



RESET, REFRESH RECONNECT

Get creative with CANVA



Getting started

What is Canva?

Canva is a online graphic design tool that makes it easy for non-designers to create promotional items including flyers, posters, logos, social media posts, certificates, menus and more. There's also a handy mobile app!

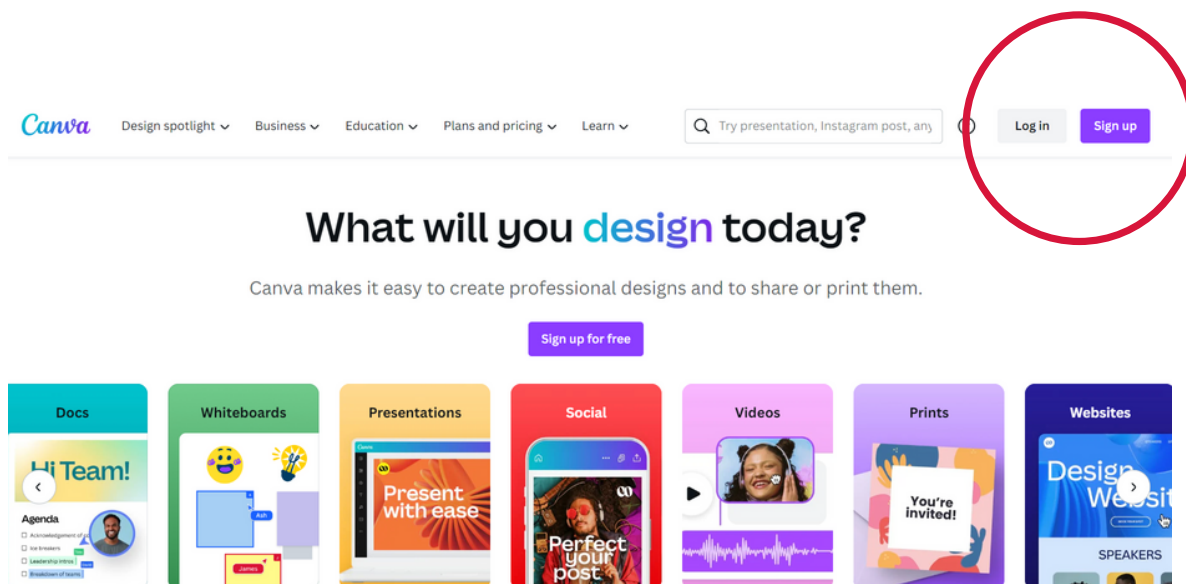
Benefits of Canva:

- Pre-sized and designed templates.
- Lots of size and shape options.
- Search for stock images or upload images
- Easy to make multiple, similar graphics from a template.
- Lots of options to save same design as different file types.

Signing up and logging in:

Website: www.canva.com

Sign up for a free account using your email address and creating a password. You may need to verify your new account before getting started.

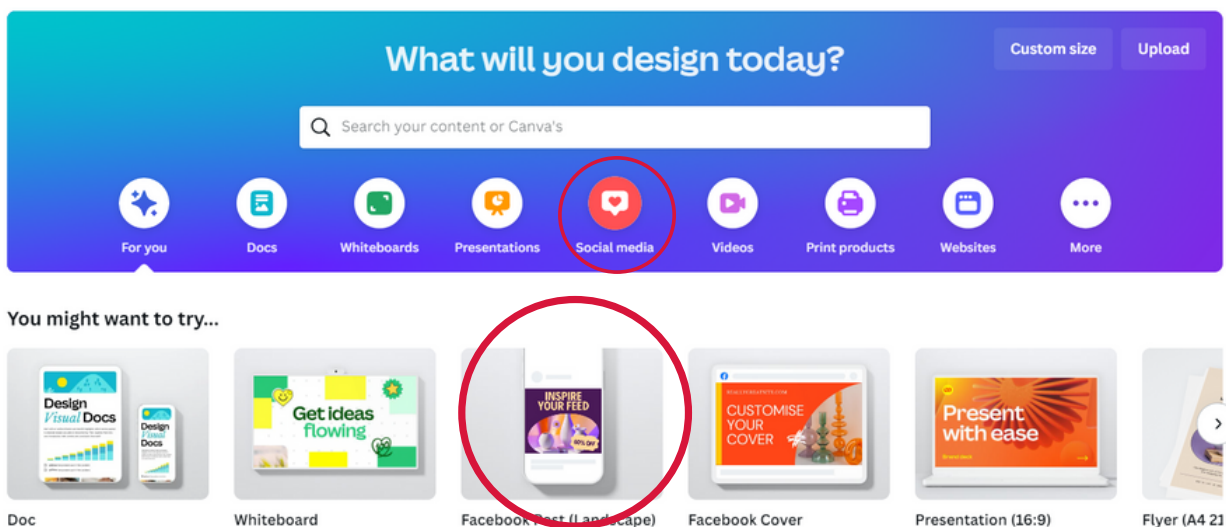


Create your design - size and type.

