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Manitoba



**Learn.**  
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# Learn to Create with Canva

## Immersive Learning Experience

Sat, April 20, 11:00 am, Stevenson Ballroom C



# Your facilitators

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The Winnipeg Foundation  
Communications Advisor

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The Winnipeg Foundation  
Manager of Communications and Marketing

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The Winnipeg Foundation  
Communications Advisor



# What is Canva?

- Canva is a free, online graphic design tool that empowers anyone – even those without design skills – to create social media posts, posters, presentations, videos and more.



A man with a beard and mustache, wearing a light green button-down shirt over a blue t-shirt, has a surprised expression with his mouth open and hands raised. He is in a meeting room with a whiteboard in the background.

*Canva*  
**Wow  
at  
Work**

A horizontal row of seven circular icons for social media sharing: WhatsApp, Telegram, Messenger, Email, Print, and a cursor icon.



# Why use Canva?

- It's easy to use – no graphic design skills required!
- Create visual communications consistent with your brand
- Save time

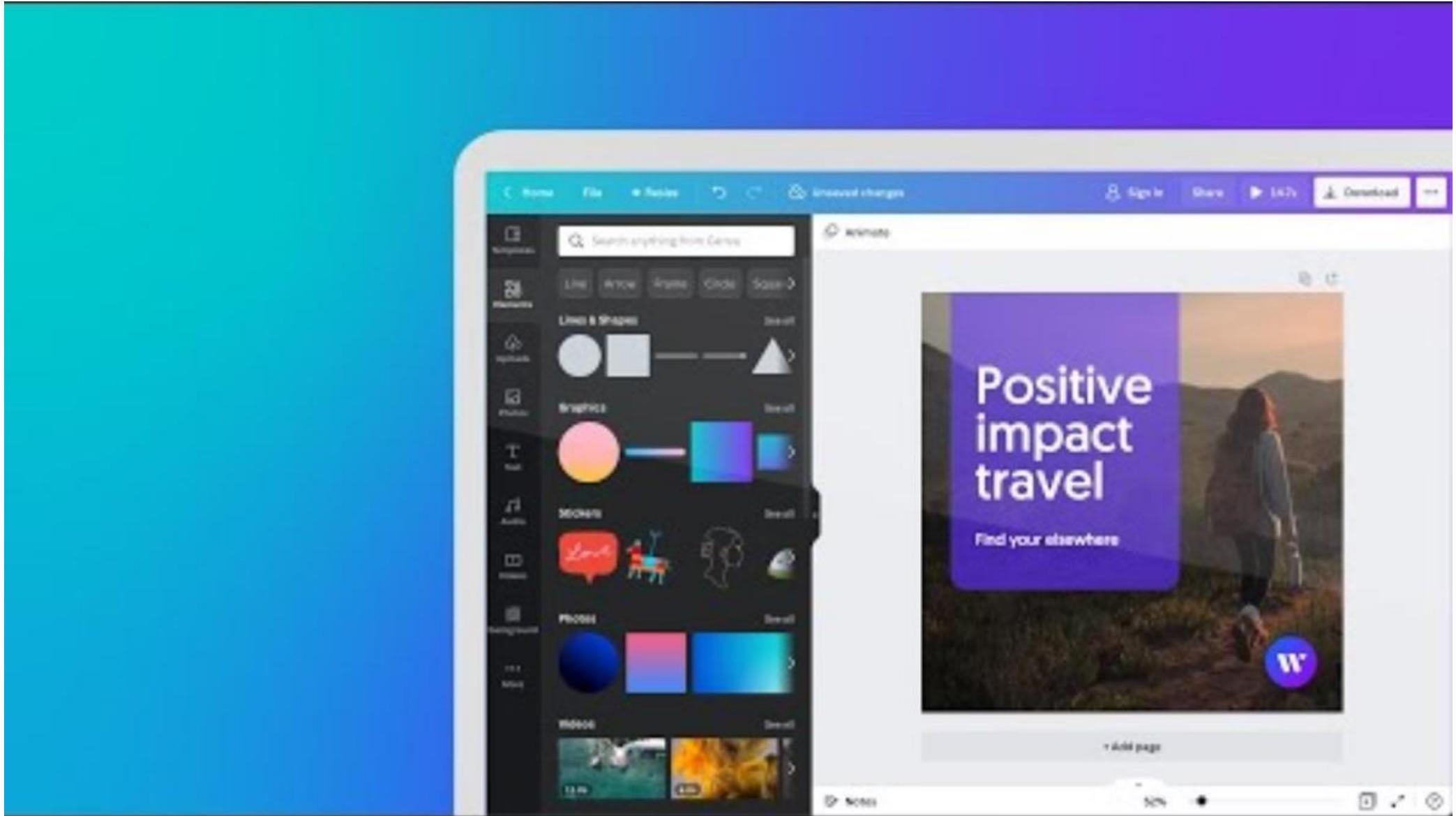
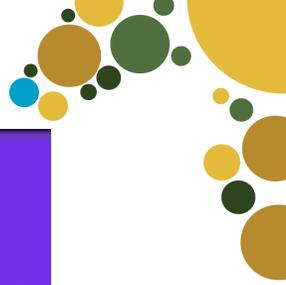




