Step-by-step guide to editing images with Canva

Canva is a free and easy tool you can use to edit your photos to get them ready for the news carousel.
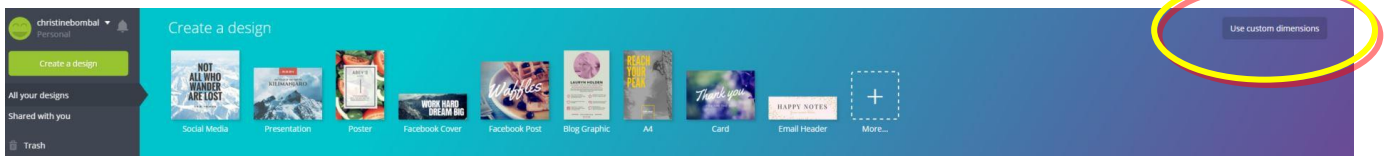
Step 1

Ensure that the photo you want to use is saved on your computer in a folder that is easy to find

Step 2

Log on to www.canva.com and create an account using your email address or Facebook account. You will also receive an email with instructions and links to tutorials
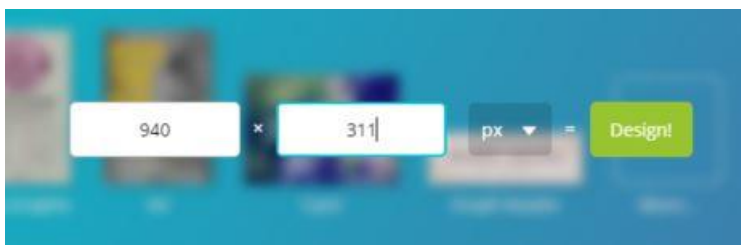
Step 3

Once your account is ready, get started! Click on "Use custom dimensions" at the top right of the screen

Step 4

Enter 940 width and 311 height in pixels (px)

Click Design!

Step 5

On the left of the screen, click UPLOADS

Step 6

Click Upload your own images

Your file manager will open your PC. Find the photo in the file you saved it in; double click on it
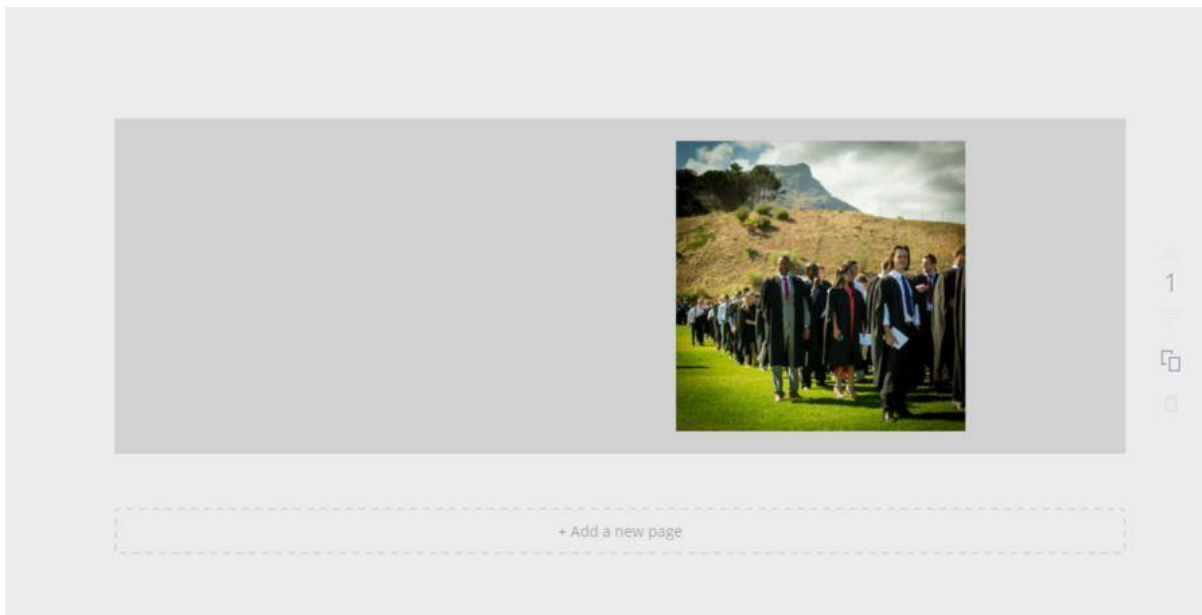
You could also drag it into Canva

