

*ebook*

# Canva

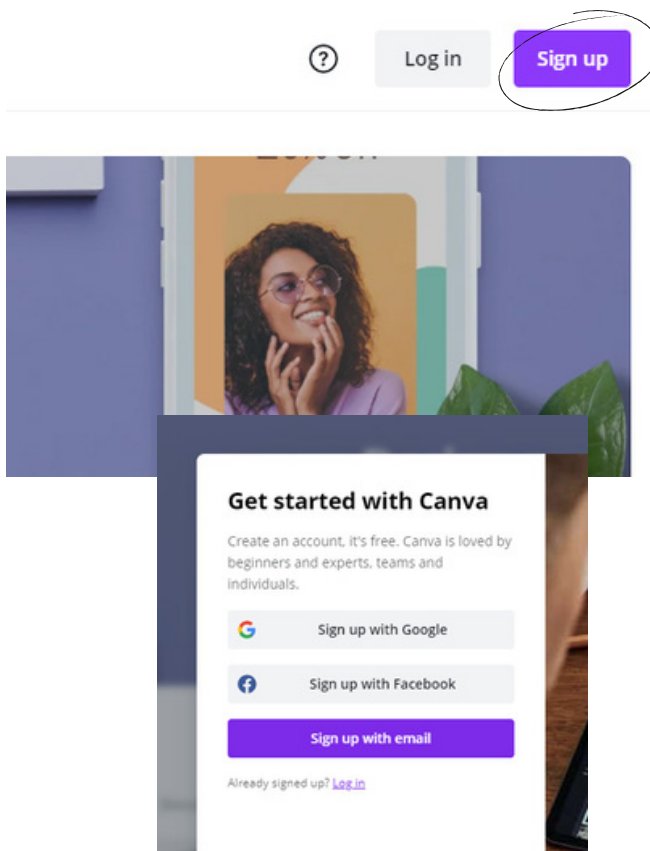
## THE BASICS

A GUIDED EBOOK WITH WALKTHROUGH  
INSTRUCTIONS FOR DESIGNING IN CANVA

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## 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.

## EDITING BASICS

# LOAD A TEMPLATE YOU HAVE PURCHASED

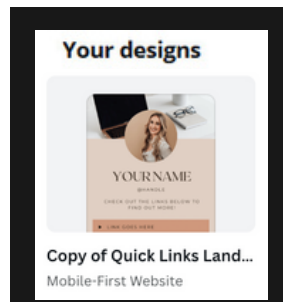
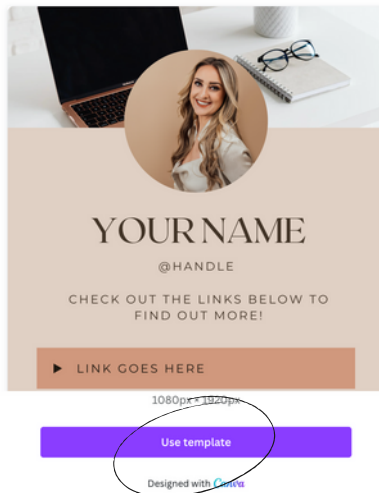
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MAKE SURE YOU ARE LOGGED IN TO CANVA

IF YOU HAVE PURCHASED A TEMPLATE, OR YOU ARE CUSTOMIZING A TEMPLATE, **CLICK THE LINK TO OPEN.** A SCREEN SHOULD BE DISPLAYED PREVIEWING THE TEMPLATE.

