

## ***How to use Canva guide - Starting with Templates***

Hello, I'm Jaona Brewster! I'm a high school student with an interest in design. I'll be showing you a guide to maneuver around Canva for a beginner's perspective and make your best designs.

Canva is a simple, easy design tool for beginners and experts alike. Its capabilities are endless for what you can design next. And it's browser-based – perfect for a Chromebook!

You can design gorgeous visual content for all kinds of projects using Canva - from business cards to logos to event flyers. For this guide, we're going to take a simple project - creating a party invitation - and walkthrough everything you need to know to make your own!

### **Step 1: Visit [Canva.com](https://www.canva.com)**

### **Step 2: Create a Canva Account**

You can register with Facebook, Google or your e-mail address; if using a Chromebook, your Google account can make logging in easy.

### **Step 3: Create a Design**

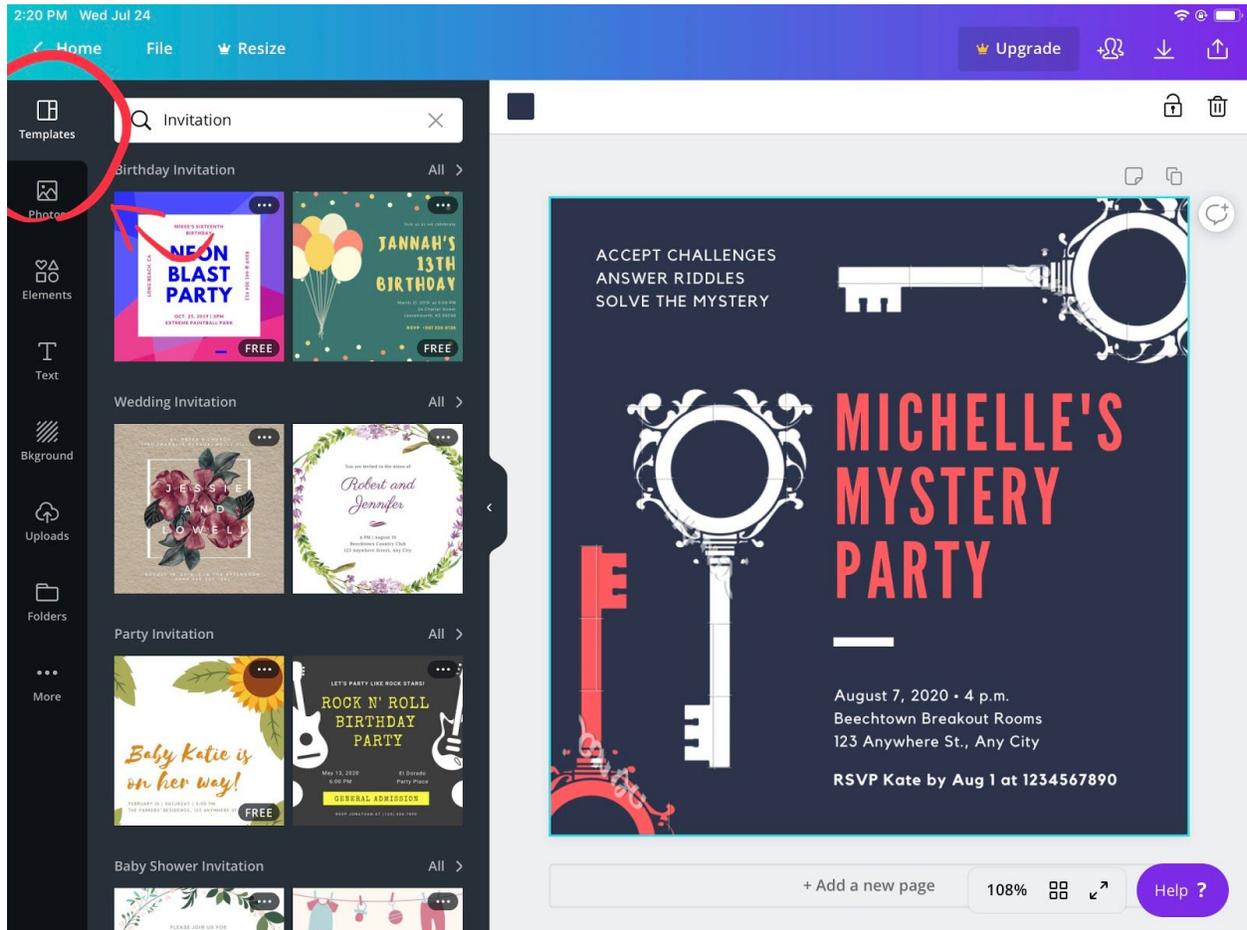
While creating a design, there are many different types to choose from. Under **Create a Design** choose pre-set dimensions you'd like to use for your project. To the right, you can select custom dimensions.

