

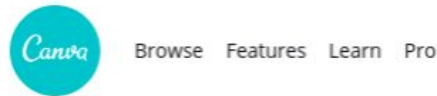
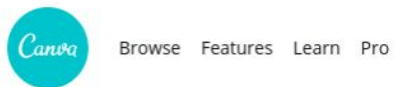
Step by Step Instruction Sheet for creating an Infographic on Canva

Before beginning the process to create your infographic, make sure to gather all the information about your artist (use the provided worksheet) and make sure to save images that you plan on using for the assignment on to your phone or computer.

1. Download *Canva* app or visit *Canva.com*



2. Sign up for an account, you'll need your email address and you'll have to create a password. You can also sign up with Google or Facebook.



< Create your account

We'll have you designing in no time.

Use 8 or more characters with a mix of letters, numbers & symbols.

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By signing up, you agree to Canva's [Terms of Use](#) and [Privacy Policy](#)

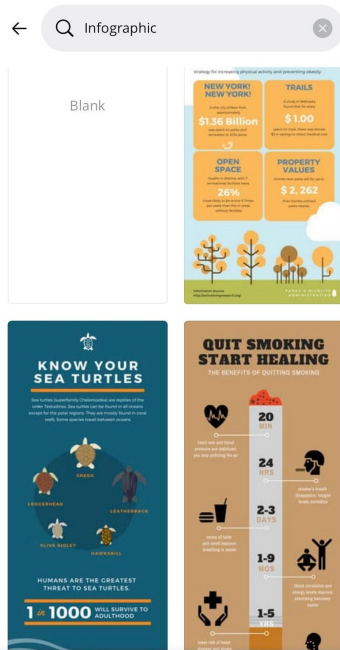
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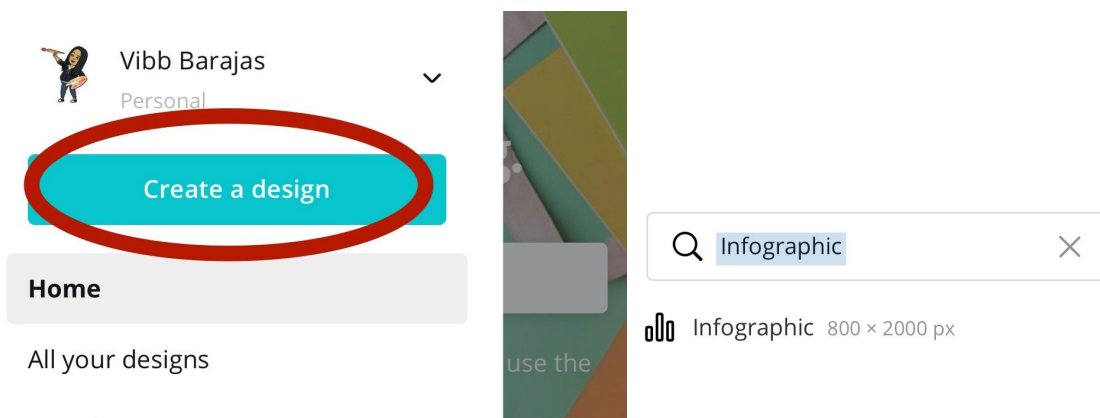
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3. In the search box search for “infographic”. Select a template or a blank template (with a blank template you get to choose your own background that can come from a saved picture or can be a solid color of your choice, you will also be able to select your own layout and fonts which can also be changed on a template)

