How to use canva

Introducing you to the basics of Canva

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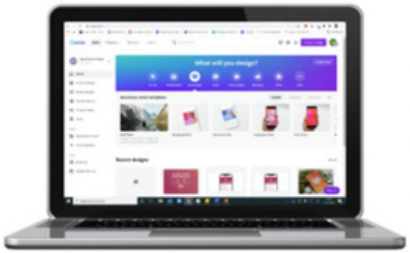
Canva: an overview

"Launched in 2013, Canva is an online design and publishing tool with a mission to **empower everyone in the world to design anything and publish anywhere**" - Canva

Open a free Canva.com account



Create a Canva account https://www.canva.com/signup

Canva for non-profits https://www.canva.com/canva-for-nonprofits/

Canva for church **Facebook group**

https://www.facebook.com/groups/CanvaForChurch

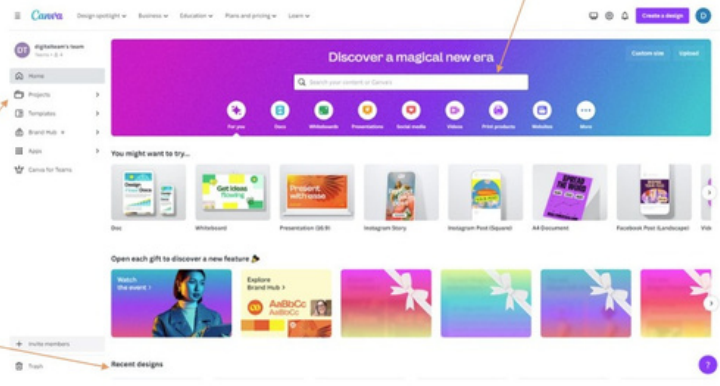
Key terms

- **Template:** a design that someone else has created that you can easily edit with your information
- **Brand hub/brand kit:** a brand kit is a package of materials (logos, colours, fonts) designed to help you establish a consistent visual identity, and the brand hub is where brand kits are stored
- **Elements:** a huge selection of graphics, photos, videos, audio, charts, tables and more that you can add to your design

Find your way around Canva.com

Explore the different templates available or search for what you want e.g. 'Instagram story'

The **home screen** shows your **recent designs** and **Canva templates** to create something new.



Designs are automatically saved in **Projects** and **Recent designs**

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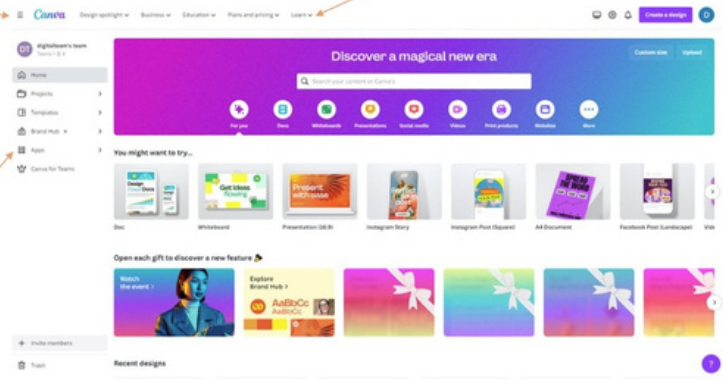
Find your way around Canva.com

Hover over 'learn' to access step-by-step guides, articles, resources, tutorials and Canva's help centre.

Click on the three lines to collapse/view the left-hand menu

Click on 'apps' to explore the huge variety of apps available to integrate within Canva, including content planner, QR codes, text to image and many more!



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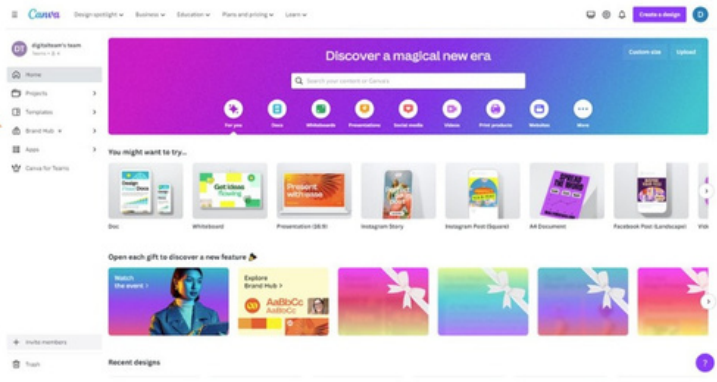
Brand Hub

