



CANVA BASICS

STEP BY STEP GUIDE

TO DESIGNING FROM SCRATCH AND
USE OUR TEMPLATES





INDEX

GETTING STARTED

Create a Canva account	4
Load a template you have purchased	5

EDITING BASICS

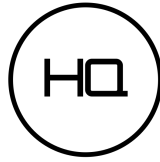
Canva editor elements	7
Elements	9
Text cheatsheet	10
Uploads Photos, videos and audio	11
Grids and frames	12
Transparency	13
Locking Elements	14
Clone and add pages	15
Grid view	16
Save and download your design	17
Share your design	18

FREE RESOURCES

Download free images and resources	19
Download free videos	19



GETTING STARTED



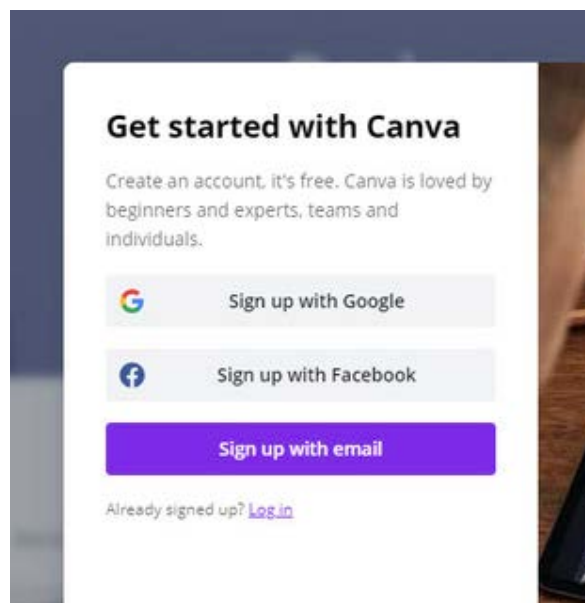
CREATE A CANVA ACCOUNT

The first step is to create a [Canva](#) account (remember that it's free), All our templates have been designed to be used with a Free Canva Account, include all elements used except some commercial images.

Go to the home page [Canva](#) and register with your Facebook, Google or email account.

Once your account is created, you will be directed to an onboarding page.

If you wish to try [Canva Pro](#) in this step, choose to take the test (You will have a trial of 15 days). Otherwise, click on "Later". When you go forward, you can also invite other people to collaborate on your projects. Load a template you have purchased





LOAD A TEMPLATE YOU HAVE PURCHASED

Go to the template link, you will see a preview of the template. Let's see how to edit it, click the "use template" button. If you already have an account, you can log in to it. If not, you have to sign up, you can use the Google account, Facebook account, or Email address to enter into Canva. Now you can use your purchased template.

After you open the link, it will appear a window with the template, then you have to click in "use this template" After that, your [Canva account](#) will be open, and you can start edit your, fonts, colors, shapes, backgrounds, etc..

