

Creating your open studios poster from a template

This guide explains how to create your Open Studios poster using Canva and the templates provided. The screenshots show the process on a Mac. If you're using a PC, it may look a bit different.

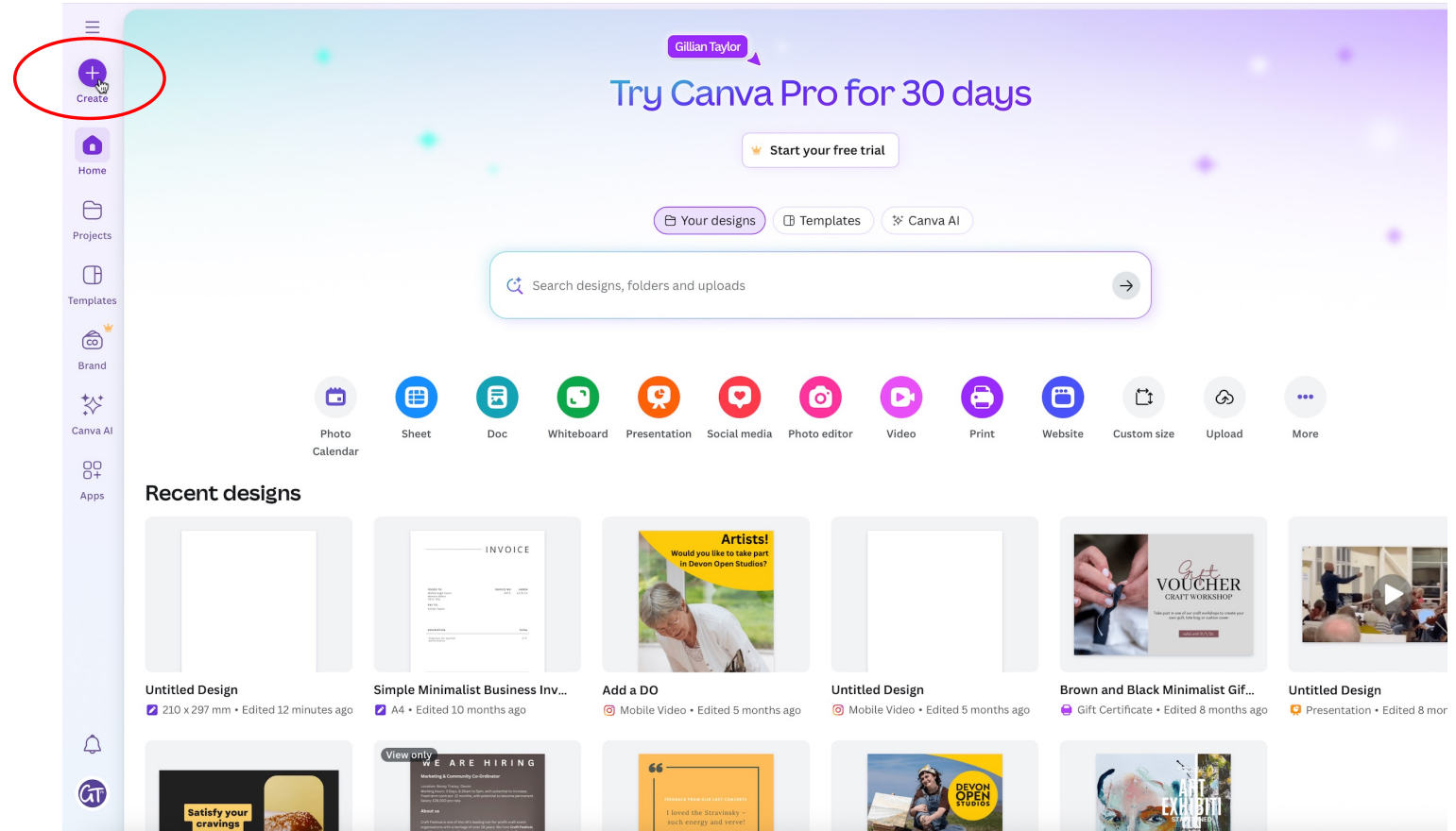
Canva is also available as an app to use on phones and tablets.



Open Canva at
<https://www.canva.com>

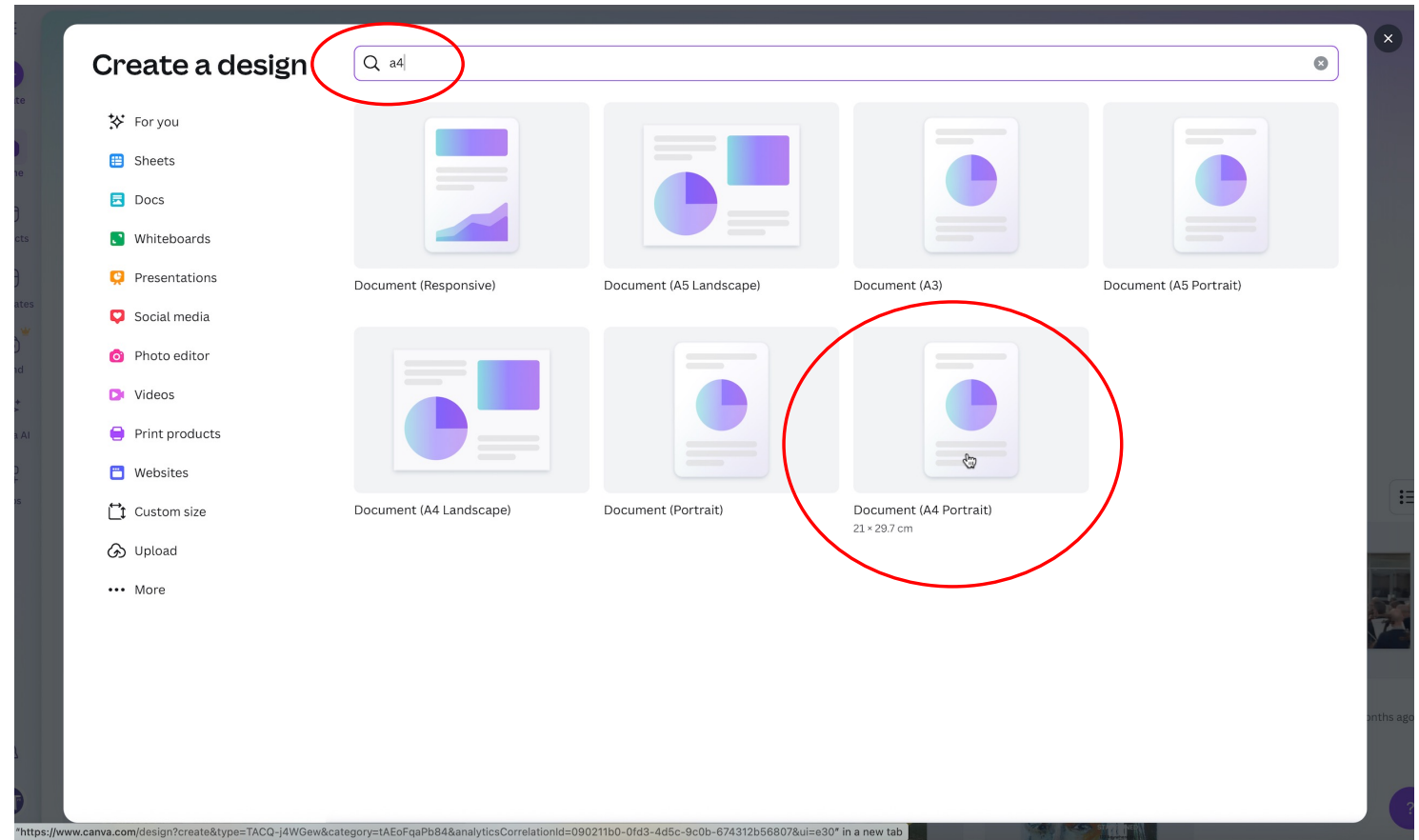
If you don't already have
an account, you'll need to
set one up.

Click the + (top left)

