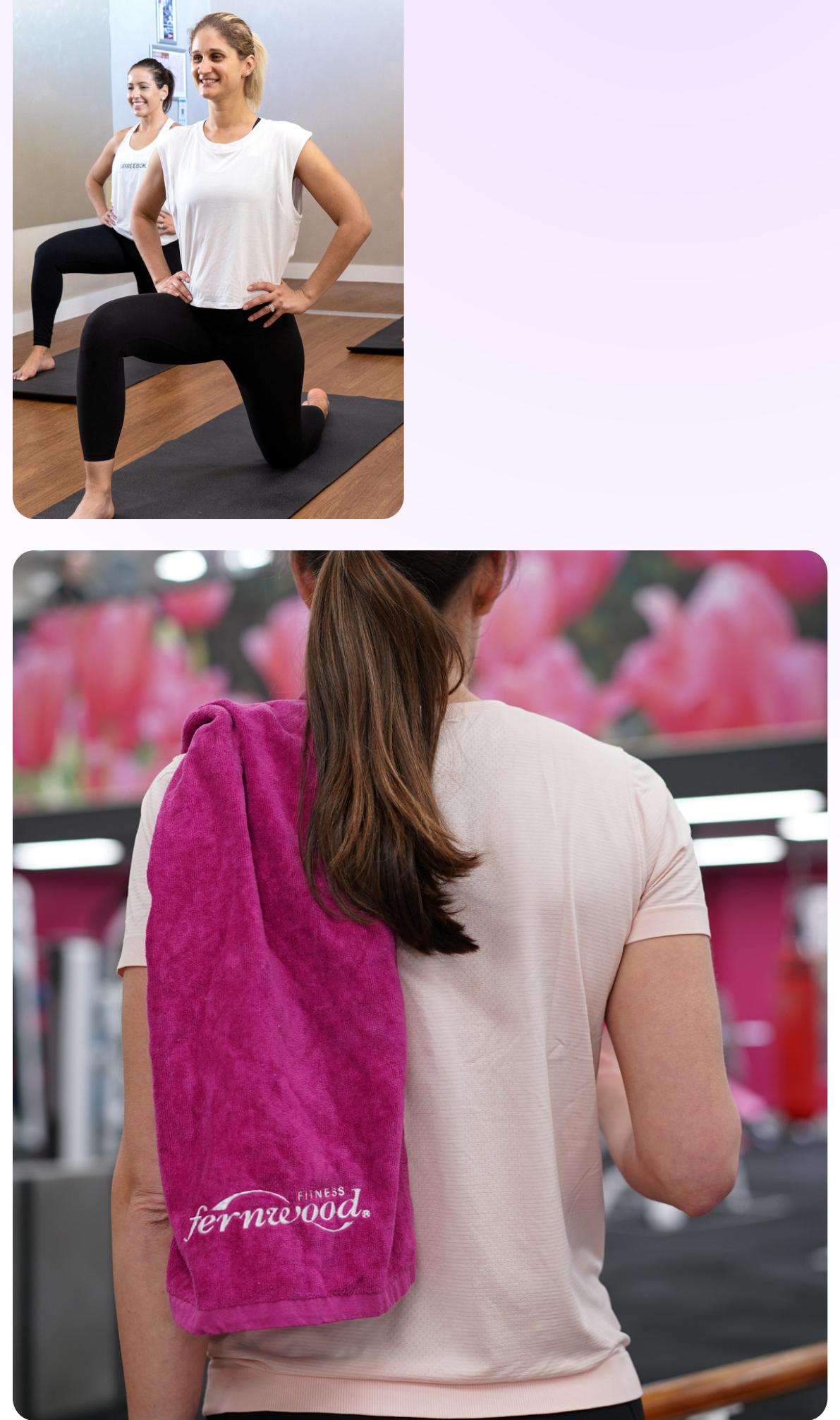
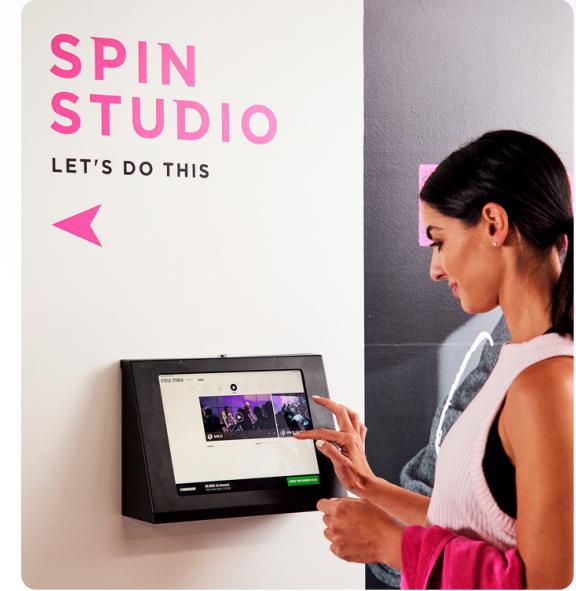
