How to use Canva

What is Canva?

Canva is an online design tool based around templates and simple drag-and-drop editing.

Instead of starting with a completely blank page, you can choose a professionally designed template and replace the example text and pictures with your own.

You may want to use it to create social media posts, posters for display, or church newsletters. With Microsoft Publisher finishing in October 2026, Canva is a good alternative.

Canva has church-specific templates, making it very easy to use. #

Before You Sign Up: Check Canva's Nonprofit Programme

This is particularly important for churches.

Canva has a Canva for Nonprofits programme which provides eligible charitable organisations with free access to Canva Pro features.

Canva says eligible organisations receive:

- All Canva Pro premium features
- Premium photos, graphics and other content
- Brand Kits
- Collaboration features
- Canva's wider suite of design tools
- Access for up to 50 users

All of this is currently provided free to eligible nonprofits.

Canva's current eligibility requirements say that an organisation must be officially registered as a charitable nonprofit in its country, operate independently of government and not operate for commercial profit.

Where to apply

Go to:

Canva for Nonprofits

Look for **Get started for free**.

You will be asked to provide information about your organisation and may need to provide documentation to demonstrate eligibility.

Important

Do not pay for Canva Pro until you have checked whether your church qualifies for the Nonprofits programme.

If your church is eligible, there may be no reason to purchase an ordinary Canva Pro subscription.

Setting Up Your Canva Account

Once you have checked the Nonprofits programme, you can create your Canva account.

Go to:

Canva

Look for Sign up.

Canva allows users to create an account using an email address or services such as Google, Microsoft or Apple.

Use a church-controlled email address. For a church account we strongly recommend using a church-owned email address rather than the personal email address.

For example:

office@yourchurch.org.uk

This is important because people change jobs, move churches, retire or stop volunteering.

The Canva account belongs to the church, not to the individual who happens to produce content.

Setting Up Your Church's Canva Team

If your church is approved for Canva Nonprofits, take advantage of the collaboration features.

Canva currently provides eligible nonprofits with a team of up to 50 users.

You could therefore give appropriate access to:

- Church administrator
- Minister/priest
- Communications volunteer
- Newsletter editor
- Youth worker
- Social media volunteer

You don't necessarily need 50 people. Start with the people who genuinely need access.

Why this is useful

Imagine that the person who normally produces the newsletter is unavailable.

If the newsletter is stored in a church Canva team, another authorised person can continue working on it.

This is much safer than having the entire newsletter sitting inside one volunteer's personal Canva account.

Set Up Your Church Brand Kit

One of the particularly useful Pro features for a church is the Brand Kit.

A Brand Kit allows you to keep your church's branding together, including:

- Logo
- Church colours
- Fonts
- Other brand elements

Canva specifically highlights Brand Kits as one of the tools available through Canva Nonprofits.

Once your Brand Kit is set up, creating future designs becomes easier because your church's branding is readily available.

Decide on your basic style

For example:

- Church colours
- Heading font
- Body font
- Logo

A consistent style will make it look professional.

Finding a Template

Once you are logged into Canva, search for a template of the design you would like to create.

For example, Canva has a collection of church newsletter templates.

You can also search for:

- Newsletter
- Church newsletter
- Community newsletter
- Charity newsletter
- A4 newsletter

Choosing a template

Look for one that has:

- Clear headings
- Easy-to-read text
- Space for photographs
- Enough room for your articles
- A simple layout
- Colours that can be changed to suit your church

Don't worry about finding the perfect design.

The template is simply your starting point.

Understanding the Canva Editor

When you open a template, you will see the Canva editor.

Think of the page as a collection of separate objects.

These might include:

- Text boxes
- Photographs
- Shapes
- Lines
- Icons
- Backgrounds
- Graphics

You can click an object to select it and then move or edit it.

Don't worry about making mistakes. Canva has an Undo function, and your work is saved as you go.

Adding Your Church's Logo

Upload your church logo through the uploads area.

Once uploaded, you can place it on the newsletter.

A good approach is to use the logo consistently:

- At the top of the first page
- In the header
- Or in the footer

Don't make the logo enormous. It should identify the church without taking over the page.

Adding Photographs

Photographs can make a church newsletter much more welcoming.

You can upload photographs from your computer and place them into your design.

With Canva Pro through the Nonprofits programme, eligible organisations also have access to Canva's premium content library.

Church photographs might include:

- Sunday worship
- Community lunches
- Children's activities

- Church groups
- Fundraising events
- Church buildings
- Special services
- Seasonal events

Remember photo permissions

Before publishing photographs of people—particularly children—make sure your church has appropriate permission to use them.

Also make sure you have permission to use photographs obtained from elsewhere.

Moving and Resizing Things

Canva is particularly easy to use to move and resize things.

To move something

Click it and drag it to a new position.

To resize something

Select it and drag one of the corner handles.

To rotate something

Use the rotation control that appears when the object is selected.

If something goes wrong

Use **Undo**.

Experimenting is one of the best ways to learn Canva.

Adding a New Text Box

If your template doesn't contain enough text boxes:

1. Select Text.
2. Choose a heading, subheading or body-text option.
3. Type your text.
4. Move the text box into position.

You can then resize and format it like any other object.

Make a Master Newsletter

This is one of the most important things to do when moving from Publisher to Canva.

Once you have created your first newsletter, don't start again from scratch next month.

Create a master design containing your:

- Logo
- Colours
- Fonts
- Regular sections
- Page layouts
- Contact information
- Page numbers

Then make a copy for each new edition.

For example:

Church Newsletter – October 2026
Church Newsletter – November 2026
Church Newsletter – December 2026

This will save a huge amount of time.

Downloading the Finished Design

When your design is finished, export it as a PDF or PNG.

For printing, PDF is generally the most useful format. If it is a design for social media, use PHG.

Look for Share and then Download.

Canva Pro Features Worth Learning

If your church is approved for Canva Nonprofits, you don't need to learn every Pro feature.

For basic designs like newsletters, concentrate on a few particularly useful ones.

- **Brand Kit -** Keep your church logo, colours and fonts together.
- **Premium images -** Choose from Canva's larger library of photographs and graphics.
- **Background removal -** Useful when preparing photographs or creating promotional material.
- **Resize -** Useful when turning newsletter content into posters or social-media graphics.
- **Collaboration -** Allow more than one authorised person to work on church designs.

Canva's Nonprofits programme currently includes these types of premium and collaboration features.

Useful Canva Resources

Canva for Nonprofits

Information about the programme, eligibility and the features available to eligible organisations.

Canva Nonprofits Eligibility Guidelines

Check the current eligibility requirements before applying.

Canva Help Centre

Help with Canva features and account questions.

Canva Church Templates

Church-related templates for newsletters, announcements, presentations and other resources.

Final Thoughts

With Canva, start simple.

For a newsletter, choose a good template, establish your church's colours and fonts, and create one newsletter that can become your church's reusable master template.

Once that is done, producing the next edition becomes a matter of updating the content rather than redesigning the newsletter.

For many churches, that is the biggest change—and the biggest time saving—when moving from Publisher to Canva.