

the

CANVA BASICS GUIDE

EVERYTHING YOU NEED TO KNOW
TO GET STARTED WITH CANVA

|

a guide from
HARPER FLUTE CO

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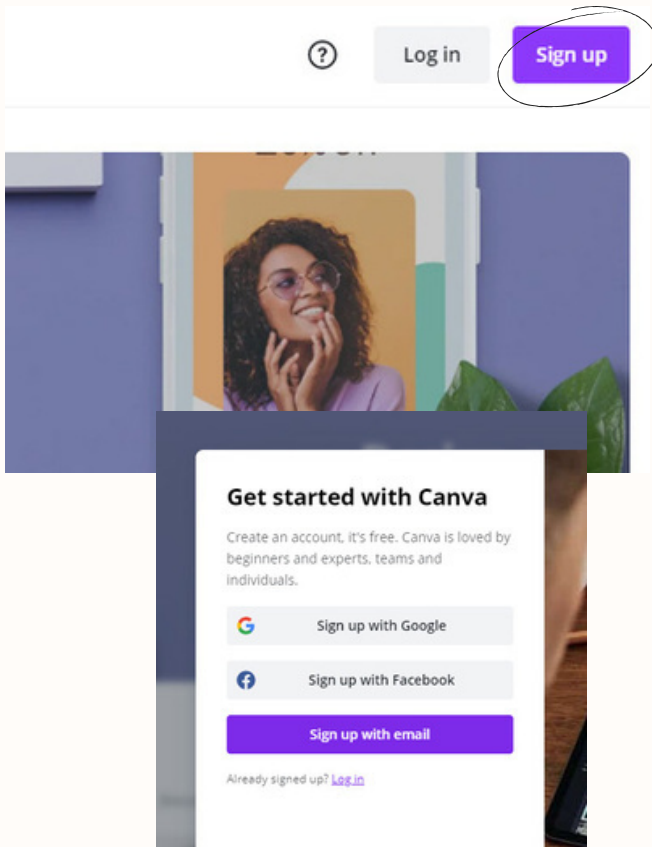
Watch our free Youtube tutorials to learn how to edit.

► CANVA TUTORIALS YOUTUBE

GETTING STARTED

EDITING BASICS

HOW TO MAKE A CANVA ACCOUNT



VISIT [WWW.CANVA.COM](https://www.canva.com)

IN THE TOP RIGHT CORNER SELECT THE PURPLE SIGN UP BUTTON

CHOOSE FROM THE OPTIONS TO SIGN UP WITH FACEBOOK, GOOGLE, OR YOUR EMAIL.

IF YOU CHOSE TO SIGN UP WITH FACEBOOK OR GOOGLE, LOG IN TO YOUR ACCOUNT TO AUTHORIZE ACCESS.

IF YOU CHOSE TO SIGN UP WITH YOUR EMAIL, FILL UP THE FIELDS.

CLICK GET STARTED.

SELECT FROM THE OPTIONS ON WHAT YOU'RE PLANNING TO USE CANVA FOR.

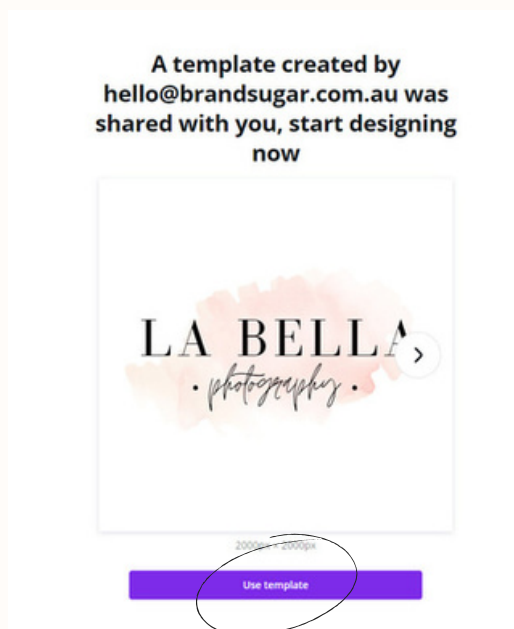
COMPLETE THE ONBOARDING PROCESS.

CONFIRM YOUR ACCOUNT BY CLICKING ON THE CONFIRM MY ACCOUNT BUTTON FROM AN EMAIL YOU'LL RECEIVE.