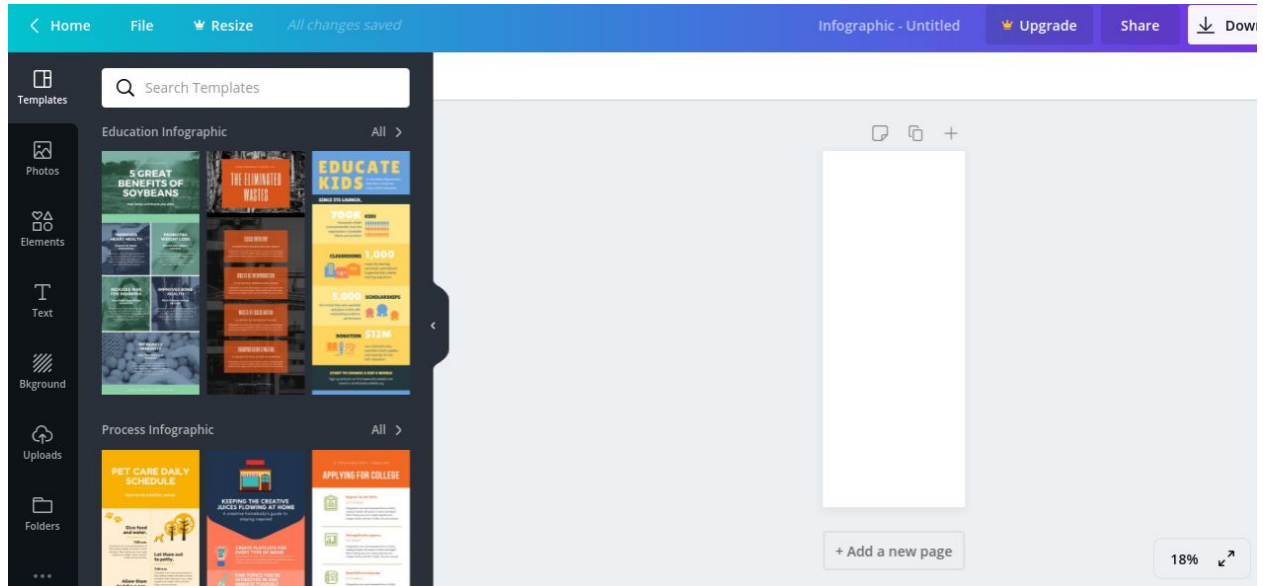
On app both blank and preset templates show up automatically.



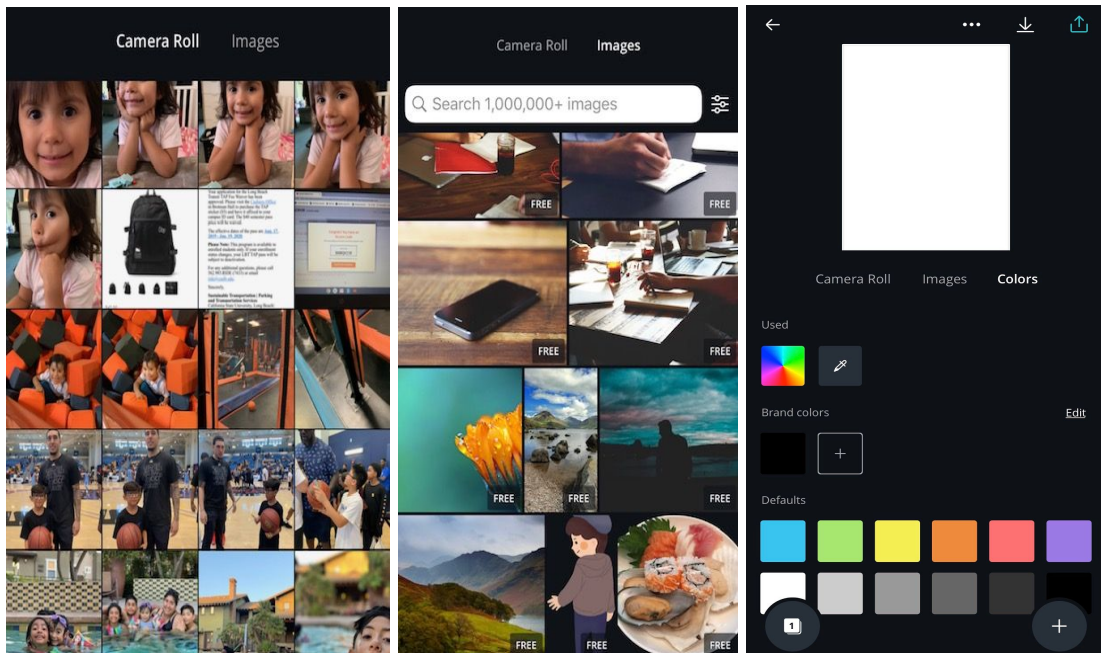
On Website if you type in infographic on main homepage search field you will just get results for all the different templates. You will have to hover over “Create a design”, click (located to the top left of your screen) and type in infographic to access the blank infographic template.



