

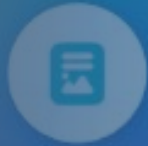
Working in Canva

A Tutorial for the NSRC Administrator Association of The United Church of Canada

The Canva Visual Worksuite



For you



Docs



Whiteboards



Presentations



Social media



Videos



Print products



Websites



NSRC Administrators
Association
of The United Church of Canada

Presented by: Brittany Pelletier
Church Office Administrator
Salisbury United Church

What is *Canva*?

- Canva is a graphic design platform
- Available online at [Canva.com](https://www.canva.com) or, through their app, which you can download through Google Play or the Apple App Store
- Canva is a Visual Worksuite, much like PowerPoint or Publisher



What Are Canva's Plans & Pricing?

Design **anything** with the right plan

Individuals and teams

Teachers and schools

Calculate for your team

How many people?

Custom

People

Save 16% with yearly

Monthly

Yearly

For one person

Canva Free

Design anything on your own, or with friends and family.

\$0 CAD

/year for one person

Get started

Features you'll love:

For one person



Canva Pro

Unlock premium content, more powerful design tools, and AI features.

\$149.99 CAD

/year for one person

Start a free trial

Everything in Free, plus:

For teams of all sizes



Canva for Teams

Collaborate in teams of all sizes and scale your brand with ease.

\$149.90 CAD

/year per person
Minimum 2 people (\$299.80 CAD/year)

Start a free trial

Contact Sales

Everything in Pro, plus:

For large organizations



Canva Enterprise

Empower your organization with an all-in-one workplace solution. Minimum 100 people.

Let's talk

Get in touch to learn more

Contact Sales

A plan to suit your organization.

***Canva also offers plans for Teachers, Schools & Students**

Canva FREE is

on and is FREE!

- Drag-and-drop editor for easy
- 250,000+ free templates
- 100+ design types
(social media posts, presentati
- 1+ million free photos and grap
- AI-powered design tools
(Magic Write, Magic Design, M
- Invite family, friends, and othe
- Wide range of printable produ
- 5GB of cloud storage

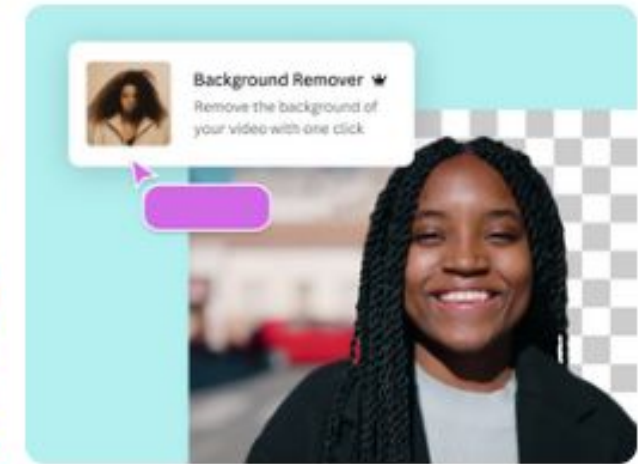


Free >

For anyone to design anything, on their own or with family, friends, or others. No experience required.

Canva Pro is \$149.99 / Year for One Person

- Everything in Free, plus the following features:
- Unlimited access to premium templates and 100+ million premium stock photos, videos, audio, graphics and more
- Establish your brand's visual identity with logos, colors and fonts
- Resize designs infinitely with Magic Switch
- Remove image and video backgrounds in one click
- Full access to Magic Studio, with over 20 AI-powered tools
- Convert presentations or Whiteboards to summaries, blog posts, emails, and more, plus reformat to translate any design, with Magic Switch
- Schedule social media content to 8 platforms
- Cloud storage (1TB)
- 24/7 customer support



Pro >

For individuals wanting unlimited access to premium content and design tools.

Canva Teams is \$380/ Year for teams of up to 5

- Everything in Pro, plus the following features:
- Scale your brand easily with centralized brand assets and guidelines
- Maintain brand consistency at scale with Brand Controls, Brand Templates, and design approval workflows
- Collaborate with real-time comments and assign tasks
- Apply your brand to AI outputs, from your brand voice in Magic Write to your colors and fonts in Magic Design
- Team reports and insights
- Pay as you grow, you'll be able to reconcile costs for anyone who's joined your team before each billing cycle
- Priority customer support
- SSO, ISO 27001 certification and compliance



Teams >

For teams of all sizes wanting to create together, with premium workplace and brand tools.

Not-for-Profit Pricing

- Canva Pro is FREE for all registered nonprofits
- Requires an application



Not-for-profit >

Canva Pro is free for all registered nonprofits. Apply today.



**RELIGIOUS &
PHILANTHROPIC GROUPS**

Not-for-Profit Application

1 2 3 4

< What's your nonprofit organization?

