Directions for Using Canva

1. Go to ==Canva.com== and create an account. Use your school email address for the user ID for the account.

2. After you've created an account, click on Templates. Type in Off White Vintage Newspaper Style newsletter. A newspaper template with the title, <u>The Student Journal</u> will open in the work area.

In the black panel on the left you can see icons for Uploads, Photos, Text and Graphics along with the original version of the template.

In the work area on the right you can see the working view of your news paper template.

3. Click anywhere in the news paper and you will see the tools change at the top of the work area.

4. These tools allow you to make changes to the text: size, color, justification, italics, space between rows of text, and more.
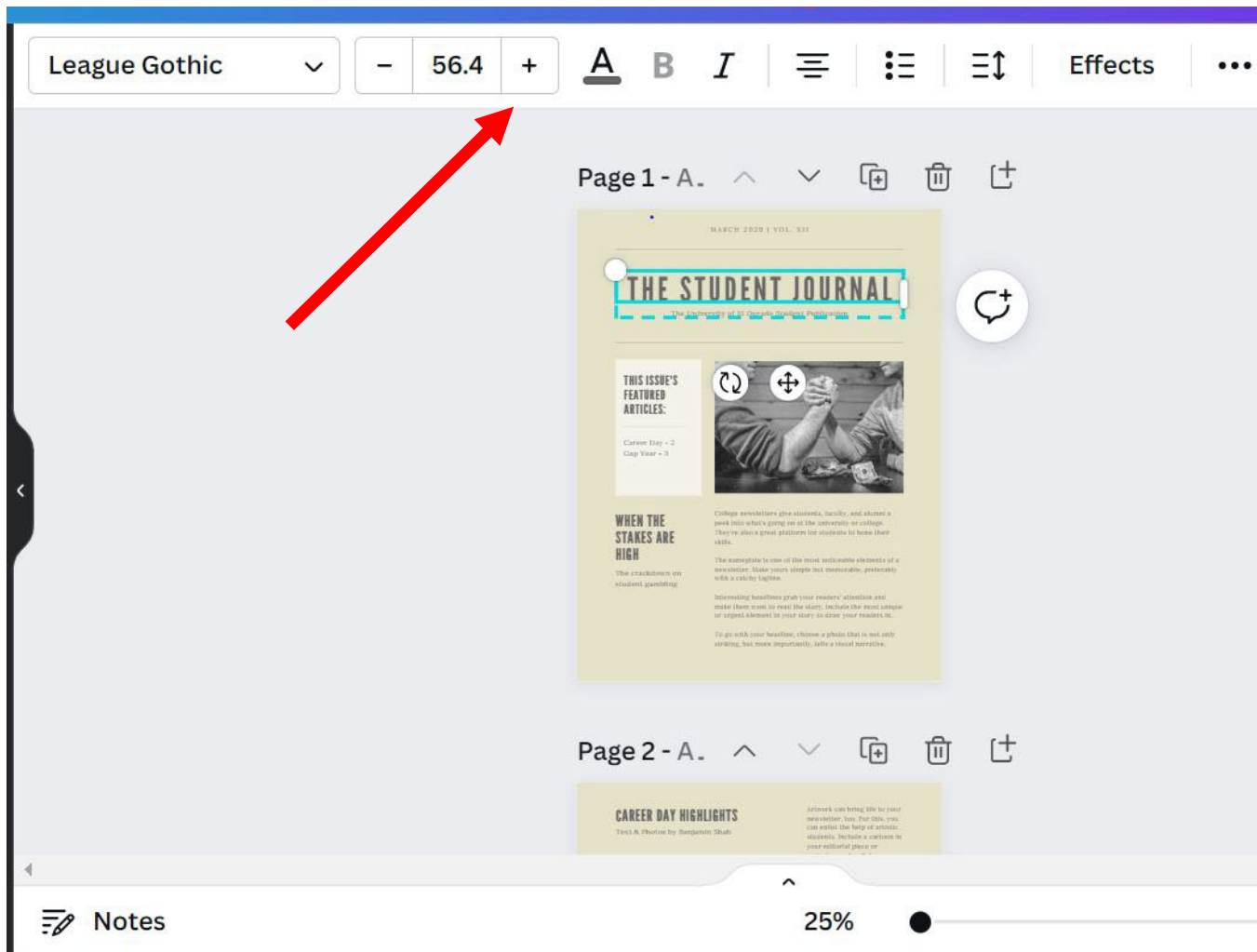
5. This paper already has 2 pages. You can add additional pages by clicking on the + in the work area.

