

How to create leaflets using Canva

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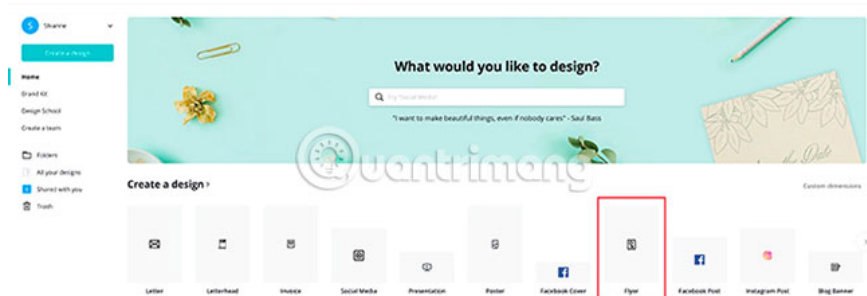
This tool is perfect for people who don't have much time, need fast design or no design experience but still want to create a beautiful product.

However, if you use Canva and want to create a poster for an event, what to do? Below, how to make a suitable flyer for any occasion with the Canva tool.

Instructions for creating leaflets with Canva tools

1. Step 1: Find the right template
2. Step 2: What is your event?
3. Step 3: Change the default text in leaflets
4. Step 4: Change the color for the elements
5. Step 5: Color of the text
6. Step 6: Move the elements to the new location
7. Step 7: Export the design to print

Step 1: Find the right template

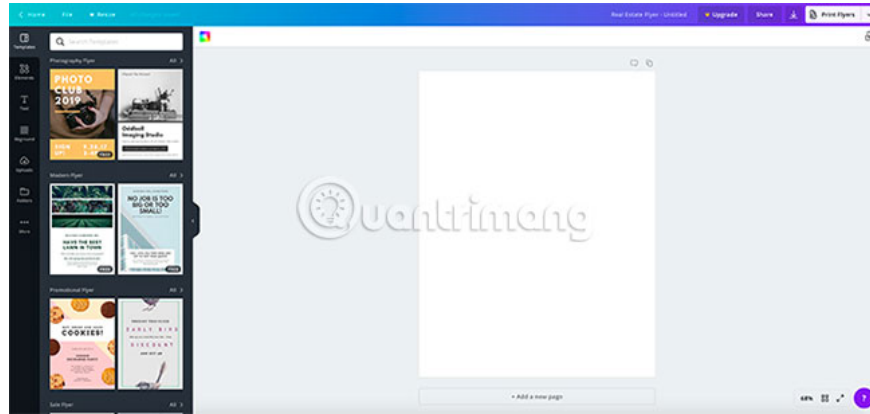


The first thing you need to do to make a leaflet is to log into Canva. Or, if you haven't registered an account yet, do this first and then log in.

After registering and logging in to your account, you will see a home page similar to the screenshot above. In **Create a design**, you will see a list of the most commonly used templates.

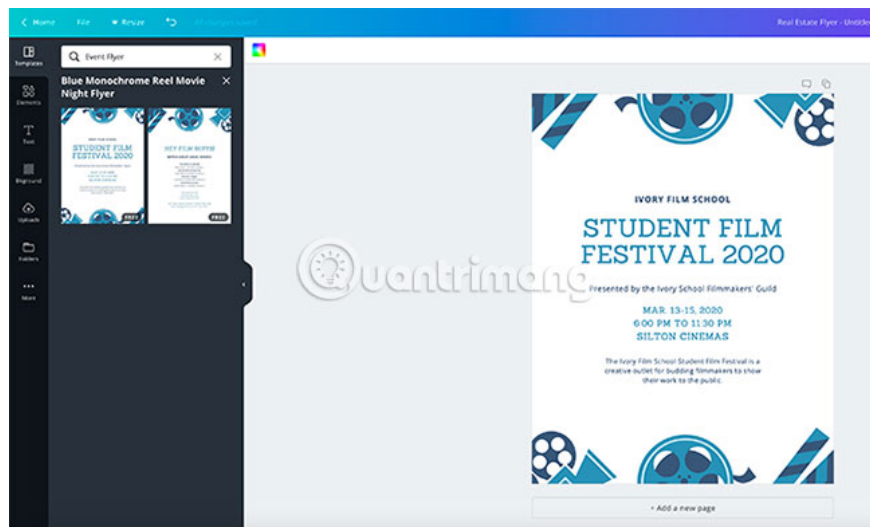
You can also search for a template in **What would you like to design?**

Fortunately, **Flyer** is one of the most popular designs on this site. All you have to do is click on the **Flyer** icon without searching for anything.



