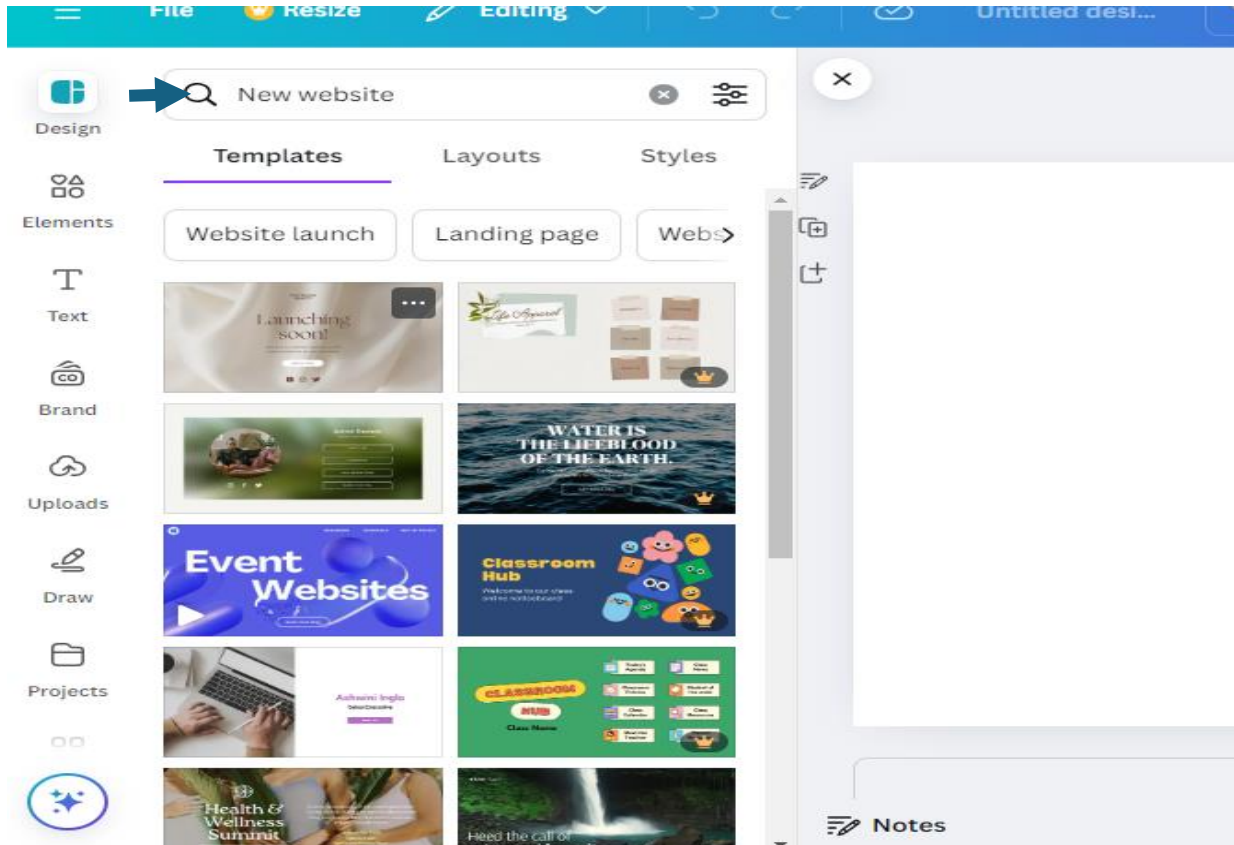


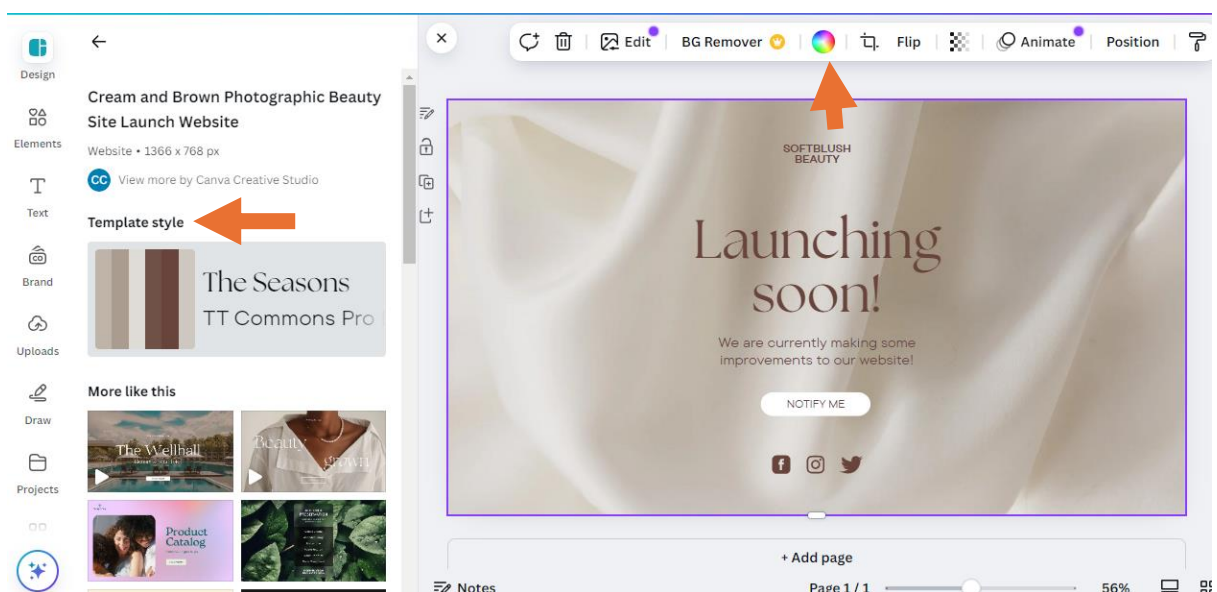
1. Create a new design in Canva for your College Website.