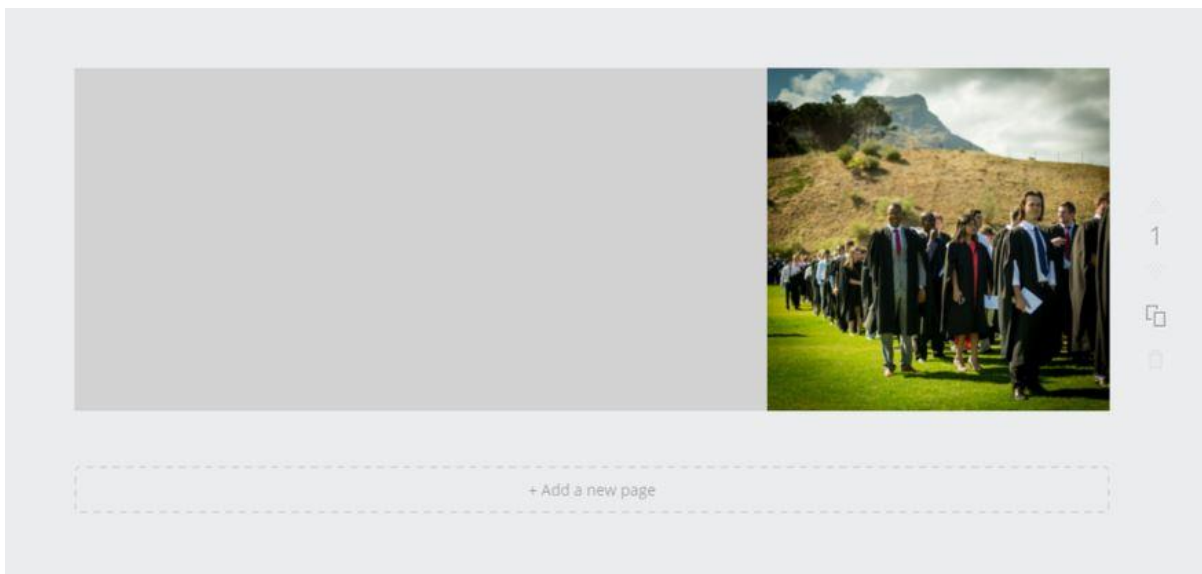Your picture will appear in the collection of pictures

Step 7

Drag your photo from the collection on the left into the banner

Step 8

Align the photo with the top, bottom and right-hand side of the banner

Step 9

Drag the photo as big as you can to see if it can fit the whole banner

Remember about the news headline that will be featured to the left of your photo, so make sure that the main subject or focus of the photo remains to the right
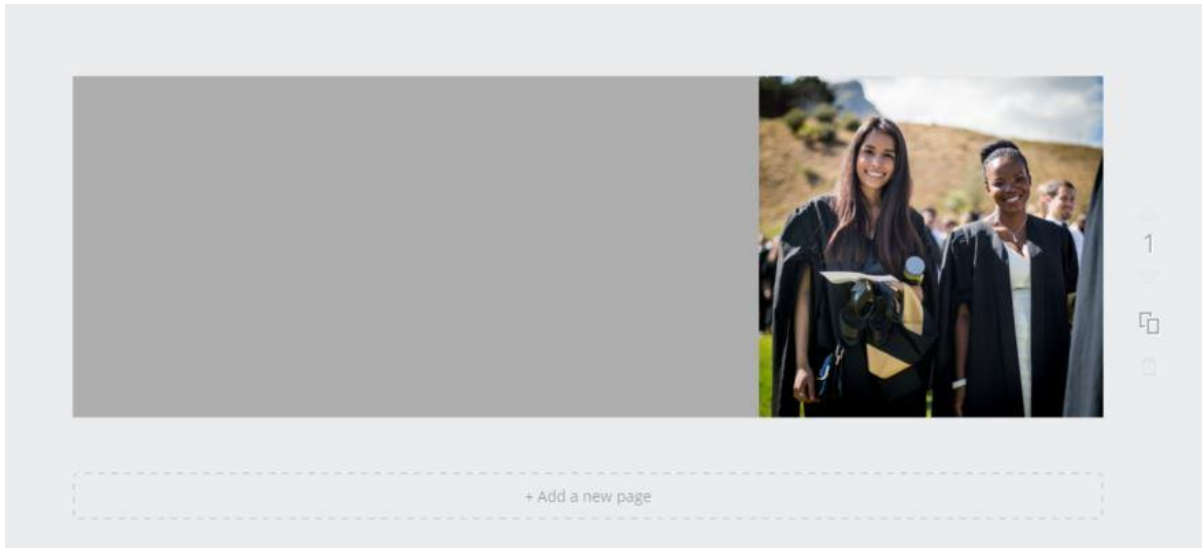

