



ProVol Digital

Step by step guide

Canva



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Professional volunteer management
and training through digitalisation



Canva

- Canva is a **graphic design platform** used to create social media graphics, presentations, posters, documents and other visual content. The app includes templates for users to use.
- The platform is free to use and offers paid subscriptions such as Canva Pro and Canva for Enterprise for additional functionality.

Step by step

Step 1: Sign up

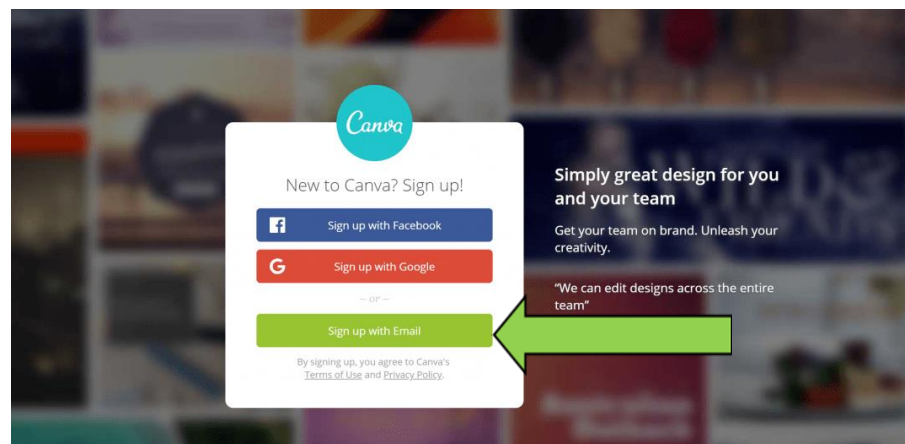
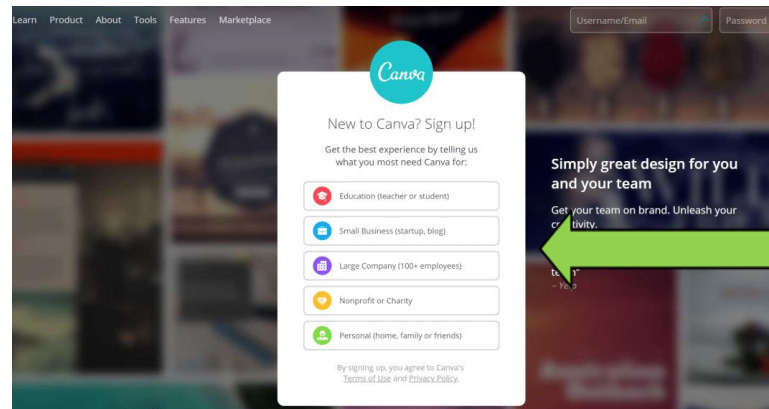
Step 2: Create your account

Step 3: Choose a template

Step 4: Customise your design

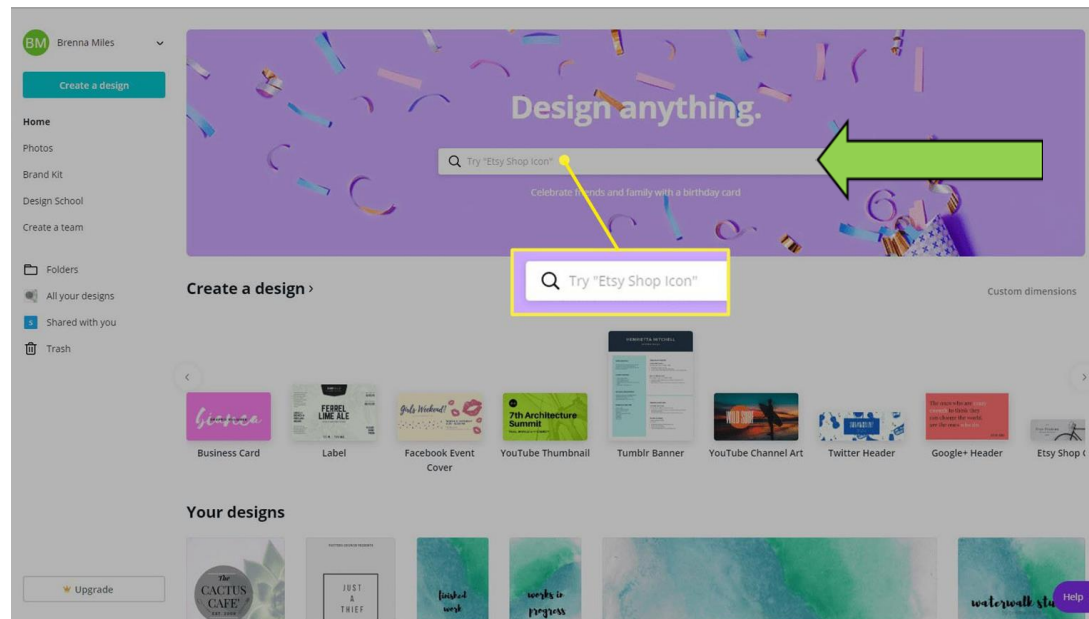
Step 1

- Go to <https://www.canva.com/>
- Choose your category and the account you want to use for login



Step 3

- Use the search bar to find any customisable design
- Type in anything you want (i.e. “logo”)



Step 4

- Open the template you like, click “edit” and explore the functions in the left-side bar. Your workspace is in the middle and any changes will be visible there.

