

# Canva Quick Guide



superhighways  
harnessing technology for community benefit

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

# Looking at the Home Menu

Create a design

Click here to create your designs

## What would you like to design?

Try "Twitch Banner"

E.g. Presentation (16:9), Facebook Post, Poster, Facebook Cover, Instagram Post

Home

Brand Kit

Design School

Send feedback

Create a team

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

### Create a design >

Custom dimensions

Folders

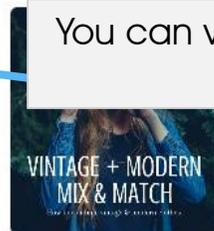
This is where you view all your saved designs

All your designs

Shared with you

You can view all the designs that are shared with you, by your team or other people

Trash



Social Media



Presentation (16:9)



Facebook Post



Instagram Post



Blog Banr

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

Upgrade

## Your Designs

training123

View your account settings, and your personal profile here. You can also upgrade or sign out

Everything you design will appear here. To get started, create a design using the search bar above.

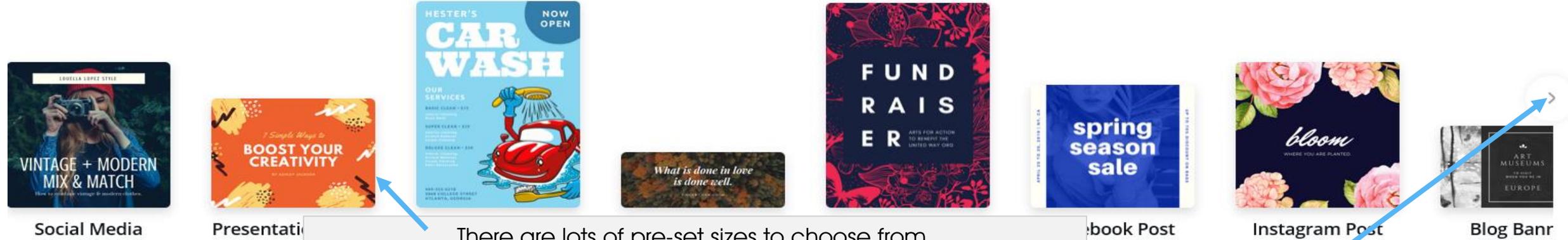
Help ?

# Chose your new design type

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

Custom dimensions

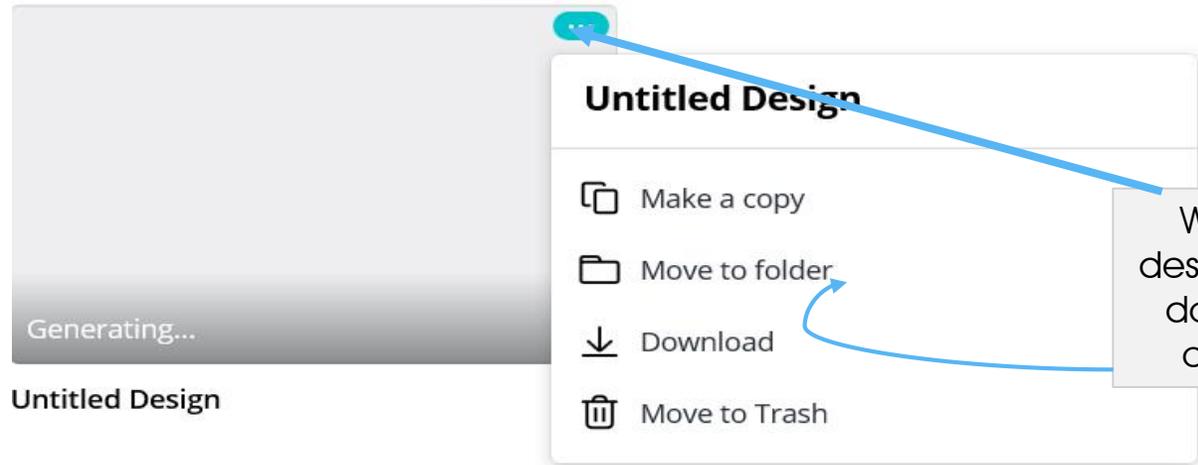
Create a design >



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

## Your Designs



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.

