

Canva Template How-To

1. Uploading Photos to Canva

To add your church photos to the leaflet:

- Click **'Uploads'** on the left-hand menu.
- Click **'Upload files'** and select the photos you want to use.
- Once uploaded, the images will appear in your library.
- Drag and drop your chosen photo onto the leaflet where you'd like it to go.

Each leaflet has placeholder areas (with hills and blue sky images) for photos. Drag your photo into one of these areas—it will automatically fit. To adjust it, double-click the image to resize or reposition.

2. Editing Text

To update text with your church or parish information:

- Simply **double-click on the text box** and begin typing.

To Change the Font Size:

- Click once on the text box you want to edit.
- Use the font size option in the top toolbar to increase or decrease the size.

3. Saving Your Leaflets

When you're ready to save:

For Printing

- Click **'Share'** in the top right corner.
- Select **'Download'**, then choose **'PDF Print'** as the file type.
- Choose the pages you want to save, then click **'Download'** again.

The PDF file will be saved to your device.

For Social Media use

- Click **'Share'** in the top right corner.
- Select **'Download'**, then choose **'JPG'** as the file type.
- Choose the pages you want to save, then click **'Download'** again.

The JPG file will be saved to your device.

If you require any further assistance, please email comms@manchester.anglican.org