

Canva



BEGINNER'S HANDBOOK



CONTENTS

GETTING STARTED

- 1 MAKE A CANVA ACCOUNT
- 2 LOAD A TEMPLATE YOU HAVE PURCHASED

EDITING BASICS

- 3 TEXT
- 4 PHOTOS
- 5 GRIDS + FRAMES
- 6 ELEMENTS
- 7 TRANSPARENCY
- 8 LOCKING ELEMENTS
- 9 CLONE + ADD PAGES
- 10 GRID VIEW
- 11 LAYER ELEMENTS
- 12 ADDING EXTERNAL LINKS

COMPLETING YOUR DESIGNS

- 13 SAVING
- 14 SHARING
- 15 DOWNLOADING

ADVANCED EDITING

- 16 **PRO** MERGING DOCUMENTS





WELCOME

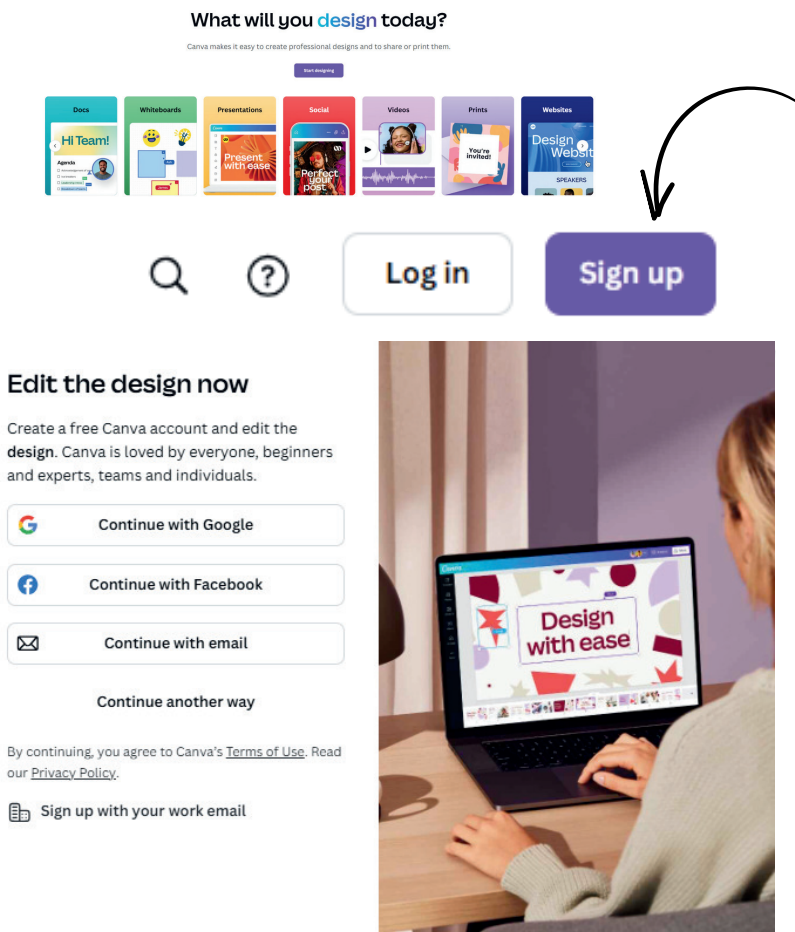
Welcome to the **Canva Beginner's Handbook**. In today's digital age, visual content has become an integral part of communication, whether it's for social media, marketing materials, presentations, or personal projects. Canva, a versatile online design tool, empowers individuals and businesses alike to create stunning graphics effortlessly, even without prior design experience.

This handbook is your comprehensive guide to mastering the basics of Canva. Whether you're a complete novice or have dabbled in design before, this resource will equip you with the knowledge and skills to create professional-looking graphics with ease. From navigating the interface to understanding key features and applying design principles, each chapter is designed to provide you with practical insights and actionable tips.

We'll start by introducing you to Canva's interface and guiding you through the process of setting up your account. Then, we'll delve into the core features of Canva, including templates, elements, text tools, and more, ensuring you have a solid understanding of how to utilize each tool effectively.

EDITING BASICS

HOW TO MAKE A CANVA ACCOUNT



VISIT **WWW.CANVA.COM**

IN THE TOP RIGHT CORNER SELECT THE PURPLE **SIGN UP** BUTTON.

CHOOSE FROM THE OPTIONS TO SIGN UP WITH **FACEBOOK, GOOGLE, OR YOUR EMAIL.**

IF YOU CHOSE TO SIGN UP WITH FACEBOOK OR GOOGLE, LOG IN TO YOUR ACCOUNT TO AUTHORIZE ACCESS.

IF YOU CHOSE TO SIGN UP WITH YOUR EMAIL, FILL UP THE FIELDS.

