

GET CREATIVE WITH Canva Graphics FOR YOUR Yearbook



Using Canva to create content for your yearbook **couldn't be easier!** And as an educator, you get a **Canva for Educators account for free**, making it easy to create graphics and upload them to **Yearbook 360** for your book.

GETTING STARTED

Setting Up a Canva for Educators Account

1. Go to [canva.com](https://www.canva.com) and click **Sign Up** in the upper right corner.
2. Select **Sign Up with Email**.
3. Enter your name, email and password, and then click **Get Started – it's free**.
4. Enter the code sent to your email and click **Done**. If you don't see the email right away, check your spam folder.
5. Choose what you will be using Canva for: Teacher, Student, etc. Teachers get a free Canva for Educators account with their school email address. This account is similar to the paid Canva Pro account.
6. Set up and invite your team, or skip this step and start your first design.

If you already have a Canva account using your school email:

Log into your Canva account, go to www.canva.com/edu-signup, and follow the steps to upgrade your account for free.

Setting Up a Brand Kit

Once you've selected your theme colors and fonts, a Brand Kit makes it easy for your yearbook staff to use the correct ones. Think of the Brand Kit as an extension of your Style Guide.

1. From the home screen, select **Brand Kit** under **Tools** on the left side of the screen.
2. Click **+ Add Brand Kit**.
3. Name your Brand Kit.
4. Upload your mascot/logo PNGs.
5. Select your brand colors.
6. Upload your fonts.

Start a New Project:

You can start a new design project at any time by clicking on the **Create a Design** button on the upper right side of the page.

Uploading Fonts

If you have not set up a Brand Kit, you can upload your fonts while designing.

1. Open your project.
2. Select a specific text area.
3. Click the Font drop-down menu.
4. Click **Upload a Font** at the bottom of the list.
5. Click **Upload a New Font** from your Brand Kit page.
6. Select your font. (Make sure you select the font file and not the zipped folder.)

Uploading Photos

1. From the home screen, click on the **Create a Design** button, and then select **Import File** in the lower right corner.
2. Find the photo file you want to use in a design and upload it.

- or -

1. Decide what you want to create and find the appropriate template or create your own custom design.
2. Once you open a template or start a design, a tool bar will appear on the far left. Click on **Uploads**.
3. Click on the purple **Upload Media Bar**. You will be able to upload photos from your device on the next screen, and those images will save in Canva. You will then be able to access these photos in any of your designs.

CREATING CONTENT FOR YOUR YEARBOOK

Creating a Photo Package

A photo package is a group of photos and captions on the same topic grouped as a mod. The completed package will be separated from other page elements with increased white space.

1. Determine the exact width and height of the picture package you want to create. This can be adjusted later if necessary.
2. From the home screen, click on the **Create a Design** button in the upper right corner of the screen. You can create a custom design by clicking the circle with a plus sign in it at the bottom left of the pull-down menu.
3. Upload the photos you want to use.
4. Place the photos on the shape you have created. Crop and size photos to fit, and add captions that follow your pre-determined caption style.
5. Download as a PNG with a transparent background.
6. Upload to your yearbook spread in Online Design or InDesign.



Oviedo High School, Oviedo, Florida

Creating a Cut-out

1. Upload your photo.
2. From the **Uploads Tool Bar**, select the image you wish to use.
3. In the top-middle of the screen above the photo, the **Edit Image** tools will appear.
4. Click on **Edit Image**.
5. On the left side on the screen, the **Background Remover** will appear.
6. Click on **Background Remover**, and the spinning wheel will let you know it has begun. It may take several seconds to complete the process.
7. If needed, use the **Erase** or **Restore** brush to edit where the background was removed.



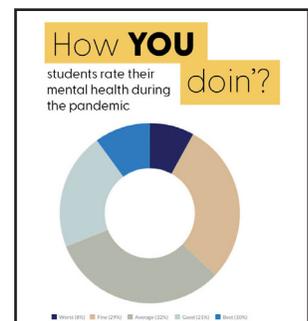
J.W. Mitchell High School, Trinity, Florida

Creating an Infographic

1. From the home screen, click on the **Create a Design** button and select **Infographic**.
2. From the left side of the screen, choose the **Infographic** template that best fits the information you are trying to present. Take a close look at the templates and let them inspire you to present information in new ways as you tell the story of the year.

