



Step-By-Step Guide

- 1) Register and log in
- 2) “Create a Design” button - Choose what you’d like to create
- 3) Find a template you like (Make sure it is a free one)
- 4) Click on the color box to change the colors
- 5) Each element (graphic, text box, lines, font, color) may be altered or deleted
- 6) On the left-hand side, there are several features you can add

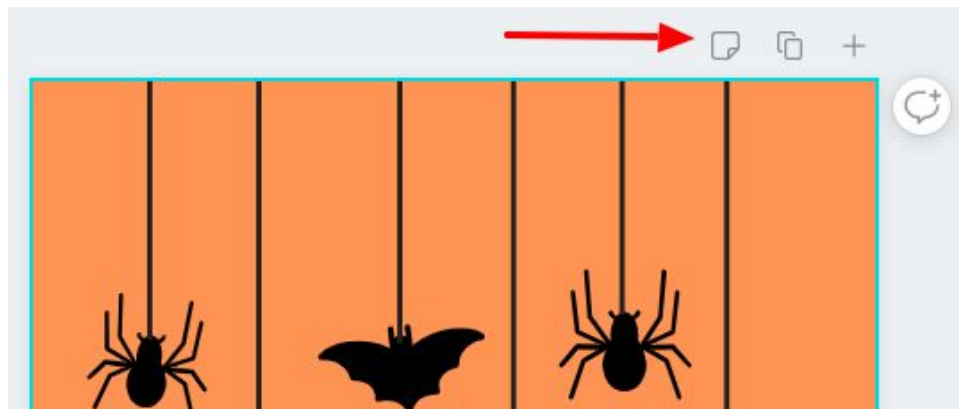


- Click “photos” to select from stock pics or upload your own
- Click “elements” to add shapes, illustrations, frames, and SO much more (once again, just make sure they are free)
- Click “text” to add a text box
- Click “background” to alter your background (this can be uploaded from your photos too)
- Click “uploads” to see what you’ve uploaded in the past
- Click “folders” to view your folders or to create new ones
- Click the more button to upload from other social media sites



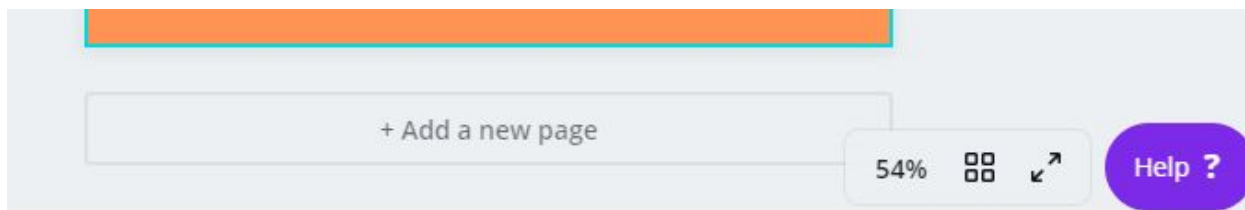
- 7) Each element on your template may be manipulated: resized, rotated, re-colored, etc.
- 8) Click on multiple elements and then click on “group” to group them
- 9) Click on an element and then click on “duplicate” to make a copy of it

10) Above the document you are creating there are some features to understand and use:



- The first one on the left allows you to add notes
- The middle one allows you to copy the page - great for back-up insurance
- The one on the right allows you to add a page - good for creating an additional page or an alternate version

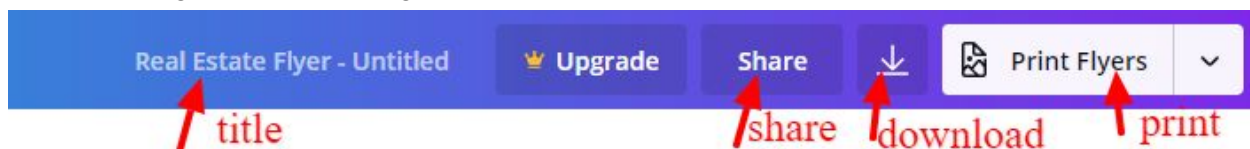
11) Below your creation, there are more helpful options:



- In the middle, there is another way to add a page
- You can also increase the size to better see and work on your creation (on the bottom right)
- There is a page manager to see all of your pages
- You can also go to full-screen view
- There is also a "help" button. Canva provides a help guide. They are also good at getting back to you if you contact them with questions

12) When you are finished with your creation, be sure to go to File-Save to make sure your creation has been saved. Canva saves automatically, but I like to be sure.

13) On the top, right side of the page there are more helpful features:



- Rename your creation by changing the title in the top, middle of the page
- You can also share your work and/or add collaborators to help work on it
- Download your design to have a hardcopy
- Print as image or PDF

14) As you are working in Canva, just be sure you are not using premium features. If you see a dollar sign, or if you see an icon of a crown, it is not free.

15) So... that's Canva in a nutshell. See Mrs. Forbes if you need any assistance. I hope you enjoy using this resource. It really is one of my faves. Canva is a wonderful way to impress your teachers and create professional-looking designs.