Start with website templates

On the Canva homepage, search for 'website'. Find your relevant template and click on it and it will open in a new tab



go to the styles tab to change the appearance of the site



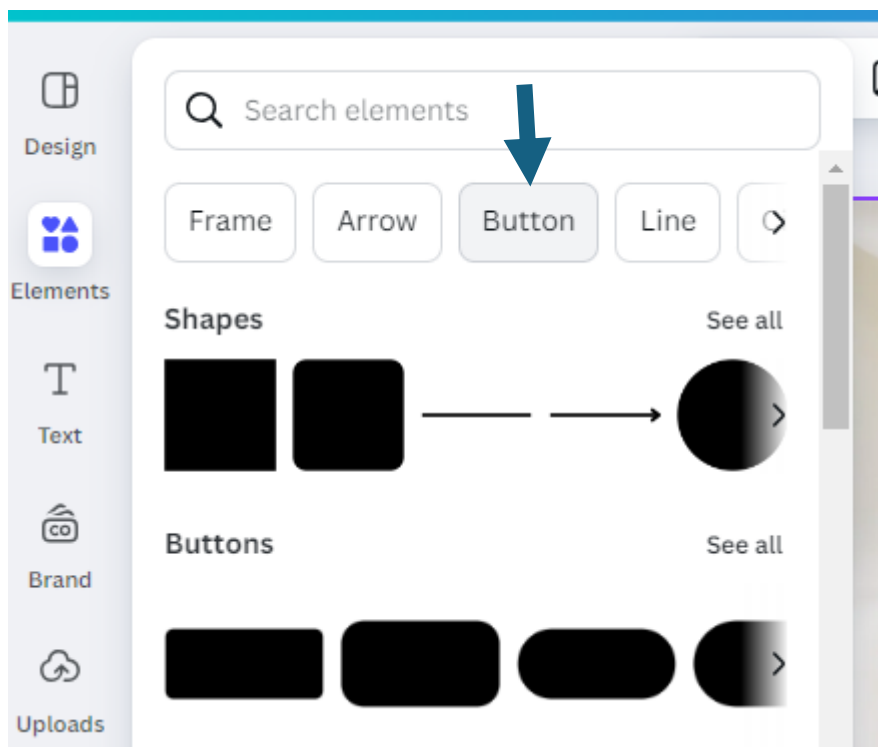
Upload images and text

to upload require images go to upload option present in the left hand sidebar of the dashboard.

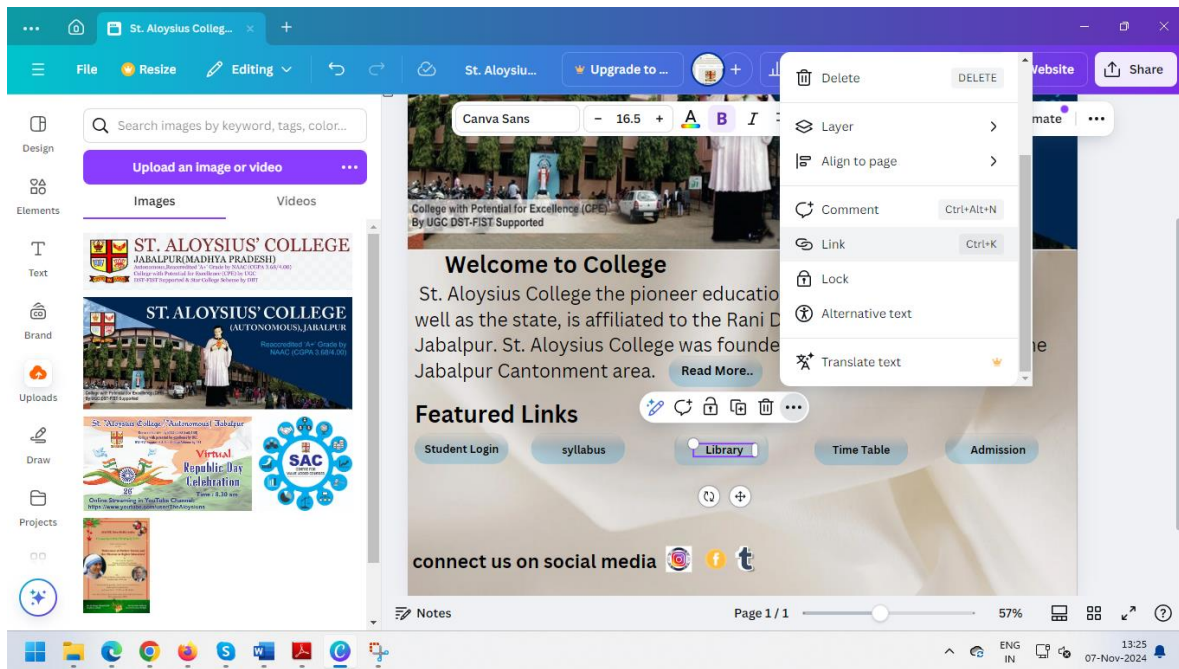
To add text click on text option and select the type of text from given options(i.e. heading , subheading , normal text)