You can easily add **Charts** to your **Infographic**.

1. In your Infographic, select the **Elements** tab on left-side menu.
2. Search **Charts**.
3. Select **Pie Chart** or try one of the other options.
4. Add your data in Canva or upload your data from Google Sheets.



Colonial Forge High School, Stafford, Virginia

Creating a Scoreboard

Canva does not have a Scoreboard template, but you can create your own.

1. Determine the exact width and height of the scoreboard template you want to create.
This can be adjusted later if necessary.
2. From the home screen, click on the **Create a Design** button in the upper right corner. Pick a template or create a custom design by selecting the circle with a plus sign in it that is located at the bottom left of the pull-down menu.
3. Once you have your size dimensions, you can position your type however it functions best (headline, overall season record, each individual competition with name of opponent and final score). When you are setting up the type, you will need to set up individual columns because there is no way to put multiple tabs in a single line of text. You can easily line up these columns by adjusting the leading numerically for each column using the **Spacing** pull-down menu.
4. Download the scoreboard from the **Download** menu in the upper right corner.
5. Download as a PNG with a transparent background.
6. Upload into Online Design or InDesign.

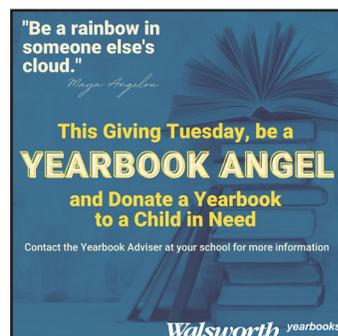
VARSITY BOYS BASKETBALL 13-12					
DATE	OPPONENT	RESULT	DATE	OPPONENT	RESULT
12/1	Sumner	72-29 W	1/14	Cypress-Cross	25-25 W
12/2	Evans	67-52 L	1/15	Winter Park	61-51 L
12/4	Lake Howell	67-54 W	1/19	Freedom	75-19 W
12/9	Timber Creek	95-52 L	1/20	Lake Brantley	67-51 L
12/11	Alpharetta	67-57 L	1/22	Owens	49-42 L
12/14	Spauld Creek	83-52 W	1/25	Sumner	88-82 L
12/15	West Orange	71-57 L	1/27	Concord	72-45 W
1/5	St. Cloud	87-72 W	1/29	University	69-56 W
1/5	Lake Mary	62-43 L	2/4	Wakulla	83-67 W
1/7	Boone	63-58 W	2/5	Faith Christian	66-58 W
1/8	Owens	67-49 L	2/9	Timber Creek	65-41 W
1/11	Winter Springs	68-24 W	2/10	University	90-38 L
1/13	Olympia	88-38 L			

Oviedo High School, Oviedo, Florida

DESIGNING MARKETING AND TRAINING MATERIALS

Creating a Social Media Graphic or Marketing Item

1. From the home screen under **What Will You Design**, select **Social Media** or **Marketing**, depending on your needs.
2. Many templates and sizes will appear on your screen. Select the one that best fits your needs. For social media, if you are looking for a one-size-fits-all approach, select **Instagram Post**. Though not perfect for all, this will fit the sizing needs for most social media pages. For marketing, select the item you wish to create. Whether it is a poster, business/event card or something else, there are many options available.
3. Once you select the type of item you will be creating, find inspiration from the available templates. For social media, search through holiday templates, memes, jokes, inspirational, etc. to get your creativity flowing. For marketing items, consider the colors, designs, animations, etc. you might use. Once you have picked a template, you can change fonts and colors as well as add your own graphics, photos, animations and effects.
4. Once complete, click **Download** in the upper right corner, select size and file type you need and download.



Creating a Presentation

1. From the home screen, click on the **Create a Design** button on the right and select **Presentation** (16:9).
2. Many presentation templates will appear on the left side of your screen.
3. Scroll through the options and choose one that best fits your needs.
4. Once you have chosen a template, you can change fonts and colors and add your own graphics, photos, animations and other effects. The only limits are the time you have available and your team's creativity.