**A template created by
hqprodesign was shared with
you, start designing now**

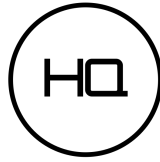


2560px × 1440px

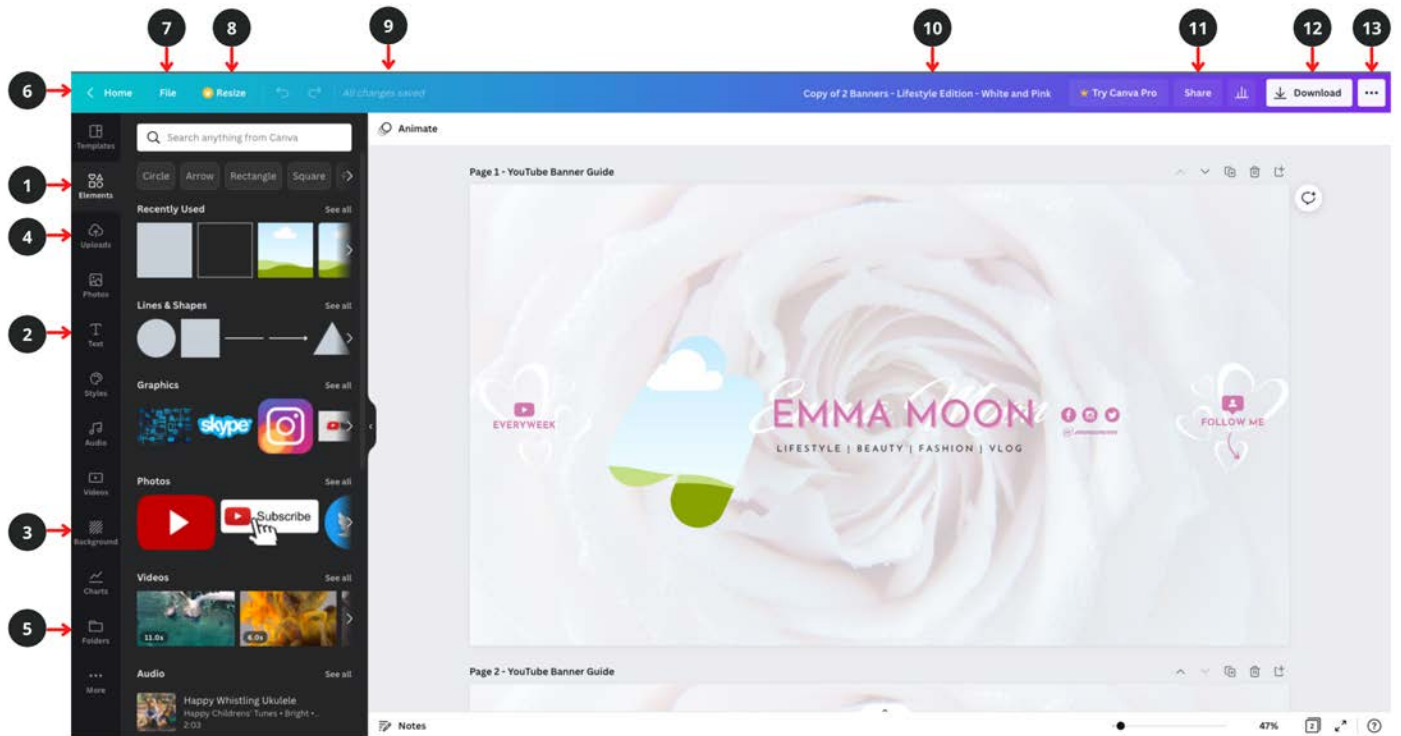
Use template



EDITING BASICS



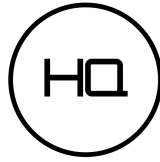
CANVA EDITOR ELEMENTS





Canva editor elements

1. **Elements:** Select photos, frames, shapes, lines, etc. to add to your design.
2. **Text tab:** Beyond the text placeholders already available to you, the text tab gives you options to add additional pre-formatted text heads, sub-headings, and body text. There are also font combinations available. Of note: Use caution in how you use these, as they are not Carleton-branded.
3. **Background tab:** Carleton-branded colors are available just below the search bar. While there are a variety of patterns, landscape, and other background options, it is not advised to use colors that fall outside of the Carleton brand.
4. **Uploads tab:** This area allows you to upload your own elements such as images and graphics.
5. **Folder:** All of your designs, favorites, purchases, items shared with you, and folders are available here.
6. **Home:** Takes you back to your home page.
7. **File:** Create a new design, show margins, show print bleed, save all your changes, move to folder, resolve comments, see version history, make a copy, download your design, or look for help.
8. **Resize:** Allows you to change the size of your design (Only available with Canva pro)
9. **All changes safe:** While Canva automatically saves your changes, much like Google Docs and Slides, this feature gives you an opportunity to ensure your changes were saved before closing out of the platform
10. **Document name:** Allows you to change the naming convention of your design at any time.
11. **Share:** Allows you to share your design with others. This feature also gives you the flexibility to adjust restrictions, allowing individuals to view or edit.
12. **Download:** This feature gives you different options and formats to download your design in.
13. **Publish:** Download your design, share a link, make a presentation, email the design, or share it on social media.
14. **Add notes:** Add notes to your design.
15. **Page controls:** If you have more than one page, use this area to navigate between them. You also have the ability to copy them and delete them.
16. **Add a new page:** Directly add new pages with this button.
17. **Zoom Control:** Make your work area larger or smaller.
18. **Help:** Access and use Canva's support functionality, while still working on your design.