GETTING STARTED

EDITING BASICS

LOAD A TEMPLATE YOU HAVE PURCHASED

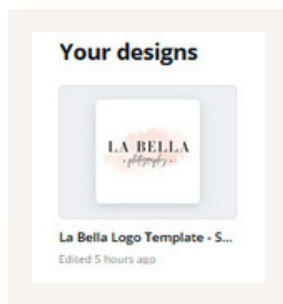


MAKE SURE YOU ARE LOGGED IN TO CANVA

IF YOU HAVE PURCHASED ONE OF OUR TEMPLATES, OR ARE LOADING IN ONE OF OUR FREE RESOURCES, OPEN THE LINK. IT SHOULD DISPLAY A SCREEN PREVIEWING THE TEMPLATE.

CLICK USE TEMPLATE

IT WILL OPEN THE TEMPLATE IN CANVA, READY FOR YOU TO EDIT.



fast fact

IF YOU CLICK THE HOME SCREEN
IT SHOULD NOW LOAD
UNDER YOUR DESIGNS

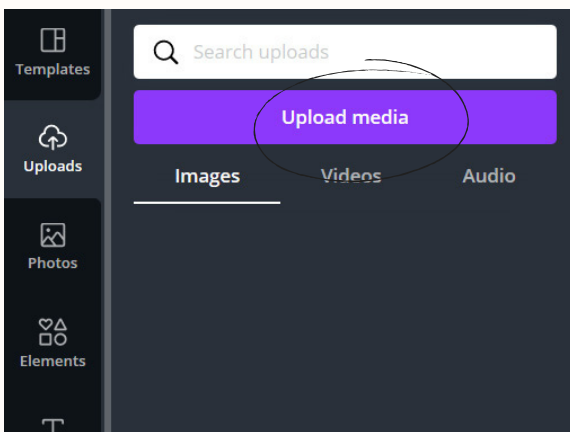
EDITING BASICS

TEXT CHEATSHEET

	FONT SELECTION CHOOSE YOUR FONT FROM HERE	NOTE THE LITTLE CROWN SHOWS FONTS FOR THE PAID VERSION OF CANVA
	FONT SIZE CHOOSE YOUR FONT SIZE FROM HERE	
	FONT COLOUR CHOOSE YOUR FONT COLOUR 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	

EDITING BASICS

PHOTOS



How to upload your own

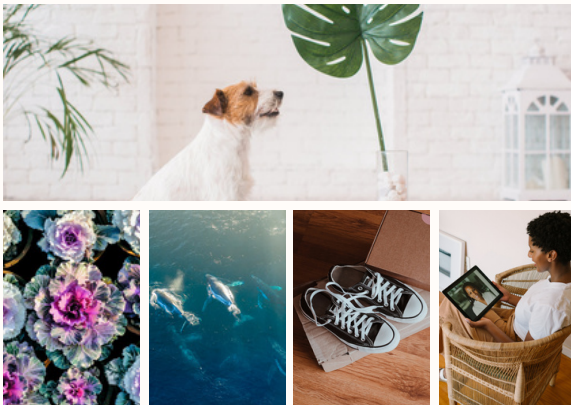
UPLOADING YOUR OWN IMAGES TO CANVA IS EASY.

ON THE RIGHT HAND TOOLBAR CLICK UPLOAD.

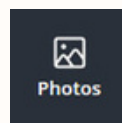
THEN SELECT 'UPLOAD MEDIA'.

LOCATE THE FILE ON YOUR COMPUTER AND UPLOAD IT.

CLICK THE NEWLY UPLOADED PHOTO TO ADD TO YOUR DOCUMENT.



fast fact



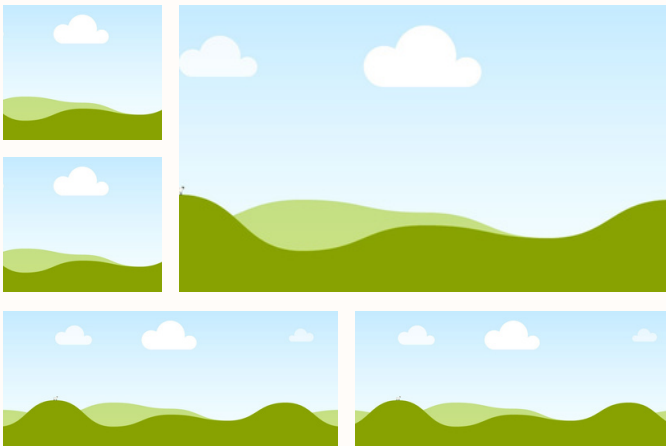
CANVA HAS AN INCREDIBLE LIBRARY OF FREE + PAID PHOTOS. YOU CAN ACCESS THESE VIA THE PHOTOS TAB.

