Canva Quick Guide

superhighways
harnessing **technology** for **community** benefit

> ## Here's all the things (plus more) you can do with Canva

- Banner Design
- Book Cover Design
- Branding & Corporate Identity
- Color Theory
- Creativity & Psychology
- Design Elements & Principles
- Design Inspiration
- Design Interviews
- Design Layout
- Design Resources
- Design Trends
- Email Design
- Flyer Design
- Fonts
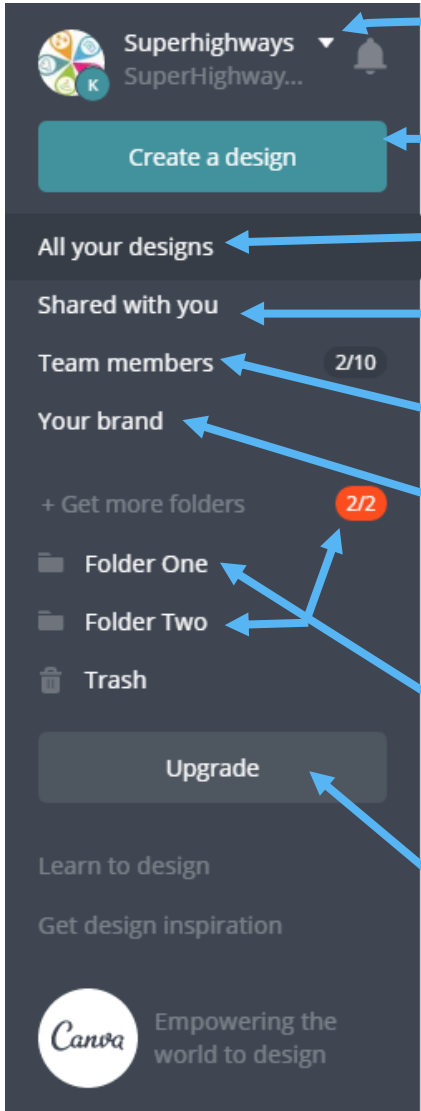- Infographic Design
- Presentation Design
- Social Media Marketing
- Typography

Home Screen: Side Bar Menu

Superhighways
SuperHighway...

Create a design

All your designs

Shared with you

Team members 2/10

Your brand

+ Get more folders 2/2

📁 Folder One

📁 Folder Two

🗑 Trash

Upgrade

Learn to design

Get design inspiration

Canva Empowering the world to design

Edit your account settings, personal profile or sign out

Click here to create your designs

This is where you view all your saved designs

View all the designs that are shared with you, by your team or other people

This shows you how many team members are linked to your account, you can have up to 10 team members with a free account

Choose your brand colours to select them quickly in your designs, pick your default fonts & create and edit templates.

You can create 2 folders for a free account that can contain any of your designs.

Like and comment on any design.

Apply for the non-profit free upgrade to Canva for Work to enable enhanced features including multiple folders.
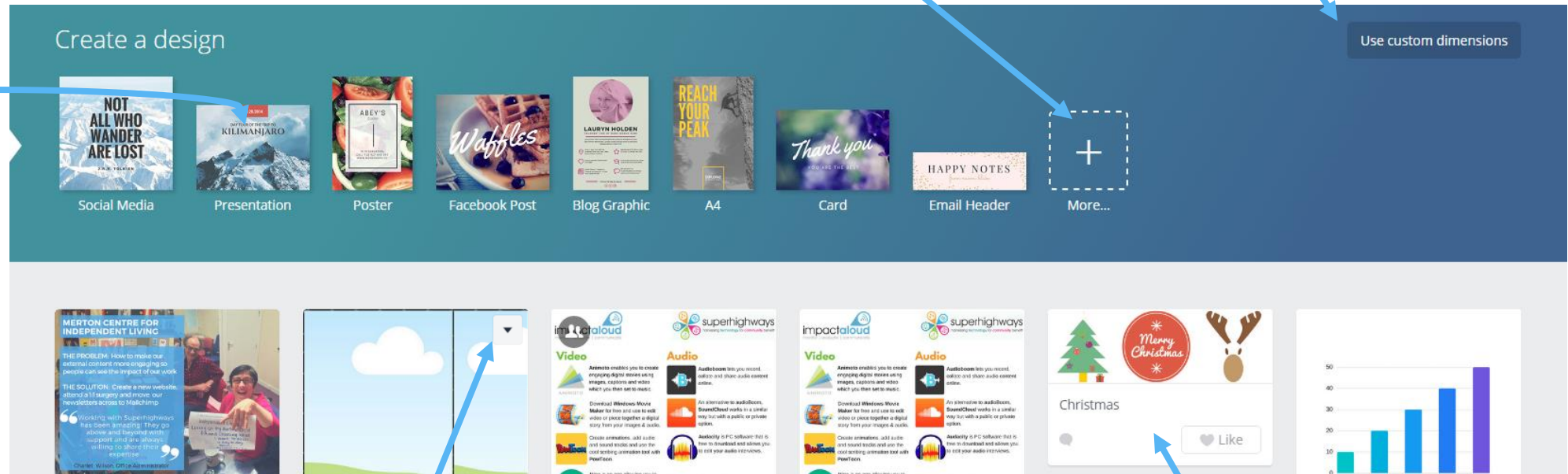
Like and Comment

