

Canva QuickStart Guide for Troop Newsletters

Welcome! This guide will help you quickly get started using Canva and our customizable troop newsletter templates. Follow the steps below to create a personalized newsletter for your troop.

Step 1: Login to your Canva account or create a free Canva account.

If you do not already have a Canva account, visit canva.com and create a free Canva account using one of the login creation options (google, facebook, email).

Step 2: Open the template.

Click on the Canva cookie promo template link found at gswpa.org/brand. Choose “View Template”, then “Open in Editor”.

Step 3: Customize your newsletter.

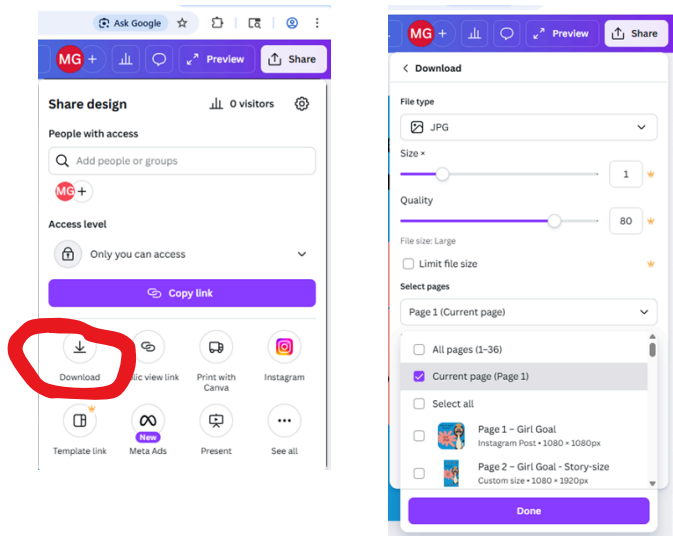
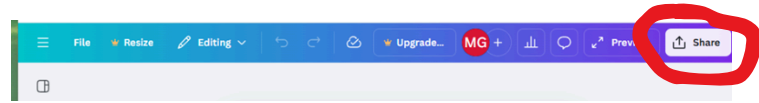
1. Upload any photos you want to use in your newsletter using the “Uploads” menu item along the left sidebar. If any photos include anyone other than you or your Girl Scout, be sure you have permission to include them.
2. Your photos can be added to any frame which can be a shape or background space that looks like a blue sky, a cloud, and a green hillside. Choose the Uploads menu item again and simply drag/hover your photo over the frame. Canva will drop it into the frame. Double click on the photo to adjust the size or position.
3. You can also edit text, change text size and color, and change color combinations.
4. Keep things clear and concise. Be sure to review your newsletter for any errors or typos before downloading.
5. Once you’ve customized your graphic, download the graphic using the directions on pg. 2.



Step 4: Download your newsletter.

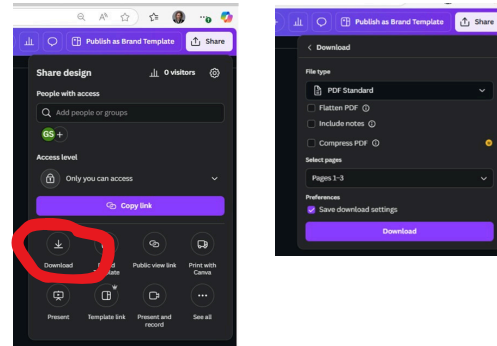
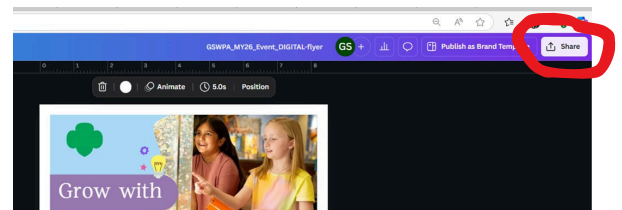
To save as a JPG (for sharing via social media or emailing):

1. Click “Share” in the top right.
2. Select “Download”.
3. Under **File Type**, choose “JPG”. (If you have the Pro version, slide the Quality bar to 100.)
4. Choose the correct page for the newsletter you created/edited.
5. Click on the “Done” button.
6. Click the **Download** button. (This will save to the Downloads folder on your computer or will ask you where to save.)



To save as a PDF (for printing or emailing):

1. Click “Share” in the top right.
2. Select “Download”.
3. Under **File Type**, choose “PDF Standard”.
4. Choose the correct page for the newsletter you created/edited.
5. Click on the “Done” button.
6. Click the **Download** button. (This will save to the Downloads folder on your computer or will ask you where to save.)



Questions? Please reach out to brand@gswpa.org.