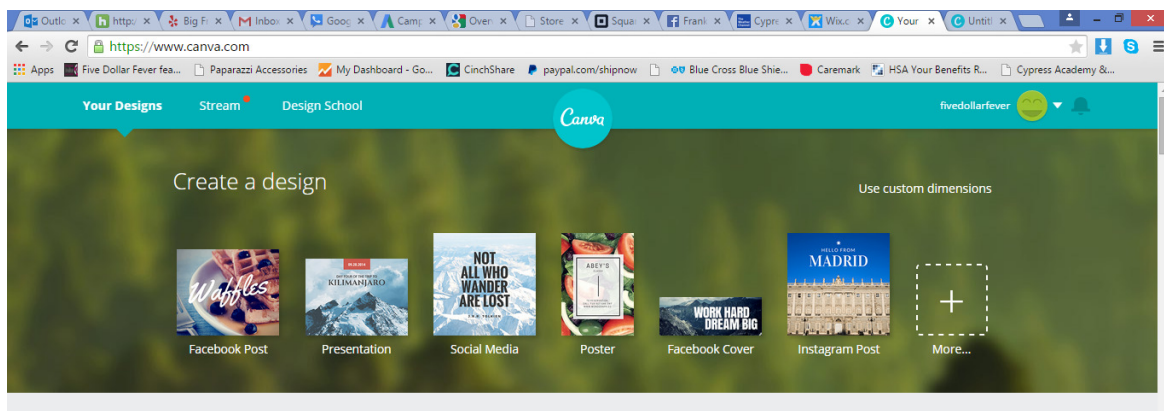


Canva.com Training For Paparazzi Consultants

By Matt Hoisington – Five Dollar Fever – WWW.Fivedollarfever.com

Home Screen

Project Choices – They have pre-formatted projects for different social media purposes or you can create your own. Just select the project choice and it will open up a new window with the selected project. For this example, we will be make a Facebook post.



Intro to Tool Bar

When the new window opens after selecting your project, a tool bar will appear on the left of the screen. Here is a short description of each tab:

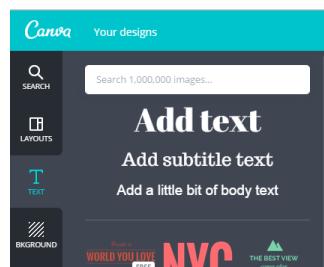
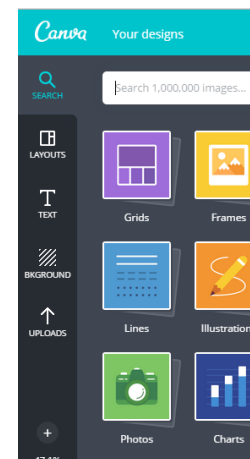
Search – Add graphics, grids, lines, frames, stickers, charts, etc. to your project in this tab.

Layouts – Add pre-formatted layout that you just click and fill to your project in this tab

Text – Add text to your project in this tab.

Background – Add backgrounds to your project in this tab.

Upload – Upload graphics from your computer in this tab



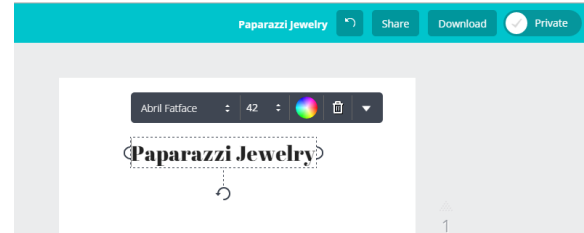
Adding Text to Project

Choose a size of text from the top of the left hand tool bar.

Then click on the text box and type in your desired text.

Text/Item Tool Bar

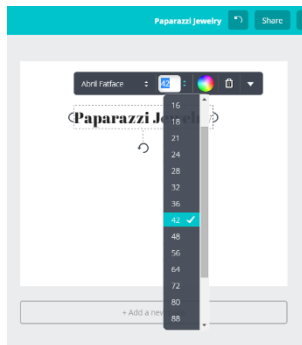
If you want to change any aspect of your text (or any other elements that you add to your project), bring up the Item Tool Bar by clicking on the item, when selected a dashed frame will appear around it.



