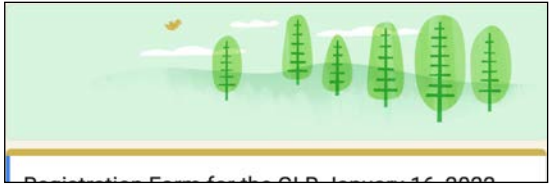


# Creating a Google Forms and Sites Banner Using Canva - Pro Version Only Just the Basics



From Google



From Canva


If you have created a Google Form or a Google Site, then you know that Google provides quite a few stock images for the heading at the top of the screen.

Sometimes, nothing seems to fit the topic, and you would like to have one that is related to what the form is about. A workshop. A contact form. A membership form. A survey or poll.

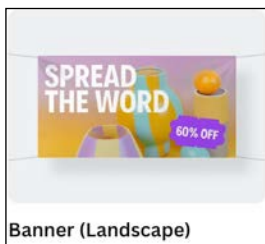
The optimum size for a **Google Forms banner is 1600 x 400 pixels**. For a **Google Site, use 1600 x 1068 pixels**. Don't worry if you don't know what that is in inches; just know that in "computer-speak," that's the size that Google Forms and Google Sites handles really well for a heading. Not that the directions talk about Forms, but the directions are essentially the same for creating a banner for both, except for the size.

## To make your own Banner in Canva:

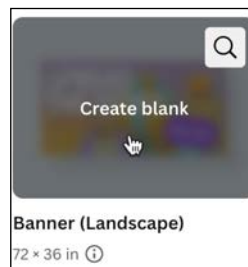
### I. Choose Banner (Landscape)

On Canva's home/main page (you can always click the  button to get there), find the *Banner (Landscape)* tile. When you hover over it, it changes to say *Create Blank*. Click it.

If you have a problem finding it, you can use the search box at the top under *What will you design today?*. When you click into it, (1) click the *Template* tab and (2) type in *Banner*. (3) Select *Banner (Landscape)* from the list that is presented.



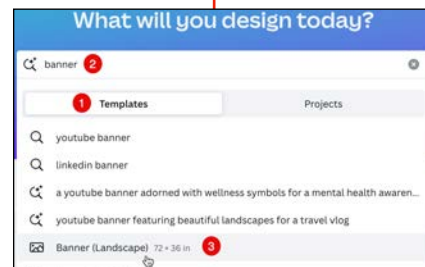
Banner (Landscape)



Banner (Landscape)

72 x 36 in

OR



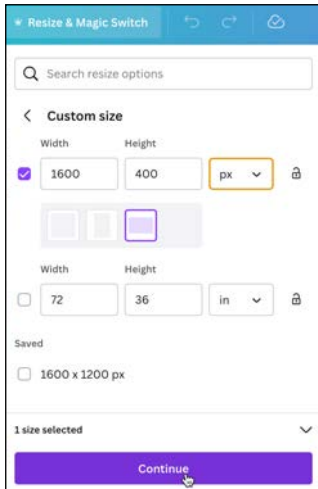
## II. Resize to 1600x400 pixels

On Canva's home page, before you clicked Create Blank, you may have noticed a notation about it being 72 x 36 inches. You can create physical banners that have this measurement, but we want something a LOT smaller.

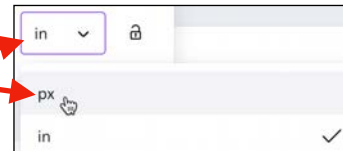
To resize your banner to the 1600 pixels x 400 pixels (or 1600 x 1068) that we need, click the *Resize & Magic Switch* button in the upper left corner.



Under *Browse by category*, select *Custom size*.

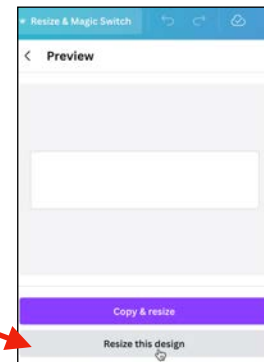


The sizing measurement is pre-set to use inches (in), which is fine if you are printing. Computers use a different measurement, pixels. So use the dropdown menu and change the measurement to px (pixels).



For a form, enter 1600 for the width and 400 for the height, as shown on the left (1600 and 1068 for a Sites banner), and click *Continue*.

