

Design Toolkit

LECTURE 2 NOTES

Getting Started with Canva and its Interface





- **Setting up a Canva Account**

- **Why use Canva?**

- Canva is a free graphic design platform that's great for making invitations, business cards, Instagram posts, and more.
- A drag-and-drop interface makes customizing thousands of templates simple and easy.
- Canva's wide array of features allows you to edit photos without extensive photo editing knowledge or experience.

- **Start With Canva Account Setup**

- Go to canva.com and select Sign up.
- From the sign up page, choose Continue with email or Continue with work email.
- You can either use one of your other accounts (Facebook, Google, Apple, and others) to create a Canva account.

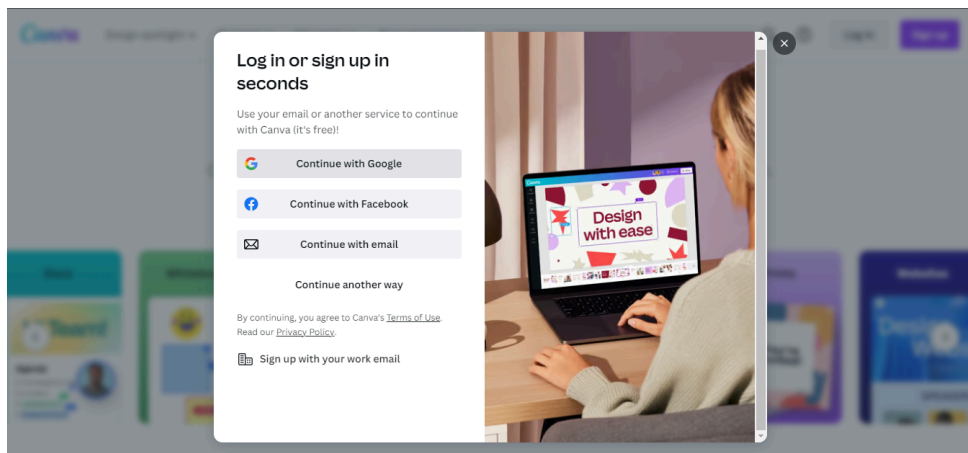


Fig: Canva Sign up screen

- After completing authentication, You're all set to Log in to your Canva Account. You will be directed to the Home screen, after logging in.

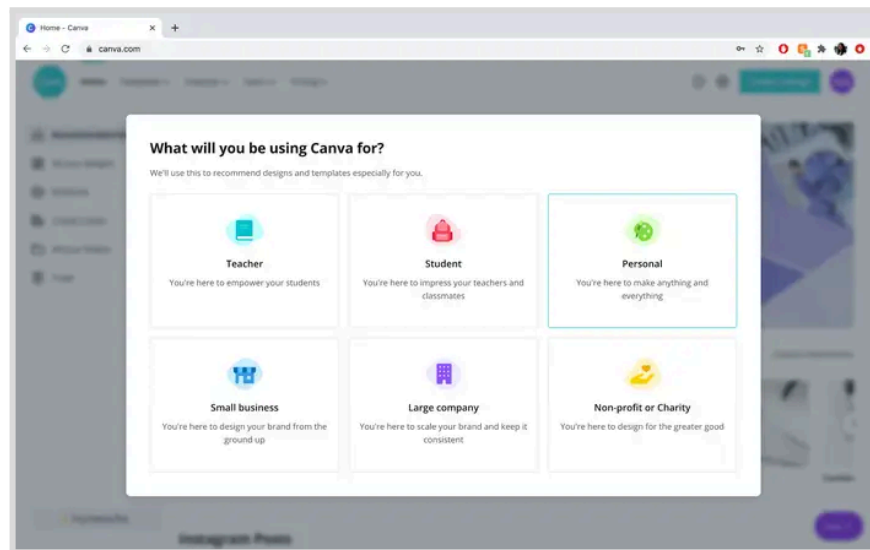


Fig: Canva Home Screen

- There are special versions of Canva just for Students or Teachers. Learn about Canva for Education or Canva for Nonprofits.
- Canva for Education is free for eligible teachers and students. It's available all over the world and isn't restricted to any country. To know more about it, click here https://www.canva.com/en_in/help/about-canva-for-education/
- Canva offers a paid Pro version with additional features. If you decide to upgrade, choose a subscription plan that suits your needs.