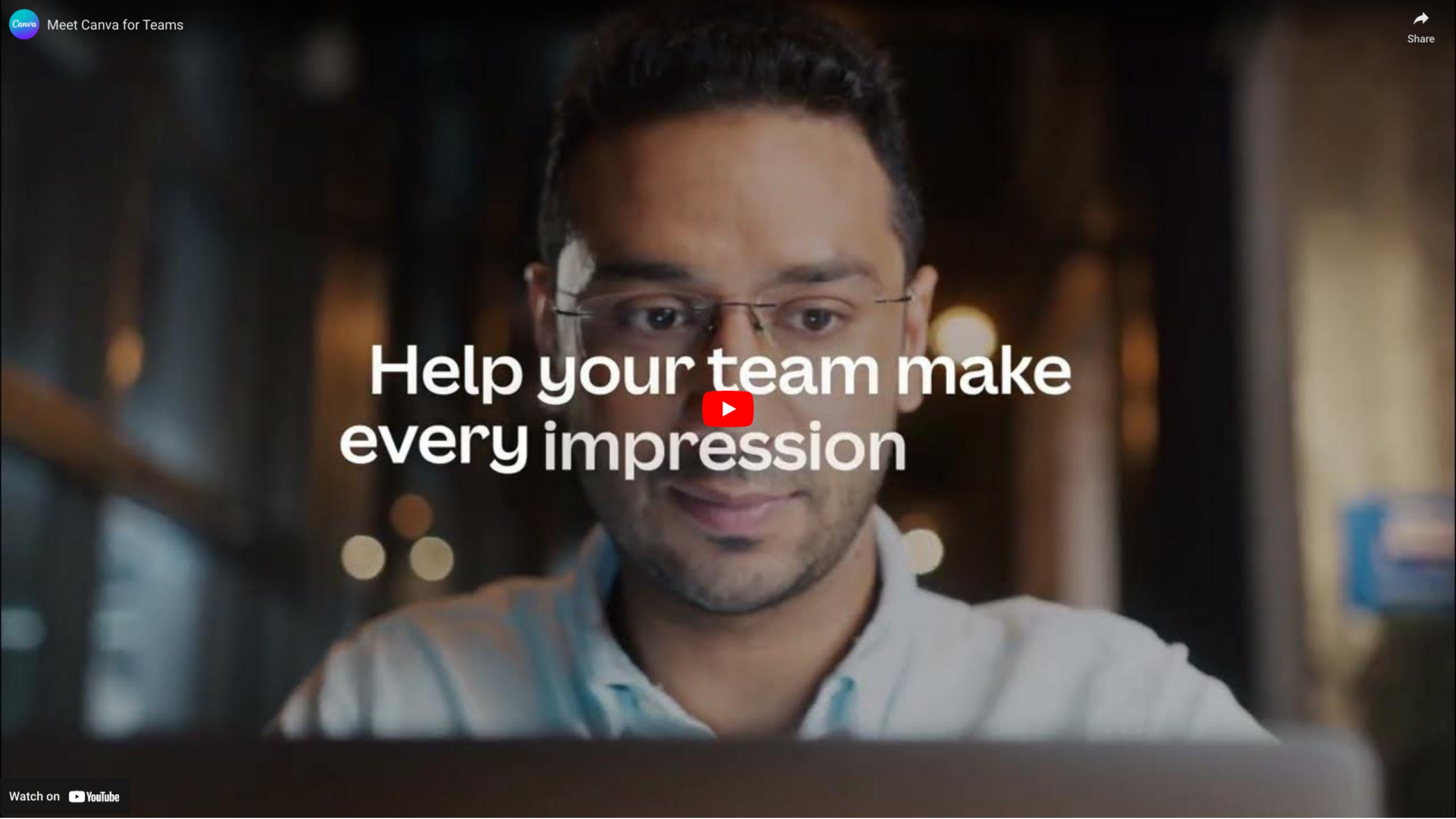