Access your **Brand Hub** here



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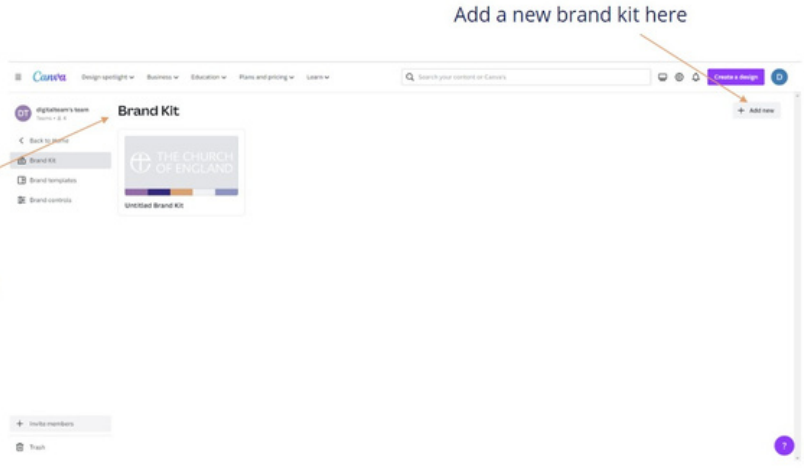
Brand Hub

You can now view your brand kits (a brand kit includes your logos, colours, fonts, photos, graphics and icons)



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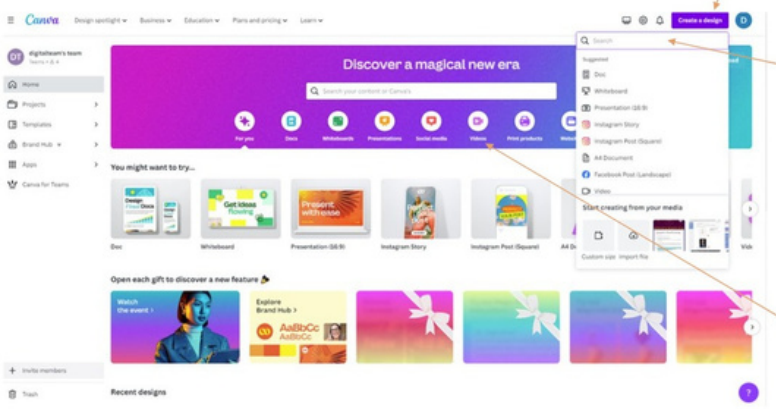
Creating a design

Click on **Create a design** to get started!



Search for the type of design you want to create, e.g. Facebook post, A5 document, Presentation, and then select the one you want. This will open your blank design.

Or, select one of these categories to see the templates available, e.g. Presentation templates

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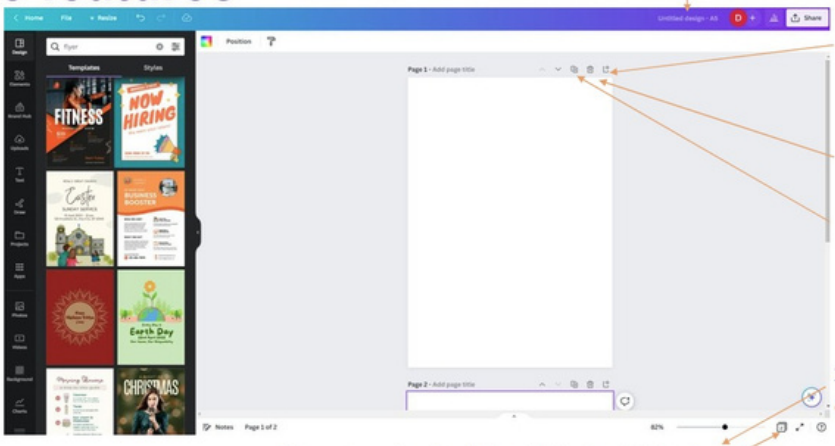
Page features



