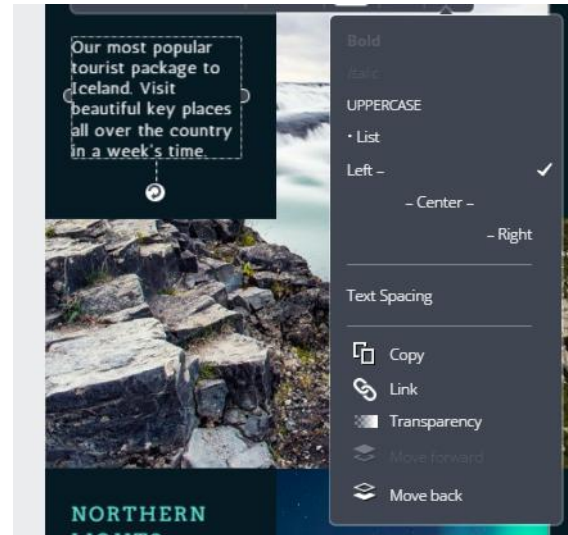


Moving and positioning Elements and Text

You can move elements and text by clicking and dragging them but you also have additional options. After you have clicked on the element or text you'd like to manipulate you can get more options by clicking the triangle button on the small menu that pops up (when you click on an element or text).

The two options that need the most explaining are "Transparency" and "Move forward/back."

Transparency is how 'solid' or 'opaque' an element or text is, by lowering the transparency level you are able to make it so things behind the element are more visible (less blocked by the element you are editing).

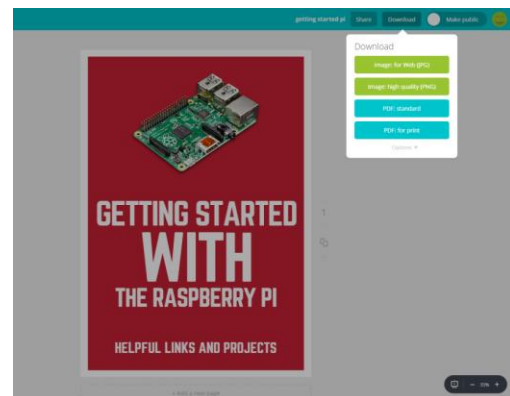


Move forward or back is how you can stack your elements and text. Canva uses layers, and a way to think about this is like building a collage. If you place one element on top of another it blocks what is behind it. The move options allow you to reorder and place the elements in a way where you can decide what is on top or behind something.

Downloading, printing or posting your design

Once you have finished your design you have a few options on how you can save the design to your computer.

Canva being web based automatically saves your design on their website while you're working on it but to get it onto your computer you start by clicking the "Download" button on the upper right side of the screen. You will be given four options for saving:



JPG – The most standard type of image found on the internet. It's a small file type meaning when you load a website it will load quickly.

PNG – This is a larger (in terms of file size) image file type. It is better for print than JPG but will not load as quickly on a website because of its larger size.

PDF Standard – The PDF file type is kind of a mix between an image and document file type. Some PDFs can be edited and typed on, in this case however it's a way to freeze your design like an image. This file type would be good if you printing several handouts on a home computer.

PDF for print – This type of PDF file contains more data and thus has a better print quality than PDF Standard (it also means the file size is also larger). This file type would be good if you are designing something that will be printed on nicer paper.