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Canva Design

Getting Started Guide

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What is 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. Using click or drag-and-drop features and layouts, Canva is available on the web at canva.com and as a mobile app.

Navigating Canva

Canva allows you to start from a variety of document sizes and types, from social media graphics to printable brochures and flyers. Once you've selected the type of document you'd like to create, you will see the below options.

1. **Editor:** This is where you create, collaborate, share, print your product, and more. It is the main building block of your design.

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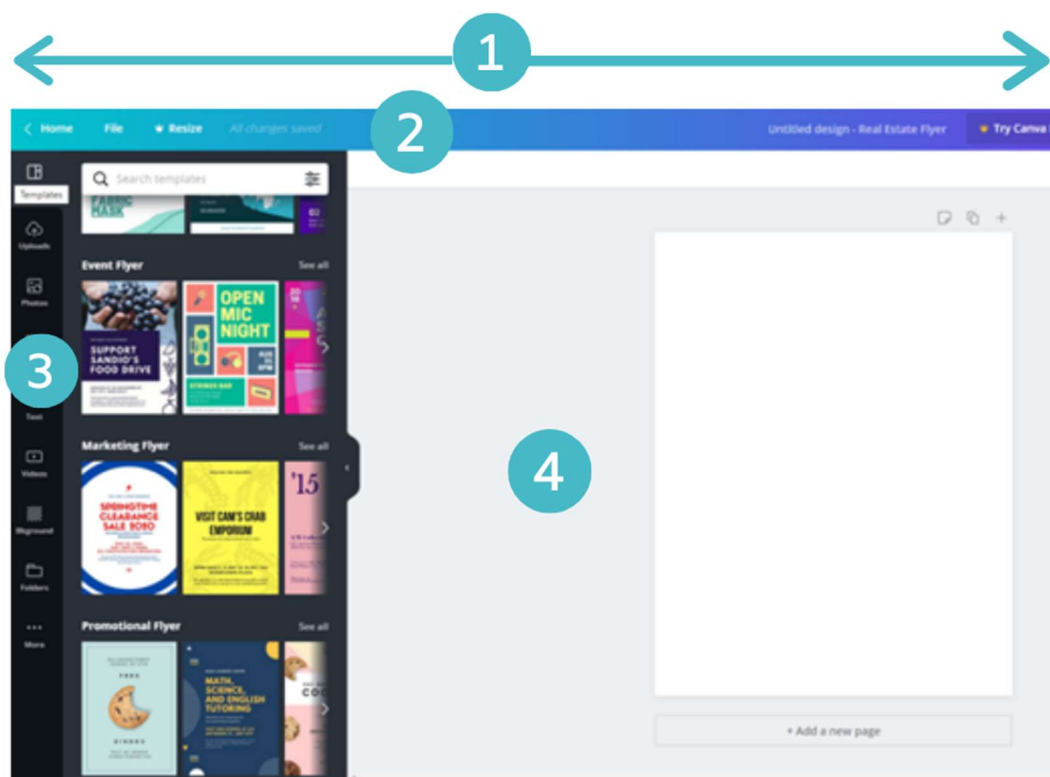
2. **Menu Bar:** This is where you can change the name of your design; share it via email or link for editing or viewing purposes; download; and print your product. *(NOTE: Changes are saved automatically, or you can select "File" to manually perform most of these tasks.)*

3. **Side Panel:** This is where you design your graphic. Scroll templates, upload your own images, or insert other elements.

4. **Editor Workspace:** This where you edit your design, resize images, add text, graphic design elementsand more.

