

Canva Quick Guide



Here's all the things (plus more) you can do with Canva



Banner Design



Book Cover Design



Branding & Corporate Identity



Color Theory



Creativity & Psychology



Design Elements & Principles



Design Inspiration



Design Interviews



Design Layout



Design Resources



Design Trends



Email Design



Flyer Design



Fonts



Infographic Design



Presentation Design

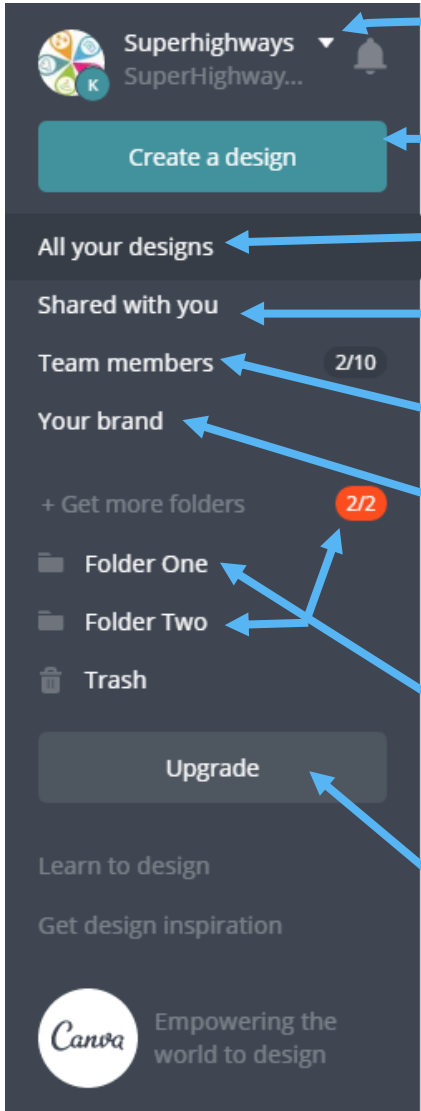


Social Media Marketing



Typography

Home Screen: Side Bar Menu



Edit your account settings, personal profile or sign out

Click here to create your designs

This is where you view all your saved designs

View all the designs that are shared with you, by your team or other people

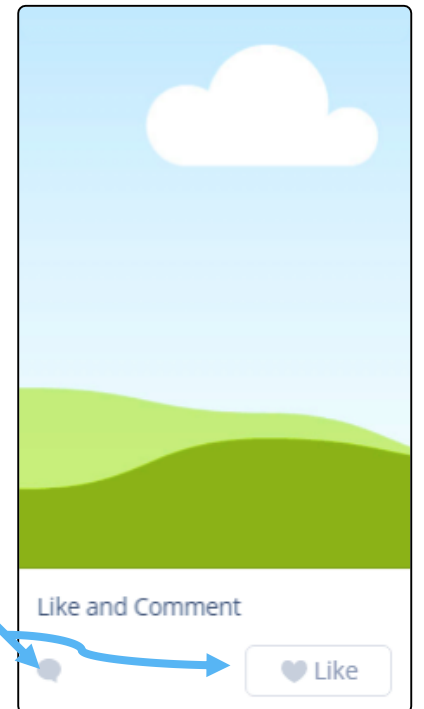
This shows you how many team members are linked to your account, you can have up to 10 team members with a free account

Choose your brand colours to select them quickly in your designs, pick your default fonts & create and edit templates.

You can create 2 folders for a free account that can contain any of your designs.

Apply for the non-profit free upgrade to Canva for Work to enable enhanced features including multiple folders.

Like and comment on any design.

