



Canva For Associations

Quick Tutorial & FAQ

Learn To Do By Doing

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Introduction: What is Canva?



Design Made Simple.

Canva is an easy-to-use design platform that helps you make your vision come to life. Canva allows you to easily edit and create graphics and templates from your desktop or mobile device.

4-H Ontario helps your association get started with branded graphics and templates.



We Love Canva!

- All-in-one design platform
- Pre-built design elements
- Simple and quick branding capabilities
- Easy-to-use templates from 4-H Ontario and Canva
- Intuitive and made with the user in mind
- Create engaging and exciting graphics without any graphic design experience
- Saves time and money



We Can Create:

- Graphics for social media:
 - Instagram posts, stories and reels
 - Facebook posts, stories and ads
 - TikTok videos
 - Pinterest pins and Twitter posts
- Videos
- Flyers
- Logos
- Cards and invitations
- Brochures
- Presentations
- Newsletters
- Infographics
- Calendars
- Comic strips and so much more!



Steps to Accessing Canva



Let's Open Canva!

1. Register your account at www.canva.com.
2. Fill out the '[Canva Access Request](#)' form on our website.
3. Within two business days, 4-H Ontario will add you to our Canva team!
4. You can now browse Canva's content, pre-built templates and graphics as well as 4-H Ontario's branded templates.

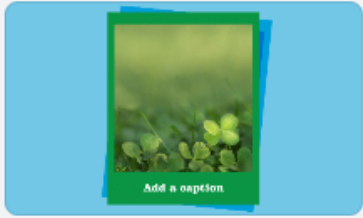


Templates for Associations ☆

Newest edited ▾




BRAND TEMPLATE



Add a caption

Polaroid Camera_TW_FB
Template


BRAND TEMPLATE



NEW CLUB ALERT
Join us for our first meeting on Tuesday, June 15, 2022, 7 PM. We'll have a presentation and a Q&A session. Don't miss it!

