



Ways to get inspired



If you are feeling uninspired there are a lot of options from templets.



You can modify any template to custom fit your design needs



Simply click on the templates icon on the side bar to the left and scroll until you find one you like

To explore templates similar to what you are trying to create type keywords into the Search Bar. Once you have settled on a template you click the purple "Customize this template" box.

Scroll with your mouse across the template and the items will have a purple box appear around them. This is how you select the item on the page that you would like to make changes to.



For a more creative
world

There are tons of resource material online
Link:
<https://bit.ly/CanvaHowTo2025>



Need More Help?

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How to
use
Canva





Reasons to use Canva:

Save Time

Canva offers pre-made templates that can be customized to fit your needs.

Collaborate

You can share your designs with your team so they can use them for their own projects.

Build a cohesive brand

Use the same fonts and colors across your designs to create a consistent brand image.

Track performance

Canva offers analytics tools that allow you to see how your designs are performing



Who might use Canva?

Businesses

Canva can help businesses create visual content for social media and other purposes

Beginners

Canva is easy to use and navigate, making it a good option for people who are new to design.



Getting Started

1

You can search for templates a few ways. You can type in the search bar what you're looking for using keywords. You could also browse by theme, or just scroll until you find one you like.

2

You can add and edit elements by using the menu on the left hand side.

3

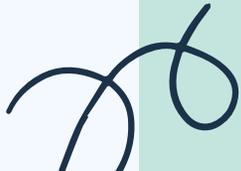
You can add a text box and choose from hundreds of different fonts. By clicking the text option on the left hand sidebar.

4

Upload and use media by uploading photos, illustrations, and videos via Uploads in the side panel.

5

Share and collaborate on designs. You do this by using the top bar to the right of the screen the share button.



Ways to use Canva

What are we going to do?

Advertising

Social Media

Signs

Banners

Photo Editing

T-Shirt Designing

Many More