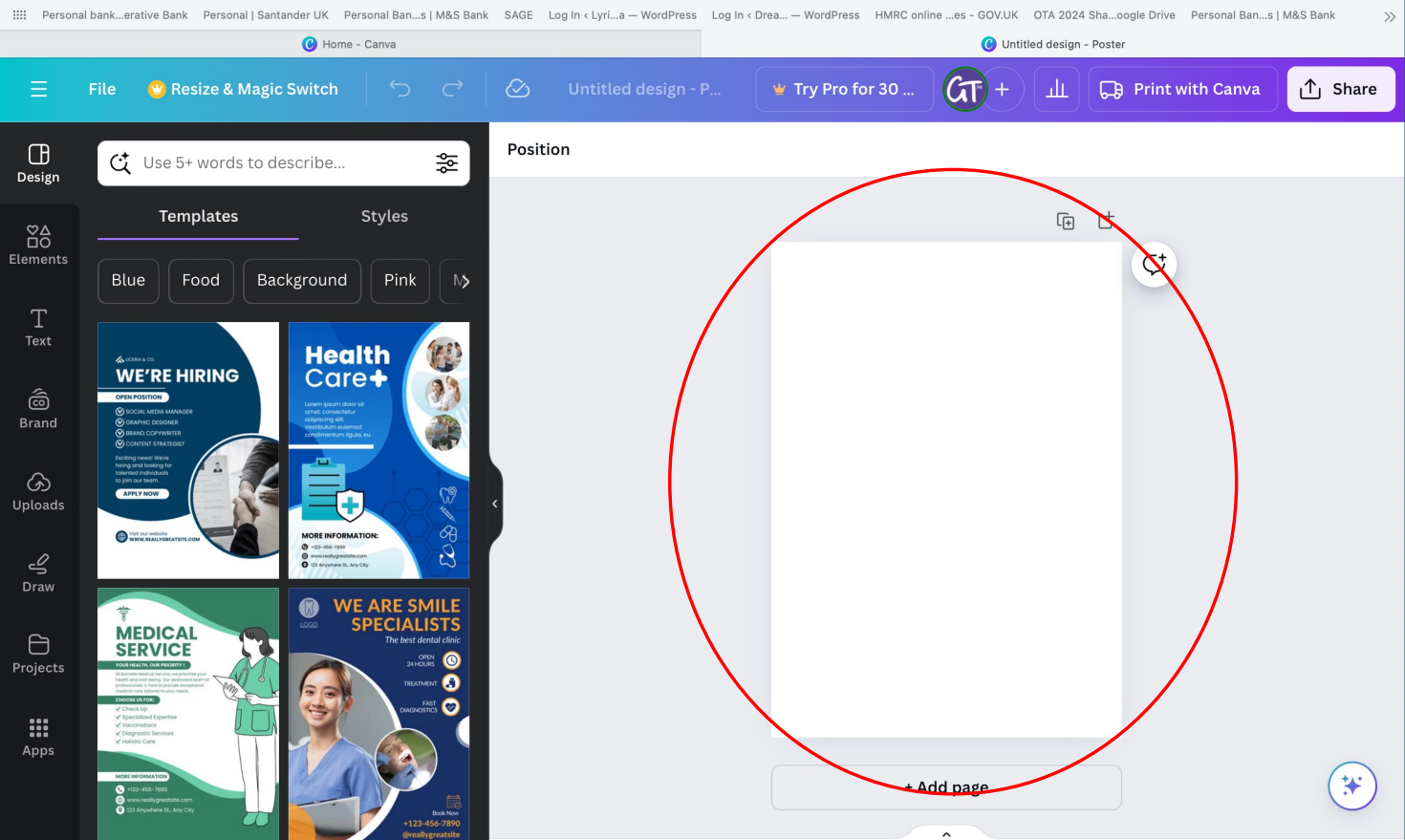


In the search box, type **A4**

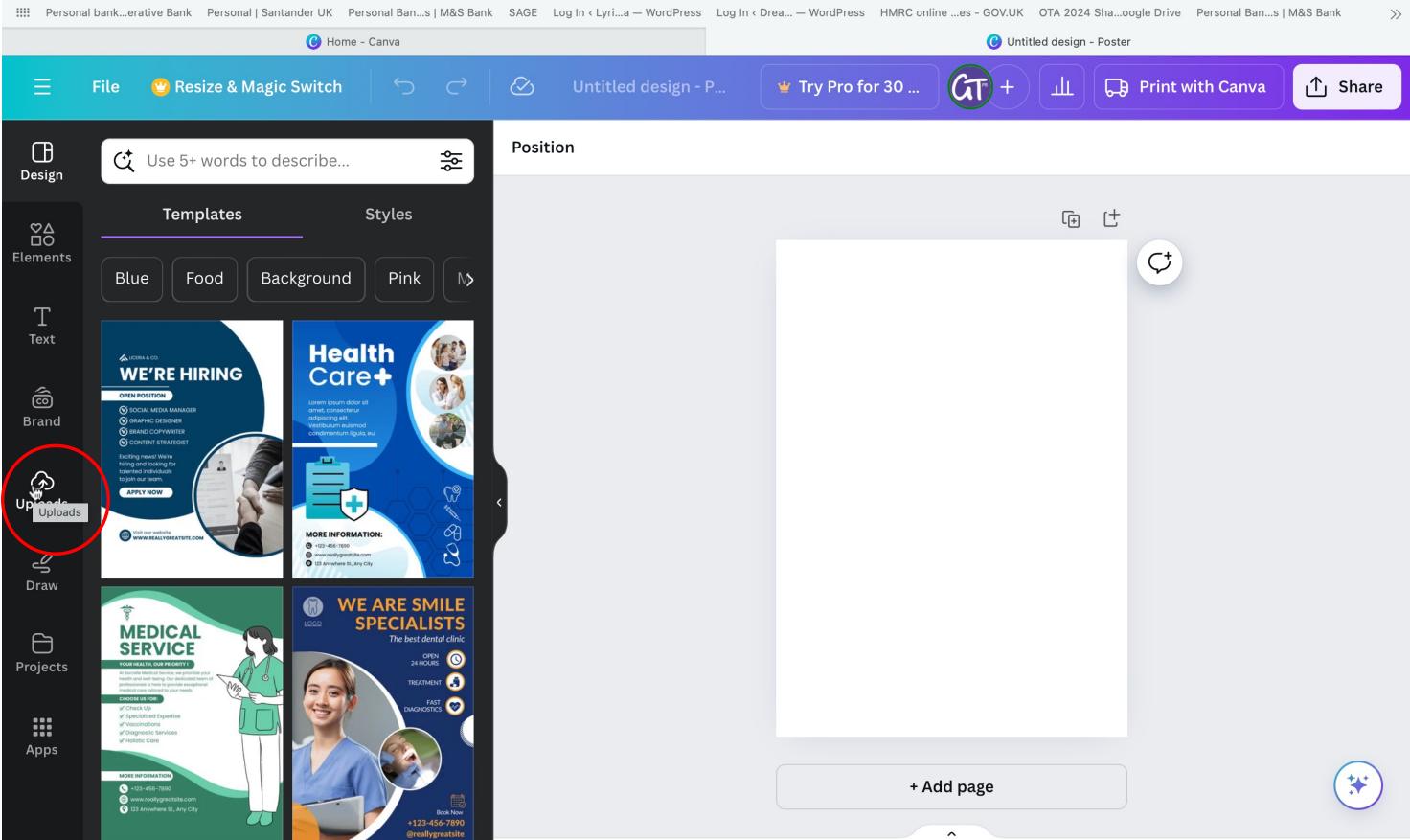
Select the A4 portrait option



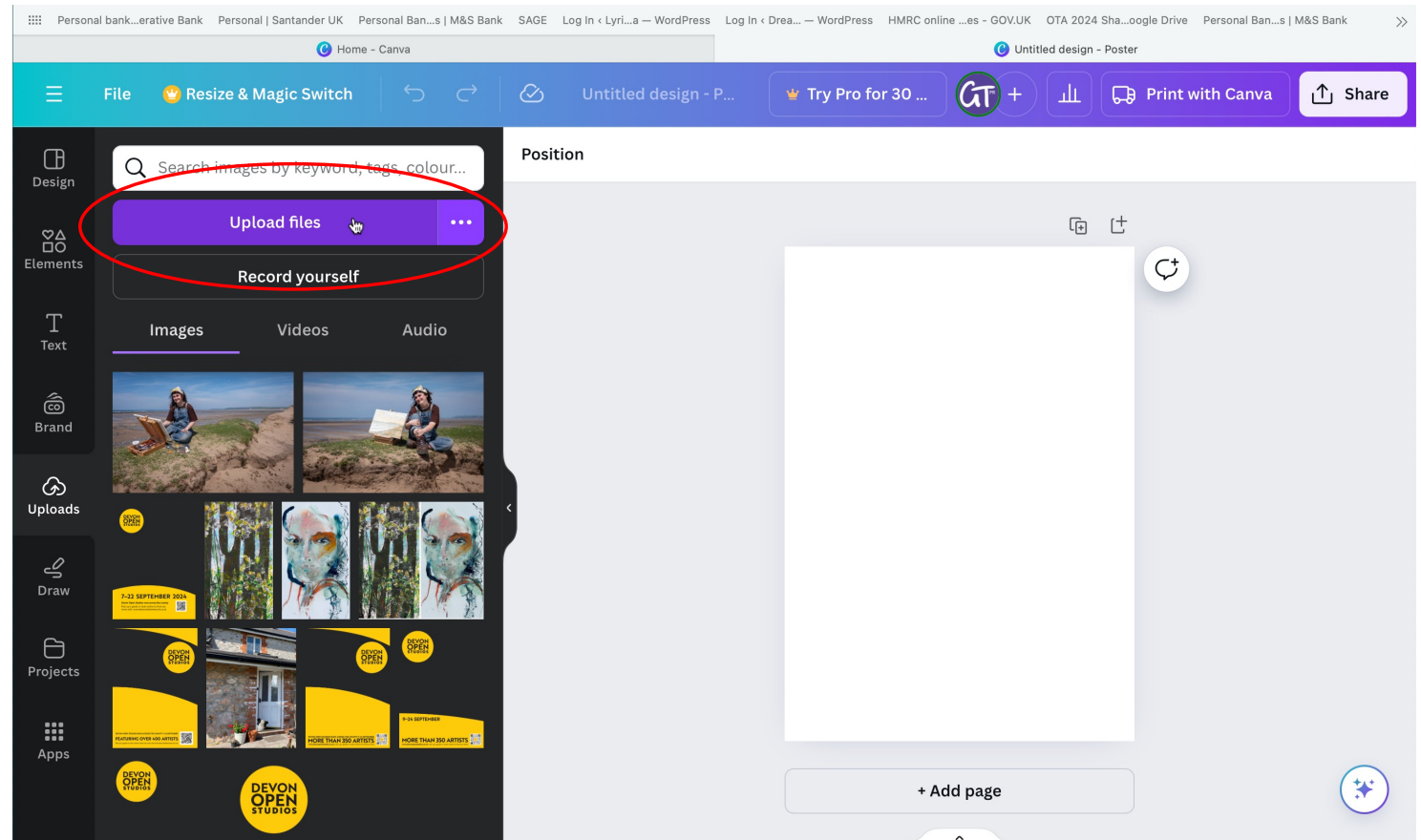
You can now see a blank document



Select **uploads** (on the left)

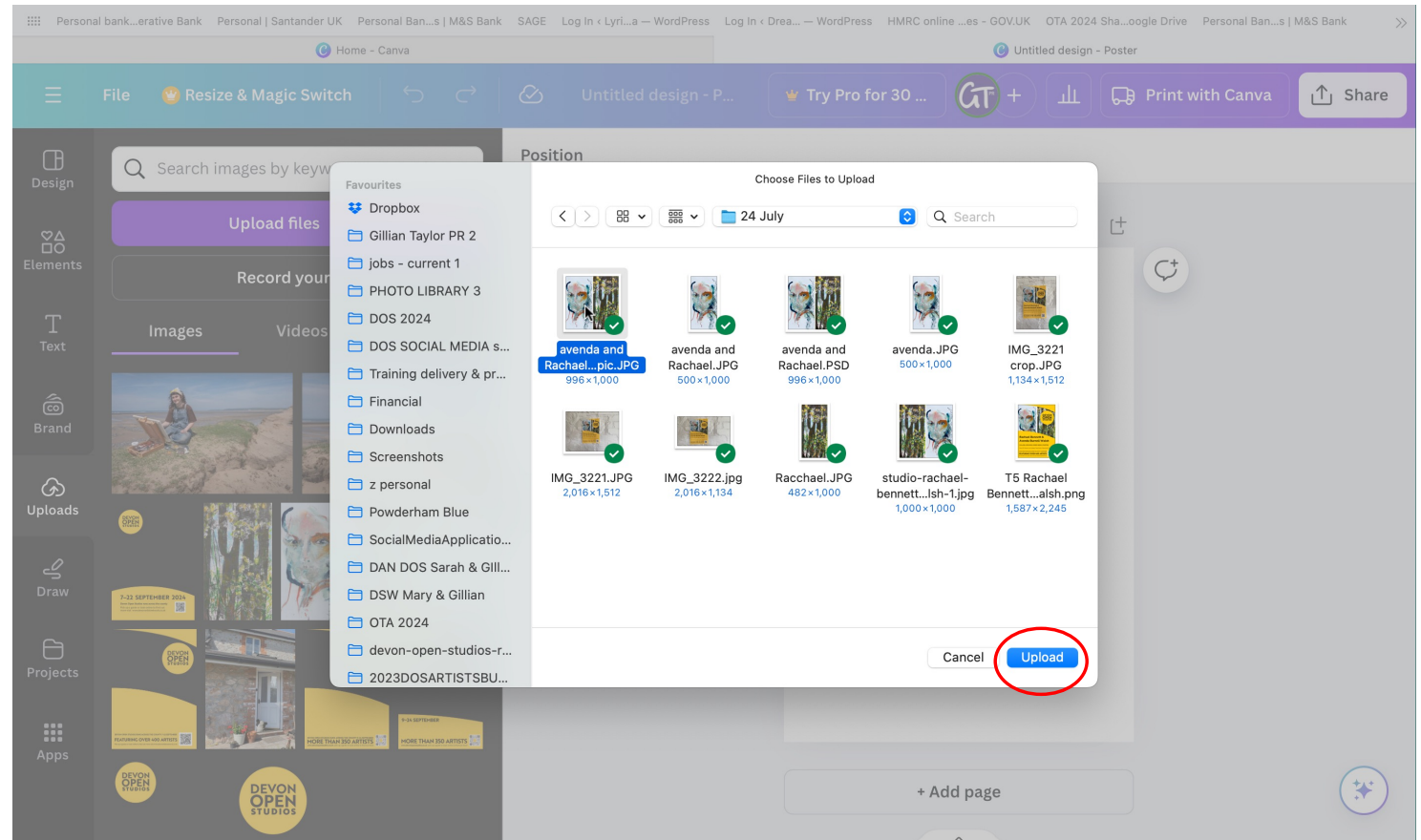


Then select **Upload files**

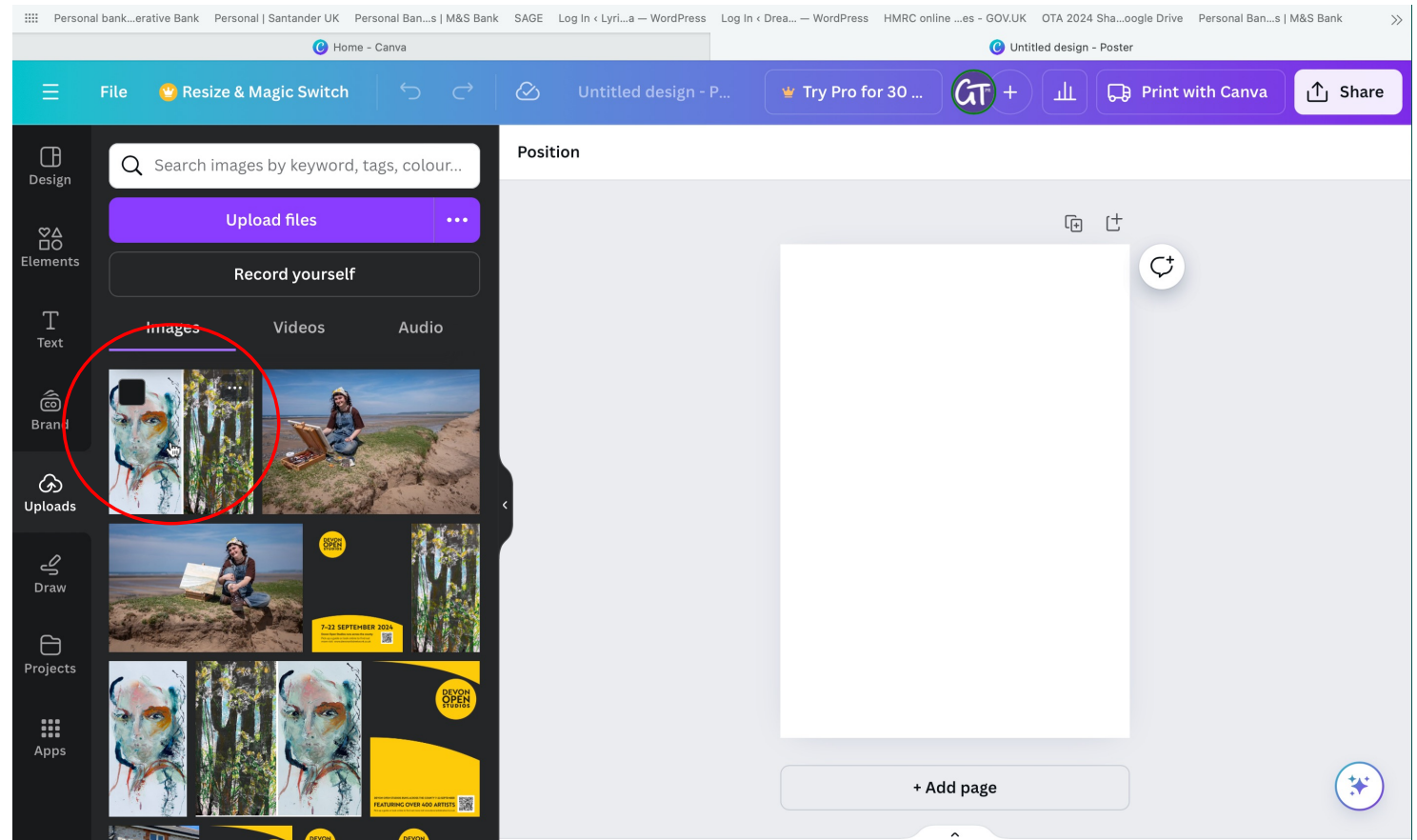


This will open your files.
Find the files you want to
upload – an image and the
Open Studios poster
template.

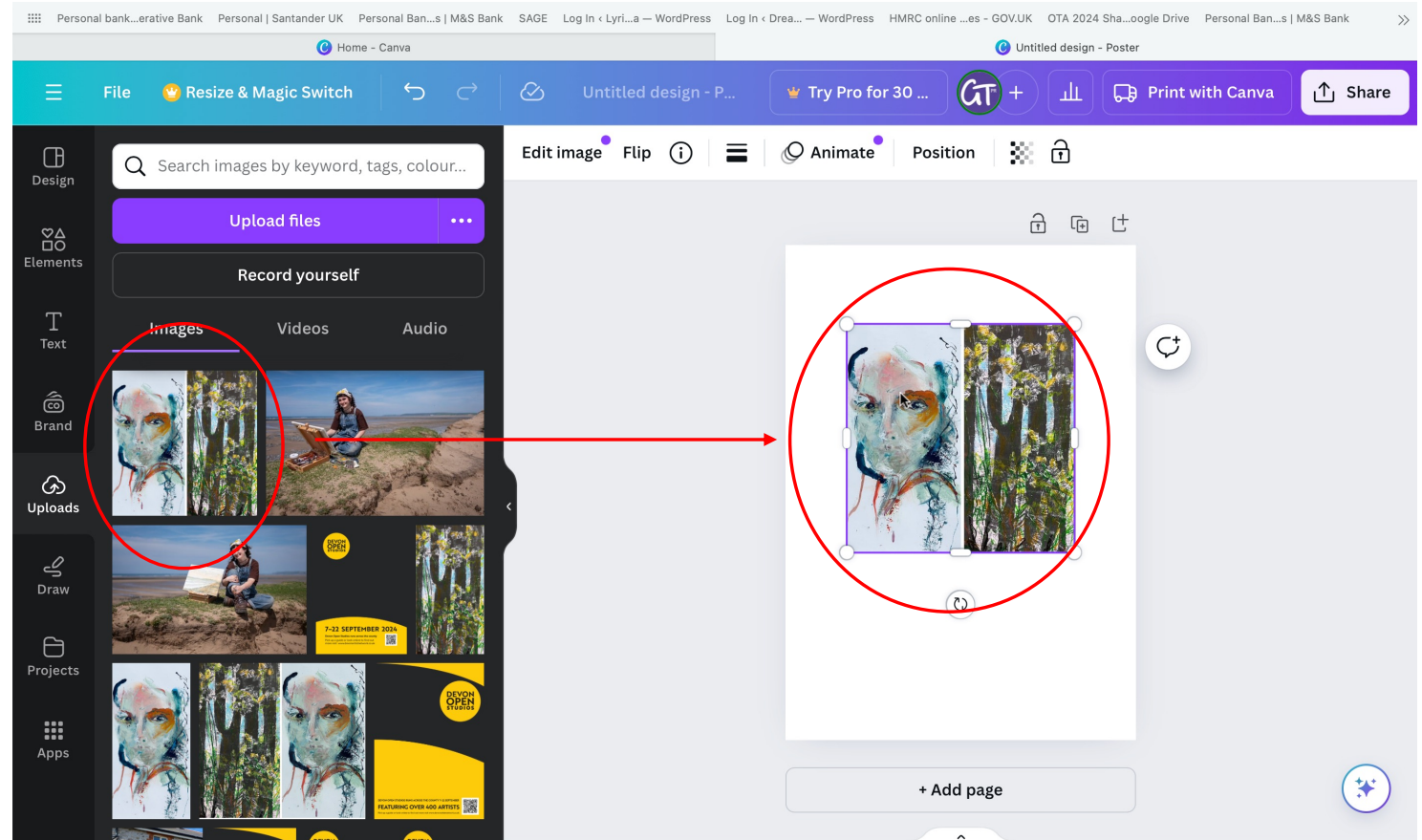
Select these and click
upload



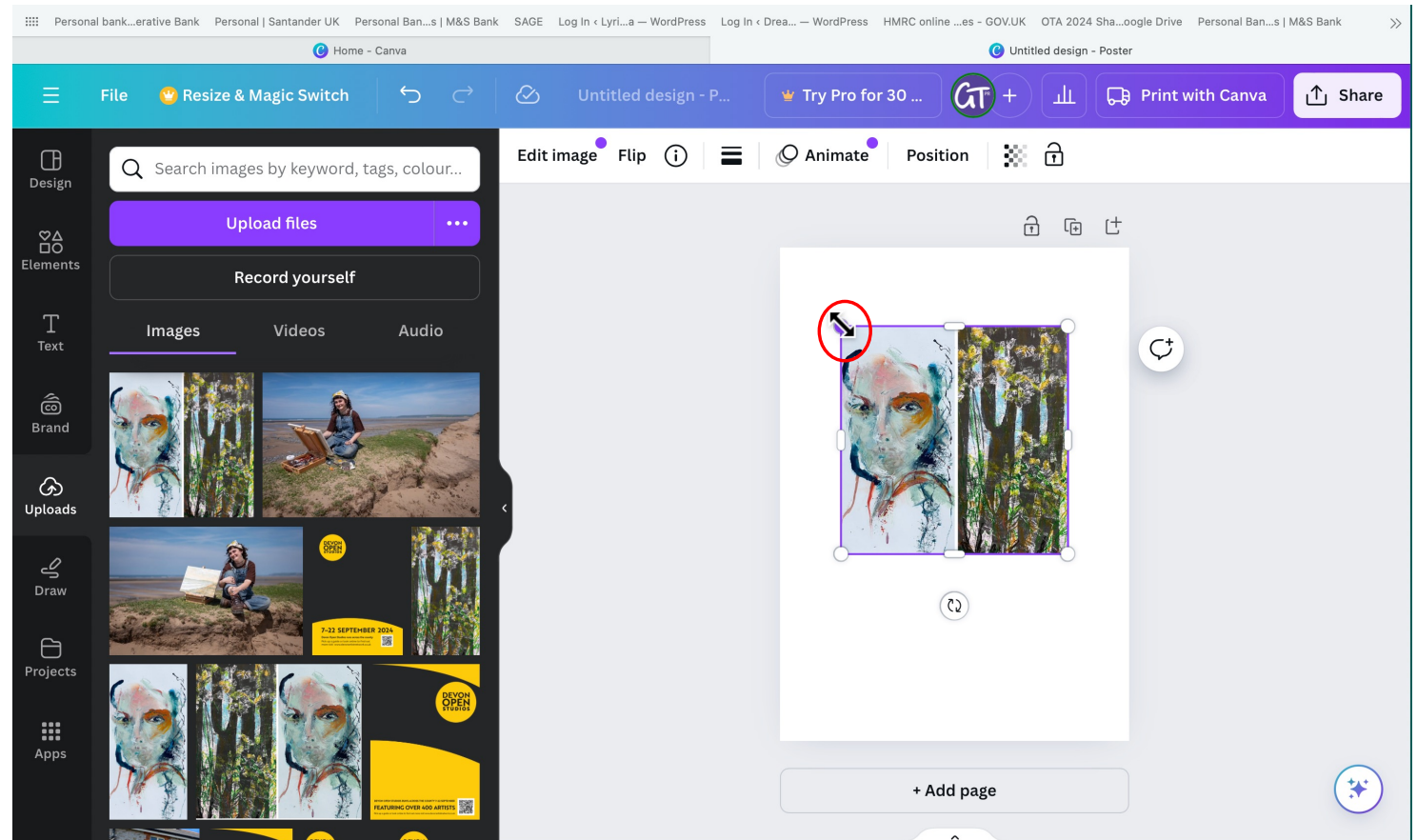
The files you've uploaded will appear in the panel on the left