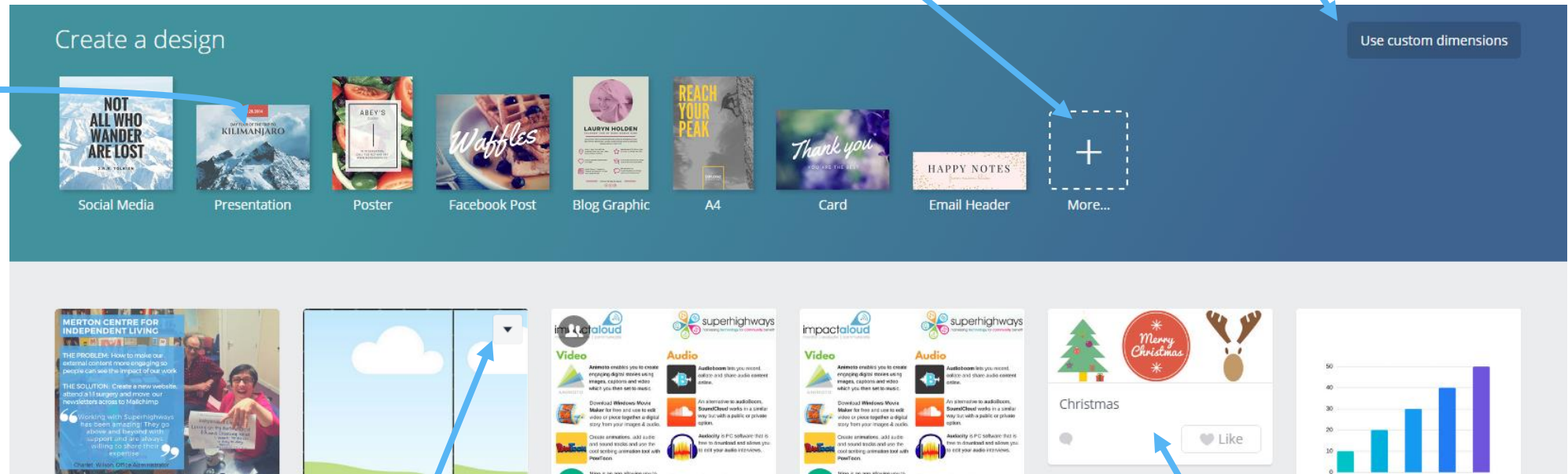


Choosing Your New Design Type

There are lots of pre-set sizes to choose from. If you're just looking for a reasonable size to create your design, as you'll be downloading it for use in report documents or on a webpage, just do what we do and use the Presentation template.

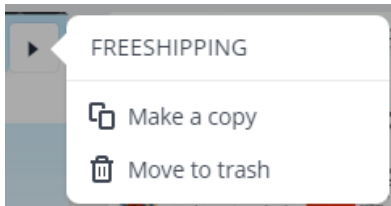
Click "More" for more design layouts including Twitter headers and Facebook posts

Choose custom dimensions if you know the size of page you want e.g. A4 – you can choose by pixels, mm and inches.



Want to make changes but keep the original design? Copy your design by clicking on the drop down tab at the top of your saved design. You can also delete your practice designs easily.

Each individual design appears on your home screen.



Canva Design Toolbox

If you don't want to start from scratch, click and drag your choice of layout onto your design

