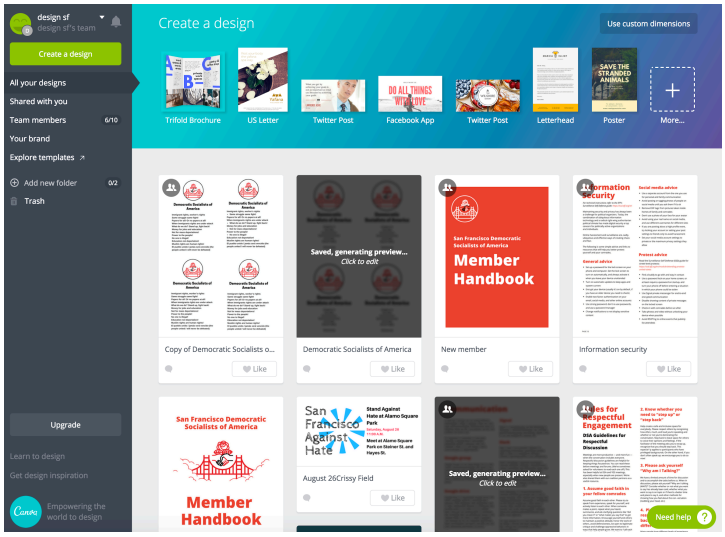
How to make graphics

Resources bank:
Socialist clip art
DSA SF Design Drive
DSA SF Photos
Generic Clip Art

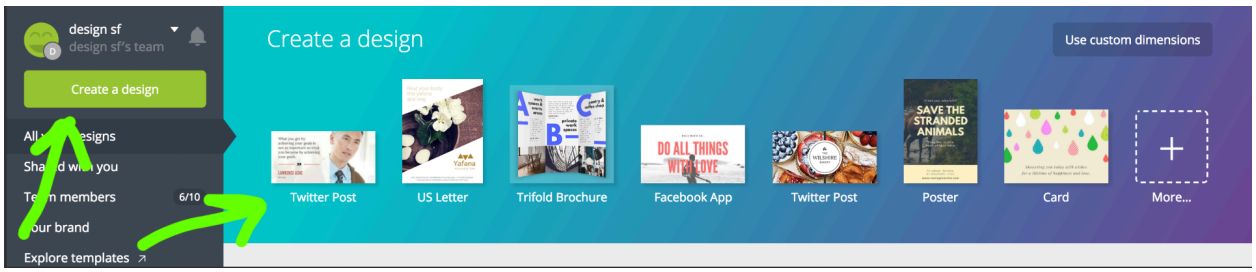
Step 1: sign up for a free canva.com account

Canva is a free graphic making tool that anyone can use to make fast, professional looking graphics.