Event_TW_FB
Template


BRAND TEMPLATE



Waterloo 4-H Association Awards

Awards Night Invitation_TW_FB
Template


BRAND TEMPLATE



Annual Awards Night

Awards Invitation_TW_FB
Template

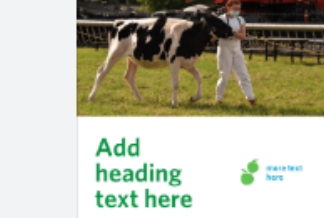
BRAND TEMPLATE



Add a caption

Polaroid Camera_IG
Template

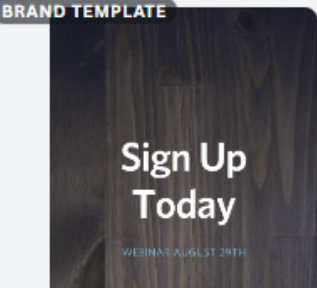
BRAND TEMPLATE



Add heading text here

General Template_IG
Template

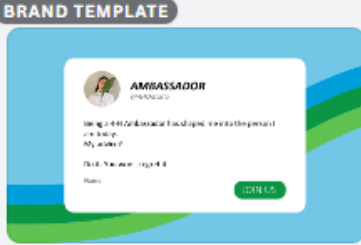
BRAND TEMPLATE



Sign Up Today

Sign Up Today_Poster
Template

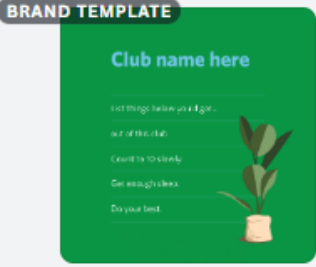
BRAND TEMPLATE



AMBASSADOR

Quotes Banner
Template


BRAND TEMPLATE



Club name here

Club announcement_IG
Template

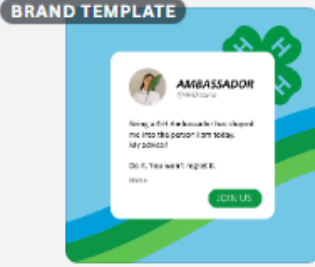
BRAND TEMPLATE



Club name here

Club announcement_TW_FB
Template

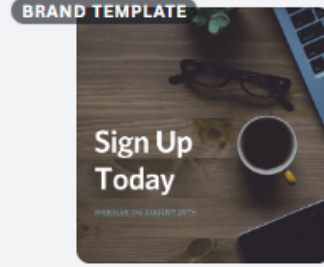
BRAND TEMPLATE



AMBASSADOR

Quotes
Template


BRAND TEMPLATE



Sign Up Today

Sign Up Today_IG
Template


BRAND TEMPLATE



Middlesex 4-H Awards

Middlesex 4-H Awards


BRAND TEMPLATE



Sign Up Today

Sign Up Today


BRAND TEMPLATE