#### **1.) How to use a template.**

Canva's best aspect is it's template designs. They're fully customizable. Think of them as your shortcut, and in their variety, it's not hard to accommodate them to your needs.

*(Finding Templates)*

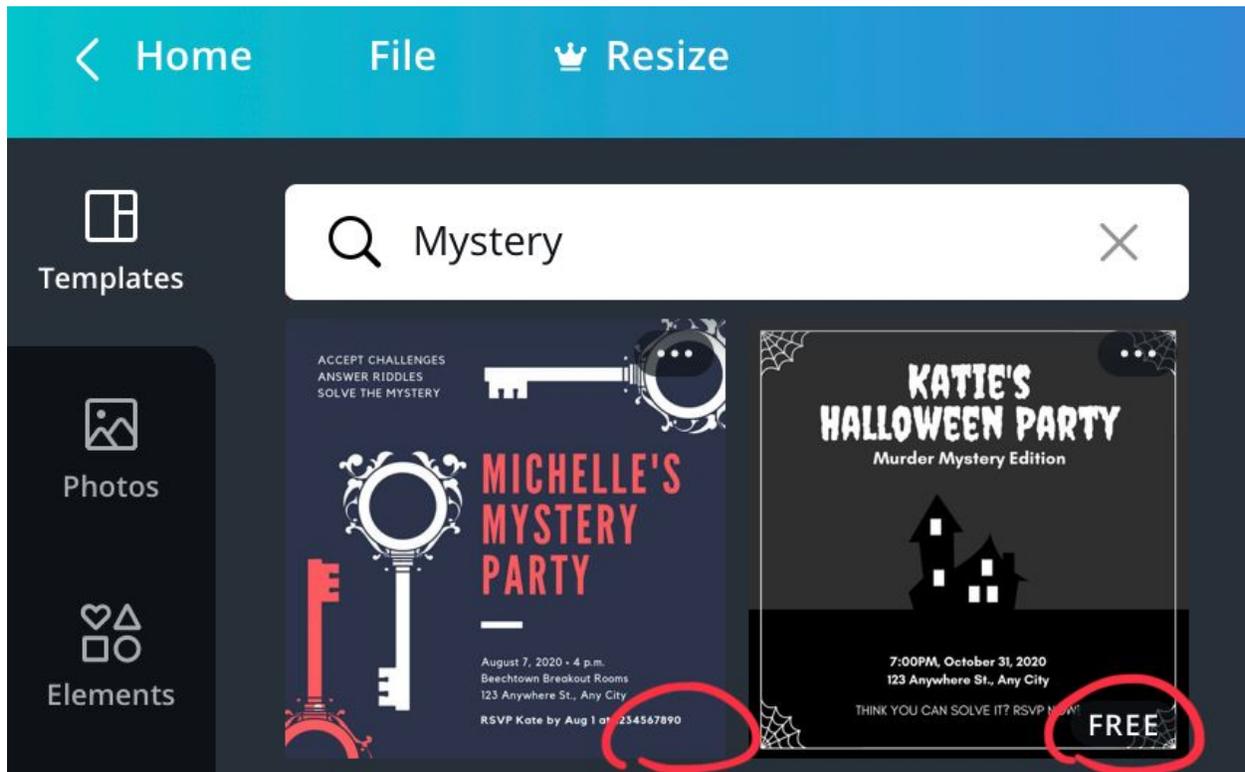
On the top left corner of the screen (under < Home), you'll find templates. Select the template you want.



If you choose another template, the old one is erased. Press ctrl+Z if you want to regain your previous template.

*(Free & Premium differences)*

If you hover over a template that doesn't say free, that means it includes a premium feature.



You can still use the template but you either have to buy or remove the premium aspect before downloading your design.

