

Lay Family Health Advisors Curriculum

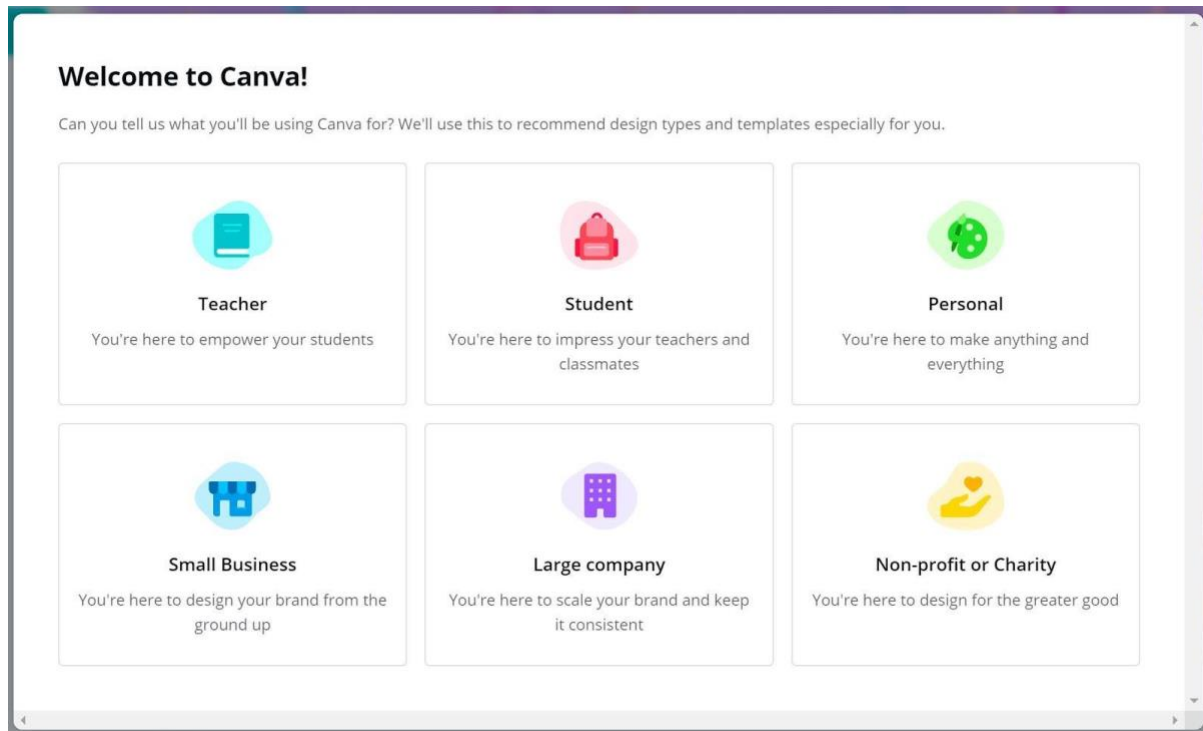
Unit 4

Annex 3 - Creating a graphic
element with Canva




Canva is a popular and free browser-based program for creating graphical elements.

Getting Started: Go to address: <https://www.canva.com> and register with your Facebook or Google Account. Once registered, Canva asks you to choose a role in order to provide suitable templates and styles for you.



You will receive a confirmation message in your email by clicking the link in the message to verify that you are the user of the address you have provided.

15.58
15.00
14.02
13.46
11.46
11.43
11.23



Please confirm your email

Thanks for signing up to Canva! To set up your account, please confirm your email address by clicking the button below.

[Confirm my email →](#)

Button not working? Try using this link:

https://www.canva.com/account/verifyEmail?token=XPFYIZjskHbVCzr6Cy3XJlkr8x0SfbX5NDk0ZJJZw12rtSiqbq2MT_lkM_9e2lINapQasW29xXmHoxJ1SDpbjOugRyYgsn3syYTW1uPOHR10AtZ6e9B3KqV7wRy_CTsWMPc_fQ&utm_source=server_emails&utm_medium=email&utm_campaign=server_201407&utm_content=verify

On the next screen, you can add other users to your team. Team members can handle all the stored material and create new ones.

Invite your team and collaborate on designs

Skip >


Set up a free team and discover features to help you save time and get things done.

[Import Google Contacts](#)

[Import Outlook Contacts](#)

or

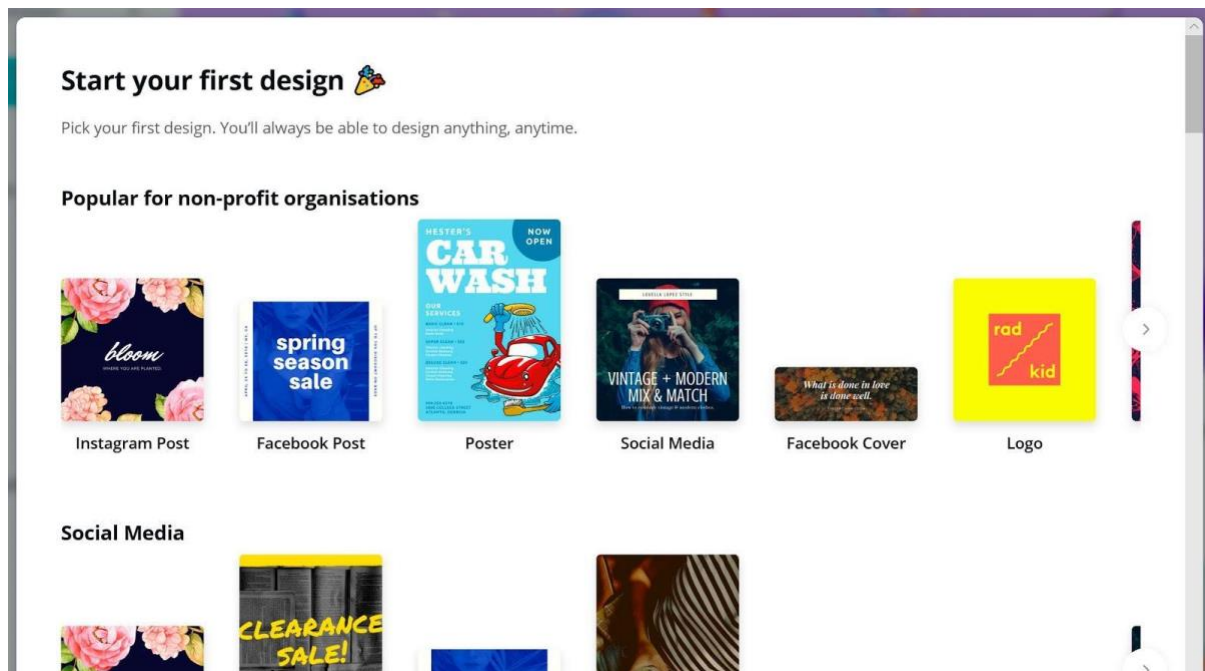
[Send free invites](#)