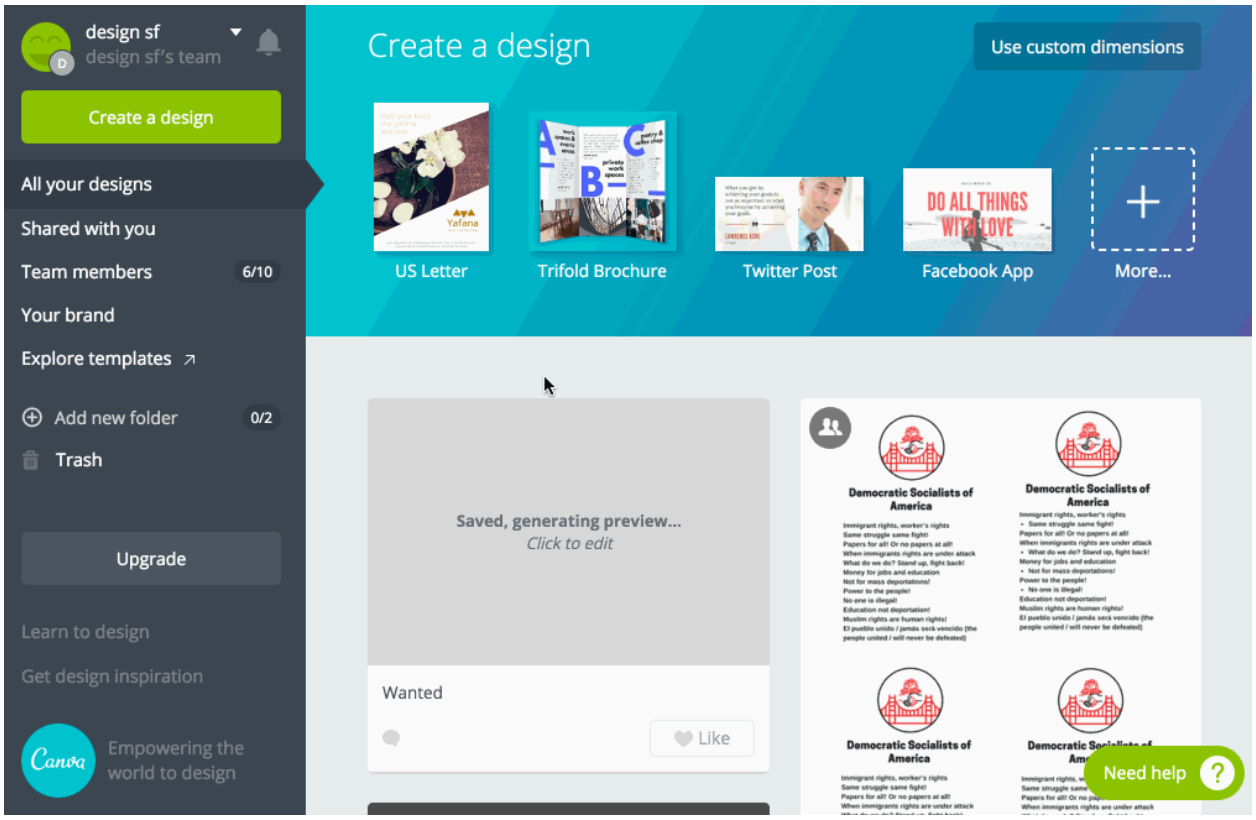
Step 2: Create a design

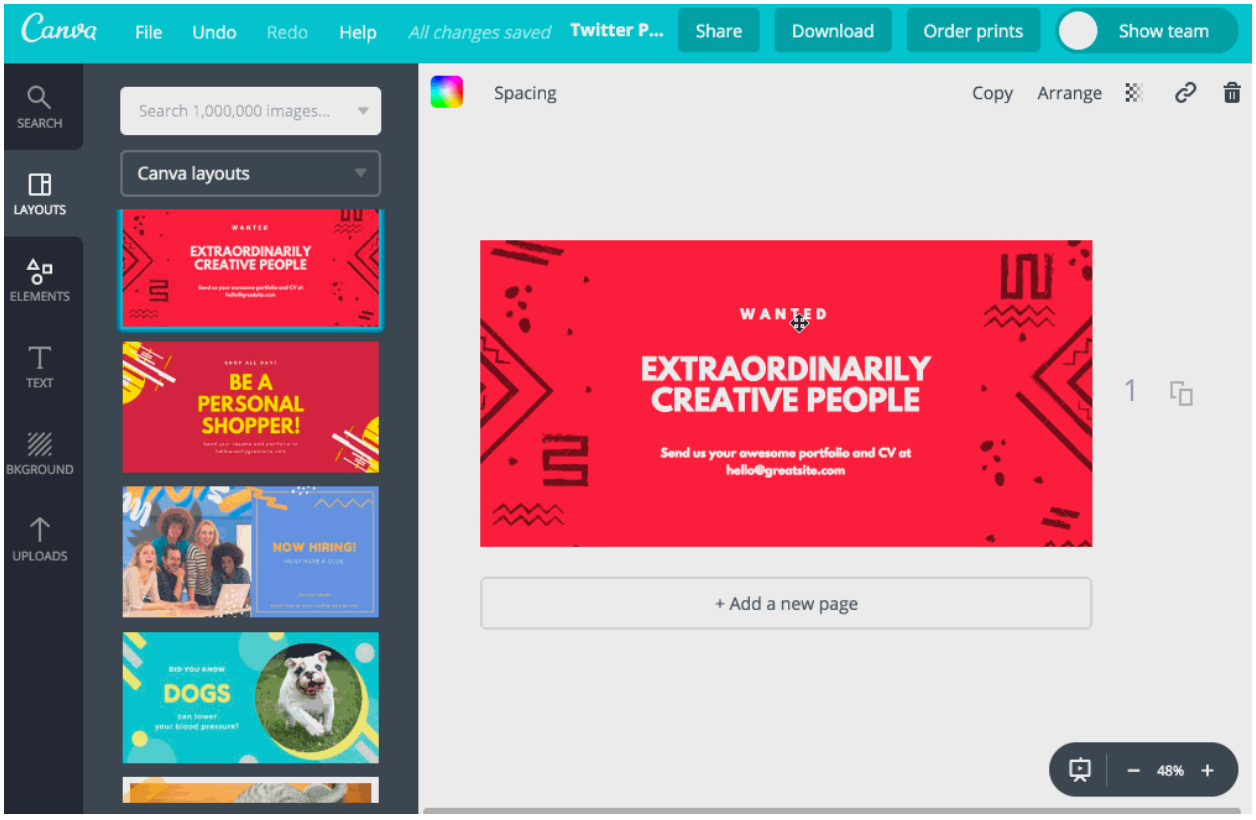
Start by clicking the green button or choose from any of the “quick launch” options at the top.

