

The  
Marketing  
Crowd

  
Local  
Enterprise  
Office

**HOW TO DESIGN  
EYE CATCHING  
GRAPHICS FOR  
YOUR DIGITAL  
MARKETING  
USING**

*Canva*



# What We Will Cover

## **How to design graphics using Canva.com website.**

1. How to crop an image, add text and your logo
2. How to make a copy of a design, use preformatted text options and animate the text
3. How remove the background from a person or product and add them to a different coloured background plus how to add shadow to an image
4. How to create a background that matches your brand colour and how to add predesigned text graphics
5. How to design a portrait shaped graphic for Stories, including how to flip and image and add animated graphics
6. How to use the Canva image library and how to add transparency to shapes
7. How to use frames in your designs when working with images
8. How to find and edit Canva templates

# Canva.com is a brilliant free image design tool



## Use canva.com website

Canva is a brilliant free graphic design tool that works on PC and phone (using an app)

There is a premium version but what I will show in this course is part of the free service.

# Exercise 1: How to add an image to square canvas plus your logo and text



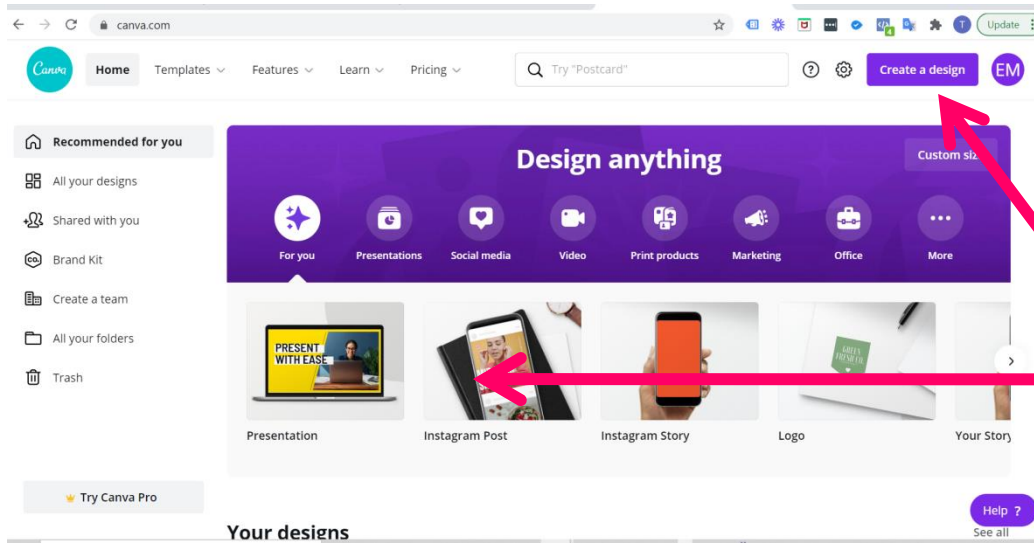
## Use canva.com website

Import your image and easily crop or resize it to a specific size. Add your logo and text.

This is useful if ...

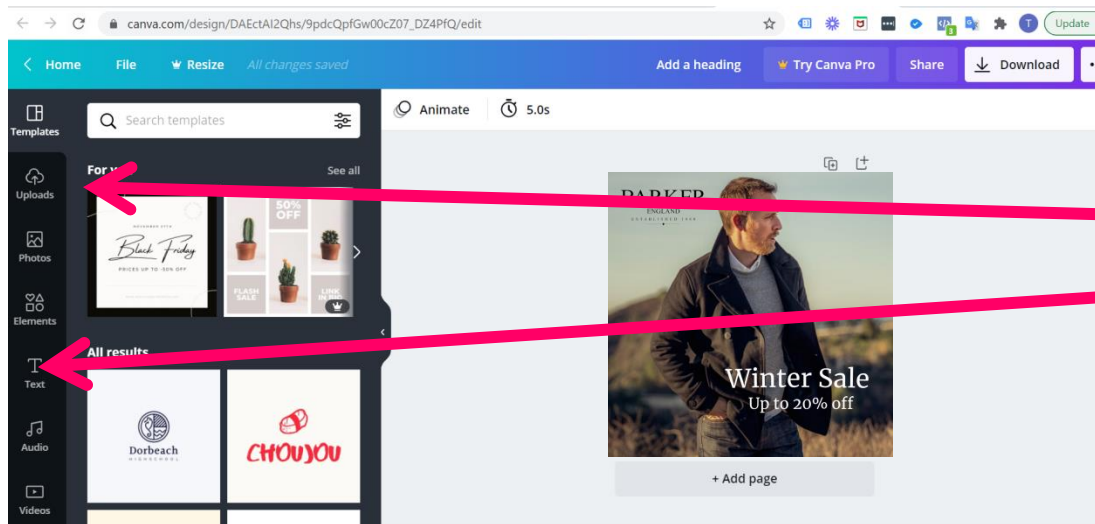
- You want to resize large images before uploading to your website
- You want to crop an image to a specific size for your website
- You want to design a web or social media graphic that is a specific size

# Using your PC – How to add your image, text and your logo



**Use the canva.com website**

To crop to square either click on Instagram Post or Choose custom size and set the size to 1080 x 1080



Use the left hand menu in Canva to

- 1) Select your image from your PC (uploads)
- 2) Then select your logo from your PC (uploads)
- 3) Add text by clicking on on text and then choosing a Headline / subhead

To save, click on Share on the top right and scroll down to select download.



## Exercise 2: How to use other text options plus how to animate text

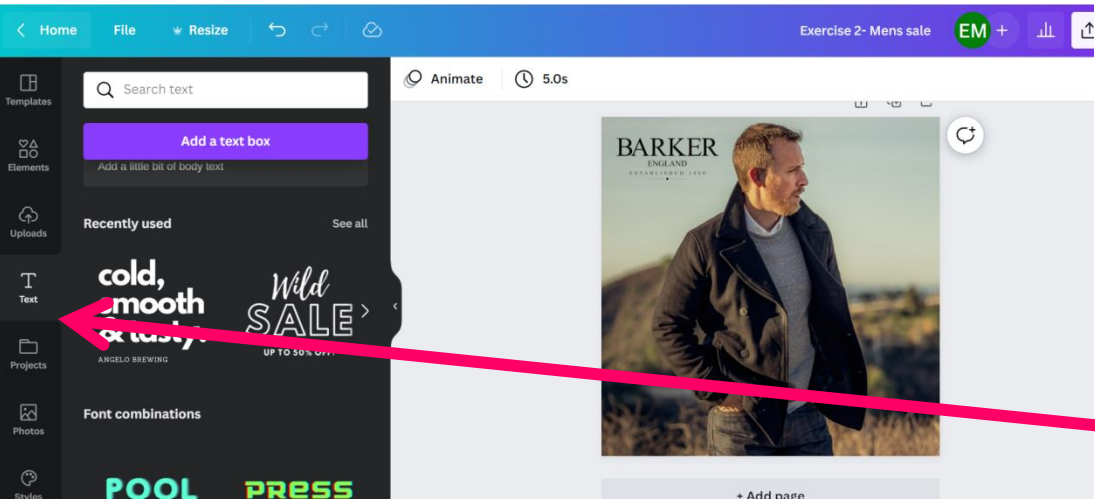


There are extra text options available under text

You can

1. Use some preformatted text options
2. You can search for some of these by topic e.g. Christmas or sale

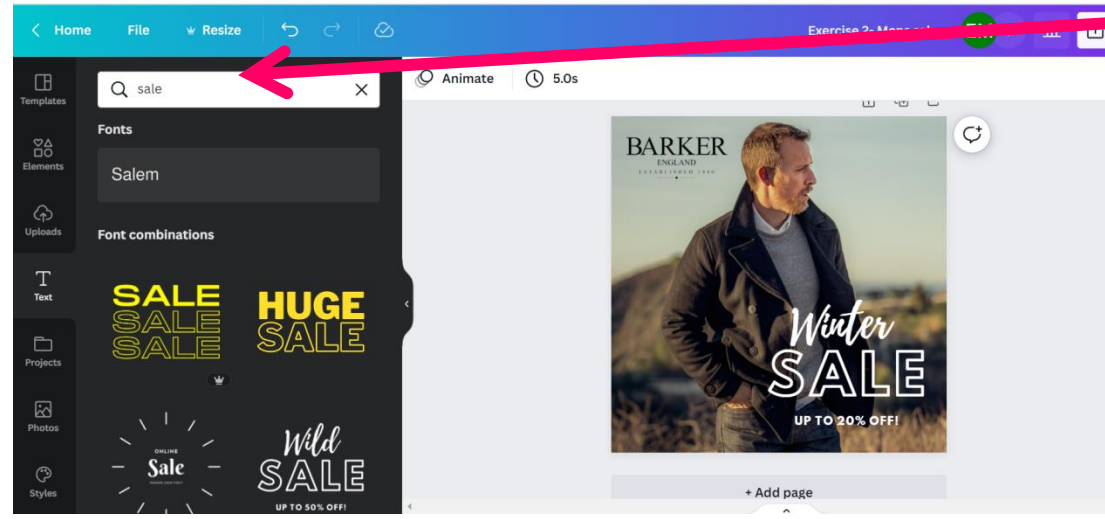
# Exercise 2: How to use other text options plus how to animate text