- Click the 'create a design' button in the top right corner or click the icons under the 'What will you design?' header.
- You can pick from 'custom dimensions' or a range of pre-selected sizes.
- Canva makes it easy to start your design by including templates for the optimal sizes on many social media platforms.
- You can also select designs like an A4 document, a presentation, Facebook story, Instagram post, or more.
- You can either start from a blank template or use a template displayed in the left-hand panel.
- To open a template for editing, simply click on it and then click "Use this template."

Example:

- Let's select a blank Facebook post (Landscape) for this example.

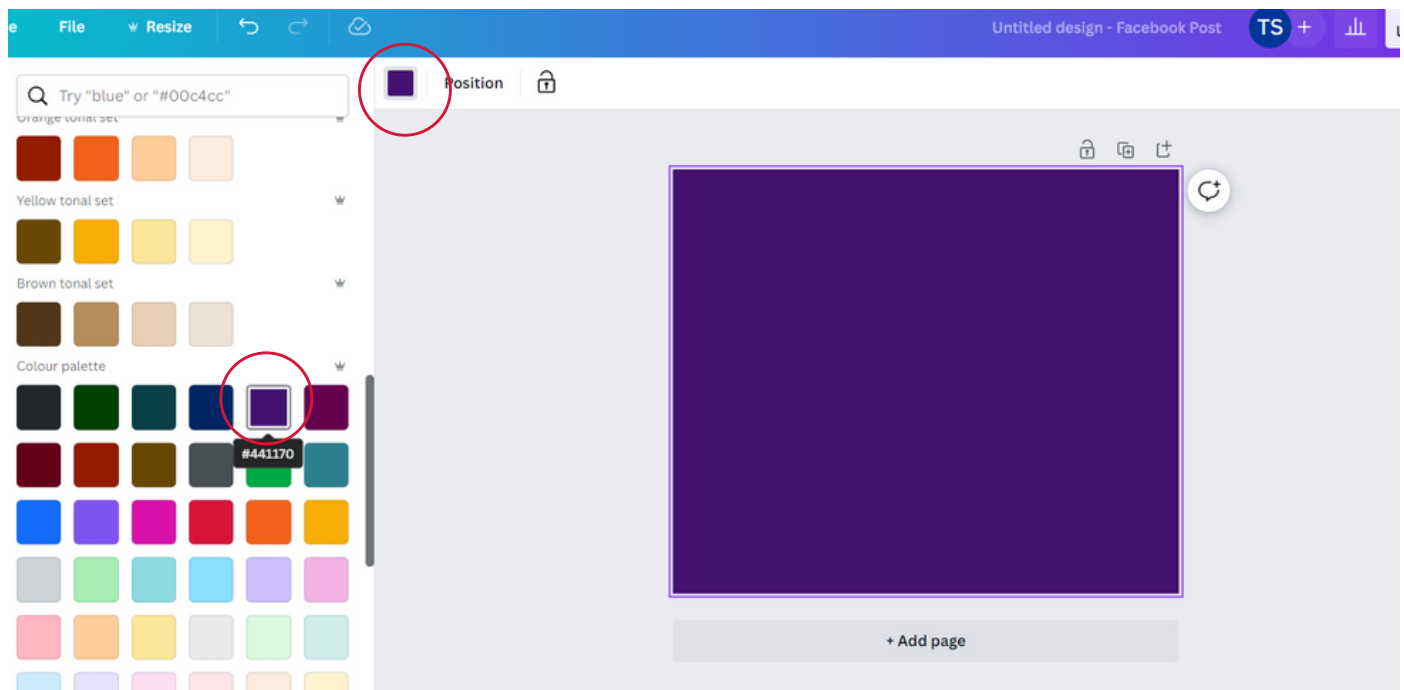


Set a background

- You can pick a plain colour or pattern or you could select a photo and add this to the background. This includes photos you upload.
- Click anywhere within the blank design.
- Click 'background colour' in the top left (next to position).
- Choose a document colour from the colour palette.