When opening the **Flyer** template, you will be taken to a blank page. Along the left side, you will see templates that are divided according to the best use.

Step 2: What is your event?



The type of event you plan to organize will affect your design, as well as the Canva model that best suits it.

For this guide, suppose we are designing leaflets for the upcoming birthday party. The birthday is named Bill, and the theme of the party is the worst movies.

Since the event is about to be related to movies, we will go to the **Event Flyer** section and find a template that fits the movies. This special template is a free design that you can modify, so choose it.

Step 3: Change the default text in leaflets

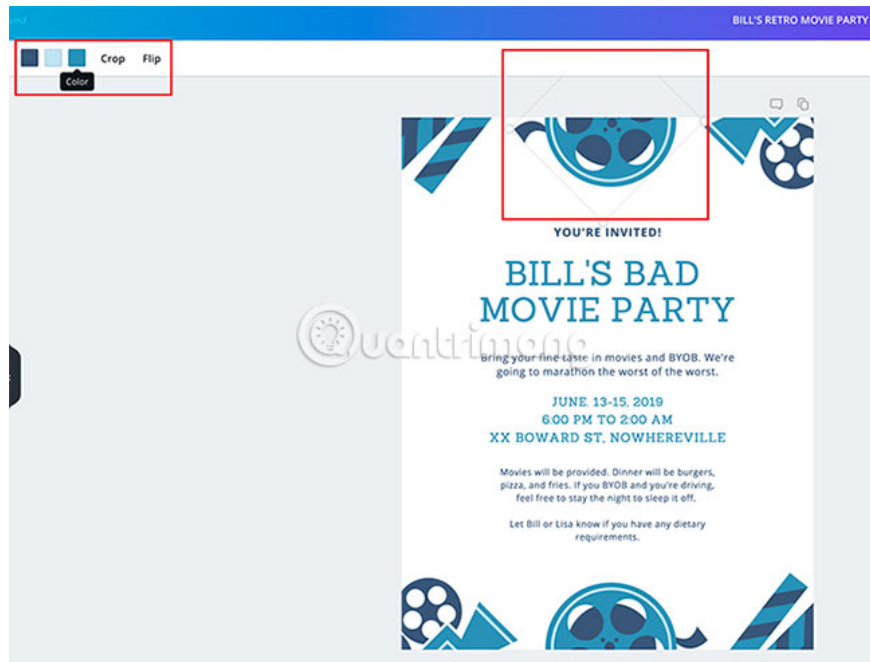


The next thing you want to do after selecting the template is to enter information for the event. Many people like to enter the text before making a poster, because the event information will affect the layout, as well as the rest of the design.

To change the text in the template, just click on the individual parts to select the default content. Delete the selected information in the placeholder and enter your own information.

You can change the style, color, font size and line spacing by using the control panel in the upper left corner of the screen.