CLICK **GET STARTED.**

SELECT FROM THE OPTIONS ON WHAT YOU'RE PLANNING TO USE CANVA FOR.

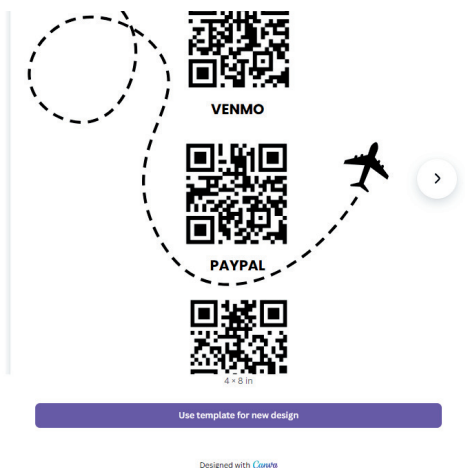
COMPLETE THE ONBOARDING PROCESS.

CONFIRM YOUR ACCOUNT BY CLICKING ON THE "**CONFIRM MY ACCOUNT**" BUTTON FROM THE CANVA CONFIRMATION EMAIL YOU'LL RECEIVE.

EDITING BASICS

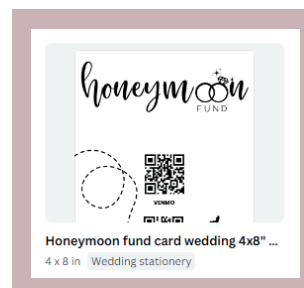
LOAD A TEMPLATE YOU HAVE PURCHASED

A template created by Magalie ~ Lifetimeeventsstudio was shared with you, start designing now

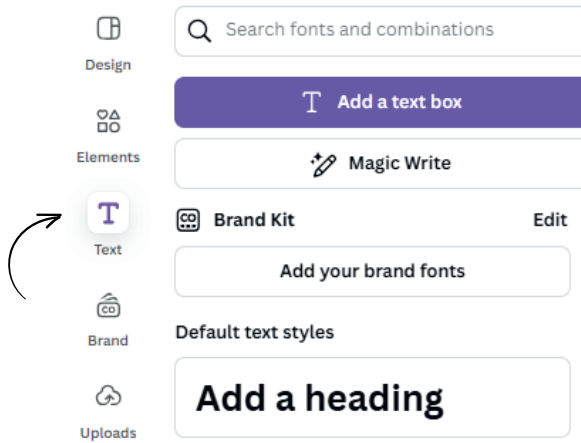


OPEN THE LINK DISPLAY ON THE SCREEN PREVIEWING "**CLICK USE TEMPLATE**".

IT WILL OPEN THE TEMPLATE IN CANVA, READY FOR YOU TO EDIT.



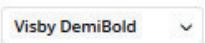









IF YOU CLICK THE HOME SCREEN, IT SHOULD NOW LOAD UNDER **YOUR DESIGNS**



TEXT TOOLS: THE TEXT TOOLS IN THE TOOLBAR ALLOW USERS TO ADD AND CUSTOMIZE TEXT IN THEIR DESIGNS. THIS INCLUDES OPTIONS FOR CHANGING THE FONT STYLE, SIZE, COLOR, ALIGNMENT, SPACING, AND MORE. USERS CAN ALSO ADD TEXT EFFECTS SUCH AS SHADOWS, OUTLINES, AND HIGHLIGHTS TO MAKE THEIR TEXT STAND OUT.

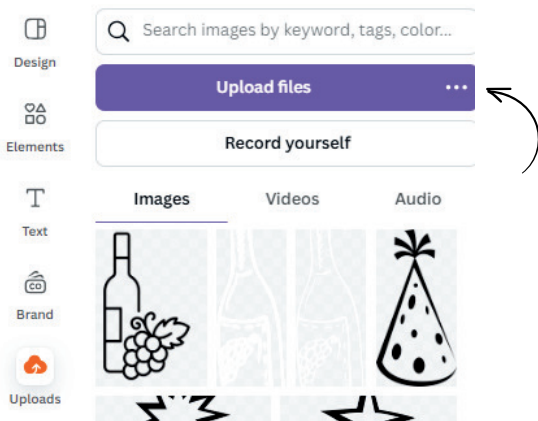
EDITING BASICS

TEXT CHEATSHEET

	FONT SELECTION CHOOSE YOUR FONT FROM HERE	 NOTE THE LITTLE CROWN SHOWS FONTS FOR THE PAID VERSION OF CANVA
	FONT SIZE CHOOSE YOUR FONT SIZE FROM HERE	
	FONT COLOUR CHOOSE YOUR FONT COLOUR FROM HERE	
	FONT STYLE BOLD, ITALICIZE OR UNDERLINE YOUR TEXT	
	CASE SETTING TURN ON UPPER CASE TO AUTO CAPITALIZE ALL SELECTED TEXT	
	FONT ALIGNMENT CHOOSE FROM LEFT, MIDDLE, RIGHT OR JUSTIFIED ALIGNMENT	
	DOT POINTS CHOOSE FROM NONE, DOTS OR NUMBERS	
	LETTER SPACING + LINE HEIGHT ADJUST THE SPACE BETWEEN LETTERS AND LINES	
	FONT EFFECTS SPECIAL EFFECTS LIKE CURVED TEXT	

