

# Create an Infographic using Canva

Canva is a great way to create visuals to communicate what you have achieved to share with your members, funders, committee members and anyone else you want to share your journey with.

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

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

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


## Create your own design

To start from scratch select “Create a design” and then choose the size of your page, default “Doc - Auto size” or select from one of the options provided

- Click on the box “Untitled design - Doc” and overtype this with your document name
- Click the + and select “Design”.
- Click on “Elements” (left hand menu) and select the “Shape” to provide the backdrop for your design (drag out the edges to make the shape as big / small as you like)
- Click inside the shape to bring the colour palette options onto the screen (to the left of the font option)
- Click on “Text” (left hand menu) and select the type of text you want to add. Clicking on your selection will add to your design. Double click in the text box to update the text, font size, colour etc

## Use a Canva Template


On Canva’s home page use the search function to search for a template that is close to the design you want. You can change photo’s, update colours & fonts and make it 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.


## File Management

Projects Folder is your file management system in Canva. You can create folders for different work areas.

## Sharing / Printing your design

Click on the share icon located at the top right when you are working on your design  Share  
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.

## 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](#).”

 Search extensions and themes

Type in “Eye Dropper” and select

Free QR Code Generator - <https://www.qrcode-monkey.com/>