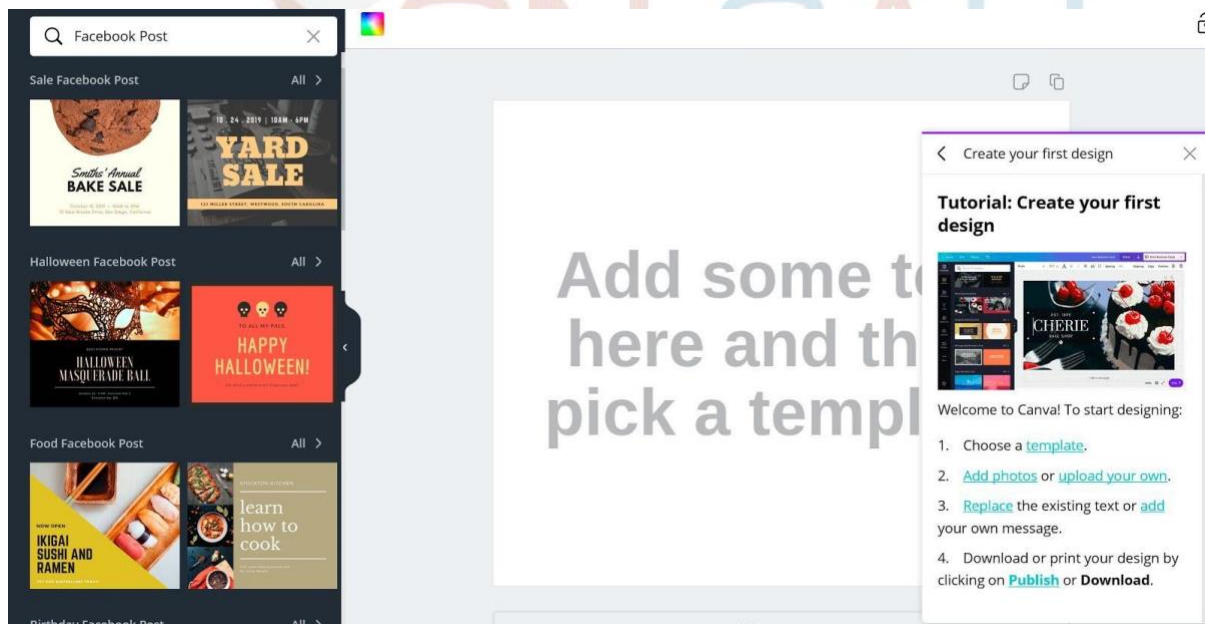
Benefits of teams

- ✓ Access your team's shared designs from one place, whenever needed
- ✓ Keep your branding consistent with shared colour combinations and fonts
- ✓ Provide feedback on designs directly—no more emailing back and forth

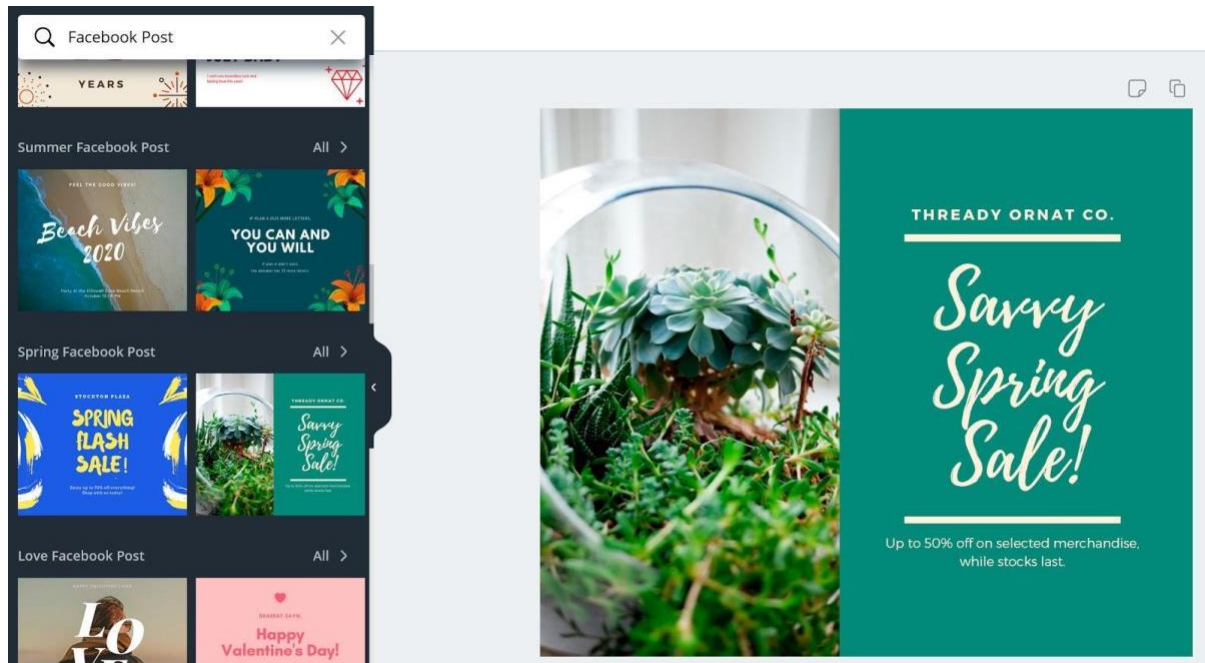
Choose the type of element you want: are you making a poster, a logo, a Facebook post...?