EDITING BASICS

PHOTOS



How to upload your own

UPLOADING YOUR OWN IMAGES TO CANVA IS EASY!

ON THE RIGHT HAND TOOLBAR CLICK **UPLOADS**.

THEN SELECT '**UPLOAD MEDIA**'.

LOCATE THE FILE ON YOUR COMPUTER AND UPLOAD IT.

CLICK THE NEWLY UPLOADED PHOTO TO **ADD** TO YOUR DOCUMENT **OR DRAG AND DROP** IN ON A EXISTING PHOTO TO REPLACE IT.

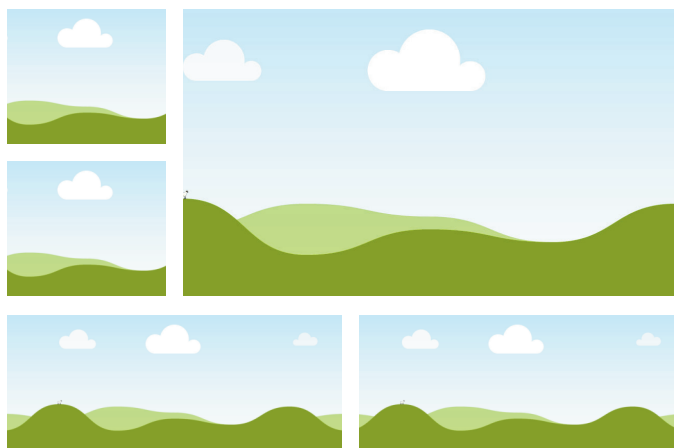


CANVA HAS AN INCREDIBLE LIBRARY OF FREE + PAID PHOTOS. YOU CAN ACCESS THESE VIA THE PHOTOS TAB.

EDITING BASICS

GRIDS AND FRAMES

GRIDS AND FRAMES ARE AN AMAZING TOOL WHICH HELP YOU TO NEATLY LAY OUT PHOTOS. WHEN PLACED IN YOUR DOCUMENT THEY WILL INITIALLY LOOK LIKE THIS:



DRAW AND DROP PHOTOS TO TRANSFORM YOUR GRID TO SOMETHING LIKE THIS!



Where to find them?

GRIDS

GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'GRIDS'

Grids



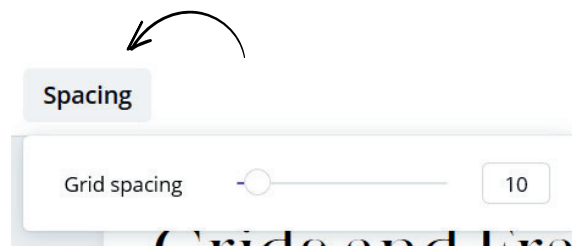
FRAMES

GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'FRAMES'