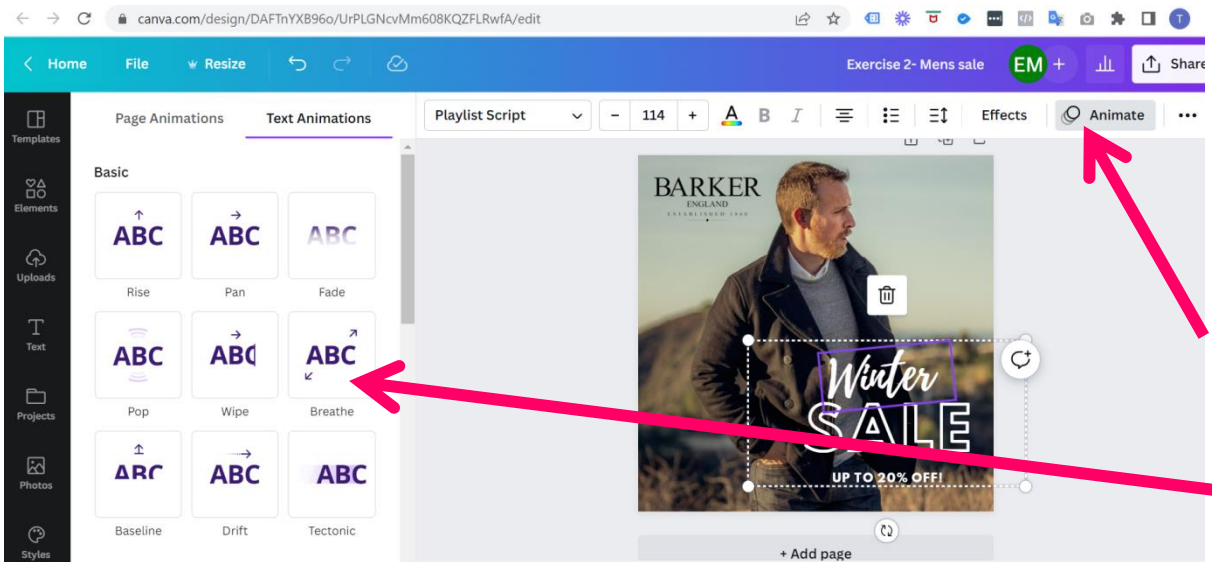
Add your image to the canvas plus add your logo

Use the left hand menu in Canva to

- 1) Click on text
- 2) Notice there are a lot of preformatted text options. You can choose any of these
- 3) Or you can type a topic such as Sale into the search box. Scroll down and you will see options
- 4) Click to add any of these to your image and change the text to what you want. You can also change the colour and size

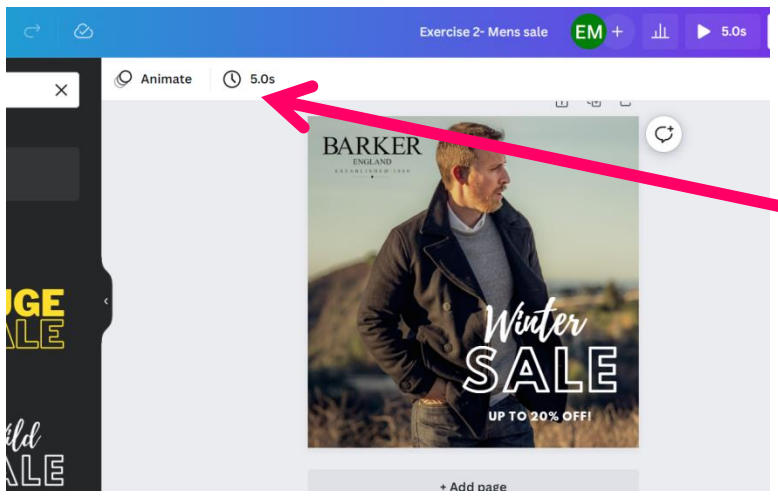


# Exercise 2: How to use other text options plus how to animate text



You can add animation to your text by

- Click on the text you want to animate
- Then click animate
- Then choose from one of the animation options in the left hand side of the screen



You can repeat this with other words

If you want to change the length of the animation, click on the number 5 next to the timer icon and change the length e.g. To 3 seconds

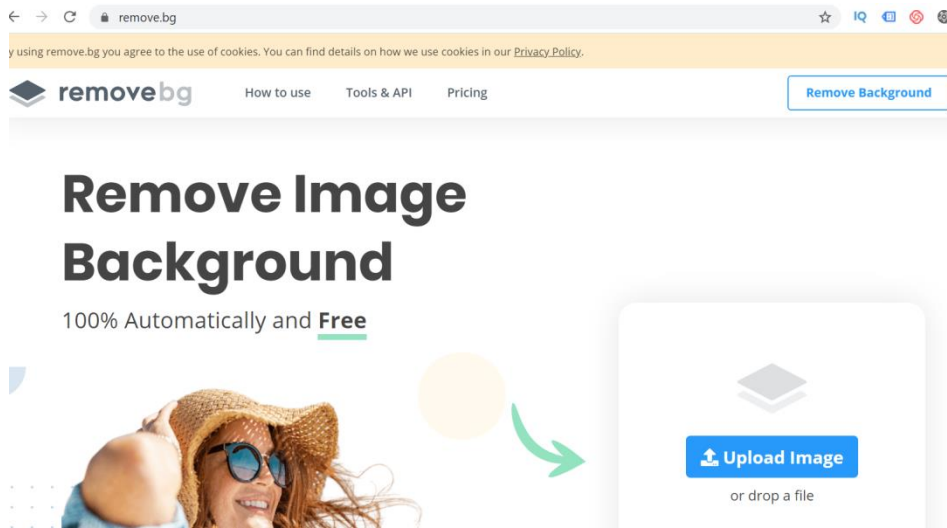


## Exercise 3: How to colour the background, add a transparent image of a person or product and some text



Lots of brands design ads using transparent images on a colour background

# Free tool that removes the background of an image



*Note – there is the facility to remove the background in canva.com but it is part of the premium package*

## Use remove.bg website

- Go to remove.bg
- Select your image and it will remove the background
- You can then download a transparent version
- Or you can add a coloured background and then download that

## This is useful if ..

- You want to remove the background from a product or person
- You then want to add the product or person to a different background in order to design a graphic for your website or social media post