CLICK **USE TEMPLATE**

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

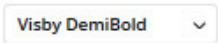











*pro tip*

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

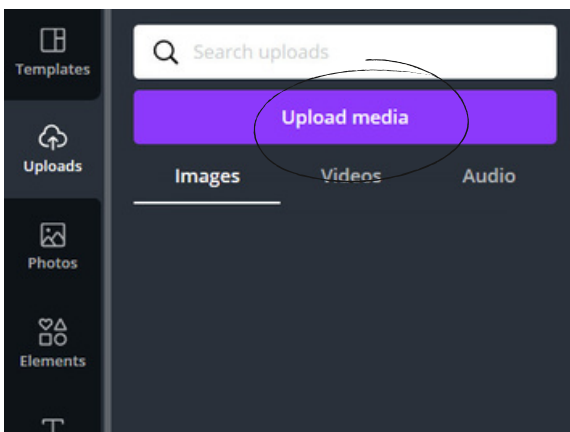
## EDITING BASICS

# TEXT CHEATSHEET

	<b>FONT SELECTION</b> CHOOSE YOUR FONT FROM HERE	 NOTE THE LITTLE CROWN SHOWS FONTS FOR THE PAID VERSION OF CANVA
	<b>FONT SIZE</b> CHOOSE YOUR FONT SIZE FROM HERE	
	<b>FONT COLOR</b> CHOOSE YOUR FONT COLOR FROM HERE	
	<b>FONT STYLE</b> BOLD, ITALICIZE OR UNDERLINE YOUR TEXT	
	<b>CASE SETTING</b> TURN ON UPPER CASE TO AUTO CAPITALIZE ALL SELECTED TEXT	
	<b>FONT ALIGNMENT</b> CHOOSE FROM LEFT, MIDDLE, RIGHT OR JUSTIFIED ALIGNMENT	
	<b>DOT POINTS</b> CHOOSE FROM NONE, DOTS OR NUMBERS	
	<b>LETTER SPACING + LINE HEIGHT</b> ADJUST THE SPACE BETWEEN LETTERS AND LINES	
	<b>FONT EFFECTS</b> SPECIAL EFFECTS LIKE CURVED TEXT	

## EDITING BASICS

# PHOTOS



### HOW TO UPLOAD YOUR OWN PHOTOS

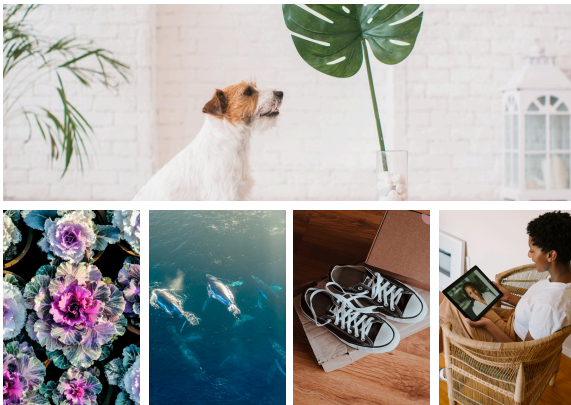
UPLOADING YOUR OWN IMAGES TO CANVA IS EASY.

ON THE RIGHT HAND TOOLBAR CLICK UPLOAD.

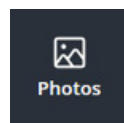
THEN SELECT 'UPLOAD MEDIA'.

LOCATE THE FILE ON YOUR COMPUTER AND UPLOAD IT.

CLICK THE NEWLY UPLOADED PHOTO TO ADD TO YOUR DOCUMENT.



### *pro tip*



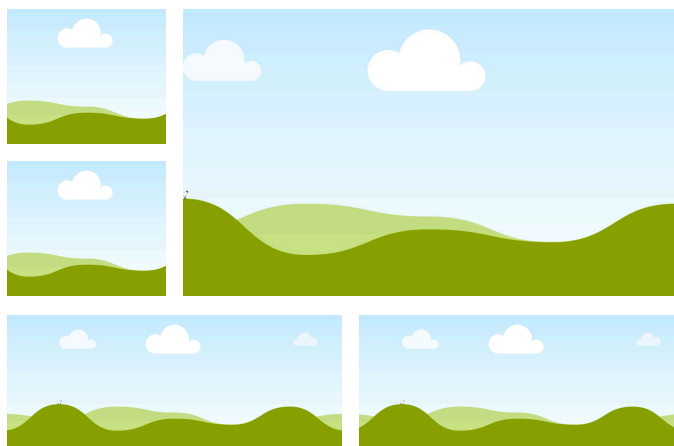
CANVA HAS AN INCREDIBLE LIBRARY OF FREE + PAID PHOTOS. YOU CAN ACCESS THESE VIA THE PHOTOS TAB.

IF YOU ARE ON DESKTOP, SIMPLY DRAG A PHOTO ONTO YOUR CANVA CREATION AND THE PHOTO WILL BEGIN LOADING INTO YOUR UPLOADS

## 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:



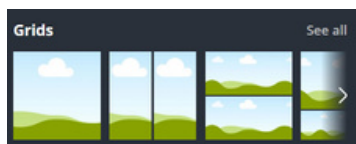
DRAW AND DROP PHOTOS TO TRANSFORM YOUR GRID TO SOMETHING LIKE THIS!