Templates

Mystery

Photos

Elements

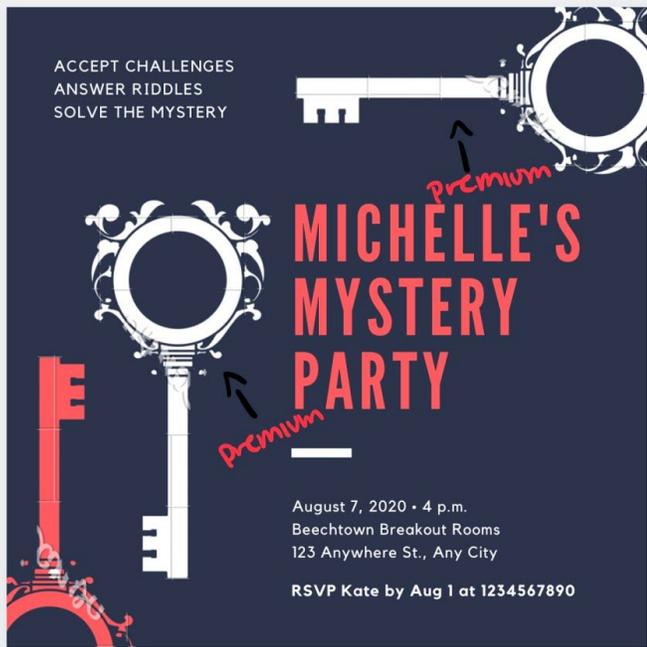
Text

Background

Uploads

Folders

More