💙 Like
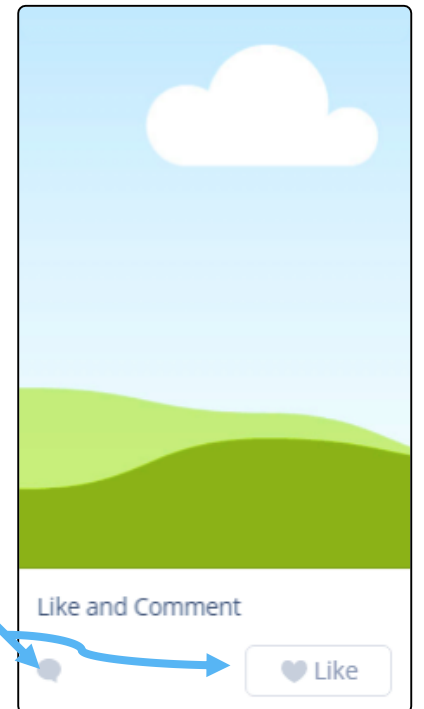
Choosing Your New Design Type

Choose custom dimensions if you know the size of page you want e.g. A4 – you can choose by pixels, mm and inches.

There are lots of pre-set sizes to choose from.
If you're just looking for a reasonable size to create your design, as you'll be downloading it for use in report documents or on a webpage, just do what we do and use the Presentation template.
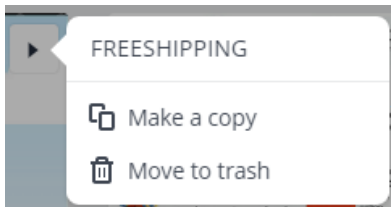
Create a design

Social Media | Presentation | Poster | Facebook Post | Blog Graphic | A4 | Card | Email Header | More...

Use custom dimensions

Want to make changes but keep the original design? Copy your design by clicking on the drop down tab at the top of your saved design. You can also delete your practice designs easily.

Each individual design appears on your home screen.

FREESHIPPING
Make a copy
Move to trash

Canva Design Toolbox

Search by keyword.

Create a grid of images with easy re-sizing & manipulation. You can also change the spacing between the grids.