Example:

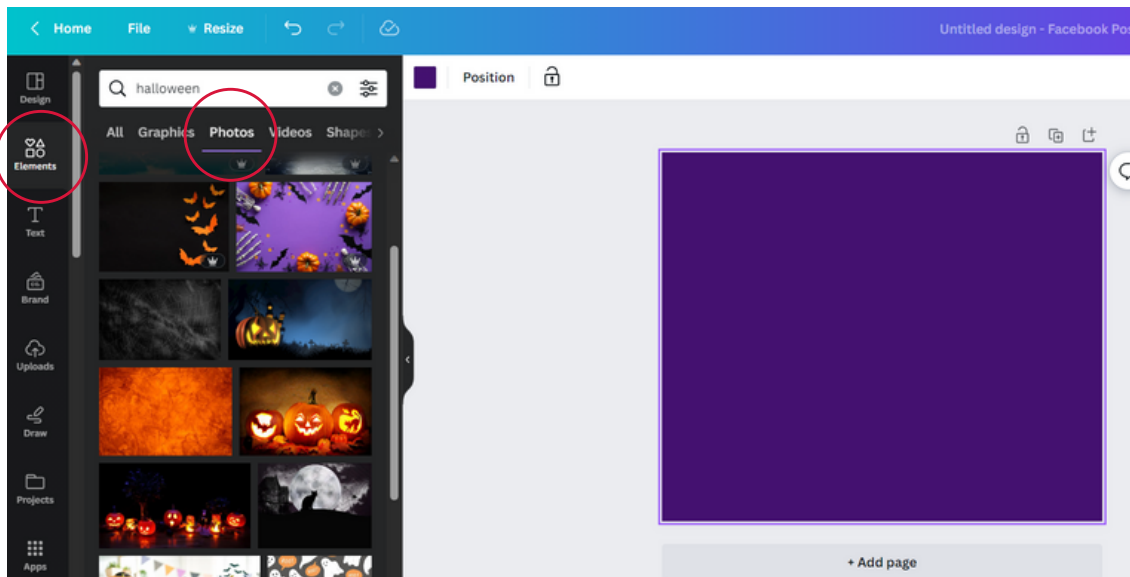
- Let's select a purple background for this example.



Add a picture

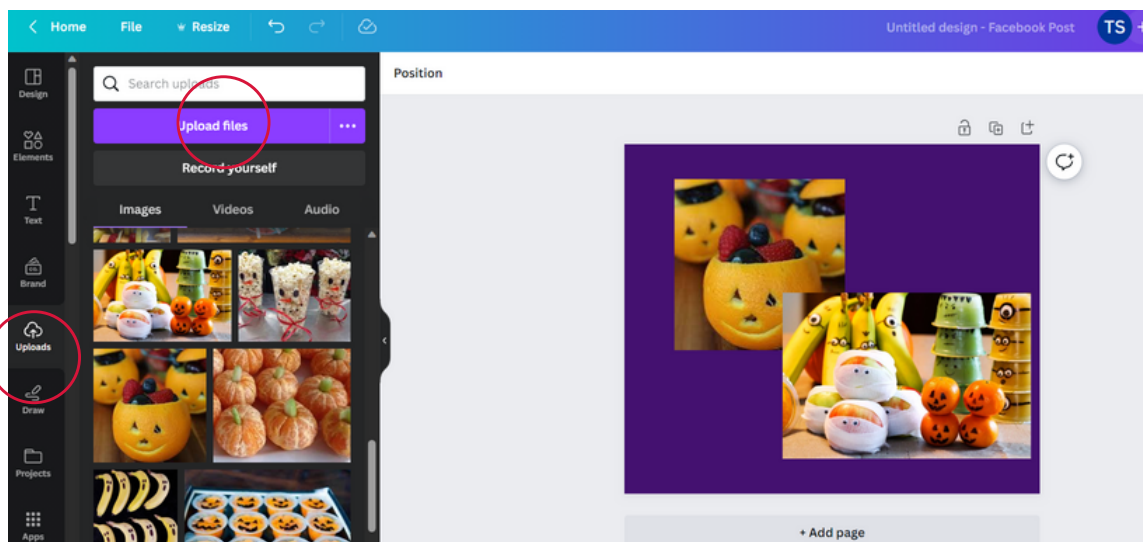
From the CANVA elements library

- Click on the Elements menu on the left.
- You can do a keyword search to find a suitable graphic, photo, video etc.
- Click 'photos' and scroll through the available images.
- If you want to use any images you see, simply click on them and they will appear in your design.