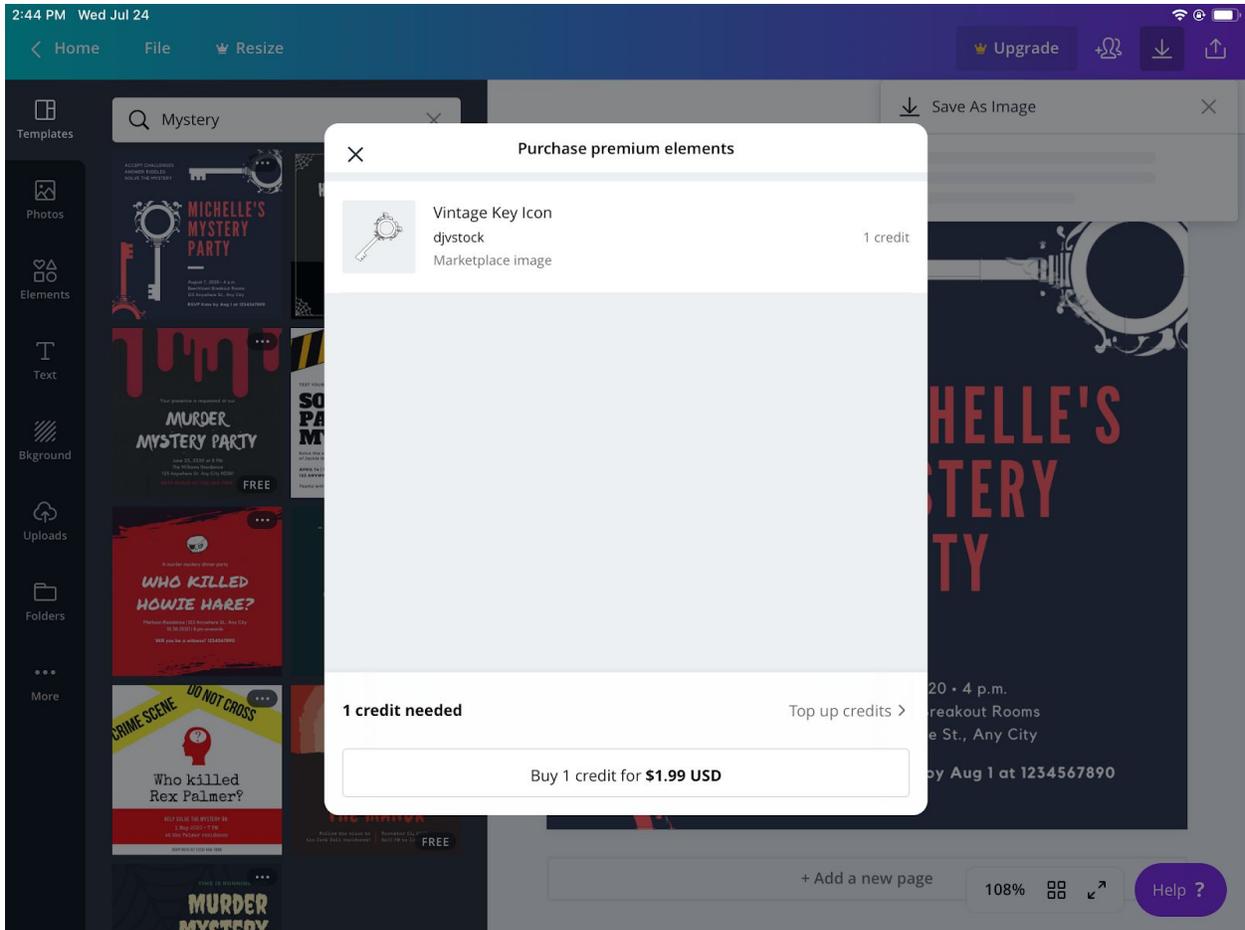


+ Add a new page

108%

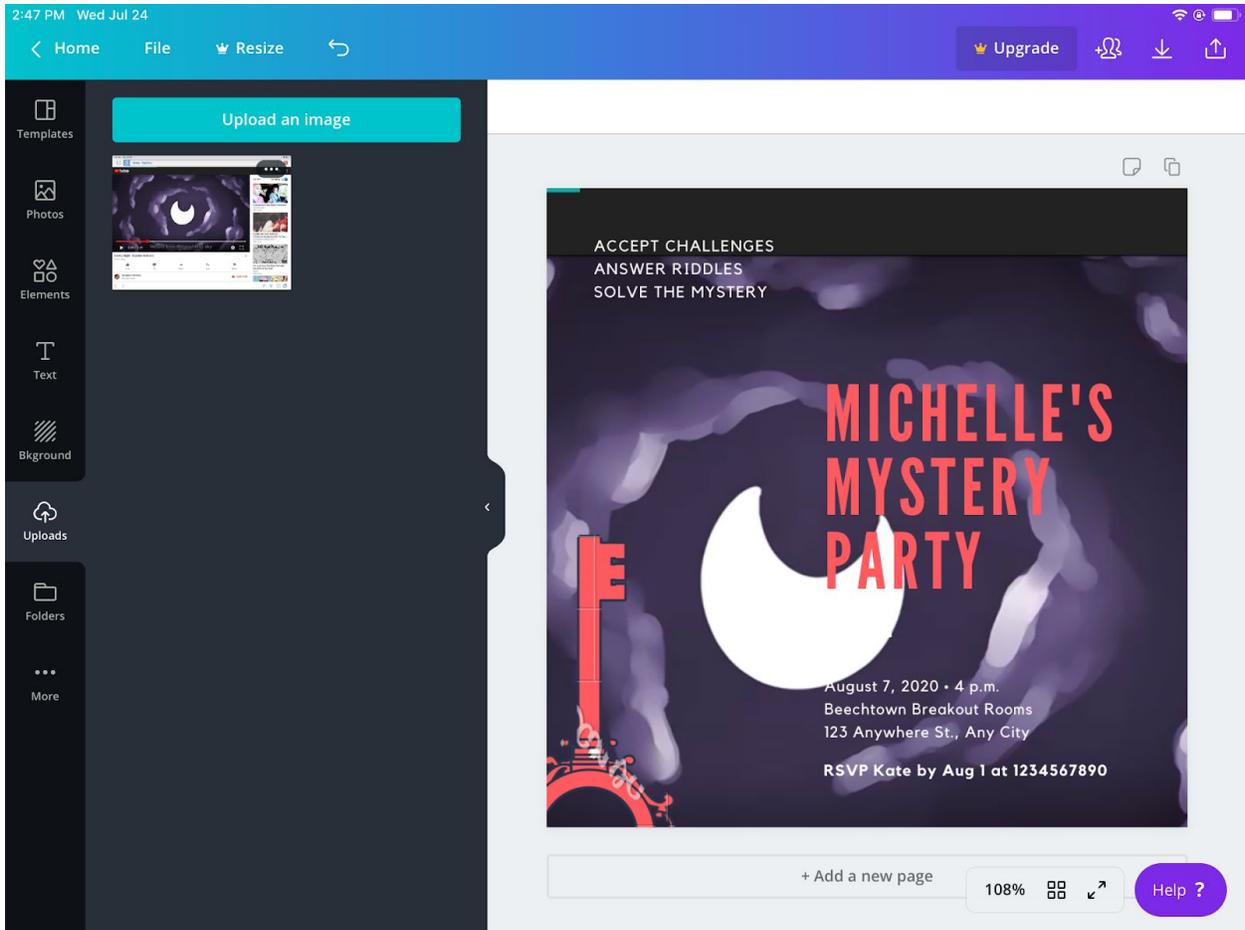


Help ?

