

CANVA

*A User-friendly
Guide to Navigating
Canva.com*

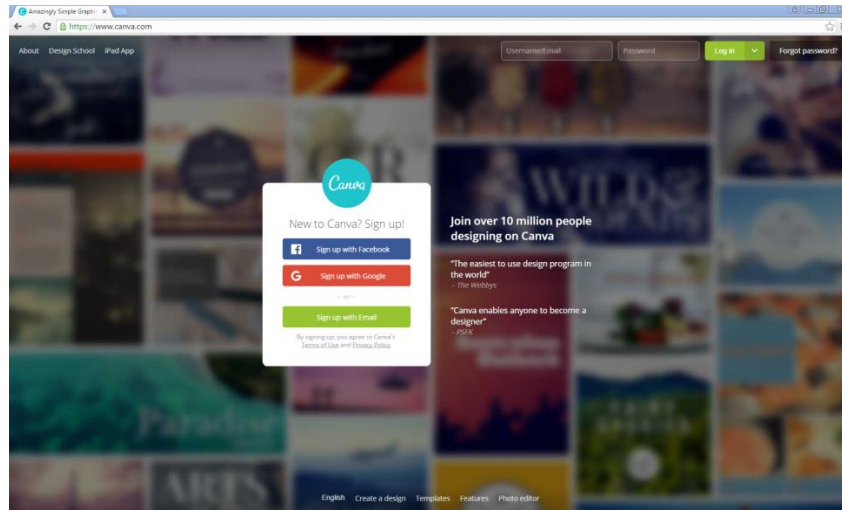
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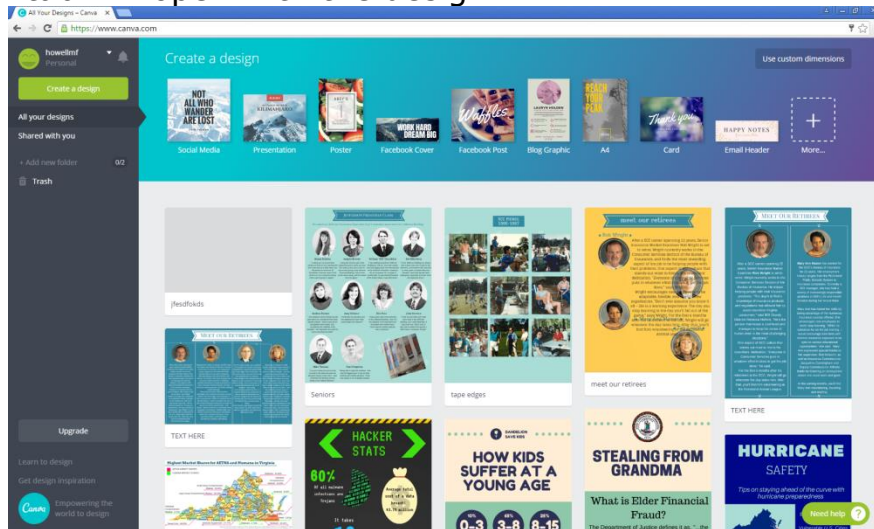
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Logging in and Creating a Blank Document