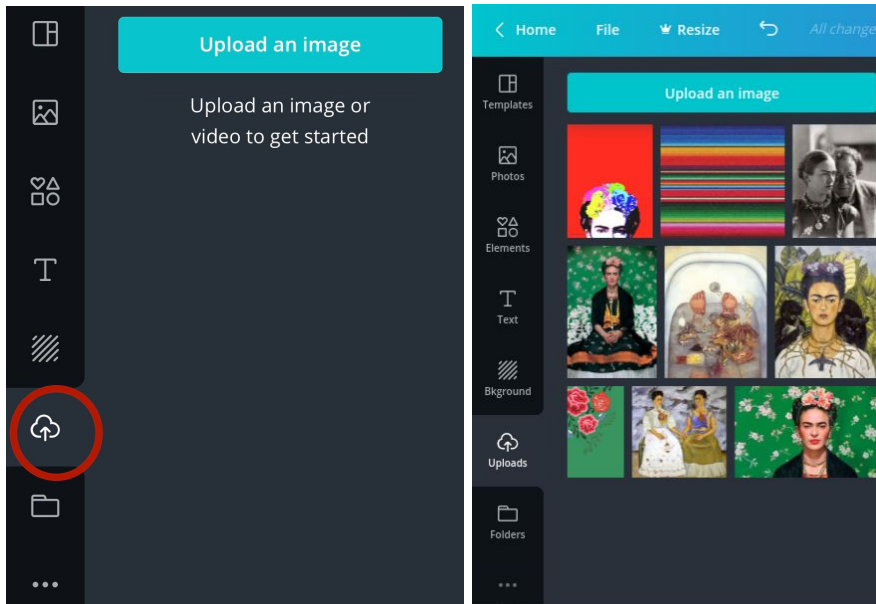
-Your blank Infographic template with tool bar on the left side. Here you can edit background, text and more.



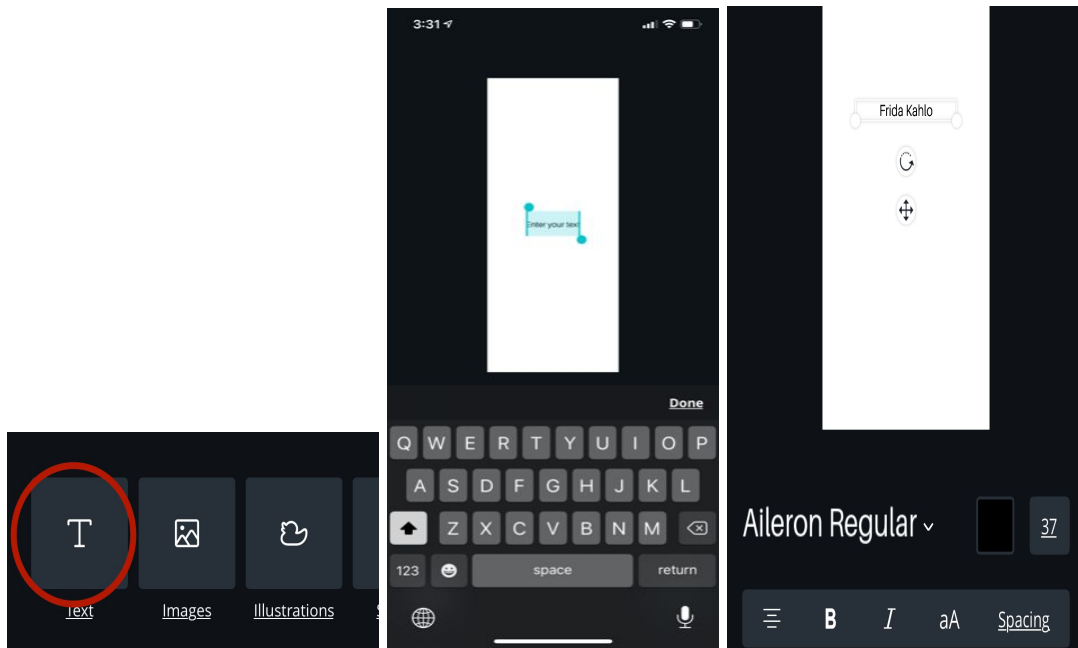
4. If you chose a blank infographic, begin by choosing a background color or adding your image on app you can add images by pressing on the + you will see an option to select either “camera roll” (all your photos saved to your camera roll and will be allowed to be selected and used to fill the background area) or you can select “images” where you will find images that canva has made available for your use. To add a color tap on your template and the color selections will appear on your screen.