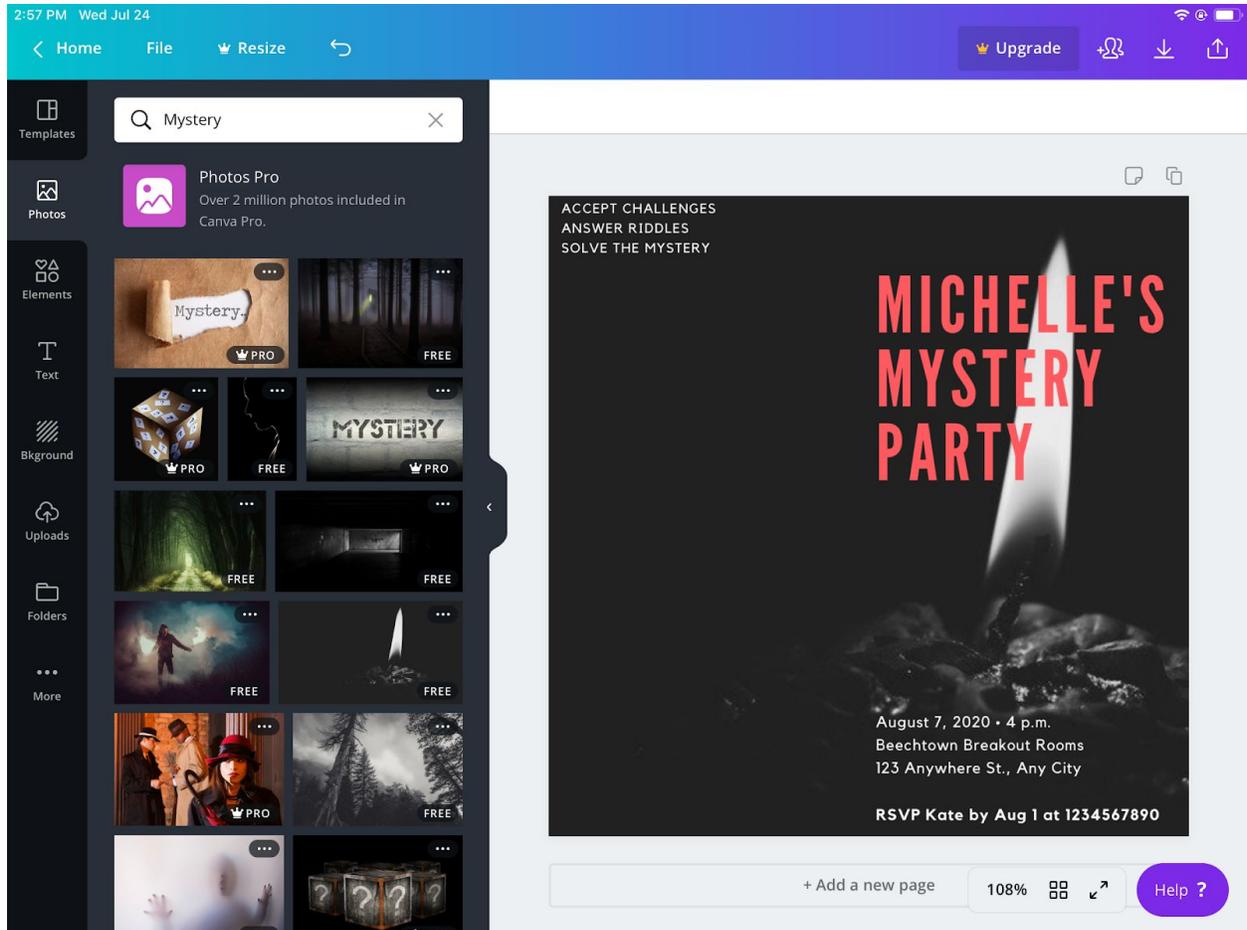


## 2.) How to add images.

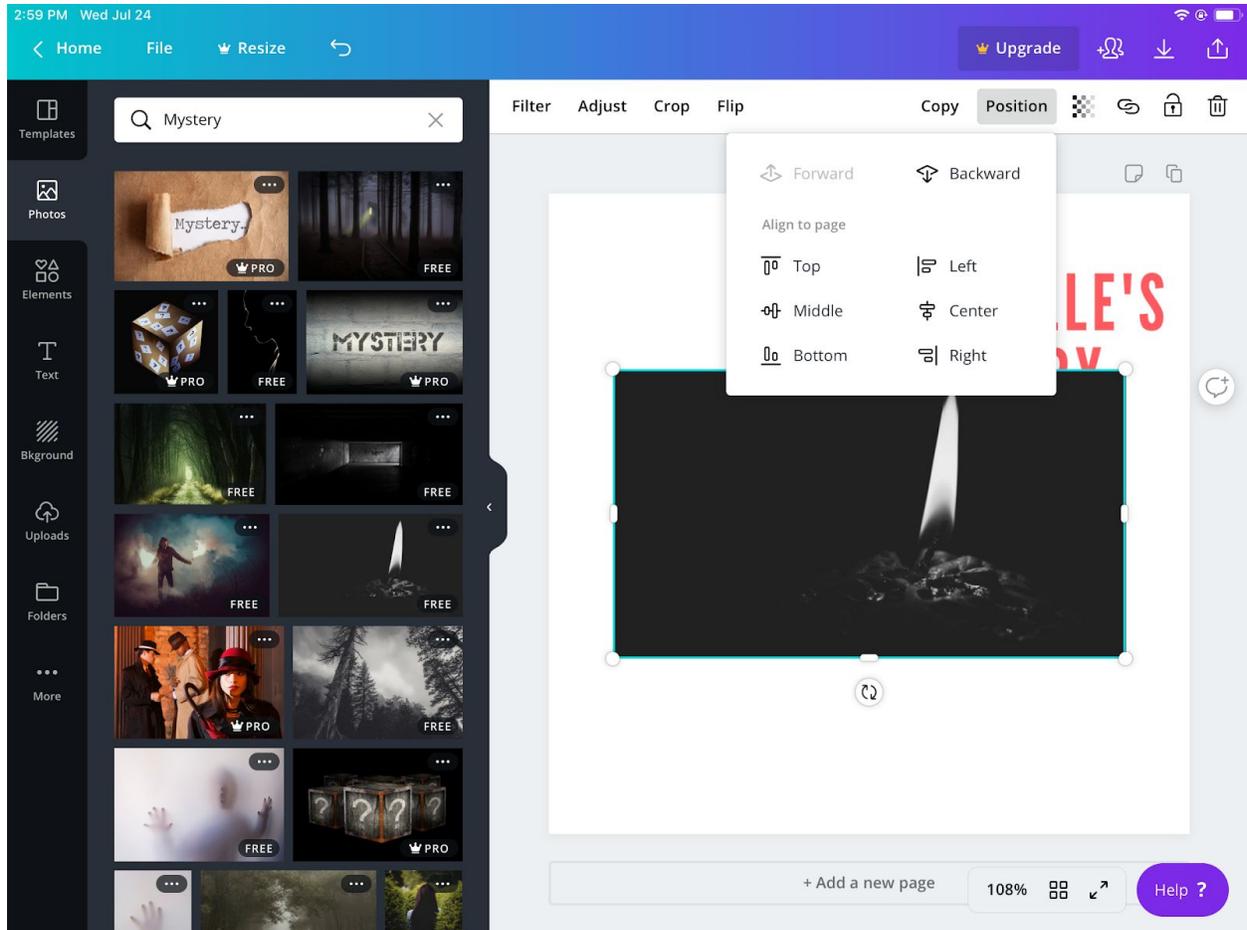
To select an image go to **Upload**. Here, you can upload any image that's saved on your device.



If you want to use pre-made images, head to **Photos**. Use the search bar to find what you're looking for.