Adding hyperlinks and buttons to website

to create a simple button we can add a rectangle and text into the middle, or search the elements tab for a specific button, for example 'Sign up'.



To create a hyperlink, highlight the words or click on the element you want to hyperlink from, in this instance a button. Then click the chain icon in the top right corner of the screen. Then you can add an external URL or link it to another page on your website.



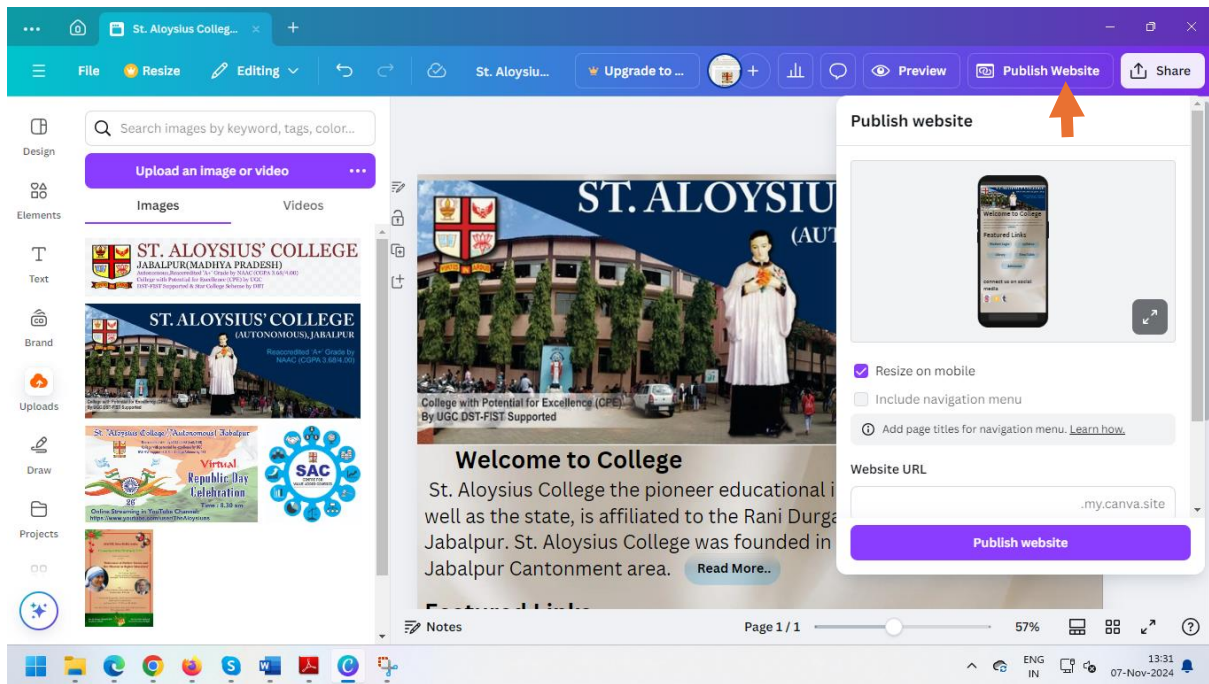
Testing your website design on different devices

If you want to check how your website design will look on different devices, go to the top right 'Preview' button. Click on this to see how it's looking and test out any links you've added.



Publishing your website

In the top right corner, you'll see a 'publish website' button. You can look for suggestions using Canva's Domain Name Search (opens in a new tab or window) tool and choose either a free domain or use an existing domain.



