

# CANVA BASICS



For Alcorn Alumni

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## ADVANCED EDITING

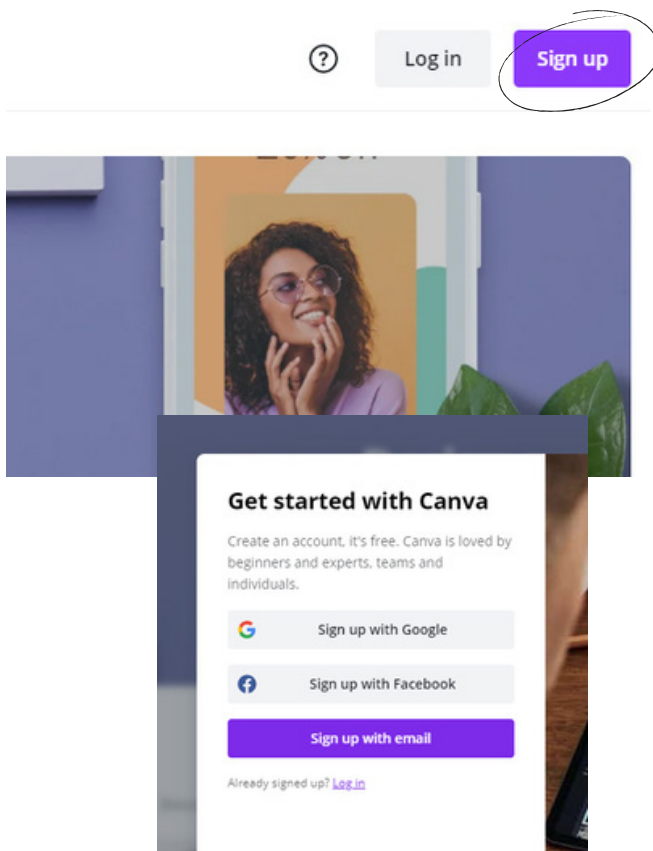
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# GETTING STARTED

## EDITING BASICS

# HOW TO MAKE A CANVA ACCOUNT



VISIT [WWW.CANVA.COM](http://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 AN EMAIL YOU'LL RECEIVE.

# GETTING STARTED

## EDITING BASICS


# LOAD A TEMPLATE YOU HAVE PURCHASED

A template created by Digital Faves was shared with you, start designing now



8.5in x 11in

Use template

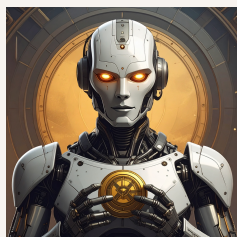
Designed with 

MAKE SURE YOU ARE LOGGED IN TO CANVA

IF YOU HAVE PURCHASED ONE OF OUR TEMPLATES, OR ARE LOADING IN ONE OF OUR FREE RESOURCES, OPEN THE LINK. IT SHOULD DISPLAY A SCREEN PREVIEWING THE TEMPLATE.

CLICK USE TEMPLATE

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



*fast fact*

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

# EDITING BASICS

## EDITING BASICS

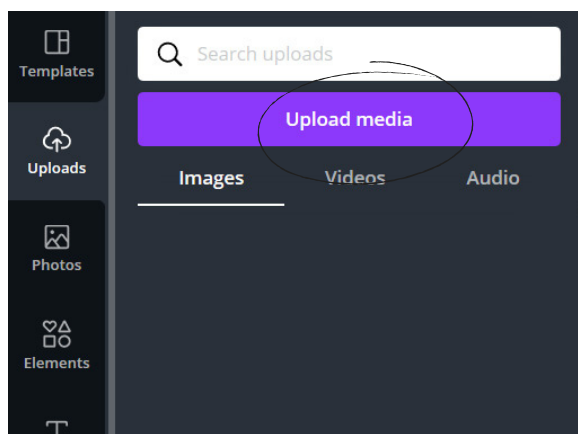
# TEXT CHEATSHEET

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

# EDITING BASICS

## EDITING BASICS

# PHOTOS



## How to upload your own

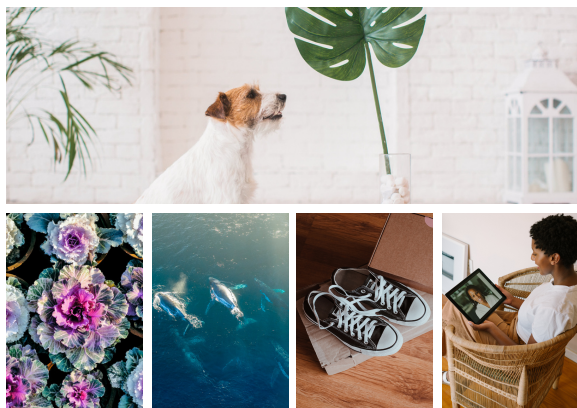
UPLOADING YOUR OWN IMAGES TO CANVA IS EASY.

