BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS

Canva

Flyers, cards, church and club handouts, and printing — explained in plain English, one step at a time

A plain-English guide for volunteers, families and grandparents

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

(330) 200-8042 · BillsHomeTech.com

For Canva on the web, iPhone, iPad & Android · facts current November 2026

What's Inside

This is your guide to Canva, the free design website and app that so many church offices, clubs, schools and families use to make flyers, cards, bulletin inserts and sign-up sheets. Read it in any order and at your own pace — there is no test, and you can't fall behind. Canva changes its screens from time to time, so when a button has moved, look for the same word nearby; the ideas in this guide stay the same.

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PART 1

Getting Started

What Canva is, what it costs, which free programs churches, charities and teachers can apply for, and how to sign up safely. Start here.

CHAPTER 1

A Note from Bill

Hello, and welcome. If you've been asked to "do the flyer" for the church supper, the garden club plant sale or a family reunion — and someone said, "Just use Canva" — this guide is for **you**. It's also for anyone who has opened Canva once, seen a screen full of pictures and buttons, and quietly closed it again.

I'm Bill. I've spent more than 30 years working with technology, and these days I help folks here in Portage County feel at home with theirs. I wrote this guide the way I'd explain it at your kitchen table: slowly, in plain English, and without trying to sell you anything. When I use a word like "template" or "bleed," I'll stop and explain it right then.

What this guide will do for you

- Explain what Canva is and what the free plan can do, so you don't pay for things you don't need.
- Show you how to start from a ready-made design and change the words and pictures to your own.
- Get photos from your phone into Canva without fuss.
- Make the right size for the job: a letter-size flyer, a bulletin insert, a folded card.
- Print at home so nothing important gets cut off, or order professional prints from Canva.
- Share a design with your church or club team, and keep your account safe from fake "shared design" emails.

The big promise: you can't break it

Canva saves your work as you go, and there's an **Undo** button for every change. Templates are only starting points: when you change one, you're changing *your copy*, not anyone else's. The worst that usually happens is that a picture lands in the wrong spot — and you just drag it back or press Undo. The few things that do cost money, like a paid plan or a print order, always ask you to confirm before anything is charged, and I'll point each one out.

WHAT THIS DOES FOR YOU

What this does for you

A clean, easy-to-read flyer gets more people to the pancake breakfast. With Canva you can make one in an afternoon, change the date next year in two minutes, and share it with the committee without driving anywhere.

I'm only a phone call away

If anything in this guide leaves you unsure, call me at **(330) 200-8042**. There's no such thing as a silly question — everybody was new to this once.

Let's start with the simplest question: what exactly *is* Canva?

— Bill

CHAPTER 2

What Canva Is and What It's Good For

Canva is a design tool you use in a web browser at **canva.com** or in the free Canva app on an iPhone, iPad or Android phone or tablet. Instead of starting with a blank page, you usually start with a **template** — a ready-made design someone at Canva has already laid out — and change the words, photos and colors to suit you.

Things volunteers and families make with Canva

- **Flyers and posters** — the bake sale, the blood drive, the euchre night.
- **Church bulletin inserts** and simple programs for a service, a memorial or a recital.
- **Cards and invitations** — birthdays, anniversaries, thank-you notes, a 50th reunion.
- **Sign-up sheets, name tags, raffle tickets** and table signs.
- **Social media pictures** for a church or club Facebook page.
- **Photo collages and slideshows** for a celebration of life or a family gathering.

Words you'll see

Word	What it means
Design	Anything you make in Canva: a flyer, a card, a poster. Canva keeps every design for you.
Template	A ready-made design to start from. You change it; the original stays untouched.
Element	Any piece on the page: a photo, a text box, a shape, a sticker-style graphic.
Editor	The screen where you work on a design.
Uploads	Your own photos and files that you've put into Canva.
Pro	Canva's paid plan. Items marked with a small crown are Pro-only.
Download	Saving a copy of your design to your computer or phone, for printing or emailing.

What Canva is not

Canva isn't a word processor for long letters — Word or Google Docs is easier for a two-page newsletter full of text. And it isn't a photo album for keeping your pictures safe; keep your originals in your phone's photo library or cloud backup. Canva is best for short, eye-catching pages.

GOOD TO KNOW

It runs in your web browser

There's nothing to install on a computer. Use a current version of Chrome, Edge, Safari or Firefox and go to canva.com. On a phone or tablet, the Canva app is easier than the phone's web browser — and printing from a phone's browser isn't supported, so use the app or download a PDF (Chapter 10).

CHAPTER 3

Free, Pro, and the Free Programs for Charities and Teachers

Canva's free plan is genuinely useful. Most flyers and cards I see volunteers make need nothing more. Here's an honest look at what each choice gets you, so you can decide before anyone asks for a card number.

The plans, side by side

Plan	Cost (U.S., as of November 2026)	Good for
Canva Free	No cost	Most flyers, cards and handouts. Plenty of free templates, photos and fonts. 5 GB for your own uploads.
Canva Pro	$144 a year for one person ($18 a month if you pay monthly); a free trial is often offered	The full library of Pro templates and photos with no watermarks, Background Remover, version history, 100 GB of uploads, one-click resizing.
Canva for Nonprofits	Free for approved charities	Pro features for one team of up to 50 people at an eligible registered charity.
Canva Education	Free for eligible K-12 schools	Current K-12 teachers and their students, invited by the teacher.

Canva also offers a lower-cost **Pro Lite** plan with fewer premium features, and a **Business** plan for companies. Prices differ by country and change from time to time, so check **canva.com/pricing** before you pay. Paying month to month costs more over a year than paying yearly.

FROM BILL

My honest advice

Start free. Make two or three things. If you keep bumping into a crown icon on the exact item you want, or you need to make the same flyer in several sizes every month, then the trial is worth a look. Many people never need it.

Canva for Nonprofits: for churches, charities and some clubs

If your group is a registered charity, Canva may give it Pro features for free. Here's what Canva's own pages say:

- The organization must be officially registered as a charitable nonprofit — in the U.S., a **501(c)(3)** — and operate independently of government.
- Canva lists other 501(c) groups — such as **501(c)(4)** civic leagues, **(c)(5)** labor and garden groups, **(c)(6)** business leagues and **(c)(7)** social clubs — as **not** eligible. Many hobby and social clubs fall into those groups.
- In the U.S., a group that is only **fiscally sponsored** by another charity, without its own 501(c)(3) status, isn't eligible.
- Meeting the rules doesn't guarantee approval. Canva's eligibility guidelines list more exclusions, so read them for your own church or group before applying.
- One team of up to **50 people** gets Pro features free.

