

# Canva Basics

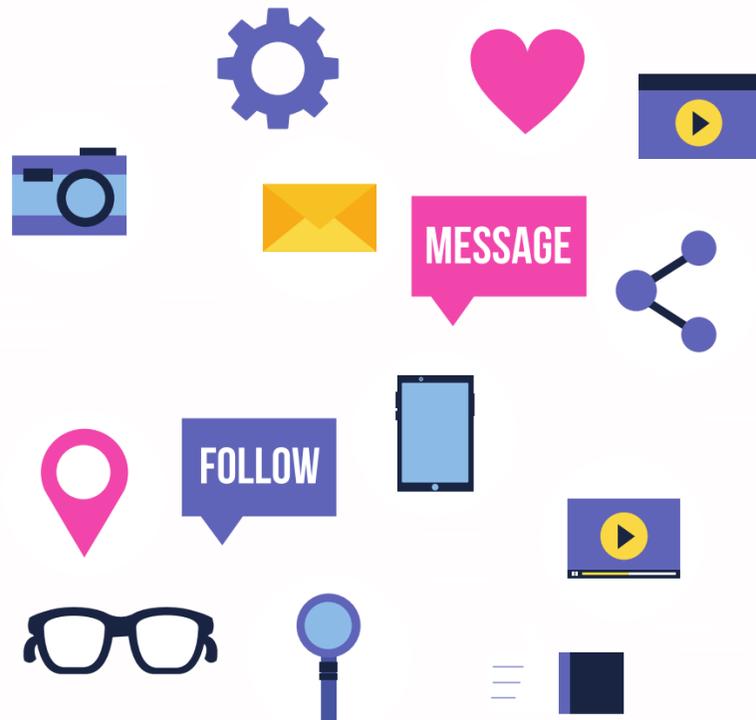
George Memorial Library

# What is Canva?

Canva is a free-to-use online graphic-design tool.