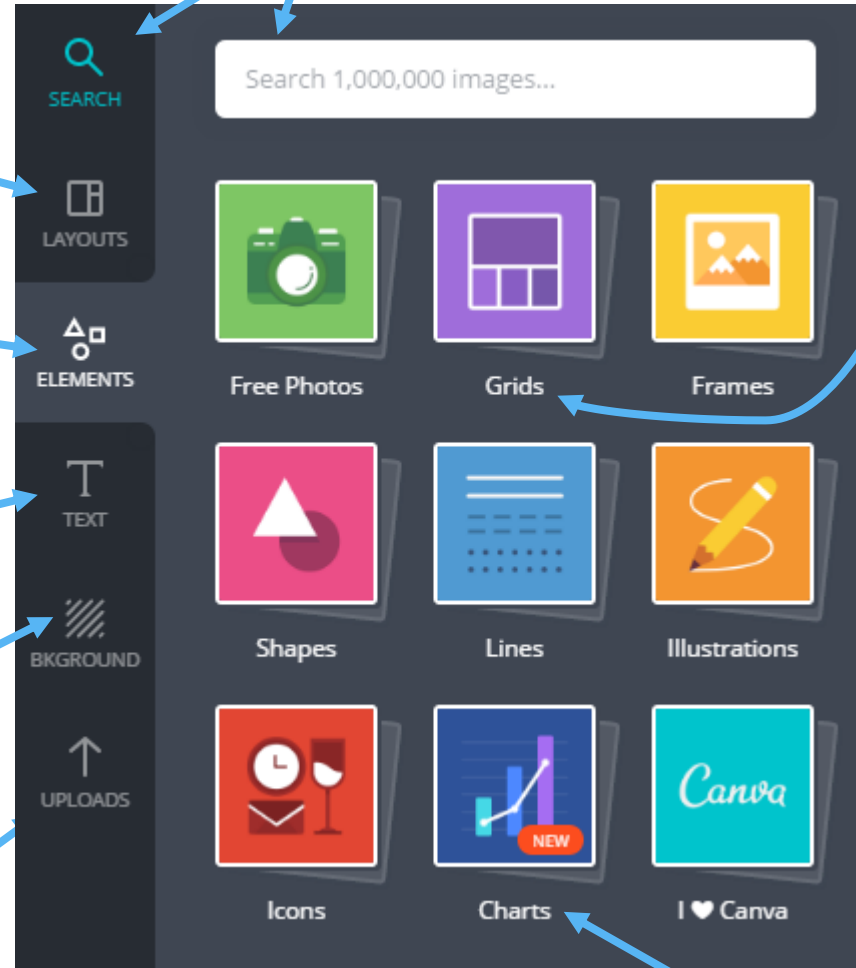
Quickly choose free photos, grids and more by clicking on any element

Click on the Text icon and click/drag your size of text across to your design. You can change the colour, font type and size of text. Change the default font and size in 'Your brand' (on your home-screen) if you regularly use the same ones.

Choose a background - click on a pre-set colour or choose one of your own. Apply filters to create special effects

Upload your own photos or images here. Make sure you have permission.

Search by keyword.

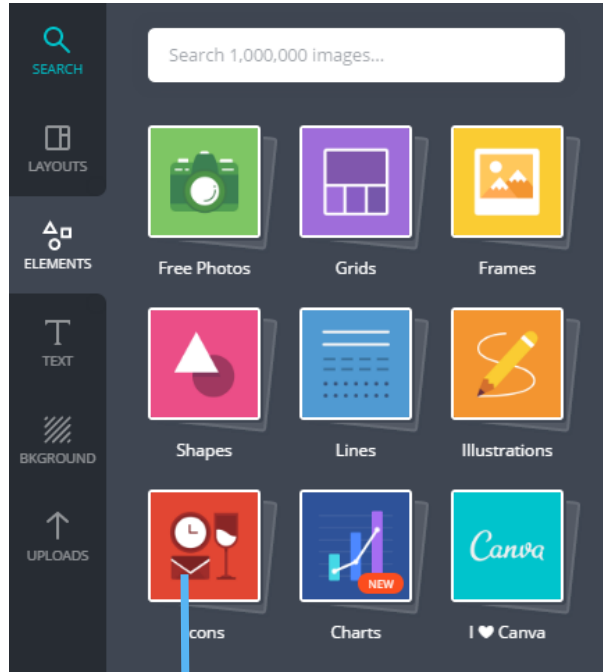


Create a grid of images with easy re-sizing & manipulation. You can also change the spacing between the grids.

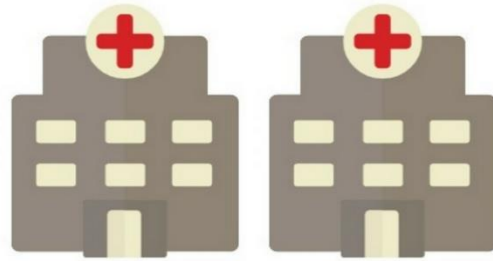


The charts element is a new feature of Canva – you can now edit data!

