



Canva Training

Area & County

RCN:
20017057



Using Canva



WHY?

- Allows users to create professional - quality designs easily.
- Features a drag - and - drop interface for simplicity.
- Offers thousands of customisable templates for social media, posters, videos, presentations, and more.
- Includes a vast library of images, fonts, icons, and design elements.
- Accessible via web browser and mobile app for convenience.
- The free version provides robust tools, while Canva Pro (free for CG Counties) unlocks advanced features.
- Widely used by non - profits, businesses, educators, and content creators.



Choose templates, layouts, styles and colour scheme for your project.



Allows you to insert text boxes, choose font & change text size.



Upload your own photos, videos and audio to use in your projects



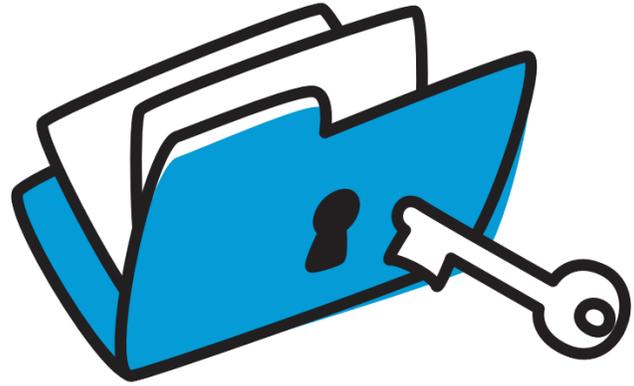
Add graphics, shapes, content boxes, shading & much more



Use Cairn Community Games brand kit for logos and colors in your projects.



Choose from millions of free photos with no watermarks!



Accessing Canva



- Go to www.canva.com .
- Log in or create an account.
- If you would like a FREE Canva Pro account - send an email to sinead@communitygames.ie and she will set on up for you!



Interface



Create a design

For you

- Presentations
- Social media
- Photo editor
- Videos
- Print products
- Docs
- Whiteboards
- Sheets
- Websites
- Custom size
- Upload
- More

Quick actions

- New** Canva Code
- Keep writ
- Translate
- Brand Kit
- Content planner
- Mockups

Create new

- Facebook Post
- Instagram Post (4:5)
- Flyer (Portrait)
- Mobile Video
- Your Story

Templates for you

See all

- JUST LISTED
- Choose
- EVENTS SCHEDULE NOVEMBER 2023
- How We Work

Brand

All this and more available on "brand" tab of Canva

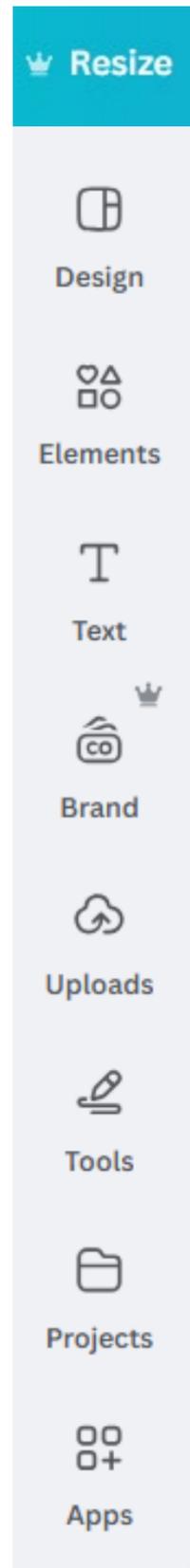


If unable to access, please email sinead@communitygames.ie

Sidebar

Menu

Appears after you
choose what to design.



Resize your design to perfectly fit your needs, such as adapting a flyer for Facebook.

Explore pre-made templates & colour schemes that can be easily implemented into your design.

Add images, frames, graphics & icons to your design - anything is possible.

Add a text box for headings and choose your font size & style - pre-made font combinations are also available.

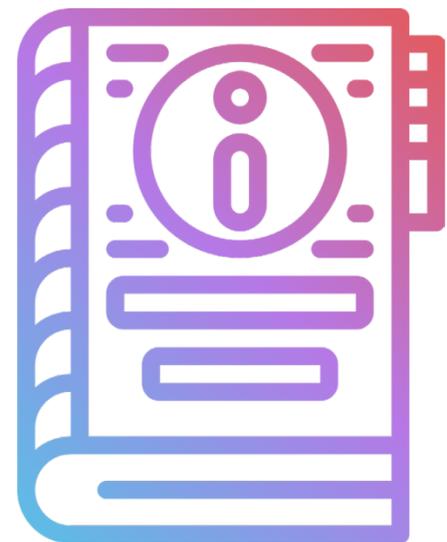
Access Cairn Community Games brand-kit and add logos, backgrounds & a variety of graphics to your design

