

Canva

GETTING  
STARTED

with

CANVA

# CANVA

## Quick Start Guide for Students

### Getting Started in Canva

#### What is Canva?

Canva is a web-based (online) graphic design program that allows users to create products such as posters, social media posts, presentations, flyers, and so much more. It is publication software that allows users to create digital graphics easily by using built-in design elements, clip art images, and access to hundreds of thousands of photos.

#### Canva Account

The type of Canva account you have will determine the number of graphic elements and templates you have access to in the program. The basic version of Canva is free, and there are others like Canva Pro and Canva for Education that are paid versions of the program and offer more features.

To get started with Canva, you must login using your **School Google Account**

[www.canva.com](http://www.canva.com)

#### Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free!)



Continue with Google



Continue with Facebook



Continue with email

Continue another way

By continuing, you agree to Canva's [Terms of Use](#).  
Read our [Privacy Policy](#).

Sign up with your work email

*Create an account or  
sign in with Canva.*

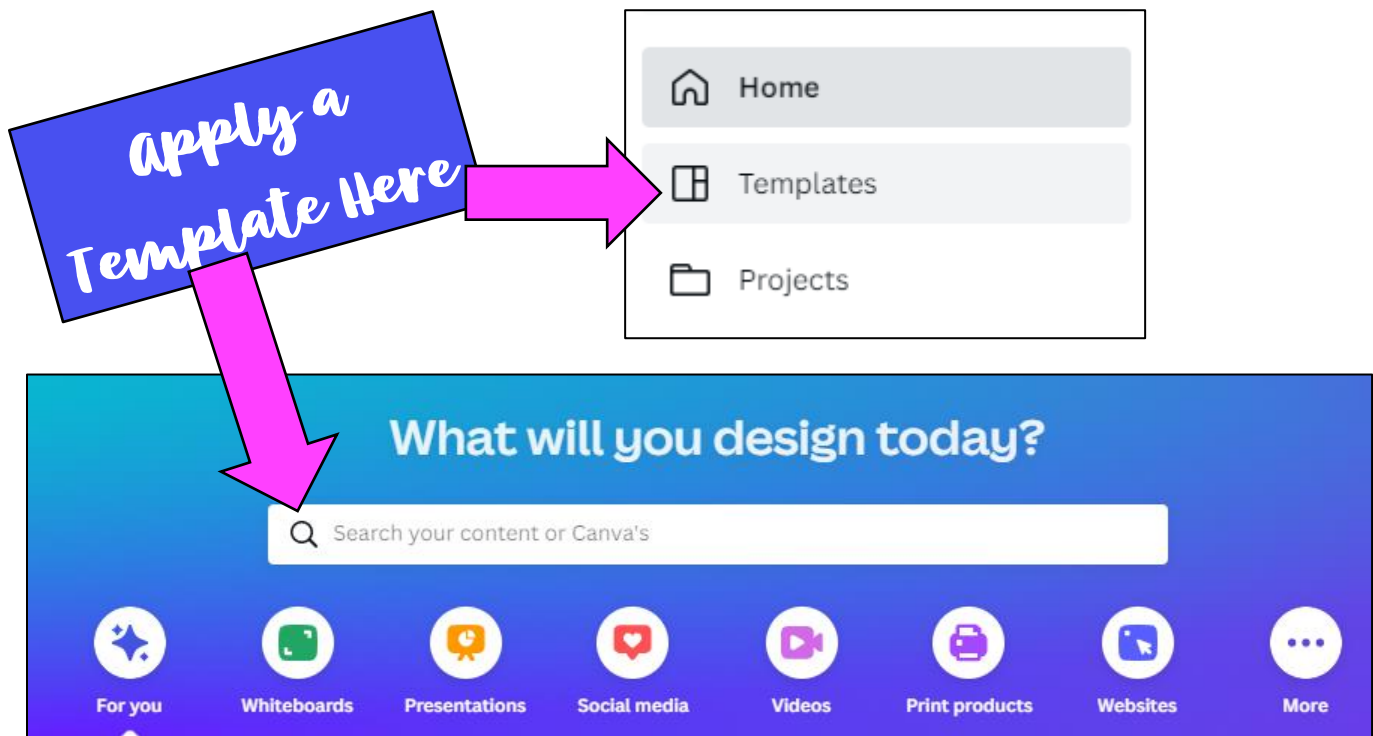
# Using Canva

## Templates

Templates are pre-formatted design layouts that allow users to have a starting document to customize colors, text areas, photos, etc. They are very useful when creating a product because they save time and simplify the creation of a product.