# What can you use Canva for?

## SOCIAL-MEDIA GRAPHICS



## PRESENTATIONS

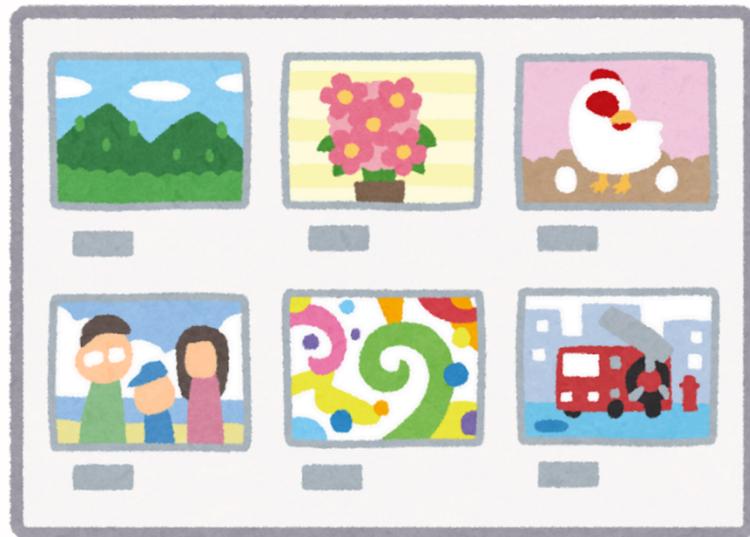


## GREETING CARDS



# What can you use Canva for?

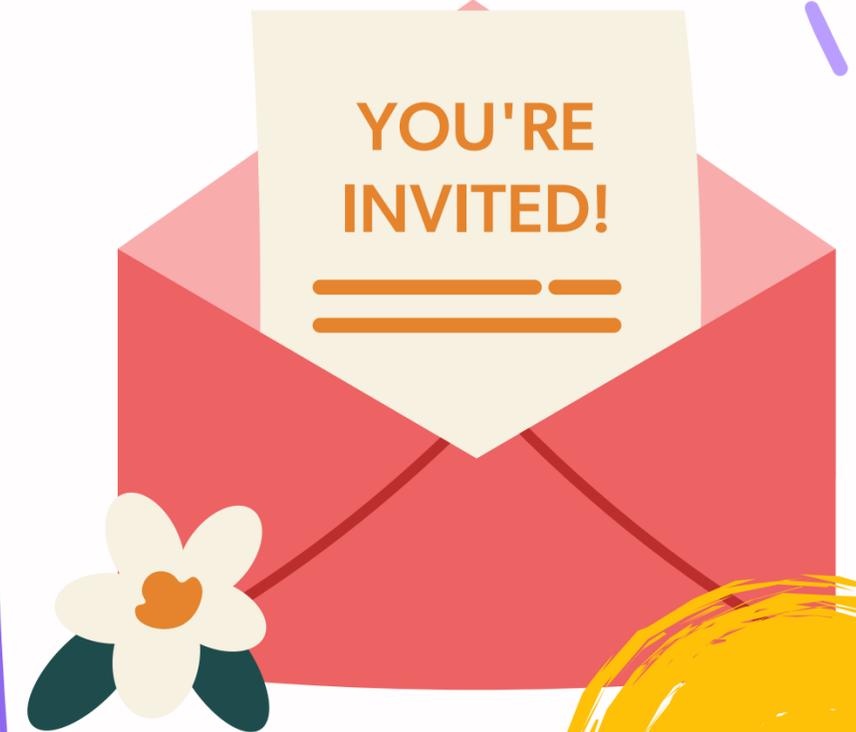
DISPLAYS



CALENDAR GRAPHICS



INVITATIONS



AND SO MUCH MORE!

# Canva Plans

## Individuals & Teams



FREE



PRO



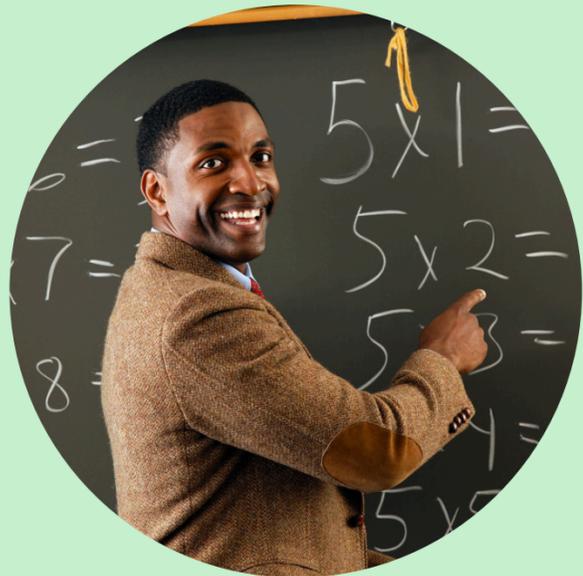
TEAMS



ENTERPRISE

# Canva Plans

## Education



TEACHERS



SCHOOLS &  
DISTRICTS



CANVA FOR  
CAMPUS

A decorative graphic on the left side of the slide. It features a large yellow-outlined triangle pointing upwards, set against a background of purple, teal, and light blue shapes. A white star with a pink outline is positioned inside the yellow triangle. Below the triangle, there are several colorful, rounded rectangular bars in yellow, teal, and pink, scattered across the purple background. A yellow squiggly line is also visible in the bottom left corner.

# Accessing Canva

- Go to [www.canva.com](http://www.canva.com).
- In the top-right corner, click “log in” or “sign up.”
- You can also connect your Google or other social account to Canva and log in that way.

# Creating in Canva

1

TYPE OF DESIGN  
Select type of design, design size, and/or design shape.

2

## TEMPLATES

Use side bar on left of screen to search for templates.

3

## PERSONALIZE TEMPLATES

Search elements (photos, images, icons, audio, videos, charts, etc) to personalize template.

# Type of Design

- Start a design by selecting “create a design,”  
OR
- Search using the search function featured on the home page.

Create a design

What will you design today?