Canva Design Toolbox: Icons

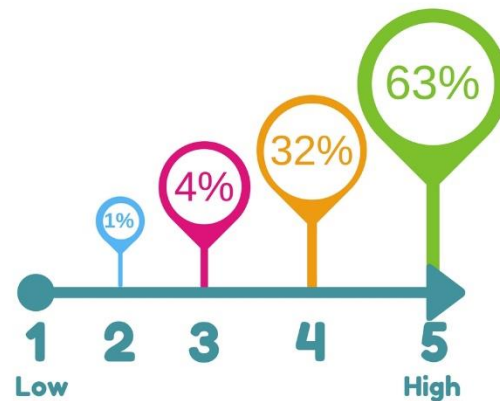


Icons are a useful tool to create simple infographics to demonstrate your impact – these are a few examples



2 pioneer sites

Parkway & Fieldway GP Surgeries



39 groups now show their impact with audio or video



Design: Top Bar Menu

If you have made a mistake or want to return or forward to a previous layout on the page you can undo or redo, using these buttons



If you don't like the size of your current Canva design you can change it using "change dimensions"

Card
14.8cm x 10.5cm
Change dimensions...

Your design will auto-save regularly but if you need to close your design make sure you save here.

Magic resize...

Save Last saved a few seconds ago

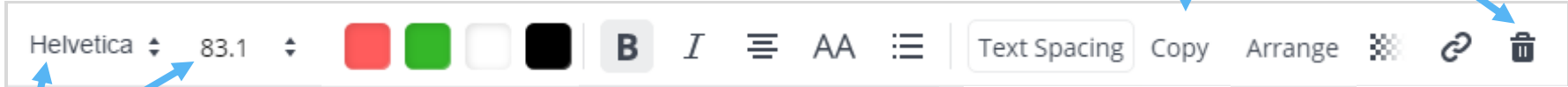
Make a copy

If you want to duplicate a design you can make a copy

Created your design for Twitter and now need to re-size to a Facebook post? Use magic resize to change the size of your canvas. This is only available with the free non-profit upgrade.

Design: Basic Editing

You duplicate any object or delete using these buttons



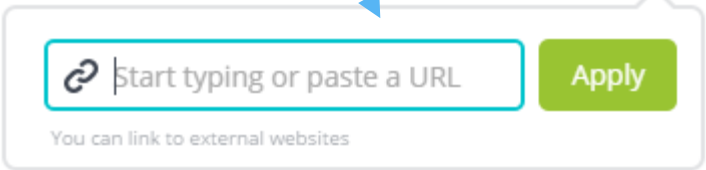
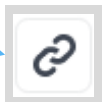
Click, scroll or type in the format boxes to change the font type or size of any text.



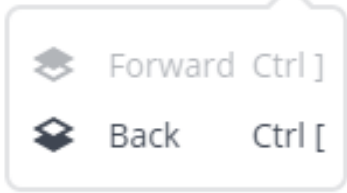
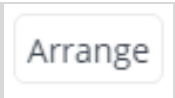
You can change the spacing and height of any text, just by adjusting the bars, this can help in squeezing text on a page.

Click and drag the dots to change the size of any text or object, you can also rotate the text or object if the arrow appears

Add a link by highlighting any part of a text then add a URL or other link in the box shown. Once that is done you can use this link by clicking the text you selected.



Note: Each part of your design e.g. text, has its own toolbar with many editing options. Click on any element e.g. text and its toolbar will be at the top of the screen.



You can send any object or text in front or behind of another.

Design: Colours

Helvetica 83.1 B I Text Spacing Copy Arrange

DOCUMENT COLORS

+ Add another palette

PRIMARY

DEFAULT PALETTE

If you choose a colour palette in 'Your brand' it will show here as your Primary colour scheme. You can also add additional palettes.

color code # d9d9d9

Top tip: To choose two colours that work really well together, with the best possible contrast, select a colour you want on the colour wheel & then choose the colour that sits exactly diagonally across from it.