How to apply

1. Have someone with authority (the pastor, treasurer or board secretary) decide who will own the account. Use an organization email address if you have one, not a personal one that leaves with a volunteer.
2. Sign in to Canva (or create a free account first — Chapter 4).
3. Go to **canva.com/nonprofits**, read the terms, and fill out the application.
4. Verify your charity's status. Canva uses an outside service called **Goodstack** to check it.
5. Wait for Canva's decision by email. If you're turned down, Canva says you're welcome to reapply with corrected information.

HEADS UP

Only apply through Canva itself

Approval for nonprofits is free. Anyone who offers to "get your church Canva Pro" for a fee, or sells "lifetime Canva Pro" cheaply online, is not offering a real Canva plan. Canva warns about unofficial plans and asks people to report them (Chapter 24).

Canva Education: for current K-12 teachers

Canva Education is free for eligible K-12 teachers and their students. It's for **current** teachers, school librarians, learning support staff and curriculum specialists at accredited schools. Canva says certified teachers who aren't currently teaching, parents, and homeschool educators who aren't licensed or employed by a K-12 school don't qualify — so if you're a retired teacher, the regular free plan is your choice. Students join only when a teacher invites them.

CHAPTER 4

Signing Up Safely

Creating a Canva account takes a couple of minutes. A little care now saves a lot of trouble later, especially if this account will belong to your church or club.

Before you start

- **Type canva.com yourself** into the address bar, or install the app from the App Store or Google Play. Don't sign up through a link in an email or ad.
- **Decide whose account it is.** Personal flyers: your own email. Church or club: an organization email that more than one leader can get into.
- **Write down** which email you used and how you signed in (Chapter 27 has a space for it).

Creating the account

1. Go to **canva.com** and choose **Sign up**.
2. Pick how to sign in: with your email address, or with an existing account such as Google or Apple. Any of these is fine — just remember which one you chose.
3. If you use email, Canva sends a short code to your inbox. Type it in.
4. Canva may ask what you'll use it for. Choose **Personal** or whatever fits; it only changes the suggestions.
5. If Canva offers a Pro trial, you can skip it. You can always start one later.

> **TIP**
>
> **Signed in with Google? Use that every time**
>
> If you chose "Continue with Google" the first time, choose it again next time. Typing the same email and asking for a code can feel like a different door, and people sometimes end up thinking their designs vanished.

Turn on a second lock: multi-factor authentication

Canva calls it **multi-factor authentication** (MFA): after your password, Canva asks for a six-digit code from an authenticator app or a text message. It means a stolen password alone can't get anyone in.

1. Click your profile picture or initials, then **Settings** (on newer screens: **Your account**).
2. Open **Account and security** (on some screens: **Login & security**).

3. Your account needs a password for this. If you signed up with Google and have no Canva password, set one under **Password** first.
4. In the **Security** section, choose **Enable** next to **Authenticator app** (or text message, if offered), and type your password.
5. Scan the square code with your authenticator app, then type the six-digit code the app shows. Each code lasts 30 seconds.
6. Make the **backup codes** Canva offers in the same section, and keep them on paper somewhere safe.

STAY SAFE

Codes are for you alone

Canva will never call or text you to ask for a code or your password. If someone does — even someone who says they're from Canva or from "tech support" — hang up. Anyone asking for that code is trying to get into your account.

GOOD TO KNOW

Passkeys

Canva also supports **passkeys**, which let you sign in with your phone's face, fingerprint or screen lock instead of a password. They're convenient if you already use them elsewhere, but nothing in this guide needs one.

PART 2

Your First Design

Finding your way around, picking a template, changing the words and photos, getting pictures off your phone, and using the Canva app.

CHAPTER 5

Finding Your Way Around

Canva has two main screens: the **home page**, where you start and find things, and the **editor**, where you work on one design. Once you know which one you're on, the rest falls into place.

The home page

- **The big search box** near the top: type what you want to make, like "church flyer" or "birthday card."
- **Create a design** (or a **+** button): start something new, including your own custom size.
- **Projects** in the left-hand menu: everything you've made, plus your uploads.
- **Templates**: browse ready-made designs by type.
- **Canva AI**: Canva's built-in assistant (Chapter 15). You can ignore it until you're comfortable.

Canva rearranges these menus now and then. If a word in this guide isn't where I say, look for it in the left-hand menu or under your profile picture.

The editor

Where	What's there
The page	In the middle. Click anything on it to select it.
Left side panel	Design (templates), Elements (shapes and graphics), Text, Uploads, Projects and more.
Top toolbar	Changes depending on what you've selected: font and size for text, Edit and Crop for a photo.
Top menu bar	**File**, **Resize**, Undo and Redo arrows, and the **Share** button at the right.
Bottom bar	Zoom slider and page thumbnails, for designs with more than one page.

TIP

Make the screen bigger to see better

Use the zoom slider at the bottom of the editor, or hold Ctrl (Command on a Mac) and press the plus key to make everything in your browser larger. Neither one changes the size of your printed flyer.

Your work saves itself

Canva saves as you go; you'll see a little cloud or a "saved" note near the top. There's no Save button to remember. To get back to a design later, go to **Projects** on the home page and click it.

WHAT THIS DOES FOR YOU

What this does for you

Last year's flyer is still in Projects. Make a copy, change the date and the price, and next year's flyer is done in minutes (Chapter 14 shows how to make a copy).

CHAPTER 6

Picking a Template

A template does the hard part — the layout, the fonts and colors that go together — so you only fill in your details. Choosing a good one is the biggest step toward a flyer people actually read.

Finding the right template

1. On the home page, type what you're making in the search box: **flyer**, **church bulletin**, **thank you card**, **bake sale flyer**.
2. Look at the results. Templates with a small **crown** or a **Pro** label need the paid plan. If you're on the free plan, look for ones without it.
3. Click a template to see it larger. Then click **Customize this template** (or similar wording) to open your own copy in the editor.

