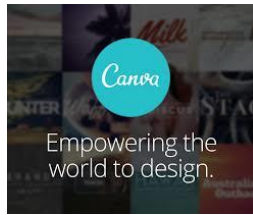


Canva Design Getting Started Guide

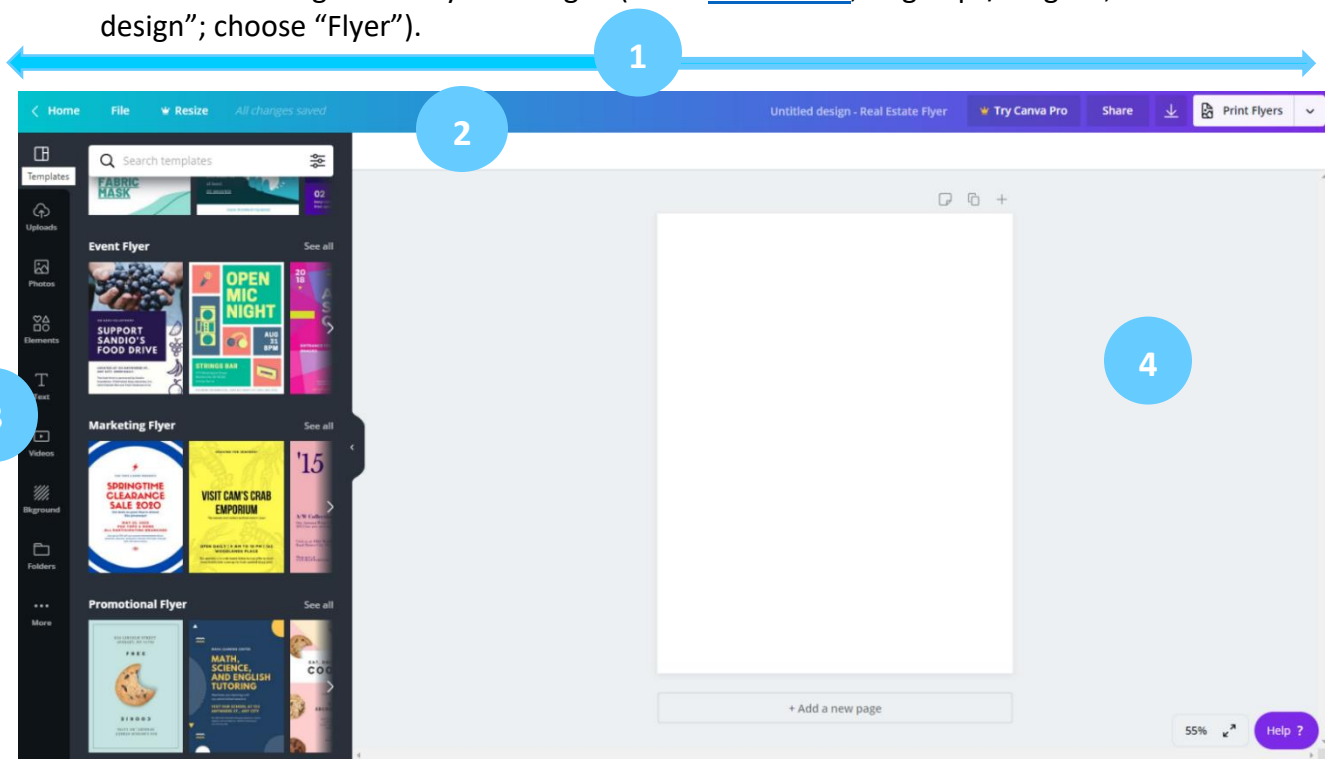


What is a Canva? Canva is a graphic design platform that allows users to create flyers, presentations, posters, social media graphics, and other visual content from millions of images, fonts, and templates for FREE. Using click or drag-and-drop features and layouts, Canva is available on the web at [canva.com](https://www.canva.com)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

In this Canva Basics class, we will design a “Flyer”.

Navigating Canva

1. **Editor:** This is where you create, collaborate, share, print your product, and more. It is the main building block of your design. (Go to [Canva.com](https://www.canva.com); “Sign up”/”Log in”; “Create a design”; choose “Flyer”).

