hang a ribbon on the moon
PRINTABLES + IDEAS

Adding Text & Images to JPEG Files

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

Matching Fonts

When you add your text, you may wish to match the fonts in the 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.

Here are links to fonts used to create the printables in this package: You will need to download and install your preferred fonts before adding text. Refer to your software/operating system documentation for font installation instructions.

Acutal Fonts Used:

- FC Strawberry Frosting (for purchase)
- FC Little Anchor (for purchase)
- Futura (for purchase)

Similar Fonts Available on Canva:

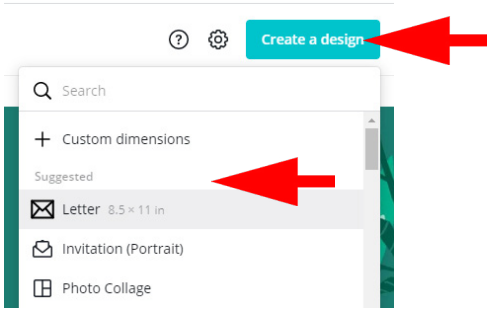
- Apricots, Bright Sunshine, TC Chaddlewood, Hitch Hike, Lemon Tuesday (similar to FC fonts)
- Alata, Montserrat, Nord (similar to Futura)

Similar fonts available for upload with Canva Pro:

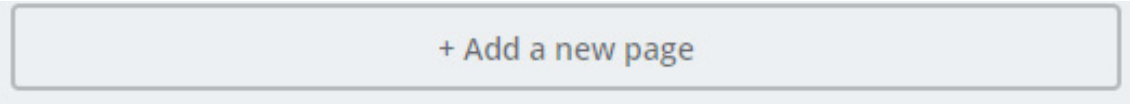
- Fish Fingers & Chips (free, similar to FC fonts)
- Poppins (free, similar to Futura)

Setting Up the 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 to create a new document with a single 8.5x11 page. Select other size options for the document you are creating,

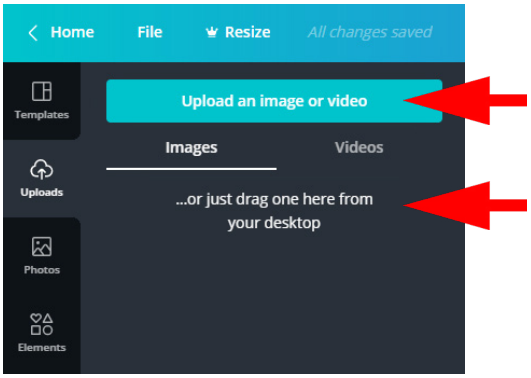


4. If desired, create a multi-page document by clicking on ADD A NEW PAGE at the bottom. A second page is added. Repeat if needed for additional pages.

