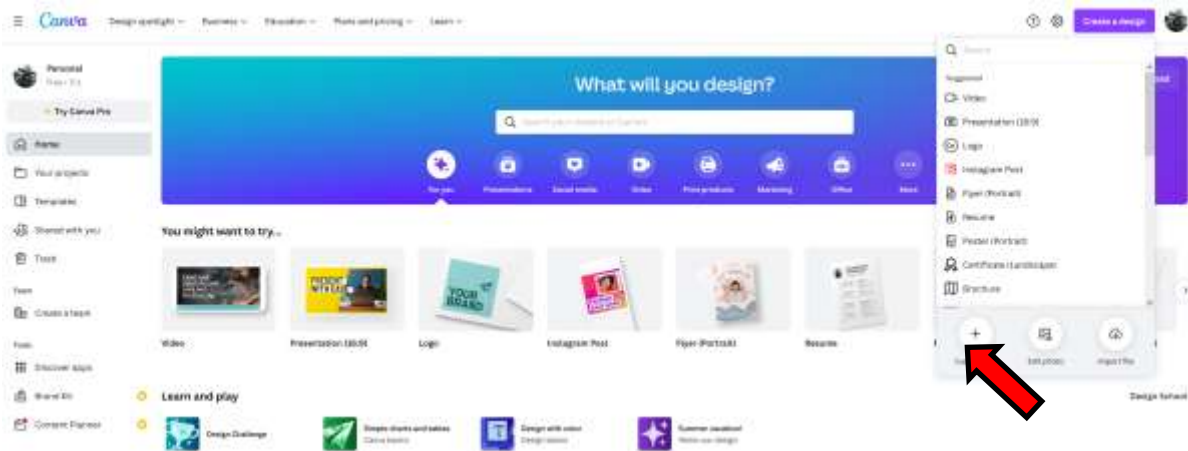


Using Canva.com to Design a Banner

Open your browser and go to **Canva.com**

Register for a free account.

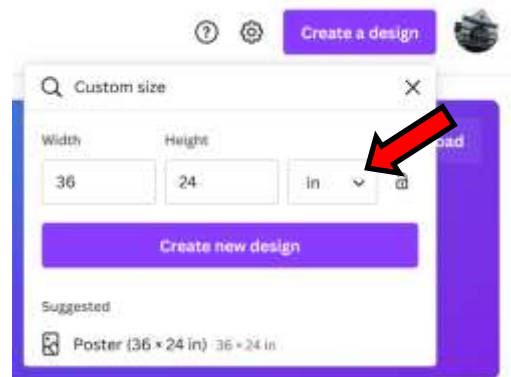
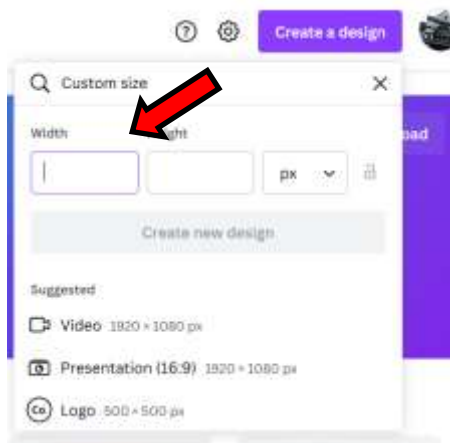
Once you have logged on, click on **Create a Design** and then **Custom Size**



NOTICE—be sure to change it from pixels (px) to INCHES!!