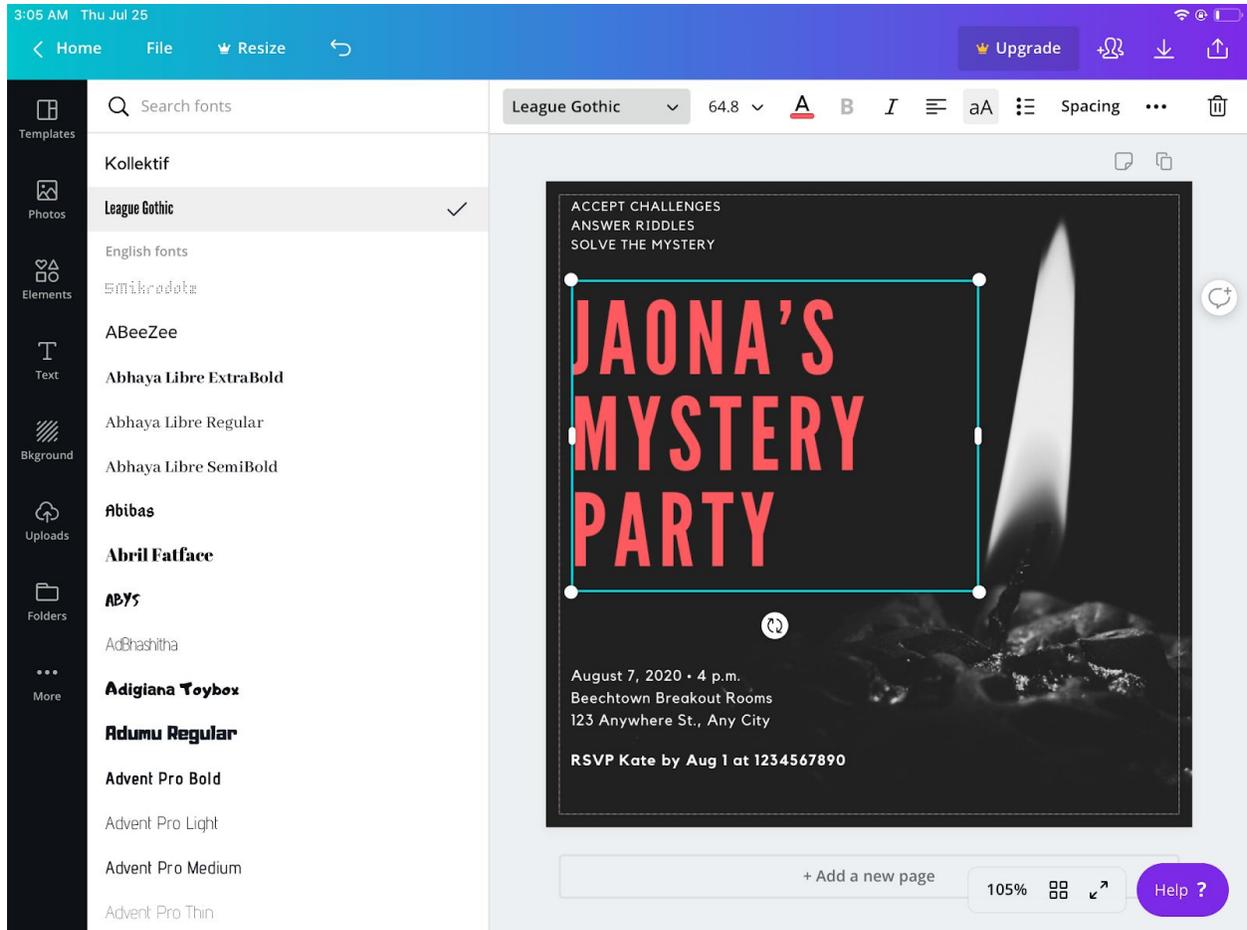
If the image you want does not fit the dimensions of your project you can **re-adjust** it. The pointers on the sides of the image expand, collapse, and reform your image. You can also change the position of your image.



To remove an image click it and press the backspace or use the trash can icon.