What makes a template a good choice

- **Room for your words.** If your event needs a date, time, place, cost and a phone number, pick a design with enough text spots for all of them.
- **A clear main line.** One big headline is easier to read across a church lobby than three medium ones.
- **Right shape.** Tall (portrait) for a bulletin board; wide (landscape) for a screen or Facebook.
- **Not too busy.** Fewer decorations print better and are easier on older eyes.

TIP

Search by color or season

Adding a word like "fall," "Christmas," "blue" or "simple" to your search narrows things quickly. "Simple flyer" is a good starting search for anyone who likes a clean look.

GOOD TO KNOW

Your changes stay yours

Opening a template makes a fresh copy in your Projects. Nothing you do changes the original, and nobody else sees your copy unless you share it.

CHAPTER 7

Changing the Words

Every template comes with sample words. Your job is to replace them with your own. This is where most of your time goes, and it's easy.

Replacing sample text

1. Click once on a piece of text to select it. A box appears around it.
2. Click again (or double-click) inside the box to start typing. The cursor appears where you clicked.
3. Select the sample words by dragging across them, and type your own.
4. Click anywhere outside the box on an empty part of the page when you're done.

Changing how text looks

With a text box selected, the toolbar at the top shows the **font** (the typeface), the **size**, the **color**, **bold** and **italic**, and alignment (left, center, right).

- **Make it bigger:** select the text box and raise the number in the size box, or drag a corner of the box.
- **Change the color:** click the letter **A** with a colored bar under it, and pick a color.
- **Add a new line of text:** open **Text** in the left side panel and choose **Add a text box**.
- **Delete a text box you don't need:** select it and press the Delete key, or use the trash-can icon.

TIP

Typed everything and it disappeared?

Press **Undo** (the curved arrow at the top, or Ctrl+Z; Command+Z on a Mac). Undo can step back many changes, one at a time.

Checking your words before anyone sees them

- Read the date out loud with a calendar in front of you: does "Saturday, March 14" really fall on a Saturday?
- Check the phone number and the address one digit at a time.
- Ask one other person to read it. A fresh pair of eyes catches what yours slide past.

WHAT THIS DOES FOR YOU

What this does for you

Typos on a printed flyer mean printing again. A two-minute check saves paper, ink and an awkward phone call from the person whose name was misspelled.

CHAPTER 8

Swapping in Your Own Photos

Most templates come with sample photos. You can replace them with your own pictures — the church building, last year's festival, the grandkids — or with Canva's free stock photos.

Photos in frames

Many templates hold their photos in **frames**: shapes that crop a picture neatly to a circle, a rectangle or a fancy edge. Frames make swapping photos very easy.

1. Open **Uploads** in the left side panel (or **Photos** or **Elements** for Canva's own pictures).
2. Drag the photo you want over the frame on your page. Hold it there until it snaps into place, then let go.
3. To swap one picture for another: click the frame, choose **Replace** on the toolbar, and pick a new photo.
4. To move the picture around inside the frame, double-click it, drag it to show the part you want, then click outside.

Cropping and simple fixes

- **Crop:** select the photo and choose **Crop** to trim the edges.
- **Brighter or warmer:** select the photo and choose **Edit** for adjustments such as brightness and contrast.
- **Flip:** handy when everyone is facing off the edge of the page; look for **Flip** on the toolbar.

GOOD TO KNOW

Background Remover is a paid-plan tool

Canva's Background Remover — which cuts a person out from the room behind them — comes with Canva's paid plans. It works on photos under 9 MB. On the free plan, choosing a photo with a plain background is the simple workaround.

HEADS UP

Only use photos you have the right to use

Your own photos, Canva's library and pictures someone gave you permission to use are fine. A picture copied from a newspaper, a company's website or a stranger's Facebook page usually isn't. And ask before putting a child's photo on a flyer that will hang in public.

CHAPTER 9

Getting Photos from Your Phone into Canva

Your best pictures are probably on your phone. There are two easy ways to get them into Canva, depending on where you're designing.

If you're designing on the phone or tablet

1. Open the Canva app and your design.
2. Tap the **+** or **Uploads** button, then choose to upload from your photos (the camera roll).
3. The first time, your phone asks whether Canva may see your photos. Choose to allow access — either to all photos or only the ones you pick.
4. Tap the photos you want. They upload into **Uploads**, then tap one to place it.

If you're designing on the computer

Here's the trick many people don't know: anything you upload in the Canva app on your phone shows up in **Uploads** on the computer too, as long as you're signed in to the same Canva account.

1. On the phone, open the Canva app and tap **Projects**, then **Uploads** (or start any design and use **Uploads**).
2. Upload the photos you want from the camera roll.
3. On the computer, open your design and click **Uploads** in the left side panel. The photos are waiting.

WHAT THIS DOES FOR YOU

What this does for you

No emailing pictures to yourself, no cables. Take the photo of the new church sign on Sunday, upload it in the parking lot, and it's ready on your computer at home.

Upload space

Everything you upload counts toward your storage: **5 GB** on Canva Free and **100 GB** on Canva Pro. That's room for thousands of phone photos, but deleting old uploads you no longer need keeps things tidy. Uploading a few dozen at a time is easier to keep track of than hundreds at once.

TIP

Photos from cloud storage

Canva can also bring in pictures from services such as Google Drive or Google Photos once you connect them under **Uploads**. It's optional; the phone method above is the simplest.

CHAPTER 10

Using the Canva App on Your Phone or Tablet

The free **Canva** app does almost everything the website does. An iPad or larger tablet is comfortable for real design work; a phone is perfect for quick changes, uploading photos and printing.

Getting the app

1. Open the **App Store** (iPhone or iPad) or **Google Play** (Android).
2. Search for **Canva**. The real app's maker is listed as Canva. Avoid look-alike "design" apps with similar names.
3. Install it, open it, and sign in the **same way** you signed in on the computer.

Canva says the iPhone and iPad app needs **iOS 15.4** or newer. On Android, keep your phone's system updates and apps up to date.

Getting around on a small screen

- Tap an item once to select it; the tools appear along the bottom.
- Pinch with two fingers to zoom in on small text.
- Tap the **+** to add text, photos or elements.
- Tap the arrows at the top to undo and redo.

Printing straight from the app

If your printer already works with your phone or tablet, the Canva app can print to it directly. Canva calls this **Use my printer**; find it in the app's share or download options. Printing from a phone's web browser isn't supported, so use the app — or download a PDF and print that from the phone.

