



Intro to Canva

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Canva

Canva is a graphic-design tool website, founded in 2012

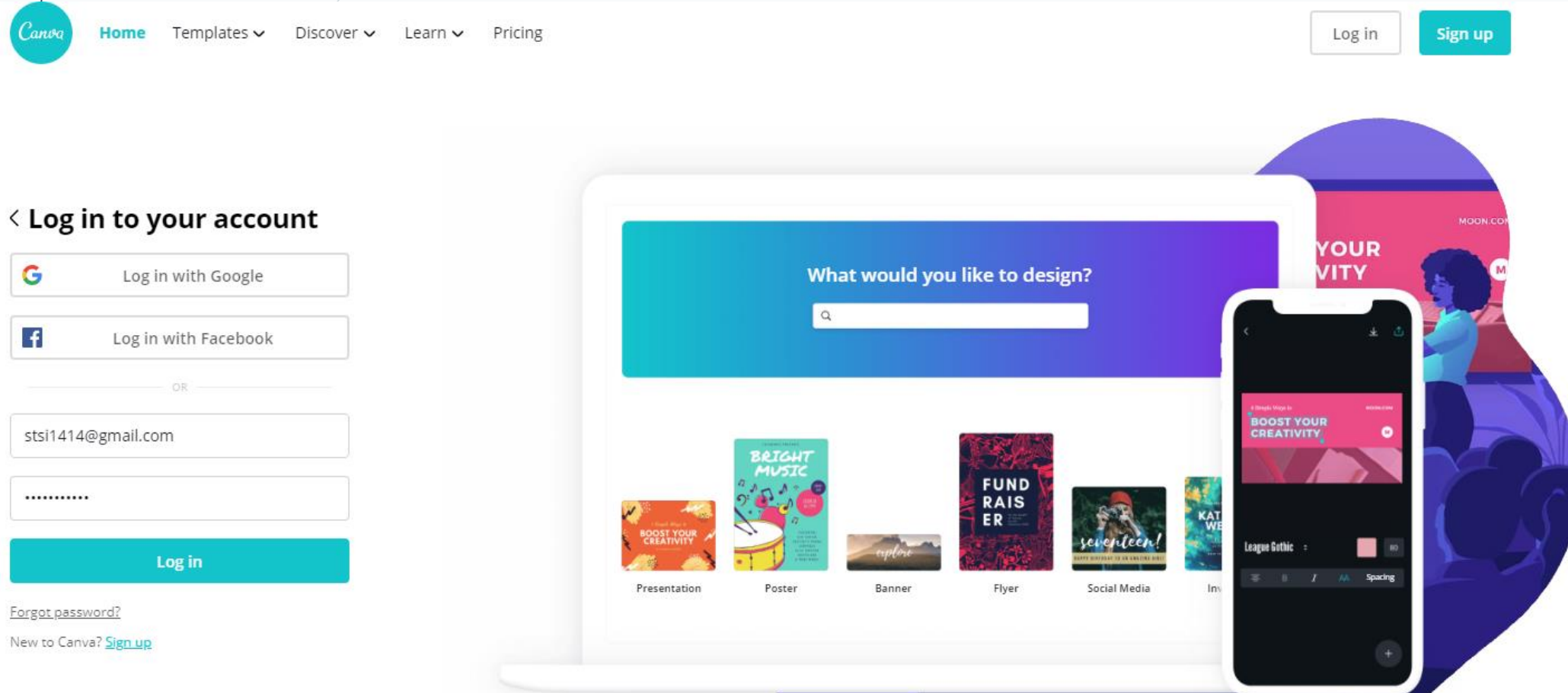
It uses a drag-and-drop format and provides free access* to over a million photographs, graphics, and fonts

It is used by non-designers as well as professionals

The tools can be used for both web and print media design and graphics

* Canva offers many FREE design options. Some design elements, however cost a fee. The FREE elements will be clearly marked

Getting Started - Create Canva account at Canva.com



Canva Account

- Account Settings
- Support
- Sign out



trish tergesen

[Add your picture](#)



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stsi1414@gmail.com

Account settings

Refer friends 

Get help

Sign out

Main Screen

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Add your picture

Create a design

Home

All your designs

Templates

Photos

Print

Apps

Brand Kit

Design School

Create a team

Folders

Trash

Try "Invitation"

Poster

Logo

Video

Presentation

Flyer

Card

Infographic

Business Card

Resume

Brochure

Invitation

Animated Social Media

Discover now >

Create a design

Poster

Logo

Video

Presentation

Flyer

Card

Infographic

Business Card

Resume

Brochure

Invitation

Instagram Posts

“

Life shrinks or expands in proportion to one's courage.

ANNAIS NIN

During a crisis.

Talk to people you trust.

Think about reaching out to friends and family or your community.

SUNDAY MORNING COFFEE

Learn To Love Yourself.

Maintain a healthy lifestyle. Including proper diet, sleep and exercise.

