

# Instructions: Canva.com

Here are our step-by-step instructions for Canva.com:

- **Step 1: Create an account**
- **Step 2: Choose your design type**
- **Step 3: Choose your design style/format**
- **Step 4: Change the size on your screen**
- **Step 5: Change your title**
- **Steps 6-8: Deleting and editing in your design**
- **Step 9: Add writing**
- **Step 10: Changing the background colour**
- **Steps 11: Creative *Elements* menu**
- **Step 12: Uploading photos from the internet**
- **Step 13: Putting your name on your design**
- **Step 14: Downloading your design and saving a copy to your student number**
- **Step 15: Saving your design to the Hand-In Drive (for your teacher)**

## STEP 1

Open up a Chrome browser and go to [Canva.com](https://www.canva.com).

Create a new account by using an email account OR login to your existing account. If you're making a new account, sign up with your school or existing email address.

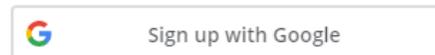
My password is:

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Once your account is created, Canva will ask you what you are using it for – select 'Student.' At the bottom, select *Skip* in the top right corner.

## Design anything. Publish anywhere.

Create an account, it's free. Canva is loved by beginners and experts, teams and individuals.



Already signed up? [Log in](#)

### Welcome to Canva!

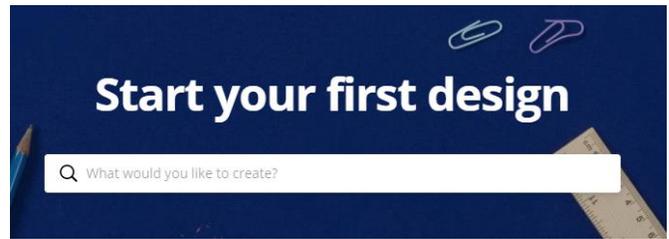
Can you tell us what you'll be using Canva for? We'll use this to recommend design types and templates especially for you.

 <b>Teacher</b> You're here to empower your students	 <b>Student</b> You're here to impress your teachers and classmates	 <b>Personal</b> You're here to make anything and everything
 <b>Small business</b> You're here to design your brand from the ground up	 <b>Large company</b> You're here to scale your brand and keep it consistent	 <b>Non-profit or Charity</b> You're here to design for the greater good

## STEP 2

Now you see a page called *Start Your First Design*.

You can type into the search bar for what you want ('Infographic,' 'Poster,' etc.) OR you can scroll through the options listed for Teachers and Students.



Popular for teachers and students



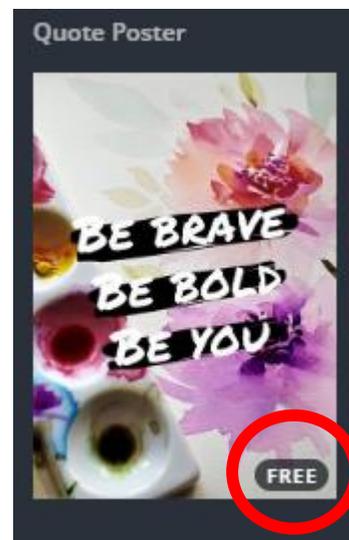
## STEP 3

On the left-hand side, you can scroll through your options for the template of your choice.

Hover your cursor over the designs – in the bottom right hand corner it will tell you if the template costs money or is free. If it doesn't say free, don't select it.

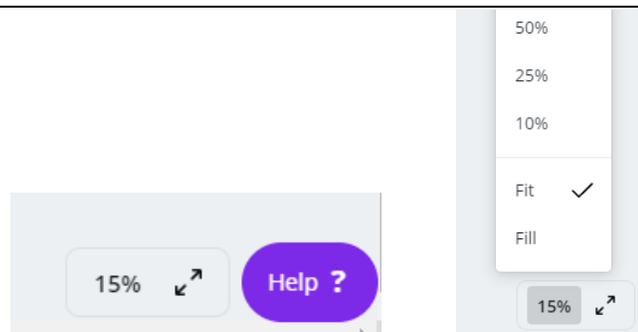
Once you've found a style that you like, click on it. You are now in editor mode!

**\*\*Please note that your work and all changes automatically saves in Canva. You do not need to click a save button.**



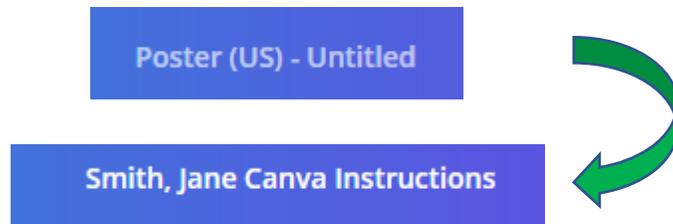
## STEP 4

To enlarge or reduce the size of your design, find the button the bottom right hand size of your screen. If you click on the percentage (%), you can adjust the size easily.