Upload your own image:

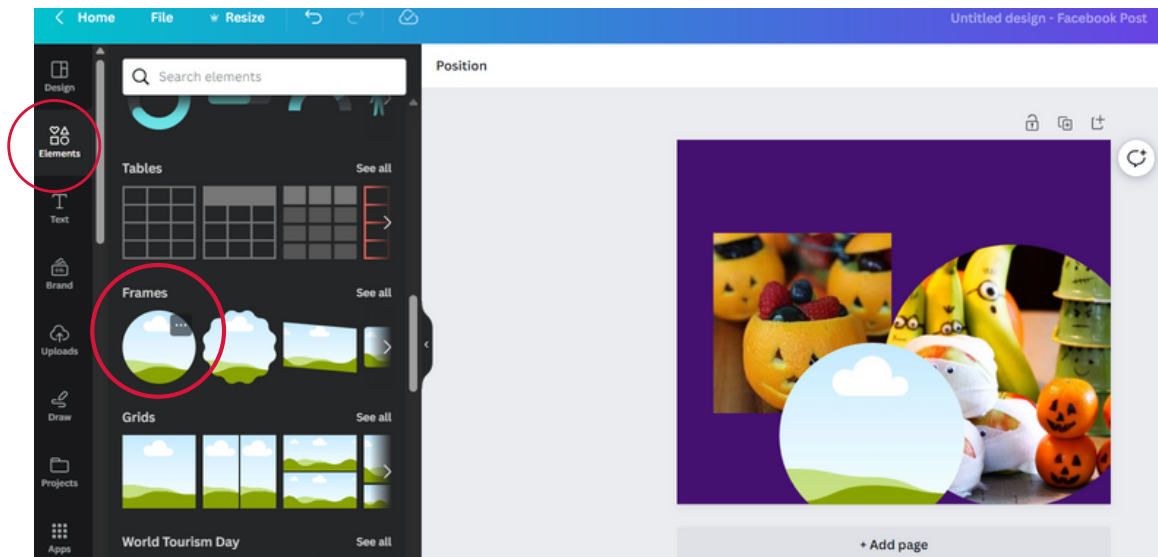
- Alternatively, you can upload your own images from your computer.
- To do this, click on the Uploads menu on the left.
- This will show you any images you have already uploaded, and give you a big blue "Upload media" button that lets you upload new images from the device you're using.
- Once uploaded, select the image you want to use from your uploads area.



Add elements and shapes

Using frames:

- Click on the “Elements” tab.
- Scroll down until you find the “Frames” section or type the word on the search bar.
- Tap on the frame design you’d like to use.
- Drag the image or video you’d like to use to add them to the frame you’ve chosen for your design.

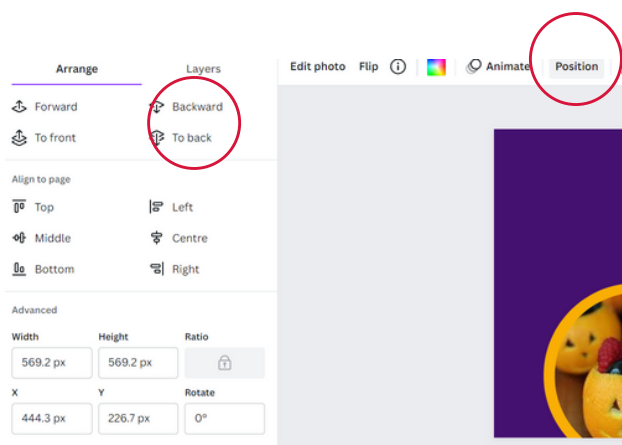


Icons and shapes

- Under Elements, you’ll find loads of graphics, icons and shapes to use in your designs.
- This includes shapes, arrows, lines, frames, stickers, and more.
- In the ‘Elements’ menu, you can type in what you want. Alternatively, you can scroll down through the elements menu to see what’s available. Select the one you want and move it into place on the design.
- Resize them by grabbing a corner and making them larger or smaller.
- In some cases, you can recolour your graphics using the colour palette button on the top left.

Example:

- Let’s select round frames to place the uploaded photos in.
- Let’s add a circle to place behind the images.
- Recolour it to orange with the colour palette.
- Send to back - by clicking ‘position’



