Adding Text & Images to JPEG Newsletter Files

Add your custom text and images to newsletter JPEG files using the free online program Canva.

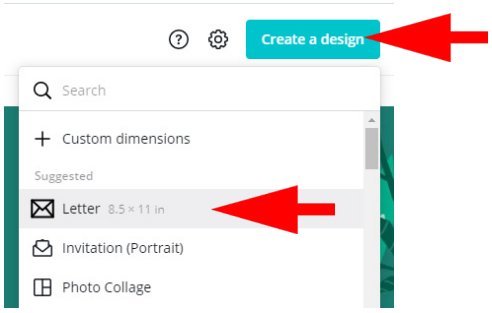
Matching Fonts

When you add your text, you may wish to match the fonts in the newsletter JPEG files. You must have a paid subscription to Canva Pro to upload fonts. However, the free version of Canva has many appropriate font choices. Select one listed below or look through Canva's font offerings list and pick one you like.

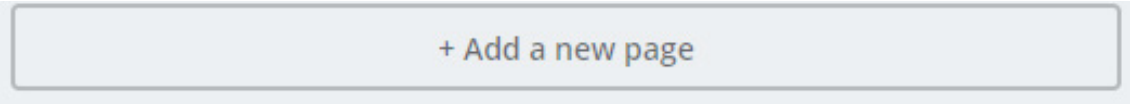
In the tutorials included in the download for your purchased product, you will find links for the fonts used in your files. You will need to download and install your preferred fonts before adding text. Refer to your software/ operating system documentation for font installation instructions.

Setting Up the Newsletter Document

1. Open Canva (www.canva.com).
1. Log in or create a your Canva account.
2. Click on CREATE A DESIGN in the upper right-hand corner of the HOME screen.
3. Select LETTER from the drop down menu. A new document with a single 8.5x11 page will be created.

