



CHARLOTTE MECKLENBURG

LIBRARY

## Designing with Canva

Getting Started Guide



## Getting Started

Presentation software is defined as computer programs designed to allow the user to present information in an engaging way such as with text, pictures, sound, and video.

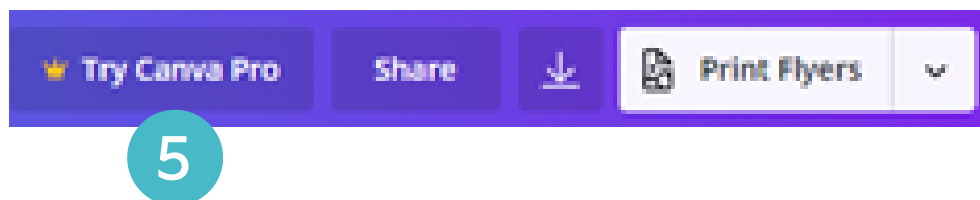
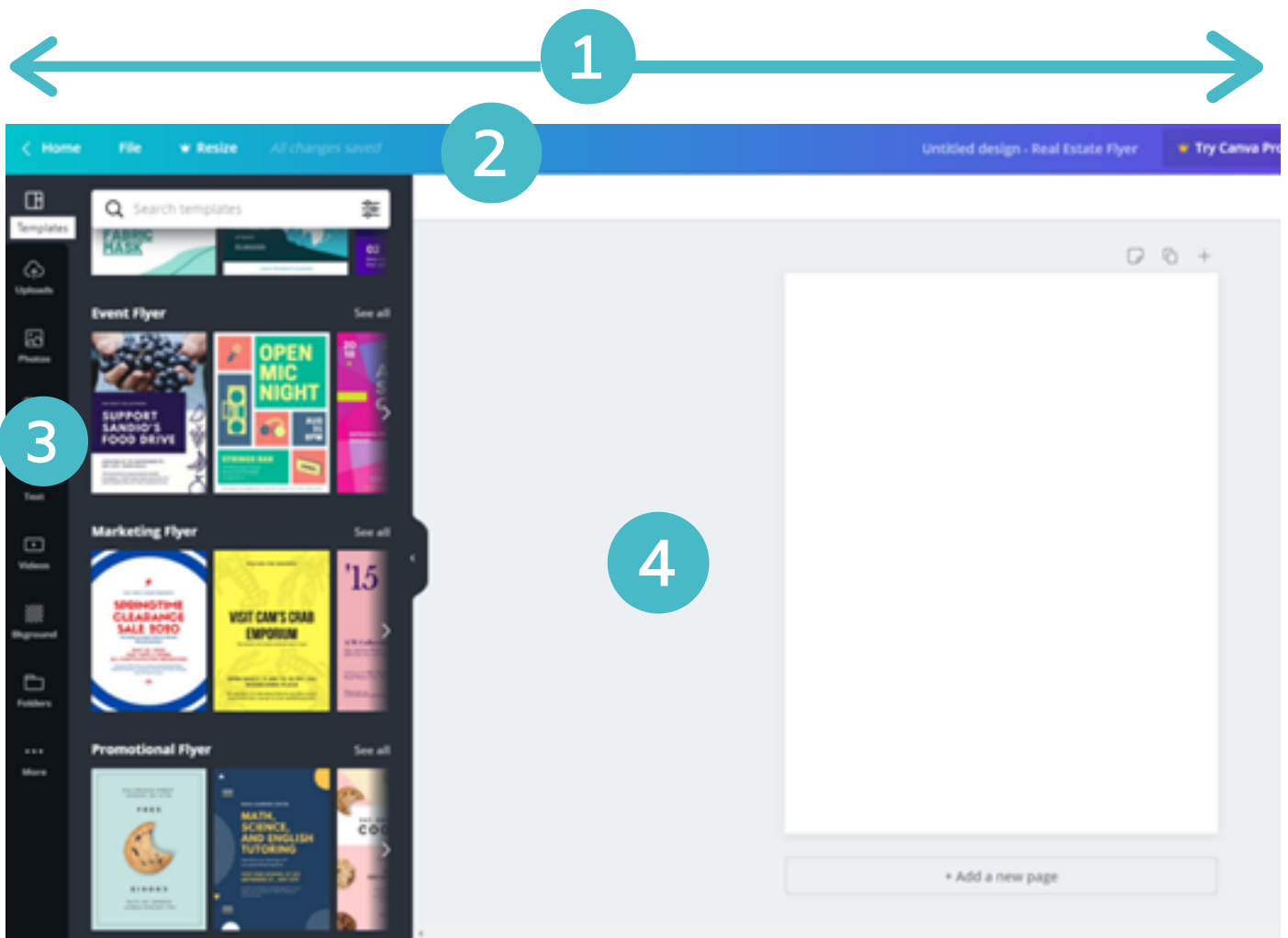


## Key Elements of Canva

- 1 Editor:** This is where you'll create, collaborate, share, print your product, and more. It is the main building block of your design.
- 2 Menu Bar:** This is where you can rename your design, share it via email/link for editing or viewing purposes, download, and print your product. In Canva, changes are saved automatically or select 'Undo'.
- 3 Side Panel:** This is where you design your graphic. Side Panel components include: Templates, Uploads, Photos, Elements, Text, Videos, Background, Folders, and More (for social media and apps integration.)
- 4 Editor workspace:** Once you've selected any of your Side Panel features, Canva automatically transfers them (via a click or drag-and-drop method) onto the Editor workspace where you'll edit in order to personalize your graphic.
- 5 Try Canva Pro or 'Crown' icons:** Be sure to select 'Free' content; all features that display a crown symbol come with a fee.

## Navigating Canva

Canva is a graphic design platform that allows users to create flyers, presentations, posters, social media graphics, and other visual content from millions of images, fonts, and templates for FREE. Using click or drag-and-drop features and layouts, Canva is available on the web at [www.canva.com](http://www.canva.com) and as a mobile app.



## Recommended Resources

### **1-on-1 Technology Tutoring**

The library offers one-on-one Tech Tutoring by appointment. Stop by the Information Desk at any location to sign up or call 704-416-0100 or register online at [www.cmlibrary.org/calendar](http://www.cmlibrary.org/calendar)

### **GCF Learn Free**

Find other Canva lessons for free on [www.gcflearnfree.org](http://www.gcflearnfree.org).

### **Lynda.com**

The library provides free access (with a library card) to Lynda.com and their online tutorial databases through our website. Search for Canva.

### **Canva.com**

Canva offers free design, graphic, and marketing tutorials on their website. Look for the 'Discover' or 'Learn' tabs or use their Help? menu at [www.canva.com](http://www.canva.com)

## Explore other Presentation Tools

### **Microsoft PowerPoint (\$)**

A presentation software that's part of Office Suite. This program is on library public computers. Available from Microsoft for a fee.

### **Google Slides**

Google Slides is part of Google Suite's offerings--it is in the cloud (cannot download); it is free with a Gmail account.

### **Keynote (\$)**

A presentation software application developed as a part of the iWork productivity suite by Apple Inc.

### **Prezi (\$)**

Presentation software that uses motion, zoom, and spatial relationships to bring your ideas to life and make you a great presenter.

### **Sway (\$)**

Sway is a digital storytelling app for creating and sharing interactive reports, presentations, personal stories, and more.