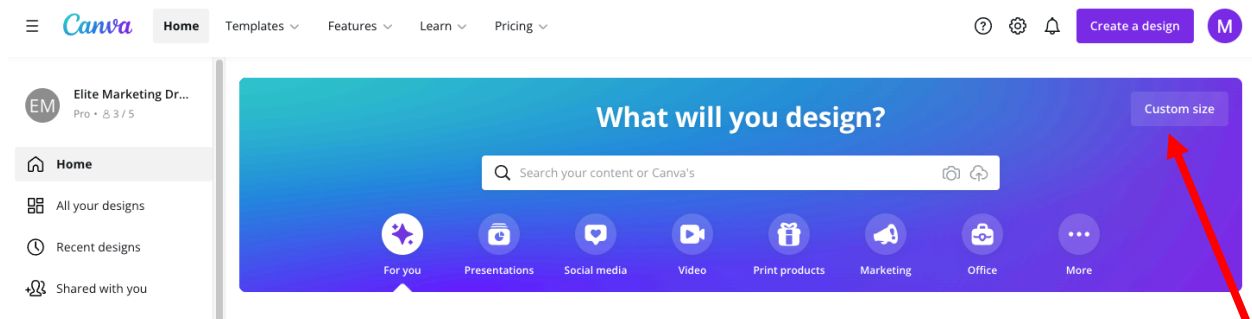# Create a Standard Image Size in Canva

Often, we need images to be the same size, so they appear consistent online. You may need a consistent image size for Blog Posts, recipe posts or even product thumbnails for a shop page for your eCommerce website. Canva is a great free tool to help you accomplish this quickly and easily with very little know-how.

Click HERE to watch a video walk-through of this tutorial or copy and paste this link into your browser: https://youtu.be/cGwWb9qurrM

One of the great things about Canva is you can reuse previous designs and use them as "templates" for everything going forward. Here's how. First login to your Canva account (both the free and paid version works with these instructions)
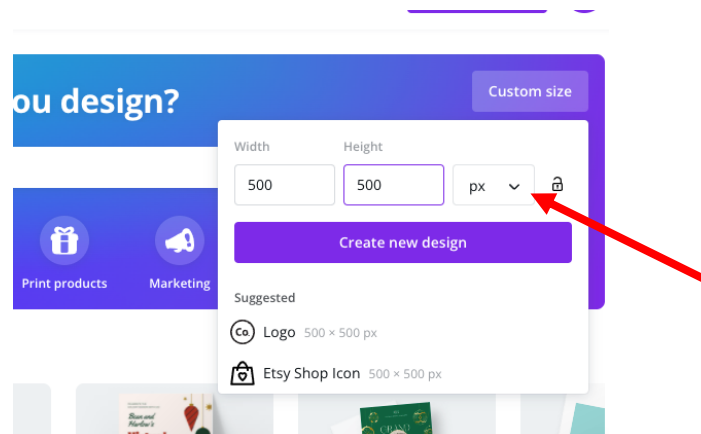
TO CREATE YOUR FIRST TEMPLATE