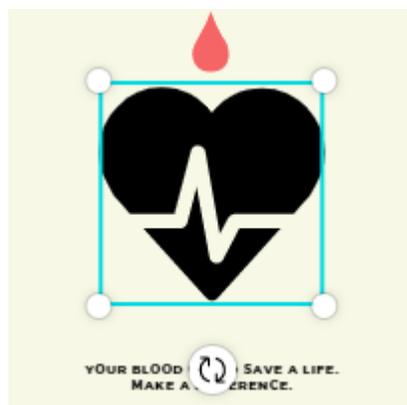
## STEP 5

To change the design title, go to the top middle of the page and click on 'Untitled.' Type in the title of your project (Your First and Last Name and the title of your project).



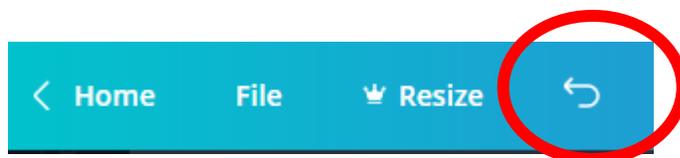
## STEP 6

To delete a 'pre-loaded' image or text from your design, click on the item or text and press the backspace button.



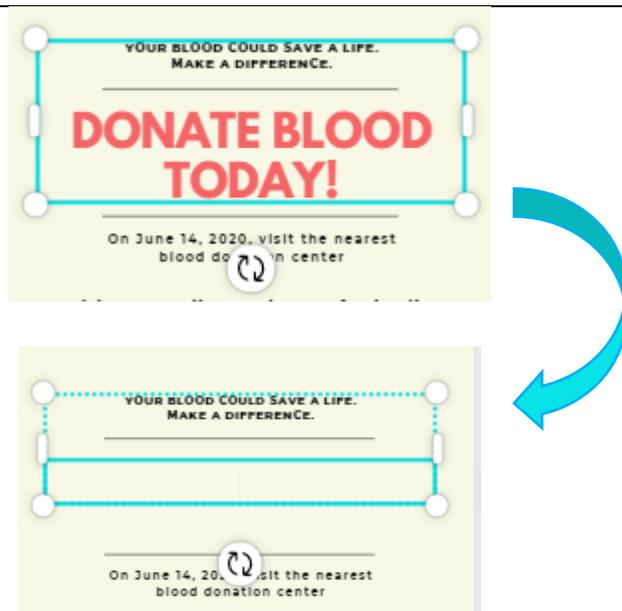
## STEP 7

If you delete something by mistake and need to undo it, look for the back arrow button in the top left-hand corner of your screen or press the Cntrl key and Z at the same time.

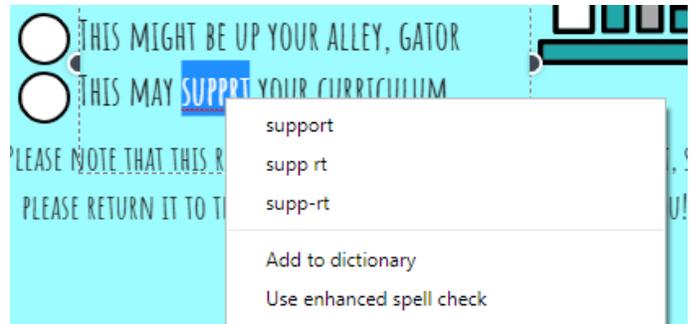


## STEP 8

To edit 'pre-loaded' text, click on the text and delete (backspace) what you don't want, then type in whatever information you want to include.