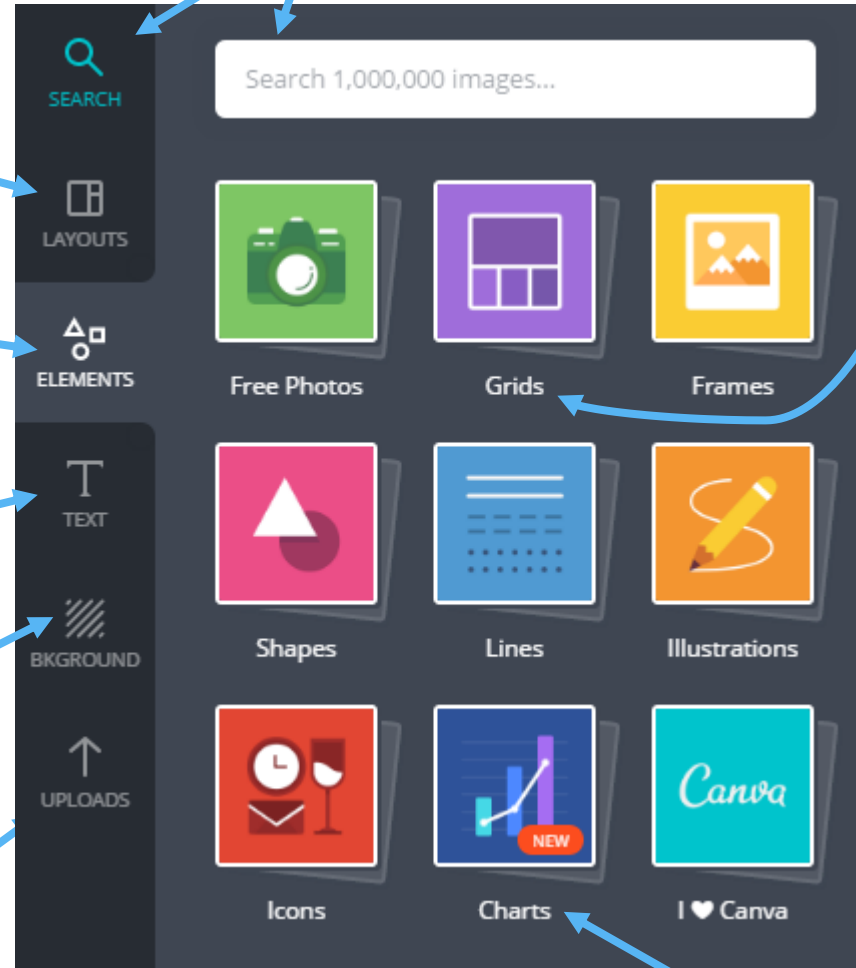If you don't want to start from scratch, click and drag your choice of layout onto your design

Quickly choose free photos, grids and more by clicking on any element

Click on the Text icon and click/drag your size of text across to your design. You can change the colour, font type and size of text. Change the default font and size in 'Your brand' (on your home-screen) if you regularly use the same ones.

Choose a background - click on a pre-set colour or choose one of your own. Apply filters to create special effects

Upload your own photos or images here. Make sure you have permission.

SEARCH

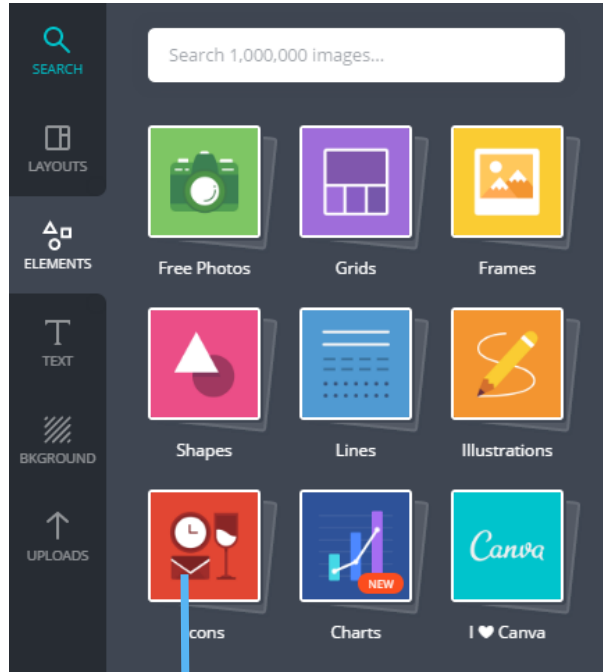Search 1,000,000 images...

LAYOUTS

ELEMENTS

TEXT

BKGROUND

UPLOADS

Free Photos

Grids

Frames

Shapes

Lines

Illustrations

Icons

Charts

I ❤ Canva

Charts

NEW

EDIT

EDIT

EDIT

EDIT
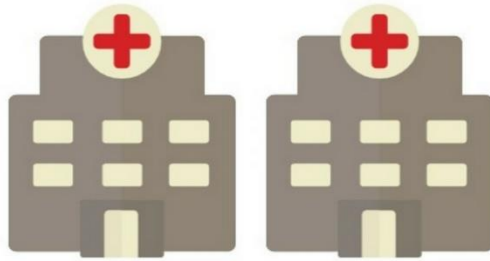
EDIT

EDIT

EDIT

EDIT

EDIT

EDIT

EDIT

EDIT

The charts element is a new feature of Canva – you can now edit data!
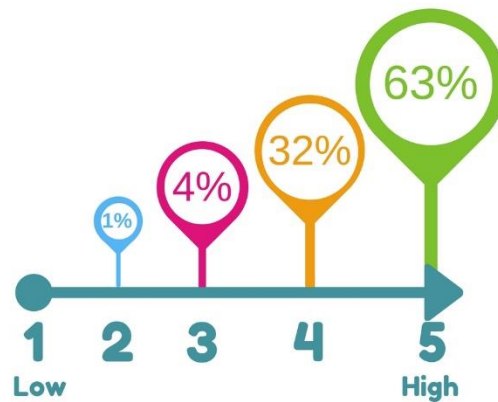
Canva Design Toolbox: Icons

