

Bulletins on Canva

HANDOUT 1 - NEW DOCS AND TEMPLATES

TO CREATE A NEW DOCUMENT

- On the Canva homepage, click Create a design (top right).
- Choose Custom Size.
 - Enter your bulletin size (e.g., 8.5" × 11").
 - Select Create new design.

TO ADD ADDITIONAL PAGES

- Click Add page at the bottom
- Duplicate page to copy a layout.

TO SET UP YOUR PAGE LAYOUT

- Turn on rulers and guides: File > View settings > Show rulers & guides
- Drag guides from the ruler to set your margins.

TO FIND TEMPLATES

- From the homepage, use the search bar and try terms like:
 - "Newsletter"
 - "Church bulletin"
 - "Community update"

TO APPLY OR ADAPT A TEMPLATE

- Open the template and customize:
 - Replace colours (use Styles or Brand Kit, if available).
 - Change fonts for readability.
 - Insert your parish logo using Uploads.
 - Swap photos using Photos or your own images.
- Add recurring weekly sections (Mass times, contacts, schedules).
- Reorder or duplicate pages to match your typical bulletin structure.

TO SAVE FOR REUSE

- Go to File > Save as template (for you or your parish team).
- Name your template clearly (e.g., "Parish Bulletin – Master Layout").
- Organize in a folder such as Weekly Bulletins for easy access.
- Each week, open the template and choose Use this design to start fresh.

TO EXPORT YOUR BULLETIN

- Click Share > Download.
- Choose PDF Print for high-quality print copies.
- Choose PDF Standard for website or email use.

BULLETIN TEMPLATES



HELPFUL SHORTCUTS IN CANVA

- Ctrl + D Duplicate selected element -Fastest way to copy text boxes or elements
- Ctrl + Z Undo - Go back one step (lifesaver!)
- Ctrl + Shift + Z Redo Move forward again after undo
- Ctrl + A Select all Quickly select everything on the page
- Delete / Backspace Delete selected item Remove anything
- Arrow keys Nudge item Move objects slightly for better alignment
- Shift + Arrow key Nudge more Move items faster in any direction
- Ctrl + G Group selected items Keeps items together while moving or resizing
- Ctrl + Shift + G Ungroup items Separate grouped items again
- Ctrl + K Link - Add hyperlink - to highlighted text or an element
- Ctrl + Enter Add Page - Add an empty page
- Ctrl + '+' Zoom In - There are duplicate plus signs there, but you only need to use 1.
- Ctrl + '-' Zoom Out - Now you're moving fast!
- T Add a text box - Just hit "T" and start typing!
- R Add a rectangle - Handy for boxes or backgrounds
- L Add a line - Use for dividers or emphasis