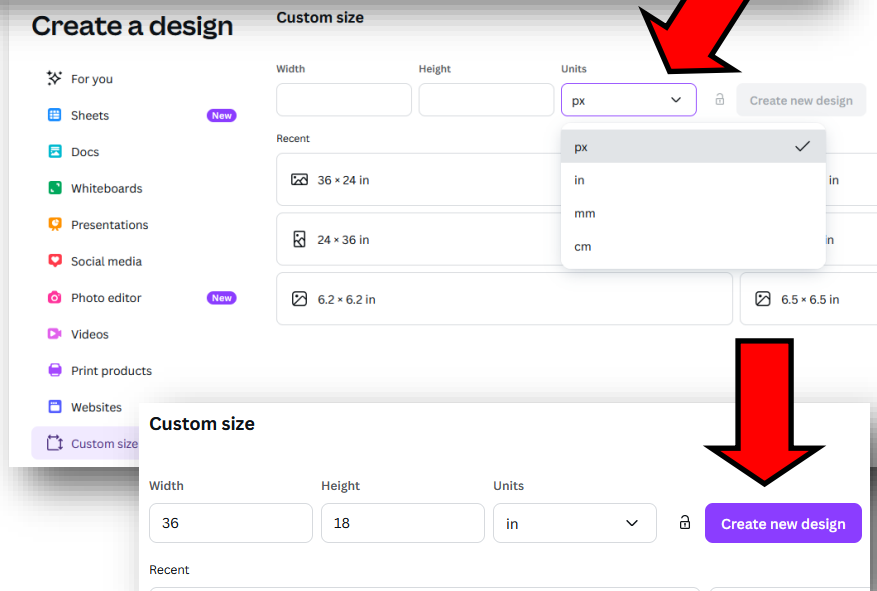


You will enter the **Width** and the **Height** of your banner.

NOTICE—be sure to change it from pixels to INCHES!!

For this example, I made by document 36" x 18".

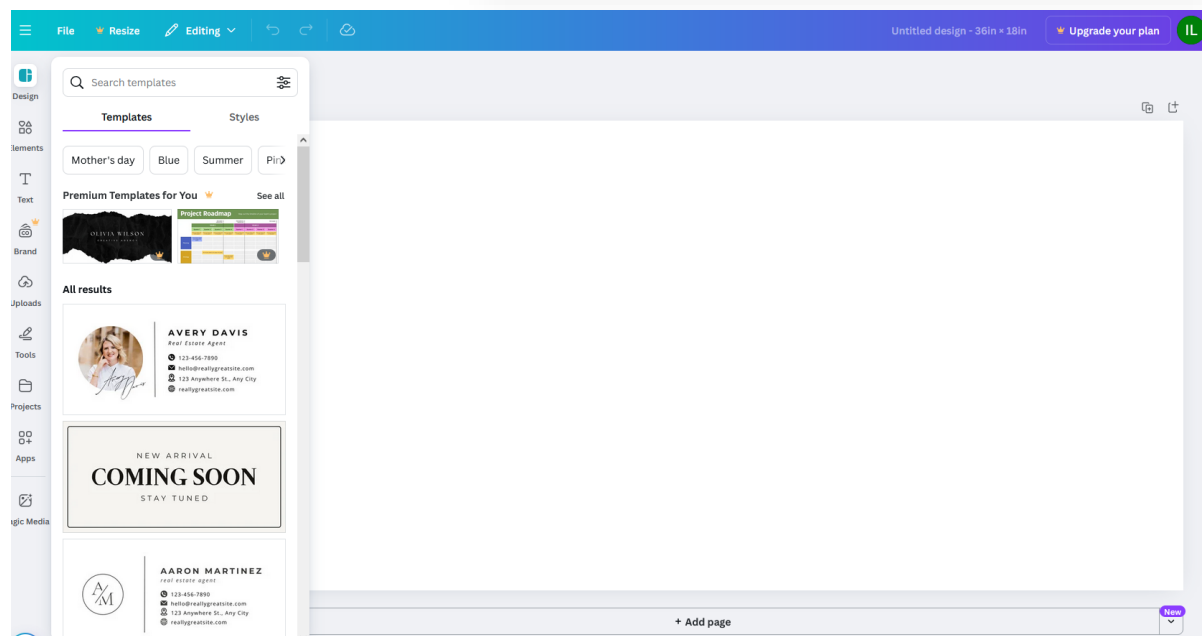
If you want to make a banner bigger than what it will allow, divide the measurements in half and then we can double the size of the banner when you come to the Lab to print it.



