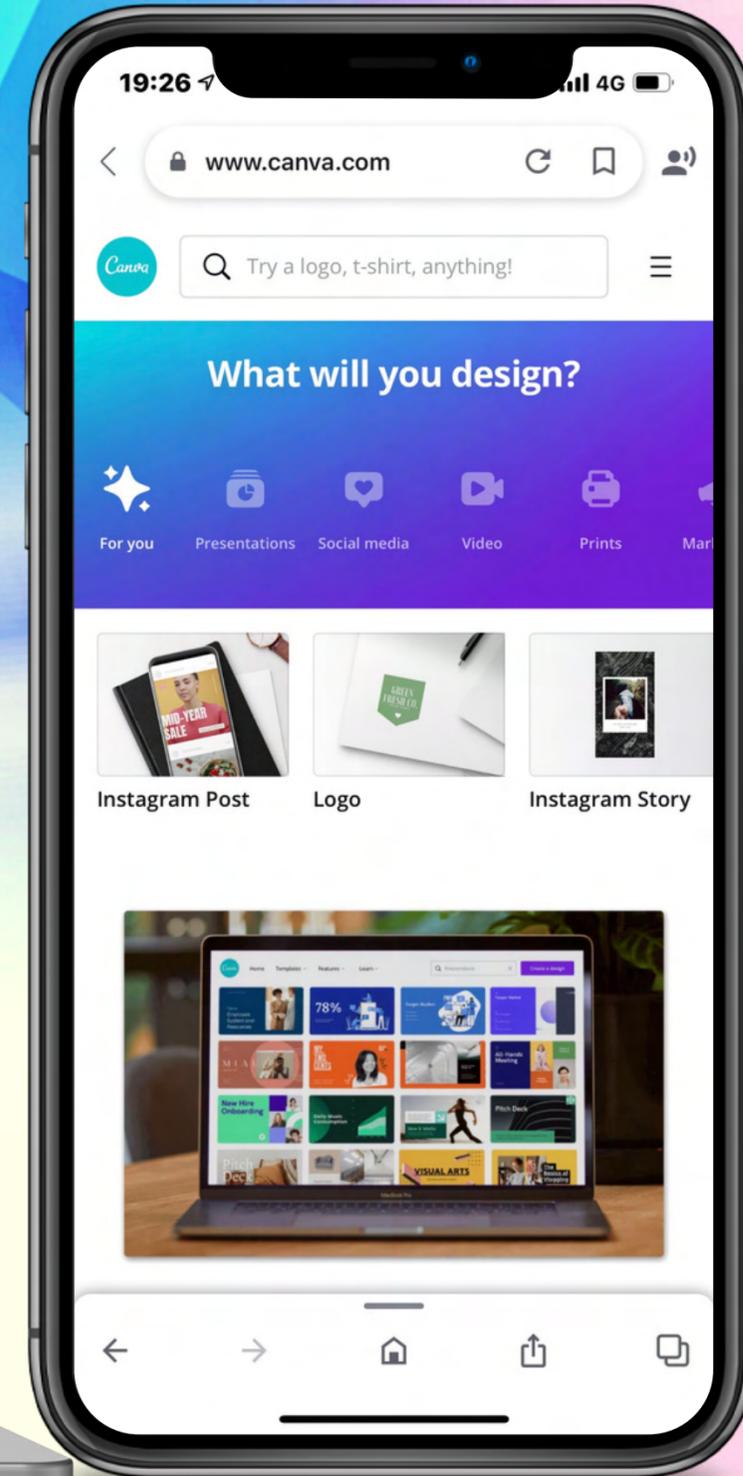
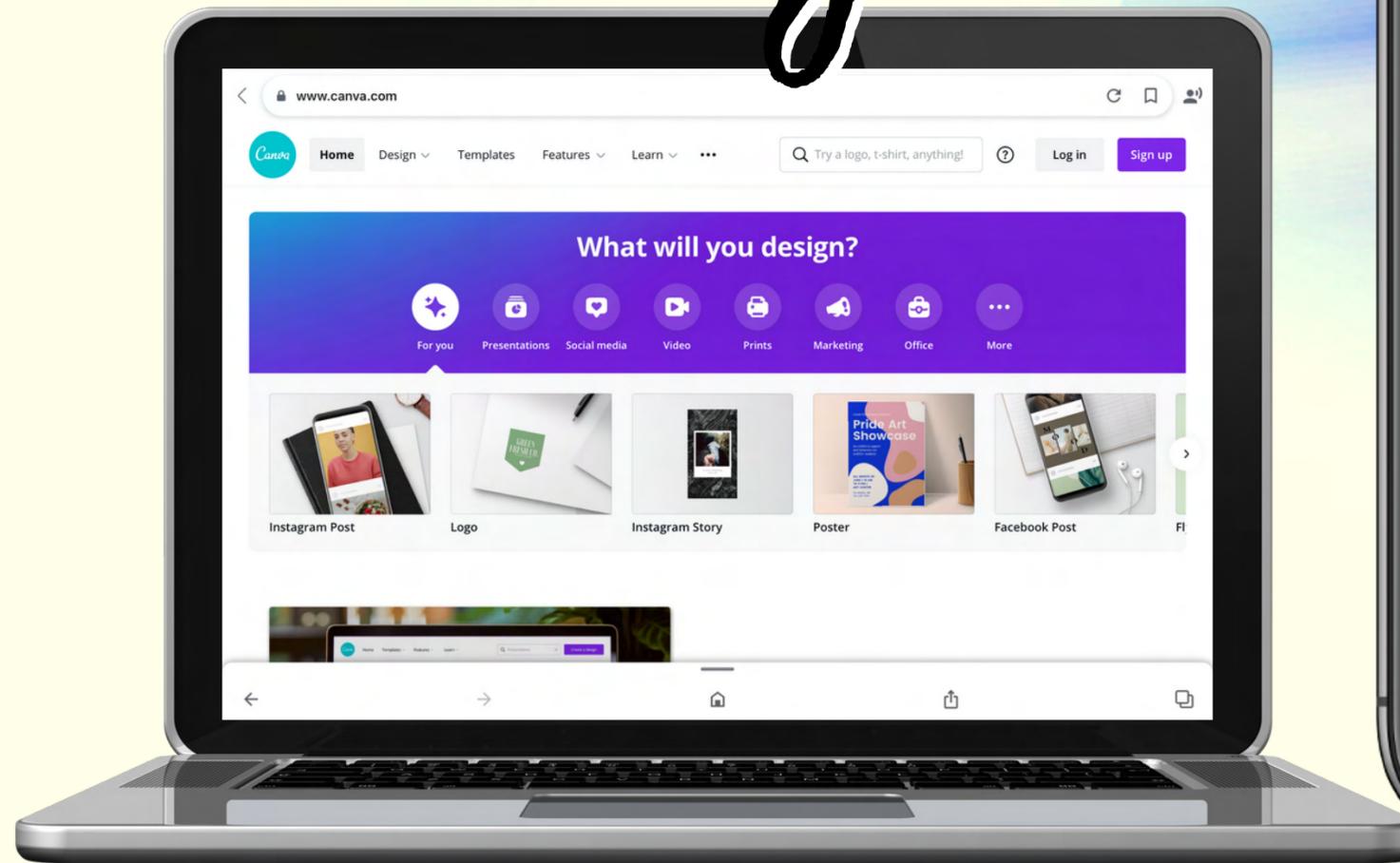
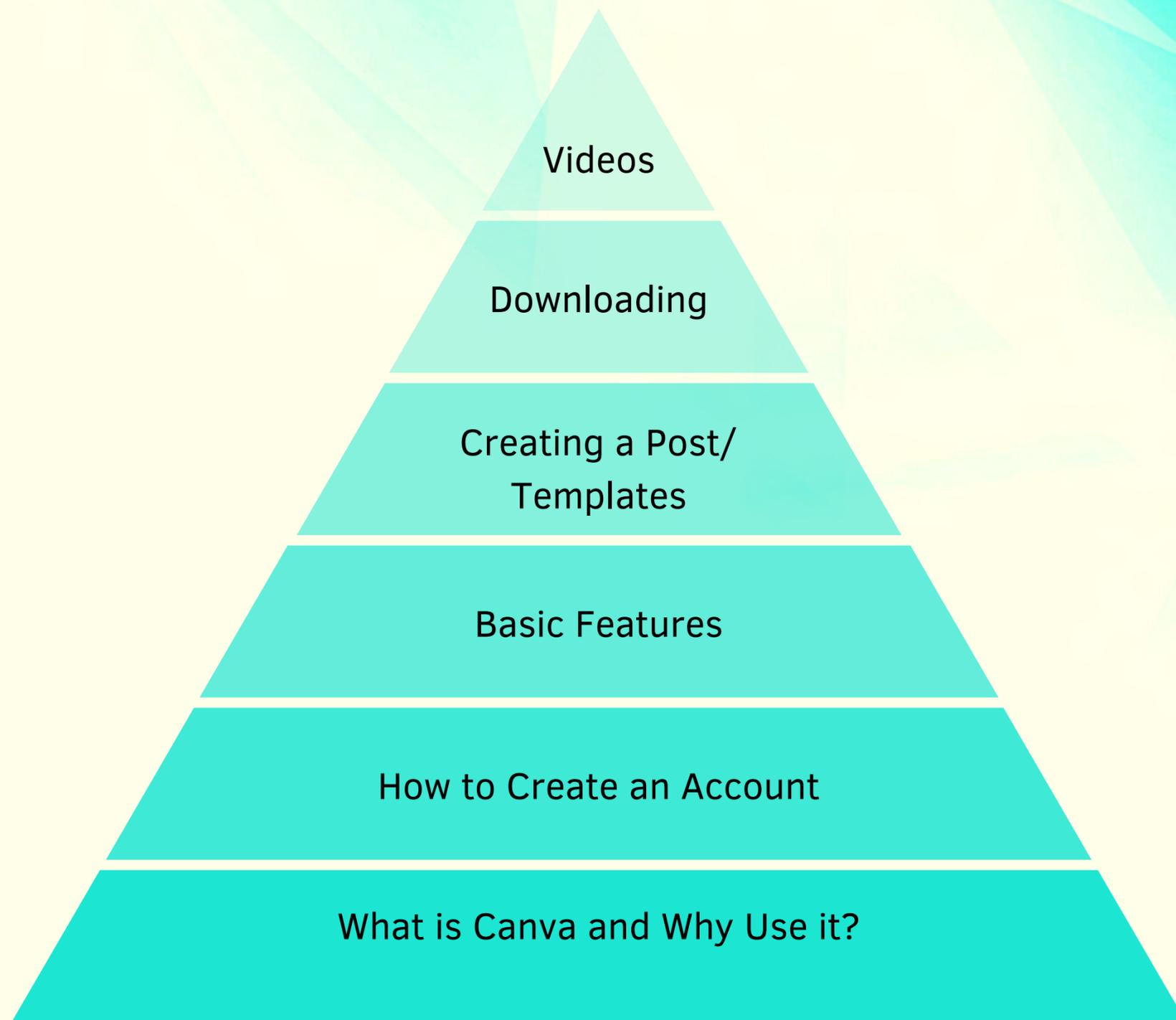


# Digital Parishes: Creating with



Natalie Doherty  
&  
Kirsten Mahon



*Canva*

# Training Outline

The Canva logo is centered in the image. It consists of a teal circle with a dark blue drop shadow, containing the word "Canva" in a white, cursive script font. The background is a dark blue gradient with faint, light blue decorative swirls.

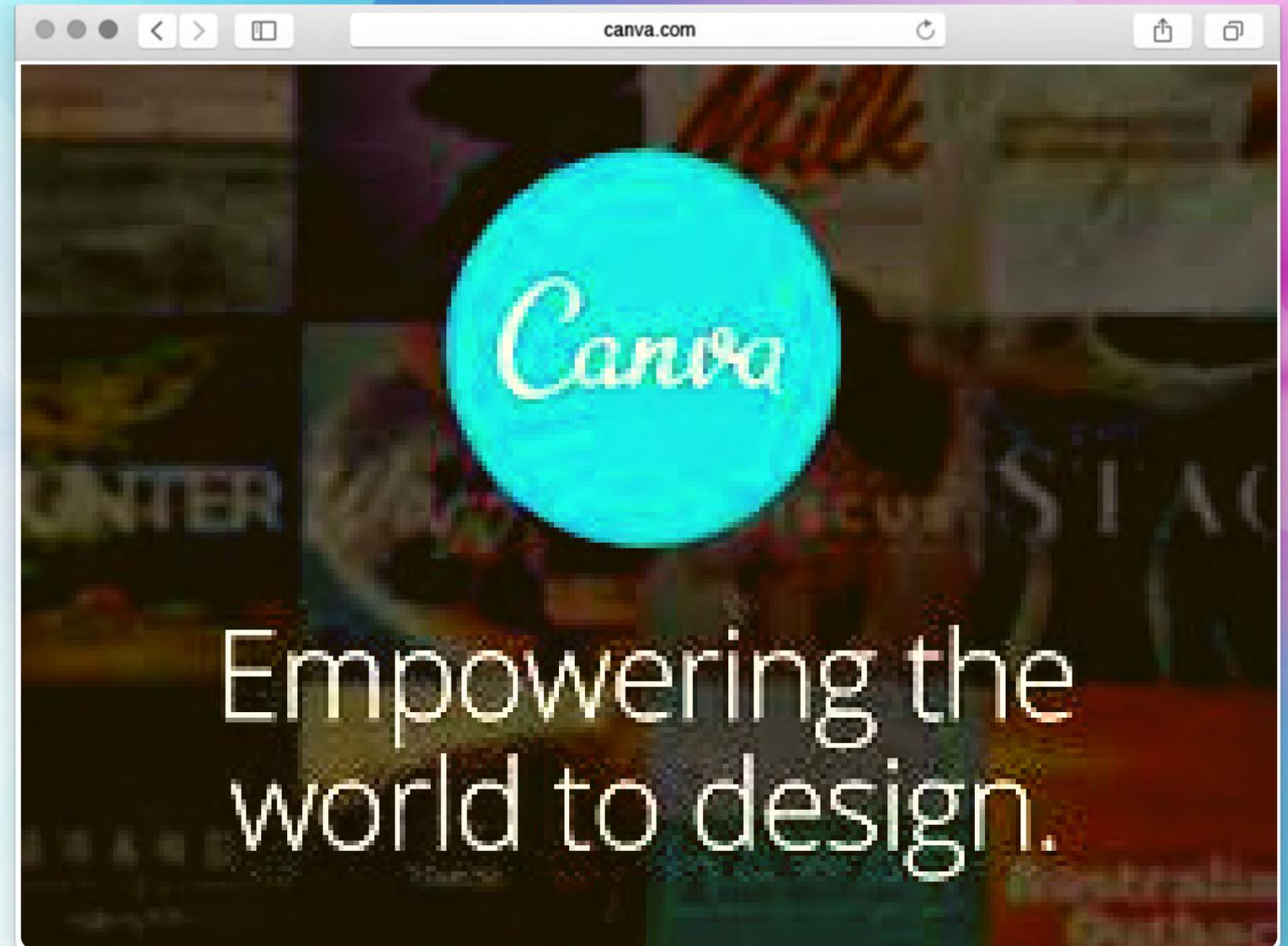
*Canva*

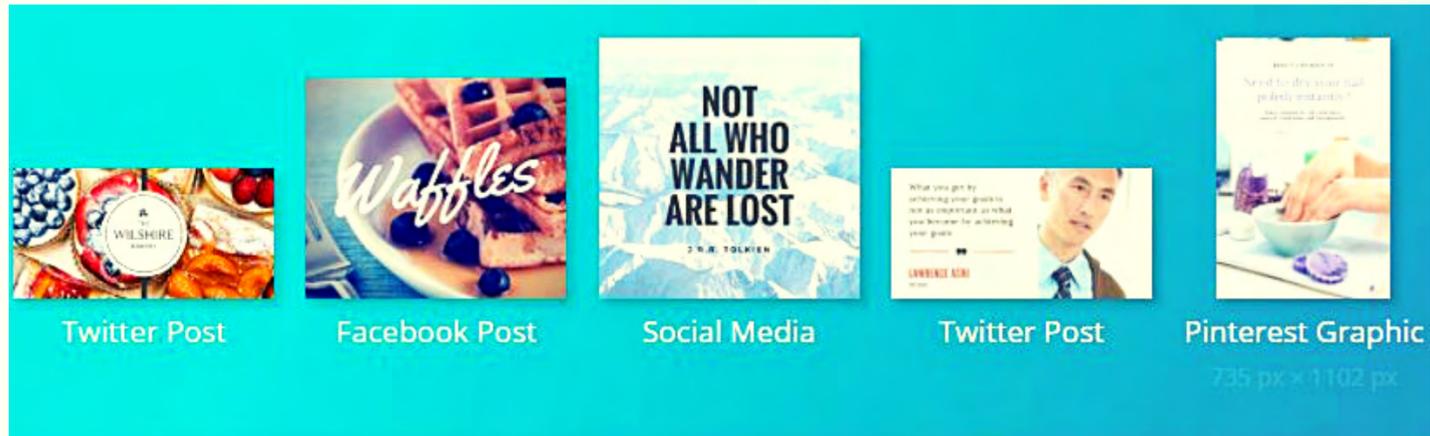
**What is Canva?**

# What is Canva?

Simply put, Canva is an online design tool. Canva can be used to create content for your website, social media, posters, and newsletters, to name a few.

The Free Programme has all you need to get you going. Canva can help you create professional looking posters/logos/web designs/newsletters to enhance your online presence, Communications and image of your parish.





Twitter Post

Facebook Post

Social Media

Twitter Post

Pinterest Graphic

735 px x 1102 px

### Social Media Posts



Twitter Post

Square Social Media Graphic

Pinterest Graphic

Facebook Post

Facebook Post

### Documents



US Letter

Presentation (16:9)

Presentation

A4

Letterhead

Magazine Cover

## Free Account

- 250,000+ free templates
- 100+ design types (social media posts, presentations, letters, and more)
- Hundreds of thousands of free photos and graphics
- Invite members to your team
- Collaborate and comment in real-time
- 5GB of cloud storage

## Pro Version

- All the above plus more templates, images, higher storage, Brand Kit creation
- Cost: €11.99/month or €109.99/year

The Canva logo is centered in the upper half of the image. It consists of a teal circle with a dark blue drop shadow, containing the word "Canva" in a white, cursive script font. The background is a dark blue gradient with faint, light blue decorative swirls.

