



Adding Text & Images to JPEG Files

Add your custom text and images to JPEG files using the free online program [Canva](https://www.canva.com).

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. Download and install your preferred fonts before adding text. Refer to your software/operating system documentation for font installation instructions.

Fonts Used:

- [Little Dinosaur \(for purchase\)](#)

Fonts Available on Canva:

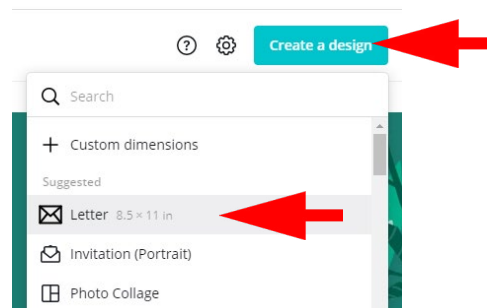
- Luka
- A Day Without Sun
- A Day Without Sun Text

Similar fonts available for upload with Canva Pro:

- [Please Write Me a Song \(free download\)](#)
- [Little Dinosaur \(for purchase\)](#)

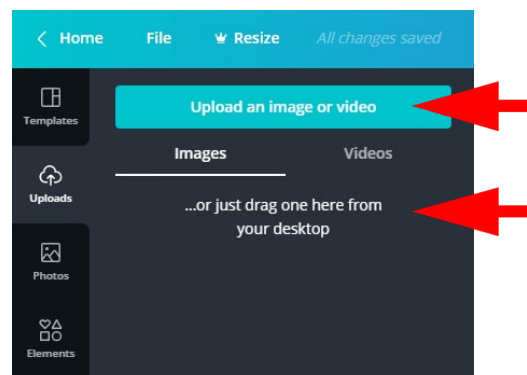
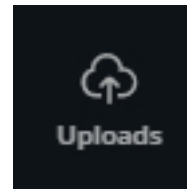
Setting Up the Document

1. Open [Canva](https://www.canva.com) (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.

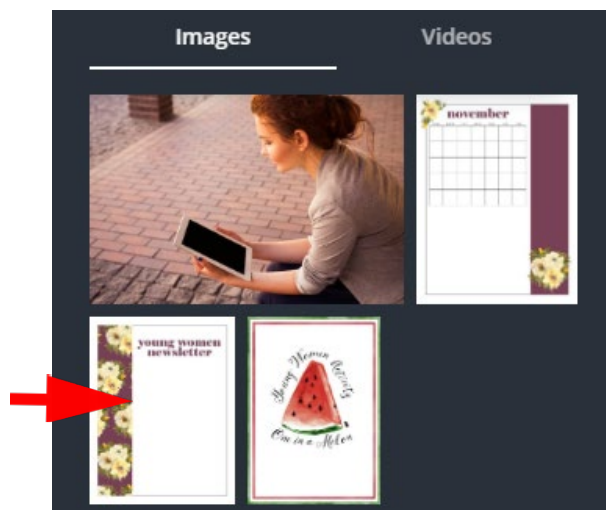




4. Upload the JPEG file. Click UPLOADS in the upper left of the sidebar menu on the left.
5. Click on UPLOAD AN IMAGE and navigate to the desired JPEG file on your computer or drag the desired files into the OR JUST DRAG ONE HERE FROM YOUR DESKTOP area, the dark area below UPLOAD AN IMAGE.