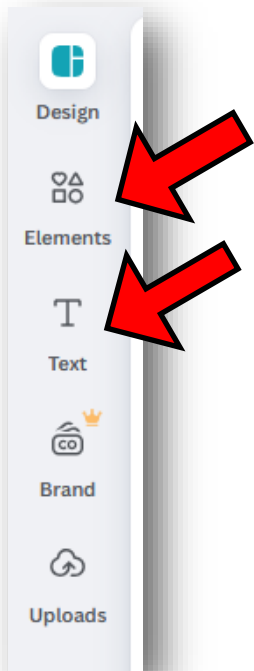
This will give you a blank canvas and you can start designing your banner.

If you want to use a template, pick one you like the looks of and then change the design to fit your needs (remove words, pictures, change colors, etc)

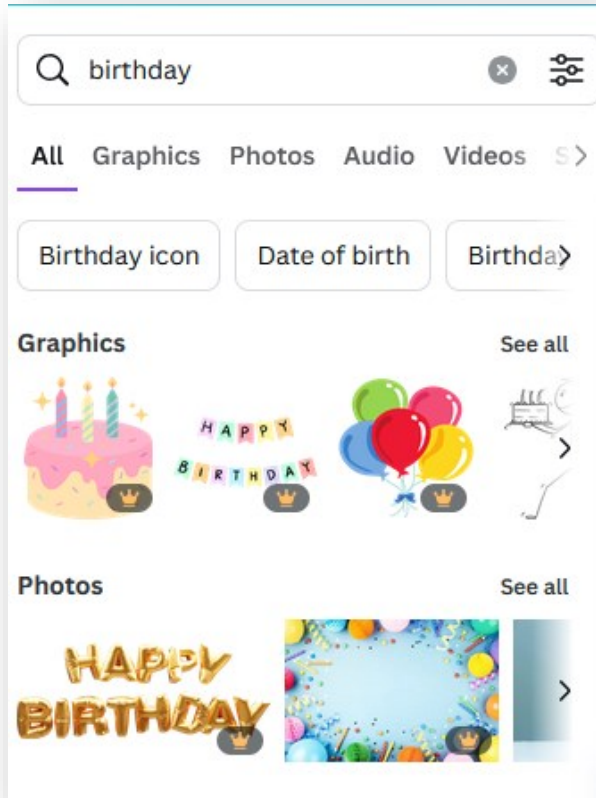
You can also create something from scratch.



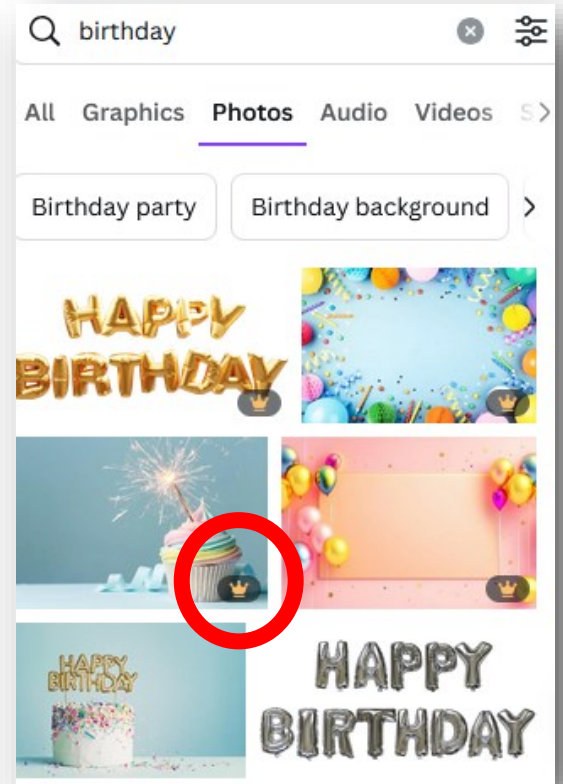
Canva offers a wide variety of features you can use. For this example we will focus on two basic options: Elements and Text.