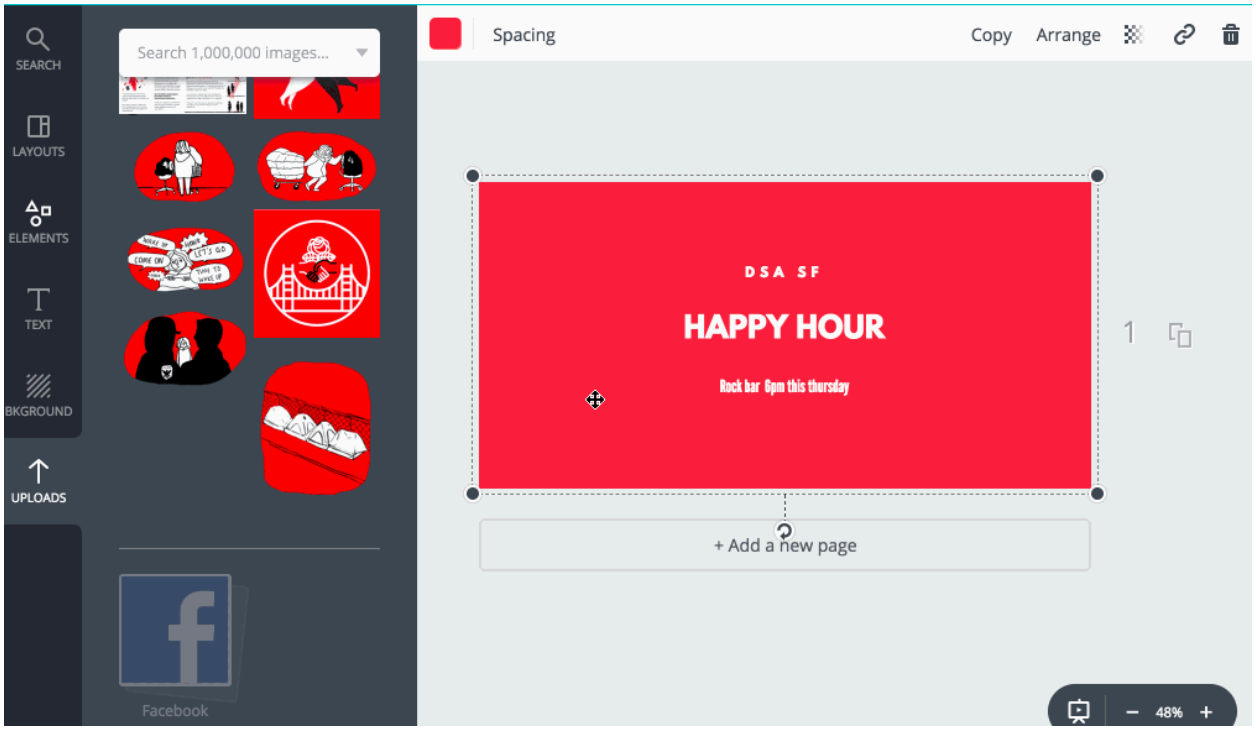


Step 3: Start from a template or start from scratch

I usually start from a template and edit it.




Canva
File
Undo
Redo
Help
All changes saved
Twitter P...
Share
Download
Order prints
Show team
SEARCH
LAYOUTS
ELEMENTS
TEXT
BKGROUND
UPLOADS
Search 1,000,000 images...
Canva layouts
EXTRAORDINARILY CREATIVE PEOPLE
BE A PERSONAL SHOPPER!
NOW HIRING!
DOGS
Spacing
Copy
Arrange
WANTED
EXTRAORDINARILY CREATIVE PEOPLE
