

Creating and Designing Your Own Flyer in Canva

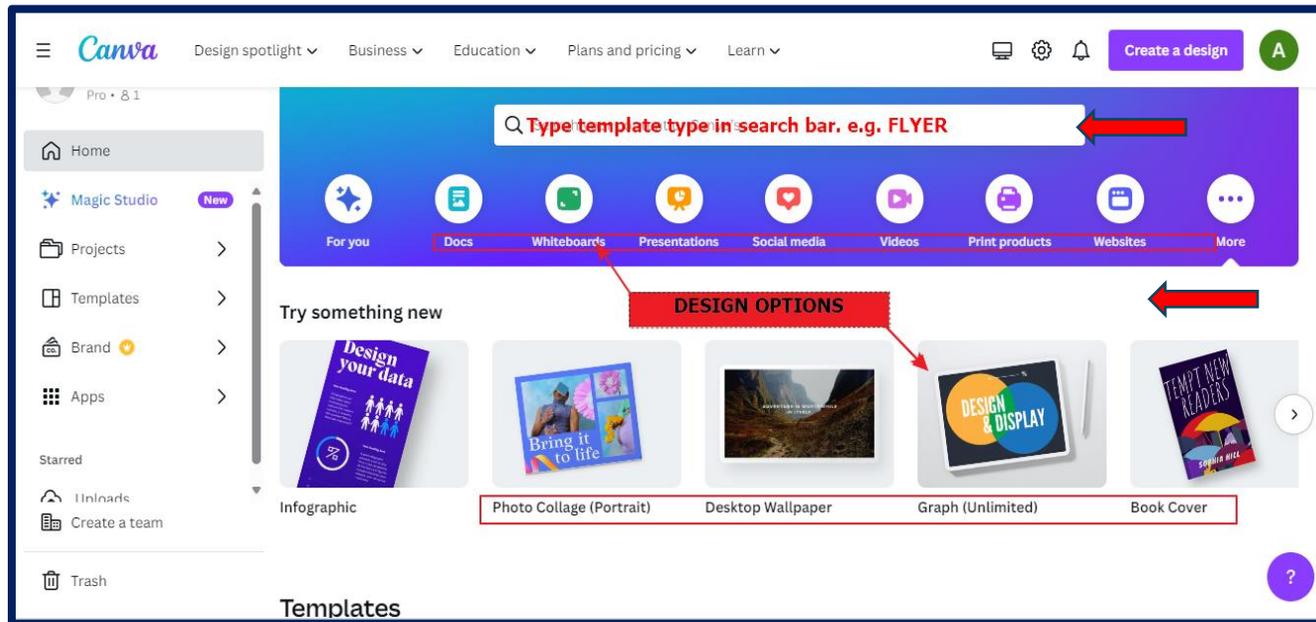
By Alisa Jackson

Canva is a software designed to help individuals create their own designs for various business products. I originally started using it to create my own flyers for church events, and it grew from there. I typically use Canva for everything from flyers to websites. Canva is not only easy to use and navigate through, it also offers thousands of templates to give you an idea or lead you in the right direction. I have spent tons of money having graphic artists create designs for me, that I now know how to create myself. Had I known the information I am about to share with you, I could have saved myself not only money, but time.

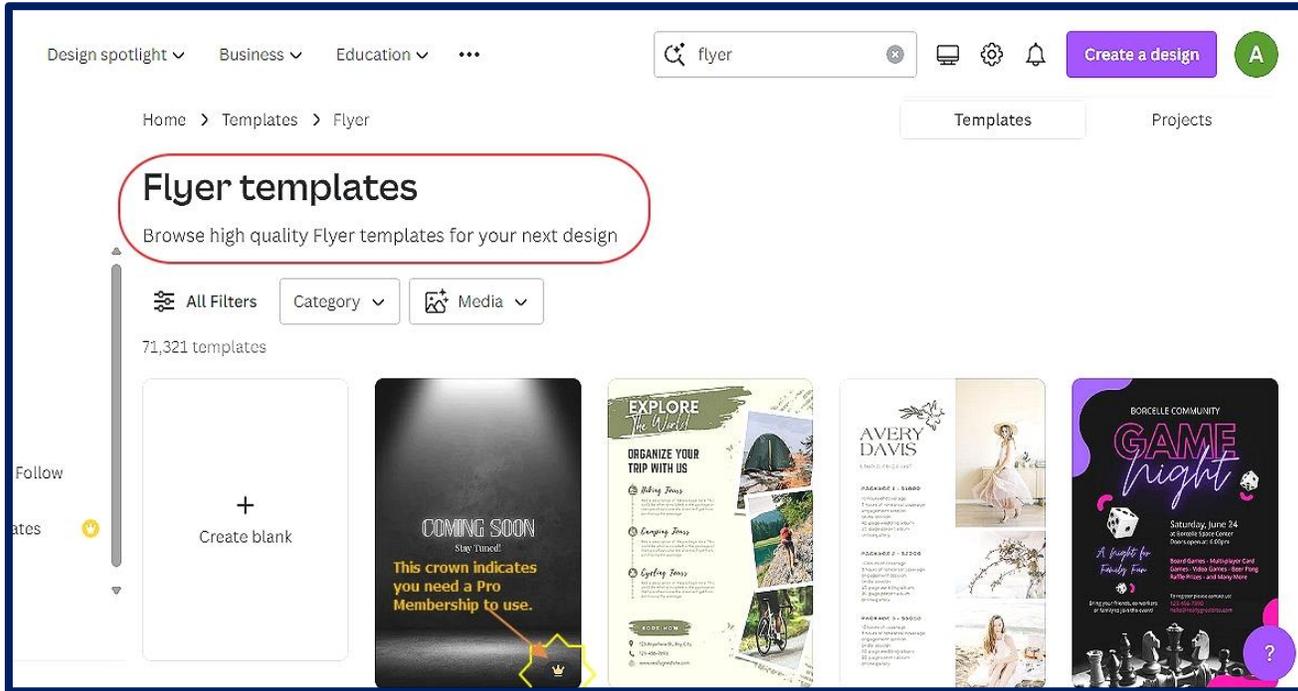
This app is beneficial to business owners, people in ministry, students, and social media creators. The only tools you will need are already included in the app. Following the instructions below will get you started and before you know it, you will be able to design documents on your own.