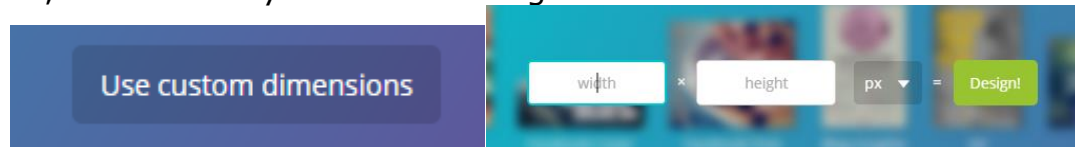
1. Log into Canva.com



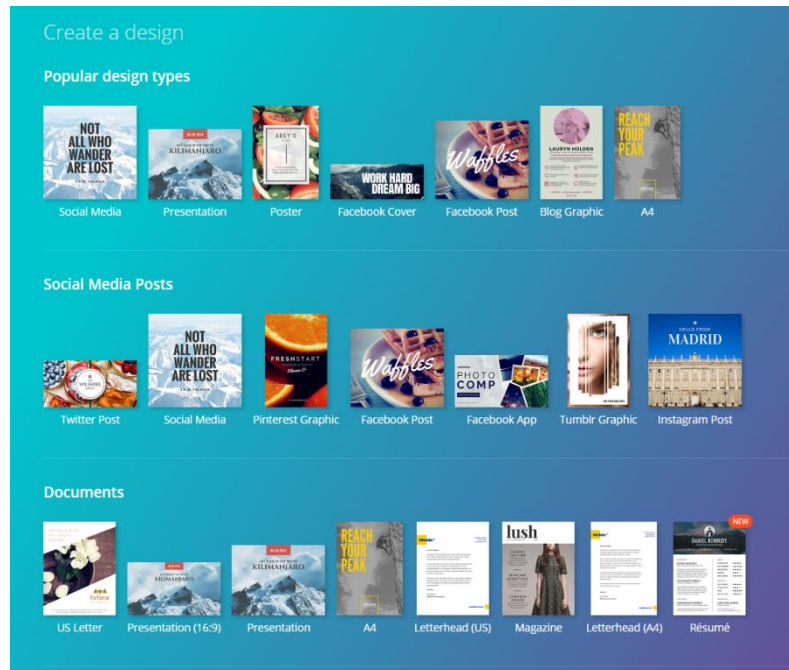
2. For an old design, scroll down the home page to your design and click it. A new tab will open with the design.



3. For a new design, you may either create custom dimensions of px,mm, or in, or an already formatted design. Click "Use Custom Dimensions".



a. For an already formatted design, under "Create a Design" (at the top), click "More". Then, click the design you want and a new tab will open with the design.



Note: For this example, I'll be creating a Social Media Post (In above image, 2nd row, 2nd image from left).

Getting Familiar with What Each Button Does

The screenshot shows the Canva mobile app interface with the following buttons and their functions:

- SEARCH:** The "Search" button allows you to search 1,000s of images and icons. Some are free, some cost \$1.
- LAYOUTS:** The "Layouts" button is for choosing a design template, or creating your own with a blank template.
- ELEMENTS:** The "Elements" button allows you to customize your document with pictures, icons, shapes, lines, frames, and charts. Once in "Elements" section, if you click a sub-element and want to go back to display all the sub-elements, simply click the sub-element's icon you're on once more.
- TEXT:** The "Text" button allows you to place headings, subheadings, body text, or already designed text layout (such as banners). You can change the colors and the text (double click the words "text").
- BKGROUND:** The "Background" button allows you to choose either a solid color or textured background. Some backgrounds cost \$1.
- UPLOADS:** The "Uploads" button is where you can upload your own images to use in the document.

Further Explanations for “Elements” and “Text”