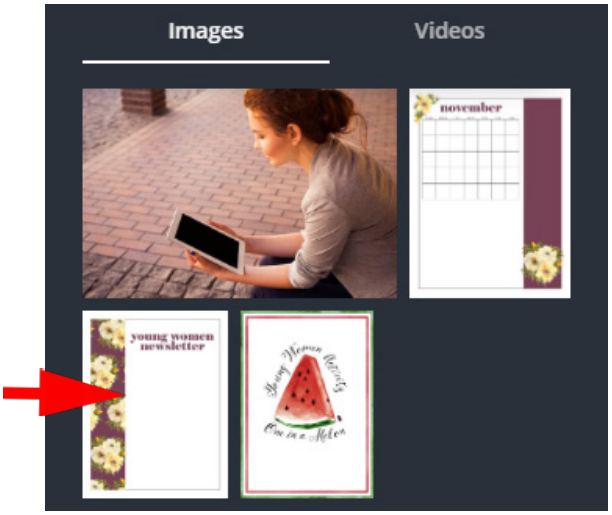


5. Upload the JPEG files that need text added. Click UPLOADS in the upper left of the sidebar menu on the left.

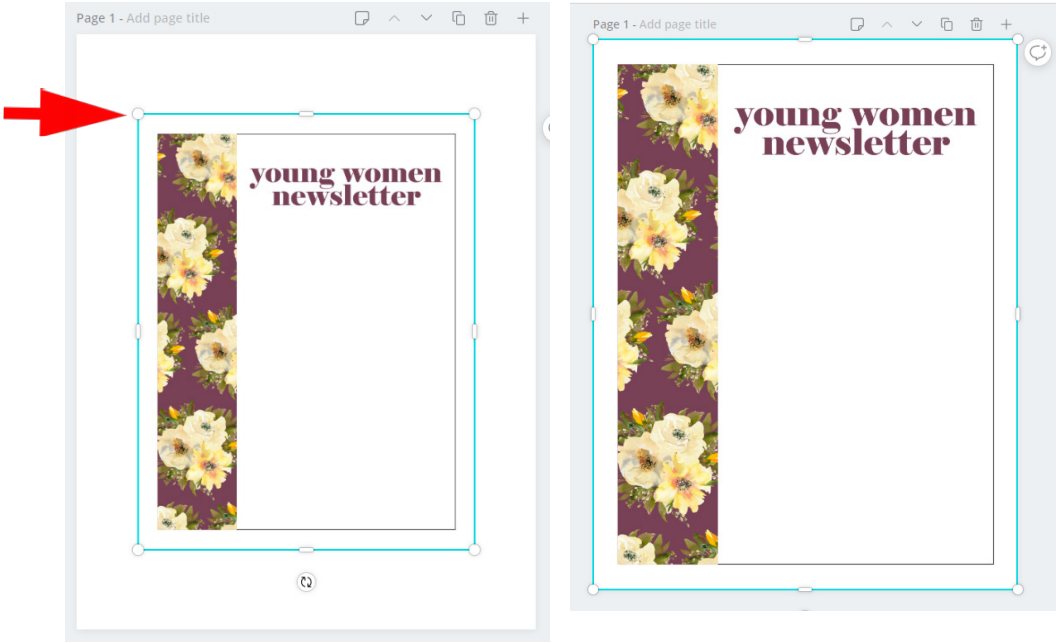
6. Click on UPLOAD AN IMAGE and navigate to the desired JPEG files on your computer or drag the desired files into the OR JUST DRAG ONE HERE FROM YOUR DESKTOP area, the dark area below UPLOAD AN IMAGE.



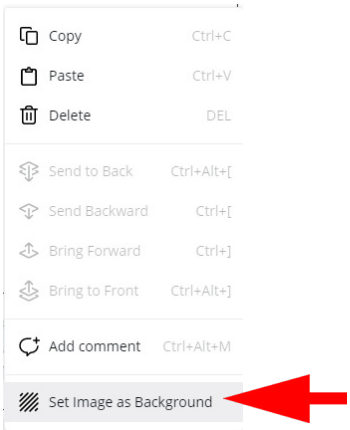
7. To insert the JPEG image, click on Page One of your document and then click on the first JPEG in your IMAGES library on the left-hand side of the screen. Resize the image to fit the full page using the handles and dragging until the it fills the page.



8. If desired, repeat steps 7 and 8 for Page Two of your document, first clicking on Page Two and then inserting newsletter template second page. Repeat as needed.

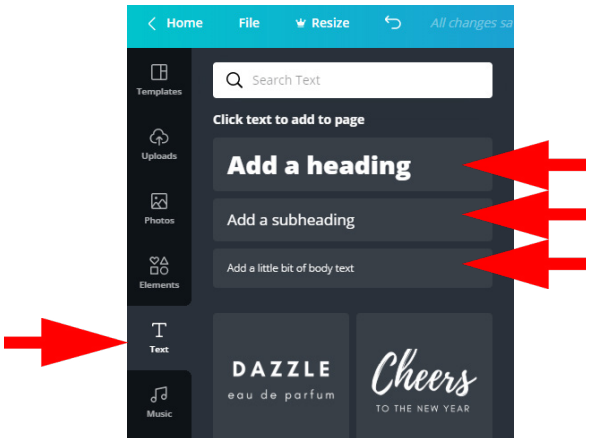


9. Mouse over Page One of your document and right-click. Click on SET IMAGE AS BACKGROUND to lock it in place. Repeat for Page Two, if you have one.