Step 4: Change the color for the elements

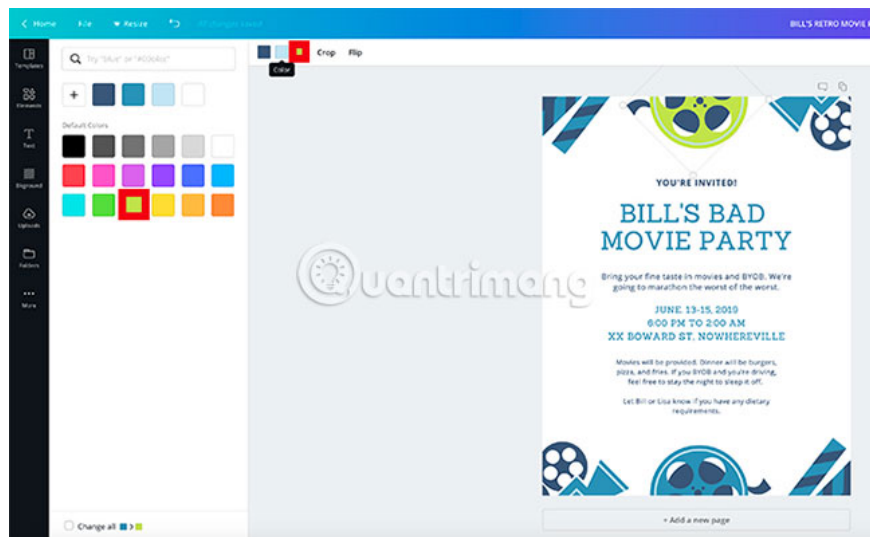


You have now entered your textual content. It's time to adjust the visual elements on the design. It is important to note that the steps that the example will use here can be applied on any type of image element, in any other template, regardless of the shape of the element.

To modify the elements, click on one of those elements (highlighted by translucent gray lines).

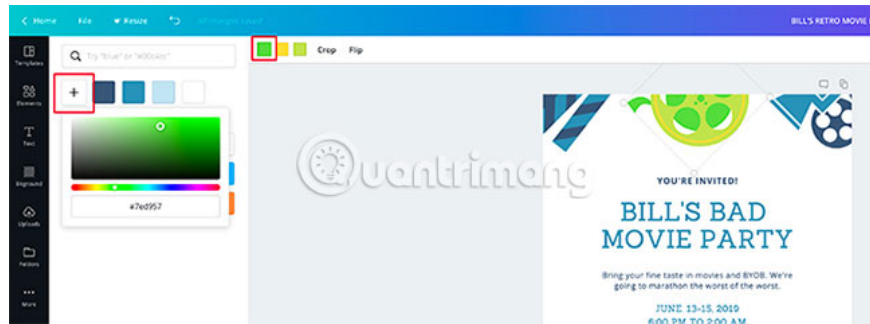
In the top left corner of the workspace, you'll see a new set of tools, including **Color**, **Crop** and **Flip**.

Next, change the colors for them!



To change the color, click one of the color boxes corresponding to the color you see in the element. In this case, we will click on blue.

When you click on an individual swatch, the **Color** panel will display. You can choose a default color from there.

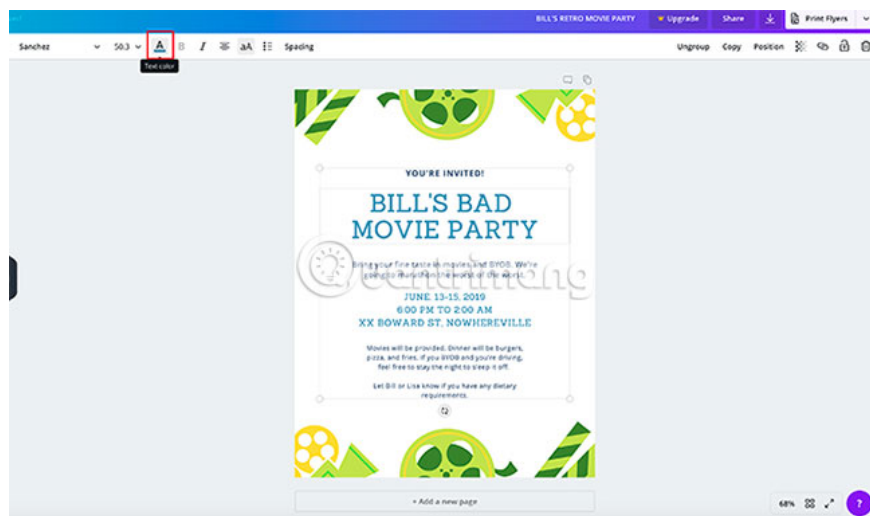


If you don't like any of the existing default colors, you can also choose custom colors.