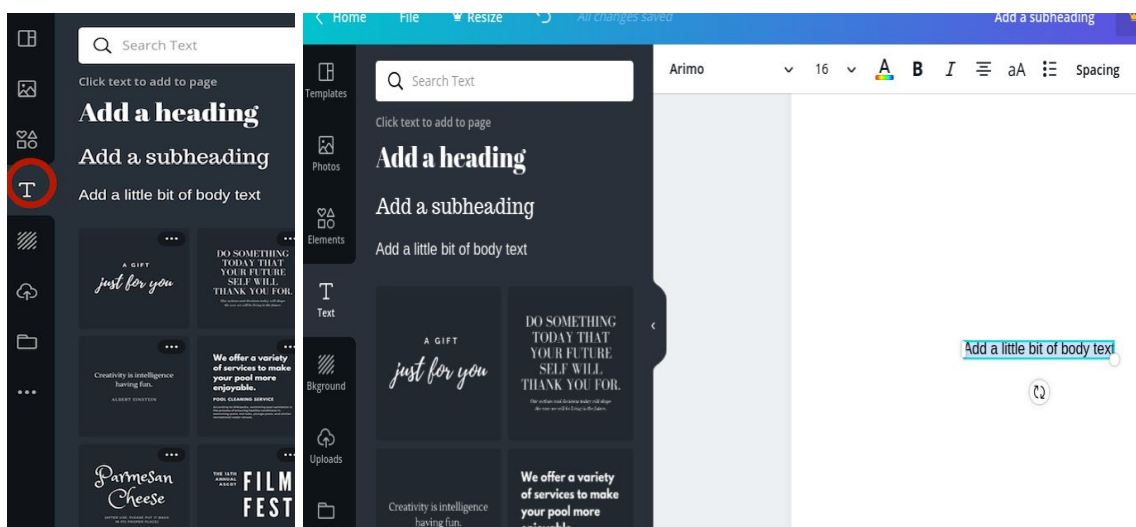
On website you will have to upload the images to the website by clicking on the “uploads” icon on the left of your screen (you can add all the images you plan to use, first so you can have them all on website when you are ready to use them). Click on the blue bar that says, “Upload an image to select images saved to your computer. You can also just drag photos saved on desktop to the gray area, all your uploaded images will appear in this gray are. Click on the image you want to add to your project and position where desired.



5. Add text on app by pressing the “+” then selecting “text”. You can choose to “+Add text of your own” or you can select from preset text that are set to various fonts and layout formats. Highlight the text box to change text, font, size or color.



On website click on the “T” icon on the left of your screen. Here once you select what kind of text you want to use (if you don’t want the preformatted text; “add a little bit of body text” is the easiest to use) the font tools to change size will appear at the top of your screen. When done typing in text, click somewhere else on your screen then click back on the text and drag it to reposition the placement of your text you can also click on the bottom right hand corner of textbox to enlarge size.



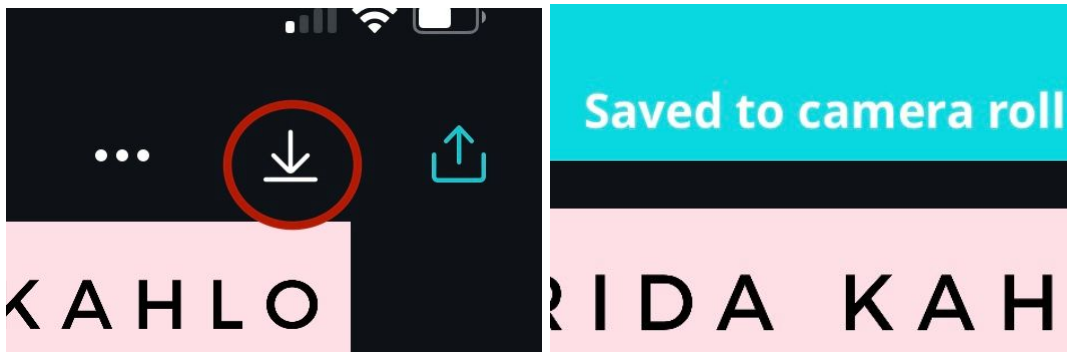
6. You can add images by following step 4.

On the app you can pinch the image to resize it.