PARTICIPANT EVENTS

PARTICIPANT EVENTS


BRAND TEMPLATE



PARTICIPANT EVENTS

PARTICIPANT EVENTS

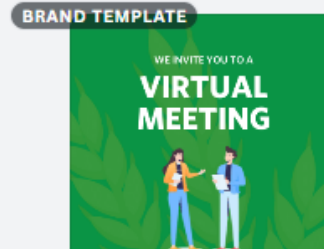
BRAND TEMPLATE



VIRTUAL MEETING

VIRTUAL MEETING

BRAND TEMPLATE



VIRTUAL MEETING

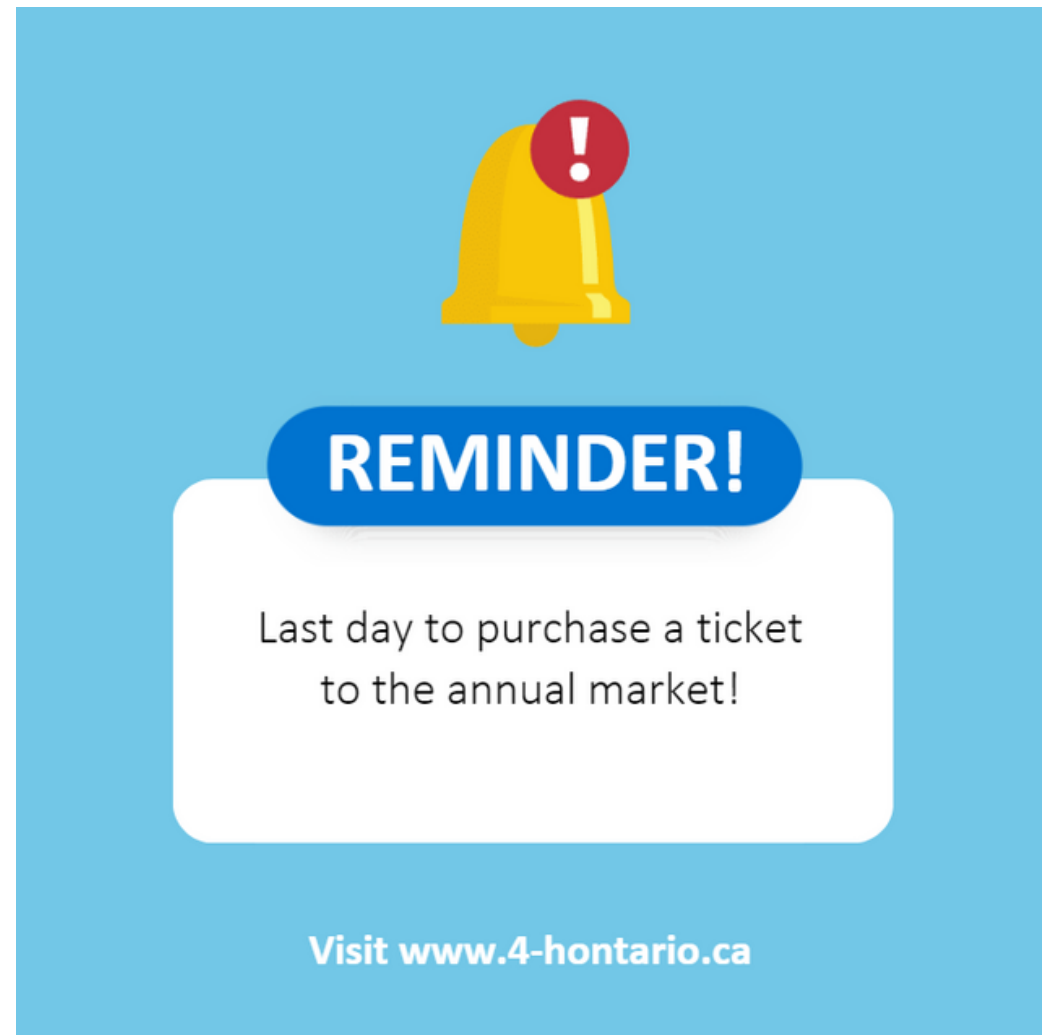
VIRTUAL MEETING



Editing Association Templates



Opening An Association Template



Steps:

1. Open Canva from your web browser.
2. Click on the 'projects' folder from the menu on the left-hand side of your screen.
3. Under folders, select 'Templates for Associations.'
4. Select the template that best suits the design you are trying to create (social media post, event flyer, etc.).
5. Click on your chosen template and select 'Use this template.'

Creating Your Own Design



How To Make Your Own Design



Steps:

1. Open Canva from your web browser.
2. Use Canva's search bar at the top of the page to search for the design you have in mind or select one of Canva's template styles (Instagram story, flyer, etc.).
3. Once you select a design, it will automatically open up in a new window.