Type of nonprofit

Choose nonprofit type

Registered nonprofit organization

Social impact organization

Public health organizations, and government entities assisting with public health



1 2 3 4

< What's your nonprofit organization?

We'll search to see if it's on a list of organizations already verified.

Type of nonprofit

Registered nonprofit organization

[See eligible organizations](#)

Country

Canada

Organization name or ID

Salisbury United Church Of Clov...

Continue



Type of nonprofit

Registered nonprofit organization

[See eligible organizations](#)

Country

Canada

Organization name or ID

Salisbury United Church Of Clov...



Salisbury United Church Of Clover Bar
Pastoral Charge

ID: 126377100RR0001

2 MISSION ST, SHERWOOD PARK

Continue



1 2

< Confirm your details

We need to confirm your first and last name in order to finish checking if your organization is eligible.

First name

Last name

Confirm email

salisburyuc@telus.net

Using your Salisbury United Church Of Clover Bar Pastoral Charge email increases your chances of being verified. If you've used another one, [you'll](#)

Submit



**What can you use
Canva for?**





- **Create Visual Media for virtually anything**
- **Create professionally looking materials without hiring a graphic designer**
- **Start from pre-designed templates and customize as necessary**
- **Order professionally printed products for direct delivery or local pickup**
- **Picture and Video Editing**

Some Ways I Use Canva...

- Weekly Bulletins with QR Codes



Some Ways I Use Canva...

- Weekly Bulletins with QR Codes
- Informational Brochures

WELCOME TO SALISBURY UNITED CHURCH

At Salisbury United Church we strive to be an open and generous community of faith. All of us from the very old to the very young have the basic capacity to experience wonder, ask questions and serve others. This basic capacity tends to incline us to reach outside ourselves to find a larger context for our lives.

At Salisbury, we understand God has come to us in Jesus and is at work among us in the Spirit. We strive to value the variety of spiritual backgrounds and experiences God has brought into our midst. At the same time, we are called to celebrate God's presence within the framework of The United Church of Canada.

As a member church of The United Church of Canada, we seek to be the kind of Christian spiritual community in which there is room to seek God and explore God's good paths for life. We strive to express our faith in terms that make clear the love of God for all people. We also seek to act on our faith by serving each other and our wider community with compassion and without prejudice. Our goal is to connect hearts, minds and lives in community with God.

OUR STAFF & MINISTRY TEAM

Rev. Britt Aerhart
Britt has been at Salisbury for over a decade. She has been a United Church minister for over 25 years.

Lucienne Holzman
A gifted musician & song leader. Lucienne plays all genres of music. She leads our Salisbury Singers and accompanies congregational singing with skill & love.

Brittany Pelletier
Brittany is our congregation's Administrative Assistant & is your first point of contact in our church office.

WORSHIP

Sundays 10:30 AM
In-person & online via Zoom and YouTube

CONTACT US

Address: 2 Mission Street
Sherwood Park, AB T8A OV3
780-467-7310
www.salisburyunited.ca
salisburyuc@telus.net

Office Hours
Tuesday-Friday: 9:30 am - 2:30 pm

SALISBURY UNITED CHURCH

"CONNECTING HEARTS, MINDS AND LIVES IN COMMUNITY WITH GOD"



SALISBURY UNITED CHURCH

Worship Service

Program Flow

Welcome & Announcements
Hymn Medley
Call to Prayer
Welcoming the Light of Christ
Passing of the Peace
Opening Prayer & The Lord's Prayer
Discovery Time
Scripture Readings
Sermon
Offering
Prayers for the Journey*
Saying Goodbye to the Light of Christ
Blessing

***Replaced with The Sacrament of Communion during a Communion Service**


Thank You for joining us!

WORSHIP

Sundays at 10:30 AM

WAYS TO DONATE

PAR Monthly Offering
E-transfer to salisburyuc@telus.net
Offering Envelopes with Cash or Cheque (placed in offering plate)
Canada Helps - Scan QR Code Below




SUNDAY BULLETIN

Scan the QR code posted on the Sanctuary door

STAY IN TOUCH

Sign up for our monthly E-News



CONTACT US

2 Mission Street
Sherwood Park, AB T8A OV3
780-467-7310
www.salisburyunited.ca
salisburyuc@telus.net

OFFICE HOURS

Tuesday-Friday: 9:30 am - 2:30 pm

Some Ways I Use Canva...

- Weekly Bulletins with QR Codes
- Informational Brochures
- Posters for Special Events or Fundraising



Some Ways I Use Canva...