1. On the home page of your Canva account look in the upper right corner of the screen for a blue/purple button that says "Custom Size"
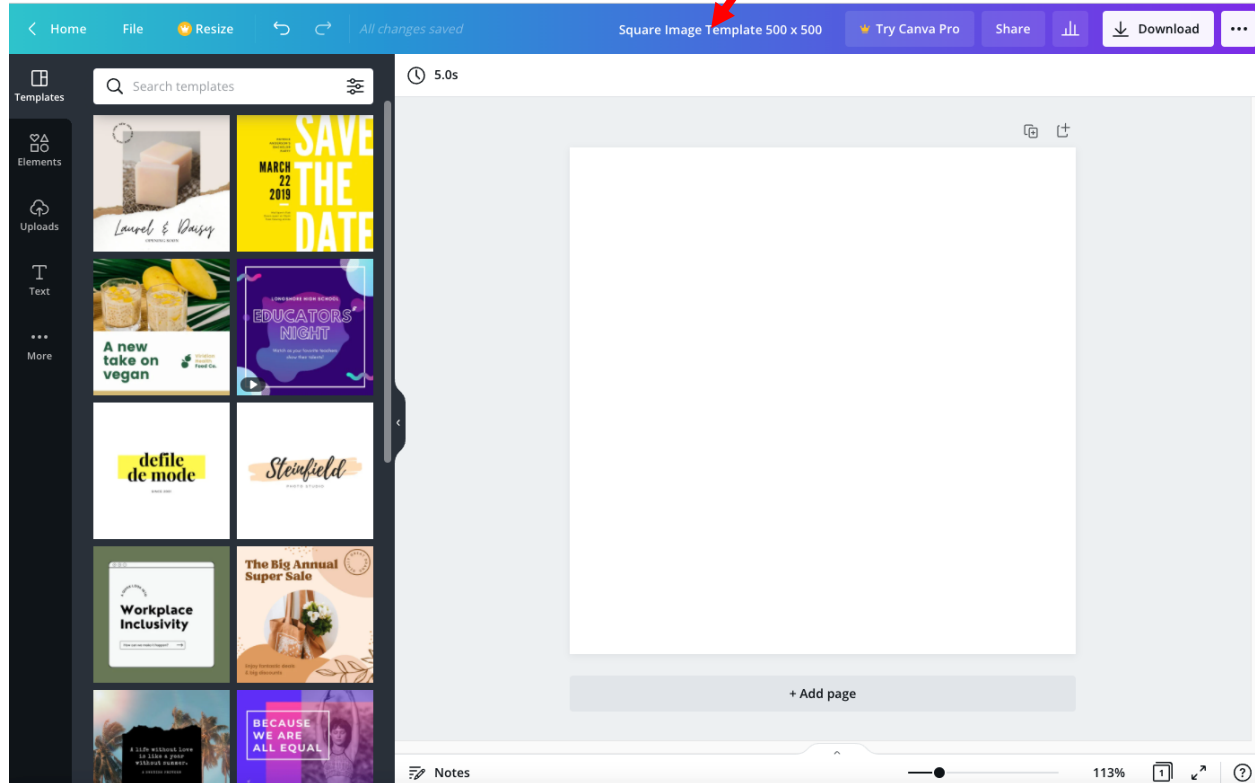

2. Enter the dimensions for the template you want to create, then click on "Create new design" A new tab will open with your workspace. I suggest creating the following 3 template sizes:
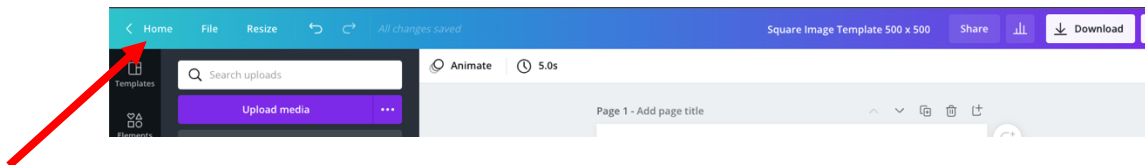
    a. For Landscape images use: 700 x 500 px
    b. For Portrait images use: 500 x 700 px
    c. For Square images use: 500 x 500 px

3. You should now have a 500-pixel square canvas as shown in the screenshot below. At the top of your screen, you can rename your design so you can easily find it later. I'll title this one: "Square Image Template – 500 x 500"
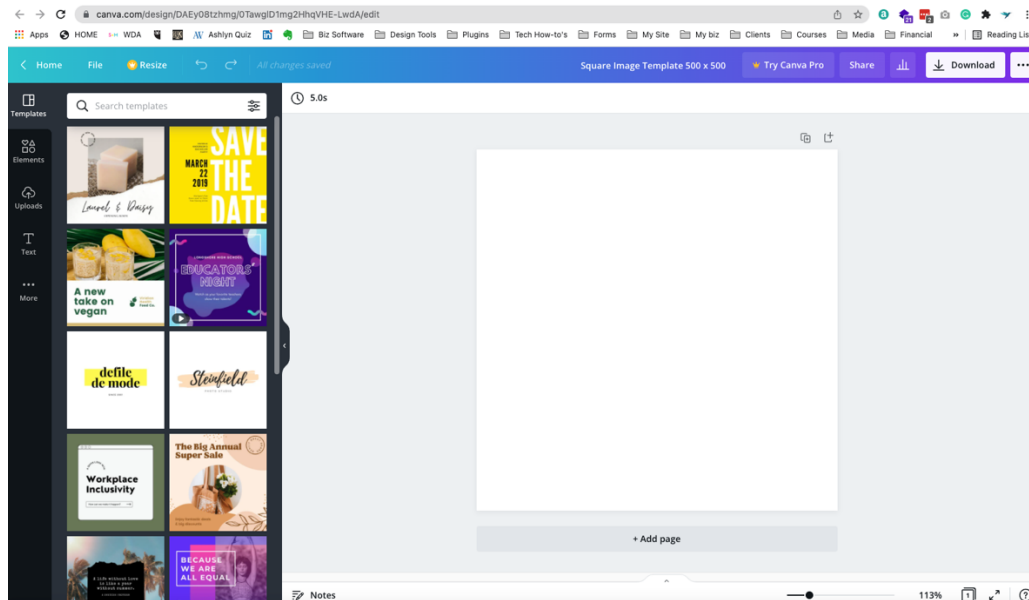

