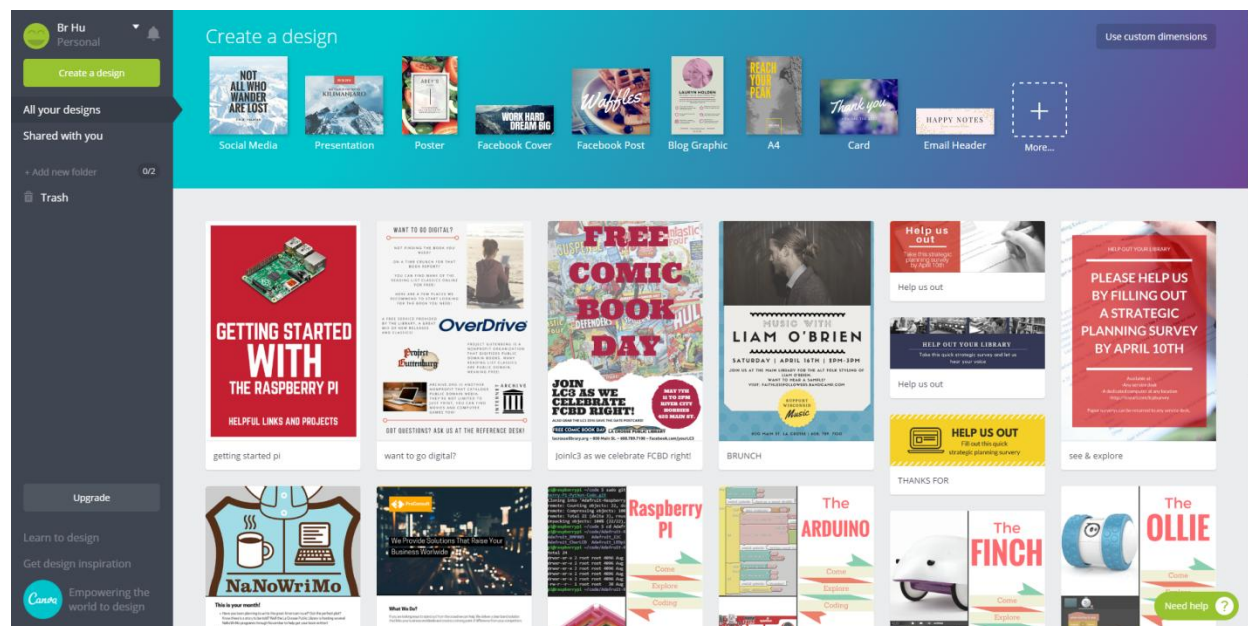


# Introduction to Canva

Canva is a wonderful online tool that can help you design a wide range of things, from posters to business cards and trifold brochures to wedding invitations. Canva is a free service that requires a free account. You can sign up with an email account or by linking your Gmail or Facebook account to Canva. Canva is completely web based so the designs and projects you start on one computer can be accessed on from any other computer that can get onto the internet and to Canva.com. This handout will cover some of the basics to get you started.

Once you sign up and create an account you will be able to start designing.

## The Home Screen



For this handout we will be calling the screen shown above “the home screen.” This is where you can see your existing designs or select a new design to make. All the designs you have made will show up under the “All your designs” part of the home screen. You can share and have designs shared with you, designs shared with you show up if you click the “Shared with you” part of the home screen.

If you feel your designs are getting to be too many and cluttered you can create two folders to sort them in by clicking the “+ Add new folder.”

They’re kind of hidden but two great resources can be found below the “Upgrade” button. “Learn to Design” will take you to a webpage developed by Canva with easy to follow along design courses that are built into Canva. These courses will not only teach you how to use Canva better but will also teach you art and design principles as well (such as how to create a color palette). “Get design inspiration” will take you to part of Canva’s website where people have shared designs they have made that they think are worth sharing with others. You can see what other people have made and get ideas for your own designs.