CANVA

Create attractive educational posters and infographics

STEPS

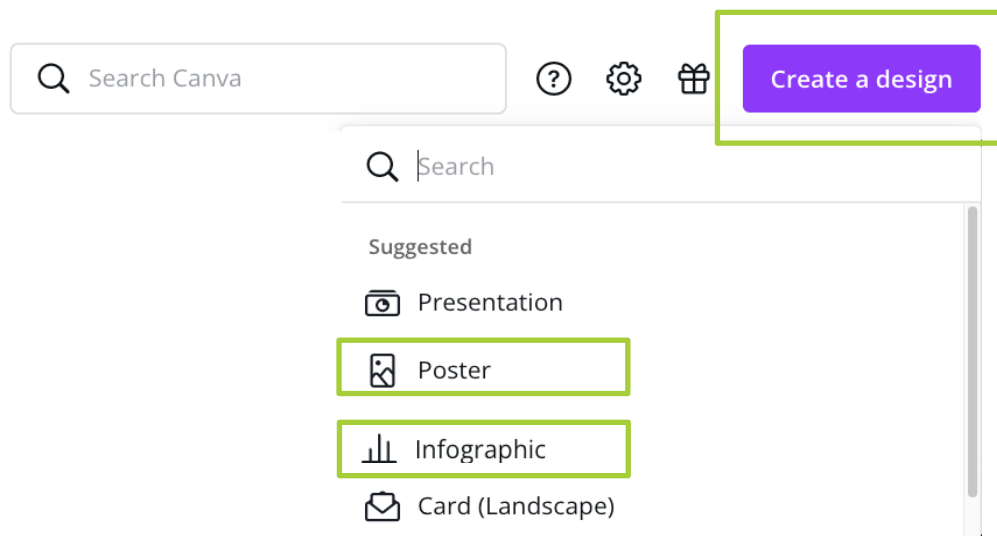### 01 Getting started

In order to use Canva, you are required to make an account on their site first.

- Go to **https://www.canva.com/**
- Click on **'Sign up'** in the right corner
- Sign up through your Google Account by clicking on **'Sign up with Google'** (see tutorial on how to create a Google Account)
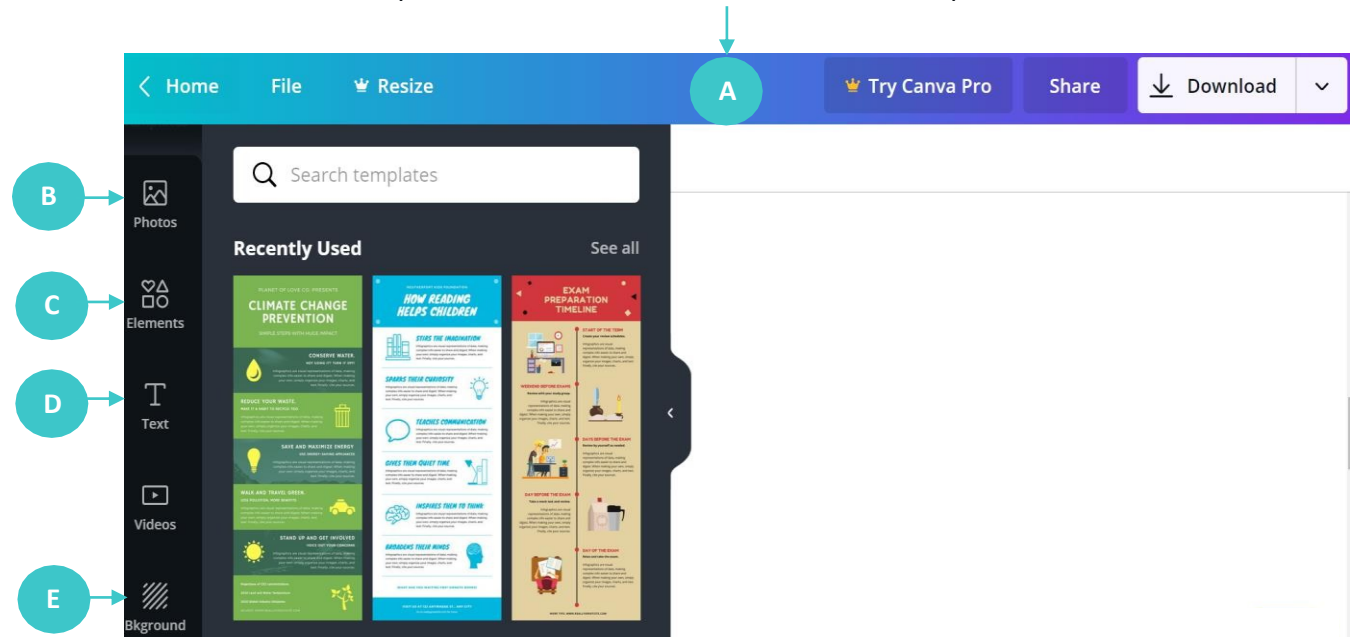
02 Creating a design

- To start designing, click '**Create a design**' in the toolbar, in the left corner.
- Click on the design/template you would like to create. In the tutorial we will focus on how to design a '**Poster'** and **'Infographic'**.

03 Customizing your design

Once you've chosen what kind of design you would like to create, you will find yourself inside the Canva editor. This is where the magic happens! To help you get familiarized with the parts of the editor, here are its most basic parts:

A **Menu bar -** This is the menu bar on the very top of the editor. From here, you are able to access the features like Undo, Redo, Resize, Share and download your design.

B **Photos -** Click on a picture you like to add it to your design. You are also able to search for pictures. Type in key words related to the picture you would like to find in the search engine bar. Only choose pictures which are labelled **'Free'**.

🔍 Search millions of photos

C **Elements -** Add shapes, grids, icons and others to your design.

D **Text -** Add text to your design, choose from different fonts.
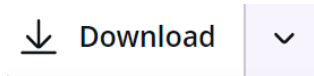
E **Background -** Choose a background from your design.
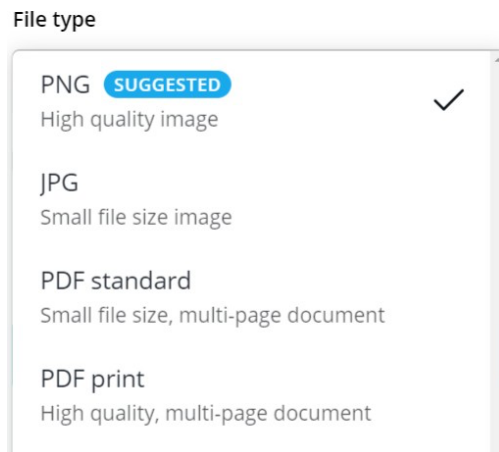
04   Download your design

Once you are happy with your design, it is time to download it in order to get a soft copy of your design:

- Click the **'Download'** button in the right corner of the menu bar.

- Click on the file type of your preference.

- Click **'Download'** once again.