+ Add a new page

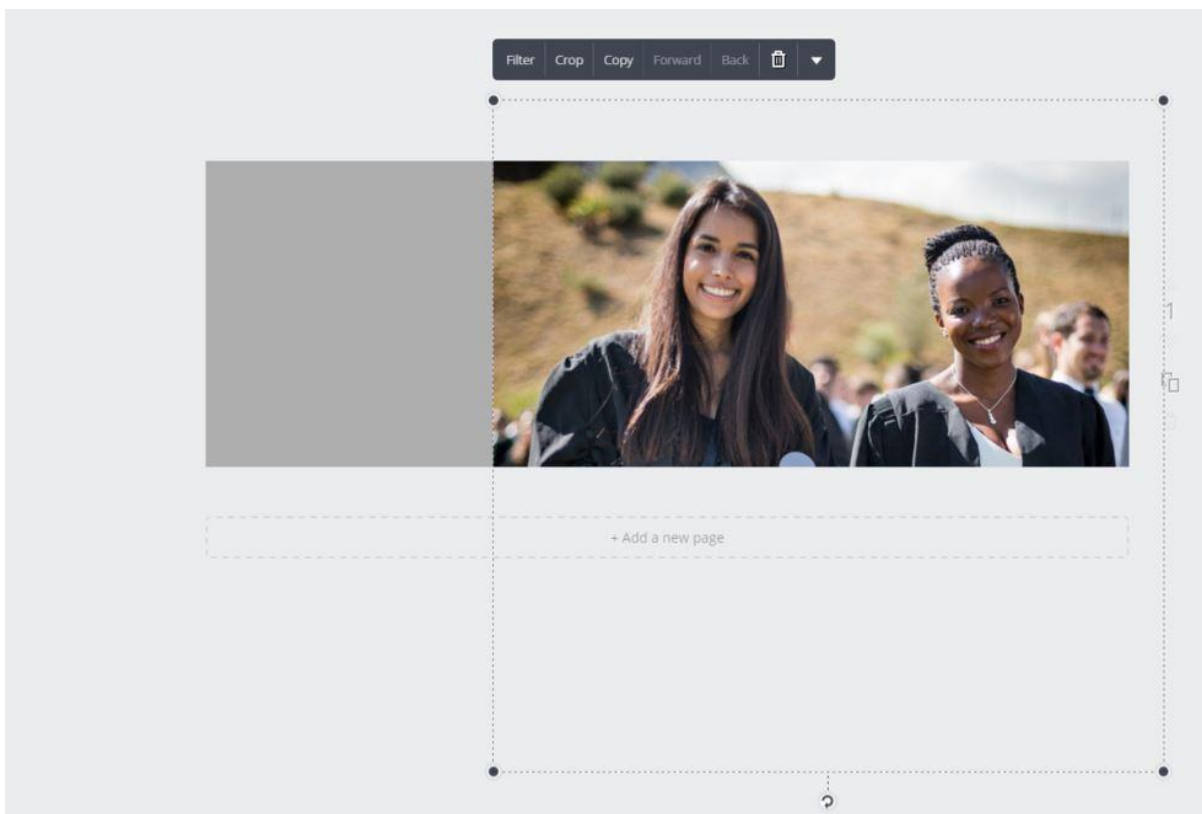# What if the picture can't be stretched enough?