STEP BY STEP INSTRUCTIONS

1. Sign into Canva.com. You will enter the home screen which is where you select the type of design (Flyer, book cover, website, etc.) you would like to create. You can also type the name of the template or topic (e.g. FLYER or CHURCH FLYER) in the search bar and select enter. This will take you to a page where you can select the template you want to use.

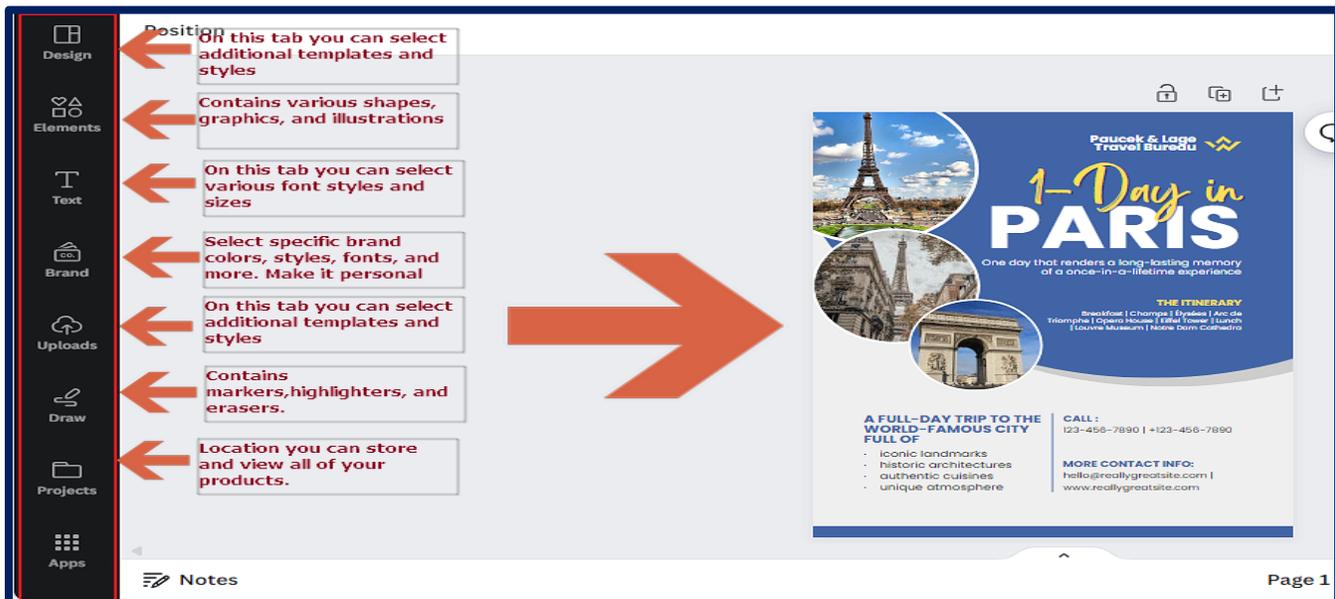


2. You can create your own flyer from the beginning by selecting “+ Create blank” or select a flyer and make it your own. Before making a selection from an already created flyer check the bottom right hand corner to see if there is a gold crown  or \$. These symbols indicate you need a pro membership to create or will have to pay for the flyer. If you know that this site will be something you will use often, you may consider paying for the pro membership. It is truly worth the cost. Select the flyer you want to redesign and double click.

