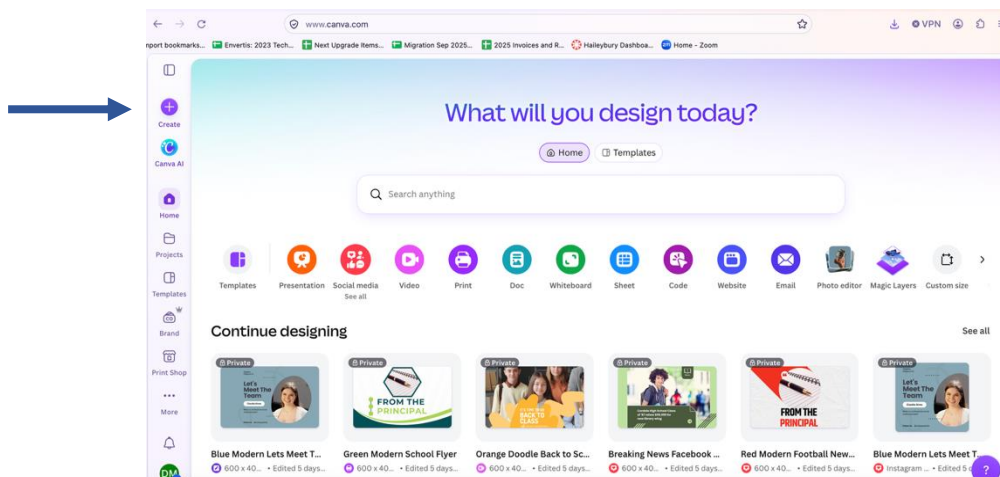


Create Custom Recent News Images with Canva

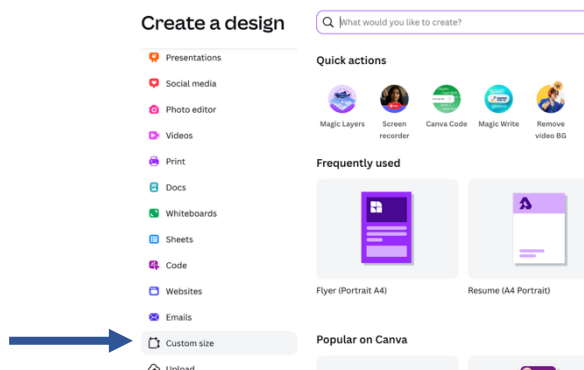
Creating eye-catching graphics for your school website is quick and easy with Canva! This cheat sheet will guide you through creating a simple, professional-looking Recent News graphic using the correct dimensions (600 × 400 pixels).

Once you have a template you like, you can customise it over and over with different headings and icons

- Go to <https://www.canva.com/>
- Click on the Create Button (+)



- Choose "Custom Size"