EDITING BASICS

EDITING BASICS

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:



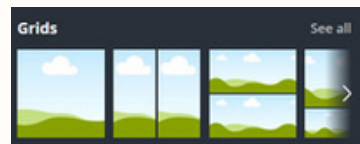
DRAW AND DROP PHOTOS TO TRANSFORM YOUR GRID TO SOMETHING LIKE THIS!



Where to find them?

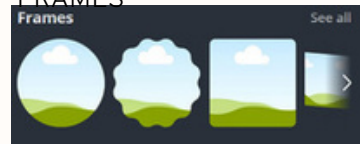
GRIDS

GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'GRIDS'



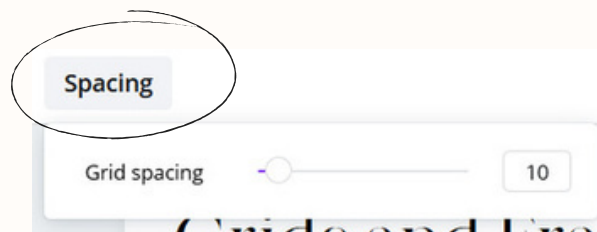
FRAMES

GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'FRAMES'



fast fact

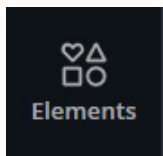
ADJUST THE SPACING ON YOUR GRID BY CLICKING THE GRID AND THEN CLICKING SPACING FROM THE TOP TOOLBAR



EDITING BASICS

ELEMENTS

CANVA COMES STOCKED WITH A HUGE NUMBER OF FREE AND PAID ELEMENTS.

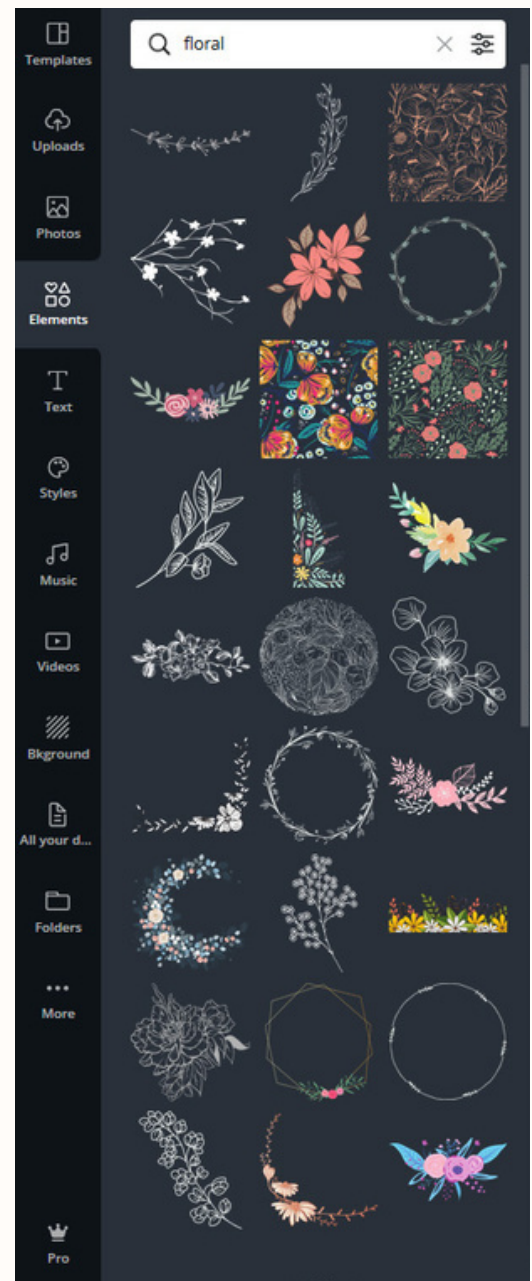


ELEMENTS CAN BE FOUND IN THE RIGHT HAND TOOLBAR. USE THE SEARCH BAR TO FIND ELEMENTS IN THE THEME YOU NEED.



fast fact

A LOT OF ELEMENTS ARE IN VECTOR FORMAT, WHICH MEANS YOU CAN EASILY ADJUST THE COLOURS.