# Canva for FITNESS *fernwood*<sup>®</sup>

Getting Started



**What is Canva  
for Teams?**



Help your team make  
every impression



# **Why Canva for Teams?**



## Tool for Scale

- Access templates without involving the internal design team
- Allow the internal design team to support more technical/strategic work

## Brand Consistency

- Ability to create content with brand guardrails
- Approvals built into the workflow to ensure you are producing on-brand content

## Maximise Efficiencies

- Move projects faster with a few clicks
- Reduce time spent (re)designing pitch decks and presentations
- Work together on the same asset, collaborating, commenting and editing in real-time



# **Getting Started with Canva**

# Invitation to Canva for Teams

Click Accept Invitation & use your  
[@fernwoodfitness.com.au](mailto:fernwoodfitness.com.au) email when  
prompted.



Tip!

Sign out of Canva before clicking Accept  
Invitation!

## You're invited to Fernwood

Hey there,

Canva for Fernwood Fitness has invited you to join Fernwood on Canva for Teams as a Member. Accept to start designing and collaborating together.

[Accept invitation](#)

---

You received this email because Canva for Fernwood Fitness has invited you to be a Member on their team. If this was sent to you by mistake, please contact [support](#).



Made for you with ❤️ from Canva  
Canva®, 110 Kippax St, NSW 2010, Australia

# Navigating Canva

Make sure you can see Fernwood!

Find your projects & shared projects

Account Settings & Notifications

Up-skill & Learn

The screenshot shows the Canva homepage with several pink arrows highlighting specific features:

- A double-headed arrow points between the "Fernwood Teams" profile icon in the top left and the "For you" section in the center.
- A double-headed arrow points between the "Projects" link in the sidebar and the "Whiteboards" icon in the "For you" section.
- A single-headed arrow points from the "Learn" dropdown menu in the top right towards the "Up-skill & Learn" section.

Other visible elements include:

- Top navigation bar:** Canva logo, Design spotlight, Business, Education, Plans and pricing, Learn, and account settings icons.
- Left sidebar:** Home, Projects, Tools, Brand, Discover apps, Smartmockups, and Trash.
- Center content area:** A large pink banner says "Thanks for being 1 in 100 million!" with a search bar below it. Below the banner are sections for "For you", "Whiteboards", "Presentations", "Social media", "Videos", "Print products", and "Websites".
- Bottom section:** A "You might want to try..." section with cards for Whiteboard, Presentation (16:9), Video, Instagram Post (Square), and Poster (Portrait). A callout box says "The biggest announcements from Canva Create 2022".
- Bottom toolbar:** Options for trash, capture, and recent designs.

# Folder Structure

- Navigate through folders to find organised branded templates or access branded assets
- Navigate Designs/Templates for all branded content
- Navigate Images to find all brand-approved images



Tip!

You can favourite/star your most used folders for quick access!

The screenshot shows the Canva interface with the 'Folders' tab selected. On the left, there's a sidebar with 'Home', 'Projects', 'Tools' (Brand, Discover apps, Smartmockups), and a 'Fernwood' team section. The main area displays a grid of folder cards:

- Brand templates (8 designs • View only)
- What's New in Canva (10 items • View only)
- Paid Services (9 items • View only)
- Local Marketing (56 items • View only)
- Video Library (7 items • View only)
- Paid Programs (3 items • View only)
- Sales (2 items • View only)
- Social Templates (36 items • View only)
- Club Logos (72 items • View only)
- Club Operations (27 items • View only)
- Group Fitness (22 items • View only)
- National Challenges (1 item • View only)

At the bottom, there's a 'Trash' bin icon.

# Branded Templates



A4 Generic Poster - Careers Expo

Custom dimensions 210 mm × 297 mm

By Fernwood Admin  
On Nov 3, 2022

[Use this template](#)

[Open original](#)

The poster template features a pink and white color scheme. At the top, two women are smiling. A large pink banner in the center reads "CAREERS EXPO" in bold white letters, with the tagline "Find your future at Fernwood" below it. To the right of the banner is a QR code with the text "SCAN TO VIEW CURRENT ROLES". Below the banner is a collage of images showing people working out and interacting. A pink callout bubble on the left side says "Meet industry professionals and providers for essential info and Q&A sessions." On the right, a list of "DIVERSE ROLES OPEN TO ALL APPLICANTS" includes: Membership Consultants, Personal Trainers, Group Fitness Instructors, Nutrition Coaches, and Customer Service roles and more... The Fernwood logo is at the bottom left, and contact information for "FERNWOOD SUBURB NAME" and "ADDRESS GOES HERE XXXXXXXXXXXXXXXXX" is at the bottom right.

