



Canva

create graphics with images and text

Canva:

- canva.com
- Canva makes graphic design easy.
- With Canva, you can create graphics with images and text.

Creating a Design:

- Tutorials are available. To access a tutorial:
 - Click on Design School at the top of the screen.
 - Click on Tutorials at the top of the screen.
 - Today, we walked through the Beginner's Challenge tutorial.
- Use the "Need a hint?" button in the tutorials.
 - This brings up a short, step-by-step instructional video.
 - Close the video by clicking on the X in the top right.
- To alter the color of a shape:
 - Click on the shape.
 - Click on the colored circle that appears above it.
 - Click on a color to select it, or click on the plus sign and choose a different color.
 - Click on the backward circular arrow to undo the previous action.
- To search for images:
 - Click on the magnifying glass at the top left.
 - Type keywords in the search box.
 - Note: the results keep scrolling.
 - Click and drag an image onto the design.
- Some images cost money to use.
 - Free images say "free."
 - Premium images cost \$1 each when the design is published.
- Add a background to the design.
 - First, click on the background tab.
 - Click on one of the colored dots to select a solid color.
 - Instead of using a solid color, you can click and drag a pattern onto the design.
 - If you choose to use a pattern, after dragging the pattern onto your design you can change the colors by clicking on one of the colored dots on the left side of the screen.
- To place an image in a frame:
 - Search for an image using the search tab on the left side of the screen.
 - Drag the desired image into the frame.
 - Note: premium images are displayed on the design with light diamonds and the Canva watermark.
- Choose a layout.
 - Click on the layout tab.
 - Drag a layout onto the design.
 - Note: some layouts have frames within them.

- Upload your own images instead of using those provided through Canva.
 - Click on the “Uploads” tab on the left side of the screen.
 - Click on the green “Upload your own images button.”
 - Locate the image on your computer, select it, and click on Open.
 - Note: only use relatively small images. Large images take a long time to upload and are harder to work with in designs.
 - Note: you could also use images available for free through Web sites such as imagebase.net.
 - After the image uploads, drag it onto the design.
- To start a new design:
 - Close the tutorial tab or window as well as the Design School tab or window.
 - Note: you may get a warning about leaving the page without saving. Click on “Leave this Page” in this instance because you do not need to save the tutorial.
 - Choose a design type.
 - Think about how you will use the design.
 - If you want a printed 8.5” x 11” design, select the “Real Estate Flyer” design type.
 - Today we worked with the “Album/Podcast Cover” design type.
- To change text:
 - Click twice on the text with the left button. (Note: do not double-click on the text.)
 - Type to change the text.
 - Note: often each word or line is a separate piece of text or text box.
- To alter the appearance of the text:
 - Click on the text.
 - Click on the current font and select a font from the list that appears.
 - Click on the current size and select a size from the list that appears.
 - Click on the colored dot and select a color just as you selected the color of a shape.
- To delete text:
 - Click on the text.
 - Click on the trash can that appears.

Finishing

- Canva auto-saves.
 - The top right displays “Saving...” while the design is being saved.
 - When it finishes saving, the word “Private” reappears with a check mark to the left of it.
 - If you try to close or navigate away from the window or tab before the design is saved, a warning box will be displayed asking if you would like to “Leave this Page” without saving the design or “Stay on this Page” until the design is saved.
- To give your design a title:
 - Click on the words “Describe and #tag” or the default title which is in white text to the left of the colored buttons at the top of the design.
 - Type to add or change the text.
 - Note: this may become the name of the file when you download the design as an image or PDF.

- When you are finished, share your design by providing others with a link to the design or downloading it.
 - To share a link:
 - Click on Share.
 - The links are long, so click once on the link and copy and paste it wherever you would like to share it.
 - To download the design:
 - Click on Download and then the “As an image” button if you plan to use the design on a Web site.
 - Click on Download and then the “High quality PDF” button if you plan to print the design.
 - Note: when downloading, sometimes a box will display allowing you to name and choose where to save the downloaded file. Other times it will download to the default location on your computer.
 - If any premium images, layouts, or backgrounds are used in your design a box will appear after clicking on “As an image” or “High quality PDF.”
 - This box shows each item and its cost.
 - It gives you the opportunity to pay for the items and continue at the bottom.
 - If you do not want to pay for the items, click on the X in the top right. Delete the premium items from your design and consider adding free ones in their place.
- To view all of your designs:
 - Click on the words “Your designs” in the top left.
 - Close all browser tabs or windows except the current tab or window.
- To edit one of your designs, simply click on the design.

Logging In and Out:

- To log in:
 - Go to canva.com.
 - Click on the light gray words “Have an account? Log in →” at the bottom of the box in the middle of the screen.
 - Use your e-mail and password to log in.
- To log out:
 - Click on the smile to the right of your name at the top of the screen.
 - Click on Account.
 - Click on Logout.

Canva Tips:

- Keep it simple.
- Play with it.
- Log out when finished.
- Do not be afraid to ask for help.