# A GUIDE TO USING CANVA TEMPLATES

To help you get the word out about your local Green Week or events this June, we've made some templates that you can use to create your own posters, flyers and social media posts.

The templates are accessible through the free website 'Canva' - follow our guide to learn how to use Canva and the templates to promote your local Green Week and events.

## Contents

# Canva templates

There are a range of editable templates available for you to create social media posts and posters to promote your local Green Weeks and events.

You can find these and more in our Communications Pack for Organiser, and can be found here:

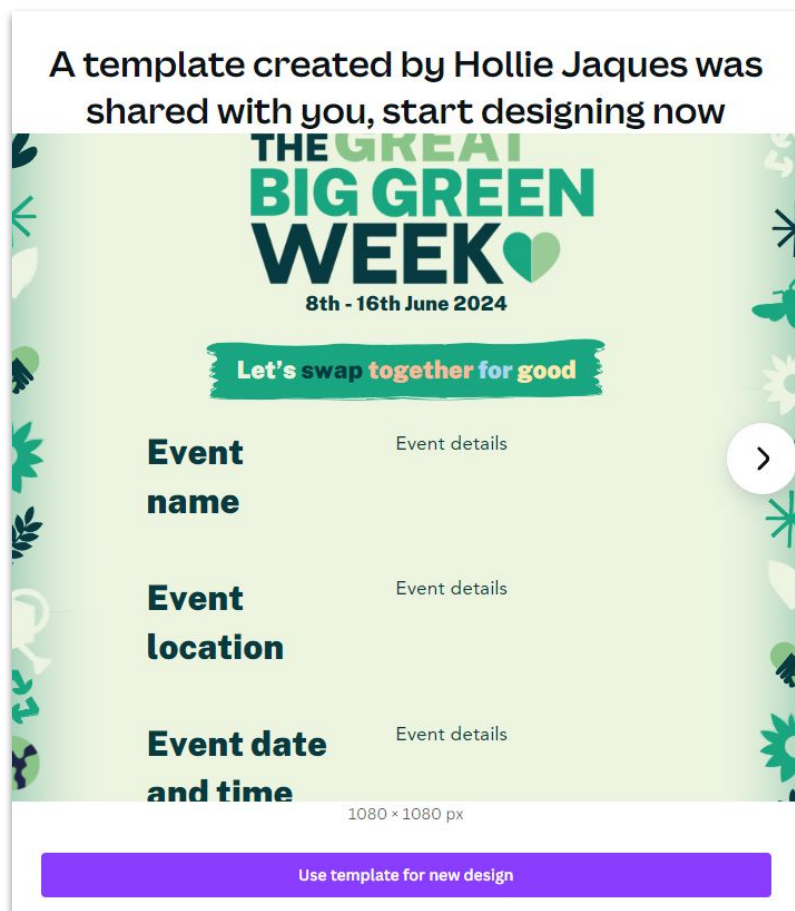### EVENT PROMOTION

- For social media
  - Square
  - Portrait
  - Landscape

- For print
  - A4
  - A3

# Getting started

Once you open one of the links to the templates it will open a page like this:



A template created by Hollie Jaques was shared with you, start designing now

THE GREAT
BIG GREEN
WEEK♥
8th - 16th June 2024

Let's swap together for good

**Event name** — Event details

**Event location** — Event details

**Event date and time** — Event details

1080 × 1080 px
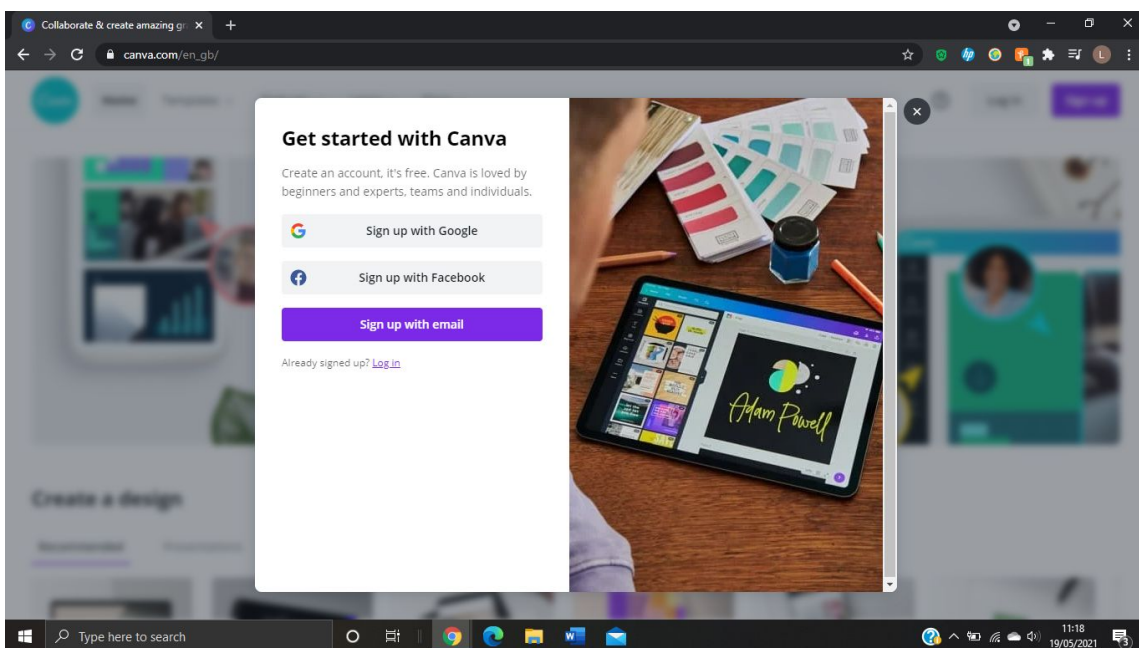
Use template for new design

