Designing with Canva: FAQs for SEPAG Leaders

Full text of the Rutgers BRIDGE web resource | V1.0; last updated April 13th, 2026

Resource description

Digital tools such as Canva can be extremely helpful for parent leaders, but they can also feel overwhelming without clear, practical guidance.

The FAQs below are designed to help you better understand how to use Canva to support your group and make common tasks more manageable, including creating and sharing materials for meetings, events, and outreach. By making these tools more accessible, the goal is to reduce barriers, increase confidence, and help you engage more effectively with your school community.

Topics: SEPAG Development, SEPAG Formation

Best for: SEPAG Leaders (District), SEPAG Leaders (Parents)

What is Canva?

Canva is a free, online design tool that allows you to create flyers, social media posts, and other visual materials using pre-made templates. Once you learn the basics, you can use the platform to individualize your group's marketing and design more attractive, engaging social media content.

Getting Started with Canva

How is Canva different from Google Docs or Microsoft Word?

Unlike Google Docs or Word which are mainly for writing documents, Canva is designed for visual layouts. That means:

- You can easily move text and images around
- Designs are already formatted for flyers and social media posts
- It's much easier to make something that looks polished and professional

Do I need to create an account to use a template?

Yes, you will need to create a free Canva account to edit and save your work. You can sign up using:

- Your email
- A Google account
- Or another login option

Do I need to pay for it?

No, Canva has a free version that includes everything you need to edit our templates. There is a paid version (Canva Pro), but it is not required.

If you are a K–12 teacher or work in a school, you are eligible for a free Canva for Education account, which includes additional "pro" features (canva.com/education)

How do I open a template?

- Click the template link shared with you or one provided on the BRIDGE Resource Portal
- It will open in Canva
- Click "Use template" or "Edit design"

This will create your own copy that you can edit.

Can I use Canva on my phone, or do I need a computer?

You can use Canva on:

- A computer (recommended), easier for editing
- A phone or tablet, but it may feel a little harder to navigate

If possible, BRIDGE recommends using a computer for your first few times.

Should I download the desktop app? Or can I just use it on the browser?

You can do everything you need in your web browser (like Chrome, Safari, or Edge). No download is required.

Editing Basics

How do I change the text (date, time, location, event name)?

- Double click directly on the text you want to change
- Start typing to replace it
- Use the top toolbar to adjust size, font, or color if needed

Tip: If you make a mistake, you can always click Undo.

Can I change the colors or fonts?

Absolutely! We recommend doing this carefully to keep the design clear and professional. You can:

- Change text color using the color tool
- Select a different font from the top menu

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Why can't I click on certain parts of the design?

Some parts of the design may have been "locked" by the original creator so they don't move accidentally. If you can't click something:

- It may be a background or locked element
- Try clicking around it to find the editable text or image.

You have the option to lock an entire page, or just specific items.

- Clicking an item will display a lock icon. Toggle this to lock or unlock the specific item.
- Check the top of the page itself for the same lock icon. Toggle this to lock or unlock the whole page.

I made a mistake, how do I undo it?

Click the Undo arrow at the top of the screen. You can click it multiple times to go back step-by-step.

Working with Images & Logos

How do I add our district or SEPAG logo?

- Click Uploads on the left menu
- Click Upload files and select your logo
- Drag the logo onto your design

Alternatively, you can also drag or copy/paste an image from your computer directly onto your design. It will then be automatically added to your uploads folder in Canva.

How do I resize or crop an image?

- Click the image
- Drag the corners to resize
- Click Crop (top menu) to adjust what part of the image shows

Using Canva Templates

What parts of the template can I change?

We invite you to add your group's specifics to any of our templates! To make them your own you should change:

- Event name
- Date, time, and location
- Contact information
- Colors (to match your district's and/or group's)
- Any specific details for your SEPAG

How do I make a copy of a design for a new event?

- Open your design
- Click File (top left) –> Make a copy

Alternatively, you can also click duplicate page above your document (top right) to make a copy of your current work inside the same Canva document. This is often easier especially for flyers you will be re-using multiple times and only tweaking (e.g. meeting announcements).

Will I mess up the BRIDGE template if I edit it?

Nope! You are working on your own copy. The original template shared by BRIDGE will not be changed.

Saving, Downloading, & Sharing

How do I save my work?

Canva automatically saves your work as you go, so you do not need to click a save button.

How do I download something to export?

- Click Share (top right)
- Click Download
- Choose your desired export type (Image like JPEG/PNG, or PDF)
- Click Download

What file type should I choose to export?

PDF (Print) – Best for printing

- Use this if you are printing flyers or handouts
- Keeps text sharp and clear
- Best quality for printers

PNG – Best for sharing online (higher quality)

- Great for posting on social media or sending digitally
- Higher quality than JPG (clearer text and images)
- Good choice if you want your design to look crisp

JPG (or JPEG) – Smaller file size

- Also works for social media and email
- File size is smaller (easier to send)
- Slightly lower quality than PNG

Simple rule to remember:

- Printing –> PDF (Print)
- Sharing online –> PNG or JPG (choose PNG if you want higher quality)

How can I share this with other parents?

- Download the file and email it or post on social media
- Share it in a parent group (Facebook, WhatsApp, etc.)
- Print copies to distribute at events or hang up at school

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