

# THE GREAT BIG GREEN WEEK

## How to Use Canva to Create Posters and Social Media Posts to Promote Your Events



# Introduction

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To help you make your Great Big Green Week great, we've made some templates that you can use to create your own posters, flyers and social media posts. The templates can be found in the free website 'Canva' - follow our guide to learn how to use Canva and the templates to promote your green week!



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Slide 4: [Links to Canva templates](#)

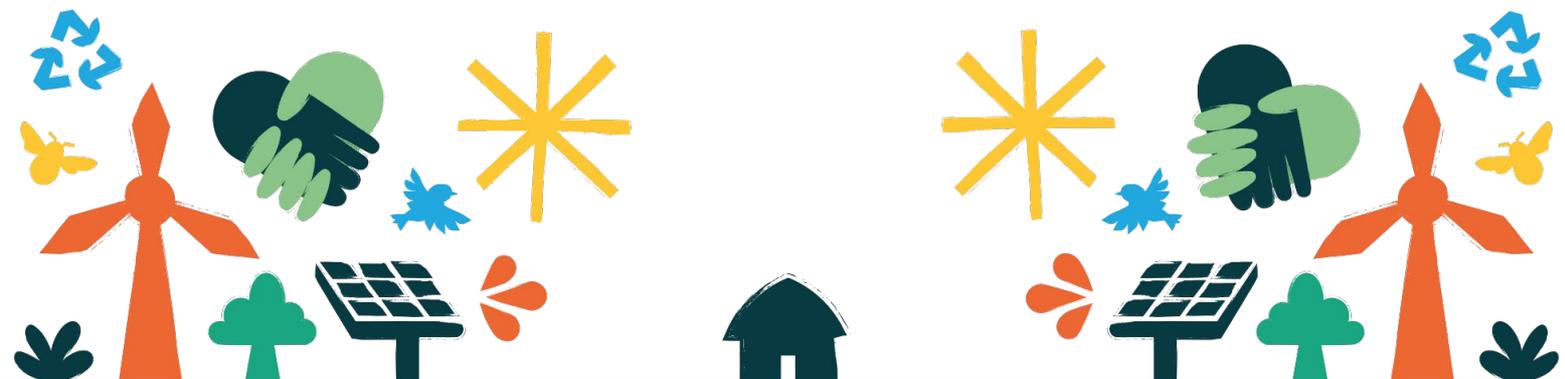
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# Links to Canva Templates

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Use these links to access templates of posters and social media posts to promote your Great Big Green Week events

[Poster Templates](#)

[Flyer Templates](#)

[Background Social Media Templates \(Landscape\)](#)

[Frame Social Media Templates \(Landscape\)](#)

[Background Social Media Templates \(Square\)](#)

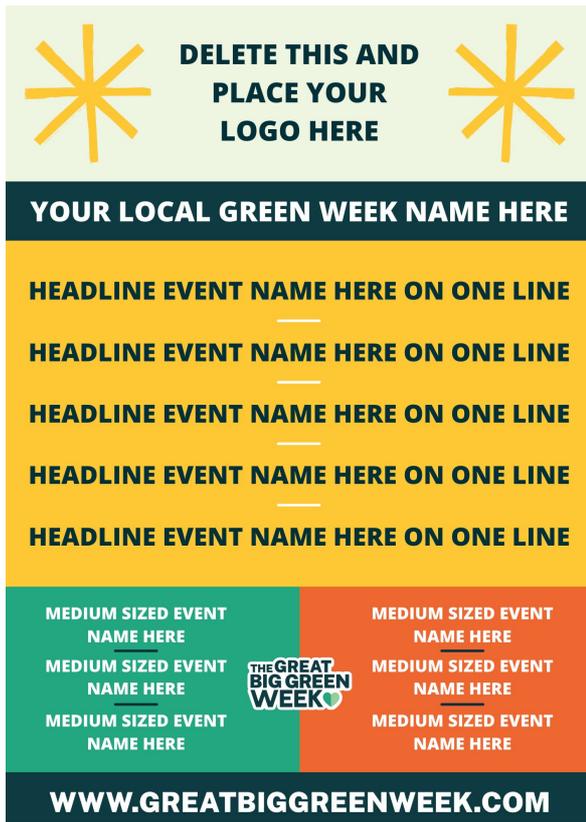
[Frame Social Media Templates \(Square\)](#)





# Green Week Poster Canva Templates

These templates have space for 'headliners' and 'supporting acts'  
Click the poster to open the template



DELETED THIS AND PLACE YOUR LOGO HERE

YOUR LOCAL GREEN WEEK NAME HERE

HEADLINE EVENT NAME HERE ON ONE LINE

MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE

WWW.GREATBIGGREENWEEK.COM



THE GREAT BIG GREEN WEEK

YOUR LOCAL GREEN WEEK NAME HERE

HEADLINE EVENT NAME HERE ON ONE LINE

MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE

WWW.GREATBIGGREENWEEK.COM



THE GREAT BIG GREEN WEEK

YOUR LOCAL GREEN WEEK NAME HERE

HEADLINE EVENT NAME HERE ON ONE LINE

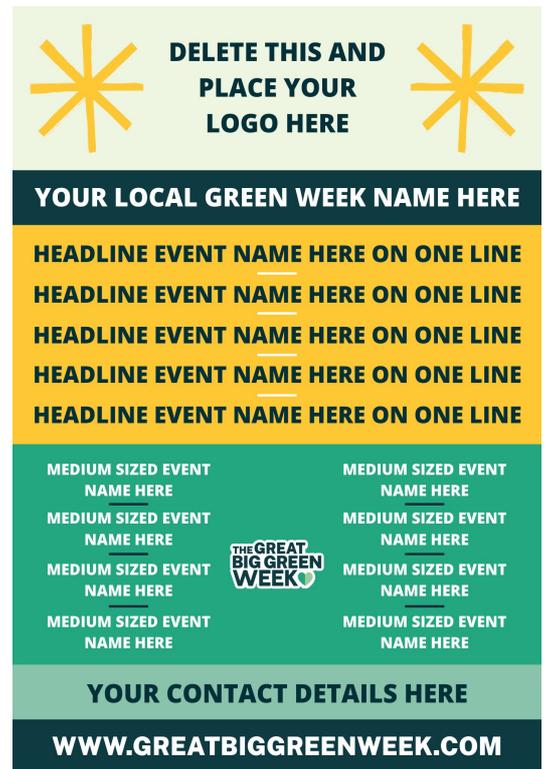
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE
MEDIUM SIZED EVENT NAME HERE	MEDIUM SIZED EVENT NAME HERE

WWW.GREATBIGGREENWEEK.COM

# Green Week Poster Canva Templates

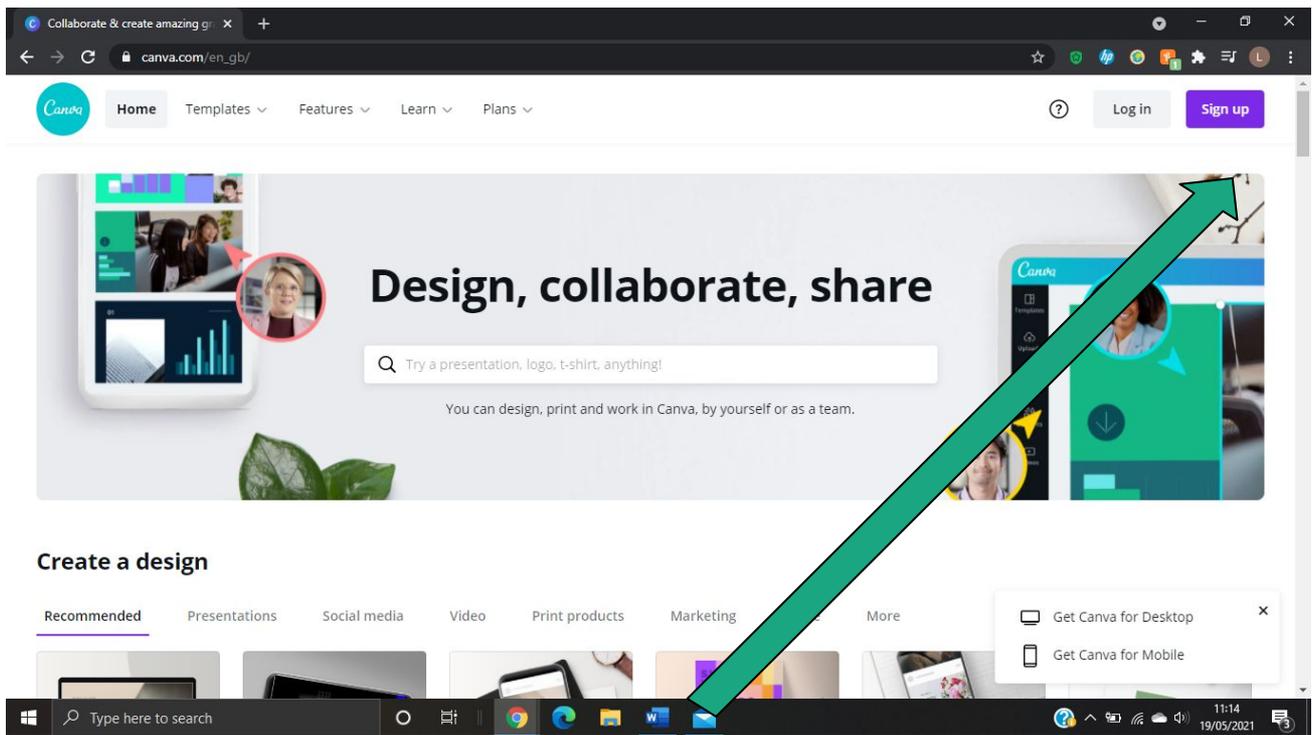
These templates have space for 'headliners' and 'supporting acts' as well as some information about how to get in touch, or space for another website.

Click the poster to open the template

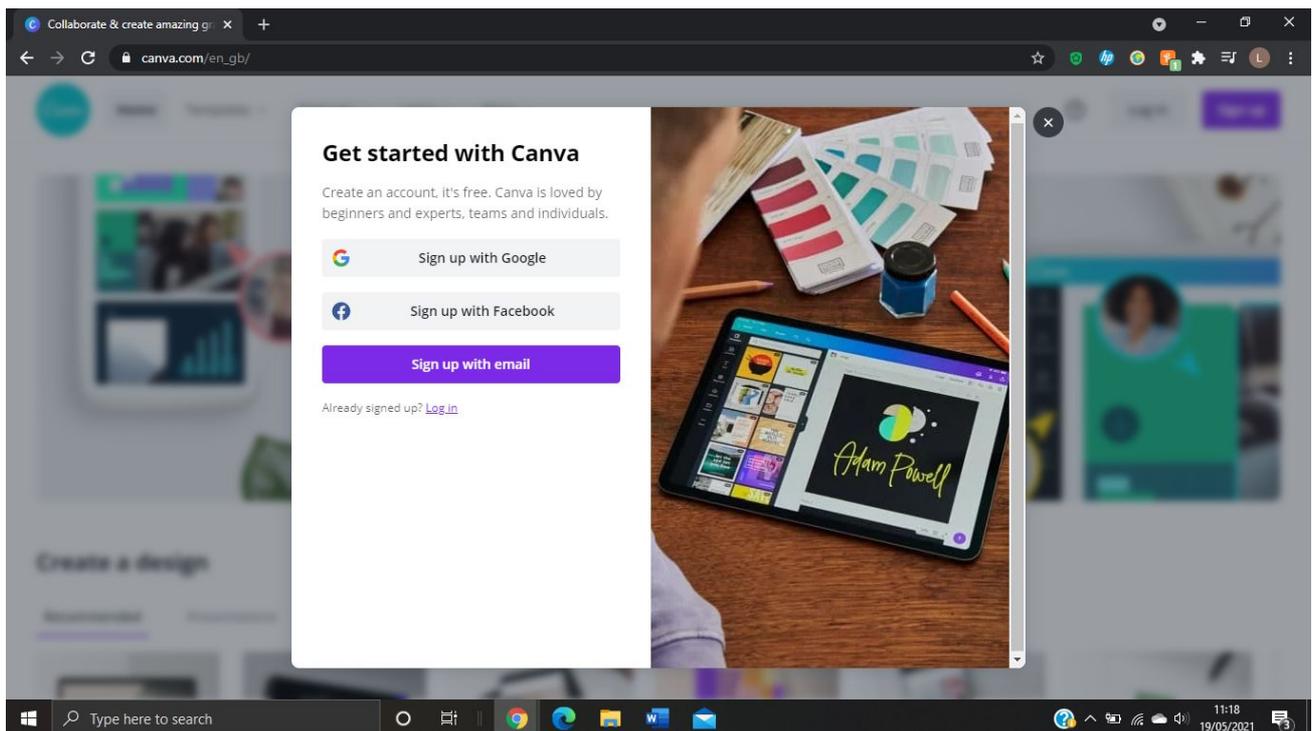


# Getting Started

Type [Canva.com](https://www.canva.com) into your search bar to bring up the following page