Click on a pre-set colour to choose it or click on the plus sign to choose your own.

Choose or add the hex code of your organisation's branding if you know it. Don't forget to make a note or copy this code for use later with other shapes or designs.

Design: Adding & Rearranging Pages

Superhighways can help you to:

- Monitor your work** - get the data that counts & capture your stories on the move
- Evaluate your impact** - deliver more efficient and effective services to your beneficiaries
- Communicate your achievements** - celebrate your success to engage more supporters and fund your future

LEARN ABOUT:
ONLINE SURVEYS - DATABASES - SPREAD SHEETS - AUDIO RECORDING - CREATING SHORT VIDEOS - SOCIAL MEDIA FOR IMPACT - STORYTELLING - PRESENTATIONS - ANNUAL REPORTS - AND MORE!

Free email support, face to face surgeries and free and low cost training available for groups in the following boroughs:
Bromley, Croydon, Kingston, Lambeth, Lewisham, Merton, Richmond, Southwark, Sutton, Wandsworth

MORE INFORMATION : email impactaloud@superhighways.org.uk

+ Add a new page

+ Add a new page

You can add a blank page at the bottom of your design

You can rearrange each page by dragging it up or down or using the up/down buttons shown here.

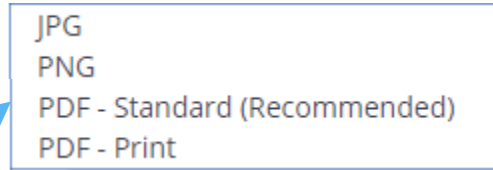
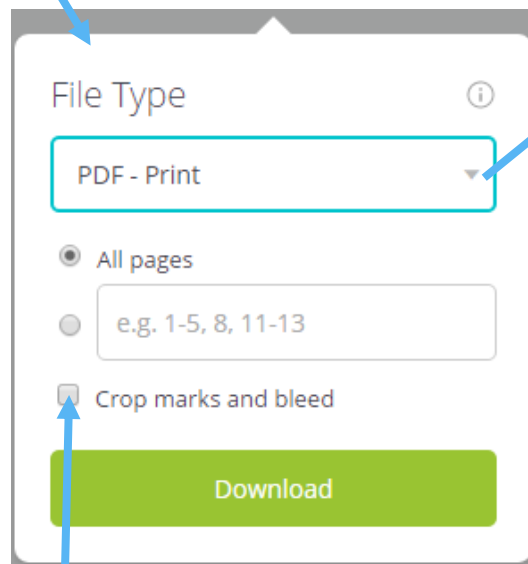
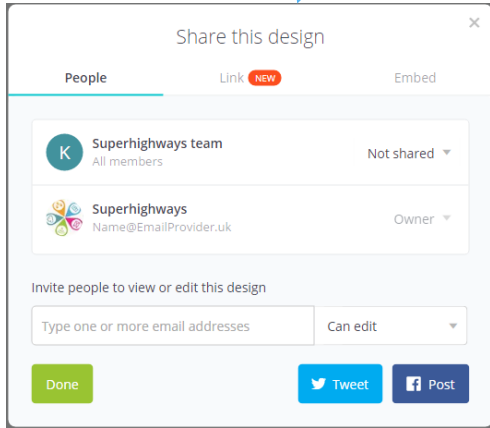
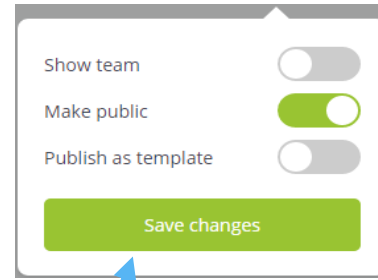
Duplicate your page design or delete the page entirely