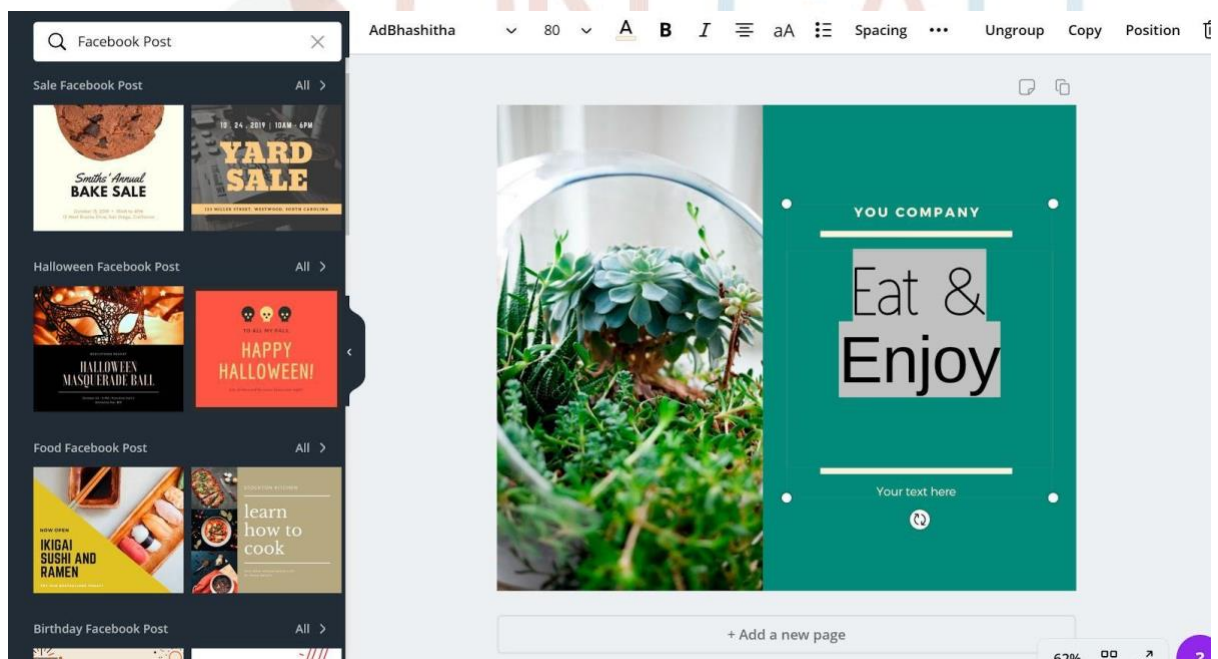
Facebook post is now selected. On the right side of the page you will find additional instructions if necessary.



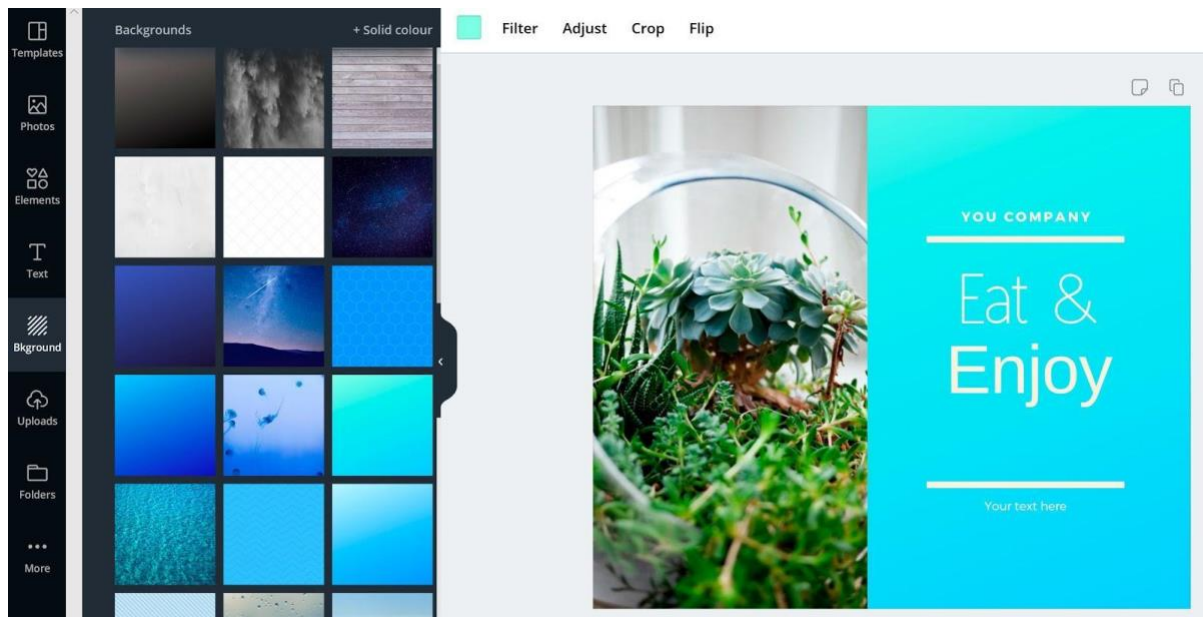
Choose the layout you want.