Icons are a useful tool to create simple infographics to demonstrate your impact – these are a few examples
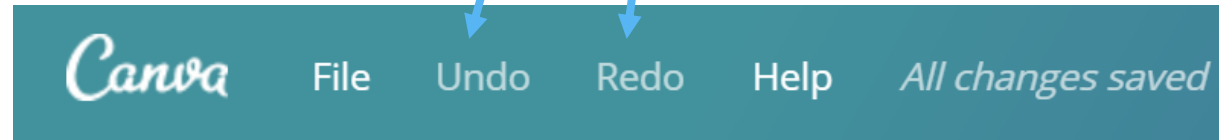
2 pioneer sites

Parkway & Fieldway GP Surgeries

1% 4% 32% 63%

1 2 3 4 5

Low High

39 groups now show their impact with audio or video

122 trainees attended

Design: Top Bar Menu

If you have made a mistake or want to return or forward to a previous layout on the page you can undo or redo, using these buttons

Canva   File   Undo   Redo   Help   *All changes saved*

If you don't like the size of your current Canva design you can change it using "change dimensions"

Card
14.8cm × 10.5cm

Change dimensions...

Magic resize...

Your design will auto-save regularly but if you need to close your design make sure you save here.

Save   Last saved a few seconds ago

Created your design for Twitter and now need to re-size to a Facebook post? Use magic resize to change the size of your canvas. This is only available with the free non-profit upgrade.

Make a copy

If you want to duplicate a design you can make a copy

Design: Basic Editing

You duplicate any object or delete using these buttons

Helvetica   83.1   **B** *I* ≡ AA ☰   Text Spacing   Copy   Arrange   🔗   🗑
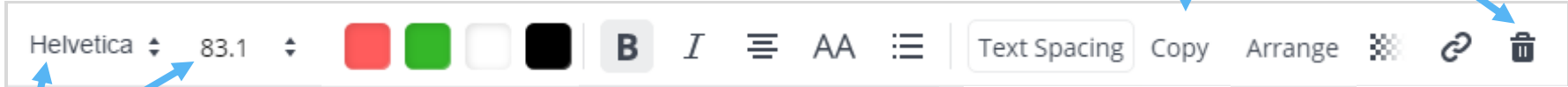
Click, scroll or type in the format boxes to change the font type or size of any text.

Letter spacing ——●———— 0

Line height ———●——— 1.4

SAMPLE

SAMPLE

SAMPLE

You can change the spacing and height of any text, just by adjusting the bars, this can help in squeezing text on a page.

Click and drag the dots to change the size of any text or object, you can also rotate the text or object it if the arrow appears

Add a link by highlighting any part of a text then add a URL or other link in the box shown. Once that is done you can use this link by clicking the text you selected.

🔗

🔗 Start typing or paste a URL   Apply

You can link to external websites
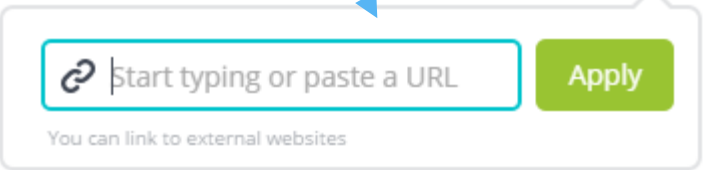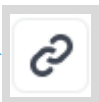
Note: Each part of your design e.g. text, has its own toolbar with many editing options. Click on any element e.g. text and its toolbar will be at the top of the screen.

Arrange

⬙ Forward Ctrl]

⬙ Back   Ctrl [
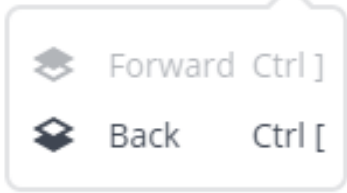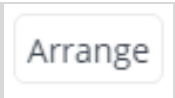
You can send any object or text in front or behind of another.

Design: Colours

Helvetica   83.1   **B** *I* ≡ AA ☰   Text Spacing   Copy   Arrange   🔗 🗑

DOCUMENT COLORS

\+

\+ Add another palette

PRIMARY

DEFAULT PALETTE

color code #   d9d9d9

If you choose a colour palette in 'Your brand' it will show here as your Primary colour scheme. You can also add additional palettes.

Top tip: To choose two colours that work really well together, with the best possible contrast, select a colour you want on the colour wheel & then choose the colour that sits exactly diagonally across from it.

Click on a pre-set colour to choose it or click on the plus sign to choose your own.

Choose or add the hex code of your organisation's branding if you know it.

Don't forget to make a note or copy this code for use later with other shapes or designs.

Design: Adding & Rearranging Pages

Superhighways can help you to:

Monitor your work - get the data that counts & capture your stories on the move

Evaluate your impact - deliver more efficient and effective services to your beneficiaries

Communicate your achievements - celebrate your success to engage more supporters and fund your future

LEARN ABOUT:
ONLINE SURVEYS - DATABASES - SPREAD SHEETS - AUDIO RECORDING - CREATING SHORT VIDEOS - SOCIAL MEDIA FOR IMPACT - STORYTELLING - PRESENTATIONS - ANNUAL REPORTS - AND MORE!

Free email support, face to face surgeries and free and low cost training available for groups in the following boroughs: Bromley, Croydon, Kingston, Lambeth, Lewisham, Merton, Richmond, Southwark, Sutton, Wandsworth

MORE INFORMATION : email impactaloud@superhighways.org.uk

+ Add a new page

+ Add a new page

You can rearrange each page by dragging it up od down or using the up/down buttons shown here.

Duplicate your page design or delete the page entirely

You can add a blank page at the bottom of your design

You can zoom in and out using this button, or deliver your presentation directly to your audience using the slide show mode
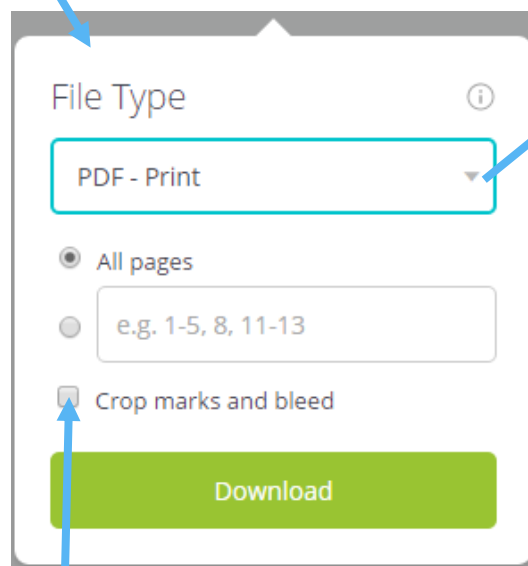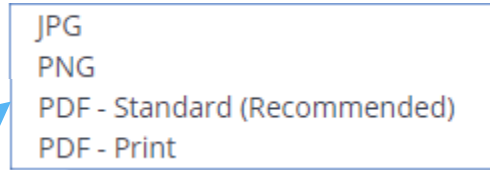
79%