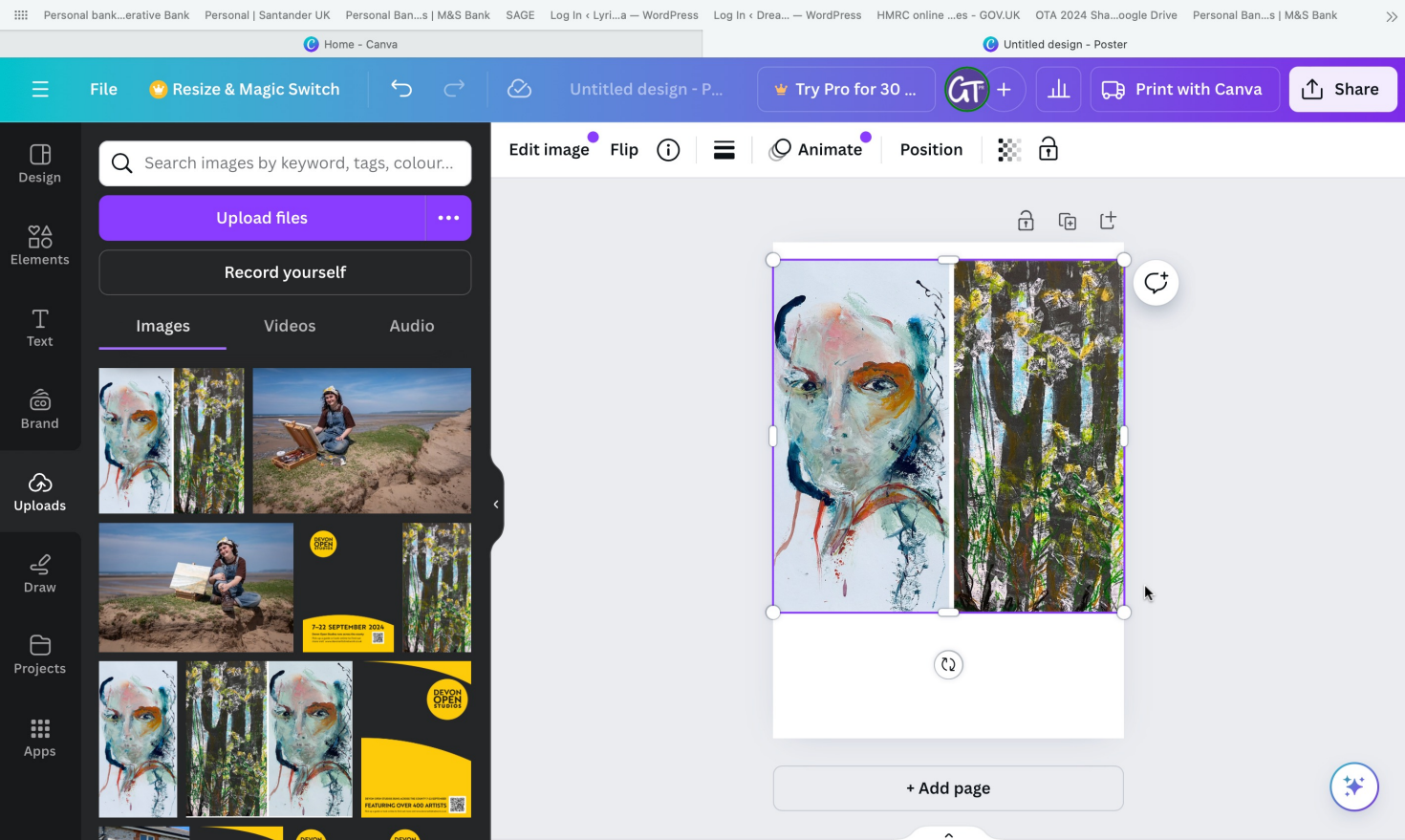
From the panel on the left, select the image you want to use on your poster, and drag it over to the blank document in the panel on the right.



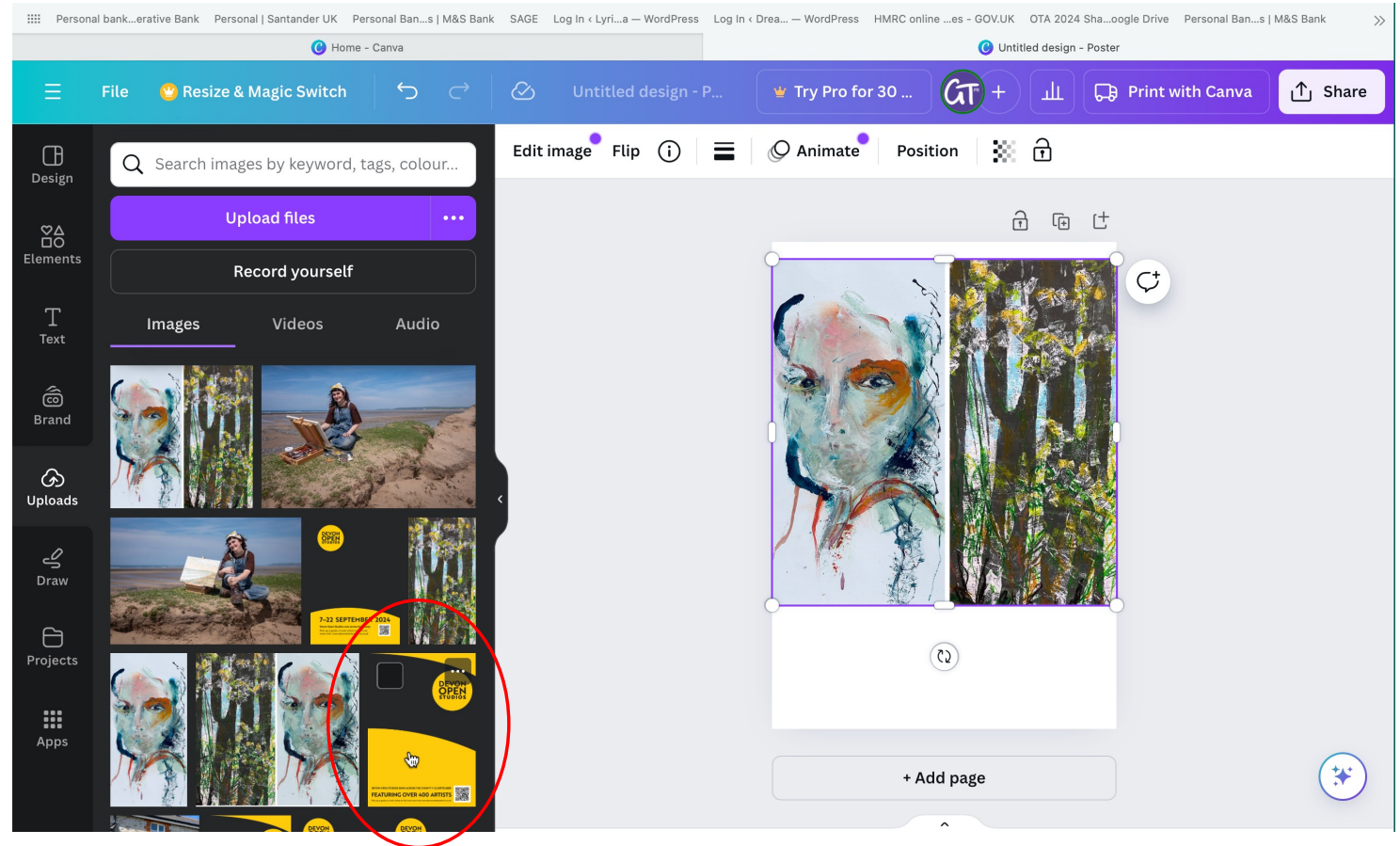
You can use the white round and rectangular shapes at the edge to change the size and shape of your image (you probably want to just drag from the corners so that the proportions don't change)



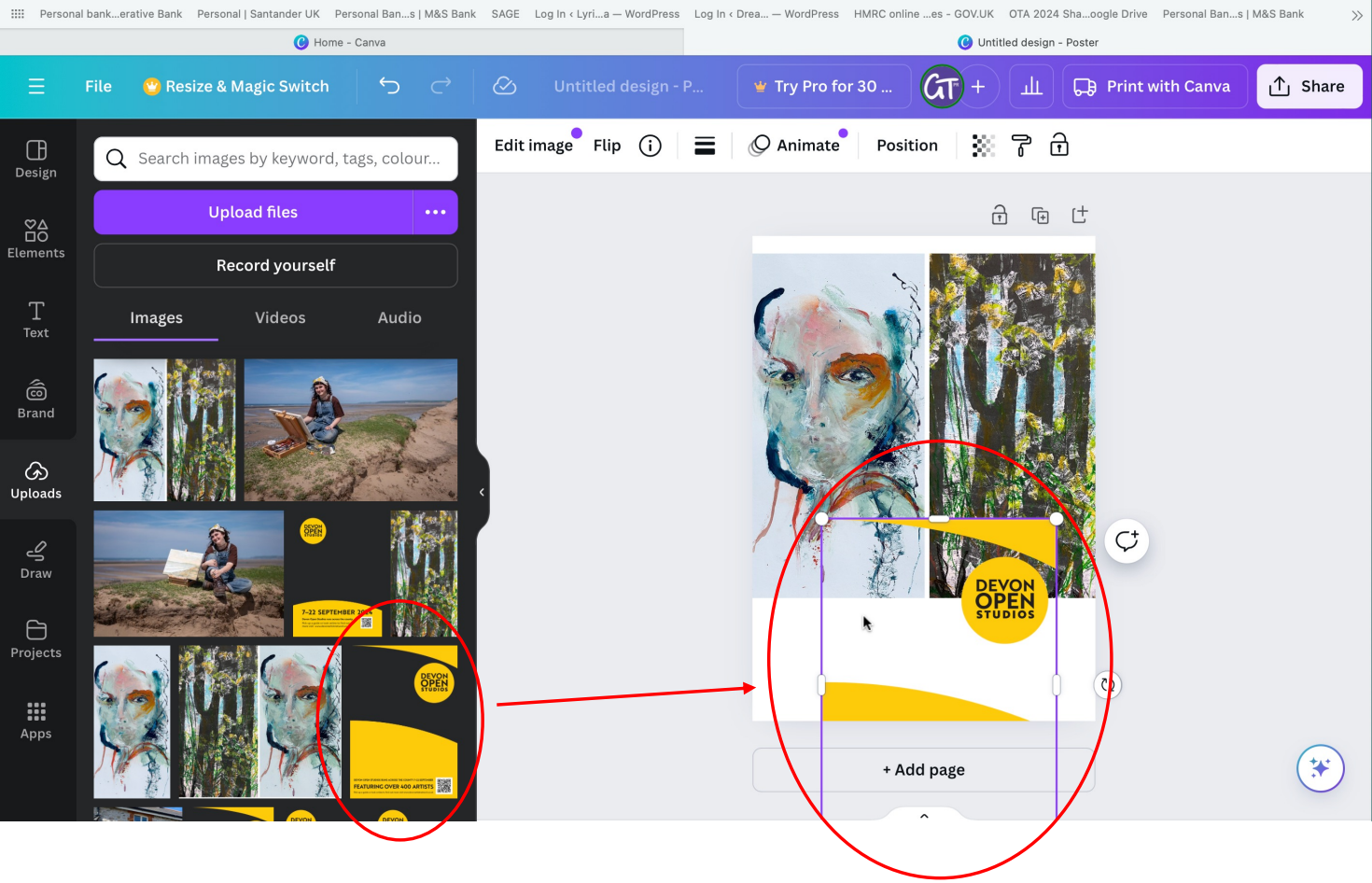
Adjust the image so that it's in the right place for the poster.



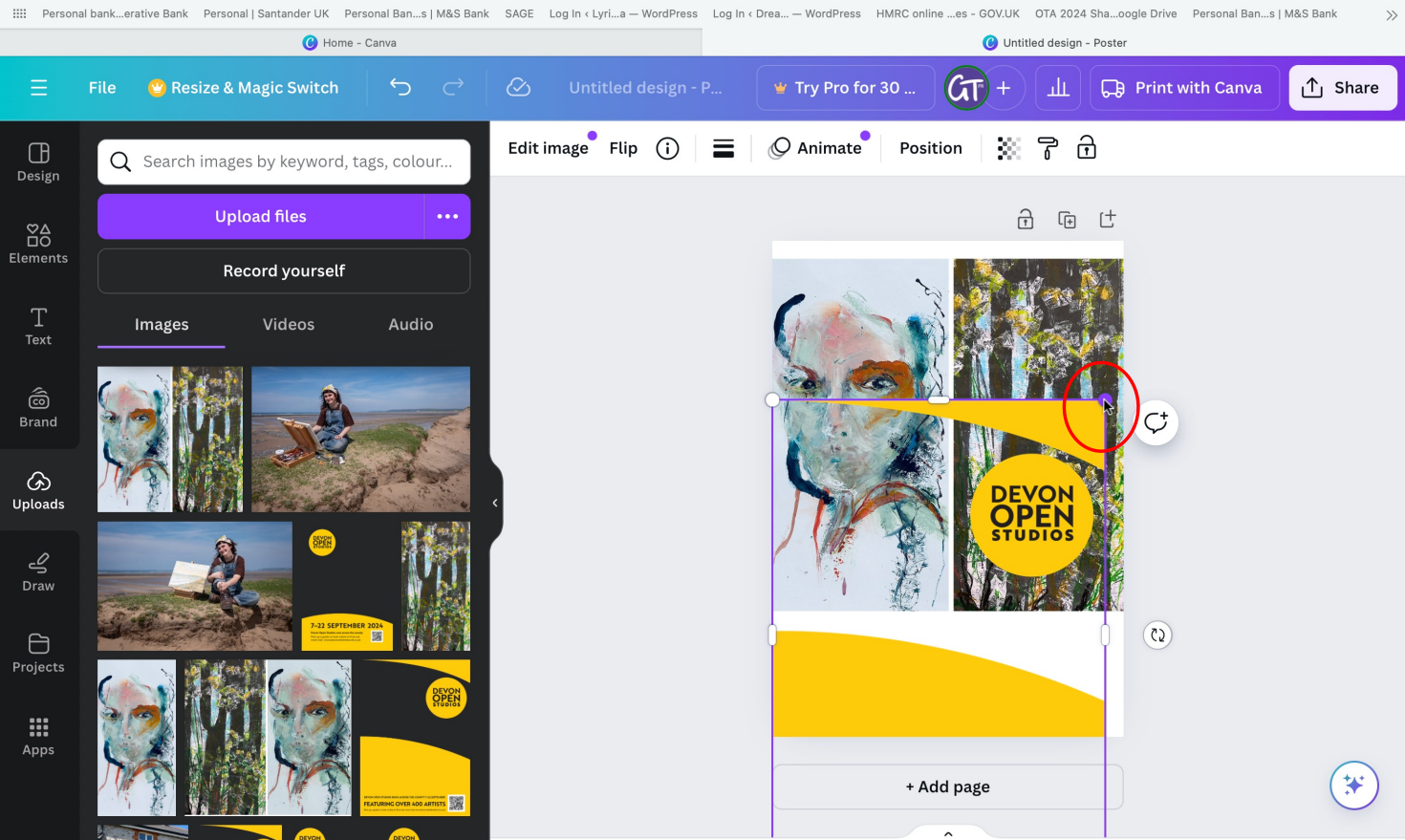
Select the poster template from the panel on the left and drag it over to the poster you're creating



