Creating a Facebook "Cover"/Banner
# Using Canva - Pro Version Only
Just the Basics

Nowadays, many chapters have a Facebook presence. The graphic that is at the top of the chapter's page, can be changed whenever you want. You can use Canva to create a new "cover" or banner that can incorporate text, graphics, and photos.

On the Internet, because it is generally viewed on screen and screens are often measured in pixels, the sizes of graphics are normally expressed in pixels, not in inches. According to Facebook, as of July 2024, the recommended size for group cover photos is 1640 pixels by 856 pixels, but that is not etched in stone. Many recommend 820 pixels x 312 pixels. Facebook does say it has to be at least 720 pixels wide. It's all over the place for recommended sizes!

To make your own Facebook Cover/Banner in Canva:

A) Select the Template

1) On the Home screen, there is a Search box. Type "facebook cover photo" into the search box.
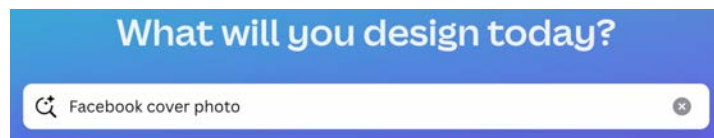
2) You will see a LOT of templates you can choose from. Select a template by clicking on it, then click *Customize this template."*

3) If you do not want to start with a template, you can select the first one, *Create a blank facebook cover photo*.

4) Note that you can select a template even after you start with a blank template.

B) Choose a Template (or create your own)

On the left side of the screen, you will see a list of possible alternate templates to choose from to edit. You can also make up your own from scratch. You can do any of the following:

1) Choose from the templates as presented on the first screen or change to a different one once you have said to customize the one you selected. Just click on the one you want.
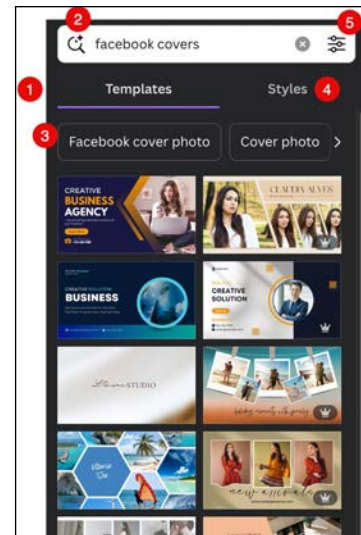
2) You can also use the *Search templates* box at the top, if you have a specific idea in mind such as "collage facebook covers." You can even use their AI (Artificial Intelligence) and type in at least a 5 word description to see what they might offer as a template.

3) You can click on the Templates buttons for other types of Facebook covers templates, using the arrows to move back and forth among them. Clicking the little x in the Search box returns you to the original templates.

4) If you want to just change up the colors that go together, click the Styles button.

5) If you click the Filter button on the right side of the search box, you can even tell it what main color you want to choose your template from. If you want to choose from templates with lots of pink in them, you get results that look like the one on the right.
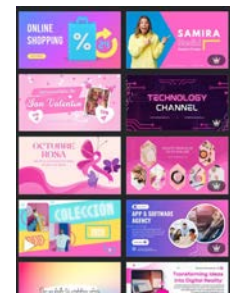
C) Adding Your Own Photos

You can completely customize any template you select. Below is the edited Photo Collage template as an example. One way to replace the images in the collage with those you choose is outlined below.

1) First, select the photos that you will want to use by uploading them. To do that:

   a) Click the Uploads button on the far left, then click Upload Files. It defaults to asking you where the picture is on your computer.

   b) Navigate to where the file is on your computer, select it, and click Open.
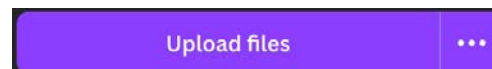
c) The photo will now appear in the pane below the Upload Files button. Since this collage uses five photos, we uploaded five photos to use.

2) Click on the first photo you want to replace in the collage, click the trash can above it, and choose to *Delete image*. This is technically optional, but will help with the overall file size.
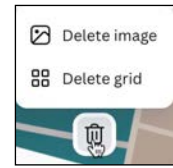
3) Next, in the pane on the left, click on the photo you uploaded that you want for your first picture in the collage.

a) This will put the photo in the center of the entire collage.

