### Getting started with Canva

Notes provided by Canva with use on Twitter and Facebook.

Let's begin by going to <u>canva.com</u> and creating a free account. You have the option to sign up with your **Google or Facebook account**, or set up an account using your **email address**. For more details about getting started with Canva, check out our **Creating a Facebook Post** lesson.

After you sign up, Canva may encourage you to share your credit card information to sign up for a free 30-day trial. If you decide to do it, be aware that you will be automatically charged a monthly fee after the trial is over.

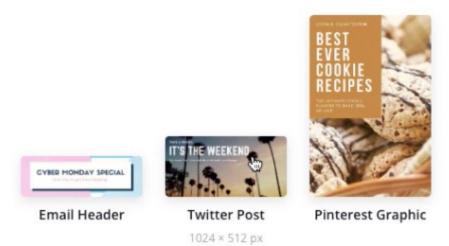
Focus on creating posts for Twitter. We will show you how to create a **quote post** using the following steps:

- 1. **Choose a quote**: Browse the internet to find a quote to suit your audience.
- 2. **Choose a template**: Search Canva's quote post templates to find one that fits your quote.
- 3. **Customize the text**: Type your quote and the source's name into the text boxes.
- 4. **Replace the photo**: Upload a photo or choose from Canva's stock images.
- 5. **Reuse the template**: Replace the quote with a fun fact and choose a new image.

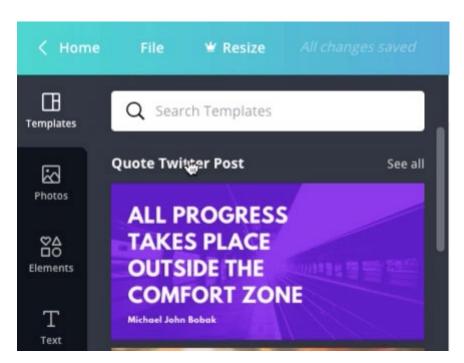
# Choosing a template

Canva has thousands of templates. We'll show you how to narrow down your choices to find the template that best meets your needs.

We'll start by choosing **Twitter Post** on the homepage.



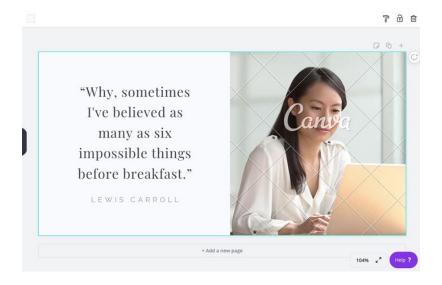
Canva has conveniently created different categories of Twitter templates for events, announcements, and more. Since we're creating a quote post, we'll click **Quote Twitter Post** to narrow our search.



Think about which template best suits your quote. In our case, we want to pair our message with a dog photo, so a side-by-side template will work best. It will give the photo and message equal emphasis.



Then just click the template to get started.



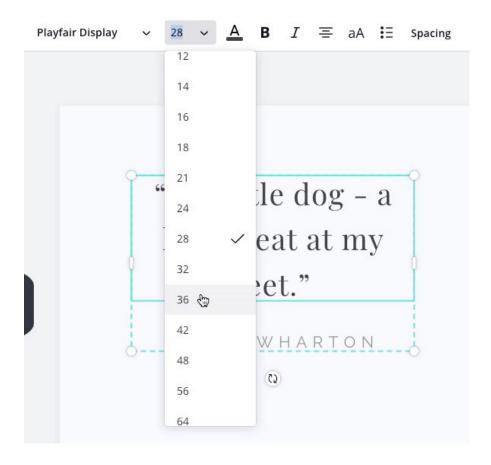
Now that we have a template we like, we'll make a few changes to customize it.

# Customizing the text

Let's start by changing the message. Just select it and begin typing your quote. Below it, we'll add the author's name.



Depending on how much text you have, you may want to change the **font size**. Since this is a short quote, we can increase the font size a bit. We'll just click the text box and go up to the **menu** bar to change it. In this case, we'll use 36.



You may also need to adjust the **alignment**. The text box is centered horizontally, but it's a bit too high vertically.



Although you can use the mouse to click and drag the text box, we suggest using the **arrow keys**. It's more precise, and it allows you to keep the horizontal centering exactly the same. Just keep pressing the down arrow until it looks centered vertically. To move it more quickly, you can hold down the Shift key and press an arrow key .