Key Features & Tools in Canva



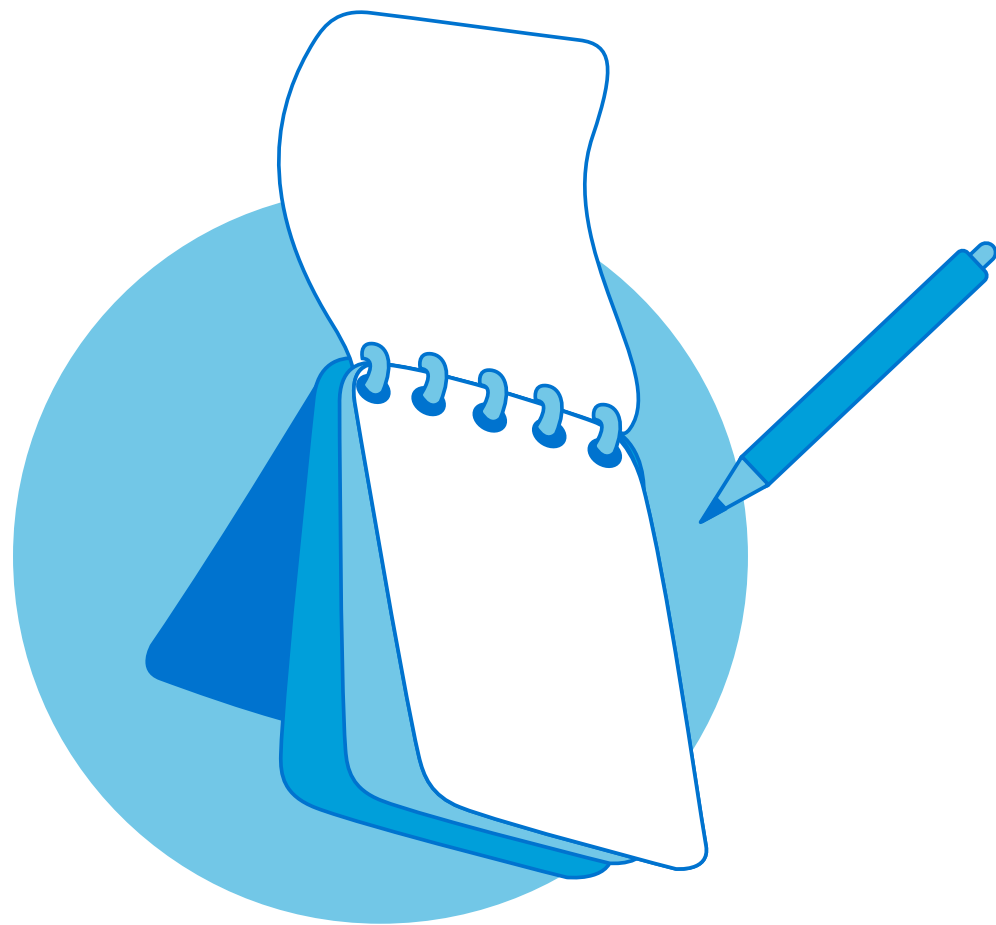
Brand Hub



Your Home For:

- Brand templates
- Logos
- Brand colours
- Brand fonts

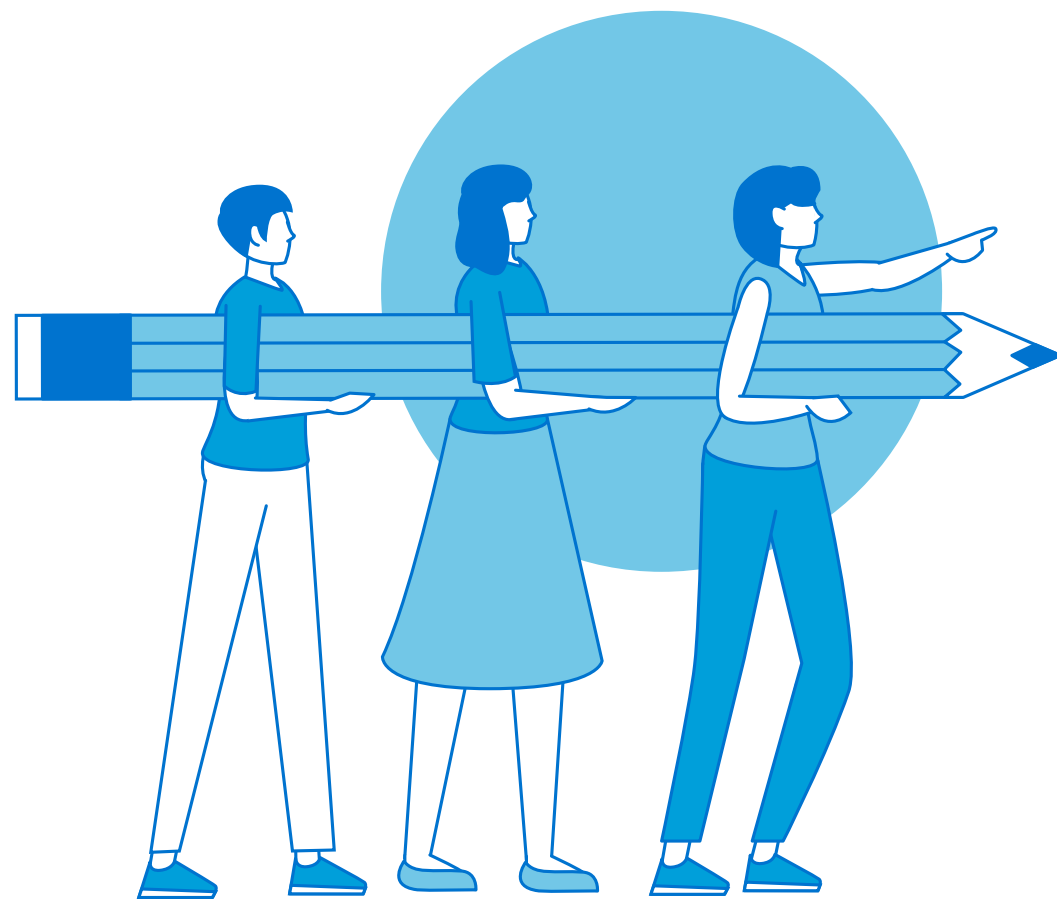
Elements & Text



Your Home For:

- Canva graphics
- Canva stickers
- Charts and tables
- Stock photos
- Stock videos
- Stock audio/music
- Frames for photos
- Grids for photos

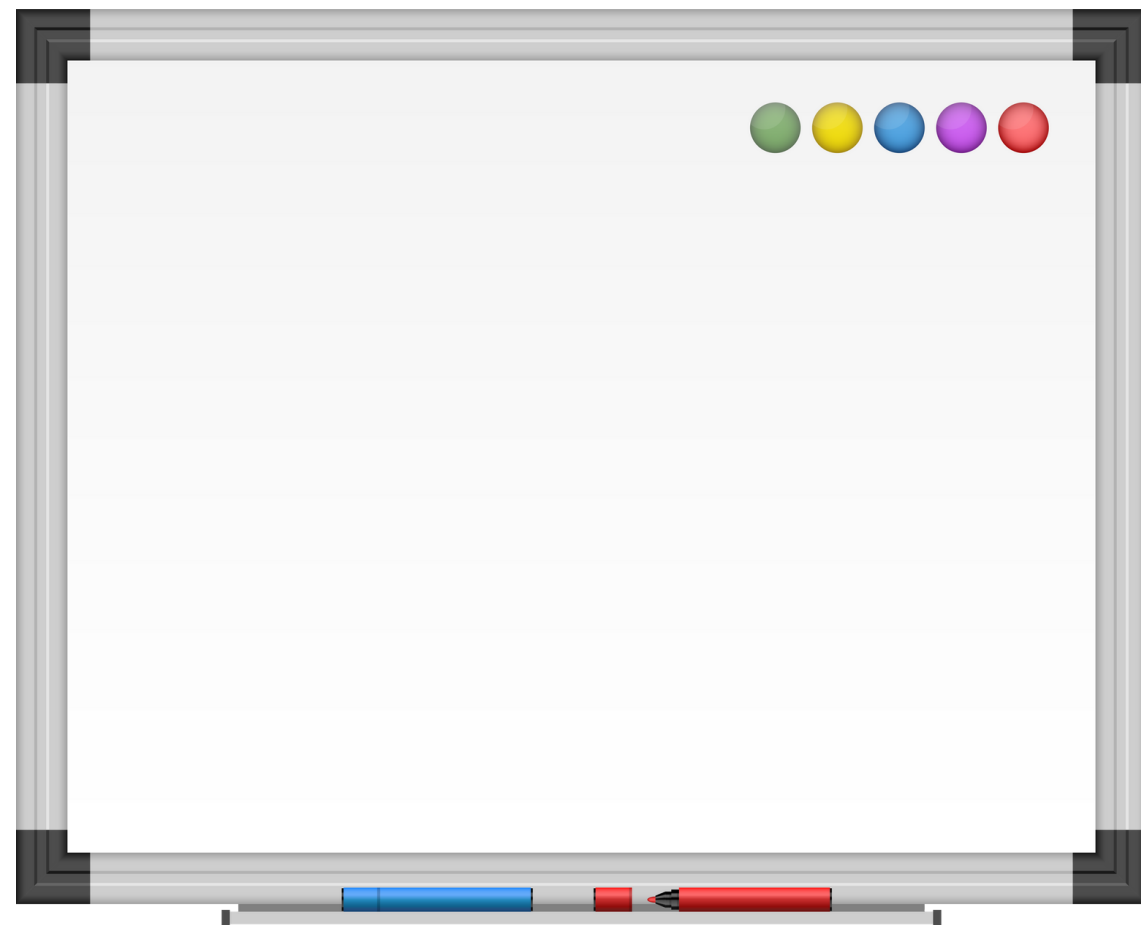
Draw



How To Use:

Choose from a pencil, marker, highlighter or eraser, select your colour and line size and create whatever comes to mind!