## Where to find them?

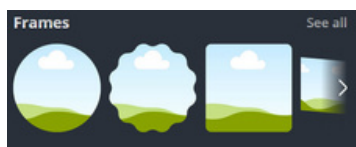
### GRIDS

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



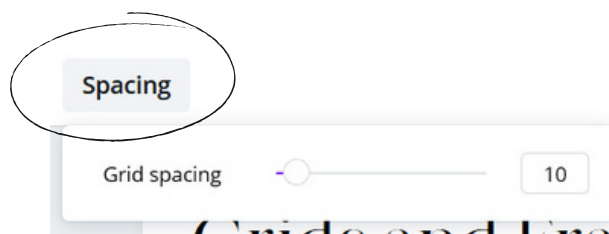
### FRAMES

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



## pro tip

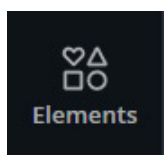
ADJUST THE SPACING ON YOUR GRID BY CLICKING THE GRID AND THEN CLICKING SPACING FROM THE TOP TOOLBAR



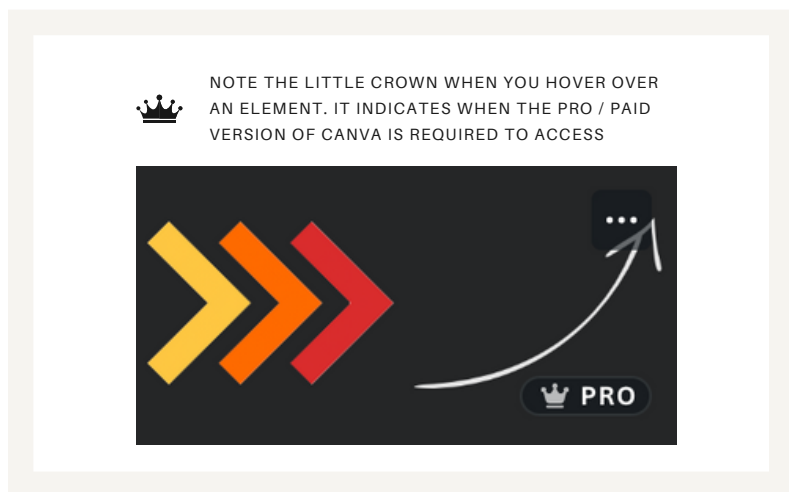
## EDITING BASICS

# ELEMENTS

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

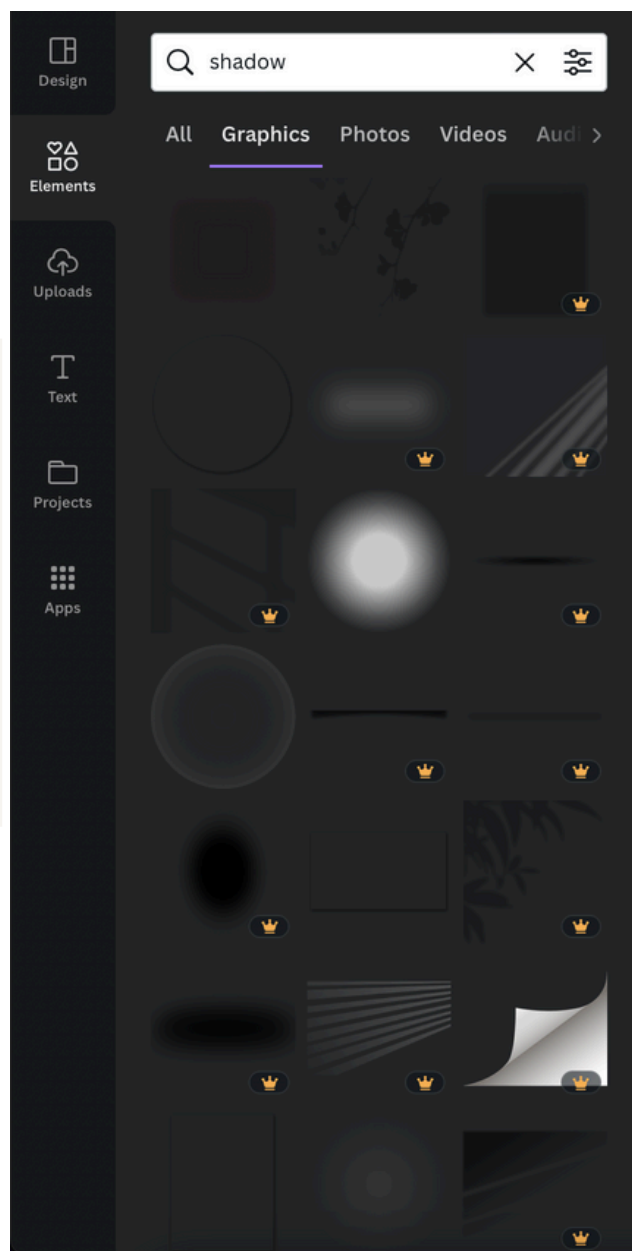


ELEMENTS CAN BE FOUND IN THE RIGHT HAND TOOLBAR. USE THE SEARCH BAR TO FIND ELEMENTS IN THE THEME YOU NEED.