- **Note – check out another great tool called** **Trace**

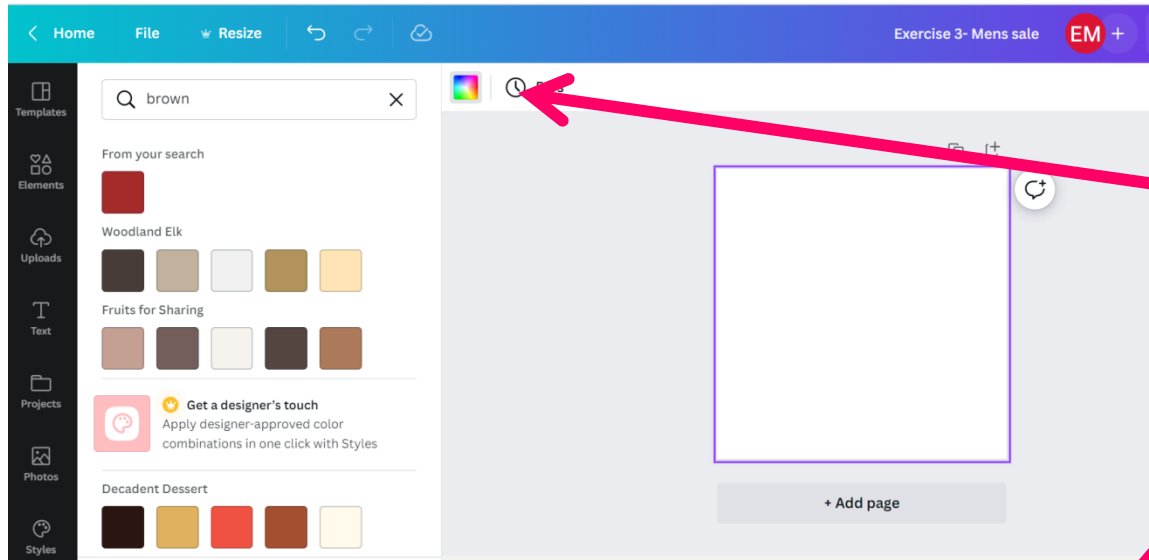
<https://www.stickermule.com/eu/trace>

# How to then place your product or person on a new background with text and your logo

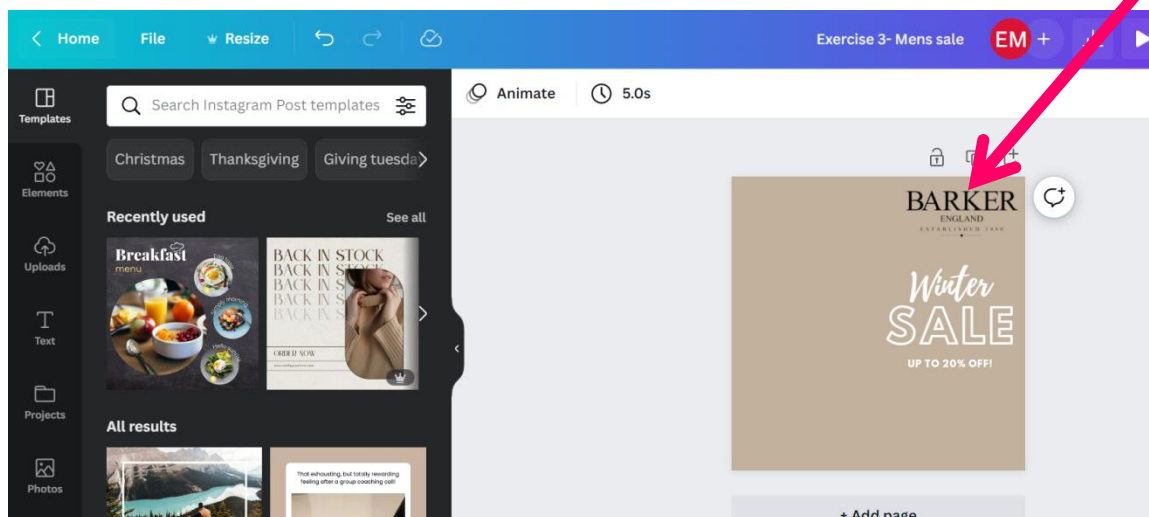


Decide what size you want the image to be. If square, choose Instagram square or custom design and set to 1080x1080

# How to then place your product or person on a new background with text and your logo

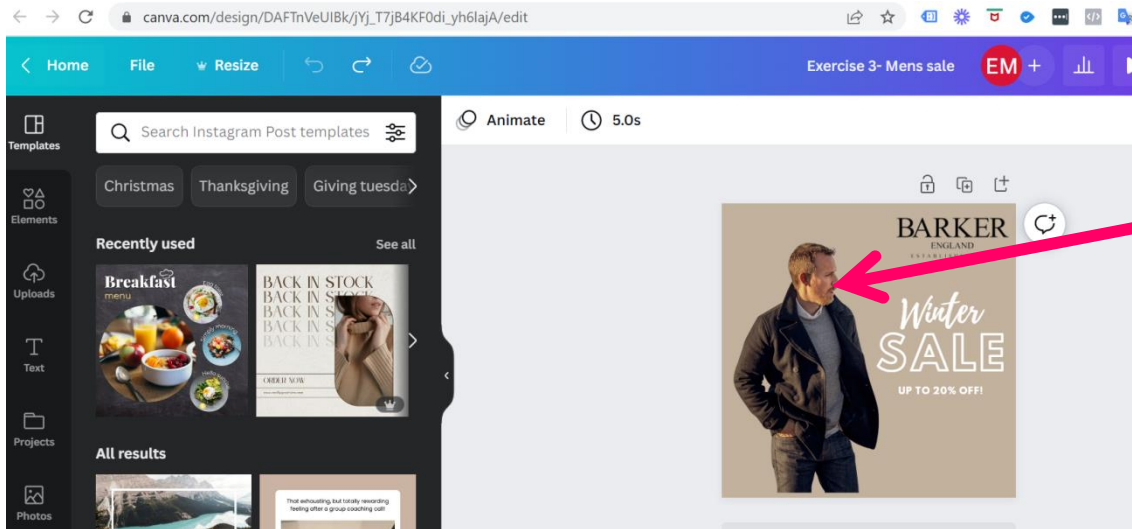


- Click on the square canvas and above it click on the colour option. Choose a colour. Search for a colour if you want more options



- Then add you logo and text
- Use remove.bg to remove the background from your main image. Save it to your pc
- Then go to upload and upload your transparent image

# How to then place your product or person on a new background with text and your logo

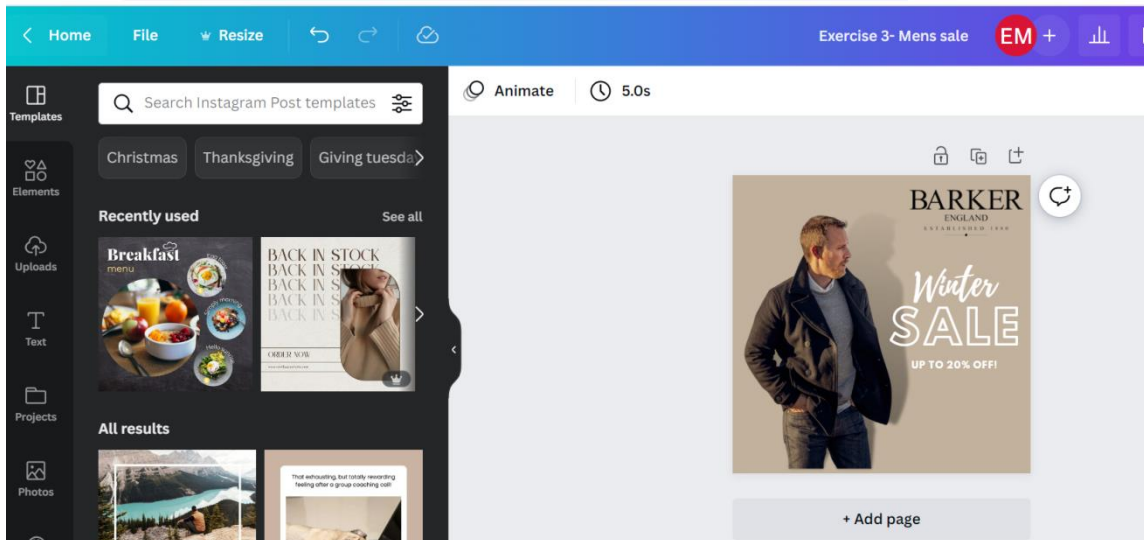


- Add the image to the canvas

To add a shadow to the image

- Click on the image
- Then click edit image
- On the left hand side click on shadow

Click on the shadow you want to apply





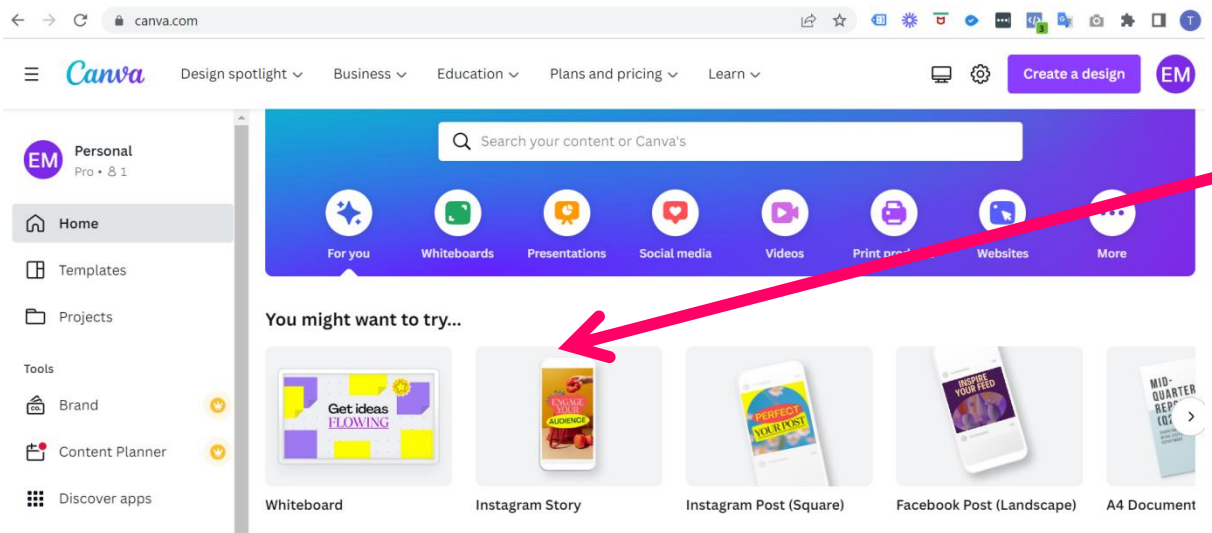
## Exercise 4: How to design a portrait image for Stories



If you are creating images for Instagram and Facebook stories you should design them portrait shaped.