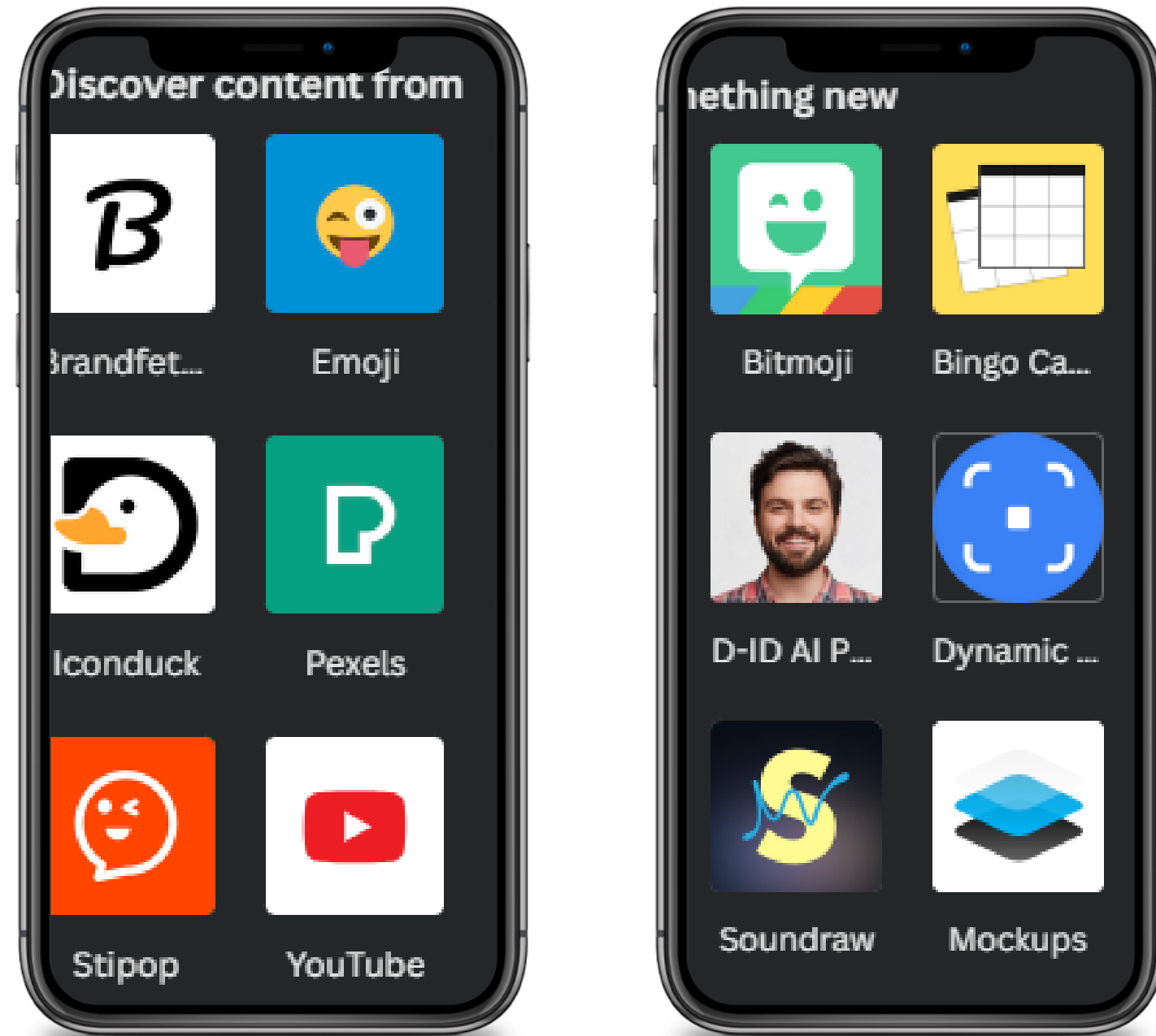
Whiteboards



How To Use:

Combine all your lessons! Whiteboards give you a place to collaborate, share ideas with your team, run strategy sessions, plan projects or store team notes! Use tools like text, photos or drawing to express your ideas on Canva's whiteboard!