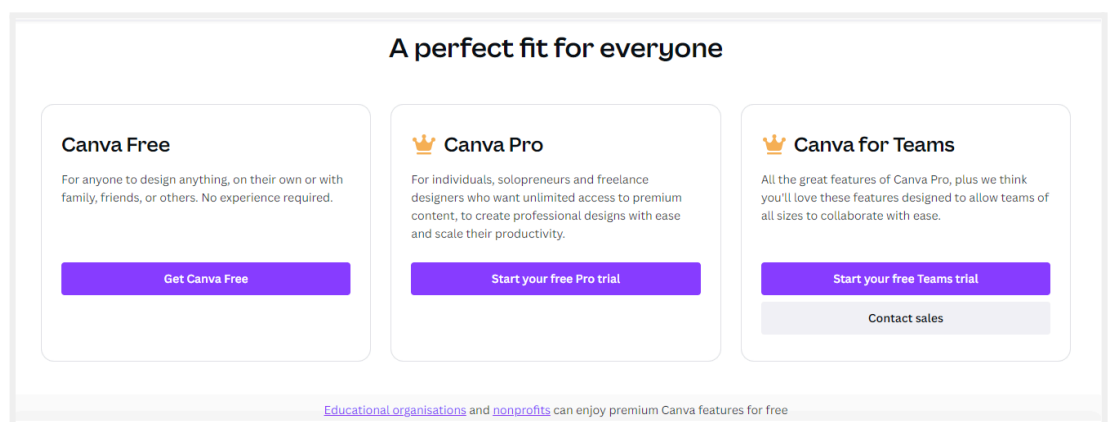


Fig: Canva All Free and Paid Subscriptions

- Canva Interface and Templates

- Home Dashboard

- After the account setup, you'll land on the Canva home dashboard.
- Here, you'll find various design options, templates, and tools.

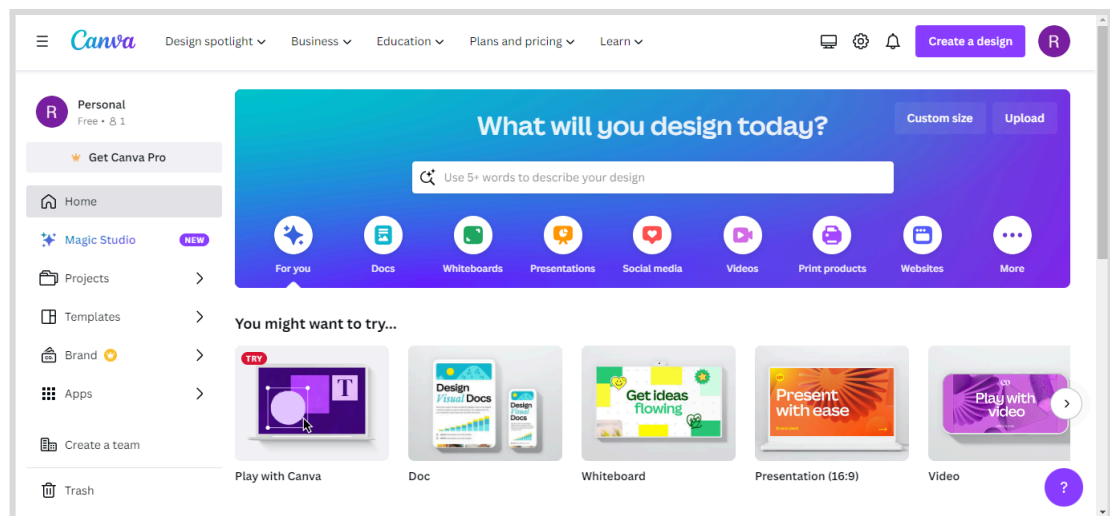
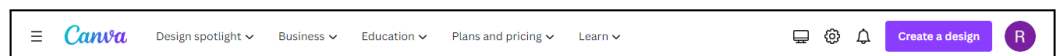


Fig: Canva Home Dashboard

- Top Menu Bar

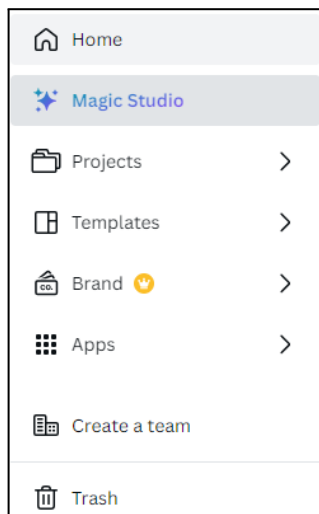
- The top menu bar will sit above your workspace or at the top of the Canva homepage.