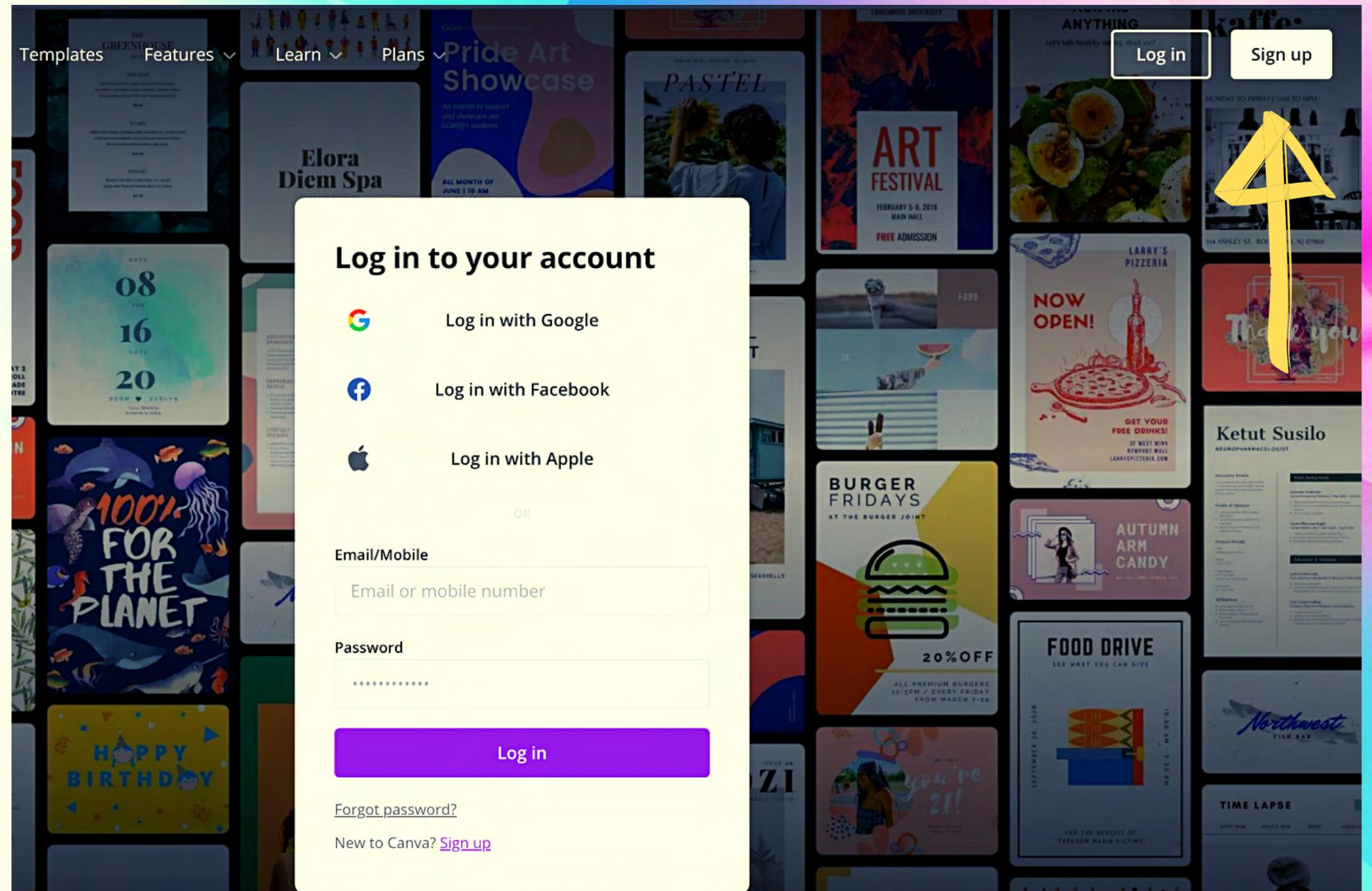
*Canva*

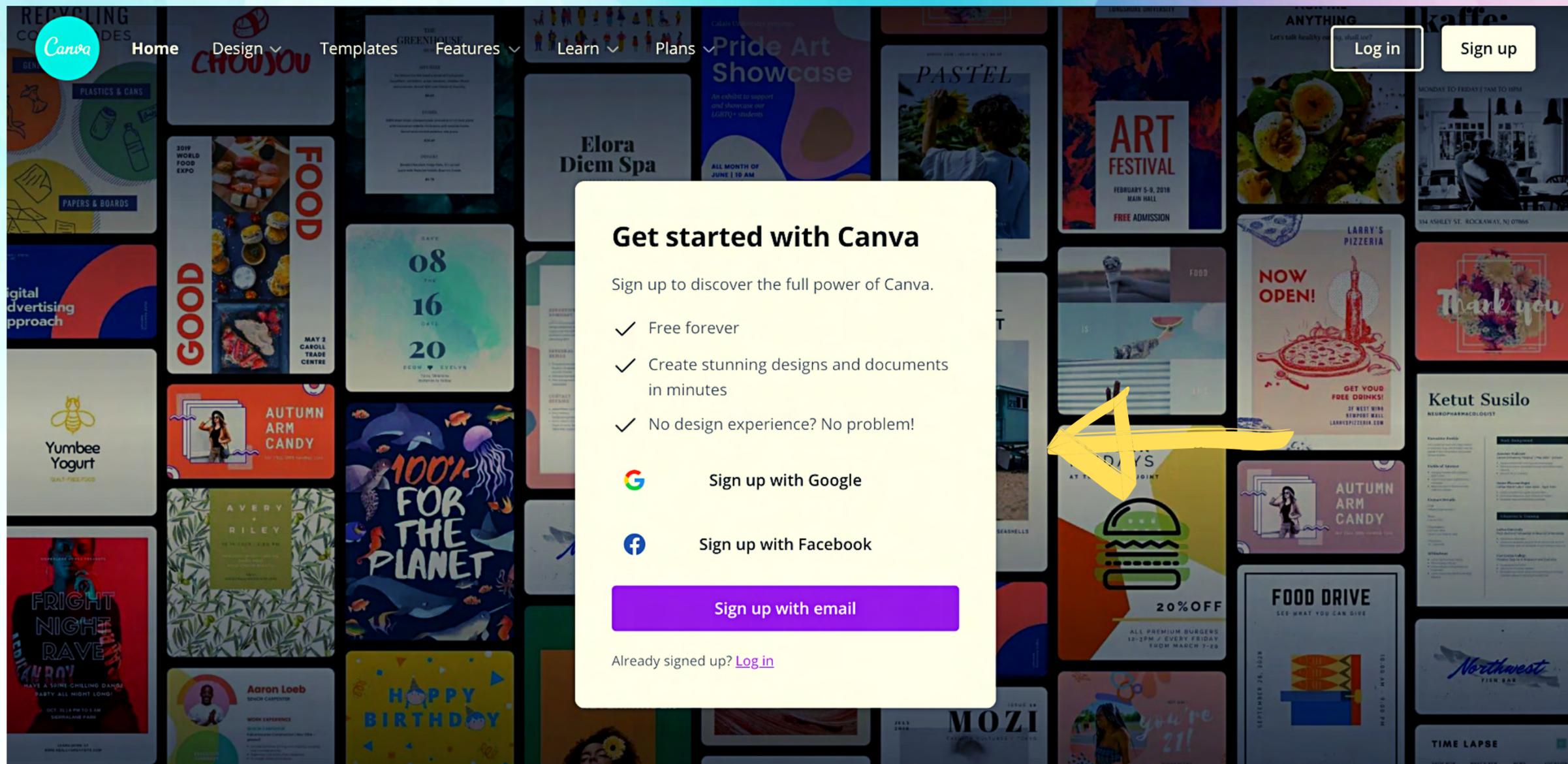
**How to Create an Account**

Start by going  
to:

[www.canva.com](http://www.canva.com)

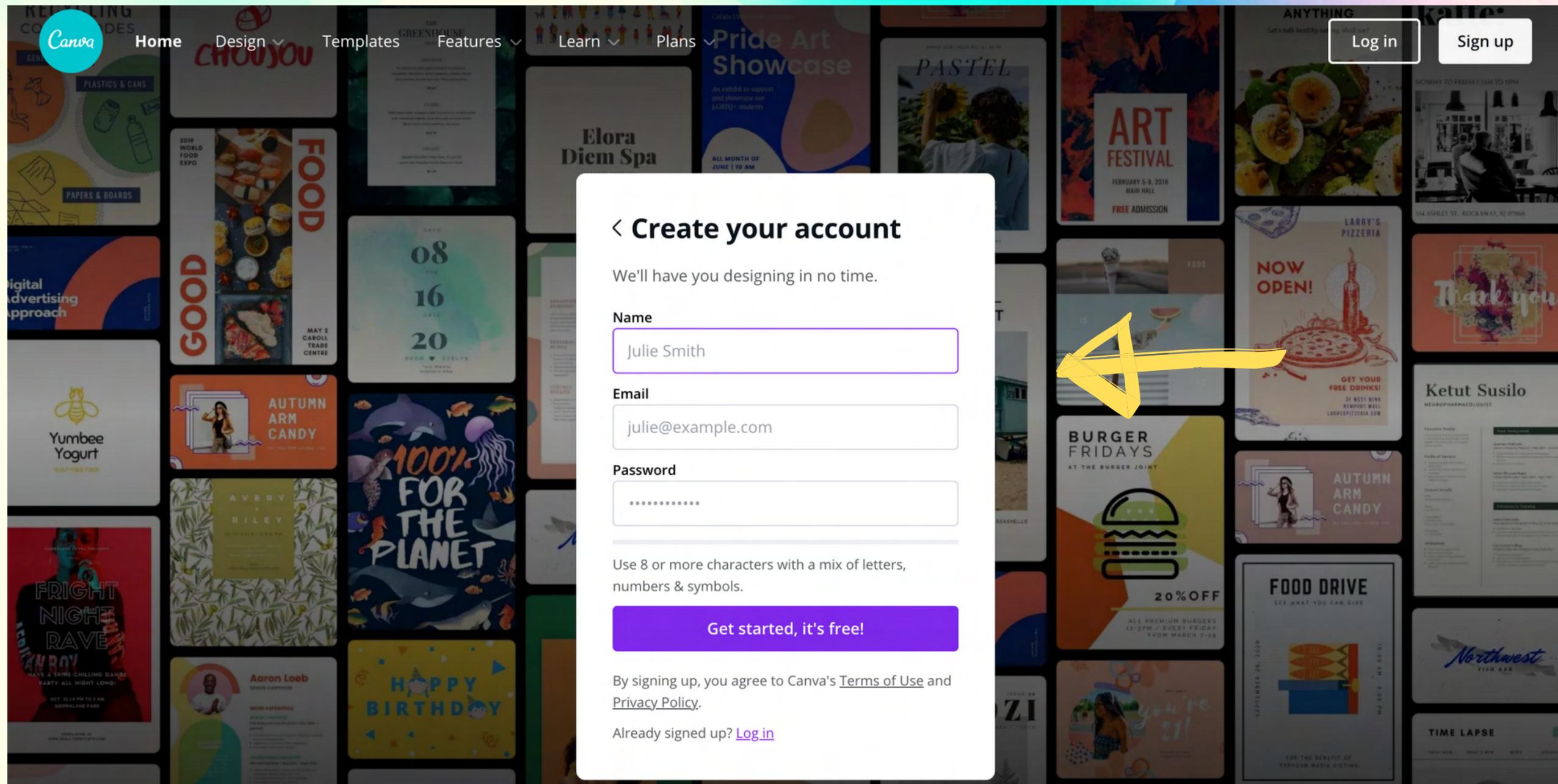
Click the white  
'sign up' button.





You can create a Canva account in three ways -

- Using your email address.
- Using your Gmail account.
- Using your Facebook account.



if you are opting for creating your account with an email address, this box appears. Type your name, email address, and choose a strong password. Then press on get started to create your free Canva account. You may have to check your email and confirm it for completing the creation process.

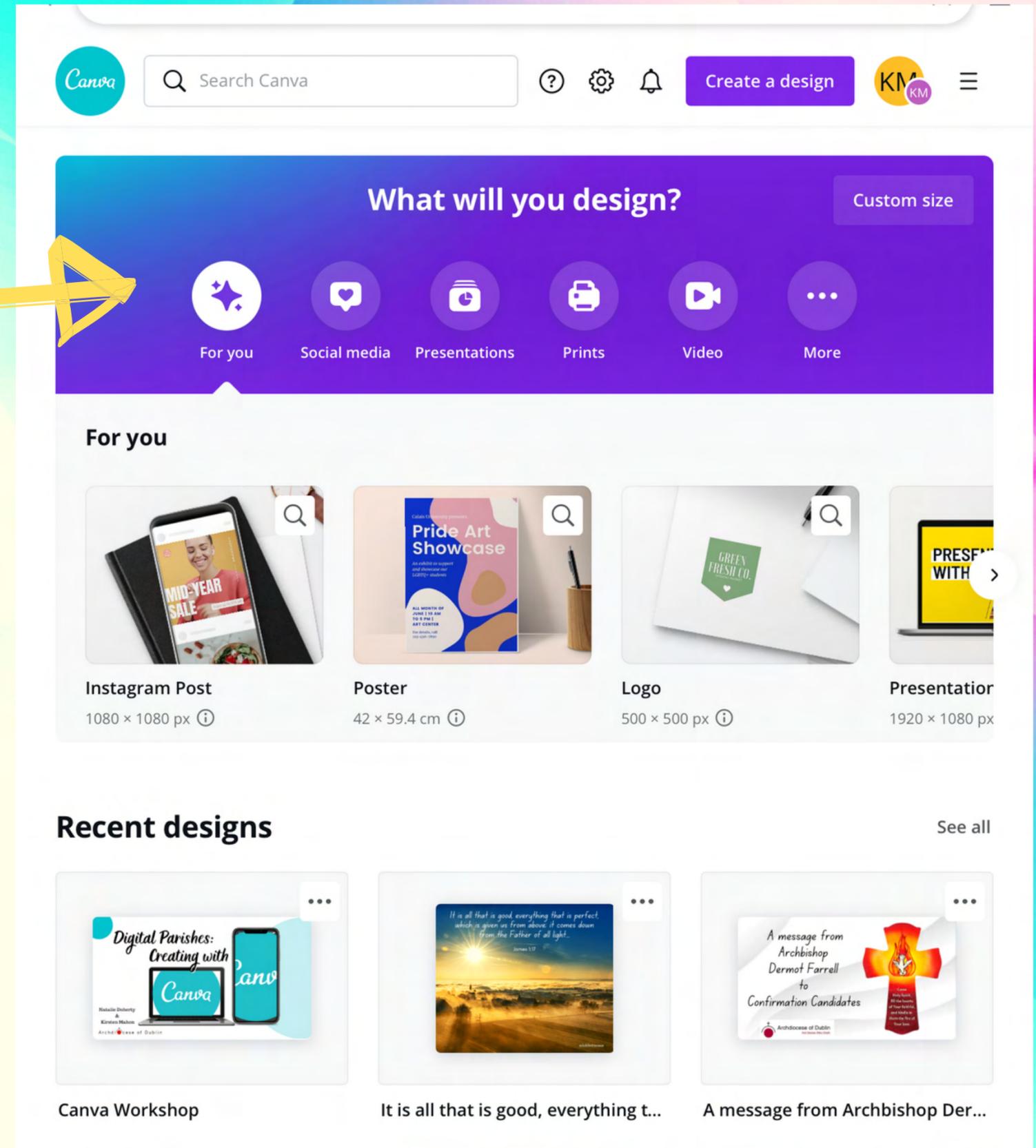
The Canva logo is a teal circle with the word "Canva" written in white cursive script. It is centered on a dark blue background with a repeating pattern of light blue wavy lines.

*Canva*

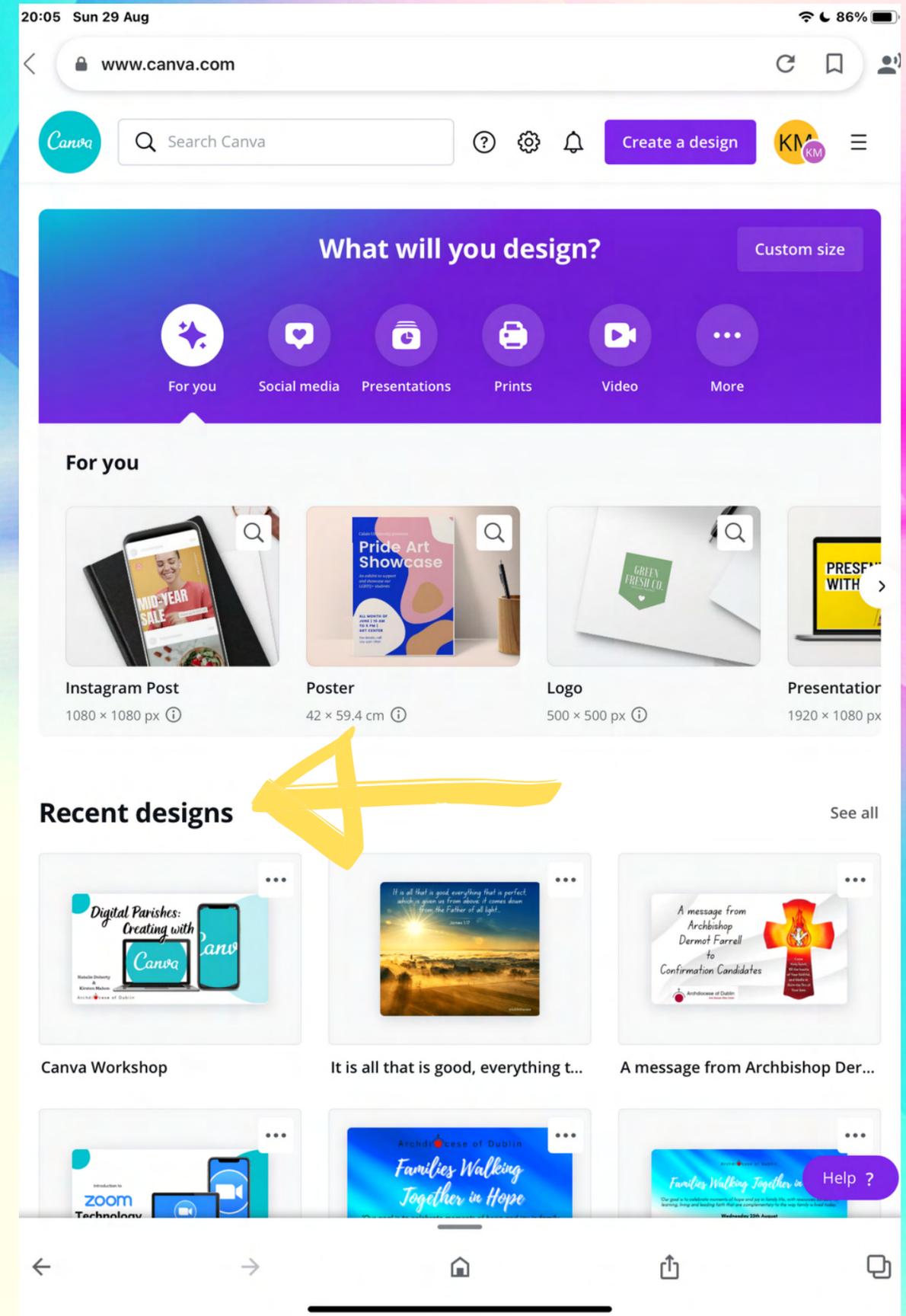
**Basic Features**

# Welcome to your Homepage!

On your homepage you will find Canva's template categories include Zoom backgrounds, posters, presentations, flyers, cards, infographics, business cards, Instagram posts, resumes, invitations, book covers, menus, letterheads, newsletters, photo collages, tickets, bookmarks, invoices, recipe cards, and more.