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.

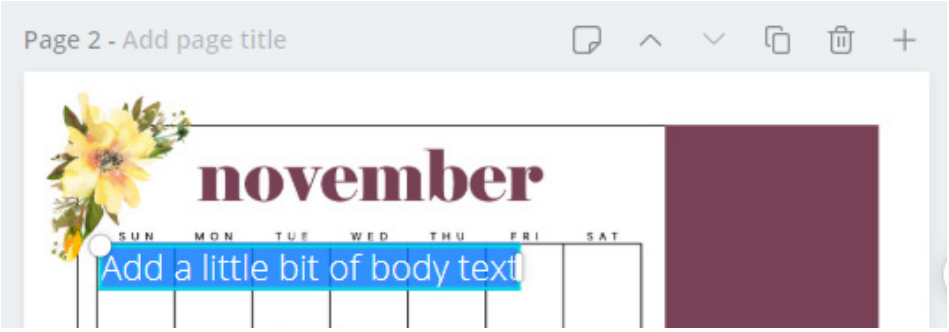


3. A text box will appear on your image. Position as desired and type in text. The text box will expand to fit the information you type.

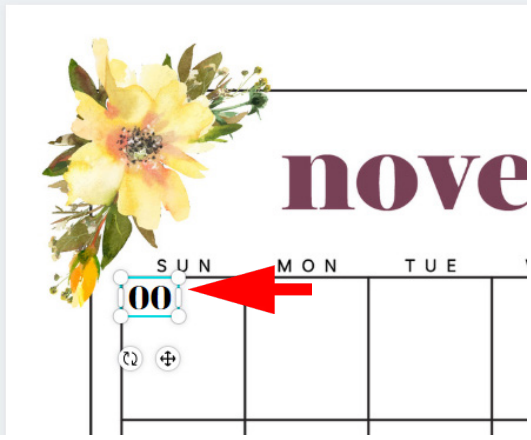
4. To change font, size, alignment or color, click on the text box and then make changes in the menu bar.
5. NOTE: If you can't find a font you like on Canva, you can upload your own font, but you must upgrade to a Canva Pro subscription.

Adding Text to Calendar Spaces

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

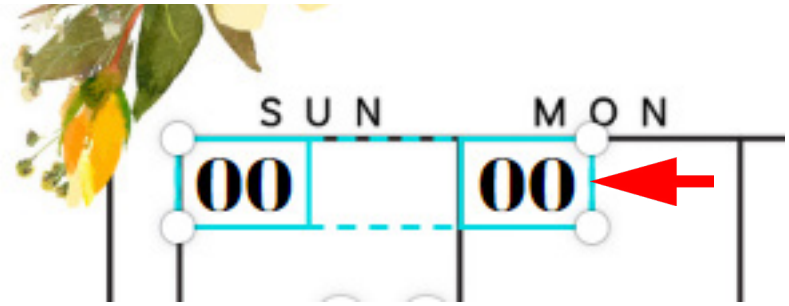


3. Type the number 00 (zero-zero) in the text box.
4. Set the font, size and alignment of the number box at the top of the page.
5. Size the text box using the handles and position in the top corner of the first calendar date square.

