

Canva For Neighborhood Associations

www.canva.com



WHAT IS CANVA?

Canva is a free graphic design website that can be used on your phone, tablet, or desktop computer. It allows you to quickly create polished-looking graphics for use in print or online, even if you have no design experience.

Canva for Neighborhood Associations

The free version of Canva has many great templates for social media posts, flyers, and other templates that can benefit your outreach efforts. Because of this, we highly encourage you to create your own Canva account. You can share your design with the Neighborhood Initiatives and Environmental Services (NIES) staff and they can process a request for a flyer to be printed. We kindly request that the file is shared with us at least two weeks in advance.

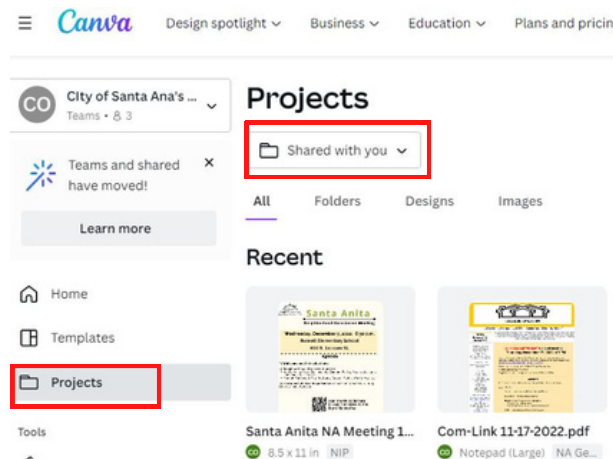
LEARN MORE

For a more in depth How-To or for additional information on using Canva as an outreach tool for your Neighborhood please visit: [Canva.com/learn](https://www.canva.com/learn)

STEPS ON HOW TO USE CANVA

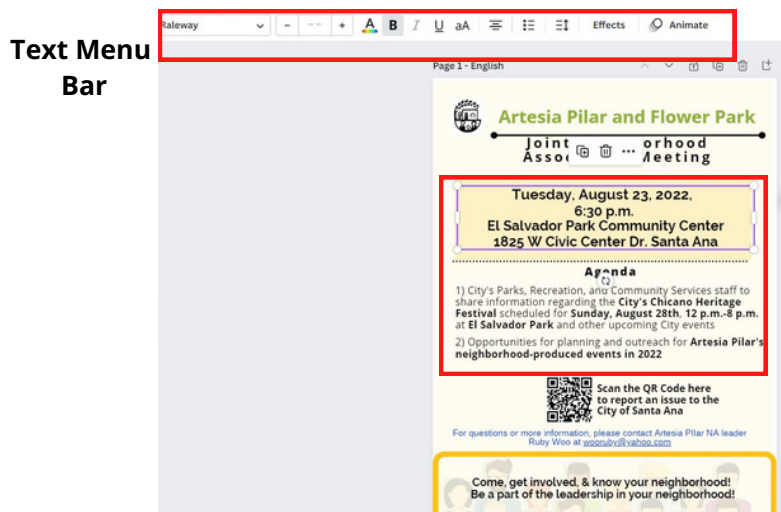
1. Login

Login to your account and click on Projects. Then select Shared with You. NIES staff will share a template with you to get started.



2. Edit Template

Open the template and click edit. Click on the text of the template to begin editing. A menu will appear above the design, you can change the font color, size, font style, etc. Edit the date, time, location, and agenda of your meeting.



Edit the date, time, location, and agenda

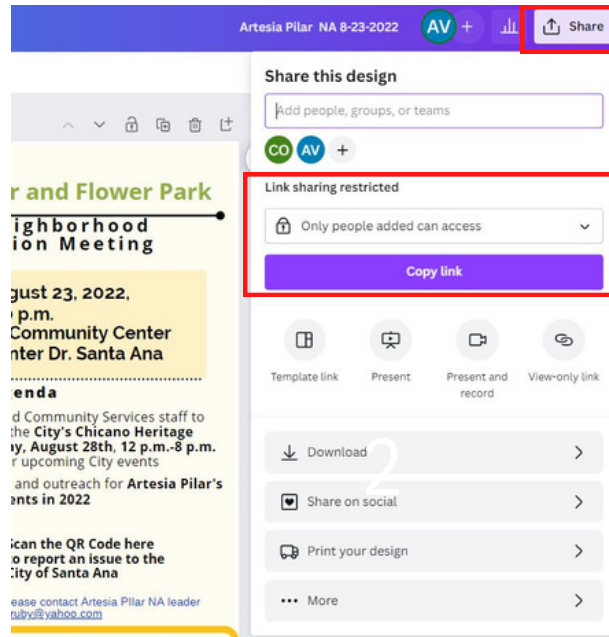
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3. Share Flyer with NIES for Copies

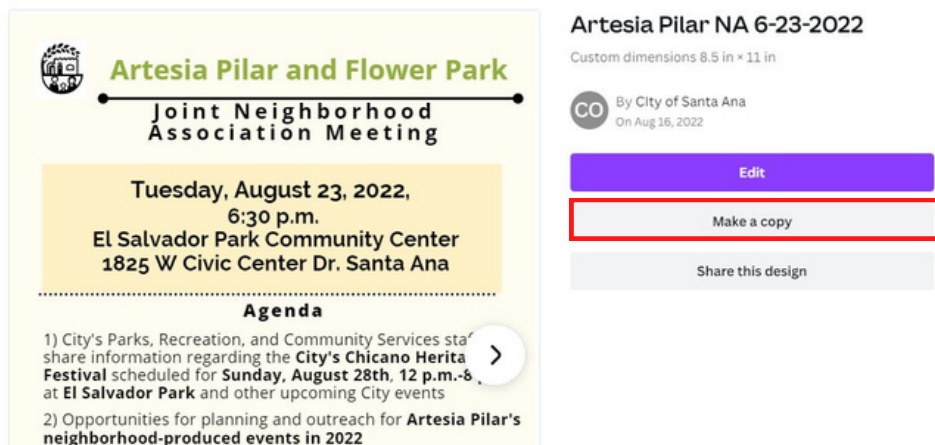
Once you are done editing your flyer. Click on Share and select Copy Link. Have Link Sharing be Anyone with the Link can edit. Share with NIES staff to translate to Spanish and/or make copies. You can also download the flyer and share on social media.



Note:
Download as
a PDF for best
format.

4. Reuse the Template for Future Meetings

For future meetings, reuse the flyer and edit. Click on the flyer and select Make a Copy. Rename the template with Neighborhood Name and meeting date.



If you have any questions email the Neighborhood Initiatives and Environmental Services Office:
nies@santa-ana.org or call at (714) 667-2260.