

socially
simple.

Canva

a quick - start guide

New to Canva?

Because Canva is free to start and easy to work with, it's the go-to design tool for quick social posts, reels & covers.

If you've never used Canva before, it's simple.

Canva is an online design software. It not only allows you to make designs for your business, but it also offers thousands of layouts, images, design elements, etc... so you are never stuck with a blank page.

Go to [Canva.com](https://www.canva.com)

Create a new account - You don't have to upgrade to Canva Pro, although you are usually given the option to try the Pro version for Free for 30 days (so *why not?!*)

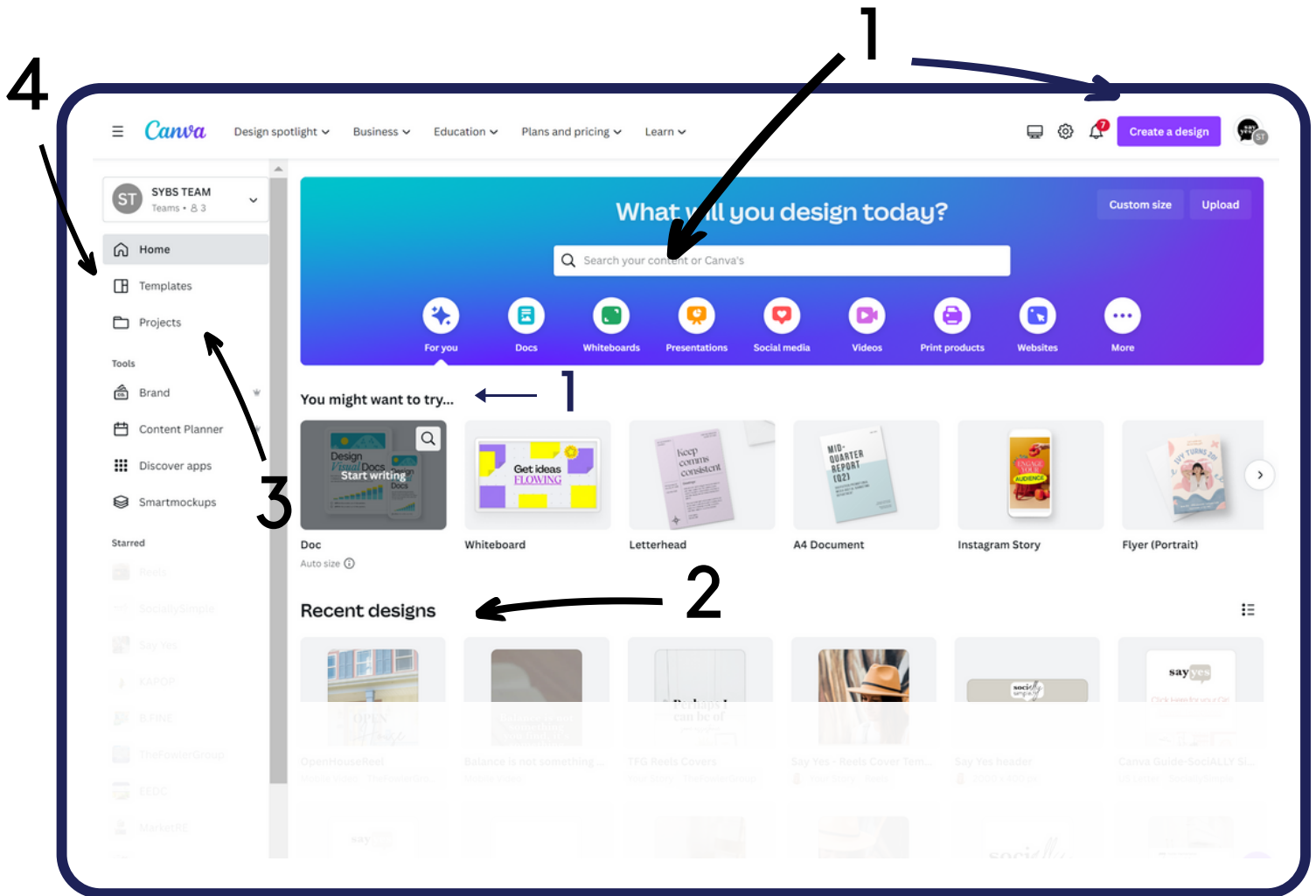
Confirm your account via email, and then you will be able to access your Canva Dashboard and start designing!