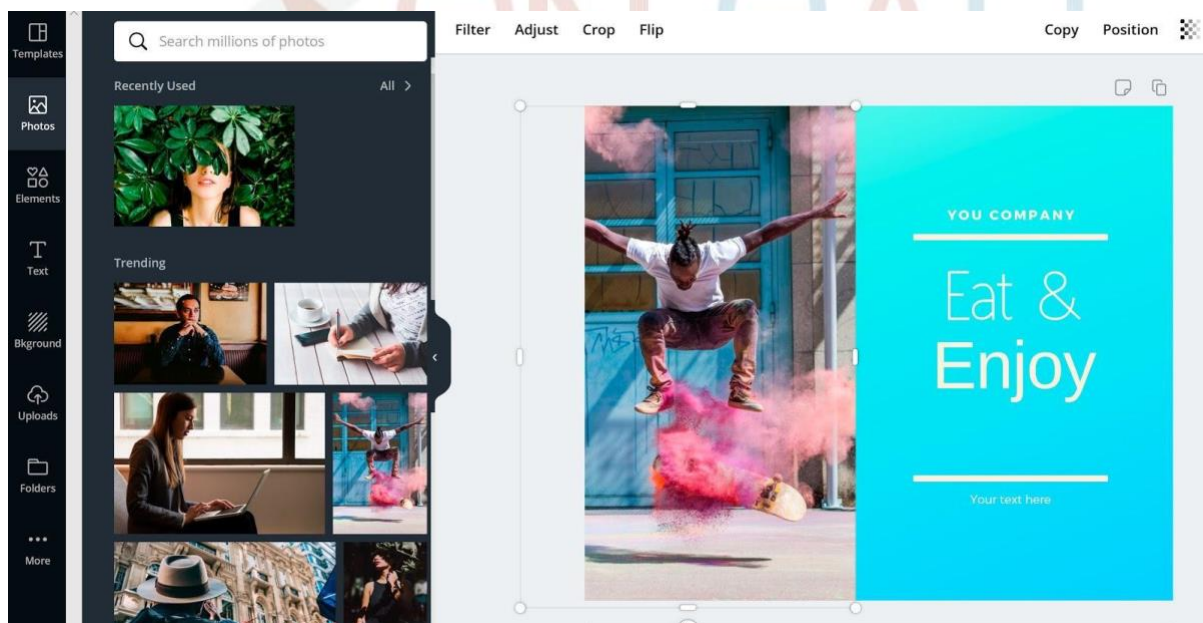
Make the changes you want, for example: click on the text section of the element, paint the item to be changed, and you can change the font, size, color, effects, alignment etc.



Click *Background* on the left, and you can change the background image or color. Remember that the background should be calm so that the readability of the text does not suffer.

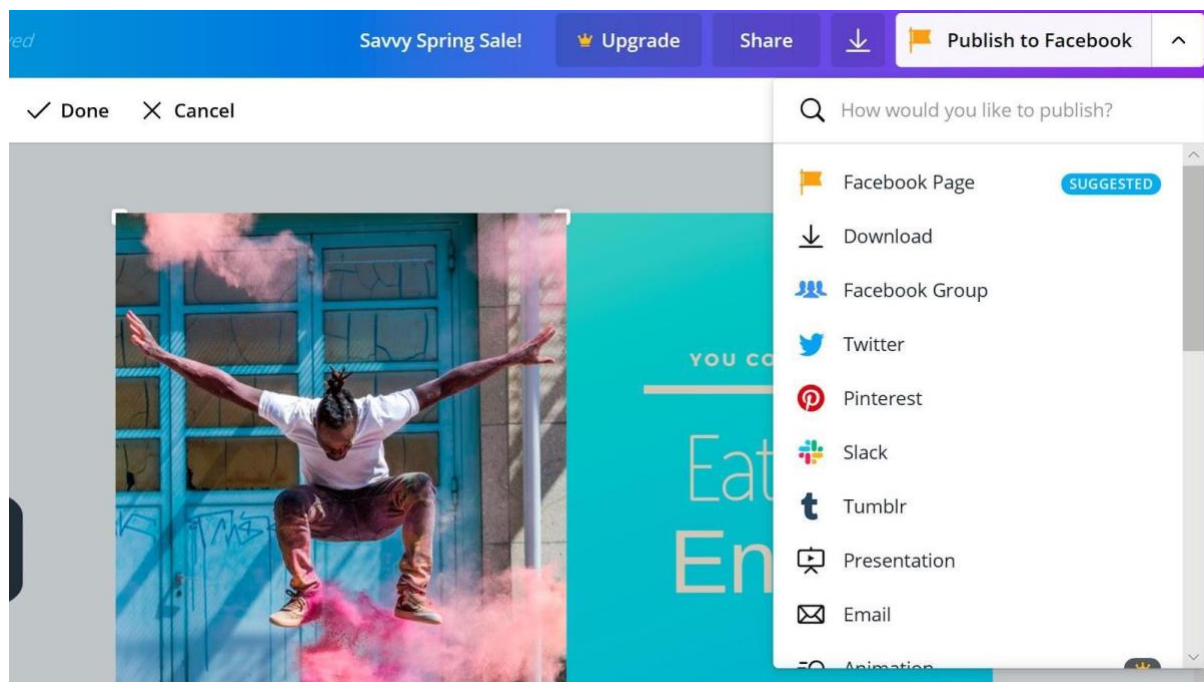


Select *Photos* from the left and you can add a new image to the element (you can delete the old one by clicking delete). With top options, you can add filters, adjust image values, crop, or rotate images.



Now you can publish the completed element on your preferred social media channel, or you can print or download it to your computer.

There are countless ready-made publishing features on Canvas for different channels and platforms.