When you open a design it opens a new window with the Canva design toolbox.

# 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

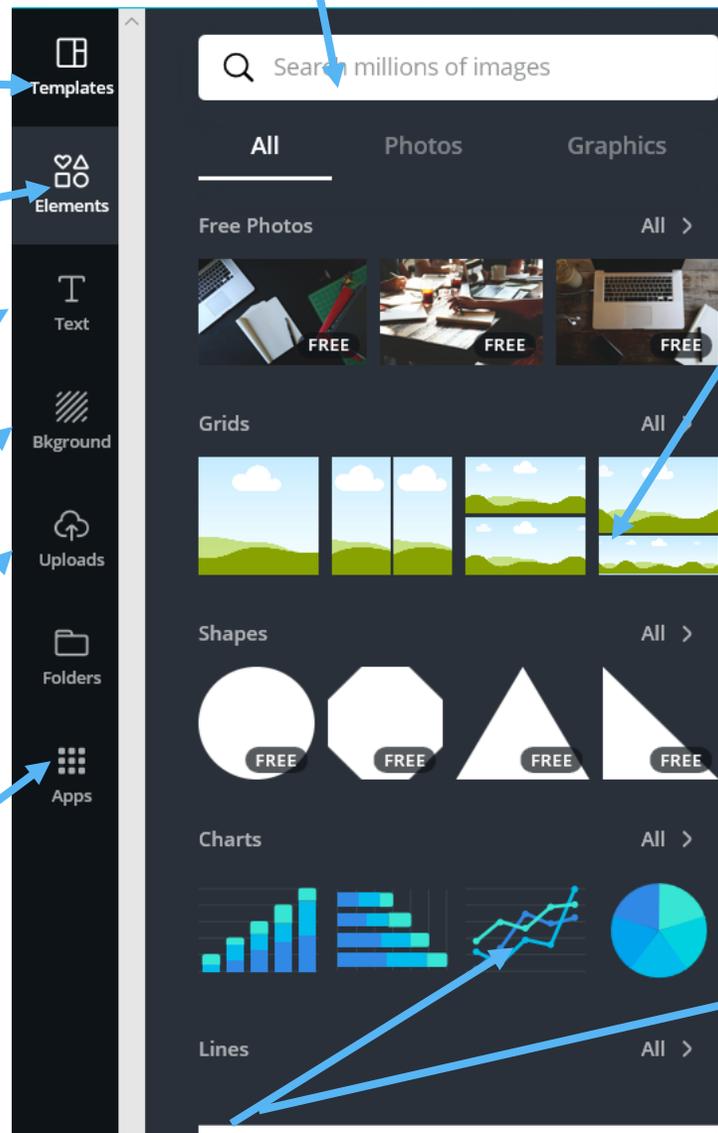
Click on the Text icon and drag your size of text across to your design. You can change the colour, font type and size of text. Change the default font and size if you regularly use the same ones.

Click and drag 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.

See following page for list of Apps

Search by keyword.



You can 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



## Animation Pro

Turn your Canva designs into beautiful and fun GIFs and videos.



## Organisation Pro

Unlimited folders and storage for all your designs and images.



## Brand Kit

Save your brand's colours, logos and fonts and create on-brand designs.



## Fonts Pro

Add up to 100 custom fonts and use them with any design.



## Magic Resize

One click is all it takes to instantly resize your graphics.



## Images Pro

Unlock access to over 1.5 million high-quality, free photos and illustrations.



## Transparent Background

Transparent background – great for logos and buttons

These are the Apps you can use in Canva when you have a Canva for Work account.