Have an image you want to include or edit?
Upload it here and add it to your design

Add sticky notes, lines, free-drawing and shapes to your design

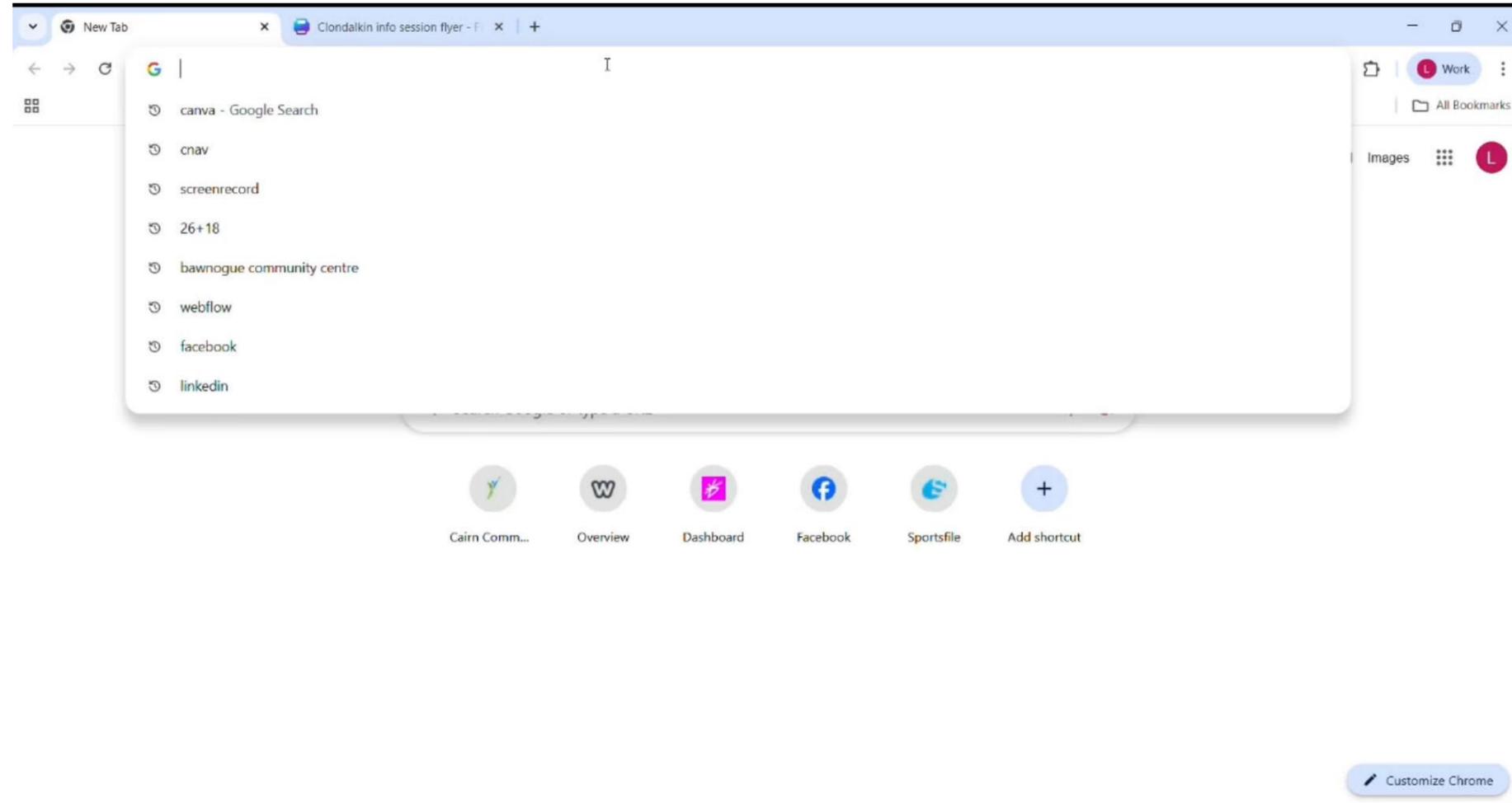
Add your designs to a folder to keep your work safe.

Explore multiple added apps that can enhance your design such as AI, font maker, graphs and charts.



Video

Tutorial



Please download this Powerpoint to access the tutorial

Tips &

Tricks

Variety of uses - social media, schedules, flyers, helpful information & much more
- use it to your advantage!

Keep it simple - create a template that can be easily edited for multiple events

Learn by doing - keep exploring new creations! Canva Design School provide video tutorials to assist which you have full access to.

Local achievements - Easily upload your own pictures from events & celebrate local talent.



Have
FUN!

If you need assistance, please contact
lisa@communitygames.eu
089 493 0150

We're
All In

CONNECT WITH US



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