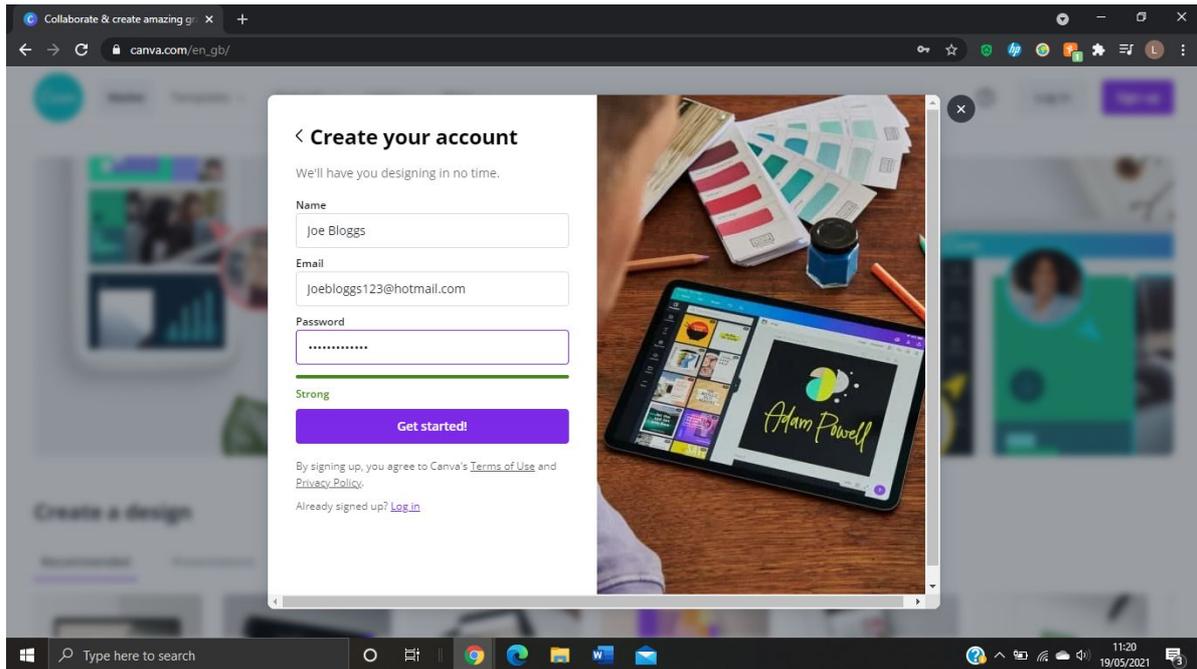
If you do not have an account click the purple 'Sign up' button in the top right hand corner. Creating a new account is free and simple to do.



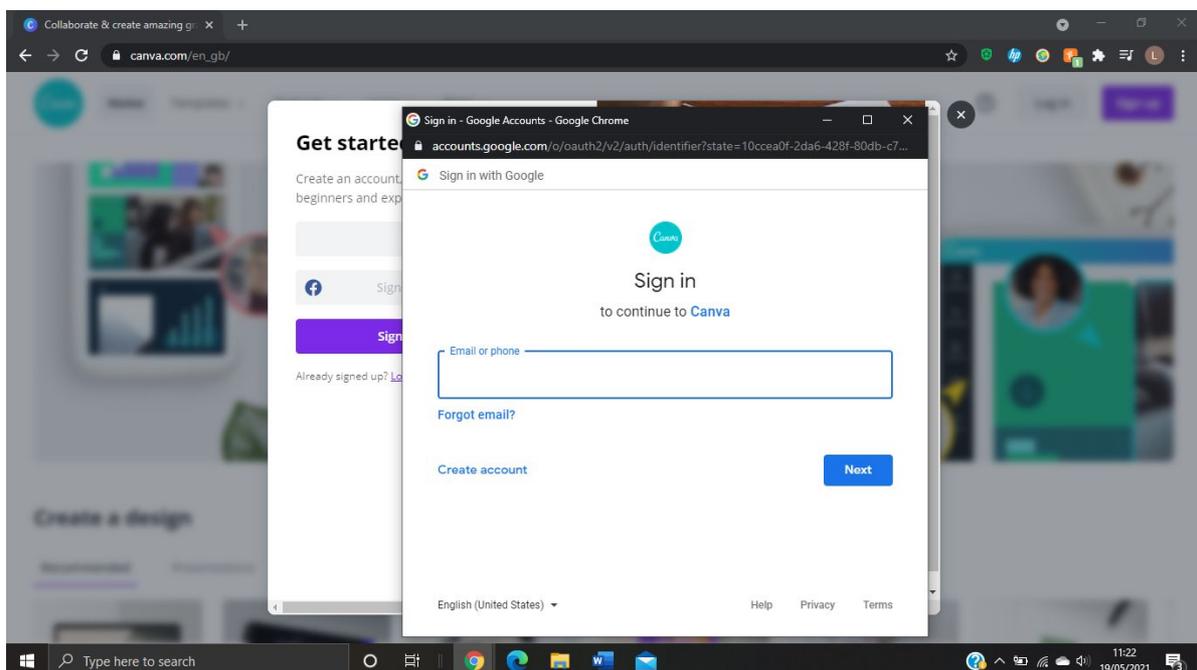
Clicking 'Sign Up' will bring up the following screen. If you have a google account you can click the 'Sign up with Google' button to link up your Gmail with Canva. Alternatively, click 'Sign up with Email' if you do not have a google account.

# Getting Started

Clicking 'Sign Up with Email' will require you to enter your name, email, and create a new password. Once these details are inputted (as seen below) press get started.

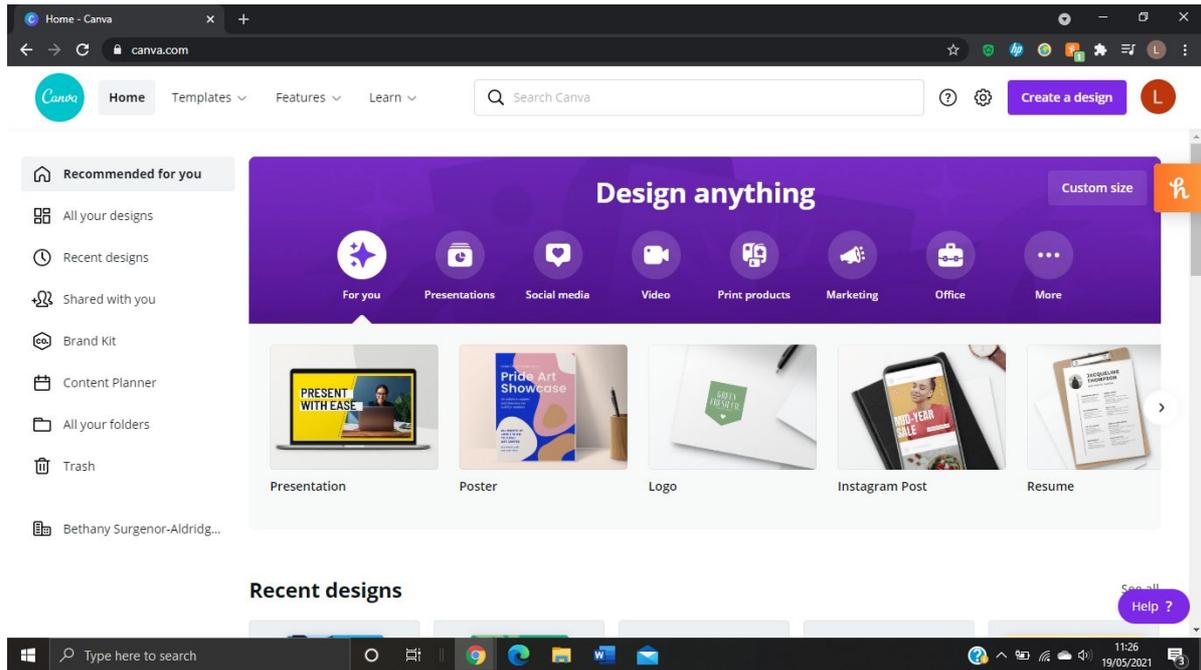


Pressing 'Sign up with google' will bring up the following screen asking you to input your google account. Then press next. It may then ask you to enter your google password. Click next. Your account is now linked to Canva, so you can use your google email and password to log in.



# Getting Started

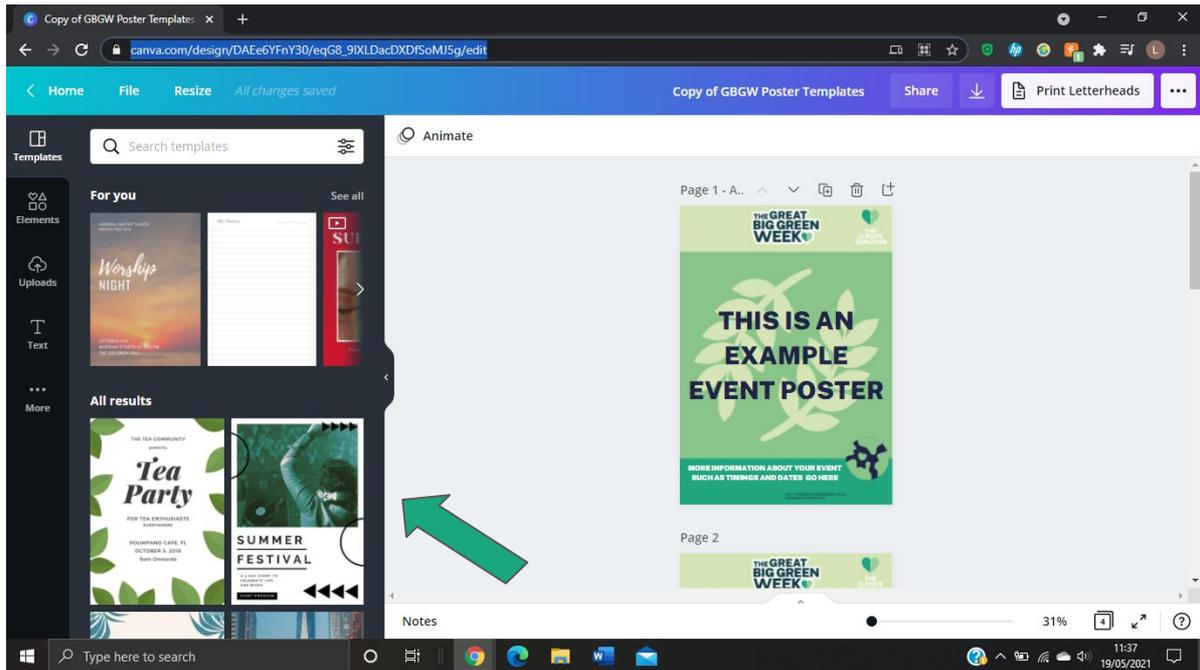
Once you have created an account or logged in via google or facebook. It will bring you to this page.



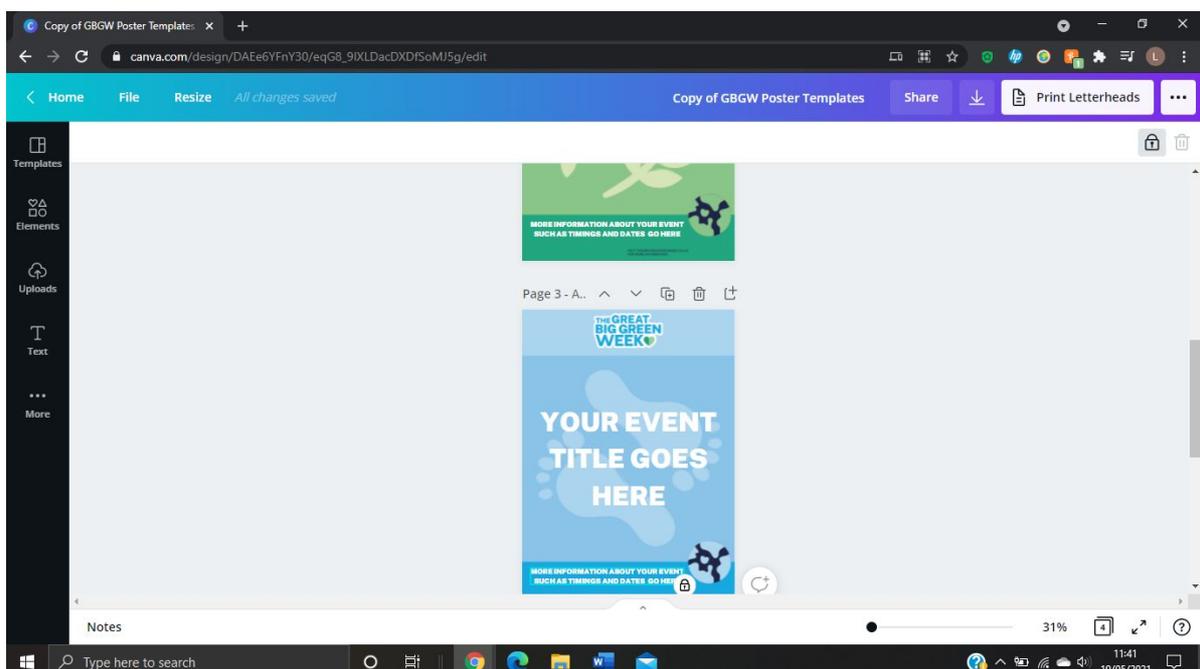
Any designs you make will be saved under the 'All your designs' tab on the left hand side.

