Creating a Plant Sale Flyer in Canva
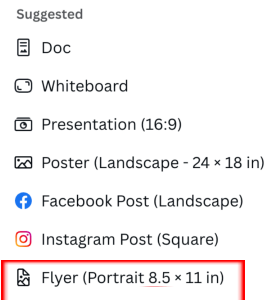
Step 1: Sign Up or Log In

1. **Go to Canva**: Open your browser and navigate to [Canva](#).
2. **Sign Up or Log In**: Create an account or log in if you already have one.

Optional: See the [handout for instructions on setting up a new Canva account](#).
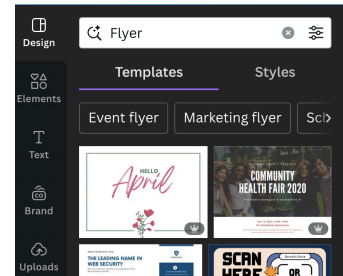
Step 2: Start a New Design

1. **Create a New Design**: Click on the "***Create a design***" button on the top left.
2. **Select Flyer**: In the search bar, type "***Flyer***" and select "***Flyer (Portrait 8.5 X 11 in)***" or another size option depending on your preference.

Choose what to create

Suggested

- 🖹 Doc
- ▭ Whiteboard
- ▭ Presentation (16:9)
- ▭ Poster (Landscape - 24 × 18 in)
- Ⓕ Facebook Post (Landscape)
- 🅞 Instagram Post (Square)
- 🖹 Flyer (Portrait 8.5 × 11 in)

Step 3: Choose a Template

1. Select **Browse Templates**: In the left-hand panel, click on "***Templates***." NOTE that you may need a PRO account to access most templates.
2. **Search for Plant Sale Templates**: Use the search bar to find "***Plant Sale***" templates or browse through the flyer templates to find one that suits your needs.
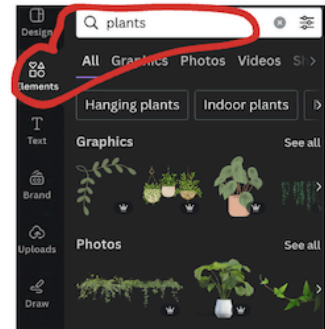3. **Select a Template**: Click on a template to apply it to your design.

Step 4: Customize the Template

1. **Edit Text**:
   - Click on any text box to edit the text. Replace the placeholder text with your plant sale details, such as:
     - **Event Name**: "Spring Plant Sale"
     - **Date and Time**: "Saturday, June 5th, 10 AM - 4 PM"
     - **Location**: "123 Greenhouse Lane, Springfield"
     - **Special Offers**: "Buy One Get One Free on Select Plants"
2. **Change Fonts and Colors**:
   - Select the text you want to change.
   - Use the toolbar at the top to change the font, size, color, and other text properties.

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Step 5: Add Images and Graphics

1. **Upload Your Images**:
   - Click on "*Uploads*" in the left-hand panel.
   - Click on "*Upload media*" to upload images of plants or your logo.
   - Drag and drop your images onto the flyer.
2. **Use Canva Elements**:
   - Click on "*Elements*" in the left panel to add icons, shapes, or illustrations.
   - Search for elements like plants, flowers, or sale icons and drag them onto your flyer.

Step 6: Adjust Layout and Design

1. **Move and Resize Elements**:
   - Click and drag elements to reposition them.
   - Use the corners of elements to resize them proportionally.
2. **Layer Elements**:
   - Right-click on elements to bring them forward or send them backward in the layer stack.

Step 7: Finalize Your Design

1. **Review Your Flyer**: Ensure the information is correct and the design is visually appealing.
2. **Make Adjustments**: Adjust text, images, or elements as needed.

Step 8: Download and Share

1. **Download**:
   - Click on the "*Share*" button on the top right.
   - Select "*Download*."
   - Choose the file type (PDF, PNG, or JPG) and download your flyer.
2. **Print or Share Online**:
   - Print your flyer or share it online via social media, email, or your website.

Tips for a Great Plant Sale Flyer

- **Highlight Key Information**: Make sure the date, time, and location are prominent.
- **Use Eye-Catching Images**: High-quality images of plants can attract more attention.
- **Include a Call to Action**: Use a clear call to action like "Join us!" or "Don't miss out!"
- **Keep it Simple**: Avoid cluttering the flyer with too much information. Focus on the essentials.