ON THE RIGHT HAND TOOLBAR CLICK UPLOAD.

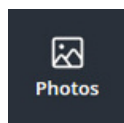
THEN SELECT 'UPLOAD MEDIA'.

LOCATE THE FILE ON YOUR COMPUTER AND UPLOAD IT.

CLICK THE NEWLY UPLOADED PHOTO TO ADD TO YOUR DOCUMENT.



## *fast fact*



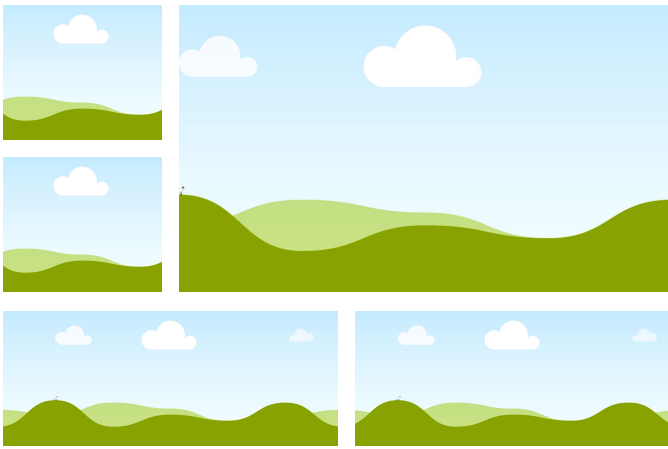
CANVA HAS AN INCREDIBLE LIBRARY OF FREE + PAID PHOTOS. YOU CAN ACCESS THESE VIA THE PHOTOS TAB.

# EDITING BASICS

## 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:



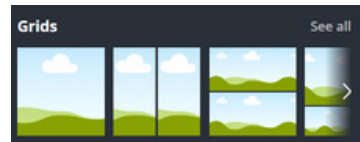
DRAW AND DROP PHOTOS TO TRANSFORM YOUR GRID TO SOMETHING LIKE THIS!



## Where to find them?

### GRIDS

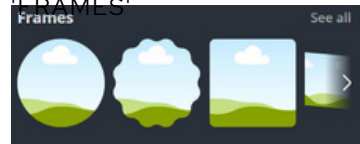
GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'GRIDS'



### FRAMES

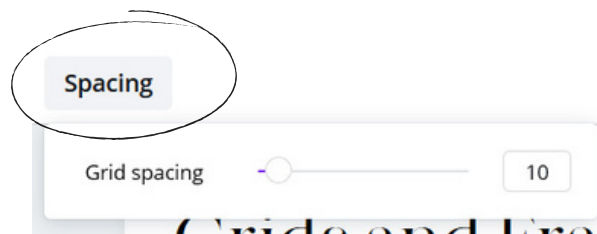
GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND

### 'FRAMES'



## *fast fact*

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

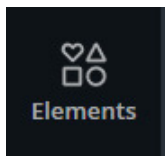


# EDITING BASICS

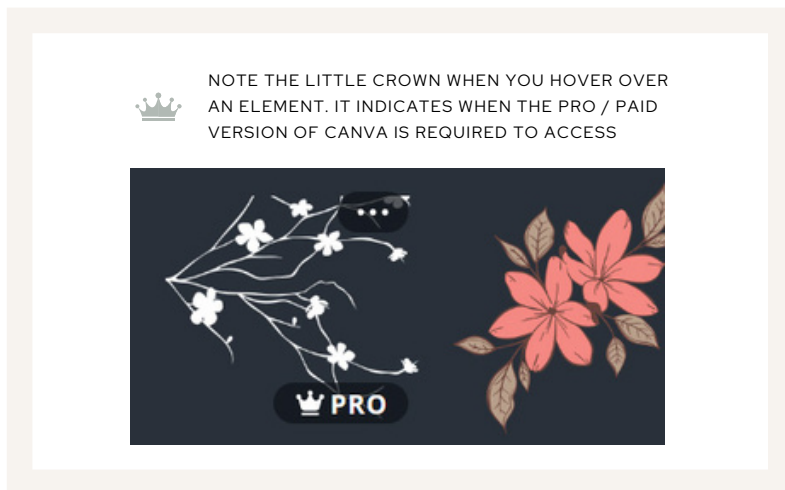
## EDITING BASICS

# ELEMENTS

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

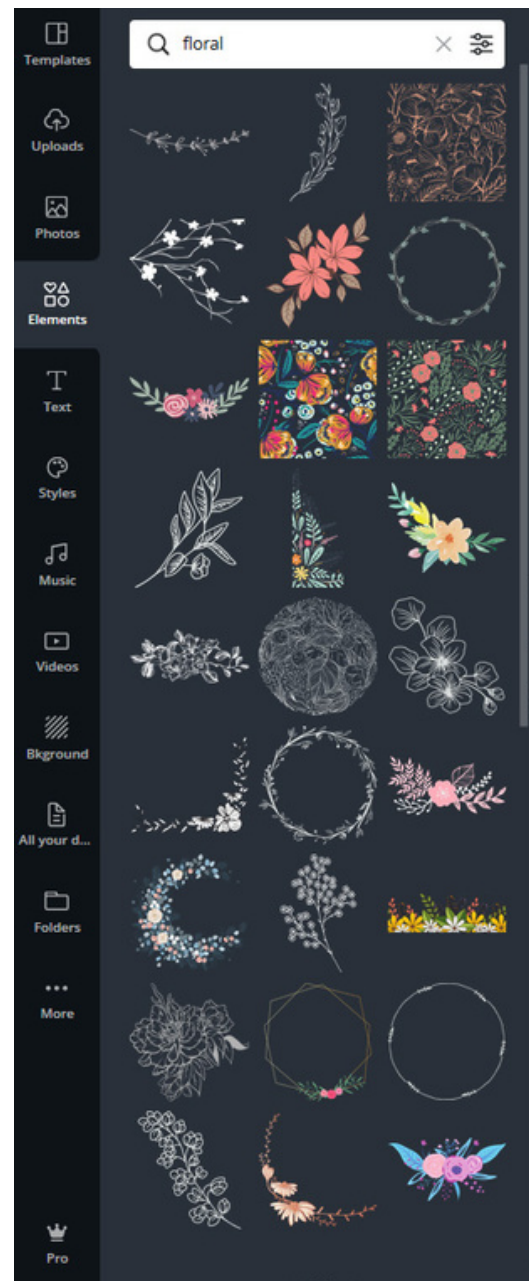


ELEMENTS CAN BE FOUND IN THE RIGHT HAND TOOLBAR. USE THE SEARCH BAR TO FIND ELEMENTS IN THE THEME YOU NEED.



## *fast fact*

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



# EDITING BASICS

## EDITING BASICS

# TRANSPARENCY

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

## How to adjust transparency

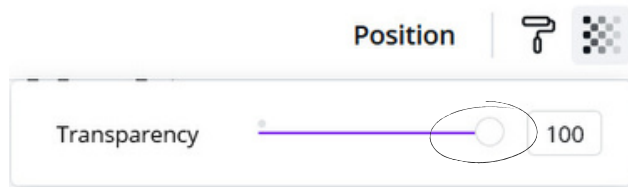
CLICK THE ITEM YOU WOULD LIKE TO UNLOCK.

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%

## *fast fact*

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

# EDITING BASICS

## EDITING BASICS

# LOCKING ELEMENTS

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LOCKING ELEMENTS IS A GREAT WAY TO KEEP 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.

## *fast fact*

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

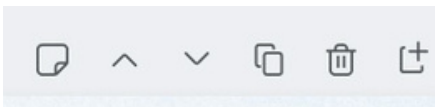
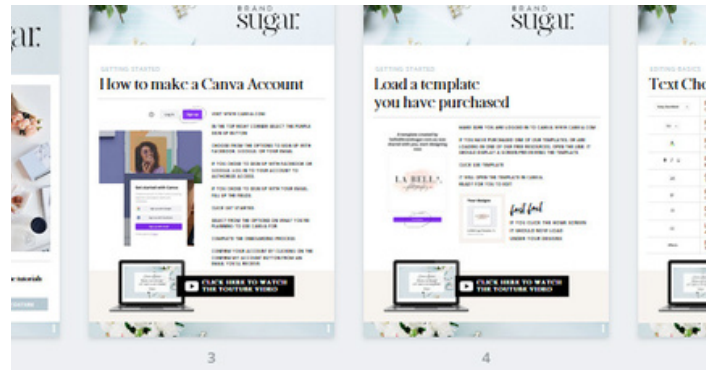
## EDITING BASICS

# CLONE AND ADD PAGES

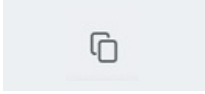


CANVA HAS THE AMAZING CAPABILITY TO ADD MULTIPLE PAGES. YOU CAN DO THIS FROM THE CLONE AND ADD PAGES MENU.

*fast fact*

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.