# Using the Poster Template

To create a design to promote your events use the templates on page 4 of this document. Let's start by using the [poster template](#)



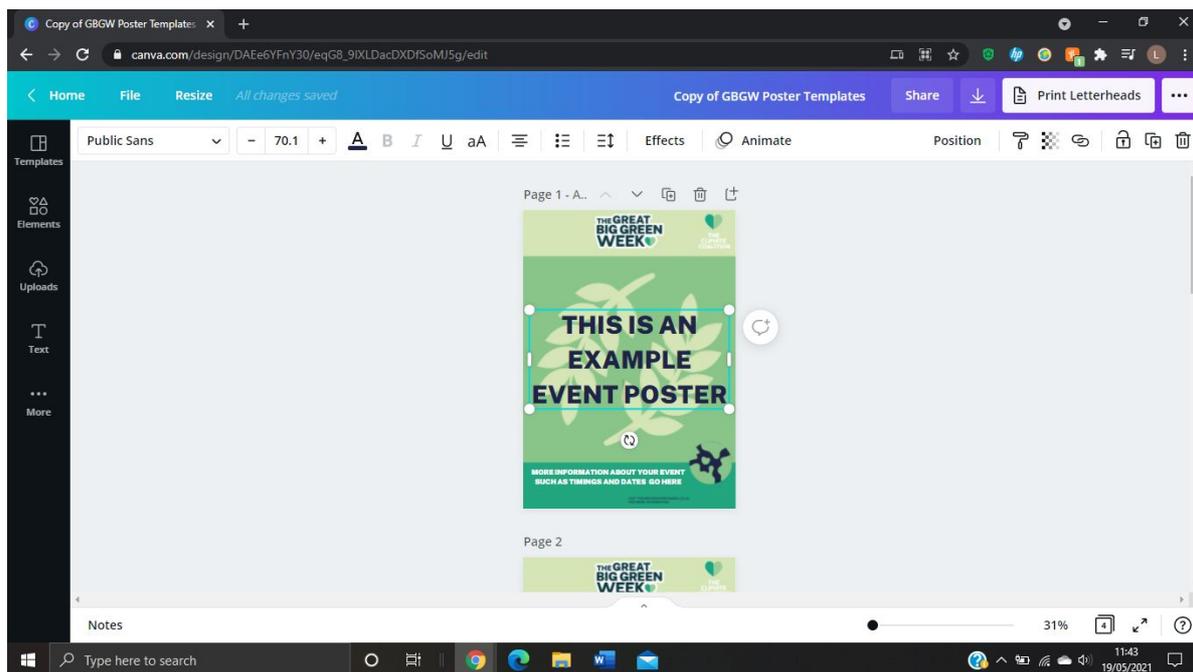
Clicking the link will bring you to the page shown above. The fonts and colours are all pre-set to the Great Big Green Week Theme for you so they do not need to be edited. Therefore, you do not need to worry about any of the features on the left hand side navigation panel. You can minimise it by pressing the small arrow on the side, highlighted by the green arrow.



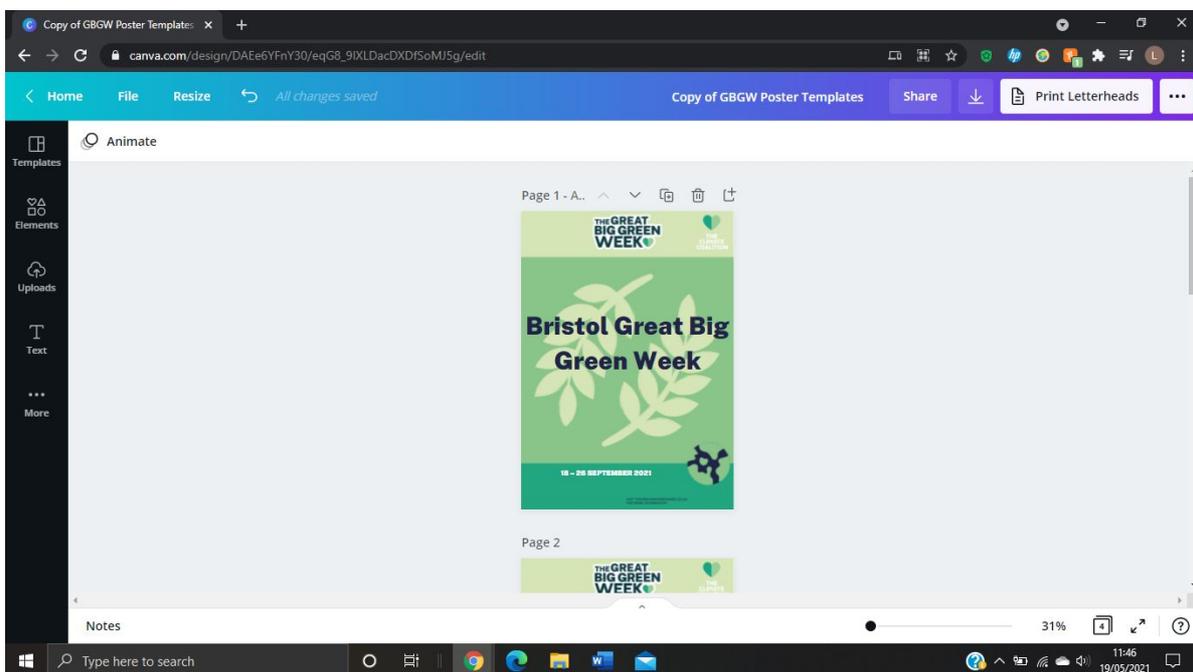
If you scroll down the page you will see that there are four different poster templates for you to choose from.

# Using the Poster Template

To add in your own text with information about your event click on the text box. It says either 'This is an example event poster' or 'Your event title goes here'. By clicking on this text, a blue box will appear around the text, you can now add your own event title

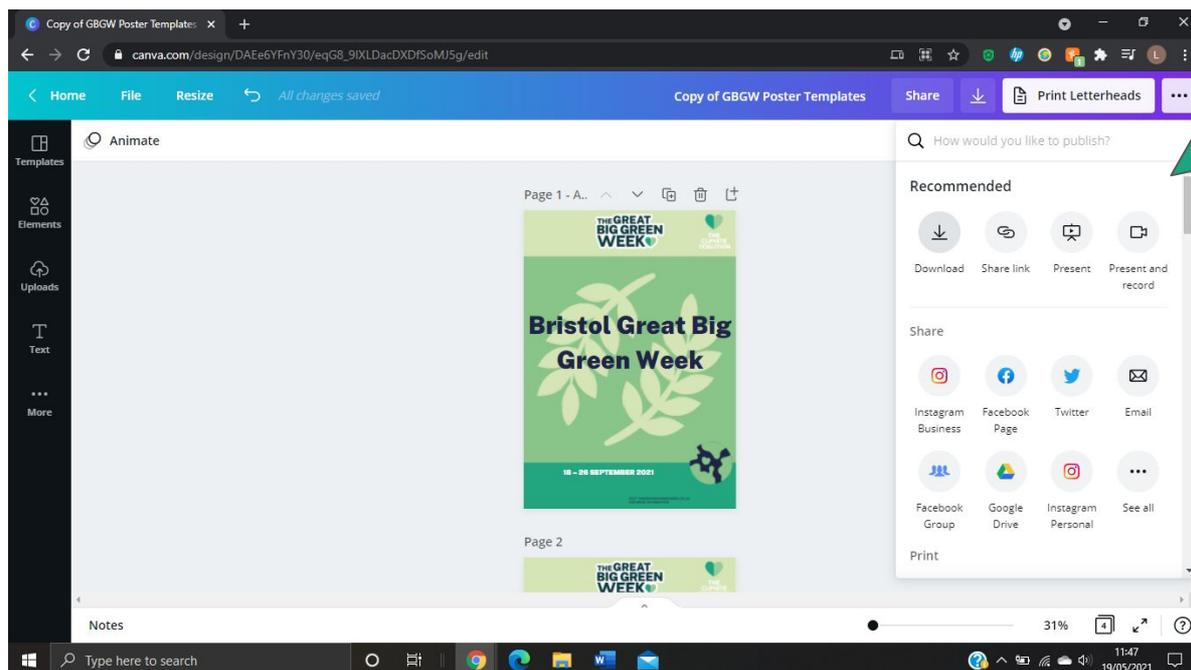


Once you have added your own text, as demonstrated below, you can now export your poster.

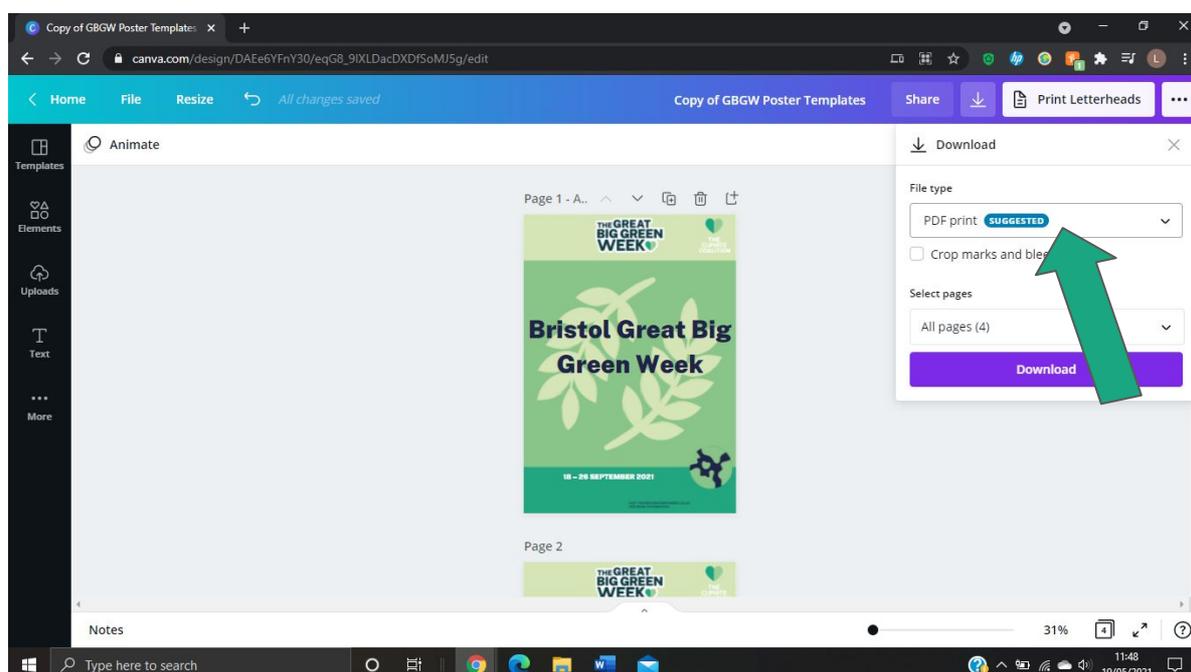


# Using the Poster Templates

You can download your new poster by clicking on the three dots in the top right corner (shown by the green arrow) and then click download.