Modify element or shapes

Flip elements

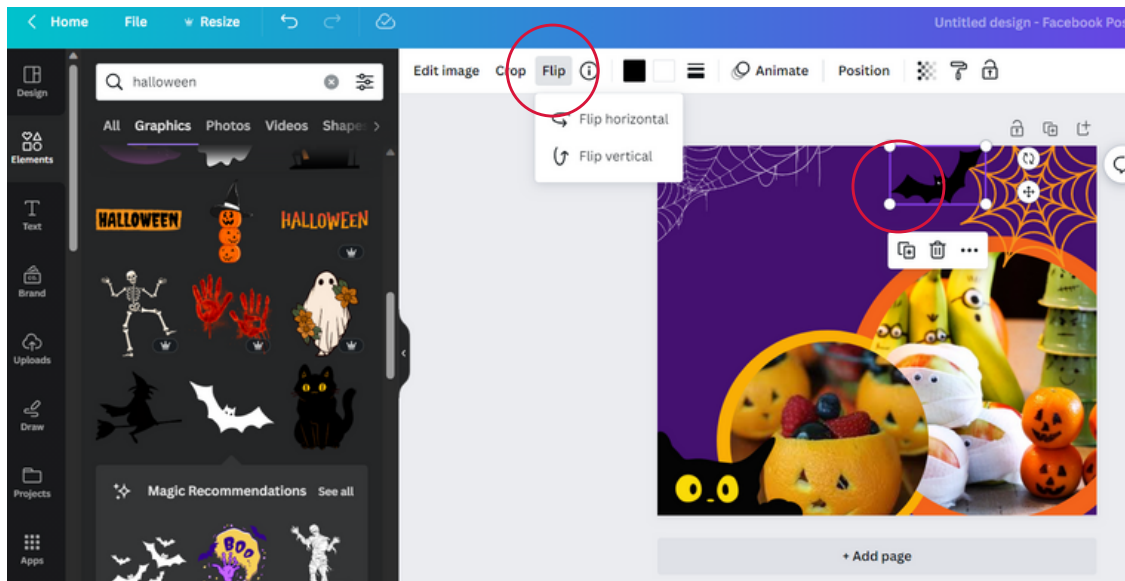
- Click to select the element you want to flip.
- On the toolbar above the editor, click Flip.
- Select Flip Horizontal to flip it right side left, or Flip Vertical to flip it upside-down.

Rotate elements

- Click the element, textbox, image, or video that you want to rotate.
- Click and hold the rotating arrows that appear outside the border of the selected element. Drag left or right to rotate.
- Click outside of the selected element to finish.

Resizing elements

- On your design, click the element that you want to resize.
- Click any of the white circle handles on the corners.



Example:

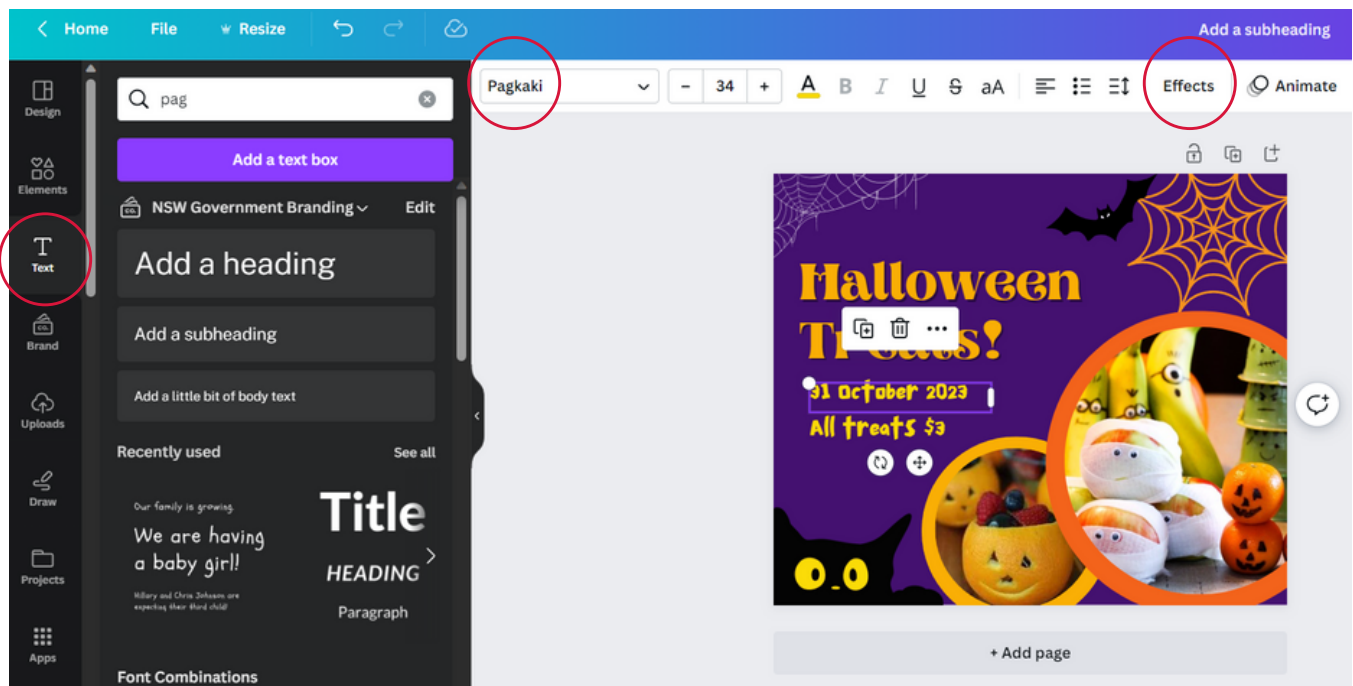
- Select 'Elements'
- Type in 'Halloween'
- Click graphics. Add those you wish to the design and modify as you please.