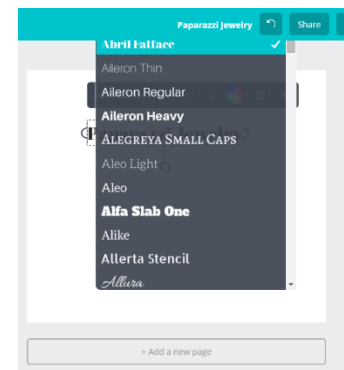
It will give you options to be able to change font style, size, color, and a trash can to delete it. For graphics, there also are buttons to send things forward and backwards relative to other objects on your project. There are more advanced features in a drop down arrow that you can explore like Uppercase, Italic, Underline, Transparency, and much more.

Changing Font or size

To change the font, select the arrow to the right of the font names on the left of the tool bar and it will drop down a menu that has all the different choices for font. Select a font style and your selected text box will change to that font.

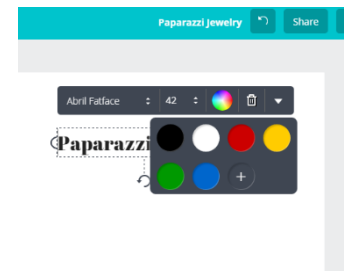


To change the font size, select the arrow to the right of the font size on the right of the font name and it will drop down a menu that has all the different choices for font size. Select a font size and your selected text box will change to that font size.



Changing Color of Text or Select Graphics

To change the font color, select the colored circle and it will drop down some standard color choices. Select a color and your selected text box will change to that font. The same process should be followed for graphics that allow you to change their color.



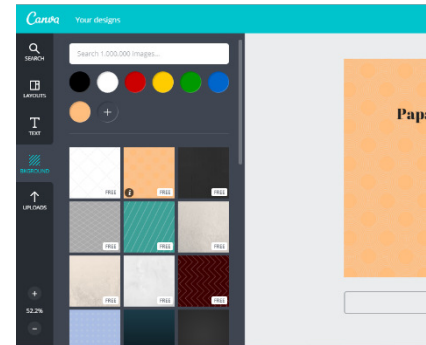
If you want a color that is not one of the standard choices available, then choose the plus sign and it will drop down a color wheel that will allow you to choose any color from it or enter in a color code for a specific color. The selected text will turn the new color and that new color will be added to the standard color menu to allow you to easily reuse it for future purposes on this project. (HINT: Paparazzi uses pink - ee008c [those are zeroes])

Backgrounds

You can also add a background to your project in Canva. Select the background tab and choose any of the backgrounds from their selection (some are ones you have to pay for, so unless you want to pay, make sure it says free in the bottom right hand corner). The background will show in your project.

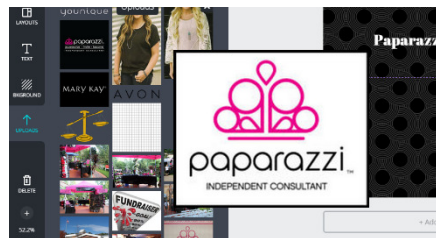
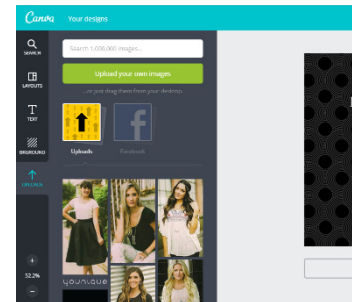


To change the color of the background, follow the same procedure as in changing font color using the color circles at the top of the Upload tab.



Uploading Graphics From Your Computer

Click the Upload Tab. From there, click "Upload Your Own Images" which will open up a file window and allow you to navigate and choose an image from your computer. Select picture(s) that you want to upload. (HINT: My computer likes to freeze up if I select more than two pictures at a time to upload). You can also search for graphics that are part of the Canva's library, but many cost \$1 per use. With the internet and the easy availability of any type of desired graphic, I do not use this feature.