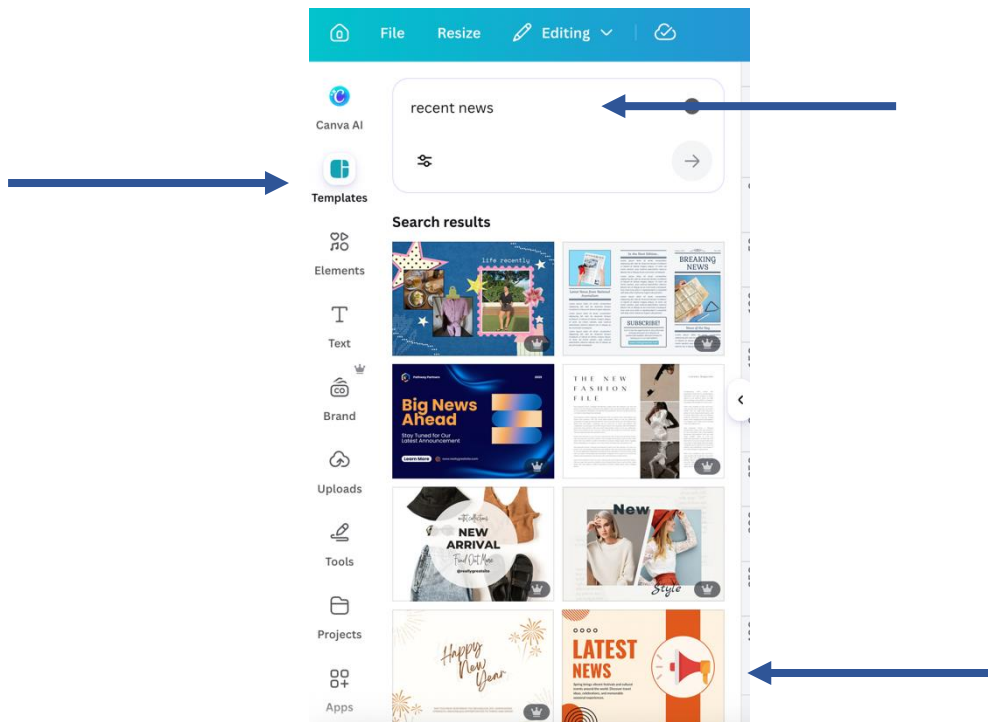


- Input 600 width and 400 height and make sure the unit is set to pixels.
- Click "Create new design"

Custom size

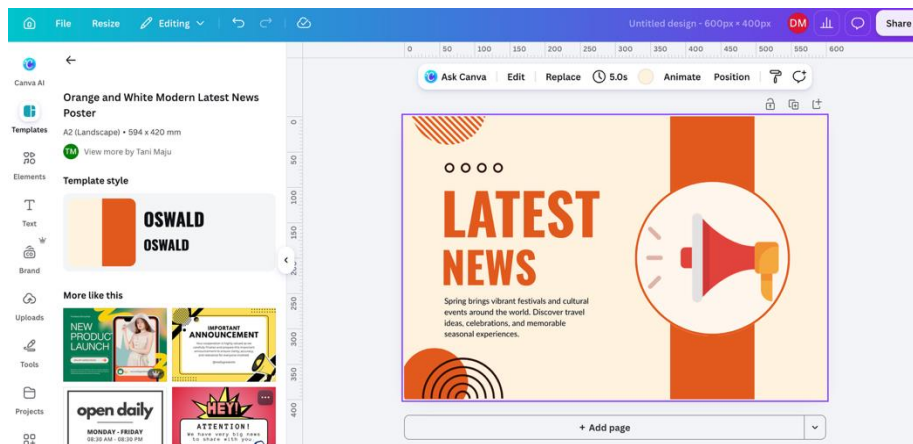
Width: Height: Units: ←

- The design will open in a new window.
- There is a menu on the left, if you click on Templates and then put a keyword or two in the search bar at the top there will be a series of templates that you can choose from. (In this instance I chose "Recent News")

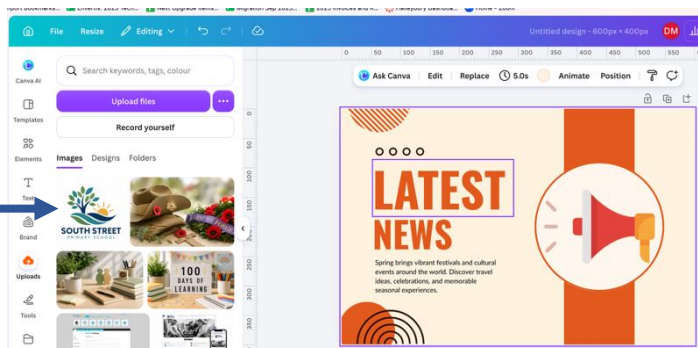
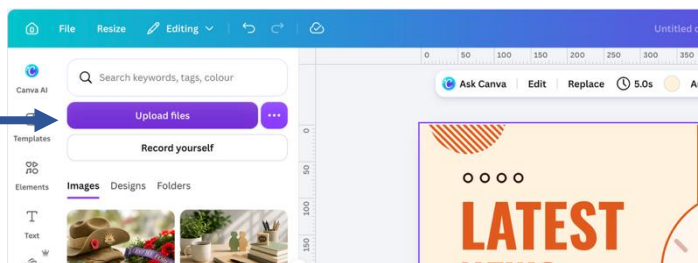


- Scroll through the templates or try a different keyword until you find a template that you might like to use for this design.