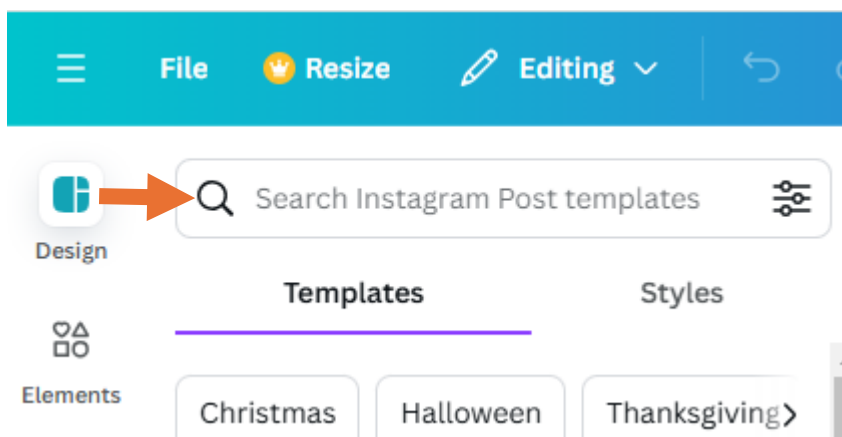
2. Design graphics for social media platforms such as Instagram and Facebook

Open Canva

Launch Canva and search for “Instagram Post” to get started.

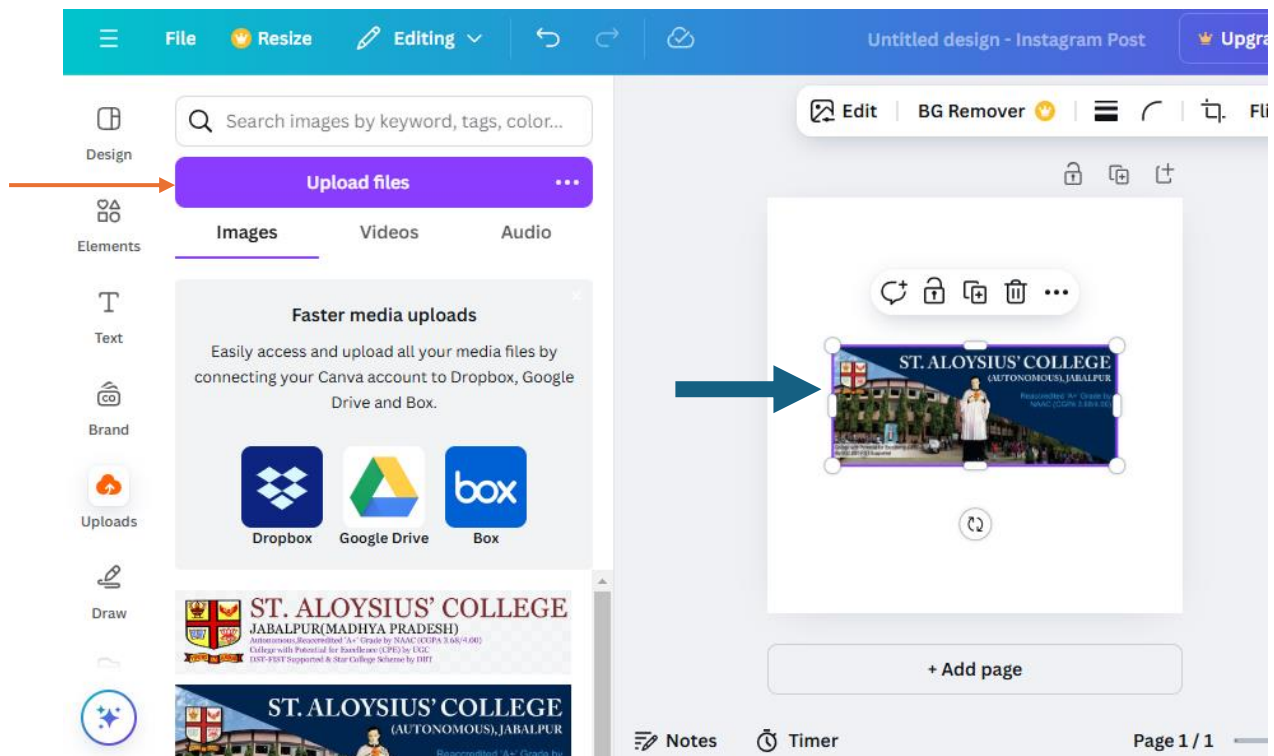
Select an Instagram post template

Browse our collection of ready-made post templates professionally designed for Instagram. Each layout fits Instagram post dimensions perfectly. Filter your search by color, theme, or style.