EDITING BASICS

TRANSPARENCY

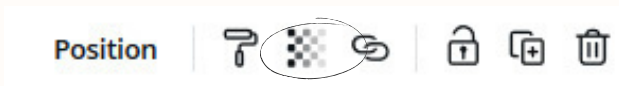
TRANSPARENCY AFFECTS HOW SEE THROUGH SOMETHING IS, AND CAN BE APPLIED TO IMAGES, ELEMENTS, TEXT AND SOLID SHAPES.

How to adjust transparency

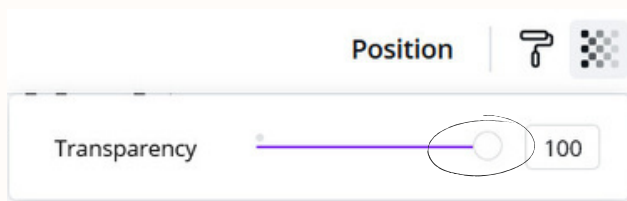
CLICK THE ITEM YOU WOULD LIKE TO UNLOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL, CHESS PATTERN ICON.



A SLIDER WILL APPEAR, SLIDE UP AND DOWN FOR THE REQUIRED EFFECT.



TRANSPARENCY AT 100%



TRANSPARENCY AT 30%

fast fact

WHEN TEXT IS PLACED OVER AN IMAGE, USE TRANSPARENCY TO IMPROVE LEGIBILITY.

EDITING BASICS

LOCKING ELEMENTS



LOCKING ELEMENTS IS A GREAT WAY TO KEEP YOUR DOCUMENT ORGANISED, ESPECIALLY IF YOU ARE BRINGING THINGS LIKE BACKGROUNDS AND LAYERED IMAGES INTO PLAY.



To lock something

CLICK THE ITEM YOU WOULD LIKE TO LOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL, LOCK ICON.

fast fact

YOU CAN ALSO LOCK MULTIPLE THINGS AT ONCE BY HOLDING SHIFT, DRAGGING YOUR MOUSE ACROSS THE ITEMS AND THEN CLICKING THE LOCK BUTTON

To unlock something

CLICK THE ITEM YOU WOULD LIKE TO UNLOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL, LOCK ICON.

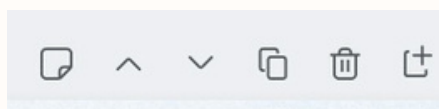
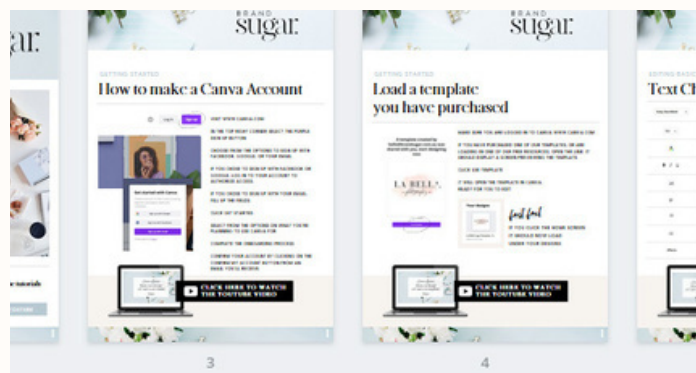
EDITING BASICS

CLONE AND ADD PAGES

CANVA HAS THE AMAZING CAPABILITY TO ADD MULTIPLE PAGES. YOU CAN DO THIS FROM THE CLONE AND ADD PAGES MENU.

fast fact

CANVA NOW SUPPORTS A HUGE 100 PAGES PER DOCUMENT



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 DELETES YOUR CURRENT PAGE
	ADD PAGE CREATES A NEW, BLANK PAGE

EDITING BASICS

EDITING BASICS

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.