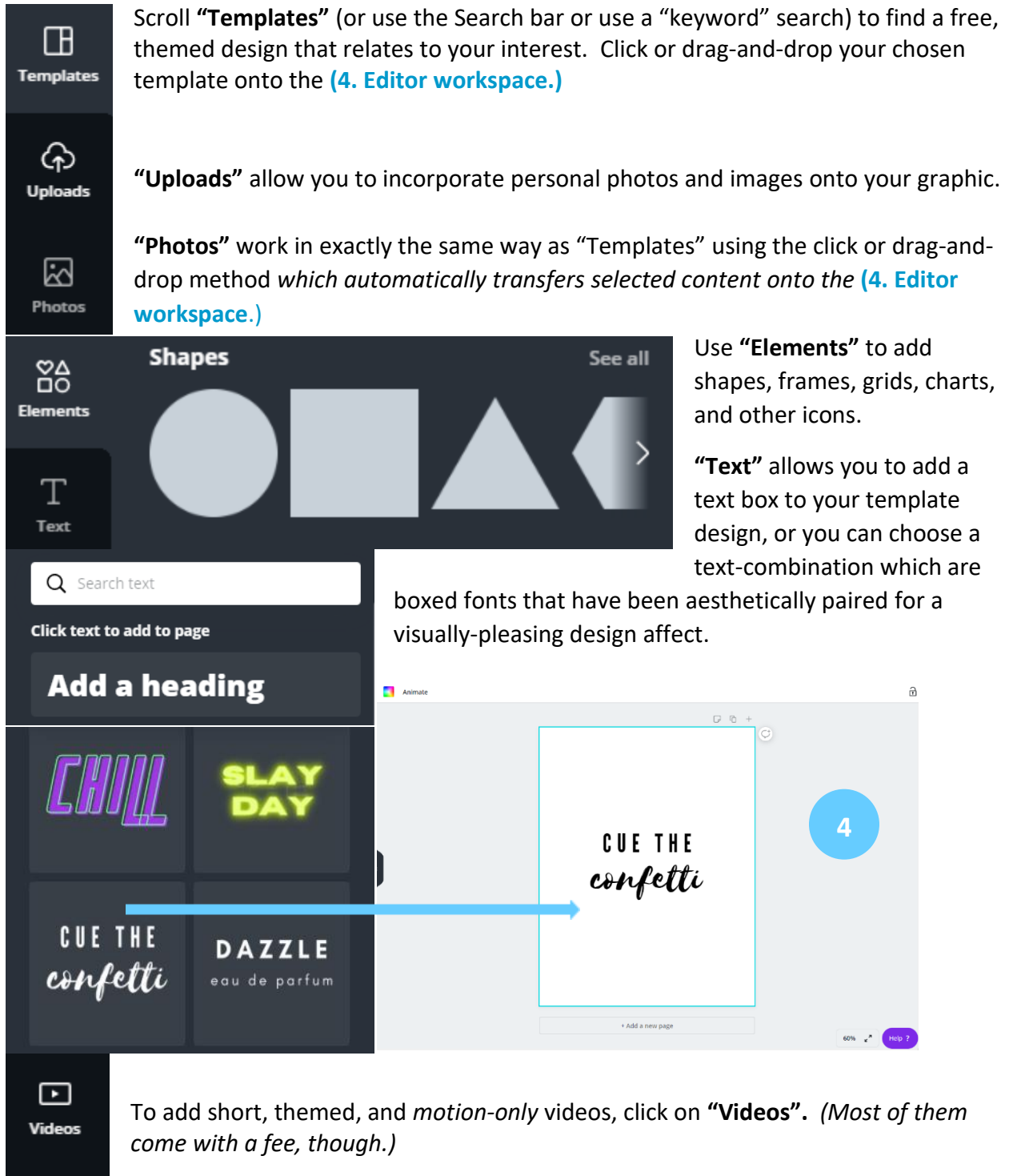


2. **Menu Bar:** This is where you can change the name of your design; share it via email/link for editing or viewing purposes; download; and print your product. (*Changes are saved automatically*, or you can select “File” to manually perform most of these tasks.)



How to Create Your Design

3. **Side Panel:** This is where you design your graphic:



The image shows a design tool interface. On the left is a vertical side panel with icons for Templates, Uploads, Photos, Elements, Text, and Videos. The 'Elements' section is expanded, showing a 'Shapes' sub-panel with a circle, square, triangle, and pentagon. Below that is a 'Text' section with a search bar and a 'Click text to add to page' button. A grid of text templates is shown, including 'CHILL', 'SLAY DAY', 'CUE THE confetti', and 'DAZZLE eau de parfum'. A blue arrow points from the 'CUE THE confetti' template to the editor workspace on the right. The workspace shows a white page with the text 'CUE THE confetti' and a blue circle with the number '4'. A search bar and a '60%' zoom indicator are also visible in the workspace.

Scroll **“Templates”** (or use the Search bar or use a “keyword” search) to find a free, themed design that relates to your interest. Click or drag-and-drop your chosen template onto the **(4. Editor workspace.)**

“Uploads” allow you to incorporate personal photos and images onto your graphic.