# Highlights of Canva

- Large library of design templates for many different projects
- Huge selection of stock photos, graphics and fonts
- Quickly resize your projects and turn social media posts into posters, etc.





# Quick Canva Tour

# Basic design tips

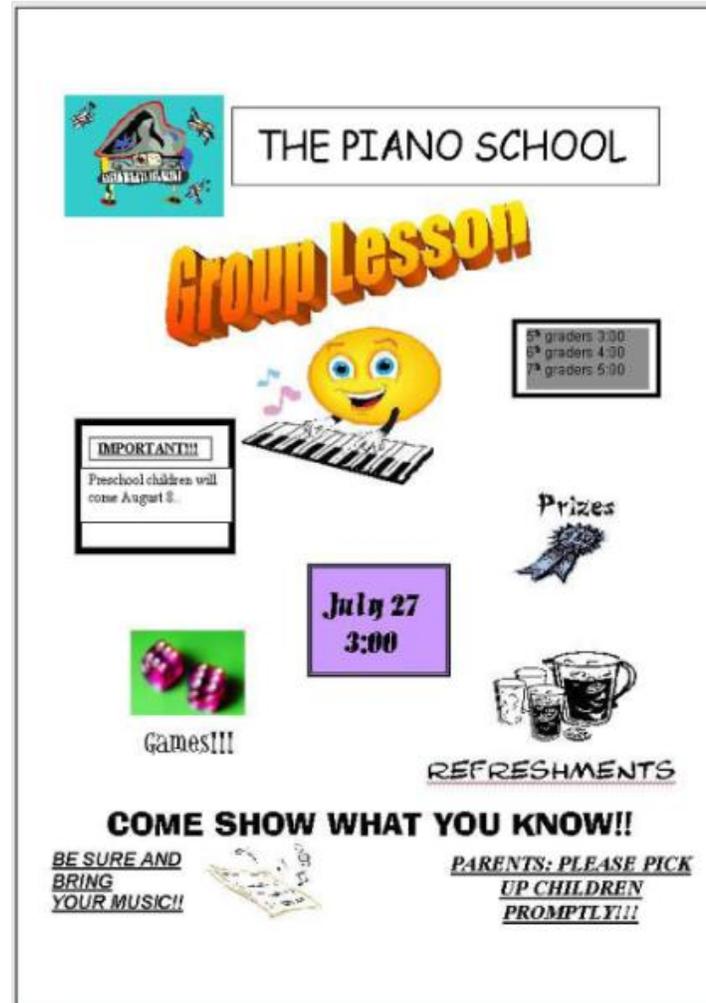
Guide the reader

- Spacing/flow
- Fonts – max. 3
- Content – less is more

Example

Tickets are \$10 each and available at the door

Tickets: \$10 each (at the door)