How to Create Your Design

To create a design in Canva, go to www.Canva.com and either create your account or sign in. Select the design you would like to start with, or enter custom dimensions, in either pixels or inches.
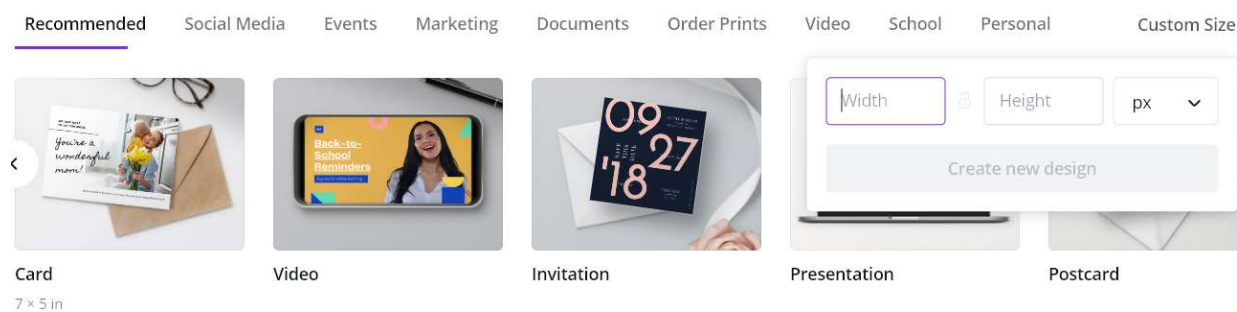
Once your document has been created, you can add content to your document by using the menu on the left-hand side. Many familiar options like inserting a text box or adding an image are available, as well as more advanced options like videos, social media integrations, and more.

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Side Panel: Detailed Breakdown

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Templates	Find a free, themed design **"Template"** that relates to your interest. Click or drag-and-drop your chosen template onto the editor workspace.
Uploads	**"Uploads"** allow you to incorporate personal photos and images onto your graphic.
Photos	**"Photos"** work in exactly the same way as "Templates" using the click or drag-and-drop method *which automatically add selected content to your document*
Elements	Use **"Elements"** to add shapes, frames, grids, charts, and other icons.
Text	**"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.
Styles	View and add **"Style"** groupings (font, colors, etc.) to your document.
Music	Insert **Music** into your document (most relevant for videos.)
Videos	To add short, themed, and *motion-only* videos, click on **"Videos".** *(Most of them come with a fee, though.)*
Bkground	**"Bkground"** allows you to design from scratch, in that you'll choose your own background, then add your selected text and images.
Folders	Use **"Folders"** to organize your designs and images.
More	**"More"** allows you to add apps, social media, and other integrations. 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.

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How to Edit Your Design
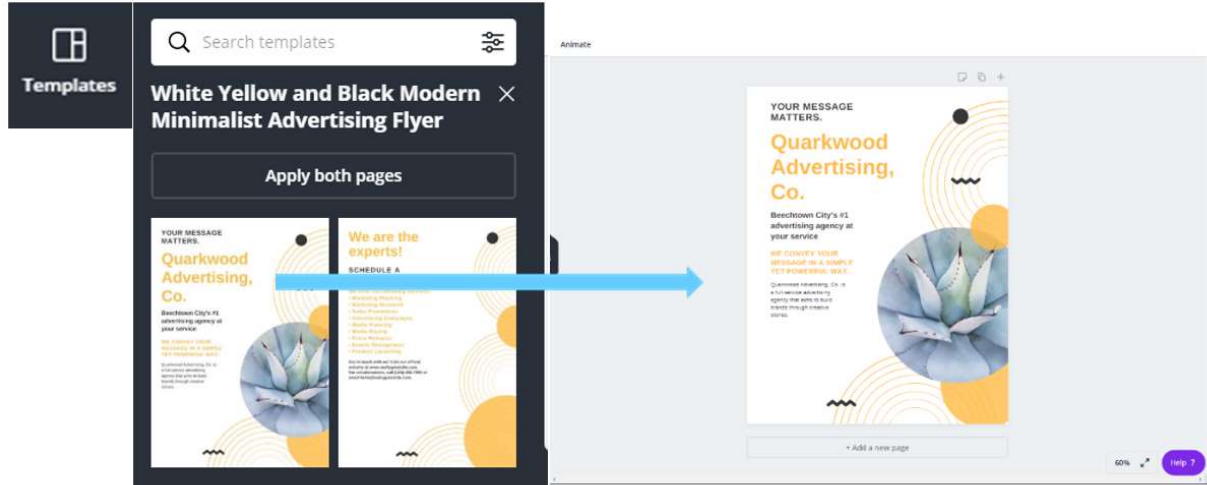
Once you've scrolled, or searched, (or searched by "keyword") "Templates" for a free, themed design, click or drag-and-drop the template onto the (4. Editor Workspace); edit to create a personalized product.