ADD A MESSAGE

BECAUSE WE ARE ALL EQUAL

Try Canva Pro

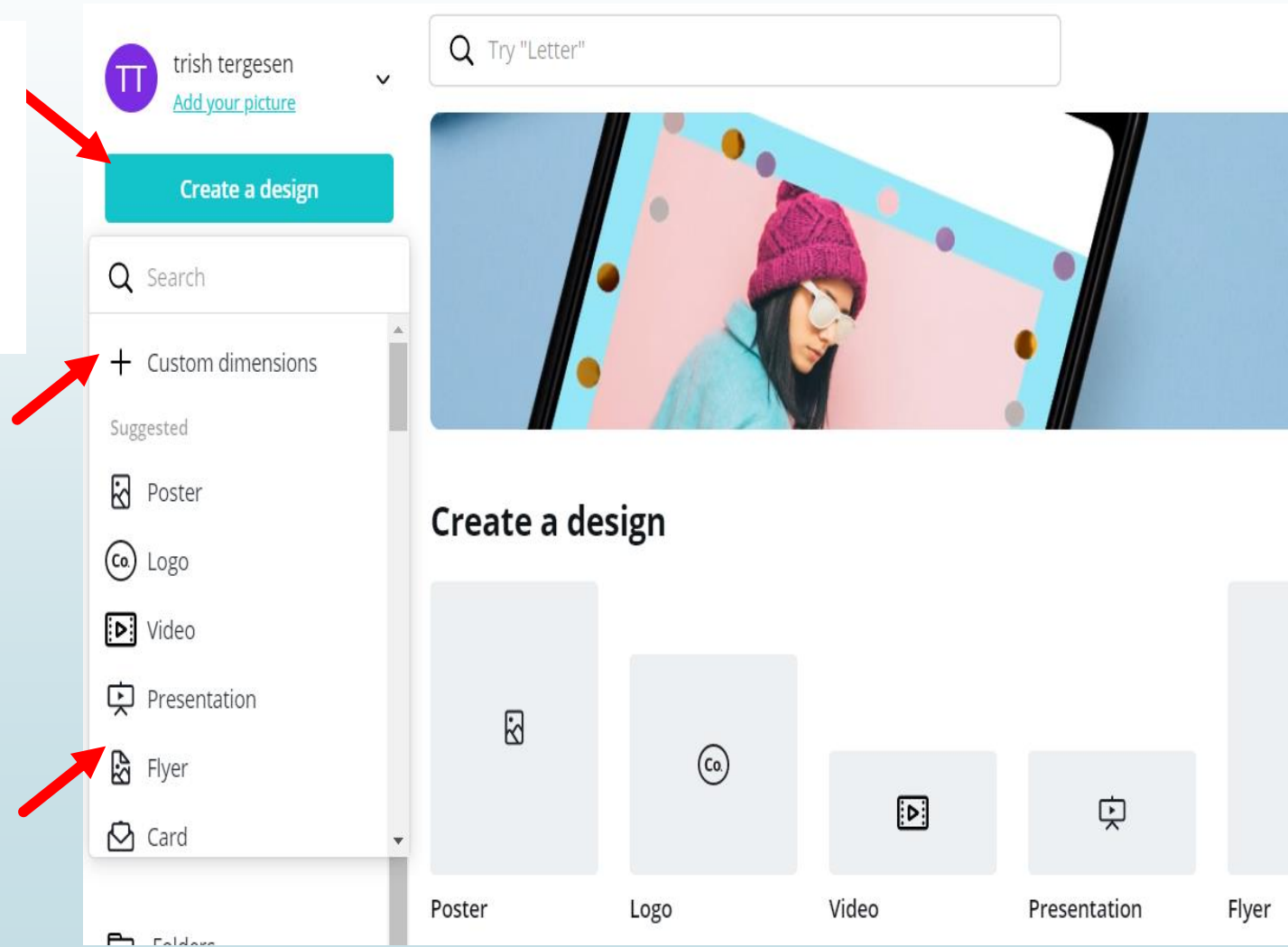


What can you do from the Main Screen

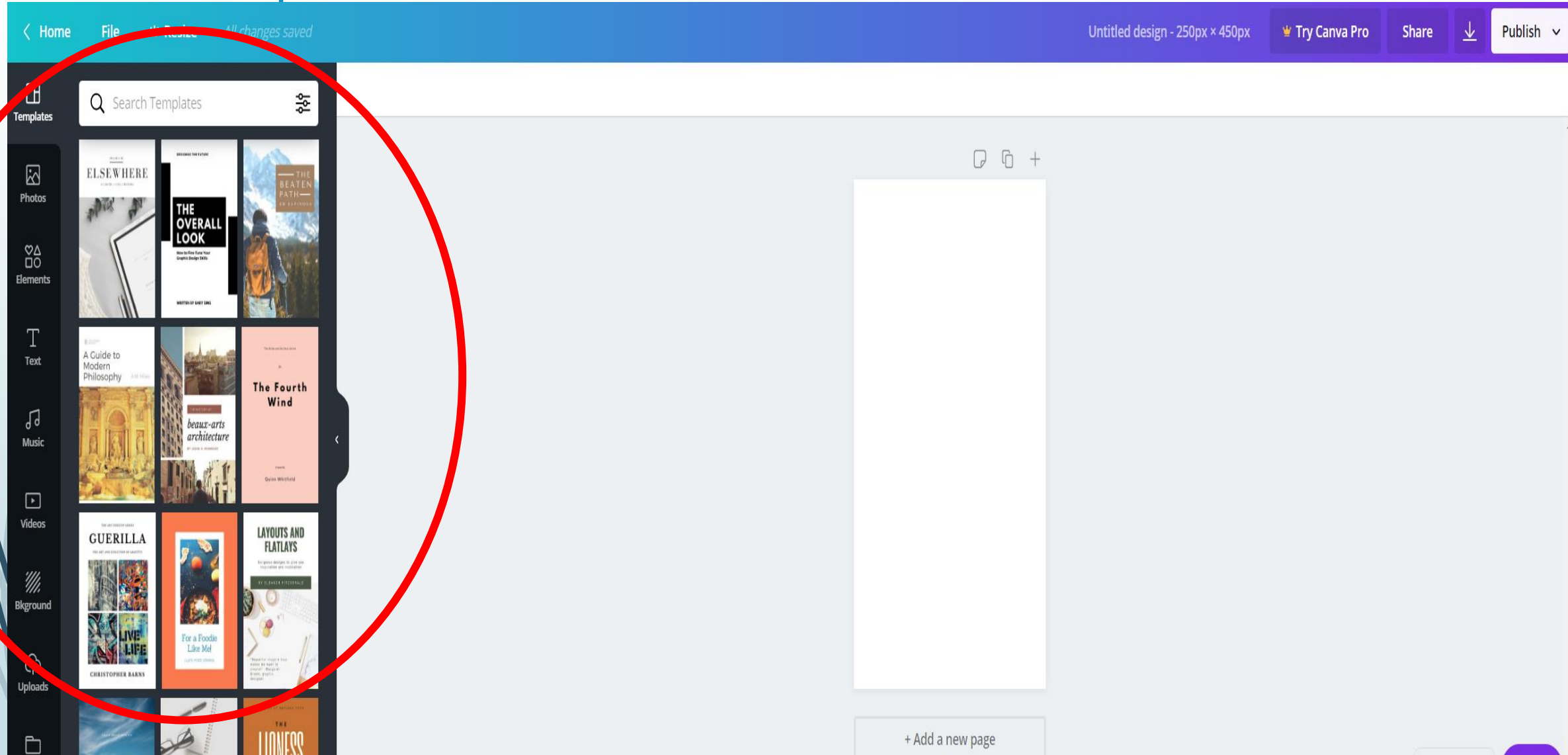
- Create New Designs with either:
 - Your own dimensions – you set size etc
 - From a template – 50,000 free templates to choose from
- Also Create Teams - to collaborate on projects

