Canva User Guide

Beginners Guide on How to Use Canva

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What is Canva?

Canva is an easy-to-use graphic design platform that allows you to create visual content, including social media graphics, posters, flyers and more. It is available to use in your browser but also as an app on your phone or iPad. After creating your design, it can be downloaded as an image file or PDF and immediately shared or is ready to print.
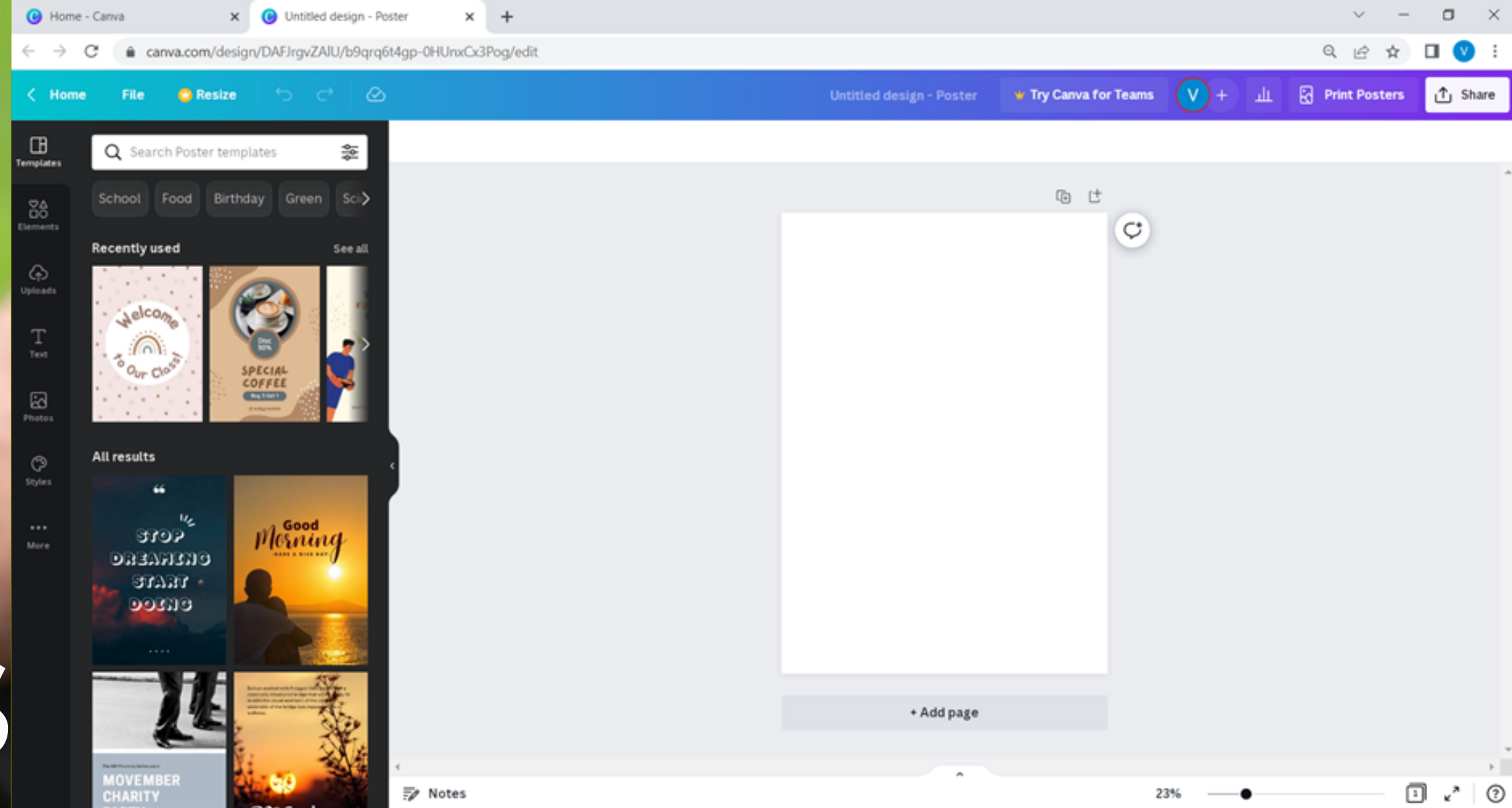
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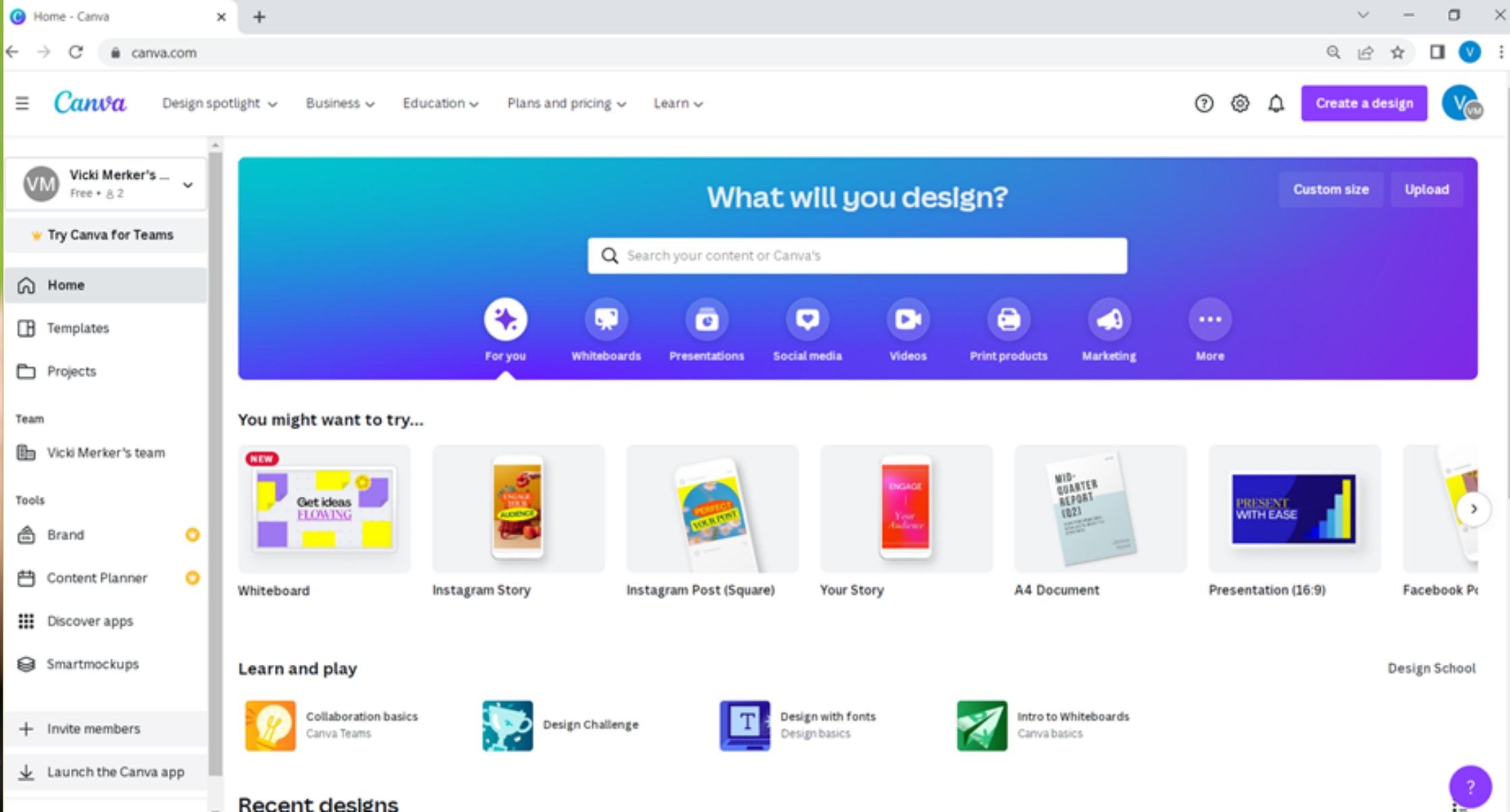
TEMPLATES

When you enter Canva, your screen should look similar to the image above. Here you can choose whether you want to use a template to design your content or whether you want to start from a blank canvas that is sized to match your needs.

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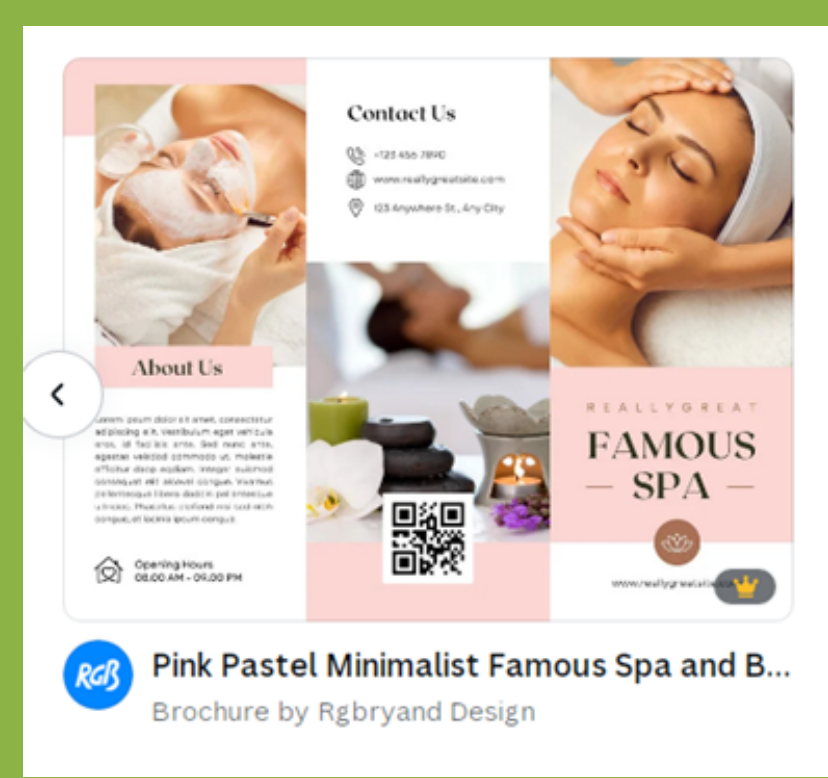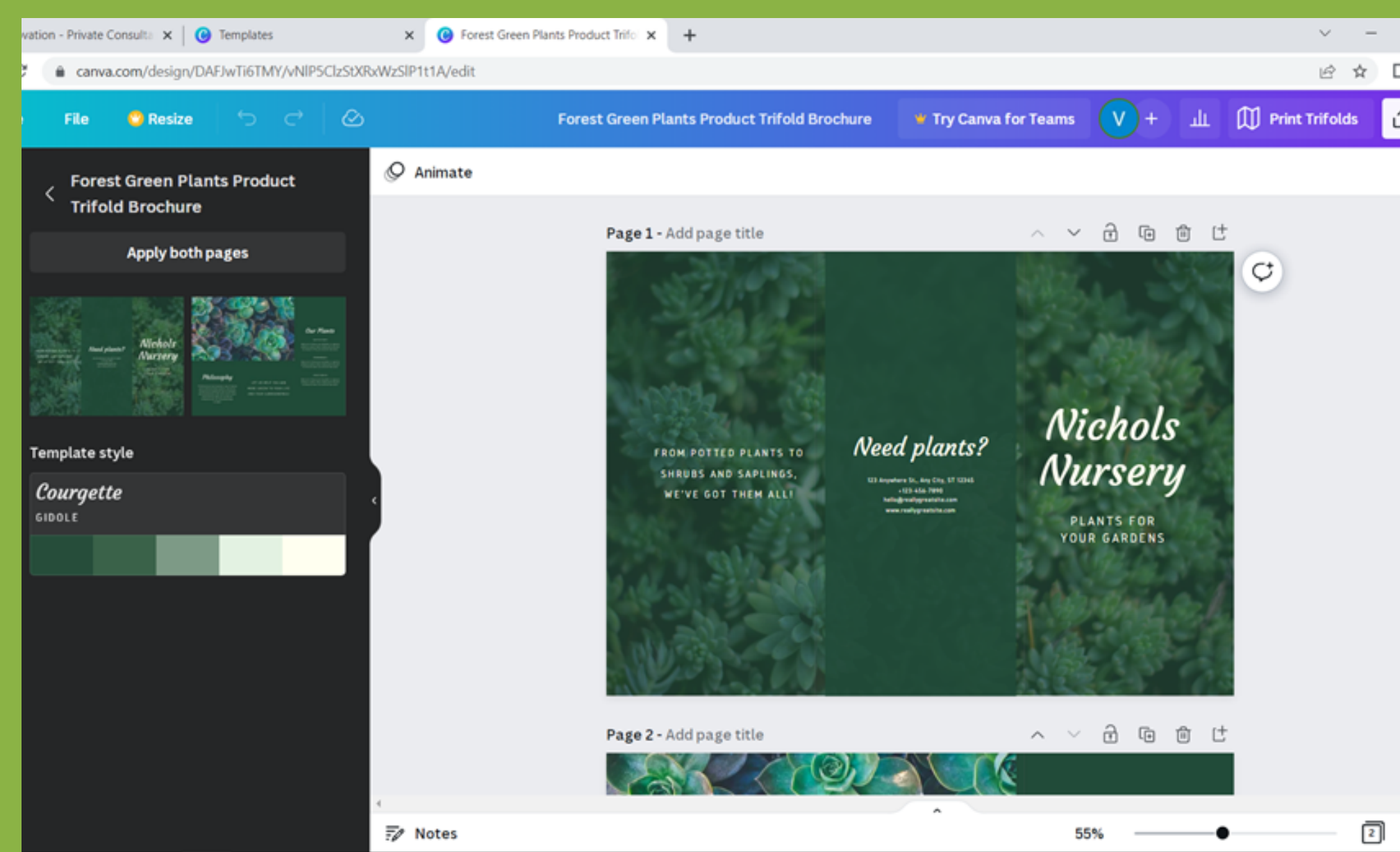GROW WALES

