

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 left sidebar 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

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

Line options

Press "R" to generate a rectangle.

R

Press "C" to generate a circle.

C

Embed

Embed videos, presentations, and more into your Whiteboard. Just directly paste their links into the template! You can also access Embeds in the Apps Tab of the Object Panel.

Embed

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

UML (Unified Modeling Language)

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