You can zoom in and out using this button, or deliver your presentation directly to your audience using the slide show mode



Sharing & Downloading

Click to edit the title of your design

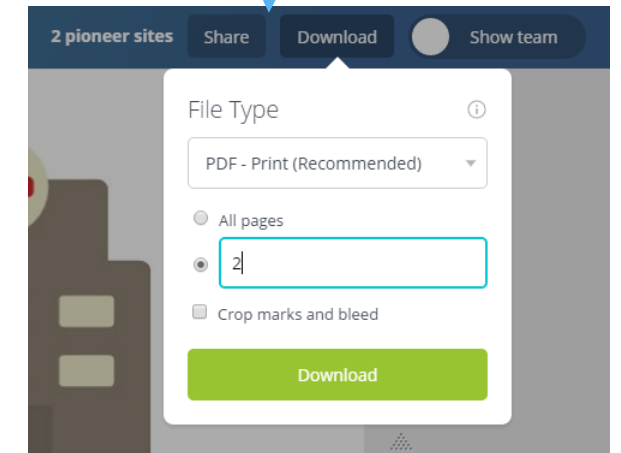


Top tip 1: Download as an image to insert in your documents - the image quality is fine for print up to A4 – it's better to use a large design template and then shrink your image than creating a small design and trying to expand it in your document

Share your Canva design with people like your team or send a link that people can view or edit. You can also embed the design onto your website, share it as a link or post straight to Facebook or Twitter

Use crop marks and bleed in "PDF – Print" to send your designs to commercial printers – ensures your design colours go all the way to the edge of the page

Top tip 2: If your design has multiple pages you can choose to download a specific page.
Please be aware that when you download All Pages they will be in a zip folder, which you will need to open to extract them to a new folder on your computer.



RECOMMENDED FOR YOU

Canva

FREE FOREVER

Our simple drag and drop editor

Your current plan

Canva for Work

\$12.95 /month

Collaborate, design and edit with your team

Free 30 day upgrade

Canva Enterprise

COMING SOON

Teams with more than 50 members

Contact us

Your favourite features from the Canva application include:

- ✓ Two folders to organize designs
- ✓ Up to 10 team members for free
- ✓ 1GB storage for photos and assets
- ✓ Access to over 8,000 templates
- ✓ Upload your own images
- ✓ Access millions of photos for \$1 each

Magically resize your designs

Upload custom fonts for your brand

Set color palettes for your brand

Save templates for you and your team

Organize your photos with folders

Easily find your designs with search

Priority support

Canva for Work includes everything in Canva, plus:

- ✓ Unlimited folders for your designs
- ✓ Invite up to 50 team members
- ✓ Unlimited storage for photos and assets
- ✓ Access to over 8,000 templates
- ✓ Upload your own images
- ✓ Access millions of photos for \$1 each
- ✓ Magically resize your designs
- ✓ Upload custom fonts for your brand
- ✓ Set color palettes for your brand
- ✓ Save templates for you and your team
- ✓ Organize your photos with folders
- ✓ Easily find your designs with search
- ✓ Priority support

Canva Enterprise includes everything in Canva for Work, plus:

- ✓ Enforce brand standards
- ✓ Approval workflow
- ✓ Team administrative controls
- ✓ Advanced analytics
- ✓ Single sign on
- ✓ Dedicated account manager
- ✓ 99.9% uptime SLA

Apply for a non-profit upgrade here

<https://support.canva.com/account-basics/nonprofit-program/apply-for-nonprofit/>

Let's make a difference together

Get your FREE not-for-profit organization subscription to Canva for Work

Advantages of Canva for Work

Easily export designs with **transparent backgrounds** with Canva for Work, plus all of these great features:



Team brand kits

Save your brand's colors, logos and fonts, so that they're always on hand.



Magically resize

Resize your designs for every design type, from Facebook posts to flyers.



Layout Creators

Create branded templates you and your team can easily edit and share.



Design and photo folders

Organise your designs and photos and share them with your team.