**BAD**



**GOOD**



# Let's Create!

# Community Foundation Day Facebook Post

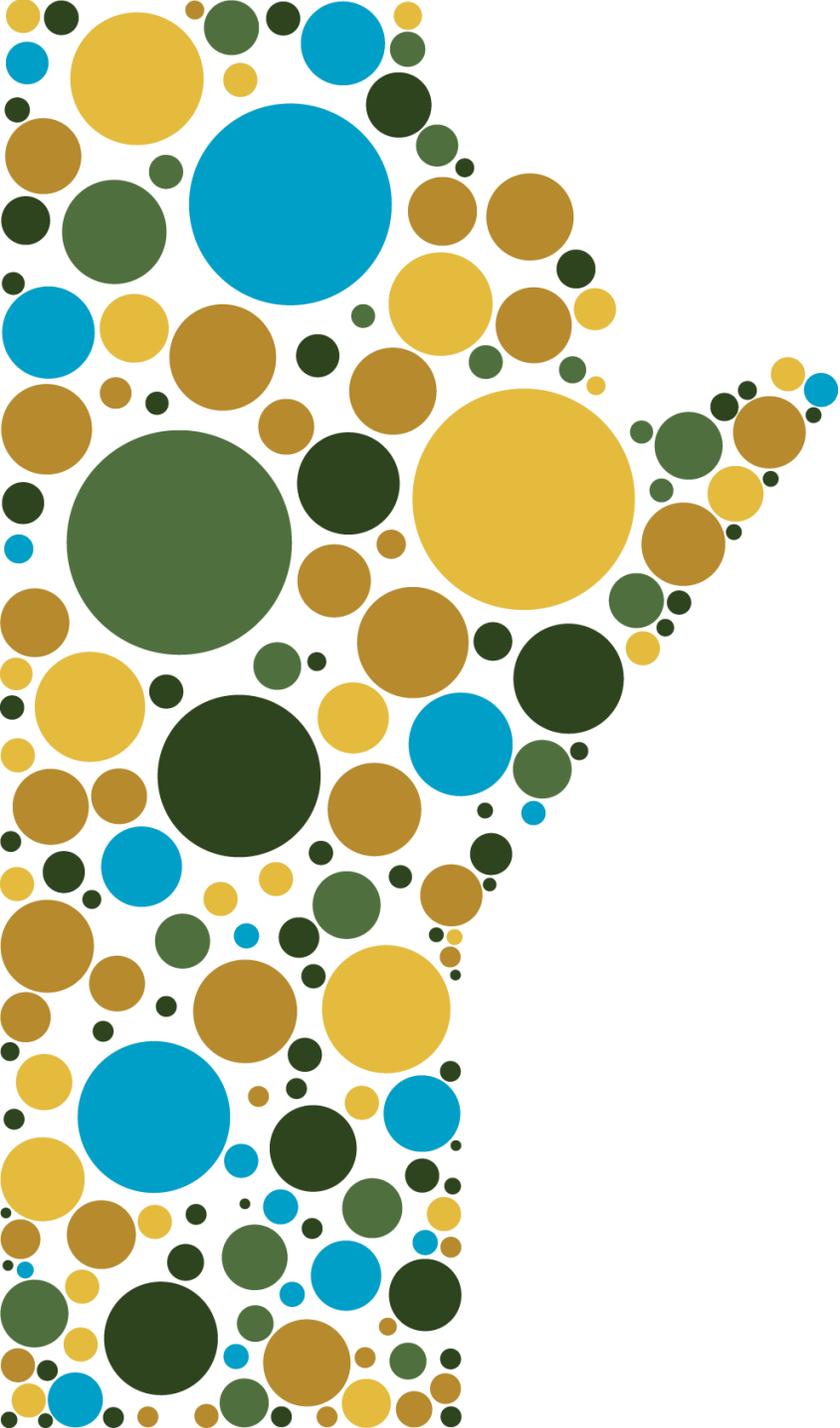
- Template link: [www.wpgfdn.org/cfddaytemplate](http://www.wpgfdn.org/cfddaytemplate)
- Give your design a name
- Search for a stock photo and drag it into the frame
- Add text
- Download your design by clicking Share > Download
- Find your design in the Canva Home area

# Create your own Facebook Post

- From the Canva Home area, click "Create a Design," then search "Facebook Post" and click
- Give the design a name
- In the Design tab, search for an announcement template
- Select a template you like
- Customize your information
- Customize your colours and text
- Download

# Event Poster

- From the Canva Home area, click "Create a Design," then search "Poster" and select "Poster (Portrait – 11 x 14 in)"
- Use the skills you've learned so far to create a poster, or use this opportunity to further explore and get to know Canva!



# Shared reflections

What's one key takeaway or "AHA" that you want to remember?

What are you curious about now?

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# Individual reflection

What tools & ideas can you take back to your community foundation board?



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COMMUNITY FOUNDATION CONFERENCE

APRIL 19 • 21, 2024

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# Thank you



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## Canva Learning Guide

### Purple menu at top-of-page:



Name your document

Download your document by clicking "Share." Note: PNG is the best format to use for a design that will be shared on a screen. PDF is the best format to use if the design will be printed.

### Left sidebar menu:



**Design** - Use the search bar to search for ready-to-use, customizable templates for your design

**Elements** - Use the search bar to search for images, graphics, frames and more

**Text** - Add text to your design



**Brand**



**Uploads**

**Uploads** - Upload images from your own computer

### White menu at top-of-page:



Edit font, font size, font colour, text alignment, text formatting, add bullets or numbered list

### Further resources:

Getting Started with Canva tutorials:

<https://www.canva.com/designschool/tutorials/getting-started/>

All Canva tutorials: <https://www.canva.com/designschool/tutorials/>