



the **CANVA BASICS GUIDE**

**EVERYTHING YOU NEED TO KNOW TO
GET STARTED WITH CANVA**



a guide from

TRACI GURNEY



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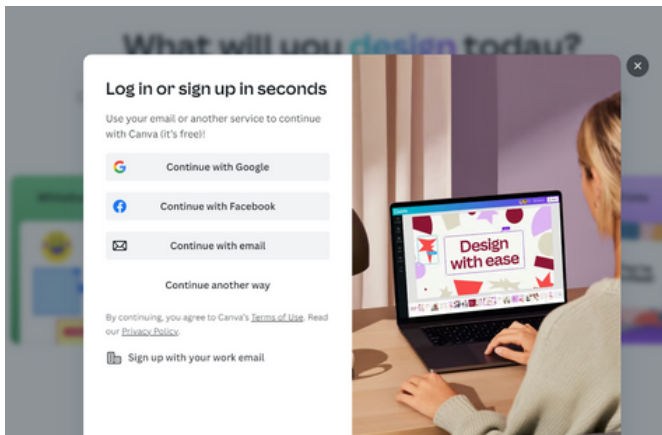
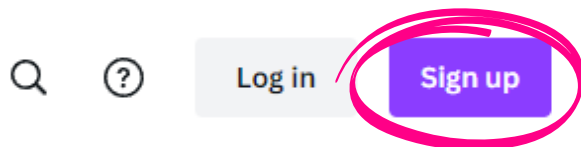
Watch my free Youtube tutorials
to learn how to edit.

[CANVA TUTORIALS YOUTUBE](#)

EDITING BASICS

HOW TO MAKE A CANVA ACCOUNT

Visit 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.

EDITING BASICS

LOAD A TEMPLATE YOU HAVE PURCHASED



Make sure you are logged into Canva.

If you have purchased one of our templates, or are loading in one of our FREE resources, open the link.

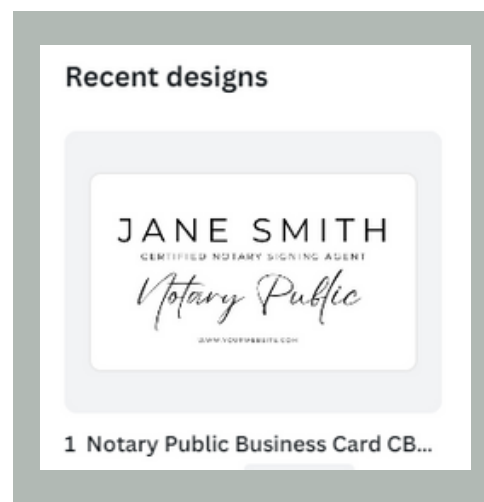
It should display a screen previewing the template.

Click **USE TEMPLATE**

It will open the template in Canva, ready for you to edit.

quick tip

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



EDITING BASICS

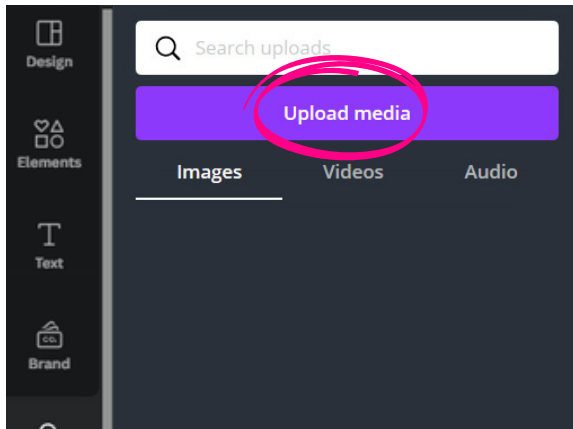
TEXT CHEATSHEET

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



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 or mobile and upload it.