Canva will show you a preview of how it might look, so since this is the correct size, click *Resize this design*.

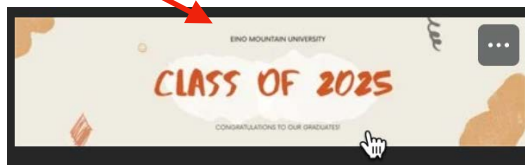


Now for the fun stuff!

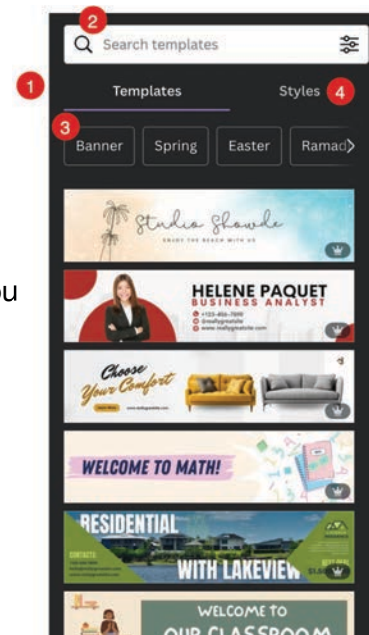
## III. Choose a template (or create your own)

On the left side of the screen, you will see a list of possible 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. Just click on the one you want.



- 2) You can also use the *Search templates* box at the top, if you have a specific theme in mind. Note that a search on embroidery or needlework doesn't yield anything.
- 3) You can click on the *Banner* button for templates more specific to banners.
- 4) If you want to just change up colors that go together, click the *Styles* button.

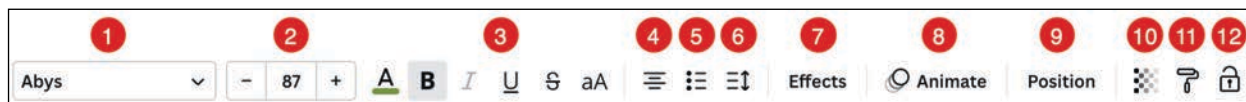


**Warning:** When you select a template, make changes, then decide to use a different template, Canva will ask you if you want an additional page (you don't) or if you want to *Replace the current page*. You want to replace. **HOWEVER... it will completely replace all of your changes** with the new template, removing **any** changes you made.



#### IV. Make your changes to text and images.

You can completely customize any template you select. Below is the edited Class of 2025 template as an example.



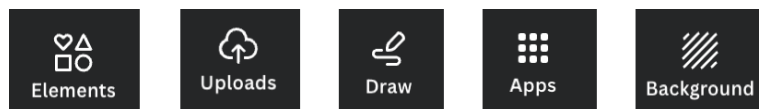
- 1) Font
- 2) Font size
- 3) Font style (e.g. **color**, **bold**, *italic*, underline, ~~strikethrough~~, case)
- 4) Alignment (left, center, right, full)
- 5) List (none, bulleted, numbered)
- 6) Spacing (e.g., between letters and lines)
- 7) Effects (fancier styles—shown on the left when clicked)
- 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.



#### ◆ Text:

- You can delete an entire text box by clicking on it and pressing Delete on your keyboard.
- You can double-click and highlight the text you want to change—font, size, style, and more—using the toolbar that will appear on top.

#### ◆ Images:

- You have several ways to add images.