- **Design Spotlight:** You will discover the extensive range that Canva has to offer you and the world. You can create anything from mug labels and T-shirt designs to full websites.
- **Business:** This tab has everything you could possibly need to help you design for your business, from marketing material and organizational tools to productivity templates.
- **Education:** Here you can access free teacher and student resources for education material and templates.

- **Plans and Pricing:** In this tab you'll find information on Canva's plans and pricing. You can stick with the free plan or upgrade to a Pro account.
- **Learn:** Here you can find guides and Canva tutorials to fill any of your knowledge gaps.
- **Account Settings:** Account settings are found under the cog icon. Here you can enter your Canva account settings, email preferences, bills and plans, and purchase history.
- **Create a Design:** Click here to begin your Canva design journey. A drop-down menu will give you design choices from Canva's huge library.

■ Side Menu Bar



- **Home:** Click here at any time you get lost to be taken back to the Canva homepage.
- **Magic Studio:** Magic studio includes the best AI-powered tools such as Magic Write, Magic Animate, Magic Media, Magic Morph, etc.
- **Projects:** Organize your files into projects and have them on hand here. You will find your projects split into All, Folders, Designs, and Images.
- **Templates:** True to its name, click here and discover thousands of Canva design templates. Canva's library of templates is extensive.

- **Business Hub:** This is only accessible to Canva designers with a Pro account, it's not available in the free version.
- **Brand Hub:** Keep all your branding graphic elements in one spot.
- **Apps:** Download the Canva App to have it accessible on your computer, tablet, or phone.
- **Create a Team:** Create an online Canva team. This option makes it easy to collaborate, leave feedback, and brainstorm with your team online.
- **Trash:** Discard unwanted designs to reduce clutter in your Canva workspace.

■ Templates

- A Canva template is a design that someone else has created that allows you to easily edit it. The frame of the design exists and you get to put your creative stamp on it by changing the colors, fonts, and elements.
- You can get Canva templates for things such as labels, planner stickers, worksheets, ebooks, social media graphics, and many more.
- Canva offers templates for free, but you can also buy templates for specific needs.