Add text

- Click 'text' on the left-hand menu and there are options to choose a simple text box. Or some font combinations and effects. They allow you to change the font type, size, and how the text is aligned, and add effects such as drop shadows and glows.
- Choose a font combination idea to start with. Type in the text you want to use.
- Select the one you want and then use the round dots in each corner to make it bigger / smaller.
- Little purple lines will appear to help you get it in the centre.
- At the top right of your screen, you'll see even more advanced options to change the transparency of the text, line spacing, alignment etc.

Add hyperlinks

- Links remain clickable by publishing your design as a PDF or by presenting it.
- You can add hyperlinks to text, elements, images and videos. You can only link to external sites
- Click to select the element you want to add a link to.
- On the toolbar above the editor, click the Link button or the chain icon.
- Enter the website link, and click Apply to finish



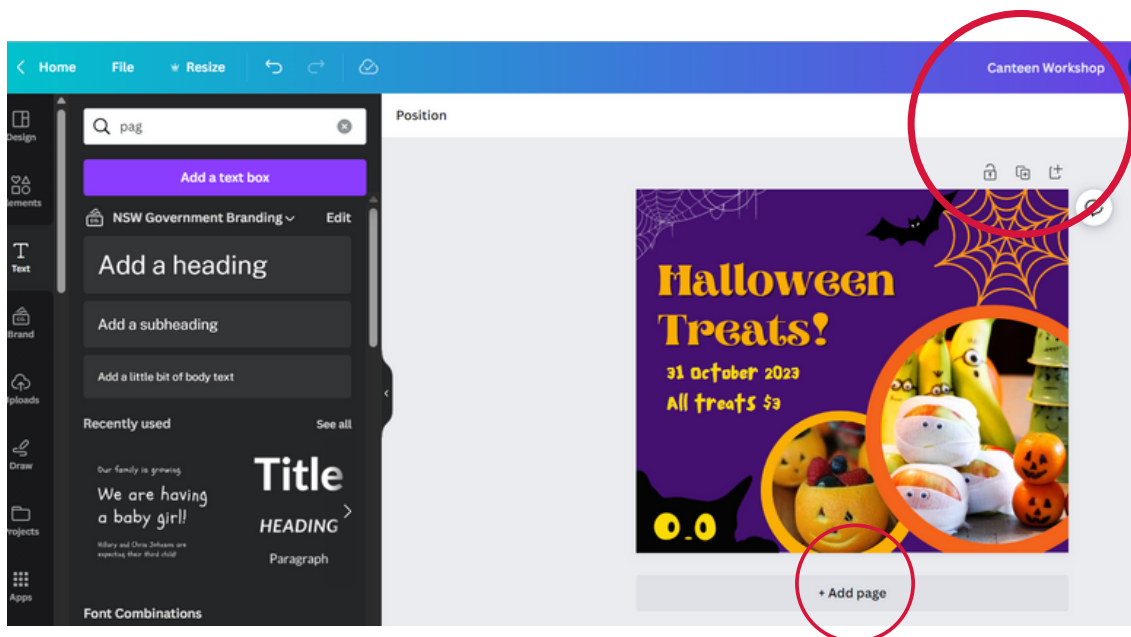
Example:

- Select 'Text'
- Select 'Add a heading' or 'add a sub-heading.'
- Type in "Halloween Treats". Change to font 'Aprila' at size approx 80
- Add an 'effect', shadow, colour black.
- Add another two text boxes - add date and further detail. Change to font 'Pagkaki' approx .35 size.
- Resize to give yourself enough space around elements.

Edit pages

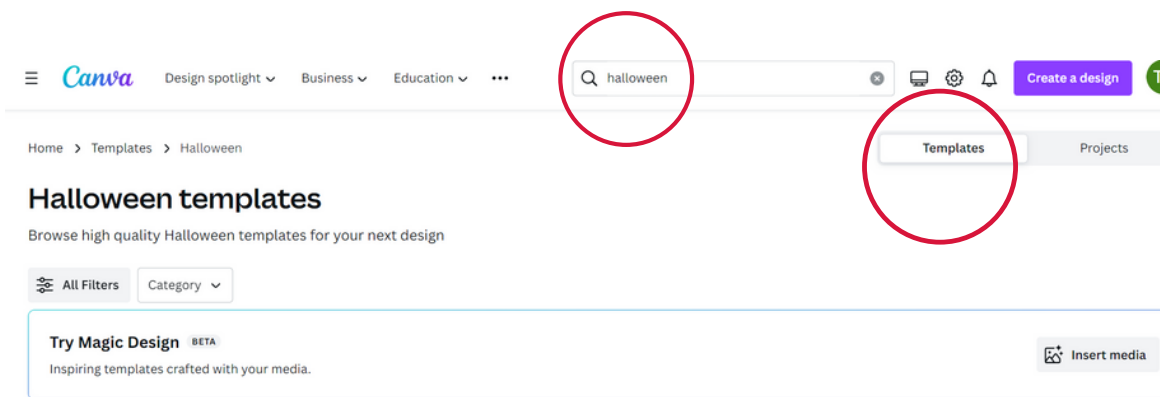
Add, copy or delete pages, add design notes, and more

