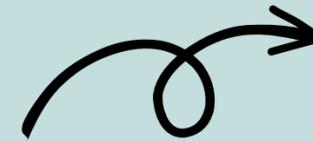


How to Use Canva



Ready to get started?

Yay!! First you need to know a few things...



The options are unlimited
when using Canva!



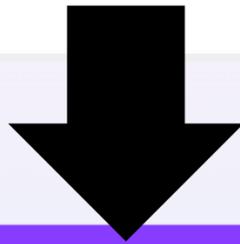
First you have to think about what you're going to create.



Are you trying to make a Facebook post, or a sign, or maybe even a menu for an event?



To start you can use a template or create an all new design.



Canva

Home

Projects

Templates

Brand

Apps

Search your content and Canva's

Settings

5

+ Create a design

Invite people

See what's changed

1 Templates & Apps

2 Guide to Teamwork

Star designs and folders

Star your most important items by selecting the star icon on a design or folder.

What will you design today?

Facebook Post...

Doc

Whiteboard

Presentation

Social media

Video

Print

Website

Custom size

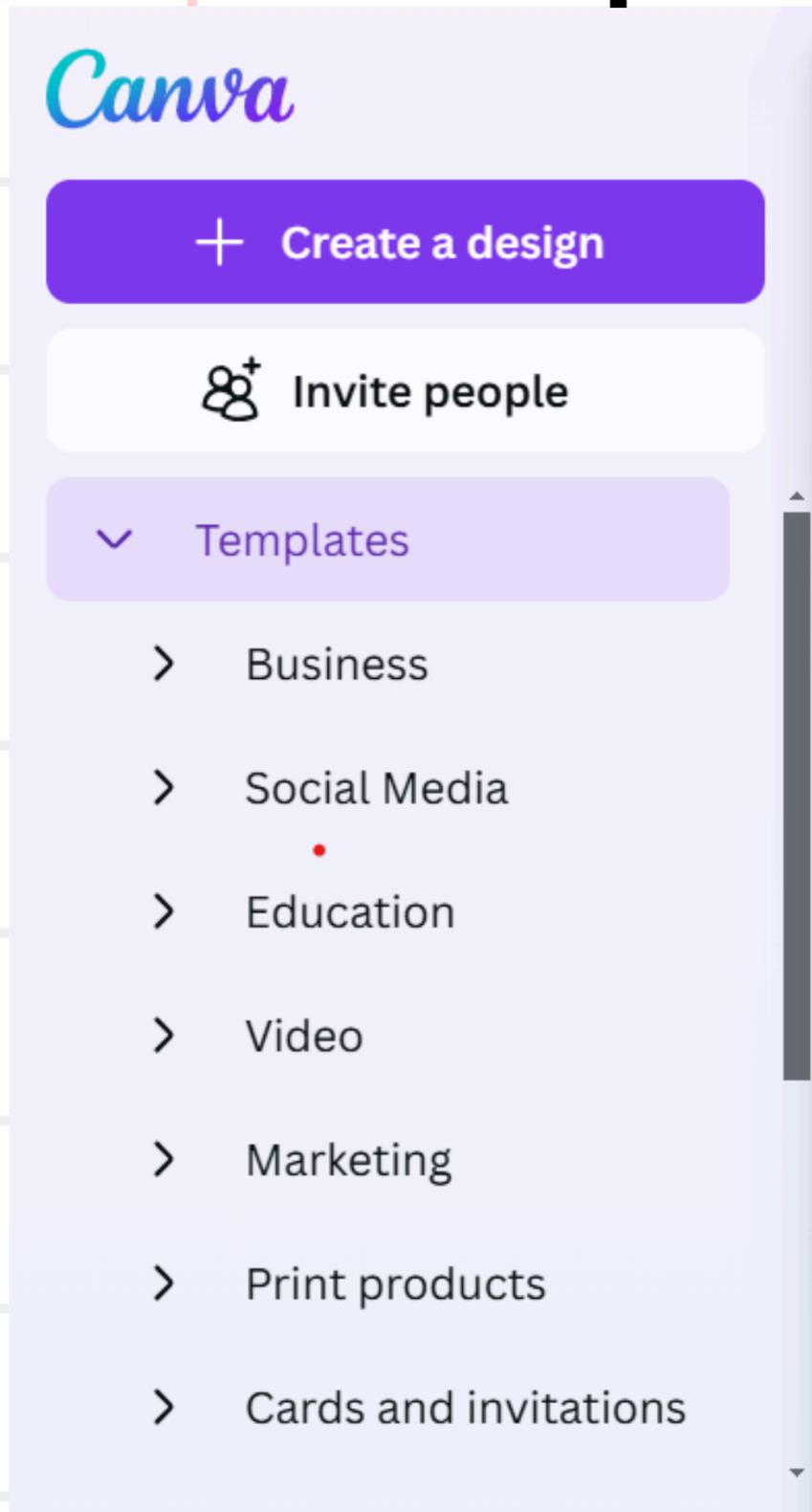
Upload

Write my first draft

Resize any design

Remove backgrounds

Under templates



Canva

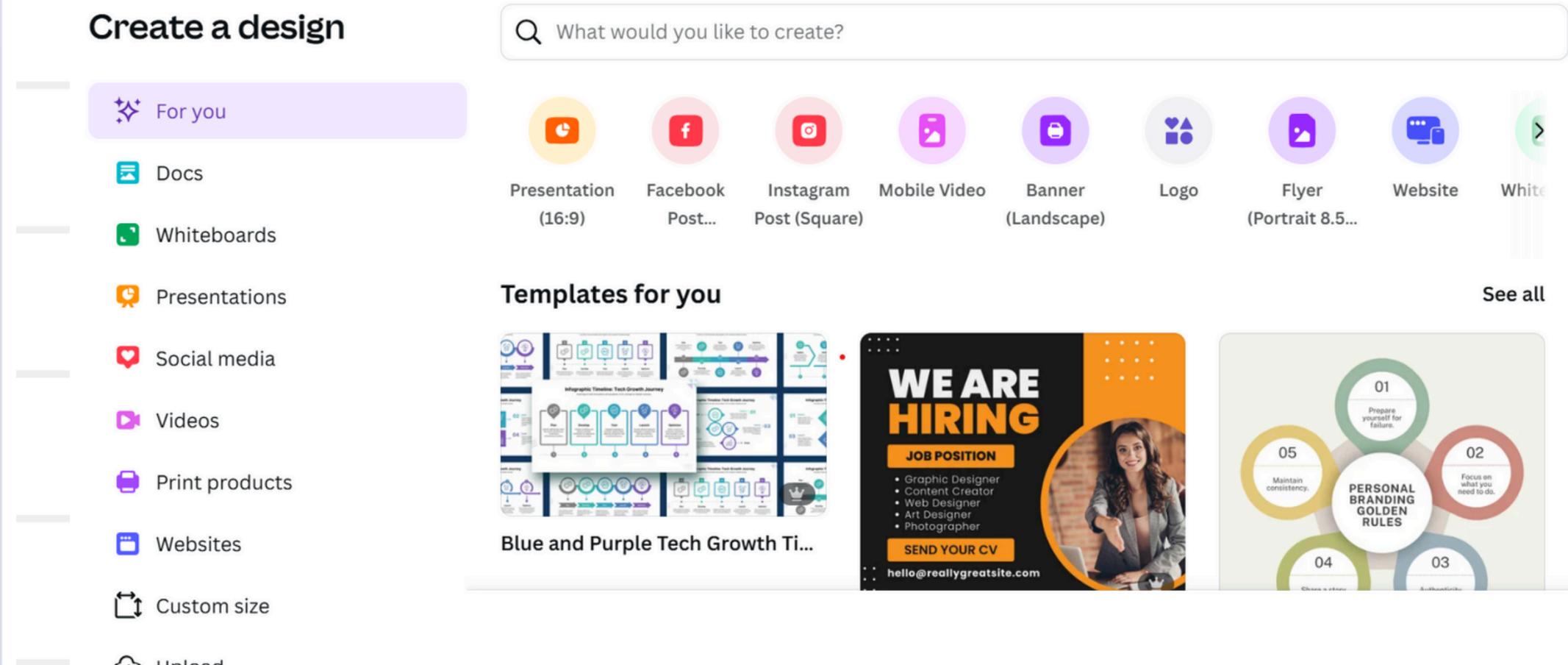
+ Create a design

Invite people

Templates

- > Business
- > Social Media
- > Education
- > Video
- > Marketing
- > Print products
- > Cards and invitations