TEMPLATES

Blank Canvas

If you want to start from a blank canvas, select one of the icons under the title 'You might want to try...' these are sized for certain needs such as Facebook posts, posters, or presentations.

The image above shows a blank canvas for a poster.

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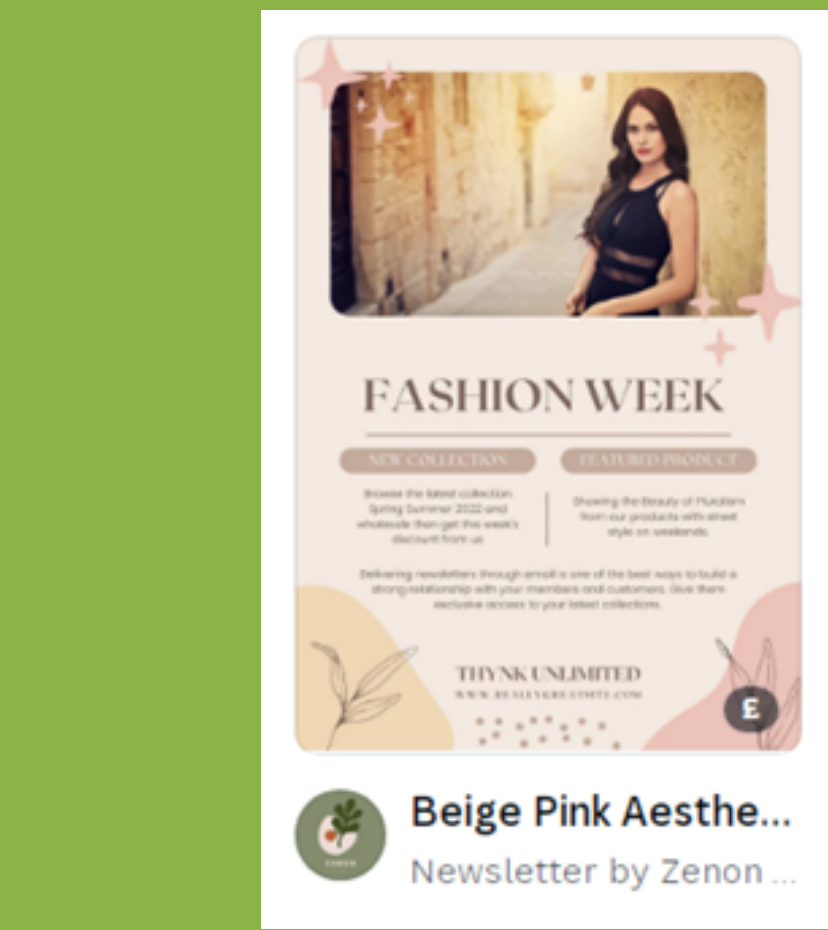GROW WALES

TEMPLATES
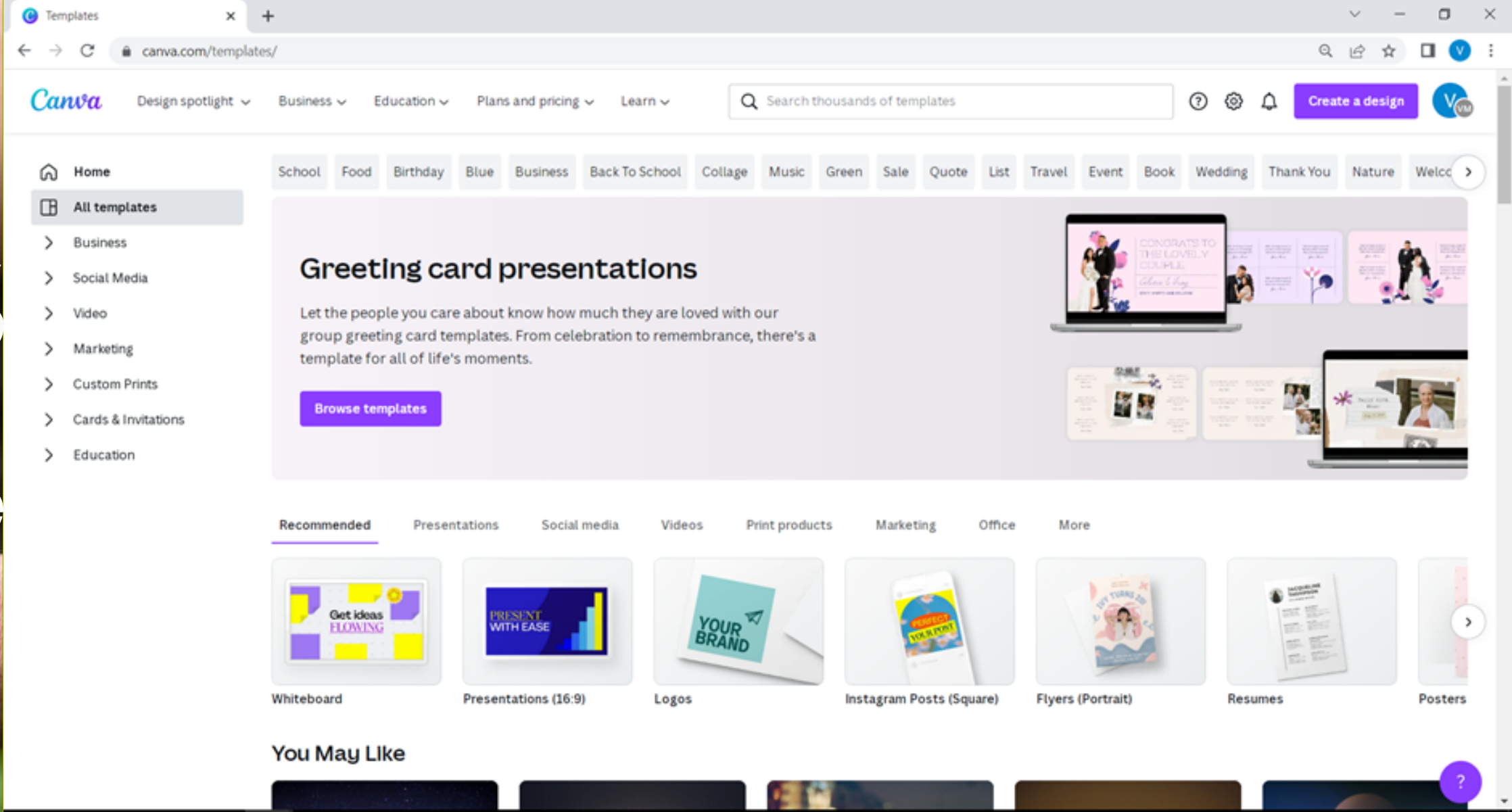
Template

If you instead want to explore templates that have already been designed, then you will need to click on the button titled 'Templates' on the left-hand side of the screen.

You should end up with your screen looking like the above image. Here you can select ready made templates for all purposes. On the left-hand side, you can filter your templates to your needs and along the top you can select buzzwords that will show you designs based on those words. Beware, these designs will be for many different purposes so perhaps first filter to your need such as for a poster, or make sure to check the template that you chose fits your needs.

Above is an example of a template for a brochure that have already been designed and is free for you to use. If you don't pay for Canva, you can only use free designs. If you pay for Canva, you can use designed with the crown logo on and free ones. There are also designs that you can pay for separately.

Only for Canva Premium (paid for)

Pink Pastel Minimalist Famous Spa and B...
Brochure by Rgbryand Design

Can only be used if you pay for it

Beige Pink Aesthe...
Newsletter by Zenon ...

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Canva Editor

1. Home
Takes you back to your home page

2. 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.

3. Animate
Allows you to animate the page and make things move, similar to PowerPoint.

4. Undo and Redo
Allows you to undo and redo your actions.

5. Document Name
Allows you to change the name of your deisgn at any time

6. Users
Allows you to see who has been editing and who is active on the document if you choose to share it with others.

7. 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. You can also download your design and share it to social media. More details about this will be below.

8. Templates
Allows you to browse other templates under the same category, such as brochures.

9. Elements
Select photos, frames, shapes, lines, etc. to add to your design.

10. Uploads tab
This area allows you to upload our own elements such as images and graphics.

Canva automatically saves your changes, like Google Docs and Slides!

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11. Text Tab
There are pre-set headings, subheading, and little bodies of text, but these can be changed once on the page to a variety on font, sizes, and colours. There are also font combinations available.

12. Photos
Allows you to serach for photos.

13. Styles
Allows you to choose pre-set colour palettes and fonts.

14. More
Gives you more options such as audio, videos, background, charts, and folders. You can also look at content from other applications.