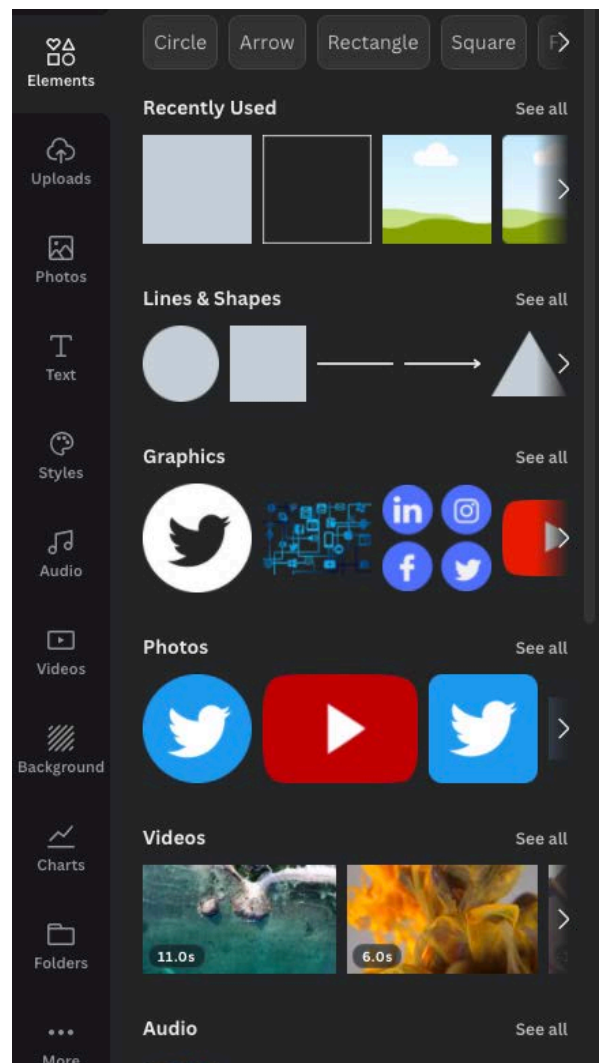


ELEMENTS

Here you'll find photos, grids, frames, shapes, lines, illustrations, icons, charts, and more. To select an element:

1. Click on the elements tab.
2. Select a category you want to browse in.
3. Then drag and drop the element into the design area.

TIP - [Canva](#) comes stocked with huge number of free and paid elements



Pie de foto



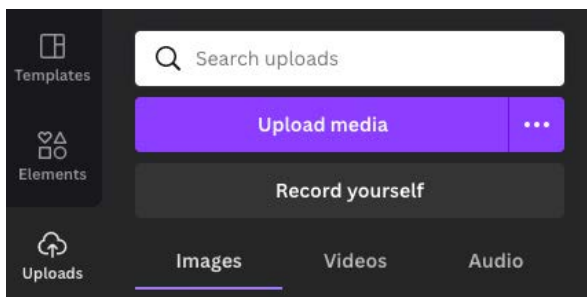
TEXT CHEATSHEET

	FONT SELECTION Choose your font from here
	FONT SIZE Choose your font size from here
	FONT COLOUR Choose your font color from here
	FONT STYLE Bold, Italicize or underline your text
	CASE SETTING Turn on upper case to auto capitalize all selected text
	FONT ALIGNMENT Choose from left, middle, right, or justified alignment
	DOT POINTS Choose from none, dots or numbers
	LETTER SPACING + LINE HEIGHT Adjust the space between letters and lines
	FONT EFFECTS Special effects like curved text