- Weekly Bulletins with QR Codes
- Informational Brochures
- Posters for Special Events or Fundraising
- Posters for various donation campaigns (e.g.: ongoing food bank campaign or bottle drives)

STRATHCONA FOOD BANK DONATIONS

Let's donate
to those who
need it

Donate Now



ACCEPTING:

- NON-PERISHABLE FOOD ITEMS (see separate LIST OF MOST NEEDED ITEMS)
- Large GLASS JARS (LABELS REMOVED) & CARDBOARD BOXES (19" LONG X 13" WIDE)
- PULL-UP TRAINING PANTS (SIZE 4/5T & 6)



Strathcona Food Bank

- ☎ 780-449-6413
- 📍 255 KASKA ROAD, SHERWOOD PARK, AB T8A 4E8
- 🌐 STRATHCONAFOODBANK.CA
- ✉ STRATHCONAFOODBANK@SHAW.CA
- 💰 STRATHCONAFOODBANKTREASURER@GMAIL.COM
(EMAIL FOR SENDING E-TRANSFER DONATIONS ONLY)

Some Ways I Use Canva...

- Weekly Bulletins with QR Codes
- Informational Brochures
- Posters for Special Events or Fundraising
- Posters for various donation campaigns (e.g.: ongoing food bank campaign or bottle drives)
- Property Notices & Signs



Some Ways I Use Canva...

- Weekly Bulletins with QR Codes
- Informational Brochures
- Posters for Special Events or Fundraising
- Posters for various donation campaigns (e.g.: ongoing food bank campaign or bottle drives)
- Property Notices & Signs
- Envelope Templates (on-brand colors)



Some Ways I Use Canva...

- Weekly Bulletins with QR Codes
- Informational Brochures
- Posters for Special Events or Fundraising
- Posters for various donation campaigns (e.g.: ongoing food bank campaign or bottle drives)
- Property Notices & Signs
- Envelope Templates (on-brand colors)
- Creating images for our website



ZB Zelda B Design Pro • 81

- Projects
- Templates
- Brand
- Apps

Meet Magic Studio

Use 5+ words to describe your design

- For you
- Docs
- Whiteboards
- Presentations
- Social media
- Videos
- Print products
- Websites
- More

Try something new

Infographic Photo Collage (Portrait) Desktop Wallpaper Graph (Unlimited) Book Cover Mind Map

How to Get Started...

Templates

Infographics

+ Invite members

Trash



- Home
- Magic Studio **NEW**
- Projects >
- Templates >
- Brand >
- Apps >

Meet Magic Studio

Use 5+ words to describe your design

For you Docs Whiteboards Presentations Social media Videos

This is the Home Page or Desktop

Try something new



Infographic Photo Collage (Portrait) Desktop Wallpaper Graph (Unlimited) Book Cover

Templates

Infographics



- Invite members
- Trash

- Select Templates
- Find Projects
- Search for a particular theme or design
- Design something NEW
- Create a Brand (or access a brand you've created)
- Access Various Apps
- Magic Studio

Halloween Fall Christmas Food Blue Pink Birthday Collage Green School History Black Music

- ← Back to Home
- All templates
- Business
- Social Media
- Education
- Video
- Marketing
- Print products
- Cards and invitations
- Photos
- Icons
- Your Content
- Creators You Follow
- Brand Templates
- Starred
- Invite members
- Trash

Technicolor dreams

Get into the groove with retro psychedelic templates that are delightfully far-out!

Let your creativity flow

Recommended Presentations Social media Videos Print products More

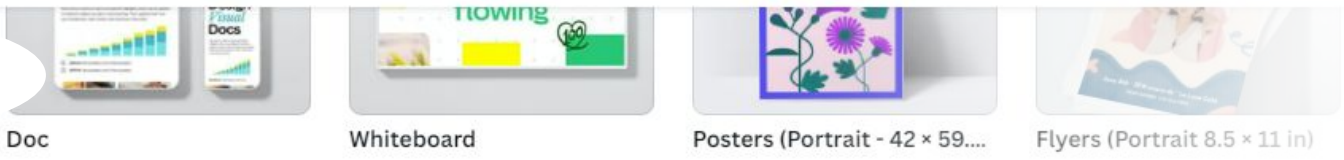
Docs Whiteboard Posters (Portrait - 42 x 59.... Cards

Popular Topics



This is the Templates Page

- Easily Navigate to popular themes
- Or select your media type



Designing with a Template

Back to Home

- All templates
- Business
- Social Media
- Education
- Video
- Marketing
- Print products
- Cards and invitations
- Photos
- Icons
- Content
- Creators You Follow
- Brand Templates
- Starred
- Invite members
- Trash

Inspired By Your Last Design

Blue Grey Yellow P...
LuckPicture

Pink Blue and Yello...
Krizzia

Red and Black Foot...
Rgbryand Design

Blue and White Pla...
kavitaws

Red Bl...
yganika

• Select

Trending Near You



Blue Grey Yellow Playful Illustrated Kids Sport Winter Camp Flyer

Flyer (Portrait 8.5 × 11 in) • 8.5 × 11 in



By [LuckPicture](#)

Print with Canva

Paper type

Standard paper

Paper finish

Matte finish

How many?