## Getting Started with Templates

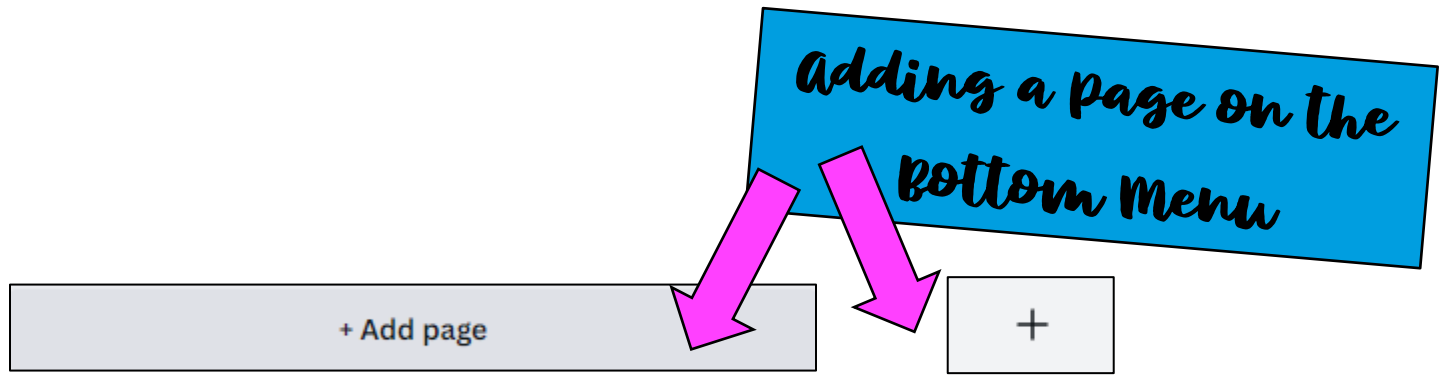
To get started with using templates in Canva, sign into your account. Either select the templates option on the **Left Menu** or search for a specific type of product that you want to create.



An additional way to add a template to a project, is to select a blank project and search for **Templates** option on the **Left Menu**.



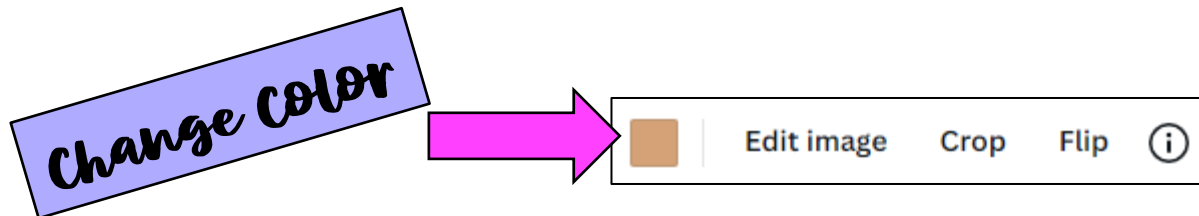
Some templates may come with more than one page. Additional pages can be added by clicking on the box with the plus sign at the bottom of the screen.



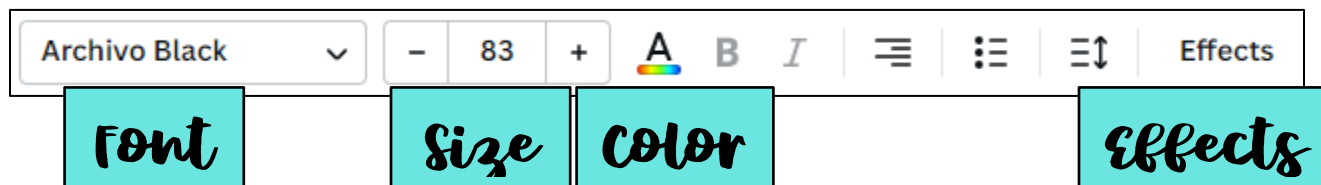
*Hint: When using a template, it is important to replace each text or element with that of your intended design. Make sure you do not forget to type text in each placeholder or delete unnecessary text or elements before the project is complete.*

## Colors and Fonts

While templates are very handy, the template may come with colors and fonts that are not appropriate for the project you are designing. To change the color of an element or background, select the object and then the color fill box in the **Top Menu**.