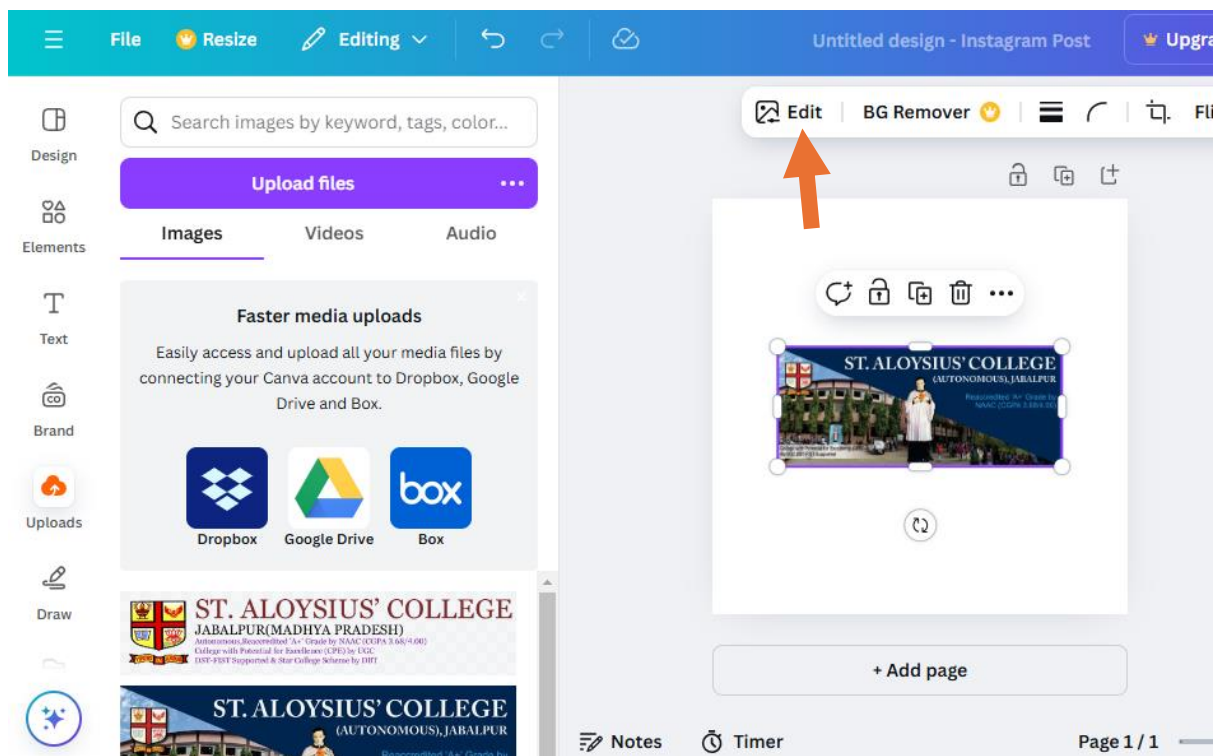
Personalize your design

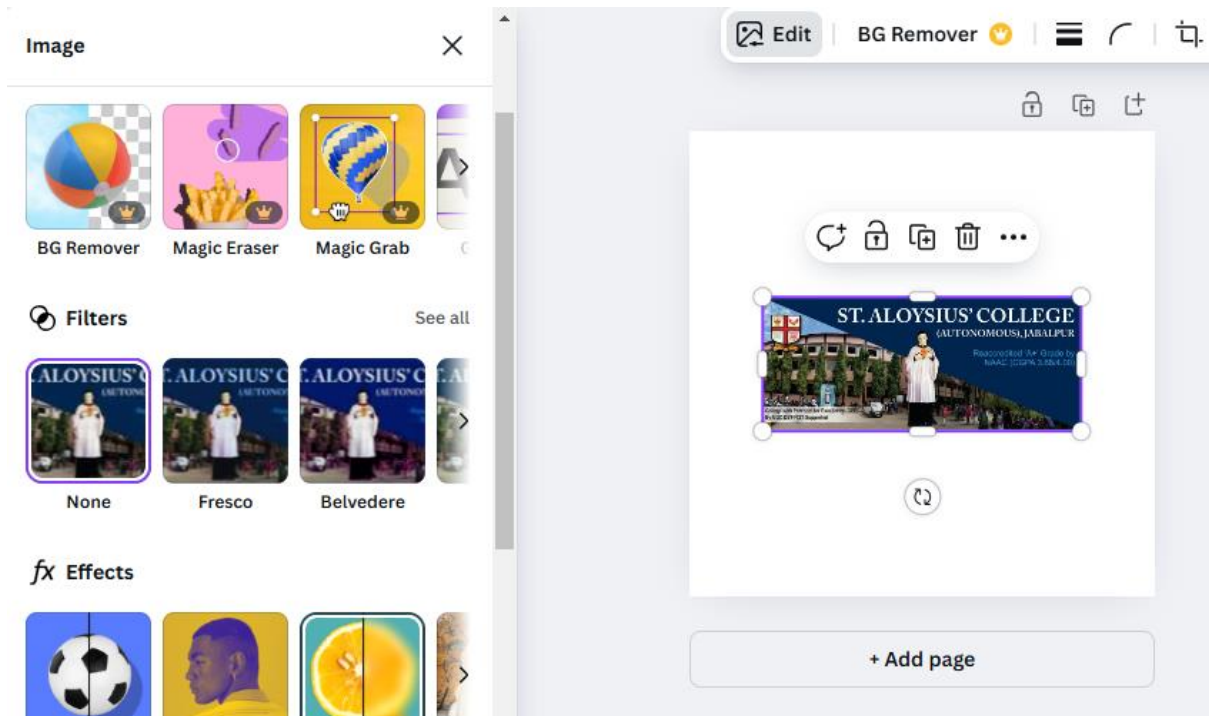
Make any design yours when you customize the text, choose different font styles and colors, and modify elements within the layout. Upload your product shots or use our extensive library for stock images, videos, audio, and vectors.