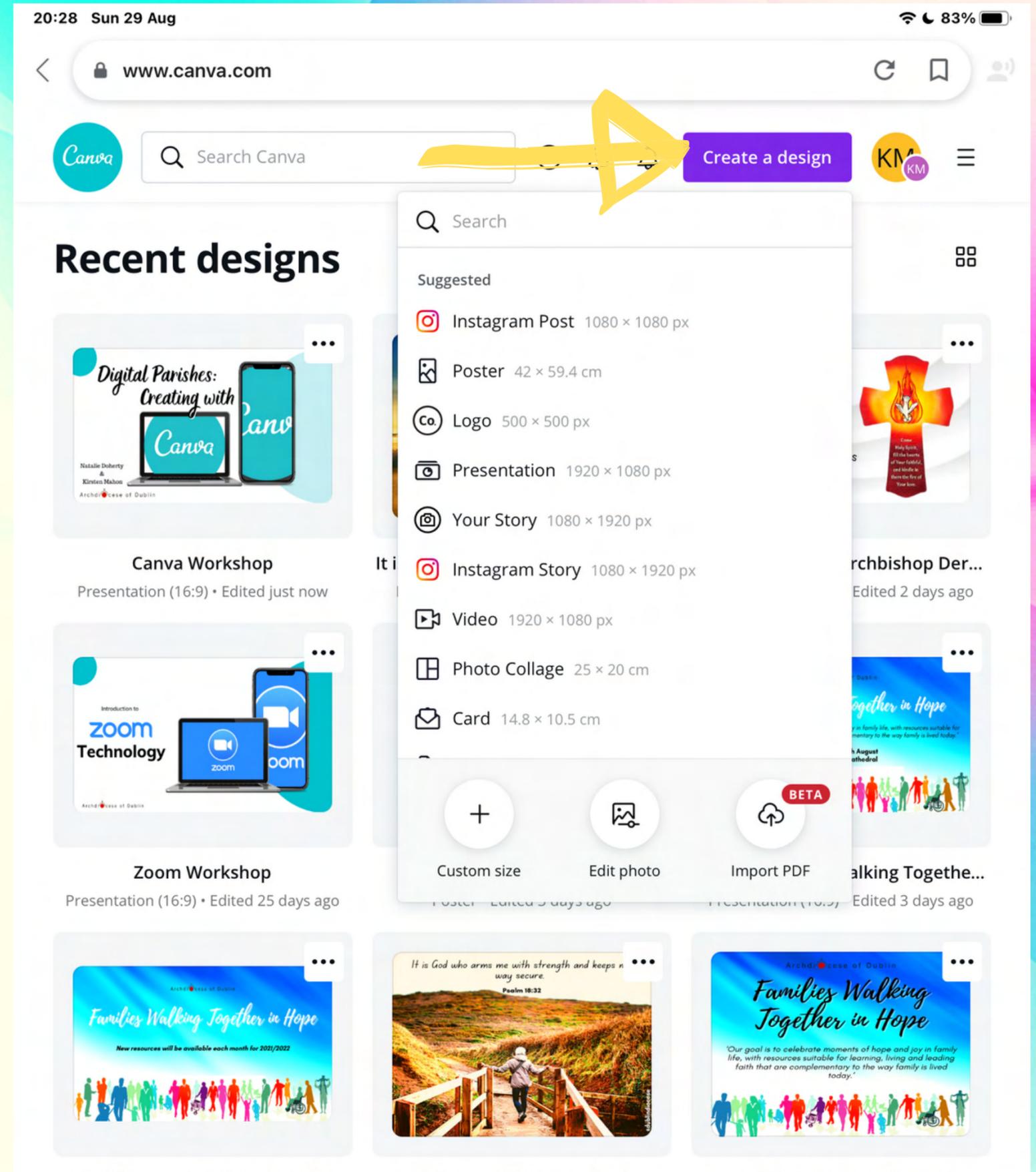
# Your recent designs on the homepage

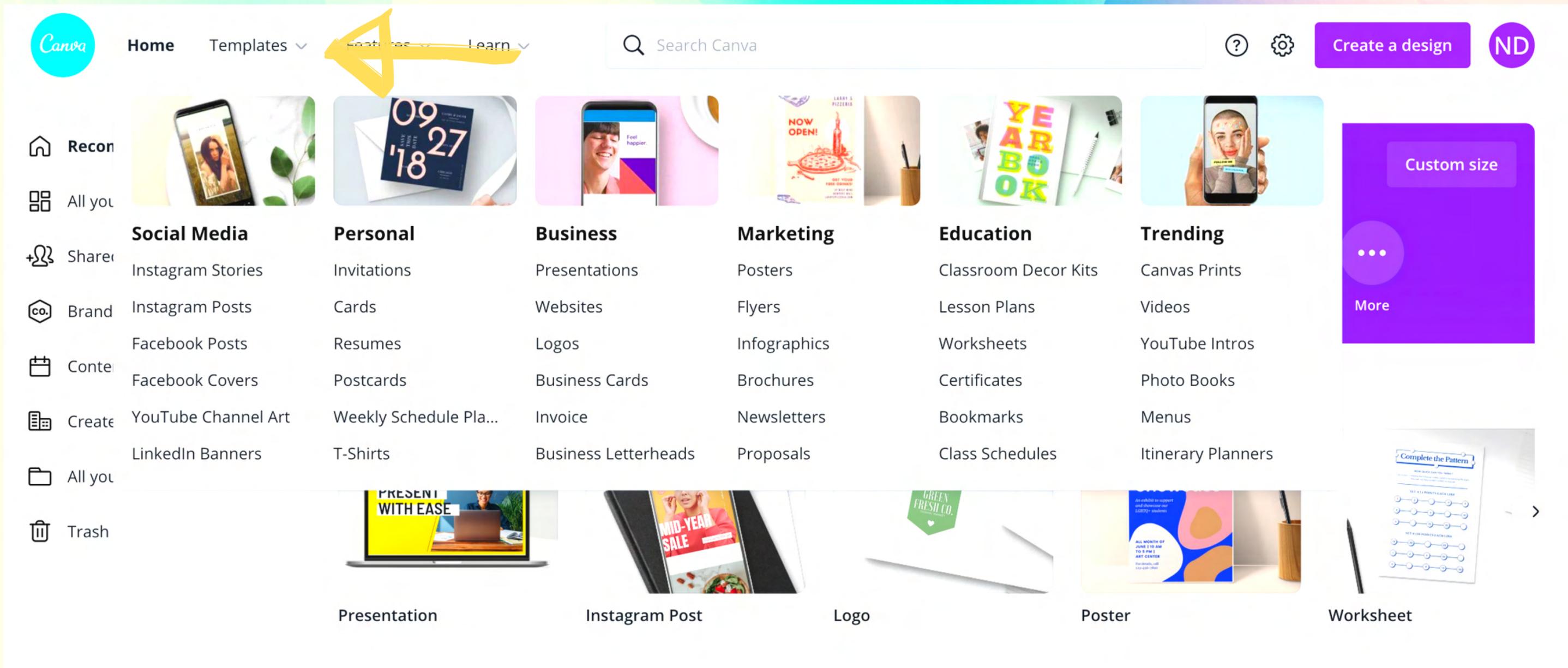


# Creating a design

There are two ways of selecting a template or design.

Firstly you can click on the purple 'Create a Design' button at the top right hand side of the screen. This will give you a drop down menu of the different options.





The second option is to use templates in the header menu. If you look in the template tab you will find a huge selection of templates to choose from. Helpfully separated into sections for you. To pick one just click on it and it will appear ready on the screen. You can change as much or as little as you want to.



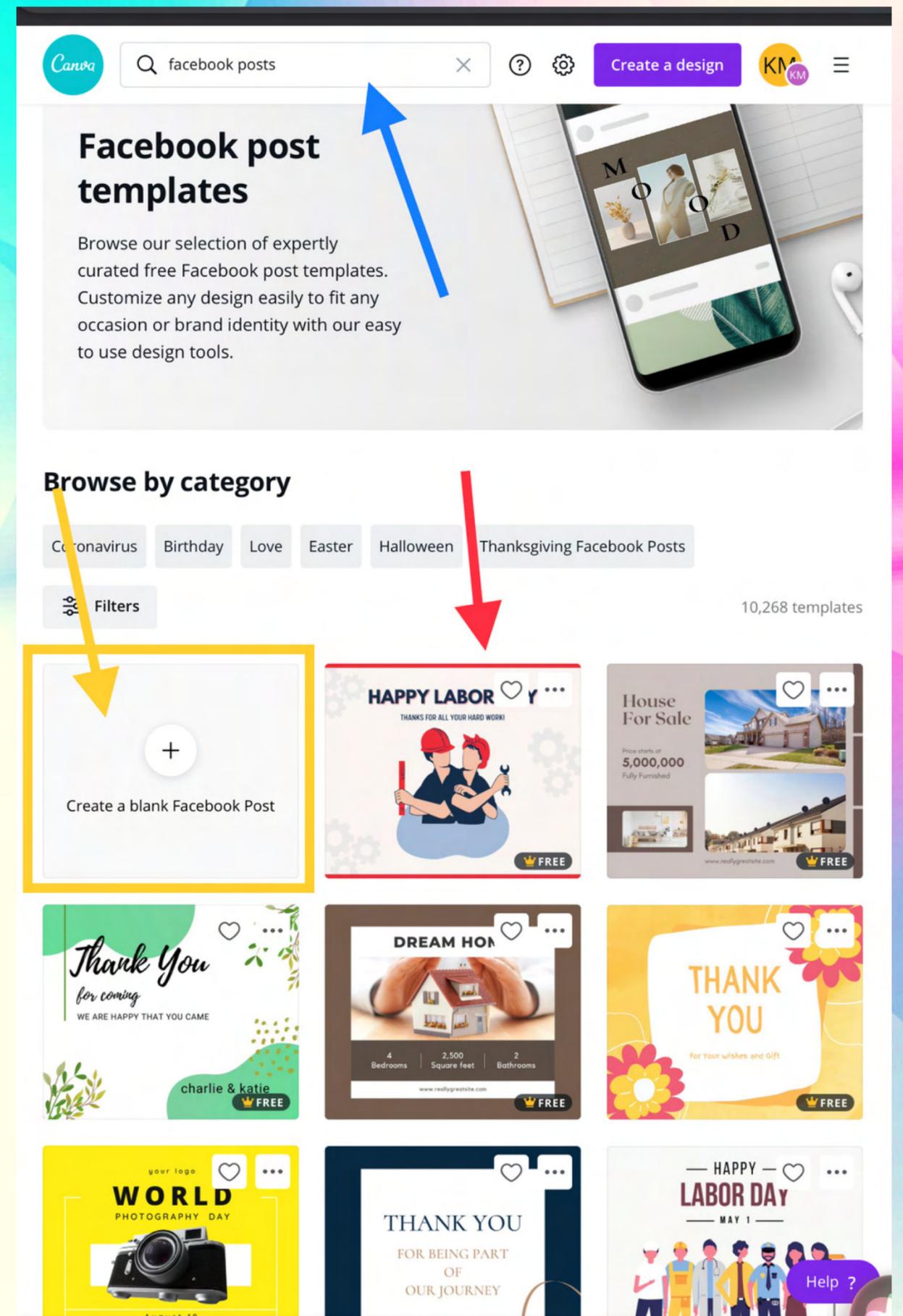
Once item is selected (e.g. Facebook Post) you have options. The first is to use a blank template



The second option is choose a template. One of the best features of Canva is its library of templates. It makes designing simple yet effective. The Canva templates always have one or more of the following : Photos, Graphics and Vectors, Colour Palette, Grouped Fonts, Elements, audio, and special effects



The third option is to search a design, colour or a key word etc.



The Canva logo is centered in the image. It consists of a bright teal circle with a subtle drop shadow, containing the word "Canva" in a white, elegant script font. The background is a deep blue with a repeating pattern of light blue, stylized, wavy lines that resemble a decorative border or a series of connected loops.

*Canva*

**What we have created...**

# Kirsten's Creations

**TASK FORCE Building Hope**  
Archdiocese of Dublin

We invite you to take part  
Consultation form is live from 27th June to the 18th July  
See your Parish website or  
[www.dublindiocese.ie](http://www.dublindiocese.ie)

**Step One:**  
Have a look at the questions by going to  
[www.dublindiocese.ie](http://www.dublindiocese.ie), click on the "Task  
Force Building Hope" tab, then click on the  
consultation form.

**Step Two:**  
You can respond yourself  
or  
Organise chat with your family/extended  
family & get one member to fill in the form  
or  
Gather a group of friends & get one  
member to fill in the form

**Step Three**  
Remember the closing date 18th July 2021

All of the submissions will be read and  
a summary given to Archbishop Farrell  
to take forward.

**The Task Force Prayer**

Pilgrim God,  
we seek Your way of loving kindness  
to walk together as one family.  
Stay with us as we aim to follow  
in the footsteps of your Son.  
May your Spirit sow seeds of hope  
and new life deep within us as we  
journey.  
Amen

**Message from Archbishop Farrell**

"The Task Force is about Building Hope. It  
started off by listening to the people of the  
Church in the Dublin Diocese. In hearing  
what they have to say it then will work  
together to undertake a radical renewal,  
being creative about our future so that we  
can be witnesses to the message and  
mission of Jesus Christ, in the years ahead."



Infographics



*St Kevin, man of prayer*  
Help us to imitate you by making stillness and  
silence a priority in our lives

*St Kevin, man of service*  
Help us to imitate you by never holding back  
helping others

*St Kevin, upholding creation*  
Help us to imitate you by showing reverence to  
even the smallest of creatures

*St Kevin, man of inspiration*  
Help us to imitate you by listening to the  
promptings of the Spirit deep inside us

*St Kevin, patron of Dublin*  
Help every person in our Archdiocese to  
hear a call to service and to stretch out

Prayers

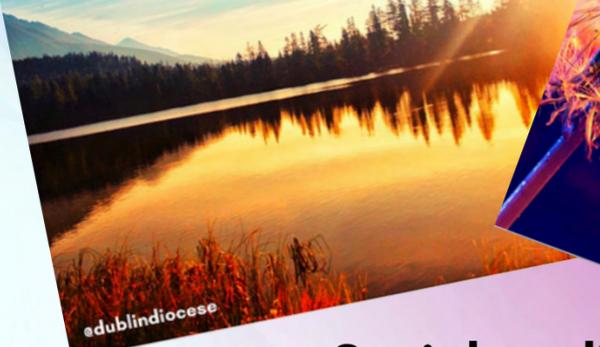
**TASK FORCE Building Hope**  
Archdiocese of Dublin

We invite you to take part  
Consultation form is live from 27th June to the 18th July  
See your parish website or [www.dublindiocese.ie](http://www.dublindiocese.ie)



Website Banners

*Don't Lose Hope*  
Hope does not disappoint, because the love of God  
has been poured out in our hearts by the Holy Spirit  
who was given to us.  
Romans 5:5



*Be kind and compassionate to one another,  
forgiving each other just as in Christ God  
forgave you.*  
Ephesians 4:32



Social media posts

**THE YOUNG CHURCH DUBLIN**  
*Retreat*



Prayer/Retreat  
booklets

Archdiocese of Dublin

*How to set up a  
Parish Facebook  
Page*



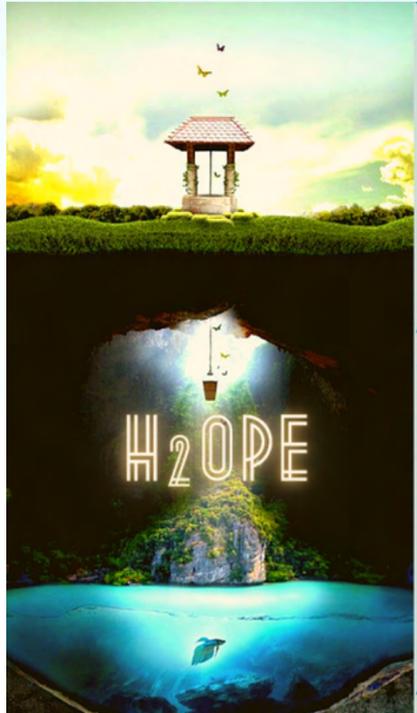
Documents

**FaithFest**  
ONLINE

**When**  
Friday 5th March  
6:30 - 8:30 on Zoom

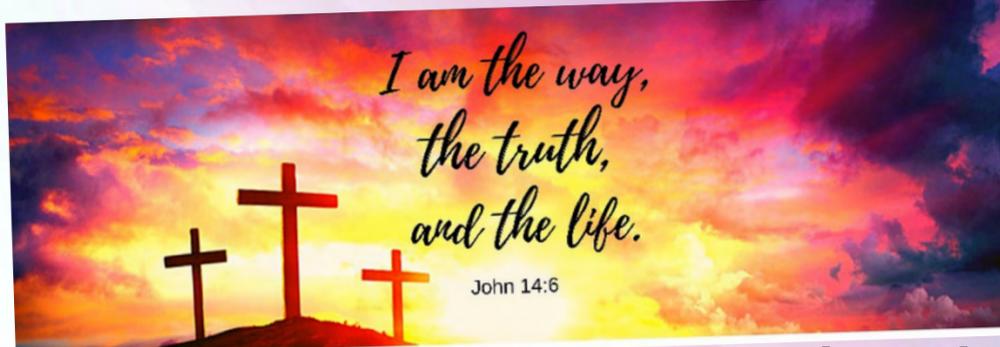
**What to Expect**  
Games, Workshop,  
Music, Chats, Prayer and  
much more.