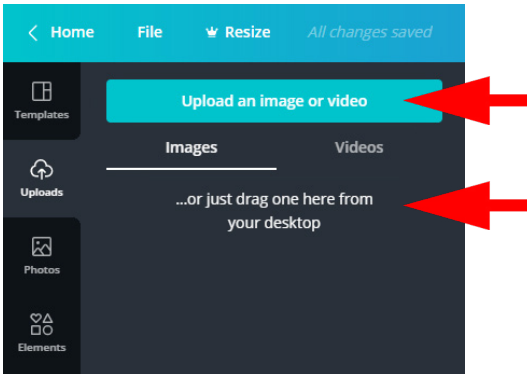


4. To create a two-page newsletter, click on ADD A NEW PAGE at the bottom. A second page is added.

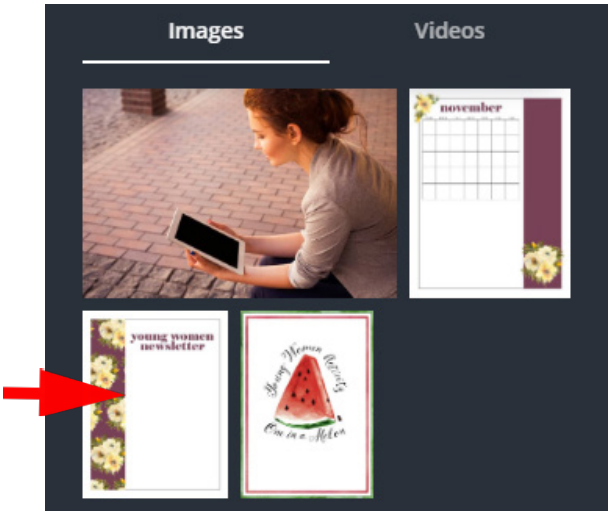


5. Upload the newsletter template JPEG files. Click UPLOADS in the upper left of the sidebar menu on the left.

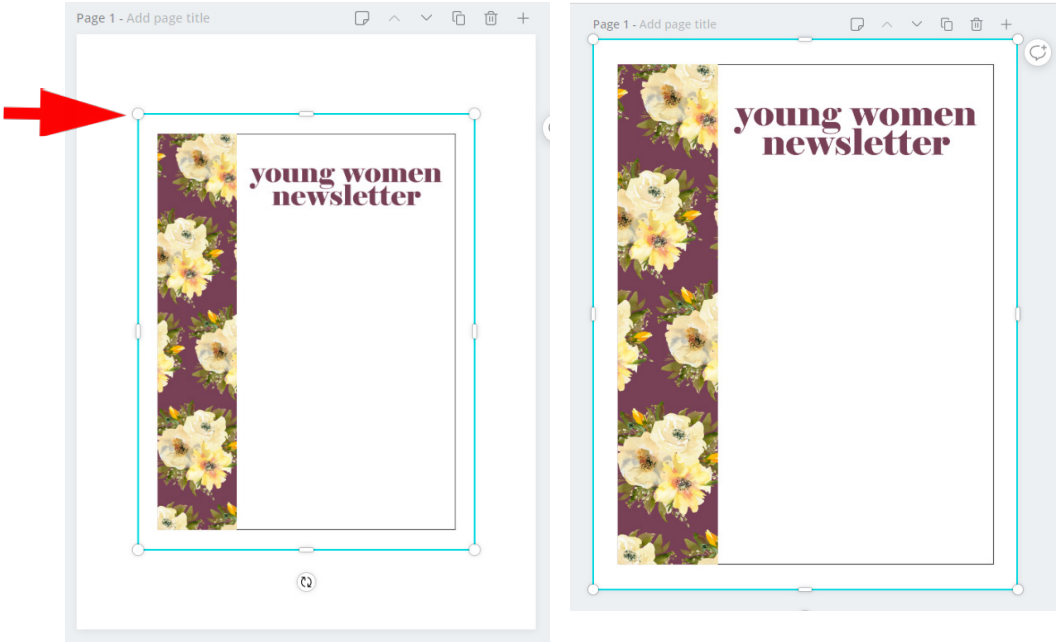
6. Click on UPLOAD AN IMAGE and navigate to the desired newsletter template files on your computer or drag the desired files into the OR JUST DRAG ONE HERE FROM YOUR DESKTOP area, the dark area below UPLOAD AN IMAGE.



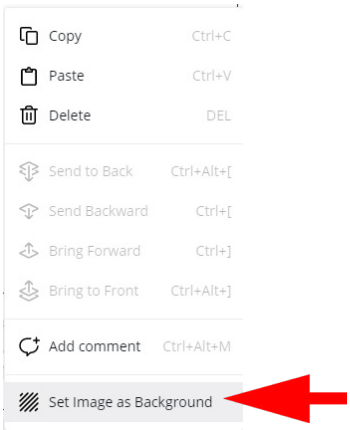
7. To insert the template images, click on Page One of your document and then click on the newsletter template for page one in your IMAGES library on the left-hand side of the screen.



8. Resize the image to fit the full page using the handles and dragging until the it fills the page.

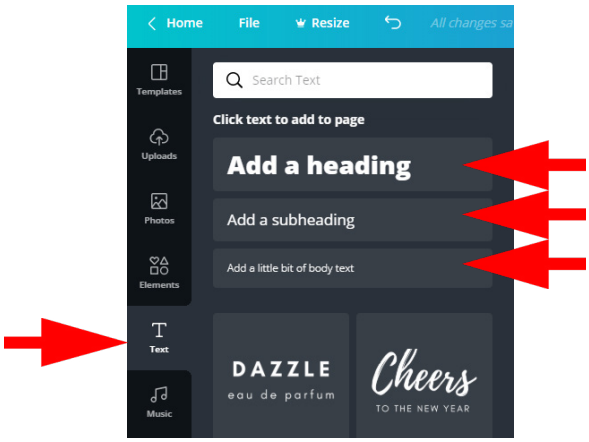


9. Repeat steps 7 and 8 for Page Two of your document, first clicking on Page Two and then inserting newsletter template second page.
10. Mouse over Page One of your document and right-click. Click on SET IMAGE AS BACKGROUND to lock it in place. Repeat for Page Two.



Adding Text Boxes

1. To add text, click on the TEXT button in the left-hand side menu bar.
2. Select the size of text you wish to add by clicking on ADD A HEADING, ADD A SUBHEADING or ADD A LITTLE BIT OF BODY TEXT.



