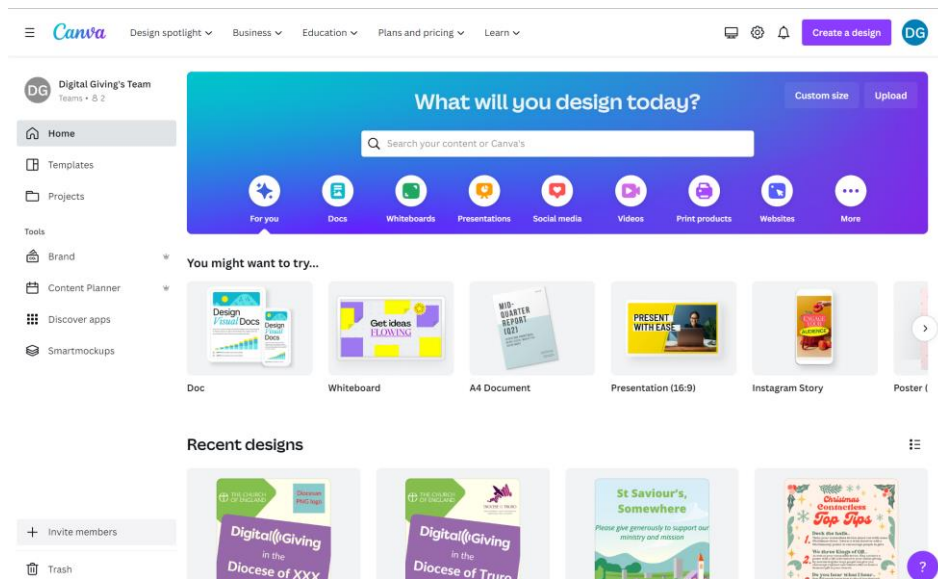# Canva onboarding

- User-friendly **graphic design tool** for creating posters, resources, logos, newsletters and social media content.

- It can be used to create **PDF, JPG, PNG, MP4** and **SVG** files.

- The design and editing aspect of Canva is similar to Publisher and PowerPoint

  - functions for text, font, image uploads, and a range of free stock photos and graphics with the Pro version.

Basic Version

- Create various designs
- Use of templates
- Range of stock images
- Download & Share designs
- 5 GB of storage

Canva Pro

- More templates
- Better range of stock images
- **Edit suite: background remover**
- **Brand: set up a brand colour palette, logo, fonts etc.**
- Content planner
- 1 TB of storage

Registering for Canva

Free version:

For the simple free version, follow this link: https://www.canva.com/en_gb/

And enter your work email address, set up a password, and verify your account from your email.

Premium version:
£99.99 per year **OR** free as a non-profit

Registering for Canva Pro for free

You will need:

Your work email, proof of charity status (ACNY certificate, Diocesan Charity Number)*, address, mission of the church/Diocese.

https://www.canva.com/canva-for-nonprofits/

1. Fill out the application form

2. Their team will verify your eligibility

3. You'll get an email confirmation

Charity Registration Number from Charity Commission, CIC Registration Number from CIC Regulator, Articles and Memorandum of Association
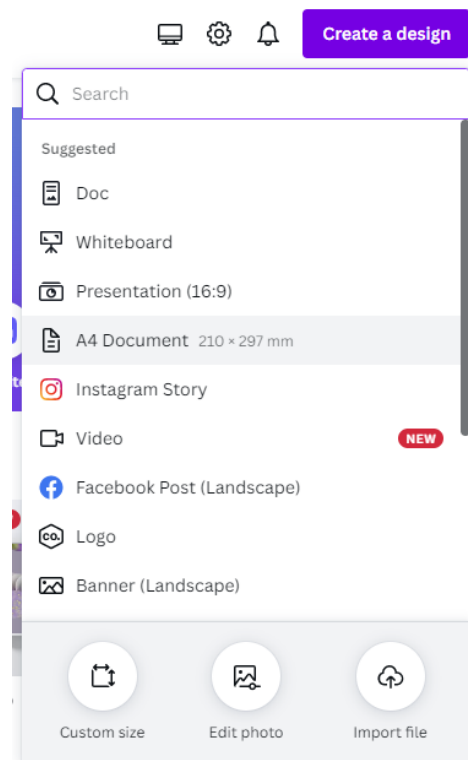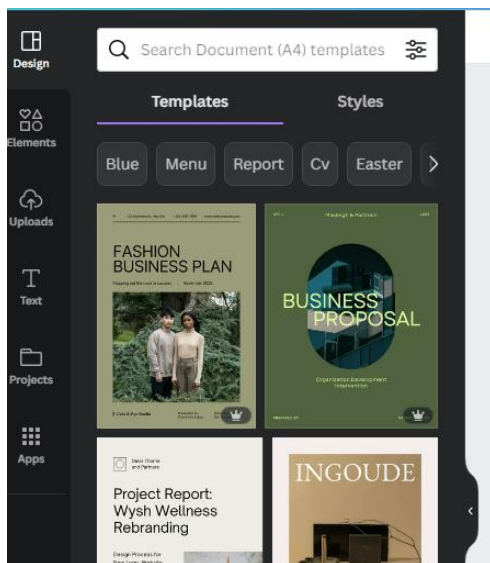
How to get started

Click **"Create a design"**

Choose what size you would like.

e.g. A4 Document

You can either **select a template to edit**:

Or use the **tools on the left hand column** to design one yourself.

Those tools include: **Elements** (e.g. photos and graphics), **Uploads** (your own images), **text** (text boxes with a variety of fonts) and **projects** (where you can set up your brand colour, logo, font etc.)

How to download your document

Once you have completed the document, you can download it as a range of files, the most common are PDF or PNG/JPG images.

In the top right corner click **Share** > **Download** > *choose your file type* > **Download**