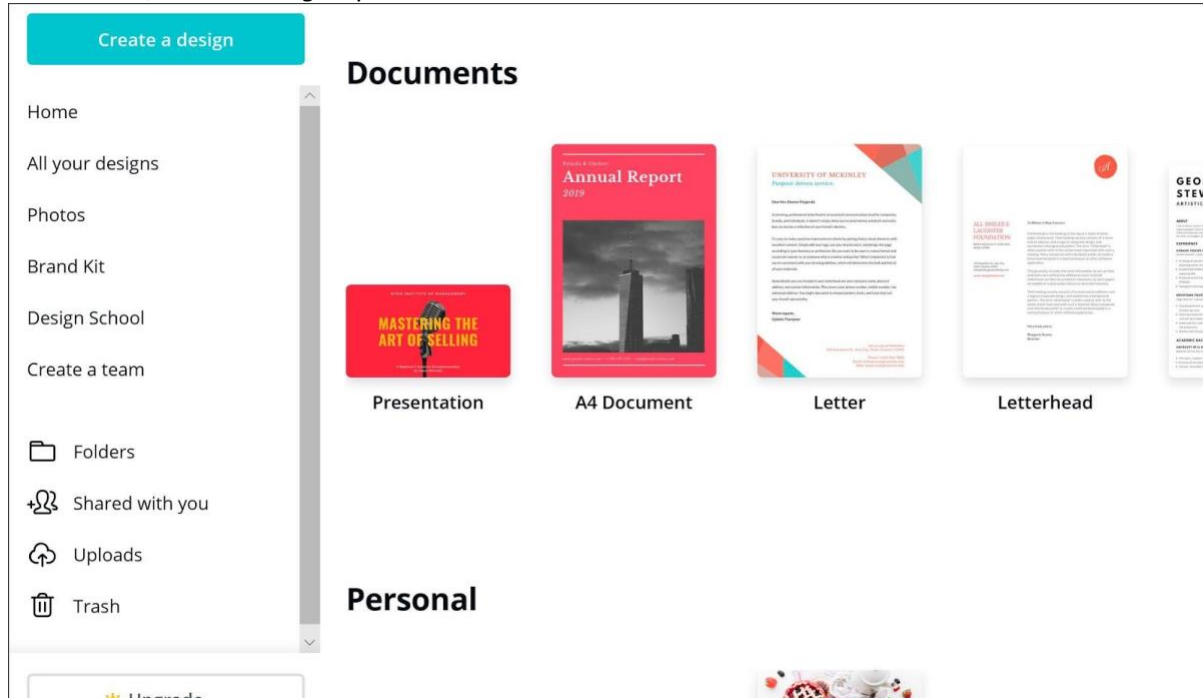


All the elements you make are saved in the *My designs* section of the Canva homepage.