4. Your changes will automatically save, and your square template is now complete. Click the Home button in the upper left corner and repeat steps 1 – 3 for the other remaining templates and name them accordingly.
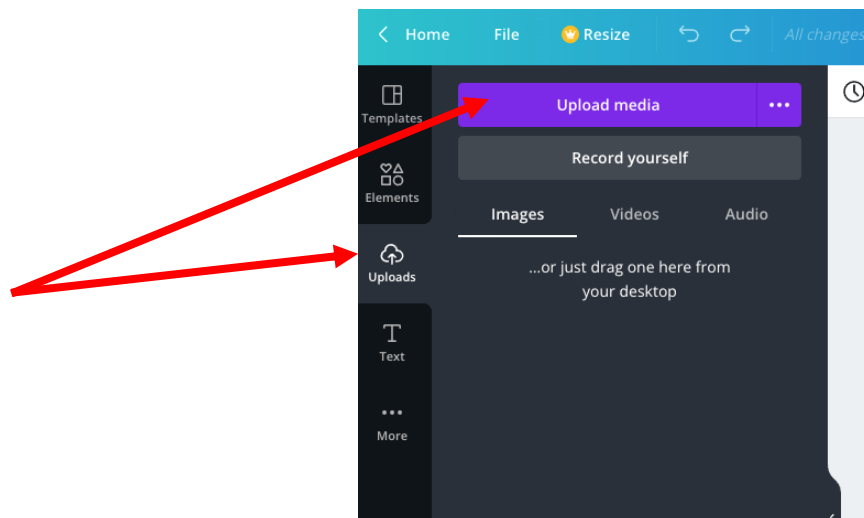

Now that you have all your templates complete, you can add photos of any size at any time to any template to ensure they are a consistent size.
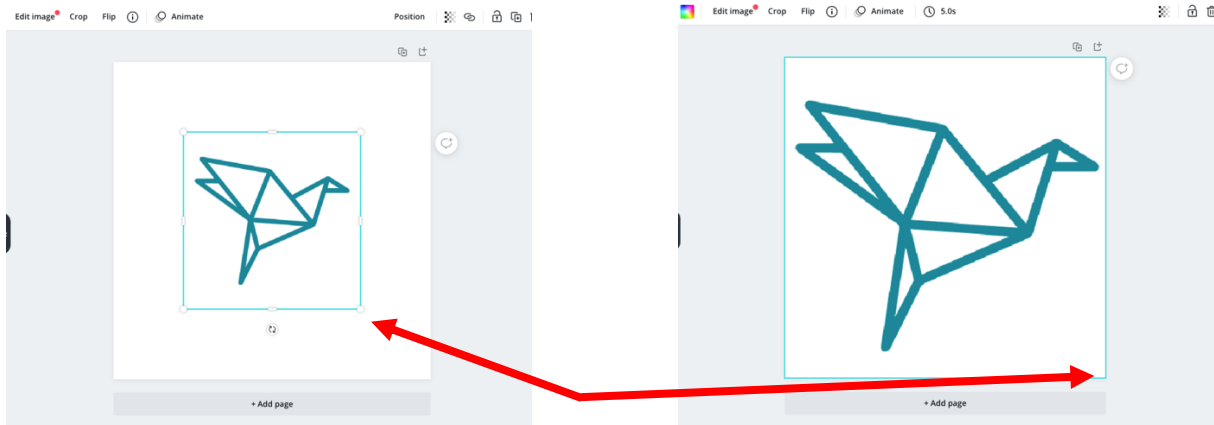
HOW TO USE AND ADD IMAGES TO YOUR TEMPLATE