Use Photo editing tools

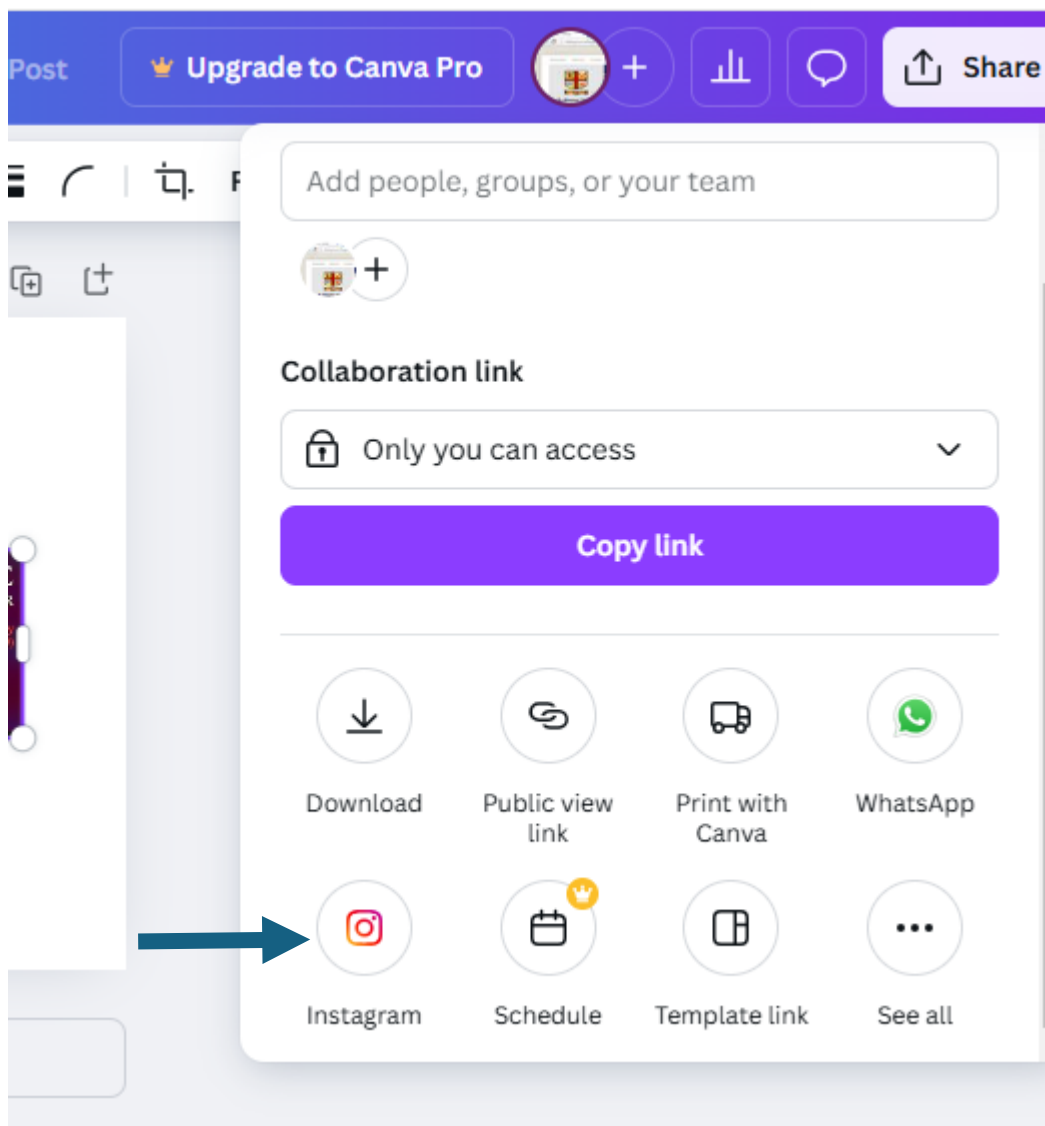
Touch up images with photo-editing tools. Add filters and enhance your pictures. You can also make it dynamic with animated stickers, page transitions, and text animations.