> **TIP**
>
> **Phone for photos, computer for layout**
>
> Many people find the comfortable routine is: take and upload the photos on the phone, do the typing and arranging on a computer or tablet with a bigger screen.

PART 3

Making It Look Right

Choosing the right size, designs that are easy to read, folded cards and bulletin inserts, and getting back to an earlier version when something goes wrong.

CHAPTER 11

The Right Size for the Job

Picking the size first saves a lot of grief later. A design made for a phone screen won't print well on paper, and a letter-size flyer squeezed onto a postcard gets too small to read.

Common sizes for church, club and family printing

What you're making	Size	How it prints at home
Flyer or poster for a bulletin board	8.5 x 11 in (U.S. letter)	One per sheet of ordinary paper.
Bulletin insert or half-page handout	5.5 x 8.5 in (half letter)	Two per letter sheet; cut in half.
Folded greeting card	Flat 8.5 x 11 in, folded in quarters	Finished card about 4.25 x 5.5 in.
Postcard or reminder card	4 x 6 in	On card stock; check what your printer accepts.
Facebook post picture	Choose Canva's Facebook post size	Not for printing.

A letter-size flyer is a very common choice. When you search Canva's templates, many already come in letter size; check the size shown on the template before you start.

Starting with your own size

1. On the home page, choose **Create a design** (or the **+** button), then **Custom size**.
2. Open the **units** menu and choose **in** for inches.
3. Type the width and height — for a letter flyer, **8.5** wide by **11** tall.
4. Choose **Create new design**. A blank page that size opens. Add a template from the **Design** panel on the left if you like.

Changing the size of a design you've already made

Use the **Resize** button in the editor's top menu bar, then **Custom size**. Canva's one-click resizing into other formats (sometimes called **Magic Switch**) is a paid-plan feature. On the free plan, the simple way is to start a new design in the new size and copy your text and photos across (select, Ctrl+C, then Ctrl+V in the other design; Command on a Mac).

TIP

Portrait or landscape

Tall is **portrait**; wide is **landscape**. To turn a letter flyer sideways, make a custom size of 11 wide by 8.5 tall.

WHAT THIS DOES FOR YOU

What this does for you

The right size from the start means your printout fills the page, nothing gets cut off, and the words come out the size you expected.

CHAPTER 12

Designs That Are Easy to Read

You don't need to be an artist. A handful of plain rules make the difference between a flyer people walk past and one they stop to read — especially readers with tired or older eyes.

Five rules that always work

1. **One big headline.** "Pancake Breakfast" — large enough to read from across the room.
2. **The four facts next.** What, when, where, and how much. Put them where the eye lands right after the headline.
3. **Dark words on a light background** (or white words on a dark one). Avoid yellow text on white, or red text on green.
4. **No more than two fonts.** One for the headline, one for everything else. Skip curly script fonts for important details.
5. **Leave empty space.** White space isn't wasted — it makes the important bits stand out.

Sizes that work on paper

- Headline on a letter flyer: very large — think 60 points or more.
- Details: around 24 to 32 points for a flyer on a wall; 12 to 14 points for a handout people hold.
- Small print (a website, a contact name): no smaller than about 11 points.

These are general sizes that hold up in practice; trust your own eyes. Print one copy and hold it at arm's length, or tape it on a wall and step back.

Keeping it plain and "brand-free"

Many templates are made to look like an ad for a business. For a church or club, a calmer look usually fits better:

- Delete sample logos, fake company names and web addresses that came with the template.
- Replace stock photos of models with real photos of your building, your people or your event — with permission.
- Use your group's own colors if you have them: the church's sign or the club's banner.
- Remove decorative stickers that don't say anything.

TIP

Save your group's colors and fonts

When you find a color and font you like, write them down on the cheat-sheet in Chapter 27 (Canva shows a color's code, like #1F4E79, when you click it). Then every flyer this year will look like it belongs to the same group.

WHAT THIS DOES FOR YOU

What this does for you

A clear flyer gets the right people to the right place on the right day. That's the whole point of the flyer.

CHAPTER 13

Cards, Invitations and Bulletin Inserts

Cards and bulletin inserts are a little trickier than a flyer because the paper gets folded or cut. A few minutes of planning saves wasted card stock.

Bulletin inserts: two per sheet

1. Make a custom size of **8.5 x 11 in** landscape — that's 11 wide by 8.5 tall.
2. Put your insert on the **left half** of the page.
3. Select everything (drag a box around it, or press Ctrl+A; Command+A on a Mac), copy it, and paste. Drag the copy to the right half.
4. Print, then cut down the middle. You get two 5.5 x 8.5 inch inserts from each sheet.

Another way: make the design 5.5 x 8.5 inches and let your printer place two per sheet using its "pages per sheet" setting. That depends on your printer, so try one sheet first.

Folded greeting cards

The easiest folded card for a home printer is a **quarter-fold**: one sheet of letter paper folded in half, then in half again. Searching Canva's templates for **folded card** or **greeting card** shows designs already set up for folding.

- Check each panel: the front, the inside message and the back. Some panels print upside down on purpose so they come out right after folding.
- If you make your own, print one test on plain paper, fold it, and see which way up everything lands before using good card stock.
- For a card with two sides printed (front and inside), your printer's two-sided setting matters. Print a test.

Invitations

Invitations come in many sizes. If you'll mail them, a common size is 5 x 7 inches; check that envelopes are available in that size before you design. For an invitation people receive by text or email, download a picture file instead (Chapter 18).

TIP

Card stock and your printer

Heavy card stock doesn't feed through every home printer. Your printer's manual or the maker's support page lists the heaviest paper it takes, and the print window has a paper-type setting to match it.

WHAT THIS DOES FOR YOU

What this does for you

A homemade card with the family's own photo means more than one off the rack — and the design is saved, so next year's card starts from this one.

CHAPTER 14

Undo, Copies and Getting Old Versions Back

Everyone deletes the wrong thing sometimes. Canva has several safety nets, from the instant Undo to the Trash where deleted designs wait.

Undo and Redo

The curved arrows at the top of the editor undo and redo changes. On a keyboard, Ctrl+Z undoes (Command+Z on a Mac). You can step back many changes, one at a time.

