CREATE NEW CANVAS Social media Document Flyer A4 Etc.	**Choose** a template size for my design. **Create** a custom canvas size	Change the size of my design	**Use** the magic resize feature of CANVA for work.	Down load my design	**Choose** the appropriate download option for Photos, infographics. **Select** the correct PDF for web or print
IMAGES	**Upload** an image/photo to my account **Add** an image/photo to my design **Adjust** image/photo transparency	Edit an image	**Crop** an image/photo on my canvas **Resize** an image/photo on my canvas **Apply** a filter to image/photo	Find images	**Use** the search tool to find photos and illustrations **Identify** free images and how to use and pay for other Canva images
LAYOUT	**Group** images together **Arrange** the position of an image (Back or forward) in the 'stack'	Use a template layout	**Add** a template to my design **Change** elements of the template e.g. colour, new photo, edit text	Elements Grids Frames Shapes Icons Charts Etc.	**Select** an element **Apply** it to the canvas **Modify** an element on the canvas Delete an element
TEXT Headings Sub head Body text	**Add** text & numbers to a design **Change** the spacing and letter height **Move** blocks of **text around the design** **Structure text e.g. heading vs body copy**	Fonts & Colour HEX Colour picker Brand	**Change** the font of my text **Use** a colour from my brand colours **Use** the colour wheel **Choose** a contrasting colour on the colour wheel **Understand** web colours are described numbers e.g #000000 is black	Back-grounds	**Select** a plain background colour **Pick** a patterned background Add an element to your background **Change** the transparency of your background