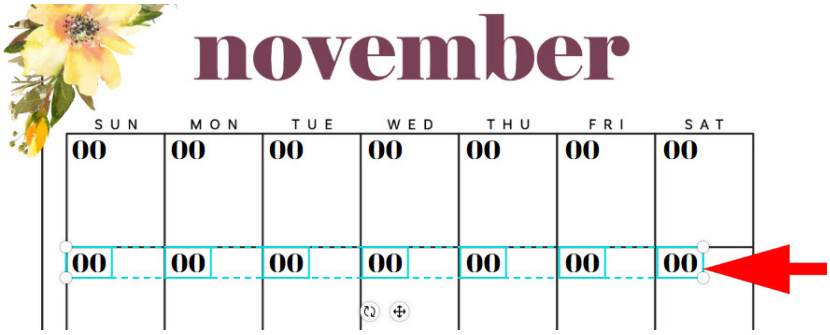


6. To avoid the need to create multiple text boxes individually, you can copy and paste text boxes.
7. To copy text box: Right-click on the calendar number text box. Click COPY on the popup. As an alternative, click on the text box to copy and click CTRL/CMD+C. (CTRL for Windows, CMD for Mac.)
8. To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

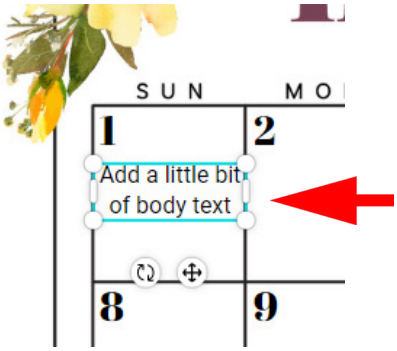
10. To save time, copy multiple text boxes together. Create a week's worth of calendar number text boxes and then copy and paste all seven text boxes, a week at a time, onto the rest of your calendar.
11. Select several text boxes to copy. Mouse over first text box to copy and SHIFT+click. Mouse over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



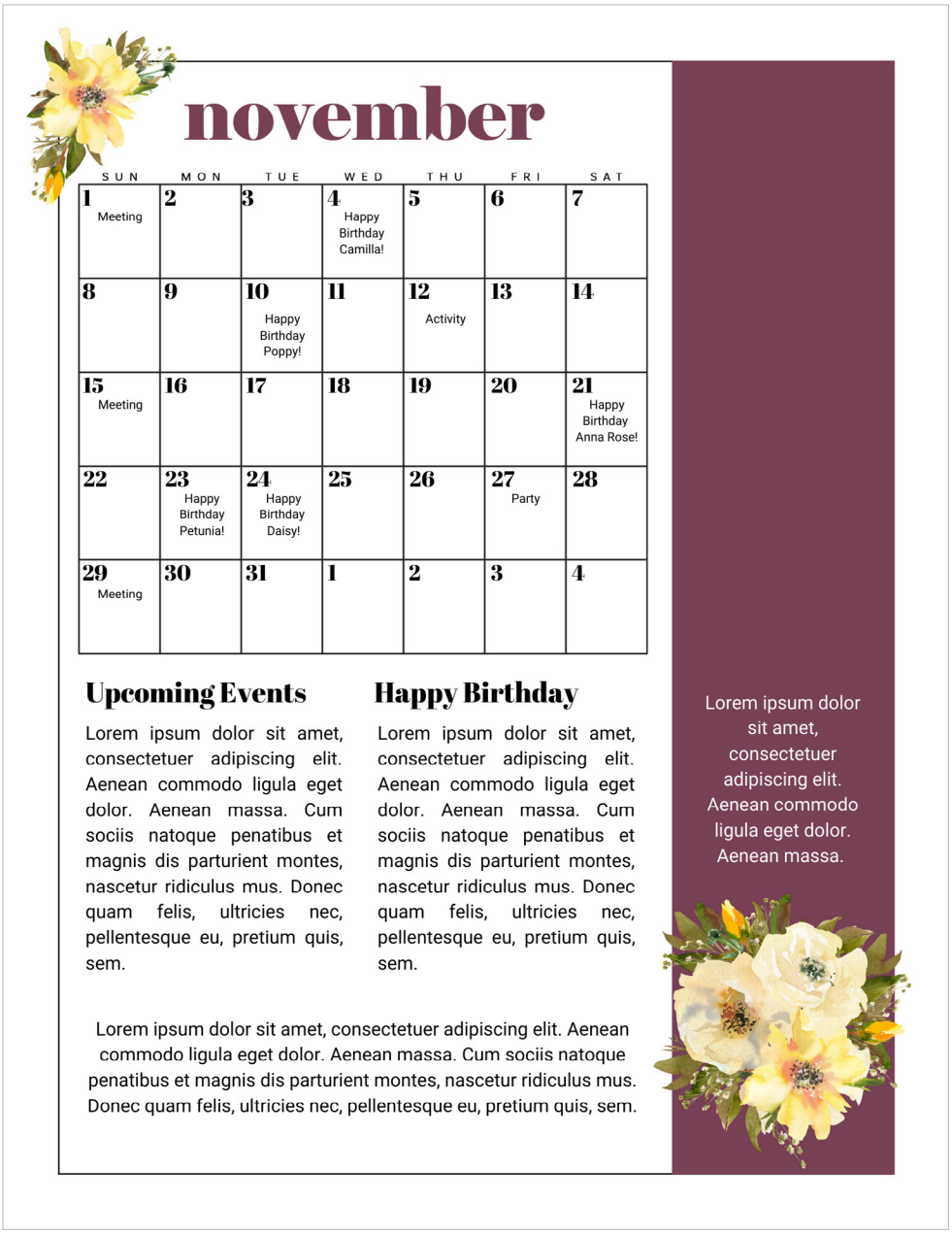
12. Paste selected text boxes by clicking CTRL/CMD+V. Once pasted, drag the entire group of new text boxes to the proper position.