Frames



ADJUST THE SPACING ON YOUR GRID BY CLICKING THE GRID AND THEN **CLICKING SPACING** FROM THE TOP TOOLBAR



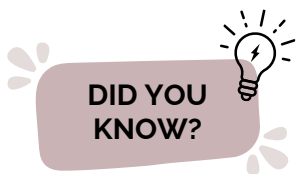
EDITING BASICS

ELEMENTS

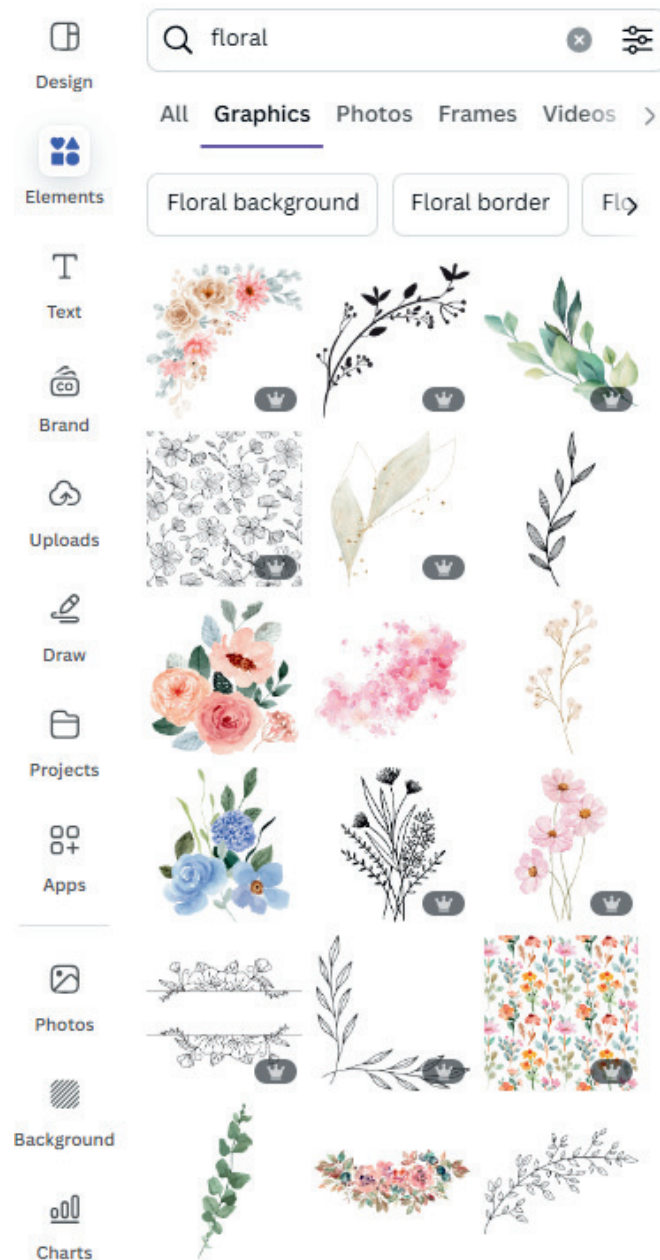
CANVA COMES STOCKED WITH A **HUGE NUMBER OF FREE AND PAID ELEMENTS**.



ELEMENTS CAN BE FOUND IN THE RIGHT HAND TOOLBAR. USE THE **SEARCH BAR TO FIND ELEMENTS** IN THE THEME YOU NEED.



A LOT OF ELEMENTS ARE IN **VECTOR FORMAT**, WHICH MEANS **YOU CAN EASILY ADJUST THE COLOURS**.



EDITING BASICS

TRANSPARENCY

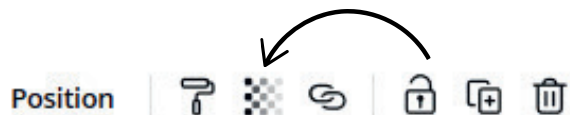
TRANSPARENCY AFFECTS HOW YOU SEE THROUGH SOMETHING IS, AND CAN BE APPLIED TO IMAGES, ELEMENTS, TEXT AND SOLID SHAPES.

How to adjust transparency

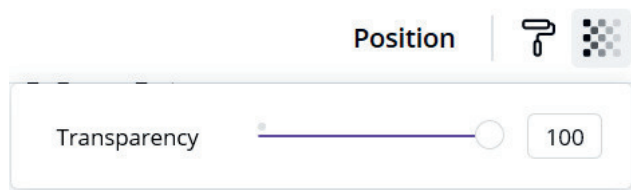
CLICK THE ITEM YOU WOULD LIKE TO UNLOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL CHESS PATTERN ICON.



A SLIDER WILL APPEAR, SLIDE **UP** AND **DOWN** FOR THE REQUIRED EFFECT.



TRANSPARENCY AT 100%



TRANSPARENCY AT 30%



WHEN TEXT IS PLACED OVER AN IMAGE, USE TRANSPARENCY TO IMPROVE LEGIBILITY.

EDITING BASICS

LOCKING ELEMENTS



LOCKING ELEMENTS IS A GREAT WAY TO **KEEP ALL YOUR DOCUMENT ORGANISED**, ESPECIALLY IF YOU ARE BRINGING THINGS LIKE BACKGROUNDS AND LAYERED IMAGES INTO PLAY.

To lock something

CLICK **THE ITEM** YOU WOULD LIKE TO LOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL **LOCK ICON**.



YOU CAN ALSO LOCK MULTIPLE THINGS AT ONCE BY HOLDING SHIFT, DRAGGING YOUR MOUSE ACROSS THE ITEMS AND THEN CLICKING THE LOCK BUTTON

To unlock something

CLICK **THE ITEM** YOU WOULD LIKE TO UNLOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL **LOCK ICON**.