Custom size

Upload

Search your content and Canva's



For you



Docs



Whiteboards



Presentations



Social media



Videos



Print products



Websites

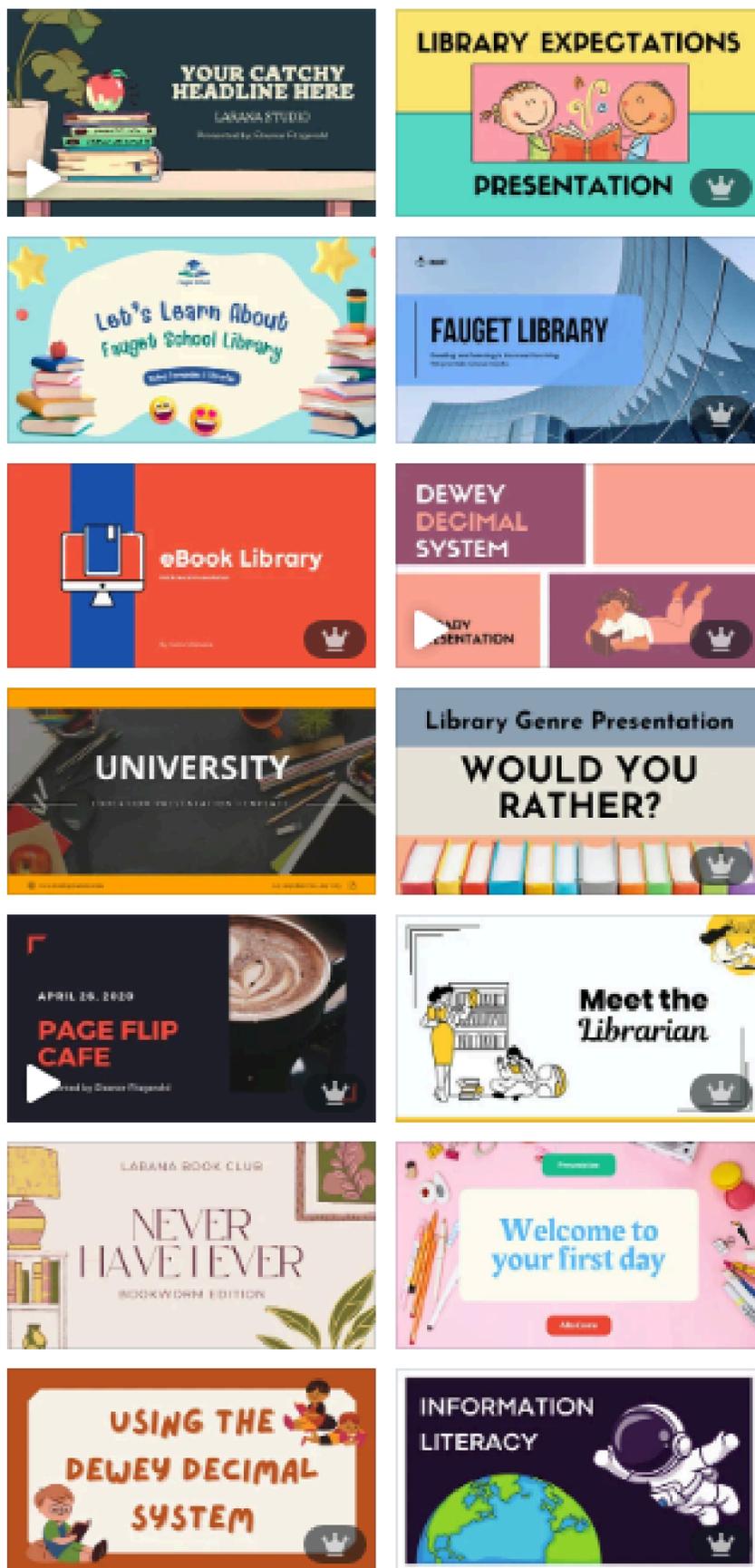


More



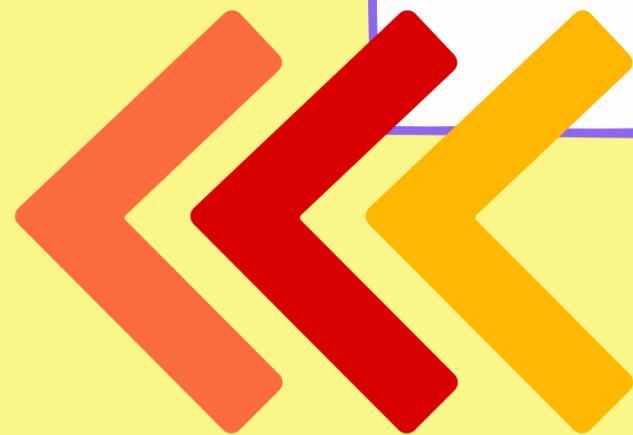
# Side Panel

As soon as a project is selected, a side panel appears on the left side of the screen.