**For more info**  
[faithfest@dublindiocese.ie](mailto:faithfest@dublindiocese.ie)



Advertising

*I am the way,  
the truth,  
and the life.*  
John 14:6



Email Headers



**Newsletters**



**Video Inserts:  
Sacraments Programme**



**Website Details**

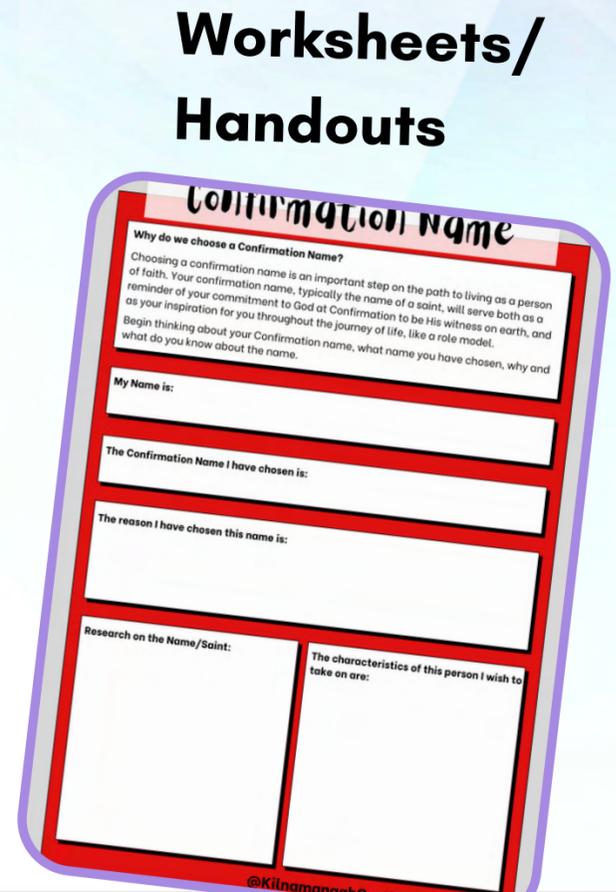


**Social Media Posts/Headers**

# Natalie's Creations



**Policy Documents**



**Worksheets/  
Handouts**



**Posters/  
Timetables**



The Canva logo is centered in the image. It consists of a teal circle with the word "Canva" written in a white, cursive script font. The background is a dark blue gradient with faint, light blue decorative swirls.

*Canva*

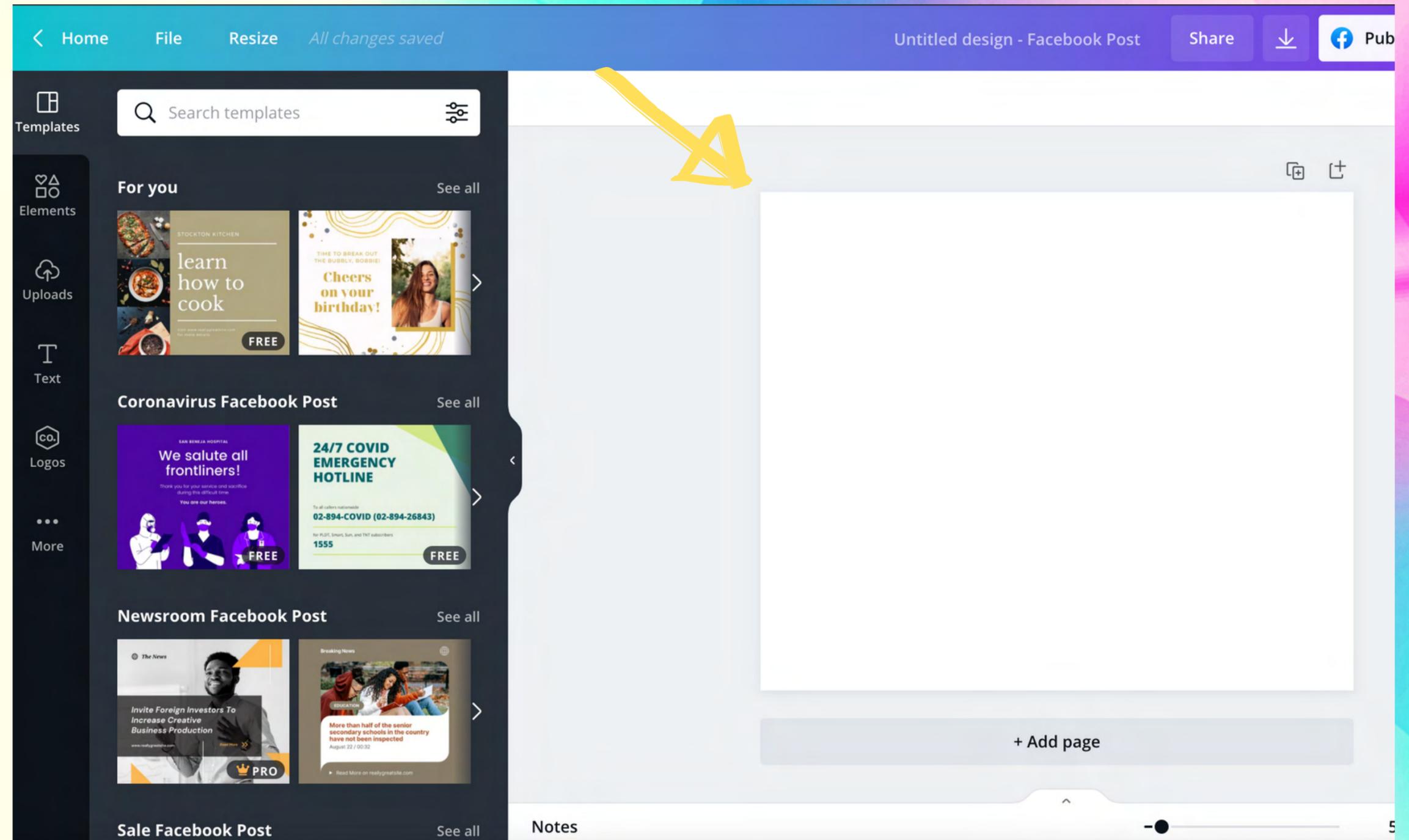
**Creating a Posts using a blank Template**

# Using a blank template



Templates  
can be used  
as you go on

Menu down  
the side



# Elements Tab

Under the elements tab you will find:

lines and shapes

backgrounds

photos

videos

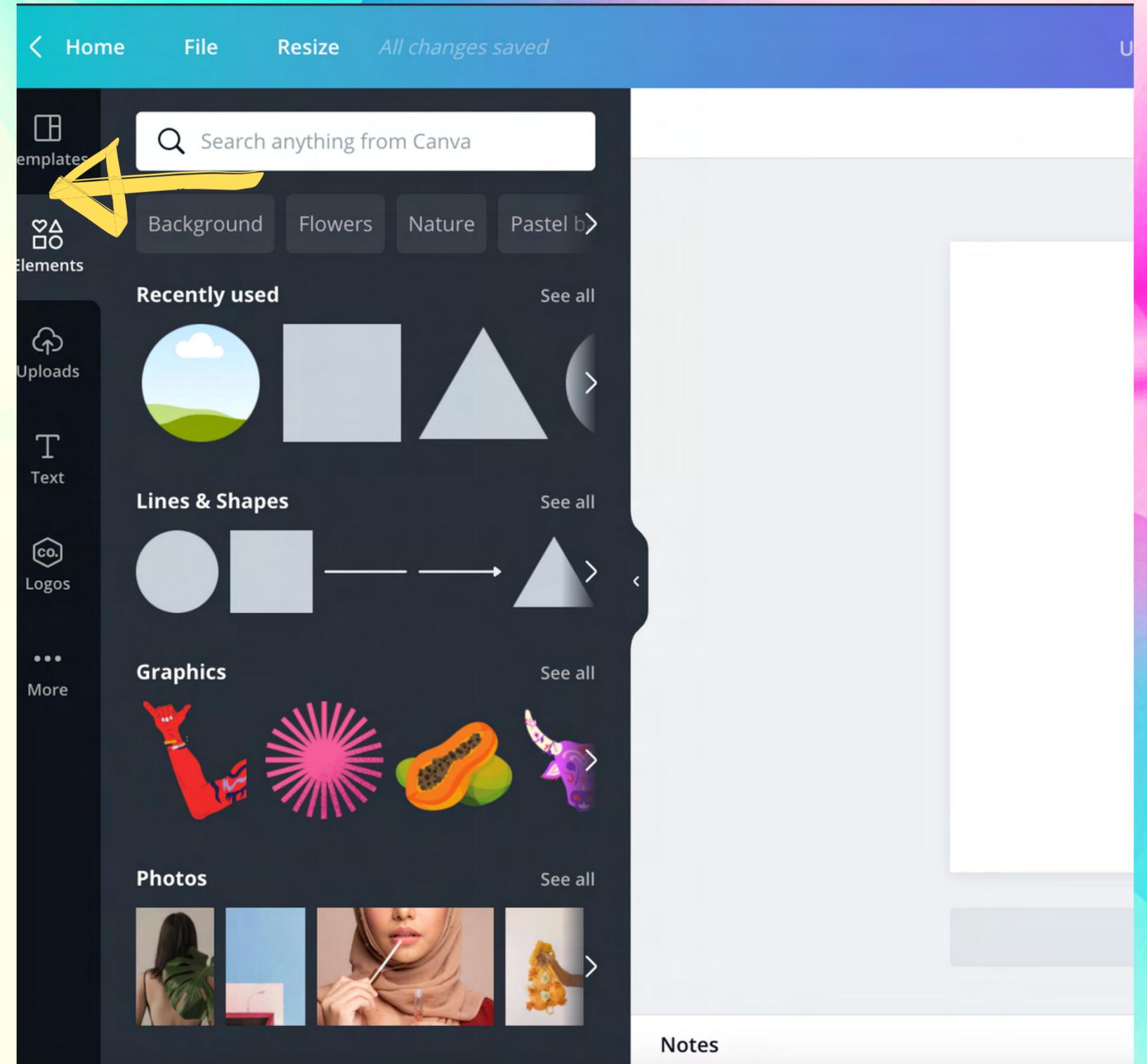
Audio

Charts

Frames

Grids

There is a huge amount of material for  
creating your design

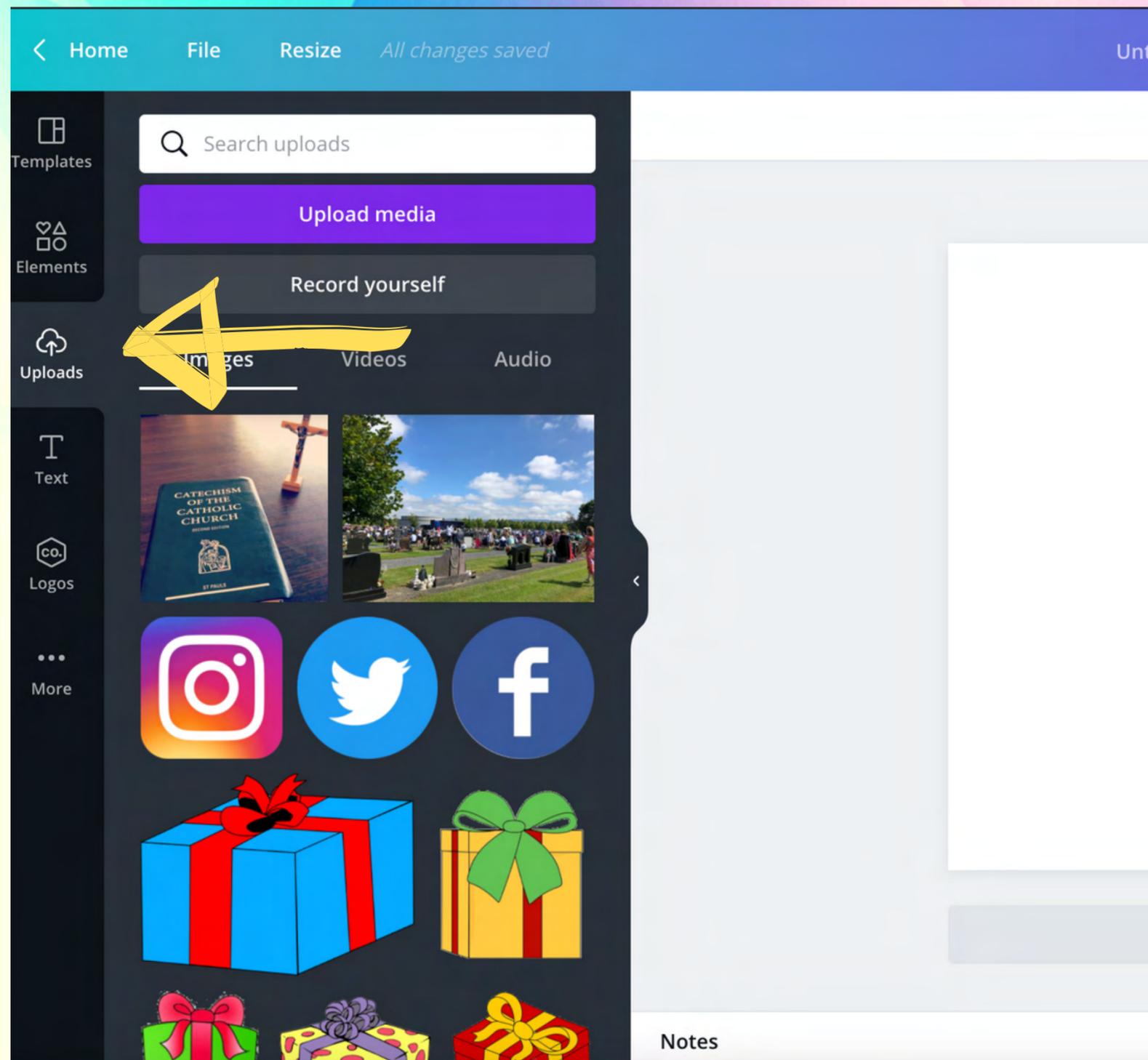


# Upload Tab

From the side panel, click on the Uploads tab.

Click Upload media. You can also drag and drop your files from your computer folder directly into the editor to upload them.

From the side panel, click on your uploaded media to add them to your design.



# Text Tab

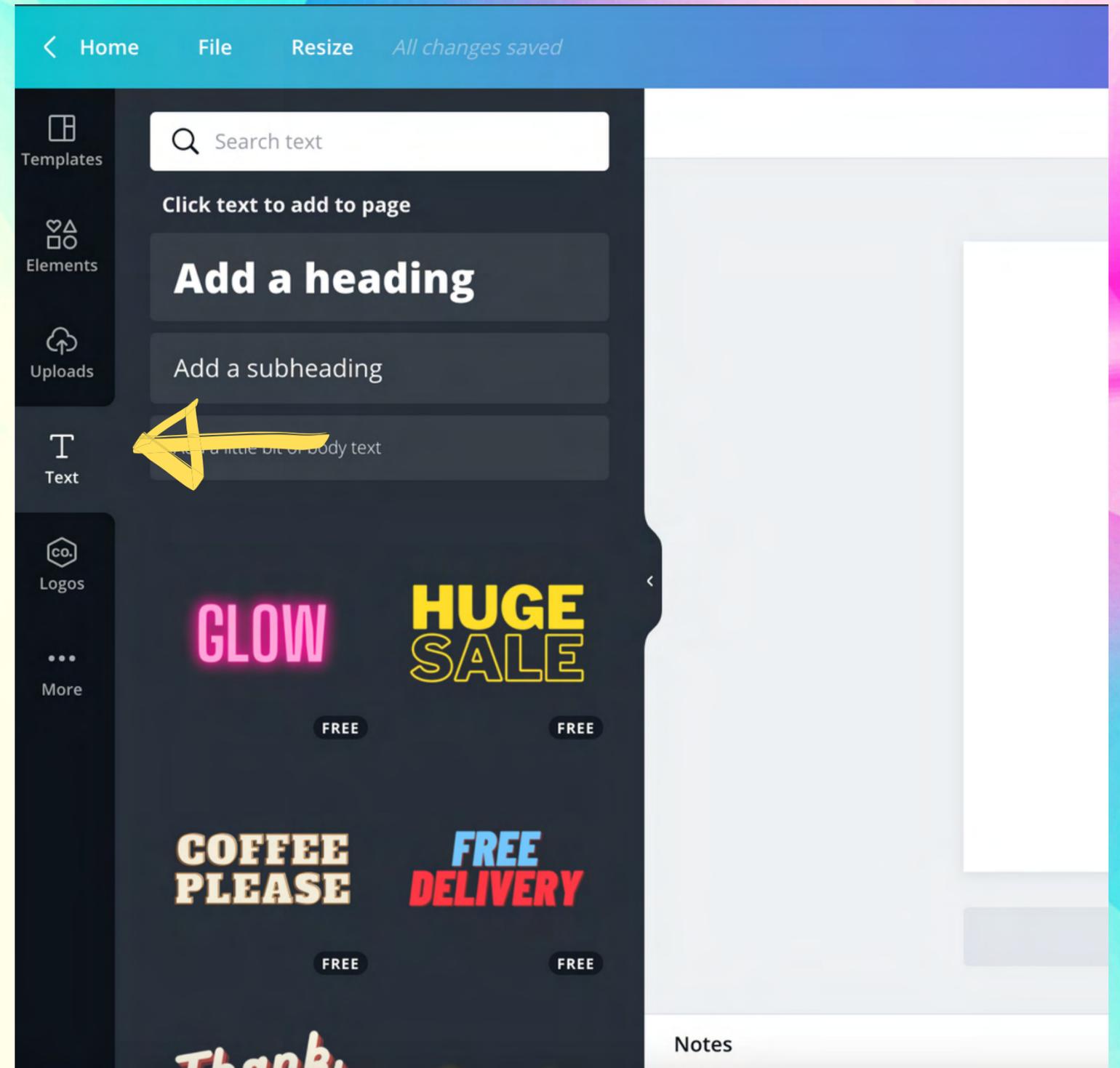
Click the Text tab from the side panel.