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

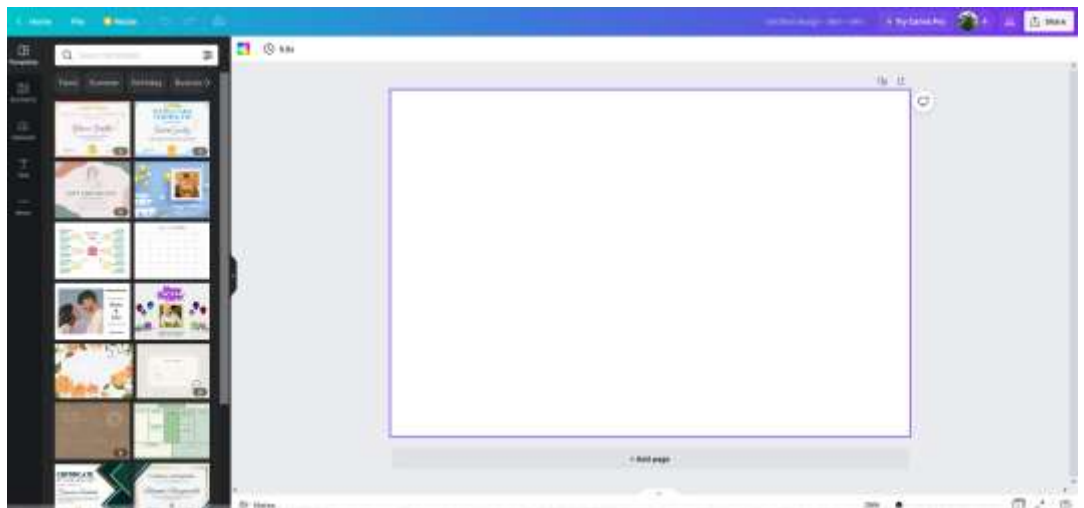
For this example, I made by document 36" x 24".



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

If you want to use a template, you can make changes to the design to fit your needs.

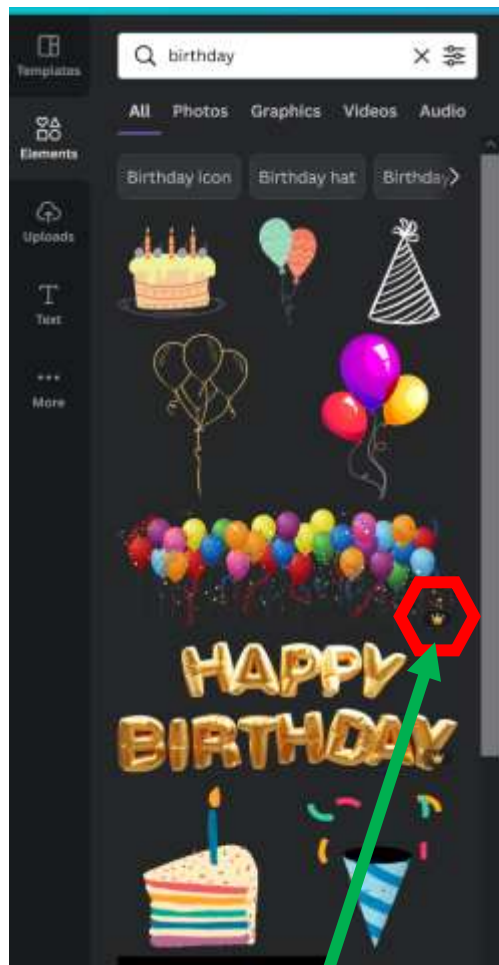
You can also create something from scratch. That is what we will be doing.



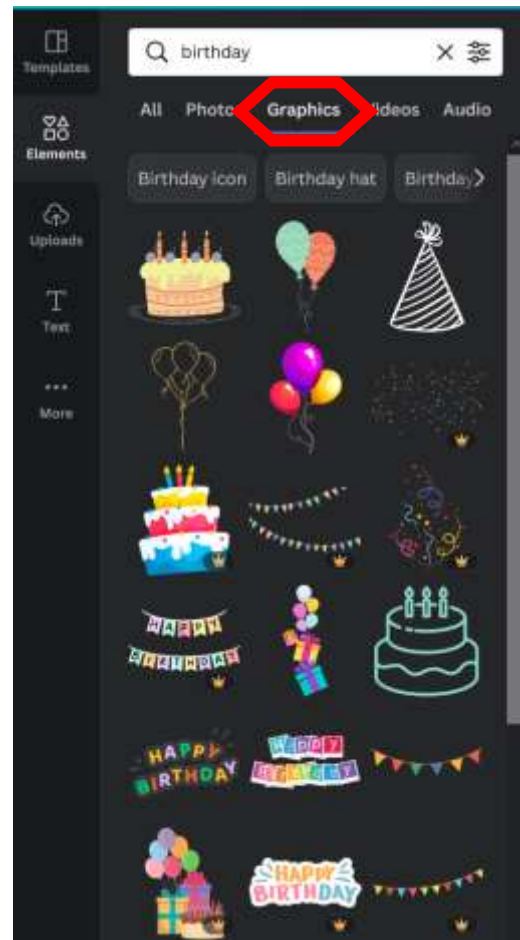
Canva offers a wide variety of features you can use. For this example we will focus on two basic options: Elements and Text.