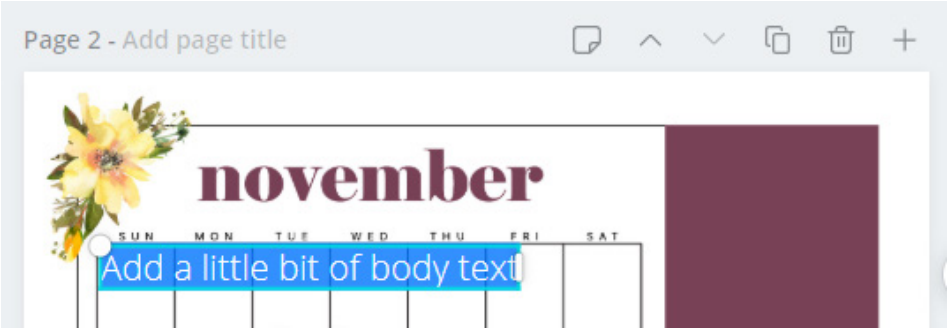
3. A text box will appear on your image. Position as desired and type in text. The text box will expand to fit the information you type.

4. To change font, size, alignment or color, click on the text box and then make changes in the menu bar.
5. NOTE: If you can't find a font you like on Canva, you can upload your own font, but you must upgrade to a Canva Pro subscription.

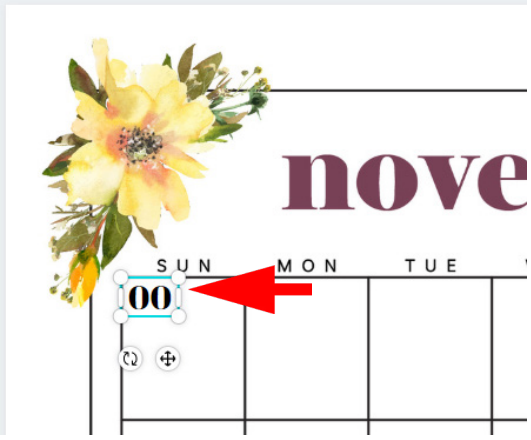
6. Add all text boxes for newsletter EXCEPT for CALENDAR NUMBERS and SPACES.

Adding Text to Calendar Spaces

1. Add NUMBER TEXT BOXES to the calendar spaces on Page Two. Click on the TEXT button in the left-hand side menu bar.
2. Click ADD A LITTLE BIT OF BODY TEXT.

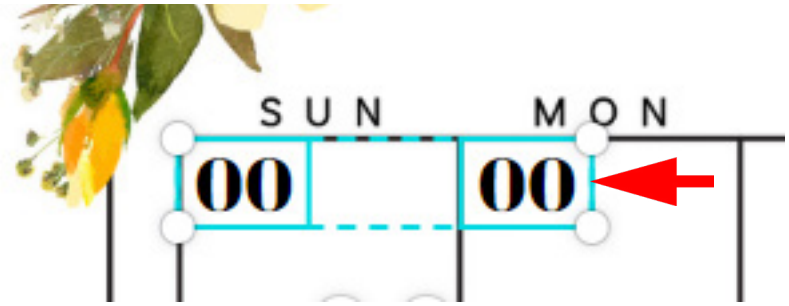


3. Type the number 00 (zero-zero) in the text box.
4. Set the font, size and alignment of the number box at the top of the page.
5. Size the text box using the handles and position in the top corner of the first calendar date square.

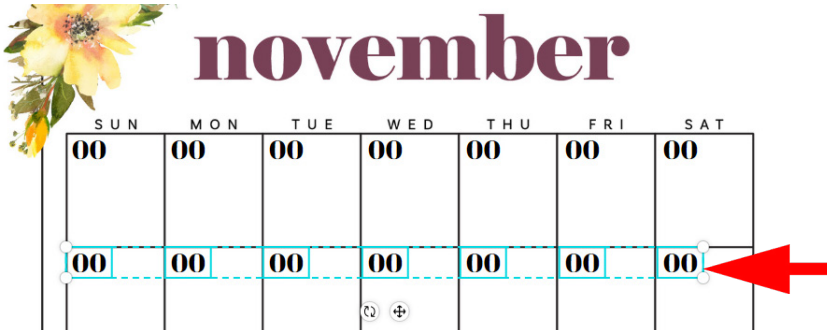


6. To avoid the need to create multiple text boxes individually, you can copy and paste text boxes.
7. To copy text box: Right-click on the calendar number text box. Click COPY on the popup. As an alternative, click on the text box to copy and click CTRL/CMD+C. (CTRL for Windows, CMD for Mac.)
8. To paste the text box, click CTRL/CMD+V. A duplicate text box is pasted onto your document.
9. Position second text box.

