

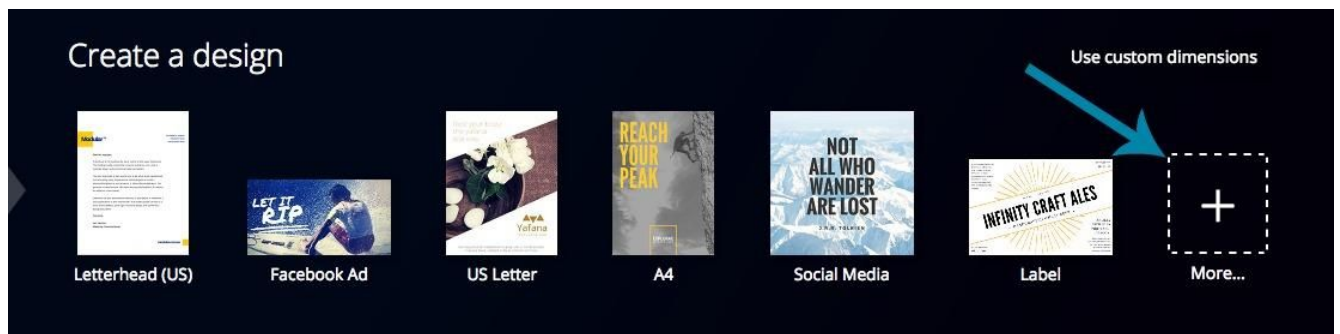
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Creating a Facebook Cover Image in Canva

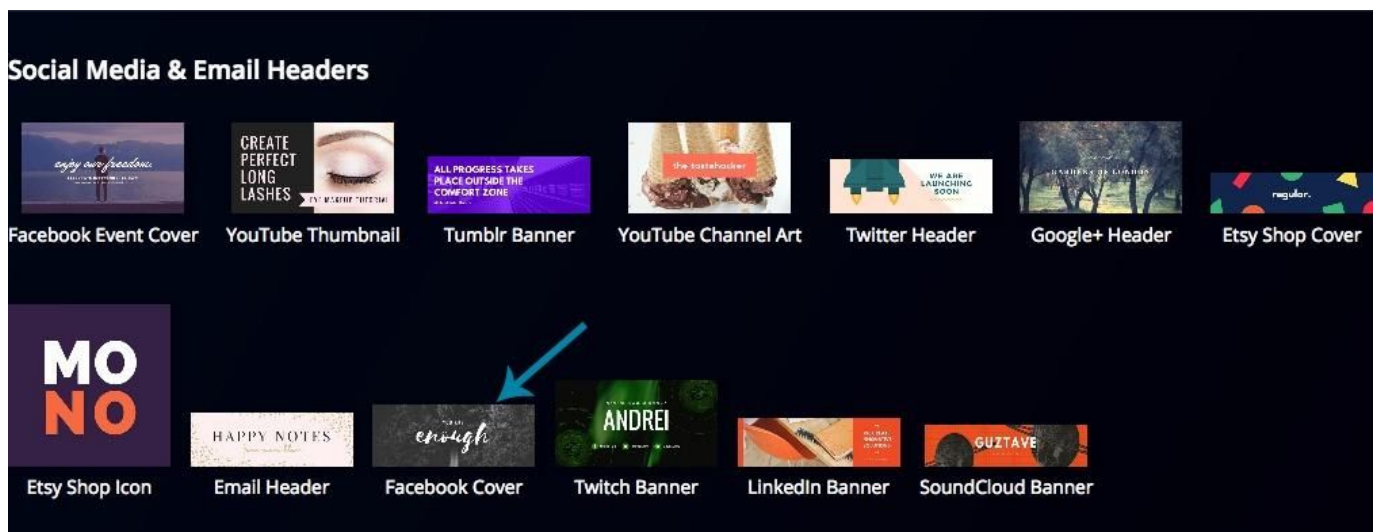
Step 1: Go to [Canva.com](https://www.canva.com)

Step 2: Log in or set up an account

Step 3: Click 'More' (top-right corner)