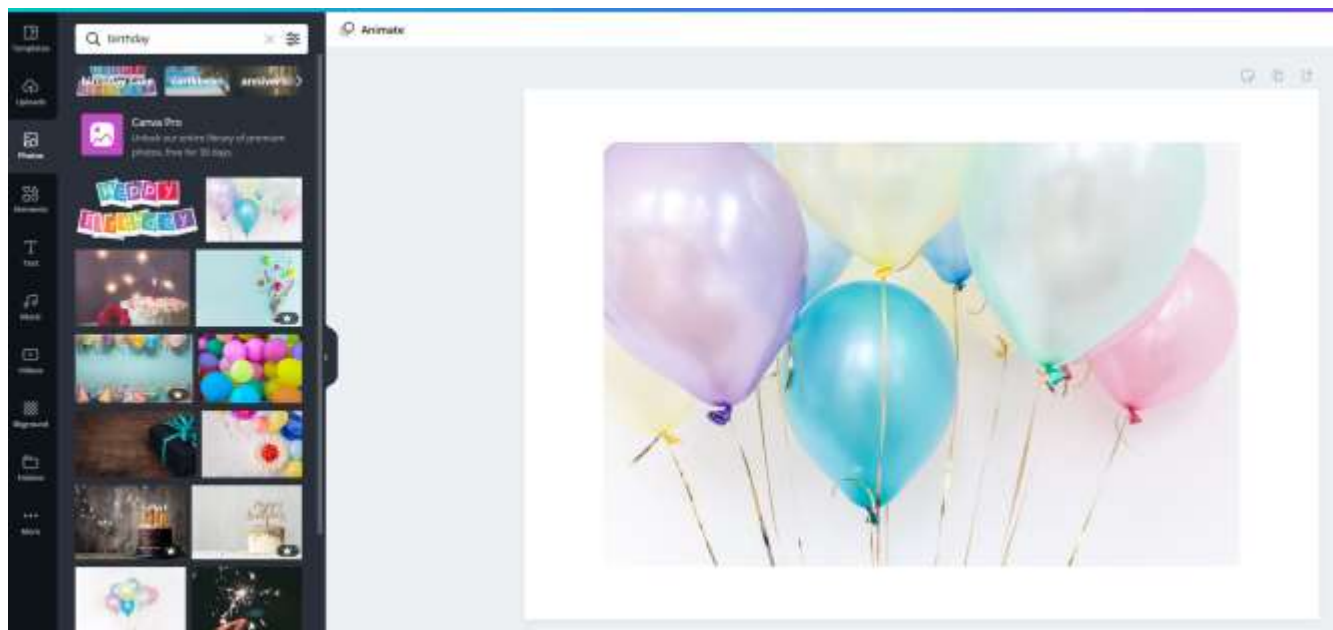
Searched for the word birthday in elements



You can filter your search by photos, graphics, etc.



Not all images are free. Those with a crown cost money, but there are plenty of free images you can use. Click on the 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.



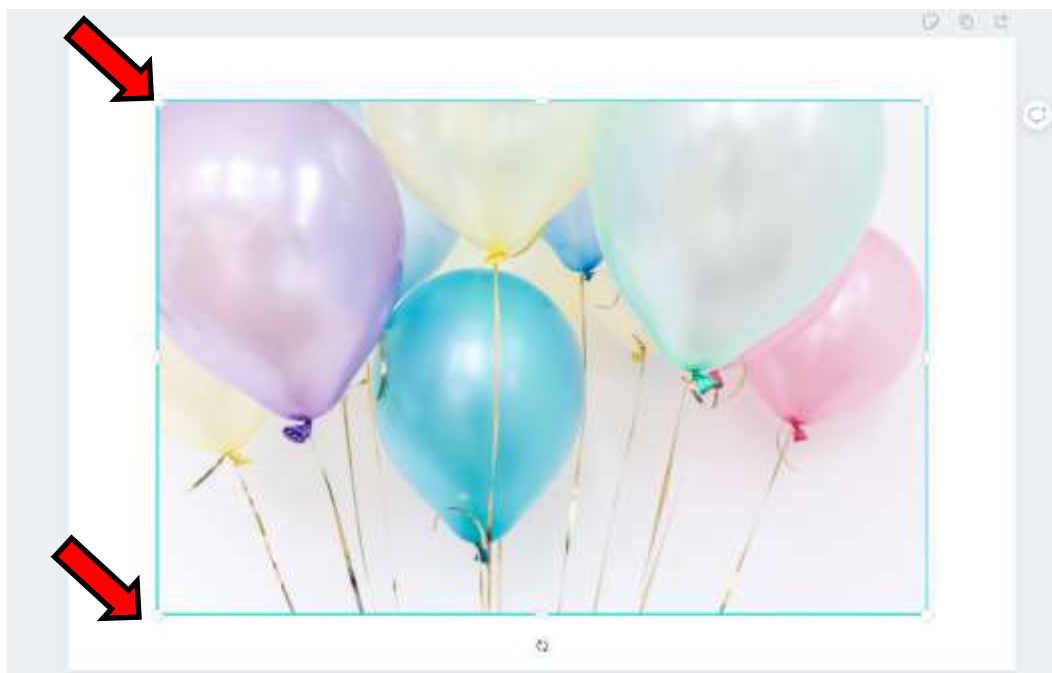
Use the corners to resize the image. By using the corner handles, you keep the image in proportion and will not lose any of the image.