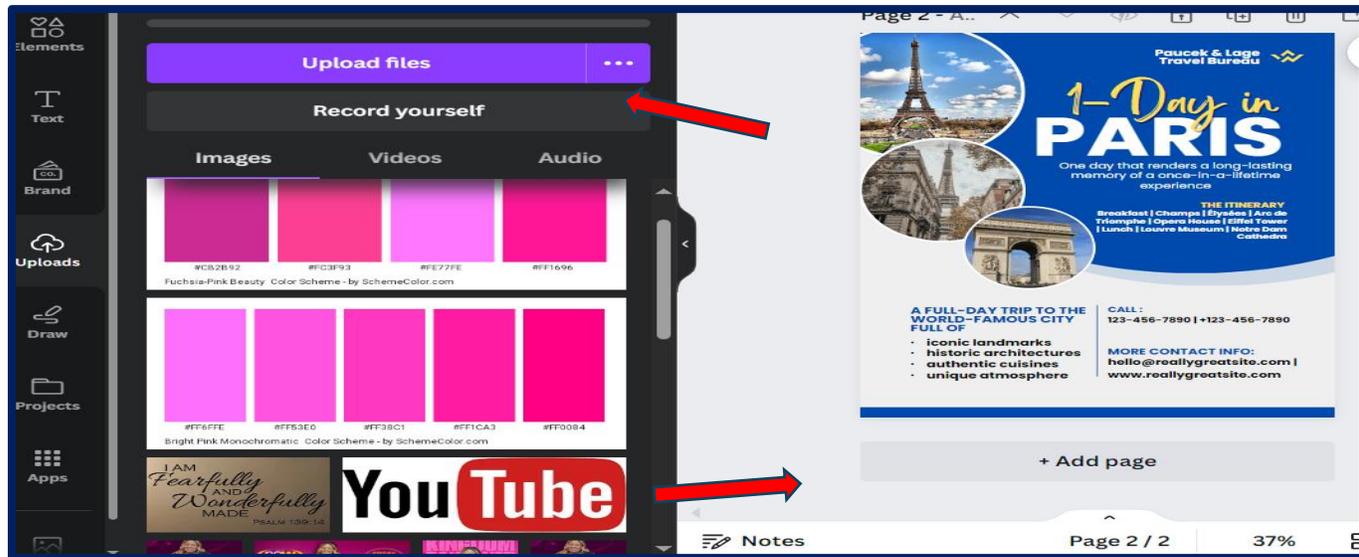


3. Once you select your flyer the next step is to customize the flyer on what I like to call, the design screen. This tab is where you can adjust and/or add text, graphics, colors, and more. Please see below for what is included in each tab. These tabs are essential tools for creating and editing your documents.

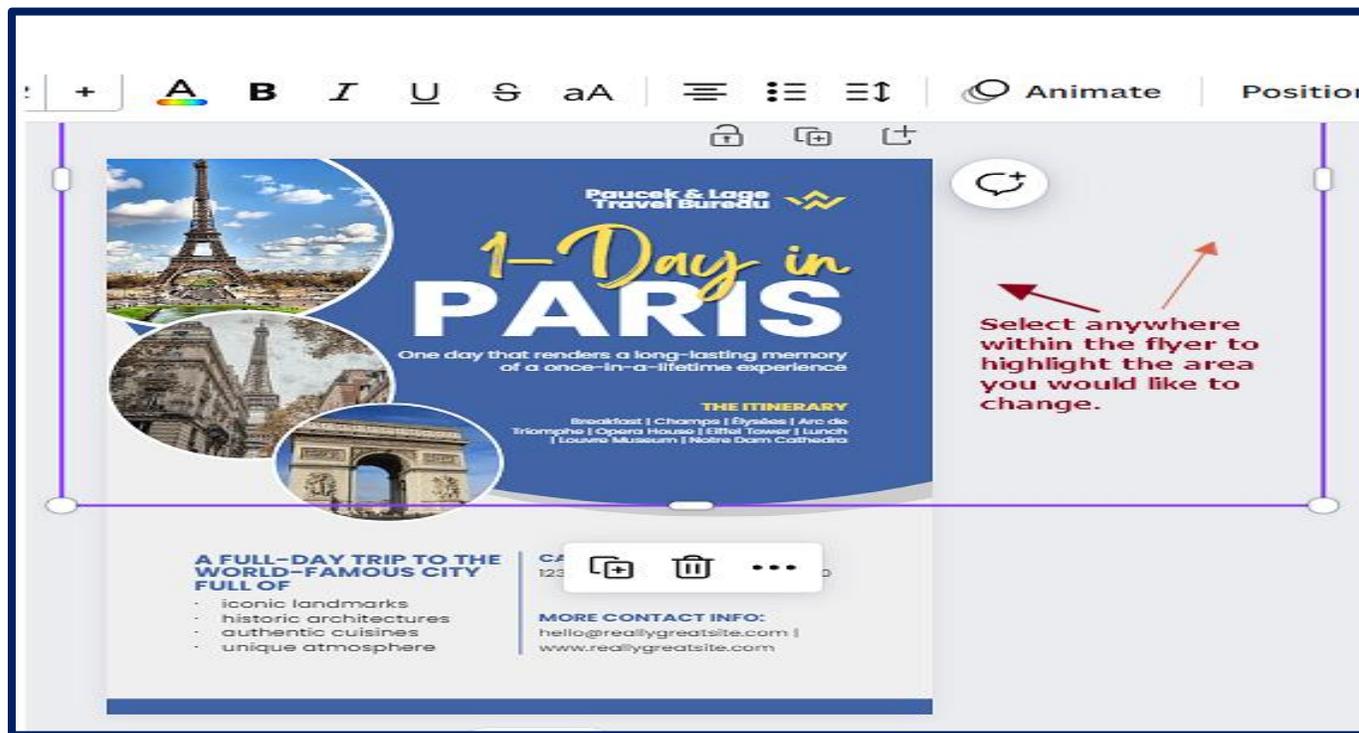
3.1



3.2 Uploads- I suggest uploading all picture files you may need through this tab. You can always go in here and select photos to add to your project.