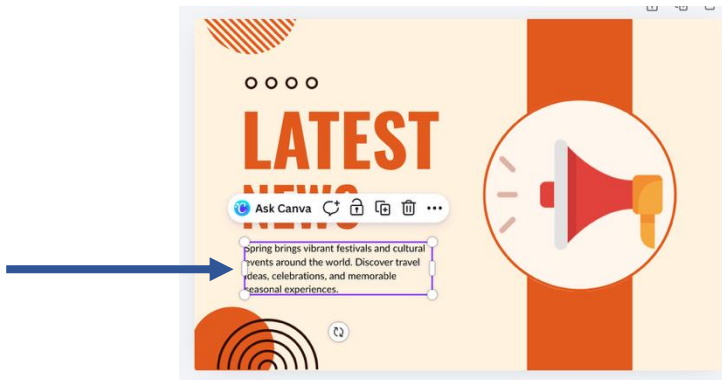
- When you make your choice and click on it, the design will fill your 600 x 400 frame.
- If you would like to add your school logo so that you can choose the exact colours to customize this graphic to, we need to go to "Uploads" in the menu.
- You will only need to upload your logo once, it will be available in this menu for any other design you make after you have uploaded it.



- Click on "Upload files" and choose your logo from your computer. It may take a minute, but it will be visible to choose after uploaded.



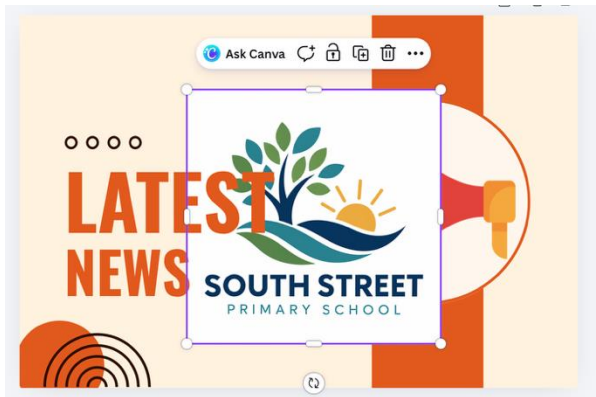
- Find a space in the design where you would like to place the logo, it might mean deleting or moving certain elements.
- If you click on an element, a blue/purple box will appear around it and you can simply hit backspace to delete or drag it to a new place.



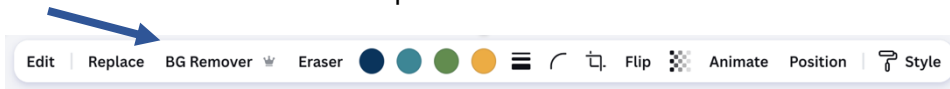
- In this design I have removed the small text, moved the heading and removed the semi circle at the top to make room for my school logo.



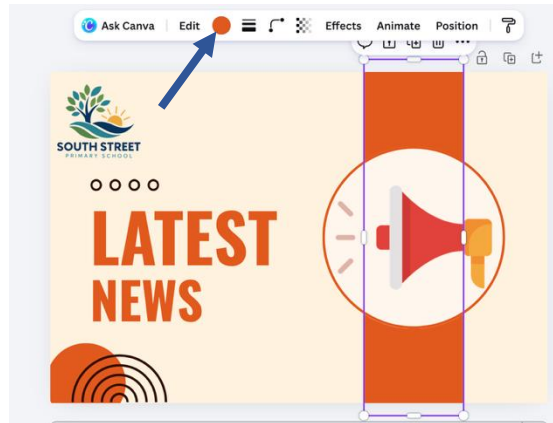
- From your Uploads menu, click on your logo to add it to the design.
- Drag in the corners to get the right size for this design and move it to the top left corner of the design.



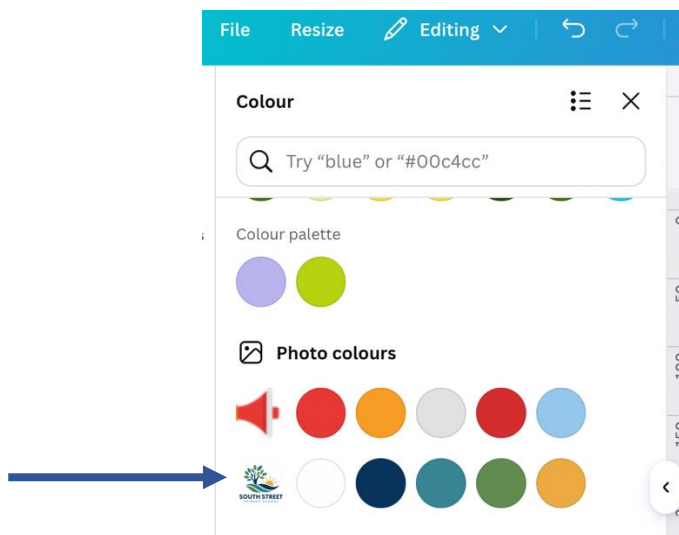
- If you want the background removed, when your logo is selected, you will see the option "BG Remover" click on that and the white background will become transparent.