You can add additional elements 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. When printing on the large format printer, there will always be a white margin around your design. It will not print edge to edge.

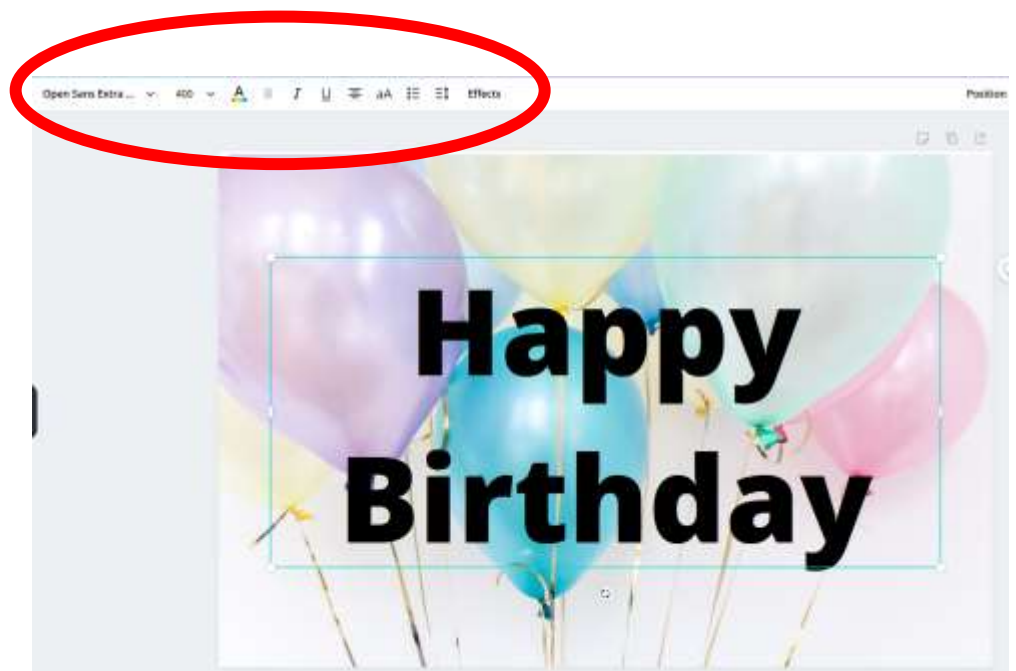
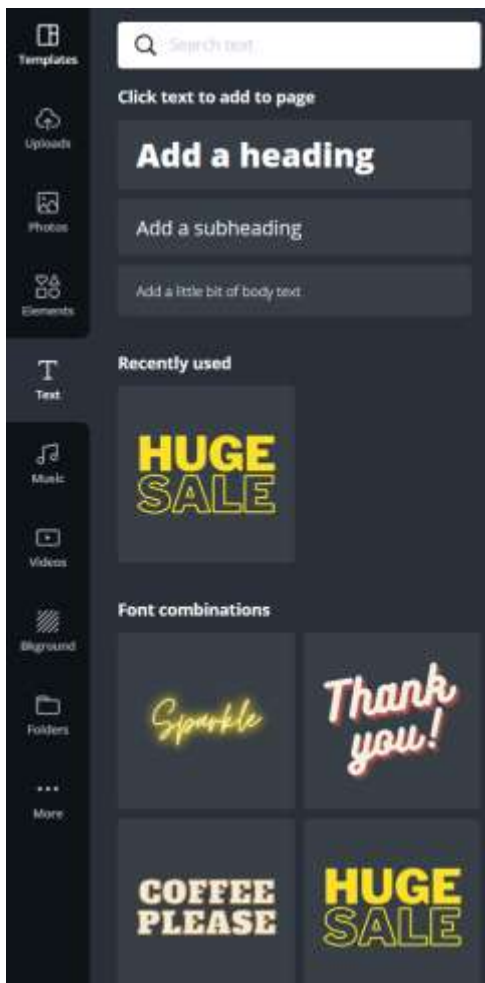
You can also add text to your design.