### *pro tip*

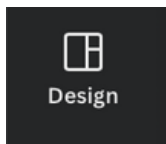
A LOT OF ELEMENTS ARE IN VECTOR FORMAT, WHICH MEANS YOU CAN EASILY ADJUST THE COLORS.



## EDITING BASICS

# STYLES

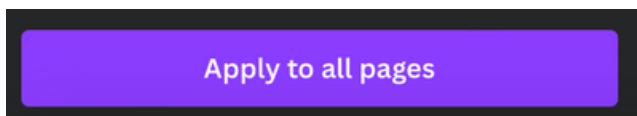
CANVA COMES STOCKED WITH A HUGE NUMBER OF COLOR PALETTES, FONT SETS, IMAGE PALETTES & COMBINATIONS TO FIT YOUR BRAND!



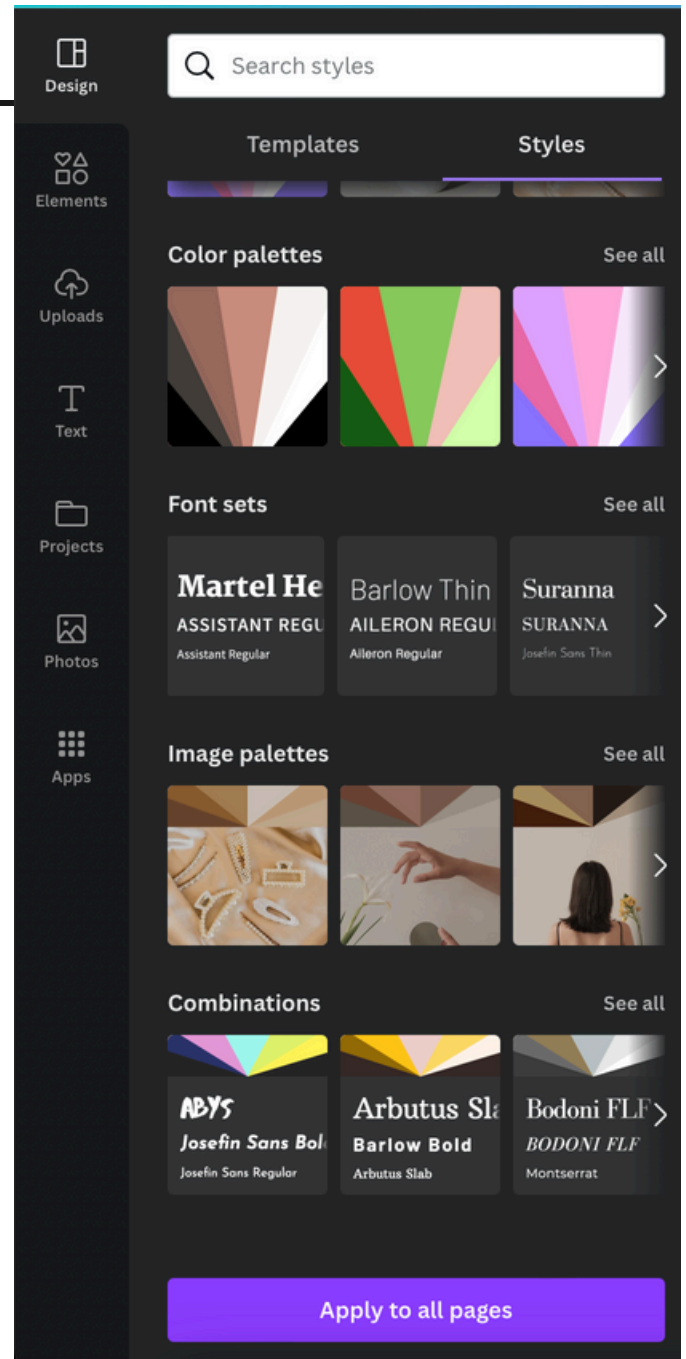
STYLES CAN BE FOUND IN THE RIGHT HAND TOOLBAR UNDER DESIGNS. YOU WILL SEE TEMPLATES & 'STYLES'. USE THE SEARCH BAR TO FIND STYLES IN THE THEME YOU NEED OR BROWSE THOSE AVAILABLE.