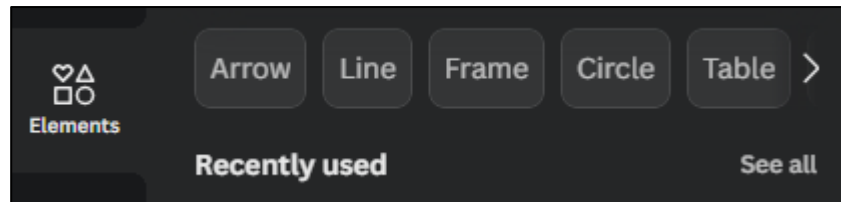
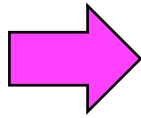


To change the font, font color, and style of font, select the text and choose options from the **Top Menu**. This menu also allows you to change the line spacing or letter spacing. *Hint: Additional font options like stroke, etc. can be added by selecting **Effects** from the **Top Menu**.*



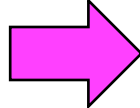
## Elements

Each template will come with graphic elements such as shapes, clip art, etc., but to add additional graphic elements, select the **Elements** option on the **Left Menu**. From this menu, graphic elements such as lines & shapes, stickers, photos, audio and video, and tables and charts can be added to the design. Frames and Grids are also available to add as placeholders for images. *Hint: Make sure to scroll down the **Elements** menu to explore all these options.*

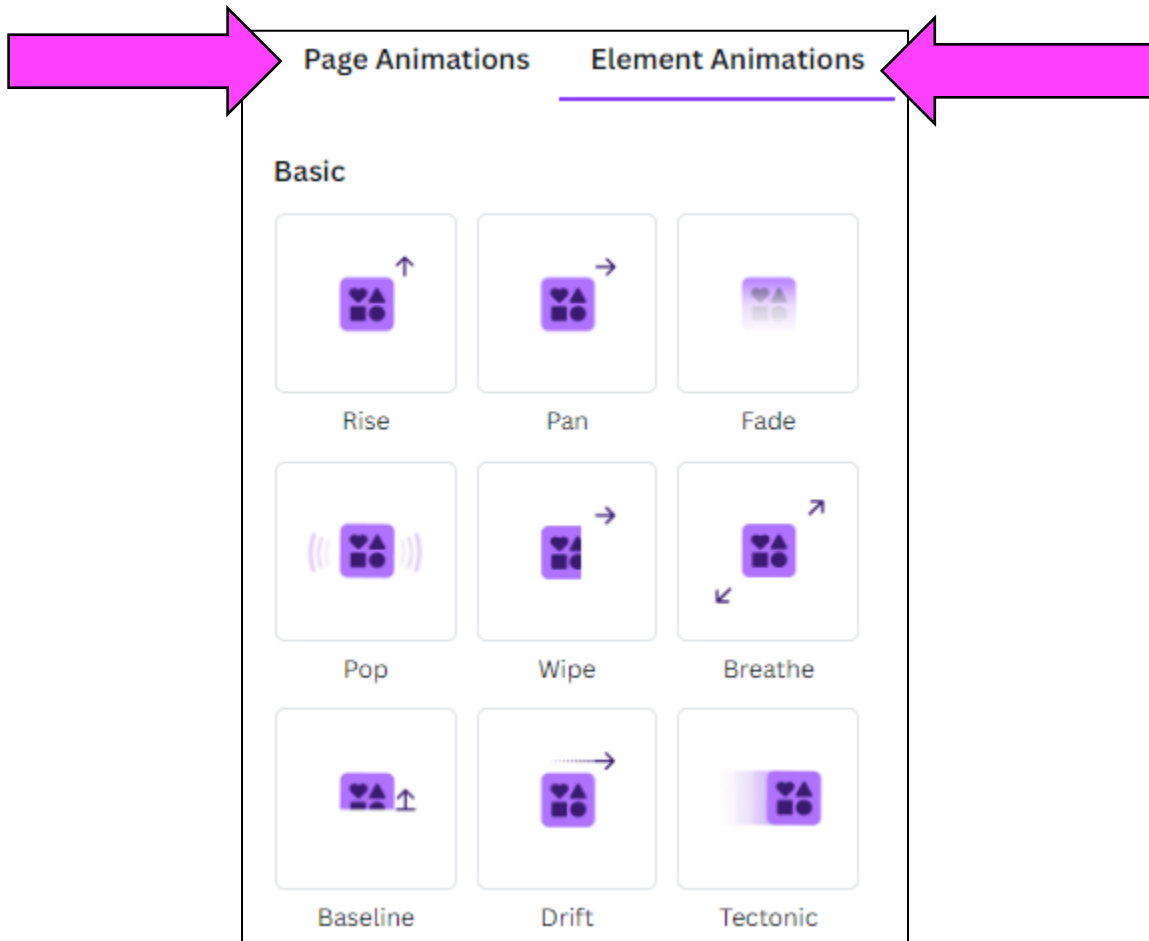


## Animations

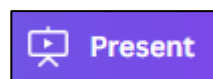
Most elements will allow you to apply animation effects to them. To apply an animation to an object, select the object and choose **Animate** from the **Top Menu**.