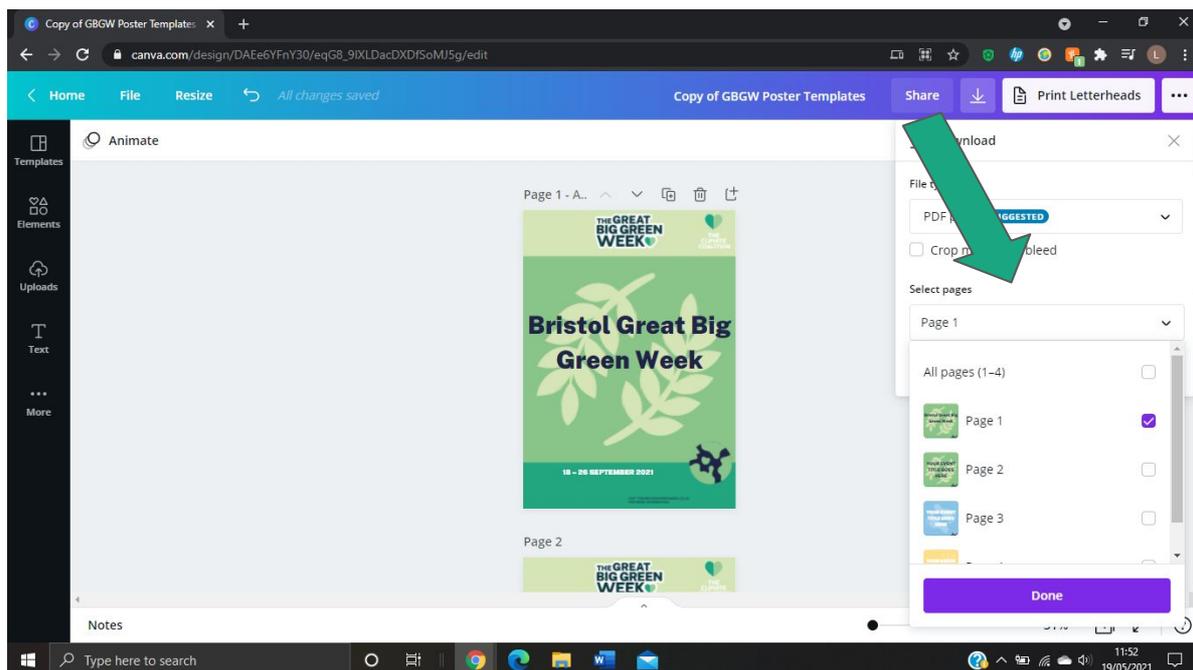


This will bring up the following screen. You can choose how you want to download the poster by clicking on the file type box. The best options are a PDF, a JPG, a PNG.

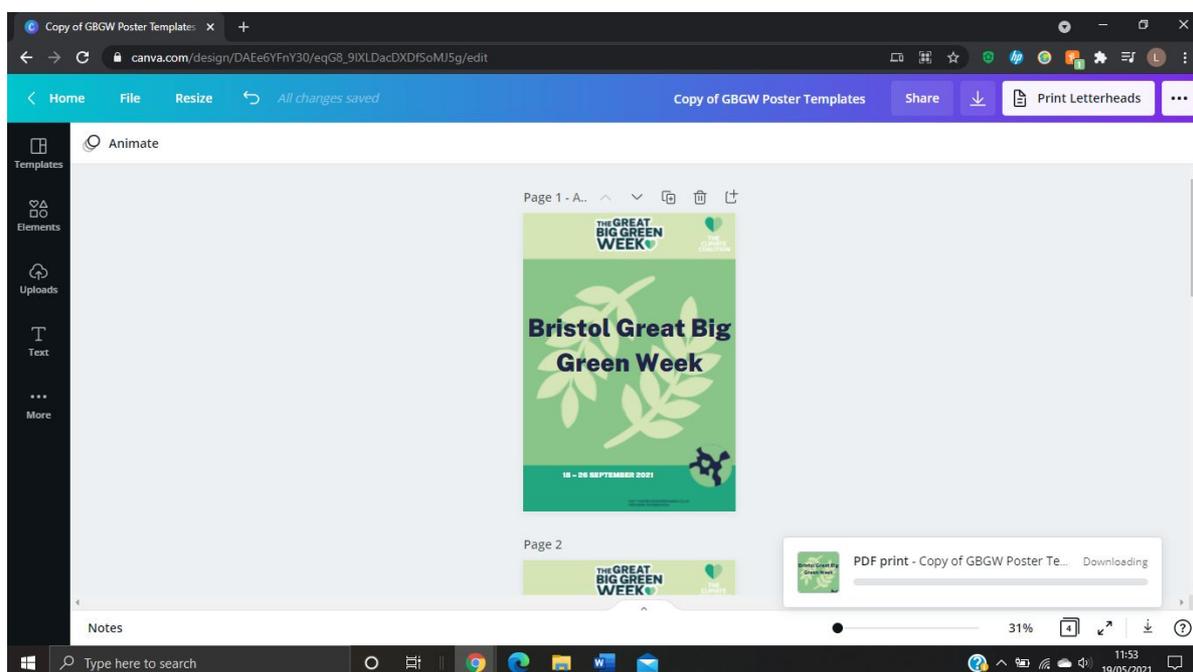


# Using the Poster Templates

You can then choose how many of the posters you want to download by clicking on the select pages box. If you have only edited one of the poster templates you can just tick that page to ensure you only download the edited poster.

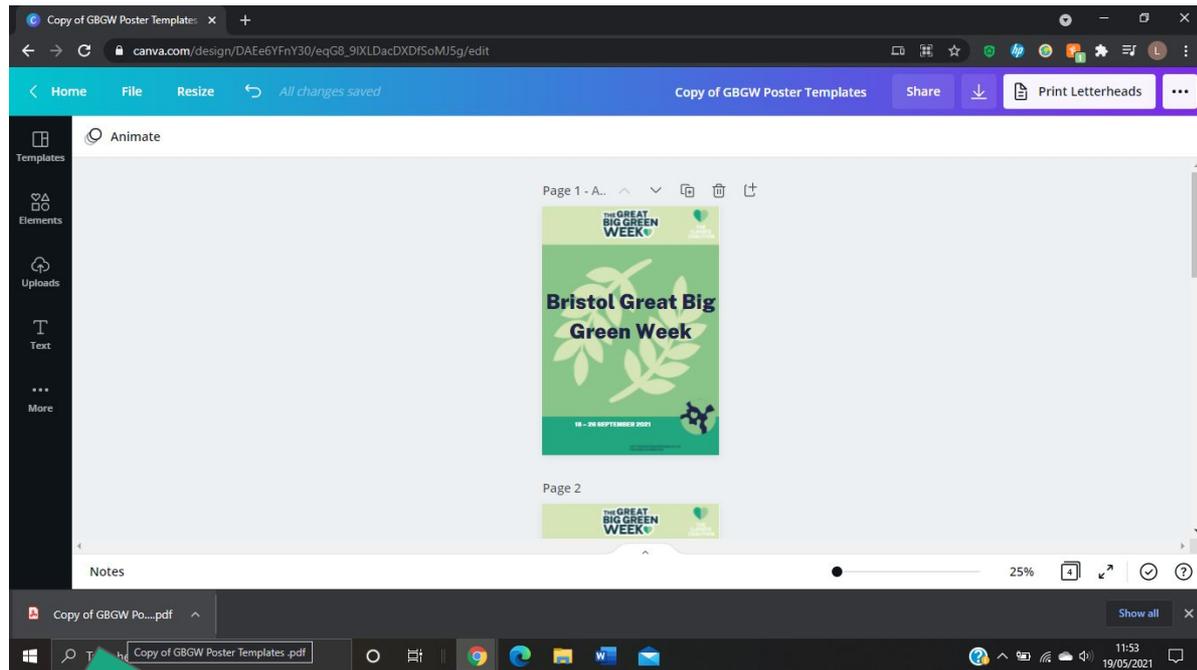


Once you have chosen the page you want to download, click done. Then press the purple download button. A download bar will then appear showing you the download progress.



# Using the Poster Templates

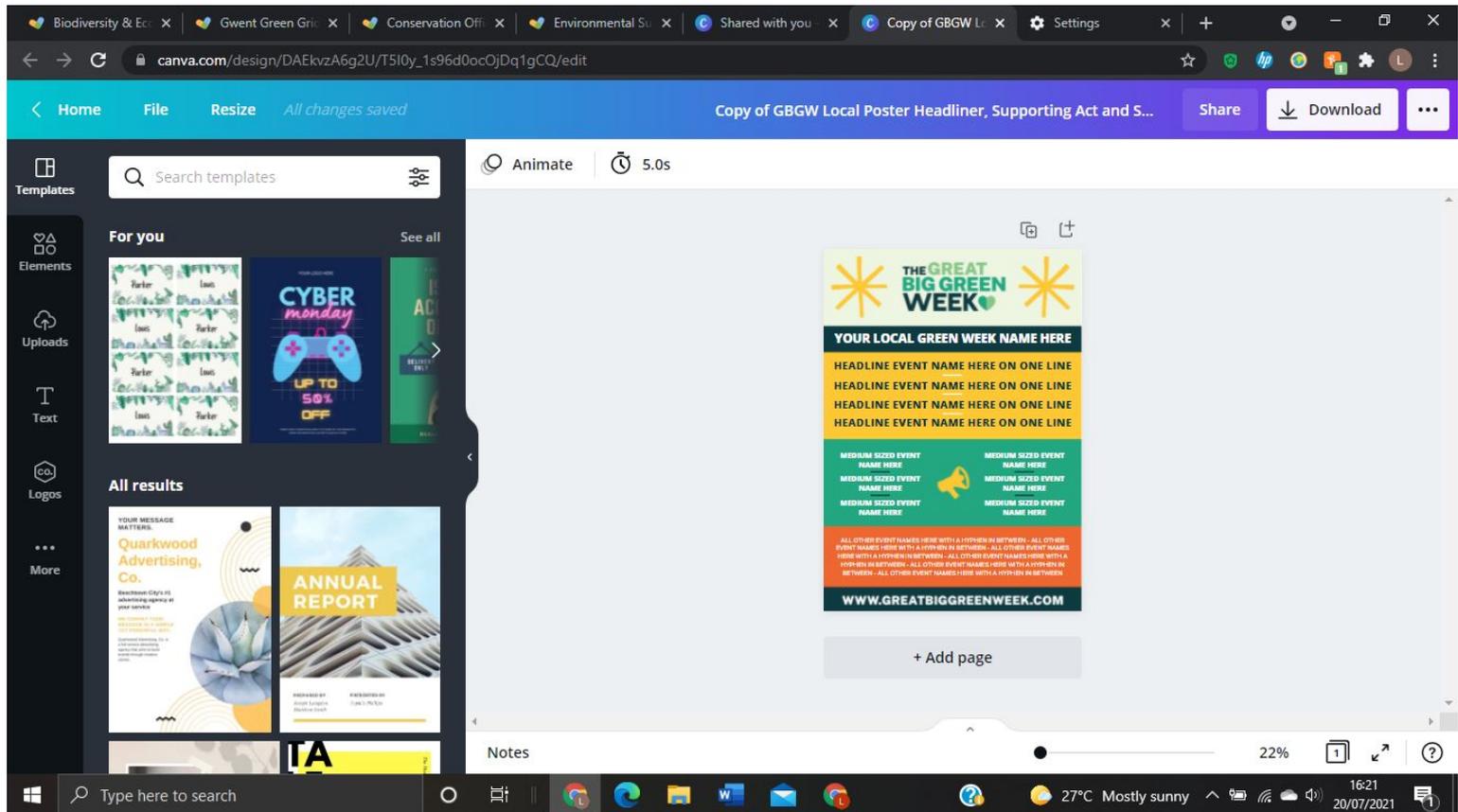
Once downloaded the file will appear at the bottom of your screen. You can now use your poster to promote your events.