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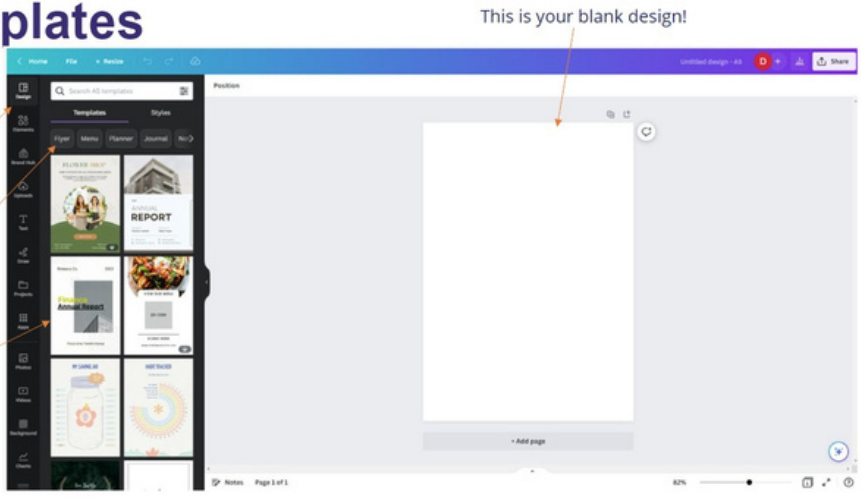
Using templates

You have the option of using a template for your design so that all you need to do is input your own information.

Click on 'Design', and then search for templates, or select one of the suggested categories, e.g. Flyer

Scroll through the various templates and select one for your design.



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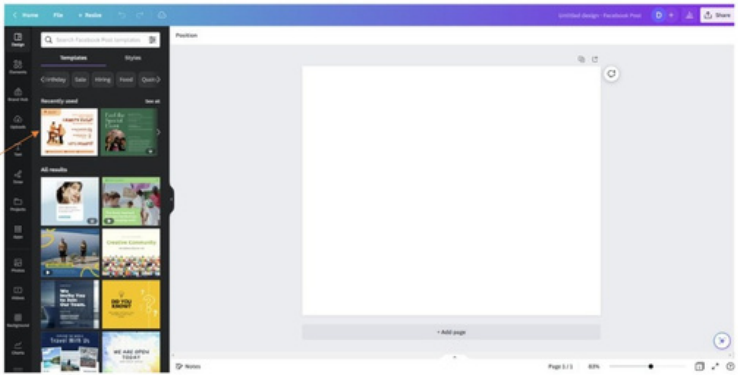
Using templates

To insert a template, simply click on the one you want



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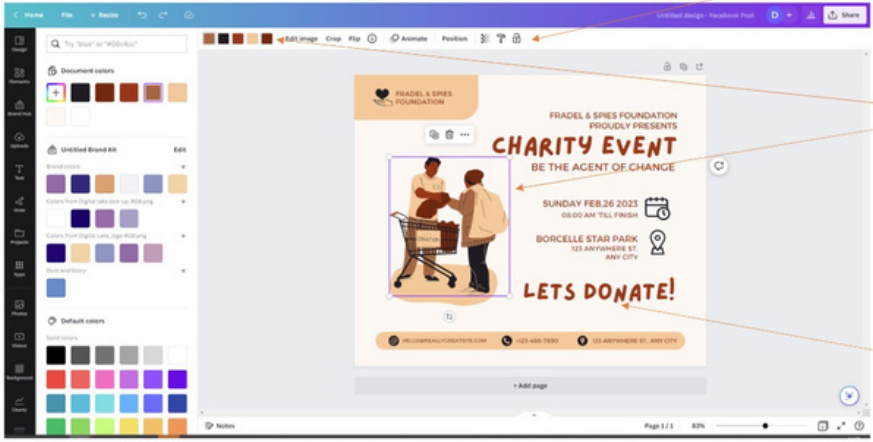
Using templates

Once you've selected a template, it will insert itself onto your design. From here, you can click on each component of the design to change and customise it from the design menu



In this example, clicking on the graphic of the two people brings up the colours used in the graphic. You can click on each of these colours to change the palette of the graphic.

