How to Use Canva for Nutrition Educators
Benefits of Using Canva

• Creative way to supplement state office resources
• Easy to use
• Attractive templates to use for flyers, posters, and social media
Signing Up for Canva

• Go to www.canva.com
• Sign up using your work email and create a password
Create a Design

• Can find this in two places
• Always check first to see if it is free

Create a design

Flyer  Recipe Card  Poster  Logo  Video

California's CalFresh Healthy Living, with funding from the United States Department of Agriculture’s Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit www.CalFreshHealthyLiving.org.
• Social media post templates are below the other design templates.
Font Options

• Many fonts to choose from
Text Options

- You can select a text box from the toolbar on the left.
- Works very similarly to text boxes in Microsoft Word or Publisher
- Text box can go anywhere on the document
- There are tools in the right hand corner to align and center the text boxes so that the document is balanced
Centering Text Boxes

• A line will appear when the text box is balanced and centered with others on the page.

• There are alignment tools on the right hand tool bar. Click on the three dots and alignment tools will appear.
Backgrounds on Canva

• Select a background from the toolbar on the left.
• The designs theme colors will be displayed on the top of the tool bar.
• If sites will print out the document, a white background is recommended to keep printing costs down.
Upload Photos

• Copy/Paste does not work well with Canva
• Upload pictures using the upload feature in the toolbar on the left hand side
- Canva has graphics, premade photo, and video option to add to your design
And then you have the finished product!
Print, Download, and More!

• Options to print, download, share link, and post on social media can be found by clicking on the dropdown arrow next to print flyers on the top right of your screen.

• The Share button to the left of print flyers is for sharing with people on Canva, not sharing on social media.
Share Designs with others on Canva

• Can send through names or emails
• Share link
• Share to your team
  • Use the drop down arrow next to the pencil
• View or edit abilities
Create your team on Canva

• Works similarly to Google Docs
• When items are shared to the team, team members have the ability to view or edit (depending on what settings the creator set)
Invite People to Your Team

• Type in emails or send a link to invite people to join your team
• Can create multiple teams for various projects
Collaborate Together!

- Helpful with translations
- Fixing typos and formatting errors
- Everyone has input and can be creative

**Recipe:** Breakfast Fruit Cup

**Ingredients**
- 2 oranges, peeled, seeded, and sliced into bite sized pieces
- 1 medium banana peeled and sliced
- 1 tablespoon raisins
- 1/3 cup lowfat vanilla yogurt
- 1/2 teaspoon ground cinnamon

**Serves** 4

**Total Time** 5 minutes

**Directions**
1. In a small bowl combine fruit.
2. Divide fruit equally into 4 bowls.
3. Put a rounded tablespoon of yogurt over fruit in each bowl, and sprinkle equal amount of cinnamon on top before serving.

**Recipe from eatFresh.org**

---

**Receta:** Desayuno de Fruta

**Ingredientes**
- 2 naranjas peladas sin semillas y cortadas en trozos pequeños
- 1 plátano medianamente pelado y cortado en rebanadas
- 1 cucharada de pasas
- 1/2 taza de yogurt de vainilla con bajo contenido de grasa
- 1/2 cucharadita de canela molido

**Rinde** 4

**Tiempo** 5 minutos

**Instrucciones**
1. Mezcle la fruta en un recipiente para mezclar.
2. Dividála por igual en 4 recipientes pequeños.
3. Agregue a la fruta una cucharadita de yogurt bajo en grasa, y espolvoree un poco de canela molido antes de servir.

**Receta de eatFresh.org**

California’s CalFresh Healthy Living, with funding from the United States Department of Agriculture’s Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit www.CalFreshHealthyLiving.org.