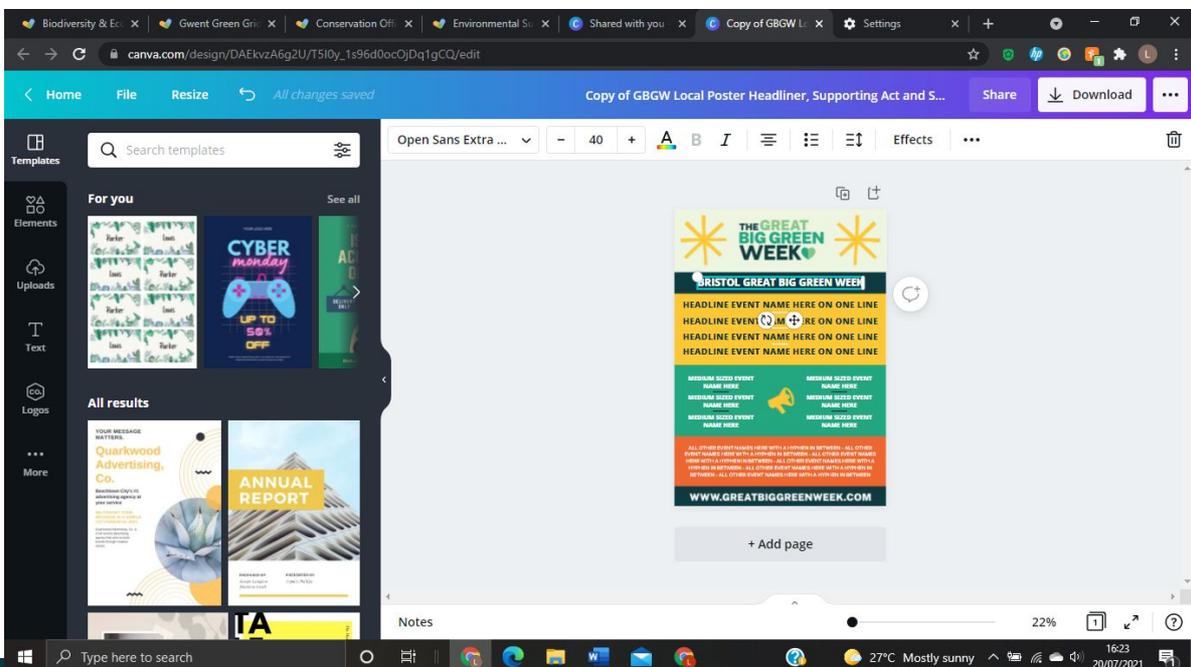
The process for creating a flyer is exactly the same, it just uses a [different template!](#)

# Using the Local Green Week Poster Templates

To create a design to provide more information about your events use the templates on page 5-7 of this document. Click on the image in this document of the poster and it will take you to a page that looks like this.

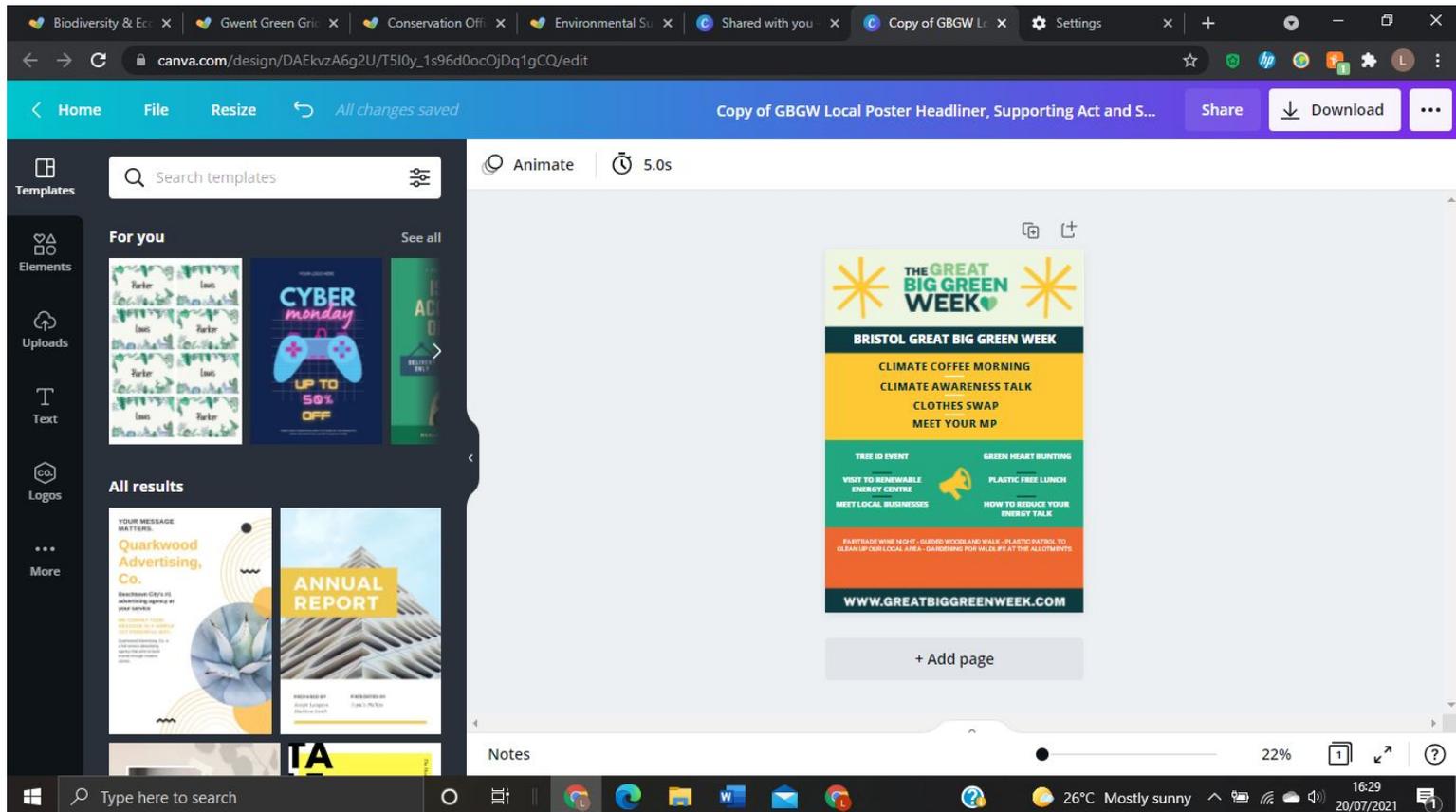


To edit the text to include information about your event, hover your mouse over the sentence you want to edit, a blue box should appear around the text. Double click with your mouse to enable you to type.



# Using the Local Green Week Poster Templates

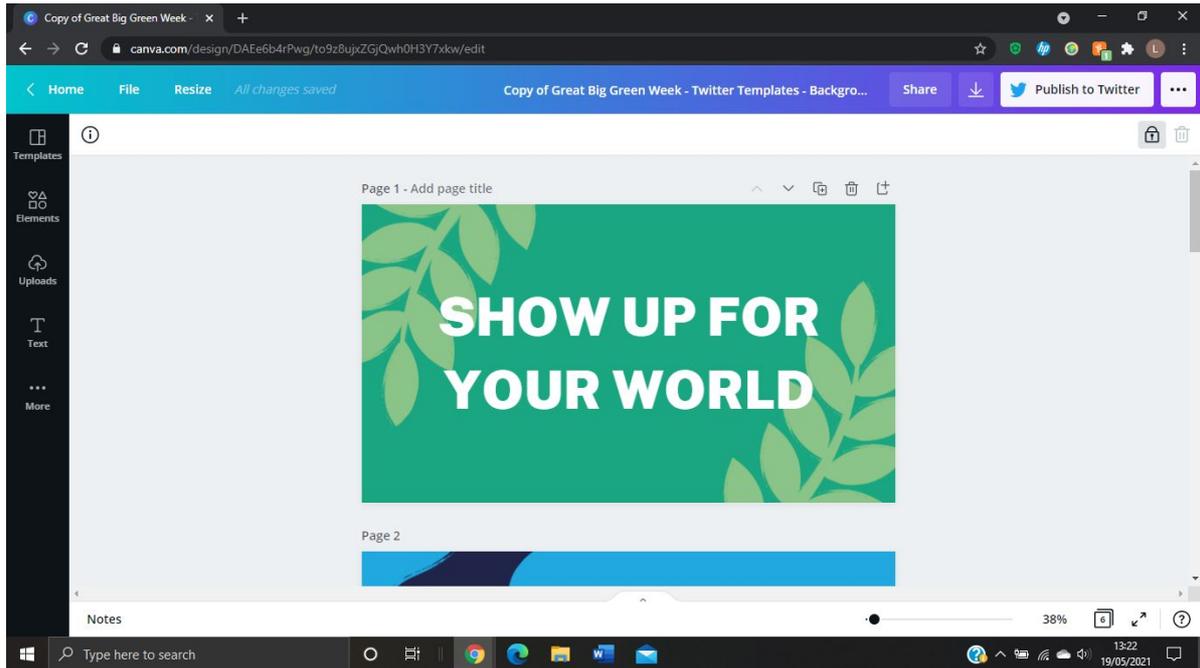
Do this for all the text boxes to ensure you have included all the event information and removed all the original text saying 'headline event name here on one line' etc. As shown below



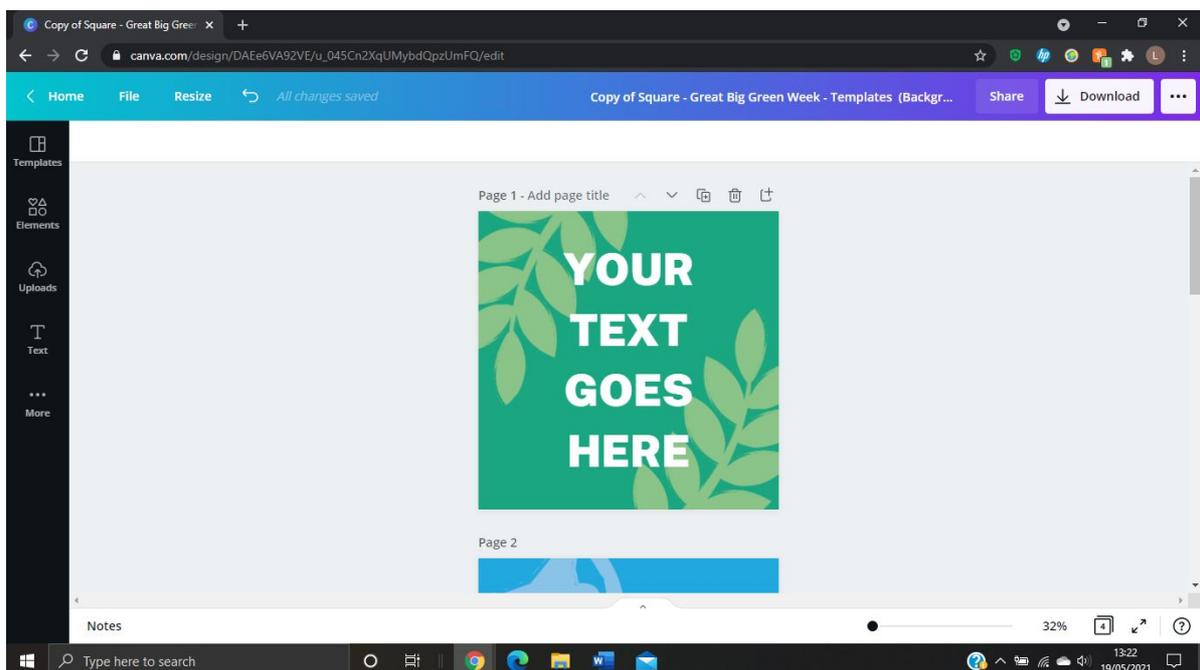
Once you have added all your desired text about your event, you can download your poster. This process is the same as described for the poster templates (on page 13-15)

# Using the Background Social Media Templates

The [landscape background media template](#) is ideal for twitter posts. There are 6 different templates you can use.

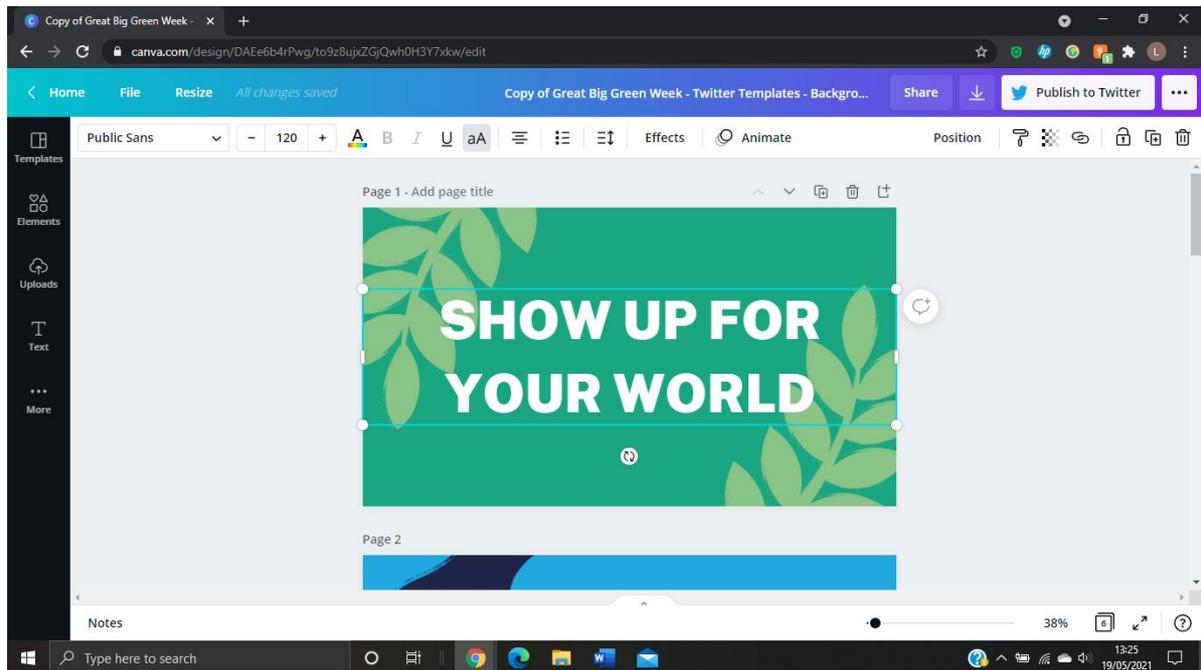


The [square background media template](#) is perfect for instagram. There are four different templates for you to use.