- Add page: click the + icon above your design to add a page, or click the +
- Add a new page button below it (or below the last page of your design if
- you have multiple pages)
- Delete page: click the trash icon above your design
- Duplicate page: click the two-page or copy page icon above your design
- Rearrange pages: click the \wedge or \vee icons above your design to move pages up or down
- Copy and paste pages: click on the page thumbnail from the bottom of the
- editor, press CMD+C (Mac) or CTRL+C (Windows) to copy and CMD+V (Mac) or CTRL+V (Windows) to paste. If you don't see the page thumbnails, click the Show pages arrow on the bottom of the editor first.
- Page title: click the text field next to the page number to give it a title (helpful in sharing designs as websites)



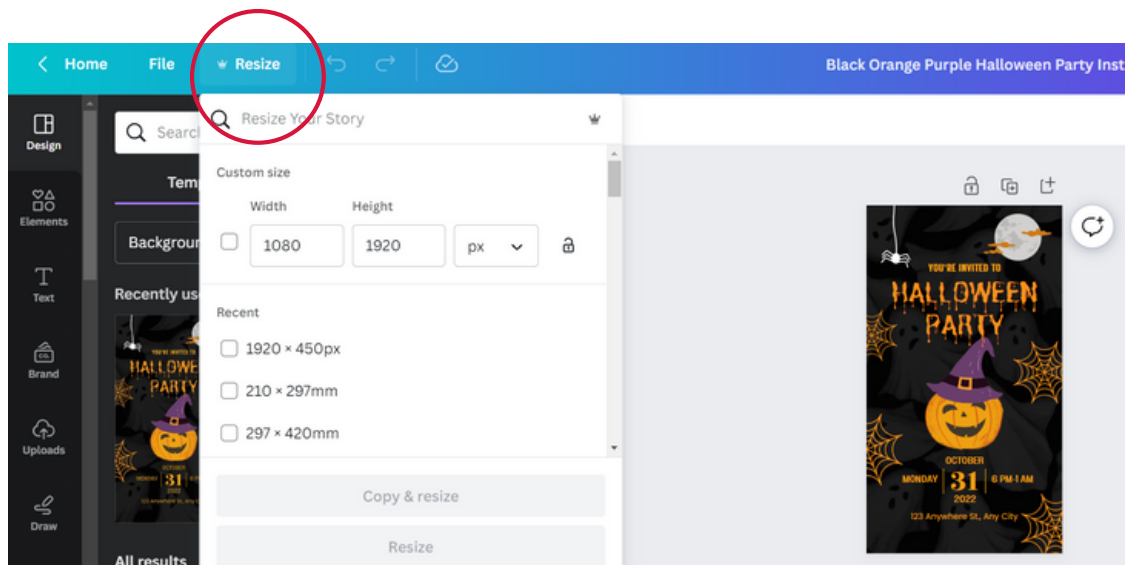
Using templates

- Repeat the first few steps to select your size and shape of designs.
- Click the 'create a design' button in the top right corner or click the icons under the 'What will you design?' header.
- Pick one of the pre-selected sizes.
- Alternatively, you can type in key words like 'Halloween' and see what templates come up.
- Scroll down to select a template to assist you with your design.
- Click 'customise this template'
- Click the parts of the design you would like to change - and replace pictures, write over text etc.