# Canva Design Editor

Personalise/Rename design



Tip!

Click parts of the design to see what is  
editable!

Save to existing folder

Set up your editor (rulers, guidelines etc)

Customise editor side-bar

The screenshot shows the Canva Design Editor interface. At the top, there's a toolbar with Home, File, Resize, and other editing tools. The main area displays a poster titled "CAREERS EXPO" with subtext ".Find your future at Fernwood.". The poster features two women, a QR code, and several smaller images of people working out. On the left, a sidebar lists various sections like Design, Elements, Uploads, Text, Logos, Image Library, Video Library, and More. A context menu is open over the poster, listing options such as Create new design, Upload files, Save, Save to folder, Make a copy, Download, Version history, View settings, View all comments, Find and replace text, Open in desktop app, and Switch Brand Kit. The status bar at the bottom indicates Notes, Page 1 of 1, and a zoom level of 44%.

# Collaborate with your Team!

- Select any element within your design
- Click the comment box icon to the very right of your design screen
- Type in '@' + team members name and select them from the dropdown menu
- Add in a detailed comment and then click "comment"
- Resolve by clicking the



Career Expo | Poster

Resize

Animate 5.0s

SCAN TO VIEW CURRENT ROLES

CAREERS EXPO

Find your future at Fernwood.

Meet Industry professionals and providers for essential info and Q&A sessions.

DIVERSE ROLES OPEN TO ALL APPLICANTS

- Membership Consultants
- Personal Trainers
- Group Fitness Instructors
- Nutrition Coaches
- Customer Service roles and more...

fernwood FITNESS

FERNWOOD SUBURB NAME

ADDRESS GOES HERE XXXXXXXXXXXXXXXXX

DATE MONDAY, XXX XXXXXX TIME XXX - XXXX

Assigned to

Canva for Fernwood F...