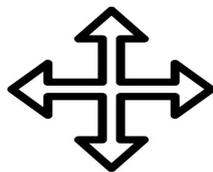


# Using the Background Social Media Templates

To edit the text and add in your own information about your event, click on the 'Show up for your world' text on the landscape template, or the 'your text goes here' text on the square template. This will bring up a blue box around the text and you can then add in your own information.

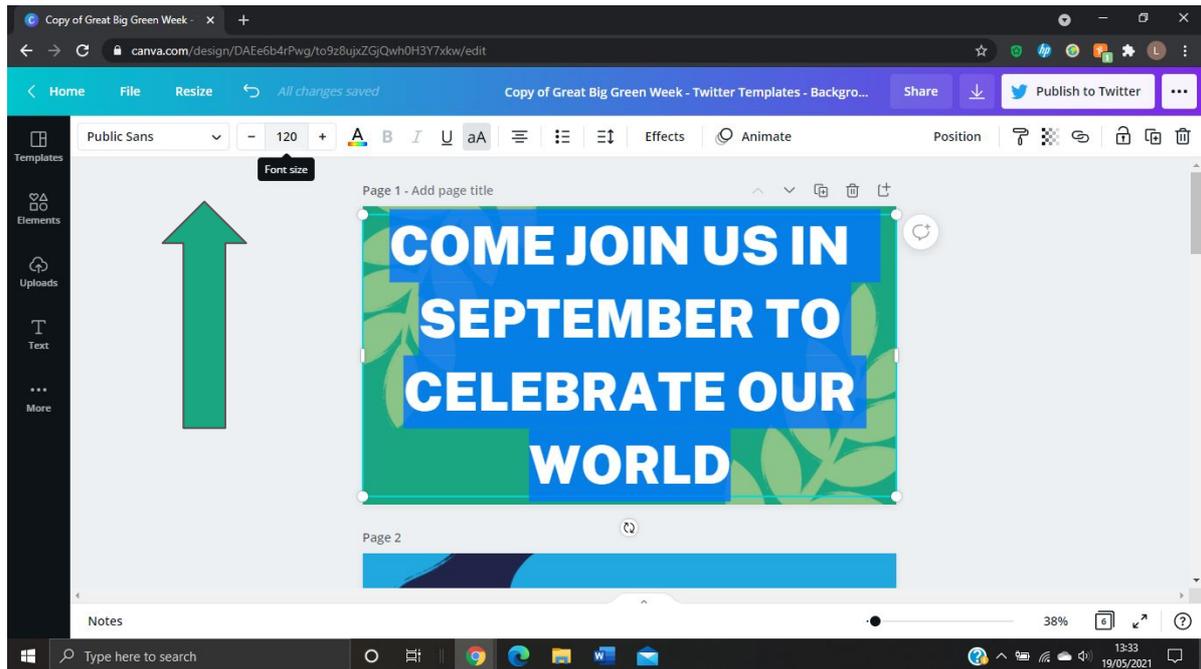


Once you have inserted your own text, you can move the text box to ensure it fits on the background. This is done by hovering over the blue outline of the text box until a cluster of four arrows shows up - as pictured below. You can then click and drag the box to where you would like it to be.



# Using the Background Social Media Templates

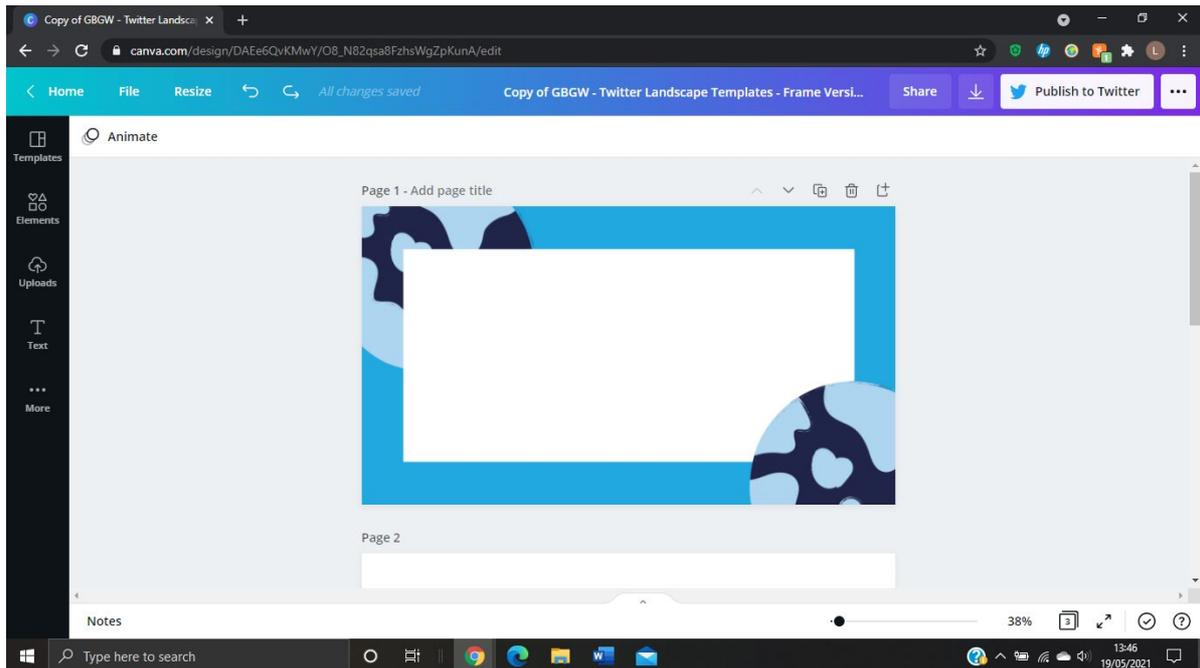
You can change the font size by highlighting your text, so it appears with a blue background and then clicking the '-' next to font size if you want the size to decrease, or the '+' button if you want the font larger. These are located in the top right corner of the page



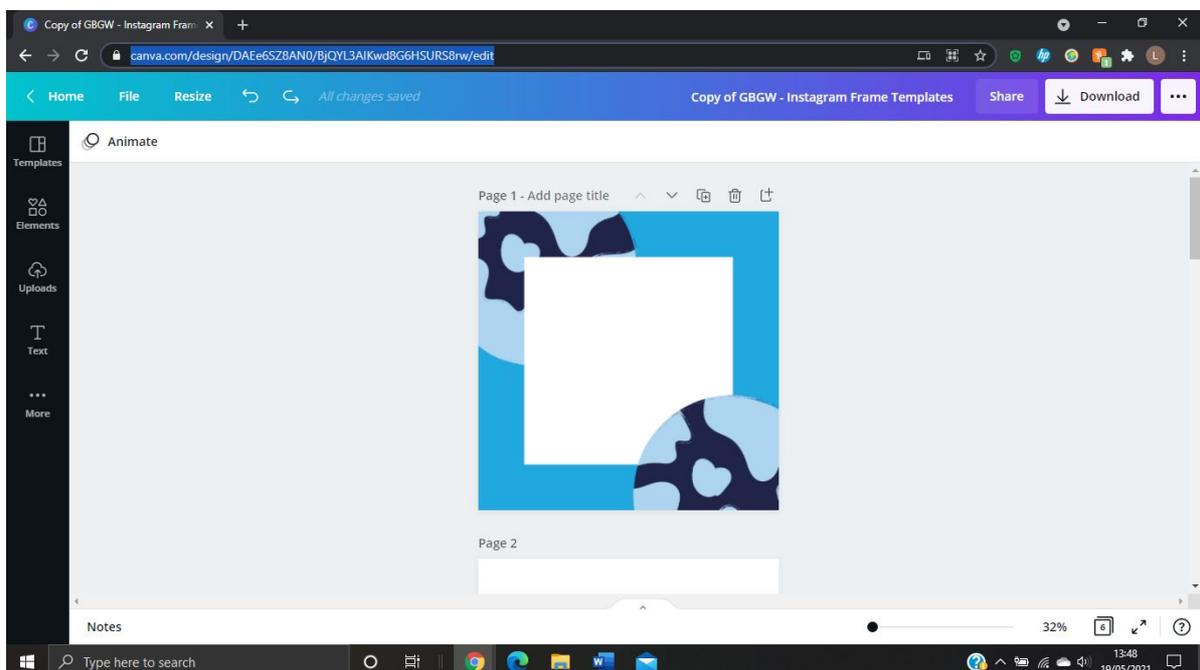
Once you have added all your desired text and ensured it fits the background. You can download your social media template. This process is the same as described for the poster templates (on page 13-15)

# Using the Frame Social Media Templates

You can use the social media frame templates to border text or an image. The [landscape frame template](#) is great for twitter posts. There are three different templates you can use.

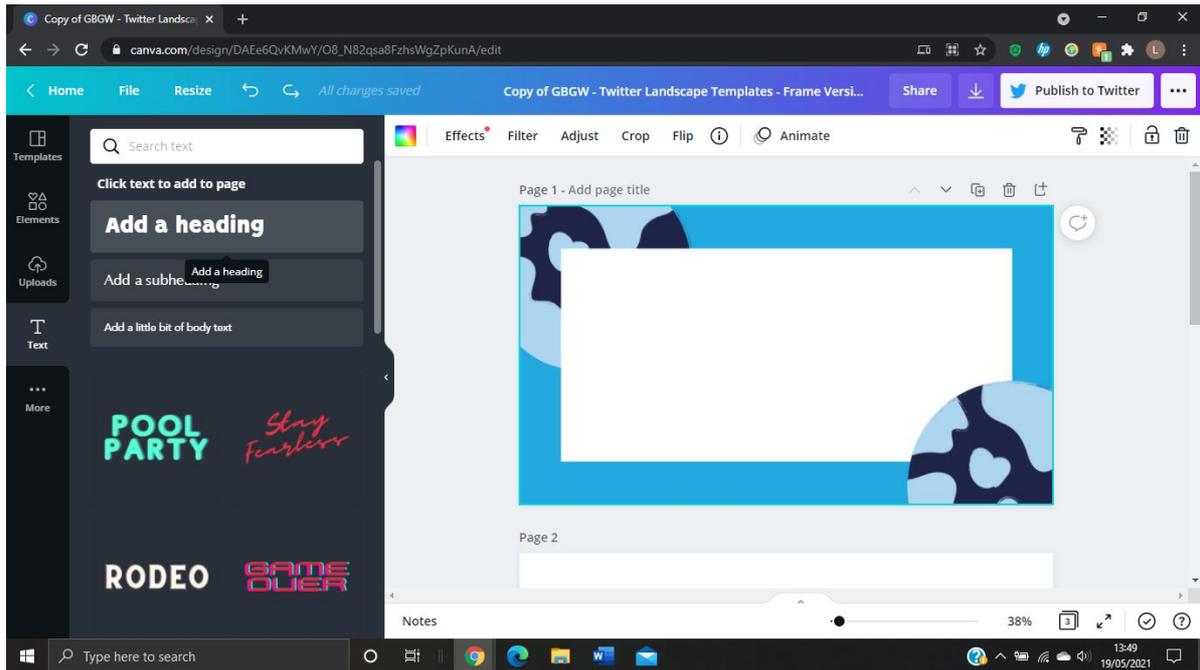


The [square frame template](#) is great for instagram posts. There are 6 different templates you can use