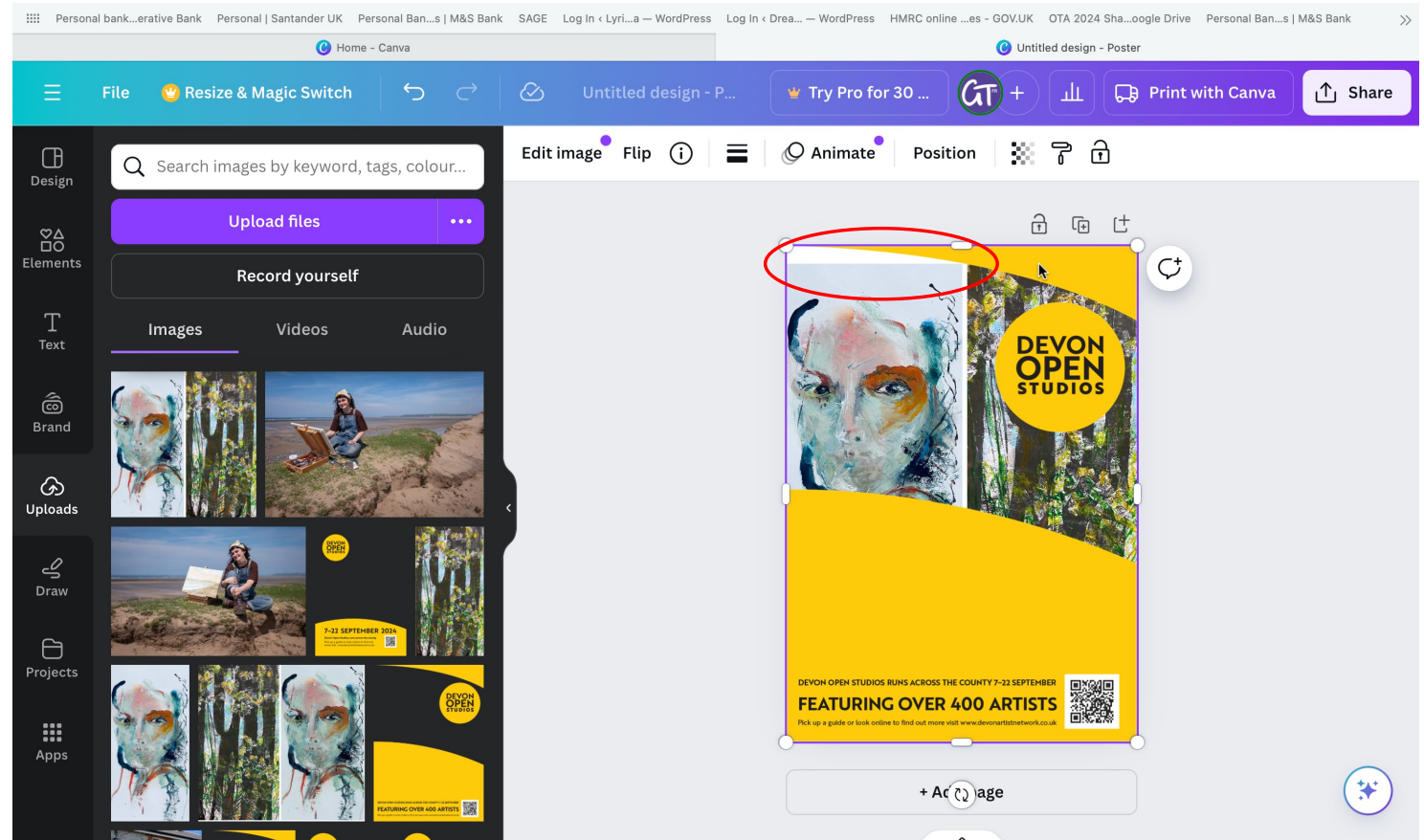
Place it anywhere on the poster...



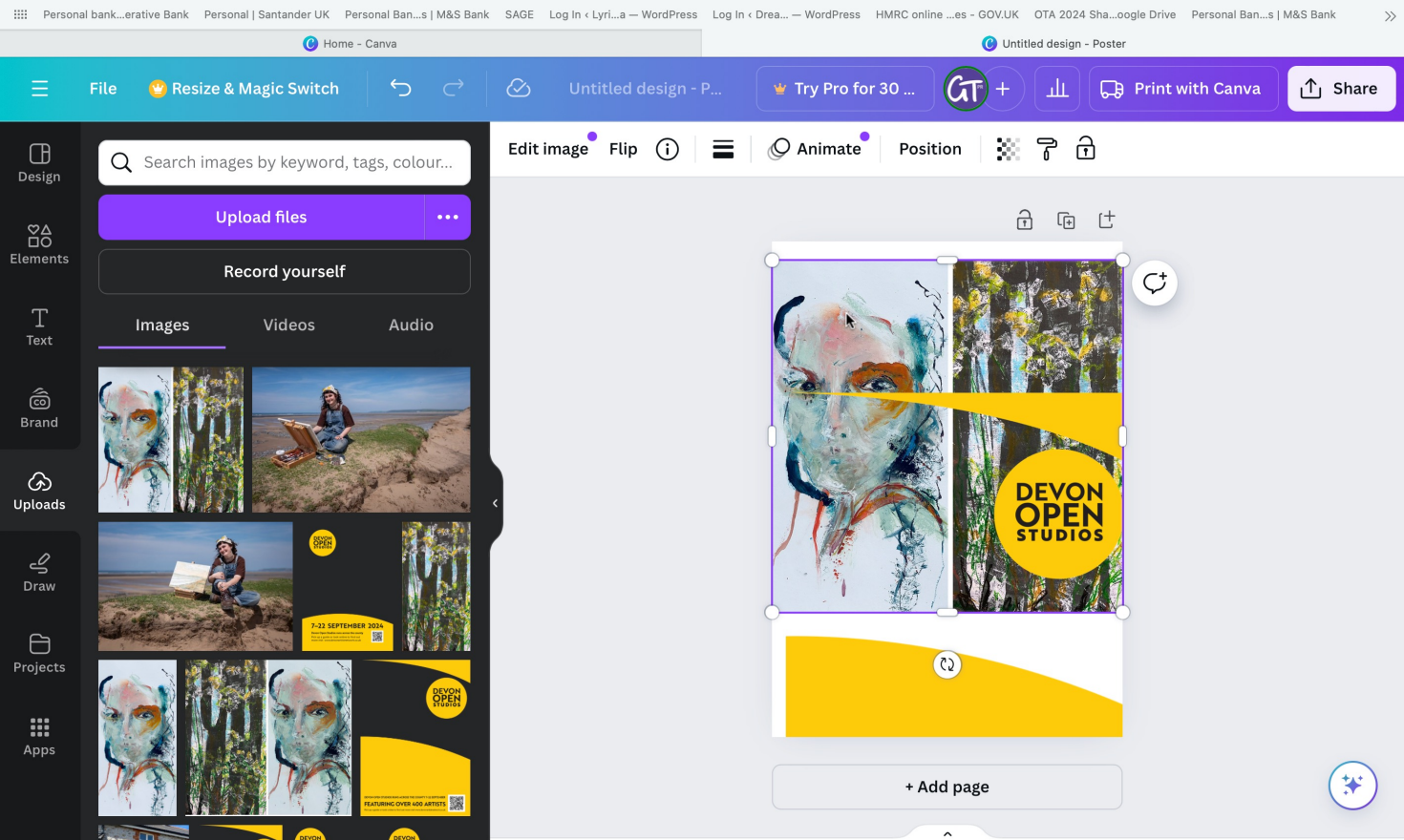
...and then adjust it to fill the poster exactly



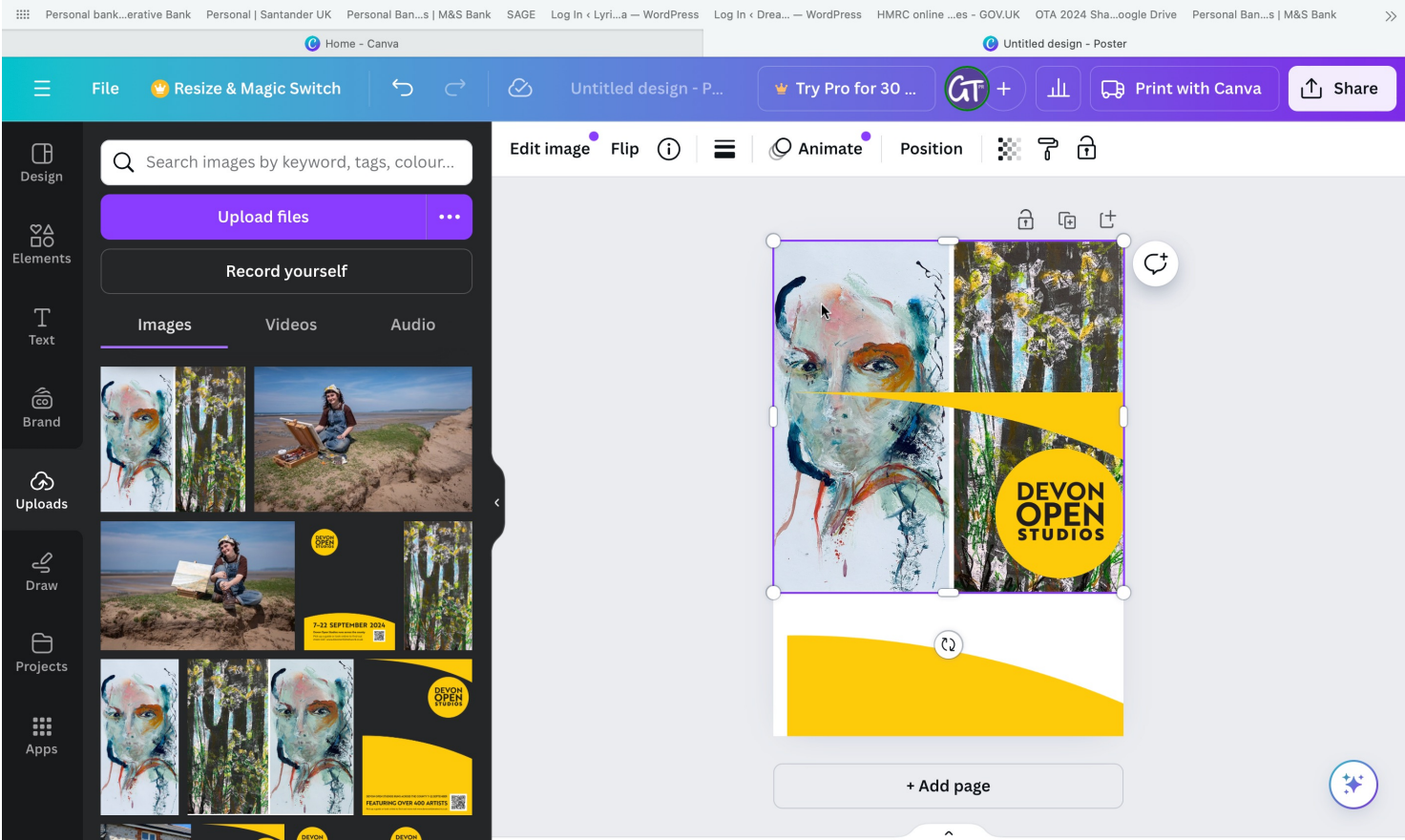
Now the yellow template is in place, but the photo isn't quite right (there's some white space at the top).



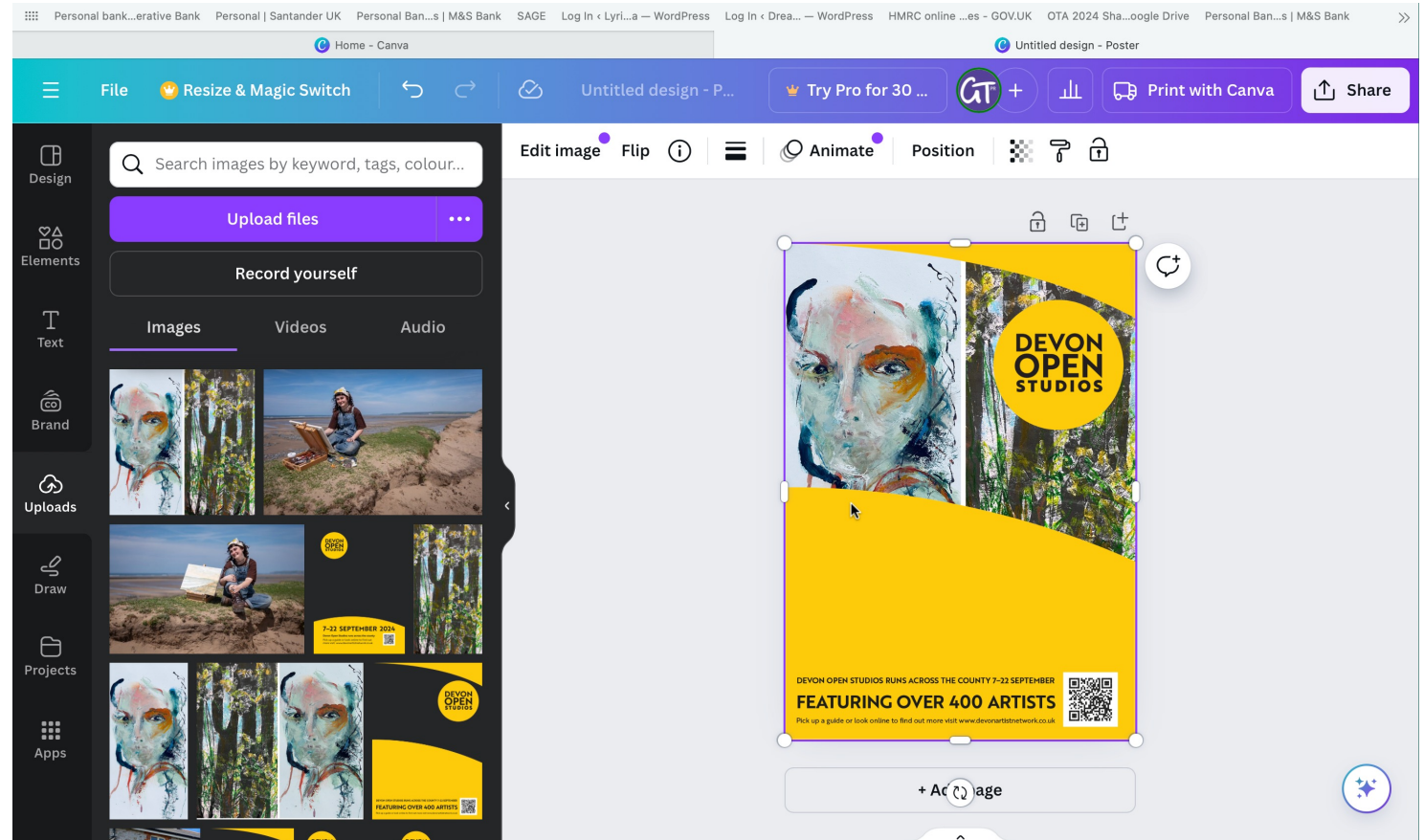
Move the template out of the way so you can adjust the photo below until you get it in the right place



When it's in the right place ...