In this exercise we will also look at how to flip an image and how to add text graphics within elements.

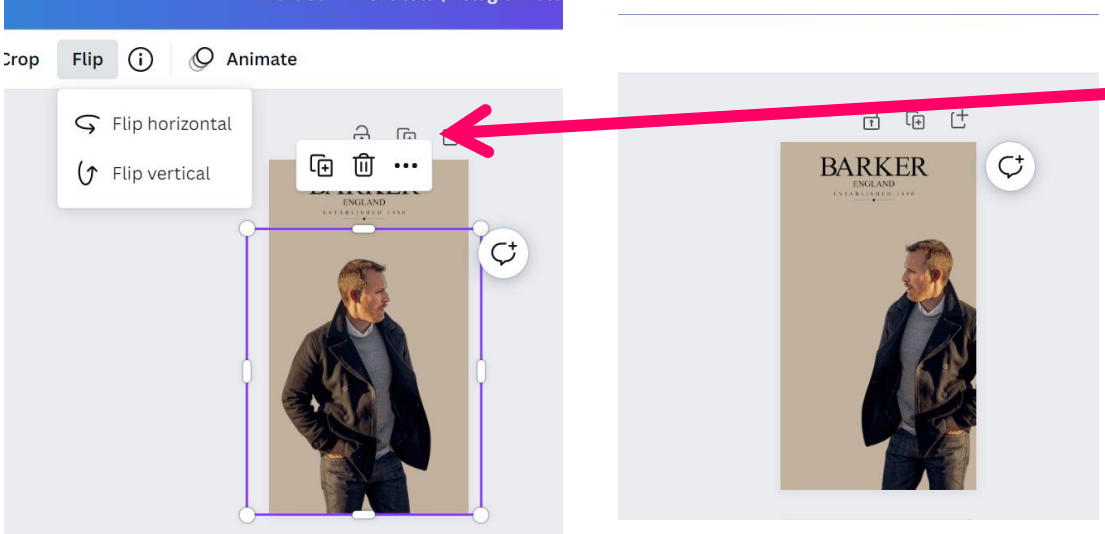
# Exercise 4: How to design a portrait image for Stories



On the Canva homepage select Instagram story. This will give you a portrait canvas.

As per the previous exercise you can now .

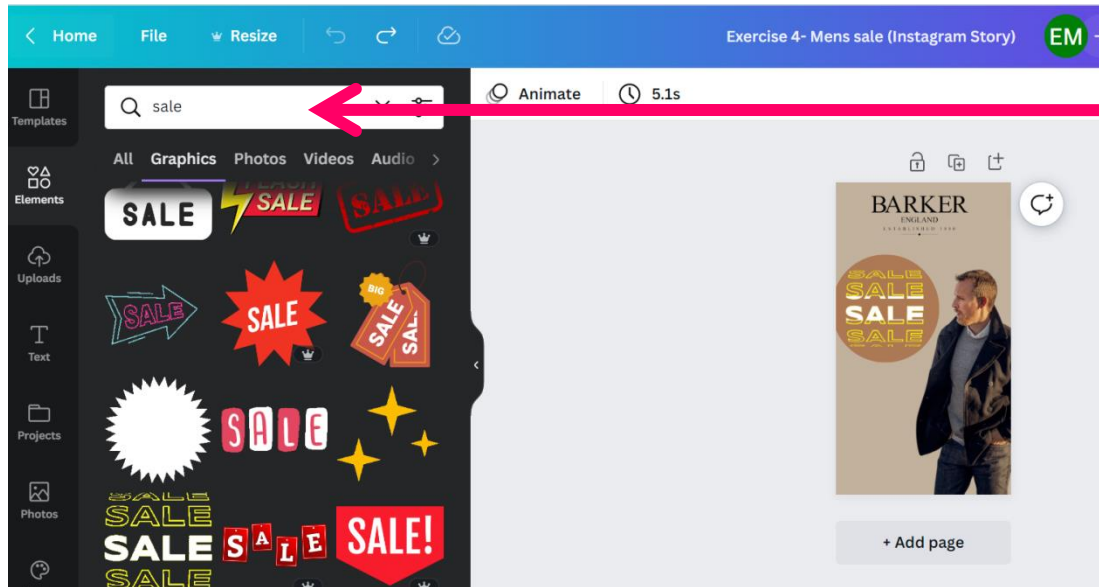
- Choose a canvas
- Choose a background colour
- Add a transparent image and logo



To flip and image

- Click on the image
- Click on flip
- Click on horizontal

# Exercise 4: How to design a portrait image for Stories



You can search for lots of predesigned “graphics” under elements

Click elements  
Search for a topic e.g. sale  
Click on graphics

Browse though and choose the one you want

There are animated graphics and in this example, I also added a circle shape which I got under elements

# Exercise 5: How to design a “Competition” graphic using your brand colours

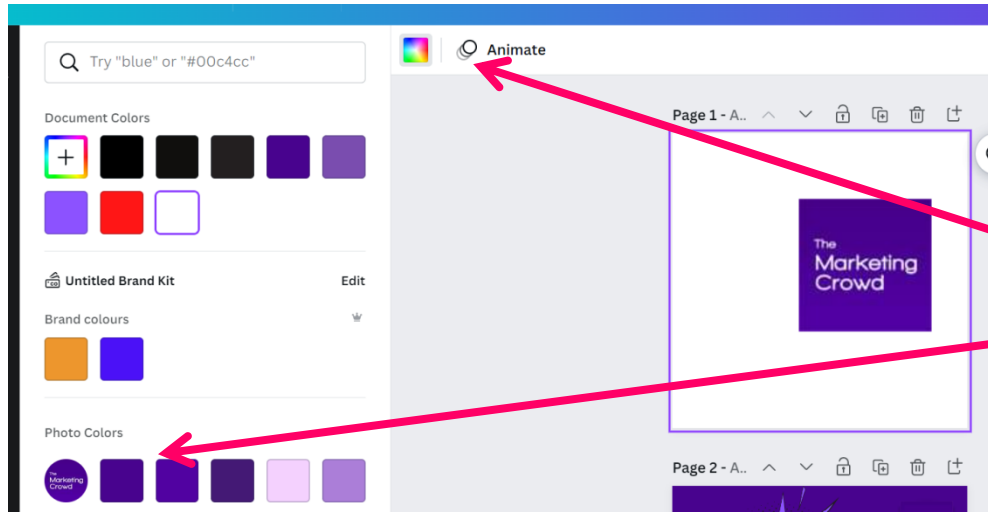


You can design graphics where the background colour is your logo colour

If you are running a competition you could then use some text graphics

You could also add text to a shape so it stands out.

# Exercise 5: How to design a "Competition" graphic using your brand colours

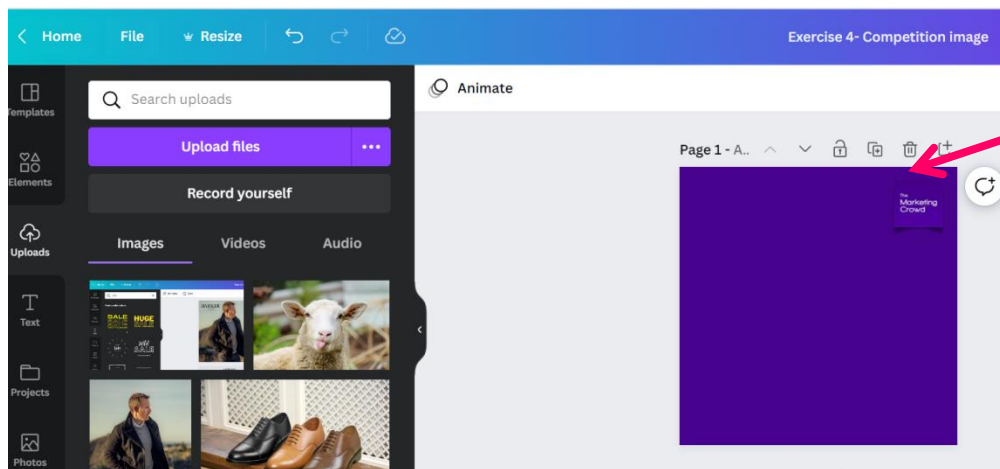


Start by choosing a canvas shape e.g. Square

Upload your logo and add it to the Canvas

Click on background colour  
Your logo colour is available as an Option. Click on it