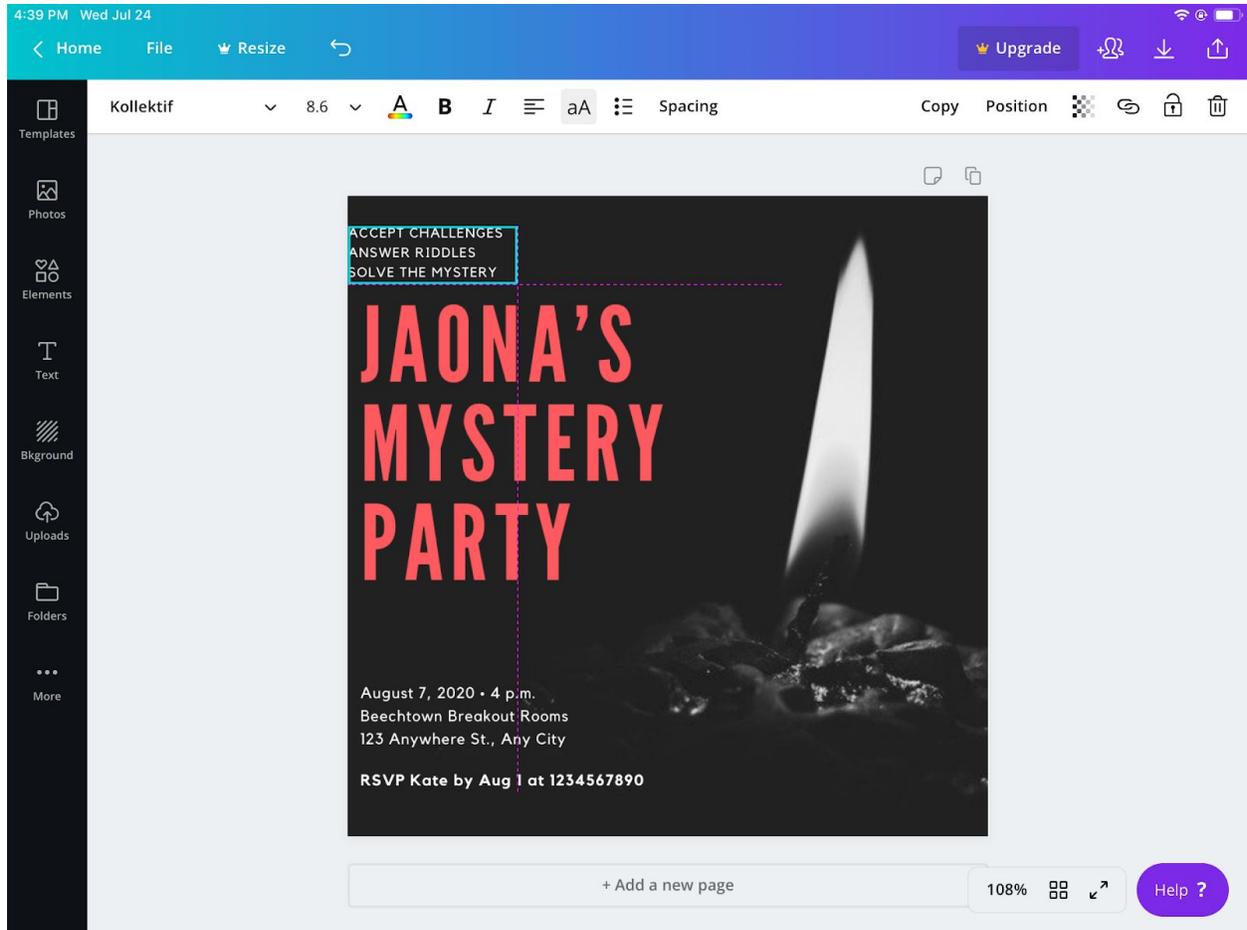
### 3.) Using text.

Click once to move text, and double click to change it. The size and font of your text are customizable.



## (Alignments)

When moving an image or text you will see purple bars for alignments. They make it easy to align your design.



#### Step 4: **Finished!**

After you finish your design, you're free to download it!

Here's the final result:

ACCEPT CHALLENGES  
ANSWER RIDDLES  
SOLVE THE MYSTERY

# JAONA'S MYSTERY PARTY

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August 7, 2020 • 4 p.m.  
Beechtown Breakout Rooms  
123 Anywhere St., Any City

RSVP Kate by Aug 1 at 1234567890

Beginner's Challenge:

Here's a 5 min. challenge to test the skills you've just learned in Canva!  
(This does not reflect all the features Canva has to offer)

[https://www.canva.com/design/DADgrtEO2rQ/q3OfMB0MhbYpXZvEm7\\_tKA/edit](https://www.canva.com/design/DADgrtEO2rQ/q3OfMB0MhbYpXZvEm7_tKA/edit)