

Canva

Creating a basic project.

1. Click on Create a Design. Know the purpose of the item for sizing.
2. On the far-right menu, click on Templates. Select a template that is similar to your needs.
3. Or click on Elements. Choose the elements needed for your design.

Elements

1. Recently used—items, designs, styles that have been used in recent projects
2. Free Photos—pics that can be used as style elements or backgrounds for the design.
3. Grids—rows and columns with place holders for images.
4. Shapes—add geometric elements. Click the small square toward the right of the screen to change the color.
5. Charts—add a chart or graph. Double click to add data.
6. Lines—Add a line.
7. Frames—Add a graphic inside like the grid feature.
8. Illustrations—Add click art.
9. Icons—Add click art.

Text

1. Under the search bar, click Add a heading, Add a subheading or Add a little bit of body text to add text to the design.
2. Or click a premade box of text with fonts and sizes already chosen.
3. Drag text box to location desired.
4. Click inside box to edit. Font, size, color, spacing will appear above.

Background

1. Choose from a premade background that will automatically go to the back of your design.
2. Click the plus sign  **+ Solid color** to choose a solid background. In that menu, click the large plus sign  and open a color palette with more choices.

Uploads

1. Click on Upload image.
2. Search your drive for desired image. Click Open.
3. Click on picture in menu to use in design.

Tips on Elements in Designs

1. Transparency—fade pictures, text, shapes into the background. Found on the upper left of screen . Click on desired object, click Transparency. Move slider to desired look.
2. Grouping items—lock items together. Shift click to select multiple elements and click Group at the top of the page to keep the items together as placed.
3. Position—layering elements. Click on an item in the design. Click on Position on the top left of screen. Choose to move the item within the layers of your design.

Finished Projects

1. Canva autosaves but under the File menu, Save is an option. Also Copy will create a duplicate project if mistakes are made.
2. Downloading projects. Either open the File menu or click the Download icon  to get the design. Choose the file type by click on the small down arrow on the download menu. And click the Download button.
3. Publish. Designs can be published straight to social media if desired, by clicking the Publish menu and choosing the desired app. (You must connect your Canva account to the other app.)