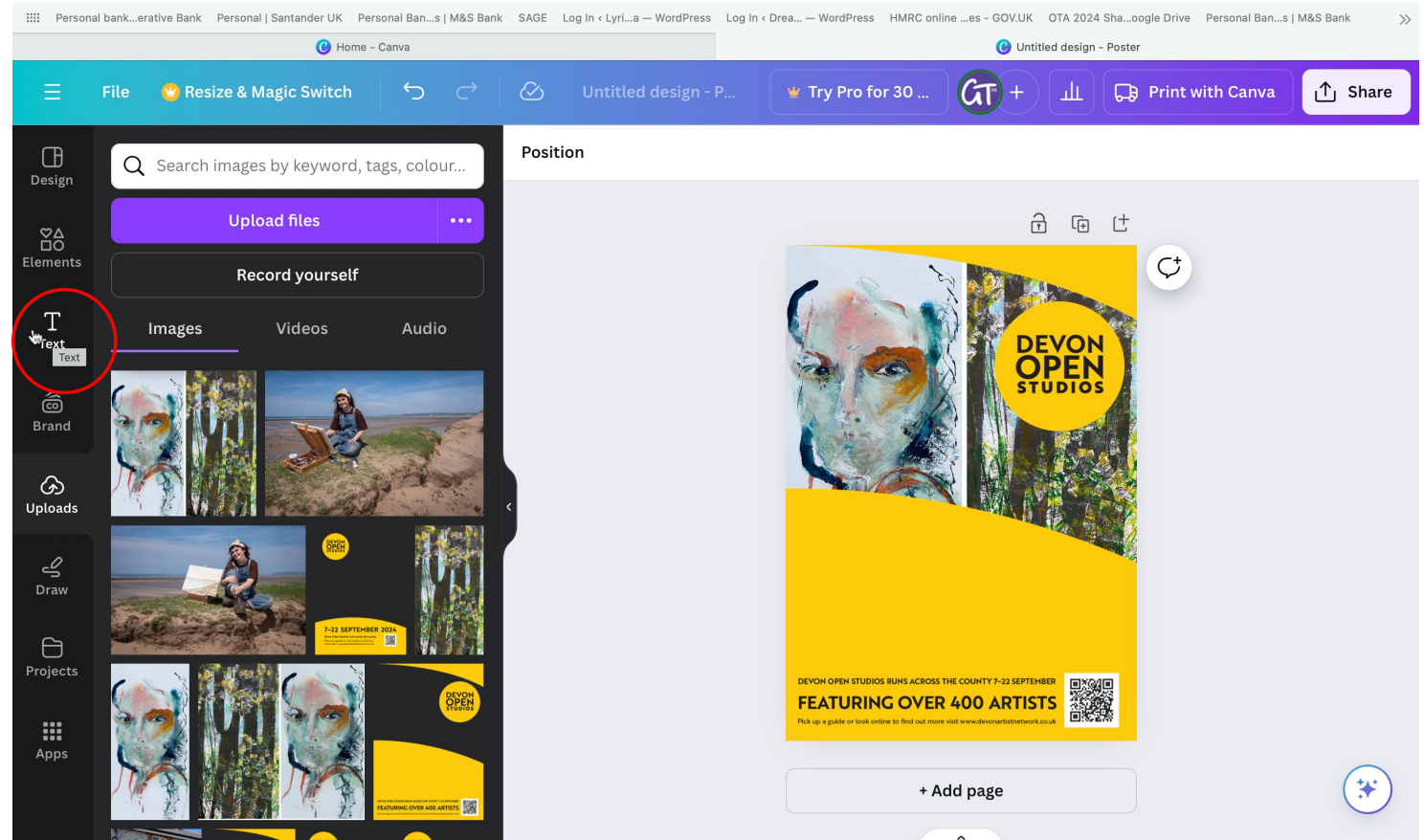


... click on the yellow template to select it, and move it back so it fills the poster

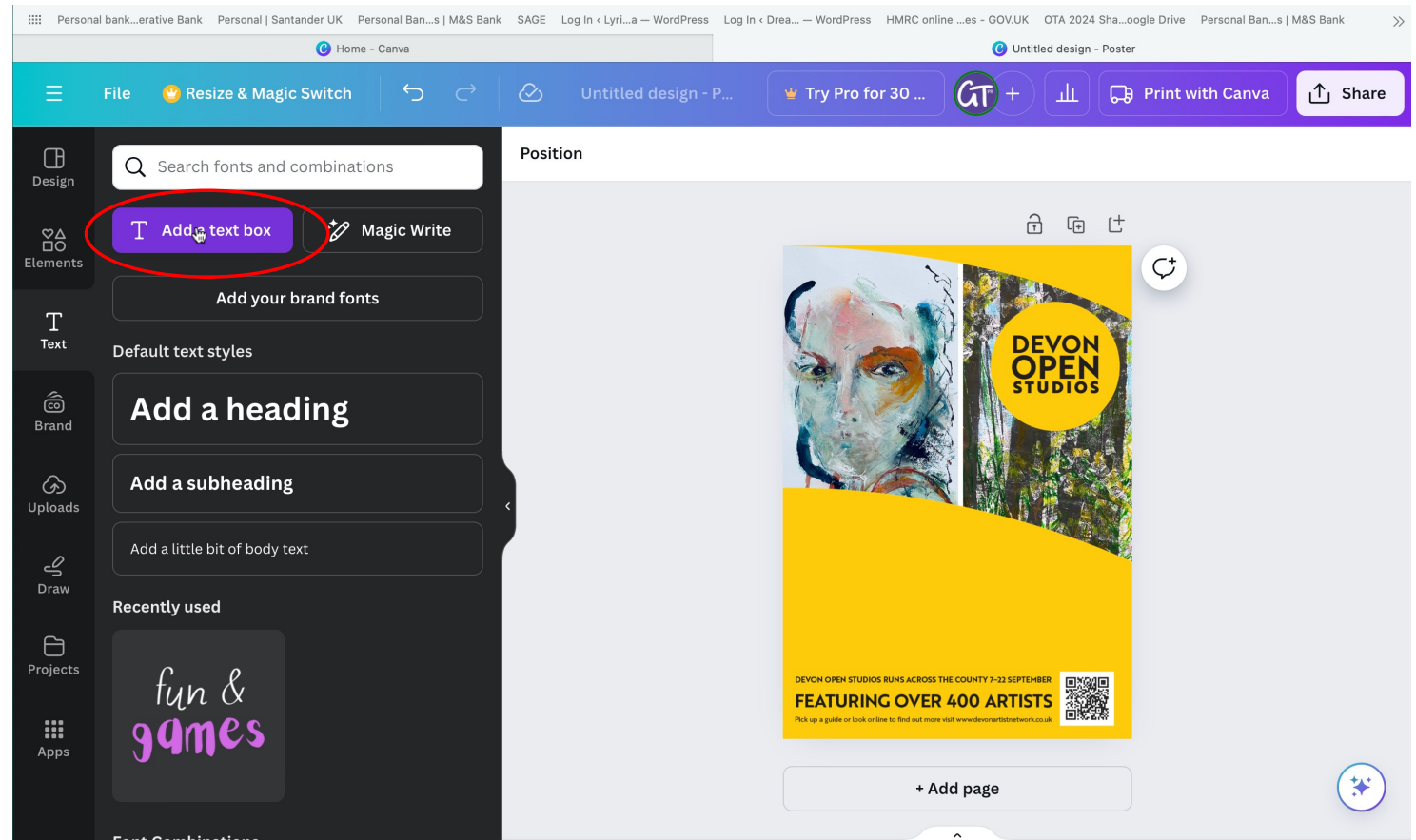


Now you can add some text.

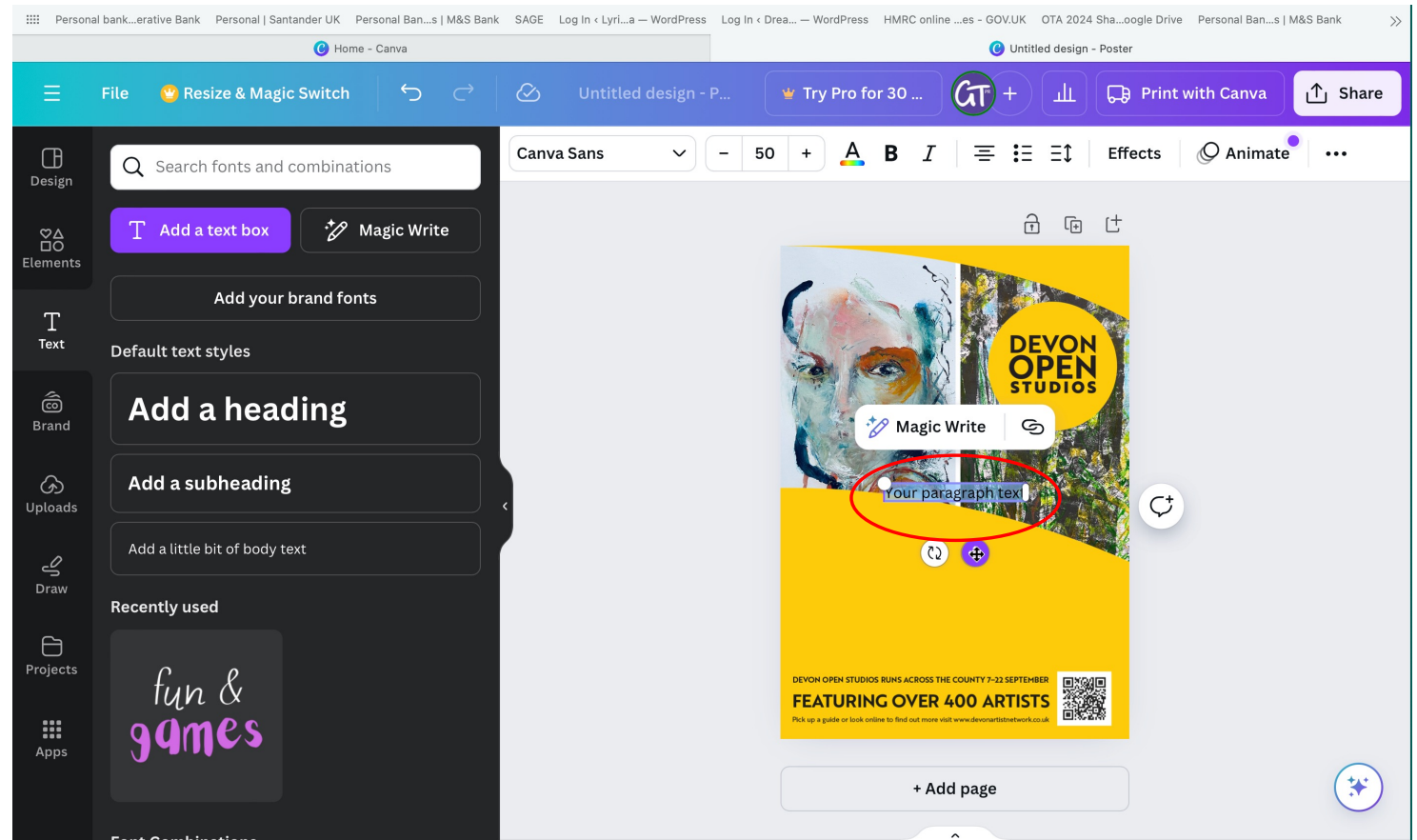
Select **Text** (on the left)