Step 1

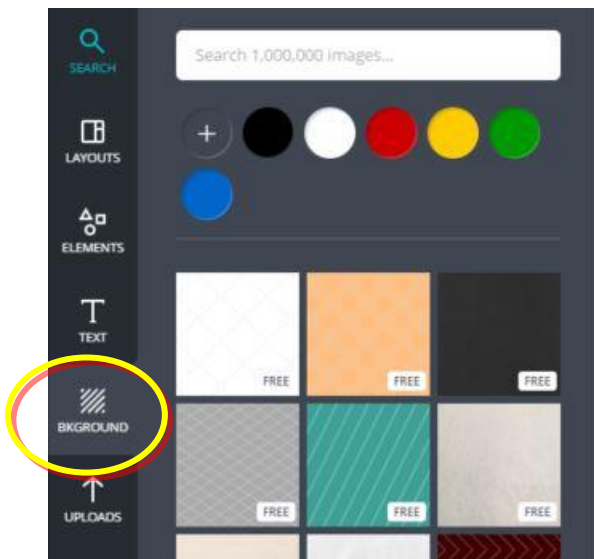Align the picture with the top, bottom and right of the banner

Step 2

Stretch the picture as far as it can go in order to fill as much space in the banner as possible
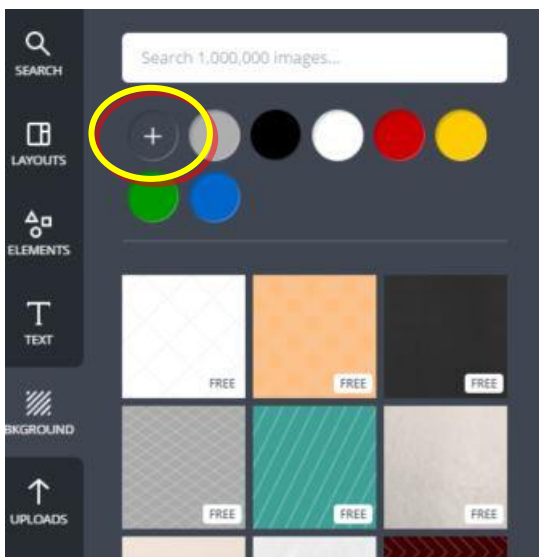
Step 3

Click on BACKGROUND

Step 4

Click on the + sign

Step 5

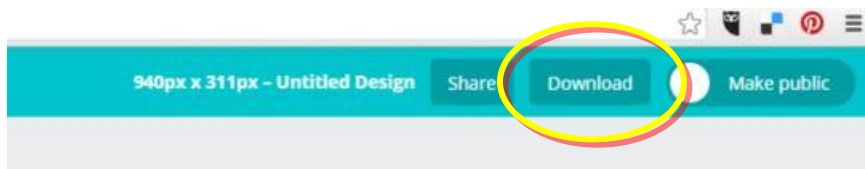Use the slider to choose the shade of pure grey that will complement the photo the best

Do not choose any other colour

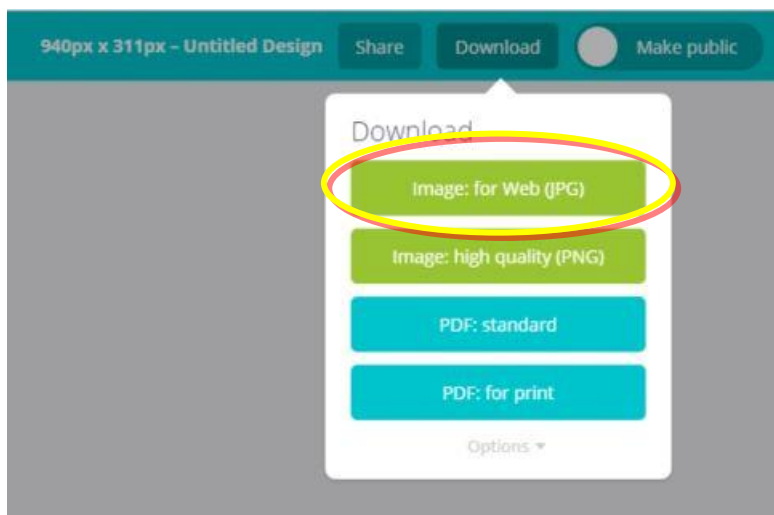# Now how do I get the pictures onto my PC?

Step 1

Once you are comfortable with your image, click on Download at the top right of the screen

Step 2

Click on Image: for Web (JPG)

Step 3

Close the "Your design is ready" box and open your image

Save it where you will find it easily again to upload it to SharePoint