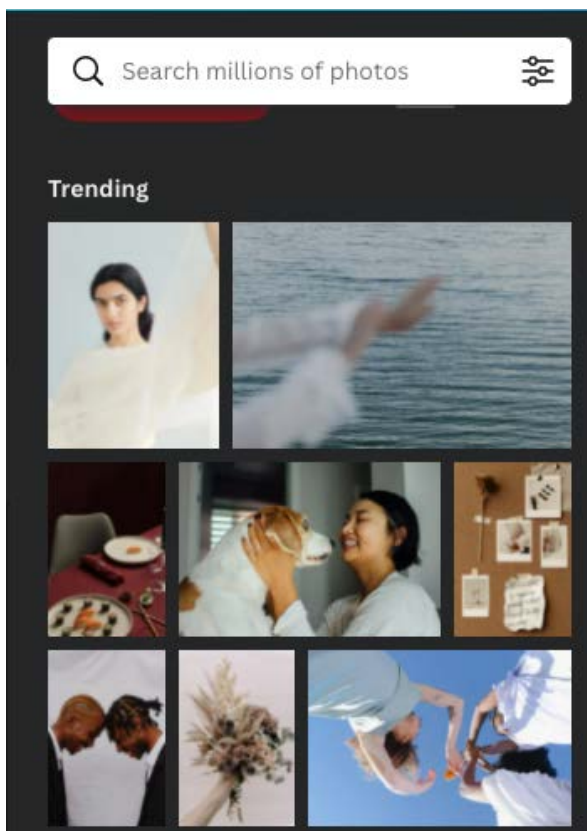


UPLOADS PHOTOS, VIDEOS AND AUDIO

Uploading your own images, videos and audio to Canva is very easy.

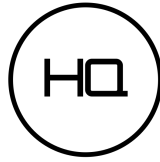


1. On the right hand toolbar click upload.
2. Then select "Upload Media"
3. Locate the file on your own computer and upload it.



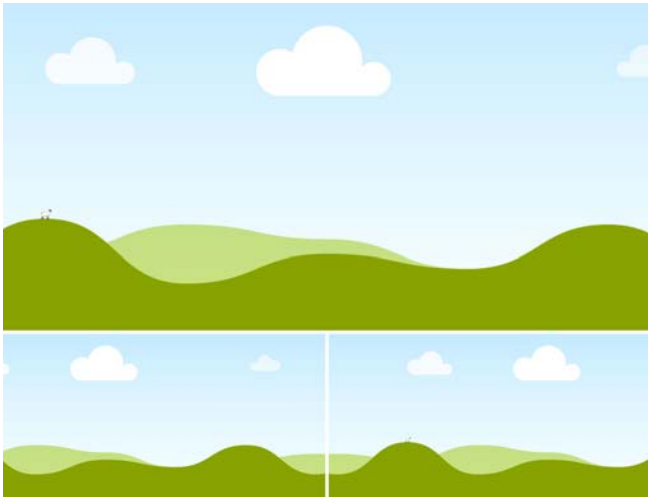
TIP - [Canva](#) has incredible library of free and paid resources. You can access these via the photos, video and audio tabs.

In all our templates we include all the necessary elements to be used for a free Canva account (backgrounds images, videos, and fonts), so you just need to upload it yourself!