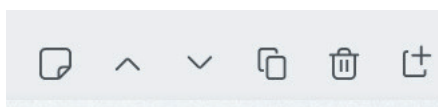
EDITING BASICS

CLONE AND ADD PAGES

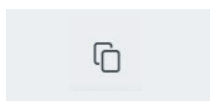
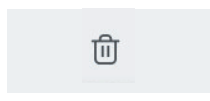
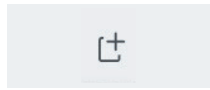
CANVA HAS THE AMAZING CAPABILITY TO **ADD MULTIPLE PAGES**. YOU CAN DO THIS FROM THE CLONE AND ADD PAGES MENU.



CANVA NOW SUPPORTS A HUGE 100 PAGES PER DOCUMENT!



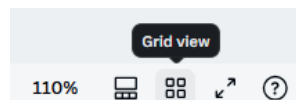
YOU CAN ACCESS THE **CLONE AND ADD PAGES** MENU FROM DIRECTLY ABOVE YOUR TEMPLATES TOP RIGHT CORNER.

	DUPLICATE PAGE MAKES AN EXACT COPY OF YOUR CURRENT PAGE
	DELETE PAGE DELETES YOUR CURRENT PAGE
	ADD PAGE CREATES A NEW, BLANK PAGE

EDITING BASICS

GRID VIEW

GRID VIEW ALLOWS YOU TO **LOOK AT MULTIPLE PAGES** IN YOUR DOCUMENT **AT ONCE**. IT'S FANTASTIC FOR THINGS LIKE EBOOKS AND LARGER MULTI-PAGED FILES.



TO ACCESS GRID VIEW LOOK TO THE BOTTOM RIGHT CORNER OF THE SCREEN AND **CLICK THE GRID VIEW ICON**.



TO REARRANGE PAGES, **DRAG AND DROP THEM INTO A NEW ORDER**.

GRID VIEW APPEARS LIKE THIS:

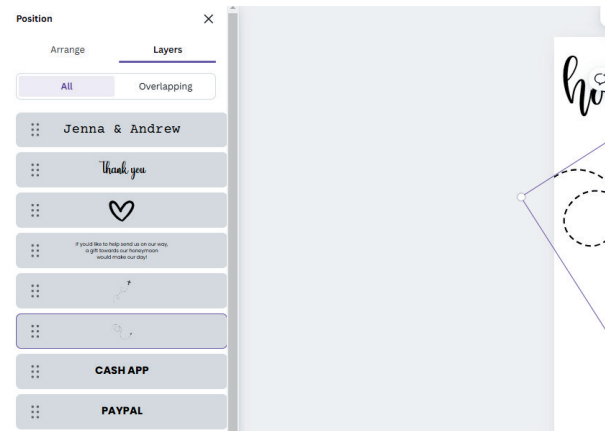


EDITING BASICS

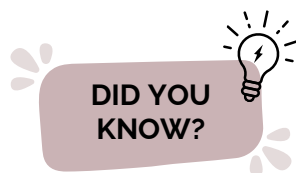
LAYER ELEMENTS

LAYERING ELEMENTS ALLOWS YOU TO CONTROL WHICH ITEMS APPEAR IN FRONT OF OR BEHIND OTHERS, GIVING YOUR DESIGN DEPTH AND DIMENSION.

1. FIRST, IDENTIFY THE ELEMENT YOU WANT TO REPOSITION IN TERMS OF LAYERING. RIGHT-CLICK ON IT TO REVEAL A MENU OF OPTIONS.
2. SELECT "ARRANGE": WITHIN THE MENU, YOU'LL SEE AN OPTION LABELED "ARRANGE." CLICK ON IT TO OPEN A SUBMENU WITH FURTHER CHOICES.
3. IN THE SUBMENU, YOU'LL FIND OPTIONS SUCH AS "BRING TO FRONT," "SEND TO BACK," "BRING FORWARD," AND "SEND BACKWARD." EACH OPTION PERFORMS A SPECIFIC ACTION TO ADJUST THE LAYERING OF THE SELECTED ELEMENT.
 - BRING TO FRONT: THIS OPTION BRINGS THE SELECTED ELEMENT ALL THE WAY TO THE FRONT, MAKING IT THE TOPMOST LAYER ON THE CANVAS.
 - SEND TO BACK: CONVERSELY, THIS OPTION SENDS THE SELECTED ELEMENT ALL THE WAY TO THE BACK, MAKING IT THE BOTTOMMOST LAYER.
 - BRING FORWARD: IF YOU HAVE MULTIPLE LAYERS AND WANT TO MOVE THE SELECTED ELEMENT ONE LAYER FORWARD, THIS OPTION IS HANDY.
 - SEND BACKWARD: SIMILARLY, THIS OPTION MOVES THE SELECTED ELEMENT ONE LAYER BACKWARD.
4. AFTER SELECTING YOUR DESIRED LAYERING OPTION, TAKE A MOMENT TO OBSERVE THE CHANGES ON THE CANVAS. IF IT'S NOT QUITE RIGHT, YOU CAN ALWAYS REPEAT THE PROCESS UNTIL YOU ACHIEVE THE PERFECT LAYERING ARRANGEMENT..