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".

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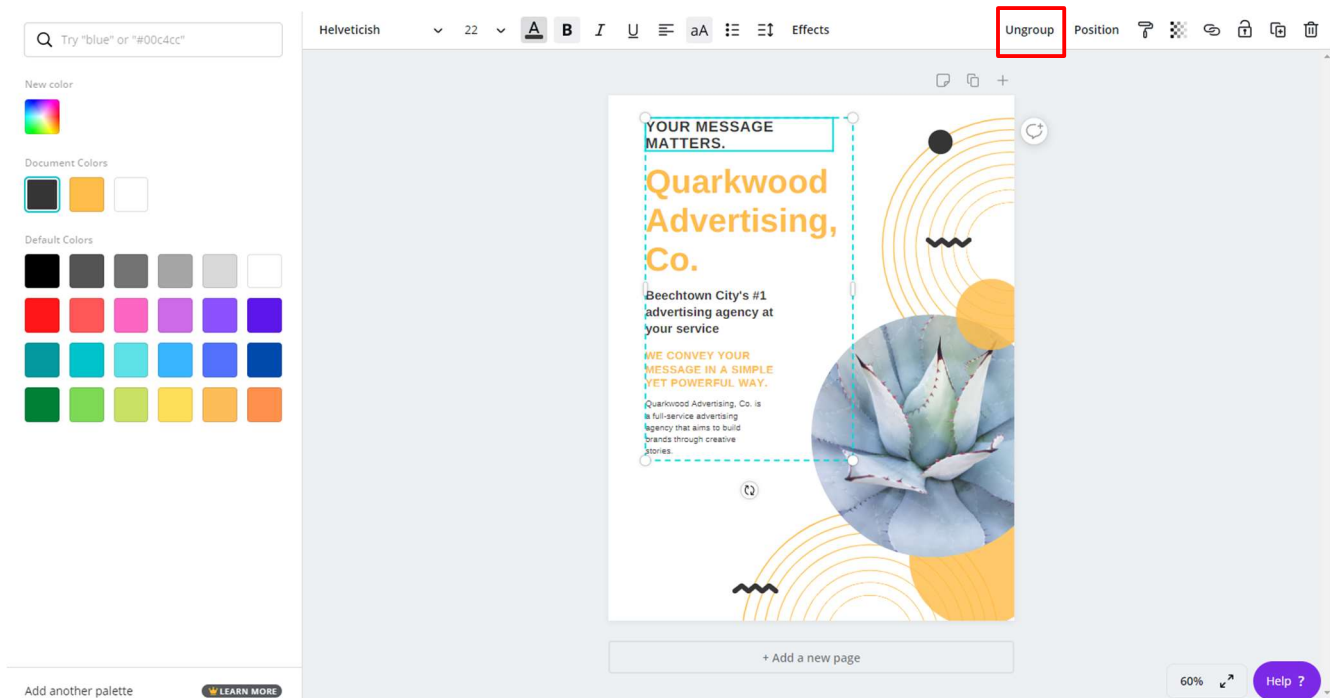
Share, Download, and Print Your Design