Where you want the picture to go.

Picture to put into the location on the left.
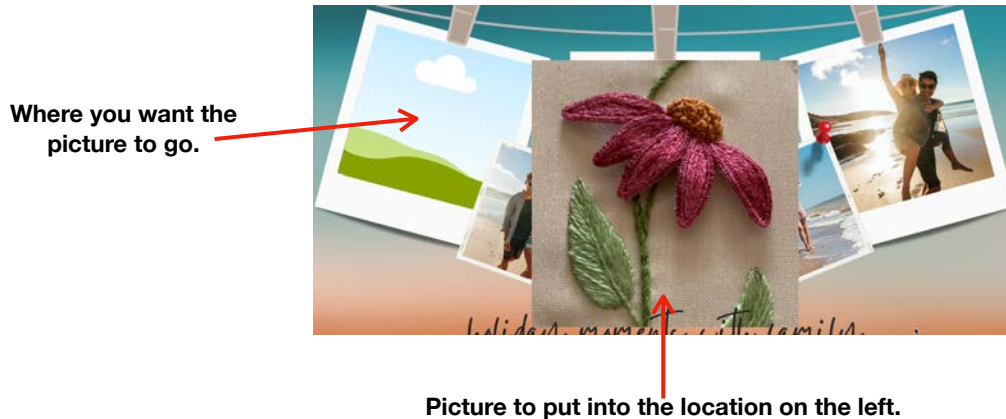
b) Drag the photo until you see its image show in that first location.

c) Release the mouse button. You will now see your photo within that first location, perfectly resized and centered. Repeat for the rest of the photos.

Note that you can double-click a photo and do some minimal moving of it if you feel it's too cut off.

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C) Editing the Text

As with any word processor, you can highlight the text and change the font, size, style, color, and more. Just use the toolbar that will appear at the top once you have highlighted the text.

1) Font
2) Font size
3) Font style (e.g. color, **bold**, *italic*, underline, ~~strikethrough~~, case)
4) Alignment (left, center, right, full)
5) List (none, bulleted, numbered)
6) Spacing (*e.g.,* between letters and lines)
7) Effects (fancier styles—shown on the left when clicked)
8) Animate - more useful in a presentation, but see **Note** at the end of this section.
9) Position - if you have more than one text box, you can use this to determine which one is the frontmost, or the one in the back, *etc.* (layers)
10) Transparency - determines the transparency of the text. It is set at 100% (not transparent) by default.
11) Copy Style - If you like the font, size, and other looks of text in a text box, click this button to copy all of those settings. Click the button again (it's now Paste Style) and click on a text box you want to change to match the one you used to copy the style.
12) Lock Position Only - prevents you from accidentally moving a text box or a graphic.

D) Change the Background Color

If the template's background color doesn't work with the pictures you selected, you can change that. Click anywhere on the cover/banner's current background to get started, click the *Background* color button, and a color pane will open on the left.
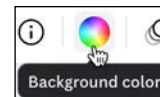
1) At a click of a button, you can choose a different color—a solid or a gradient.

2) If none of the colors work for you, click the *Add a new color* button.
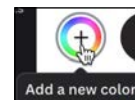
3) If you choose to add a new color, you can add either a new solid color to use or create a new 2-color gradient. You can change the colors in the gradient, change the order of the colors for that gradient by dragging them around, and choose the style of the gradient.
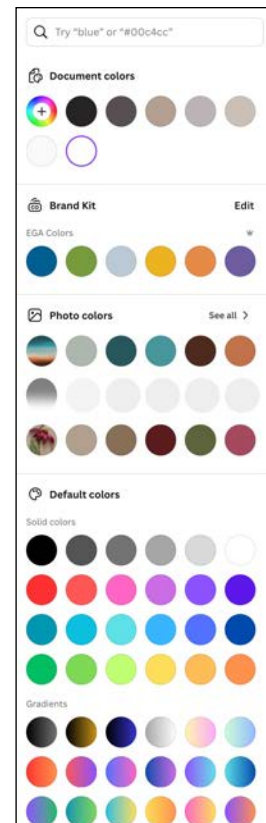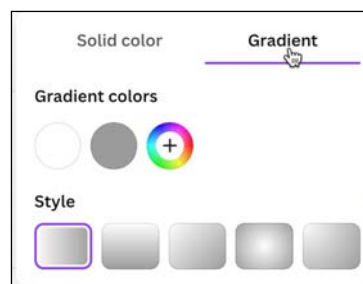
4) As you play with the colors, your most important button will be the UNDO button!
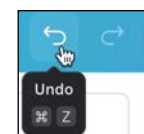
5) Note that if the background happens to be a picture, you still click on the background, but now the button becomes *Edit image*, with a ton of choices for changing how that background looks.