Both **Page Animations** and **Element Animations** are available on the **Left Menu** and can be applied to objects.

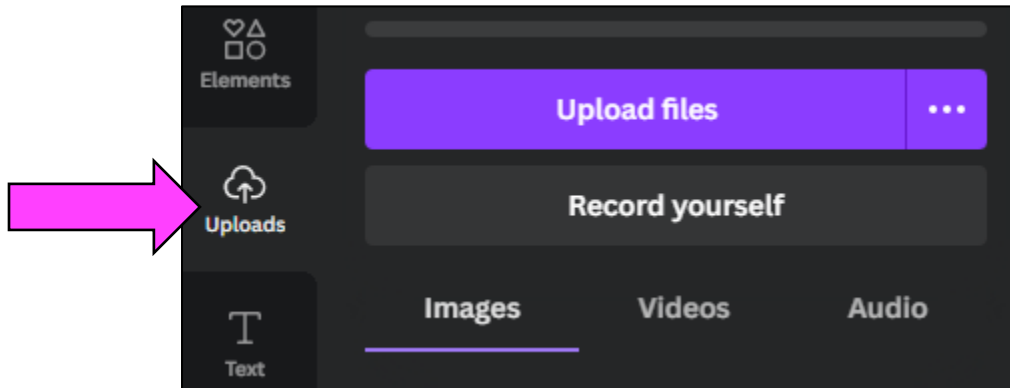


To view animations, select the **Present** or **Play** option at the top of the screen.