### *pro tip*

AFTER CLICKING ON A STYLE, LOOK TOWARDS THE BOTTOM OF THAT SECTION, THERE WILL BE A PURPLE 'APPLY TO ALL PAGES' OPTION TO APPLY THAT STYLE TO ALL THE PAGES OF YOUR DESIGN.



DON'T LIKE THE COLOR COMBO? CLICK THE SHUFFLE BUTTON OVERTOP OF THE STYLE YOU CHOSE AND WATCH YOUR DESIGN TRANSFORM AGAIN AND AGAIN. SHUFFLE UNTIL YOU FIND THE PERFECT COMBO.



## EDITING BASICS

# TRANSPARENCY

TRANSPARENCY AFFECTS HOW YOU SEE THROUGH SOMETHING, 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%

## *pro tip*

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

## EDITING BASICS

# LOCKING ELEMENTS

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LOCKING ELEMENTS IS A GREAT WAY TO KEEP YOUR DOCUMENT ORGANIZED, 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.

## 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.

## *pro tip*

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

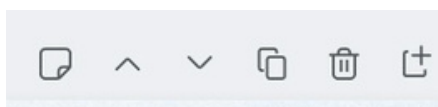
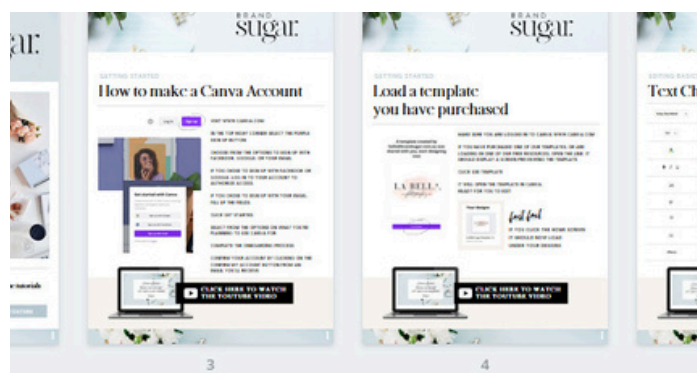
## EDITING BASICS

# CLONE AND ADD PAGES

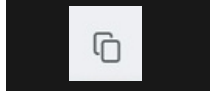


CANVA HAS THE AMAZING CAPABILITY TO ADD MULTIPLE PAGES. YOU CAN DO THIS FROM THE CLONE AND ADD PAGES MENU.

*pro tip*

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.

	<b>DUPLICATE PAGE</b> MAKES AN EXACT COPY OF YOUR CURRENT PAGE
	<b>DELETE PAGE</b> DELETES YOUR CURRENT PAGE
	<b>ADD PAGE</b> CREATES A NEW, BLANK PAGE

## 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.



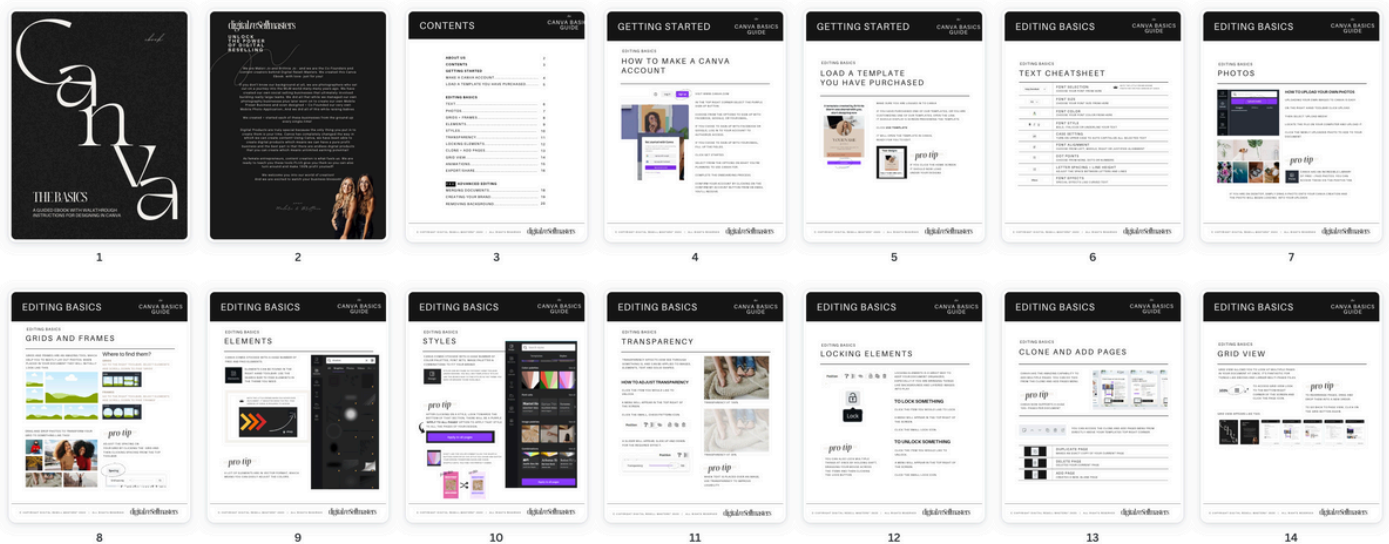
TO ACCESS GRID VIEW LOOK TO THE BOTTOM RIGHT CORNER OF THE SCREEN AND CLICK THE PAGE ICON.