Under Create a Design



Create a design

What would you like to create?

For you

- Docs
- Whiteboards
- Presentations
- Social media
- Videos
- Print products
- Websites
- Custom size
- Unfold

Presentation (16:9)

Facebook Post...

Instagram Post (Square)

Mobile Video

Banner (Landscape)

Logo

Flyer (Portrait 8.5...)

Website

Whiteboard

Templates for you

Blue and Purple Tech Growth Ti...

WE ARE HIRING

JOB POSITION

- Graphic Designer
- Content Creator
- Web Designer
- Art Designer
- Photographer

SEND YOUR CV

hello@reallygreatsite.com

PERSONAL BRANDING GOLDEN RULES

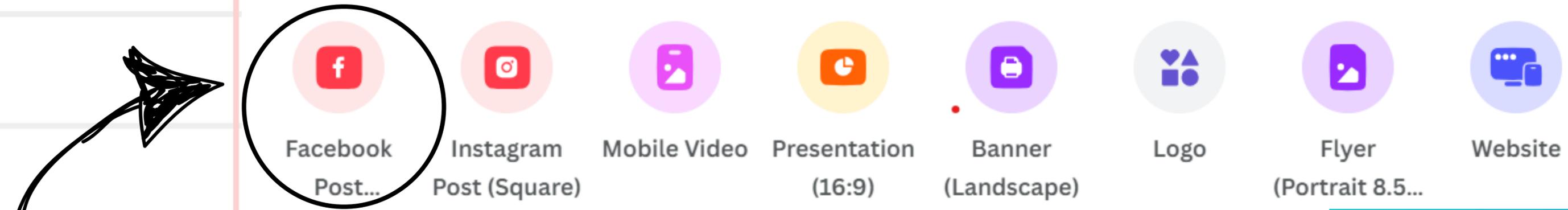
- 01 Prepare yourself for failure.
- 02 Focus on what you need to do.
- 03 Authenticity
- 04 Consistency
- 05 Maintain consistency.

See all

When you use a template you have thousands of options to choose from that you can edit easily.