## Canva Schedule

Save time by scheduling your social media posts right inside Canva.



## Embed

Add video, music and online media into your presentations, websites and more.



## Emoji

Unlock your favourite emojis to use in your designs.



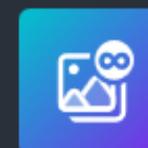
## Use your Facebook photos

Connect to your account to use your Facebook photos in your designs.



## Use your Instagram photos

Connect to your account to use your Instagram photos in your designs.

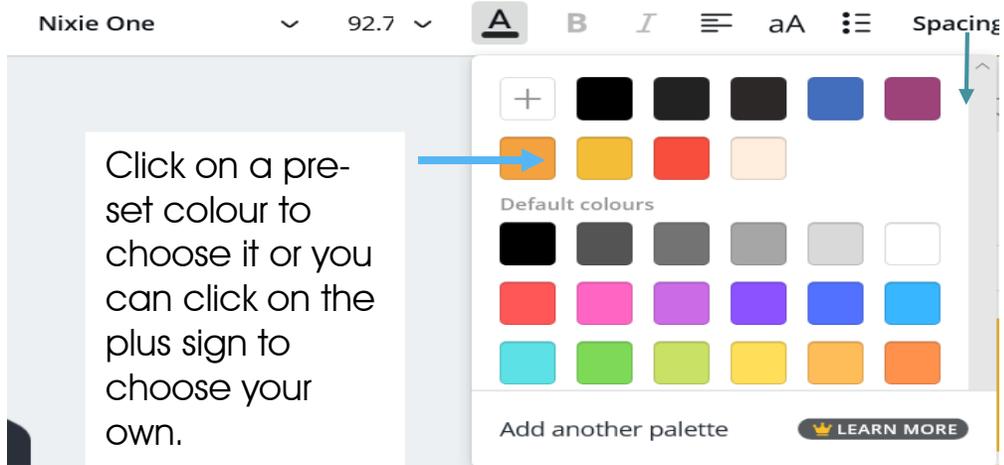


## Unlimited Images (Coming Soon)

Unlock over 30 million high-quality images to suit every project.

# Editing designs – the basics

1. Drag and drop
2. Left click all tools and buttons
3. No right click commands



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

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.

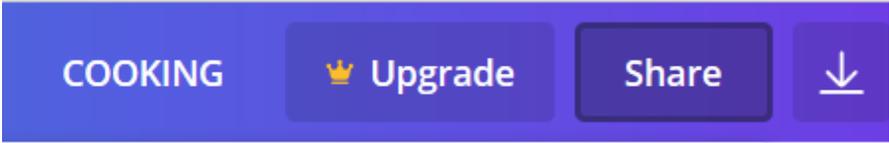
**Top tip:** Using two colours and want to know what the best impactful contrast is between them? Choose one colour on one side of the colour wheel – the best contrast will be exactly diagonally across from it. ★



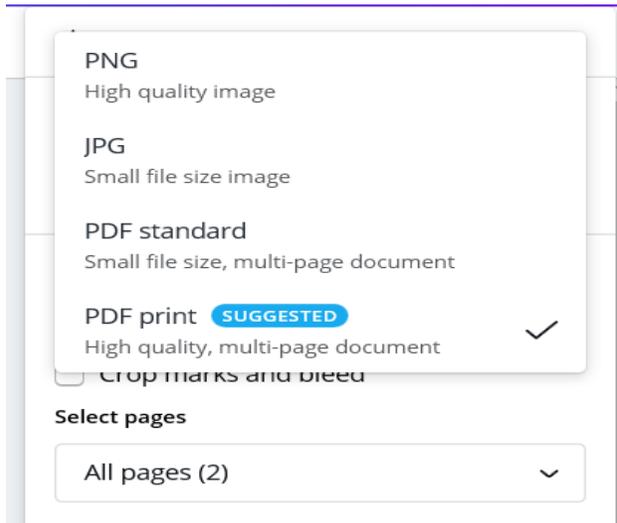
Choose or add the hex code of your organisation's branding if you know it.