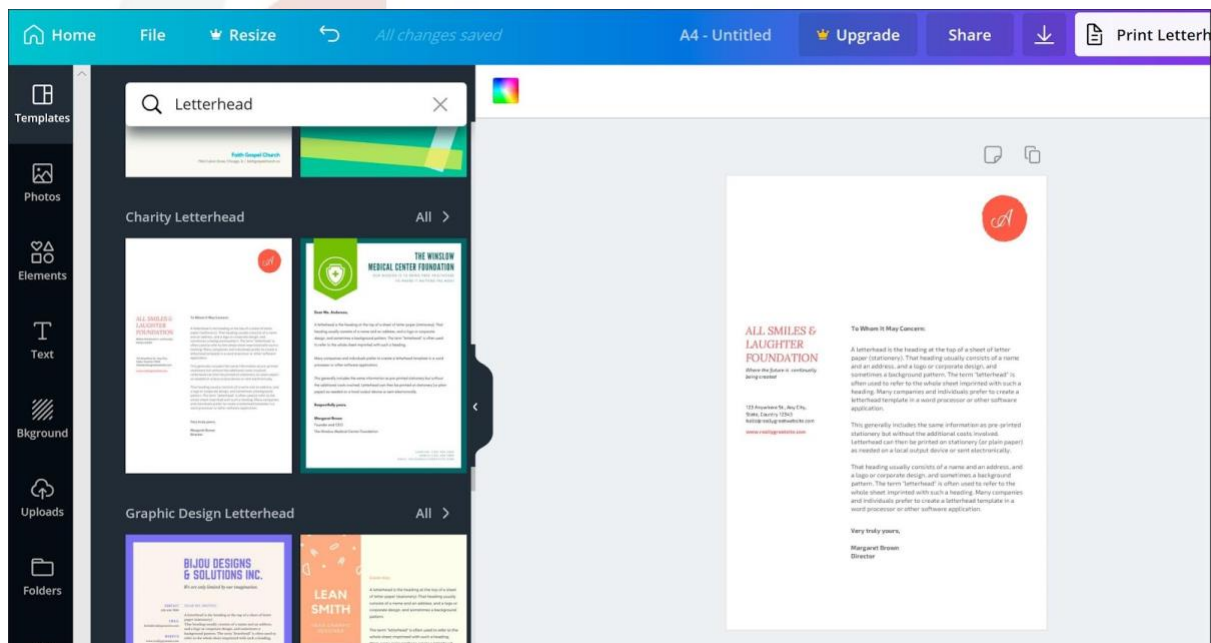


Charts

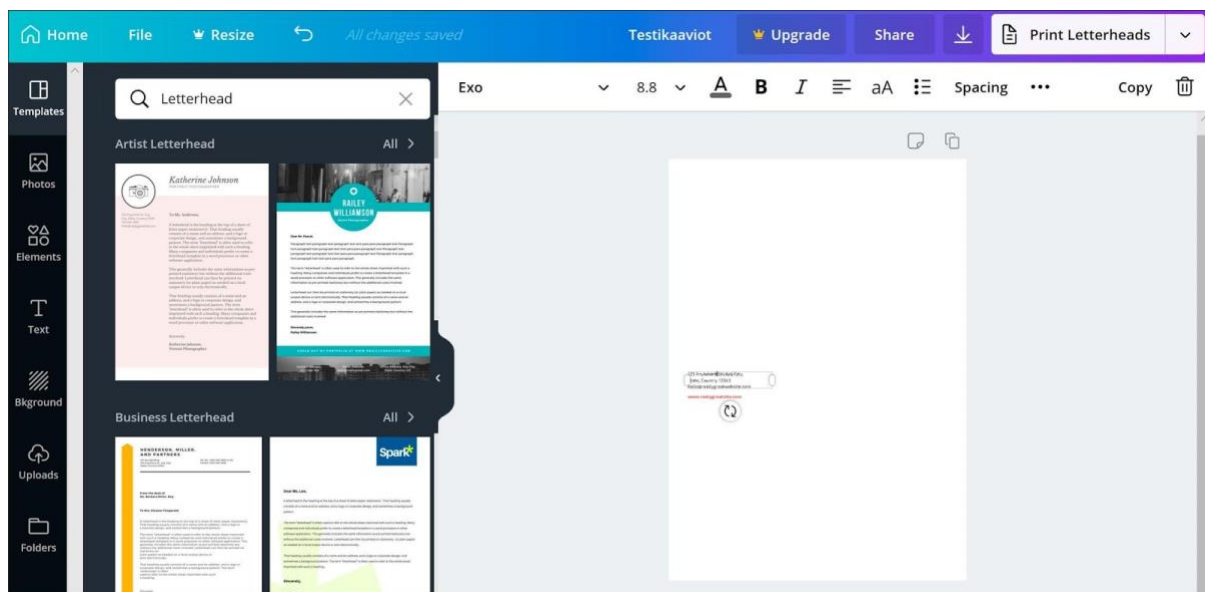
Chart is an effective graphical way to present information. In Canvas, making a chart begins in the same way as other graphic elements. First select *Create a document* and choose the appropriate template. There is no template for the charts, and in this example we use the letterhead from the *Documents / Letterhead group*.



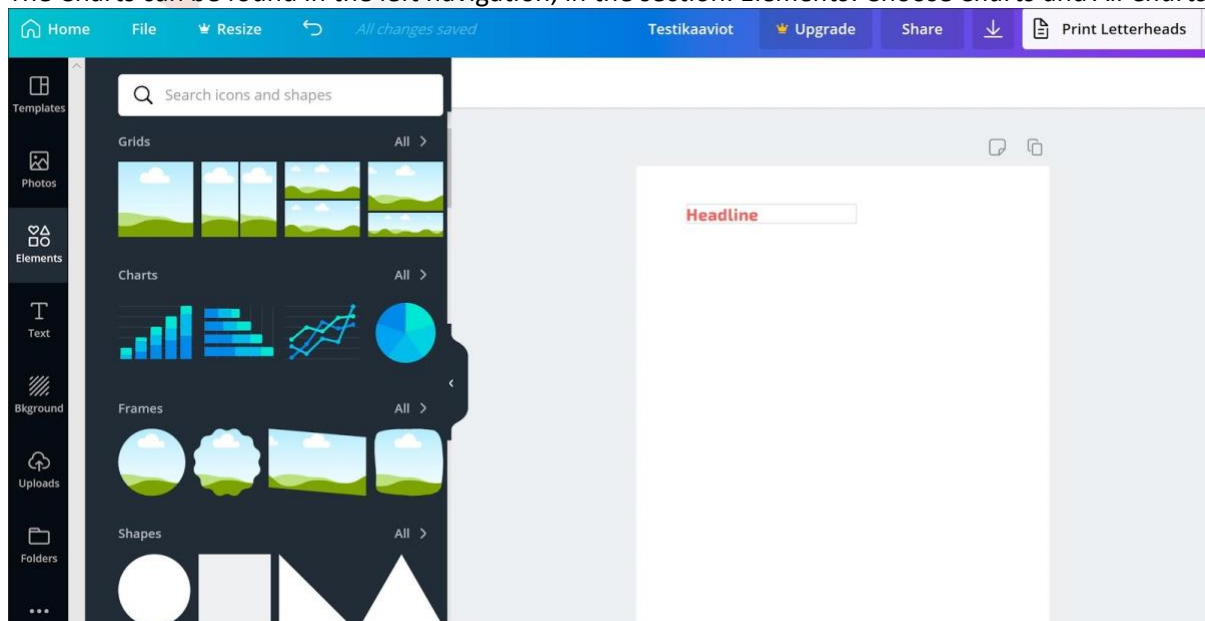
and more precisely, Charity Letterhead:

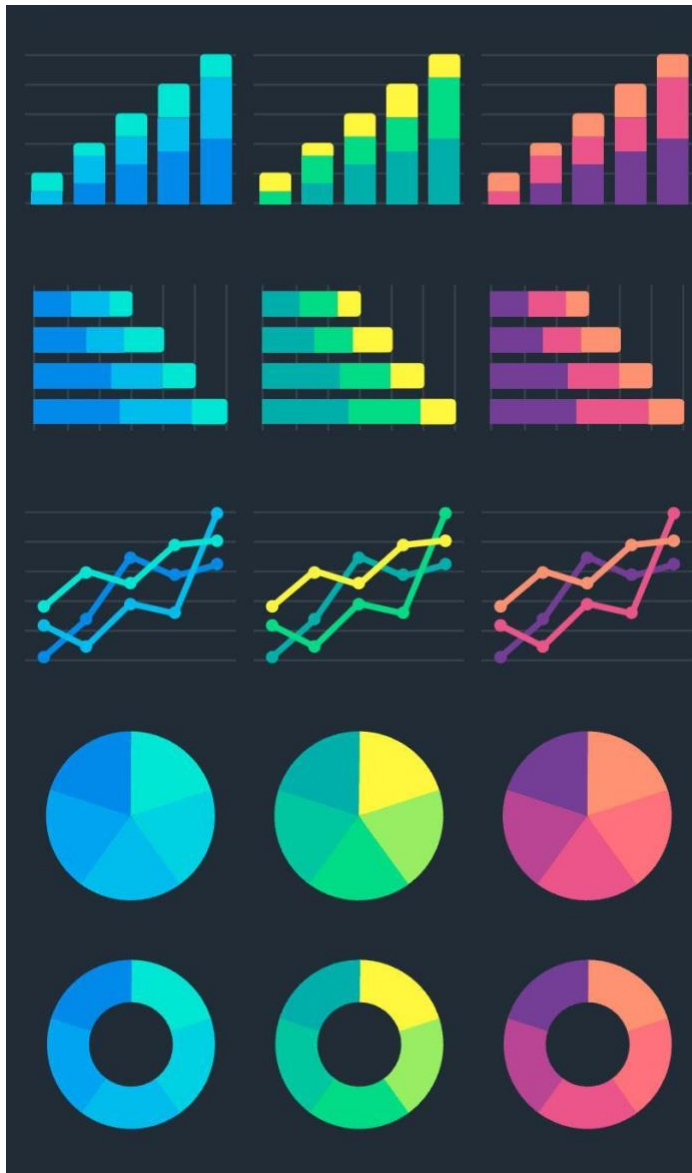


Remove unnecessary elements. Click the elements you want to delete and press the trash symbol or delete key. In this case, we make an empty base and remove the other elements, except one text element, from which we make the headline.



The Charts can be found in the left navigation, in the section: *Elements*. Choose *Charts* and *All Charts*





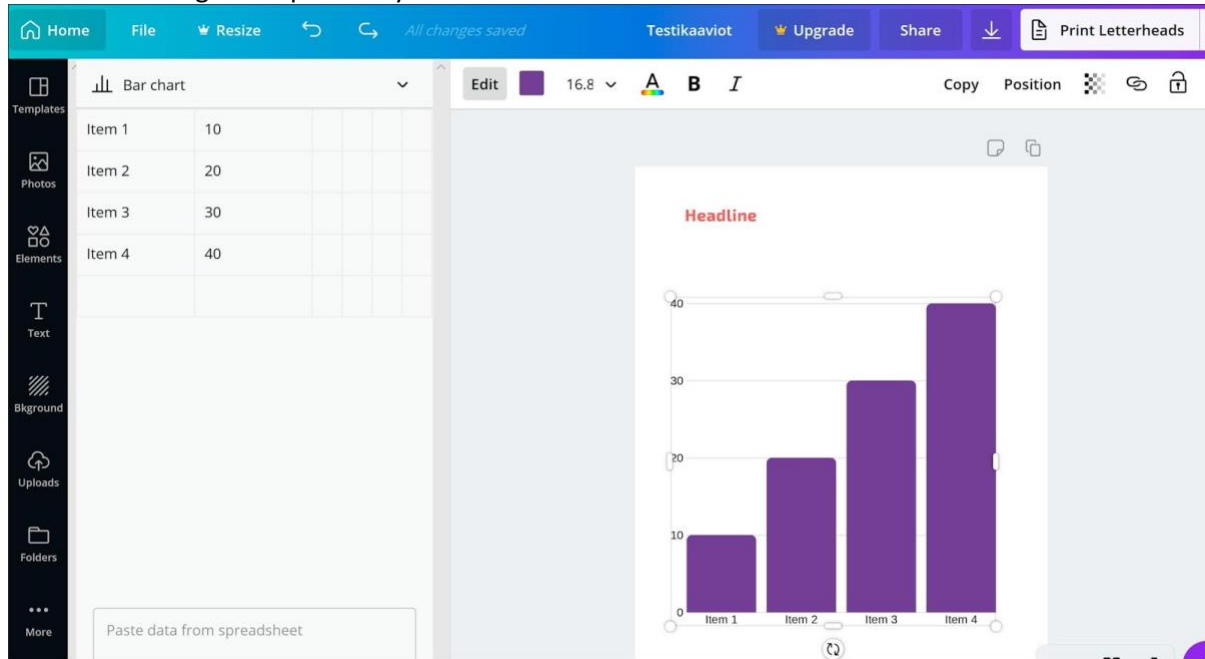
There are five different charts available, and each has three color options:

- two bar charts (vertical and horizontal)
- a line chart
- two different circular charts

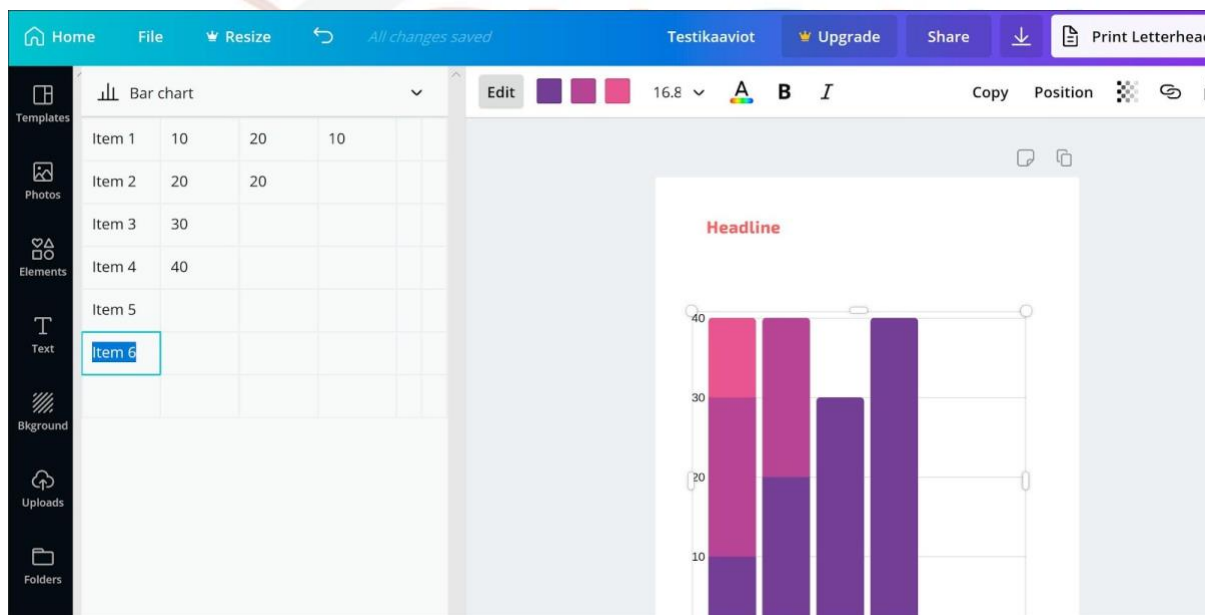
In this exercise, we'll look at the bar chart.