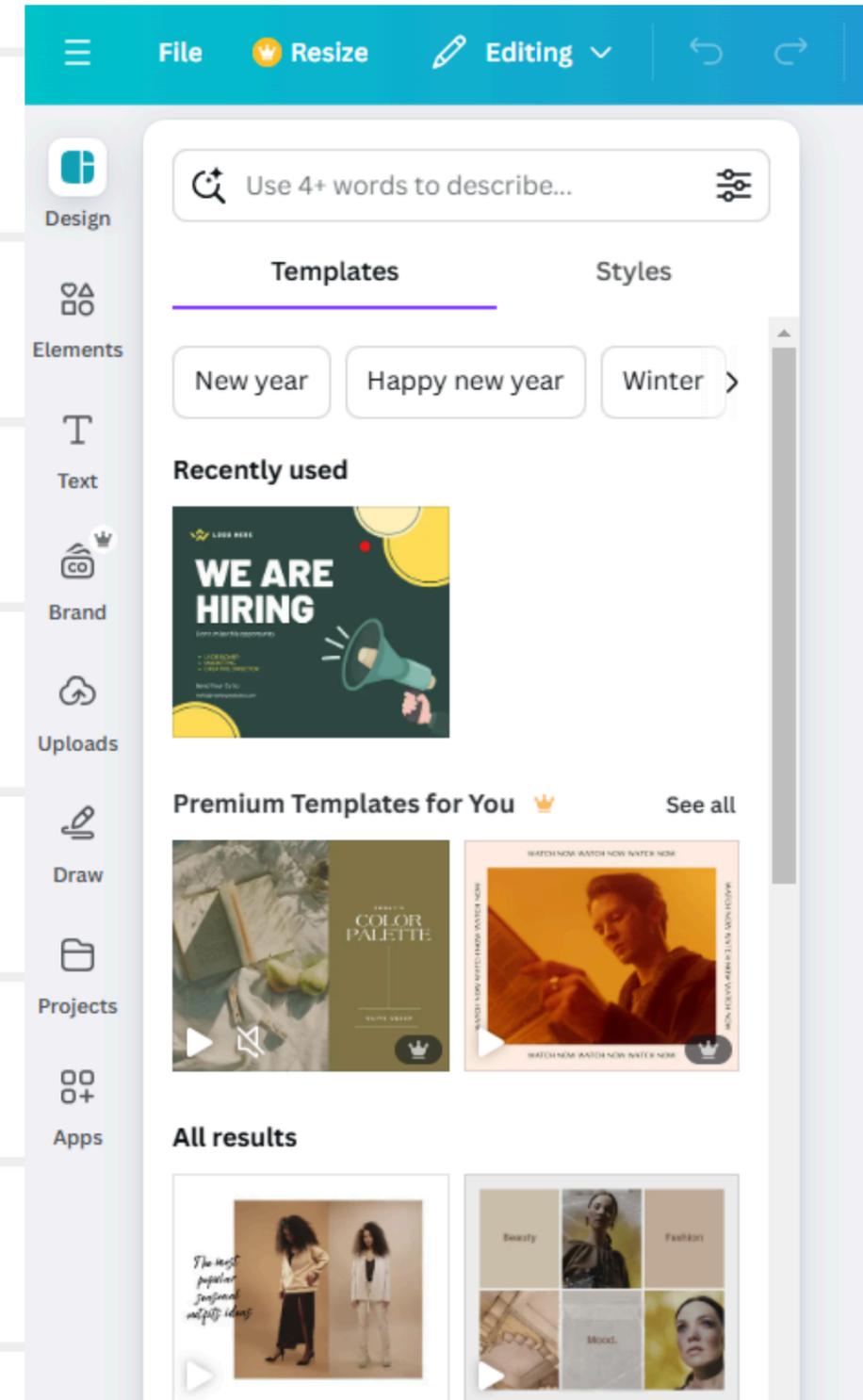
We are going to learn how to
Create a Design first!