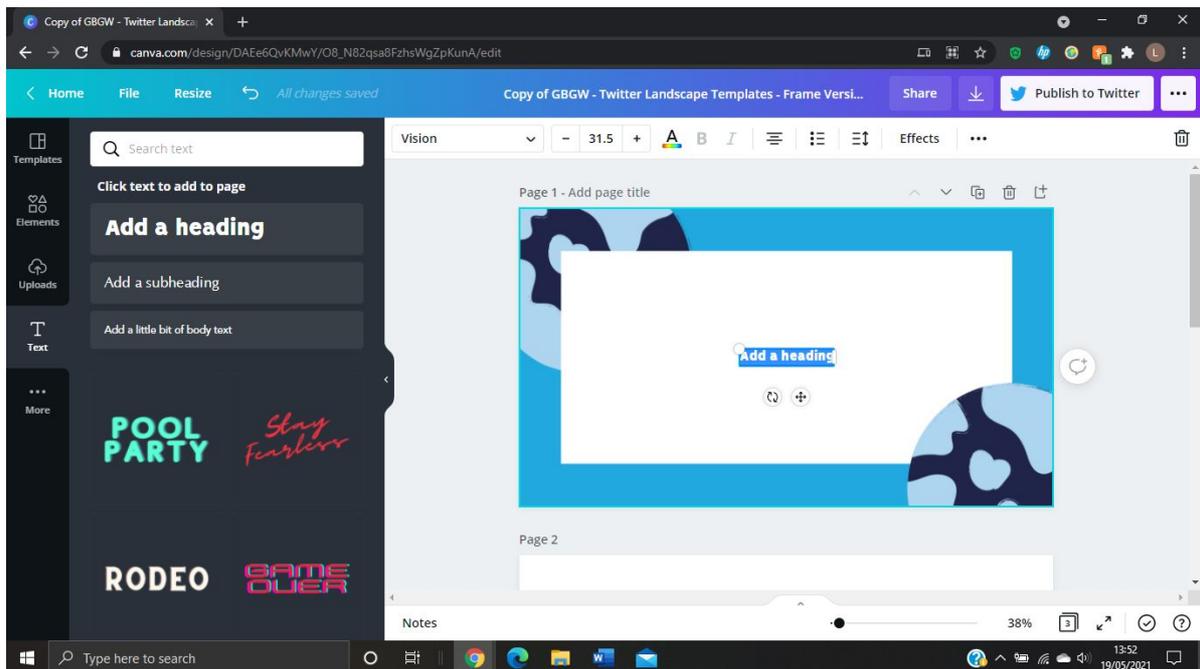


# Using the Frame Social Media Templates

To add your own text directly onto the background, click on Text on the left hand side navigation panel and then click 'Add a heading'.

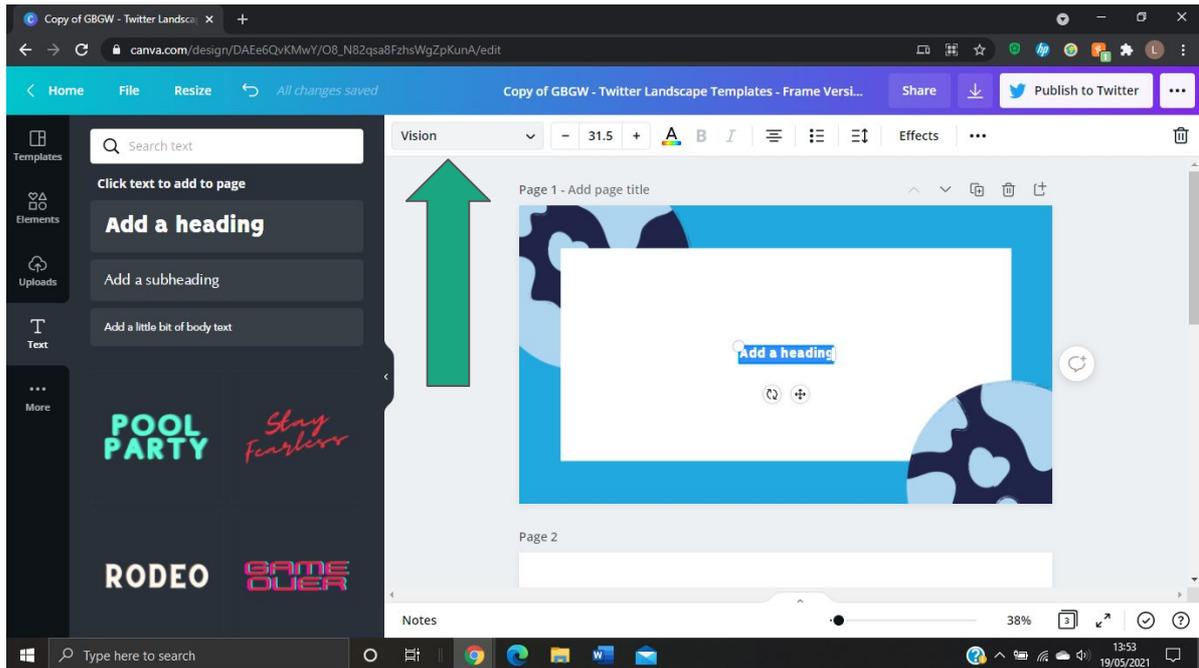


Once you have clicked that a text box will appear on the background as shown below.

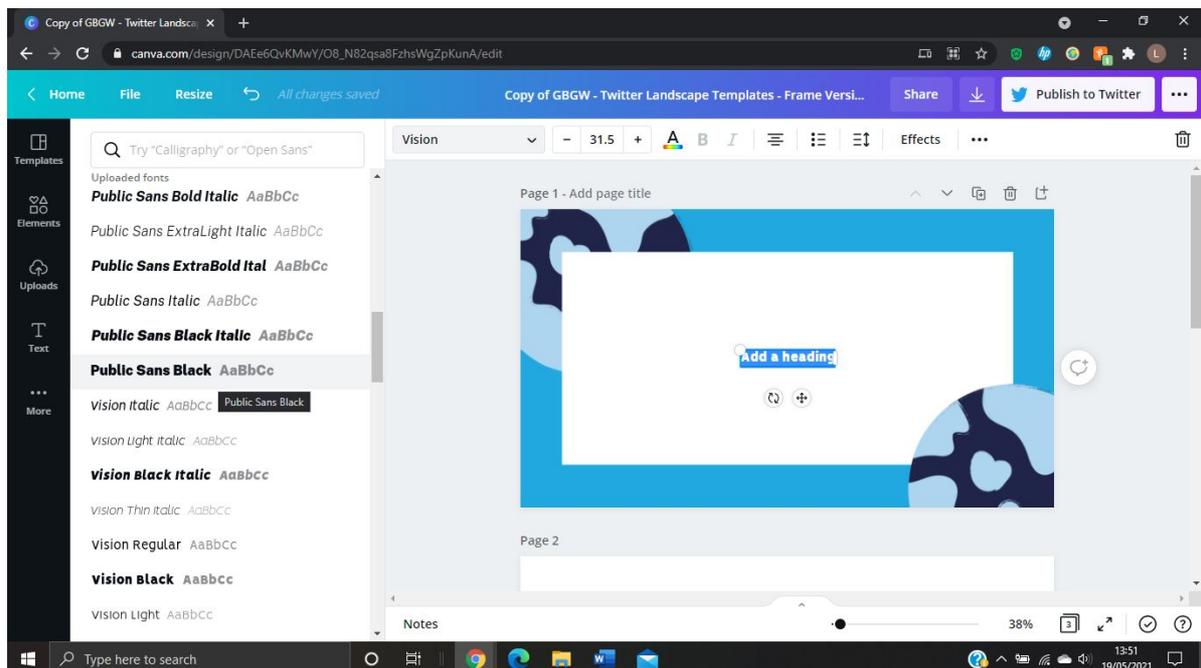


# Using the Frame Social Media Templates

Then, click on the font box in the top corner.



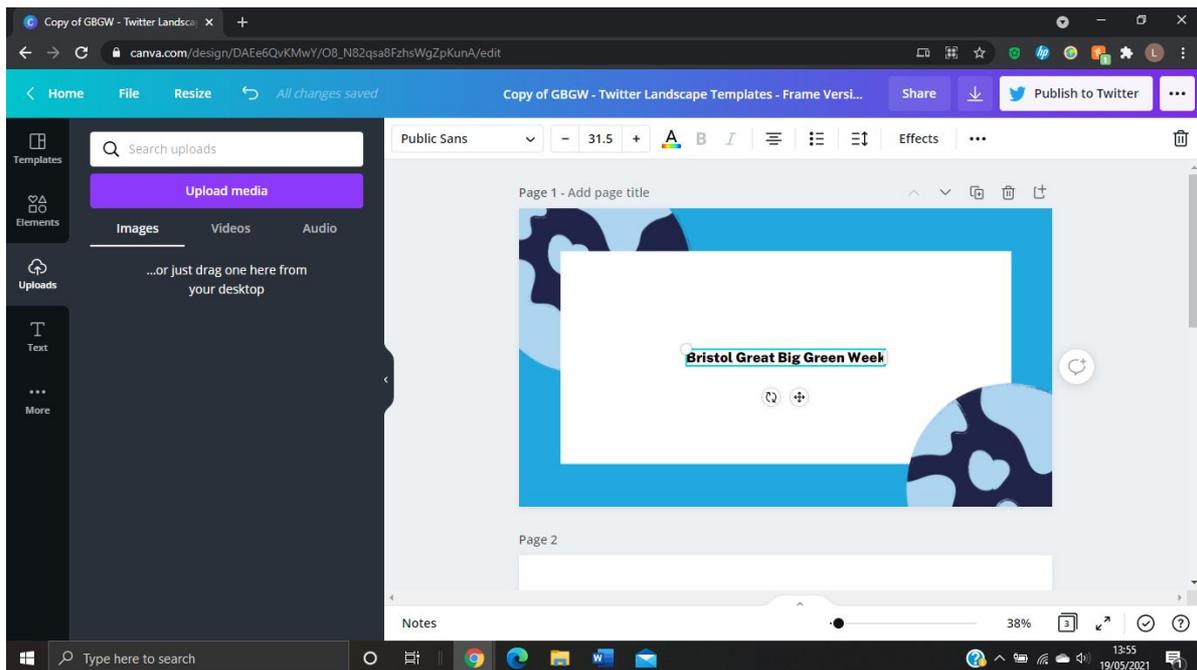
Once you have clicked that the font options will be displayed. Scroll down until you reach Public Sans Black. Click on this to change your font.



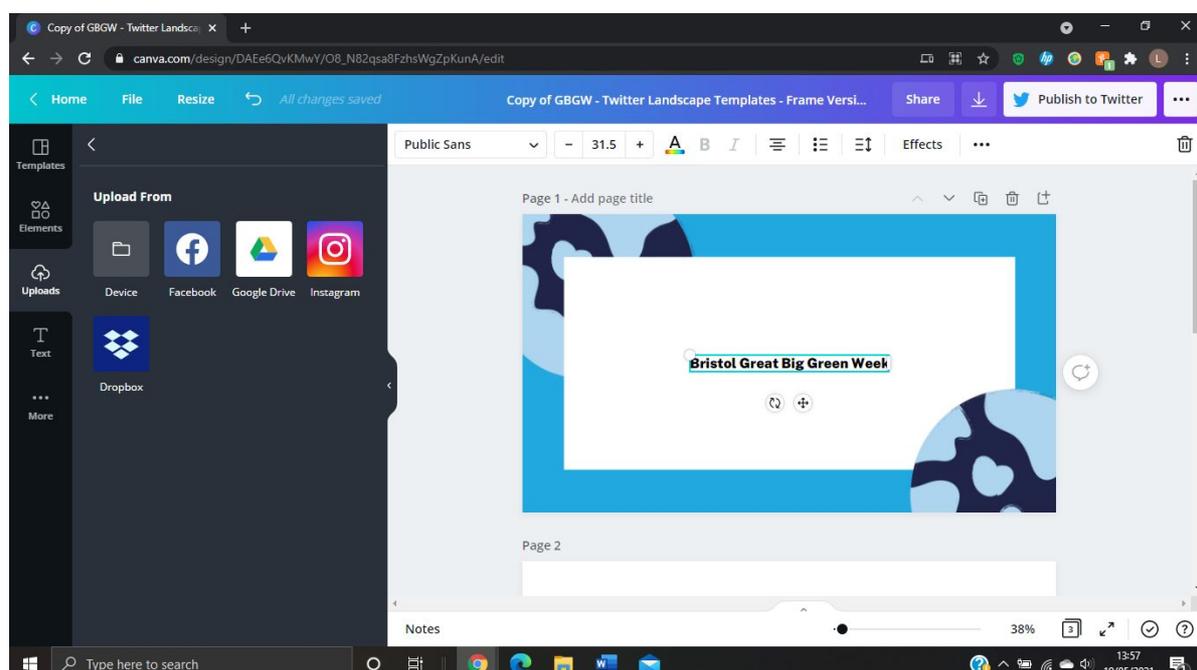
You can now add in your own text.

# Using the Frame Social Media Templates

To add your own images to the frame background. Click upload on the left hand navigation panel. Then click the purple upload media button.