- Now that your logo is in the design it is much easier to choose your school colours to customise this design.
- Click on the orange band on the right, you will see the Edit button with the orange colour in the circle. Click on the circle.



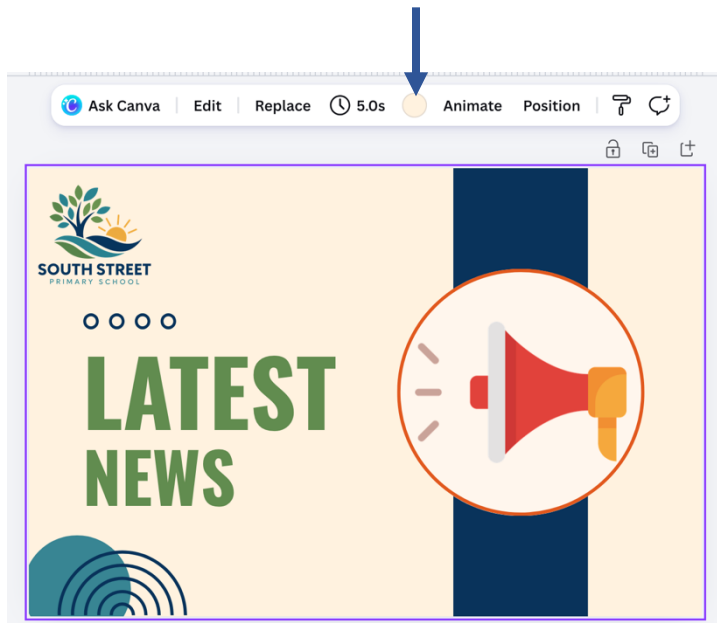
- It will open up the colours menu, if you scroll down, you will see an option to choose from "Photo Colours" and there will be a palette that matches your school colours.



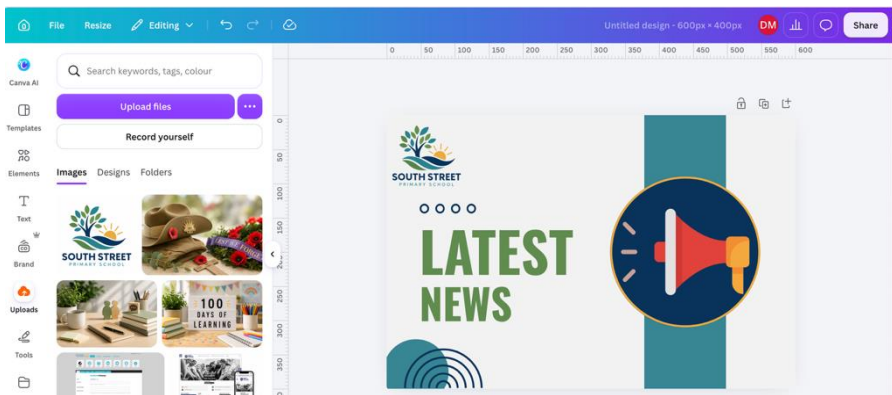
- You can select one of these colours and continue throughout the design until you are happy with how it looks.



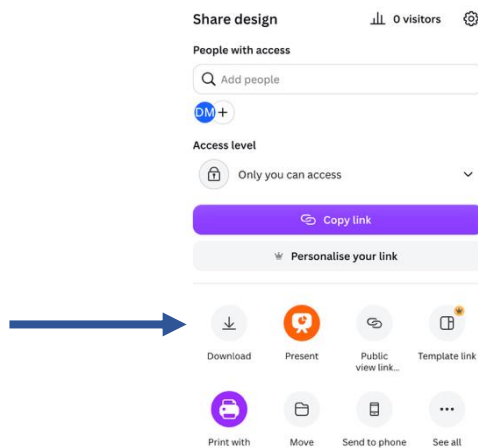
- If you want to change the background colour, select somewhere in the background and you will see the colour circle can click on a choose a background colour from the palette.