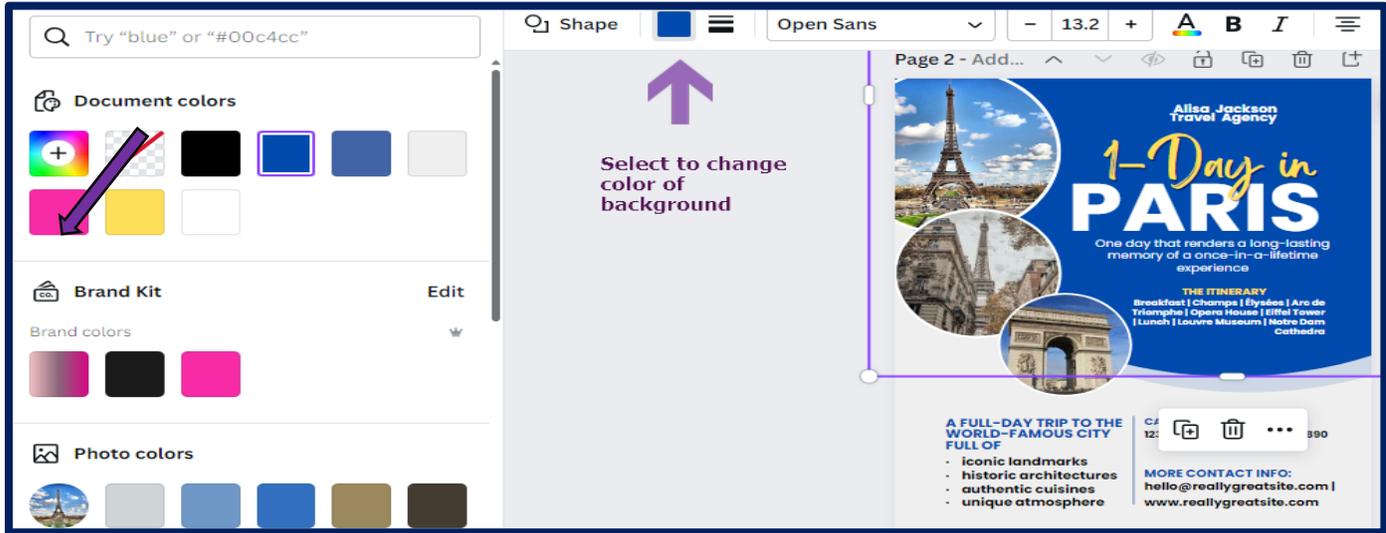


4. Select a place in the flyer where you want to begin and click on it to make adjustments.

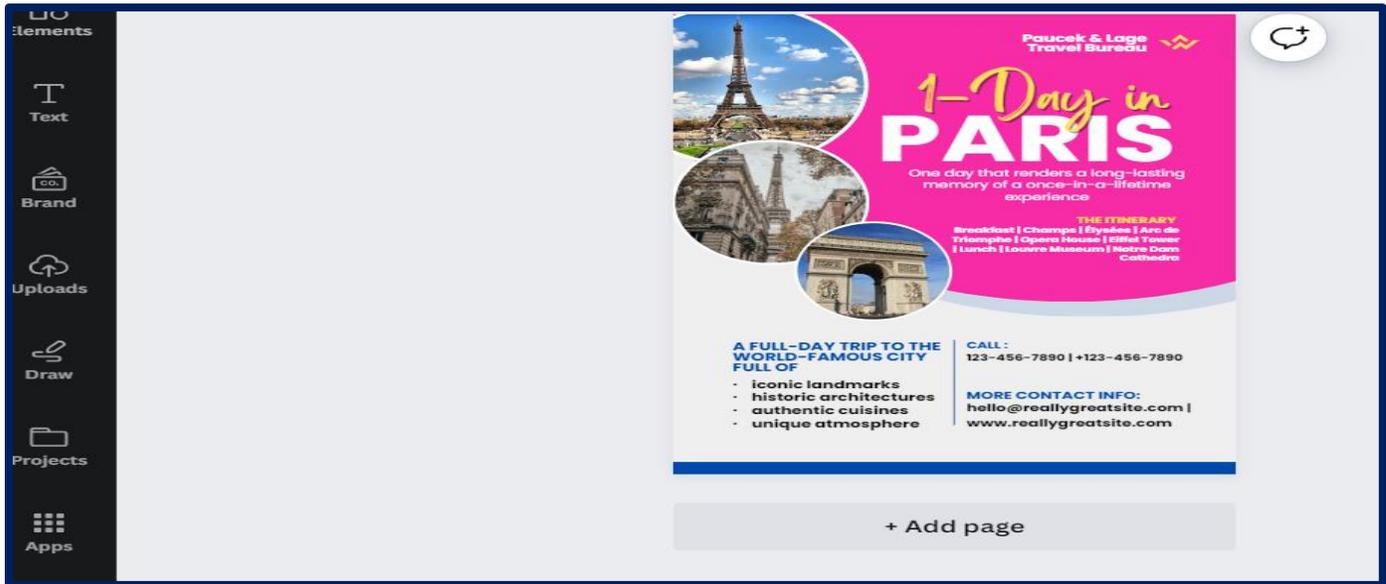


5. Let's start making changes! Select and click in the area you would like to change. I usually start with the background. For this one I would probably like to make the colors my brand color.