**\*\*There is no spell check feature in Canva, but misspelled words are sometimes underlined in red. If you are concerned about your spelling of a word, you can right click on the word and it will give you the correct spelling.**

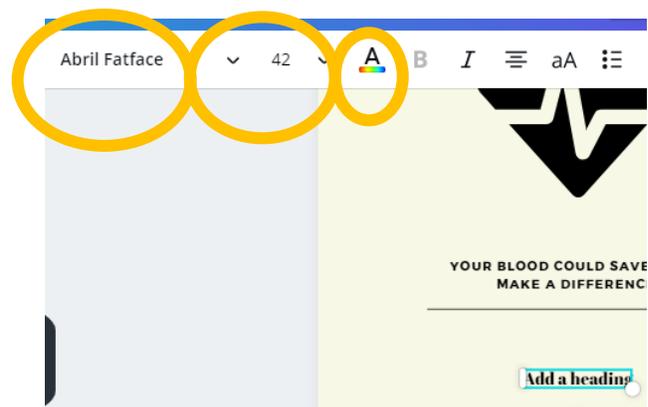
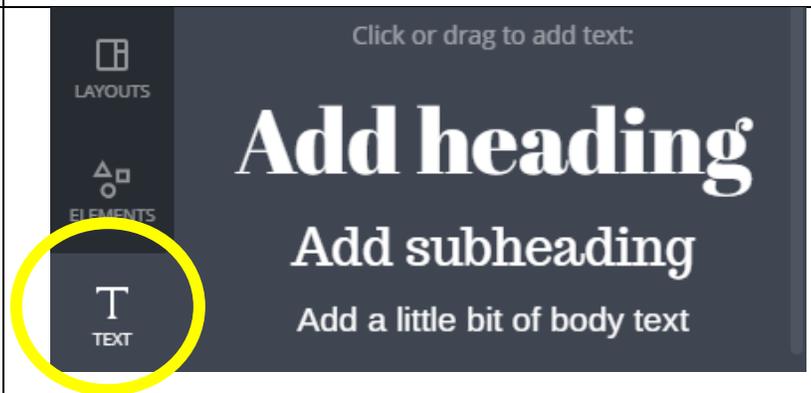


## STEP 9

To add writing, click on **TEXT** on the left-hand side. Select the type of text that you want (Heading, subheading, little bit of body text) and click on it.

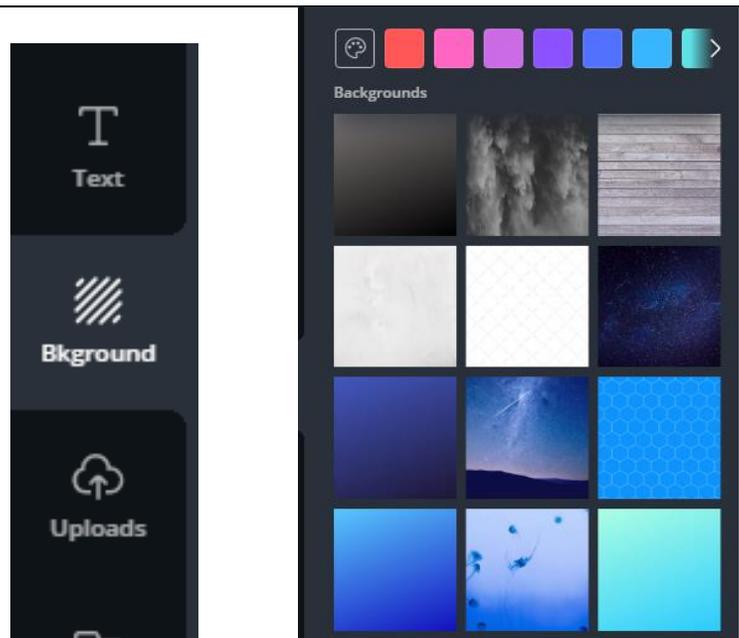
You will notice that a box of text pops up wherever it wants (!), but you can move it anywhere by clicking on it and dragging it with your mouse to its new location. Once the text is placed where you'd like it to be, you can edit it by clicking inside the text box and typing.

You can also edit your font selection, text size, and colour size.



## STEP 10

To change the background colours or style, click on **BKGROUND** for some options. Click on your design wherever you want to change the background and then select your new background option from the left-hand side.



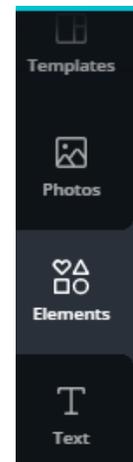
## STEP 11

On the left-hand side, you will see options to change or add different **ELEMENTS** to your design, including grids (drag and drop your photos in here), charts, frames for your photos, stickers, icons, lines, and shapes.

Use the search bar at the top to type in what you would like to find. If you type in 'cats' for example, you will find photographs, stickers, and icons related to cats. Some items will be free and some cost money. Items with a crown symbol on the bottom right hand corner is only available with a pro-subscription.

