

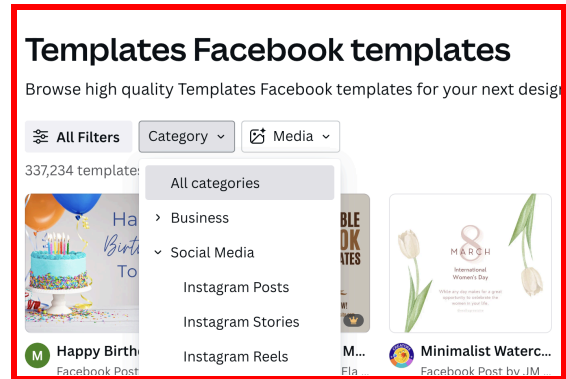
# CANVA - Creating Social Media Posts

## Step 1: Sign Up or Log In

1. **Go to Canva:** Visit [canva.com](https://canva.com). Sign In

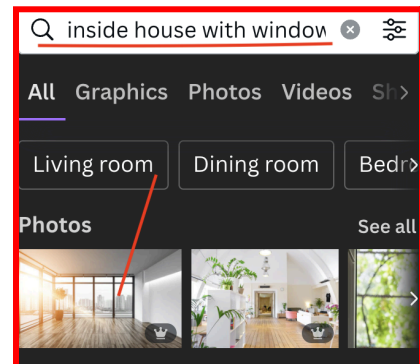
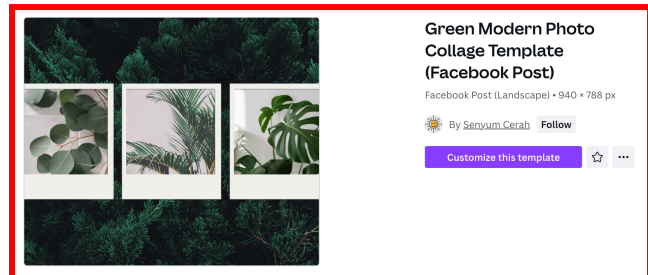
## Step 2: Choose a Template

1. **Search for Templates:** Use the search bar to find social media post templates by typing in keywords like "Instagram post," "Facebook post," etc.
2. **Select a Template:** Browse through options and select a template. You can also start with a blank template by selecting the appropriate social media post size.



## Step 3: Customize the Design

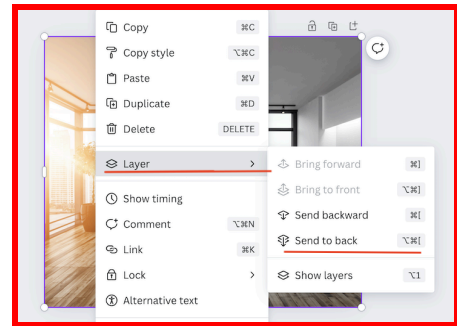
1. **Edit Text:** Click on the text in the template to edit. You can change the font, size, color, and alignment using the toolbar at the top.
2. **Add New Text:** Click the "Text" button on the left sidebar, then choose a text style or add a text box to your design.
3. **Insert Images:** Click on "Uploads" in the left sidebar to upload your images, or use Canva's stock photos by clicking "Photos" and searching for relevant images.
4. **Change Background:** Click on the background to change its color or use a background image.
5. **Add Elements:** Click on "Elements" in the left sidebar to add shapes, icons, illustrations, and more. Search for specific elements using the search bar.



# CANVA - Creating Social Media Posts

## Step 4: Arrange and Style

1. **Move and Resize:** Click and drag elements to move them around. Use the corner handles to resize images and elements.
2. **Layer Elements:** Right-click on elements to bring them forward or send them backward, adjusting the layering of your design.
3. **Group Elements:** Select multiple elements by holding down the Shift key and clicking on each one. Then, right-click and select "Group" to move and resize them together.



## Step 5: Finalize Your Design

1. **Preview Your Design:** Click on the "Present" button at the top right to see a full-screen preview.
2. **Make Adjustments:** Make any final tweaks to text, images, or elements.

## Step 6: Download and Share

1. **Download:** Click on the "Share" button at the top right, then select "Download." Choose the file type (PNG, JPG, PDF, etc.) and click "Download."
2. **Share Directly:** Alternatively, you can share directly to social media platforms by clicking on the corresponding icon in the "Share" menu.



## Additional Tips

- **Save Your Work:** Canva automatically saves your work, but you can also manually save by clicking "File" > "Save."
- **Use Brand Kit:** If you have a Canva Pro account, use the Brand Kit to keep your branding consistent with custom fonts, colors, and logos.