Click Add a heading, Add a subheading, or Add a little bit of body text. You can also click a Font combination from.

Click on the text box added to your design to edit the text.

Click outside the text box to finish.

Use the text toolbar that appears above the editor to change text font, size, colour, spacing, and for more text formatting options like adding effects.

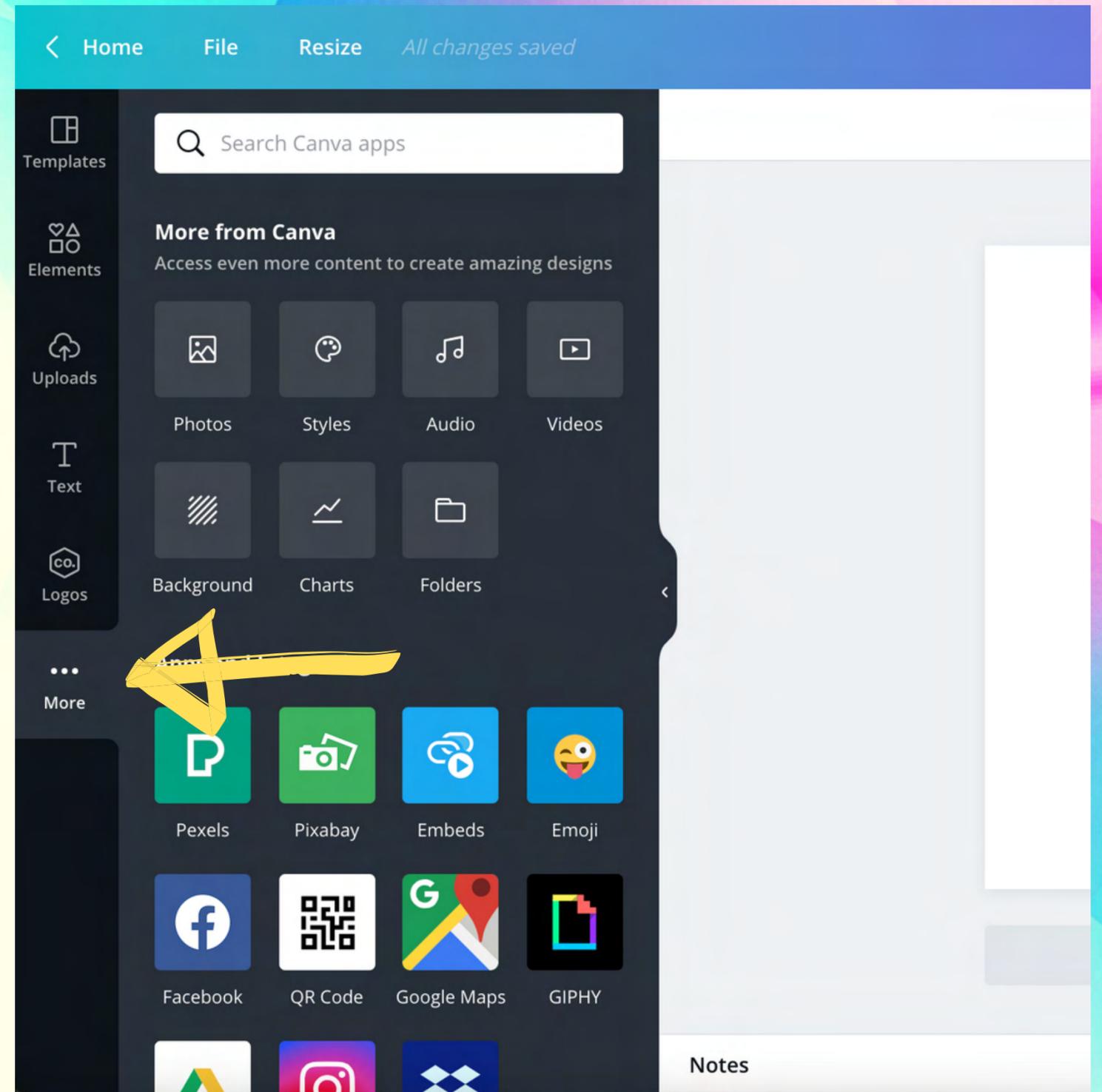


# Embed media on designs

Click ⋮ More from the editor side panel

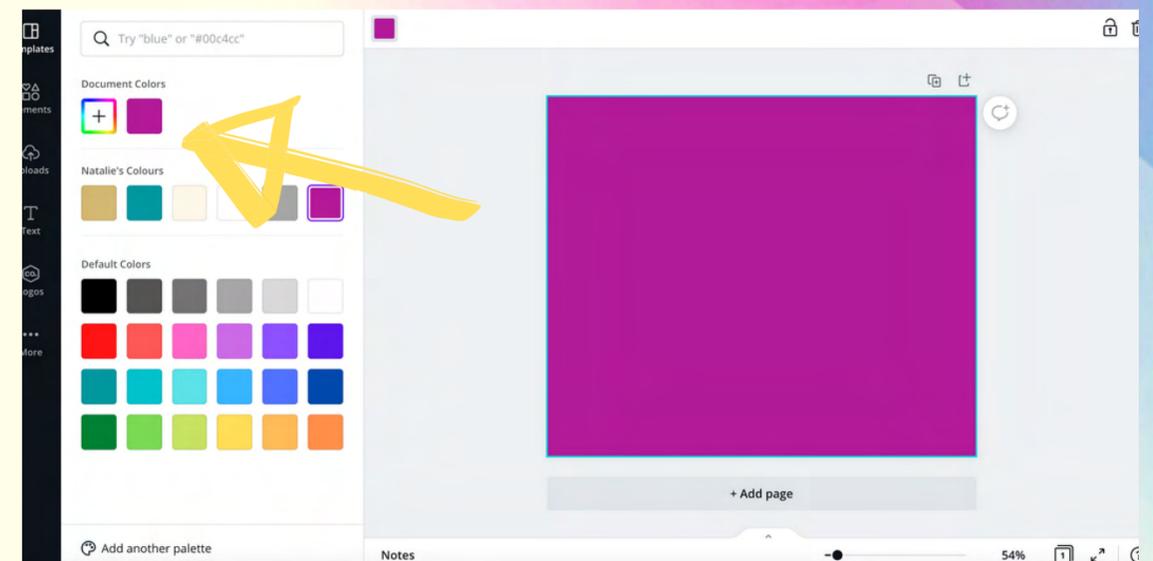
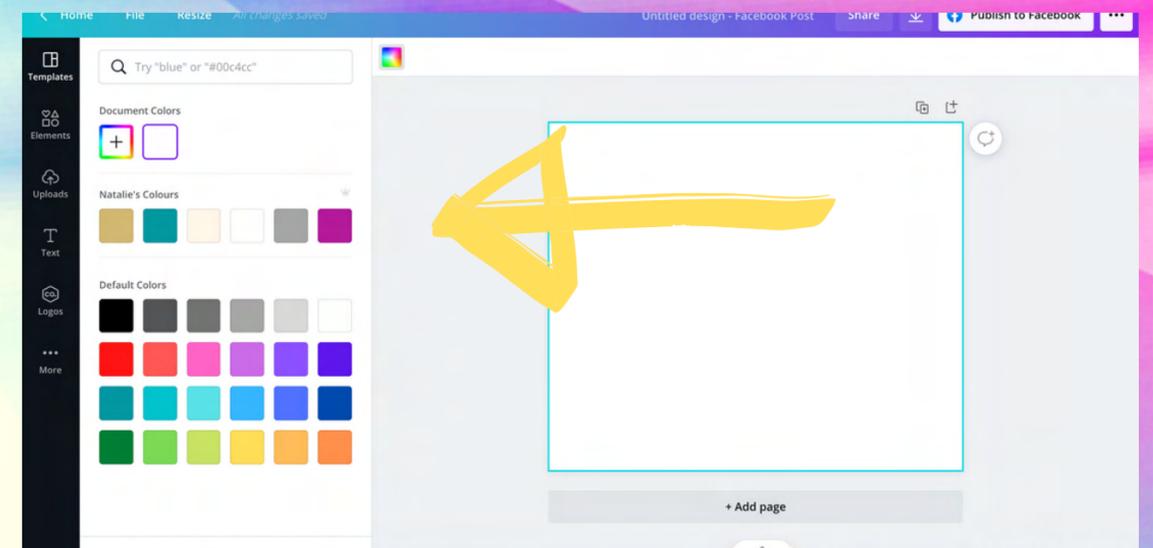
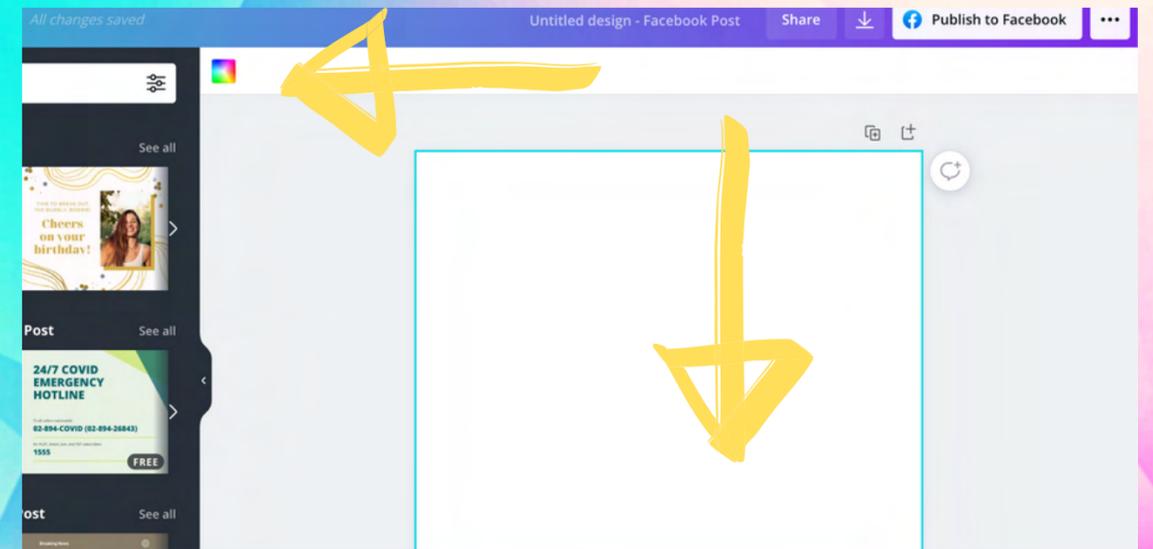
Click an app to use depending on the type of media you want to add:

- Bitmoji – custom Bitmoji avatars
- Dropbox – your saved media files
- Embeds – click for more media options
- Emoji – emojis
- Facebook – Facebook photos
- Giphy – GIF images
- Google Maps – interactive map
- Instagram – Instagram images
- Pexels – free stock photos
- Pixabay – free stock photos
- QR Code – custom QR code
- YouTube – YouTube videos

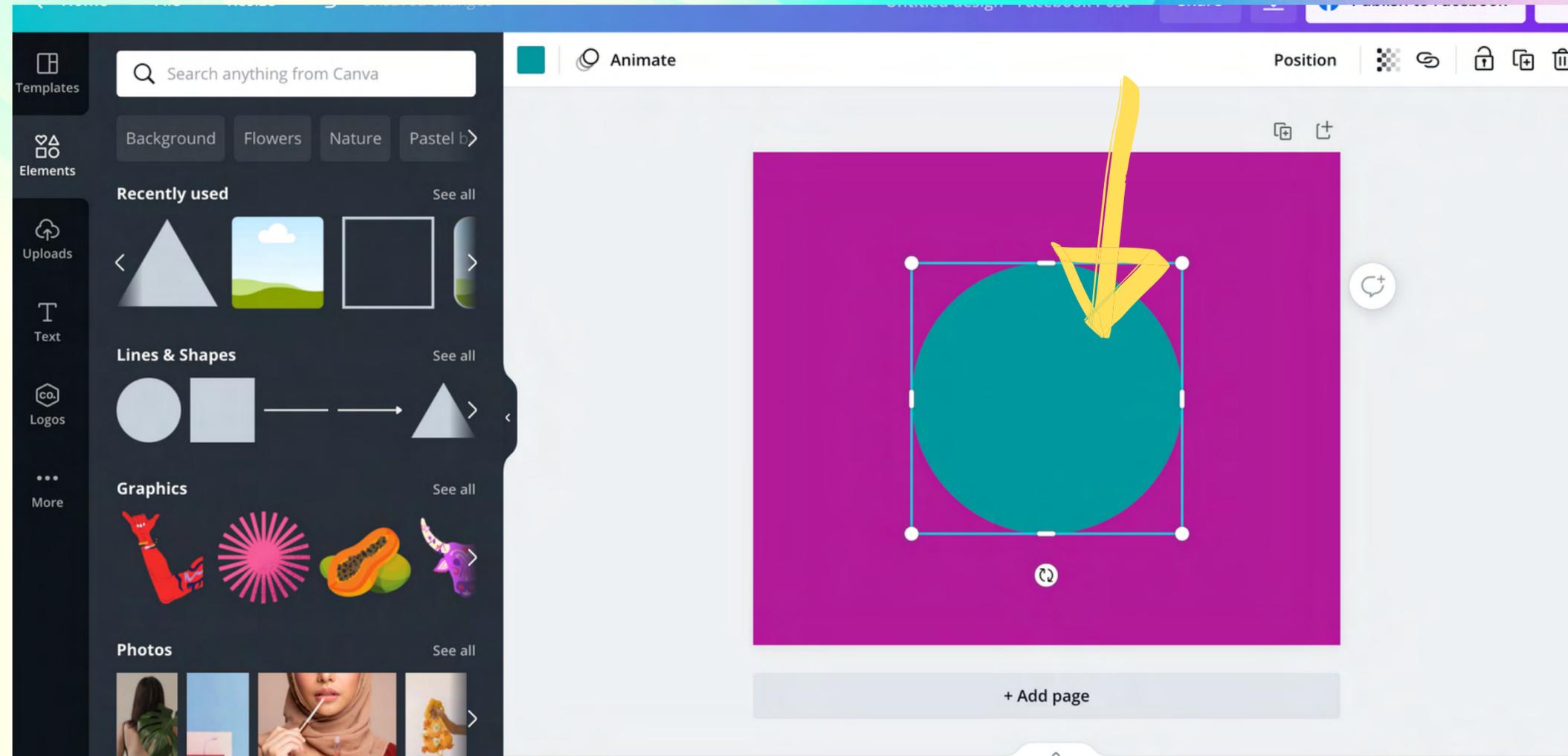


# Changing the background colour

- To begin editing something by clicking on it – blue box will appear around it
- Start with changing the background color to make the post look visually appealing.
- To change the background color, click once on the post you are designing. You will notice the background color and animation option have appeared on the bar above your design.
- Click on background color to get a list of options to choose from.
- The color palette will have colors related to the photos or elements in your design. Below are the default colors and an option to add another color palette.



# Add Shapes/Images/Lines etc.

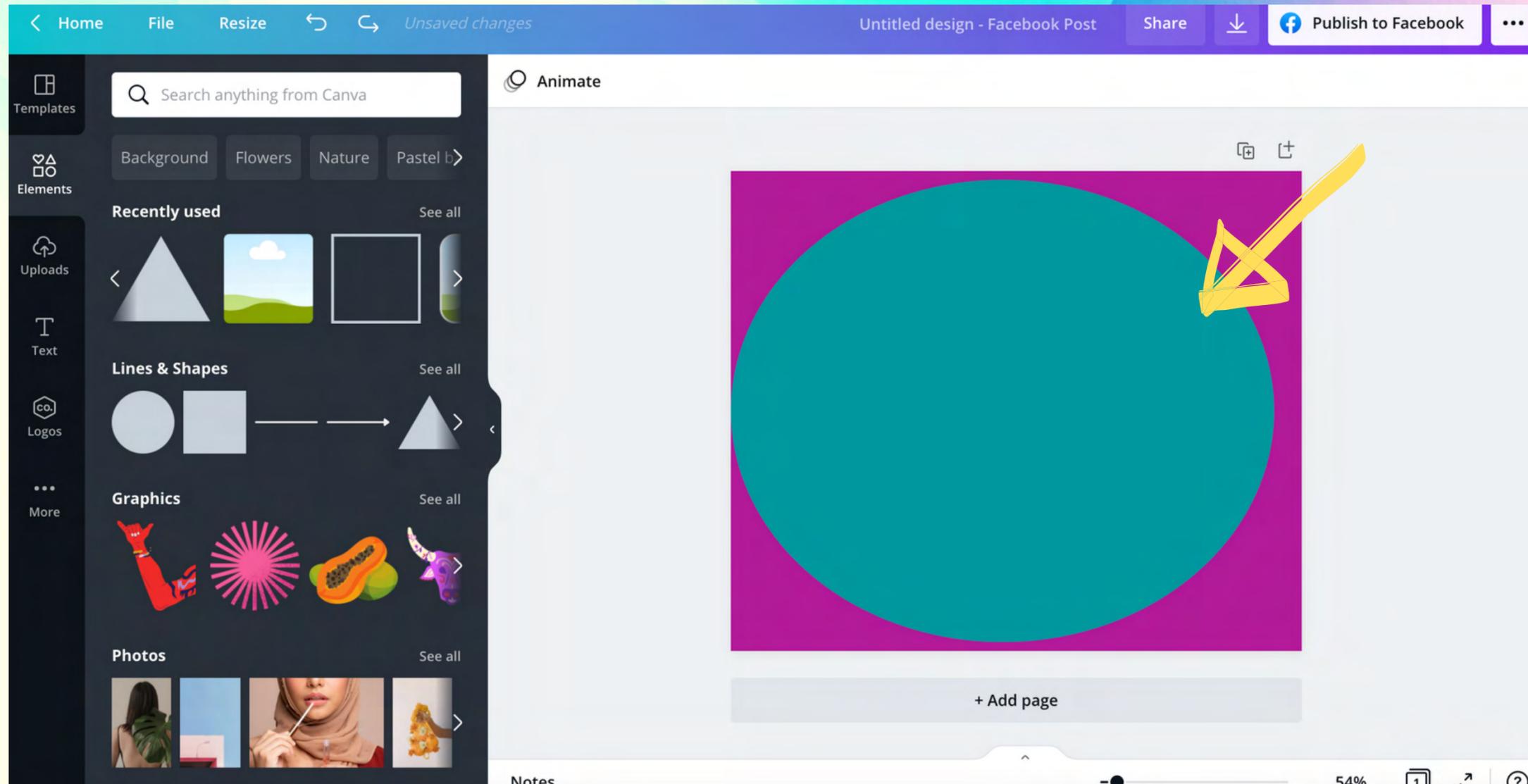


Click the Elements tab from the side panel.