To select a custom color, click the + button in the **Color** panel . After that, the color picker will appear and you can add a custom color from there.

Repeat this step until all elements are adjusted the way you want.

Step 5: Color of the text

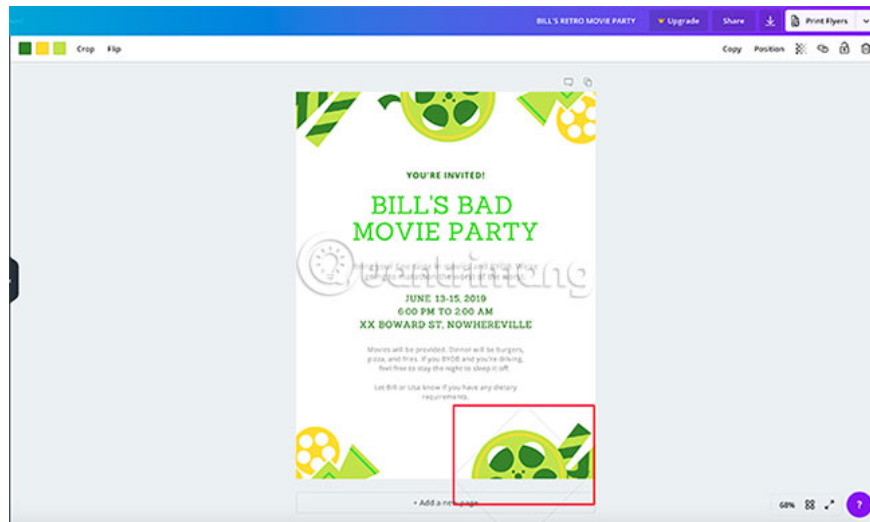


Now, you have changed the colors of the elements and better grasp the general idea you are using in your leaflet.

If you haven't changed the color of the text or don't like the previously selected color, just click on each individual text box to edit it. Then click the **Text Color** option at the top of the screen.

There is no need to black out the text to change its color. Just make sure that the entire text box is active and the cursor for entering new text does not appear. Canva will treat the text box as a unit and change all corresponding documents inside.

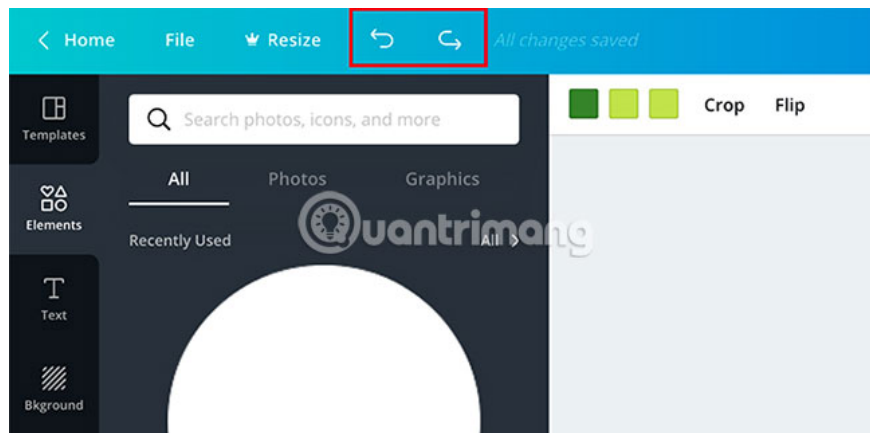
Step 6: Move the elements to the new location



Finally, if you don't like the visual elements in your current position (maybe because they look too uniform or have too many images and you want to change everything), you can move them to a new location. more suitable.

To move elements, click on the element to adjust. Then click and drag it to the position you want on the page.

If you want to completely remove an element, select it so that the bounding box appears. Then press the **Delete** key on the keyboard.