Click the newly uploaded photo to add to your document.



quick tip



Photos

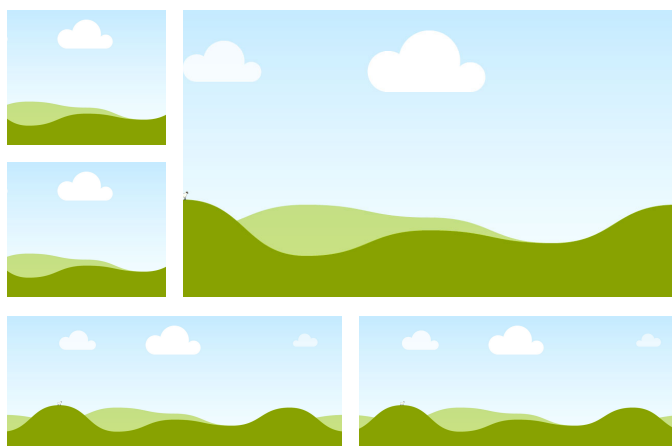
CANVA HAS AN INCREDIBLE LIBRARY OF FREE + PAID PHOTOS. YOU CAN ACCESS THESE VIA THE PHOTOS TAB.

EDITING BASICS

GRIDS AND FRAMES

Grids and frames are an amazing tool which helps you to neatly lay out photos.

When placed in your document they will initially look like this:



Drag and drop photos to transform your grid to something like this!



Where to find them?

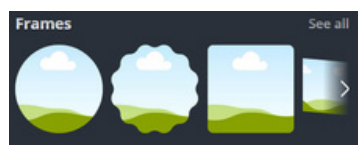
GRIDS

Go to the right toolbar, select elements and scroll down to find **'GRIDS'**.



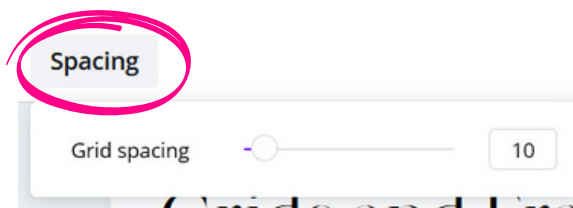
FRAMES

Go to the right toolbar, select elements and scroll down to find **'FRAMES'**.



quick tip

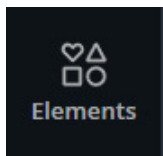
ADJUST THE SPACING ON YOUR GRID BY CLICKING THE GRID AND THEN CLICKING SPACING FROM THE TOP TOOLBAR



EDITING BASICS

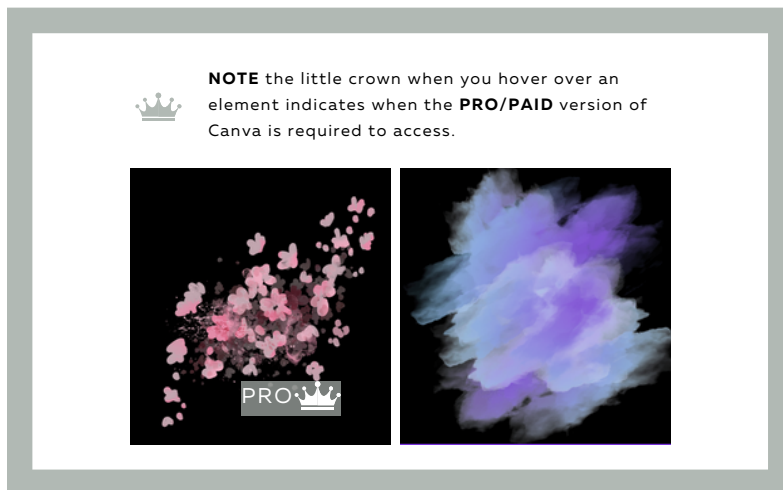
ELEMENTS

Canva comes stocked with a huge number of Free and Paid Elements.