KEEP IN MIND THE VISUAL HIERARCHY OF YOUR DESIGN WHEN LAYERING ELEMENTS. IMPORTANT ELEMENTS, SUCH AS HEADLINES OR FOCAL IMAGES, SHOULD TYPICALLY BE LAYERED TOWARDS THE FRONT TO DRAW ATTENTION, WHILE BACKGROUND ELEMENTS CAN BE LAYERED TOWARDS THE BACK



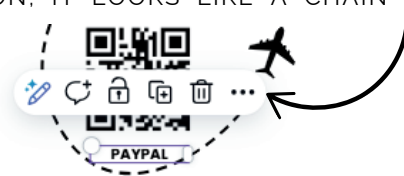
WHEN YOU CANNOT CLICK OR EDIT AN ELEMENT LIKE TEXT OR SHAPES, IT IS MOST LIKELY THAT THE ELEMENT IS AT THE BACK. TRY TO BRING IT TO THE FRONT OR AT THE TOP OF THE LAYER PANEL IN ORDER TO EDIT THE ELEMENT.

EDITING BASICS

ADD EXTERNAL LINKS

IDENTIFY THE ELEMENT (TEXT, IMAGE, SHAPE, ETC.) TO WHICH YOU WANT TO ATTACH **THE LINK**. CLICK ON IT TO SELECT IT.

WITH THE ELEMENT SELECTED, CLICK THE **3 DOTS AND** LOOK FOR THE "**LINK**" BUTTON, IT LOOKS LIKE A CHAIN LINK ICON. CLICK ON IT.



- A DIALOG BOX WILL APPEAR WHERE YOU CAN **ENTER THE URL** YOU WANT TO LINK TO. PASTE OR TYPE THE URL INTO THE BOX.
- AFTER ENTERING THE URL, CLICK "**APPLY**" OR "**INSERT LINK**" (THE EXACT WORDING MAY VARY DEPENDING ON YOUR VERSION OF CANVA).
- TEST THE LINK (OPTIONAL): TO ENSURE THE LINK WORKS AS INTENDED, YOU CAN CLICK ON THE ELEMENT YOU JUST LINKED AND TEST THE LINK BY CLICKING ON IT. IF IT'S CORRECT, IT SHOULD OPEN THE WEBPAGE ASSOCIATED WITH THE URL.

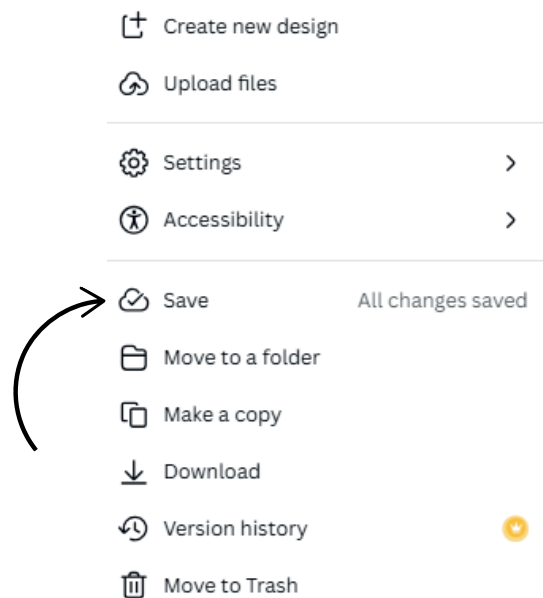


SAVING, SHARING, AND DOWNLOADING YOUR DESIGNS

SAVING

Manual Saving

WHILE CANVA SAVES YOUR WORK AUTOMATICALLY, IT'S ALSO A GOOD PRACTICE TO SAVE YOUR DESIGNS MANUALLY, ESPECIALLY BEFORE MAKING SIGNIFICANT CHANGES OR EXPERIMENTS. YOU CAN DO THIS BY CLICKING ON THE **"FILE"** MENU AND SELECTING **"SAVE"** OR USING THE KEYBOARD SHORTCUT (CTRL + S FOR WINDOWS, COMMAND + S FOR MAC).



Naming and Organizing

WHEN SAVING YOUR DESIGNS, CONSIDER GIVING THEM **DESCRIPTIVE AND MEANINGFUL NAMES** TO FACILITATE EASY RETRIEVAL LATER ON. ADDITIONALLY, **ORGANIZING YOUR DESIGNS INTO FOLDERS** WITHIN CANVA CAN HELP STREAMLINE YOUR WORKFLOW AND KEEP YOUR PROJECTS NEATLY CATEGORIZED.