6. Click on icons in the black panel on the left when you want to upload photos, find photos in Canva's photo library, add text (not just change the text that's already there) and add graphics like clip art.
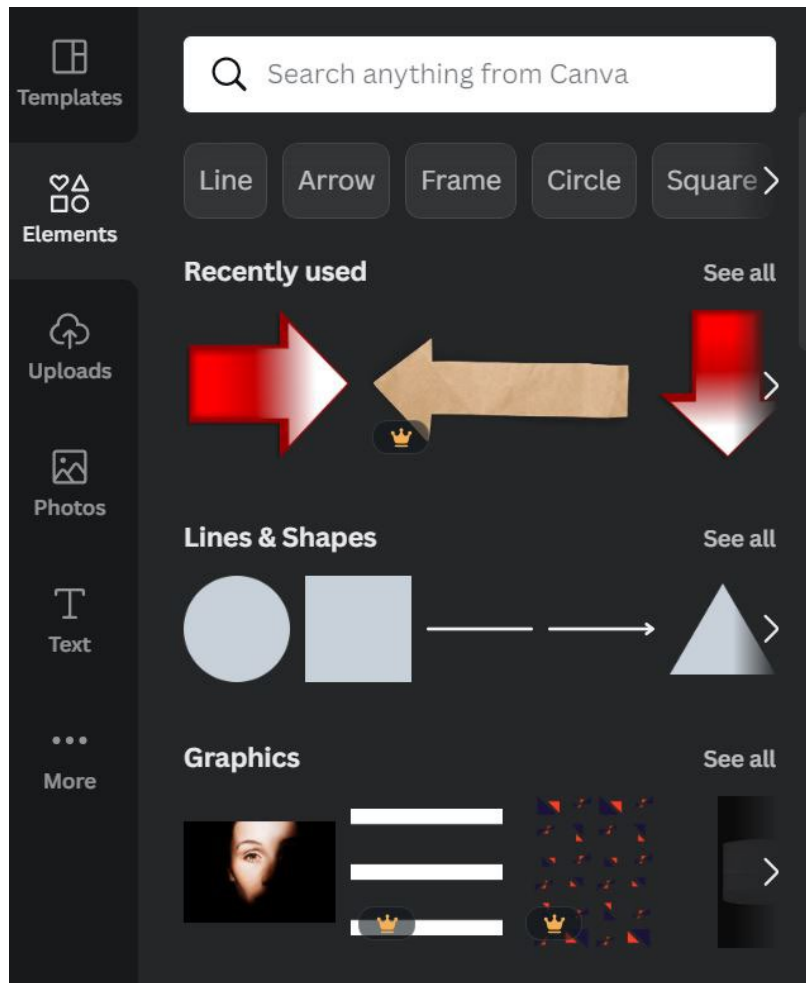
7. Use the black panel to add photos. There are 2 ways to add photos.

- <mark>Version 1:</mark> Click on Photos and type Vietnam War in the window at the top of the column. All of the photos in Canva's photo library that pertain to the Vietnam War will appear. You can drag a photo from the library over to the space in the template. Most of the photos pertaining to the Vietnam war have a crown in the corner, indicating they are reserved for premium customers and not available to free accounts.
- <mark>Version 2:</mark> This version of adding photos involves searching for an image using a browser and saving it to a file in your computer. Use only photos with the .JPG extension. Upload your photos into Canva and then drag them into your template.