Once you've completed your design, click the prompts on the 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.) *NOTE: JPG and PNG are best for web graphics; PDF is better for print graphics.*
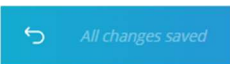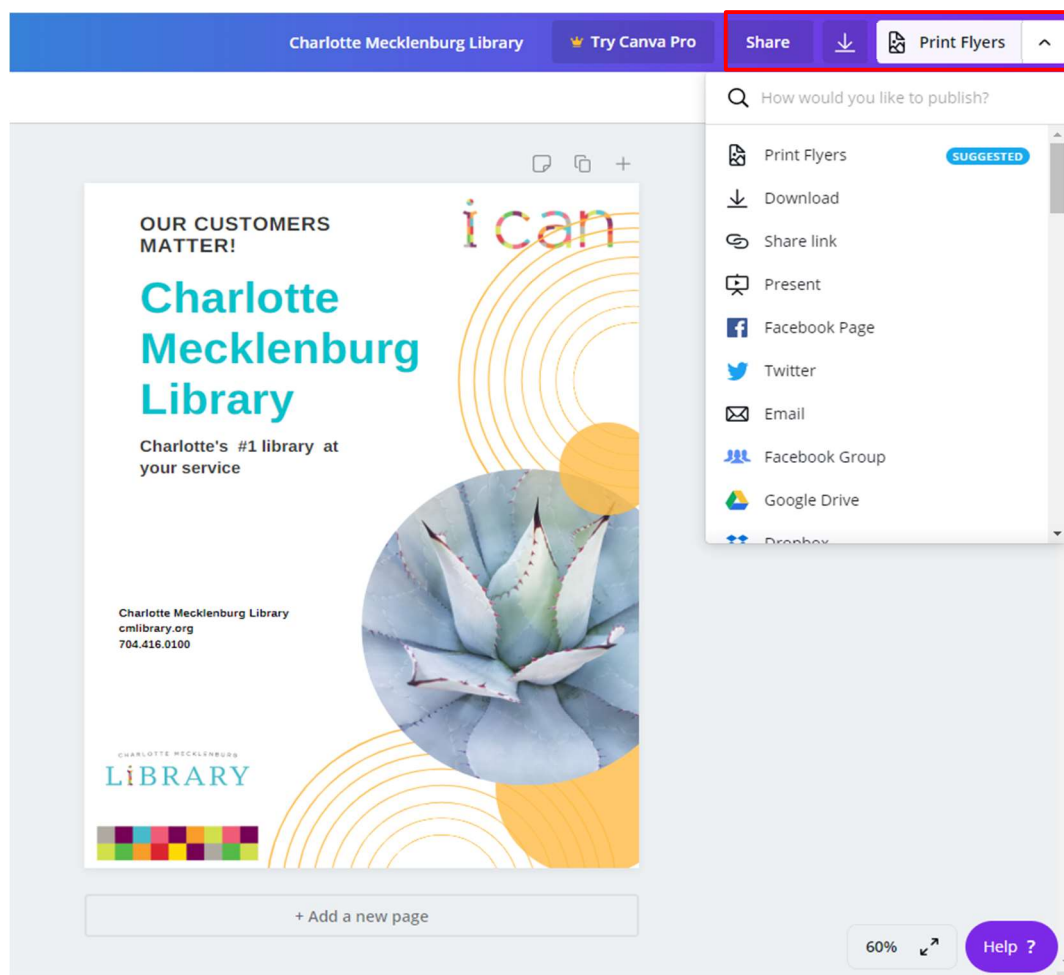
Remember, all changes are saved automatically, or you can click the "Undo" button to re-format.

Reminder: Be sure to select "Free" content; features with a crown symbol come with a fee.

Resources

The following resources can be accessed from the library's resource page:
https://www.cmlibrary.org/resources

GCF Learn Free

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

LinkedIn Learning

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

Northstar Digital Literacy

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

1-on-1 Technology Tutoring

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at www.cmlibrary.org/calendar.

DigiLit is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit: **www.cmlibrary.org/digilit**