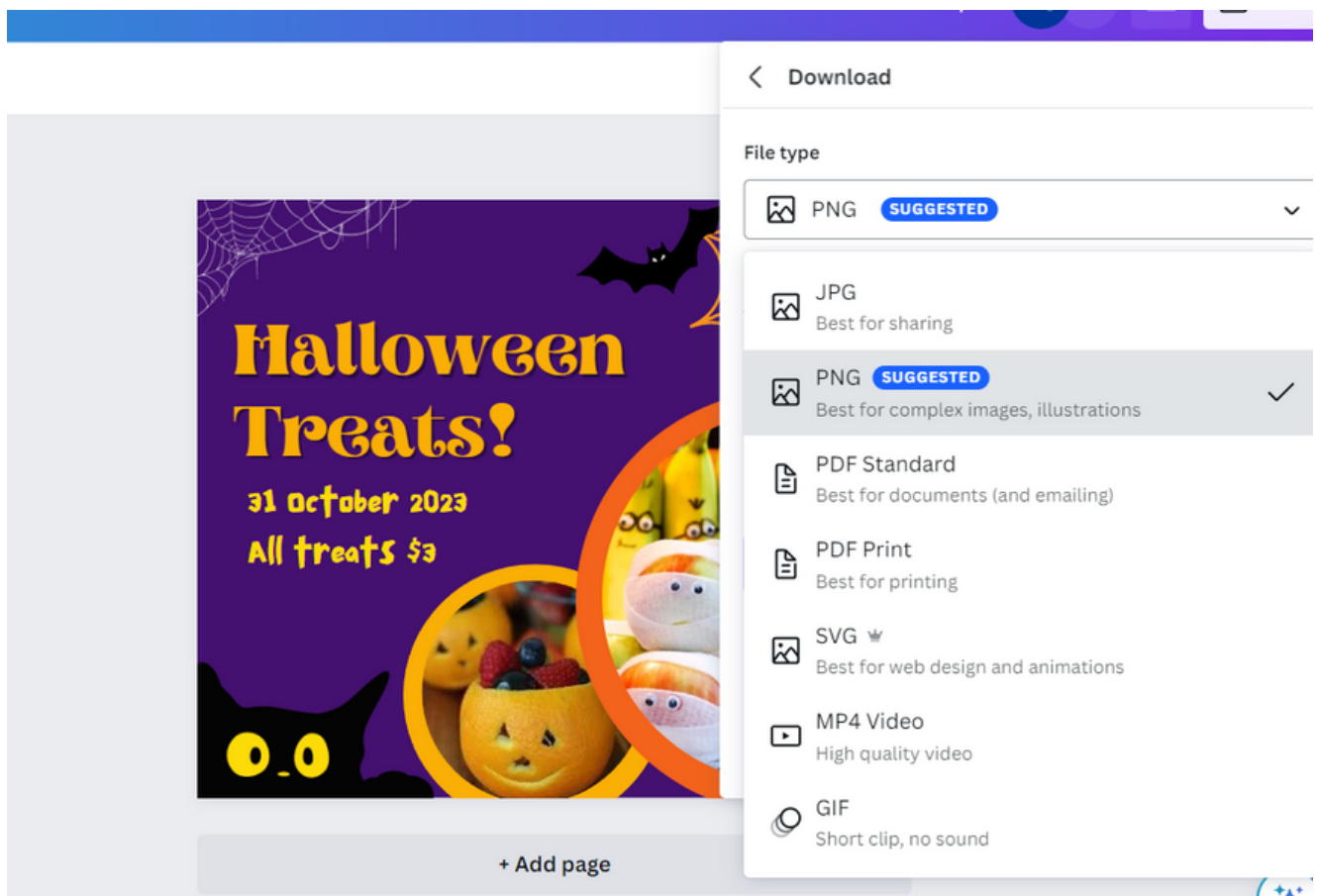
Resizing a template:

- Click 'Resize' in the top blue banner
- Select the width and height of the design you would like. Note, Facebook post sizes are usually 1200 x 630 px



Finish and save

- Canva thankfully auto saves every few minutes. To be sure, you can press file > save.
- Give your file a name in the top right tool bar so you can spot the file on the computer. It will default to the words on the screen or sometimes 'untitled'.
- Then use the 'Share' and then 'download' button to download it. Select your desired format. E.g. a PNG, JPG, PDF, or GIF file.
- Use the drop-down menu to change from the default option.
- Your design is ready to use and will be available in your downloads folder on your computer.
- Tip - Hyperlinks only work in PDFs, not images,



Filing and folders

Creating a folder

- From the homepage, click Folders.
- Click Create new folder from the top corner of the page.
- Give your folder a name.
- Click Create folder to finish.

Saving design into folder

- Open All your folders from the homepage side panel.
- For designs, go to All your designs.
- Hover your cursor over the file you want to add to a folder, and click the ⋮ icon.
- Select Move to folder.
- From the list that will appear, select where you want to move the file to.
- Click Move here to finish.

Sharing folders

- From the homepage, click Folders on the side panel.
- Hover your cursor over the folder that you want to share, and click the ⋮ icon.
- Select Share.
- Next to a team name, select a share permission: edit and share, edit, or view.
- To share with specific team members, enter their names or email addresses on the text field, and click them from the search results to select them. Select a share permission for the selected members.
- Click Share folder to finish,