15. Notes
Allows you to add notes for you or others who are editing to see.

16. Add a new page
Directly add new pages with this button.

17. Zoom Control
Make your work area larger or smaller.

18. Grid View
Allows you to look at all your pages on grid view at the same time.

19. Full Screen
Presents your deisgn as a full screen.

20. Help
Allows you to search for help and advice whilst editing your design.

Canva automatically saves your changes, like Google Docs and Slides!

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Open and Edit your Design

1. To find your design, go to the home page and either scroll down to recent designs or click on projects on the left-hand side of the page.
2. Double-click on the design you selected. A screen will open, giving you the ability to modify your design.
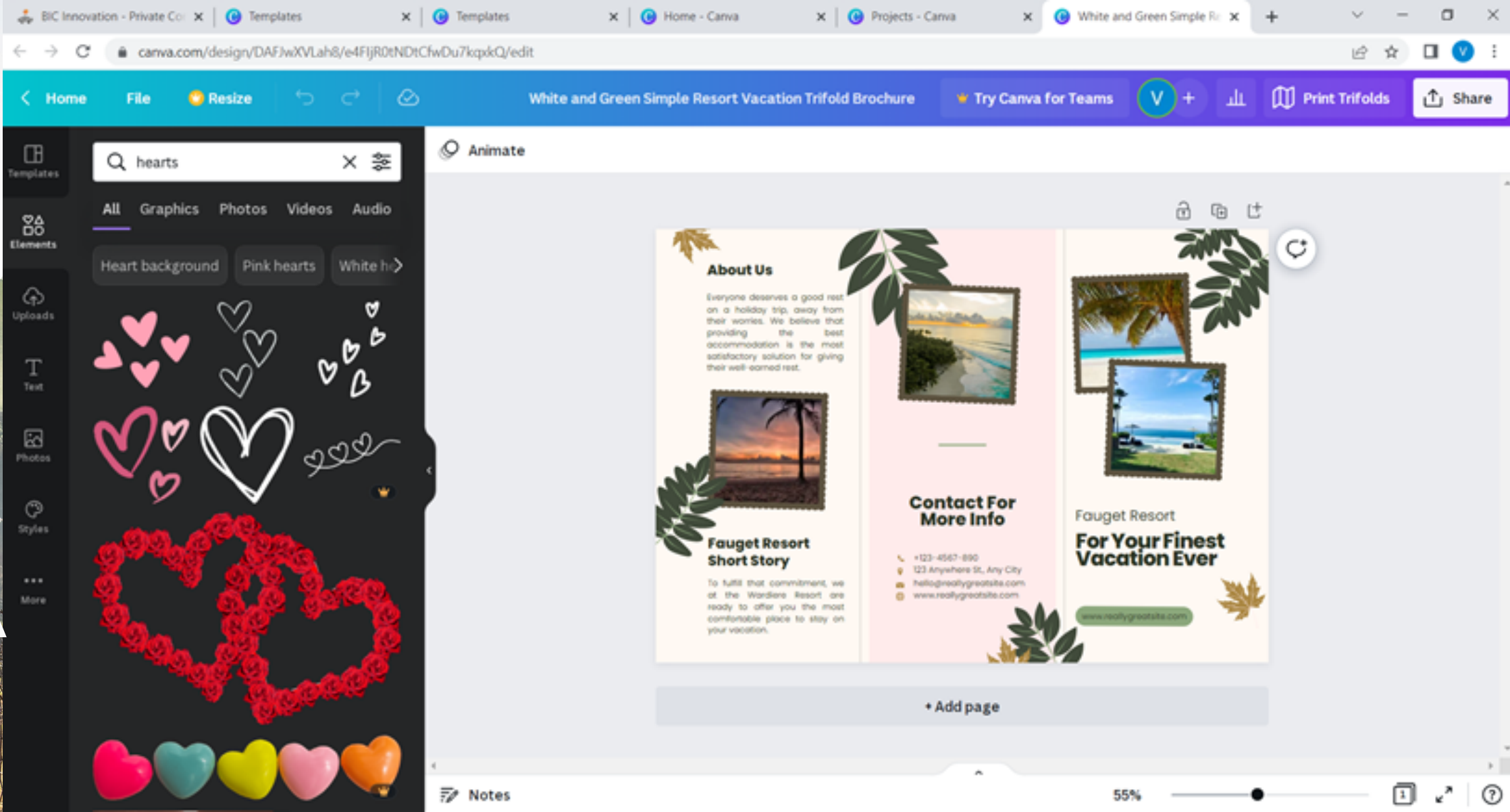
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USING CANVA EDITOR