Share on Instagram

Download your design in high-resolution JPG, PNG, or MP4 to upload to your account. You can even share it directly to Instagram from the editor. Add a witty caption and see your post live on your feed.



3. Upload your own images to use in Canva designs and add text in it?

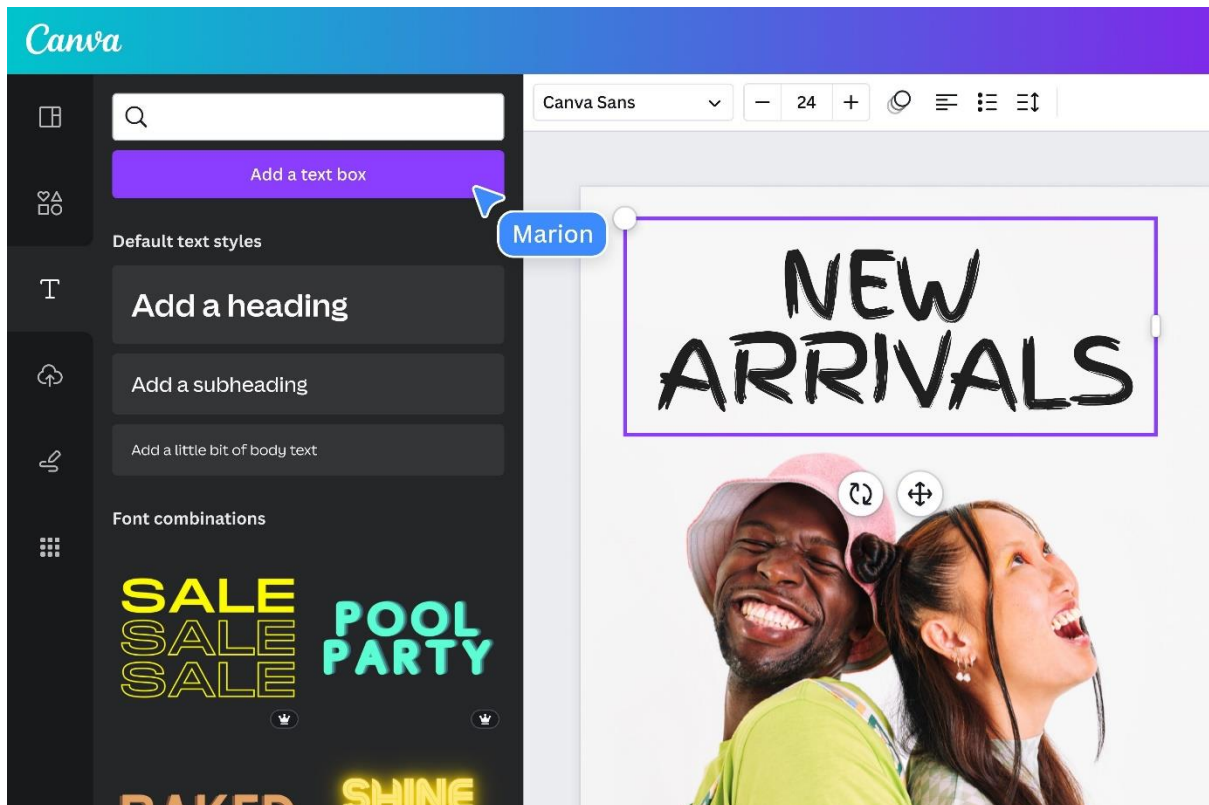
Upload an image

Select the “Upload your image” button or drag and drop your files into the section.