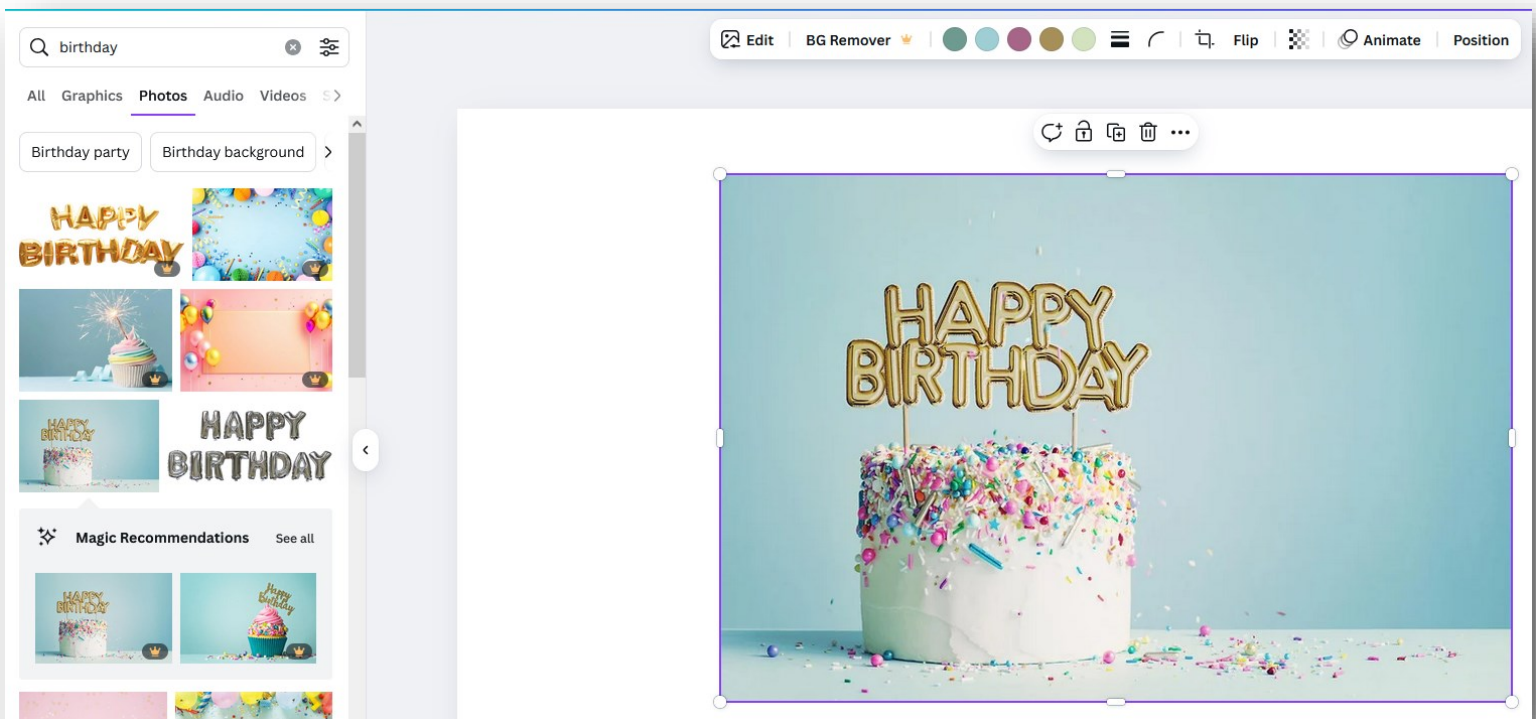
Searched for the word birthday in elements



Click on SEE ALL under Graphics or Pictures



Not all images are free. Those with a crown cost money, but there are plenty of free images you can use. Click on the image/element you want to use and it will insert it onto your canvas. If you see watermarks on the design, you will have to pay to use that image. You are also able to upload your own pictures, but make sure they are high quality pictures/graphics.