Send us your awesome portfolio and CV at hello@greatsite.com
1
+ Add a new page
48%


SEARCH
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Search 1,000,000 images...
Facebook
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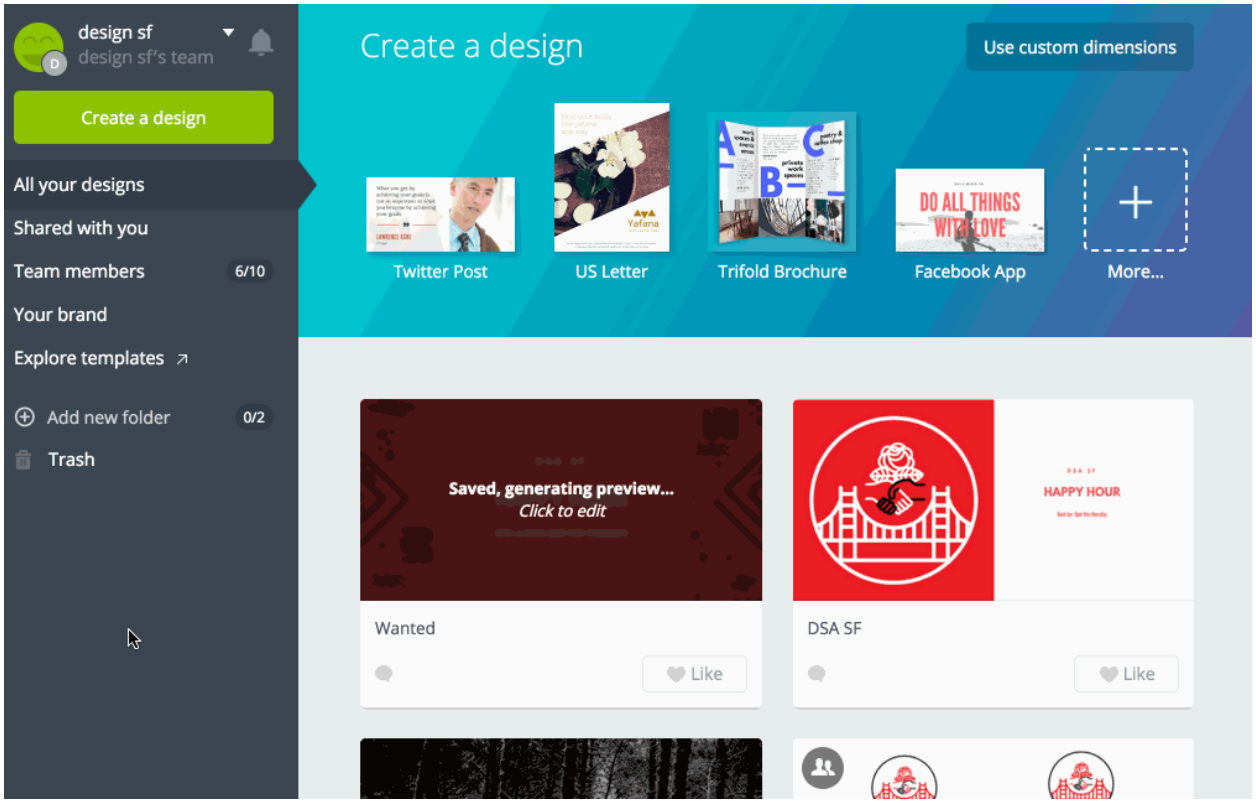
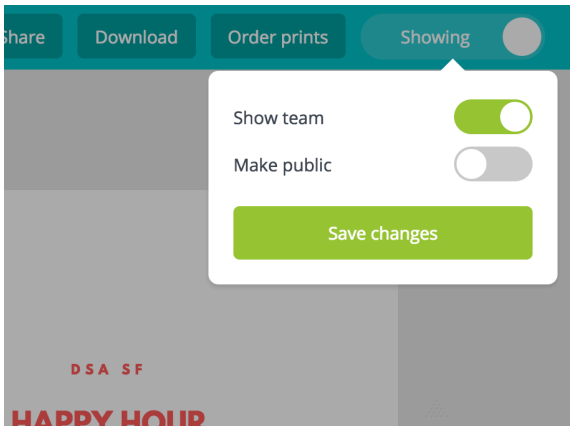
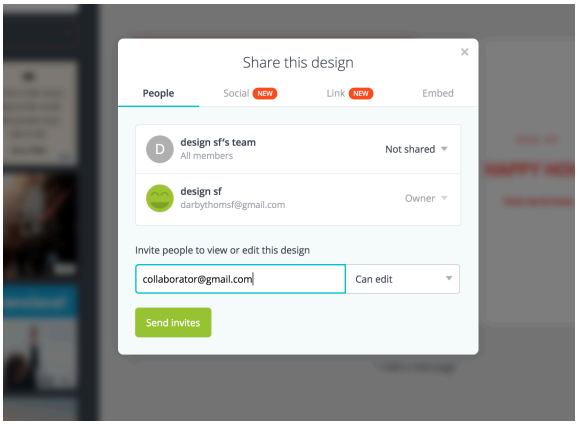
Arrange
DSA SF
HAPPY HOUR
Rock bar 6pm this thursday
1
+ Add a new page
48%