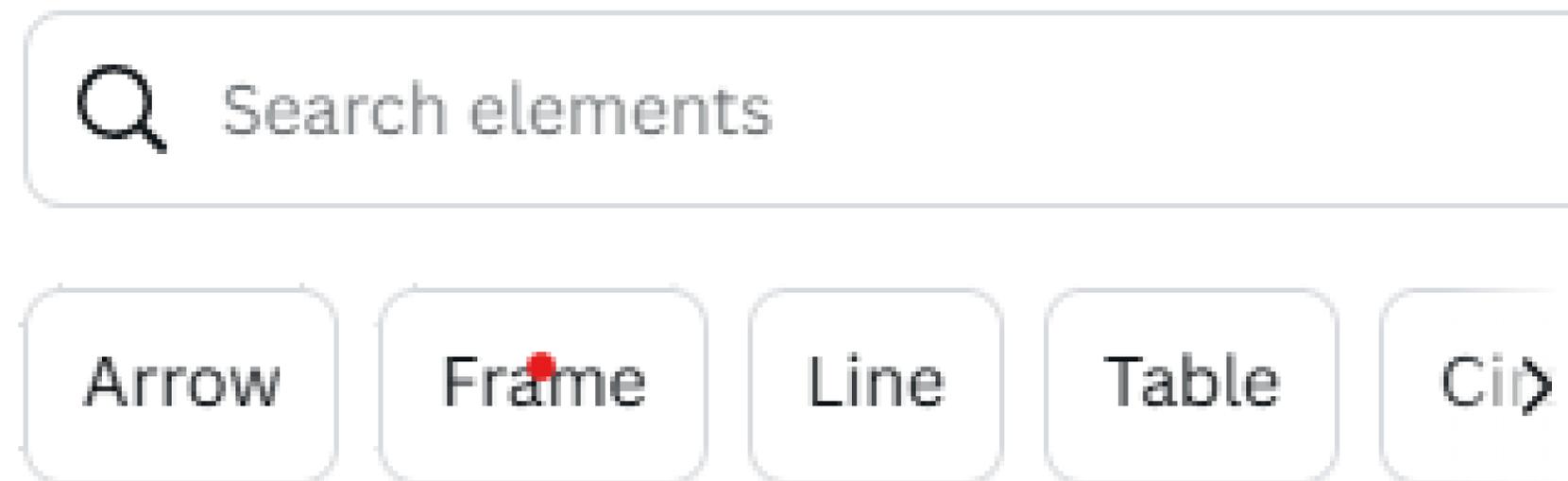
These options are just blank canvas's.
Click Facebook Post to practice.