New Design with your Dimensions

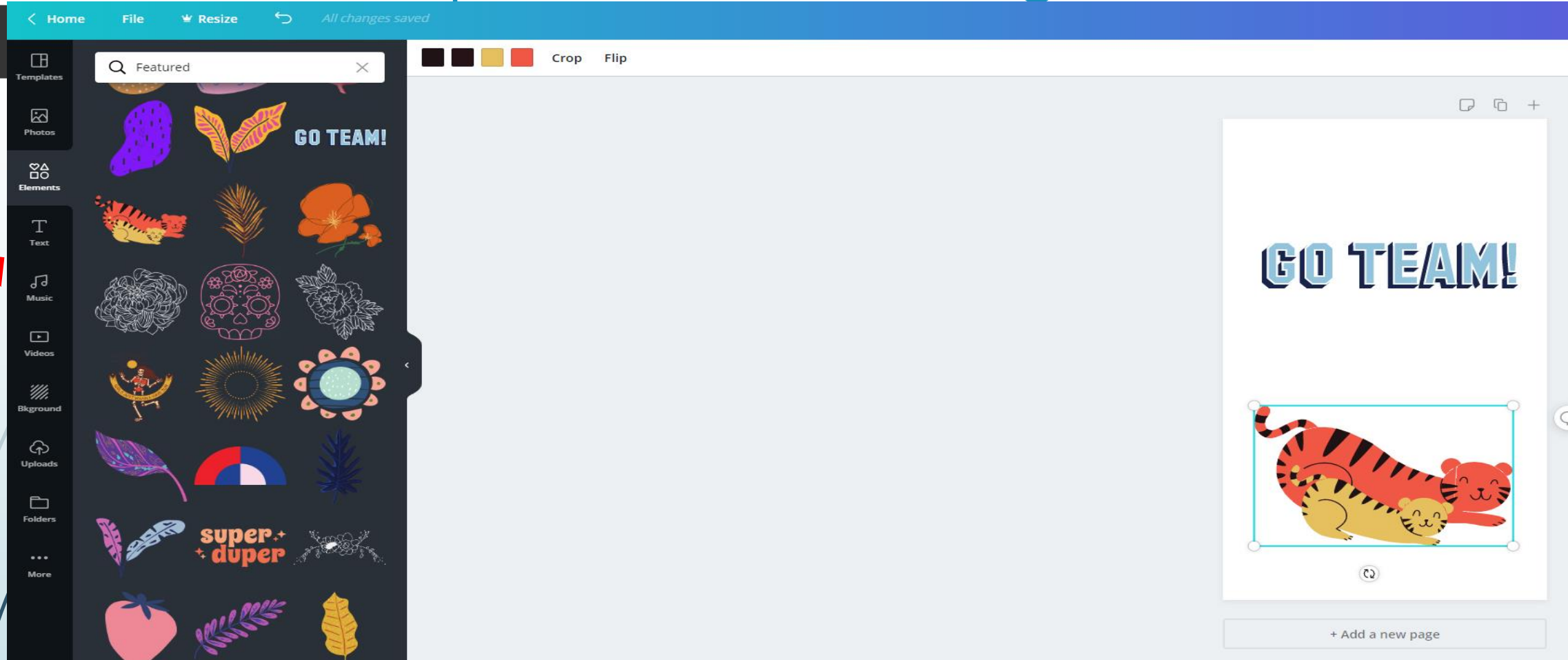
1. Click Create
2. Then Custom Dimensions
3. Or choose from a Custom Category



Design Options (same for Custom or Template)