5.1

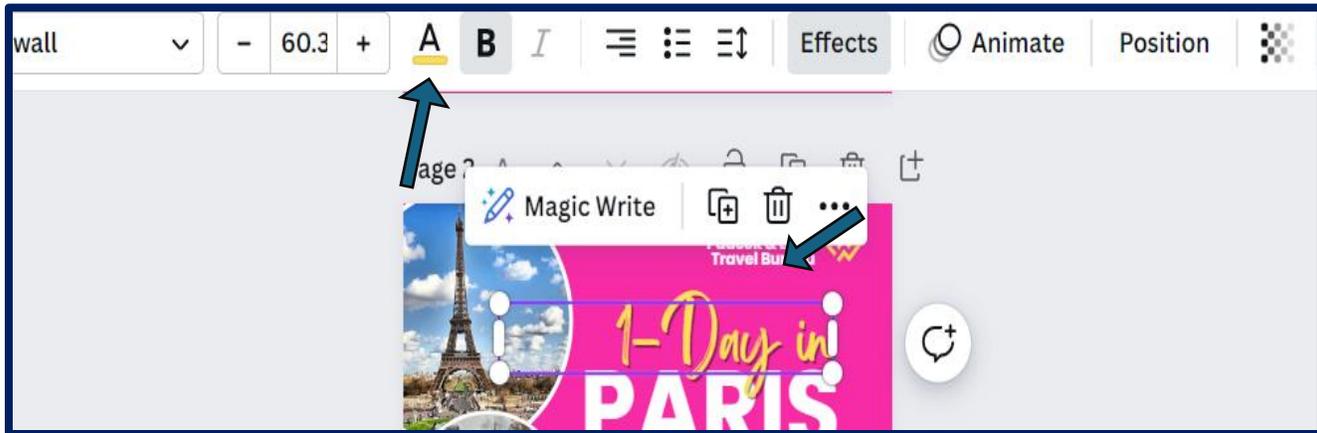


5.2

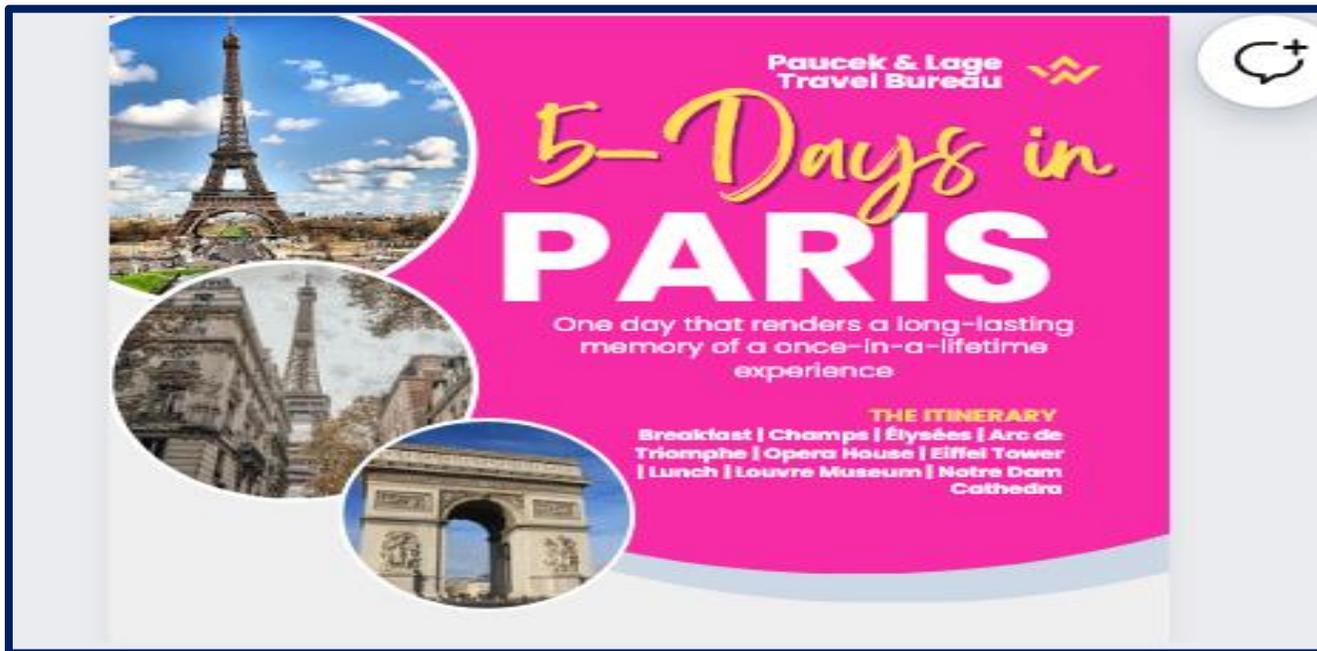


6. Select the Next Image/Font you want to adjust. Make changes you would like to font.

6.1



6.2

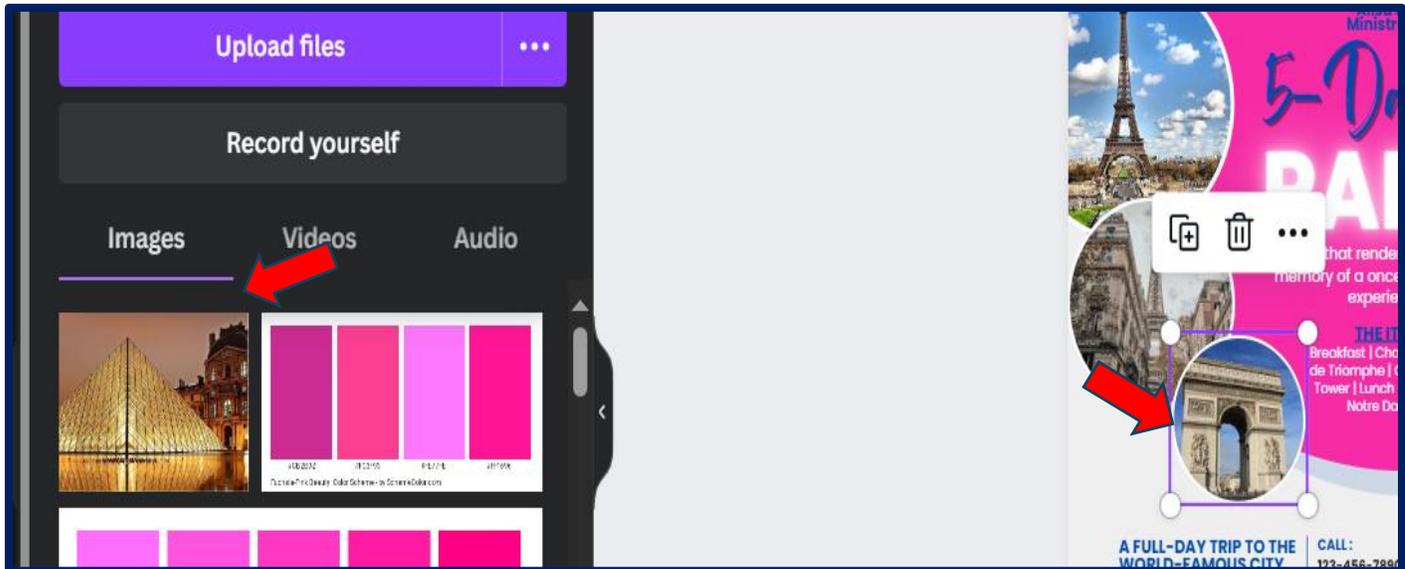


7. Go through each element of the flyer and