Your background now matches you logo

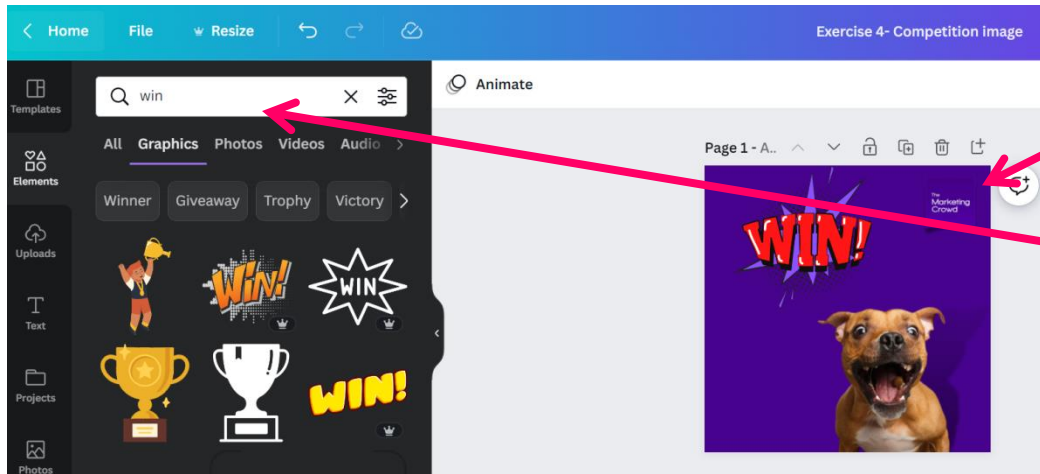


Move you logo to where you want it

In order for your logo to stand out more add a shadow e.g. Curved shadow

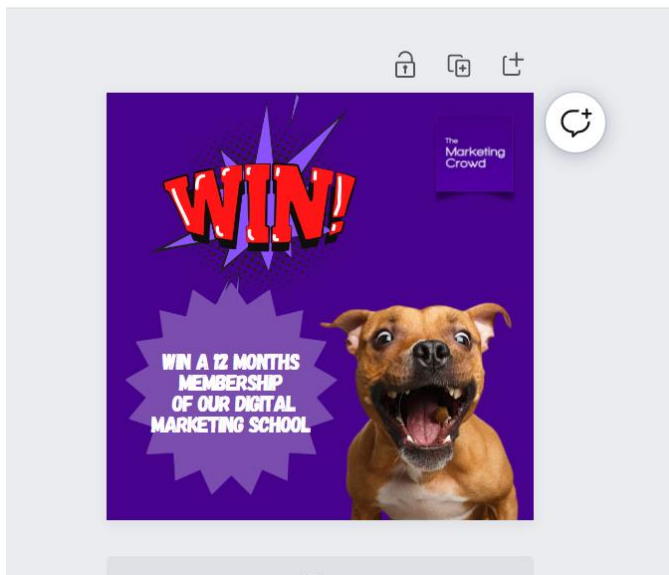


# Exercise 5: How to design a "Competition" graphic using your brand colours



I then got an eye catching image of a dog and removed the background using remove.bg

To add a text graphic, click on elements, then search for win and click on graphics to browse through them



I then added text to explain what can be won.

To add the shape behind the text

Click on elements  
Choose shapes  
Choose a shape and add it  
You can then change the size and colour

## Exercise 6: How to use Canva's library of images and add transparency to your text background shapes



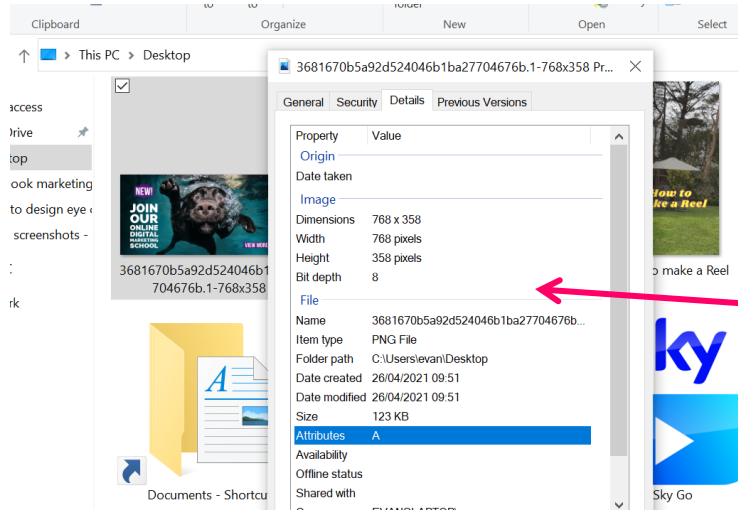
In this exercise we will look at

1. How to create an image that is the same size as another image on your website.
2. Canva has millions of stock images that you can use.

There is a mixture of free images and images that are only available for premium users.

3. When you add text to your image you can add a shape. But if you add transparency to the shape it can look more designed.

# How to get the dimensions of an image on your website



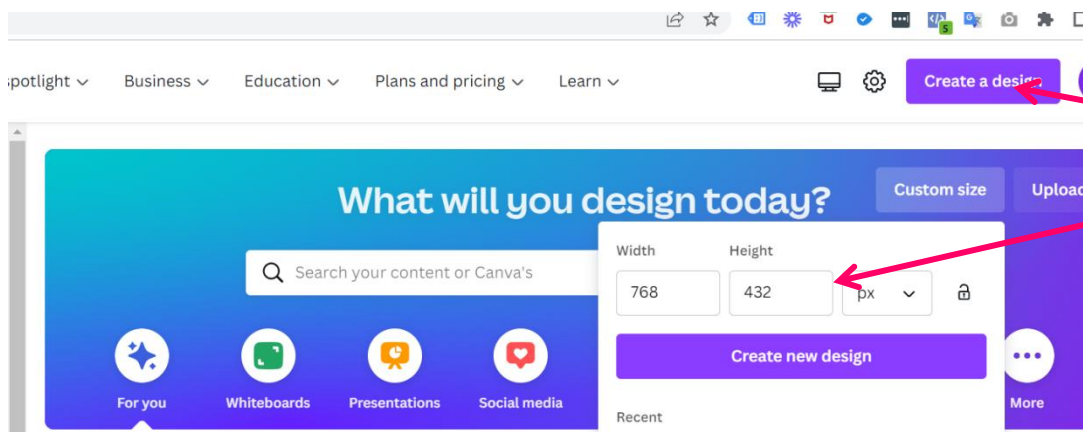
**Image dimensions for your website:**

Right click on an image and save it to your PC. Then on your PC, right click on it and check properties (details) . It will show you the exact image dimension for that image

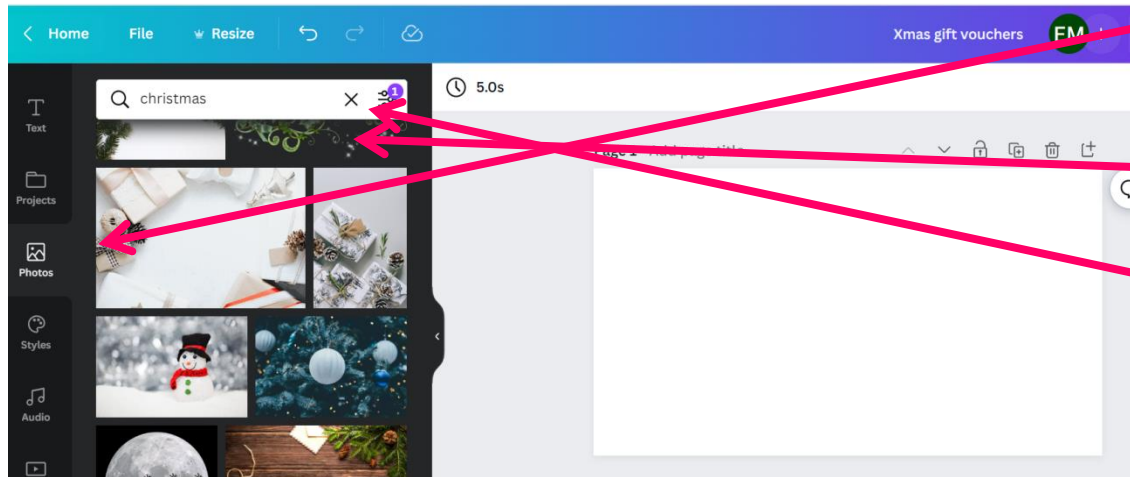
Then go to [canva.com](https://canva.com) homepage