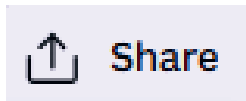
AUTOMATIC SAVING

CANVA AUTOMATICALLY SAVES YOUR WORK AS YOU PROGRESS, ENSURING THAT YOUR DESIGNS ARE CONTINUOUSLY PRESERVED. THIS FEATURE PROVIDES PEACE OF MIND, PREVENTING THE LOSS OF YOUR WORK IN CASE OF UNEXPECTED INTERRUPTIONS OR TECHNICAL ISSUES.

SAVING, SHARING, AND DOWNLOADING YOUR DESIGNS

SHARING

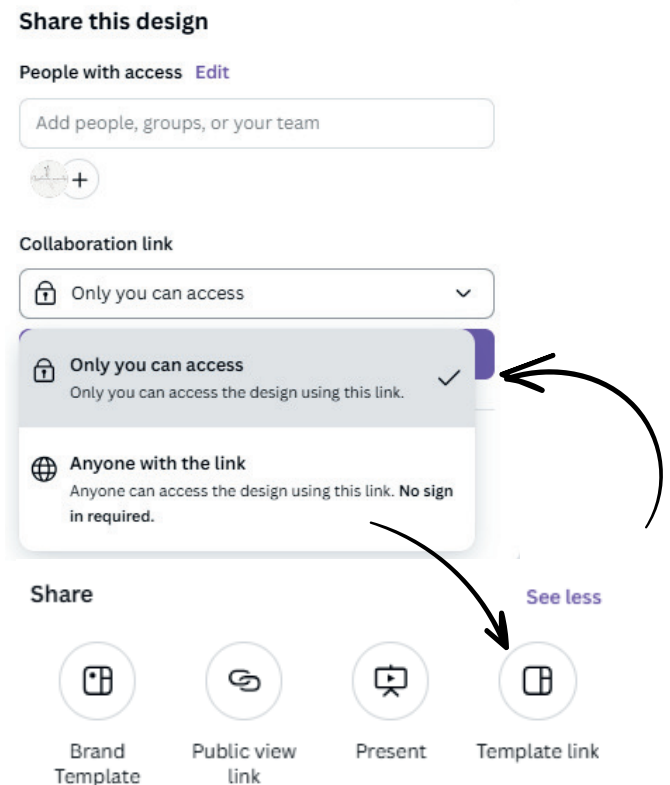
Share Link



CANVA ALLOWS YOU TO **SHARE YOUR DESIGNS** WITH OTHERS BY GENERATING A SHAREABLE LINK. SIMPLY CLICK ON THE **"SHARE"** BUTTON AND CHOOSE THE OPTION TO CREATE A SHARE LINK. YOU CAN THEN COPY AND SEND THIS LINK TO COLLABORATORS, CLIENTS, OR FRIENDS, GRANTING THEM ACCESS TO VIEW OR EDIT THE DESIGN DEPENDING ON YOUR SHARING SETTINGS.

Share Link as an editable template

TO SHARE A CANVA LINK **AS AN EDITABLE TEMPLATE**, CLICK THE SHARE BUTTON, SET THE COLLABORATION LINK TO **"ANYONE WITH THE LINK"**. CLICK ...MORE AND CHOOSE **"TEMPLATE LINK"**. ANYONE WITH THE LINK CAN USE THE DESIGN AS A TEMPLATE. CREATE TEMPLATE LINK TO GENERATE THE LINK, WITH THE LINK COPIED, YOU CAN NOW SHARE IT WITH OTHERS THROUGH YOUR PREFERRED OPTION.



SAVING, SHARING, AND DOWNLOADING YOUR DESIGNS

DOWNLOADING

To download a design from Canva, follow these steps:

- **CLICK ON THE DOWNLOAD BUTTON:** LOOK FOR THE "DOWNLOAD" BUTTON, TYPICALLY LOCATED AT THE TOP-RIGHT CORNER OF THE EDITOR INTERFACE. IT USUALLY LOOKS LIKE A DOWNWARD-FACING ARROW OR A BUTTON LABELED "DOWNLOAD."
- **SELECT DOWNLOAD FORMAT:** CLICK ON THE DOWNLOAD BUTTON TO OPEN A MENU OF DOWNLOAD FORMAT OPTIONS. CANVA OFFERS VARIOUS FILE FORMATS SUCH AS **PDF**, **JPEG**, **PNG**, AND MORE. CHOOSE THE FORMAT THAT BEST SUITS YOUR NEEDS.
- **CHOOSE DOWNLOAD QUALITY (OPTIONAL):** DEPENDING ON THE SELECTED FILE FORMAT, CANVA MAY PROVIDE OPTIONS TO CHOOSE THE **DOWNLOAD QUALITY**. THIS IS PARTICULARLY RELEVANT FOR IMAGE FORMATS LIKE JPEG AND PNG. SELECT THE DESIRED QUALITY OPTION IF AVAILABLE.
- **CONFIRM DOWNLOAD:** AFTER SELECTING THE FORMAT AND QUALITY (IF APPLICABLE), CLICK ON THE "DOWNLOAD" BUTTON TO CONFIRM YOUR DOWNLOAD PREFERENCES.
- **SAVE THE FILE:** ONCE THE DOWNLOAD IS COMPLETE, THE FILE WILL BE SAVED TO YOUR COMPUTER OR DEVICE'S DEFAULT DOWNLOAD LOCATION. YOU CAN THEN LOCATE THE FILE IN YOUR DOWNLOADS FOLDER OR THE LOCATION SPECIFIED BY YOUR BROWSER.