Sharing & Downloading

Show team
Make public
Publish as template

Save changes

Click to edit the title of your design

Test Canva   Share   Download   ○ Show team

Share this design

People   Link NEW   Embed

K Superhighways team
   All members   Not shared ▼

   Superhighways   Owner ▼
   Name@EmailProvider.uk

Invite people to view or edit this design

Type one or more email addresses   Can edit ▼

Done   🐦 Tweet   f Post
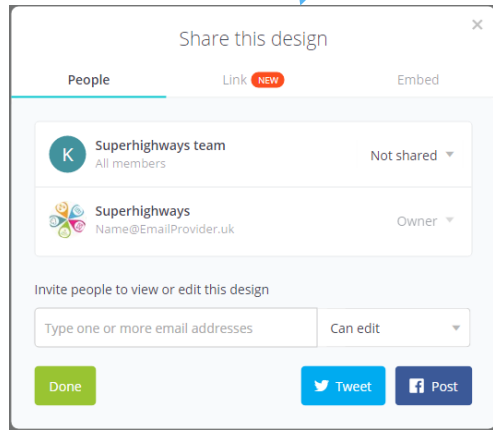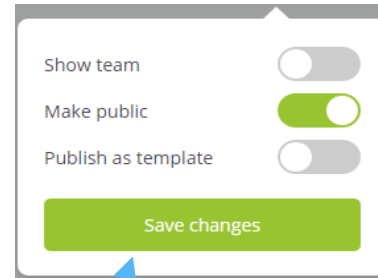
Share your Canva design with people like your team or send a link that people can view or edit. You can also embed the design onto your website, share it as a link or post straight to Facebook or Twitter
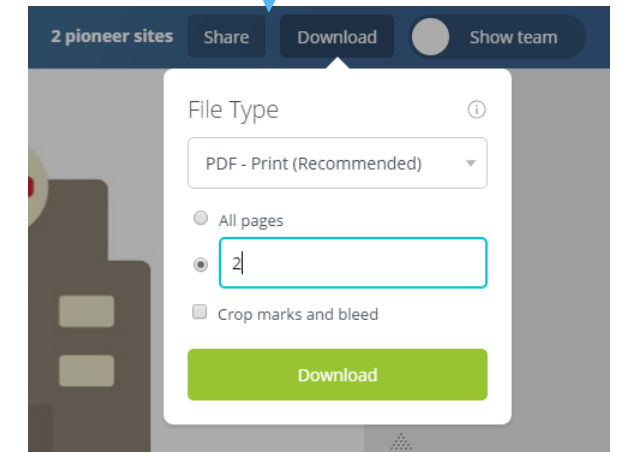
File Type   ⓘ

PDF - Print   ▼

● All pages

○ e.g. 1-5, 8, 11-13

☐ Crop marks and bleed

Download

JPG
PNG
PDF - Standard (Recommended)
PDF - Print

Top tip 1: Download as an image to insert in your documents - the image quality is fine for print up to A4 – it's better to use a large design template and then shrink your image than creating a small design and trying to expand it in your document

Use crop marks and bleed in "PDF – Print" to send your designs to commercial printers – ensures your design colours go all the way to the edge of the page

Top tip 2: If your design has multiple pages you can choose to download a specific page.

Please be aware that when you download All Pages they will be in a zip folder, which you will need to open to extract them to a new folder on your computer.

2 pioneer sites   Share   Download   ○ Show team

File Type   ⓘ

PDF - Print (Recommended)   ▼

○ All pages

● 2

☐ Crop marks and bleed

Download

© Superhighways

10

Canva

FREE FOREVER

Our simple drag and drop editor

[Your current plan]

Canva for Work

$ **12** .95 /month

Collaborate, design and edit with your team

[Free 30 day upgrade]

Canva Enterprise

COMING SOON

Teams with more than 50 members

[Contact us]

Your favourite features from the Canva application include:	Canva for Work includes everything in Canva, plus:	Canva Enterprise includes everything in Canva for Work, plus:
✓ Two folders to organize designs	✓ Unlimited folders for your designs	✓ Enforce brand standards
✓ Up to 10 team members for free	✓ Invite up to 50 team members	✓ Approval workflow
✓ 1GB storage for photos and assets	✓ Unlimited storage for photos and assets	✓ Team administrative controls
✓ Access to over 8,000 templates	✓ Access to over 8,000 templates	✓ Advanced analytics
✓ Upload your own images	✓ Upload your own images	✓ Single sign on
✓ Access millions of photos for $1 each	✓ Access millions of photos for $1 each	✓ Dedicated account manager
Magically resize your designs	✓ Magically resize your designs	✓ 99.9% uptime SLA
Upload custom fonts for your brand	✓ Upload custom fonts for your brand	
Set color palettes for your brand	✓ Set color palettes for your brand	
Save templates for you and your team	✓ Save templates for you and your team	
Organize your photos with folders	✓ Organize your photos with folders	
Easily find your designs with search	✓ Easily find your designs with search	
Priority support	✓ Priority support	

Apply for a non-profit upgrade here

https://support.canva.com/account-basics/nonprofit-program/apply-for-nonprofit/

Let's make a difference together

Get your FREE not-for-profit organization subscription to Canva for Work

Advantages of Canva for Work

Easily export designs with **transparent backgrounds** with Canva for Work, plus all of these great features:

Team brand kits
Save your brand's colors, logos and fonts, so that they're always on hand.

Magically resize
Resize your designs for every design type, from Facebook posts to flyers.

Layout Creators
Create branded templates you and your team can easily edit and share.

Design and photo folders
Organise your designs and photos and share them with your team.