Click on Custom size  
Type in the dimensions of your image

You will now be taken to a canvas that is the exact size



# Exercise 6: How to use Canva's library of images and add transparency to your text background shapes

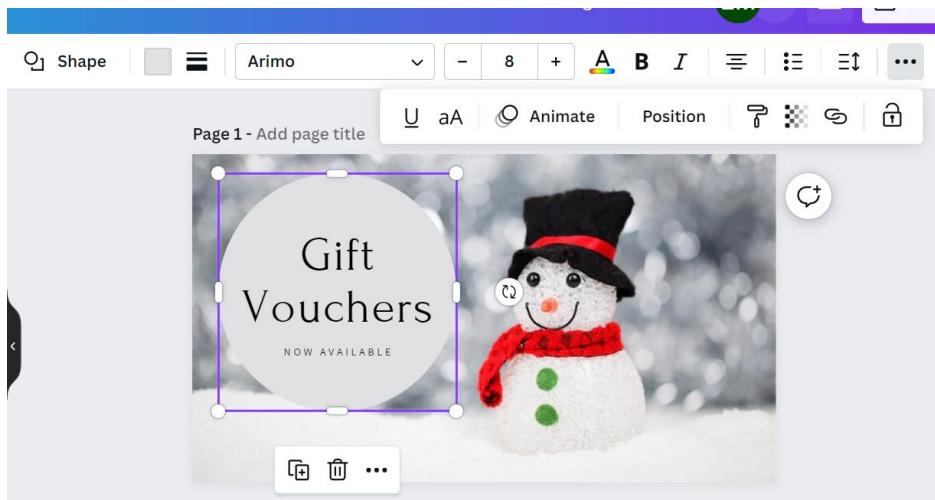


On the left hand menu click on Photos

Then search for your topic e.g. Christmas

Click on filter and select free images if you want free ones

Click on an image that you want to use. When it appears on your canvas right click to add to Background

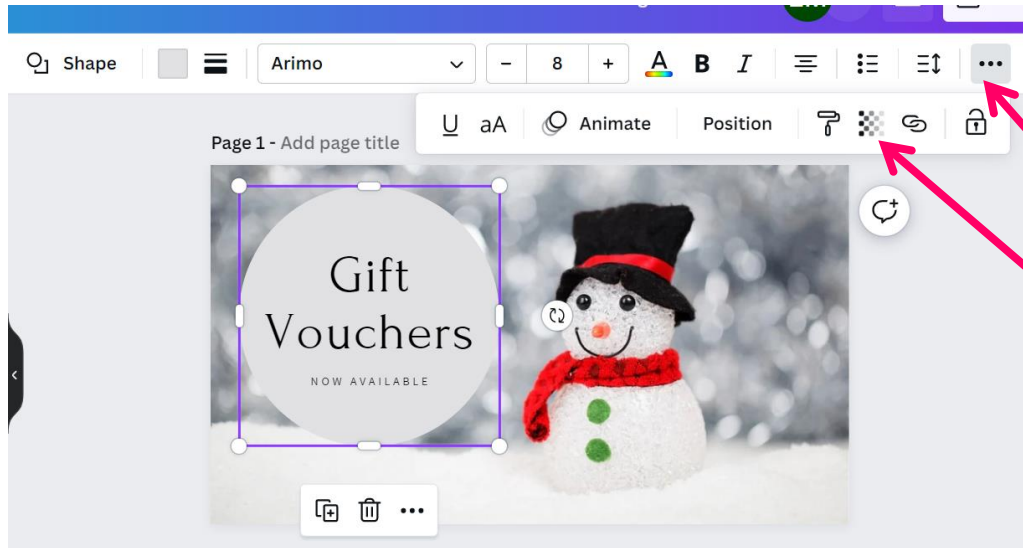


Then add your text

Add a shape e.g. circle

Add the colour to the circle

# Exercise 6: How to use Canva's library of images and add transparency to your text background shapes



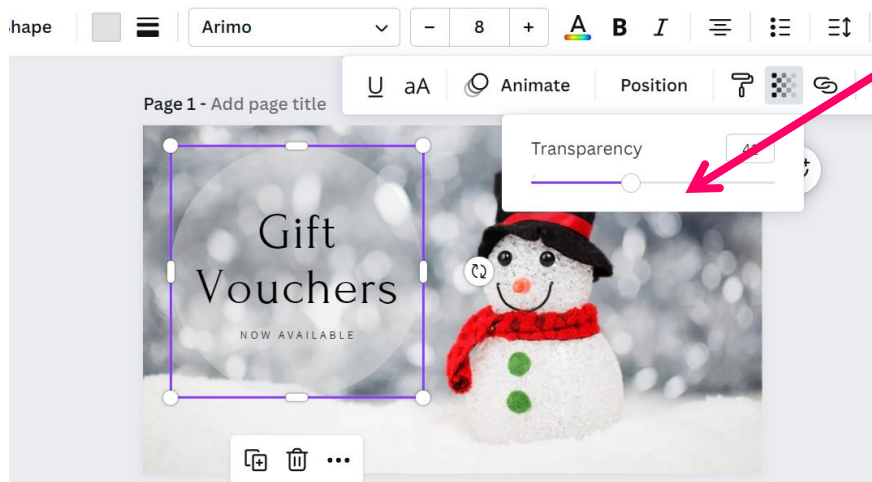
To make the colour in the circle more transparent ...

Click on the circle (or any shape)

Click on 3 dots

Click on transparency

Drag the transparency slider





# Exercise 7: How to add images to frames

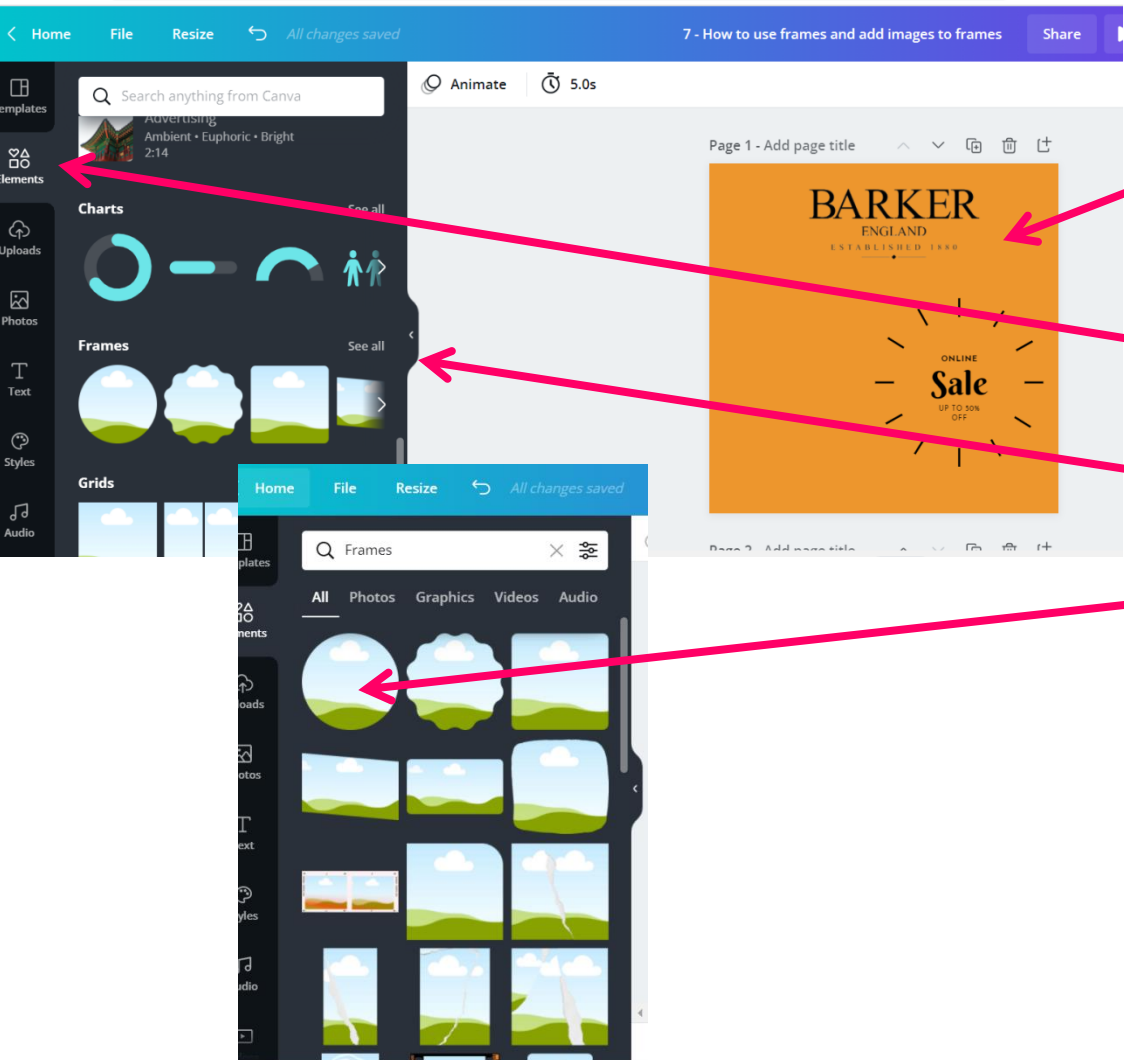


You can add an image to your design and to make the image and design look more visually interesting you can place the image in a shape.