Search Tab
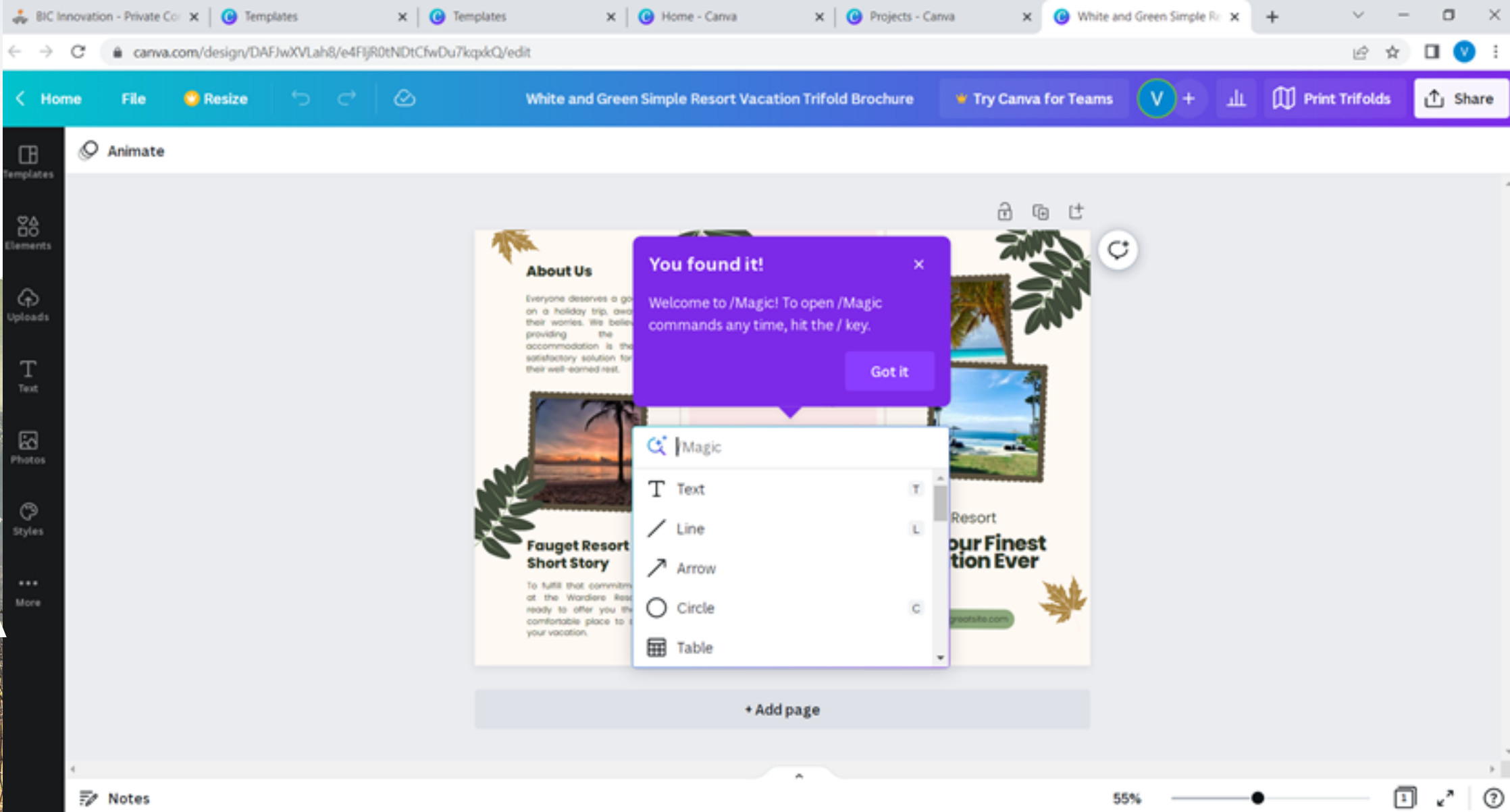
If you press /, it opens a magic search box that allows you to look for photos, illustrations, or all items.
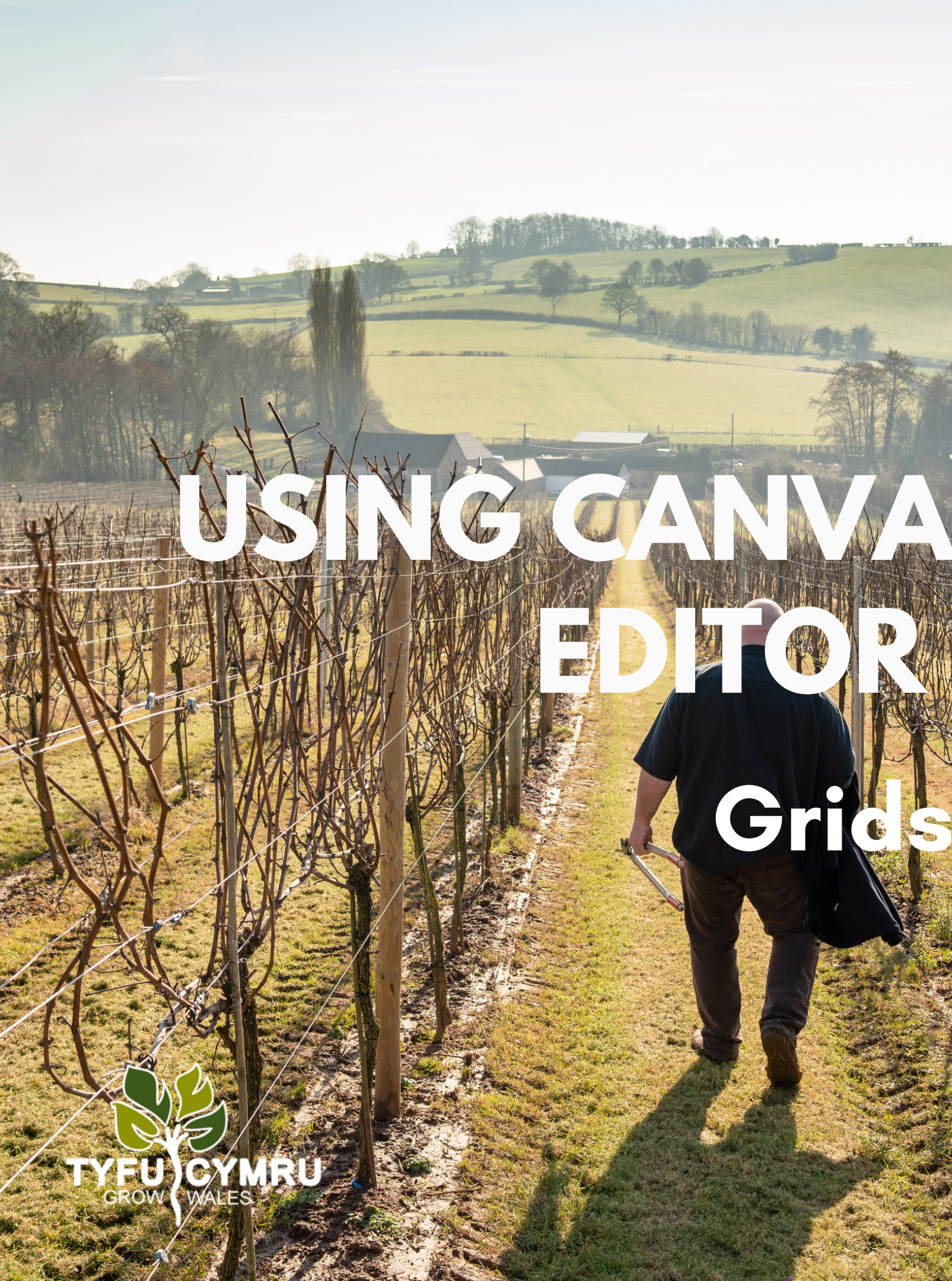
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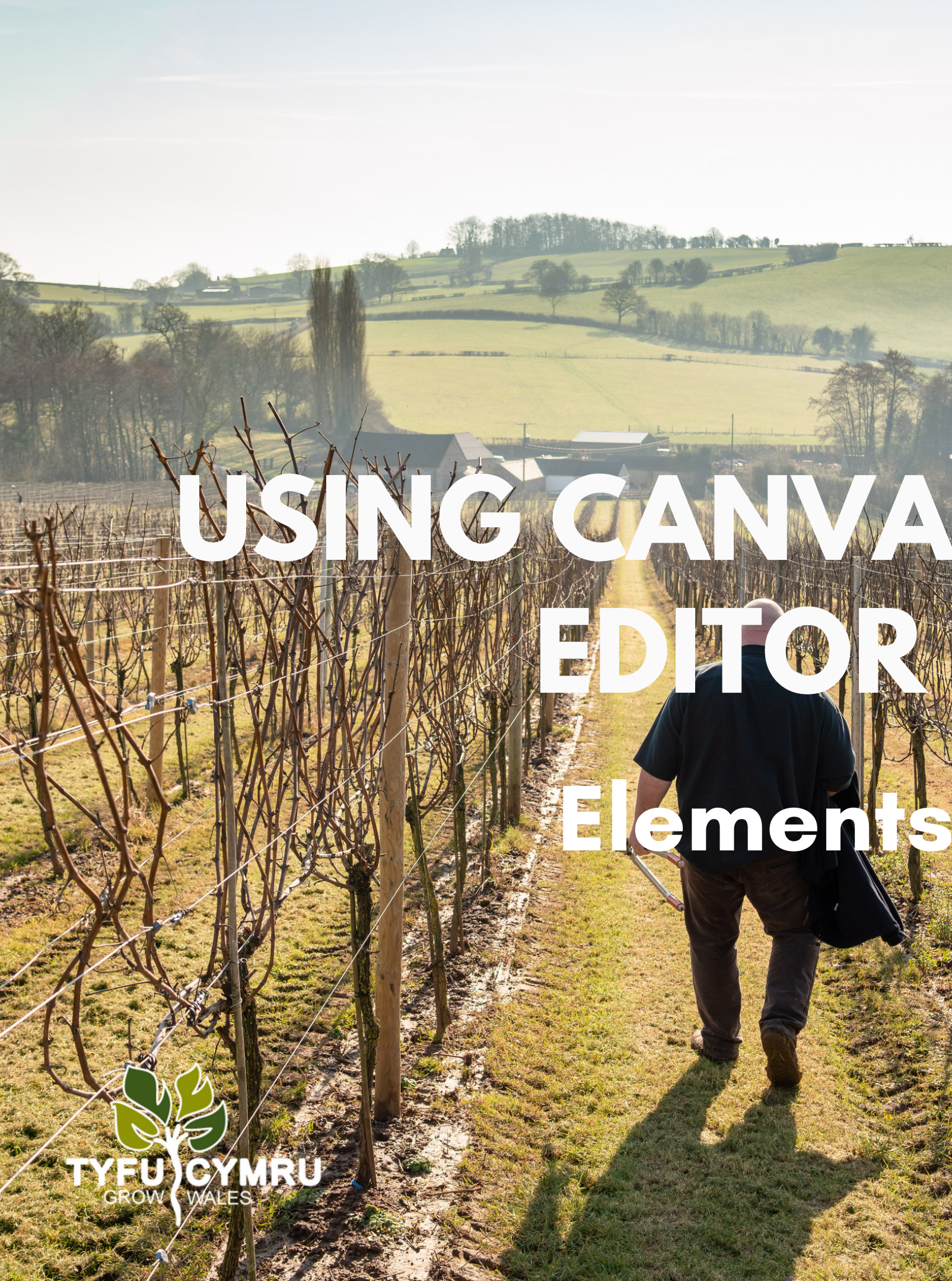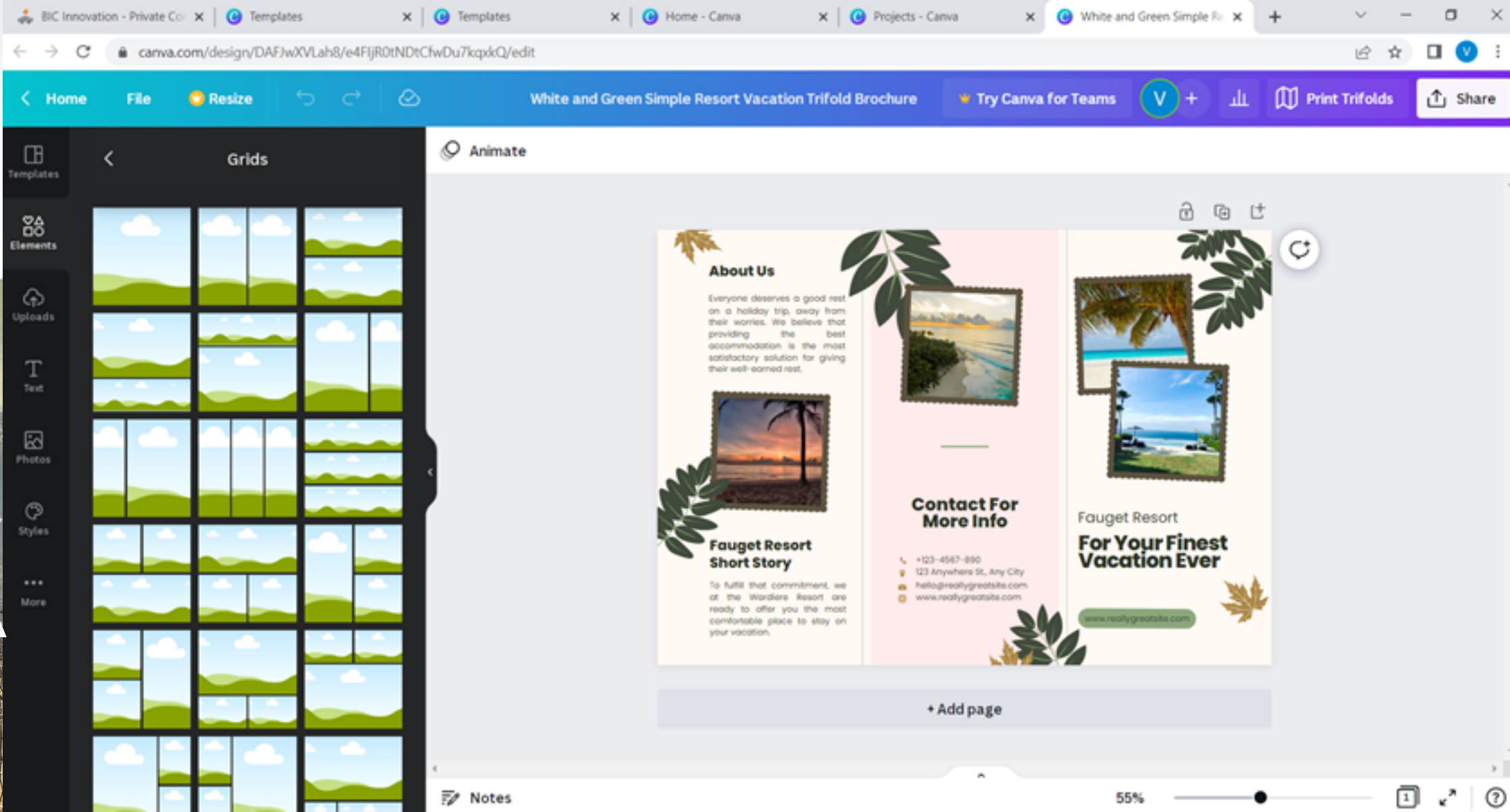
USING CANVA EDITOR

Elements

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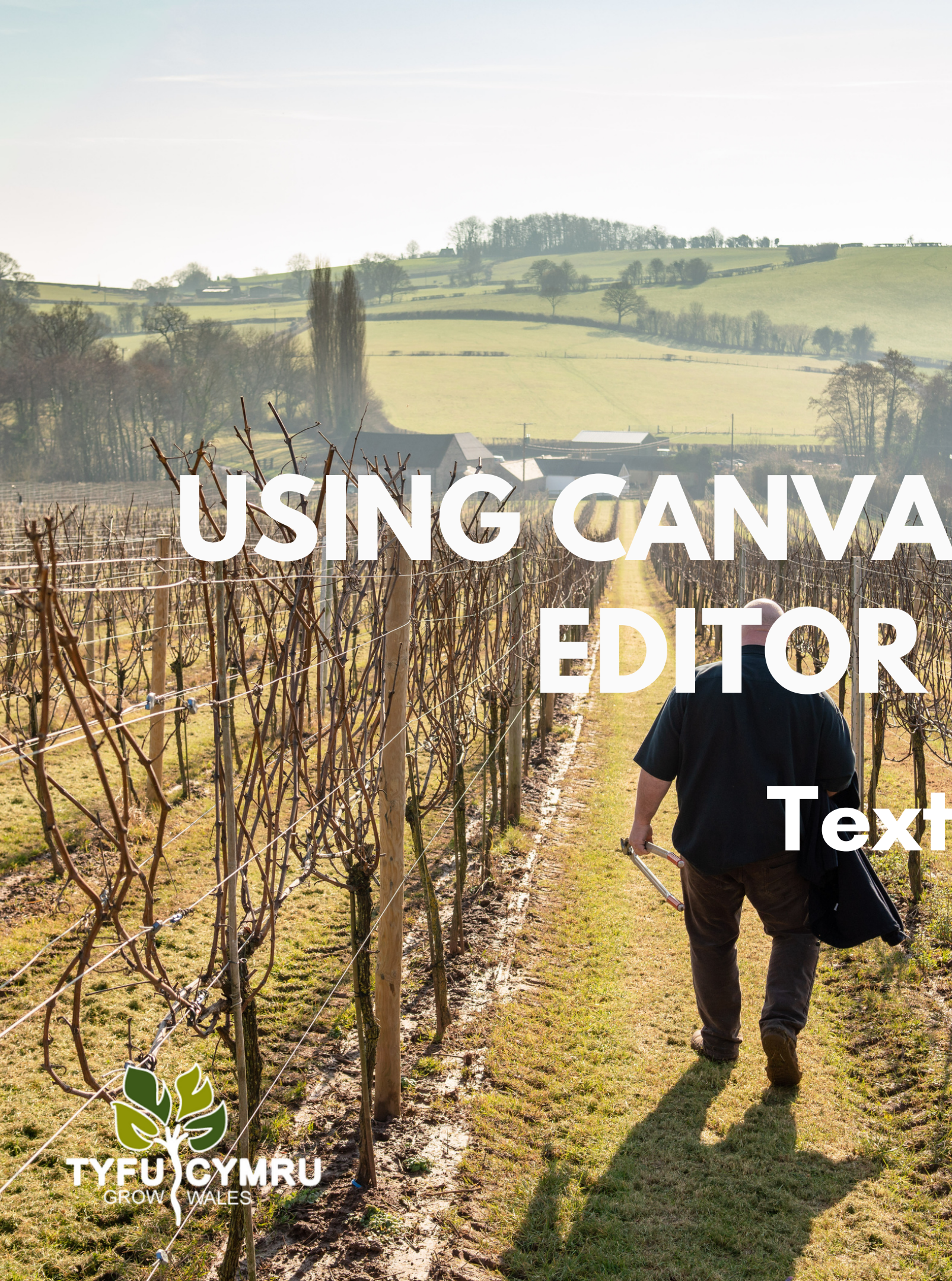
To select an element:

1. Click on the elements tab.

2. Select a category you want to browse in.

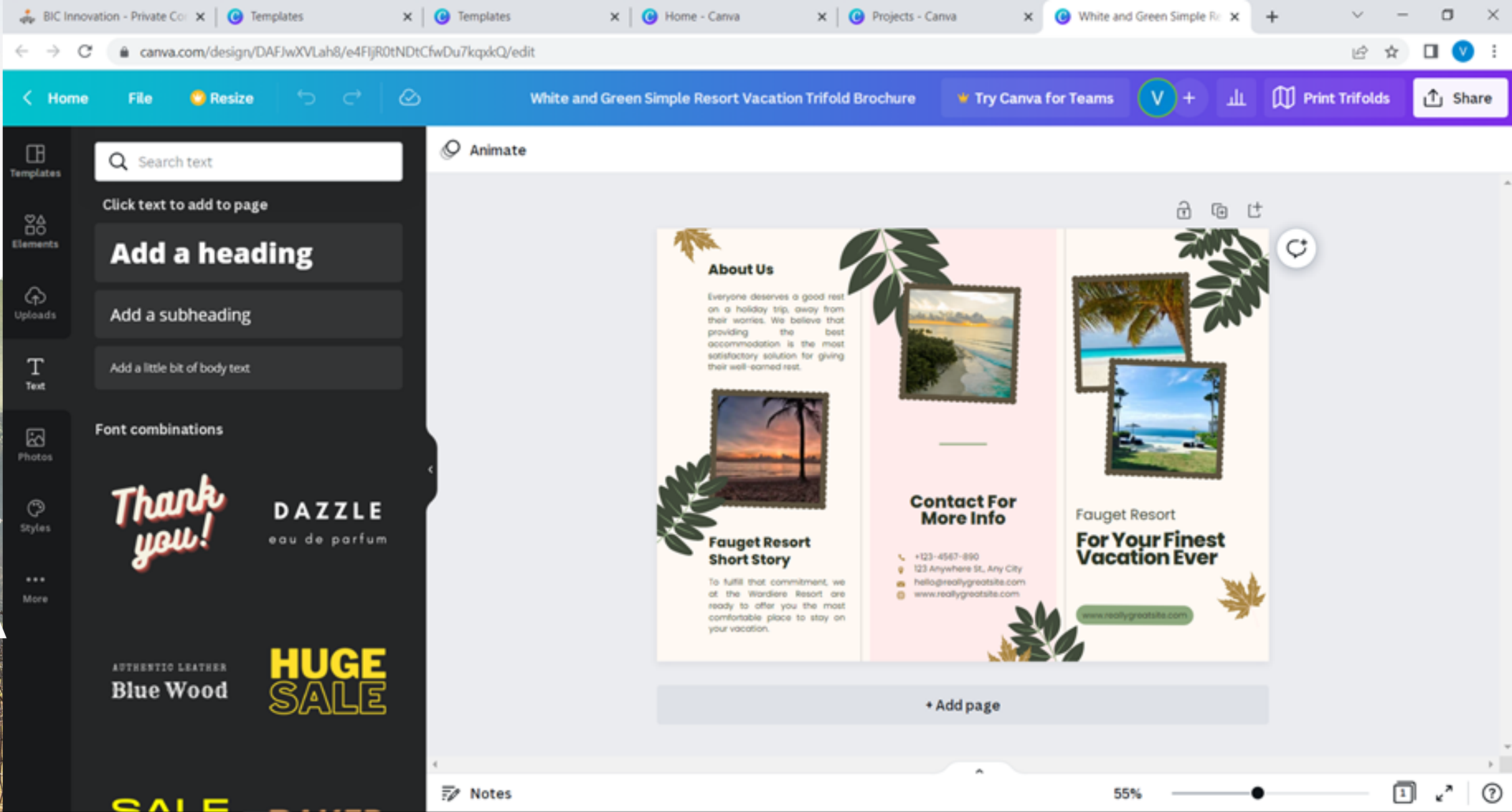3. Then drag and drop the element into the design area.
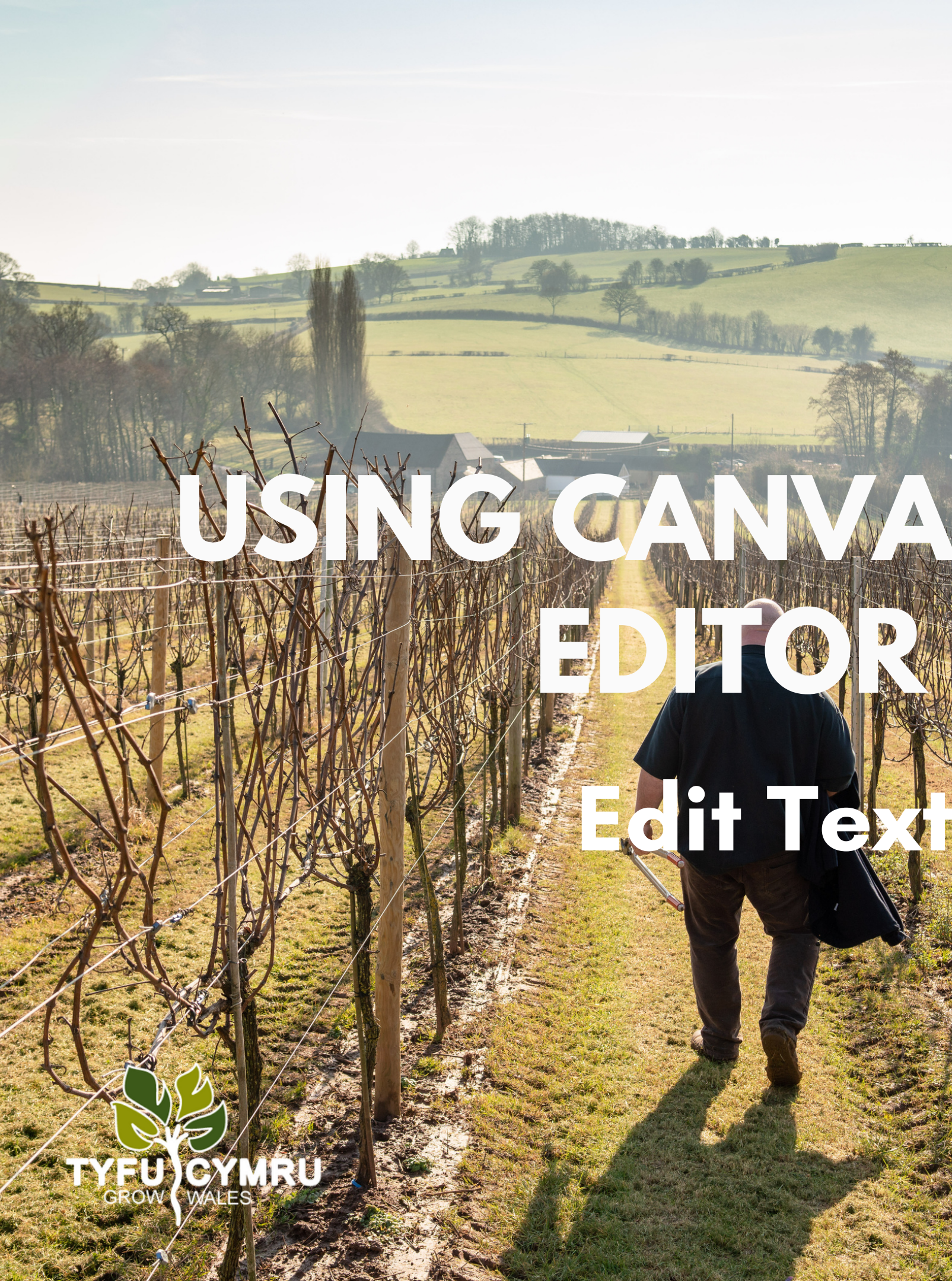
USING CANVA EDITOR