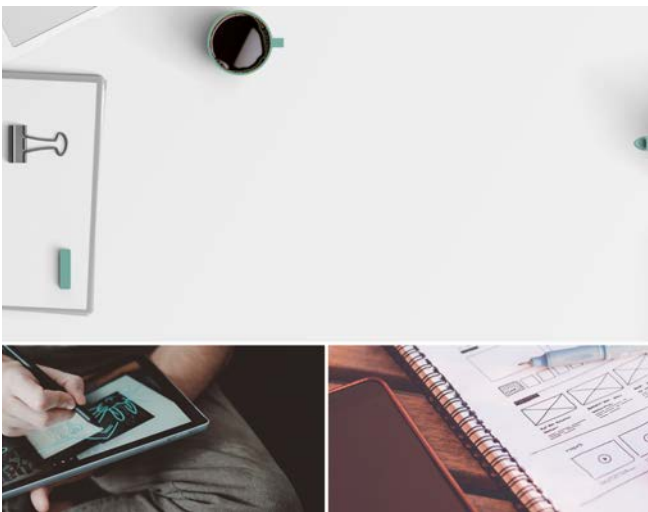
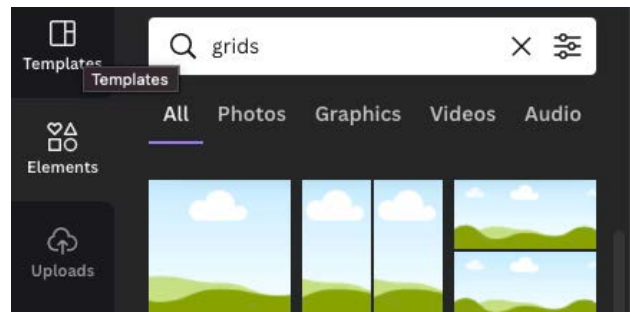


GRIDS AND FRAMES

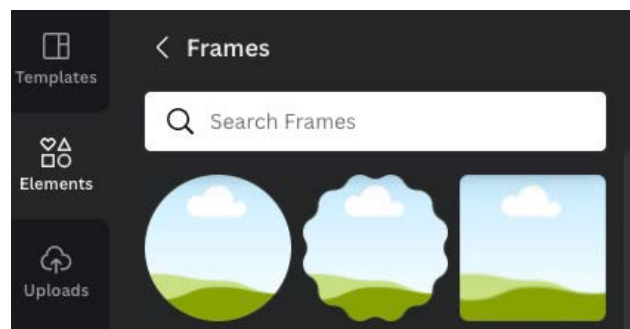
Grids and frames are an amazing tool which help you to neatly lay out photos. When placed in your document they will initially look like this.



Go to the right toolbar, select elements and scroll down to find **grids**



Go to the right toolbar, select elements and scroll down to find **frames**



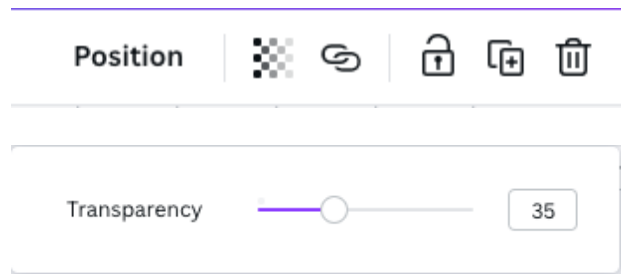


TRANSPARENCY

Transparency affects how to see through something is, and can be applied to images, elements, text and solid shapes.

How to adjust transparency

1. Click the item you would like to unlock
2. A menu will appear in the top right of the screen
3. Click the small, chess pattern icon



TRANSPARENCY AT 100%



TRANSPARENCY AT 35%

TIP- When text is placed over an image, use transparency to improve legibility.



LOCKING ELEMENTS

Locking elements is a great way to keep your document organized. Especially if you are bringing things like backgrounds and layered images into play.

To lock something

1. Click the item you would like to lock
2. A menu will appear in the top right of the screen
3. Click the small, lock icon

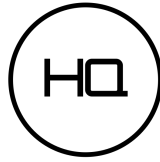


To unlock something

1. Click the item you would like to unlock
2. A menu will appear in the top right of the screen
3. Click the small, lock icon



TIP - You can also lock multiple things at once by holding shift dragging your mouse across the items and then clicking the lock button.



