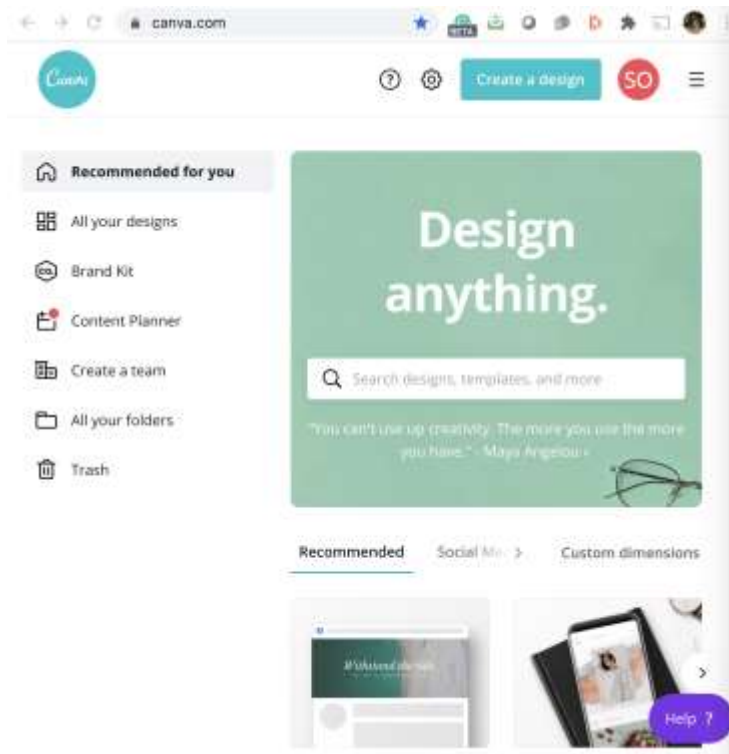




Using Canva

Canva is an online graphic design program. It will create social media ads, social media covers, flyers, brochures, video introductions, anything you want to design. You can share work with your team, enabling everyone to edit projects. It is recommended you subscribe for the “pro version” as this will allow you to create a brand kit ensuring all materials created accurately represent your company.

When you log into Canva, you will see this screen:



On the left-hand side you can select from different choices:

- Recommended for you: This will show you the templates Canva thinks will be best for you to use based on your history.
- All your designs: This is where you will find all your work. If you like something you made and would like to update it you can open the file, click make a copy, rename the file, and update.
- Brand Kit: This is where you upload all your branding materials: logo, fonts, and key colors. Using this tool will ensure every creation is properly branded
- Content Planner: This is Canva’s new tool to help you plan and upload your social media
- Create a Team: This feature allows you to share work with your team. Everyone has their own account, with access to branding, and can edit each other’s work.
- All your folders: You can organize your work by projects here
- Trash: This is where you can find any work you accidentally discarded

Additional Tools located in the top right corner:

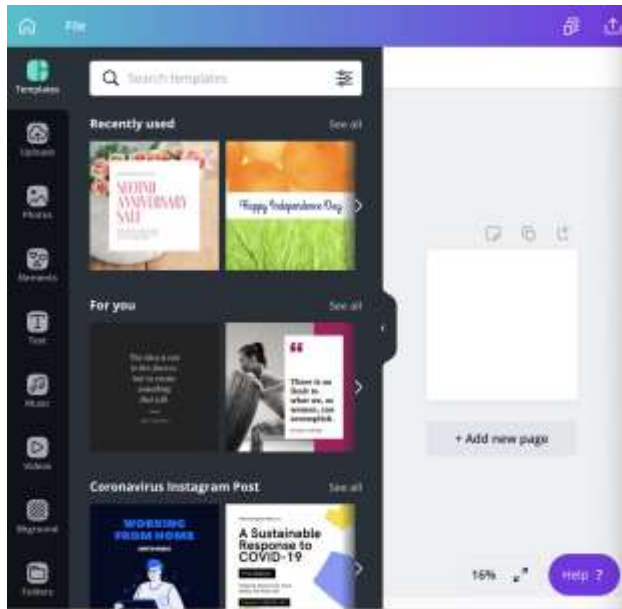
- If you have a question, click on the question mark in the circle and type the question.



- The cog wheel will allow you to update or change your settings.
- If you are ready to just start a design, click create a design and allow your creative vibes to flow.
- The three horizontal lines will allow you to return home, search templates, see special features, or learn tips from Canva's Creative team.