## pro tip

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

TO GO BACK TO PAGE VIEW, CLICK ON THE GRID BUTTON AGAIN

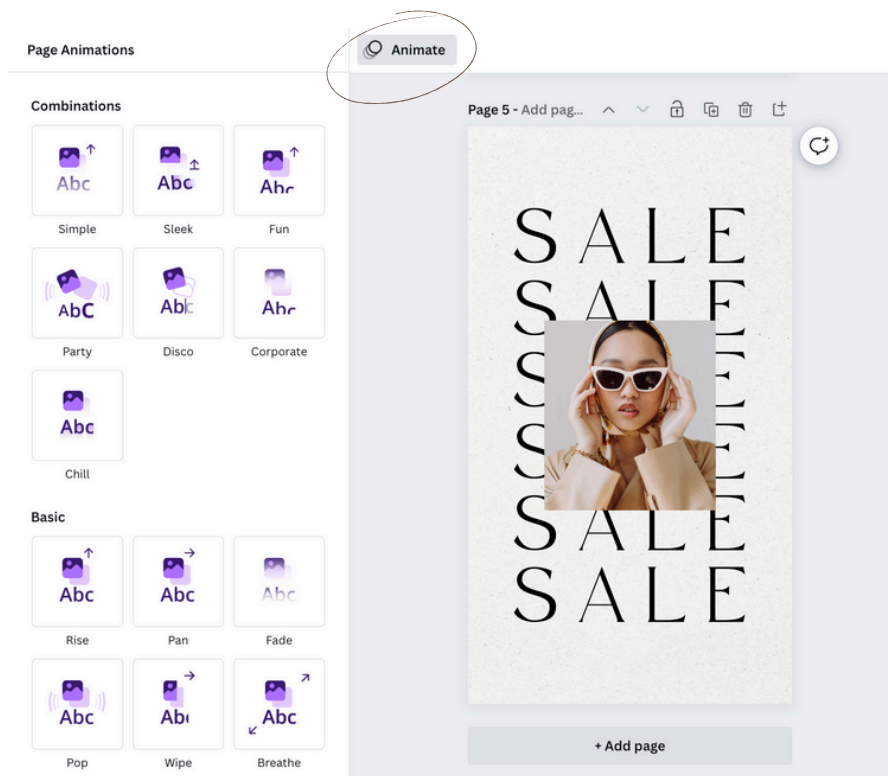
GRID VIEW APPEARS LIKE THIS:



## EDITING BASICS

# ANIMATIONS

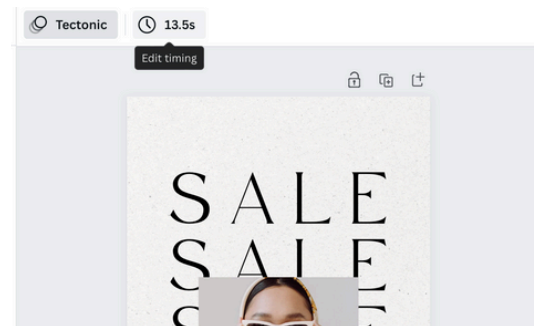
WANT TO GRAB YOUR AUDIENCES ATTENTION?  
ANYTHING CAN BECOME AN ANIMATION. CANVA HAS A  
BUNCH OF FUN EYE-CATCHING ANIMATIONS TO  
CHOOSE FROM. MAKE YOUR IMAGE COME TO LIFE!