Make a copy before big changes

1. In the editor, open the **File** menu and choose **Make a copy**. (On the home page you can also use the three dots on a design in **Projects**.)
2. Canva opens the copy. Rename it — click the name at the top — for example "Spring Rummage Sale 2027."
3. Change the copy. The original stays exactly as it was.

WHAT THIS DOES FOR YOU

What this does for you

Every year's flyer is kept, and you can always go back to the one that worked. It's also how you make a "master" design for your group that each new flyer starts from.

Version history (paid plans)

On a paid plan (including Canva for Nonprofits), Canva keeps earlier versions of each design. Open **File** > **Version history**, look through the saved versions, and choose **Restore** or **Make a copy**. You need to own the design or have edit access. On the free plan, version history isn't available — which is one more reason to make a copy before big changes.

Deleted a whole design?

1. On the home page, look for **Trash** (it may be inside **Projects** or the left-hand menu).
2. Find the design and choose **Restore**.
3. Designs don't stay in the Trash forever, so restore it soon.

TIP

"My designs vanished!"

Most often you're signed in with a different account — for example email instead of Google. Sign out and back in the way you first signed up (Chapter 4). If the design was shared with you, it may be under a "shared with you" area rather than your own Projects.

PART 4

Canva AI and the Magic Tools

What Canva's artificial-intelligence tools are, what's included on the free plan, and how to use them without getting caught out by their mistakes.

CHAPTER 15

What Canva AI and Magic Studio Are

Canva has added a lot of **AI** (artificial intelligence) tools — features that write words or make and change pictures when you describe what you want in plain language. You don't have to use any of them. But a few can save real time, and it helps to know the names when you see them.

The names you'll see

Name	What it does
Canva AI	Canva's assistant. You type a request in a conversation, like "make a flyer for a church chili supper," and it suggests designs or changes the one you have open. Canva says it's available to everyone.
Magic Studio	Canva's name for its whole collection of AI tools, many starting with the word "Magic."
Magic Write	Writes or rewrites text: a short description, a friendlier invitation, a shorter version.
Magic Edit	Changes part of a photo. You brush over an area and describe what should be there.
Magic Eraser	Removes a small distraction from a photo — a trash can, a stray sign. Canva marks it as a paid-plan tool.
Background Remover	Cuts a person or object out from the background. A paid-plan tool.
Magic Media	Makes a new picture from a written description.
Translate	Translates the words in a design into another language.

What's free and what isn't

Canva Free users can use some AI tools, such as Magic Write, with monthly usage limits. Canva's help pages say Translate and Magic Write can be used generously on the free plan. More advanced tools — such as AI image and design generation — are limited on the free plan, and some are only on paid plans. Canva shows how much of your monthly allowance is left, and the limits change from time to time.

GOOD TO KNOW

Where to find them

Look for **Canva AI** on the home page, and for the word **Magic** or a small sparkle icon in the editor — for example under **Edit** when a photo is selected, or when text is selected.

CHAPTER 16

Using the AI Tools Wisely

AI tools are helpers, not experts. They're good for a first draft or a quick fix, and they make mistakes. Here's how to get the good and avoid the embarrassing.

Getting a first draft of the words

1. Select a text box in your design.
2. Look for **Magic Write** (often a sparkle icon near the text tools).
3. Type a short request: "Two friendly sentences inviting families to a free fall festival at a small church."
4. Read what it suggests. Keep it, ask for another try, or edit the words yourself.

The rules I'd follow

- **Check every fact.** AI can invent dates, prices, Bible verses, quotations and phone numbers that look right and aren't. Your event details must come from you.
- **Keep it sounding like your group.** AI text can be gushy. Trim it until it sounds like something your pastor or club president would actually say.
- **Don't type private information** into an AI request — members' health, addresses or money matters.
- **Be honest with AI pictures.** A made-up photo of a crowd at last year's event isn't last year's event. Use real photos for real things, and AI images only for decoration.
- **Look closely at AI images.** Hands, faces and lettering are where they go wrong.

WHAT THIS DOES FOR YOU

What this does for you

Stuck staring at a blank text box? A rough draft from Magic Write gets you moving, and you only have to fix it instead of starting from nothing.

HEADS UP

AI images and copyright

Canva's own licensing rules still apply to what you make there, and the law about who owns AI-made pictures is still being sorted out. For church and club flyers that's rarely a problem — but don't use AI to copy a famous character, a company logo, or someone else's artwork.

Translating a flyer

If your church or club serves neighbors who read another language, Canva's **Translate** tool can translate the words in a design. Make a copy of the design first (Chapter 14) so you keep the English version. Machine translation can be awkward or wrong, so have a fluent reader check it before you print a stack.

PART 5

Sharing and Printing

Sending a link versus downloading a file, which file to choose, printing at home so nothing gets cut off, ordering professional prints, and the rules for Pro photos and graphics.

CHAPTER 17

Sharing a Link or Downloading a File?

When your design is ready, there are two very different ways to get it to other people. Picking the right one avoids the most common Canva mix-ups.

	Share a link	Download a file
What the other person gets	A web link that opens the design in Canva	A copy (PDF or picture) of how it looks right now
Can they change it?	Only if you allow it	No — it's a finished copy
Stays up to date?	Yes — they always see the latest version	No — send a new file after changes
Best for	Your committee checking or helping with the design	Printing, emailing to the church office, posting online

Sharing a link

1. In the editor, click **Share** at the top right.
2. To invite particular people, type their email addresses. Or, under the access setting, change **Only you can access** to **Anyone with the link**.
3. Choose what they can do: **Can view**, **Can comment** or **Can edit**.
4. Choose **Copy link** and paste it into an email or text.

New designs start out private. You can change the permission or turn the link off any time from the same Share menu — or choose **Settings** there, then **Revoke all access**, to shut every link off at once. People with a view link don't need a Canva account. With a comment link they can read comments, but they have to sign in or sign up to reply.

HEADS UP

"Anyone with the link" means anyone

Whoever receives the link — or is forwarded it — can open the design with the permission you chose. Use **Can view** for most people, keep **Can edit** for the one or two who are actually helping, and don't use an open link for anything with members' phone numbers or addresses.

TIP

Send a PDF to the church office

The office or the printer usually wants a file, not a link. Download a PDF (Chapter 18) and attach it to an email. That way, what they print is exactly what you approved.