How to upload your own graphics:

1. Get files you need from here and save them to your computer: https://drive.google.com/open?id=0B_Dc1Wd7-WSUVUlNeVNfX1YyOWM
2. Click the ‘uploads tab’
3. Upload them. You’ll be able to access these graphics forever now!

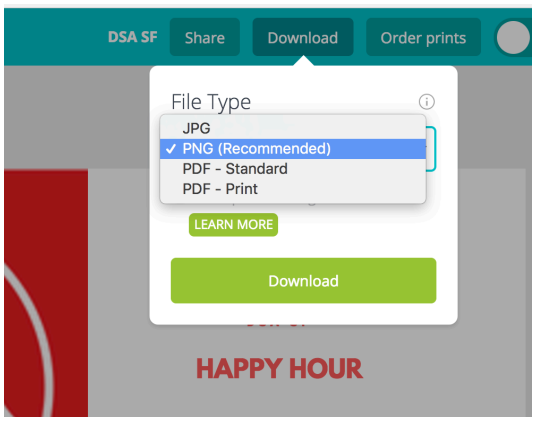


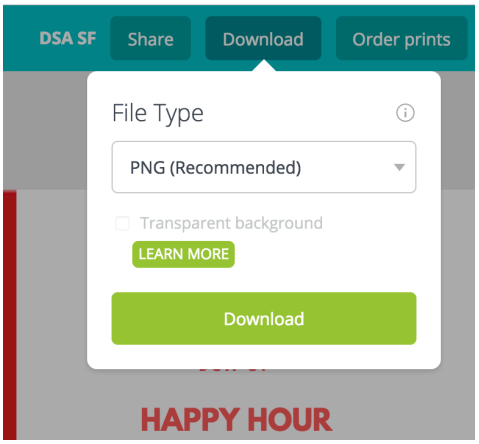


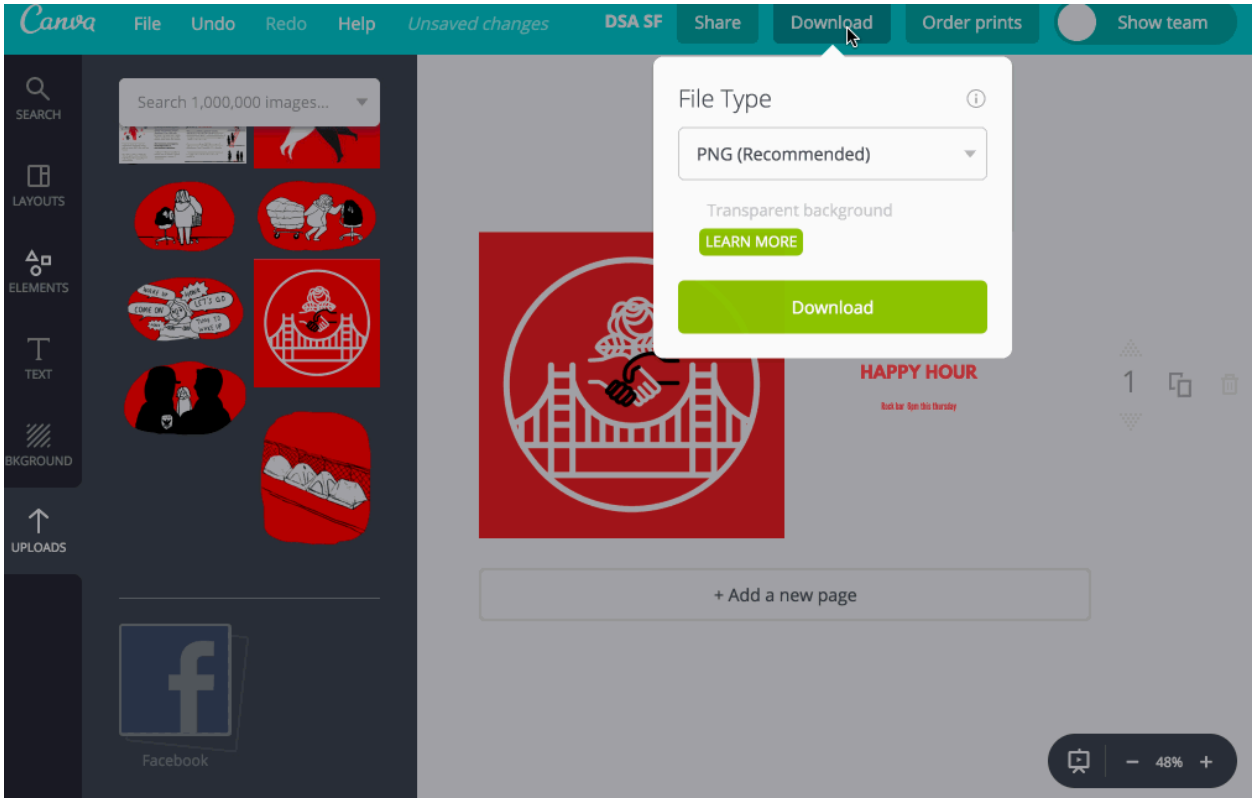


How to download

USE PNG: If the graphic will be distributed and viewed only on the web
USE JPG: If the graphic is mostly a photograph
USE PDF - Standard: If the graphic or document will be distributed and viewed only on the web
USE PDF - Print: If the graphic will be printed







Tips for printing

Will you be printing this with the office printer? Here's some advice

1. Make "low ink" designs:
    a. Don't use color backgrounds
    b. Avoid photographs
2. Make a design that will look good in black and white. We are always out of toner.
    a. Use high contrast colors