TO ACCESS PAGE ANIMATIONS, LOOK TO THE TOP LEFT  
CORNER OF THE DESIGN SCREEN AND CLICK THE ANIMATE  
ICON.

## pro tip

EDIT THE TIMING TO MAKE YOUR  
VIDEO LONGER OR SHORTER AS  
NEEDED



## SAVING BASICS

# EXPORT/SHARE

CANVA HAS AN AUTOSAVE FEATURE, ANY DESIGN YOU ARE CURRENTLY WORKING ON IS AUTOSAVING AS YOU WORK.

READY TO EXPORT/SHARE? LOOK FOR THE SHARE BUTTON IN THE TOP RIGHT HAND CORNER TO EXPORT YOUR DESIGN.

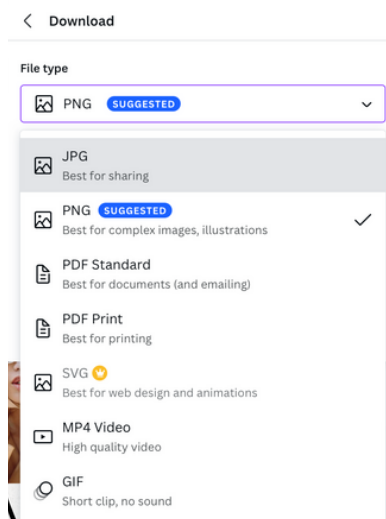
### *pro tip*

I RECOMMEND SAVING IMAGES AS PNG OR JPEG FILES. IF YOU'RE PLANNING ON POSTING TO YOUR SOCIALS, SAVING AT A SMALLER SIZE BUT HIGHER QUALITY IMAGE IS PERFECTLY FINE!

CANVA WILL USUALLY 'SUGGEST' HOW TO SAVE YOUR IMAGES/VIDEOS AND THIS IS TYPICALLY A GOOD STARTING POINT.

FOR PRINTING, WE RECOMMEND SAVING AT THE HIGHEST SIZE & HIGHEST QUALITY.

\*SOME SAVING FEATURES MAY BE PRO OPTIONS.



### Share this design

Add people, groups, or teams

BS +

### Link sharing restricted

Only you can access

Copy link



Schedule



Facebook Page



Facebook Group



View-only link

Download

Share on social

Print your design

More

### Share on social

How would you like to publish?



Schedule



Facebook Page



Facebook Group



Instagram



Twitter



TikTok



Facebook Story



Pinterest



LinkedIn Profile



LinkedIn Page



Tumblr

### *bonus tip*

\*\*DON'T FORGET TO PROOFREAD & DOUBLE CHECK YOUR DESIGNS BEFORE SAVING

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PRO

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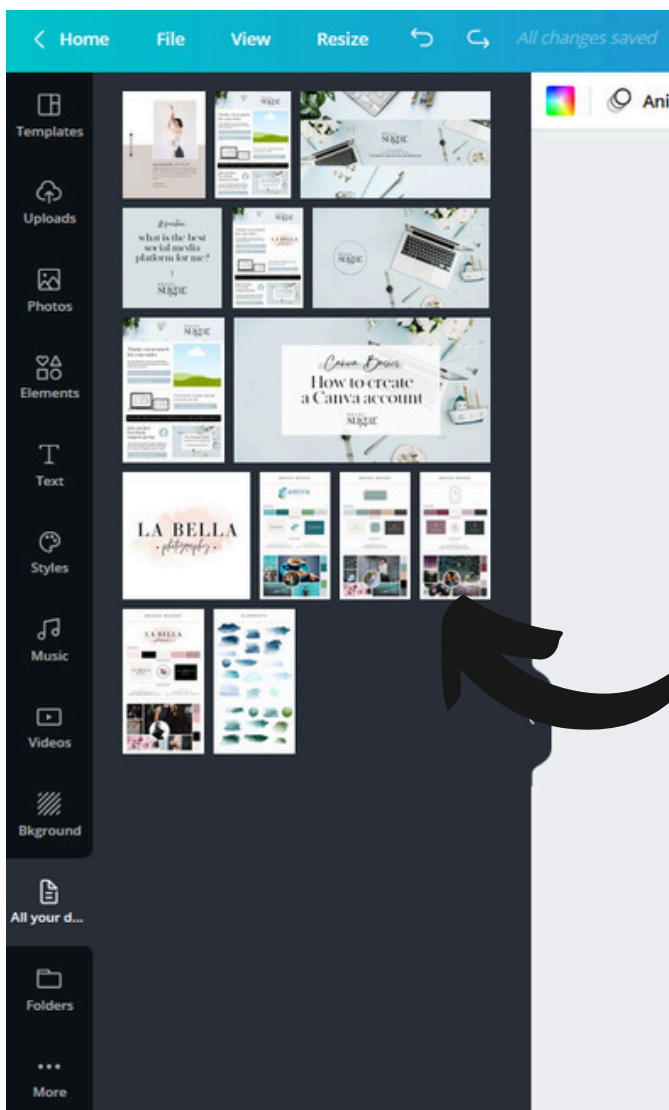
## ADVANCED EDITING

