# **Canva and QR Codes**

Canva is a great way to create visuals and can be useful when hosting events and collecting feedback about your services or just directing people to a particular website page.

Canva (free version with limited function) - <a href="https://www.canva.com/help/sign-up-log-in/">https://www.canva.com/help/sign-up-log-in/</a>

Canva Pro (free for registered charities) - <a href="https://www.canva.com/canva-for-nonprofits/">https://www.canva.com/canva-for-nonprofits/</a>

The "Learn" menu has some useful tools, including logo maker and Tutorials https://www.canva.com/designschool/tutorials/getting-started/

### **Use a Canva Template**

We have created a Canva template that can be used with a QR code that can be linked to any URL. <u>Click here</u> to access the Canva template, select "Use template for new design" and then simply update the text, colours and add your own QR code.

Go to free QR Code Generator - <a href="https://www.qrcode-monkey.com/">https://www.qrcode-monkey.com/</a> or click on the QR code in our template to take you directly to the site. Once you have created your customised QR code, upload your QR code image into your Canva document and replace it for the one provided in our template.

You can then change images, update colours & fonts and make the template your own. Any template, photo, graphic, image, font with this icon is not available to use for free. You can either select something that is free, pay a one-off fee for the use of the image for your design or upgrade to Canva Pro.

#### **Useful additional tools**

Google Chrome extension. On your web browser click on and select "Manage Extensions" and then "Discover more extensions and themes on the Chrome Web Store.

Q Search extensions and themes Type in "Eye Dropper" and select.

Eye Dropper allows you to pick up specific colours from a website and use those colours in your Canva design. This tool can be useful if you have a logo but no other information about the exact colours used in the original design.

## **Canva File Management**

Projects Folder is your file management system in Canva. You can create folders for different work areas and move files as needed.

## Sharing / Printing your Canva design

Click on the share icon located at the top right when you are working on your design You can share and "collaborate" with others, present, share on social media or download to print. If you are downloading Canva will recommend the best file type for your design but you are able to select from other available options.