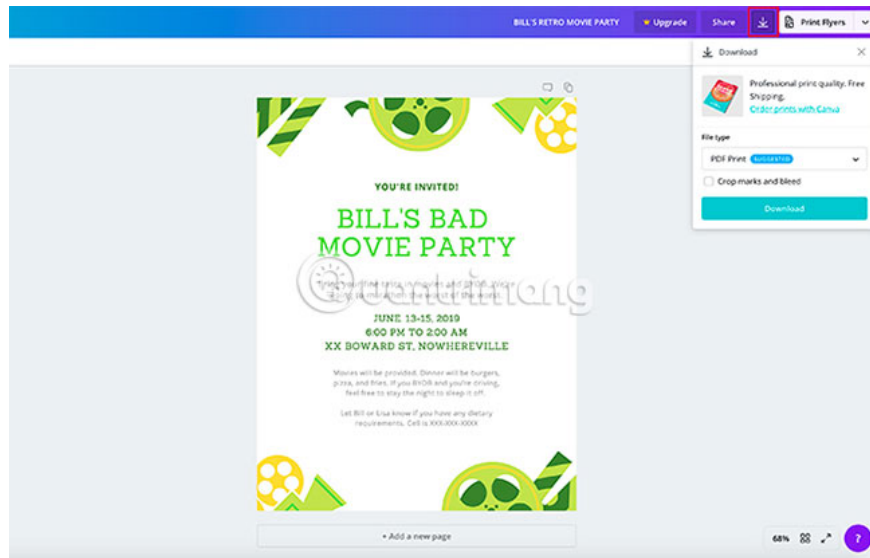
If you accidentally delete an element or don't like the look of the poster after it disappears, the fix is ??easy.

Just go to the upper left corner of the workspace. Along the blue navigation bar, you will see one (or two) curved arrows, depending on the steps you have taken so far in the document.

The left-facing arrow is the **undo** button. The right arrow is the **redo** button.

Click the undo button to return to the previous step in the design.

Step 7: Export the design to print

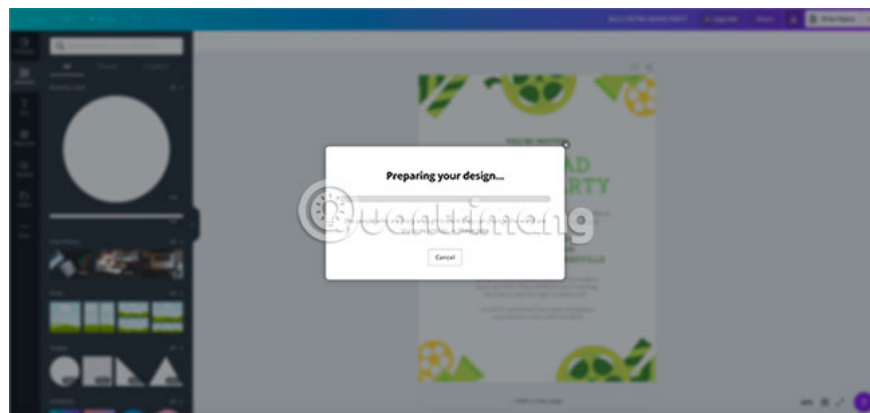


Now, the design of the leaflets is complete. Take the final check to make sure all content is spelled correctly and that all elements are in the correct place.

After you finish, click the down arrow in the upper right corner of the screen. After that, Canva will show you several different options to choose the file type to download.

You can also check options to book directly with Canva.

PDF Print option is recommended for print files. When using the **PDF Print** option , click the blue **Download** button, then your template will be prepared.



While the file is being prepared, a screen will appear with contents **Preparing your design** .

During this period, you have the opportunity to cancel the download. However, if everything is fine, let the process take place and you will be prompted to save the file to the device after the download has finished.

Creating a flyer costs less effort than a resume or cover letter. And if you're planning a party with your friends, it's also an opportunity to design something really interesting. By following the instructions above, you now know how to create leaflets with Canva!

If you are looking for guidance on what can be designed with Canva, check out the following TipsMake.com articles :

1. How to design Cover Letter professionally by Canva
2. How to design online advertising by Canva

Hope you are succesful.

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