# MERGING TEMPLATES

PRO

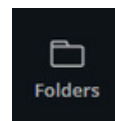


PLEASE NOTE THAT 'FOLDERS' WHICH ALLOWS YOU TO MERGE TWO TEMPLATES IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE

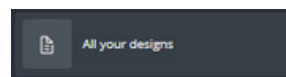


TO INSERT A DESIGN, FIRST ADD A NEW PAGE IN YOUR DOCUMENT.

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 THUMBNAIL OF THE DOCUMENT YOU WOULD LIKE TO INSERT - THIS WORKS VERY SIMILARLY TO INSERTING A PHOTO.

### *pro tip*

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

## ADVANCED EDITING

# CREATING YOUR BRAND

PRO



PLEASE NOTE THAT 'STYLES' WHICH ALLOWS YOU TO CREATE YOUR BRAND COLORS & STYLES IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE

Home

Templates

Projects

Tools

Canva Pro

Brand

Content Planner

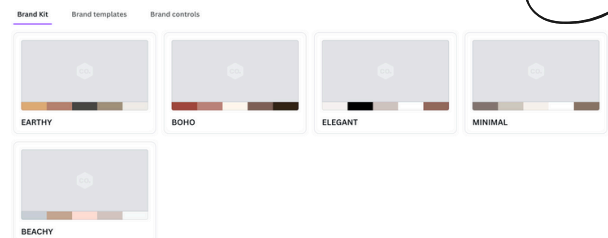
Discover apps

Smartmockups

TO CREATE YOUR BRAND, YOU MUST GO YOUR HOMEPAGE ON CANVA. 'BRAND' IS LOCATED IN THE TOOLS SECTION.

CREATE YOUR BRAND BY CLICKING 'ADD NEW'

Brand



ADD YOUR BRAND LOGO, COLORS & FONTS

BEACHY

Brand Kit shared with: Britney Storm's team X + Add to a folder

Brand logos (0)



Brand colors (7)



Brand fonts



*pro tip*

YOU CAN SELECT YOUR BRAND KIT WHILE WORKING ON DESIGNS TO EASILY APPLY YOUR BRAND COLORS & FONTS TO ALL DESIGNS, MAKING THEM SPECIFIC TO YOU!

## ADVANCED EDITING

# REMOVING BACKGROUND

PRO

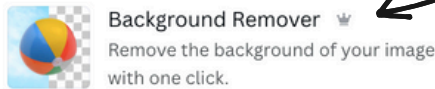
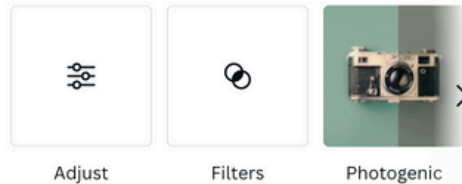


PLEASE NOTE THAT 'BACKGROUND REMOVER' WHICH ALLOWS YOU TO REMOVE THE BACKGROUND OF AN IMAGE IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE

### Edit image

Search effects

#### Recently used



#### Adjust

Brightness



Contrast



Saturation



See all

## pro tip

THIS IS A GREAT TOOL FOR PERSONALIZING YOUR GRAPHICS, ADDING IN PRODUCTS, AND SO MUCH MORE!

TO REMOVE YOUR BACKGROUND, ADD YOUR IMAGE, CLICK ON "EDIT IMAGE" IN THE TOP LEFT CORNER, THEN FIND THE BACKGROUND REMOVER.

before



after



REFINE YOUR BACKGROUND REMOVAL IF NEEDED.

< Background Remover

#### Select a Brush



Erase

Restore