make changes. Change font styles and alignment. Please see



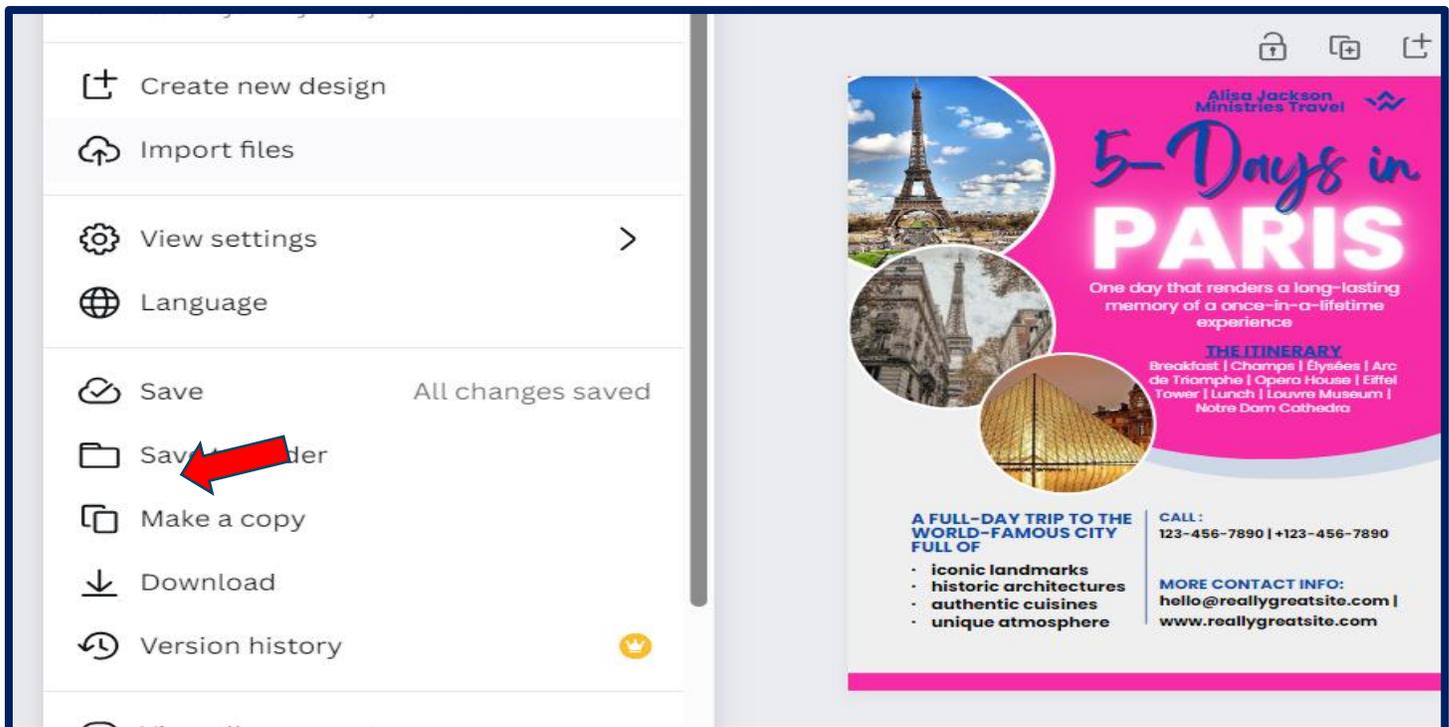
8. Next select the pictures you may want to change and click on it. Select the image in the upload files tab. Drag the image over the area and the picture will drop in the circle.