50 Flyers

[Customize this template](#)



High quality eco-friendly printing available

Fast and free standard shipping

Backed by our Happiness Guarantee



More like this

More like this

25 templates



Designing with a Template

- Select
- Browse





Blue Grey Yellow Playful Illustrated Kids Sport Winter Camp Flyer

Flyer (Portrait 8.5 × 11 in) • 8.5 × 11 in

By [LuckPicture](#)

Print with Canva

Paper type

Standard paper

Paper finish

Matte finish

How many?

50 Flyers

Customize this template

High quality eco-friendly printing available

Fast and free standard shipping

Backed by our Happiness Guarantee

Designing with a Template

- Select
- Browse
- Customize

- Design
- Elements
- Text
- Brand
- Uploads
- Draw
- Projects
- Apps
- Photos
- Charts
- Zelda B Des...



Flyers

Quality flyers delivered to your doorstep.

8.5 x 11in • Portrait

Select your pages to print

- Front Page 1
- Back None

Paper type: Standard paper

Subtotal: \$55 CAD + Free delivery

[Continue](#)



Design



Elements



Text



Brand



Uploads



Draw



Projects



Apps



Photos



Charts



Zelda B Des...

Use 5+ words to describe

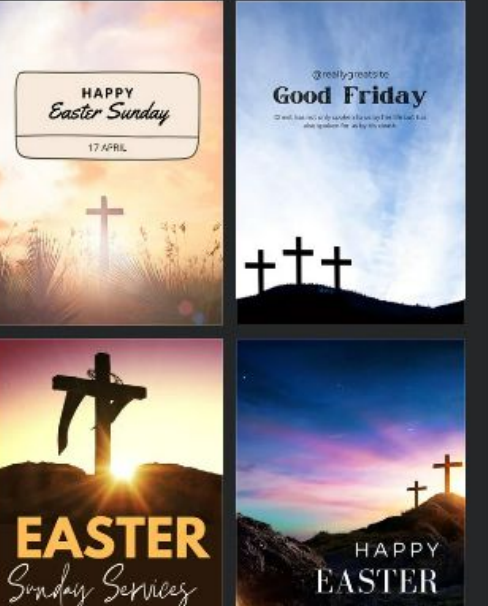
Templates Styles

Spring Flyer Eclipse Menu >

Recently used See all



All results



Position



+ Add page

Design

Search elements

Line Frame Arrow Circle

Recently used See all

Shapes See all

Graphics See all

AI Image generator

+ Generate your own

"A cute anime cat in a forest with flowers"

"Gothic castle surrounded by dinosaurs"

Stickers See all

Elements

Text

Brand

Uploads

Draw

Projects

Apps

Photos

Charts

Zelda B Des...

Position





Search fonts and combinations

Add a text box

Brand Kit

Edit

Add your brand fonts

Default text styles

Add a heading

Add a subheading

Add a little bit of body text

Font combinations

SALE
SALE
SALE

GAME
OVER

BAKED
FRESH

POOL
PARTY

PRESS

RODEO

Position



5-10 JANUARY

123 ANYWHERE ST., ANY CITY

AGE
5-10
YEARS

KIDS
WINTER
CAMP



ACTIVITIES

ICE SKATING, SKIING, SNOWBALL GAME, SNOW
SCULPTING, ARTS & CRAFTS AND MORE!

REGISTRATION IS NOW OPEN

@REALLYGREATSITE
WWW.REALLYGREATSITE.COM

+ Add page

Notes

Page 1 / 1

Brand Templates

Set up ready-to-use templates to make brand consistency even easier

[Set up your Brand Templates](#)

Brand Kit

Logos Edit

Zelda B Design Co. Brand

Colors Edit

Zelda B Design Co. Brand

Fonts

[Add your brand fonts](#)

Brand voice

[Add your brand voice](#)

Photos

[Add your brand photos](#)

Position



Design

Elements

Text

Brand

Uploads

Draw

Projects

Apps

Photos

Charts

Zelda B Des...

Search uploads

Upload files

Record yourself

Images

Videos



MEAT STREET PIES

MEET PIE. EAT PIE.



Design

Elements

Text

Brand

Uploads

Draw

Projects

Apps

Photos

Search uploads

Upload files

Record yourself

Images

Videos

Audio



MEAT STREET PIES

MEET PIE. EAT PIE.