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CANVA dashboard

01



1 You can create a new design in two places.
1. At the top in the search bar 2. Right under "Recommended".

3 This is where your folders/projects live.

2 This is where you will see recent designs you have created in Canva.

4 Here is where you can find inspiration via Canva templates.

CANVA single design

02

3



1 Where you go to save your design, make a copy, show margins/print bleed or access the help menu.

2 Quickly resize any image with just a couple clicks of the mouse (Canva Pro feature)

3 Click here to rename your file. Right after you open your template so that you can easily find it and keep track of it.

4 You can share your design via email or link and allow others access to view/edit.

5 This is where you can download your design in a variety of file types. I will go into this more on a later section

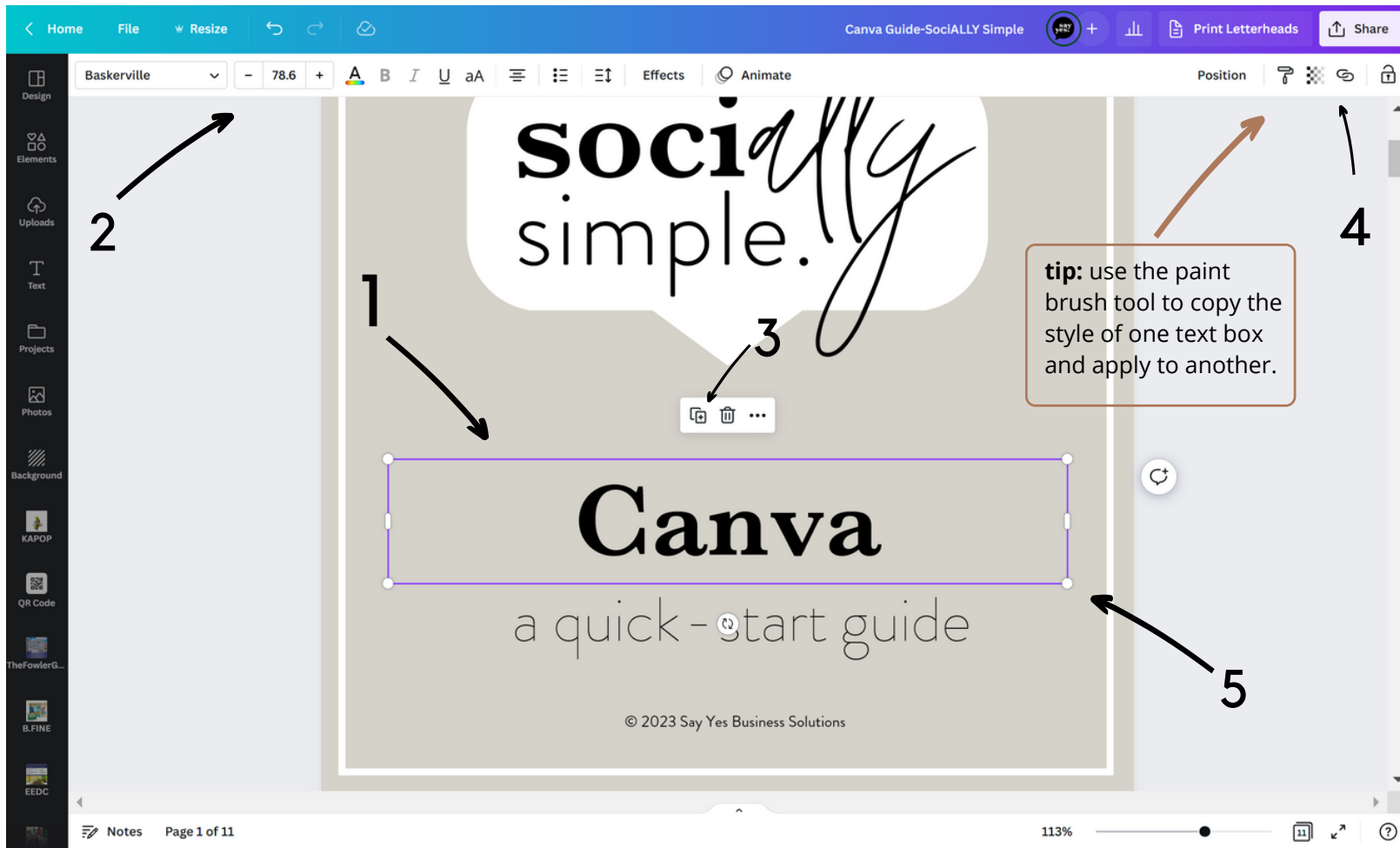
6 This panel will give you access to all the assets Canva offers. Here is where you add in personal elements to bring your designs up a notch!