1. Login to your Canva account.
2. On our home page dashboard there should be a list of Recent designs. Find the templates you just created and click on the appropriate size, and it will open your workspace in a new tab. It will look something like this:
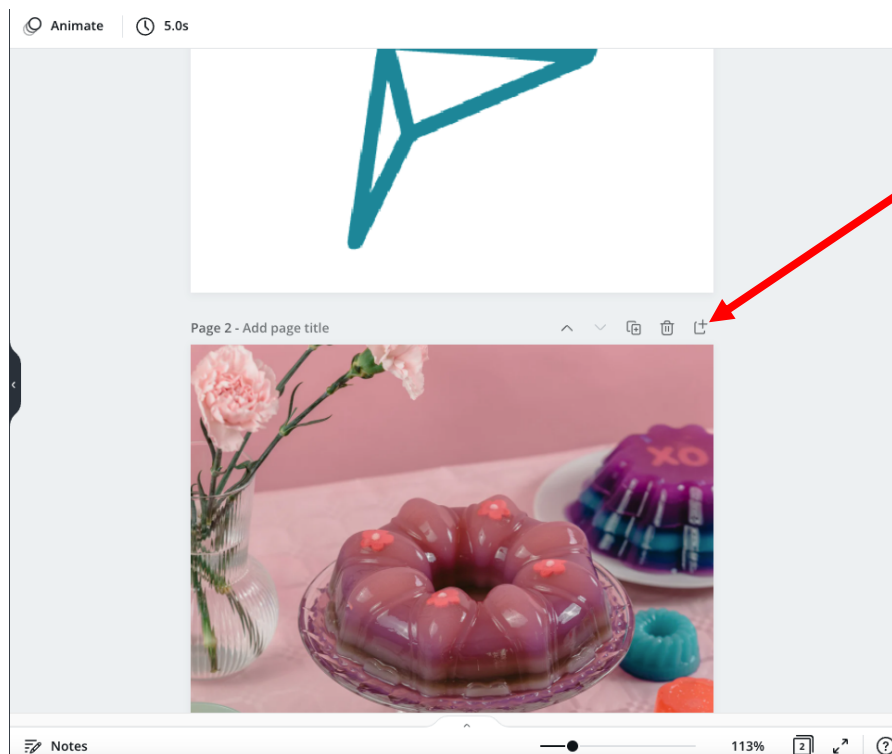

3. There's two ways to add images to your template:
    a. The first and easiest is to drag and drop the image you want directly onto the canvas.
    b. The second is to upload it. On the left side of your screen, you'll see your tools panels. Look for "Uploads". It should be the 3ʳᵈ option on the left. Click on the purple Upload Media button at the top of the page. Navigate to the image you want to add. Once the image is uploaded, click on it once to add it to the page.
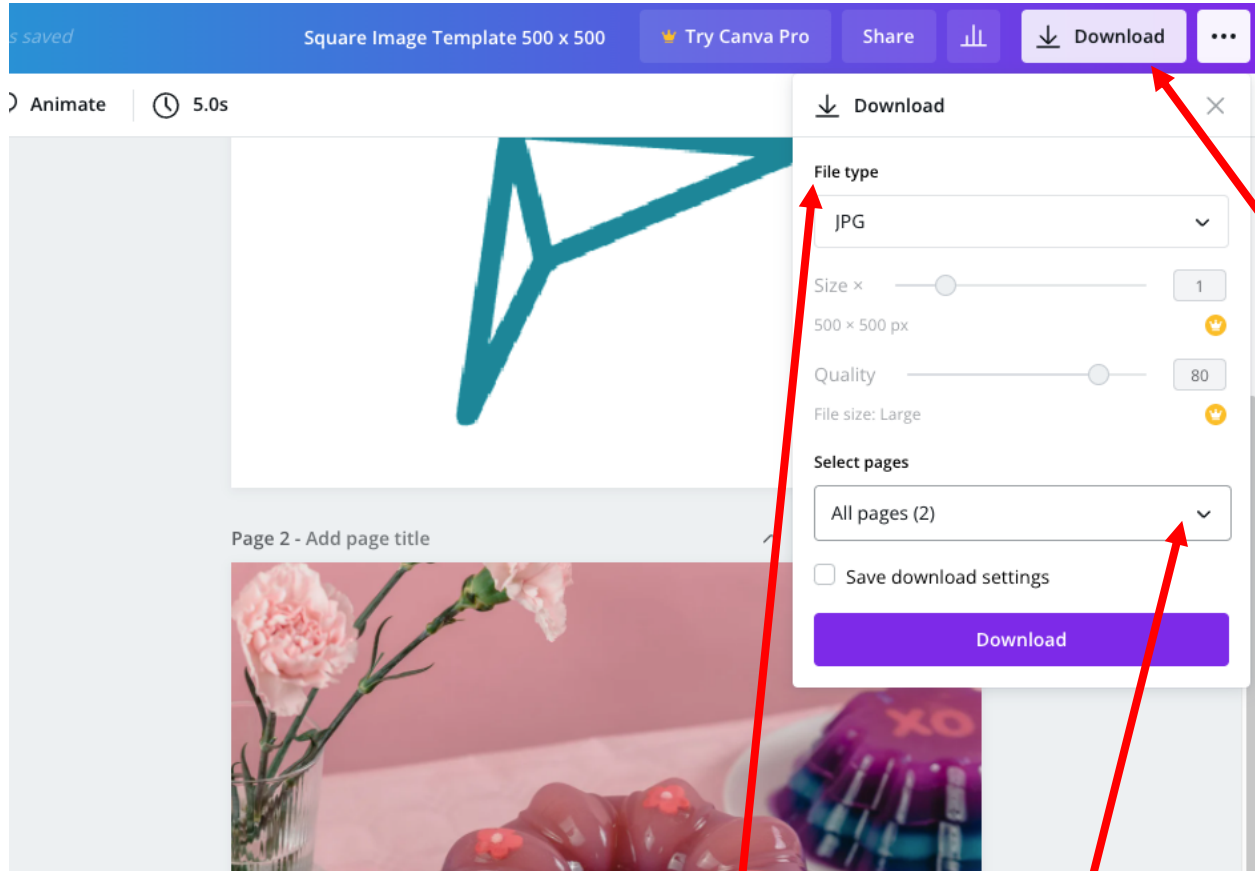
4. Now that your image is on your canvas, you need to resize your image within the canvas. You can change the size two ways:
   a. If you click and drag on the dots on the corners of the image you can make the entire image bigger or smaller.
   b. If you click and drag on the sides of the image you can make the image bigger in width but not in height. Alternatively, if you click on the top or bottom of the image you can make the image taller but not any wider.
5. Resize the photo to fill as much of the canvas as you can.

6. You can add as many images as you want by clicking the + Add page button below your canvas. On the new page another image using steps 3 and 4 above.

7. Once you've added and adjusted all the images you want it's time to download them so you can add them to your website. In the upper right corner look for a white button and click on "Download"
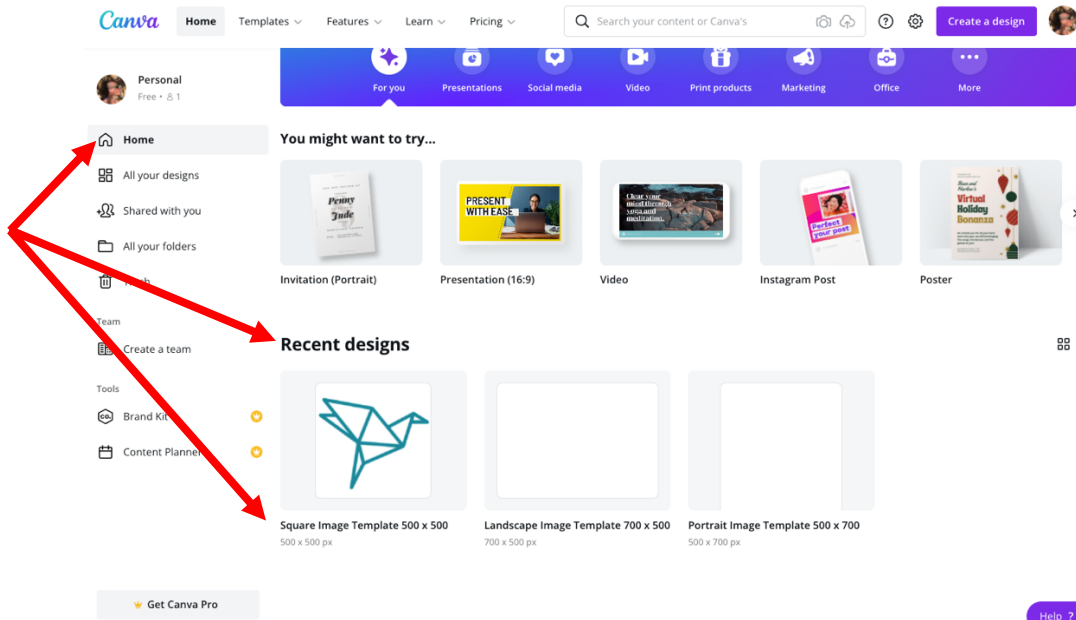

8. Choose the FILE TYPE that fits your design best:
   a. Choose JPG as the file type for photographs
   b. Choose PNG if it is an illustration or includes illustrated elements.

9. Then select which pages you want to download by clicking on the drop-down box. By default, they will all be selected. This option works great if you have one image that is an illustration and needs to be downloaded as a PNG and one image that is a photograph and needs to be downloaded as a JPG.

10. Now click on the purple Download button, your download will start automatically. You can then upload your newly resized image to anything you'd like.
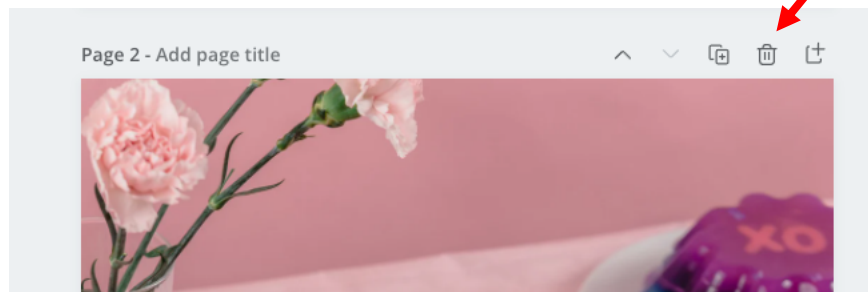
TO USE YOUR TEMPLATE AT A LATER DATE

When you're ready to create more images using your template, you'll follow many of the same steps.

1. Login back in to your Canva account.
2. On our home page dashboard look for your list of Recent designs. Find the templates you want to work with and click on it to open it in your workspace.

3. To start fresh delete the pages and image you created last time. To do this look for the trash can icon at the upper right corner of each page within your canvas.

4. On the last page the trash icon will disappear. To delete the existing image, simple click the image and press delete on your keyboard. You should now have a blank canvas with only 1 page.
5. Continue with the steps above to resize as many images as you need.

TIPS & TRICKS

- If you are downloading several images from Canva, Canva will create a zip file. Using our example the file name that is downloaded will be named "Square Image Template 500 x 500.zip" because that is what we have named the file. On most computers you can simply double-click and your computer will then "unzip" the files and create a folder with the name "Square Image Template 500 x 500 and all the image will be inside this folder. If you have not named each individual page in your Canva template each image will have the page number as the title of the file ("1.jpg" "2.jpg" etc.)

- When creating and using a image template be consistent with where you're placing it on your webiste. For example, if the featured image at the top of your blog page looks better as portrait orientation image make sure all the featured images of your blog posts are portrait orientation. Square images are ideal for an eCommerce shop page. Images within recipe blogs look great with landscape orientation images.

- If you are only using the free version, you have limited space. Once you add photos to a canvas they remian uploaded in your account under the uploads tab on your toolbar. Be sure to delete any old images so that you don't run out of space. To delete, hover over the image and click the 3 dots in the upper right corner of the image, then choose Trash from the menu.

- If you are resizing a portrait or landscape image to a square image add the image and expand the boandaries as far to the sides of the canvas as you can. To change which part of the picture shows, double click the image. You can then move the image up and down (for portrait) or side to side (for landscape) to change the position of which part of the photo is in the frame of the canvas. Click done in the upper left corner of your workspace.