Position

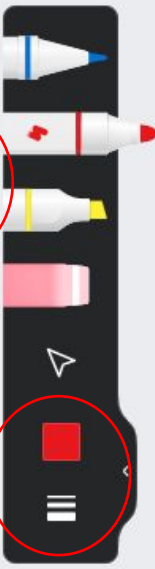
Steak and Cheese Pie.png

Uploaded by Brittany Pelletier 6 months ago

- + Add tags
- Move to folder >
- Download
- Select items
- Move to trash



- Design
- Elements
- Text
- Brand
- Uploads
- Draw**
- Projects
- Apps
- Photos
- Charts
- Zelda B Des...
- QR Code



Position



+ Add page



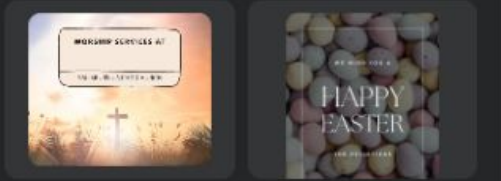
- Design
- Elements
- Text
- Brand
- Uploads
- Draw
- Projects**
- Apps
- Photos
- Charts
- Zelda B Des...
- QR Code

Search your content

Your projects

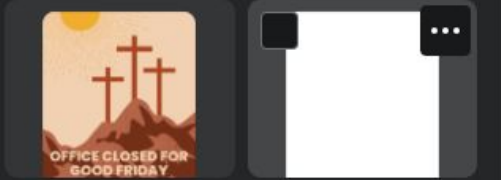
All Designs Folders Images

Designs See all



Happy Easter Sund...
Facebook Post

Grey Pink Minimalis...
1080 x 1350 px



Brown Yellow Simpl...
Real Estate Flyer

Untitled Design
Doc

Folders

+ Create folder

☆ Starred

Salisbury United Church
30 items

Position



+ Add page

Design

Elements

Text

Brand

Uploads

Draw

Projects

Apps

Photos

Audio

Translate

Charts

Search Canva apps

Discover

Your apps



Subtitles

AI-generated subtitles

Trending

Add depth to your images
with Easy Reflections >Giphy g
millions

More from Canva

Access even more content to create amazing
designs

Charts



Photos



Bulk crea...



Audio



Backgrou...



Logos



Videos



Translate

Position

5-10 JANVIER

123, RUE N'IMPORTE OÙ,
N'IMPORTE QUELLE VILLEÂGE
5-10
ANSENFAN
CAMP
D'HIVER

ACTIVITÉS

PATINAGE SUR GLACE, SKI, JEU DE BOULES DE
NEIGE, SCULPTURE SUR NEIGE, ARTS ET ARTISANAT
ET PLUS ENCORE !LES INSCRIPTIONS SONT
MAINTENANT OUVERTES

@REALLYGREATSITE WWW.REALLYGREATSITE.COM

JANUARY

WHERE ST., ANY CITY

KIDS
WINTER
CAMP

ACTIVITIES

SKIING, SNOWBALL GAME, SNOW
, ARTS & CRAFTS AND MORE!

REGISTRATION IS NOW OPEN

@REALLYGREATSITE
WWW.REALLYGREATSITE.COM

+ Add page

Position

New

- Translate
Translate your design into another language >
- Transform into Doc [Try it out](#)
- Turn your design into a summary, a blog post, or song lyrics >

Resize [See all](#)

- Menu (11 x 17 in Portrait)
11 x 17 in
- 3.66 x 8.5 in
- 8.5 x 11 in

Browse by category

- Custom size >
- Social media >
- Print products >
- Presentations >
- Videos >

[Continue](#)



+ Add page

Position

New

- Translate
Translate your design into another language >
- Transform into Doc [Try it out](#)
Turn your design into a summary, a blog post, or song lyrics >

Resize

[See all](#)

- Menu (11 x 17 in Portrait)
11 x 17 in
- 3.66 x 8.5 in
- 8.5 x 11 in

Browse by category

- Custom size >
- Social media >
- Print products >
- Presentations >
- Videos >

[Continue](#)[+ Add page](#)



Share this design

People with access [Edit](#)