Browse the shape and line groups by clicking See all next to each one.

Click on one to add it to your design.

# Changing the size of elements



Click to select the element you want to adjust.

Click Crop from the toolbar above the editor.

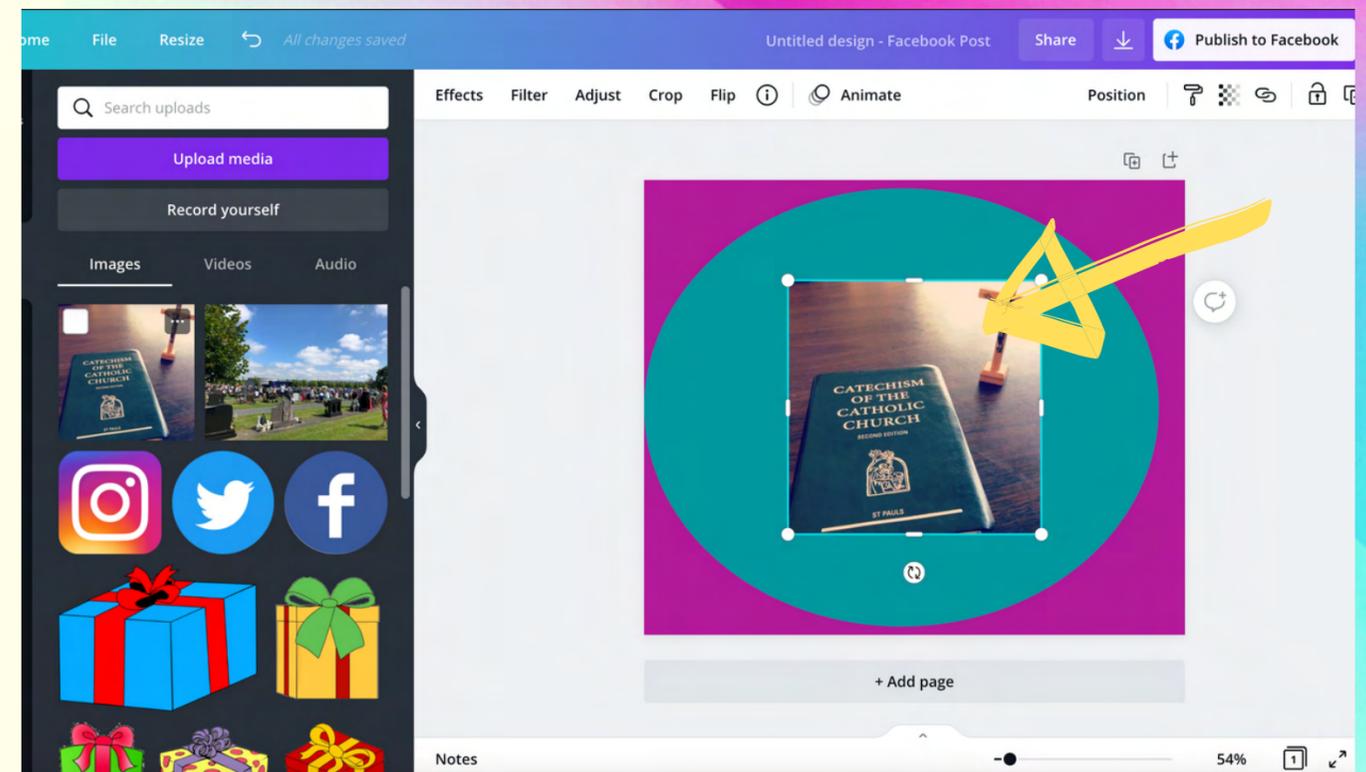
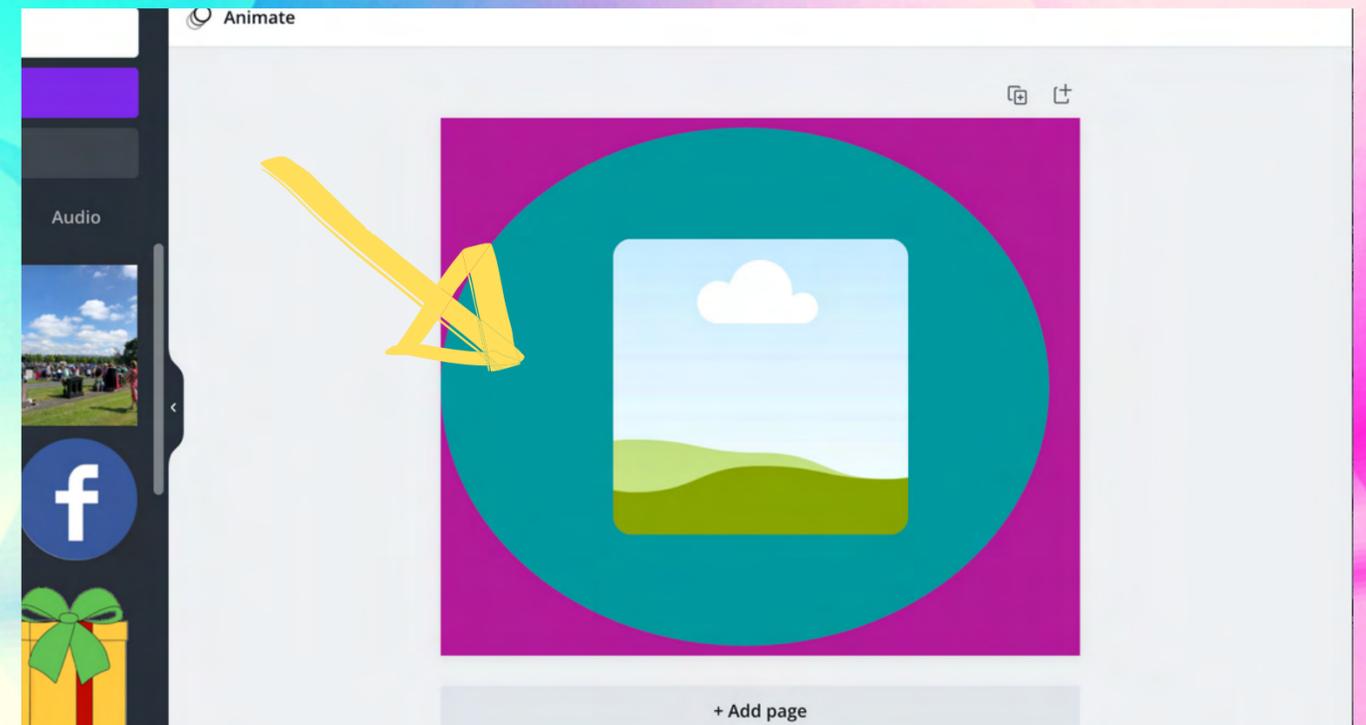
Hold any of the white circle handles on the corners, and drag in or out.

Click Done from the toolbar to apply the changes.

# Frames

To find frames in Canva, simply go to “elements” and then scroll down to “frames.” Or, you can utilize the search bar and type “frame” to see your options.

Next, find the photos you want to place in the frames—and don’t worry! If the photos you want to add aren’t the perfect size, you can double-click them while they are in the frame and then drag to adjust which specific part of the photo you want to display.



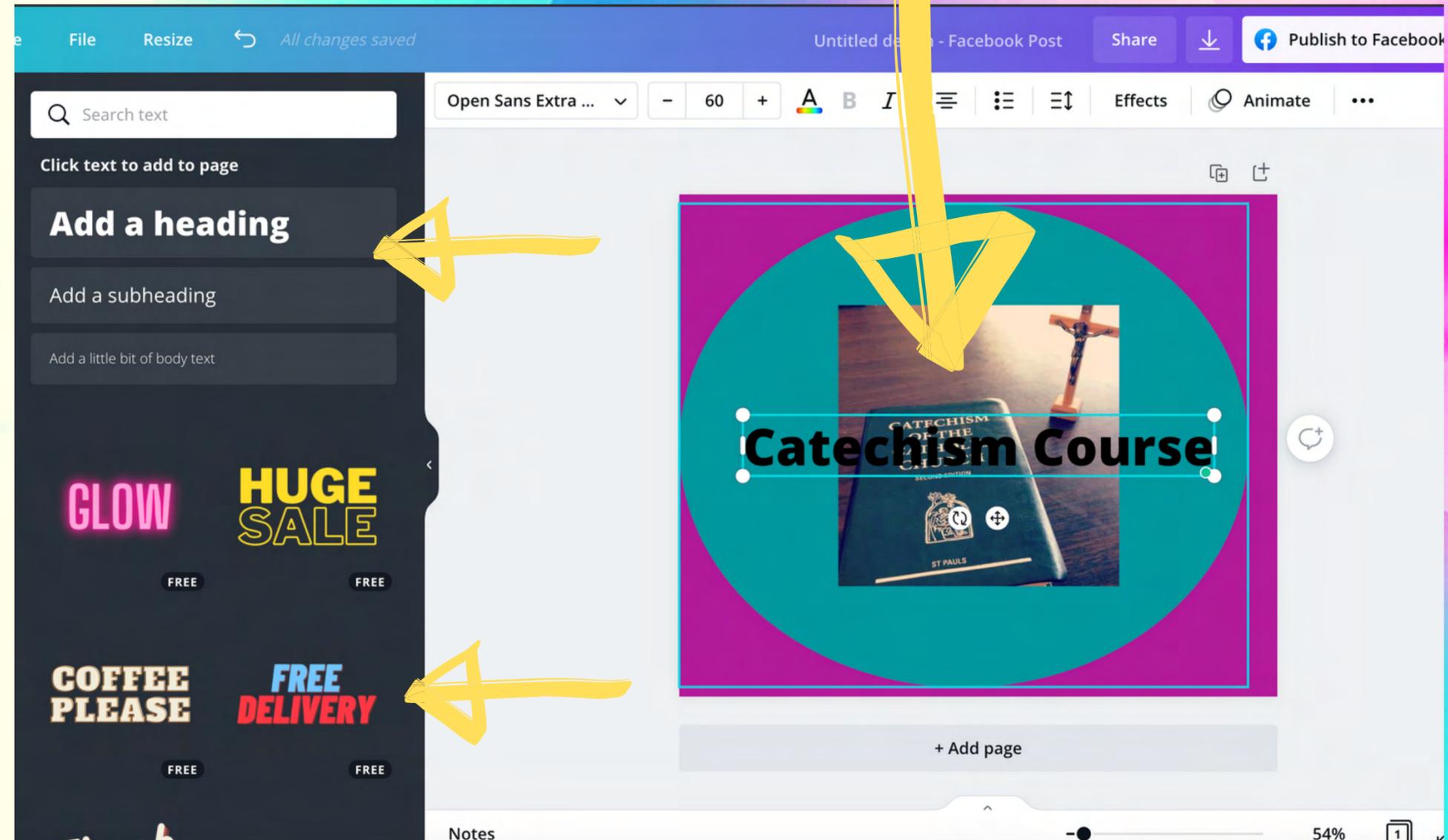
# Adding text to designs

There are two options to adding text. The first is to click the three default text options at the top.

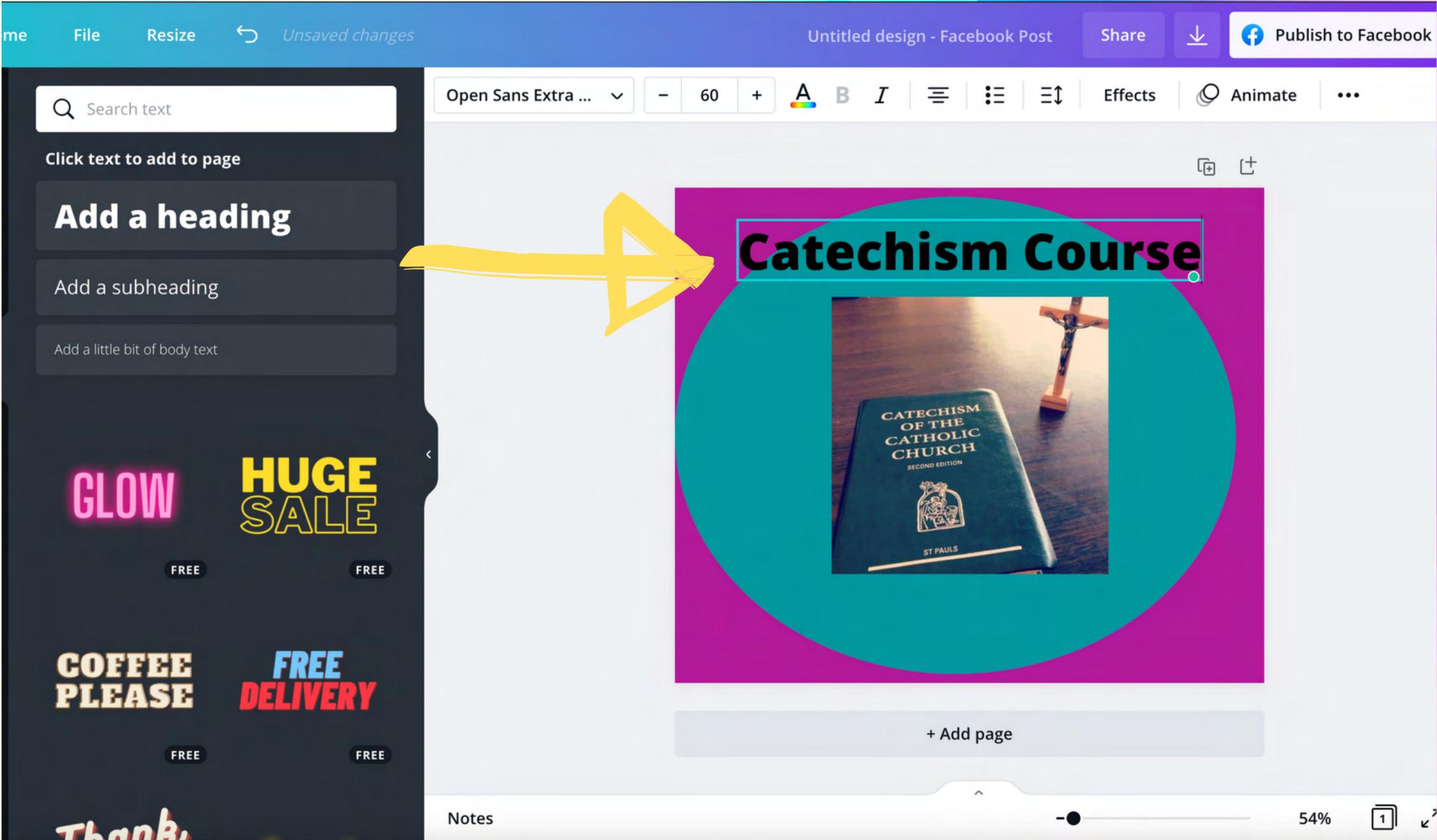
The second option is to choose one of the font styles which often have different texts grouped. You can ungroup them, position them, or delete them. You can also create a duplicate or add special effects like transparency.

The text will appear often in the middle of your design but and can then be resized/moved/alterd etc.

To add text simply click on it in the menu bar at the side or click and drag onto your design



Anything Can be moved to within the boundaries of the space you are working on

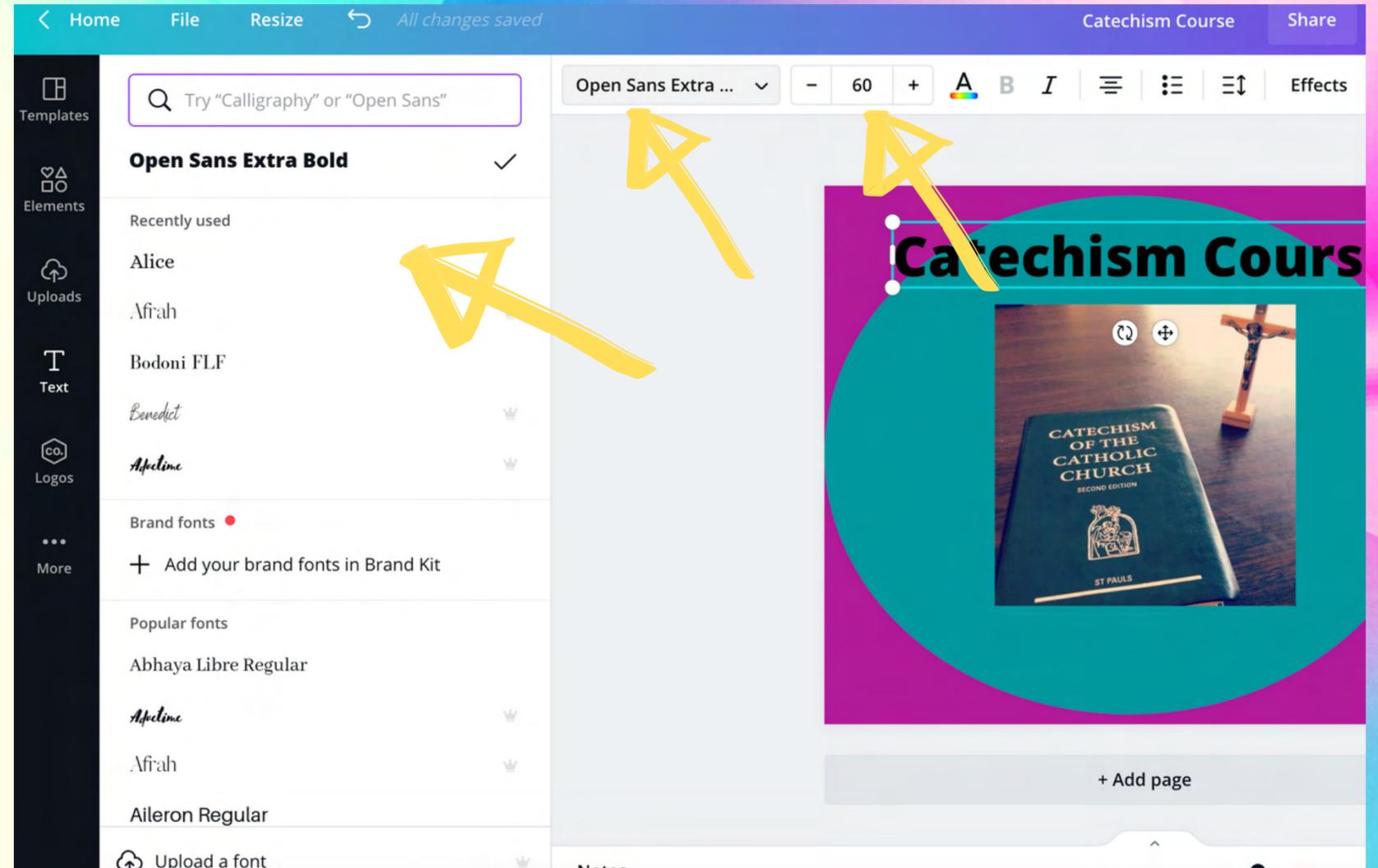


# Changing text on your design

Double click on the text you would like to edit to edit existing text boxes.