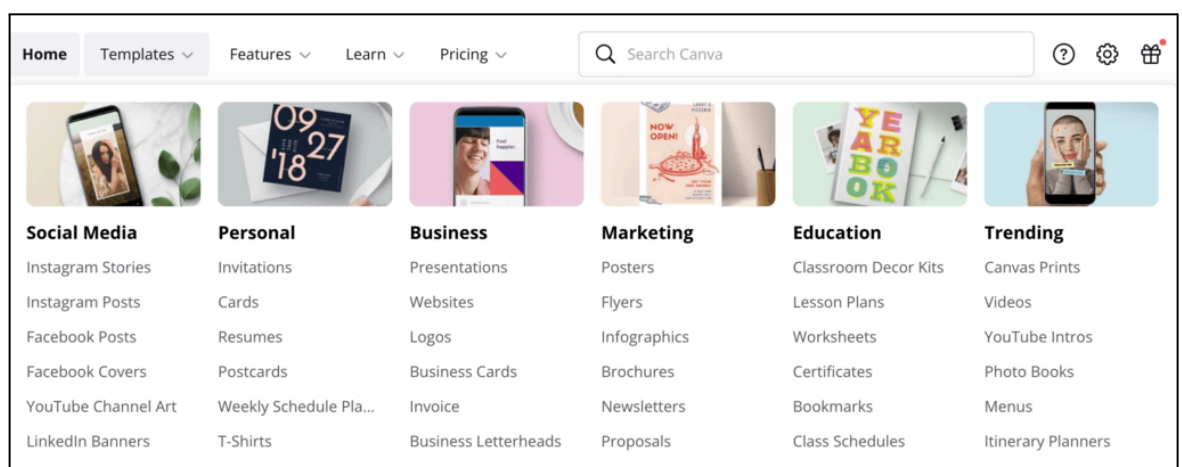


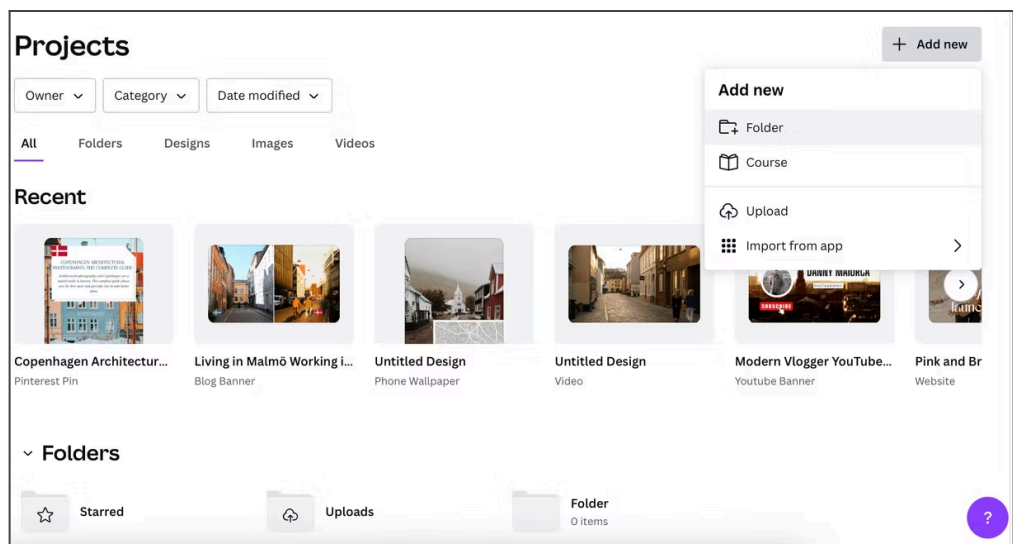
Fig: Canva Templates

- **Basics of Project Organization in Canva**

- Canva's versatility offers endless creative possibilities, but without effective project organization, it can lead to unnecessary stress.
- Let's explore the essential tools to help manage your projects within Canva. And the best part is that no premium subscription is required.

- **Creating Folders and Sub-Folders**

- One of the ways to organize your projects in Canva is by creating folders and sub-folders.
- These work in a similar fashion to other programs you may use, such as keeping your Google Drive organized or doing the same with a program like OneDrive.
- To create folders and sub-folders in Canva, follow these steps:
 - Go to Projects and select Add new in the top right-hand corner.
 - Select Folder when the dropdown menu appears.

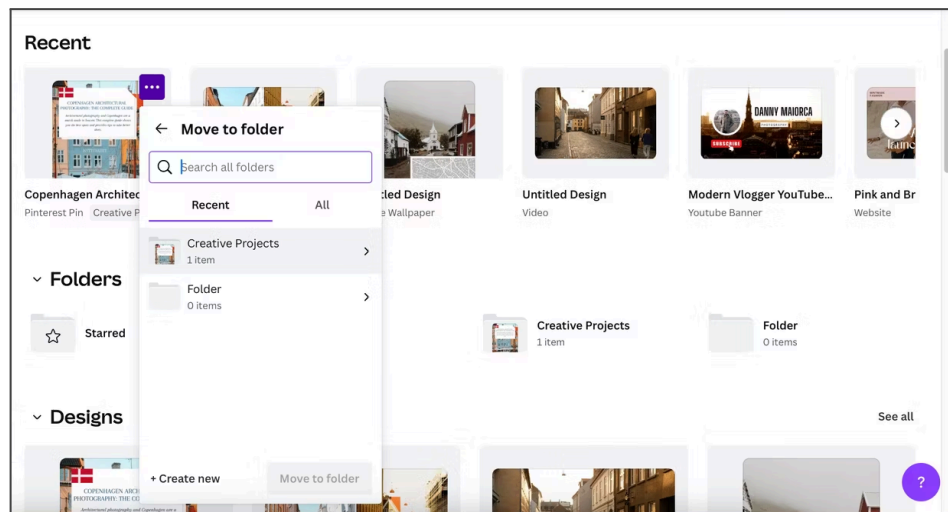


- Enter your folder name and hit Continue.
- You can then make a sub-folder by clicking on your newly-created folder and selecting Add new > Folder again. Enter the name of your new sub-folder before continuing.

