# Canva Quick Guide

How to use Canva to design flyers, social posts and other visuals for your SEPAG meetings, events and outreach, starting from a BRIDGE template.

## The basics

Canva is a free online tool for making flyers, social media posts and other visuals from templates. Unlike Word or Google Docs, it is built around visual layouts: designs come pre-formatted, and text and images are easy to move around.

- **Account:** a free account is needed to edit and save. Sign up with email or a Google login.
- **Cost:** the free version covers template editing. Canva Pro is optional. K-12 educators and school staff may qualify for a free Canva for Education account (canva.com/education).
- **Devices:** a computer is recommended, especially for your first few times. Phones and tablets work but are harder to navigate. No app to install; a web browser is enough.

## Open a template

1. Open the shared link or the BRIDGE Resource Portal link.
2. Select **Use template** or **Edit design** to make your own editable copy.
3. Your edits never change the original BRIDGE template.

## Editing basics

- **Change text:** double-click it and type. Use the toolbar for size, font or color.
- **Colors and fonts:** you can change them; keep the design clear and professional.
- **Locked items:** the creator may lock some elements. Click the item or page to find the lock icon and toggle it.
- **Undo:** use the Undo arrow at the top as many times as you need.

## Images and logos

- **Add a logo:** upload it in the **Uploads** panel, or drag and drop an image from your computer.
- **Resize or crop:** drag the corners to resize and use **Crop** in the top menu.

## Customize the template

Update these details to fit your group:

- Event name, date, time and location
- Contact information
- Colors that match your district or group
- Any SEPAG-specific details
- **Reuse a design:** use **File > Make a copy**, or **Duplicate page** to reuse a layout within the same document.

## Save, download and share

- **Saving:** Canva saves automatically.
- **Export:** choose **Share > Download**, then pick a file type.
- **PDF (Print):** best for printing.
- **PNG:** high quality for sharing online.
- **JPG:** smaller files for social media or email.
- **Share:** email or post the file, share it in parent groups, or print copies for events and school postings.

## Helpful links

- BRIDGE Resource Portal: cesp.rutgers.edu/bridge/portal
- Canva for Education: canva.com/education

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