Elements/Options for the Design

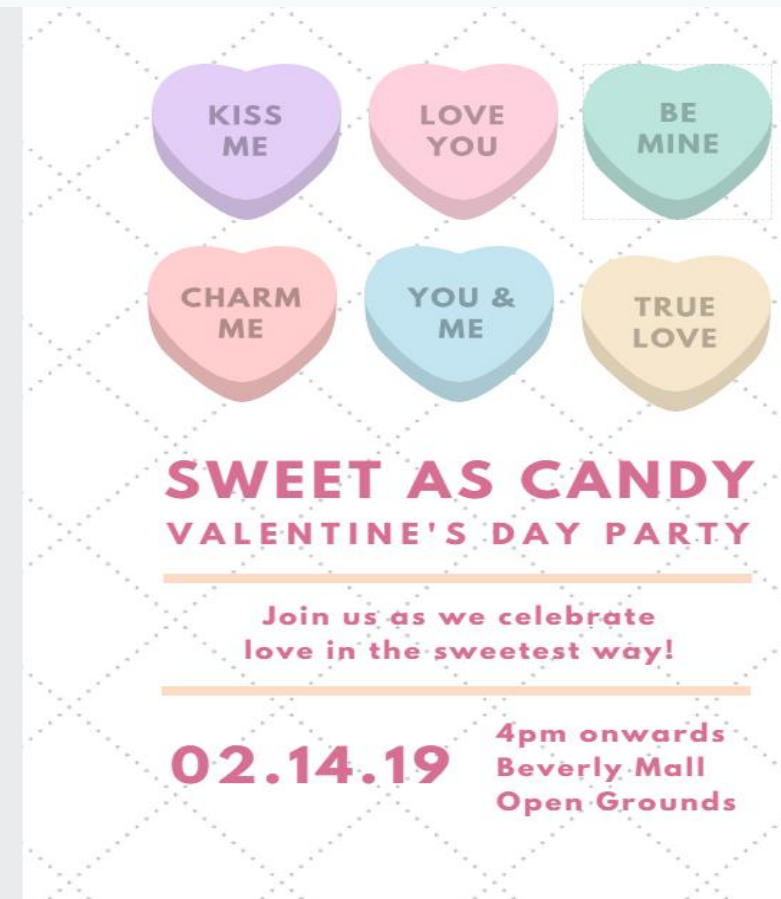


You can personalize your design with these options:

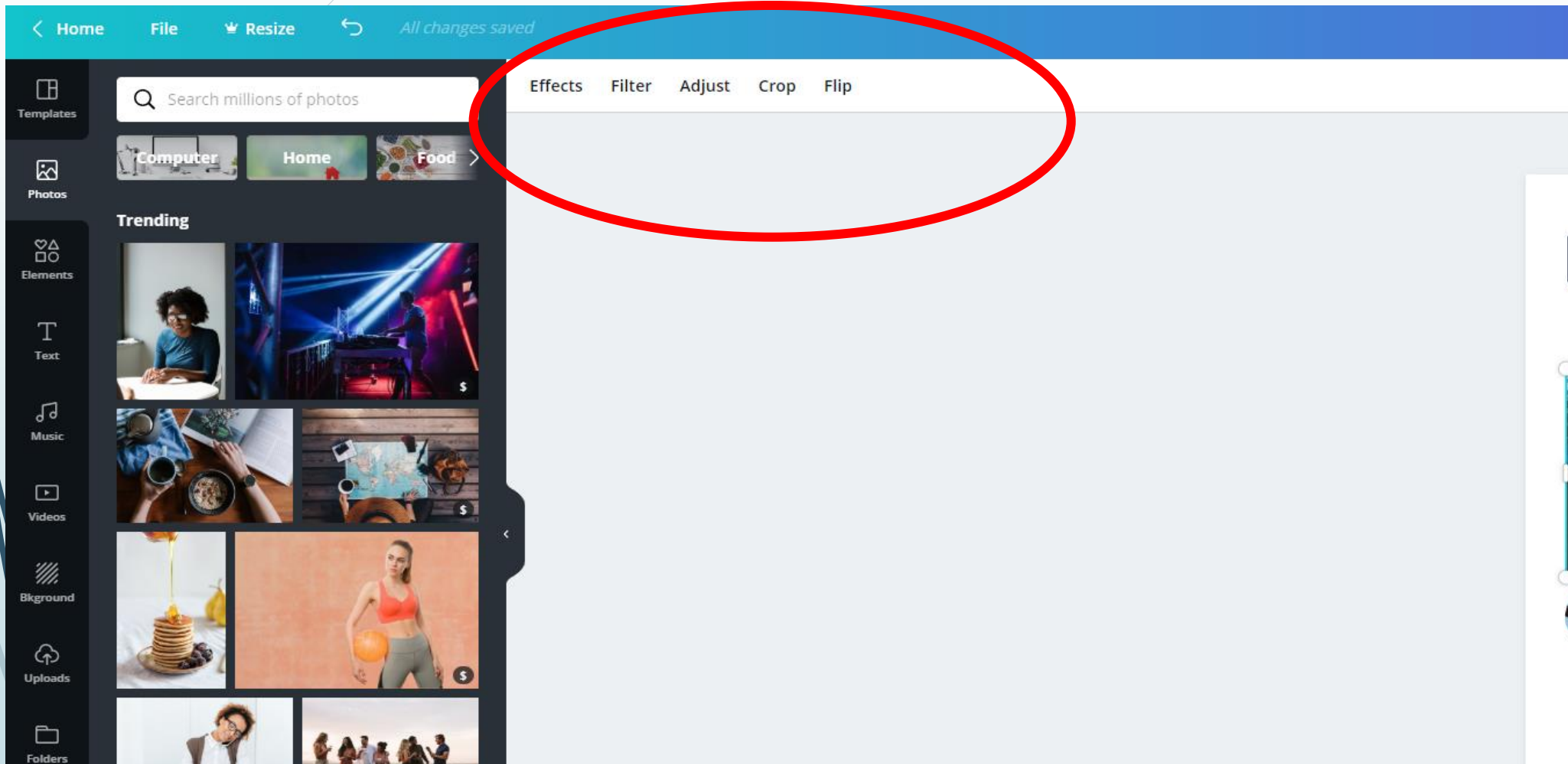
- *Elements
- *Text
- *Background
- *Upload (your own images etc)