Option: You can search Google Images and narrow down your search by:

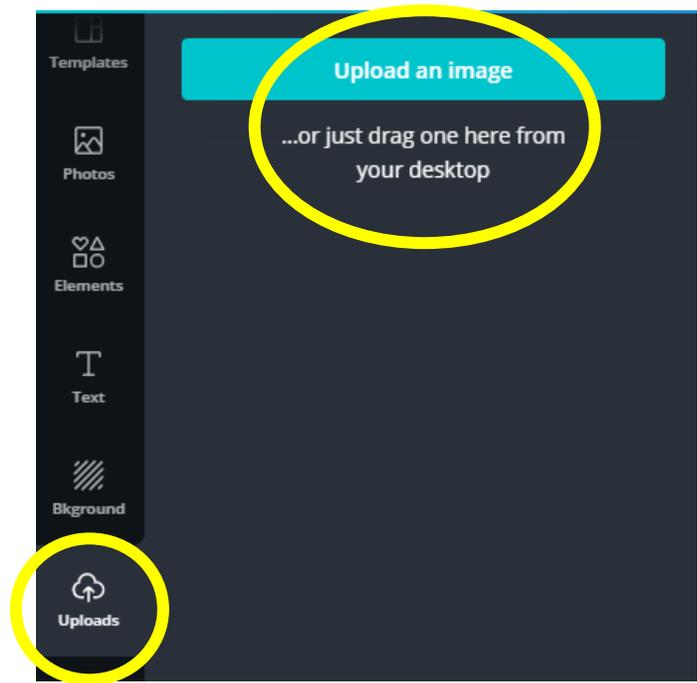
- Tools
- Type
- Clip art (or other)



## STEP 12

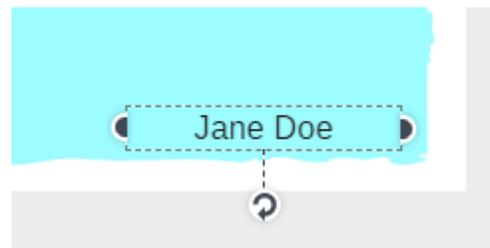
To upload your own photos or photographs saved from the internet, first ensure that you have saved them onto your computer. Once they are saved on your computer, click on **UPLOADS** button on the left-hand side, then select the teal '*Upload an image*' button and select your images from where you saved them on the computer.

You can also drag and drop photos from your desktop into the uploads screen.



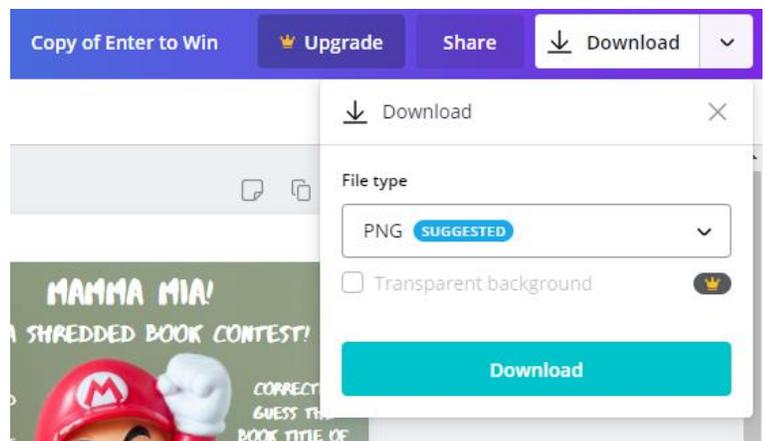
## STEP 13

When you are happy with the design and ready to print, insert a textbox that includes your name in the bottom right hand corner. Otherwise, your name doesn't appear anywhere on your Canva.