CLONE AND ADD PAGES

[Canva](#) has the amazing capability to add multiple pages. You can do this from the clone and add pages menu.



You can access the clone and add pages menu from directly above your templates top right corner



DUPLICATE PAGE

Makes an exact copy of your current page



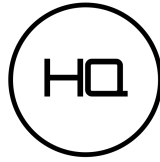
DELETE PAGE

Delete your current page



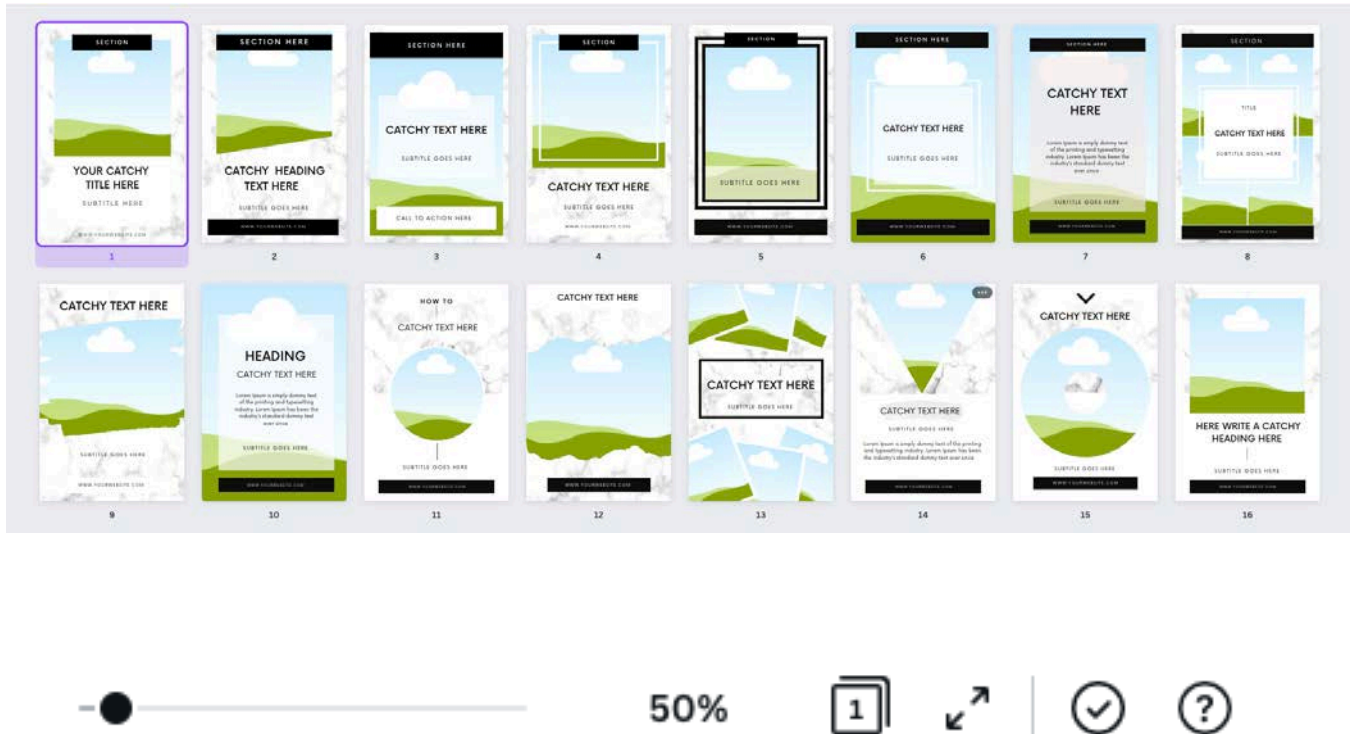
ADD PAGE

Creates a new blank page

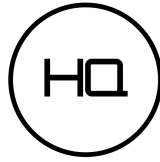


GRID VIEW

Grid view allows you to look at multiple pages in your document at once, it's fantastic for things like ebooks and larger multi.paged files





TIP - To access the grid view look at the bottom right corner of the screen and click the page icon. To arrange pages, drag and drop them into a new order.