These are the options that
appear on the left hand side
of the screen



Using and Editing Elements

From high-quality photos and free GIFS(opens in a new tab or window), to stock videos and background music, Canva has a huge library of design elements – most a free, some are for Pro accounts and some have a small fee. In the side tab, click Elements and use the search bar to find elements, scroll sideways through different categories, or scroll down to see some example elements for different categories. Double click, or click and drag, to add the element to your design and customize as you need.



Find fonts and using text

🔍 Search fonts and combinations

T Add a text box

✍️ Magic Write

📁 Brand Kit Edit

Add your brand fonts

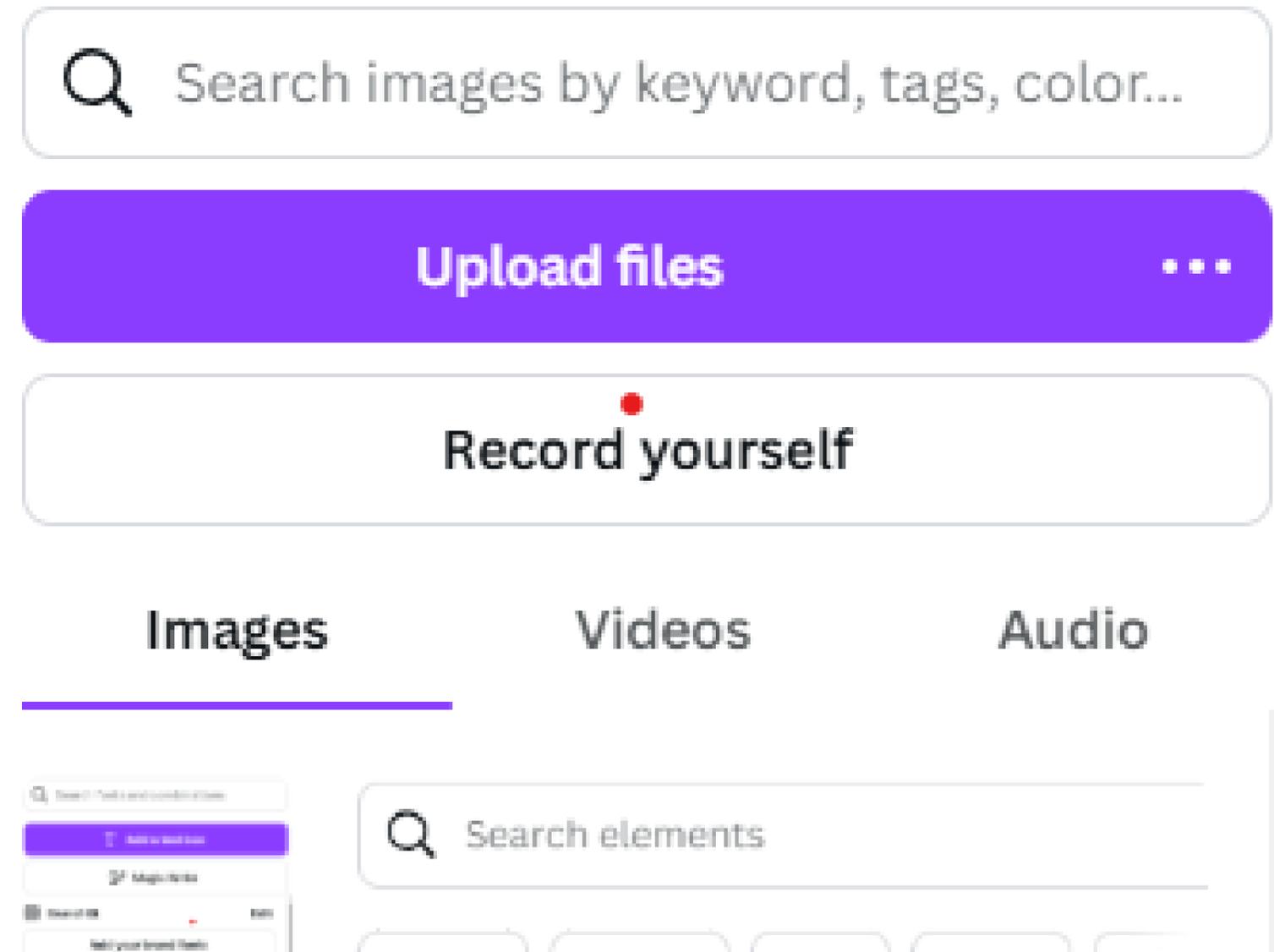
Default text styles

Add a heading

There's a whole world of fonts to choose from in Canva. To add text to your design, go to Text in the side panel. Search for font styles in the search bar, or use one of the preset text styles to easily click and drag a heading, subheading or body text. You'll find more text editing options if you click the three dots at the right end of the text editing menu.