Click the purple 'Use this template' button below the preview of the template.

It will open up a window for you to log in or sign up to Canva. If you don't have an account already, creating one is free and simple to do.

# Getting started

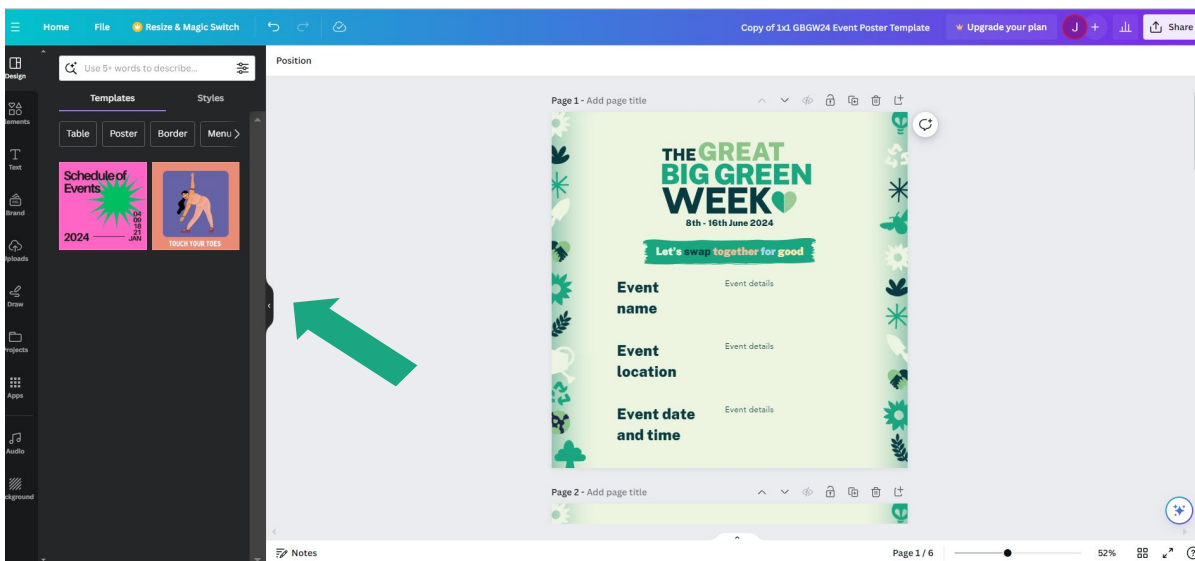To create an account, click the purple 'sign up' button in the top right hand corner.



Clicking 'Sign Up' will bring up the following screen. You can sign up with your Google or Facebook account, or by email.

Once you are signed up and logged in, you can start editing the templates to help promote your Great Big Green Week activity!

# Using the templates

Whether it's a poster for print or a graphic to share on social media, the process of editing the templates is the same. For this example, we'll be using this template for creating social media post to promote a Great Big Green Week event.
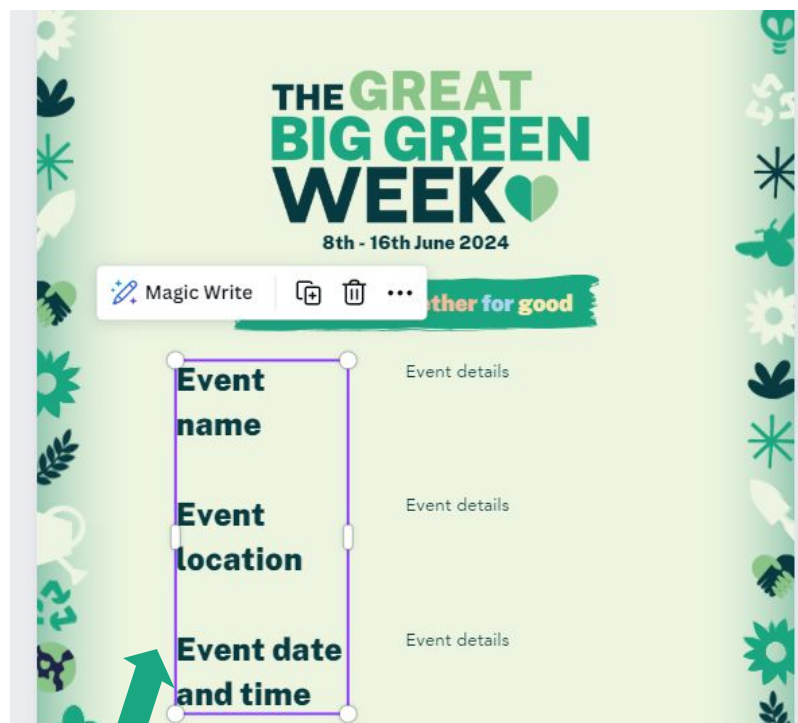