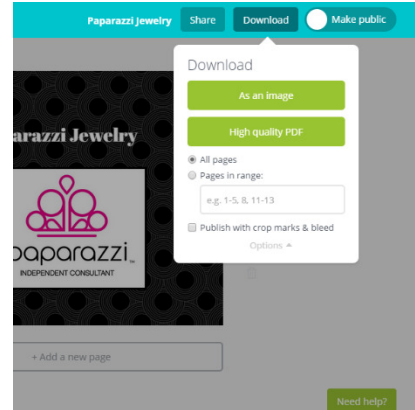
Once the image has been uploaded, click on the image that you want to put into the graphic and drag it onto your graphic.

And now your graphic is complete!

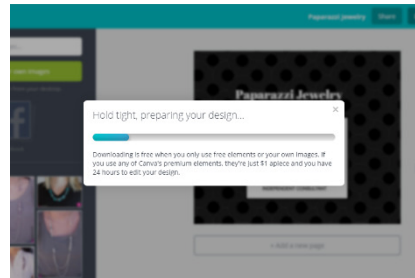


Download Your Graphic to Your Computer

To download your graphic, click the Download button in the upper right hand corner. A drop down menu will appear. Select the As an Image button. (HINT: Should you have multiple graphics in this strand, you can download them all at once when you hit the As an Image button or individually by selecting the Page in Range option and put the page number(s). Multiple graphics will be downloaded into a zip file. You must open the file and then you can select the files that you want to save)

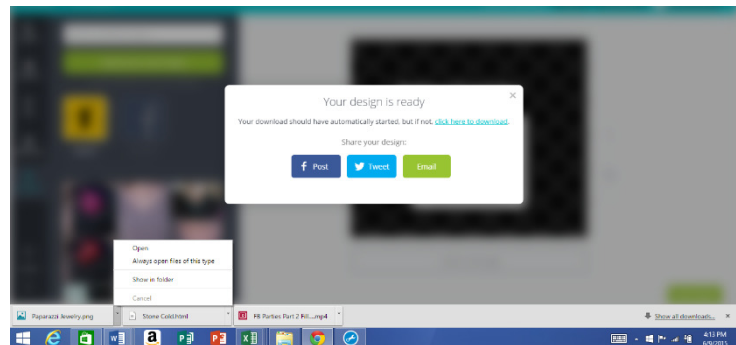


A loading progress bar will appear to tell you the progress of the download.

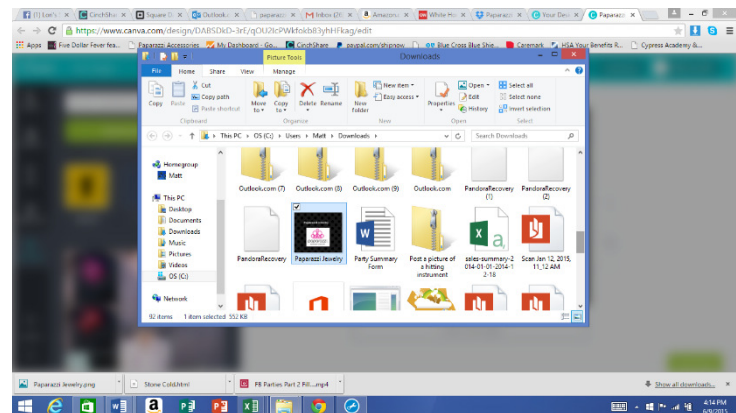


Saving Your Graphic

To save your finished graphic to your computer (this is an example on a computer running Windows 8 and using Google Chrome as a browser), you must select the arrow next to the desired graphic. Select Show in Folder.



A new window will open showing your computer directory and files. Select the file you want to save and drag it to the file folder in which you want to store it. (HINT: if you want to rename the file, click twice slowly on the name of the file and it will be highlighted and you can then change it to whatever you want to.)

