



A User's Guide to Canva.

Setting Up an Account

This step is very easy. Enter your e-mail and a password and Canva brings you right to "Your Designs" home page.

Choosing Your Presentation Type

Choose what you want to create from a variety of presentation options.

Click "Social Media," 800px x 800px

Using the Sidebar

Canva's sidebar is where you will find all of your editing tools. The "Layouts" tab provides those pre-made designs you can change as necessary layer by layer, while the "Background" tab leaves you with a more basic template to build from. The "Text" tab has a multitude of text boxes to choose from, and the "Upload" tool allows you to add new images if you don't find anything in the "Search" tab that will work.

Uploading Your Own Photos

Once uploaded, your images become readily available in the sidebar under "Uploads." One great feature on Canva: Your images are saved the moment they are created, so there is no need to worry about closing out of a tab without saving. Once images are integrated into your sidebar, you have the option of layering images (Canva's or your own) on top of each other and the ability to sort and move layers.

Upload your current Facebook photo and the new, designed overlay. Make sure that they are lined up to create one, cohesive image.

Exporting

When you're ready to send this piece out into the world, reach for the "Download" button in the top right corner of your page. This will generate a pop-up screen, as it downloads.

...And Replace Your Profile Photo!