Emma Shotton Just now

@Canva for Fernwood Fitness would love your feedback on this! thanks

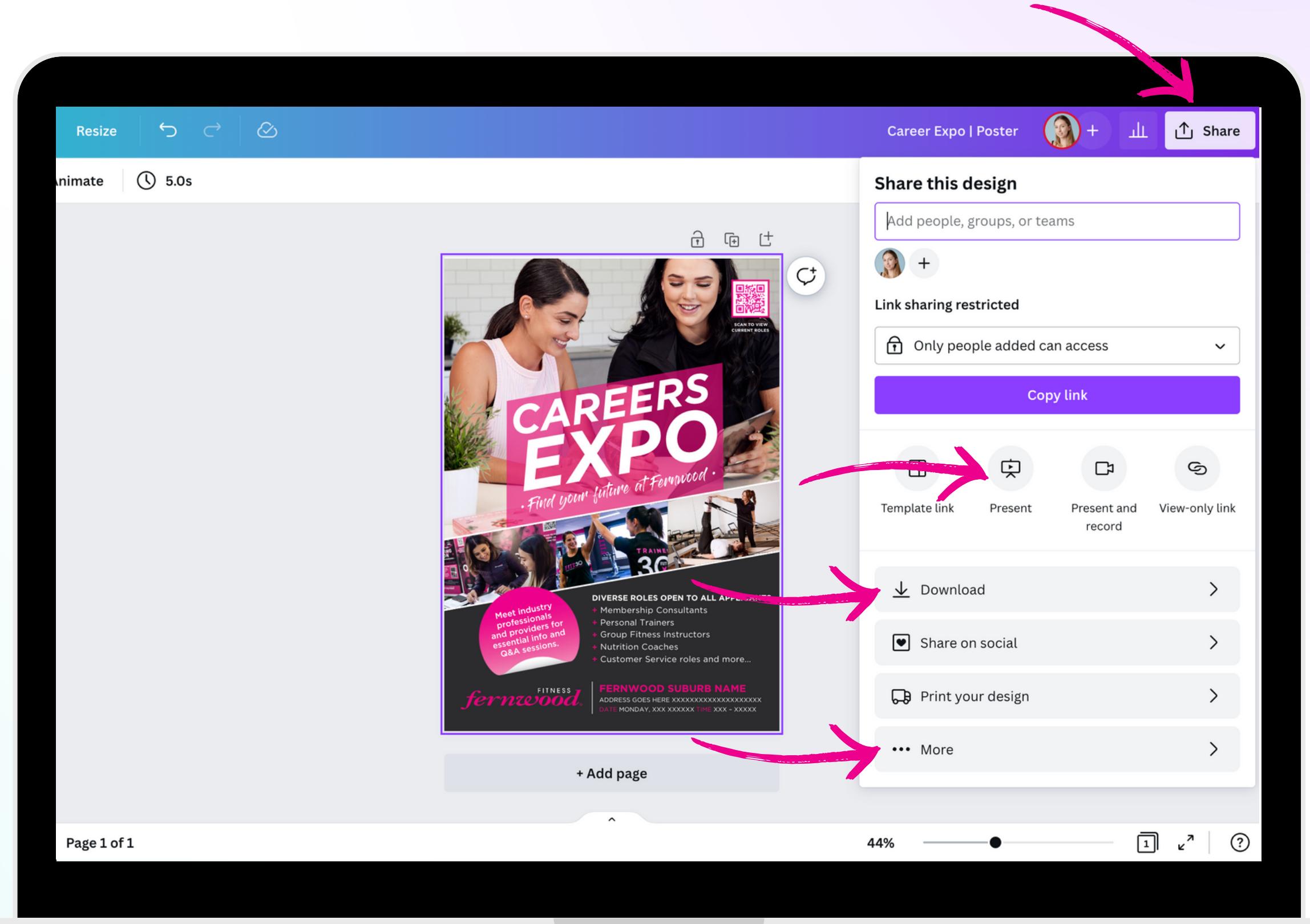
Reply...