## Finding a new photo

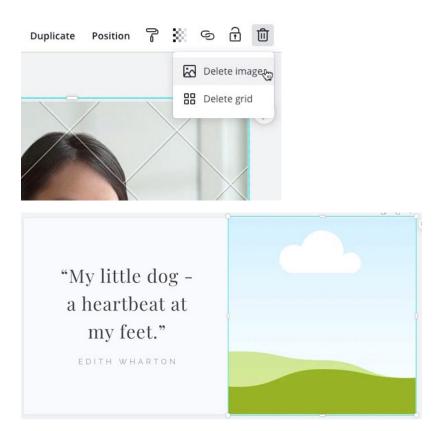
Now that we have our message, let's pair it with a photo that really tells the quote's story.

You have some options for photos:

- Upload your own photo: Click Uploads to import a file from your computer or from a site like <u>unsplash.com</u>. Canva will store the photos here for future use.
- **Select a Canva stock image**: Click **Photos** and type one or more keywords into the search bar to find free and paid photos.

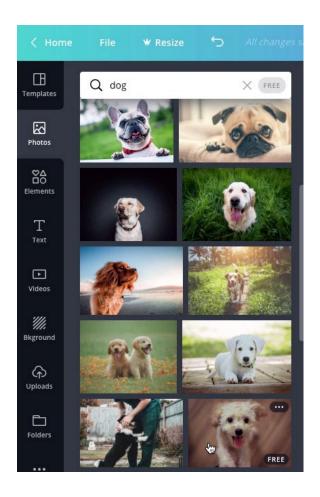
For our example, we'll use a free Canva stock image.

First, we'll remove the current photo by selecting it and then clicking the **trash** icon at the top of the page. In this case, there are two options, which is because this template includes something called a **grid**. A grid is a Canva feature that sets the size of the image and makes it easier to position a new photo in the same spot. So we'll keep the grid and click **Delete image**.



After the image is deleted, you'll see the grid on the right side of the template.

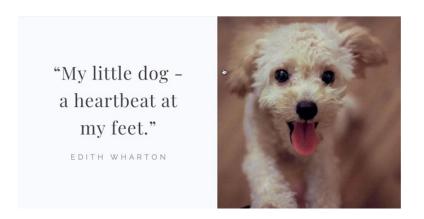
Now we'll use the search bar to look for **dog** photos to see if we can find one that matches the quote.



When you find one you like, you can drag the photo over the grid until it snaps into place.



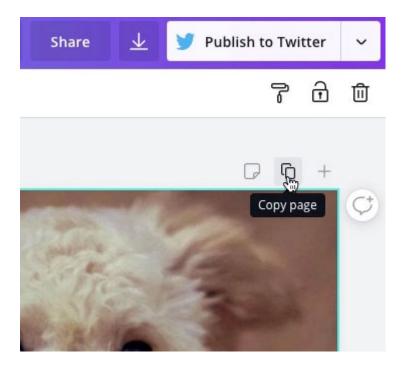
Finally, we'll take a moment to check it to make sure everything looks good.



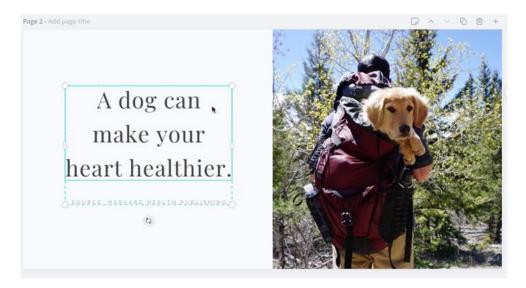
Now if you only need to create one image, you could stop here and post it to Twitter. But you may want to create more images. Since we have the design exactly where we want it, we're in a good place to create more images without much effort.

## Creating a new post with the template

To get started on your new image, click the **Copy page** icon above the image.



This will create a copy, and then you can just replace the image and text to create another Twitter post. For this example, we'll share a fun fact about dogs.



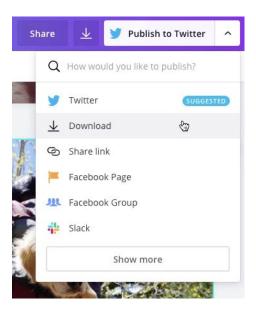
Since we found this fact in an article, we'll mention the source in the author text box. Then later, when we post it to social media, we may even want to link to the article in the text of our post.