From the options that appear, select **Add text box**

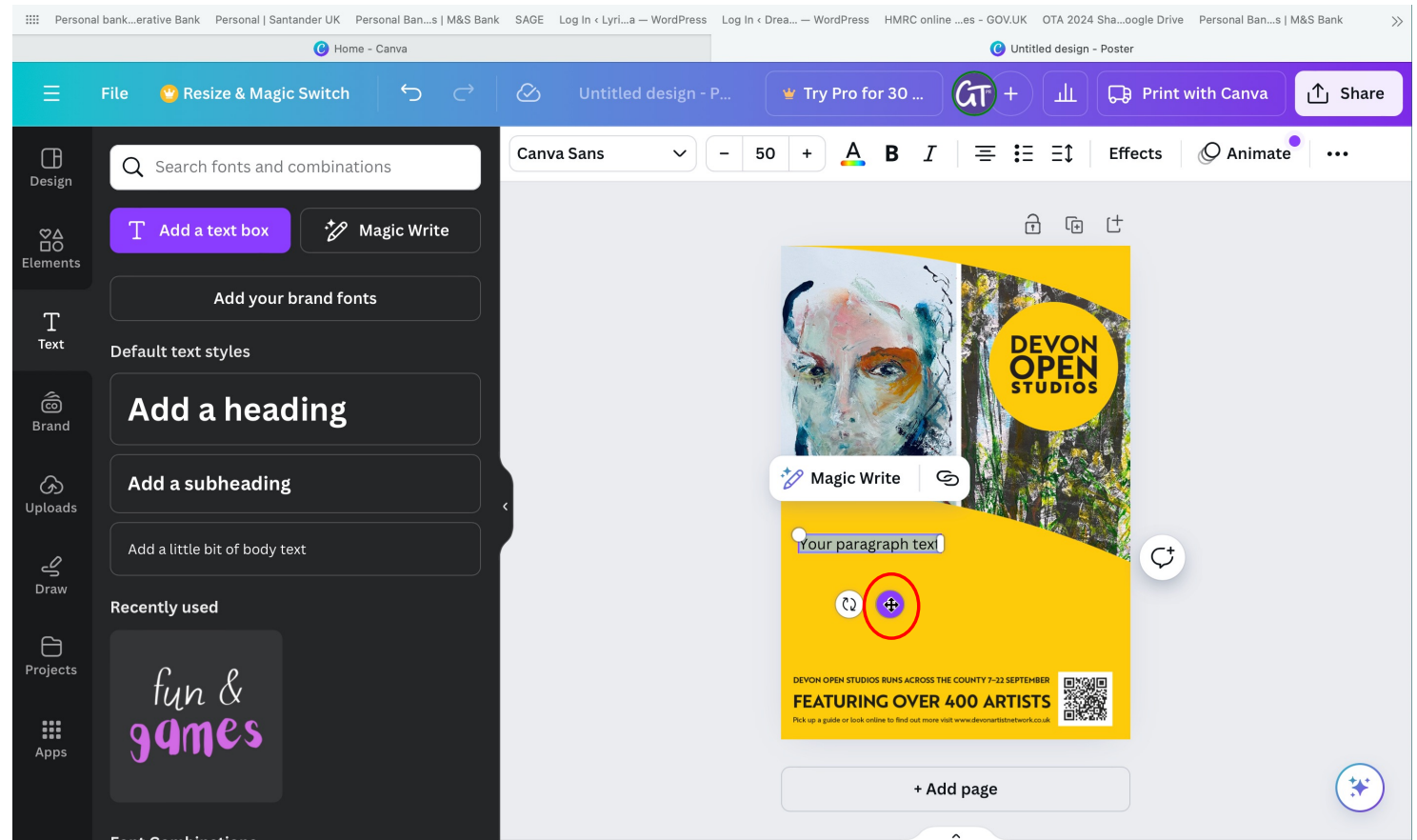


A text box appears in the middle of the poster



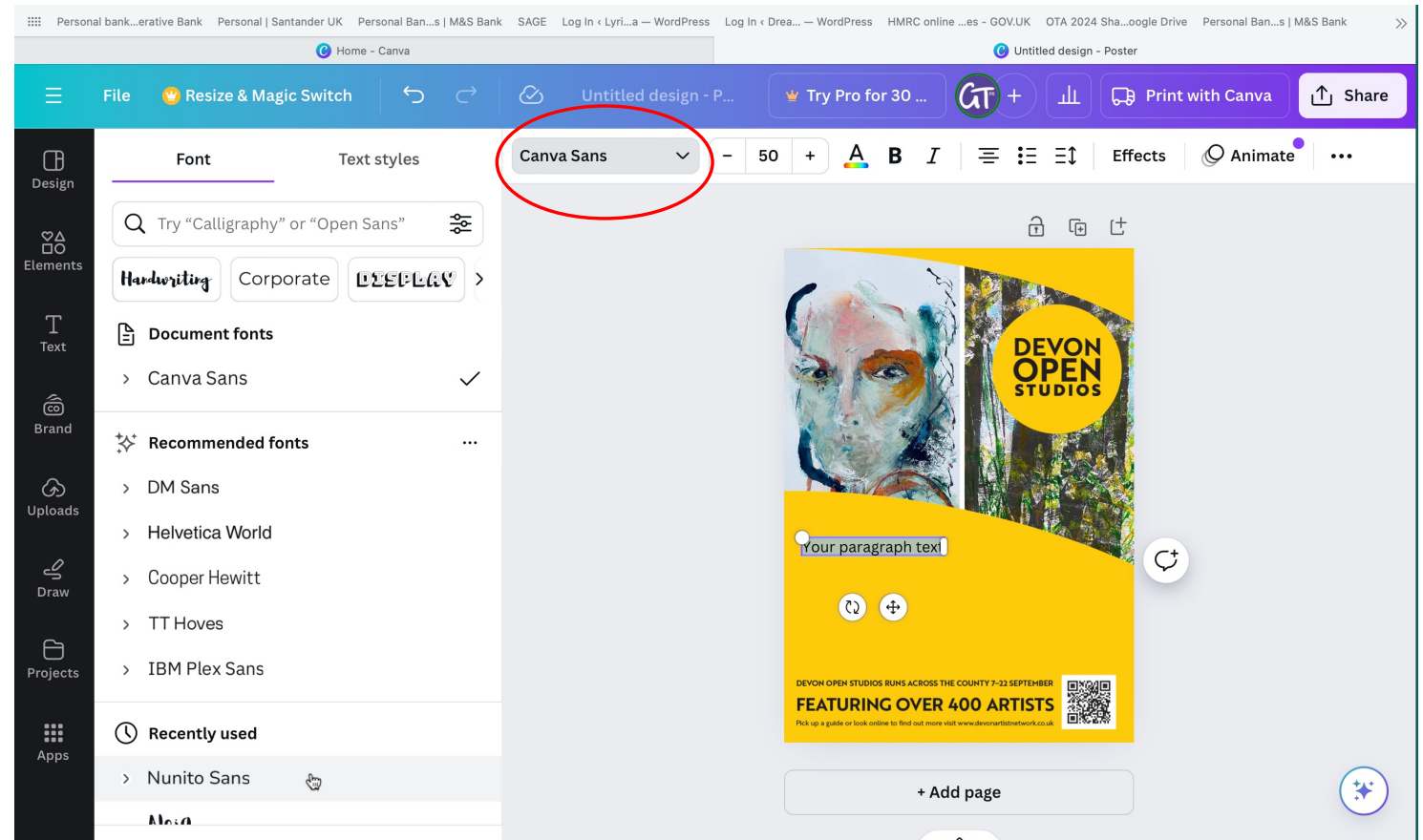
You can drag it onto the yellow space where text should go on your poster.

To do this, select the symbol which appears under the text box

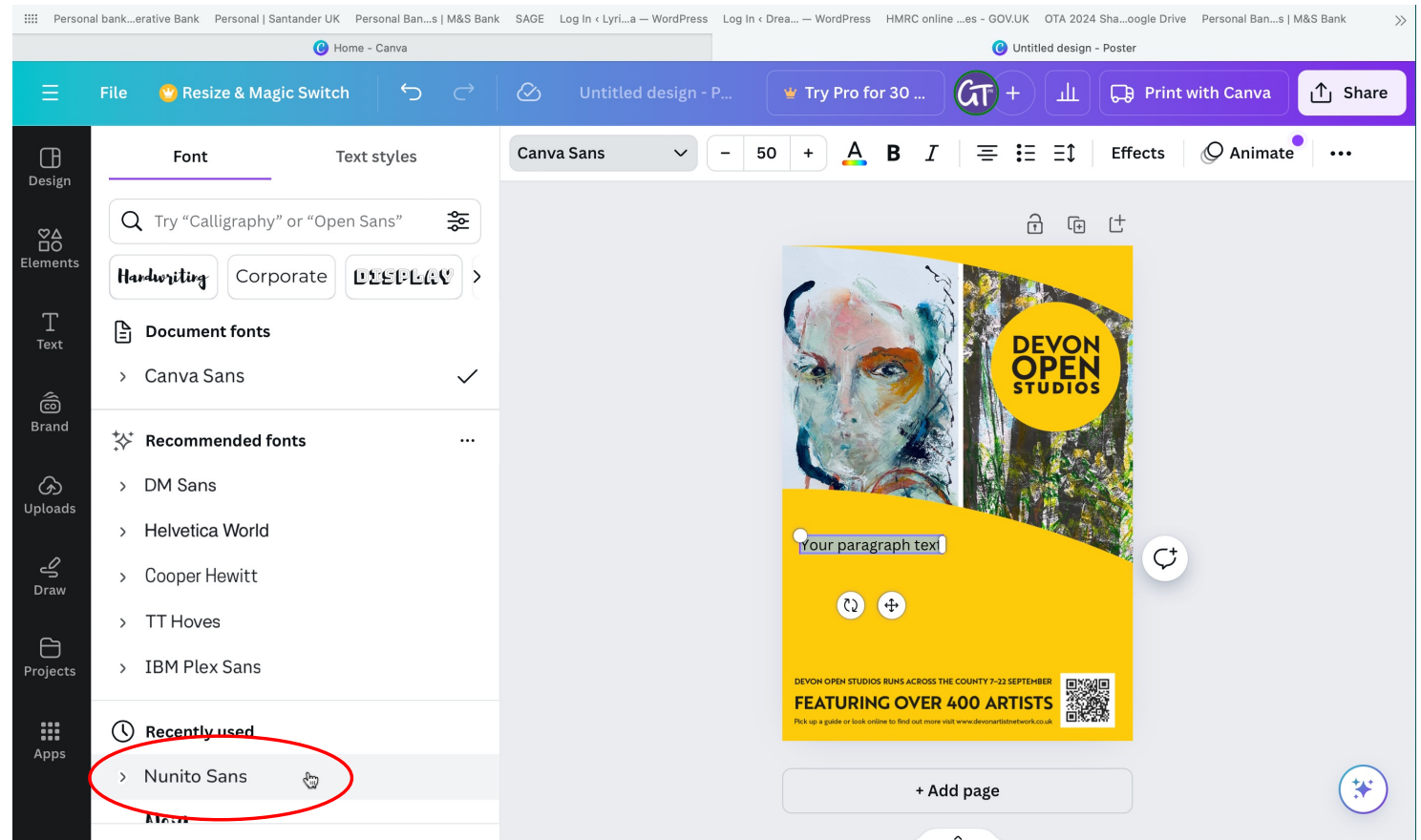


Next, change the font to the Open Studios branding.

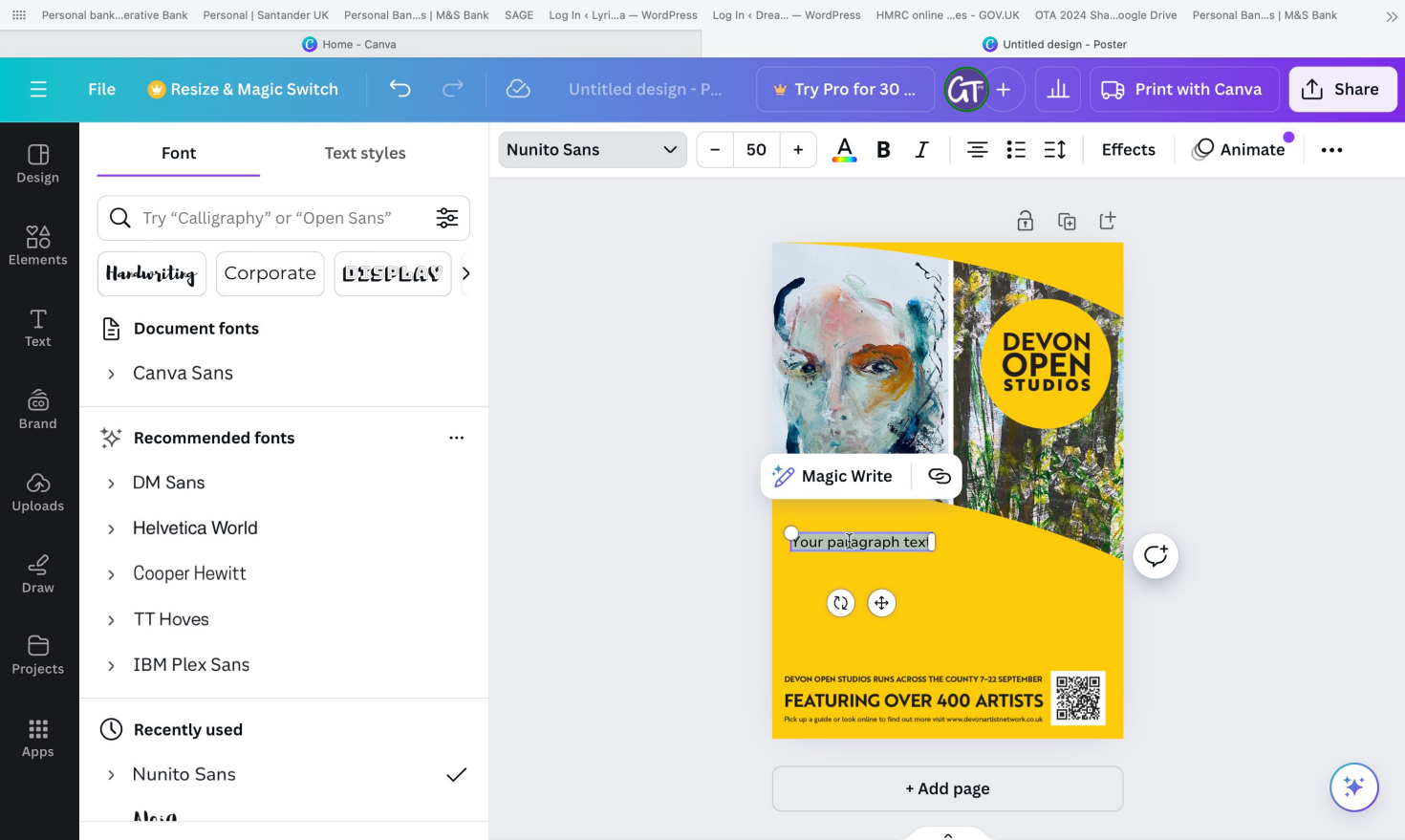
Select the font in the box



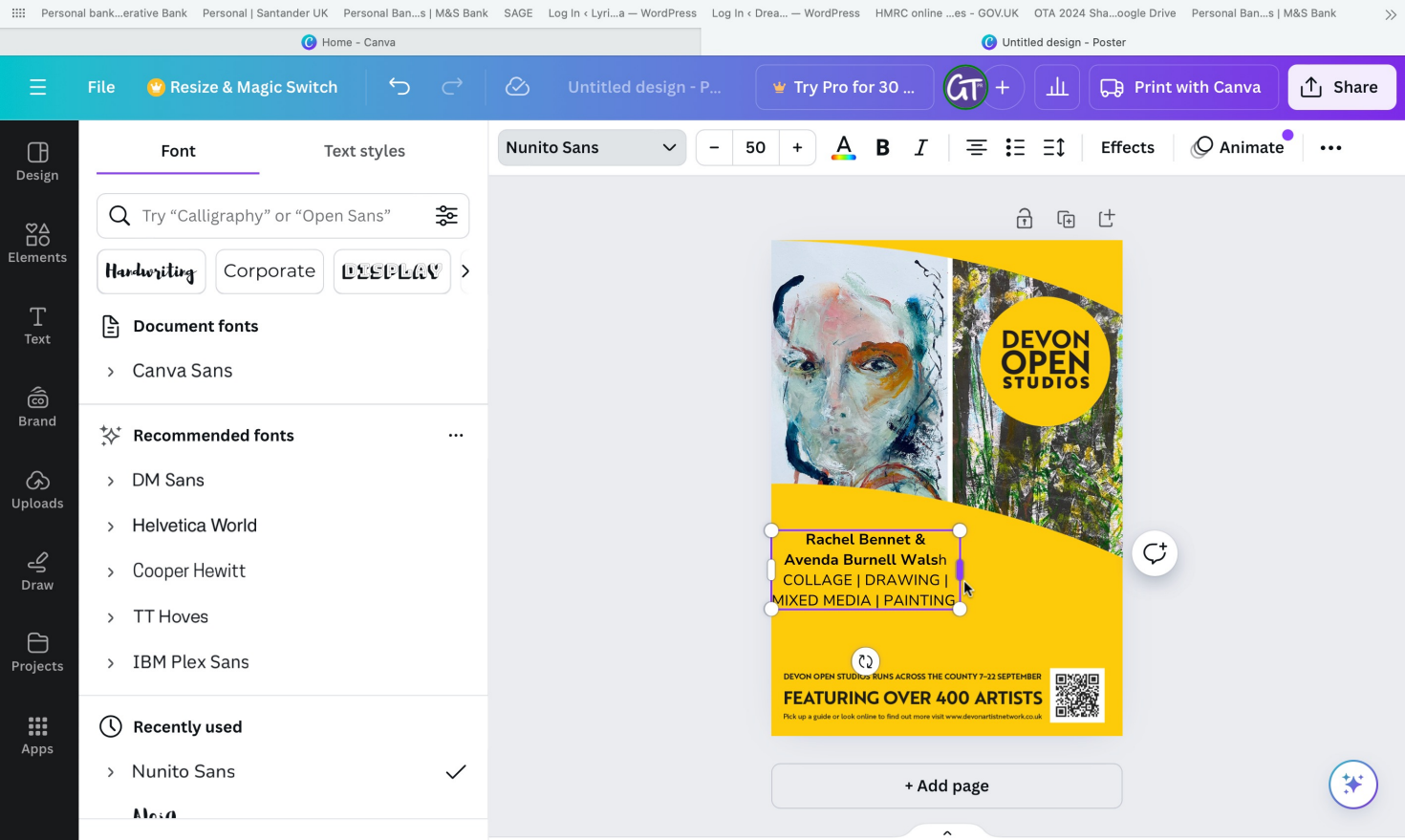
From the fonts which appear in the panel on the left, select **Nunito Sans**



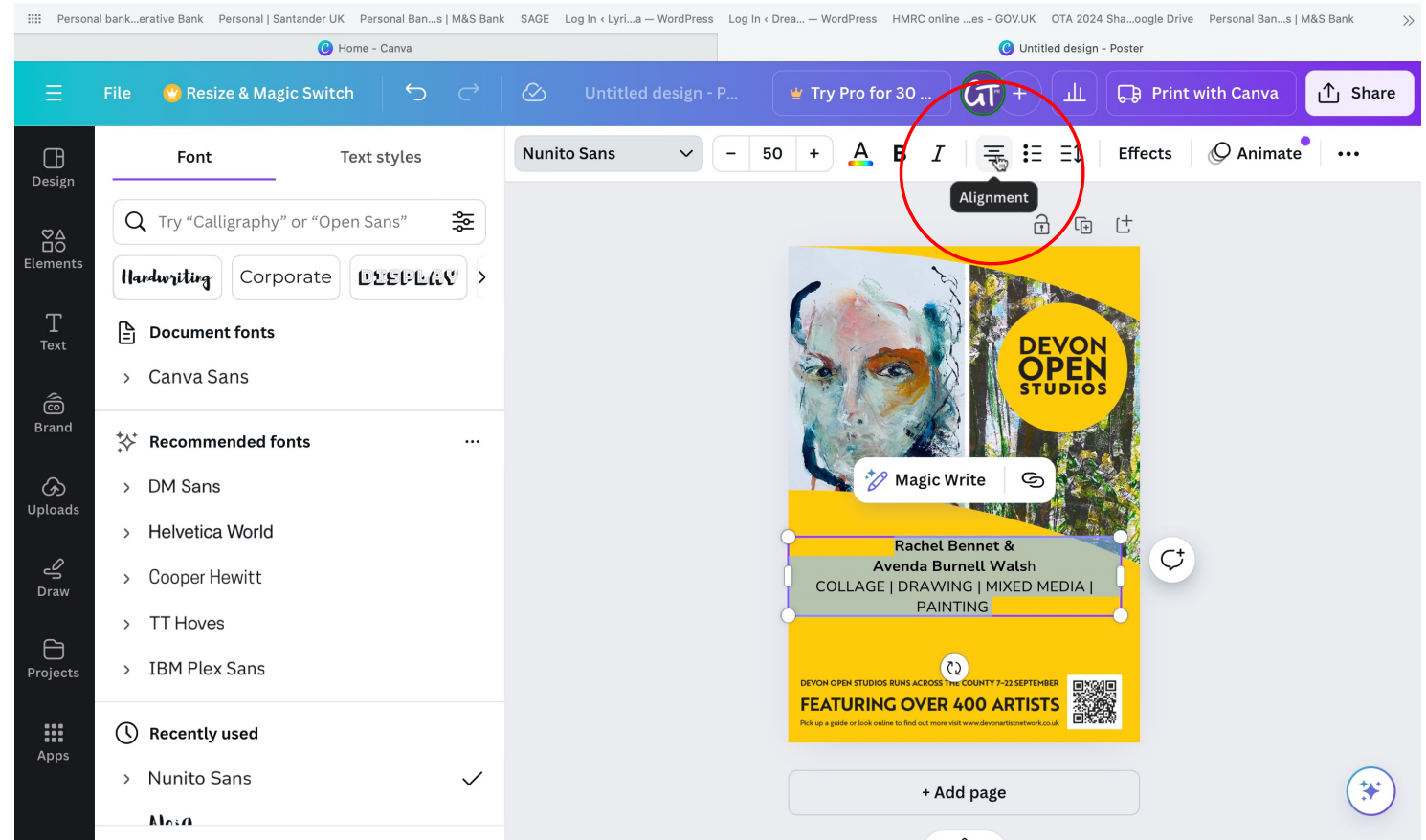
Now click on the text box and start typing