- After making your folders and sub-folders, drag and drop your projects into them. It's also possible to upload files from your computer to folders in Canva, such as photos that you may want to use in future designs.

■ Moving Projects to Different Folders

- You might want to occasionally move your Canva projects into different projects, and doing so is quite simple:
 - Go to the project you want to move in and select the icon with three dots.
 - Select Move to folder and choose the folder you want to move your project to.
 - If you'd like to create a new folder, select Create new instead.

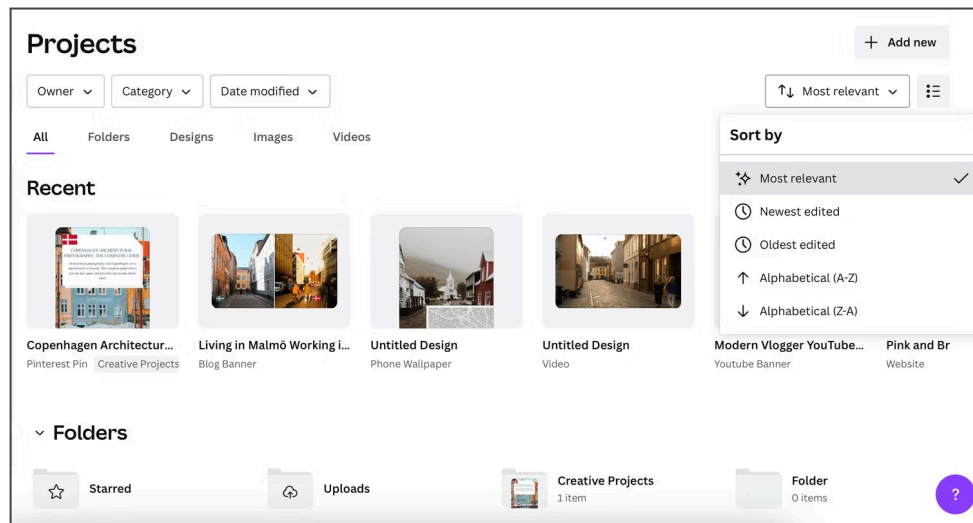


■ Changing the Display Order in Canva

- You can also manage your Canva projects by adjusting the display order. You've got the option to view your projects in any of the following ways:
 - Most relevant
 - Newest edited
 - Oldest edited
 - Alphabetical (A-Z)

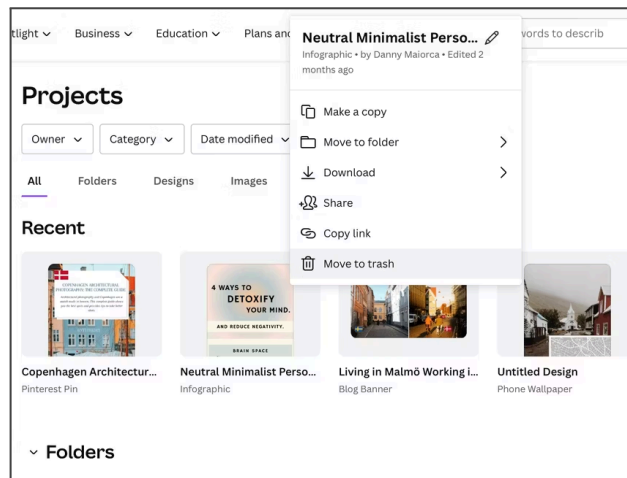
➤ Alphabetical (Z-A)

- To change the display order in Canva, go to the menu beneath Add new in the top right. When you see the dropdown menu, choose your preferred way to view everything.



■ Deleting Projects/ Folders

- As you use Canva more frequently, your projects will accumulate, which can result in your workspace looking disorganized.
- Despite the platform's useful search feature, the best starting point for organizing your projects in Canva is to delete each of the ones that you don't need.
- Deleting your projects in Canva is very simple:
 - Hover your cursor over a project you want to delete. When the icon with three dots appears, click on it.
 - Select Move to trash.



- If you click on the Trash tab in the left-hand toolbar, you can find your recently-deleted projects. Here, you can either opt to delete them permanently, or—if you accidentally deleted something—to restore it.
- Once you find a method for managing your Canva projects more efficiently, you shouldn't have too many problems keeping track of everything. However, you'll also need to regularly put in the effort to ensure that everything doesn't become messy again.