Add text to photo

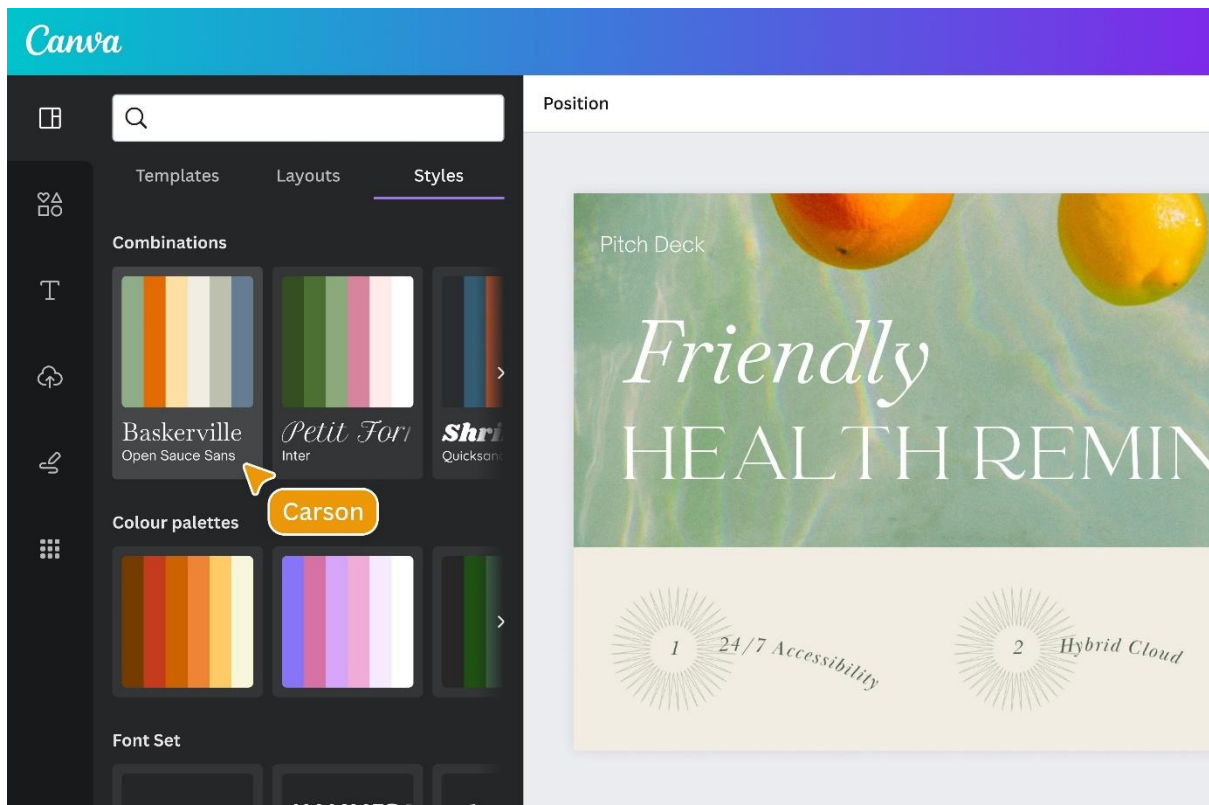
On the left side of the photo editor, select Text to add a text box or choose from different font combinations and formatting styles to add to your photo.

From the text pane Just click on “Add text” and a little text box will be added to your picture. You can move or scale your text just like any other design element.



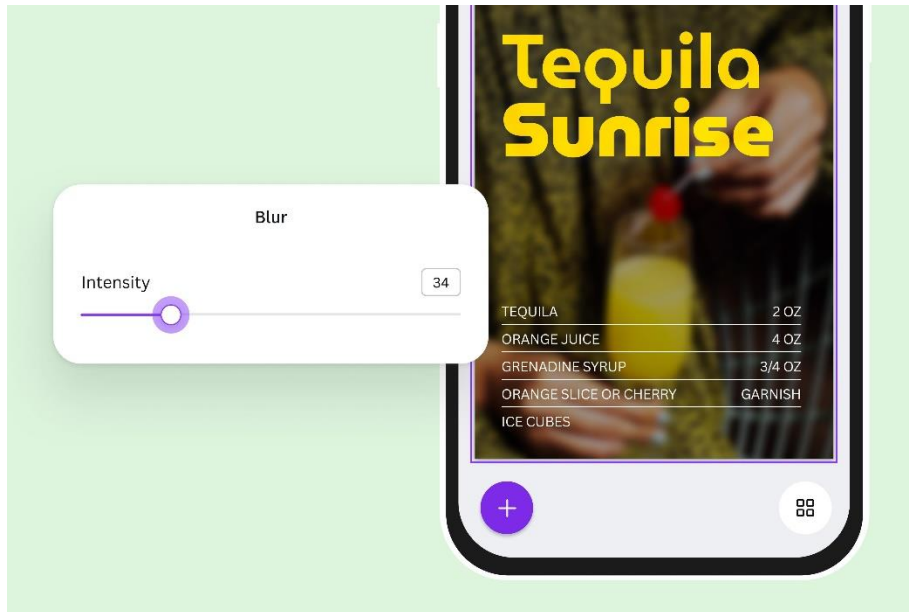
For different font combinations:

scroll through the text pane to find a font combination that's perfect for your photo, then click it or drag it into your design. Select the font combination to customize the color, or click on the placeholder text to start typing in your own.



For blurred photo background:

After adding text to your picture, select your image and open the filter window. Then slowly move the blur slider to the right. You can preview your photo becoming blurrier in real time, and stop just as your text comes into clear view.



4. Use different file formats to use when exporting Canva designs?

Open your design: Access the Canva design you want to export.

Click "Share": In the top menu, find the "Share" button.

Select "Download": Click on "Download" from the options.

Choose file type: In the dropdown menu, select the desired file format (e.g., JPG, PNG, PDF, SVG).

Click "Download": Confirm your selection and download the image in the chosen format.

5. Use any design templates in Canva that can be used for specific purposes, such as business cards or resumes?
 - Start with a business card template from our library.
 - Customize, collaborate, and finalize your design.
 - Select your preferred printing options—from paper size, type, finish, and quantity.

- Approve your final design and place your order.
- Get your cards delivered straight to your door for free.