To change font size, first, select the text box or specific line of text that you would like to adjust. Then, notice that font size options appear at the top of the screen. Click the font dropdown menu in this white bar to choose the size.

To change the font, select the text box. Then at the top you will see a box labeled with the name of the font your are currently using and is the first drop down menu in this bar. This will open up your font menu on the left. From here you can scroll to find the font you want or search using the search bar.

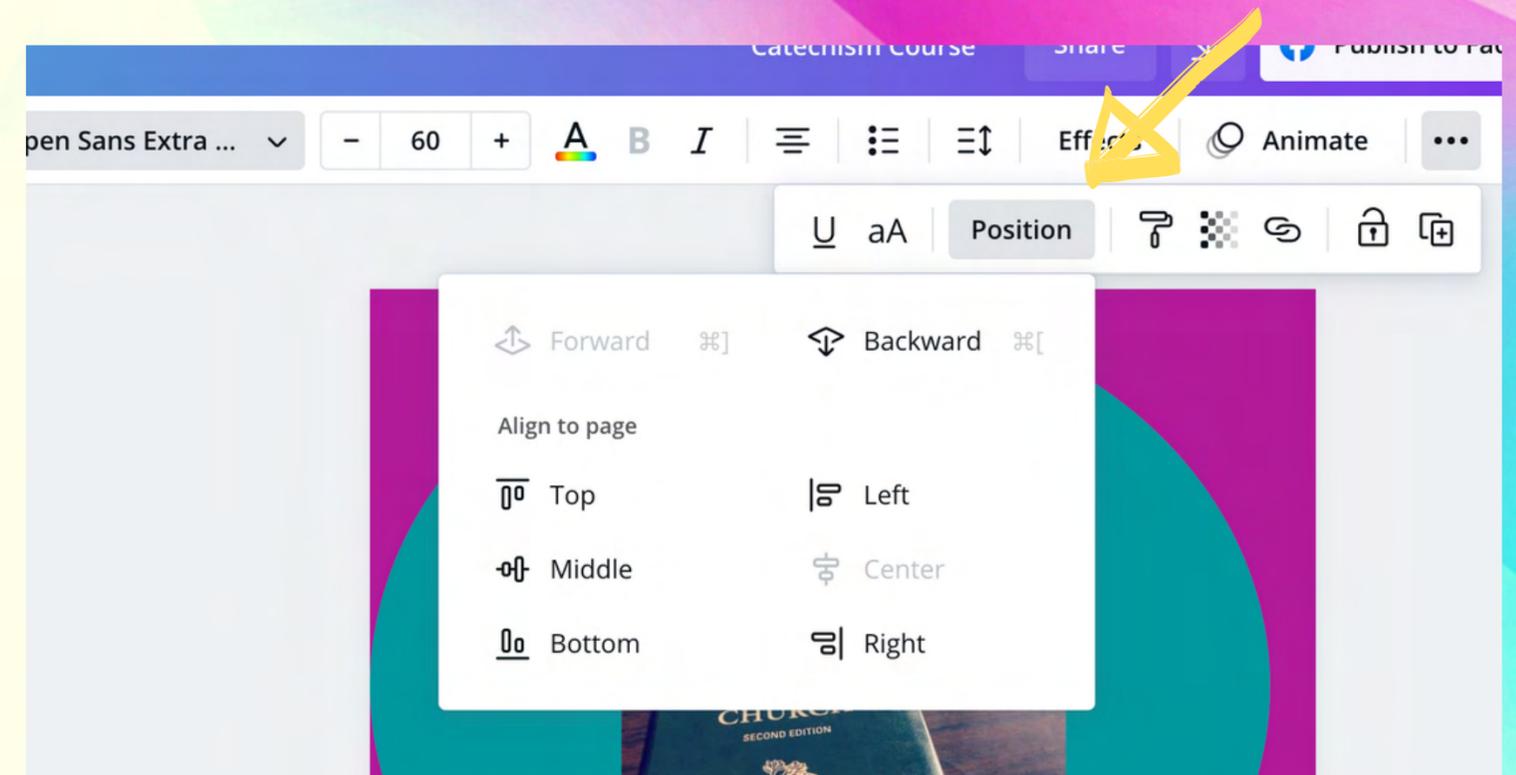


# Extra Tips and Tricks

The 3 dots at the end of the menu bar gives more options

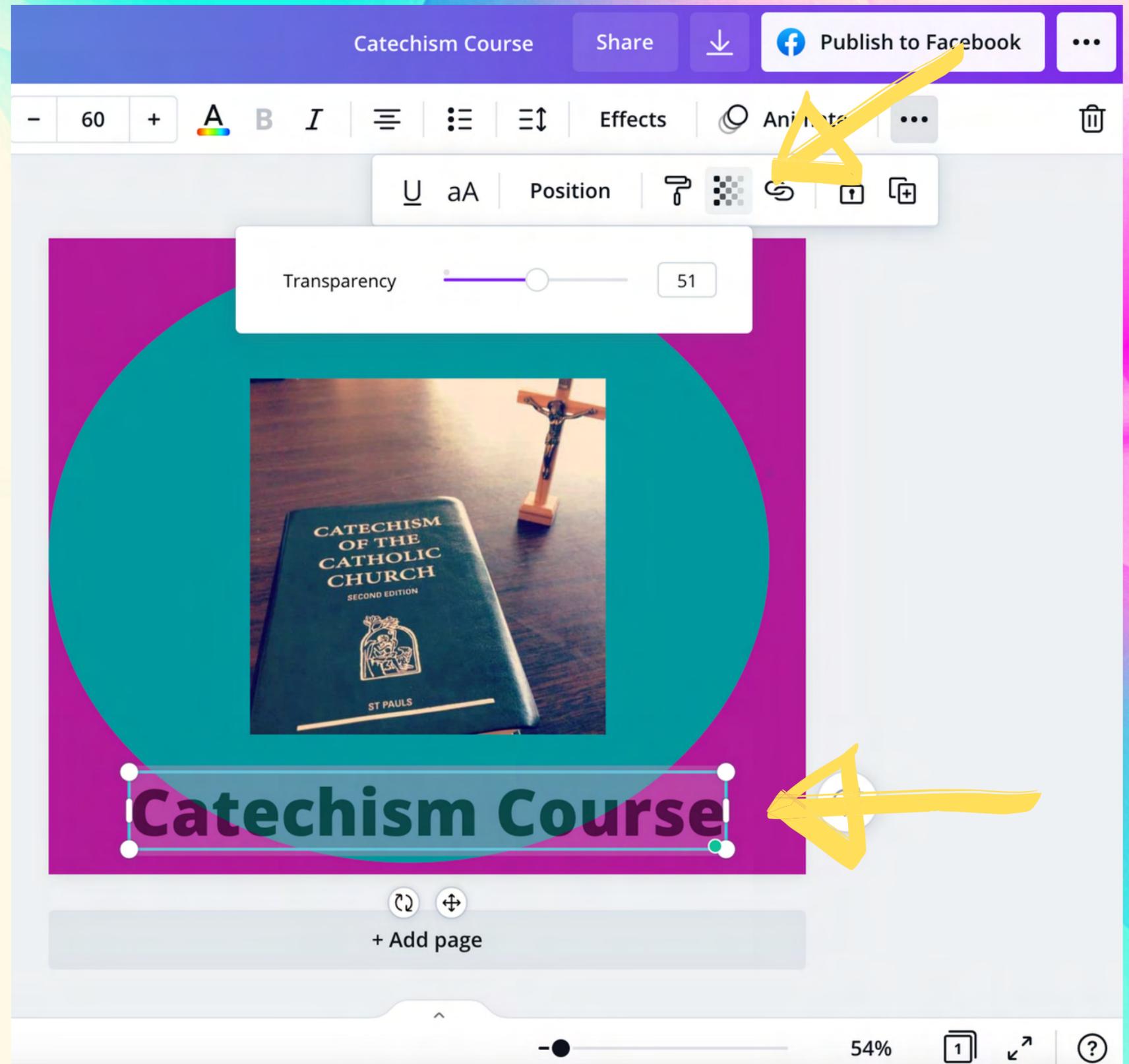


The position tool helps you to place each element - e.g. you might want to add another image but move it backwards so that the text sits over it



Key features are being able to fade something (useful for a background image) and the lock - which holds your design in place - so if you move one thing, everything won't move

Transparency can be used on text, images and all elements in the design



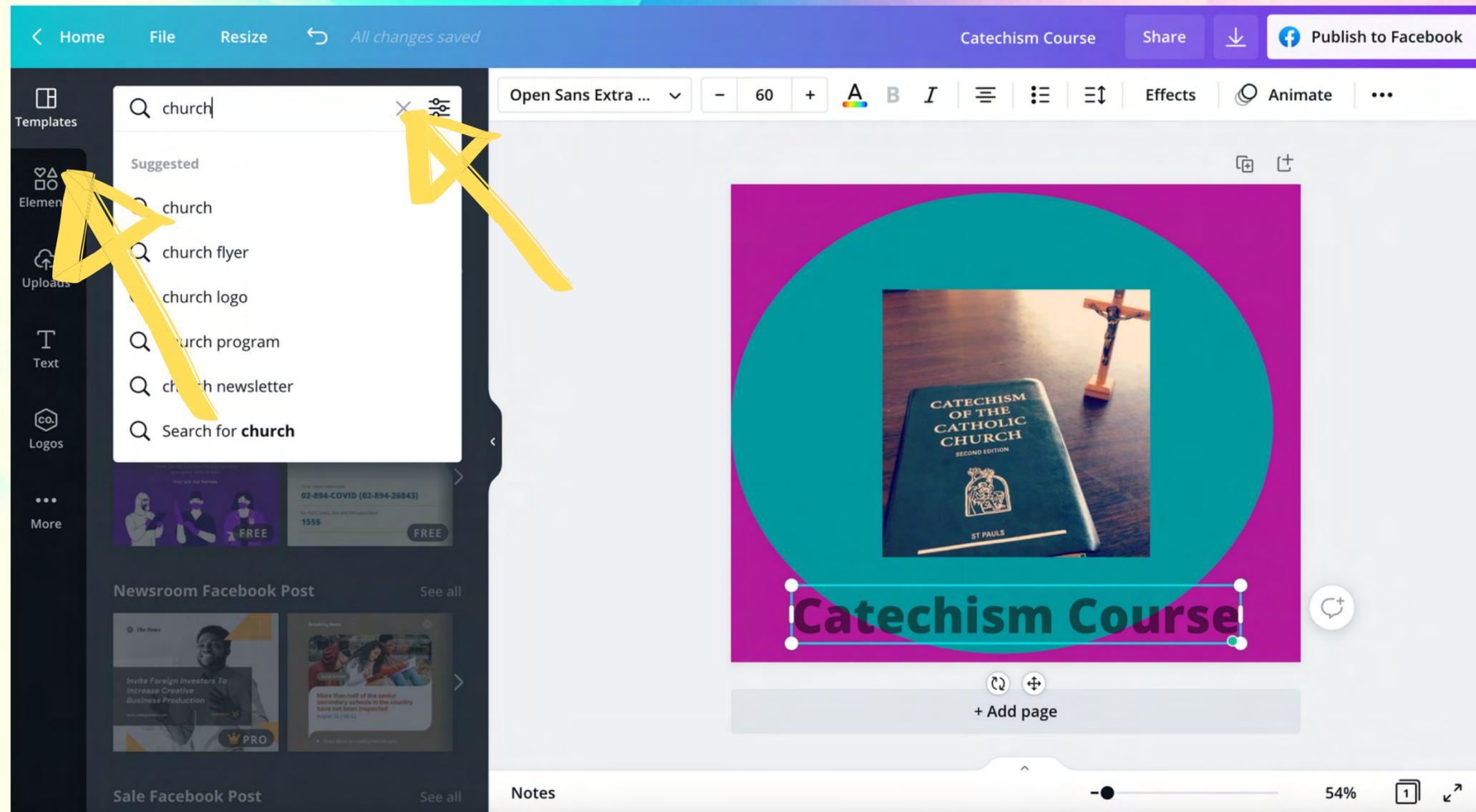
The Canva logo is centered in the image. It consists of a teal circle with the word "Canva" written in a white, cursive script font. The background is a dark blue gradient with faint, repeating patterns of the word "Canva" in a lighter blue color.