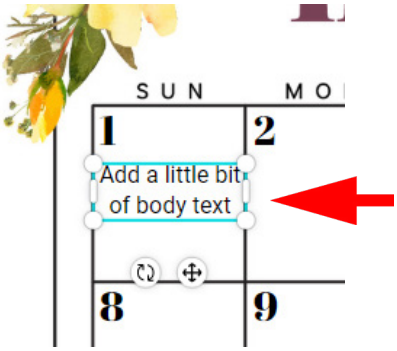
10. To save time, copy multiple text boxes together. Create a week's worth of calendar number text boxes and then copy and paste all seven text boxes, a week at a time, onto the rest of your calendar.
11. Select several text boxes to copy. Mouse over first text box to copy and SHIFT+click. Mouse over second text box to copy and SHIFT+click. Repeat for all boxes you want to copy.



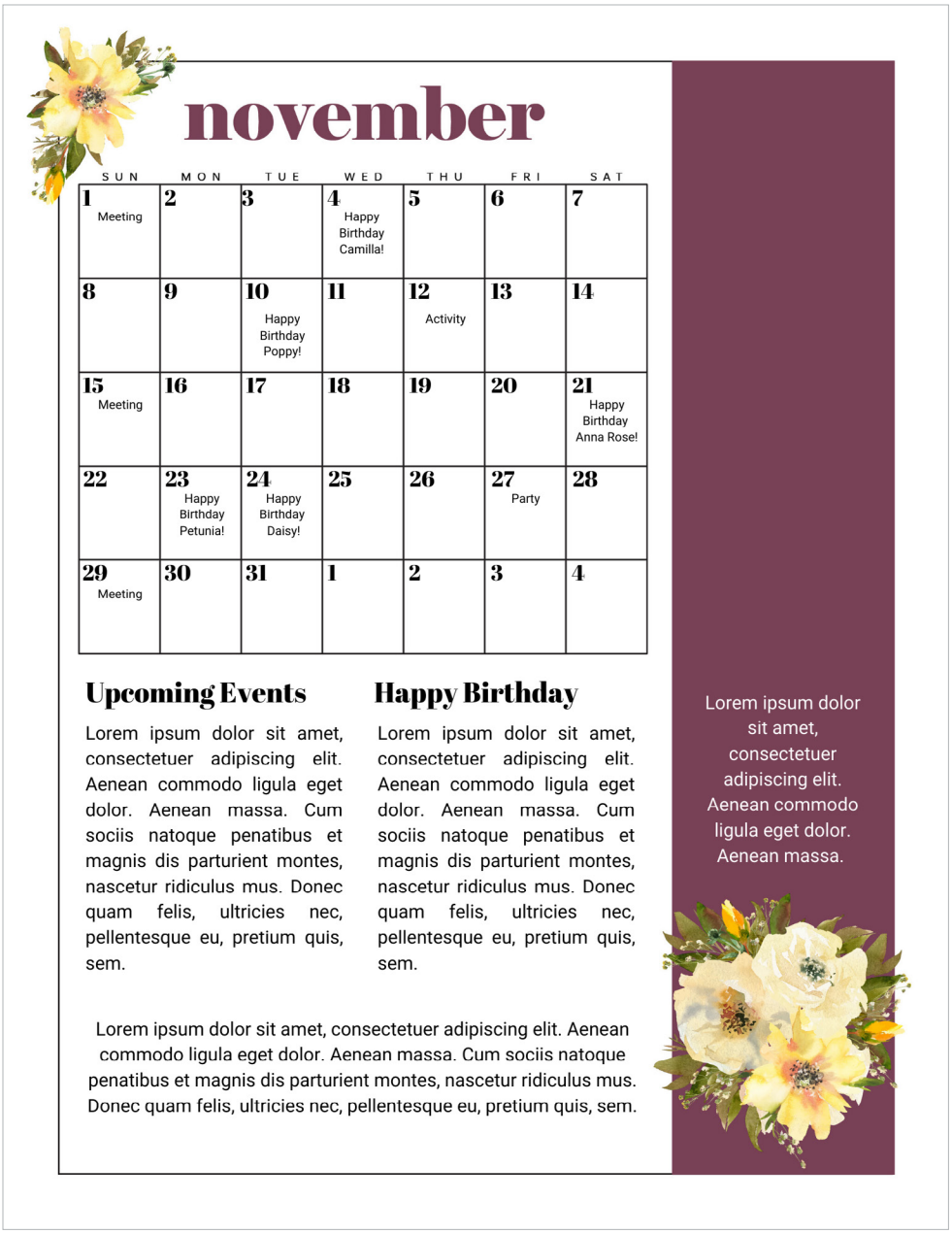
12. Paste selected text boxes by clicking CTRL/CMD+V. Once pasted, drag the entire group of new text boxes to the proper position.