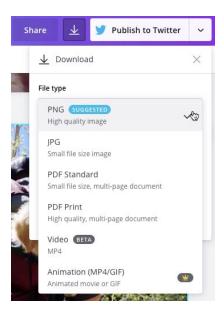
If you're ready to create more images, feel free to repeat the process. You can reuse the template to share stats, facts, questions, and more. Quickly creating batches of images will allow you to devote more time to gathering interesting content to share.

# Publishing the posts

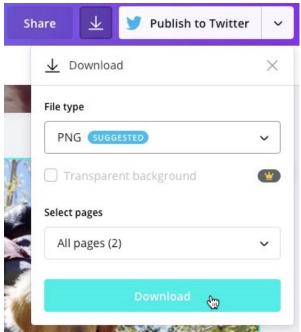
When you're happy with your designs, you can **publish** directly to Twitter or **download** your images. We suggest downloading the images because it gives you more flexibility to choose when to post each image. So we'll click **Download**, and then we can upload it to Twitter later.



Before downloading, we'll choose a file type.



We'll go with a PNG file because it's the recommended format. Then we can



click **Download** again.

Once you've created your images, you probably don't want to post them all at once. Instead, you can start mixing these types of marketing posts with posts about your products and business. You may be able to get a few weeks or months out of these images even though it took you a short time to make them.

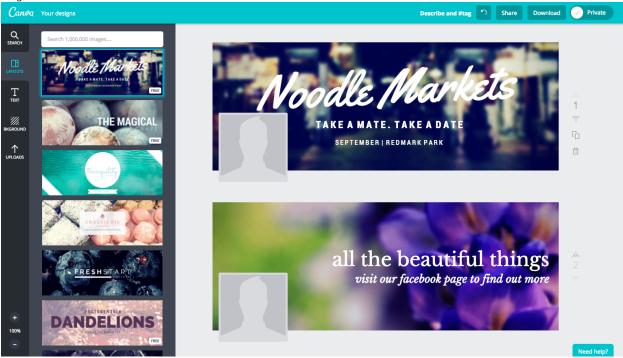
Regularly posting a variety of content will pay off as it helps you to build your customer base over time.

Now that you know how to create quality images in Canva, we encourage you to start creating your own marketing posts in Canva.

#### Start Designing a Facebook Cover

#### Start Designing a Facebook Cover

It's ridiculously easy to create amazing Facebook Covers in Canva. Simply pick your favourite layout and choose images, fonts and colors that suit your design!



Create amazing Facebook covers in Canva

Keep your Facebook page looking fresh with an amazing cover designed in Canva. Whether you're designing for your business or personal page, Canva has best range of layouts on the web!

We also give you access to a premium library of over 1 million stock images, graphics and illustrations, allowing you to create high quality designs in as little as a few minutes.

Create a Facebook Cover

It's easy to create amazing Facebook covers in Canva

- 1. Open Canva and select the "Facebook Cover" design type
- 2. Choose from hundreds of professionally designed layouts
- 3. Upload your own photos or choose from over 1 million stock images
- 4. Fix your images, add stunning filters and edit text
- 5. Save and share

Create professional designs on a budget

Canva is a free drag-and-drop design tool that makes it easy to design Facebook covers without any graphic design experience. Our library of professional layouts is free to use as many times as you like. Simply choose your favourite design and change the images, fonts and colors to your liking.

Never worry about image dimensions

Between social networks like Facebook, Twitter and Pinterest, it's hard to keep up with the correct image dimensions for each network. All of our layouts are pre formatted to the optimum size for each network, meaning your Facebook cover will always look its best without any tricky image formatting.

Use premium images or upload your own

As well as uploading your own images for free, Canva gives you access to over 1 million premium images, graphics and illustrations. Many of these images are free, while the rest are all priced at just \$1. This allows you to create professional graphics at a fraction of the cost of hiring a designer. FAQ

What is Facebook cover photo size?

A typical <u>Facebook cover photo size</u> is 820 x 312 pixels on a desktop. On a mobile device, the standard size is 640 x 360 pixels. Remember that Facebook will stretch the photo to fit its dimensions if they're not the right size already.

Can Facebook cover photo be a video or gif?

Facebook video cover photos have become popular marketing tools for brands over the past few years. Some videos include audio and animation; others include animation with no sound. Facebook recognizes a GIF just like a video, so you have plenty of creative freedom when it comes to sprucing up your page.

What should your Facebook cover photo be?

Your Facebook cover photo should reflect your personality or brand. If you're using it to market your business, think of it as a first impression for viewers. Feature your logo or imagery that represents the products and services you're selling.