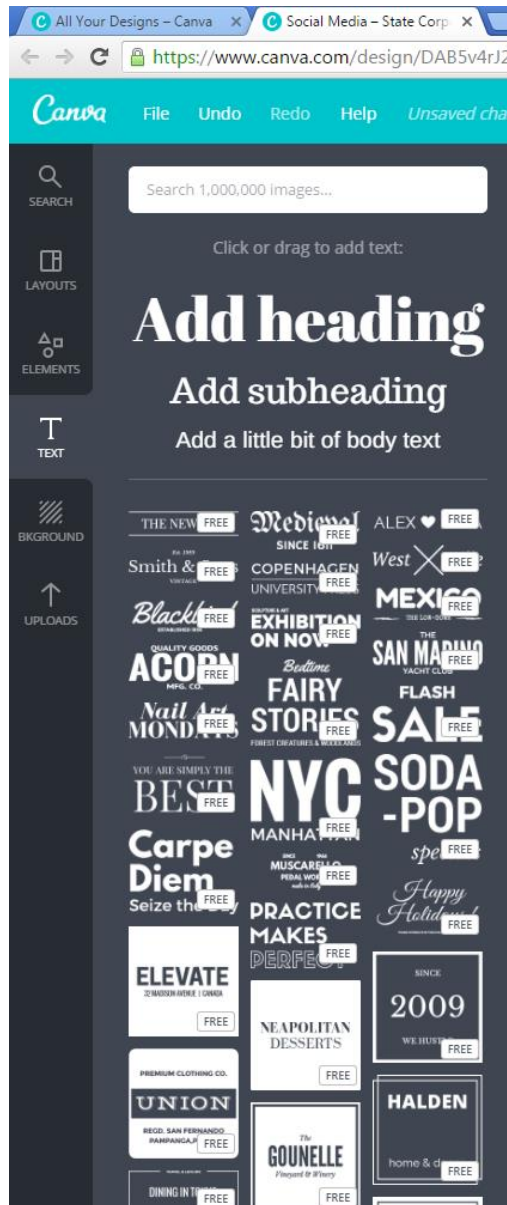
Elements



- **Free Photos** – All of the photos in this section will not cost money.
- **Grids** – If you want to arrange images in a creative manner, use “grids” to set the layout. Drag and drop images into each section of the grid.
- **Frames** – Any photo frame with the clouds and meadow background will allow you to drag an image into the frame. This section also provides entire document borders. Note: once a border is placed on a document, you must delete the border to further edit the document. You may always add back the border at a later time.
- **Shapes** – These are shapes you can change the color of or rotate. Change the color by selecting the shape on the document, then placing mouse over button that says “Pick a color” and click. Rotate image by clicking and holding the clockwise arrow at the bottom of the screen to the desired rotation.
- **Lines** – Either lines or arrows found here. Click and drag to document.

- **Illustrations** – These are mostly clipart images.
- **Icons** – These are simple graphics that I mainly use for infographics.
- **Charts** – Another great resource for infographics. Unfortunately, you can’t edit the numbers or text in this section.
- **I ♥ Canva** – These are Canva promotional stickers.

Text



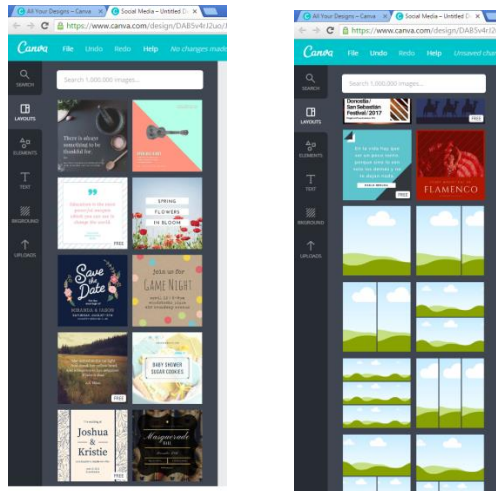
The “Text” section allows you to drag and drop headings, subheadings, and body text, in addition to various stylized text (bottom half of image). You can change the text for any all text designs in this section by dragging and dropping the text style to the document, highlighting the text, and typing in what you want to say. You can also rotate, change the color of, and resize any text element in this section.

Designing the Document

Formats and Blank Templates

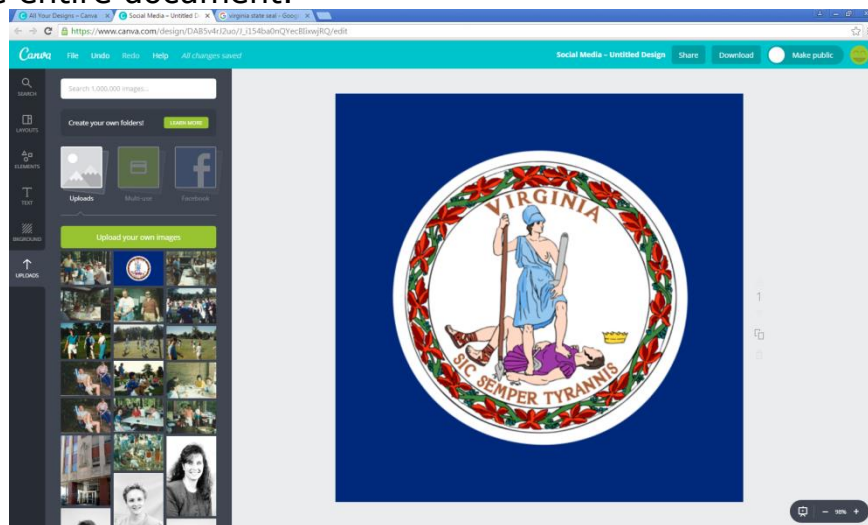
4. First thing you’ll see on the left is the different formats you can choose (left image). Click the one that you like, and it will appear on the document. If none of them suit your style, and you want a blank