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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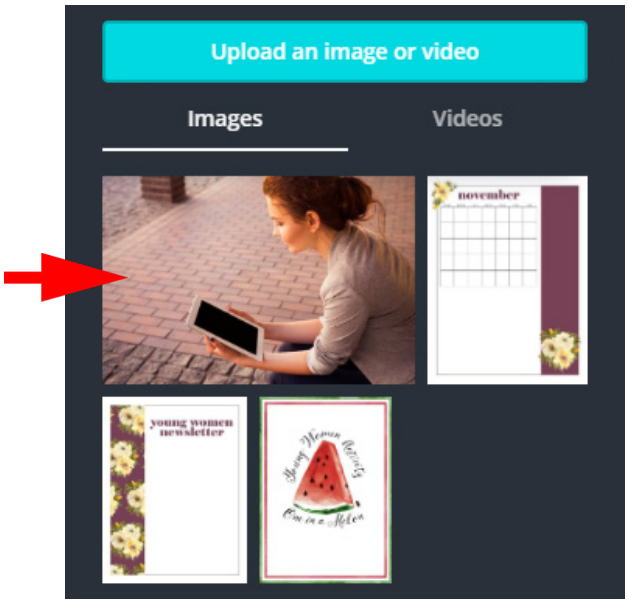
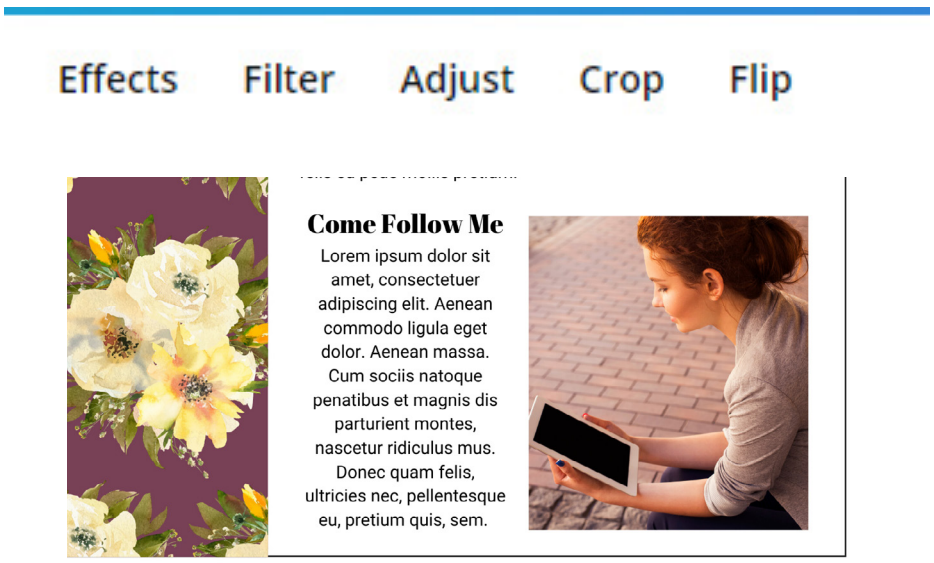
Adding Images or Clip Art