CHAPTER 18

Downloading the Right File

Downloading saves a copy of your design onto your computer or phone. Canva offers several file types; for church, club and family use you really only need three.

How to download

1. Click **Share** at the top right of the editor, then **Download**.
2. Open the **File type** menu and choose one (see the table below).
3. If the design has several pages, choose which pages to include.
4. Click **Download**. The file goes to your **Downloads** folder (on a phone, to Files or Photos, or the app offers to save or share it).

File type	Use it for	Notes
PDF Print	Printing — at home, at a print shop, or by the church office	High quality (300 dpi). Can add crop marks and bleed for a print shop.
PDF Standard	Emailing a flyer people will read on screen	Smaller file; fine for viewing and quick printing.
PNG or JPG	Facebook, texts, email pictures	A picture file. JPG is smaller; PNG is sharper for text.

GOOD TO KNOW

"Pay and download"?

If your design contains Pro items and you're on the free plan, the button may say **Pay and download**. That means buying a license for those items. Chapter 21 explains your choices — usually swapping the item for a free one.

WHAT THIS DOES FOR YOU

What this does for you

PDF Print for paper, a picture file for screens. Remember those two and your flyers will look sharp wherever they end up.

CHAPTER 19

Printing at Home Without Cutting Anything Off

Most home printers can't print right to the very edge of the paper; they leave a thin white border. If an important word sits too close to the edge, it gets cut off. A couple of Canva settings prevent that.

Two words to know

Word	What it means
Margin	A safe zone inside the edge of the page. Keep all words and faces inside it.
Bleed	A little extra picture beyond the edge of the page, so that when a print shop trims the paper, color runs right to the edge with no white sliver. Mostly for professional printing.
Crop marks	Tiny lines in the corners of a PDF that show a print shop where to cut.

Turn on the margin guide

1. Open your design and click **File** in the top menu bar.
2. Choose **Rulers and guides** (on some screens, **Settings**).
3. Choose **Show margins** (the margin guide). A dotted line appears inside the edge of the page.
4. Move any text or important picture that crosses the line back inside it.

The same menu has **Show print bleed**, which shows the extra edge area for professional printing. Canva's print bleed is a fixed eighth of an inch and can't be changed. The guides show only in the editor, not on paper.

Printing from a computer

1. Download your design as **PDF Print** (Chapter 18). Leave crop marks **off** for home printing.
2. Open the PDF from your Downloads folder.
3. Choose **Print**. Check the paper size is **Letter**, and choose **Actual size** or **100%**, or **Fit** if the edges are being cut.
4. Print **one** copy first, check it, then print the rest.

Printing from a phone or tablet

In the Canva app, use **Use my printer** to send the design to a printer that's already set up on your phone or tablet (Chapter 10).

TIP

Color running to the edge?

If you love a design where color fills the whole page, either add a plain white border in Canva, or check whether your printer offers **borderless** printing for your paper type. Many home printers do only on photo paper.

WHAT THIS DOES FOR YOU

What this does for you

A test copy and the margin guide mean you print 50 flyers once, not twice.

CHAPTER 20

Ordering Prints from Canva Print

For a big stack of flyers, glossy postcards, a poster or a banner, Canva can print and ship it for you. It's called **Canva Print**, and it costs money per order — the price shows before you pay.

Placing an order

1. Open your finished design.
2. Click **Share**, then look for **Print** (for example, **Print flyers** — the wording matches your design type).
3. Choose paper type, finish, size and quantity. A preview shows what you'll get.
4. Fix any warnings Canva shows — for example, text too close to the edge.
5. Choose delivery and enter the shipping address. Check it carefully.
6. Review the price and pay.

Delivery in the U.S.

- **Economy** (U.S. only) is the slowest; **Standard** is the usual choice; **Express** is fastest and costs more. Which options you see depends on the product and quantity.
- Most products take 1 to 2 business days to make before they ship.
- The delivery estimate at checkout is the one to trust. Weekends and holidays don't count, and late-day orders may take an extra day.
- Some orders offer in-store pickup instead of shipping. A pickup order can't be switched to another store or to delivery later.

After you order

- Track the order under **Settings** > **Orders and invoices**.
- You can change the shipping address only within **two hours** of ordering (**View order** > **Edit address**), and only to an address in the same country. Check it before paying.

FROM BILL

Plan around the date

If your event is a week away, check the delivery estimate before you design. Sometimes printing at home or at a local print shop is the only way to make the date — and a PDF Print file works at any print shop.

GOOD TO KNOW

Pro items on a print order

If a free-plan design has Pro items, they can add to the cost of a print order. Look over the preview and the price before you pay, and swap any Pro item for a free one if you'd rather not pay for it (Chapter 21).

CHAPTER 21

Pro Photos, Watermarks and the Licensing Basics

Canva's library has millions of photos, graphics and fonts. Some are free; some are **Pro**. Knowing the difference avoids surprise charges and keeps your group on the right side of the rules.

Watermarks

On the free plan, Pro items show a **watermark** — faint words or lines across the picture. You have three choices:

1. **Swap it for a free item.** Select it and choose **Replace**, or delete it and search for a free one. This is what most people do.
2. **Buy a one-time license** for that item in this design, at download time.
3. **Upgrade to Pro** (or use Canva for Nonprofits). Pro items then come with no watermark and no extra cost.

What a license covers

- A license you buy covers the item in **that one design**. You can edit and download that design as often as you like. Using the same item in a different design needs another license.
- For church, club and family flyers, cards and handouts that you give away, Canva's free and Pro content is meant to be used — that's what it's there for.
- If you want to **sell** printed items, such as T-shirts or calendars as a fundraiser, the rules are stricter: the product must be your own original design, not a Canva photo or template printed as-is. Read Canva's licensing page first.
- When a design mixes free and Pro items, the stricter Pro rules apply.

HEADS UP

Things Canva's license doesn't give you

Canva's license covers Canva's own content. It doesn't give you the right to use a sports team's logo, a cartoon character, song lyrics or a photo you found online. Using your church's or club's own logo is fine — upload it.

WHAT THIS DOES FOR YOU

What this does for you

Knowing the crown icon means "Pro" lets you spot a paid item before you've built a whole flyer around it.

PART 6

Working Together and Staying Safe

Designing with a church or club committee, keeping the group's account in good hands, fixing the most common problems, and spotting fake "shared design" emails and other Canva scams.