+ Add page

Page 1 of 1

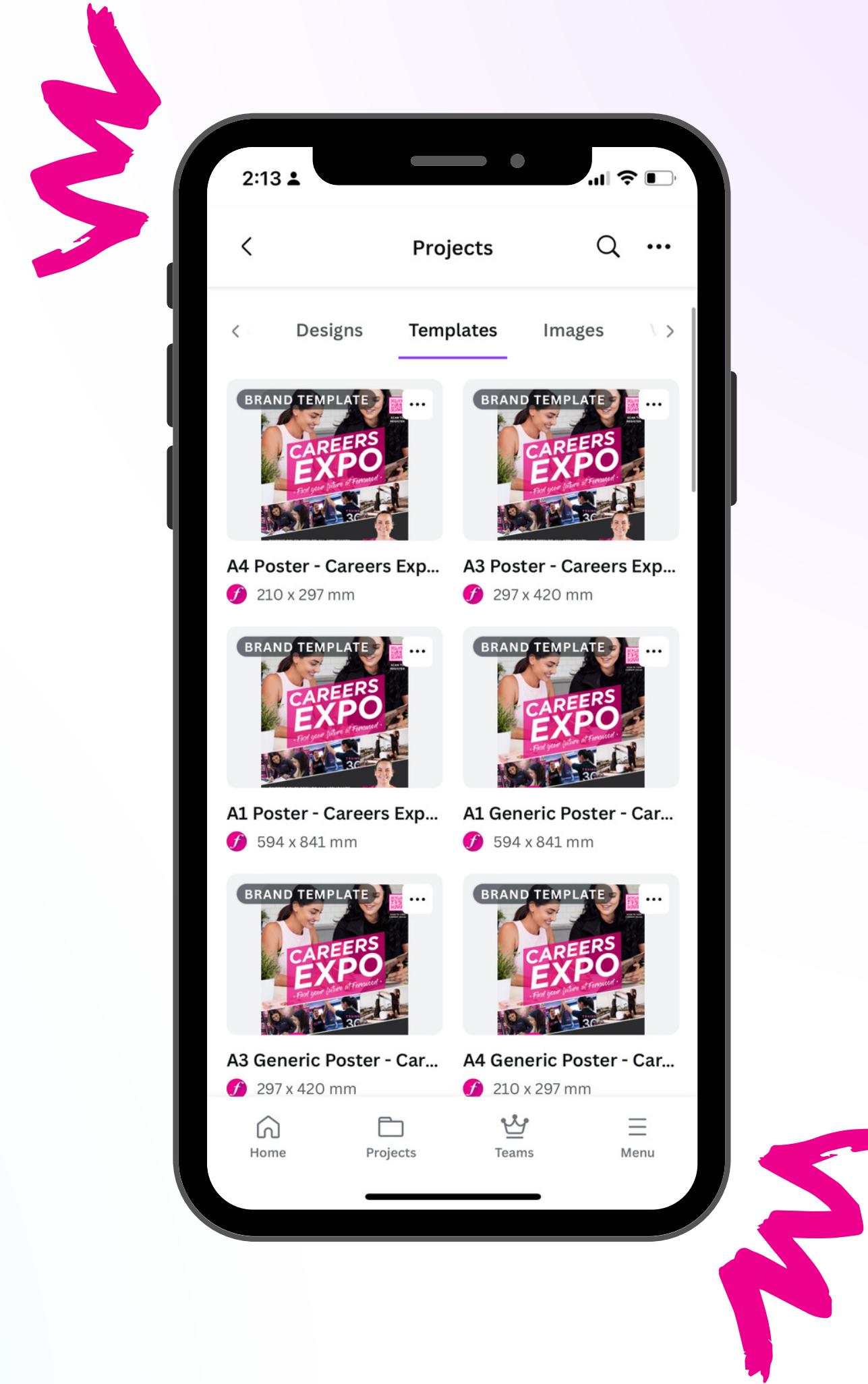
44%

# Share, Present, Download & more!



# Download the Canva App

Canva is available to use on your mobile or tablet! Simply visit [www.canva.com](http://www.canva.com) or download the Canva app from your applicable app store to stay informed on the go!



# Need Help?

Use your @fernwoodfitness.com.au email for priority support via our Contact Support landing page.

For quick How-To's look for the PURPLE help button located in the bottom right-hand corner of your account.

For any company template related requests, or general ideas, please contact your account admins.

The screenshot shows the 'Contact support' page from the Canva Help Centre. At the top, there is a breadcrumb navigation: Help Centre > Get in touch > Contact support. Below this, the title 'Contact support' is displayed. To the left of the title is the Canva logo. To the right, it says 'Canva for Fernwood Fitness' and provides an email address: customersuccess+fernwoodfitness@sales.canva.com. The main form area contains several input fields: 'Issue category' (a dropdown menu with the placeholder 'Please select an option'), 'Describe the issue' (a large text input field), 'Add a screenshot of the issue (optional)' (a button labeled 'Attach screenshot' with the note 'Max file size of 10mb'), and 'Choose the affected design (optional)' (a button labeled 'Choose a design'). At the bottom of the form is a 'Submit' button. A purple circular icon with a question mark is located in the bottom right corner of the page, with a pink arrow pointing towards it from the left side of the image.

# Keyboard shortcuts

## Canva Cheatsheet



Hold down shift key and click each element to select multiple

- 1 Increase/Decrease Text Size

⌘ command or ctrl + shift < or >

Resize text.

- 2 Make Text Box Equal

⌘ command or ctrl + shift J

Title

Subtitle



- 3 Group Elements

⌘ command or ctrl G



- 4 Ungroup Elements

⌘ command or ctrl + shift G



- 5 Copy text and color settings

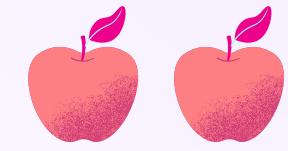
⌘ command or ctrl + ⌥ option or alt C or V

# Keyboard shortcuts

## Canva Cheatsheet

### 6 Quick Copy Elements

⌘ option or alt + ⚡ click + DRAG



### 7 Zooms

⌘ command or ctrl + + or -

ZOOM OUT  
ADJUST ZOOM

### 8 Text Align

⌘ command or ctrl + shift + L or C or R

RIGHT  
CENTER  
LEFT

### 9 Anchoring

⌘ command or ctrl + shift + H or M or B

Anchor to Top  
Anchor to Middle  
Anchor to Bottom

### 10 Add Elements

T Add text      L line      C circle      R rectangle

### 11 Add Layering

⌘ command or ctrl + ⌘ option or alt + [ Backward or ] Forward

[ Bring to Back or ] Bring to Front

Thank you!

Canva