The shape could be a circle, square, TV, PC monitor or random shapes. These shapes are called Frames

You could then animate the frame and also add animated text which would give you an eye catching video for a social media post or story.

# Exercise 7: How to add images to frames

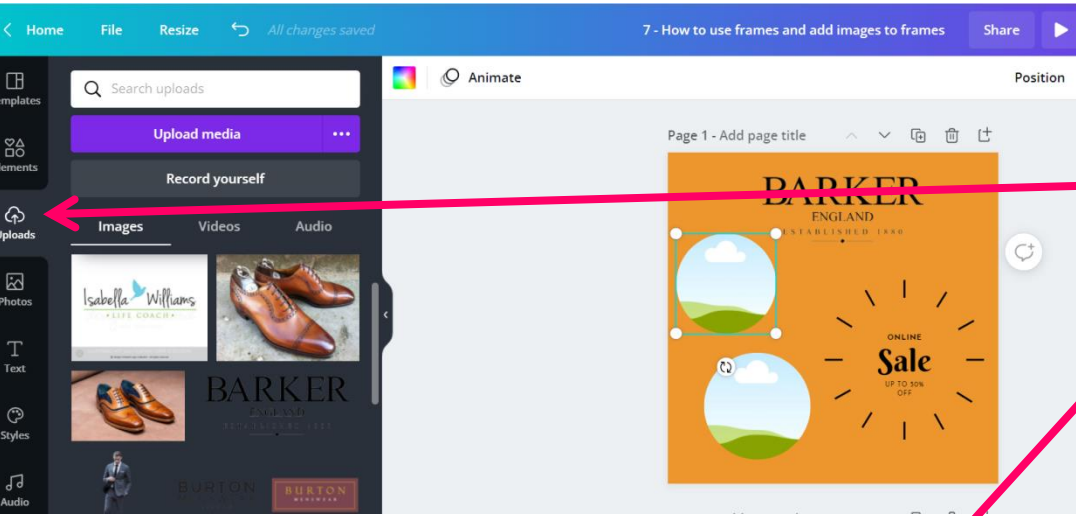


As per previous lessons, choose a canvas shape, add a background colour, add text and add a transparent logo.

To find a frame

1. Click on elements
2. Scroll down until you find frames
3. Click on see all and you can now browse through all the frames
4. If you want to add one, click on it and it will appear on your canvas. Click a second time if you want to add a second frame

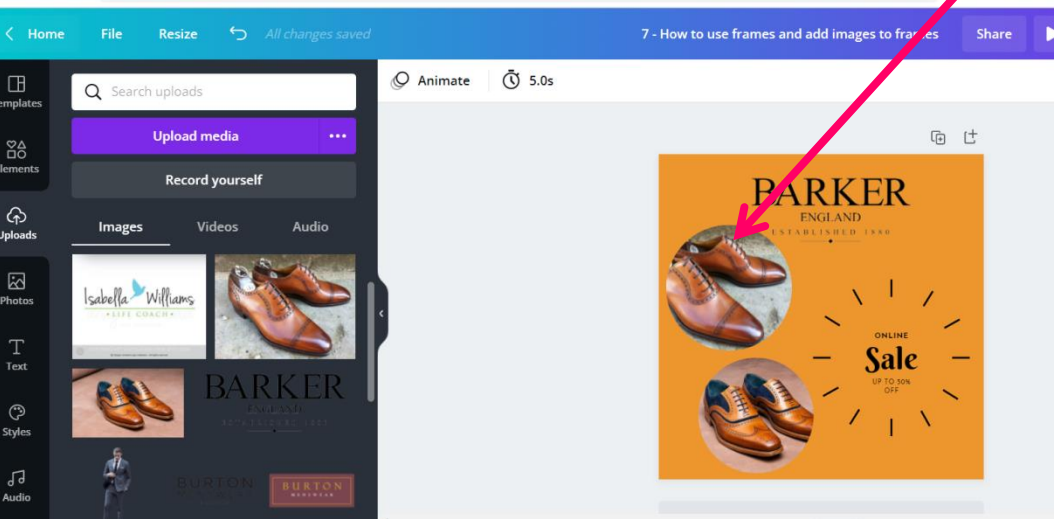
# Exercise 7: How to add images to frames



Now that you have added the frames you can e.g. add an image into each frame

- Go to uploads
- Upload your images
- Drag an image into a frame

As per previous exercises you can now animate the images and the text



# Exercise 8: How to use Canva's professionally designed templates



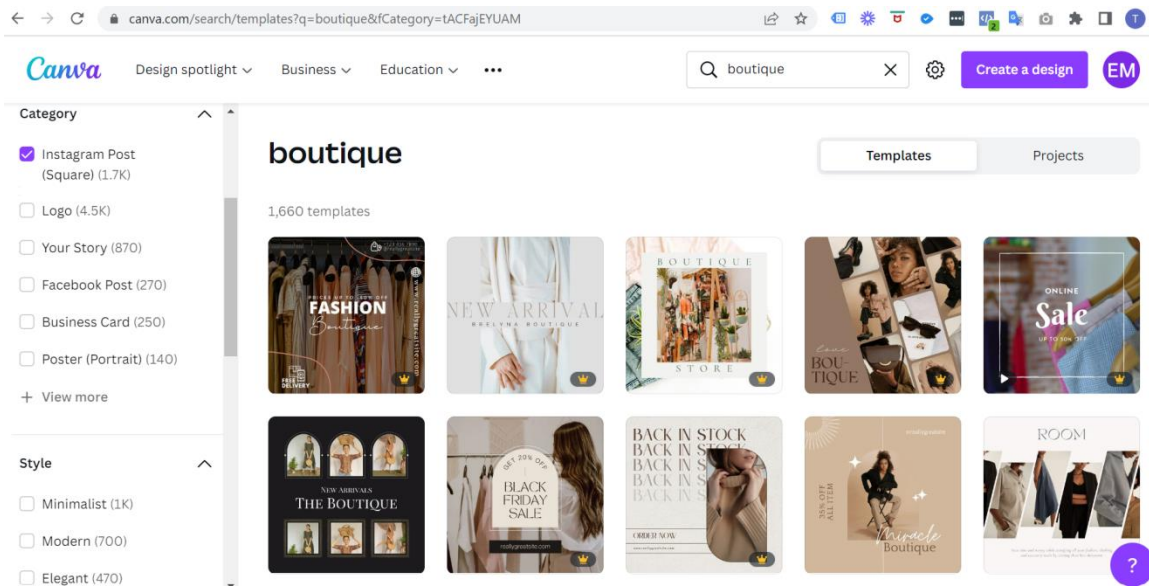
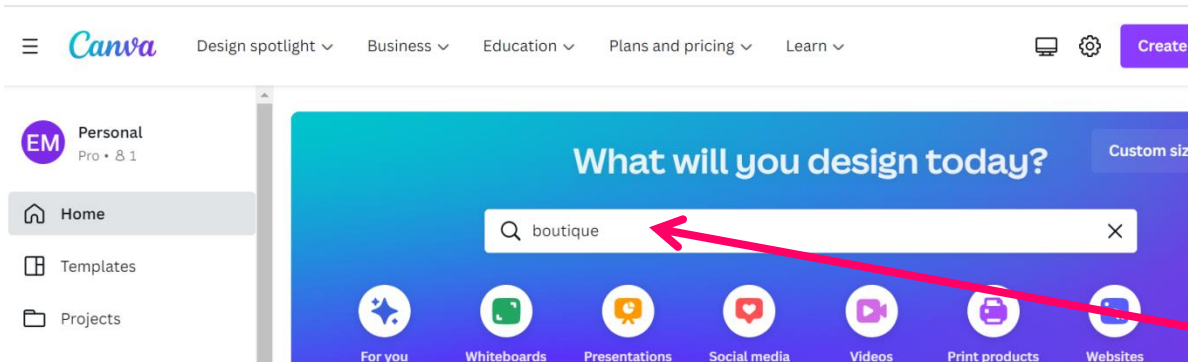
There are thousands of professionally design templates on Canva and once you find one that you like, you can replace their image and text with yours