7 Quick menu to duplicate, move page order around and delete entire pages of your design

8 Zoom in or order, expand to see all your pages all at once and easily reorder pages this way as well

TEXT edit & add

03



1 Before you can edit the text, you will need to select a text box. Then text editor will appear.

4 If you are creating a e-book or tutorial with external link you can add that here.

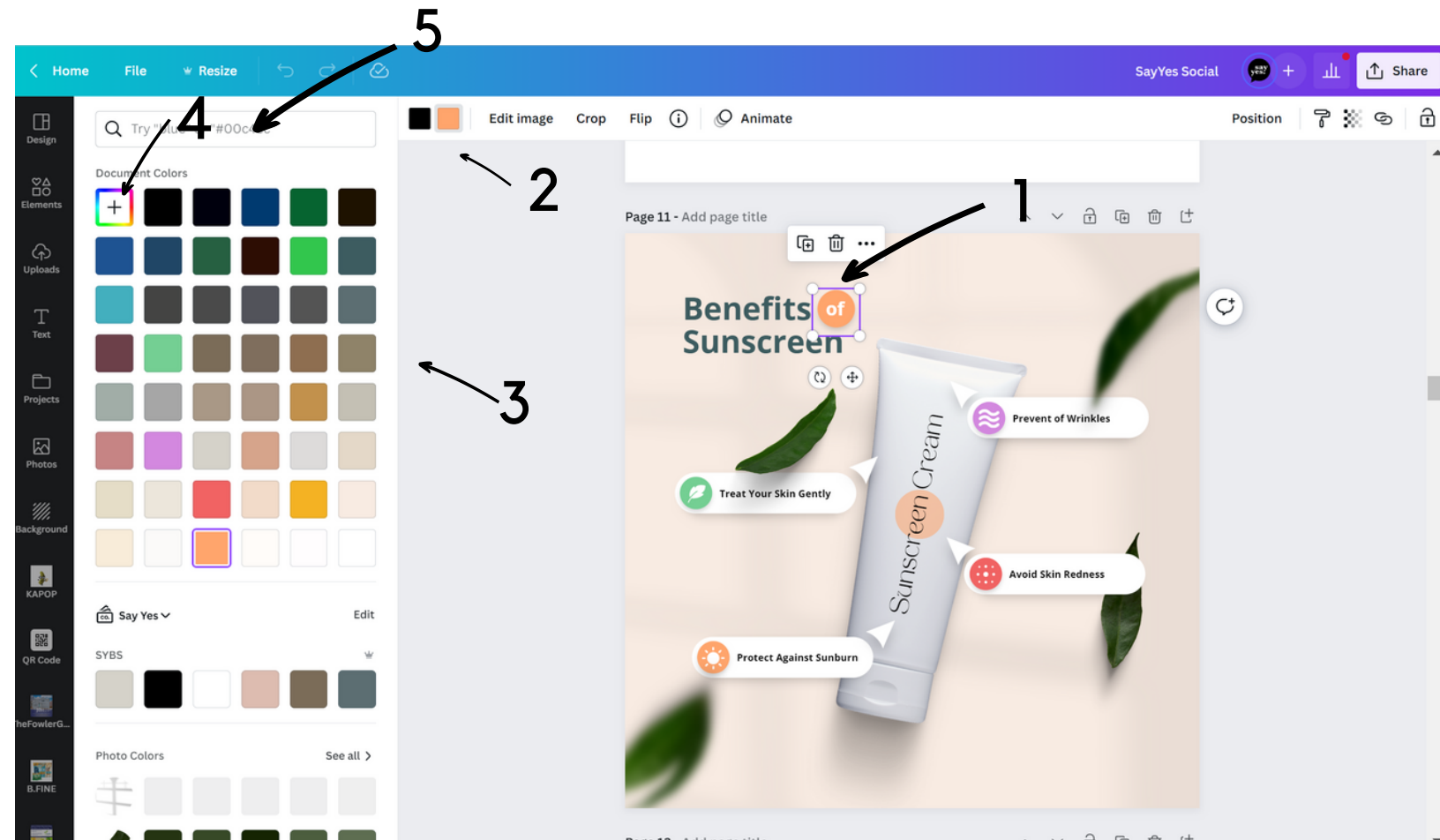
2 Text options: change fonts, text size, style, color, alignment, spacing, etc.