Click each option on the left for additional choices

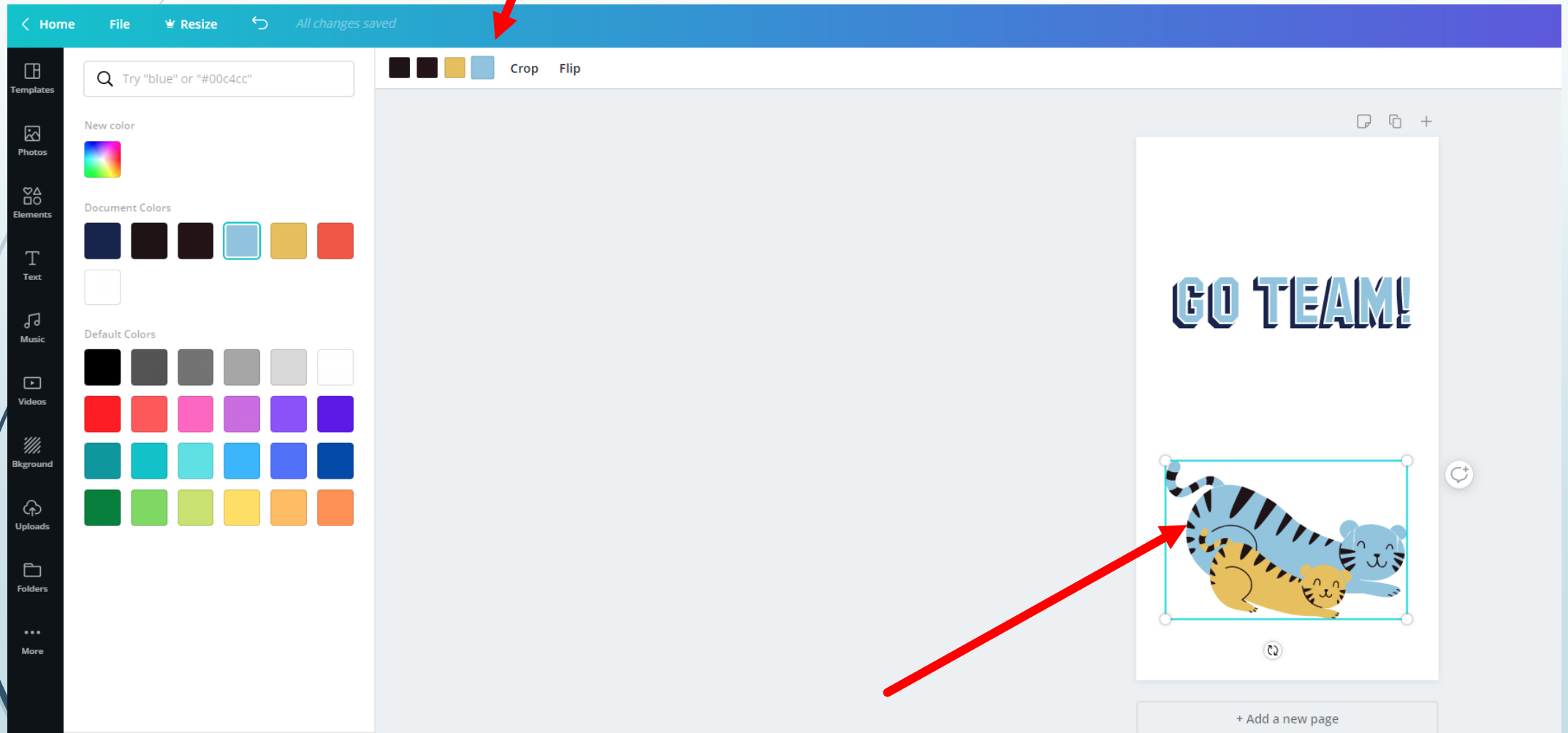
*Please note those marked as FREE



Design Options – a menu for each design you choose will be shown here



Example: Change color using Color Palette



Changing Fonts

League Spar... 36.6 B I AA Spacing

Ungroup Copy Arrange



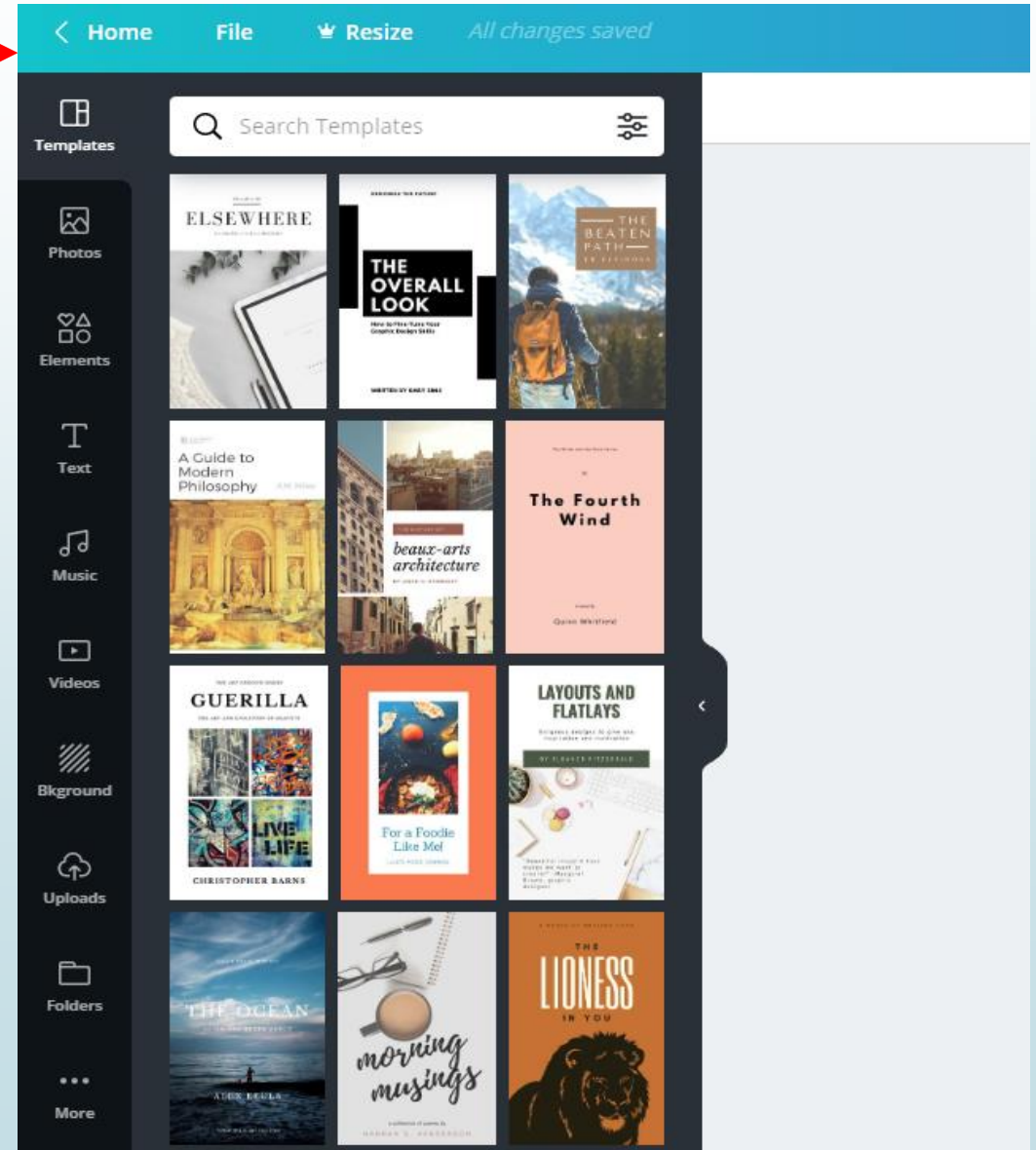
1
▼
□
□

Click Canva

While working on your design

If you need to return to the main menu

Click HOME in the upper Left corner



What Can You Do With Your Design?