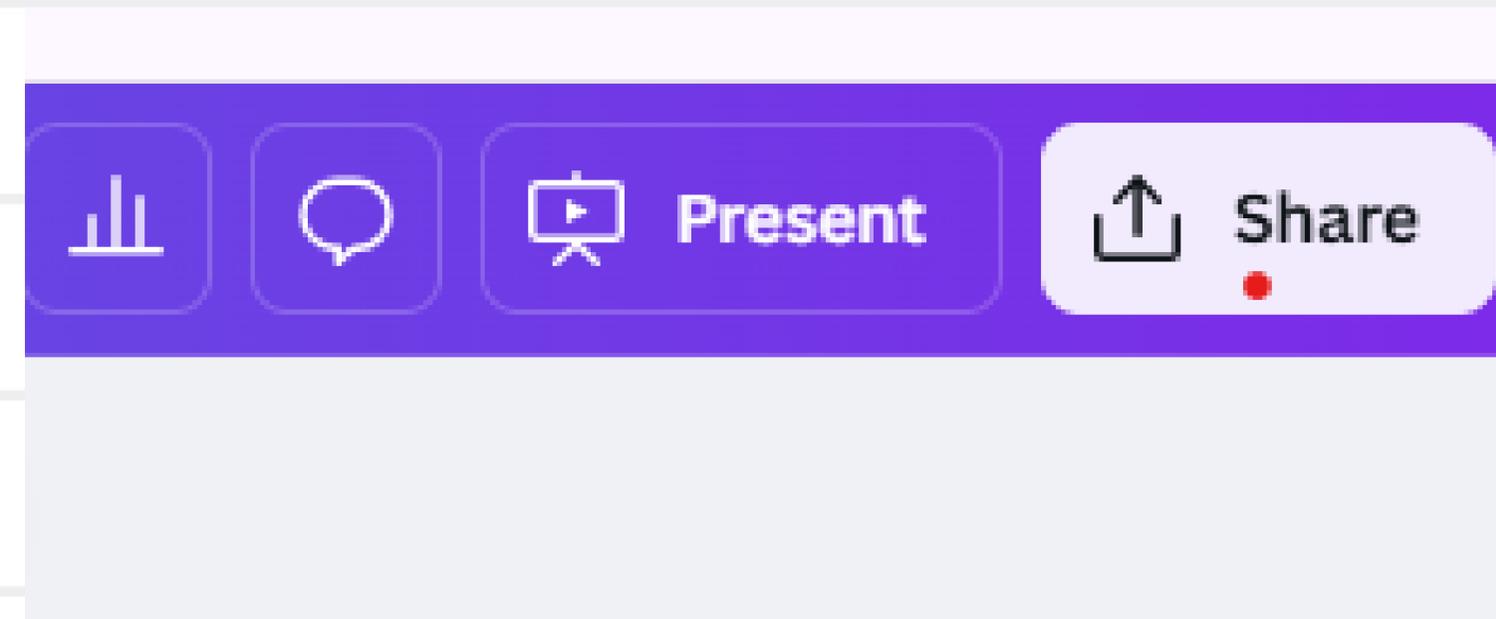
Uploading and using media

Upload photos, illustrations, and videos via Uploads in the side panel. Click and drag media directly into a design and customize it from there. Your uploaded media will appear in the Uploads tab.



Sharing and collaborating on designs

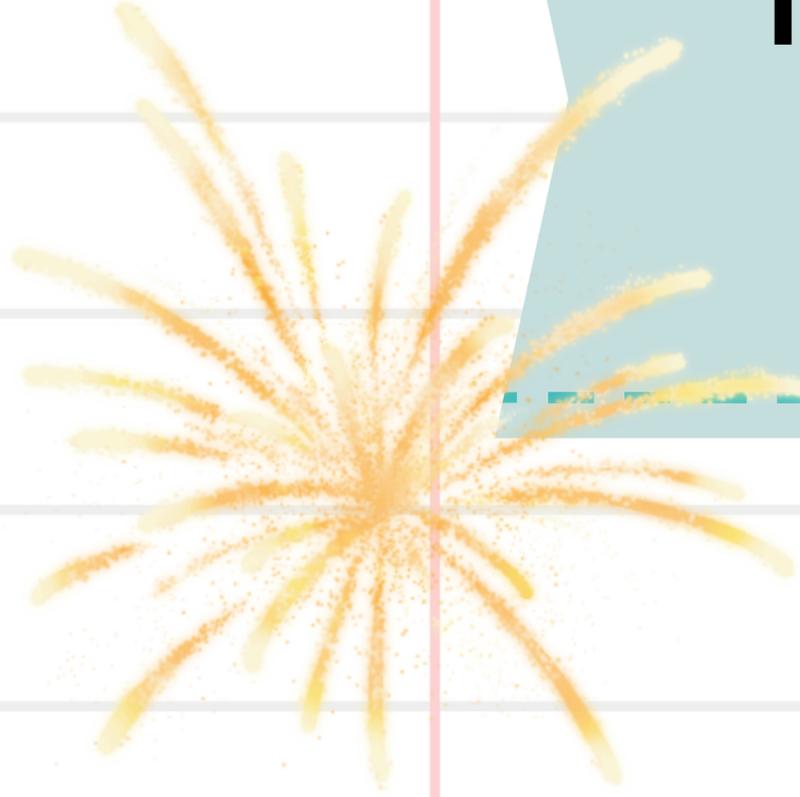
To add a collaborator, who can leave feedback as comments in your design, in the top right corner click Share. Type in their email address, include a message or notes, set their level of access (options include full edit access, can comment, can view (can't comment or edit) and then click send. Below the Copy link button, find other sharing options like presenting and presenting and recording. You can download your design, share it to social media or use Canva Print. Click More for even more sharing options.



Saving and organizing documents

Canva autosaves your design as you go. If you want to manually save your design to a specific folder, in the top menu click File, then Save to folder, then choose your desired folder. You can also create a new folder there too.

Now you know the basics of Canva!



Go ahead!!
Try it!

Yay!

It gets easier!

You'll love it!

Hi!