The fonts and colours are all pre-set to the Great Big Green Week Theme for you so they do not need to be edited. Therefore, you do not need to worry about any of the features on the left hand side navigation panel.

You can minimise it by pressing the small arrow on the side, highlighted by the green arrow.
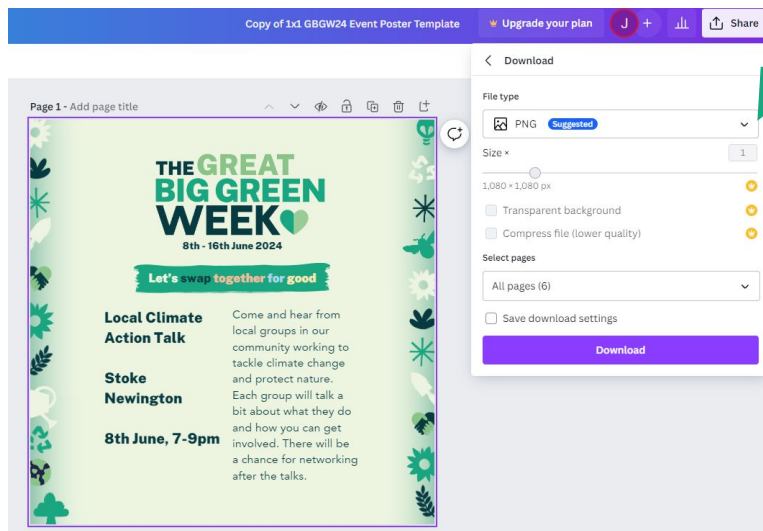
# Using the templates

For each template available, there will be different sections that you can edit and input the necessary information to share details about your event or local Green Week.
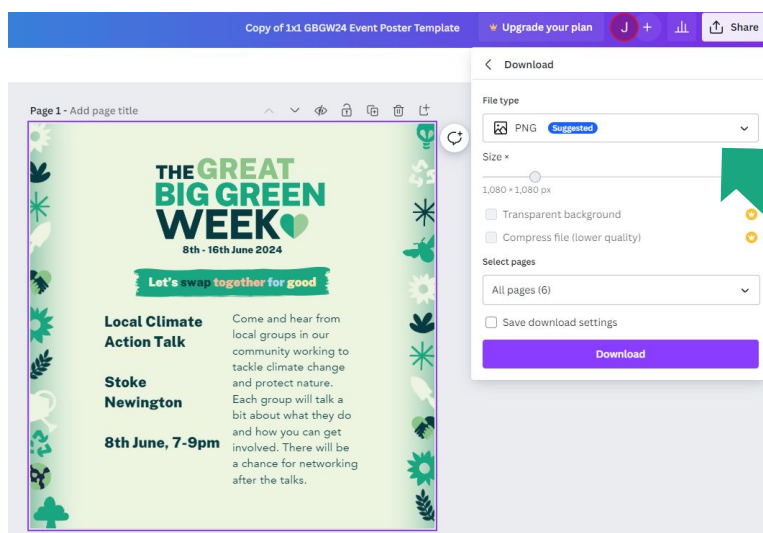


To add in your own text, click on a text box. By clicking on a text box, a purple box will appear around the text, and you can now edit the template text.

# Using the templates

You can download your graphic or poster by clicking on the 'share' button 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 image by clicking on the file type box. The best option for social media is PNG and the best for printing is PDF.

# Using the templates

Here is an example of a finished event poster for social media advertising a local event:

## THE GREAT BIG GREEN WEEK

**8th - 16th June 2024**

Let's swap together for good

**Local Climate Action Talk**

**Stoke Newington**

**8th June, 7-9pm**

Come and hear from local groups in our community working to tackle climate change and protect nature. Each group will talk a bit about what they do and how you can get involved. There will be a chance for networking after the talks.

# And you're done!

Once you have created all the social media graphics and posters you need, remember to share them far and wide with your networks and community.

If you need guidance on getting others involved in your local Green Week or events, check out our promotion guide at greatbiggreenweek.com/resources. There's also a bit more information about creating posters and using social media.

If you have any further questions about using canva, or Great Big Green Week in general, send an email to contact@greatbiggreenweek.com.