5 You can quickly change text size by using the corner of the text box and drag in our out to best fit your design.

3 You can easily duplicate a text box without having to start a fresh one.

COLOR change & add

04



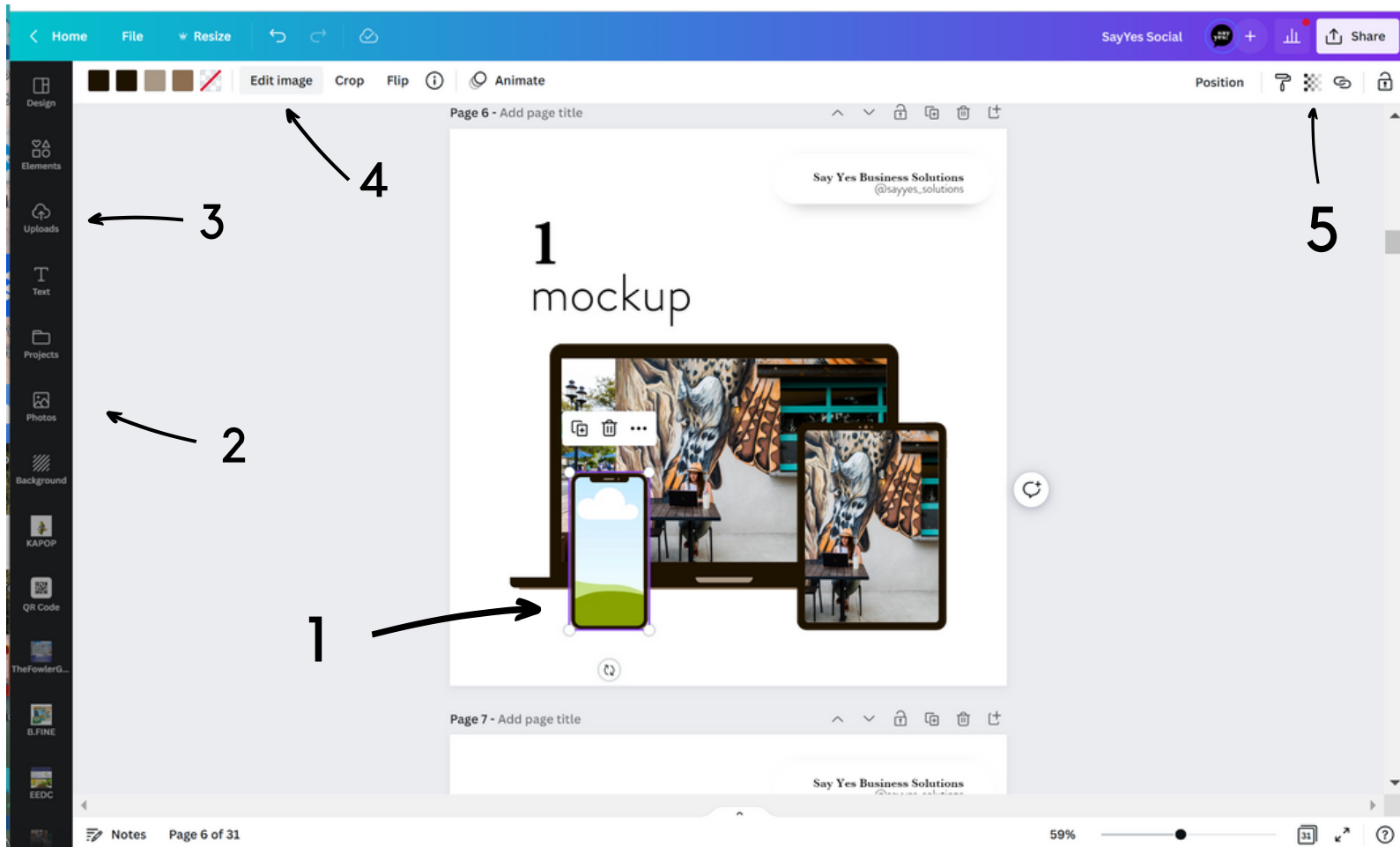
1 Select an object or element to change its color. The color swatch will now appear in your menu bar.

4 Select the "New Color" swatch to open up the color picker. You can enter a specific brand HEX color code or choose colors from the color wheel here.