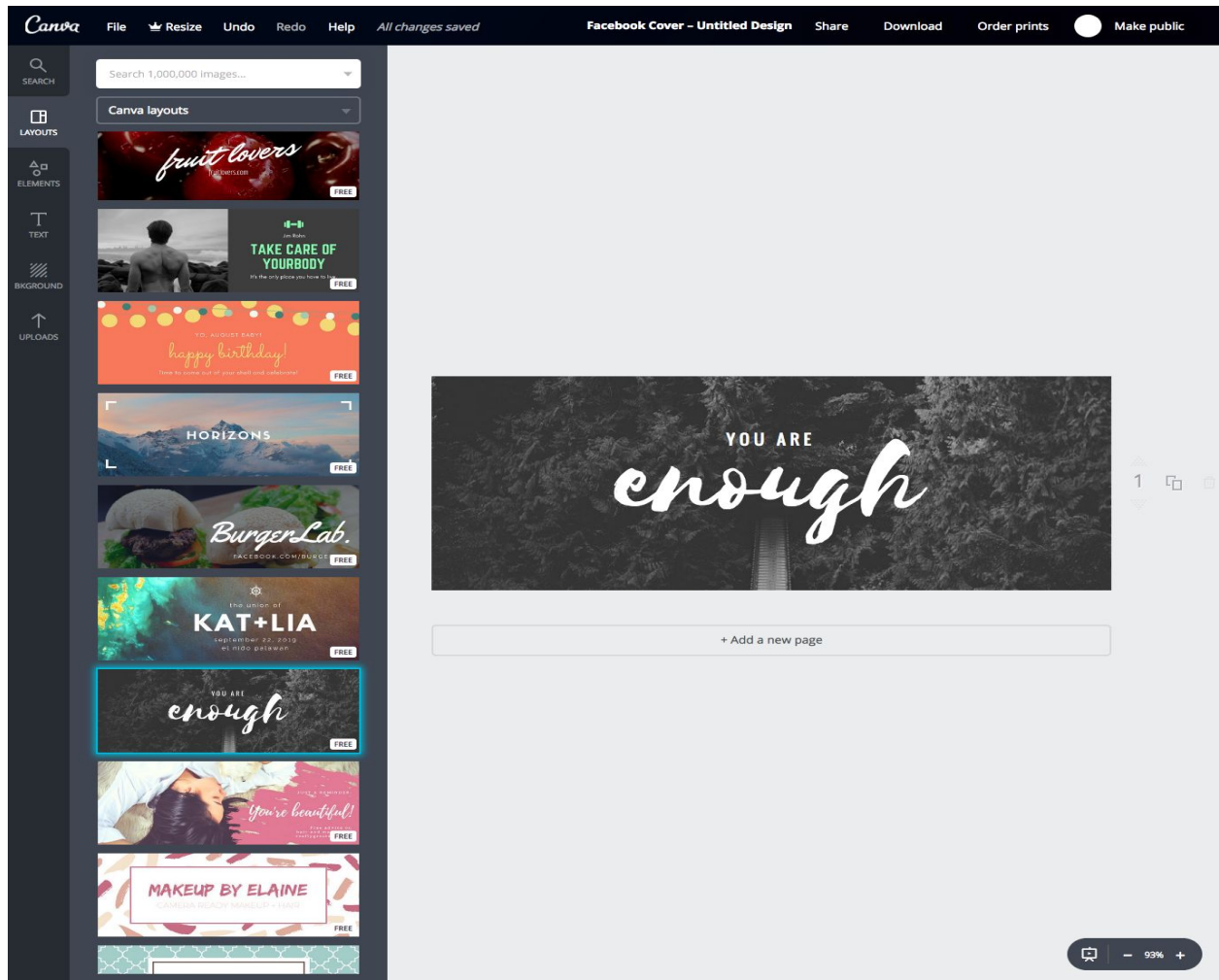
Step 4: Scroll down to 'Social Media & Email Headers' & **Select 'Facebook Cover'**



You will now have a template that's correctly sized for a Facebook cover.