“Photos” work in exactly the same way as “Templates” using the click or drag-and-drop method *which automatically transfers selected content onto the (4. Editor workspace.)*

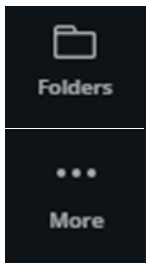
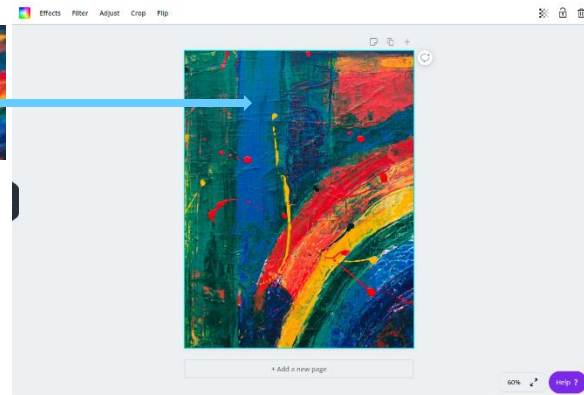
Use **“Elements”** to add shapes, frames, grids, charts, and other icons.

“Text” allows you to add a text box to your template design, or you can choose a text-combination which are boxed fonts that have been aesthetically paired for a visually-pleasing design affect.

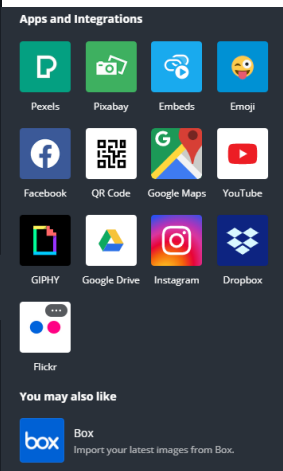
To add short, themed, and *motion-only* videos, click on **“Videos”**. *(Most of them come with a fee, though.)*



“**Bkground**” allows you to design from scratch, in that you’ll choose your own background, then add your selected text and images.



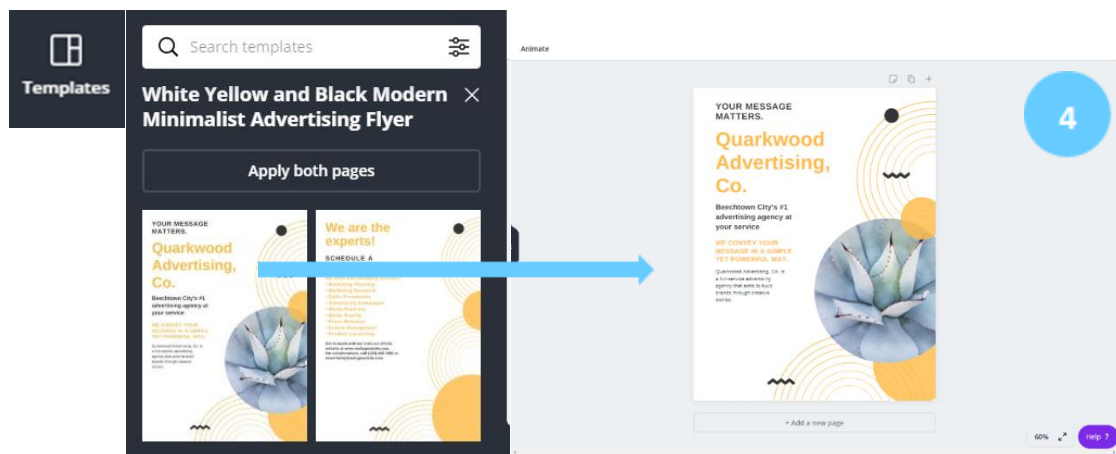
Use “**Folders**” to organize your images and designs.



“**More**” allows you to add apps, social media, and other integrations.