SAVE AND DOWNLOAD YOUR DESIGN


1. Above the editor, click **Download**. If it's not available, click the **••• button**, and look for the **Download** option.
2. On the dropdown, choose a file type for your download. More options will be available to Canva Pro, for free account these are the options available:
 - JPG Format (Max. Size:2560x1440px)
 - PNG Format (Max. Size:2560x1440px)
 - PDF Standard
 - PDF Print
 - GIF
3. If your design has multiple pages, select the pages you want to download from the dropdown, and click **Done**.


 **Download** 


File type

 **PNG** **SUGGESTED** 


Size ×  **1**

2560 × 1440 px 

☐ Transparent background 



☐ Compress file (lower quality) 


Select pages


All pages (2) 


☐ Save download settings



Download


 **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

 **SVG** 
Sharp vector graphics at any size

 **MP4 Video**
High quality video

 **GIF**
Short clip, no sound

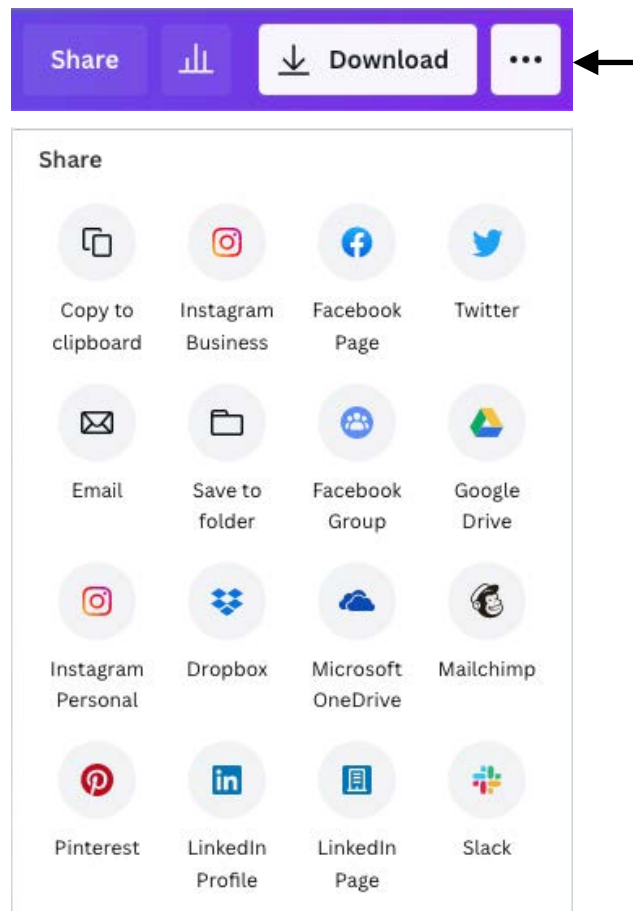


SHARE YOUR DESIGN

Canva also gives you an option to share your design with individuals and publish directly to your social media accounts.

1. Social media: Share on your social media pages, connect with your social media address and publish directly from Canva.
2. Link: Share the link to your design.
3. Embed: Only available for public designs.

To share a design, click on the share button on the top right corner of the Canva page. You will get a pop-up asking you to specify how you would like to share.





FREE RESOURCES

DOWNLOAD FREE IMAGES AND RESOURCES

These are the best websites to download free images and resources without copyright:

- UNSPLASH - <https://unsplash.com>
- PIXABAY - <https://pixabay.com>
- PEXELS - <https://www.pexels.com>
- REMOVE BACKGROUND - <https://www.remove.bg/>
- FREE PICK - <https://www.freepik.com>

DOWNLOAD FREE VIDEOS

These are the best websites to download free images without copyright:

- VIDEVO - <https://videvo.net>
- VIDEAZY - <https://www.videazy.com/>
- MAZWAI - <https://mazwai.com/>