You can easily turn this into this



# Exercise 8: How to use Canva's professionally designed templates



1. Go to Canva.com homepage
2. In the search box type in any topic that you would like to see templates for

- e.g.
- Christmas
- Boutique
- Competition
- Instagram carousel
- Dessert menu
- Art exhibition

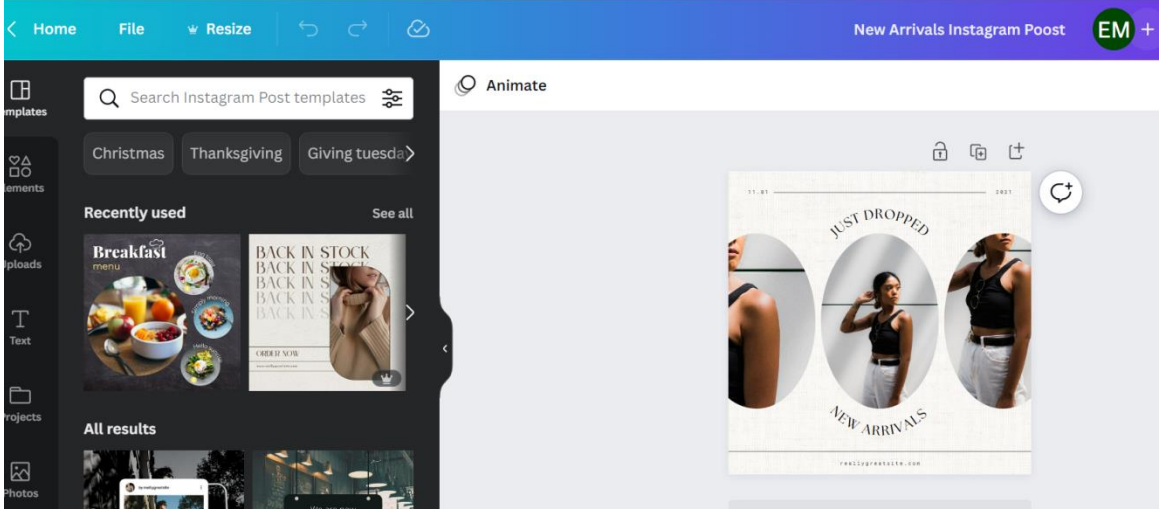
You will then be shown hundreds of Templates

On the left hand side you can filter These by shape / purpose e.g. Square, story, poster, flyer

Find one you like and click on it



# Exercise 8: How to use Canva's professionally designed templates



The template is now editable

You can ...

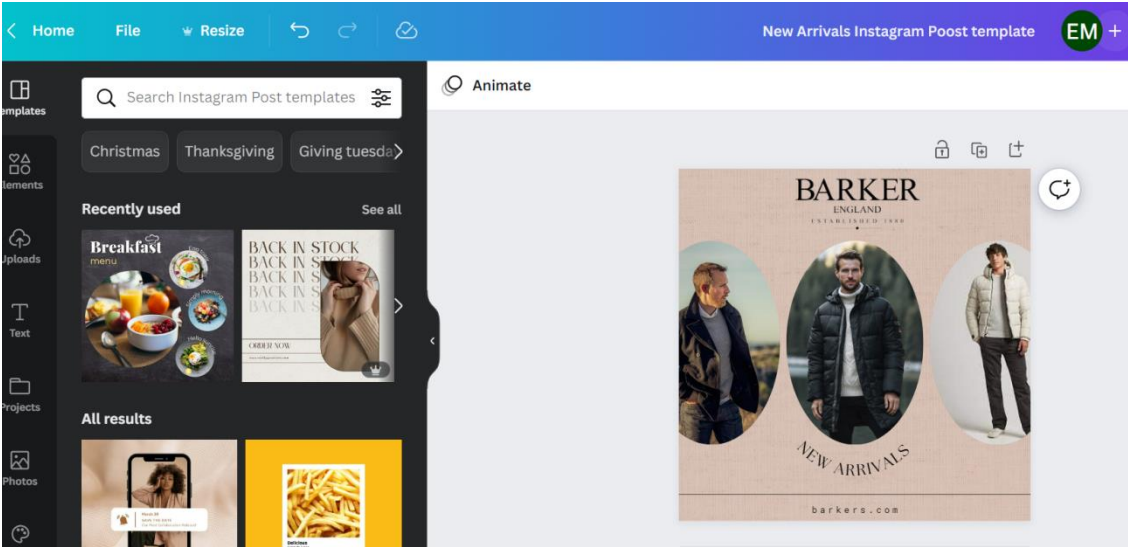
Replace their images with yours

Delete any text

Replace any text. Change font or size

Change the background colour

Add your logo



The result is that you now have something that looks very professional but it only took a minute or so to create



# Exercise 8: How to use Canva's professionally designed templates

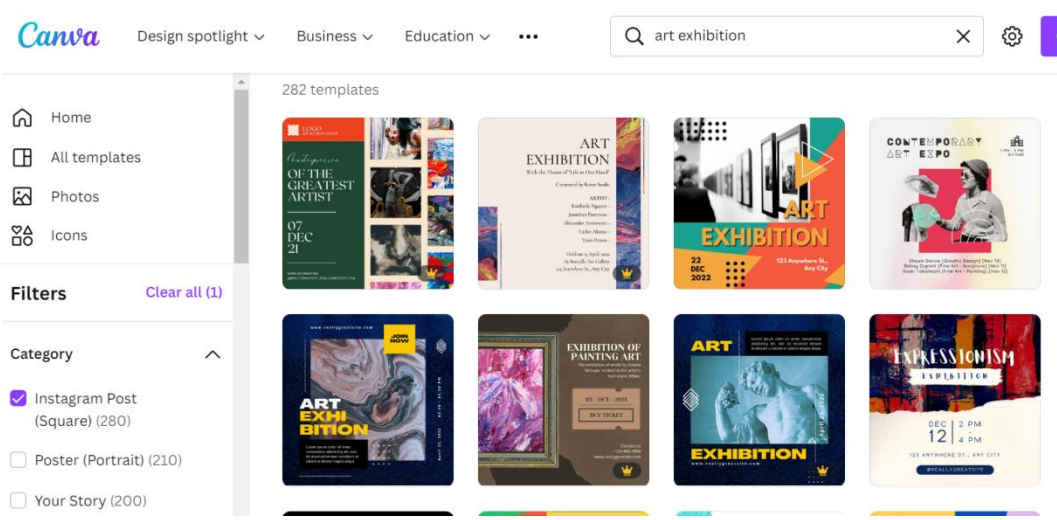


There are thousands of professionally design templates on Canva and once you find one that you like, you can replace their image and text with yours

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# Exercise 8: How to use Canva's professionally designed templates



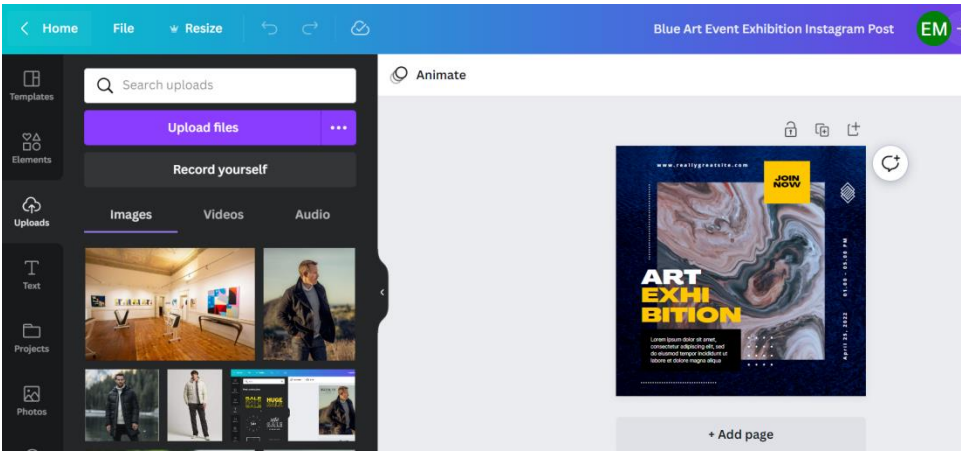
In the search box I search for Art exhibition

You will then be shown hundreds of Templates

On the left hand side you can filter These by shape / purpose e.g. Square, story, poster, flyer

Find one you like and click on it

# Exercise 8: How to use Canva's professionally designed templates



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