8.1

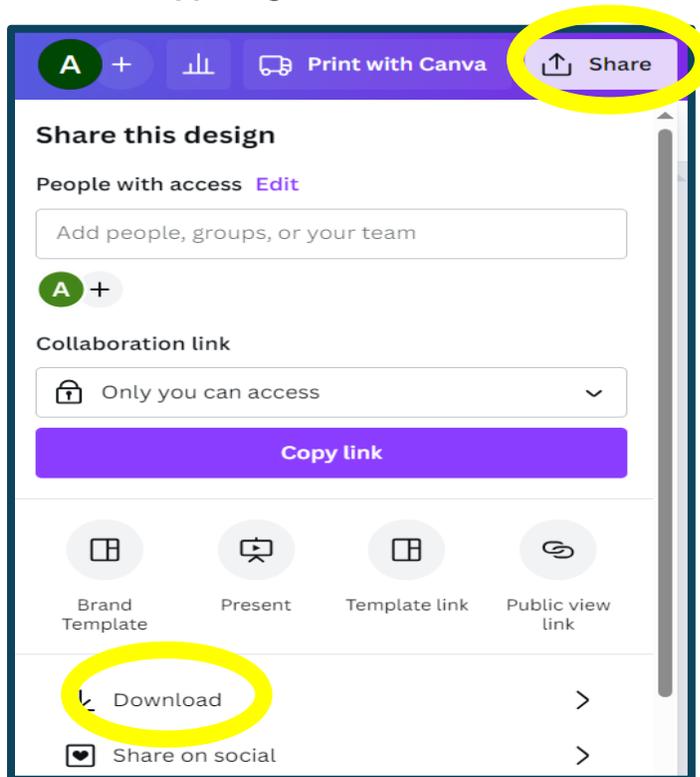




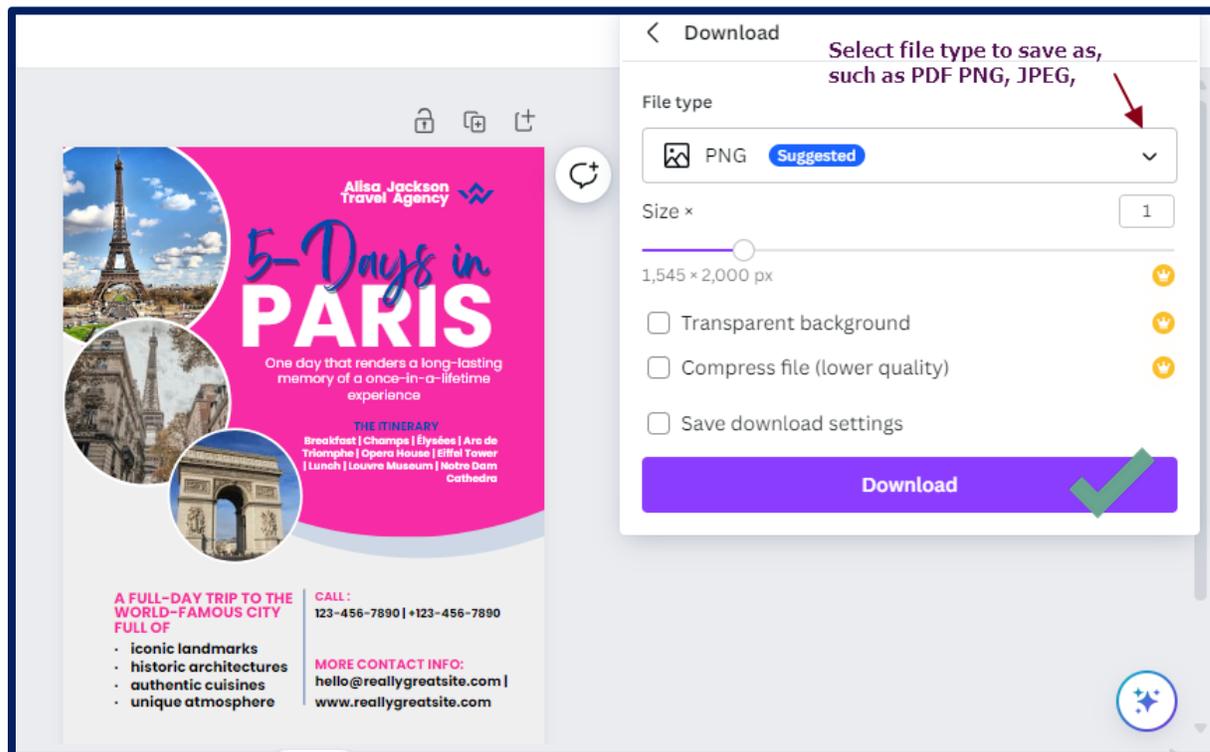
9. Review revised flyer for any necessary edits or changes and **SAVE** (Remember to save as you go, so you won't lose your project)