Untitled design - 250px × 450px

Try Canva Pro

Share

Download

Publish

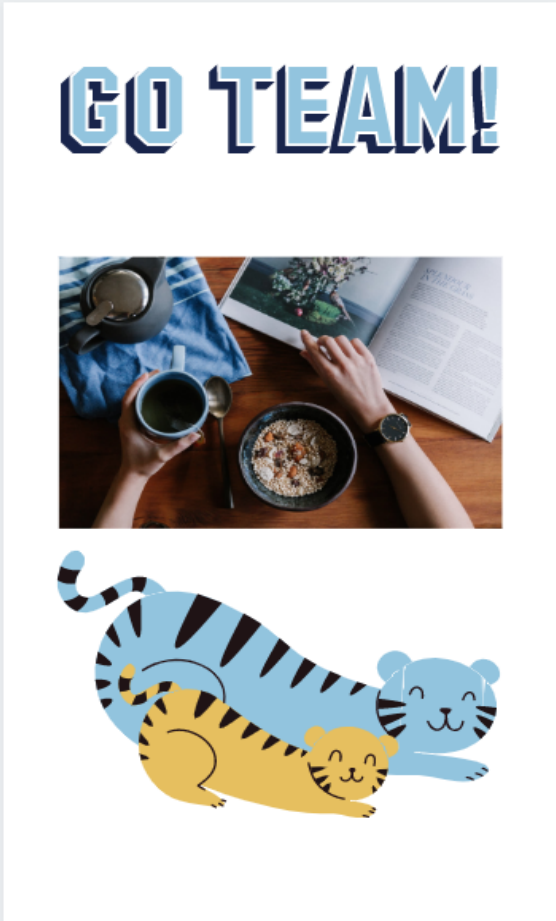
Share

Download

Publish or Print

Name file

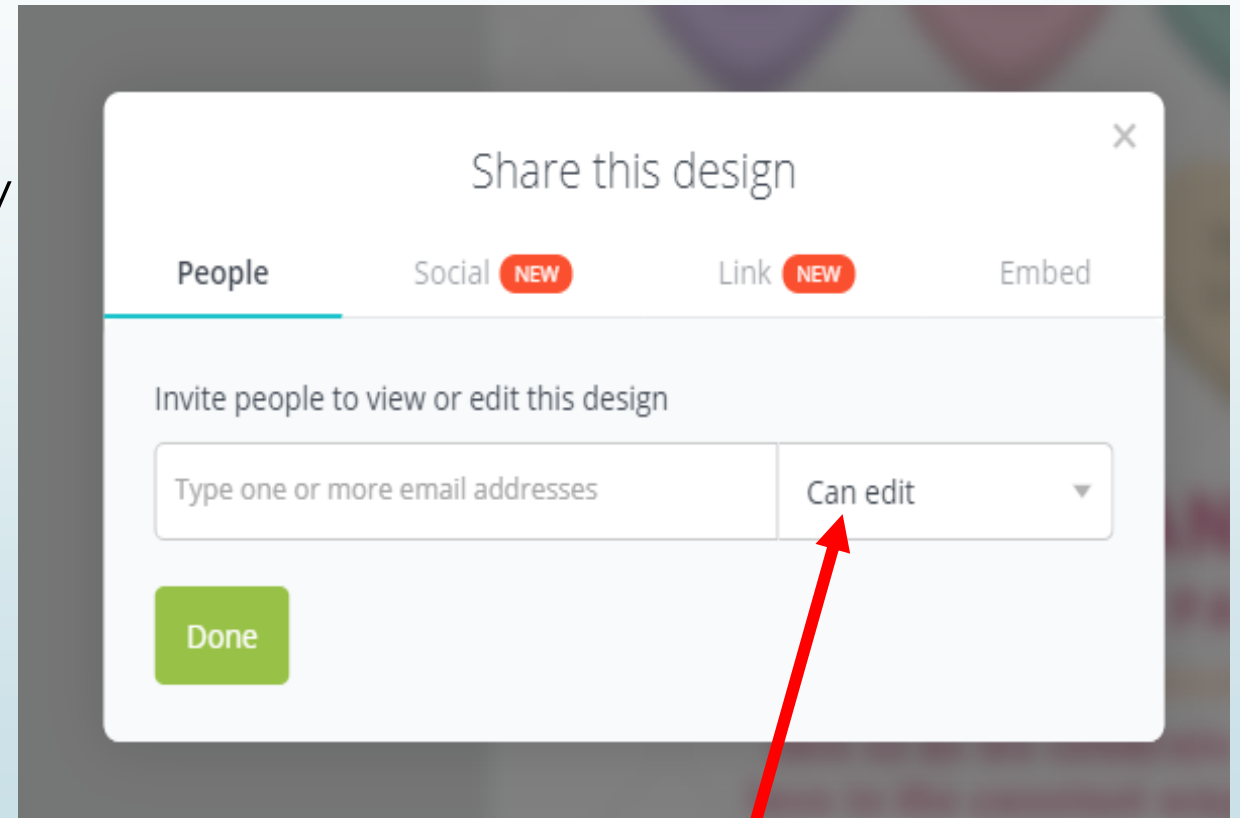
GO TEAM!



+ Add a new page

Share

Invite people via their email
Choose if they can Edit or View



The screenshot shows a 'Share this design' dialog box with a close button (X) in the top right corner. Below the title, there are four tabs: 'People' (selected with a blue underline), 'Social' (with a red 'NEW' badge), 'Link' (with a red 'NEW' badge), and 'Embed'. The 'People' tab contains the text 'Invite people to view or edit this design'. Below this text is a form with two parts: a text input field on the left with the placeholder text 'Type one or more email addresses' and a dropdown menu on the right currently set to 'Can edit' with a downward arrow. A red arrow points from the bottom of the screen to the 'Can edit' dropdown. At the bottom left of the dialog is a green 'Done' button.

Download Types

Untitled design - 250px x 450px