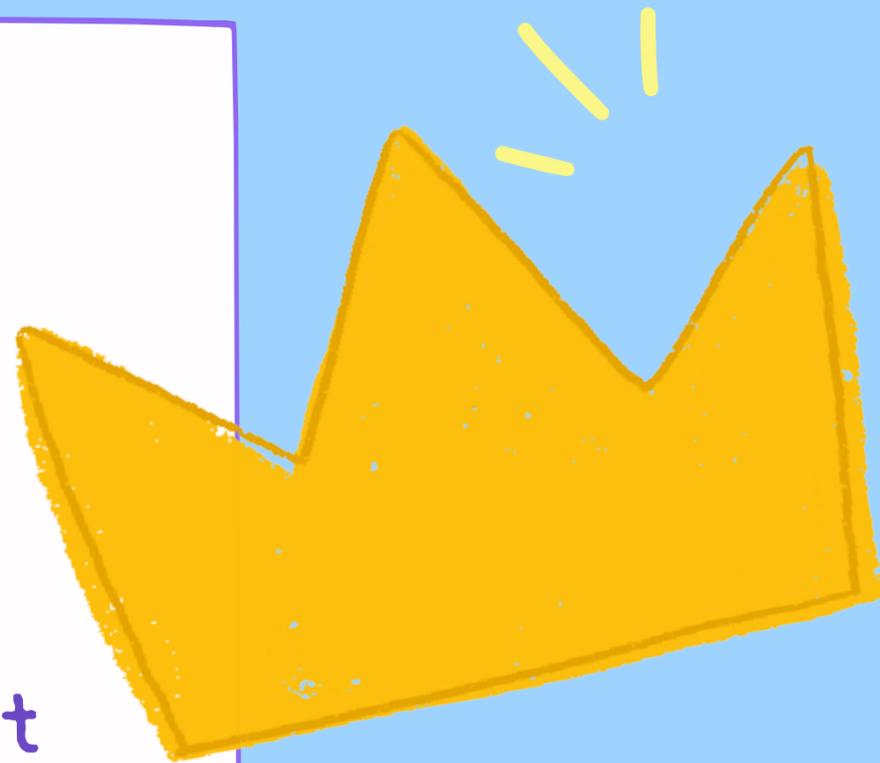
# Templates

Templates provide a jump start on creativity! These can be edited to personalize a project to perfection.



# Premium Content

Anything with a crown has a cost associated with it. Images can be purchased individually or Canva plans can be upgraded to Canva Pro or higher. Otherwise, a different image may be selected.



# Personalize Templates

After a template is selected, users can modify elements, upload files, select backgrounds, and so much more!

\*These options may change depending on which Canva plan you have.