TO ACCESS GRID VIEW LOOK TO THE BOTTOM RIGHT

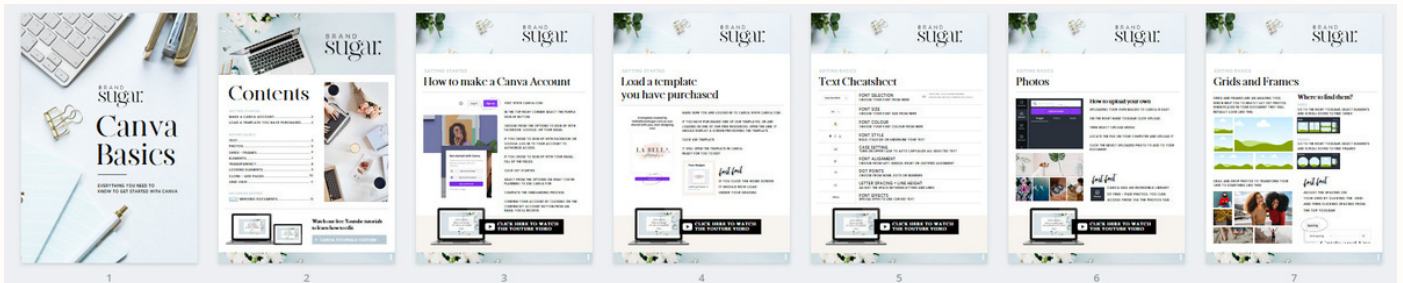


CORNER OF THE SCREEN AND
CLICK THE PAGE ICON.

fast fact

TO REARRANGE PAGES, DRAG AND DROP THEM INTO A NEW ORDER.

GRID VIEW APPEARS LIKE THIS:

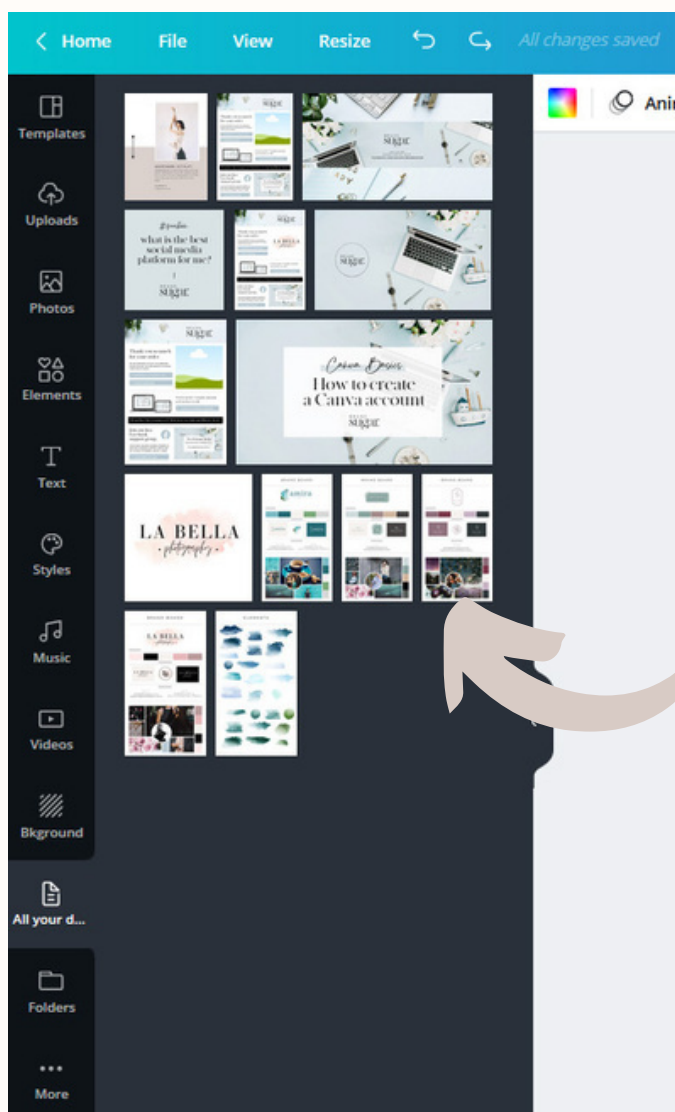


ADVANCED EDITING

MERGING TEMPLATES **PRO**

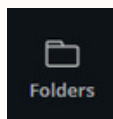


PLEASE NOTE THAT 'FOLDERS' WHICH ALLOWS YOU TO MERGE TWO TEMPLATES IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE

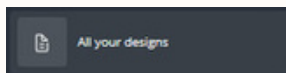


TO INSERT A DESIGN, FIRST ADD A NEW PAGE IN YOUR DOCUMENT.

ACCESS FOLDERS SELECT 'FOLDERS' FROM THE RIGHT HAND TOOLBAR.



THEN SELECT 'ALL YOUR DESIGNS' - THIS IS SHOW ALL OTHER CURRENT DESIGNS IN YOUR ACCOUNT.



THEN CLICK ON THE THUMBAIL OF THE DOCUMENT YOU WOULD LIKE TO INSERT - THIS WORKS VERY SIMILARLY TO INSERTING A PHOTO.

fast fact

THE FILE YOU ARE INSERTING WILL AUTOMATICALLY RESIZE TO THE DIMENSIONS OF YOUR CURRENT DOCUMENT.