1. Upload any photos or clip art you wish to add to your document. 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.

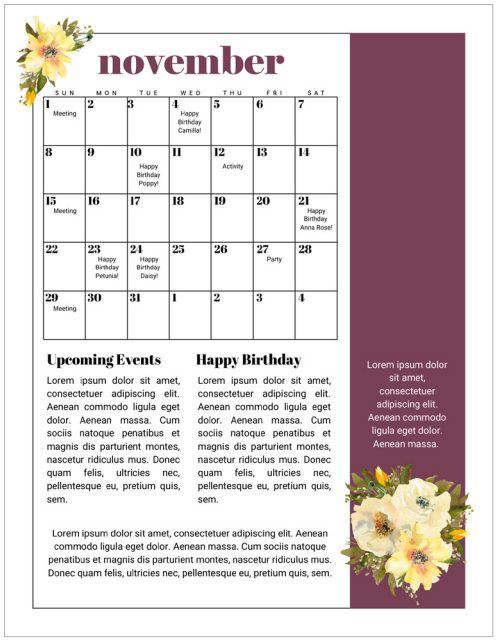


4. Resize the image using the handles and drag to the desired location.
5. Crop, apply effects, adjust or flip your image using the top menu.

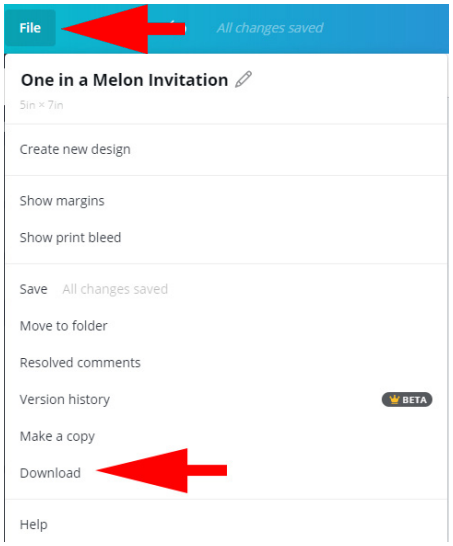
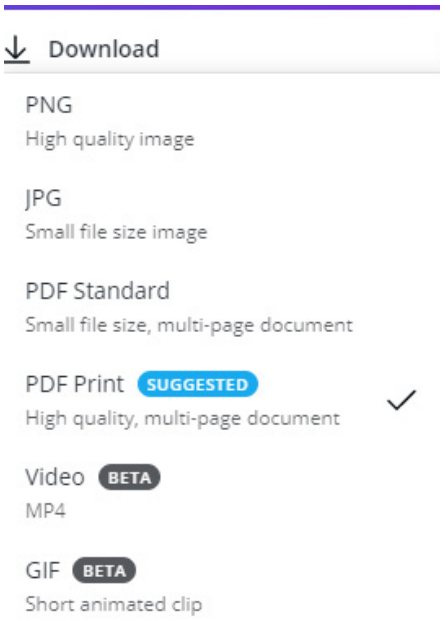


Finishing & Sharing

1. Make any changes to the layout of your document until finished.



2. You must download your document 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.