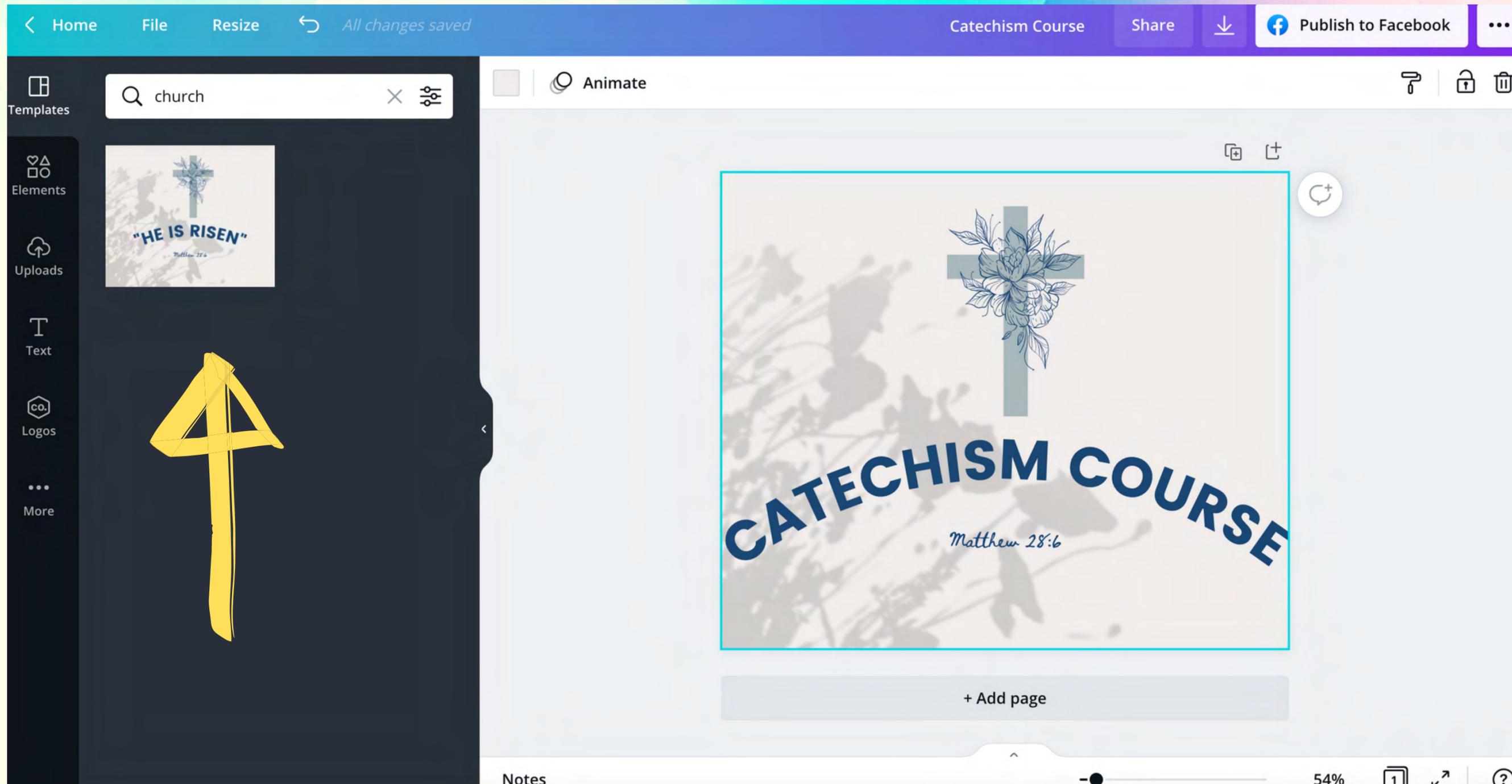
*Canva*

**Creating a Posts using a Template**

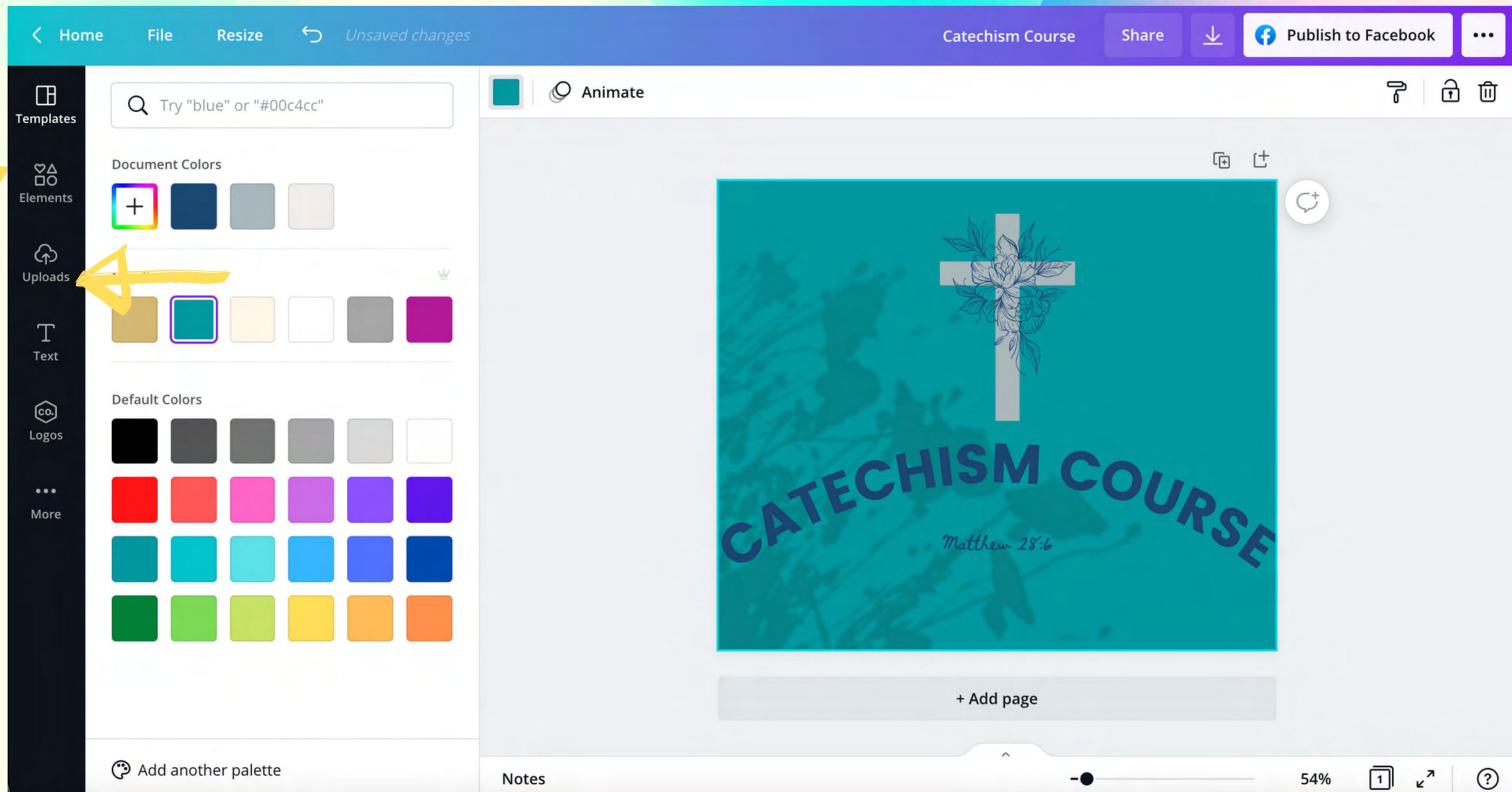
If you want to find a certain template click the template tab

Type in key words and then select the options that come up

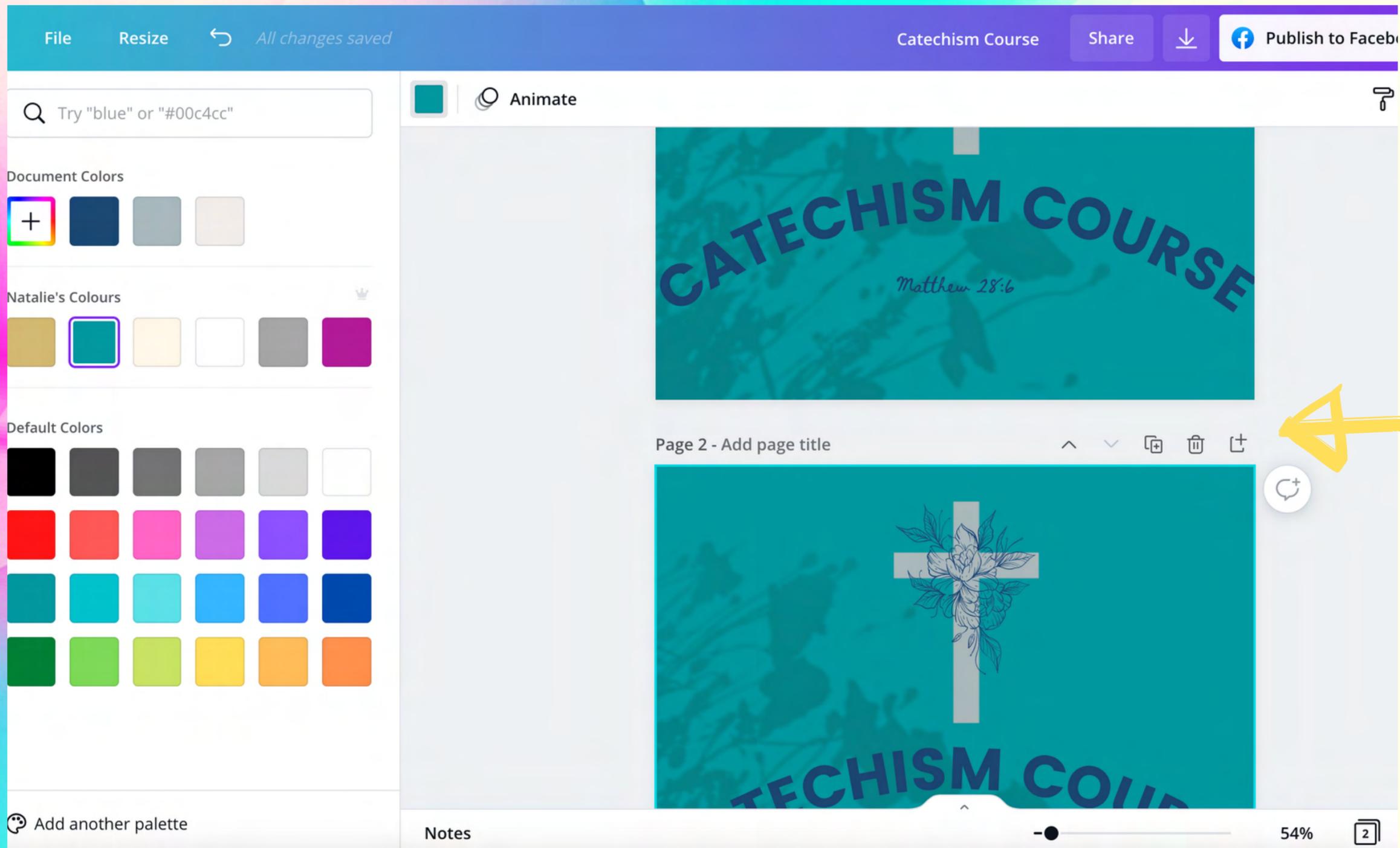




The options from your search will appear here & click on whatever you want to chose

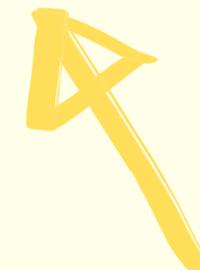


Begin editing the template as you would a blank page by using the elements, text and uploads tabs.



To add or delete a page, use these icons – you can add a new, blank page or make a copy of the current one

Other options are below for zooming in to do detail work, change pages and add notes



The Canva logo is centered in the upper half of the image. It consists of a bright teal circle with the word "Canva" written in a white, elegant script font. The circle has a subtle drop shadow, making it stand out against the background. The background is a solid blue color with a faint, repeating pattern of light blue, stylized cursive letters and decorative flourishes.

*Canva*

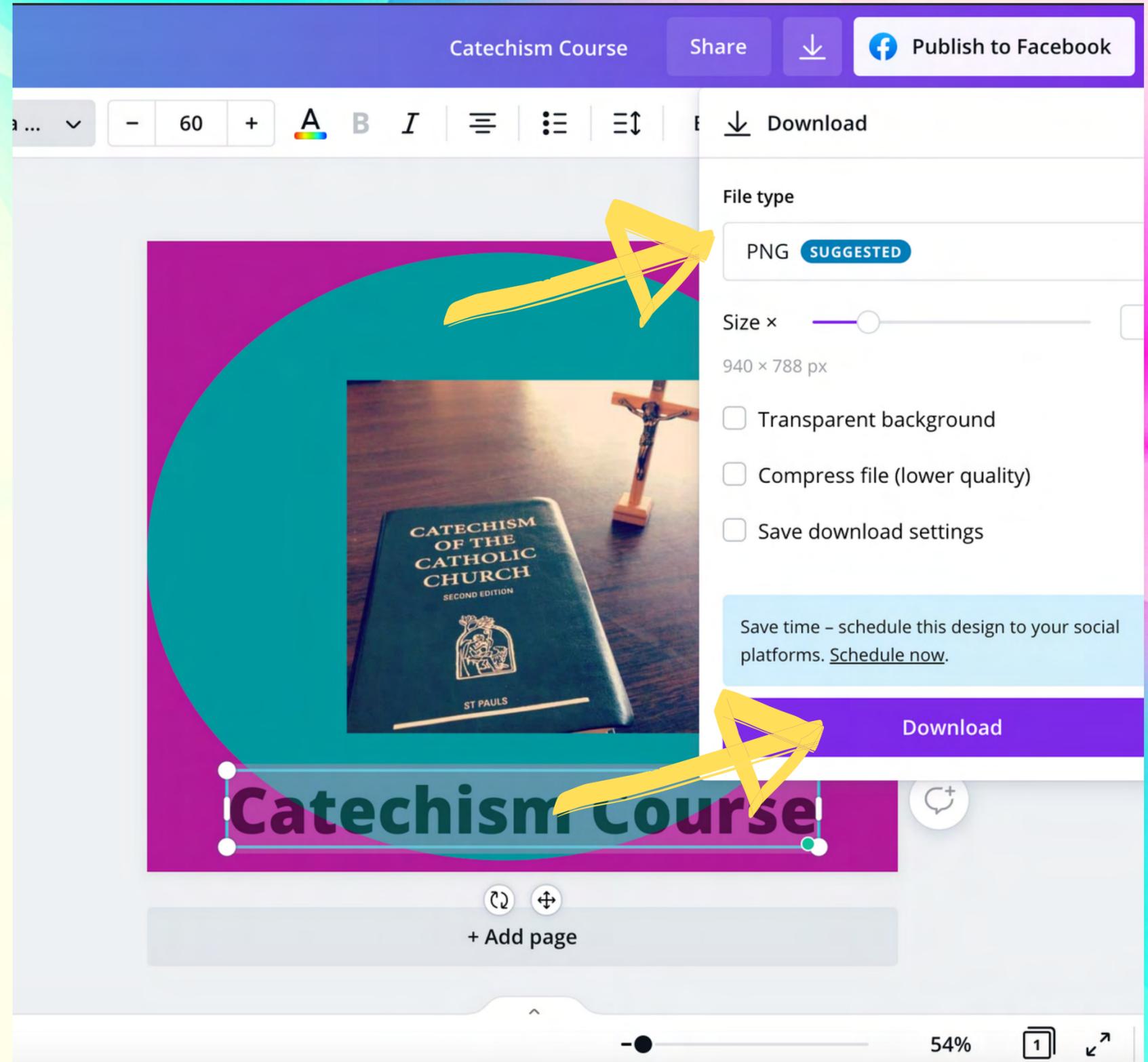
**Downloading your Content**

To save your design,  
click the Download Symbol 

Select the format you want it  
to download in:

photo - png/jpeg  
posters (online) - png/jpeg  
documents or posters  
(printing) - PDF

Click the Download Button

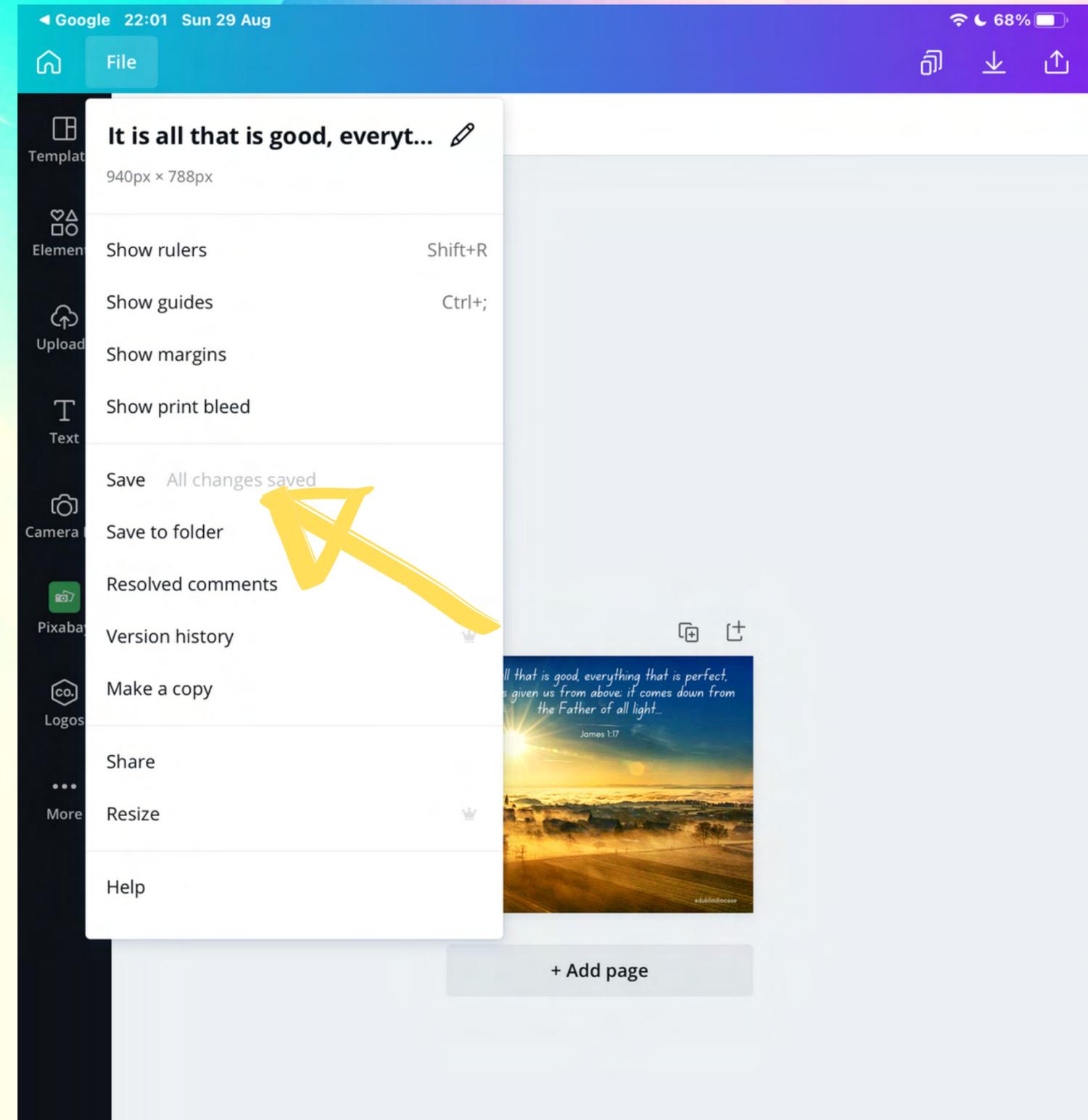


The screenshot shows a design tool interface for a 'Catechism Course'. The design features a teal and purple background with a central image of a green book titled 'CATECHISM OF THE CATHOLIC CHURCH SECOND EDITION ST PAULS' and a wooden crucifix. The text 'Catechism Course' is overlaid at the bottom. The interface includes a top navigation bar with 'Catechism Course', 'Share', and 'Publish to Facebook' buttons. A 'Download' menu is open, showing options for 'File type' (PNG SUGGESTED), 'Size x' (940 x 788 px), and checkboxes for 'Transparent background', 'Compress file (lower quality)', and 'Save download settings'. A 'Download' button is visible at the bottom of the menu. The bottom of the screen shows a '+ Add page' button and a zoom level of 54%.

# One last very important thing to know!

Canva saves your work as you go along.

This means that if you want to create templates that can be reused you **MUST SAVE A COPY**. You can do this by clicking on File in the top left and selecting save a copy. Every time you start a new design from this template you will need to **MAKE A COPY BEFORE** you make any changes or Canva will just save all the new info and you will have lost your template.



The Canva logo is centered in the image. It consists of a teal circle with a dark blue shadow underneath, containing the word "Canva" in a white, cursive script font. The background is a solid blue color with faint, repeating white decorative patterns of swirls and loops.

*Canva*

**Support Videos**



# 'How To' Videos:

## **10 Minute Videos:**

<https://www.youtube.com/watch?v=zJSgUx5K6V0>

<https://www.youtube.com/watch?v=WL-WbHwsbs8>

## Extensive Tutorial:

<https://www.youtube.com/watch?v=un50Bs4BvZ8>

The Canva logo is centered in the upper half of the image. It consists of a teal circle with a dark blue shadow underneath, containing the word "Canva" in a white, cursive script font. The background is a solid blue color with faint, repeating patterns of the word "Canva" in a lighter shade of blue.

*Canva*

**Getting Ready for Session 2**

# SESSION 2

**For the next session, we would like you to:**

- 1. Read over the Notes**
- 2. Set up your Canva Account**
- 3. Rough Outline of an idea for your Parish**



**Any Questions?**

A row of ten light-colored wooden blocks, each with a single lowercase letter in black font, spelling out the words 'thank you'. The blocks are arranged on a dark wooden surface. The background is a soft, out-of-focus bokeh of warm, golden-yellow lights, creating a warm and grateful atmosphere.

thank you

[natalie.doherty@dublindiocese.ie](mailto:natalie.doherty@dublindiocese.ie)

[kirsten.mahon@dublindiocese.ie](mailto:kirsten.mahon@dublindiocese.ie)