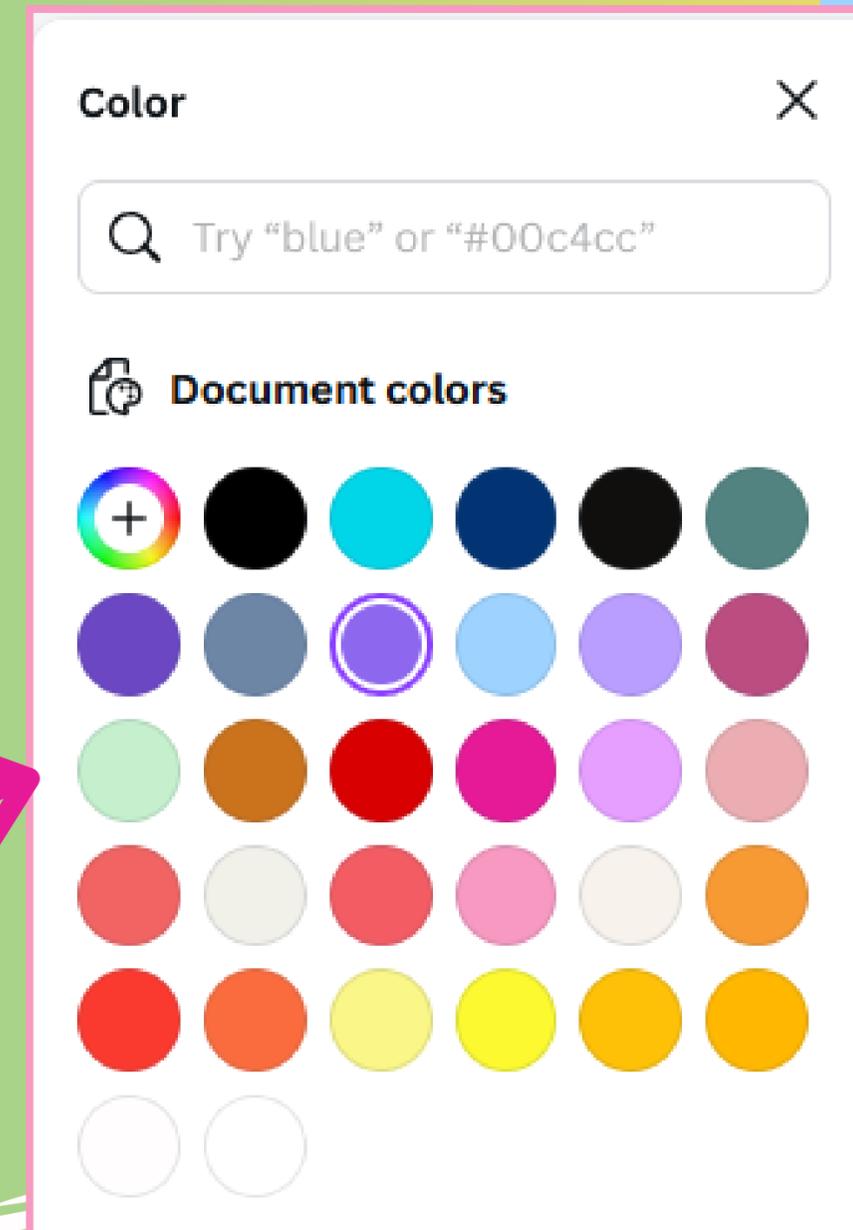
# Quick Actions Toolbar

When elements of a design are selected, a quick actions toolbar pops up on the screen to make editing a breeze!



# Edit Panel

After selecting an option from the quick actions toolbar, an edit panel pops up to access further editing options.



# Creating in Canva

4

## ADDING & EDITING TEXT

Text in a template can be edited or added to.

5

## LAYERS

Complex designs have easy-to-navigate layers.

6

## SAVING AND PRINTING PROJECTS

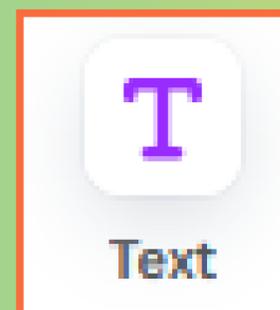
Save projects when finished or to come back to later. Many print options are also available!

# Adding & Editing Text

Double click existing text to edit.

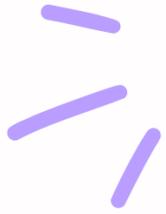
OR

Add new text by clicking the text icon on the side panel.





# Layers



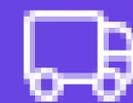
To adjust layers in a design, click on an element and select “position” in the quick actions toolbar.



# Printing Projects

Canva projects can be printed using Canva's own printing services.

However, this is not required to use the service. Just click "share" instead!



Print with Canva



Share



## Share this design

People with access [Edit](#)

Add people, groups, or your team



### Collaboration link

 Only you can access 

Copy link



Present



Public view  
link



Template link



Present and  
record



Download



Share on social



# Printing Projects

Projects may be downloaded for  
personal printing.



# Saving Projects

To name a project, click on the name of the template on the blue bar at the top of the screen.

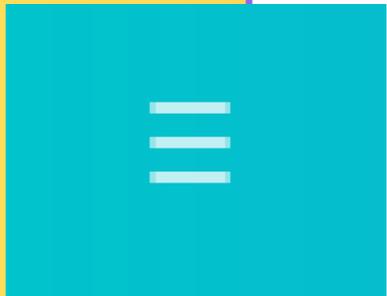
Saving projects is simple with Canva - this happens automatically!

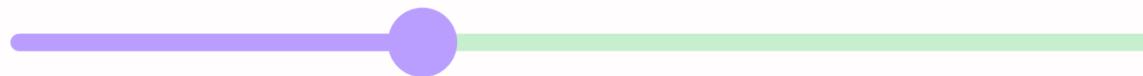
# Navigation

To go back to the main screen,  
click on the menu icon.



To log out of program, select the user icon.





Want to  
know more?

Canva Design School

[www.canva.com/designschool/](http://www.canva.com/designschool/)

Udemy

[https://www.fortbend.lib.tx.us/  
database/udemy-gale](https://www.fortbend.lib.tx.us/database/udemy-gale)