Grids

These are used to hold images. Select the right grid depending on the numbers of images you plan to use. You should also select the grid layout that works for you e.g. for two images laid horizontally.
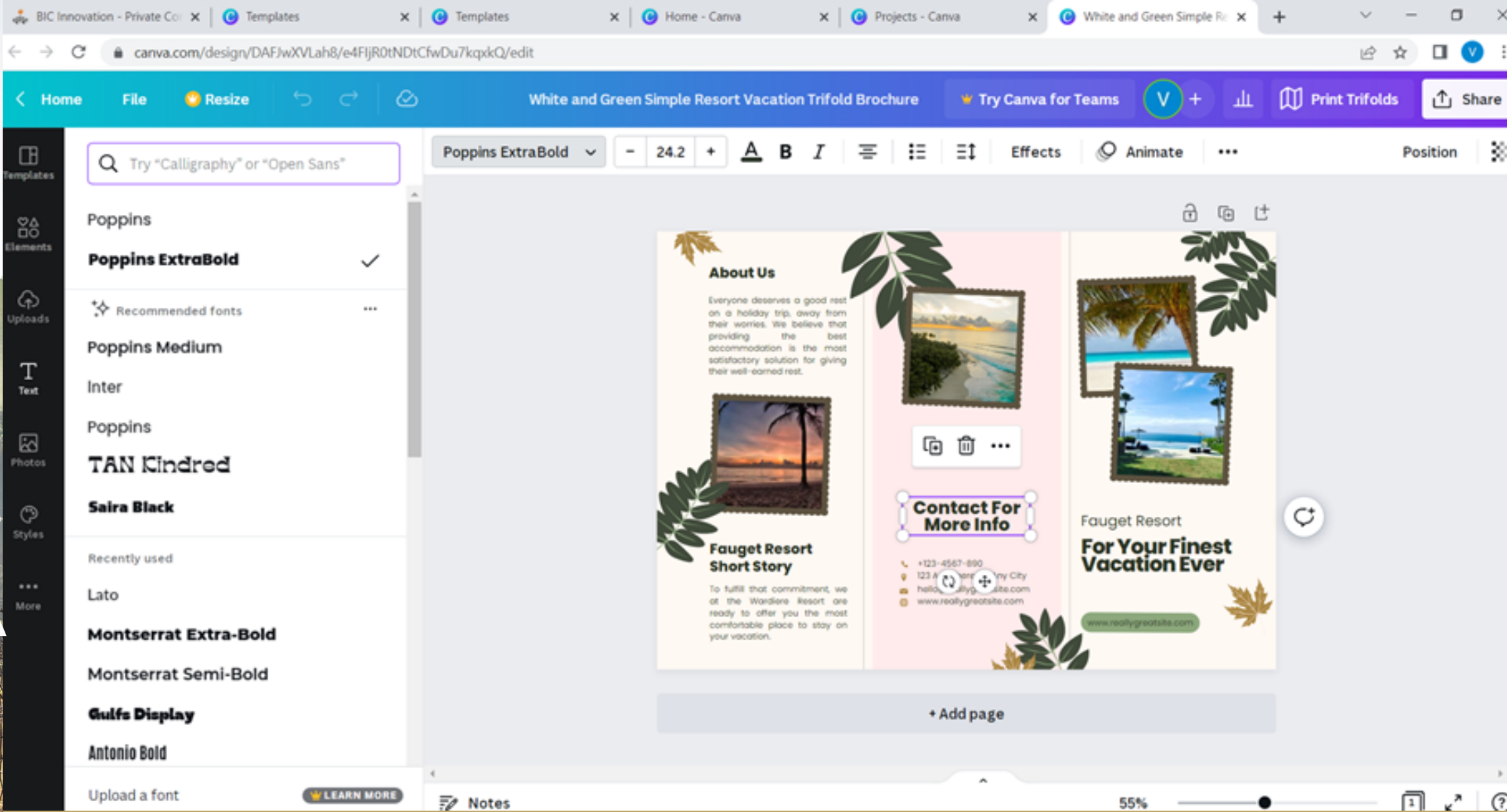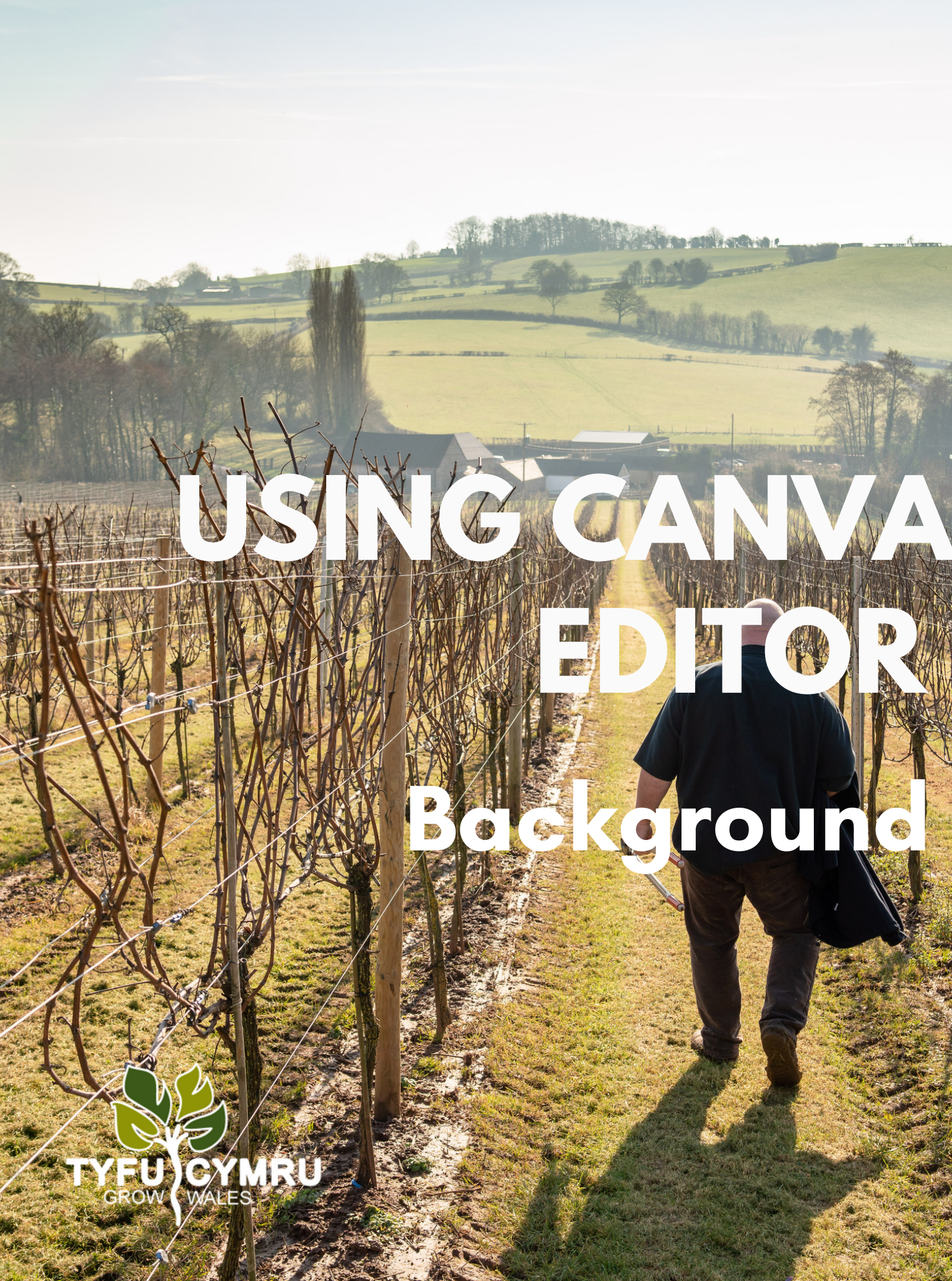
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Text

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.
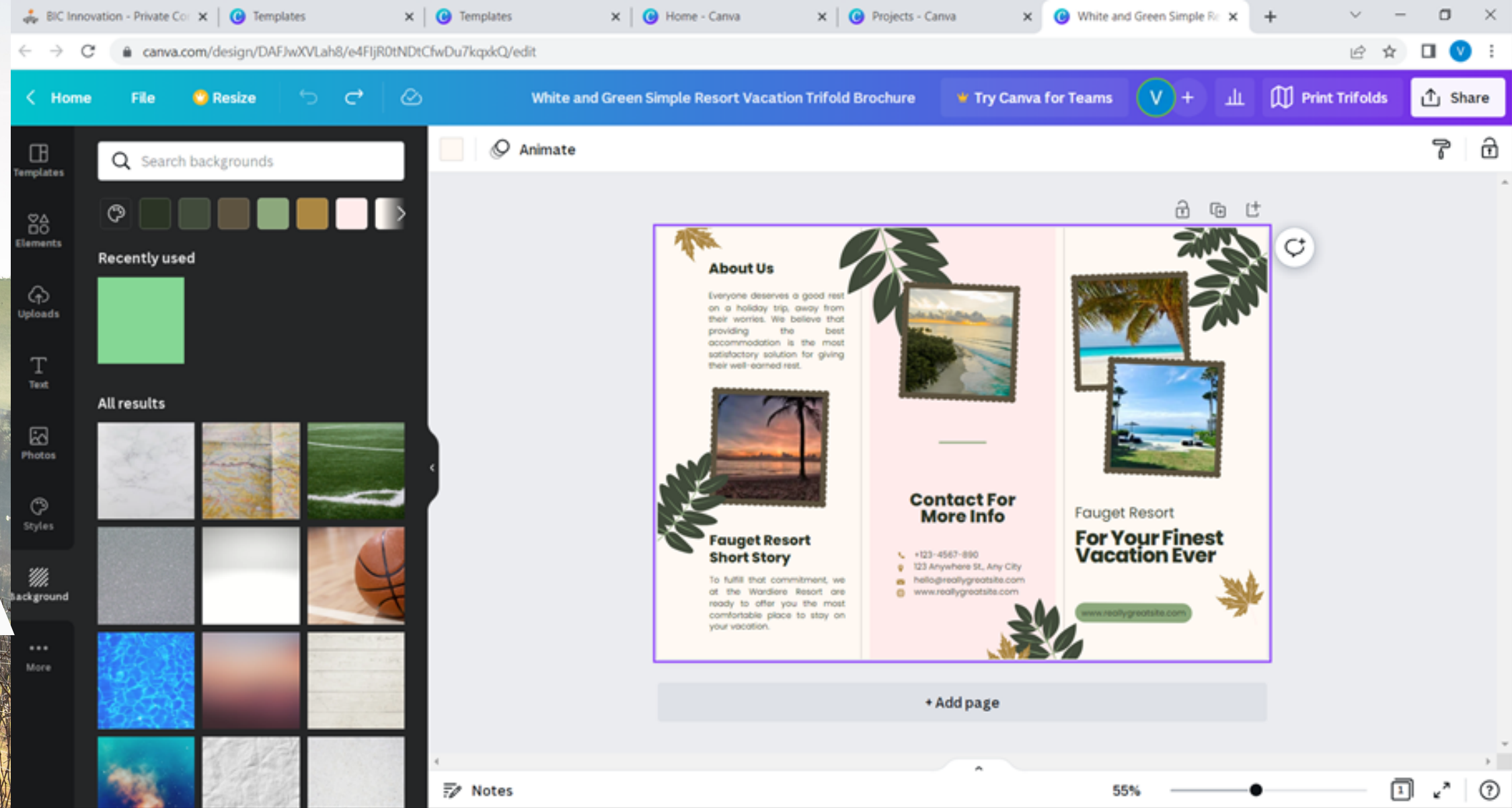
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USING CANVA EDITOR

Edit Text

Highlight the text you want to edit, and a top bar will appear with different options to make adjustments like size, font, colour, etc.
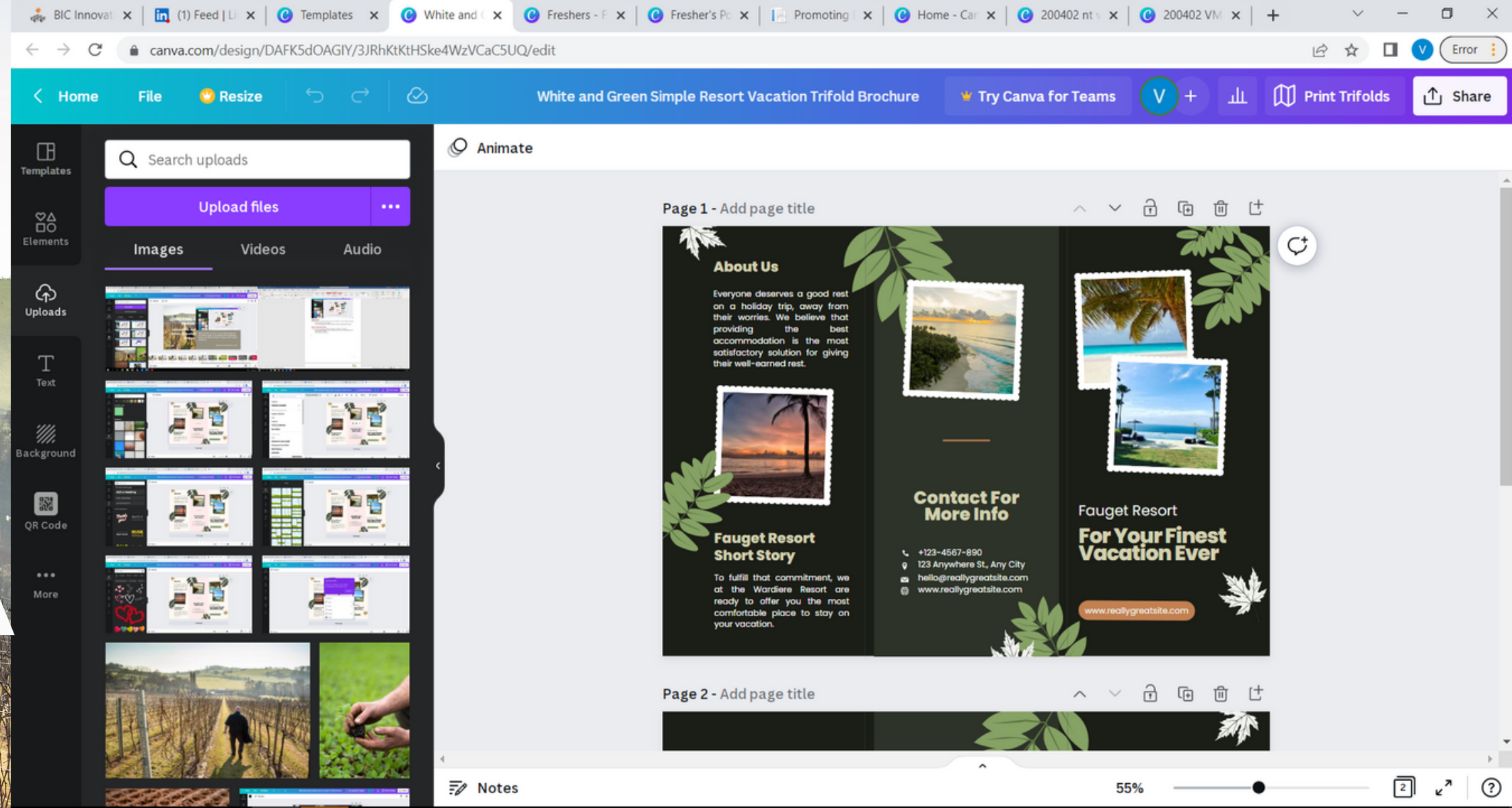
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Background