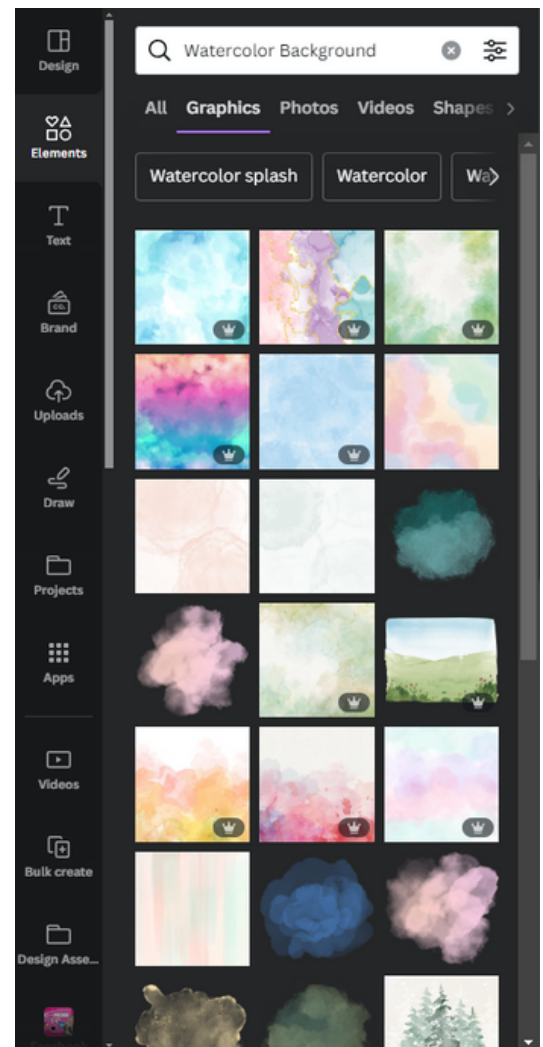
Element can be found in the right hand toolbar.

Use the search bar to find elements in the theme you need.



quick tip

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



EDITING BASICS

TRANSPARENCY

Transparency affects how see through something is, and can be applied to images, elements, text and solid shapes.

How to adjust transparency

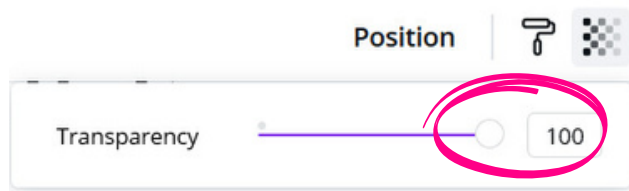
Click the item you would like to adjust the transparency.

A menu will appear on the top of the screen.

Click the small, chess board like pattern icon.



A SLIDER WILL APPEAR, SLIDE UP AND DOWN FOR THE REQUIRED EFFECT.



TRANSPARENCY AT 100%



TRANSPARENCY AT 30%

quick tip

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

EDITING BASICS

LOCKING ELEMENTS



Locking elements is a great way to keep your document organized.

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 on top of the screen.

Click the small lock icon.



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 on top of the screen.

Click the small lock icon.

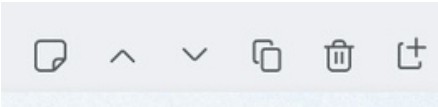
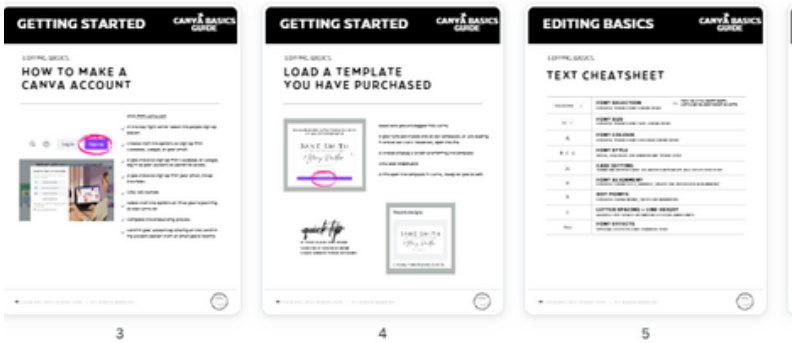
EDITING BASICS

CLONE AND ADD PAGES

Canva has the amazing capability to add multiple pages. You can do this from the **CLONE** and **ADD PAGE** menu.

quick tip

CANVA NOW SUPPORTS A HUGE 350 PAGES PER DOCUMENT



You can access the **CLONE** and **ADD PAGES MENU** directly from above your templates top right corner.

	DUPLICATE PAGE Makes an EXACT copy of your current page.
	DELETE PAGE DELETES your current page.
	ADD PAGE CREATES a new blank page.