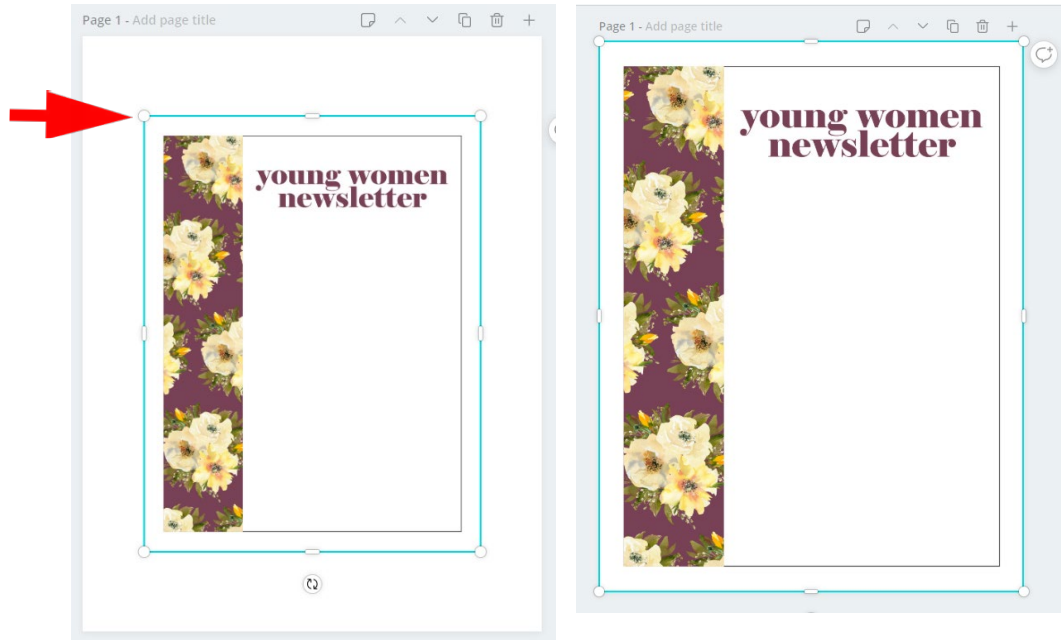


6. To insert the JPEG image, click on Page One of your document and then click on the JPEG image in your IMAGES library on the left-hand side of the screen.

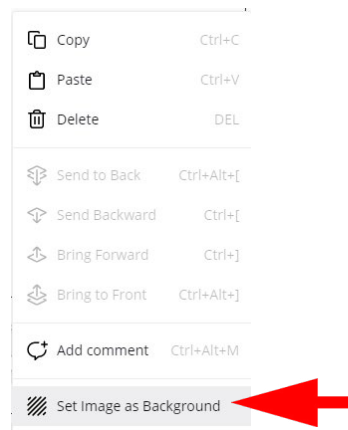




7. Resize the image to fit the full page using the handles and dragging until the it fills the page.



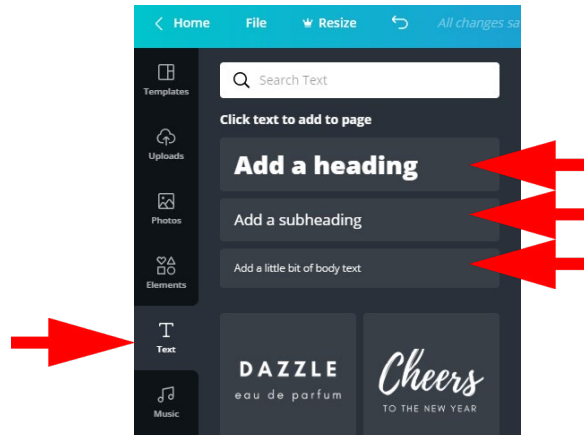
8. Mouse over Page One of your document and right-click. Click on SET IMAGE AS BACKGROUND to lock it in place.





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.

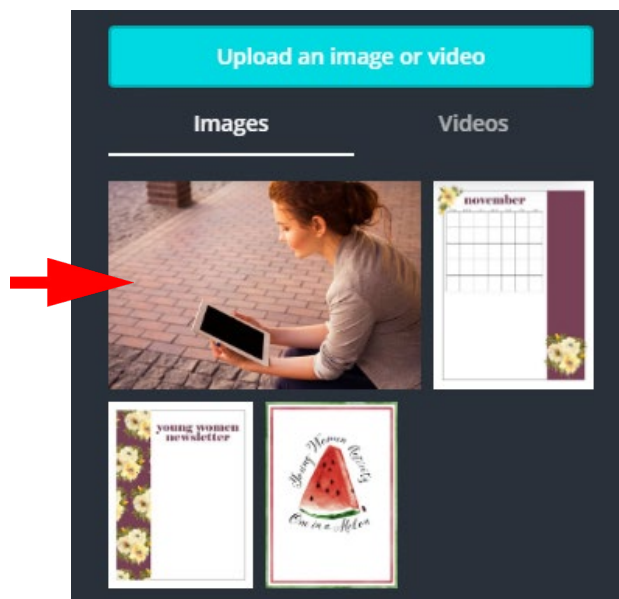


6. Add all text boxes for your document.



Add Images or Clip Art to Document

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.

Effects Filter Adjust Crop Flip



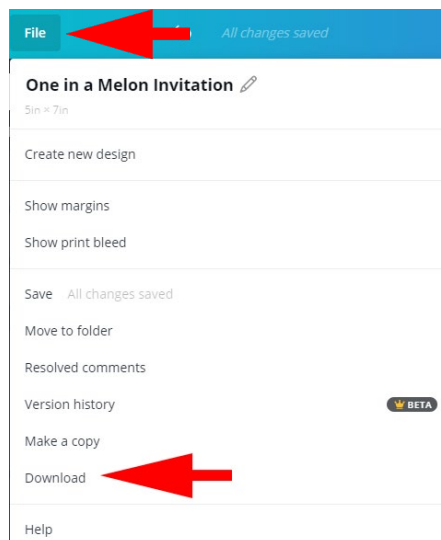


Finishing the Document

1. Make any changes to the layout of 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.