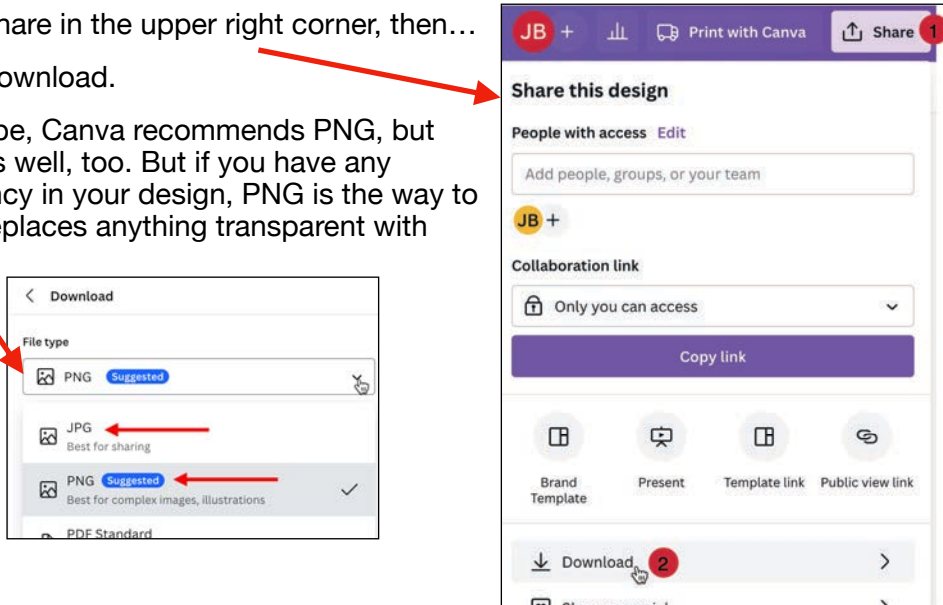
- 1) Elements: use to add circles, lines, arrows, and more, as a graphic, or type Shape into the search box for elements you can edit—including their color 
- 2) Uploads: upload your own picture, chapter logo, and more.
- 3) Draw: use to create your own drawing.
- 4) Apps: there are a lot of AI (Artificial Intelligence) apps to play with here. DALL-E is a popular one. 
- 5) Background: change the color of your background with a template, a gradient, or a solid color.

**Note:** For those who are more adventurous, it is possible to make an animated GIF to use as a banner on a Google Form (but they can be annoying!). You can also adjust the timing to speed things up from the default of 5 seconds for each frame of the animation. When you are creating your heading, adding another page adds the next part of the animation. When finished, click on a page and click the Edit Timing button at the top (🕒 5.0s). Make sure to tell it to *Apply to all pages* before clicking out of it. Next, save it as a .gif file and not as a .png or .jpg. There is also a limitation in the number of colors that a .gif file generally uses—256 colors vs. the millions allowed by a .png or .jpg.

Finished? Then...

**V. Go to Share, then go to Download as a jpg or png.**

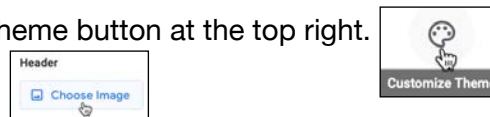
- ✓ Click (1) Share in the upper right corner, then...
- ✓ Click (2) Download.
- ✓ For File type, Canva recommends PNG, but JPG works well, too. But if you have any transparency in your design, PNG is the way to go (JPG replaces anything transparent with white).



- ✓ Once you make your selection, click Download. You will see a small progress bar and an invitation to “Print this with Canva” in the lower right corner. Just leave that alone.
- ✓ Eventually, it will ask you where you want to save your new banner. Navigate to where you want it, making sure the name of the file is also what you want, then click Save.
- ✓ Your graphic is now ready to be used in your Google Form or Site, depending on the size you made.

**VI. Import as a banner into your Google form.**

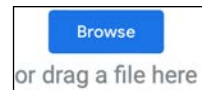
- In your Google form, click the Customize Theme button at the top right.
- In the Header section, click *Choose Image*.
- Google Forms will give you a choice of three sources for your banner: Themes, Upload, Photos.



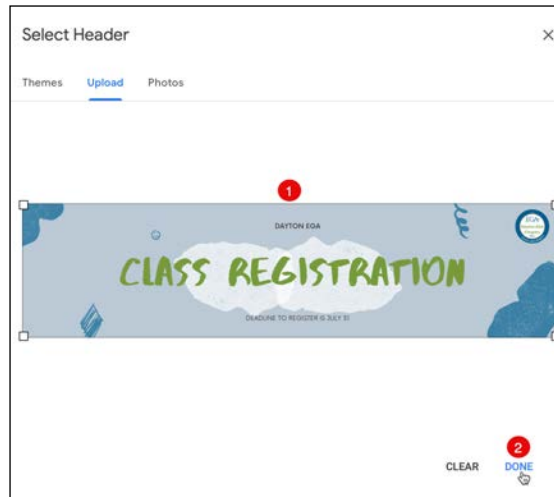
- *Themes*: pre-made banners from Google
- *Upload*: upload a banner file from your computer
- *Photos*: if you have ever put photos into Google Photos (<https://photos.google.com/>), they will show up here.



- Select Upload and click *Browse*. Navigate to where you saved your banner, select it, and click *Upload*.