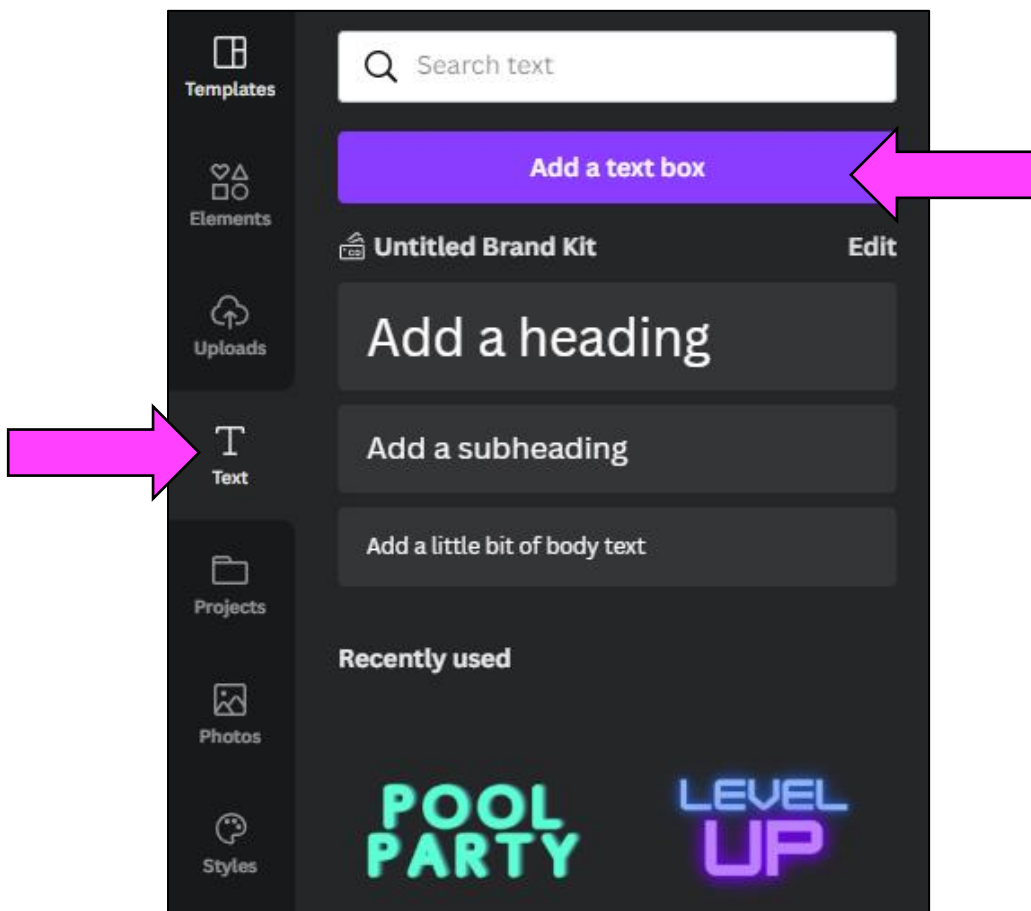
## Uploading Your Own Images

If you need additional graphic elements or photos that are not in Canva, you can use the **Uploads** option on the **Left Menu** to upload your own images to Canva. You can also upload video and audio and even record them in the program, if needed, from this menu.



## Adding Additional Text

If additional text boxes are needed, select the **Text** option on the **Left Menu**. You can add a basic text box or specific font combinations that have been provided for you. Font can be formatted using the **Top Menu**.

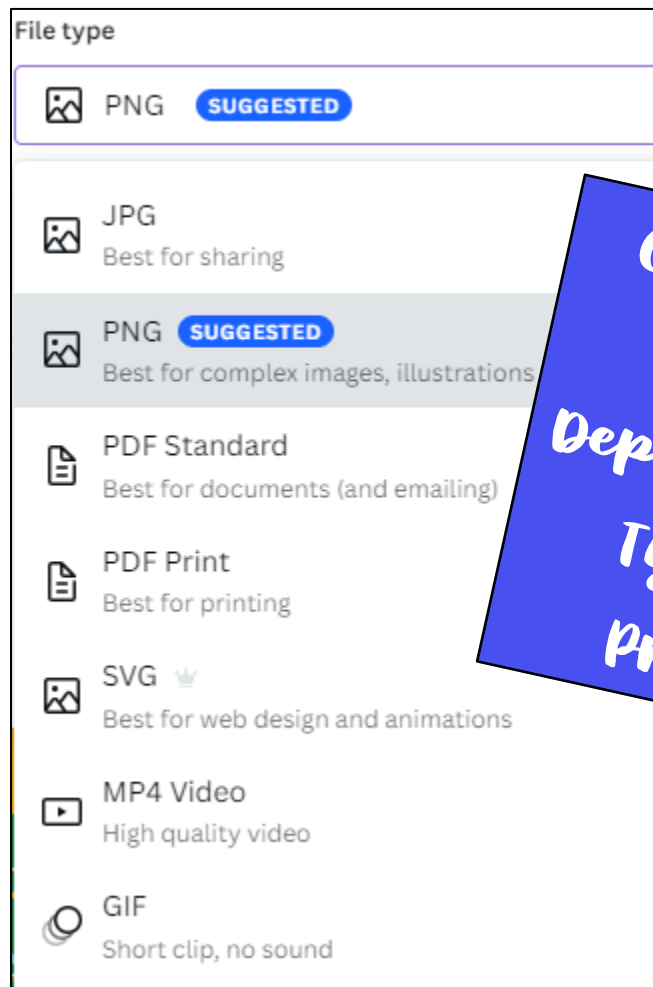
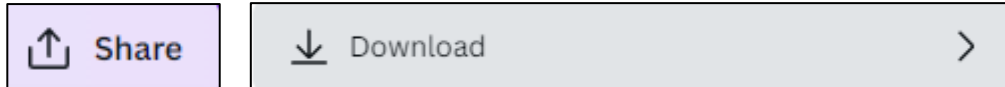


## Saving Your Project

Canva is a web-based program, and all progress is saved automatically when working. If a project is incomplete, there is no need to worry about saving before closing the program. However, it is important to rename the file because often templates will include a file name that is not relevant to the project. To rename a file, select the title at the top of the screen, and begin typing a new file name.

When you are finished with a project, it is important to download the file so that it may be used appropriately. Canva allows users to download many different file types based on the project created and its intended use. Some of the most common file types are JPG/PNG (Image Files), PDF (On-Screen Printed Document), MP4 (Video File), and GIF (Short Animated Clip/No Sound).

To download a completed file, select **Share** and **Download**. Then select the appropriate file type.



*Choose File Type Depending on Type of Project*

*Hint: There are several other options in Canva to explore that will share your file in different ways. You can select Share and send it directly to a person, share it on social media or even have your design printed.*

## **Conclusion**

Canva is an extremely useful design program that has hundreds of thousands built-in elements that allow users to easily create design projects. There are many more design options that can be explored in the program, however this guide will allow you to easily get started creating a Canva masterpiece!