Click on text to change the font, colour and words

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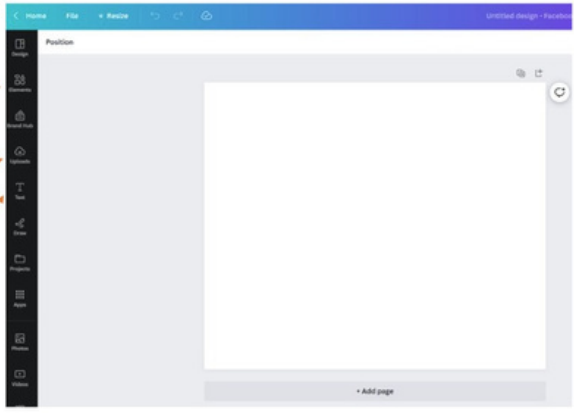
Key ‘design ingredients’

‘Elements’: lines & shapes, graphics, stickers, photos, videos, audio, charts, tables, frames... the list goes on!

‘Uploads’: where all the photos and videos you upload to Canva are stores. Top tip: upload your church logo here so you can access it easily in all your designs!

‘Text’: add text to your design from here



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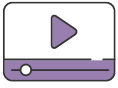
Our free resources

Supporting your church online
churchofengland.org/digital-labs



Webinars

Join an interactive webinar and learn about topics such as creating a Facebook group, copywriting for social media, or how to livestream a service from your church building.

Monthly newsletter

Join the Digital Labs newsletter to receive monthly updates and news direct to you. Our newsletter community are always the first to hear about events and webinars when they are announced.

Weekly blog

How-to guides, first hand stories, and digital news covering digital communications, strategy, social media and technology.

Industry standard advice made relevant to you and your church.

On-demand training

We offer on-demand training via our Youtube. There you will find

Our recent blogs

How to get started with a scheduling tool: Meta Business Suite

07/07/2023

Social media scheduling platforms are useful time-saving tools. Learn more about what Meta Business Suite is, discover some top tips, and find out how you can start scheduling your content.

4 min read |

Changes coming to Google Analytics as of 1st of July 2023: Everything you need to know

16/06/2023

In this blog we will be looking at the changes that are going to be coming with the new Google Analytics 4 (GA4) and the end of Universal Analytics. If you set up your Google Analytics account after 2020, you're most likely already using Google Analytics 4 and don't need to do anything. If you set up your account prior to 2020, read on!

4 min read |

Stained Glass Summer: join in on social media

02/06/2023

Encourage people to visit your local church building this summer by taking part in Stained Glass Summer - share a picture or video of one of your stained glass windows using the hashtag #StainedGlassSummer and inviting people to come and visit your building.

5 min read |

Managing your church community's contact information

31/05/2023

One of the key parts of running a church is communicating with the individuals in your church community. You can save yourself a lot of time down the track if you take the time now to set up a contact management system that will grow and evolve with your church. This blog will provide some ideas to get you started.

4 min read |

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Upcoming webinars

AChurchNearYou.com: How to use the platform as your church's free website

July 19, 2 - 3:30pm

Are you a new church editor on AChurchNearYou.com? Or have you been using some of the free features, but want to learn more?
This extended webinar will cover the features available for individual churches, and after a short break we'll cover the new benefice functionality that could help those of you who edit multiple churches.

Register here >

How to use Facebook groups for your midweek communities

July 27, 11am - 12pm

Learn how to use Facebook groups for your midweek communities.

Facebook groups are easy to set up, are versatile, and can compliment the groups and ministries already running in your church community.

Join us to learn more about Facebook groups and how you can utilise them.

Register here >

How to use Canva for your church

August 4, 3 - 4pm

Canva is a free design tool which offers a number of great features to help you create logos, flyers, social media posts and much more.

In this free webinar, we'll guide you through Canva's essential features, giving you an introduction to the tool and showing you how to create eye-catching content for your church.

Register here >

Watch on demand

Benefice features on AChurchNearYou.com: Demo and Q&A

We have launched new options for people who edit multiple churches on AChurchNearYou.com. You can now have a benefice website within AChurchNearYou.com, if you want to.

Watch this webinar recording to find out more about the new benefice sites and benefice features.

Watch on demand >

AChurchNearYou.com: How to use the platform as your church's free website

Are you a new church editor on AChurchNearYou.com? Or have you been using some of the free features, but want to learn how to use more?

Watch this extended webinar to gain confidence editing an individual church site and a benefice site.

We repeat this webinar live monthly.

Watch on demand >

How to use your Facebook page to serve your church and community

Learn how to create and use a welcoming church Facebook page.

Facebook is still the most popular social media network, with over 2.84 billion monthly active users.

But, with so many other pages competing for our attention, how can we cut through the noise to reach our community?

Watch below to find out more.

Watch on demand >

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