2 The color swatch icon will display the current color of the object that is selected. Click on the swatch to open the color menu (left)

5 This is great if you're looking for color ideas. Type in words here to find color to match. i.e. green, grass, nature and Canva will generate ideas.

3 The first color swatches will show all colors currently used in your document. Just click on the swatch to change the color.



1 Select any image to be able to access the correct menu options. Simply drag a new photo into the frame of our templates.

4 This bar allows you to edit the photo once your photo has been selected. Apply a filter, adjust lighting, crop or flip the image, etc.

2 You will find all stock imagery available here in these libraries.

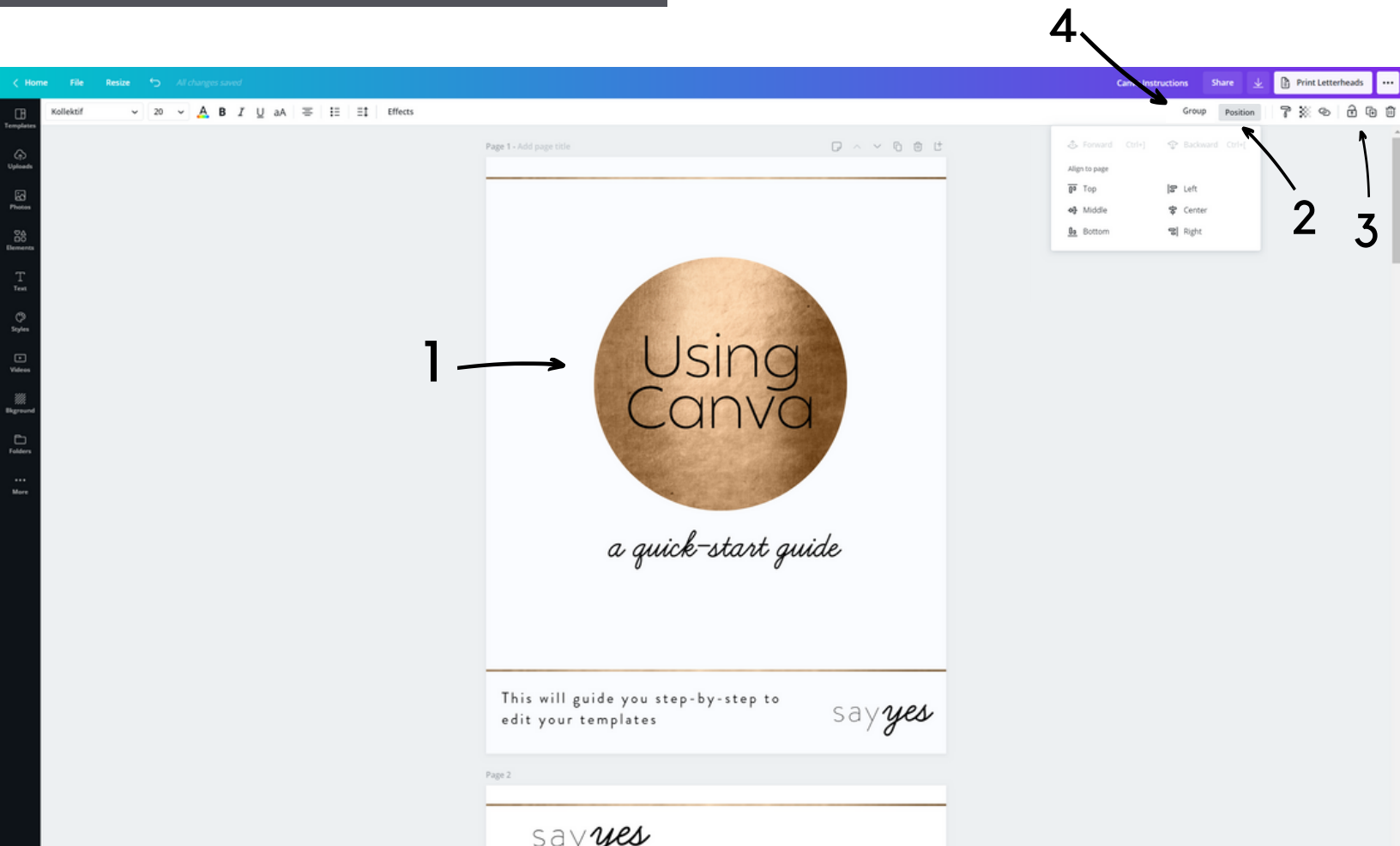
5 You can change the opacity of your image here as well as adding a link.