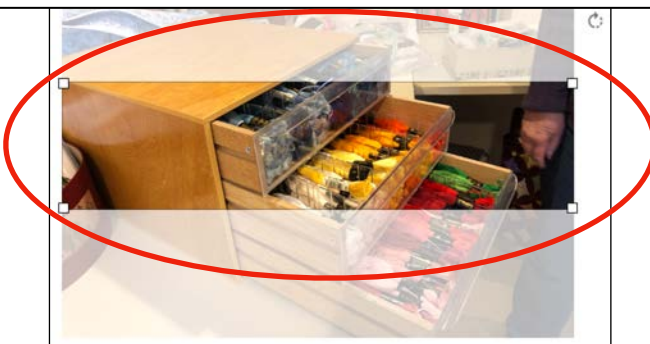
- You will see a (1) preview of how your banner will fit into the allowed area for a banner. Because you created one that is 1600 x 400, it fits exactly as you expected, so (2) click Done.



Notice that the colors in your form are changed to coordinate with the colors in your banner!

So what happens if you use a file for a banner that doesn't measure 1600 x 400? Here are some examples:

This is the area that will show in the heading banner.



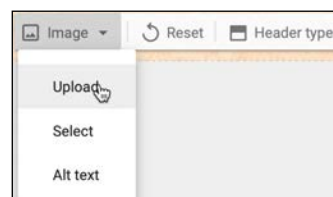
You can drag the white “handles” around to try to fix the size, but Google Forms wants the banner’s measurements to be in a ratio of 4:1. So 1600 x 400, 800 x 200, 400 x 100, etc. is what it’s looking for. Using 1600 x 400 will completely fill the area with no pixellation.



And finally, here is our original banner, but this time, it measures 800 x 200 pixels. Most of it looks OK, but the logo in the upper right corner is a bit blurry—not sharp and clear like the one in the 1600x200 banner.

## VII. Import as a banner into your Google Site.

- On one of the pages in your Google Site, hover over the banner at the top of the page. You will see the options of *Image*, *Reset*, and *Header Type*. Click *Image*.
- In the menu that drops down, select *Upload*.
- Navigate to where you have the image saved on your



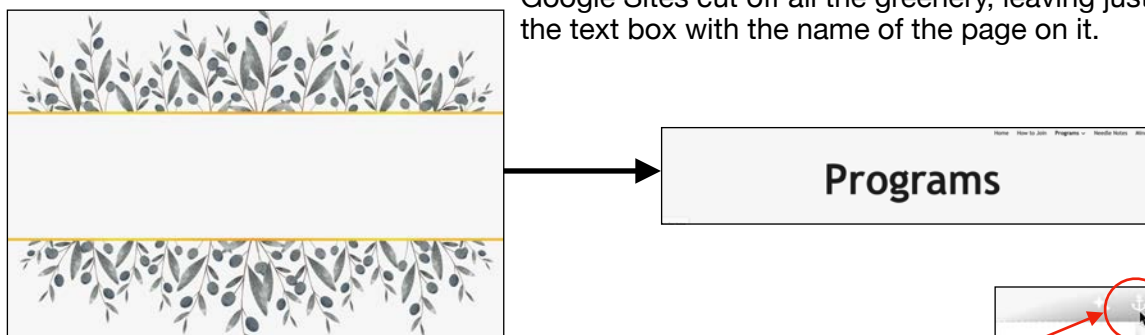
computer, select it, and click *Upload*.

That's it! You now have your new banner on your webpage.

### Things to note:

- 1) Each page of your website can have its own custom banner!
- 2) Even though Google recommends a size of 1600 x 1068, some of the banner will be cut off, especially vertically. If you use elements that stick to the center, you should be OK. In the example above (How to Join), the name of the page was made part of the banner. That made it easier to make sure the name of the page wound up where you wanted it.

Below is a banner with no text in it. When it was uploaded to be the banner on a page, Google Sites cut off all the greenery, leaving just the text box with the name of the page on it.



There is an *Anchor image* button in the lower right corner of the banner area that is very useful in this situation. When you click on it, what it is showing is that the banner is centered in the banner area. If you click the top arrow, then that moves the banner so that the image is anchored to the top of the banner area. Likewise, if you click the bottom arrow, then the the image is anchored to the bottom of the banner area. The top button was clicked, and now you have this:

