

Napa Valley College Canva Onboarding Guidelines

Office of Public Affairs and Communications | Canva | 2026

Welcome to the Napa Valley College Canva Team. This guide outlines how to use Canva as part of our campus-wide rollout and brand alignment efforts. Canva is a collaborative design platform that supports the creation of professional, branded, and accessible materials that reflect NVC's mission and values. ***All Canva designs must comply with NVC branding, accessibility, and social media guidelines.**

1. Purpose of the NVC Canva Team:

- Equip faculty and staff with access to Canva Pro
- Standardize branding across departments
- Provide access to templates, logos, and brand tools
- Encourage collaboration and creativity
- Ensure all content meets accessibility standards and ADA Title II compliance

2. Canva Tools and Resources:

- Canva Pro account
- Shared NVC Brand Kit (colors, fonts, logos)
- Accessible templates aligned with NVC branding and accessibility standards
- Pre-built templates for flyers, social media, presentations, and more
- Collaborative tools for shared editing and feedback

3. Design Expectations

All designs created for District purposes must:

- Use NVC-approved logos, colors, and fonts
- Be created within or duplicated from approved templates when available
- Be clear, readable, and aligned with NVC values
- Meet ADA Title II accessibility requirements and NVC accessibility standards

Accessibility Requirements (Required)

- Use high-contrast colors to ensure readability
- Use clear, simple, and plain language



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- Avoid placing important information only within graphics
- Ensure designs are readable on mobile devices
- Avoid flashing, animated, or distracting elements

Brand Kit and Logo Use

- Use only logos available in the NVC Canva Brand Kit
- Do not upload or use unofficial or outdated logos
- Do not alter logos in any way
- Use official NVC colors and fonts provided in Canva
- The official NVC logo is available in the Branding section of the NVC Canva account and must be used from there

[Link to NVC Brand Guidelines](#)

4. Best Practices for Canva Designs

Keep Text Clear and Concise

- Use short, direct headlines
- Limit text to essential information
- Use plain language and avoid complex or technical wording

Use High-Quality Visuals

- Use clear, high-resolution images
- Ensure visuals support readability and do not distract from content

Format Designs to Fit the Platform

- Choose appropriate dimensions for each platform
- Preview designs before downloading
- Check for readability, alignment, and cut-off text

Export with the Correct File Type

- PDF (Print) for physical flyers
- PDF (Standard) for sharing
- PNG for high-quality digital graphics
- JPG for web images
- MP4 for video or animated content
- Do not publish unreviewed content when approval is required



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Accessible Design and Posting Requirements

All Canva designs must follow NVC branding, accessibility, and social media guidelines. These standards apply to all NVC-affiliated accounts, including departments, programs, and student organizations.

- Use readable text with strong color contrast
- Keep designs clear and not overcrowded
- Do not rely on images alone to communicate important information
- Use official NVC logos from the Canva Brand Kit

For branding standards, refer to the [Napa Valley College Branding Guidelines](#).

For accessibility and flyer standards, refer to the [Accessible Flyer Guidelines](#).

For posting requirements, refer to the [NVC Social Media Guidelines](#).

5. Learning and Support Tools

Use Canva on Web Browser

All users are expected to use the web browser version of Canva (www.canva.com).

This helps:

- Maintain consistency across departments
- Reduce software and IT support issues
- Ensure access to the most up-to-date Brand Kit and templates

Canva Design School

Canva provides self-paced tutorials and courses on design basics, branding, and social media content creation.

<https://www.canva.com/learn/design-school/>

Canva Tutorials

Use Canva's tutorials and beginner guides to learn how to build flyers, create posts, and use templates effectively.

<https://www.canva.com/learn/how-to-canva-beginners-guide/>

NVC Support and Templates

- NVC provides Canva templates designed for accessibility and brand consistency



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- Use these templates to ensure alignment with NVC standards
- Contact Communications for accessibility or branding review before publishing, if needed

6. Campus Support Contacts

NVC Canva Super Users are available to provide peer support across campus.

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7. Support

If you need assistance or have questions, please reach out to communications@napavalley.edu.



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