3 This is where you can upload your own photos, graphics, etc and use in your designs. Upload, then drag into the frame.

LAYERS

locking, grouping,
positioning

06



1 All the elements in your design are layered on top of one another. You cannot "see" the layers. For example, there is the text layer on top of the gold circle. When you add in an element, like a shape, it will automatically be placed in the top layer and would cover up what is there. You simply just select the item and hit the "background" option to move it layers down.

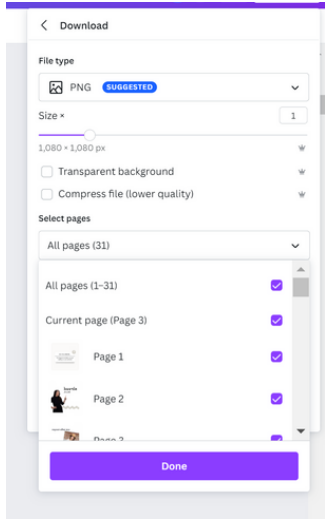
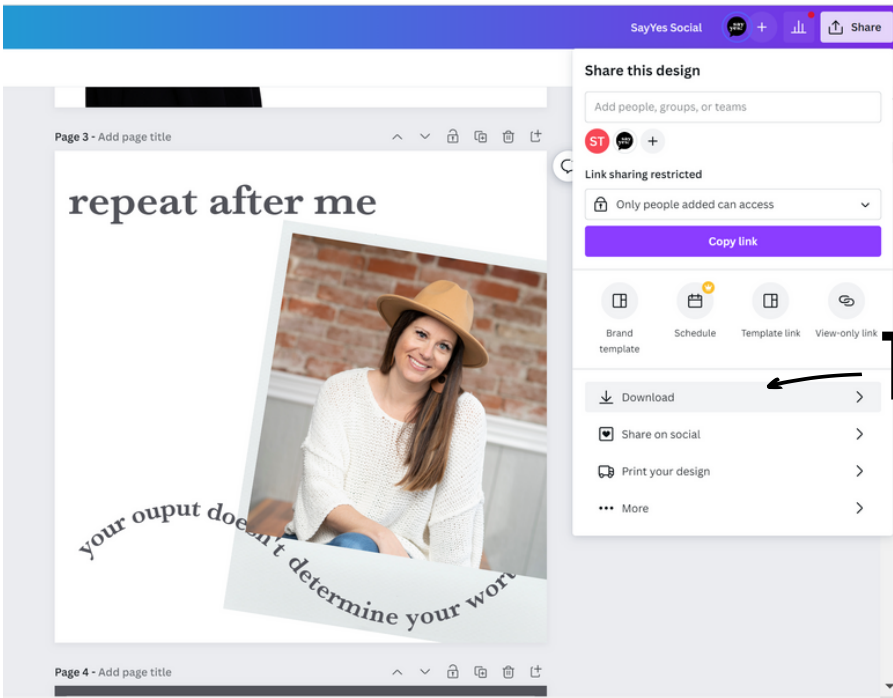
2 The position tool allows you to select an element and move it forward or backward. If you are trying to click on an item and it won't work, it could be layered behind something else.

3 We love this locking tool. Click on elements like backgrounds or frames, etc and hit this icon to "lock" them in place. That way you don't accidentally move them around while you are working in other parts of your document.

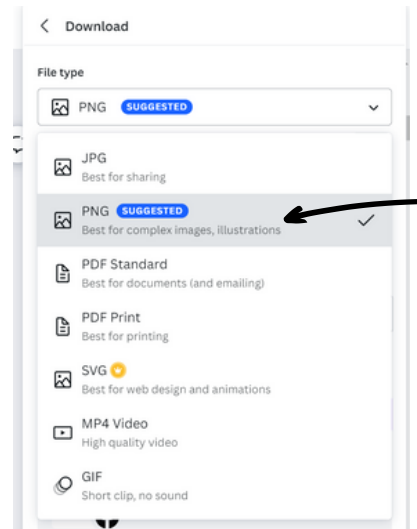
4 This grouping tool can come in very handy. Once you select several elements the group option will appear. You will be able to move and re-size those elements all together as if they were the same element. *To select multiple elements hold down the SHIFT button while you select with your mouse.*

EXPORTING your designs

07



2



3

1 To download your design, select share then then down to download.

2 Canva will automatically assume you want to download all pages in your design. You can use the drop-down menu to select only certain pages instead.

3 Select the file type you need based on the type of design you have created.