Apps



Canva Apps To Add:

- Embed YouTube videos
- Create your own Bitmoji
- Use emojis in your designs
- Create a custom QR code
- Create a mock-up of merch
- Find stock photos
- Search for a gif
- Text to image
- Soundraw
- And so much more!

Editing Photos



Your Home For:

- Background remover
- Magic eraser
- Magic edit
- Photo adjustments
- Crop tool
- Orientation
- Animation
- Position
- Transparency tool

Frequently Asked Questions



What Fonts Does 4-H Ontario Use?

Headings & Tagline

Clarendon BT Bold

This font is used for display copy such as headlines and the 4-H Canada tagline.

Subheadings

Whitney Bold

This font or Whitney Semibold for subheadings or body text.

Body Text

Whitney-Book Regular

All variations of Whitney are used for body copy.

Brand Colours



4-H CANADA GREEN

PANTONE	7739 C
CMYK	85/10/100/10
RGB	11/148/68
HEX	#0b9444



LIGHT GREEN

PANTONE	360C
CMYK	58/0/80/0
RGB	97/194/80
HEX	#61c250



DARK BLUE

PANTONE	285C
CMYK	89/43/0/0
RGB	0/115/207
HEX	#0073cf



CYAN

PANTONE	ProcessCyan
CMYK	100/0/0/0
RGB	0/159/218
HEX	#009fda



LIGHT BLUE

PANTONE	297C
CMYK	49/1/0/0
RGB	114/199/231
HEX	#72c7e7

Logo Guidelines



- Prioritize use of green/colour logo
- White is the most effective background for the colour logo
- If the use of the colour (green) logo is not possible, please refer to the alternative one-colour versions (black or white).
- On a photographic background, choose which colour version of the logo to use based on the contrast provided by the image background.

Saving Your Designs

Share this design

People with access [Edit](#)

Add people, groups, or your team

40+

Collaboration link

Only you can access

Copy link



Brand
template



Present



Present and
record



View-only link

Download

Share on social

Print your design

More

Download

File type



PDF Standard

SUGGESTED



PDF Standard

SUGGESTED

Best for documents (and emailing)



PDF Print

Best for printing



PPTX

Microsoft PowerPoint document



MP4 Video

High quality video



JPG

Best for sharing



PNG

Best for complex images, illustrations



SVG

Best for web design and animations



GIF

Short clip, no sound

- Top right corner, click 'share'
- Designs can be downloaded to your device as a PDF, JPG, PNG, MP4, SVG, GIF or PPTX
- Designs can be shared with other members of your team
- Designs can be uploaded directly to your social media pages
- Many other sharing options allow you to use your Canva designs in virtually every way you want! Embed a design on your website, create a brand template and so much more.

Other FAQs

- **Q: Can I use Canva on my mobile device?**
 - A: Yes!
- **Q: Can I resize my designs in Canva?**
 - A: Yes, with Canva Pro, you can resize a design you are working on anytime.
- **Q: If I design a really nice poster or create an engaging brochure, can I use Canva to print it?**
 - A: Yes, with free delivery!



Bonus Features



B for blur

.....

D for a drumroll

.....

Q for quiet

.....

Any number from **0-9** for a timer

C for confetti

.....

O for bubbles

.....

esc to close



Questions?



CONTACT INFORMATION



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CANVA RESOURCES

- Our team has put together some of Canva's most valuable tutorials and videos for your reference after this presentation!
 - [Finding Your Perfect Template](#)
 - [Adding and Removing Text From Your Design](#)
 - [Uploading Your Photos to Canva](#)
 - [Working With Video On Your Phone](#)
 - [How To Make Posters For Any Occasion](#)
 - [Canva For Beginners: Opening Canva](#)
 - [Canva For Beginners: Using Templates](#)
 - [Canva For Beginners: Using Search](#)
 - [Canva For Beginners: Photos](#)
 - [Canva For Beginners: Elements](#)
 - [Canva For Beginners: Video & Audio](#)
 - [Canva For Beginners: Sharing & Collaborating](#)
 - [Canva For Beginners: Folders](#)
 - [Canva For Beginners: Next Steps](#)