Creating an infographic using Canva

## [0:05]

## Hi, welcome to this tutorial from Queen’s Digital Skills Hub. Today, we’re going to teach you how to use Canva.

## Canva is a free design tool which can be used to create social media graphics, posters, presentations, infographics and other visual content.

## This short video will focus on how to create an infographic.

## Infographics are visual representations of information, data or knowledge which use striking, engaging visuals with minimal text to communicate information quickly and clearly.

## [0:44]

## Go to Canva.com where you can create a free account using your email address, your Facebook or Google account.

## Once logged in, you are taken to the home page. From here you can create a new design or edit one of your saved designs which you’ll find on the left-hand side.

## So, from here we’re just going to go ahead and create an infographic using one of Canva’s templates. You’ll find these up at the top of the screen where it says ‘Templates’ and these are templates for all different kinds of content, or you can use the search bar. I’m going to type in ‘Infographic’.

## As you can see, there is a wide range of infographic templates to choose from. It’s a good idea to have written down or typed up the information you’re putting into your infographic – so you know how many sections or headings you’ll need. For example, maybe you’re doing ‘5 reasons why...’, or ‘10 top tips…’. The subject matter of the template isn’t important at the minute, you can see this one is about a butterfly – it’s just to give you an example of what the template will look like when it is filled in.

## [1:59]

## So, from here we can click and edit elements. As you can I see I have started deleting some of the things I won’t need here. The great thing about Canva is that it has a drag and drop interface, so it makes it really easy to create consistent and high-quality designs. I’m starting here to edit the text and put in the title that I am going to use. And then if I want to edit what my text will look like, I use these features at the top left of the screen. So, from here I can change the side of the font, I can change the type of the font by searching for different fonts that I know or scrolling through. So, I’m just going to change this one. I also have some formatting options like for example I can underline or bold text and also change the alignment if I want to do that. So, there are lots of features for you to play about with, for headings and the body of your text.

## I have clicked here behind the background and this lets me change the colour. I just select this little square then all my options will come up. And here I can click on the very first option there to choose a completely new colour. So, I am going to go for something a bit blue and you can just drag the mouse around here until you land on a colour you like. And then another handy feature is that colour will be saved for you on that first row. Those are all the colours that are used in the document, so it is really easy to match things up by selecting the colour you want from there.

## [3:35]

## To add new elements, use the toolbar on the left-hand side. So, you can see here, I’ve selected Photos. And you can look there or else, as I’m doing here, type in a search term that will bring up different photos. I’ve selected ‘Student’ and just click or drag an element to bring it in to your design, where you can then reposition and resize it. And you can limit your search functions here as you can see there by colour or if it is for a free account.

## Elements is another option here and these are basically shapes, icons and stickers that you can add to your design. So here again I’m going to search and here I’ve searched for a computer. I’m just going to have a search here until I find something that I like for the design. And then again click or drag it in. The nice thing about icons is that you can change sometimes the actual colours that are in an individual icon so you can suit it to your design, and you own colour palette. I can select Videos although I wouldn’t normally use that in an infographic.

1. And the other thing here is the Uploads option. So, I can upload images from my own computer that I can bring into my design and once you do upload images they will stay there. So, I can select some here that I had uploaded earlier. Bring them into the design and just reposition and resize them as I like. You’ll also see as I do this, pink lines appear around the icon and what that is, is guides for alignment.

## [5:17]

1. The text option allows me to add new headings, subheadings bodies of text to the infographic. So, if you don’t have enough options for text or if you don’t like where they are positioned you can add some here and bring in your own text. There are also those options up on the right-hand side of the toolbar and don’t forget about those. They allow you to distribute and align all of your elements and control the layering of them. So have an explore of those as well.
2. So, as I become more happy with my design I can zoom in using the option at the bottom of the right hand side of the screen and that’s going to help me, especially when I start adding text to my infographic and bringing in my own content.
3. So now I’m going to speeding up the video to give you an idea of what the infographic will look like when it is finished. They do take a bit of time and a bit of playing around with the different features and elements until you’re happy with how your design looks. So, spend a bit of time on this, it will be worth it then when you are finished your final design.

## [6:30]

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1. And just finally then, the final steps when you’re happy with your infographic is to save it. So up on the right-hand side if you chose that drop-down menu and select download. You’ll have the option there to save your image and chose the format you want to save it in. I’d recommend PNG as this will give us a high-quality image. You can choose the size of it from there and select download.
2. Canva saves your changes in the browser as you go along so you are finally downloading the image at the end when you’re happy and you don’t need to make any more changes. So that’s it you’ve created your first infographic in Canva. Thanks so much for watching our video and check out the rest of our resources on the Queen’s Digital Discovery Hub.