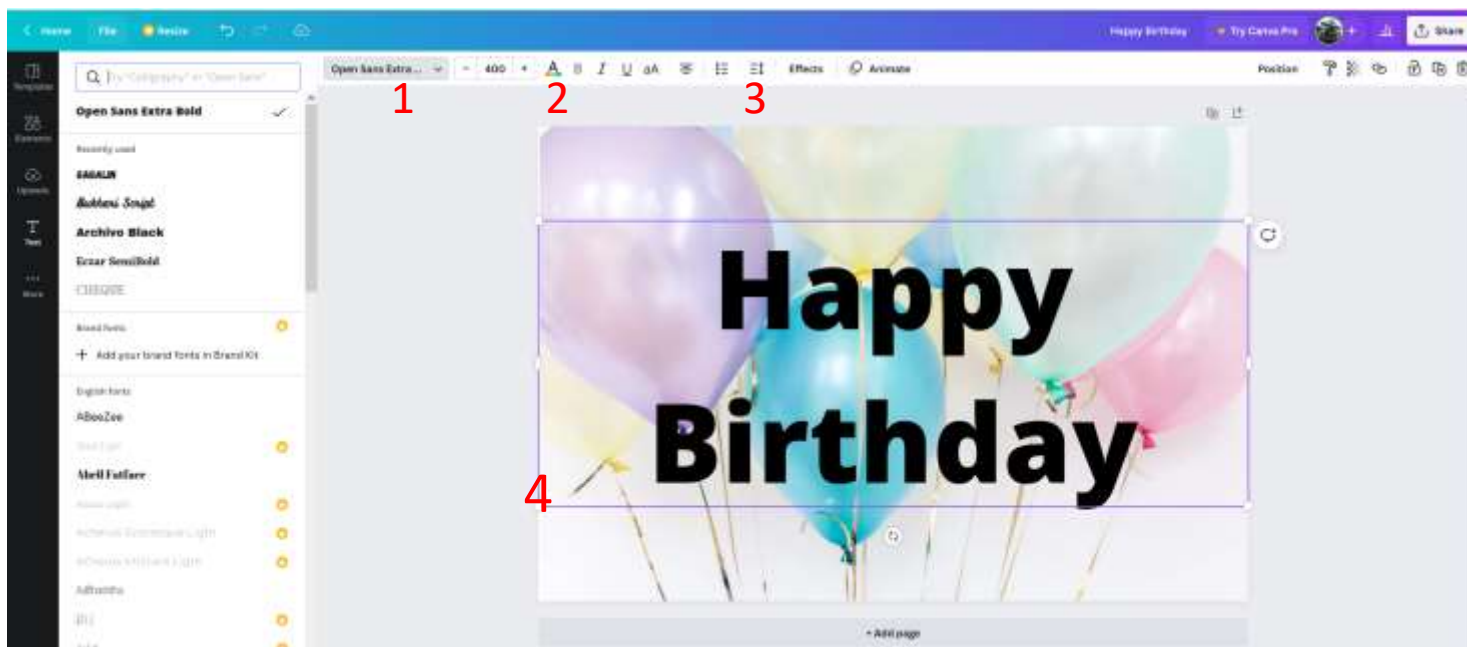
If you want to add any wording, click on text. Click on the type of text you want heading/subheading/body (but remember, you can always change it)



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)

Some fonts do cost extra and some 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 You can also increase/decrease the size of the font by using the corners.

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. Files may be emailed to the Imagine Lab or brought in on a flash drive. **The files should be saved as a PDF.**

Click on **Share**

Click on **Download.**

Choose the file type you want to save and click on **Download.**

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

For more help on using Canva, visit:

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