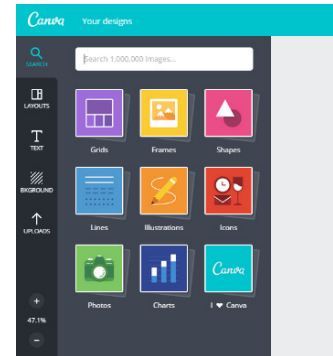


Grids (Collages)

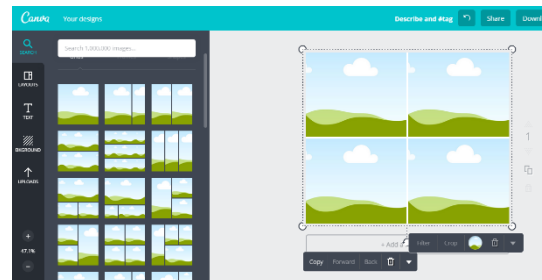
Grids allow you to build easy collages that are great for Facebook parties when you want to show multiple pieces in one picture (see example on right)



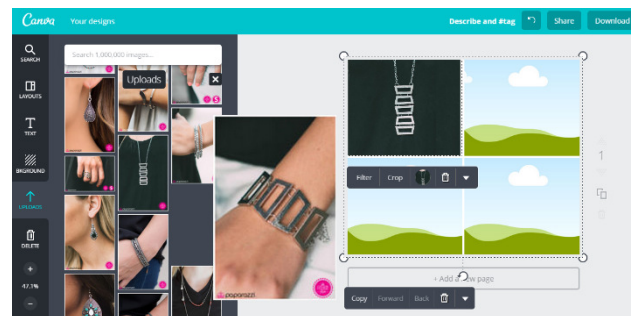
To get to the Grids, select the Search tab and then select the purple Grids button.



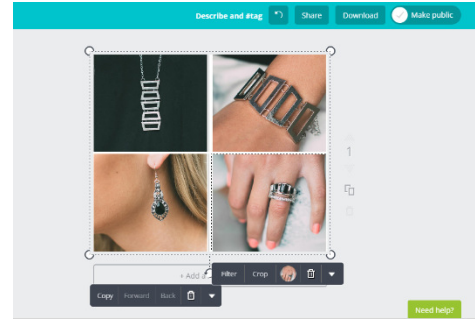
A menu will open with all of the choices of grids that you can choose from. Select the grid that has the number of picture openings and the orientation that will work best for your project. Click on it and it will appear in the work area.



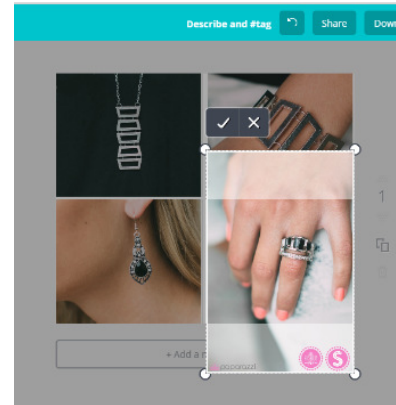
To select the pictures you want to add to your grid, go to the Upload tab. Follow the sets from above to upload pictures into the program. Once the images are uploaded to the program, you then choose which picture you want to add to your grid and drag it over the rectangle you want to hold your picture.



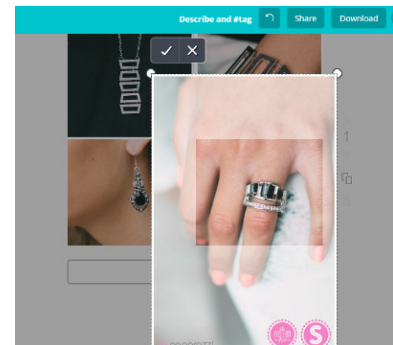
Once you have inserted the pictures, you can crop each and realign or shrink or enlarge each picture. In order to do this, click on the picture you want to edit. A picture tool bar will appear. Select the crop option.



The selected picture will be brightened and framed and the background will become shaded. A check will appear for when you are done and an x for canceling the changes.



To enlarge or shrink a picture, click on a corner with your cursor and drag the corner whichever way you want it to go (out for larger, in for smaller). The picture cannot go any smaller than the width of the grid space. To adjust where the picture sits in the grid, click in the center of the picture and drag it to your preferred location. Once finished, click the check mark.



Now that your pictures are in the grids and resized, you are finished, and your project is ready to be downloaded. Follow the previous to download your finished collage to your computer.

