



CANVA USER GUIDE & TEMPLATE MENU

Version 01 | Spring 2022



CANVA user guide & template menu

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User guide

We have created a number **Colwyn branded** templates in CANVA which we want to encourage as many people as possible to use.

There are templates for:

- Social media posts
- Posters
- Postcards
- Banners
- Stickers

This document serves as a simple user guide for getting started with CANVA so you can find your way around the software and start making your own **Colwyn branded** business/organisation/committee graphics.

The Colwyn brand is colourful, playful and flexible. Have fun creating and we'll look forward to seeing your results!

- 1. Take a look over the next few pages then, click on the template link you'd like to use (links take you straight to the template on CANVA). Press 'Use template'.** Please note: If you don't already have a free account with CANVA you will be prompted to set one up (only takes a couple of minutes).
- 2. Edit the text by clicking on the text. You can then remove the existing text and add your own.** Please note: Text in the Colwyn curve needs to be bespoke altered by one of our team, so if needing this please email: info@colwyn-tc.gov.uk
- 3. You can upload images by clicking 'Uploads' (in the toolbar on the left): Upload media > Device > Upload Image. Once the image has loaded, simply click and drag the image over to the template.**
- 4. If you need to alter the position of an element in the graphic click 'Position' (in the toolbar top right) to give options for bringing items forward/backwards, and to align items.**
- 5. When you're finished, click 'Share' (in the toolbar top right) to see a drop down menu of options, select download:**
 - PNG** for online static graphics
 - MP4 Video** for animated graphics
 - PDF Print** for designs to be printed
- 6. You're now ready to post or print!**

As this project is in its early stage we would appreciate your feedback on using the Colwyn brand, and any ideas of how we can improve user experience would be welcomed.

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Social media templates

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CANVA template menu

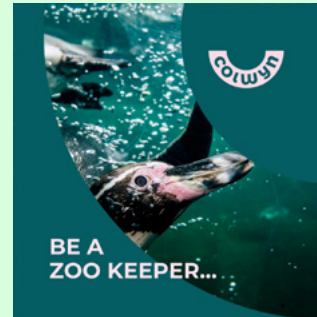
The templates below are for use creating posts for social media platforms.

Text and images are all editable. Simply click on a template and get started on CANVA!

TIP: Select download option as PNG for static image or MP4 for animated graphics.



Social Media_Relax at the Beach_1080x1080px



Social Media_Be a Zoo Keeper_1080x1080px



Beach instagram animated_1080x1080px



Social Media_Ice creams at the beach_1080x1350px



Social Media_Fish & Chips_1080x1350px



Social Media_Enjoy Fresh Local Seaffod_1080x1350px

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Poster templates

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CANVA template menu

The templates below are for use creating posters, for digital and print use.

Text and images are all editable. Simply click on a template and get started on CANVA!

TIP: Select download option as PNG for digital posters or PDF Print for posters to be printed.



Enjoy Fresh Local Seafood
A3 poster



Ice creams at the Beach
A3 poster



Eat local Seafood
A2 poster



Zoo
A2 poster

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Postcard templates

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CANVA template menu

The templates below are for use creating postcards, for digital and print use.

Text and images are all editable. Simply click on a template and get started on CANVA!

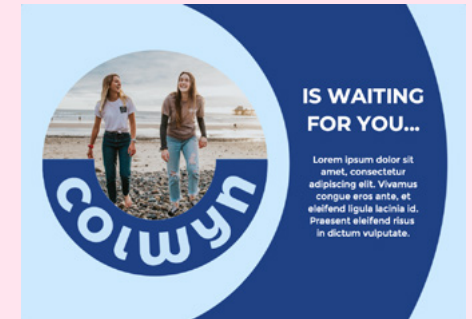
TIP: Select download option as PNG for digital postcards or PDF Print for postcards to be printed.



Enjoy Fresh Local Seafood
148x105mm Postcard



Copy of Have fun
148x105mm Postcard



IS WAITING FOR YOU...
148x105mm Postcard

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Banner templates

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CANVA template menu

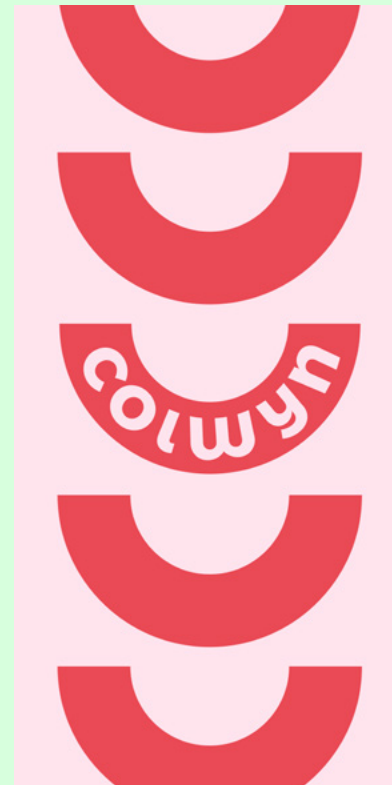
The templates below are for use creating banners, for print use.

Text and images are all editable. Simply click on a template and get started on CANVA!

TIP: Select download option PDF Print for banners to be printed.



Colwyn RED&YELLOW
64x72inch Banner



Colwyn PINK&RED
64x72inch Banner

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Sticker templates

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CANVA template menu

The template below is for use creating stickers, for print use.

Text and images are all editable. Simply click on a template and get started on CANVA!

TIP: Select download option PDF Print for stickers to be printed.



Fun at Colwyn
Circle Sticker

BRAND ENQUIRIES? WE'RE HERE TO HELP

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