13. Repeat until all calendar number boxes are created and positioned.
14. Type in correct day numbers in text boxes.
15. To add text to CALENDAR DATE SQUARES, click ADD A LITTLE BIT OF BODY TEXT.
16. Set the font, size and alignment of the text at the top of the page.
17. Size the text box using the handles and position in the top corner of the desired calendar date square.



18. Copy and paste the number of needed calendar date squares.
19. Change text in calendar date squares as needed. It will resize depending on how much text you type into it.



november

SUN	MON	TUE	WED	THU	FRI	SAT
1 Meeting	2	3	4 Happy Birthday Camilla!	5	6	7
8	9	10 Happy Birthday Poppy!	11	12 Activity	13	14
15 Meeting	16	17	18	19	20	21 Happy Birthday Anna Rose!
22	23 Happy Birthday Petunia!	24 Happy Birthday Daisy!	25	26	27 Party	28
29 Meeting	30	31	1	2	3	4

Upcoming Events

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Happy Birthday

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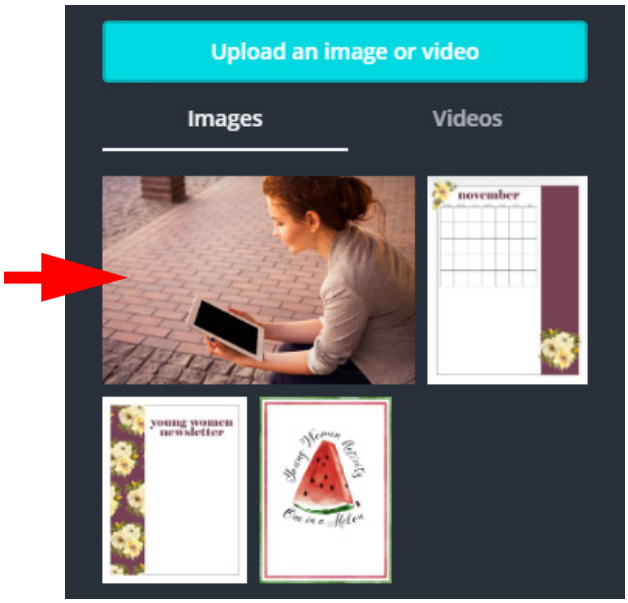
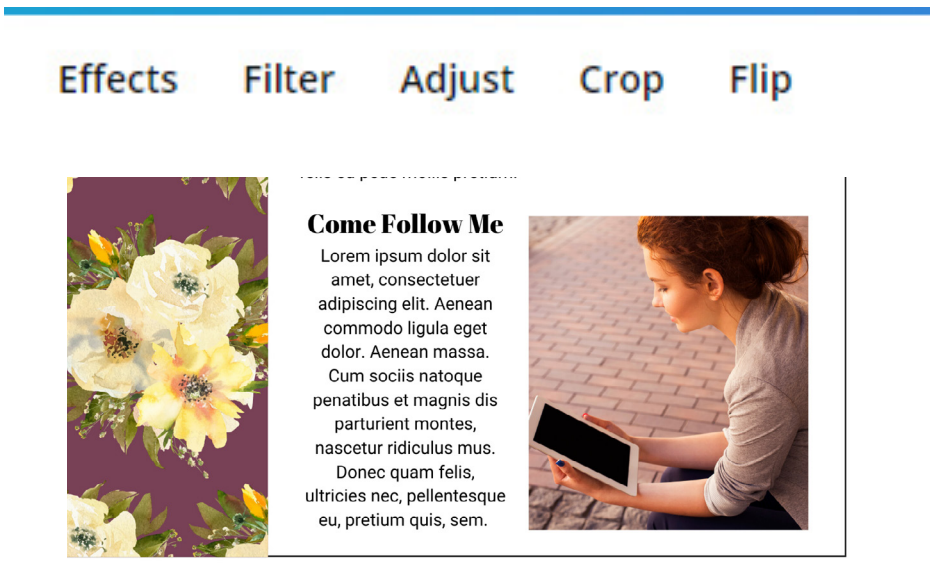
Add Images or Clip Art to Newsletter

