

CANVA TASKS

Task 1: Sign up for a free account and select Not for Profit/Charity. Add your personal information incl email. Then select the type of templates you will need by choosing the sector you work with. You can also add team members so you can collaborate.

- Search for Canva sign up
- Search for Canva Nonprofit Programme
- Search for Canva Starter Challenge and complete the tutorial

Task 2: ReCreate a social media post (using an image and quote)

1. Source an image
2. Add a speech bubble outline and adjust transparency
3. Add the quote text
4. You could try to use Canva's latest live Tweets/Facebook option

Task 3 Suggested Task: Create a simple A4 poster behind the scenes infographic for Merton Advice drop-in service.

Choose an A4 design

The title of this infographic is "Merton Advice"

The subtitle is December 2020

Using icons and text or charts show that

- 20 people have benefitted from the drop in advice service
- 40% of beneficiaries were male
- 19 people would recommend the service to friends and family

Add the following quote as text and place next to a photo of a person (you can use a free one in Canva or choose one from www.pixabay.com and upload it).

"The advice staff were so helpful and friendly. Being able to drop in as soon as the problem started meant that I didn't get into debt and was able to resolve the issue with the gas company".

Maggie Sutton, Advice Service user

Using Canva for publicity materials



Don't forget to:

Choose one primary colour and find contrasting or complementary colours. You can use the Canva colour wheel to help you decide or use Adobe Colour Wheel.

Try to apply the design tips that are included with this task.

Task 4 Free Form: Create a poster publicising an event you have coming up

1. Choose an A4 poster template
2. Add your information
3. Save a PDF
4. Check out the Canva online print service