template, scroll to the very bottom of “Layouts” (right image). The blank templates allow you to upload your own background (usually an image).



Uploading Images

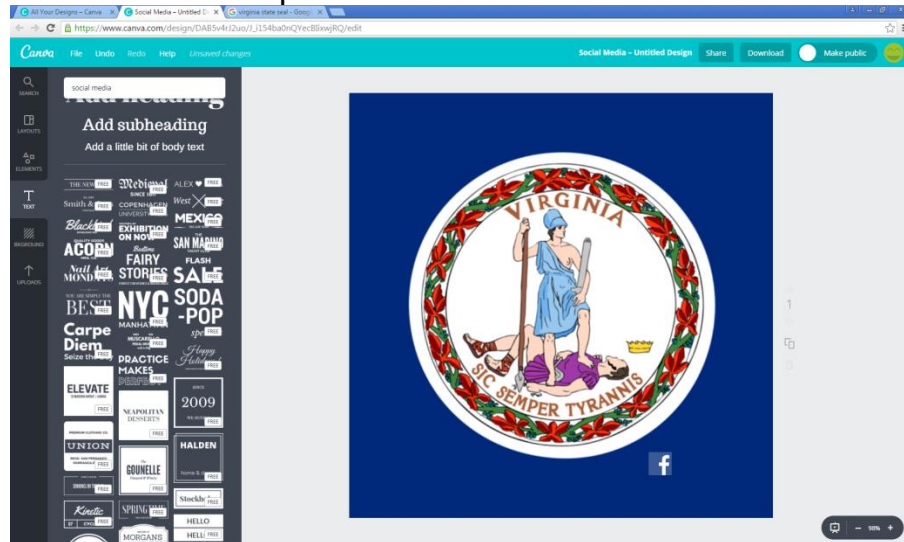
5. I chose a blank template, and uploaded a picture of the Virginia State Seal. I did this by going to “uploads”>“upload your own images”>selecting the image>“open”. The image will upload and appear on the left hand side. Drag and drop the image to the document. Note: if you do not have a blank template opened for the document (clouds and meadow), the uploaded image will not readjust to fit the entire document.



Searching for Images and Resizing

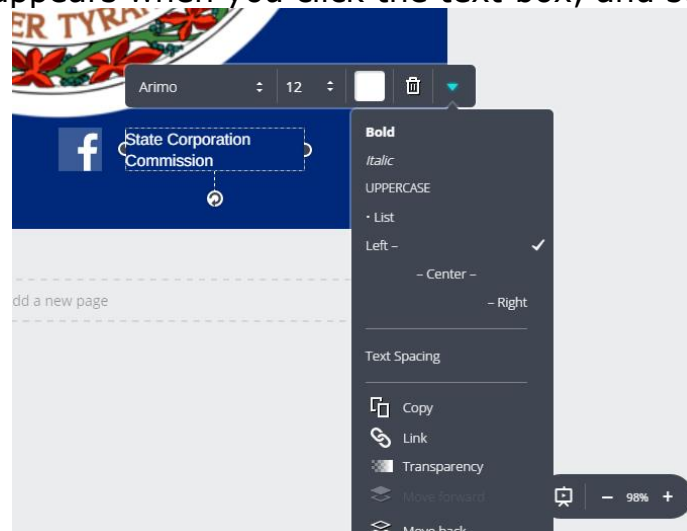
6. Now that we have our background set, I want to add social media icons to the bottom right hand corner. I go to “Search” (on the left) and type in social media to the search bar at the top. I drag and drop

the social media icons to the far right corner. It's too big, so I resize it by clicking the circles at the corners of the social media icon. I then drag the icon to its new placement.