Don't forget to make a note or right click, highlight and copy this code for use later with other shapes or designs.

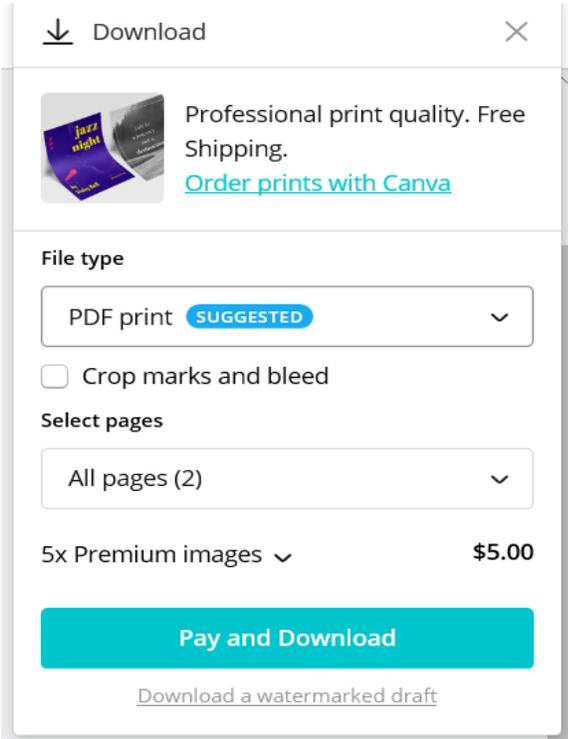
Click to edit the title of your design



**Top tip:** You will want to download as an image (PNG) 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

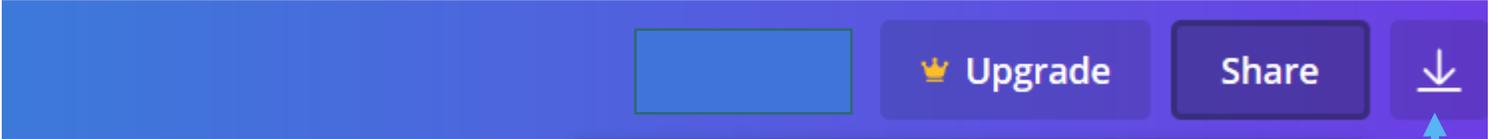


**Top Tip:** Use crop marks and bleed to send your designs to commercial printers – ensures your design colours go all the way to the edge of the page