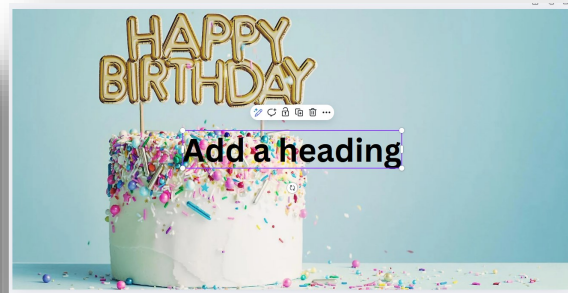
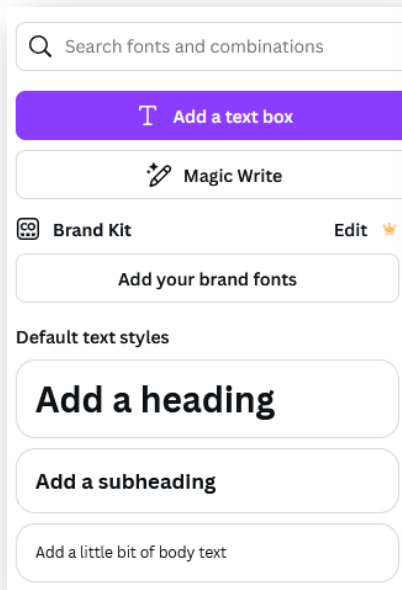
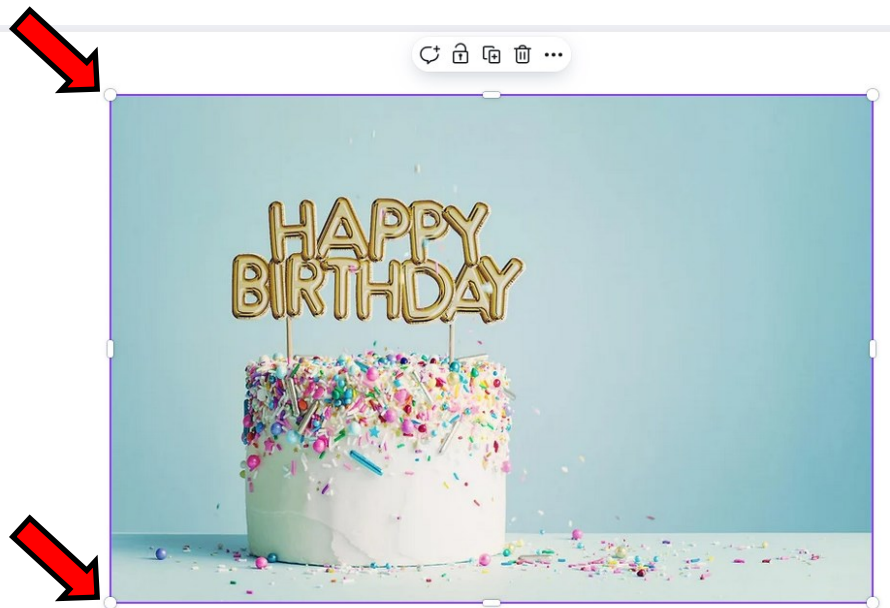
Use the corners to resize the image. By using the corners, you keep the image in proportion and won't remove any of the image.

You can add additional graphics if desired.

What you see on the canvas is what will print. If there is white space, that will be considered part of the print job. You can have your picture go clear to the edge if you want.

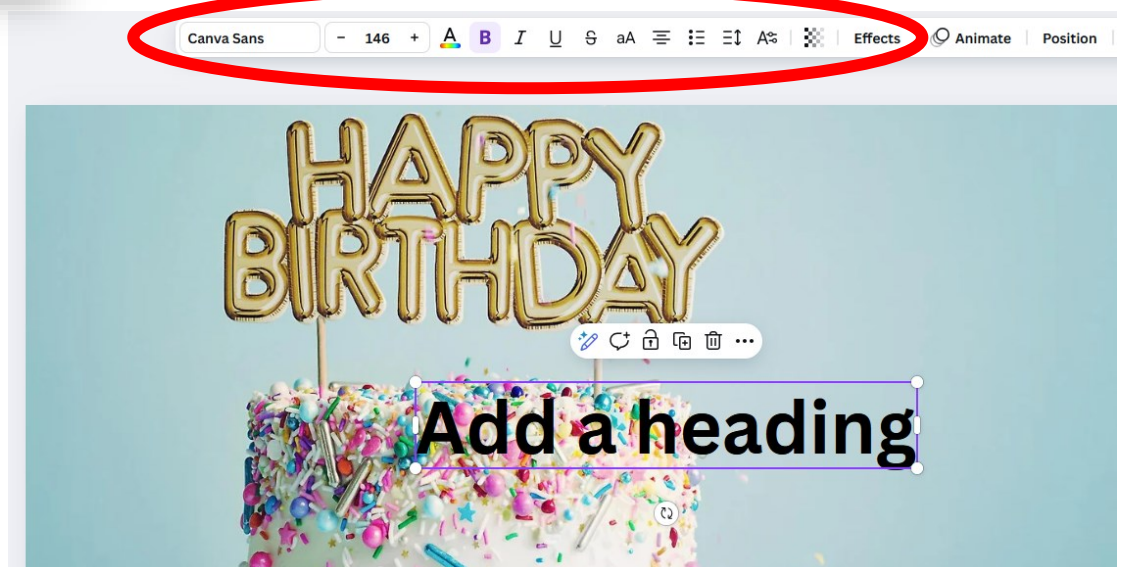
When you have the photo (or element) where you want them you can add text.

