



CANVA FOR NEIGHBORHOOD COUNCILS



WHAT IS CANVA?

Canva is a free graphic design website that can be used on your phone, tablet, or desktop computer. It allows you to quickly create polished-looking graphics for use in print or online, even if you have no design experience.

CANVA FOR NEIGHBORHOOD COUNCIL ELECTIONS

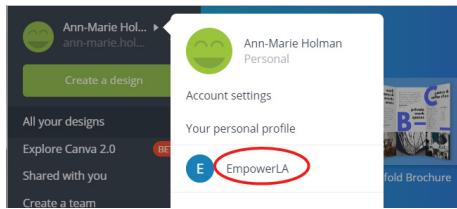
While the free version of Canva has many great templates for social media posts or flyers, standard, templates are not offered for many of the items Neighborhood Councils use in their outreach, such as bus benches, lawn signs, or light pole banners. Because of this, EmpowerLA has created special Canva accounts that will be available to all NCs for a limited time, during the 2019 NC Election season. These special accounts allow the department to share templates already designed with NC election outreach needs in mind. This service ends on June 14, 2019, unless the department receives additional funding.

HOW TO USE CANVA

1

Login

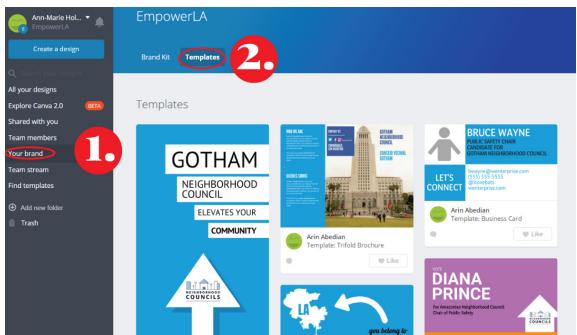
Every Neighborhood Council has a single account. It can be shared by all members of your team. Your NC account is tied to a special EmpowerLA email address, such as XYZNCcanva@empowerLA.org. You will also be given a password; copy and paste it the first time you log in, then save it on your computer, tablet, or phone. When you sign into Canva.com, click your NC name at the top left corner of the screen and make sure "EmpowerLA" is written under your NC name, if not click on "EmpowerLA".



2

Accessing EmpowerLA Templates

On the left side of the screen, click on "Your brand". The screen should show colors, fonts, and logos. Next click on "Templates". Click on desired templates and start editing.



3

Getting Familiar with Canva

To start editing a template, click on any text or graphic and a new menu will appear above the design. For text, it will give option for changing the size or font color. For graphics, there may only be the option to change color. To add new text, click on "TEXT" located on the left menu. To add new graphics or photos, click on "ELEMENTS" located right above "TEXT". If you would like to add a file from your computer click on "UPLOADS". Then, click the button "Upload your own images". If you would like to access the logos provided by EmpowerLA, click on "Logos". Lastly, when you are done with your design, click on "Download" and choose the desired format (PDF is best for sending to print).