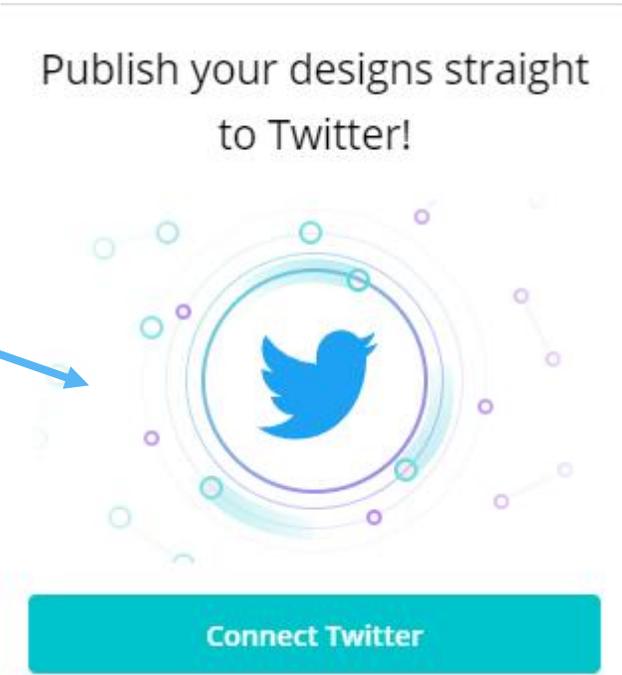
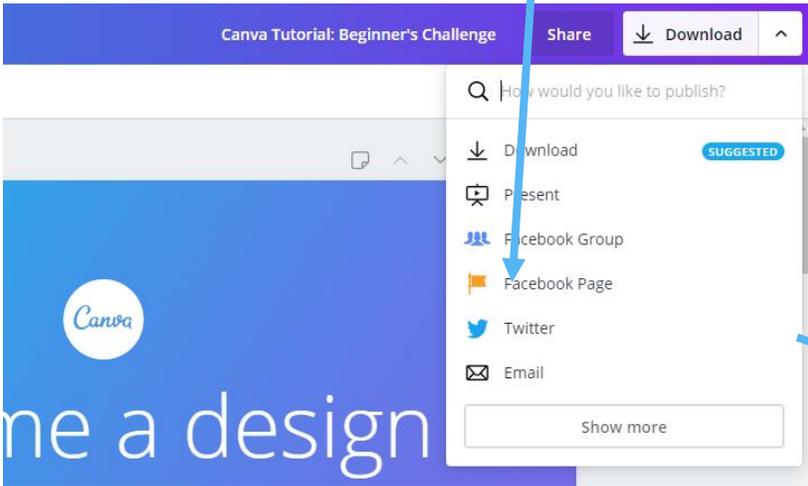


# Social Media – sharing your posts directly to Twitter/Facebook/LinkedIn

2. Select the social media that you want to share the post.  
Note not every platform is supported.



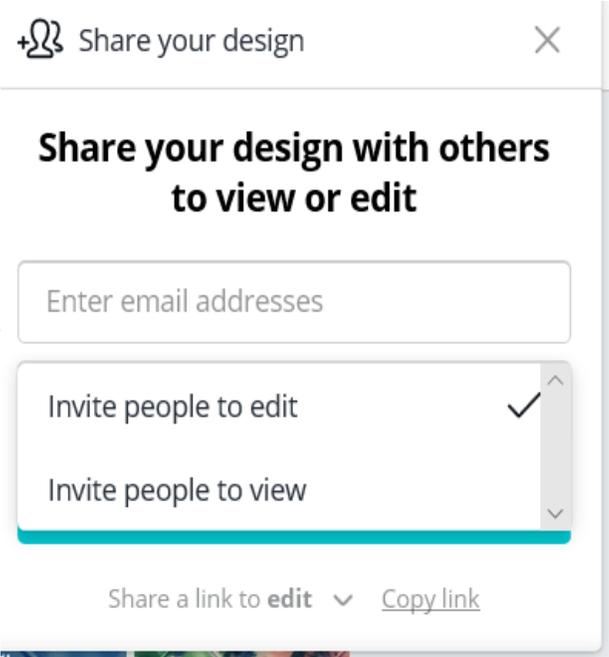
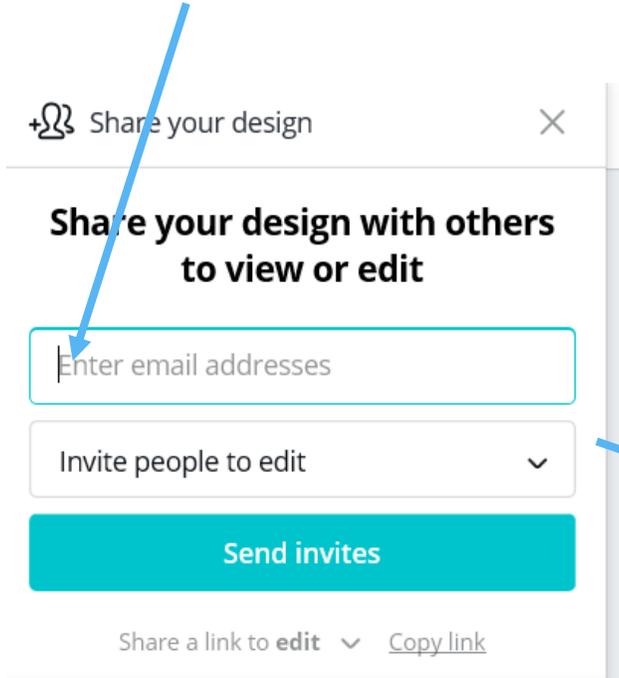
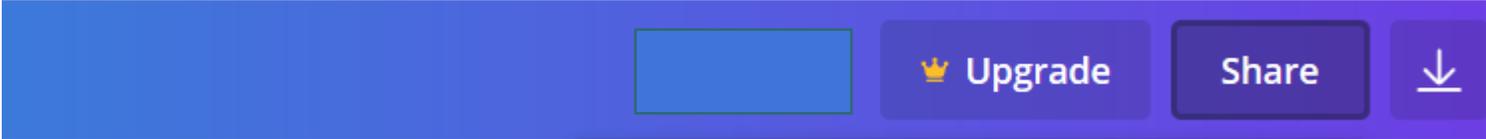
1. Click on the Download Button on the top right corner.