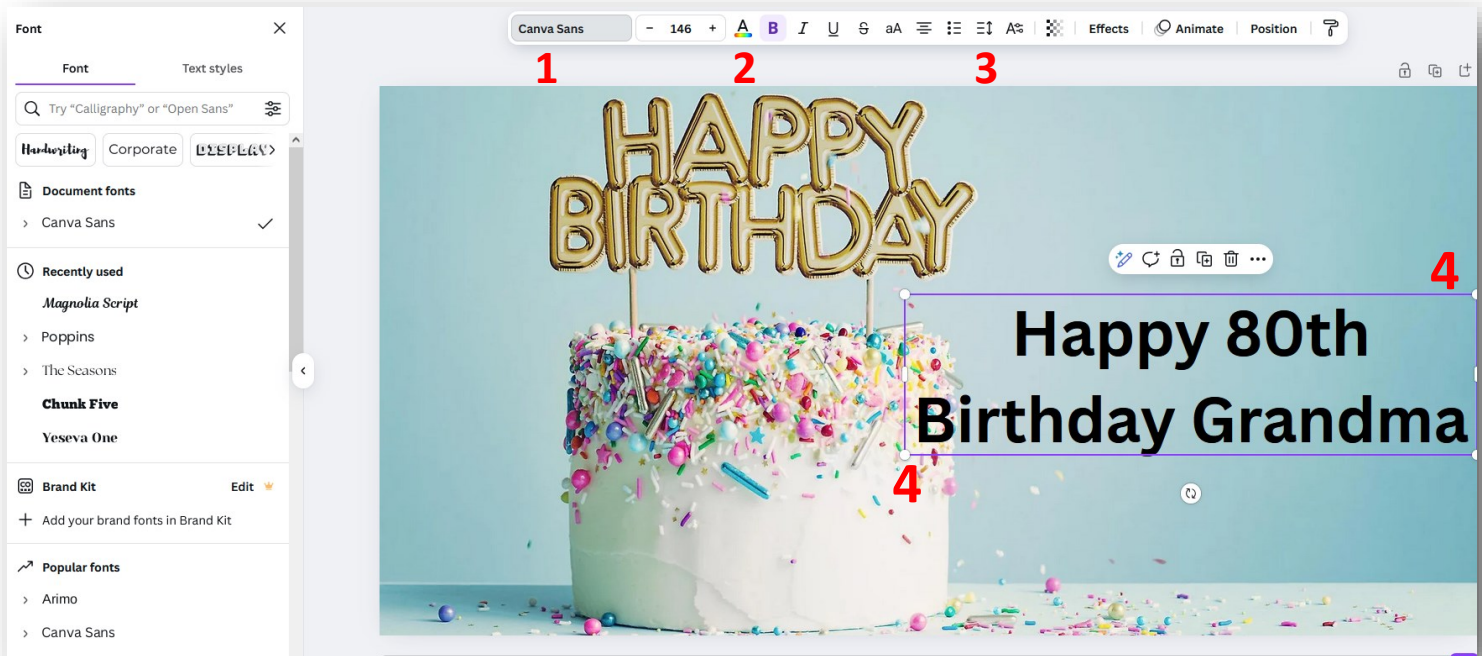
If you want to add any wording, click on text. Click on the type of text you want—Add a Heading, Add a subheading, etc (but remember, you can always change it)



Once you have added a text box, type what you want the banner to say. You can always make changes (font type, size, color, etc) You can also move the text box and change the size of the font by just changing the text box.

Some fonts do cost extra (they will have the gold crown). Some fonts will not allow you to make them bold, italic, etc.





#1 Change the font (a list of available fonts will appear along the left side. Those with crowns cost money.)

#2 Change the color of the font.

#3 Changed the space between the lines of font. I moved Happy and Birthday closer together so there was not as much space in between the two words.

#4 Use the corners to make the font larger or smaller.

If you want to move the text box or any small graphic around the canvas, place the cursor over that feature, hold the left mouse button down and drag the box to the location you want it.

When your document is finished, you will need to download the file.

Click on Share then Click on Download.

Make sure you save it as a PDF

Click on Download and save the file.

You can email your file or bring it in on a flash drive.

imagine@champaigncountylibrary.org

Your document will automatically be saved in Canva, so if any changes need to be made, you can log into your account and make the necessary changes.

designschool.canva.com/tutorials/getting-started/