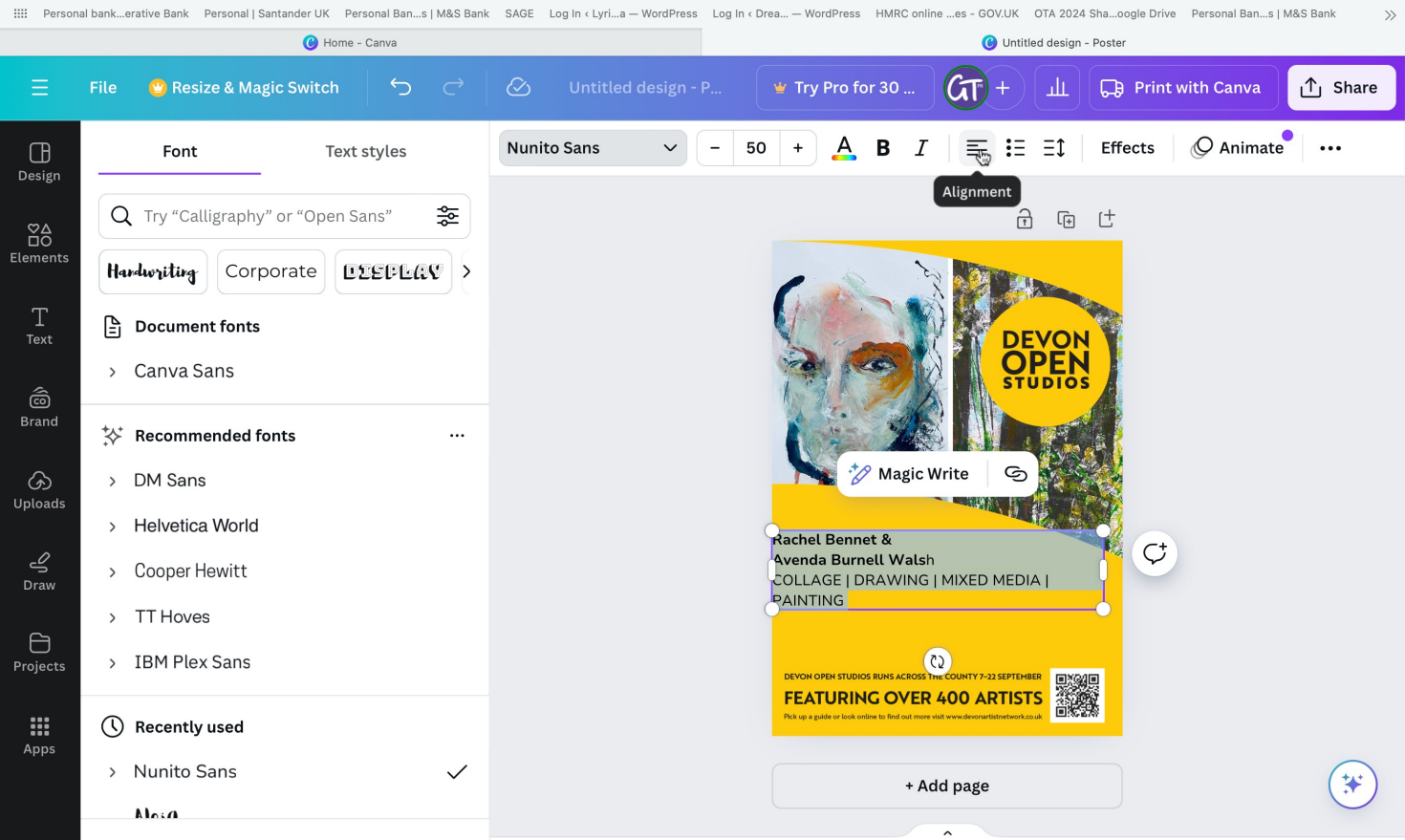
You can adjust the size and shape of the box by dragging the corners or sides



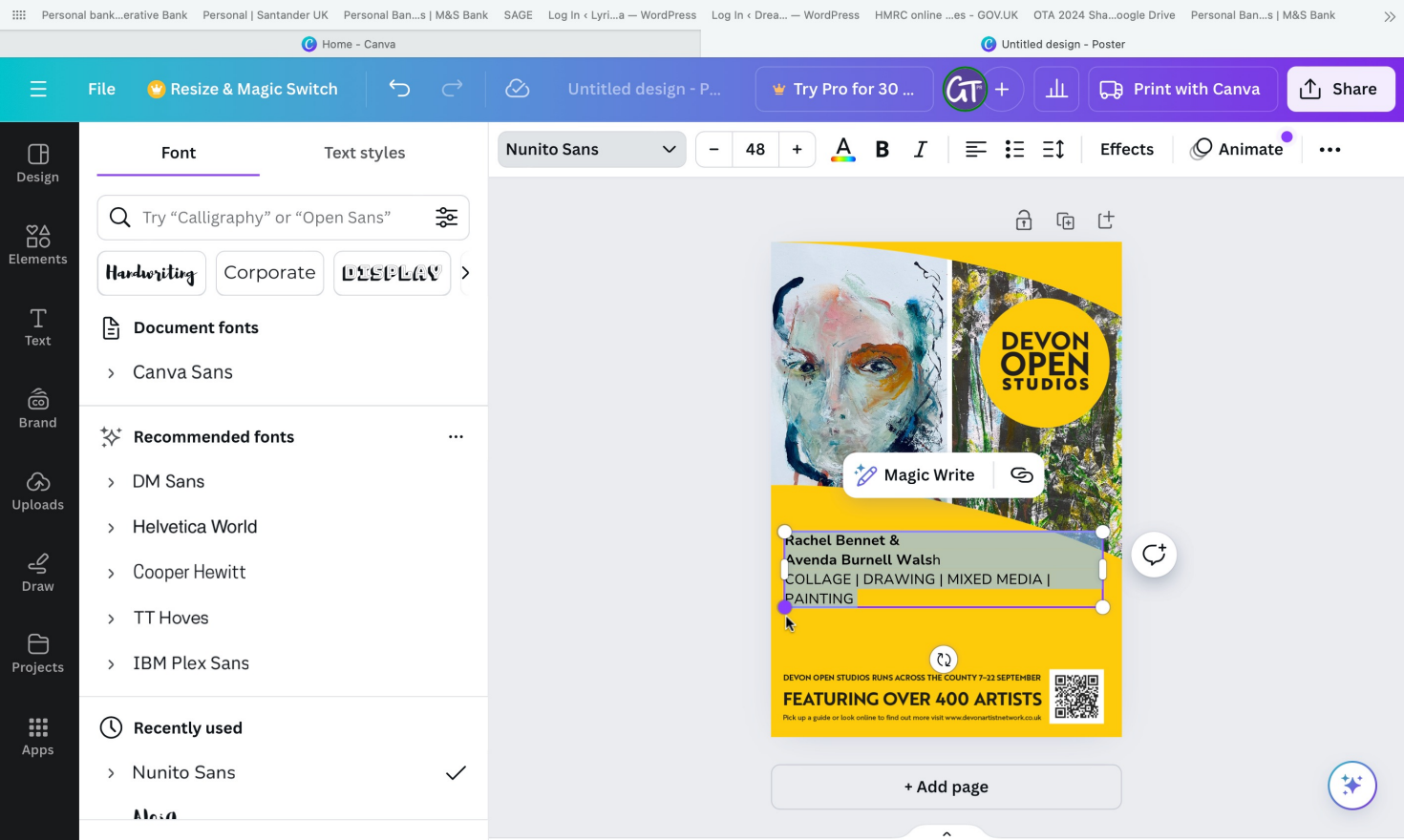
You can change the alignment by clicking the box – left justified probably works best for your poster



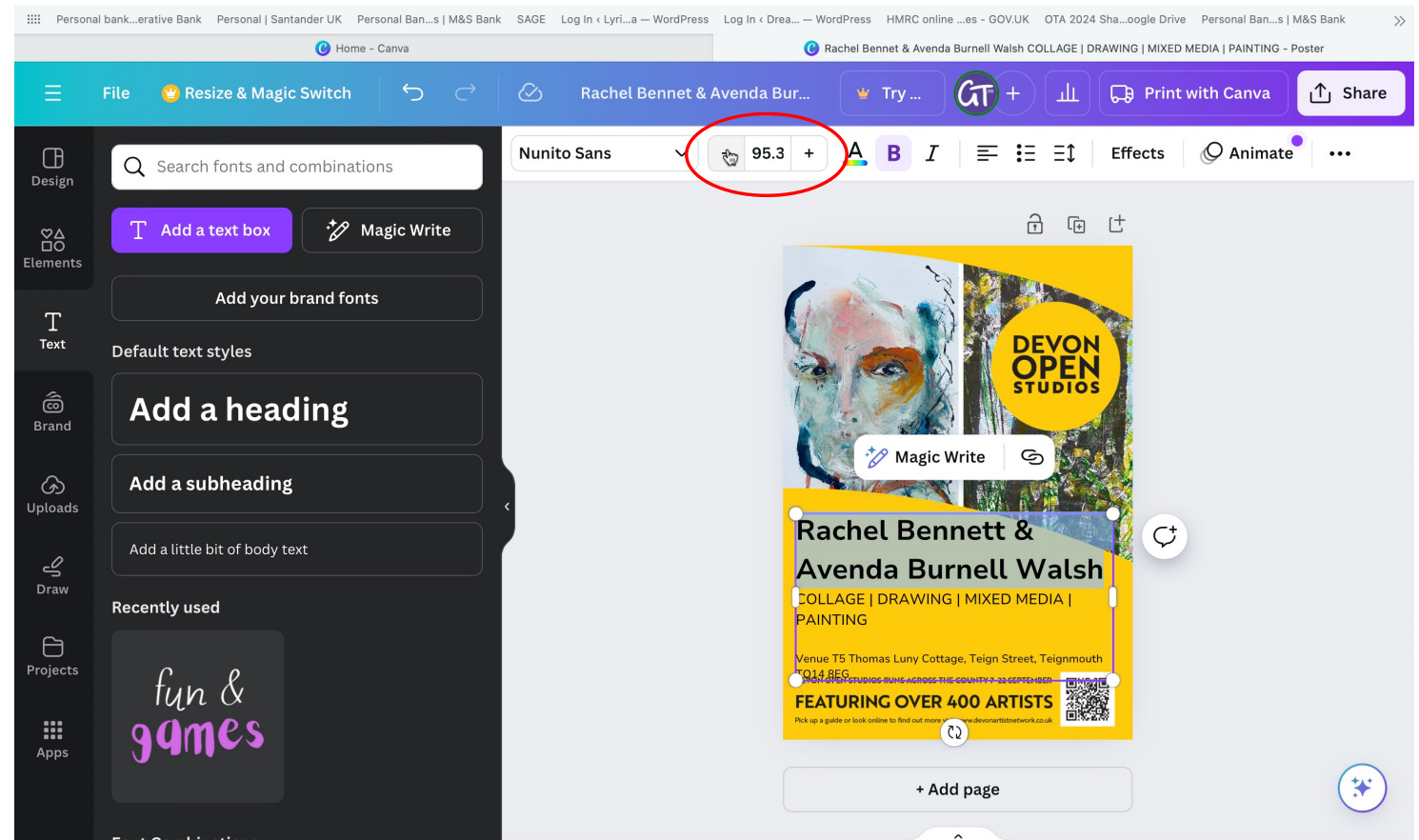
Line up the edge of the text you're typing with the text below by dragging the edges of the box



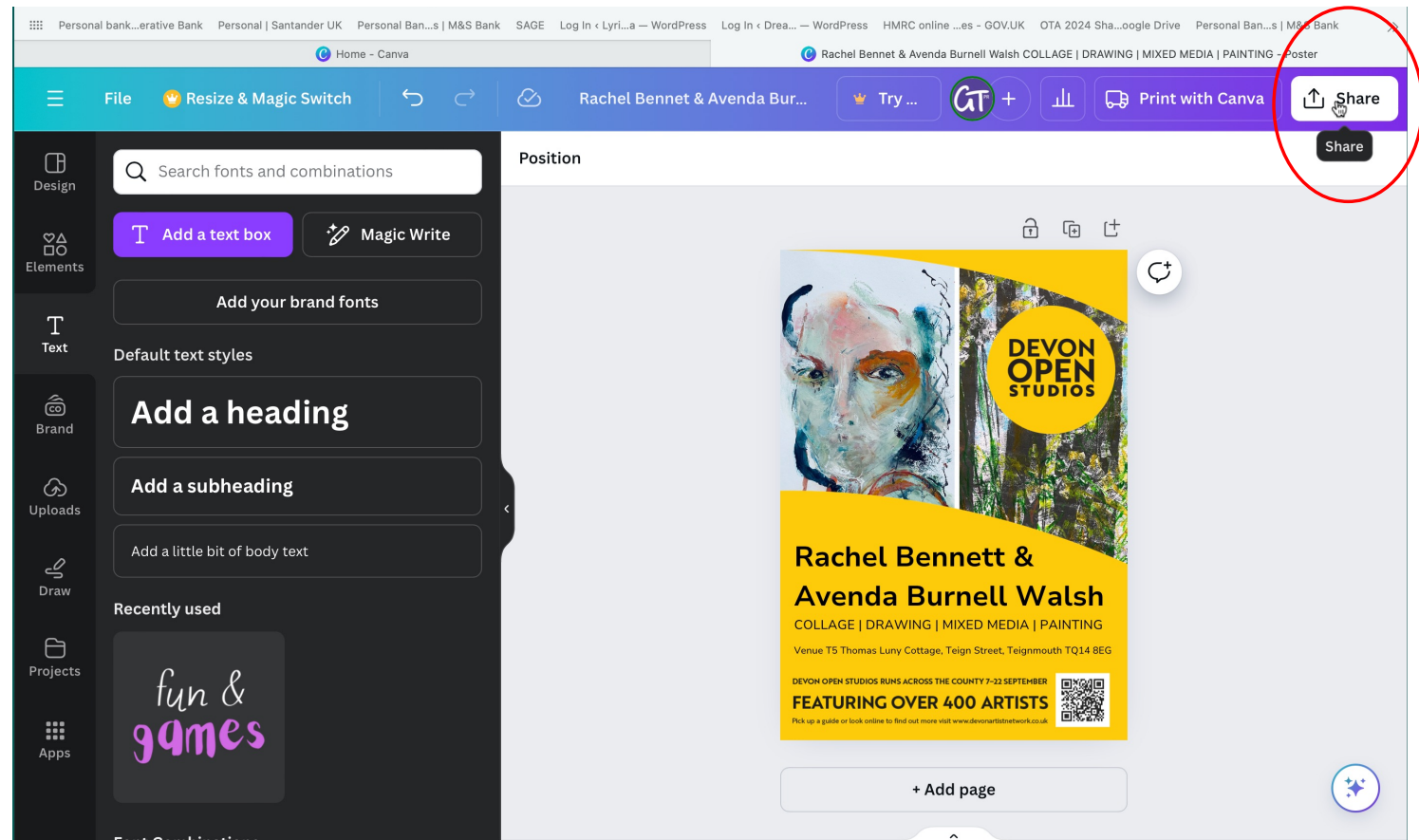
The poster will look more professional if it's aligned neatly