Connect Twitter

# Co-production – sharing the workload

Enter the email address that you want to share the file with . Options are to either to view or edit.



Click on the Share Button on the top right corner.



## Canva

FREE FOREVER

Our simple drag and drop editor

Your current plan

Your favourite features from the Canva application include:

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

Exclusive access to 400,000 free photos, illustrations, and templates

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

Resize designs into custom dimensions

Download designs with transparent background

Export designs as animated GIFs

Priority support

RECOMMENDED FOR YOU

## Canva for Work

\$12.95

per team member / month

Collaborate, design and edit with your team

Free 30 day upgrade

Canva for Work includes everything in Canva, plus:

- ✓ Unlimited folders for your designs
- ✓ Team functionalities
- ✓ Unlimited storage for photos and assets
- ✓ Upload your own images
- ✓ Access millions of photos starting at \$1 each
- ✓ Exclusive access to 400,000 free photos, illustrations, and templates
- ✓ 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
- ✓ Resize designs into custom dimensions
- ✓ Download designs with transparent background
- ✓ Export designs as animated GIFs
- ✓ Priority support

## Canva Enterprise

GET IN TOUCH

Teams with more than 30 members

Contact us

Canva Enterprise includes everything in Canva for Work, plus:

- ✓ Team administrative controls
- ✓ Team Pricing Plans
- ✓ Onboarding Incentives
- ✓ Dedicated account manager
- ✓ 99.9% uptime SLA

<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

Apply Now

# Advantages of Canva for Work

## BRAND KIT

### Take control of your brand

Bring your brand vision to life: your colors, your fonts, your way. Build or add your brand kit and create a consistent look across all of your designs with ease. No matter how big your business is, we make it easy to stay on brand, all the time.

## MAGIC RESIZE

### Get seen on social

Need to post your image to Facebook, Twitter and Pinterest? This one-click tool takes the hassle out of cropping and resizing your design. It's magic!

## TRANSPARENT IMAGES

### Create better designs

Use your design anywhere by creating and downloading images with transparent backgrounds. Creating a logo, Snapchat filter, or button? Create a uniform look across your designs, no matter what background your image is placed on.

## ANIMATOR

### Get your designs moving

With animation, your designs take on a whole new dimension. Whether you want to stand out from the crowd on social media or wow your clients with a dynamic presentation, animation is the answer.

## TEAM TEMPLATES & FOLDERS

### Empower your team

Take the hassle out of teamwork. A shared home for your designs that allows you to express your vision while staying on brand. Save time and stay consistent across your designs with team templates and design folders.