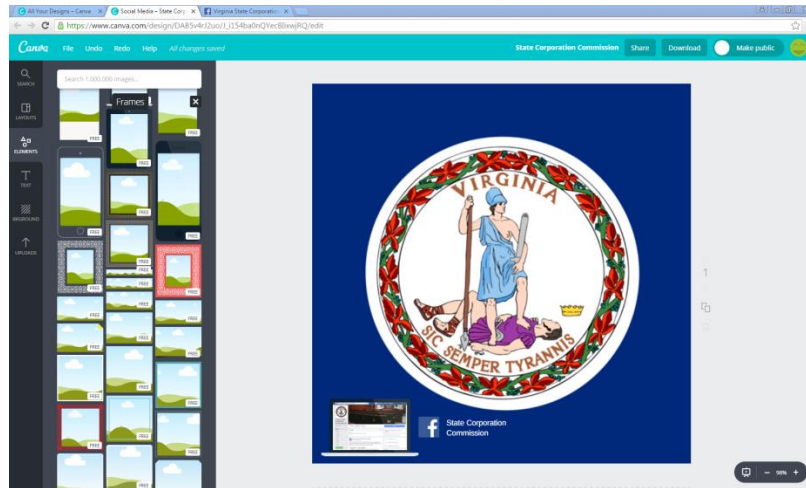
Text boxes, Resizing Text Boxes, Changing Text Color, and Text Alignment

7. Next, I'll add a text box next to the Facebook icon so I can identify our Facebook page. I do this by going to "Text" on the left hand side, and dragging and dropping "A little bit of body text" next to the Facebook icon. It's too big, so I drag the circles on the outside of the box inwards and change the font size to 12 from the box that appears when you click the text box. Black, the default font color, doesn't stand out against the navy blue background, so I change the text color to white. I do this by clicking the rainbow icon from the box that appears when you click the text box. If you want a color that's not displayed, click the plus sign under "document colors" to customize the color. I also left aligned the text by clicking the down pointed arrow in the box that appears when you click the text box, and selected "left".



Placing Pictures Inside Elements

- I now want to add a picture of a computer with a screenshot of the SCC Facebook page inside the computer. Sounds hard, but is very simple to create. Go to "Elements"> "Frames" and scroll down until you see a picture of a computer with the clouds and meadow inside it. Drag and drop the computer onto the document, then take a screenshot of the SCC Facebook page. Upload the screenshot to Canva, then drag and drop the image to the inside of the computer screen in the document.



Adding Headings and Borders

- The last thing I want to do is add a title for the document and a border. I went back to "Text" and dragged and dropped a heading, which I changed the color to white and changed the font. Then I went to "Elements" > "Frames" and scrolled down to the borders section. I changed the border color to white and resized it to fit the document.



FAQ

How do I create a new document?

On the home screen when you first log in, at the top you should see the choice to either choose an already pre-formatted design or use custom dimensions (dimensions in mm, px, or in). Select one, and a new document will appear in a new tab.

I'm using Canva.com in Internet Explorer, but it's not loading.

In order for Canva to work properly, it must be used in Chrome.

How do I save my document?

The document automatically saves, but you may also save it manually by going to "File" > "Save".

How do I download my document?

In the top right-hand corner, you'll find the option to download your document. You have the choice to download it as a JPG, PNG, PDF – Standard, or PDF – Print.

How do I undo or redo an action?

On the top banner to the left, there is the option to undo or redo an action.

How do I rotate a shape, text, or picture?

At the bottom of the shape, text, or picture, there is a clockwise arrow. Hold the arrow and rotate in the desired direction.

How do I delete a design element?

Select the design element you wish to delete, then in the small box that appears click the trashcan icon.

How do I change the color of a shape or text?

Once a shape or text box is selected, a small box will appear with the option to change the color.

How do I change the font and font size?

Select the text box, and then a small box will appear with the option to change the change the font and font size.