Add people, groups, or your team

BP +

Collaboration link

Only you can access

Copy link



Brand Template



Present



Template link



Public view link

Download



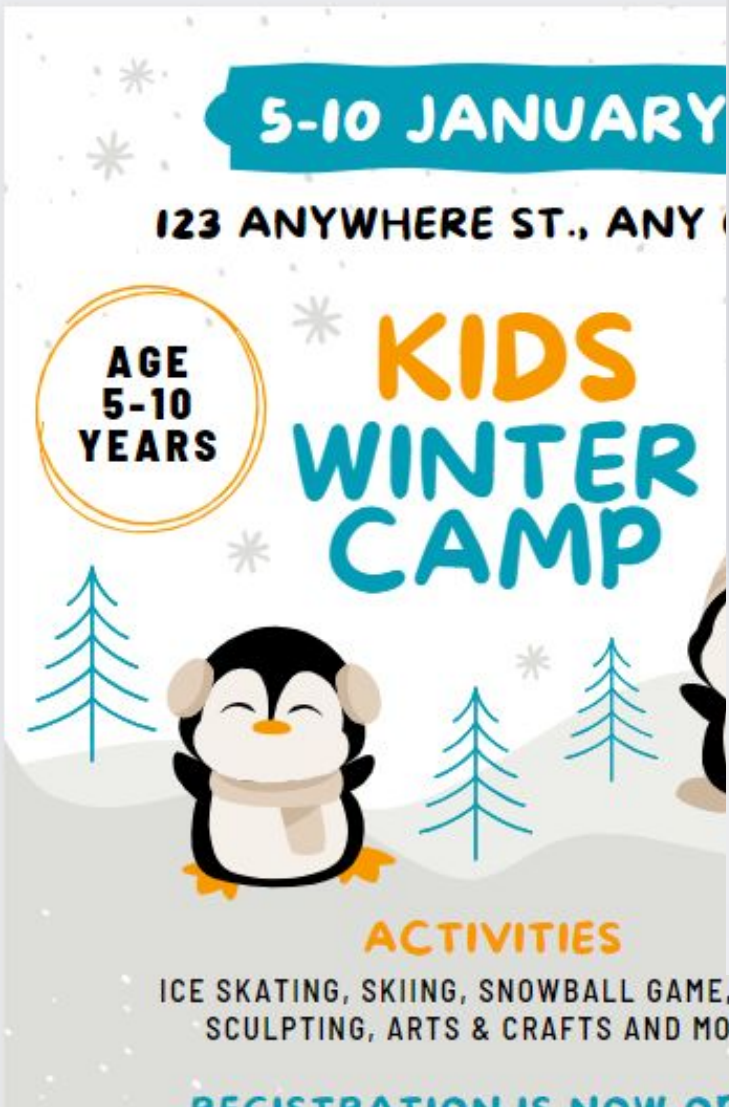
Share on social



Print with Canva



More



Download

File type

- PNG **Suggested**
- JPG Best for sharing
- PNG **Suggested** ✓ Best for complex images, illustrations
- PDF Standard Best for documents (and emailing)
- PDF Print Best for printing
- SVG 🏆 Best for web design and animations
- MP4 Video High quality video
- GIF Short clip, no sound

Download

File type

- PNG **Suggested**

Size × 1

1,545 × 2,000 px

- Transparent background
- Compress file (lower quality)
- Save download settings

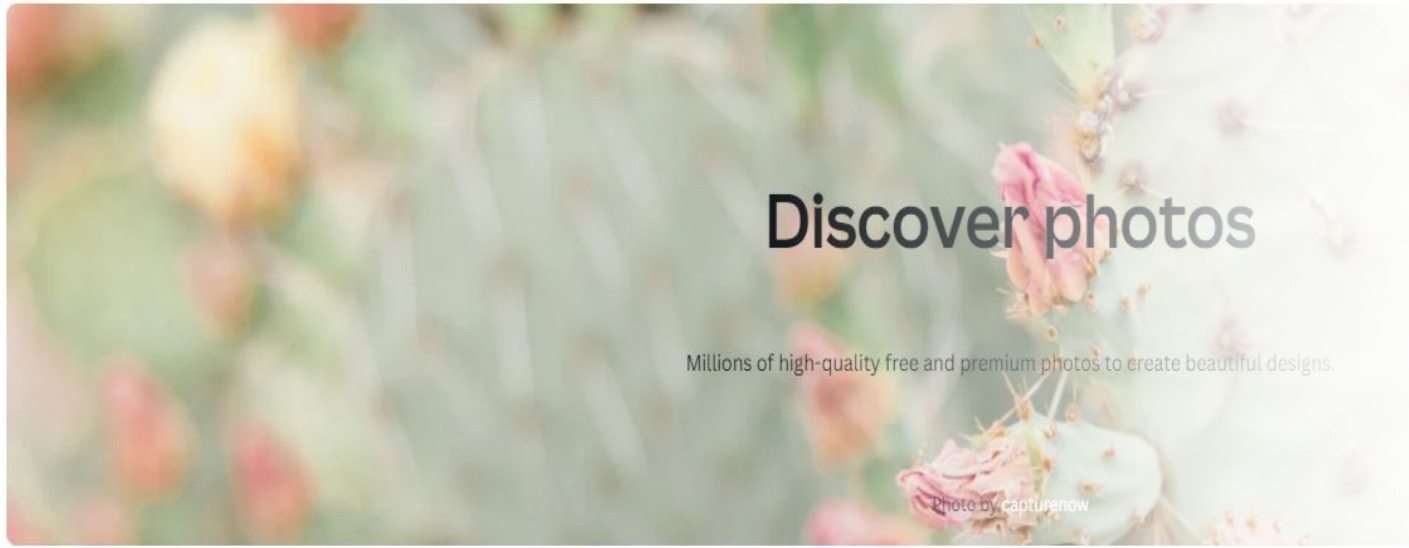
Download



Additional Features When Creating Your Design

- Zoom In or Out
- Modify Your View
- Add pages
- Duplicate, Lock or Unlock

- ← Back to Home
- All templates
- Photos**
- Icons
- Your Content
- Creators You Follow
- Brand Templates
- Starred



Trending photos

94,478,847 photos



- + Invite members
- Trash

Creating a Design from the Photos Page

- Easily Navigate to themed photos
- Select from Trending photos
- Search for a photo with a particular theme or subject, in the Search Bar at the top of the Photos Page

This is the Icons Page

Back to Home

All templates

Photos

Icons

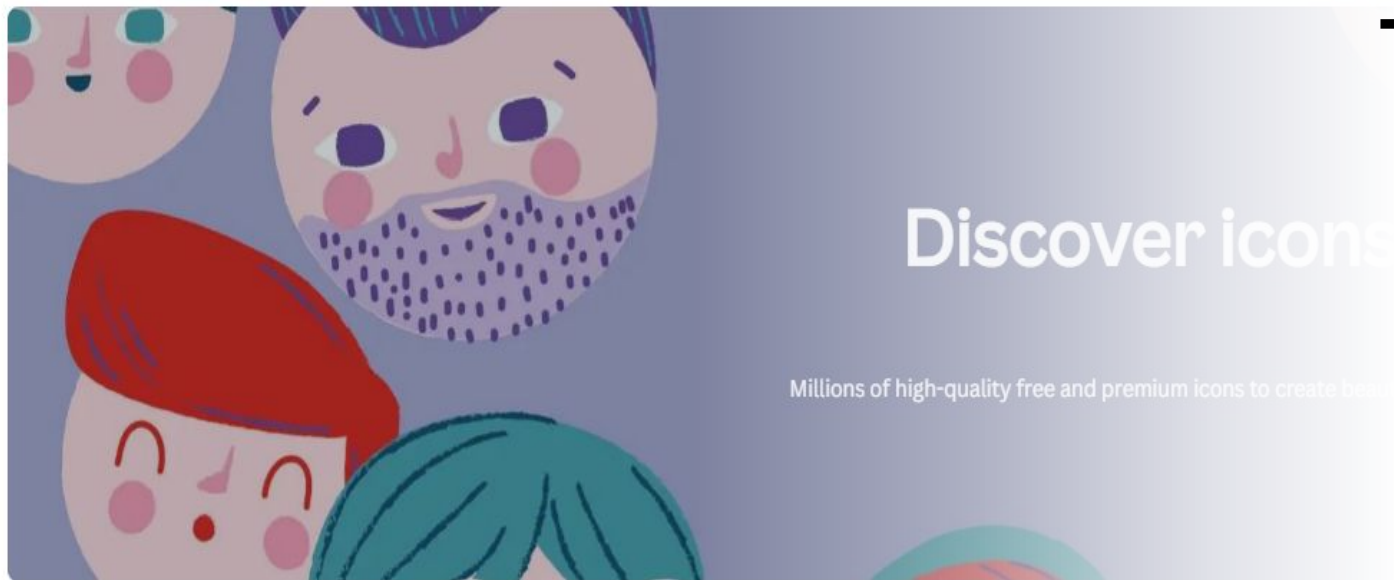
Your Content

Creators You Follow

Brand Templates

Starred

Invite members



Discover icons

Millions of high-quality free and premium icons to create beautiful designs

Social Media

Web and SEO

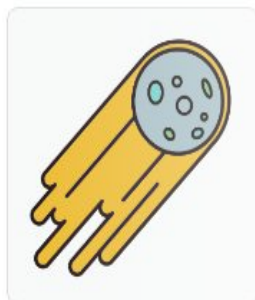
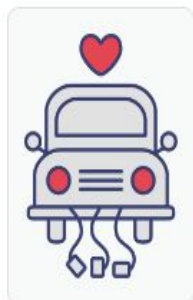
Family and Home

Health, Beauty an...

Files and folders

Popular icons

15,448,848 icons



- Easily Navigate to themed Icons
- Select from Popular Icons
- Search for an Icon theme in the Search Bar at the top of the page

Projects

- Home
- Magic Studio
- Projects**
- Templates
- Brand
- Apps

Owner Category Date modified

All Folders Designs Images

Recent

Salisbury United Church ...
Envelope #10 Salisbury Unitec

Shared Lenten Journey
Real Estate Flyer Salisbury Uni

Black and White Indigeno...
Instagram Post Salisbury Unite

Security Warning & Office...
Your Story Salisbury United Cf

Strathcona Food Bank Do...
Poster (US) Salisbury United C

Folders

Starred Uploads

Salisbury United Church 28 items

Zelda B Design Co. 1 item

Designs

This is the Projects Page

- Here you can access your Folders, Designs and Images
- You can also see your most recent designs

+ Create a design

Home

Magic Studio

Projects

Templates

Brand

Apps

What will you design?