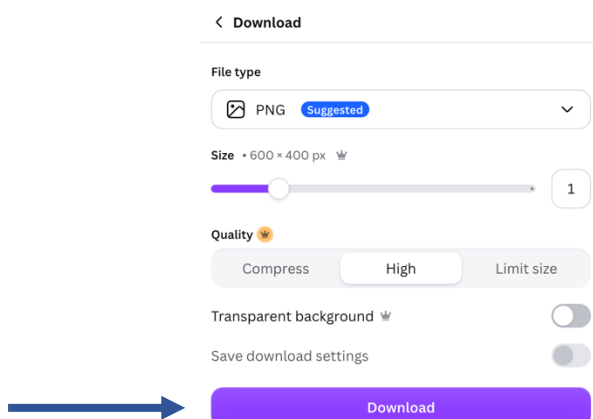
- When you are happy with your design you can download it to your computer.
- Click on the “Share” button at the top of the design



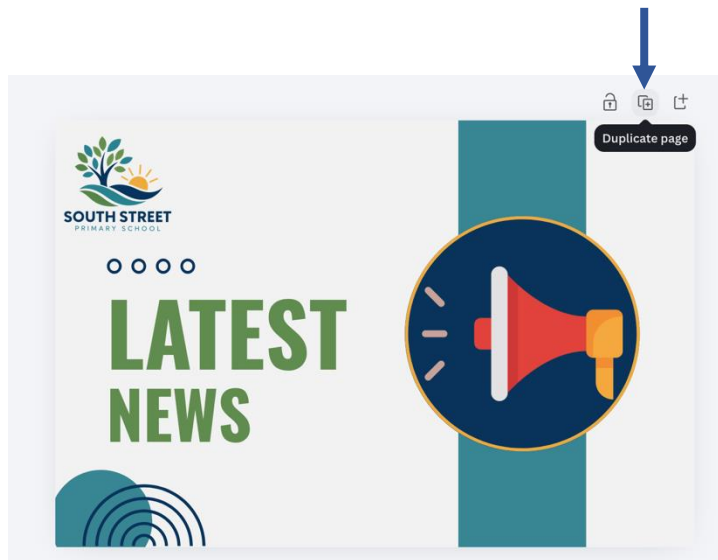
- Choose "Download"



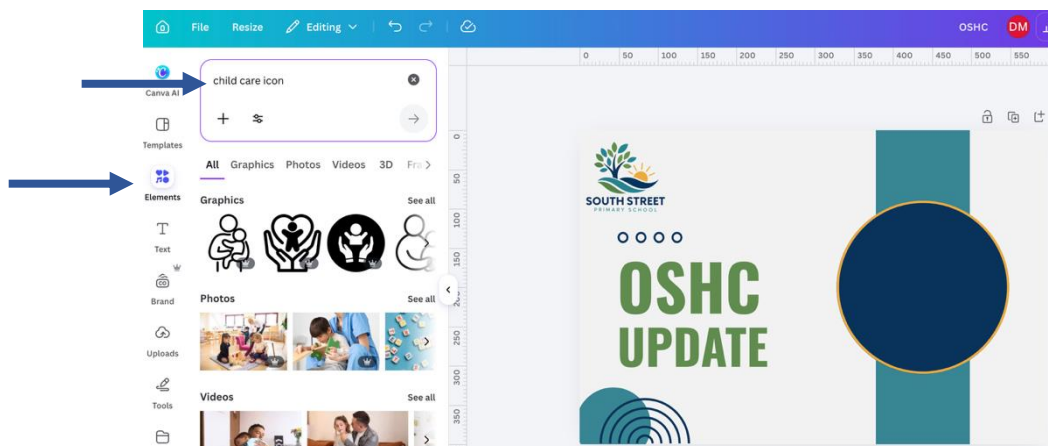
- Click on the "Download" and you will save it to your computer where you can use it in your eNews or Articles on the website!



- Want to use this template for other Recent News images? That's simple!!!
- In the top right corner of your design you will see a "Duplicate Page" button. Click on this and you will have a copy of this design as page 2.



- You can click on the heading to edit, and click on the icon to delete it.
- To find a new icon, use the "Elements" tab on the left and search for a theme that you need for the new design.



- Insert the new icon, drag the size to fit in your circle, colourise to suit your theme and it's done!
- Download for use on your website!



- Creating a bank of these after you have made the template will take no time, and your site will look fabulous!

Recent News



Out of School Hours Care

We have a new Outside School Hours Care provider at our school and with that comes some new policies.



Term 4 Menu

[Click here](#) for our Term 4 menu!