

Canva Tips for Whiteboards

Sticky Notes

Press "S" to create sticky notes.

S

Alternatively, click on the **Elements** tab to open the Sticky Notes panel.

You can also access panels for **Lines & Shapes**, **Charts**, and **Tables** in this tab.

Elements

Draw Tool

Draw on your Whiteboard! Click **'Draw'** on the **Object** panel to activate different drawing tools and the eraser on your board.

Draw

Lines and Shapes

Press "L" to generate lines.

L

Double-click on the line to add text.

Add text

Drag the text along the line

Click on the lines and choose among the options on the editor bar to create elbowed lines and add arrowheads.

Line tools

Press "R" to generate a rectangle.

R

Press "C" to generate a circle.

C

Embed

Embed videos, presentations, and more onto your Whiteboard. Just directly paste their links onto the template!

You can also access **Embeds** in the Apps Tab of the Object Panel.

Embed icons

Magic Shortcut

Design with the **/Magic** shortcut.

Press "/" while on the Whiteboard and search for whatever you need, such as emojis, charts, and the timer!

/

Collaborate

Click the "+" to add people to the Whiteboard. Share the link so you can all collaborate in real time!

Collaborate icons



Moravian Womans Roster

ER diagrams show the connections between multiple people, objects, or ideas under a single system.