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

# EDITING BASICS

## 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.

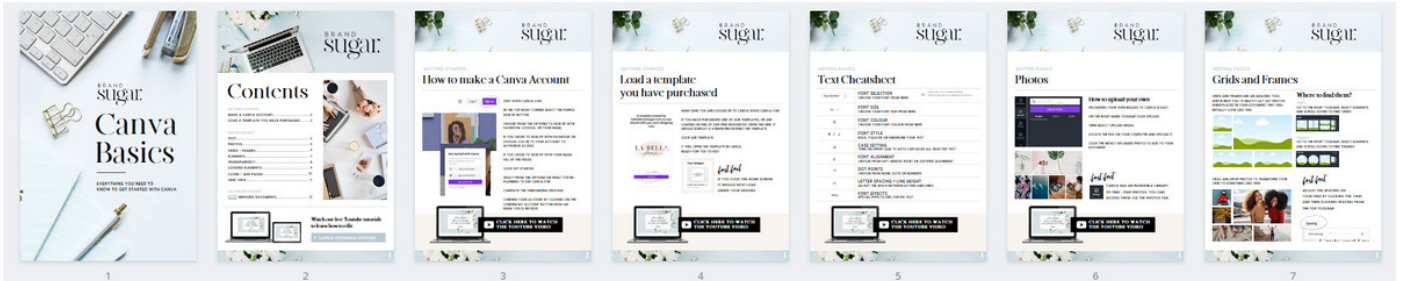


TO ACCESS GRID VIEW LOOK TO THE BOTTOM RIGHT CORNER OF THE SCREEN AND CLICK THE PAGE ICON.

*fast fact*

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

GRID VIEW APPEARS LIKE THIS:



# ADVANCED

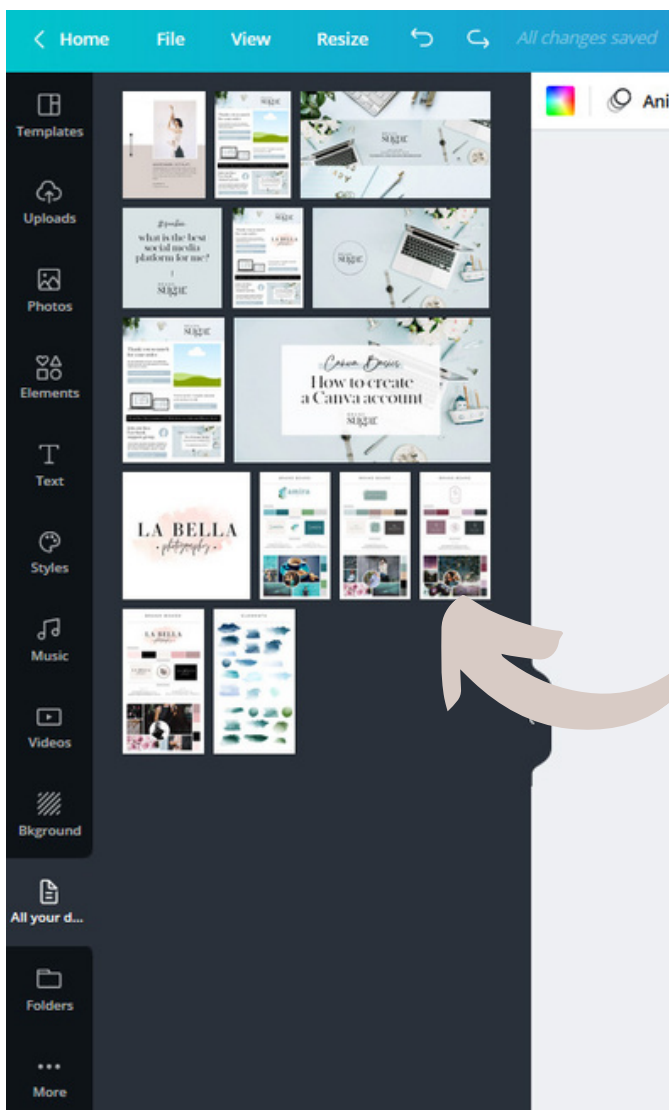
## ADVANCED EDITING

# MERGING TEMPLATES

PRO

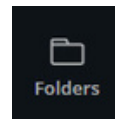


PLEASE NOTE THAT 'FOLDERS' WHICH ALLOWS YOU TO MERGE TWO TEMPLATES IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE

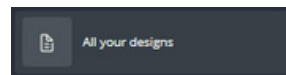


TO INSERT A DESIGN, FIRST ADD A NEW PAGE IN YOUR DOCUMENT.

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



THEN SELECT 'ALL YOUR DESIGNS' - 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.

## *fast fact*

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