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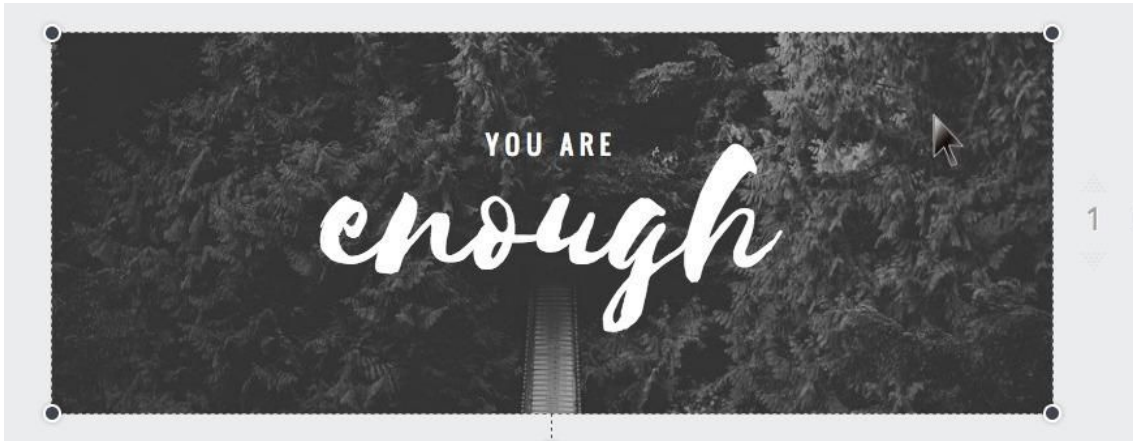
Step 5: Select one of the layouts on the left-hand side for inspiration and a starting place. **Double-click** to add the layout to your template.
(You'll be able to change any of the images, fonts, or text elements.)



Note: If you change your mind, you can double-click on another layout.

Step 6: To change the image, click anywhere within the picture (Notice the edges are highlighted.)

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Hint: You may need to click towards one of the corners, so you are not activating the text box.

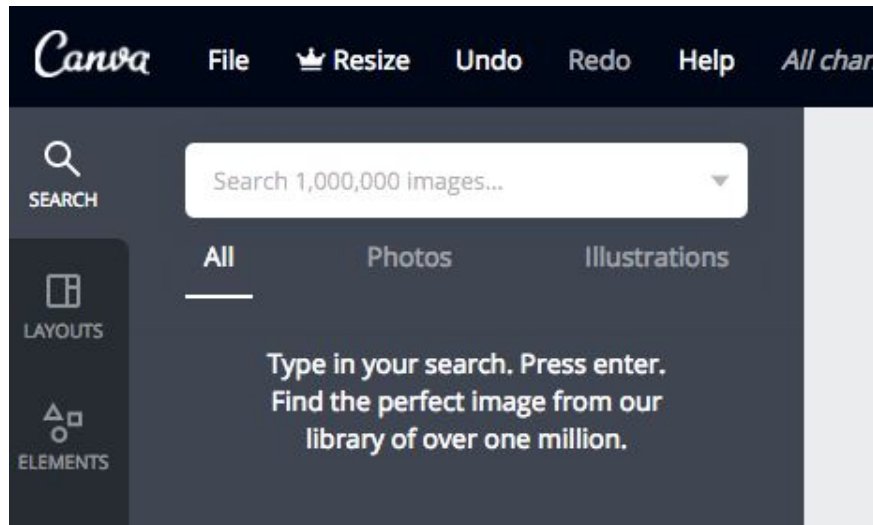
Step 7: Click on the trashcan icon (top right corner) to delete the image and element.



Note: We haven't erased the text. We just can't see it against the white background.

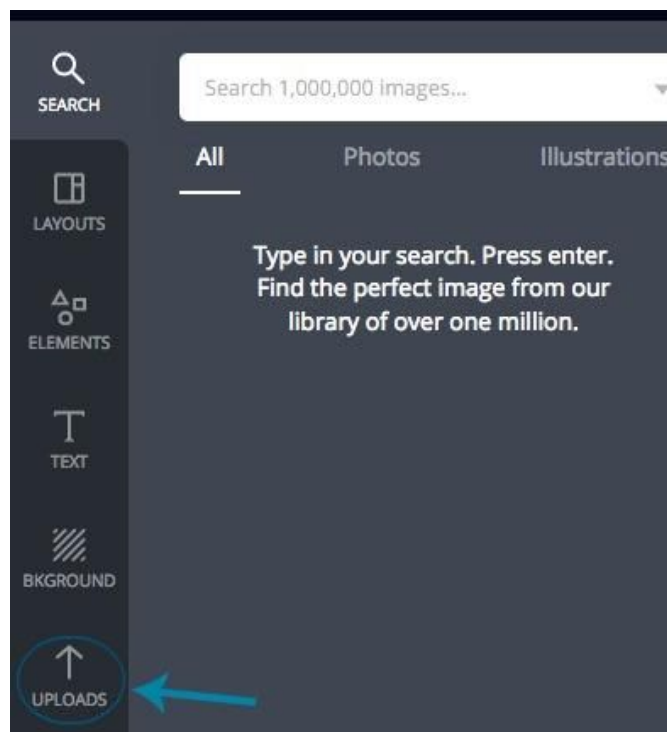
Step 8: Choose a new image within Canva by using the search images function or you can upload your own photo.

