

# Canva QuickStart Guide for Volunteers

Welcome! This guide will help you quickly get started using Canva to use our customizable recruitment/event flyers, social media graphics, and parade banners. Follow the steps below to make the most of your templates and tools.

## Step 1: Create a free Canva account.

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

## Step 2: Choose a Template.

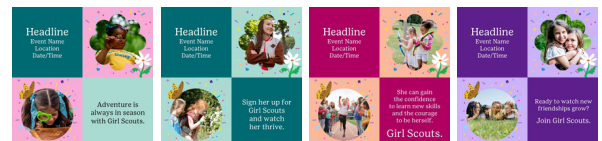
Click on a Canva template link found at [gswpa.org/brand](https://gswpa.org/brand). There are templates available for flyers (recruitment and event), social media graphics (event), and parade banners. More templates will be added in the future. Flyers come in both full sheet and half sheet versions.

## Step 3: Customize your flyer or graphic.

1. After opening a template link, click “Use template” to make your own copy.
2. Flyers are customizable. You can edit text, upload your own photos (Be sure all girls/adults in photos have photo releases.), and change color combinations. See the Photography section of our *Branding Guide for Volunteers* at [gswpa.org/brand](https://gswpa.org/brand) for photography guidelines and tips.
3. Keep it clear and concise. Use short titles and include key information. Less is more when it comes to text.
4. Be sure to follow all guidelines regarding the brand in the Branding Guide for Volunteers at [gswpa.org/brand](https://gswpa.org/brand).

## Tips for Success

- Proofread carefully before downloading your completed design.
- Use JPGs for social media and online sharing.
- Use PDFs for print.

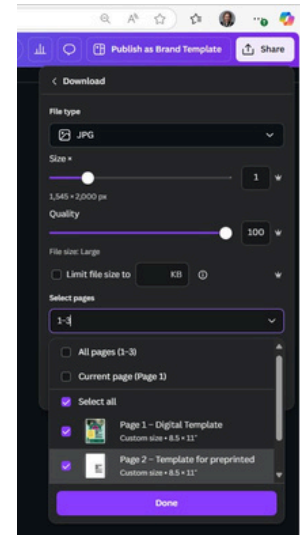
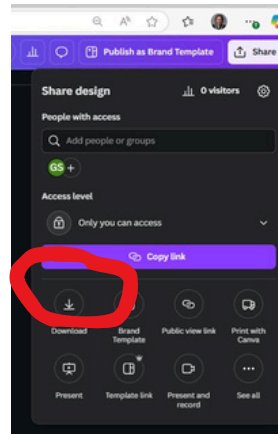
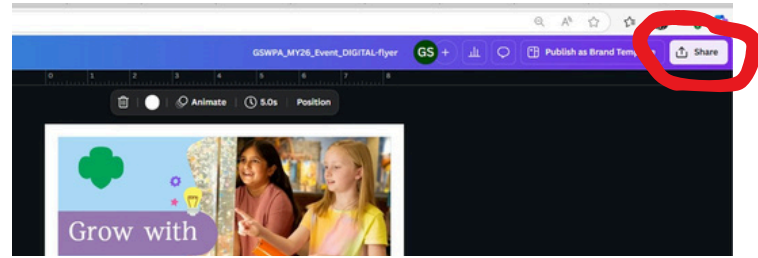


## Step 4: Download your flyers or graphics.

Be sure to proofread your flyer or graphic before downloading.

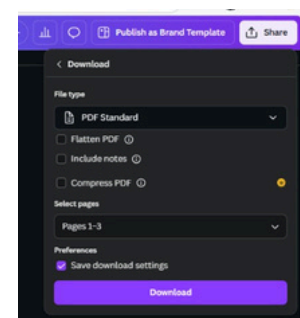
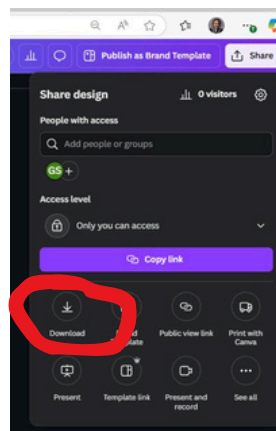
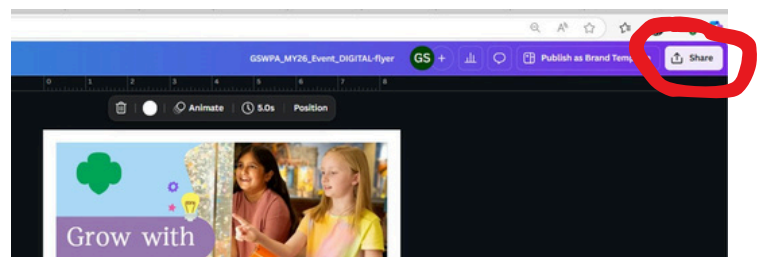
### To save as a JPG (for web use):

1. Click “Share” in the top right.
2. Select “Download”.
3. Under **File Type**, choose “JPG”.
4. Slide the **Quality** bar to 100.
5. Choose the correct **page**.
6. Click on the “Done” button.
7. Click the **Download** button. (This will save to the Downloads folder on your computer.)



### To save as a PDF (for printing or school approval preview):

1. Click “Share” in the top right.
2. Select “Download”.
3. Under **File Type**, choose “PDF Standard”.
4. Choose the correct **page**.
5. Click the **Download** button. (This will save to the Downloads folder on your computer.)



Questions? Please reach out to [brand@gswpa.org](mailto:brand@gswpa.org).