CHAPTER 22

Working with Your Church or Club Committee

Flyers for a group usually pass through several hands: the person who writes the words, the person who checks the date, and the pastor or president who gives the final nod. Canva makes that easier, as long as everyone knows who does what.

Getting comments instead of phone calls

1. Open the design and click **Share**.
2. Type the email addresses of the people who should look it over, or set the link to **Anyone with the link**.
3. Choose **Can comment**, so they can leave notes without changing anything.
4. Send the link with a short note: "Please check the date and the phone number by Thursday."
5. When comments come in, read them in the design, make the changes yourself, and mark each one done.

With a comment link, people can read the comments without signing in, but they need to sign in or create a free Canva account to reply or add their own. If someone would rather not, ask them to reply by email instead.

> **TIP**
>
> **One editor at a time**
>
> Give **Can edit** to as few people as possible — ideally one person makes the changes. When three people edit the same flyer, somebody's fix usually gets undone by somebody else.

A team for your group

A Canva **team** is a shared space where members see the same designs, folders and uploads. It's what Canva for Nonprofits gives an approved charity (one team of up to 50 people, Chapter 3), and it's part of Canva's paid plans for groups. For a small club on the free plan, sharing individual designs as above works perfectly well.

- Keep a **folder** for each year or each event, so the next volunteer can find last year's flyers.
- Make one **master design** for the group — the right colors, fonts and logo — and have each new flyer start as a copy of it (Chapter 14).

- Upload the group's logo once, in good quality, so nobody uses a blurry copy from a website.

WHAT THIS DOES FOR YOU

What this does for you

The committee checks the flyer from home, the corrections are all in one place, and nobody has to print a draft and drive it over to the church office.

CHAPTER 23

Keeping the Group's Account in Good Hands

Volunteers come and go. The flyers, the logo and any paid plan shouldn't disappear when the person who set them up moves away or steps down. A few simple habits prevent a lot of heartache.

Who should own the account

- For a church or club, the account (or the team's owner) should be tied to an **organization email address** that the office or the board controls — not one volunteer's personal email.
- At least **two** trusted people should know how to get into that email.
- Write down how the account signs in, and where the backup codes are kept (Chapter 4 and Chapter 27).

When a volunteer steps down

1. Ask them, while they're still happy to help, which designs the group still needs.
2. Have them share those designs with the person taking over (Chapter 17), or make copies inside the group's own account.
3. Download a **PDF Print** of each important design too (Chapter 18). A PDF can be printed forever, whatever happens to the account.
4. Remove their edit access from the group's designs once the handover is done.

HEADS UP

Don't share the password around

Handing one password to the whole committee feels simple, but it means anyone can lock everyone else out — and with multi-factor authentication turned on, it doesn't work well anyway. Share designs, not passwords.

Paying for Pro, and stopping it

If you do choose a paid plan, Canva lets you pay monthly or yearly. A yearly plan is charged in full when you upgrade (or when a trial ends) and again each year. You can see your plan and switch between monthly and yearly under **Settings** > **Billing**.

- Put a reminder on the calendar a week before a free trial ends, so you decide on purpose.

- If you bought Pro through the App Store or Google Play on a phone, the subscription is managed there, in your phone's subscription settings — not on canva.com.
- Use one card that the treasurer knows about, and keep the receipts. Canva lists invoices under **Settings**.

FROM BILL

Before you pay, ask one question

Is your church a registered 501(c)(3)? If so, apply for Canva for Nonprofits first (Chapter 3). It's free if you're approved, and it covers the whole team.

CHAPTER 24

Fake "Shared Design" Emails and Other Canva Scams

Canva itself is safe and reputable. But because so many people use it, scammers borrow its name — and, sometimes, its real sharing feature. Knowing the tricks takes away most of the danger.

The "A design has been shared with you" trick

Anyone can make a free Canva account, build a design, and press **Share**. Security researchers have reported scammers doing exactly that: the email really does come from Canva, it looks normal, and it passes the checks email services use to catch fakes. The design inside is the bait — an "invoice," a "document to review," a "new project" or even a recipe card — with a button that leads to a fake sign-in page for your email, Microsoft or bank account.

Before you click anything in a share email, ask

1. **Do I know this person?** And was I expecting a design from them?
2. **Does it make sense?** A church friend sending a bake-sale draft does. A stranger's "payment document" doesn't.
3. **Is it asking me to sign in to something else?** A real Canva design never needs your email password, your Microsoft password or your bank login to be seen.

If anything feels off, don't click. Call or text the person you think sent it, using a number you already have — not one in the email — and ask.

SCAM ALERT

A shared design that asks for your password is a scam

If a Canva design — or a page you reached from one — asks you to "sign in to view the document" with your email, Microsoft, Google or bank password, close it. Don't type anything. Real Canva designs open right in Canva.

Fake "Canva" emails about your account

Other scam emails just pretend to be Canva: your account is "suspended," your payment "failed," or you've "won" a free year of Pro. Canva's real emails for sign-in and verification codes come from **no-reply@canva.com** and **no-reply@account.canva.com**. Even so, the safe habit is the same: don't click the link. Type **canva.com** yourself, sign in, and look at your account there. If something really needs your attention, it will be there too.

SCAM ALERT

Nobody from Canva will call you

A phone call, text or pop-up saying it's "Canva support" and asking for a code, a password, remote access to your computer or a payment by gift card is a scam. Hang up or close it.

Cheap "lifetime Pro" and "free Pro" offers

You'll see Canva Pro sold cheaply on marketplaces and social media, or offered free if you join a stranger's "team." Canva has a help page about unofficial plans and asks people to report the sellers. A plan that didn't come from Canva can stop working, and you'd have no one to complain to. Buy only from canva.com, the App Store or Google Play — and for a charity, apply through Canva for Nonprofits (Chapter 3).

SCAM ALERT

Lifetime Canva Pro for a few dollars is not real

A deal like that is an unofficial plan, not one from Canva. Pay for it and you may lose access at any time. Canva asks people to report sellers like this through its Help Assistant.