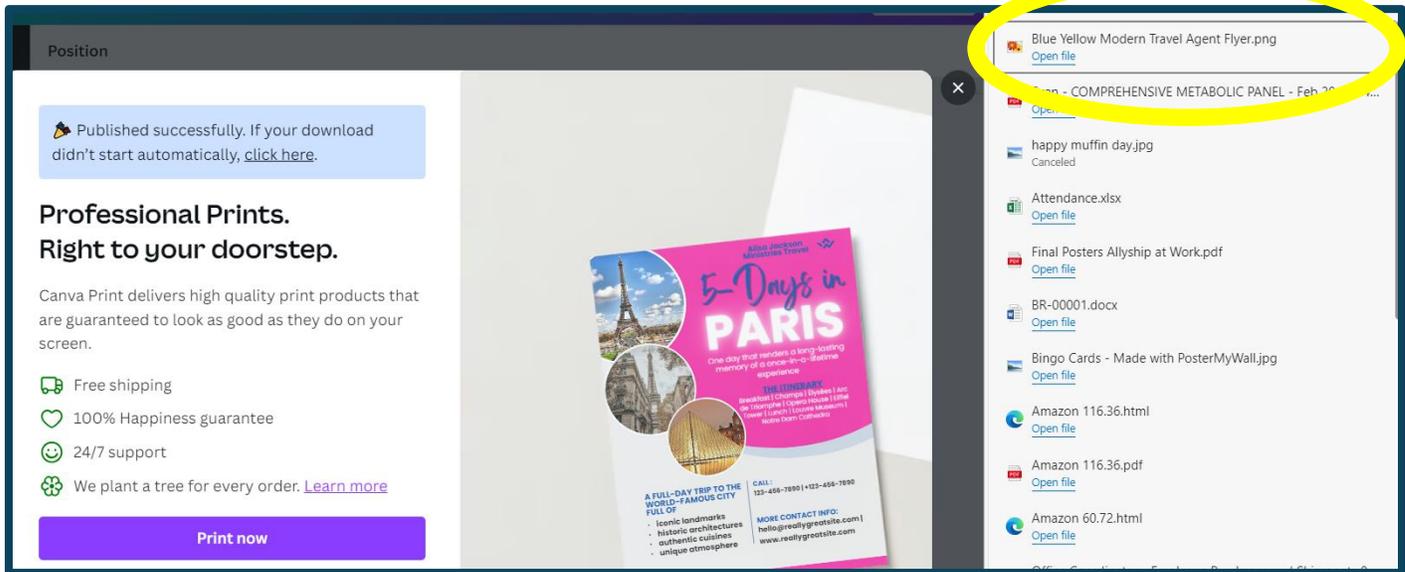
10. Save and select Share button in upper right corner. Select download.



11. Select the download button and Download document. Save the document to your device of choice. Select file type based upon what the document will be used for.



12. File will download to your device. You can now name file (if you haven't already) and use document as you like.



The image shows a composite screenshot. On the left is a Canva print preview for a travel flyer titled "5-Days in PARIS". The flyer features images of the Eiffel Tower and other Parisian landmarks. Text on the flyer includes "Blue Skyline, Amazing Travel", "A FULL-DAY TRIP TO THE WORLD-FAMOUS CITY", and "MORE CONTACT INFO: hello@greatlygreatsite.com | www.realtygreatsite.com". A purple "Print now" button is at the bottom.

On the right is a file manager interface. The top file, "Blue Yellow Modern Travel Agent Flyer.png", is circled in yellow. Below it is a list of other files including "COMPREHENSIVE METABOLIC PANEL - Feb 20...", "happy muffin day.jpg", "Attendance.xlsx", "Final Posters Allyship at Work.pdf", "BR-00001.docx", "Bingo Cards - Made with PosterMyWall.jpg", and two "Amazon 116.36.html" and "Amazon 60.72.html" files.