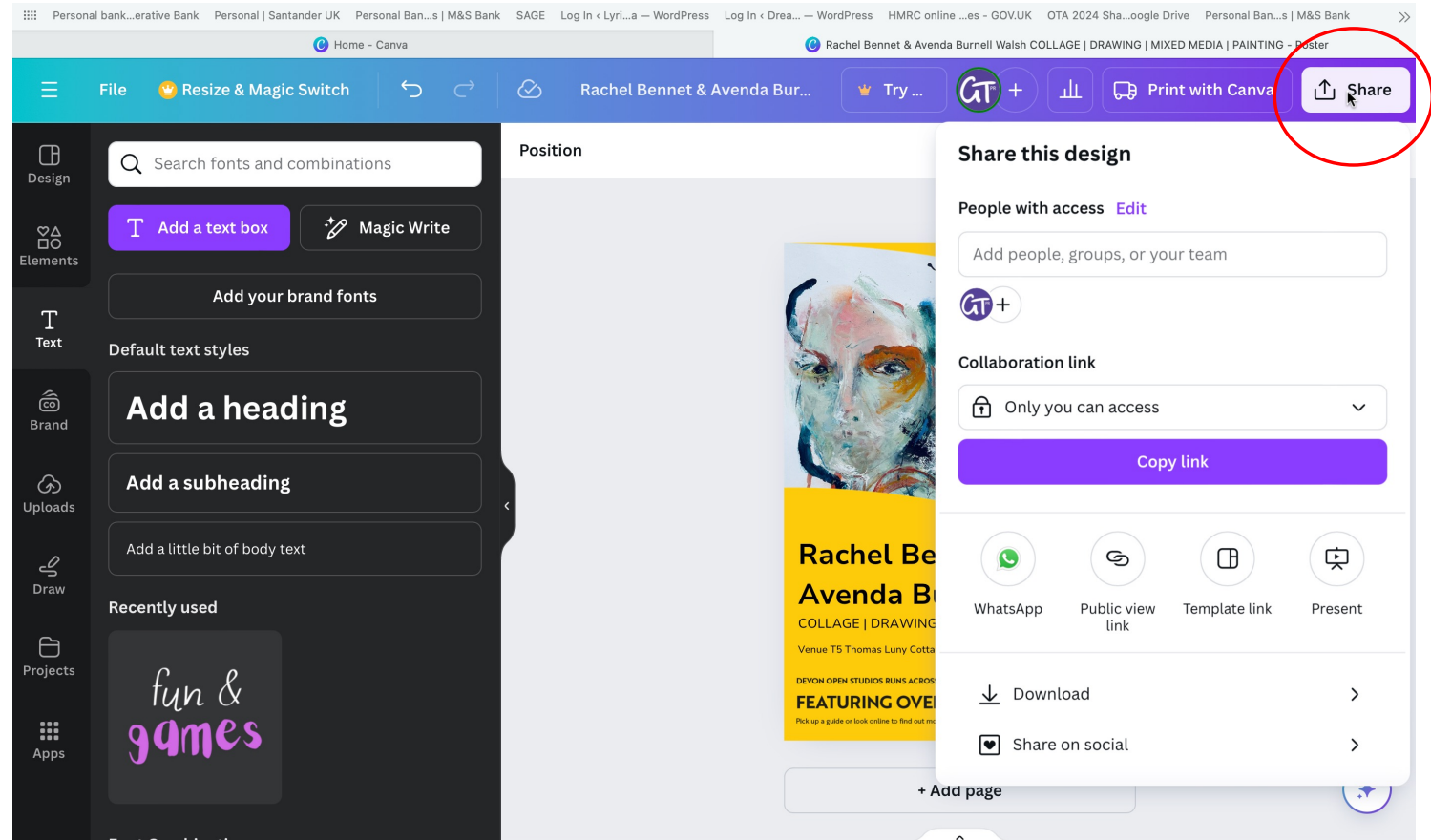
Change the size of the font by selecting the text and using the – and + in the box at the top



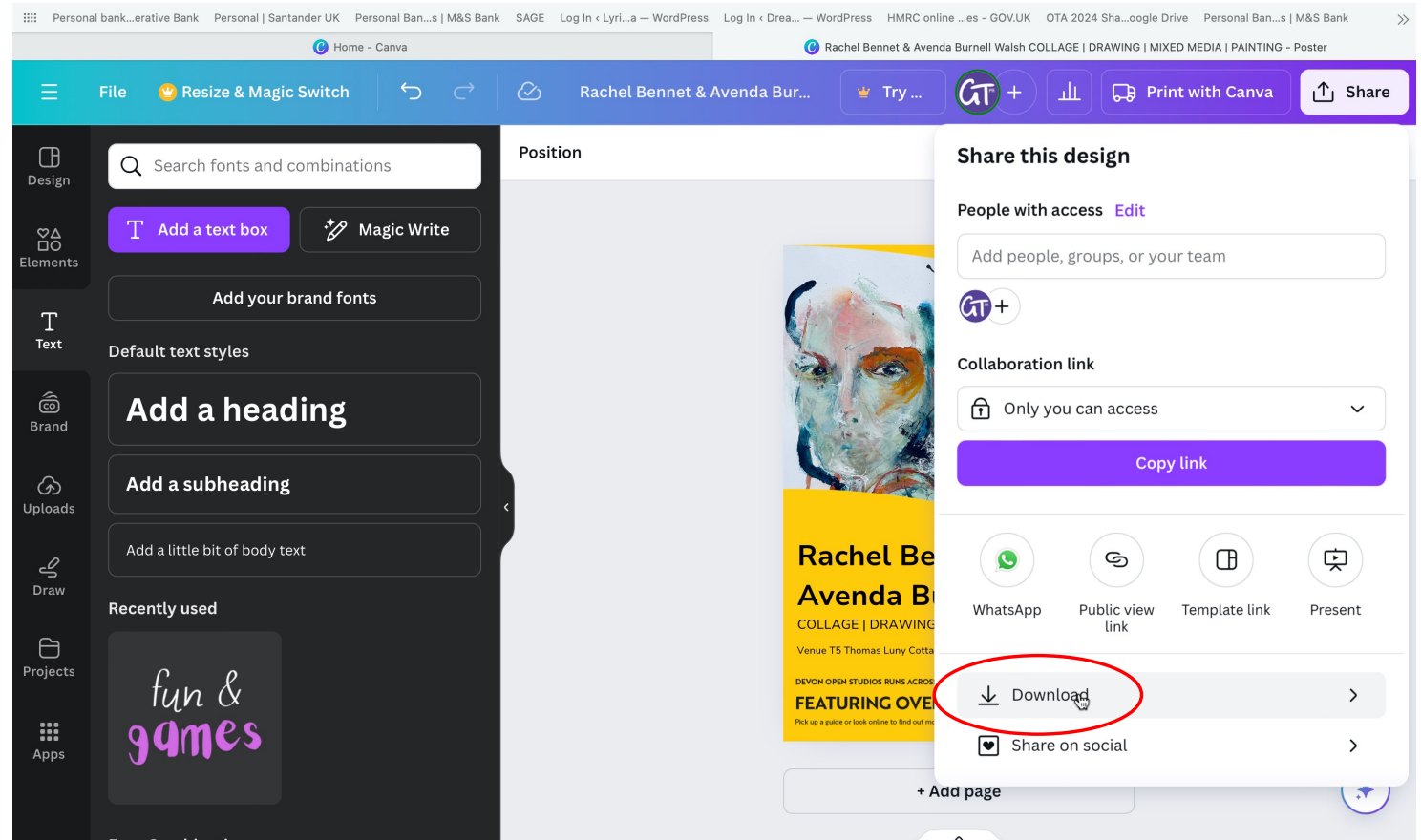
When you're ready, click **Share** (top right) to save your poster



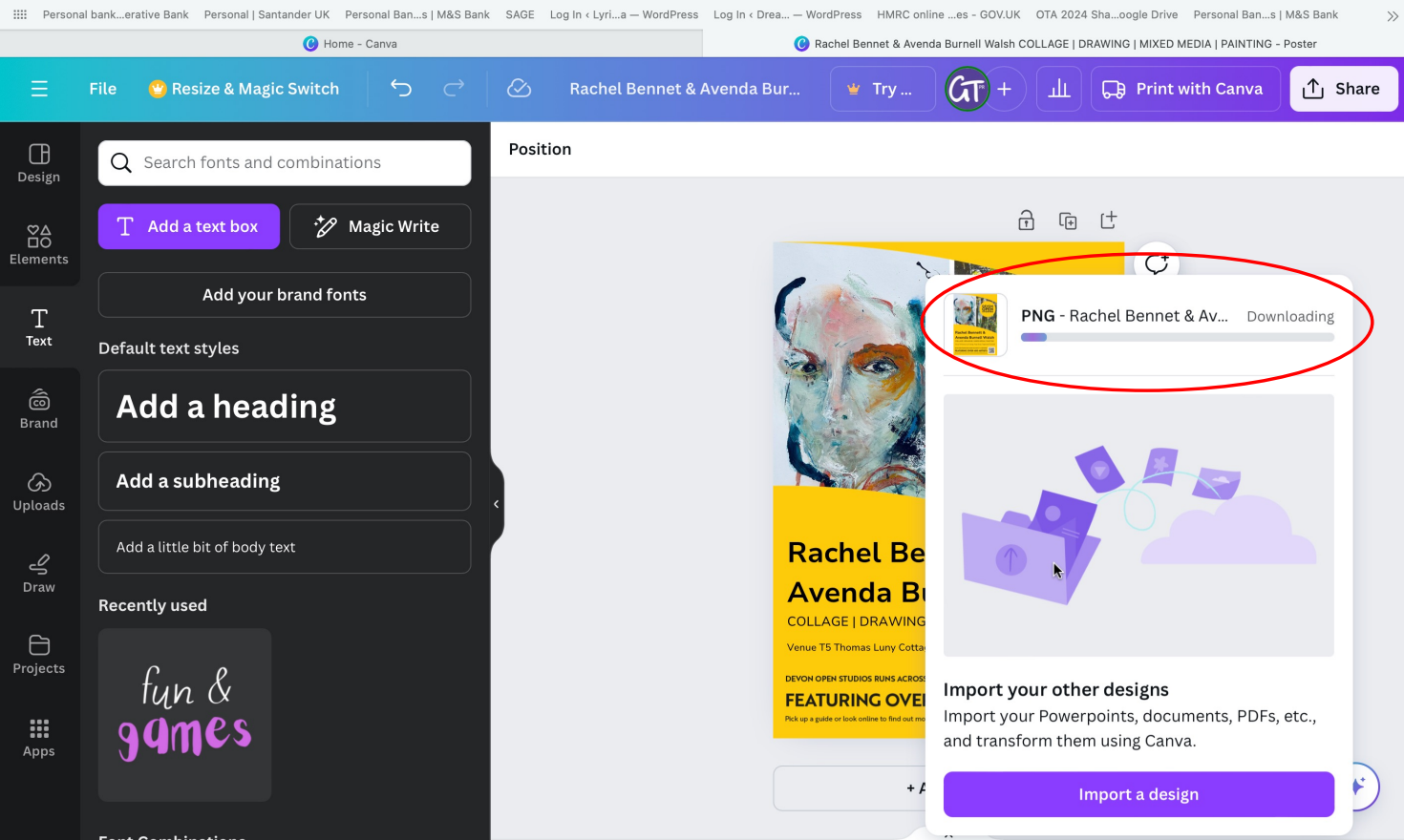
From the options that appear, click **Download**



Save as a .png or .jpeg file
(other options may be
available)

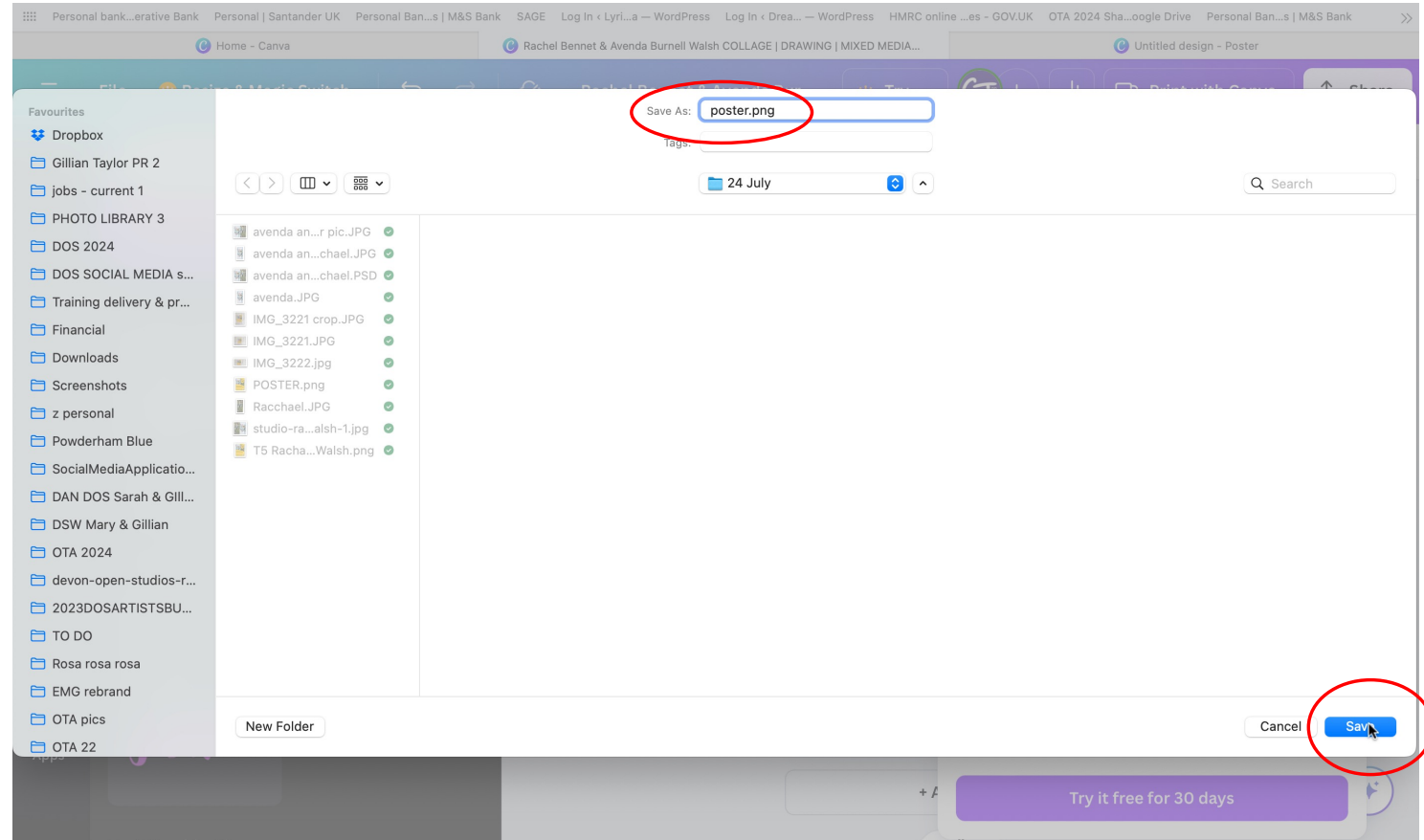


The file takes a moment
to save




Give the file a name to
save it to your computer

Click **Save**



Now you have your poster

ViewInspectorZoomShareHighlightRotateSearch



DEVON
OPEN
STUDIOS


Rachel Bennett & Avenda Burnell Walsh

COLLAGE | DRAWING | MIXED MEDIA | PAINTING

Venue T5 Thomas Luny Cottage, Teign Street, Teignmouth TQ14 8EG

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