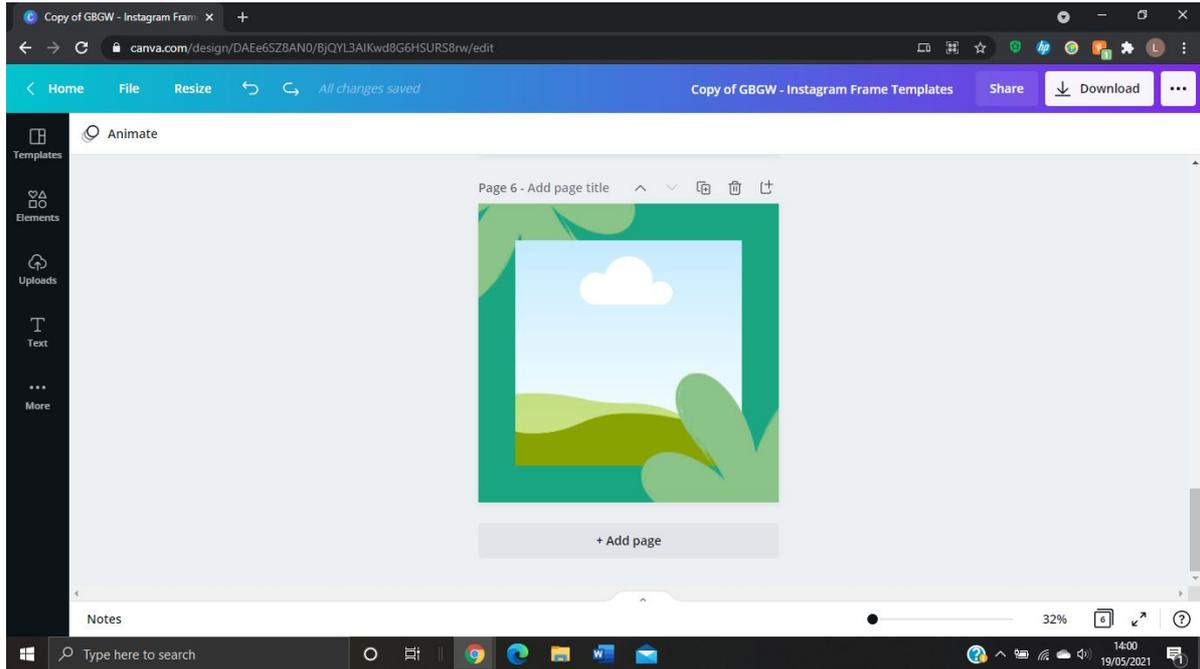


This will give you options as to where you want to upload media from, your computer, instagram, your google account, facebook, or dropbox. This will allow you to add images of things relating to your event.

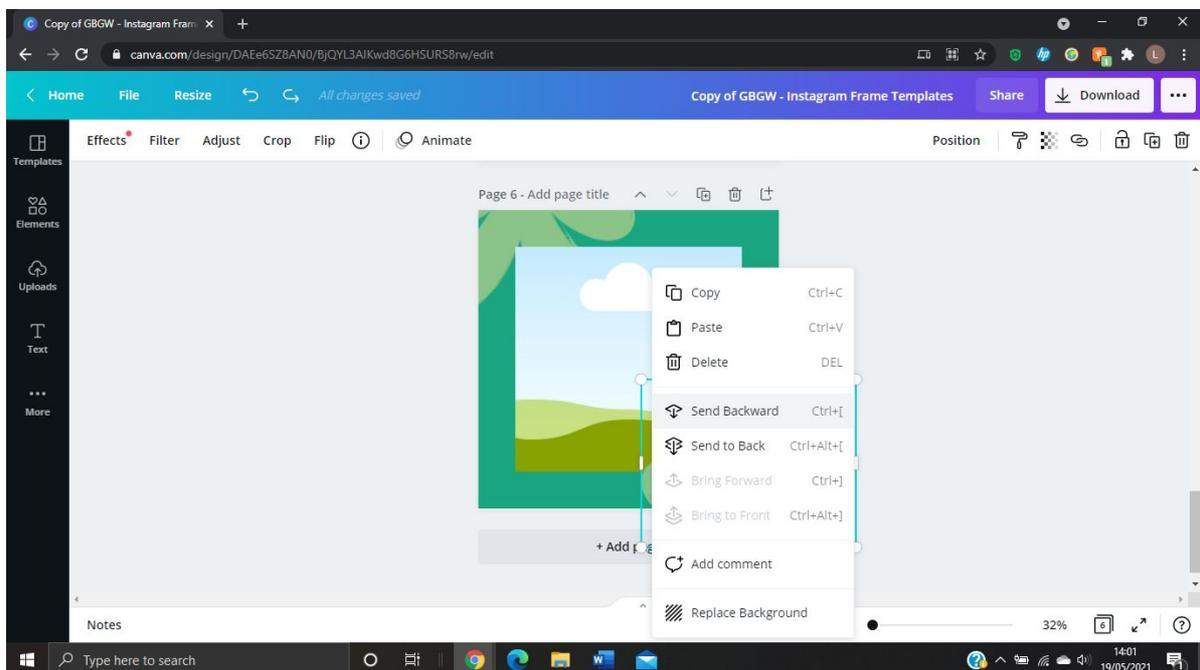


# Using the Frame Social Media Templates

When using the square frame social media template (especially template number 6), it is important to make sure that one of the flowers is always behind the image, and one is always in front.

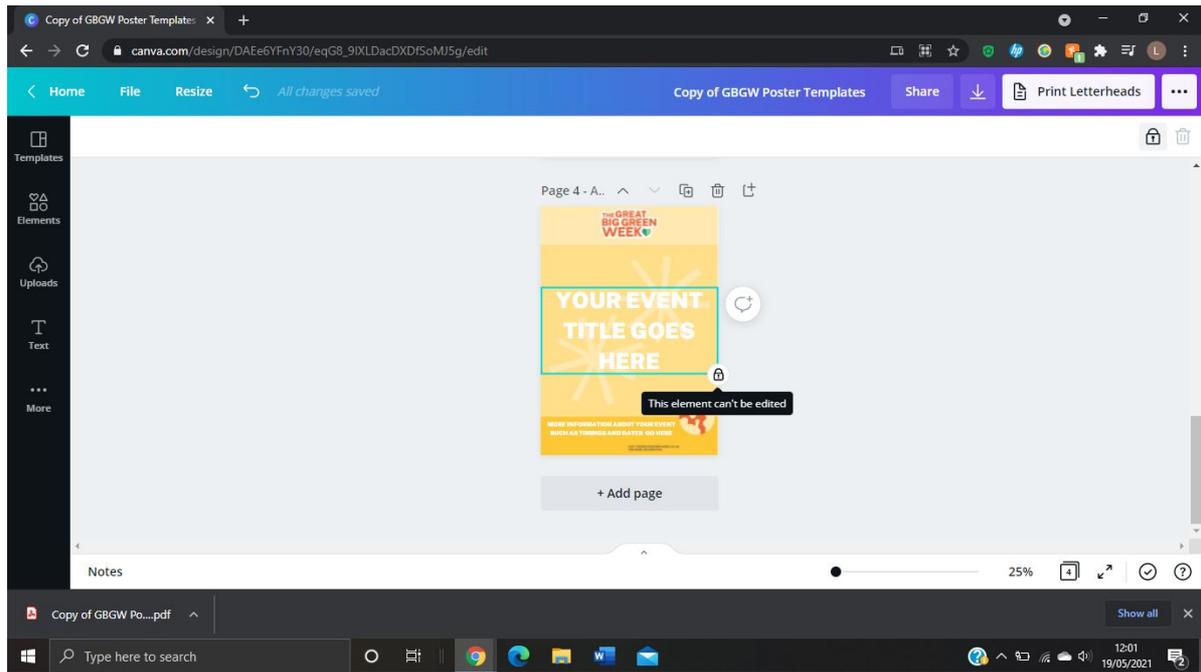


If you accidentally move them, this can be changed by right clicking and then pressing 'send forward' or 'send backward' depending on which way you need the image to move back to.

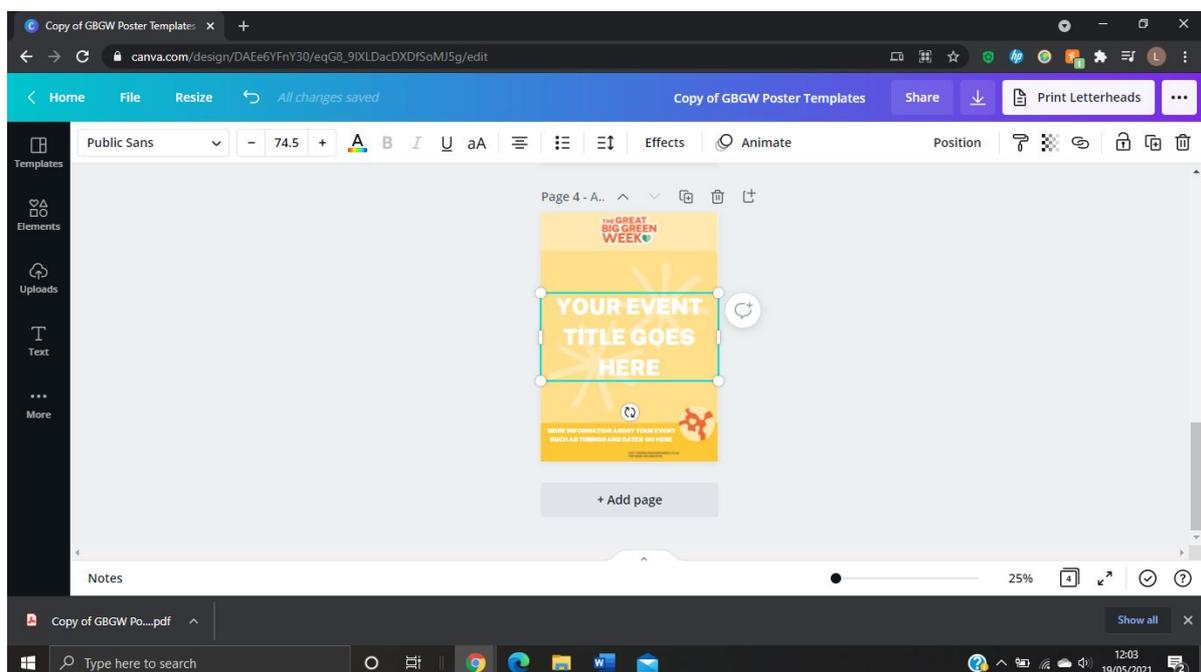


# What to do if a text box/element is locked?

Occasionally an element may appear 'locked' so you are unable to edit it. As demonstrated below.

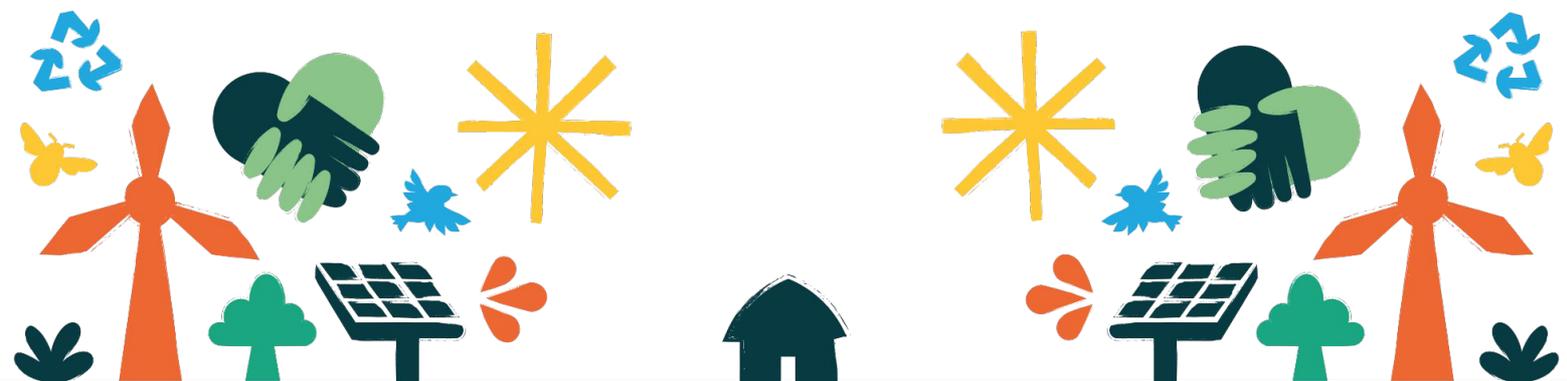


This can be fixed by pressing the padlock icon in the top right hand corner. This will unlock the element so you can edit it. The screen will then look like this



THE GREAT  
BIG GREEN  
WEEK 

**Good luck planning  
your Great Big Green  
Week Event**



@theccoalition



@theclimatecoalition



/theclimatecoalition

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