Below the box are lists of all the templates and different designs to help you get started. Take a few minutes to scroll through this menu to see a full list of all Canva has to offer.

Continue down the screen for a highlight of recent work and suggested templates.



Once you have chosen what you will work on, you will see a screen similar to the screen above.

Across the top bar, running left to right:

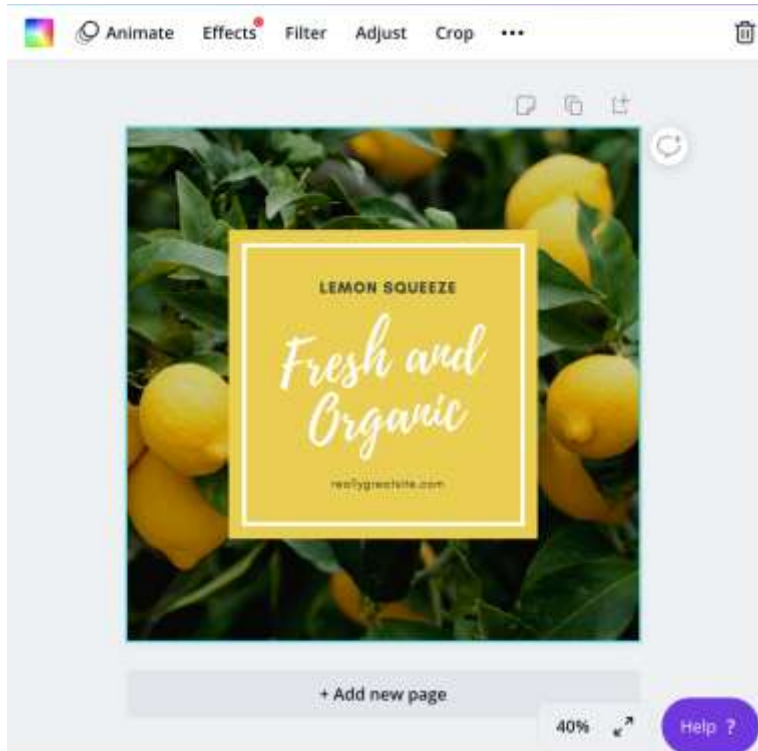
- Home Button: takes you home. Don't worry if you accidentally hit this button, Canva always saves your work
- File: this is where you can make a copy of a design to update, show your rulers, guides, and margins, as well as view the version history and share with your team
- Resize Button: will allow you to change the size of your design
- Download Button: you can download, share, or post to social media

On the left-hand side, going from top to bottom:

- Templates: Canva employs several professional designers. They compile hundreds of templates for you to try out. Using these ensures your designs follow graphic design styles
- Uploads: You can upload photos, logos, and music here. This is also where you will find all your uploaded items
- Elements: This button allows you to move graphics, stickers, borders, and photos. If you build a template from scratch, you will start with elements.



- Text: Allows you to add text anywhere. If you see a combination you like, choose it as these fonts automatically complement each other.
- Music: You can add music to almost any design. Choose from Canva's selections
- Videos: Videos can really make your social media pop. Choose from a wide variety or make your own.
- Background: allows you to place a fun background behind your design
- Folders: You can access your files
- More: This feature allows you to create additional designs, such as charts, and change styles. You can also link your Canva account to apps to access photos and other files.
- Crown: A series of video tutorials designed to help you get the most out of Canva



Once you choose a template, you will see the menu across the top. Moving left to right.

- Rainbow Box: click on this to change the color scheme of your template
- Animate: if you have features which can be animated, click this button to see the animation
- Effect: This will allow you to add music, movement, and other effects
- Adjust: allows you to manipulate the brightness, contrast, saturation, tint, blur, X-process, and vignette
- Crop: Allows you to choose a portion of a picture to focus on
- Flip: allows you to create a mirror image
- Paint Roller: allows you add splashes of color



- Fading Box: allows you to make pictures transparent
- Lock: allows you to lock a feature in place

Across the top of your design, you will notice three images. Moving right to left:

- Add a note
- Duplicate a page
- Add a new page

And finally, to the right of your design you can add a comment.

Working with templates

All portions of a template can be changed. Simply click on what you would like to change and begin to make changes. Remember, when choosing a template, look for things you like, elements of design which will highlight your creation. Working with templates ensures you follow graphic design best practices and gives your work a professional feel

If you don't like a change, simply click the arrow next to file, and the last change made will be erased.

Remember, the best way to learn Canva is to have fun. Be adventurous and start creating designs today.