8. Your template will save into your account and be there waiting for you when you want to work on it.

9. Turn in your project.   Click on Share in the upper right corner of the work area. Scroll down to download. Click on the down arrow.
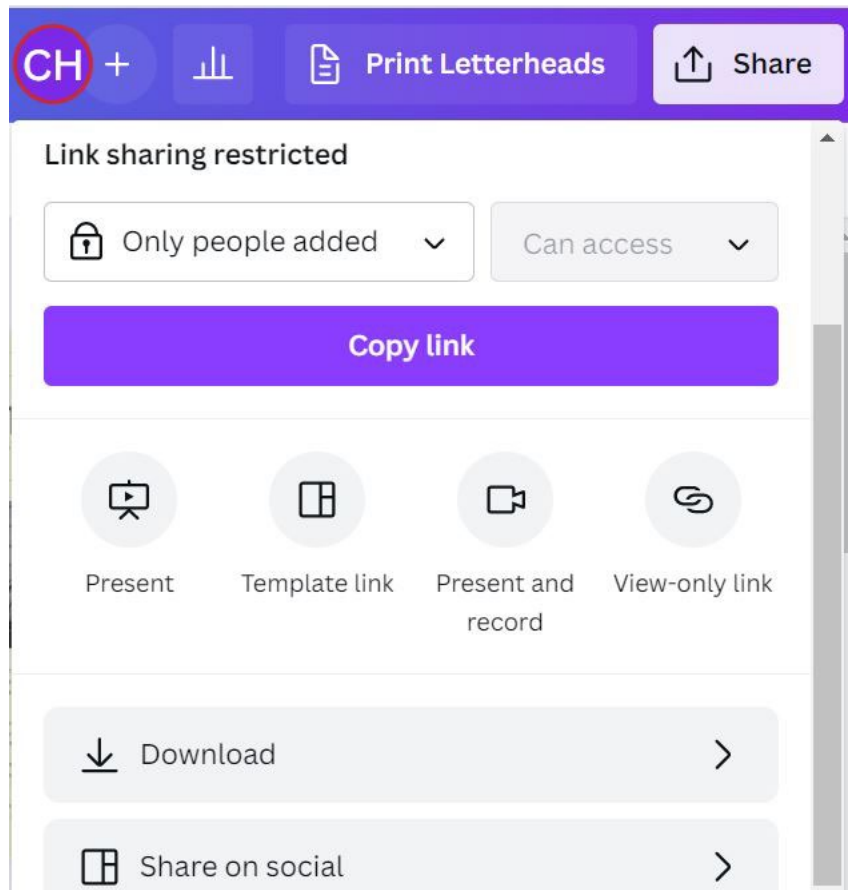
10. Scroll down again and choose PDF Standard.
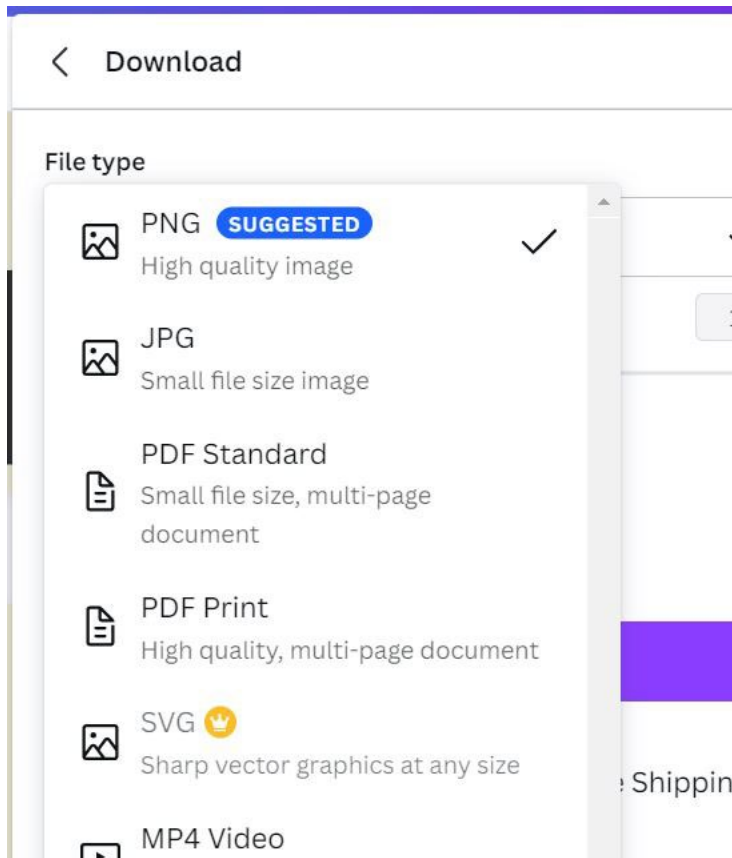
Your project is now in a format that you can turn in to Teams or email to your teacher.