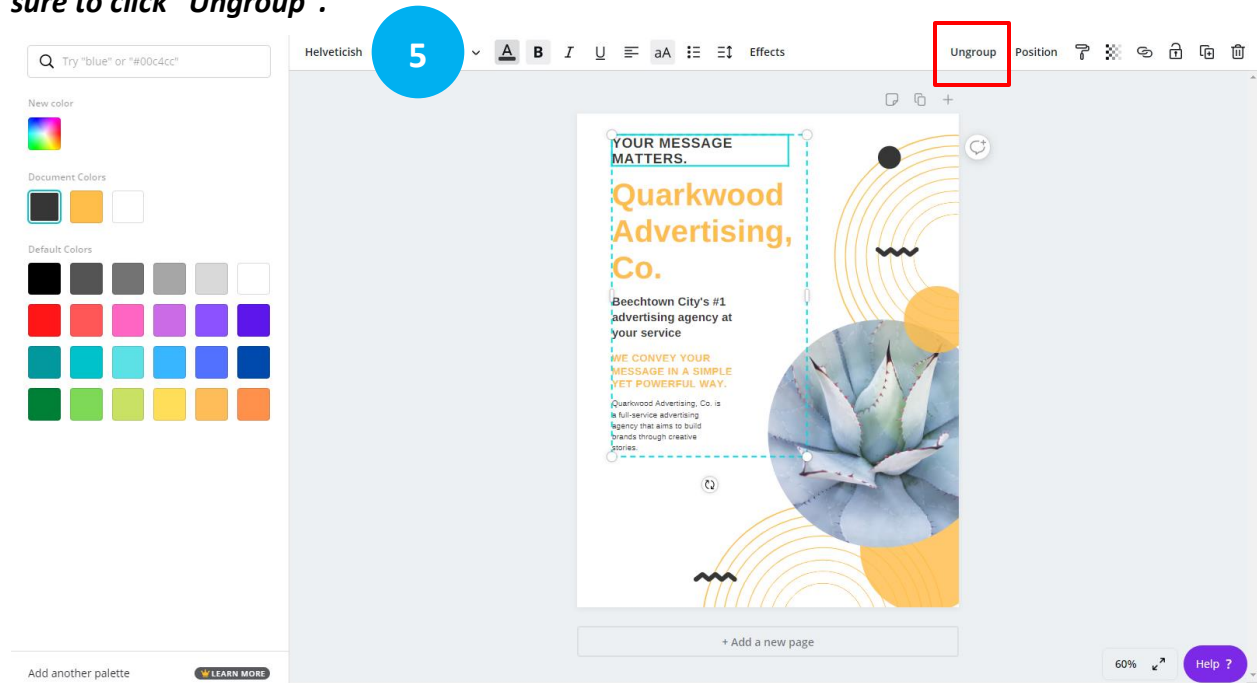
Sharing your design on your social media accounts is easy! Select the platform (Twitter, Facebook, etc.) you want to share your design to; connect the platform to Canva via the appearing prompt; type in the username/email and password for your social media account; click the button authorizing Canva to share your design. You’re good to go!

How to Edit Your Design

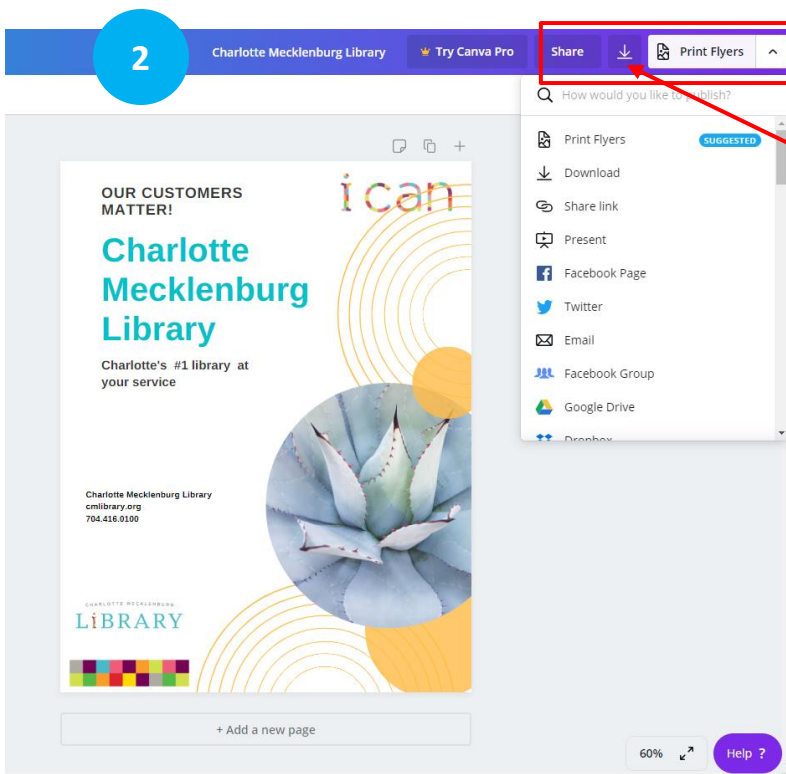


Once you’ve scrolled or searched (or searched by “keyword”) “**Templates**” for a free, themed design, click or drag-and-drop the template onto the (4. **Editor workspace**); edit in order to create a personalized product.


Templates are fully customizable; click on the element you want to change and use the (5. **Toolbar icons**) to create your desired effects. **To edit the template one section at a time, be sure to click “Ungroup”.**



How to Share, Download, and Print Your Design



Once you’ve completed your design, click the prompts on the (2. **Menu Bar**) to share, download, and print your design. **To print for free, click the download icon. “Print Flyers” advertises Canva’s high quality printing solutions (for purchase.) JPG and PNG are best for web graphics; PDF is better for print graphics.**

Remember, *all changes are saved automatically*, or you can click the  *All changes saved* “Undo” button to re-format.

Reminder: be sure to select “Free” content; features with a crown symbol come with a fee.