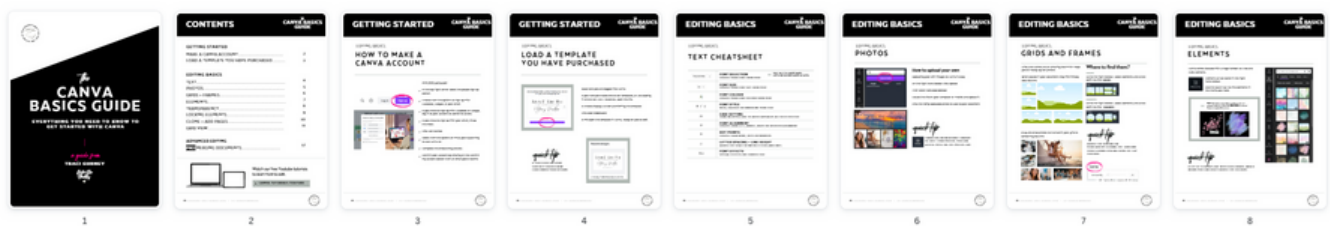
EDITING BASICS

GRID VIEW

Grid view allows you too look at multiple pages in your document all at once.

It's perfect for things like E-Books, Planners and larger multi-pages files.

GRID VIEW APPEARS LIKE THIS:



To access **GRID VIEW** look to the bottom corner of the screen and click on the page icon.

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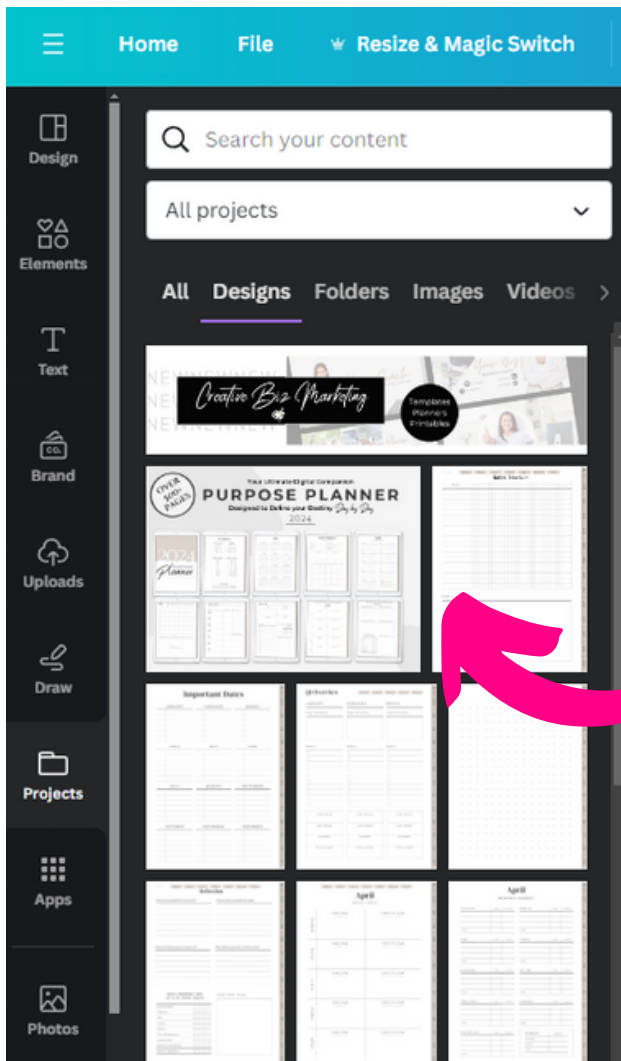
quick tip

TO REARRANGE PAGES, CLICK ON THE PAGE AND DRAG AND DROP THEM INTO A NEW ORDER.

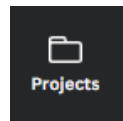


ADVANCED EDITING

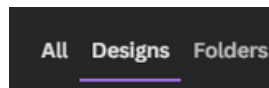
MERGING TEMPLATES



To insert a design access your **PROJECT** folder from the right hand toolbar.



Then select the **DESIGNS**, which shows 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.

quick tip

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



There are several ways to merge templates. If you only have a few pages to insert this is the easiest way.





www.tracigurney.com



*Need more
help?*

*Just contact
me!*

hello@tracigurney.com