1. Upload any photos or clip art you wish to add to your newsletter. Click UPLOADS in the upper left of the sidebar menu on the left.
2. Click on UPLOAD AN IMAGE and navigate to the desired image files on your computer or drag the desired files into the OR JUST DRAG ONE HERE FROM YOUR DESKTOP area, the dark area below UPLOAD AN IMAGE.
3. To insert an image, click on your document on the desired page. Then click on the image in your IMAGES library. It will be pasted into your document.

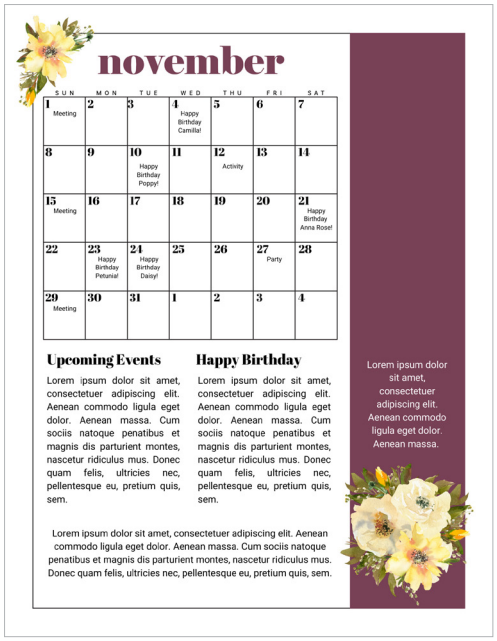


4. Resize the image using the handles and drag to the desired location.
5. Crop, apply effects, adjust or flip your image using the top menu.

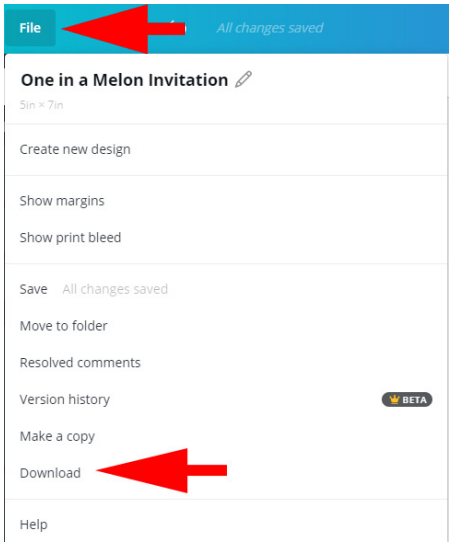
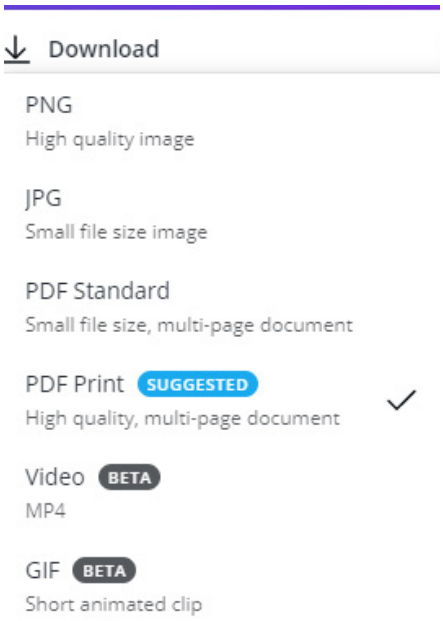


Finishing the Newsletter

1. Make any changes to the layout of newsletter until finished.



2. You must download your newsletter to print or share it. Click FILE>DOWNLOAD.



3. A download options box will appear. There are several file types to choose from. If you're emailing your image, PDF or JPEG will be fine. If you need to print, download as a PDF Print document. Read this article from Canva if you're not sure which type to download.
4. Click on desired format and then click Download. Navigate on your computer to desired location for file and SAVE. Your document is now ready for use.