Within the 'More' tab, there is an icon called 'background'. This will then appear on your sidebar, like the image below. Here you can select any colour or image you like to create a background.

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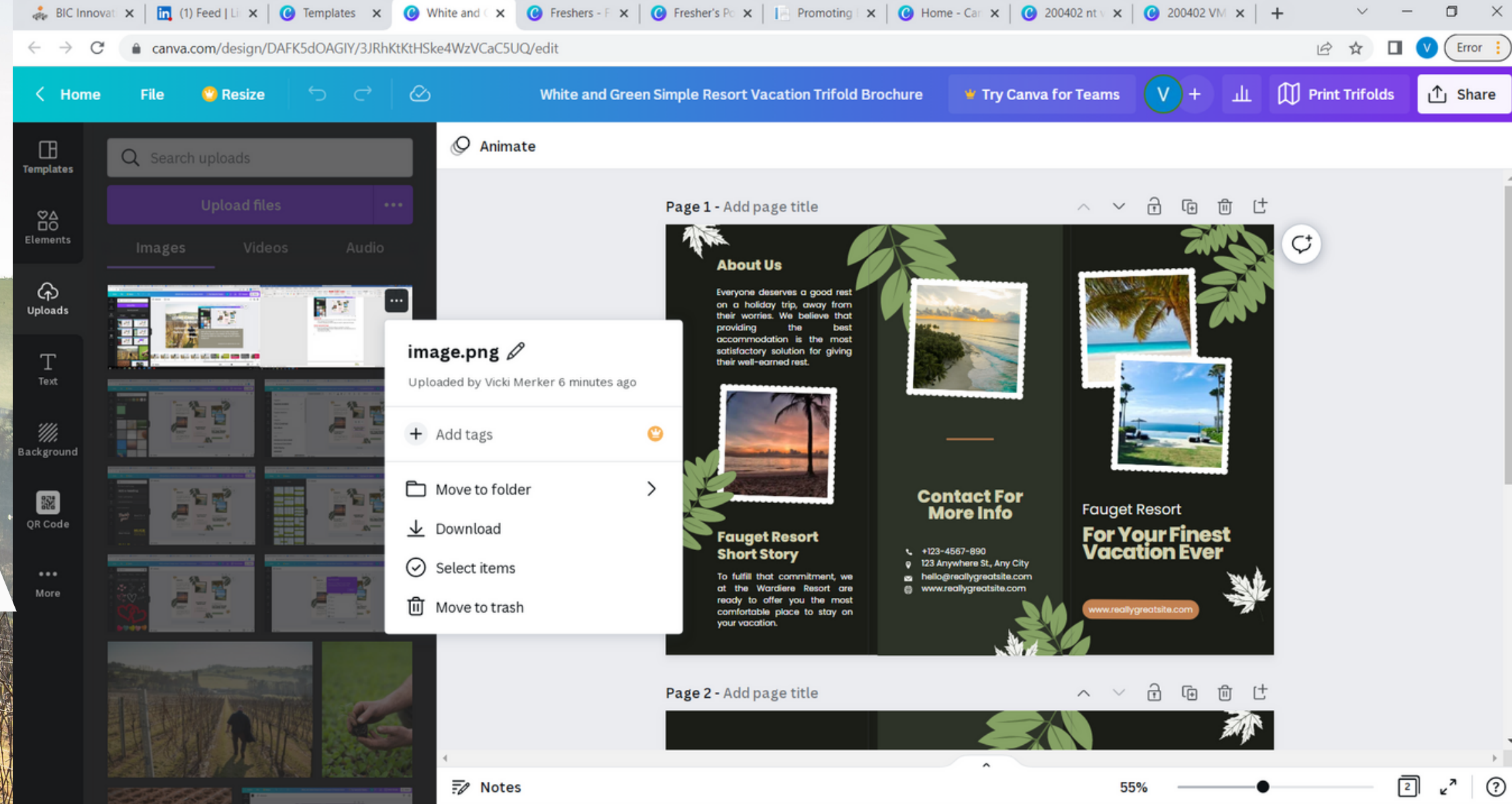
TYFU CYMRU
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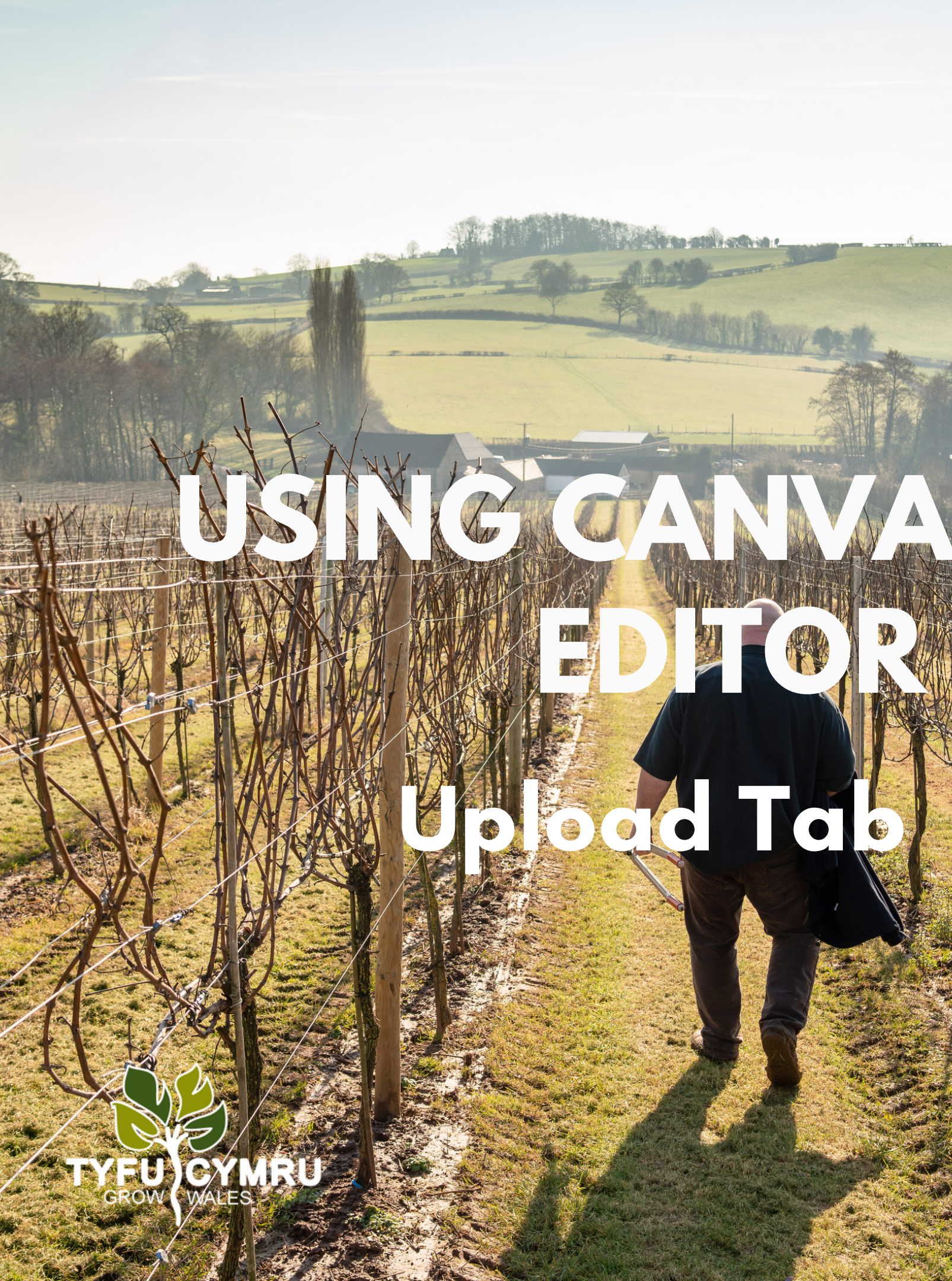
USING CANVA EDITOR

Upload Tab

Canva allows you to upload and use your own elements, such as images and logos.
- Click "Upload your own images."
- A window will open up, find the image you want to upload and click open.