Try Canva Pro

Share

Download

Publish

Download

File type

PNG **SUGGESTED**

High quality image

✓

JPG

Small file size image

PDF Standard

Small file size, multi-page document

PDF Print

High quality, multi-page document

Video **BETA**

MP4

GIF **BETA**

Short animated clip

Animation

GO TEAM!





+ Add a new page

Printing via Canva

*double check pricing

Untitled design - Real Estate Flyer

Try Canva Pro

Share

Print Flyers

1 2 3 4

WE NEED VOLUNTEERS!

SUPPORT SANDIO'S FOOD DRIVE

LOCATED AT 123 ANYWHERE ST., ANY CITY. OPEN DAILY.

The food drive is sponsored by Sandio Foundation, TCEN Hotel, Bijou Solutions, Inc. Gold Cheetah Bar and Tools Hardware & Co.

+ Add a new page

43%

Help ?

Quality flyers delivered to your doorstep.

Select your print options

Standard paper

Matte finish

50 copies \$28

Delivery in business days

☒ Economy (5-8 days) FREE

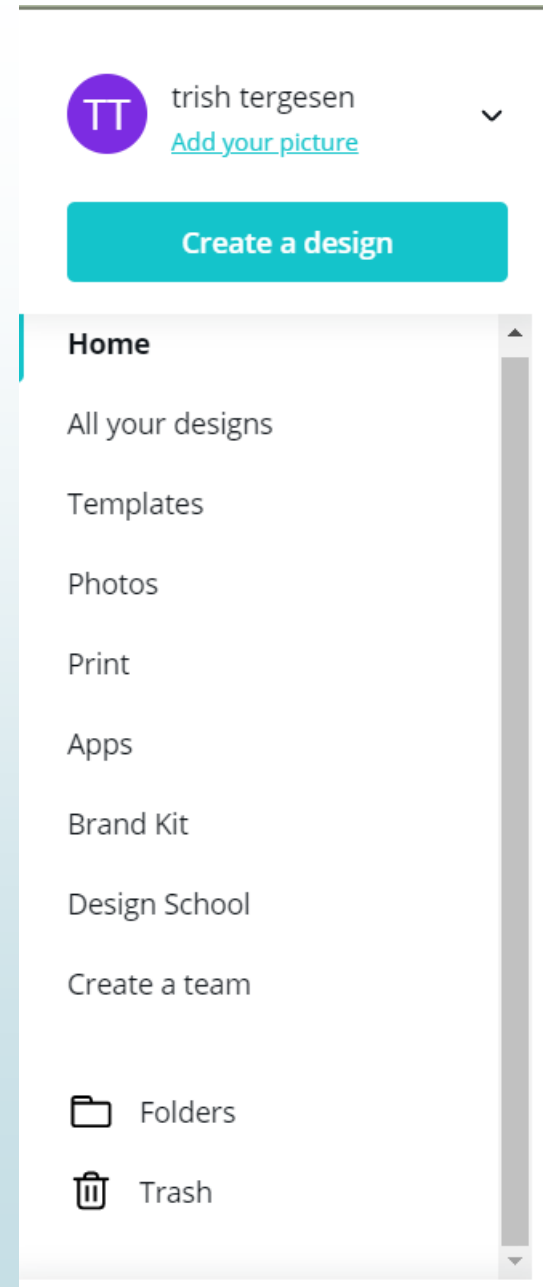
☐ Standard (3-5 days) \$8

Creating a Team

Creating a team is a great way to collaborate with peers on any project.

