



Step 1: Sign Up or Log In

- Visit [canva.com](https://www.canva.com)
- Click **Sign up** to create a free account or **Log in** if you already have one.

Step 2: Pick the Right Social Media Template

- On the homepage, use the search bar and type the platform you want (e.g., **Instagram Post**, **Facebook Post**, **Twitter Post**).
- Choose a template size designed for that platform (e.g., Instagram posts are usually square).

Step 3: Choose a Template

- Browse the free templates and click the one you like to start editing.
- Don't worry — you can change colours, text, and images easily.

Step 4: Customise Your Image

- **Change Text:** Click any text box and type your message, offer, or quote.
- **Add Your Logo or Images:**
 - Click **Uploads** on the left menu.
 - Upload your logo or photos from your computer.
 - Drag and drop your uploads onto the image.
- **Adjust Colours and Fonts:** Select any element, then use the top toolbar to tweak colours or fonts to match your brand.

Step 5: Add Extra Elements (Optional)

- Want icons, shapes, or stickers?
- Click **Elements** from the left menu and drag what you want onto your image.

Step 6: Review Your Design

- Double-check spelling, clarity, and overall look.
- Make sure your text is easy to read and the image isn't cluttered.



Step 7: Download Your Social Image

- Click **Share** (top right), then **Download**.
- Choose **PNG** or **JPG** format for best quality.
- Click **Download**.

Step 8: Post Your Image!

- Upload your new image to your social media account — Facebook, Instagram, LinkedIn, wherever
- Add a caption and hashtags to reach more people.

Quick Tips

- Use bold, simple fonts that stand out on small screens.
- Stick to your brand colours for consistency.
- Keep text short and to the point — social media posts get scrolled fast!
- Use high-quality photos or logos to look professional.



How to create a flyer using free tool design tool, Canva

Step 1: Sign Up or Log In

- Go to canva.com
- Click **Sign up** if you don't have an account (use email, Google, or Facebook).
- Or click **Log in** if you already have an account.

Step 2: Search for Flyer Templates

- On the homepage, find the search bar at the top.
- Type **Flyer** and press Enter.
- You'll see tons of free flyer templates.

Step 3: Choose a Template

- Scroll through and pick one you like (don't worry, you can change anything!).
- Click on the template to open it.

Step 4: Customize Your Flyer

- **Change the text:** Click on any text box and type your business name, offer, contact info, etc.
- **Add your logo or images:**
 - Click **Uploads** on the left menu.
 - Click **Upload files** to add photos or logos from your computer.
 - Drag the uploaded image onto the flyer.
- **Change colours or fonts:** Click any element to select it, then use the top toolbar to change colours or font styles.

Step 5: Add New Elements (Optional)

- Want to add shapes, icons, or more text?
- Use the left menu and click **Elements** or **Text** to add new stuff.

Step 6: Review Your Flyer

- Check spelling, contact info, and make sure everything looks good.
- Move things around if needed by dragging.



Step 7: Download Your Flyer

- Click the **Share** button (top right).
- Select **Download**.
- Choose **PDF Print** for high-quality print files or **PNG/JPG** for images.
- Click **Download**.

Step 8: Print or Share

- Print your flyer at home, at a print shop or share it online on social media or email.

Quick Tips

- Keep your flyer simple and clear.
- Use large fonts for headlines.
- Include a clear call to action like “Call Now!” or “Free Quote.”
- Use high-quality images or your logo for a professional look.