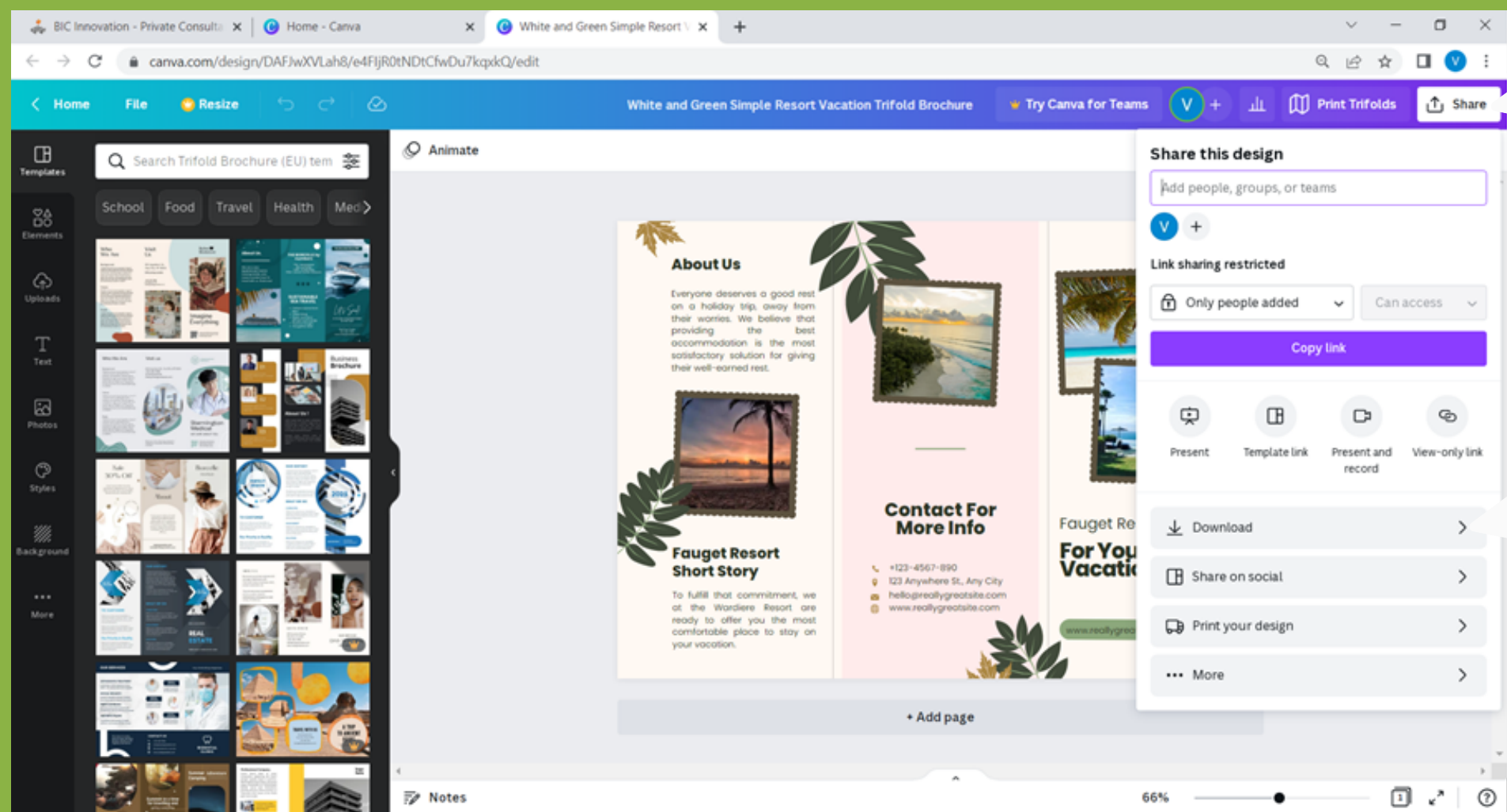PRODUCED BY BIC INNOVATION LTD | 2022

USING CANVA EDITOR

Delete Uploaded Image

You also have the option to delete the image you uploaded.
To do this:
-Hover over the image you want to delete and click on the three dots icon on the top left of the image.
-Then click the "trash" icon

# SAVE AND DOWNLOAD YOUR DESIGN

Canva gives you the option to save and download your design in four formats. First click 'Share' and then 'Download'. You can then choose what format to download your design:

–JPG
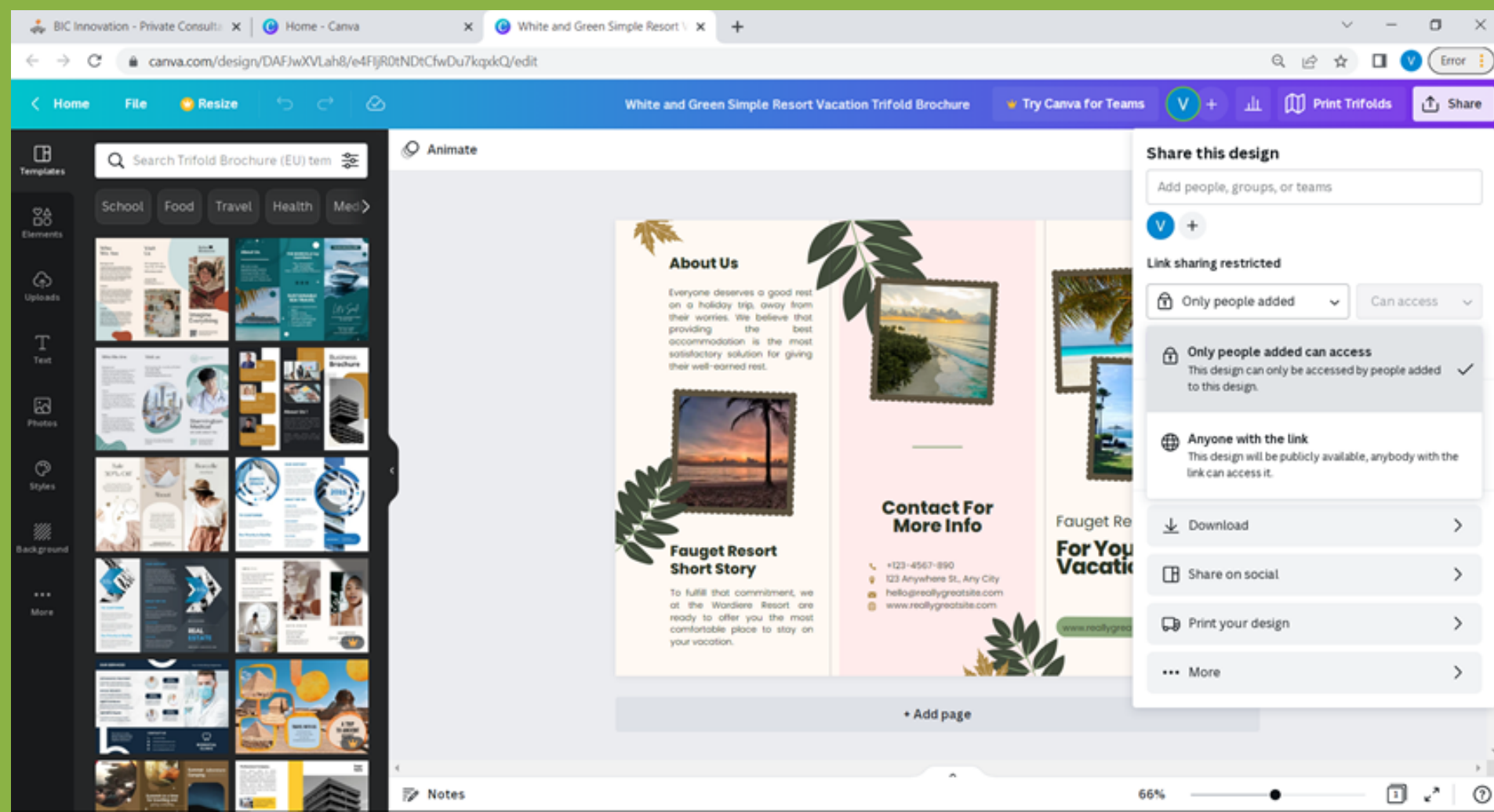–PNG
–PDF (standard)
–PDF for print

SHARE YOUR DESIGN

Canva also gives you an option to share your design with others.
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.

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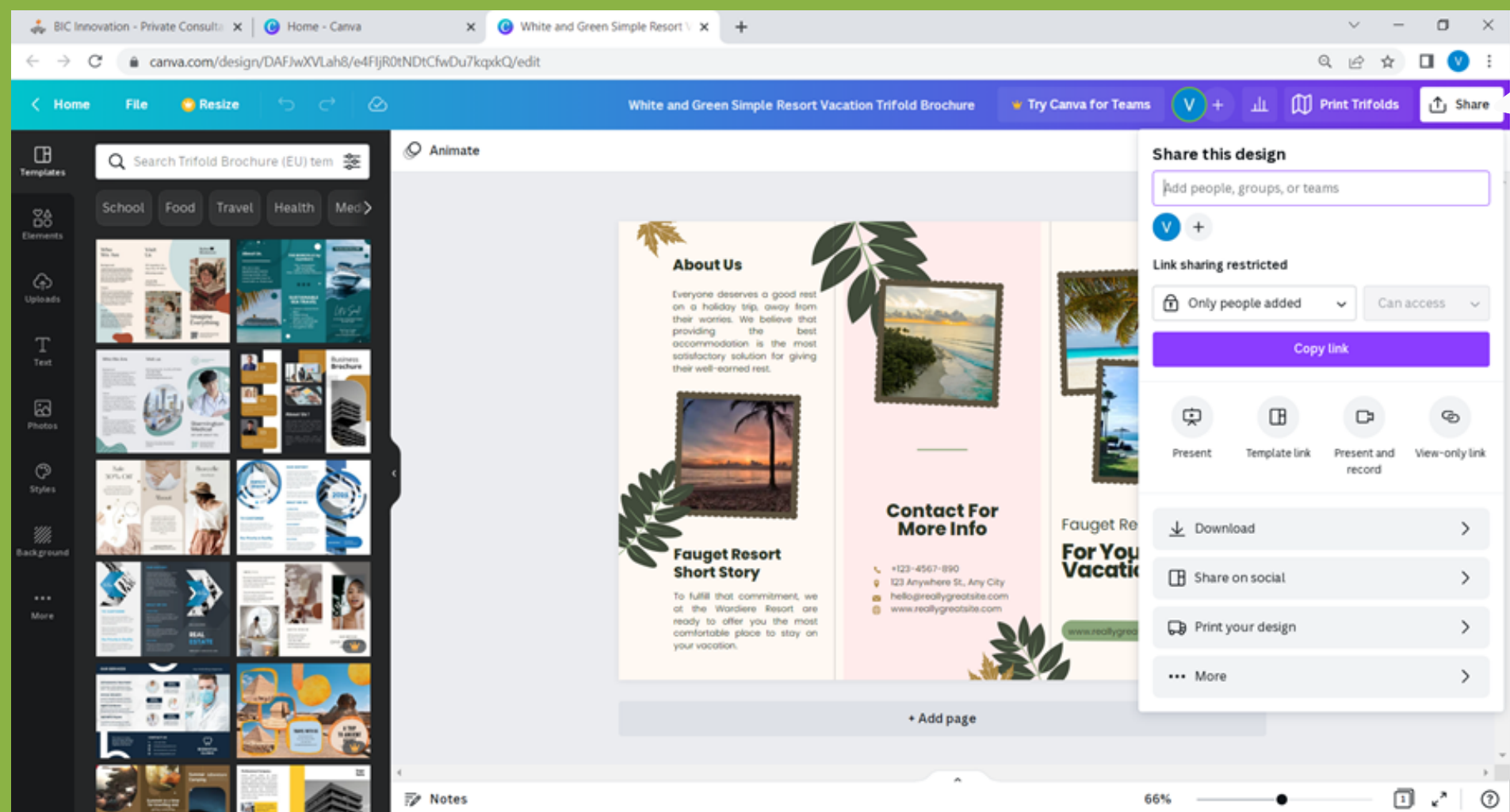
SHARE YOUR DESIGN

Share this design: Here you can choose to share with people within your Canva groups or teams.

Link sharing restricted: You can choose if only those you choose can edit the design or if anyone with the link can design.

Share on Social: You can choose which social medias to post on if you connect the account. Another way to do this is to download the file and upload it to social media from your files.

More: If you choose more, you will be given an array of options including email.

Advice

The best way to understand Canva is to play around with it, as it is very user-friendly. There are also many YouTube videos if you want to understand more complex aspects. Here is a link to a great beginner's tutorial to get started:
https://www.youtube.com/watch?v=zJSgUx5K6V0

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