## STEP 14

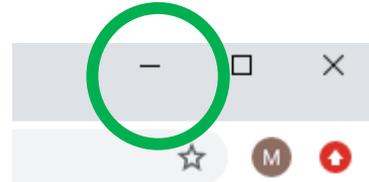
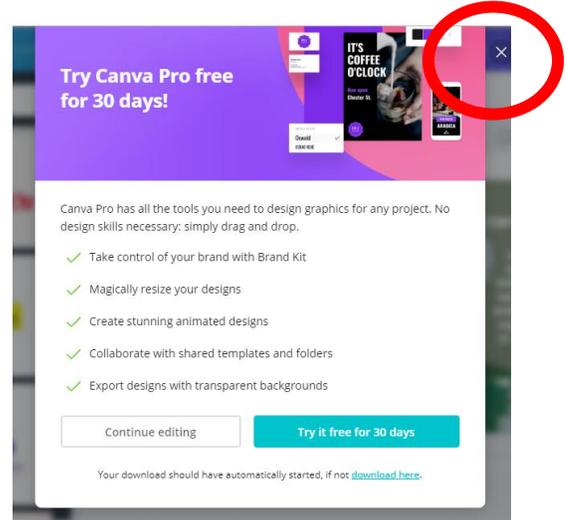
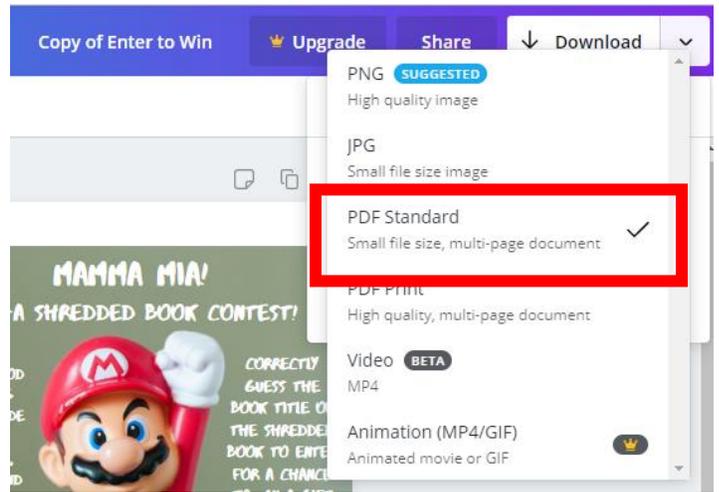
When you would like to print your design, you will need to click **Download** near the top right-hand corner. If you click the dropdown menu, you will see that you can download your item as a JPEG, PNG (Recommended), or PDF (Standard or Print). The PDF Standard option will allow you to enlarge your Canva design and print it out.



Click the Download button. A pop up will show up that says “Try Canva Pro Free for 30 days!” Click the X in the top right-hand corner to get out of the popup.

The file will automatically download into your *Downloads* folder. Minimize your screen in the top right-hand corner.

**Note:** If you have used a template option that costs money, you will have to download the image with a faint watermark in the background.



Download

File type

PDF Standard

1 x premium image

\$1.39 CAD

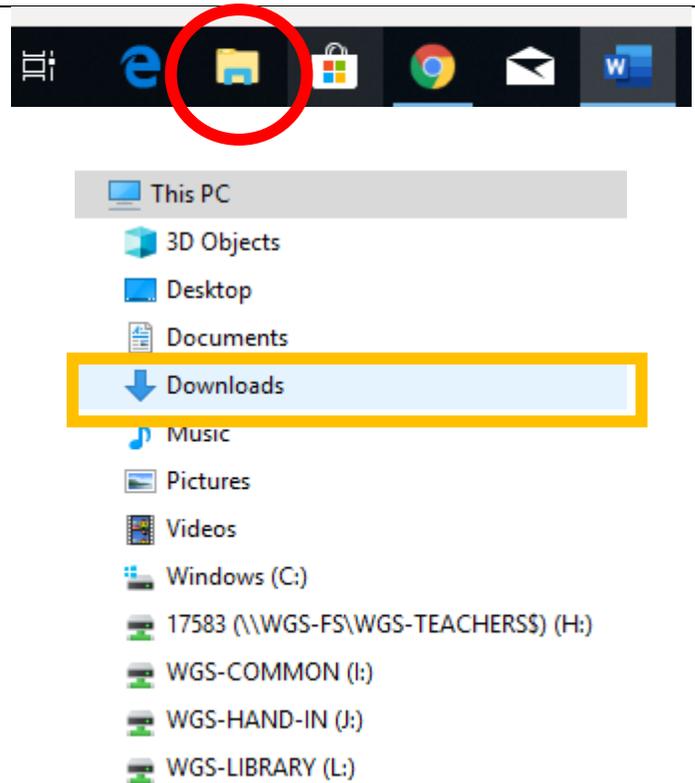


Get this image and 2 million more included in Canva Pro - [start your free trial.](#)

Pay and Download

Download a watermarked draft

Go into *File Explorer* and into the *Downloads* section. Drag and drop your design onto your desktop.



## STEP 15

Under *File Explorer*, go to “This PC” and click on your student number. Drag your design from the desktop into your student number (H Drive).

To give your teacher a copy of your design, go into the J-Drive (Hand-in drive). Locate your teacher’s name and open their file folder. Drag your file into your teacher’s folder, or, into your specific block’s folder.

**\*\*You cannot save directly to your teacher’s folder – dragging and dropping your work is the only method that works.**