- Log in to Canva.
- If applicable, switch to the team you would like to invite members to by clicking the arrow next to your profile photo. This will open a drop-down. From there, select the team name.
- Click on the **Team members** tab.
- Enter the email addresses of your new team members.
- Choose your [team member permissions](#) by clicking the drop-down menu next to each email. Free teams have the option to assign members to the roles of Member and Administrator.
- Click **Send invitations**.
- **ALLOWED up to 20 Teams – 3000 Members for each Team when using Canva Free**

CREATE A TEAM





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[Add your picture](#)

Create a design

Home

All your designs

Templates

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Print

Apps

Brand Kit

Design School

Create a team



Folders



Trash

 Try Canva Pro

Invite team members for free

Creating a free team makes it easier to share designs and folders. Upgrade to Canva Pro to unlock all team functionality and benefits.

Enter email address...

Member ▾

Enter email address...

Member ▾

Enter email address...

Member ▾

Enter email address...

Member ▾

Enter email address...

Member ▾

+ Add another invitation

Send invitations

Members (1)

NAME

EMAIL

ROLE



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stsi1414@gmail.com

Owner



Teams make it easier to share designs and folders. You can also set up groups once you've created your team. **Start by inviting your team members!**

Team Members

Members (2)

NAME

EMAIL



Invited

stsi1313@gmail.com



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stsi1414@gmail.com

Administrator

Member ✓

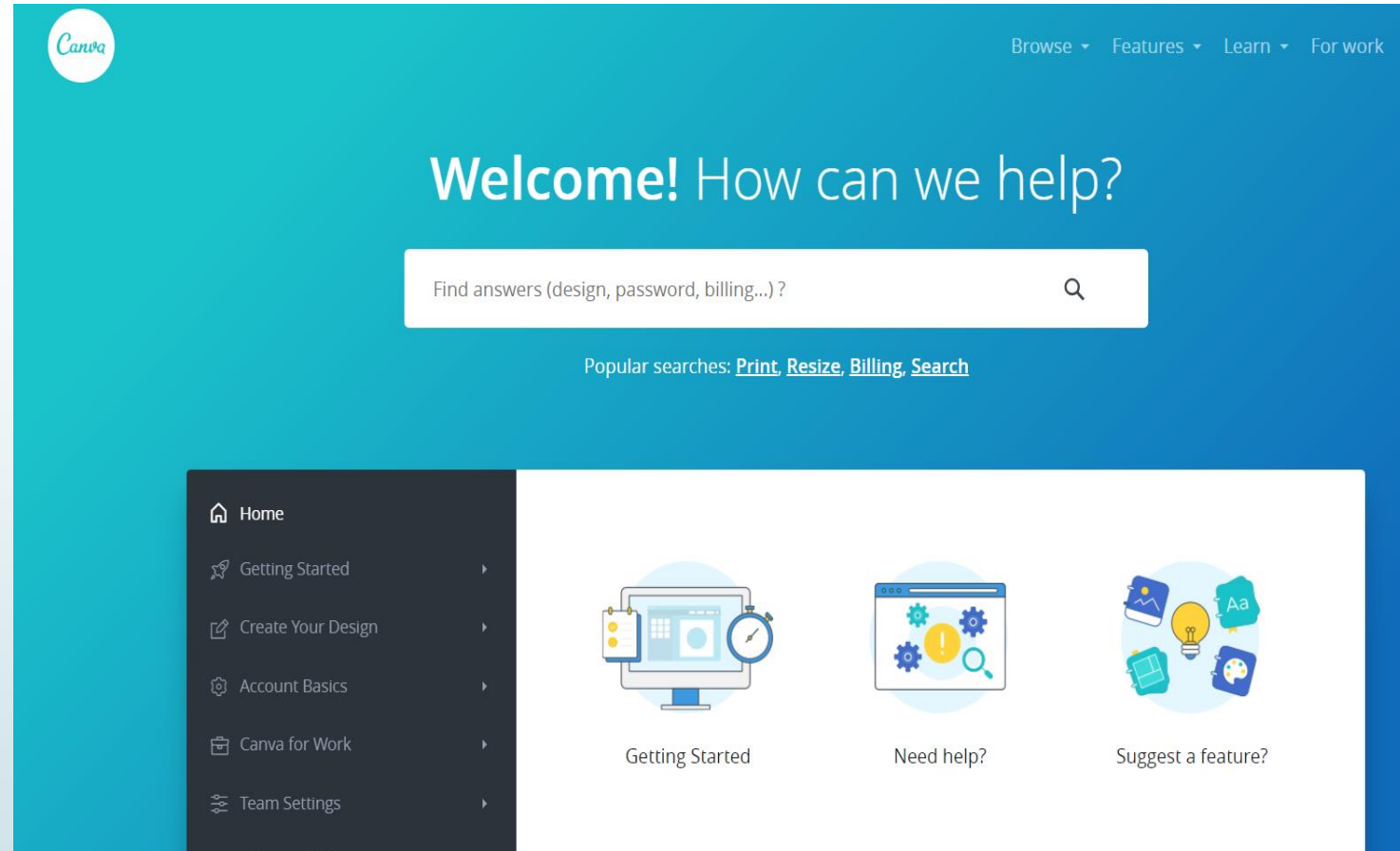
Resend invitation

Cancel invitation

Helpful Tutorials

1. Canva Help Page

<https://support.canva.com/>



2. Canva tutorials - <https://designschool.canva.com/tutorials/>