If you clicked, or typed a password

1. Don't panic. Close the page.
2. Change the password you typed — on the real website, typed in yourself. If you use that password anywhere else, change it there too.
3. Turn on multi-factor authentication for that account if it isn't already on (Chapter 4 for Canva).
4. If you typed a bank or card number, call the number on the back of your card right away.
5. Mark the email as phishing or spam in your email program. Canva suggests flagging suspicious emails with your email provider; if you see a warning about a link inside Canva, choose **Report link**.

6. If money was lost, report it at **reportfraud.ftc.gov** as well.

> **FROM BILL**
>
> **Not sure? Ask before you click**
>
> If a share email or a "Canva" message has you wondering, call me at (330) 200-8042 before you do anything. Checking first is always better than fixing afterward.

CHAPTER 25

Fixing the Most Common Problems

Most Canva problems have a simple cause. Work down this list before you start over or give up.

What's happening	What to try
"My designs are gone!"	You're probably signed in a different way — Google instead of email, or the reverse. Sign out and sign in the way you first did (Chapter 4). Then check **Trash** (Chapter 14).
A picture has a watermark	It's a Pro item. Swap it for a free one with **Replace** (Chapter 21).
The button says "Pay and download"	Your design has Pro items. Swap them, or buy a license (Chapter 21).
Words got cut off when printed	Turn on the margin guide and move text inside the line; print at actual size or Fit (Chapter 19).
The printout looks blurry	Download as **PDF Print**, not a picture file (Chapter 18). Use a sharper original photo.
Can't find the photos from my phone	Upload them in the Canva app on the phone, signed in to the same account, then look in **Uploads** (Chapter 9).
My friend can't open the link	Check the Share setting is **Anyone with the link**, and that you sent the link you copied (Chapter 17).
Printing from my phone doesn't work	Use the Canva app, not the phone's web browser, or print a downloaded PDF (Chapter 10).
I changed the wrong thing	Press **Undo**, or on a paid plan use **Version history** (Chapter 14).
Everything is too small to see	Use the zoom slider at the bottom, or Ctrl and plus (Command and plus on a Mac) (Chapter 5).

When Canva itself seems broken

1. Reload the page, or close the app and open it again.
2. Check your internet connection — open another website.
3. Make sure your browser or the Canva app is up to date. On an iPhone or iPad, Canva needs iOS 15.4 or newer.
4. Try a different browser: Chrome, Edge, Safari or Firefox.
5. Restart the computer, phone or tablet.

TIP

Signing in with codes that never arrive

Check your spam or junk folder for an email from no-reply@canva.com, and add both no-reply@canva.com and no-reply@account.canva.com to your contacts so future codes land in your inbox.

PART 7

When to Call Bill & Your Cheat-Sheet

An honest word about when a hand is worth it, and a one-page summary to keep next to the computer.

CHAPTER 26

When to Call Bill

I've written this guide so you can make your flyers, cards and handouts on your own. But part of being helpful is being honest about when a hand saves time and worry. Here's my straight advice, with no pressure.

Times it's well worth a call

- **Setting up the account properly** for your church or club — the right email, a password, multi-factor authentication and backup codes written down (Chapter 4 and Chapter 23).
- **Applying for Canva for Nonprofits** and getting the team set up once you're approved (Chapter 3).
- **Building a master design** with your group's colors, fonts and logo, so every flyer after it is quick (Chapter 12 and Chapter 22).
- **Getting printing right** — the printer, the paper, two-sided cards and inserts that come out lined up (Chapter 13 and Chapter 19).
- **Getting photos off your phone** and into Canva when it just isn't working (Chapter 9).
- **Checking an email or message** about Canva that doesn't feel right, before you click (Chapter 24).
- **You'd simply rather have a patient person sit beside you** the first time. That's always a good enough reason.

What working with me is like

I work at your pace — no rushing, no talking down, no jargon. I explain what I'm doing in plain words, and I'll always tell you honestly when you don't need to pay for something, including Canva Pro. Home visits are here in Portage County, Ohio; remote help reaches you wherever you are. I've been doing this work for more than 30 years.

FROM BILL

How to reach me

Call **(330) 200-8042**, or book a time at **billshometech.com/book**. My help is **$49 remote · $99 in your home**. This guide is free to read and share with your committee, your family and your neighbors.

GOOD TO KNOW

You may be greeted by Sophie

When you call or visit billshometech.com, you might first meet **Sophie**, my AI receptionist. She can answer quick questions and help you book a time. The actual help always comes from me.

Thank you for giving your time to your church, your club or your family. A good flyer is a small kindness to everyone who reads it — and you don't have to figure it all out alone.

— Bill

CHAPTER 27

Your Canva Cheat-Sheet

Keep a copy of this next to the computer. The whole guide, boiled down.

The essentials

Where	**canva.com** in a web browser, or the Canva app on a phone or tablet.
Cost	Free plan is enough for most flyers. Pro is $144 a year in the U.S. as of November 2026.
Charities	Registered 501(c)(3)? Apply for Canva for Nonprofits — free if approved, up to 50 people.
Crown icon	A Pro item. On the free plan, swap it for a free one with **Replace**.
Letter flyer	Custom size 8.5 x 11 in. Landscape is 11 x 8.5.
Saving	Automatic. Find your work in **Projects**.
Copy first	**File** > **Make a copy** before big changes or a new year's flyer.
Printing	Download **PDF Print**, print one test copy, then the rest.
Nothing cut off	**File** > **Rulers and guides**, turn on the margin guide; keep words inside the line.
Phone printing	Use the Canva app's **Use my printer**, not the phone's web browser.
Sharing	**Share** > **Can view** for most people; **Can edit** for one helper.
AI tools	Helpers only. Check every date, name and fact they write.
Scams	A shared design that asks for a password is a scam. Type canva.com yourself.

Write it down once

What	Mine
Email used for Canva	_____
How I sign in (email / Google / Apple)	_____
Where my backup codes are kept	_____
Group's account owner	_____
Group's colors (codes)	_____
Group's fonts	_____
My printer and its paper limits	_____
Plan (Free / Pro / Nonprofits) and renewal date	_____

When something's wrong, in order

1. Press **Undo**.
2. Reload the page or reopen the app.
3. Check you're signed in the same way as always.
4. Look in **Projects**, then **Trash**.
5. Look up the problem in Chapter 25.
6. Got a strange email or call about Canva? Don't click or answer — see Chapter 24.
7. Still stuck? Call Bill at **(330) 200-8042** or book at billshometech.com/book.