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By entering a search term (e.g., sky), you will be shown a variety of images available for use.

To upload your own photo, click on 'uploads.'



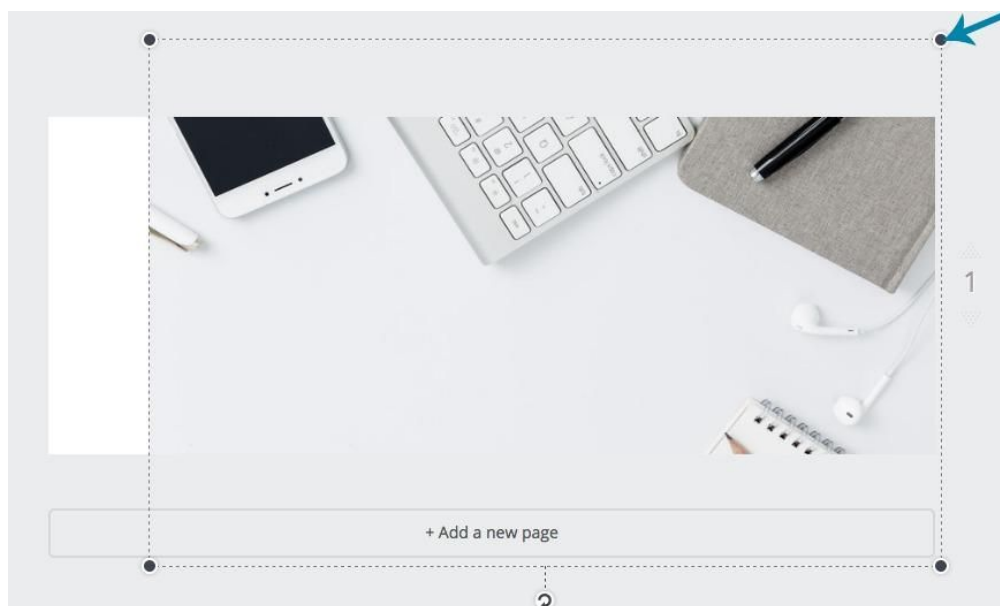
Click on 'Upload your own images' to access the images on your computer.

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[Select the image you'd like to use and click 'open']

The image will now appear in your template.

Step 9: Click on one of the 4 corners and **drag the mouse upwards to enlarge the image**. You can also **click on the image to reposition it** within your template.



Once your satisfied with the size and position of your image, click on the white area above or below your image to set it.



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Optional: Check out the filters (top left corner) and transparency effect (top right corner before the trash icon) to add some variety and pizzazz to your image.

Next, we will move onto editing the text.

Step 10: To edit or erase the text, **hover your mouse on the text and click.**



Notice that the text box is highlighted.

To erase all text, click on the trash icon (top right corner).

To edit text, double-click on your text box and erase the current text. Enter your own text as you would in a Word document.

There is a toolbar at the top of the page with these features (from left to right):



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1. Font drop-down menu
2. Font size
3. Font color (select the white box and choose your own color)
4. Bold
5. Italicize
6. Alignment (left, center, or right)
7. Capital letters
8. Bulleted list
9. Spacing (horizontal and vertical)
10. Copy (to create another text box)
11. Arrange (text is usually 'forward' so it floats on top of the image)
12. Transparency (a little transparency on the text can be a nice effect)
13. Hyperlink (for clickable pdfs)
14. Trash (if you decide to delete the textbox.)

Hint: If you accidentally erase your textbox, you can utilize control/command-Z functions to 'undo' your last action, or click on text (left toolbar) to add a new text box.



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Note: I chose a cover image with no text for this example.

Step 11: Name your image by clicking the box next to 'share' (upper right toolbar)



Enter a name and click 'done.'

A white rectangular box with a thin grey border. Inside the box, the text 'Design title' is at the top. Below the text is a large empty rectangular area for input. At the bottom of the box is a green button with the word 'Done' in white. The box has small grey corner handles on the top-left, top-right, and bottom-right.

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Step 12: Click 'Download' to download your image

Select PNG or JPG as the file format.



Congratulations! You created your Facebook cover image for your new business page.