Share this design

People with access [Edit](#)

Add people, groups, or your team



Collaboration link

 Anyone with the link ▼

Can edit ▼

Copy link



Download



Public view link



Print with Canva



See all

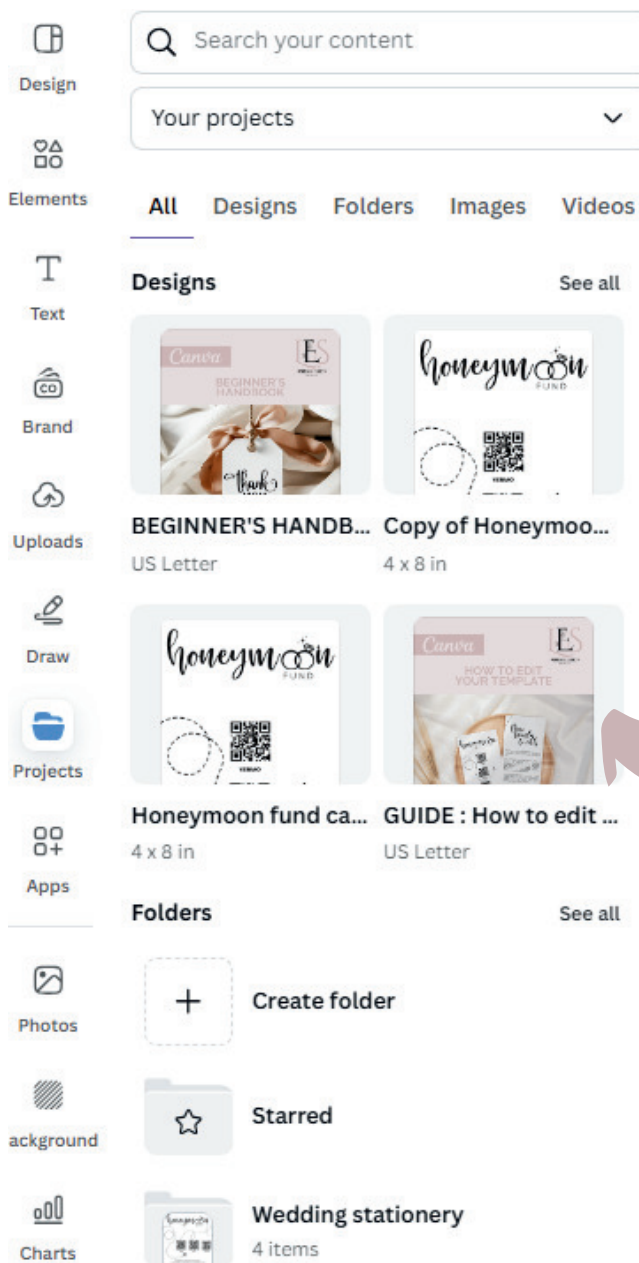


ADVANCED EDITING

MERGING TEMPLATES

PRO

PLEASE NOTE THAT 'FOLDERS' WHICH ALLOWS YOU TO MERGE TWO TEMPLATES IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE



TO INSERT A DESIGN, FIRST ADD A NEW PAGE IN YOUR DOCUMENT.

ACCESS FOLDERS SELECT '**PROJECTS**' FROM THE RIGHT HAND TOOLBAR.

THEN SELECT '**ALL**' - THIS IS SHOW ALL OTHER CURRENT DESIGNS IN YOUR ACCOUNT.

THEN CLICK ON **THE THUMBNAIL** OF THE DOCUMENT YOU WOULD LIKE TO INSERT - THIS WORKS VERY SIMILARLY TO INSERTING A PHOTO.



THE FILE YOU ARE INSERTING WILL AUTOMATICALLY RESIZE TO THE DIMENSIONS OF YOUR CURRENT DOCUMENT.