On website you can click the bottom right hand corner of the image to shrink or stretch the image.

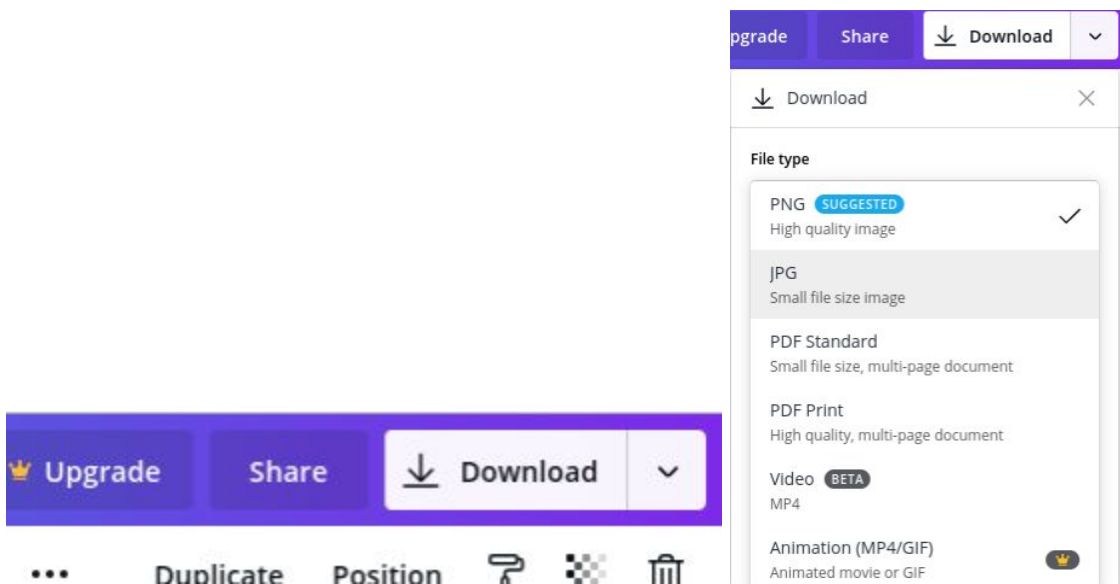
The images can be dragged across your layout.

7. When your infographic has all the required information and images , download the project by clicking on the “download” icon (arrow pointing down) near the top right side of your screen on the app you can save it to your photos, copy, download to files and many other options but it is easiest to save to photos. When it’s done loading you will see a message on the top of your screen that says “Saved to camera”.



On the website you will also have many options to save as but it is easiest to download as JPG small file size image.

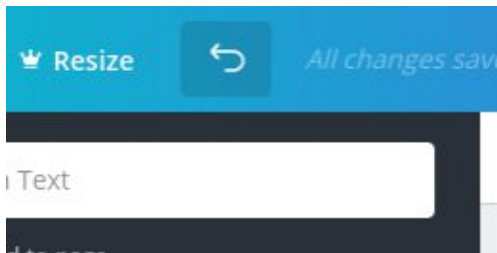
Click the download box on the top right corner of screen.



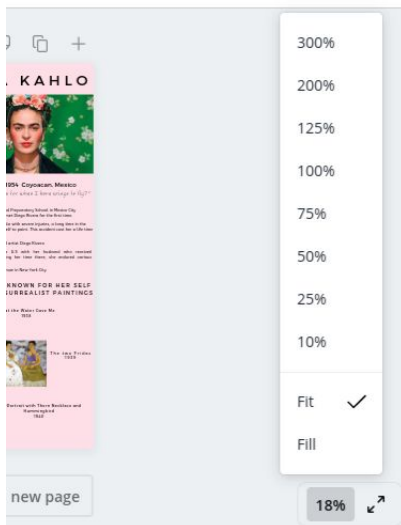
8. You can access your image by uploading it to a social media site or inserting it into a google doc, word doc etc.

Helpful tips

There is a curved arrow near the top left corner of the screen. You can click this arrow to undo changes.



You can zoom in to your project by clicking on the number with a percentage sign next to it, located near the bottom right hand corner of your screen. You can select how much you want to zoom in.



You can enlarge to fill screen by clicking these

arrows.



This will kick you out of the edit screen though.

There is a help button on the bottom right hand corner of the screen. Here you can find tips and tutorials.