Search your content or Canva's

For you Docs Whiteboards Presentations Social media

You might want to try...



Doc



Whiteboard



Coaster



Flyer (Portrait 8.5 x 11 in)

IN PERSON OR ONLINE

Canva Create

Join us for our biggest event

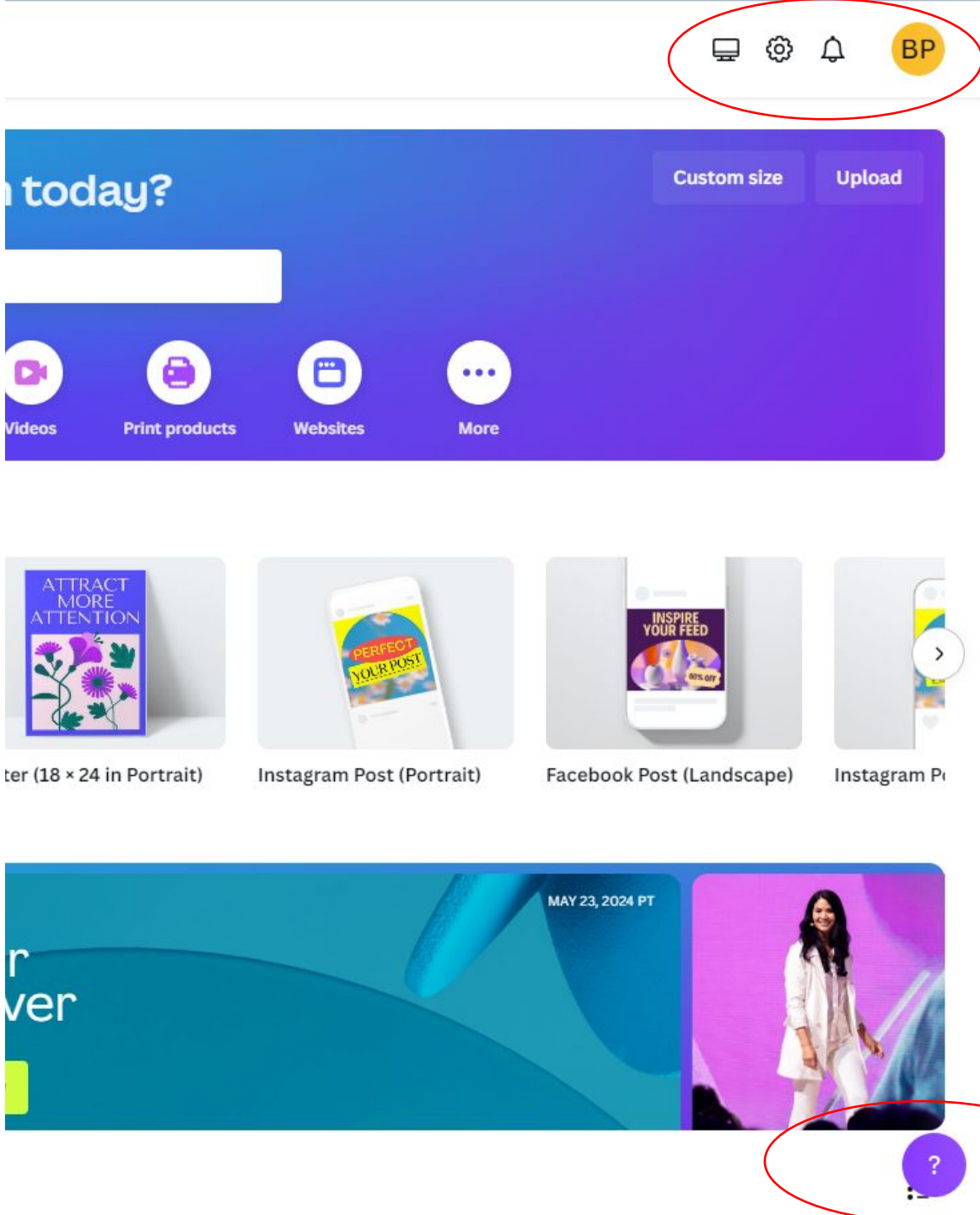
Find out more Register

Recent designs

Trash

...Back to the Home Page

- Here you can access the Brand and Apps tabs



One Final Thing...

- For Help, Settings, Account Information and more, look to the top or bottom right on each page of the site
- If you need additional inspiration or tutorials to advance your Canva skills, go to Canva's Design School (Canva.com/designschool/tutorials)

You'll have access to a variety of resources:

[Canva Design School Tutorials](https://Canva.com/designschool/tutorials)



thank you

Any Questions?



Using Canva on Mobile



**Using Canva
on mobile**