Drag the desired bar chart and drop it to the template.

The chart settings will open and you can see the chart values.



Each bar may consist of several values and the bar is formed by the sum of these values. The first bar (Item 1) line has values of 10, 20 and 10, whereby the value (and height) of the bar is 40. You'll get new bars by clicking on an empty box under the names of the last bars.



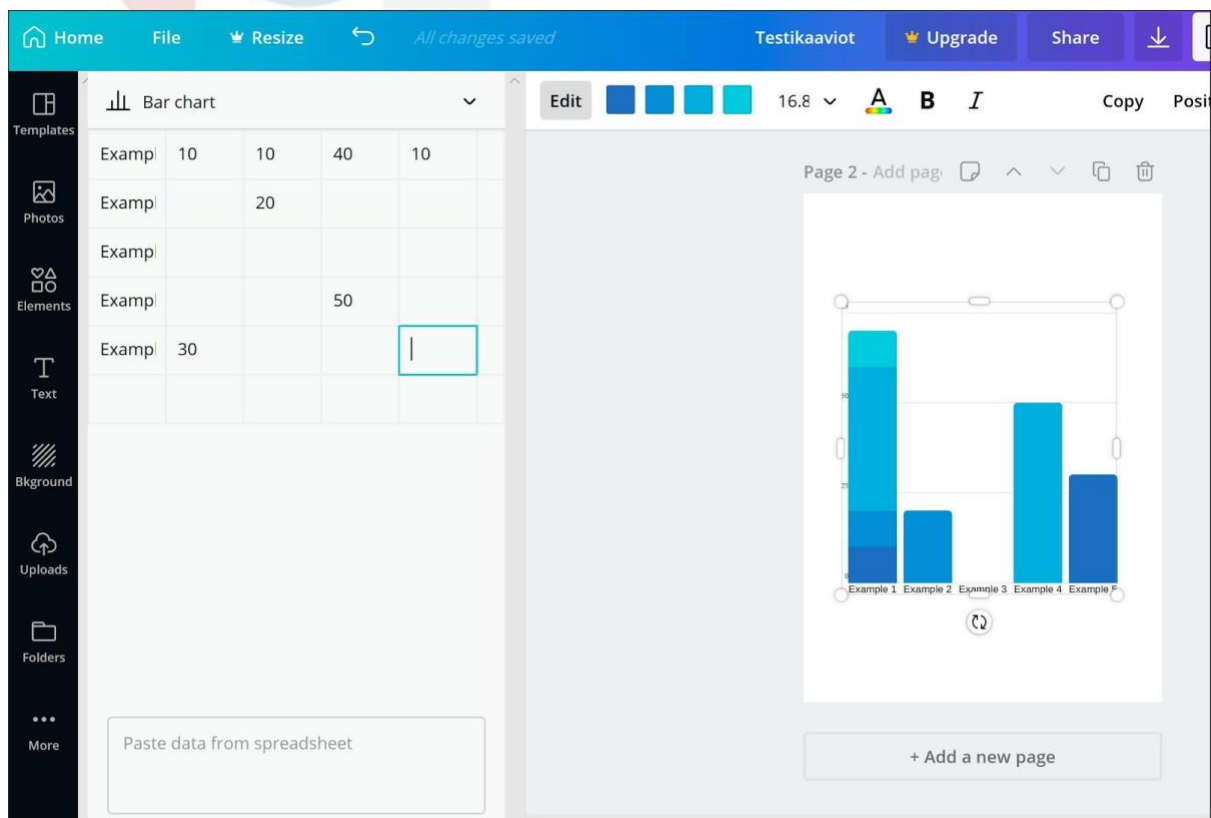
One of Canva's handy features is the ability to import values by copying and pasting for example from Excel.

	A	B	C	D	E
1	Example 1	10	10	40	10
2	Example 2		20		
3	Example 3				
4	Example 4			50	
5	Example 5	30			
6					
7					
8					
9					
10					

Here is a simple example table created in Excel.

In Excel, select the values you want and copy them to the clipboard.

Paste the copied values in Canvas into the *Paste data from Spreadsheet* box and Canva draws a graph based on the data.



The screenshot shows the Canva interface with a spreadsheet data table on the left and a bar chart on the right. The spreadsheet data is as follows:

	A	B	C	D	E
Examp1	10	10	40	10	
Examp2		20			
Examp3					
Examp4			50		
Examp5	30				

The bar chart on the right displays the data from the spreadsheet. The x-axis is labeled 'Example 1' through 'Example 5'. The y-axis represents the values. The bars are colored in shades of blue and cyan. The chart shows the following values: Example 1 (10), Example 2 (20), Example 3 (0), Example 4 (50), and Example 5 (30).

You can also publish the ready-made chart to your preferred social media channel and later you can find it in the *My Designs* homepage.

Canva is a comprehensive tool for producing and managing visual elements. With the same tool, you can produce images and elements for social media publications and, for example, design your printable flyers. Your file will remain in Canvas at one place, where you will also find your own visual guidelines (Brand Kit) if necessary.

Learn about Canvas and all its features with video tutorials (tutorials can be found in Design School).





ON CALL

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