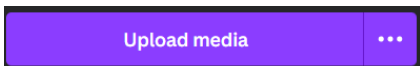# How to Use Canva Flyer Templates

What is Canva?

Canva is an online design and publishing tool. You can create a free account or, if you work for a school district, you can sign up for a free educator's account. If you don't work for a school district (ex: CBO), you can also pay for an account to unlock additional features. LAN's template is designed for all levels of Canva accounts, including the free one!

In addition to this template, Canva offers hundreds of other templates you can use. This is just a basic one to get you started!

Flyer for Multiple Classes/Program

1) Sign in to / create your Canva account
2) Access the LAN templates via this link: click here
3) Enter the type of classes at the top (ex: English Classes, Job Training Classes, Adult Education Classes, etc)
   a. *Recommendation:* specify that the classes are free
4) Add the class names, times/dates, and if they are online or in-person
   a. see "Style Notes" on the next page for formatting recommendations
   b. If you are advertising more than 4 to 6 classes, consider putting more simplified information
5) Add specifically how people can register
6) Add your program's logo
   a. Click on the stock photo in the bottom right of the flyer and delete it
   b. To upload images, click 'Uploads' on the far left of the screen, then select 'Upload Media' and add your logo (or other images)
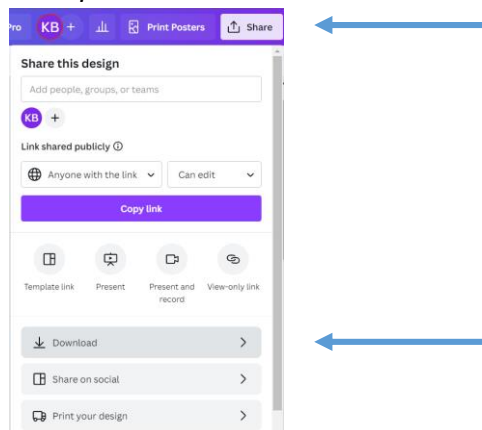   *Example:*

      If you do not have a program logo, insert an icon from the stock options

   c. Note: the graphic will appear in the middle of your page. Drag it to the correct location or use the arrow keys to move it
7) Add the name of your program/consortium and contact information
   a. *It is recommended you put a website URL & phone number*
   b. *If your website URLs are long, consider including a QR code. You can create one in Canva by clicking "More" at the bottom of the left-hand tool bar & choosing QR code from "Choose something new"*

8) To save and download the image, click 'share' in the upper right hand corner
   a. Choose 'Download'
      i. Save flyer as a PDF if you plan to print it
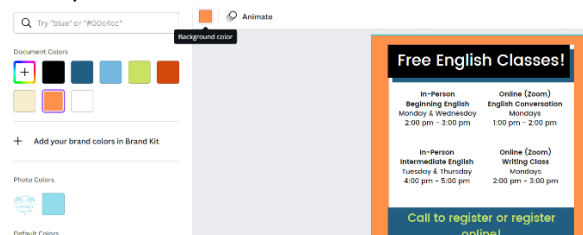   ii. Save flyer as a PNG if you plan to put it on social media
         Example:

Style Notes:
- Change the fonts and customize the top message
- Change the colors on the flyer to match your logo or add personalization!
  o To change colors in Canva:
    1) Click on the item you would like to change
    2) At the top of the screen click on the colored square and choose the color you prefer
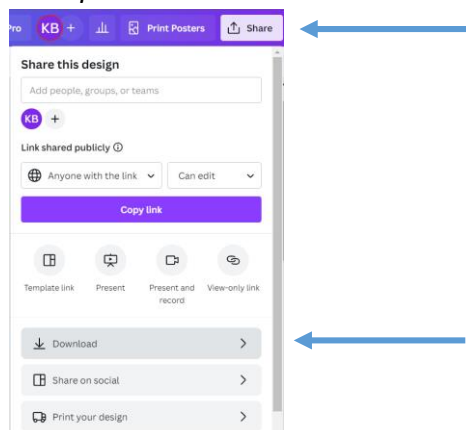   *Example:*

- Edit the font sizes and use the bold/italic features to differentiate the class titles from their times

Copy and paste the stock language phrases to make your outreach multi-lingual!

Flyer for Single Class

1) Sign in to / create your Canva account
2) Access the LAN templates via this link: click here
    a. Scroll down to see the Single Class template
3) Enter the class name at the top (ex: Beginning English, Citizenship, Nursing Assistant Class, etc)
    a. *Recommendation:* specify that the classes are free
4) Insert a picture of the class or a graphic representing the class topic
    a. Delete the stock image
    b. See instructions on 'Flyer for Multiple Classes/Program' for how to upload & insert images
5) Add the class names, times/dates, and if they are online or in-person
    a. see "Style Notes" at the bottom of this page for formatting recommendations
6) Add specifically how people can register
7) Add your program's logo
    a. Delete the stock image
    b. See instructions on 'Flyer for Multiple Classes/Program' for how to upload & insert images
    c. *If you do not have a program logo, insert an icon from the stock options*
8) Add the name of your program/consortium and contact information
    a. *It is recommended you put a website URL & phone number*
9) To save and download the image, click 'share' in the upper right hand corner
    a. Choose 'Download'
        i. Save flyer as a PDF if you plan to print it
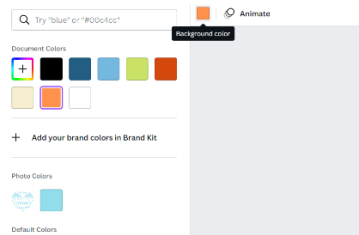   ii. Save flyer as a PNG if you plan to put it on social media
    Example:

Style Notes:

- Change the fonts and customize the top message
- Change the colors on the flyer to match your logo or add personalization!
  - To change colors in Canva:
    1) Click on the item you would like to change
    2) At the top of the screen click on the colored square and choose the color you prefer

    Example:

- Edit the font sizes and use the bold/italic features to differentiate text
- Add additional graphics for visual interest

Copy and paste the stock language phrases to make your outreach multi-lingual!