a) If you click the Background button on the far left, you can select a new background with a click of a button.
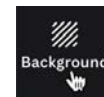

b) If you right-click the background, you can choose to delete the background image completely and replace it with colors as outlines above. Then click the Background button and you'll have your choice of landscapes, patterns, gradients, textures, and more.
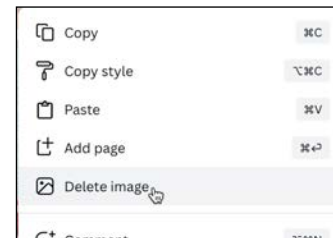
F) Set the File Name for Canva

Up until now, Canva has given this file a default name, which is the name of the template. In this example, it is currently named *holiday moments with family*. It needs to have a more descriptive name so that you can find it to possibly edit it later on.
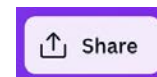
To rename the file, double-click on the name as it appears in the upper left, type in a new name, and press Return/Enter.
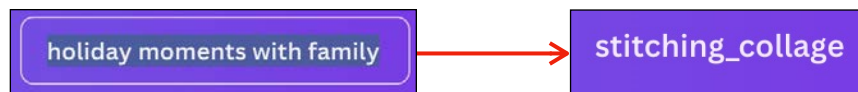

Your work is automatically saved, too!

G) Export the File to Use on Facebook (computer directions)

1) Click on the Share button in the upper right corner and select Download.

2) Facebook is OK with the default of a .png file but will happily take a .jpg file. Canva is suggesting we use a .png file (a little larger file but it does well with lots of colors and re-editing), so all you have to do is click the purple Download button—no changes needed for anything else in this window. Just navigate to where you want to save the file and click Save.
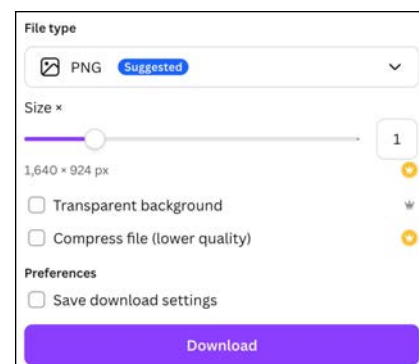
3) In the lower right corner will be a progress window, showing you how the download is progressing. When the download is complete, and your file is ready to use, not only will it tell you it is complete, but it will give you a link so that it will take you to where you saved your file (helpful in case you didn't pay attention to where you saved it!).

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G) How to Change Your Facebook Cover Photo (directions from Facebook)

1) Click your profile picture in the top right of Facebook.

2) Click Edit Cover Photo in the bottom right of your cover photo.

3) Click Select Photo. If you don't currently have a cover photo, click Upload Photo.

4) Click Upload Photo to upload a new photo from your computer or Select Photo to pick a photo from one of your Facebook albums.

5) Once you choose a photo, you can reposition it by clicking the image and dragging it up or down.

6) Click Save Changes.

Some Suggestions for Better Cover Photos

■ If you put the main part on the right side, it will draw attention across the graphic— especially since people read right to left.

■ For text, try keeping it at the top left or center.

■ You can "match" your profile picture to your cover photo for a more professional look.

■ Since a lot of people may be viewing your page on a phone or tablet:

○ Is the text readable?

○ Will the finer details be visible on a smaller screen?

○ Is anything cut off when viewed on a smaller screen?

■ If your new cover photo's file size is really big, Facebook will try to reduce the file size. That can make the quality of the cover photo not as good as you planned and look pixellated. To avoid this, Facebook recommends a size of 100k or less.