SUNSTONE

Design Toolkit
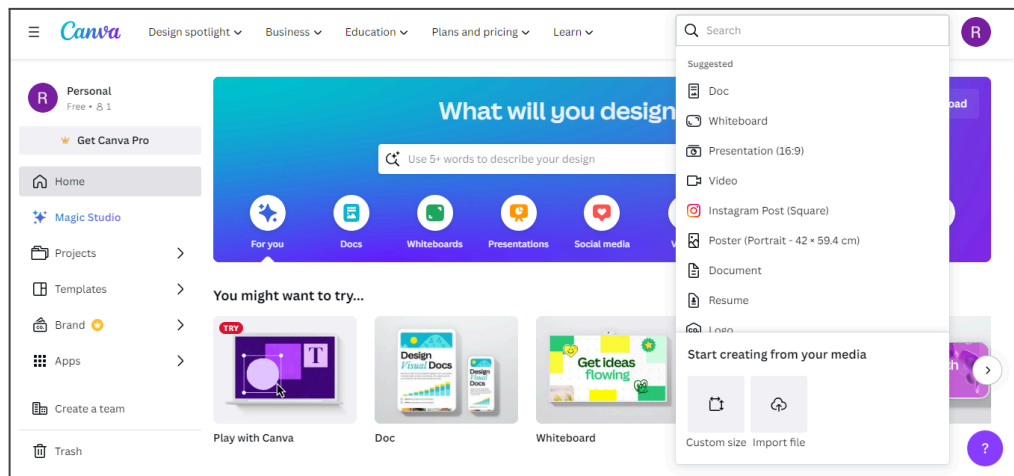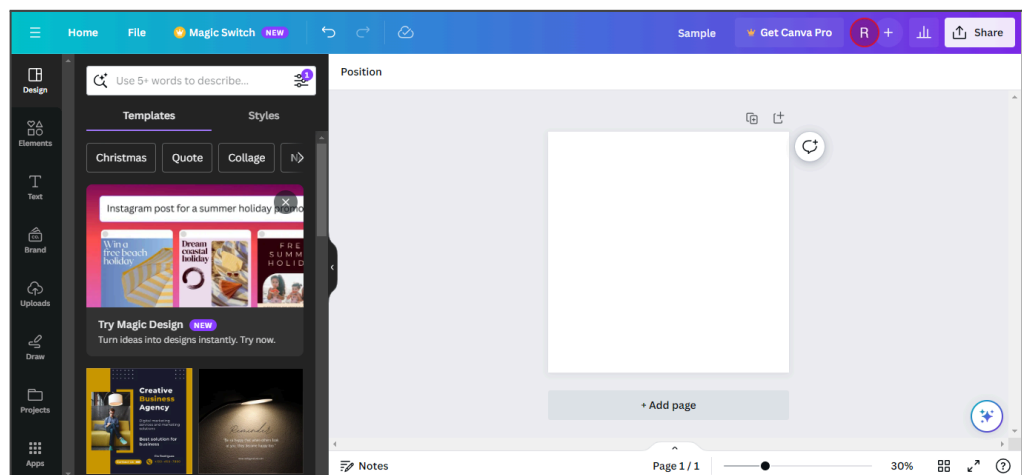
Design Elements in Canva I

- **Start With 'Create a Design'**

    ○ To create a poster, flyer or any other graphic from a Canva template, simply click 'Create a design' or search in the search bar for your choice of template.

    ○ There are optimal dimensions for each graphic, whether it's a social media post, flyer or more.

    ○ You can use custom dimensions by searching for 'custom size'. You can choose from pixels, millimetres or inches.

    ○ After choosing a template or custom design, a Design page opens in a new window tab.

○ On the design page, look on the left side. It should have a sidebar with Elements and other menus such as Uploads, Projects, Apps, etc.
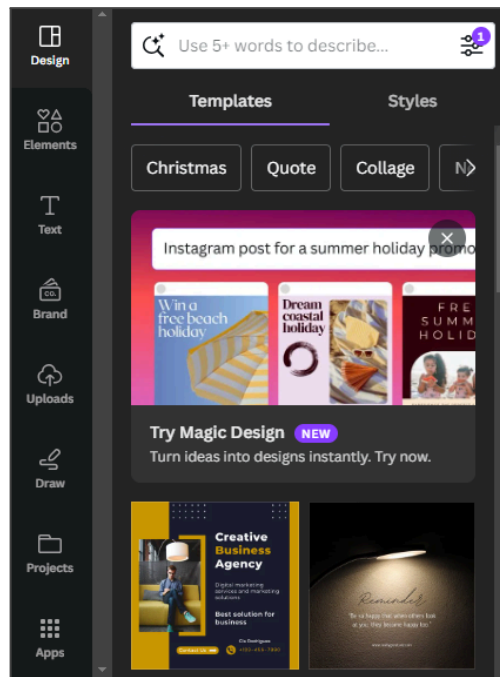

Fig: Canva Editor Sidebar

■ **Editor Sidebar**

○ **Search Tab:** The search option allows you to look for photos, Illustrations, elements, templates or all items.

○ **Elements Tab:** You'll find photos, grids, frames, shapes, lines, illustrations, icons, charts, and any graphic elements.

○ **Text Tab:** Beyond the text placeholders already available to you, the text tab gives you options to add additional pre-formatted text heads, sub-headings, and body text. There are also font combinations available

○ **Upload Tab:** This allows you to upload images, videos, logos, and more to insert into your design. Canva will store all your uploaded graphics for you to use for future designs.

○ **Draw Tab:** This allows you to draw any shape, lines, objects or more with the options of pen, marker or highlighter etc. You can adjust its weight and Transparency. You can also erase by using an eraser available in it.
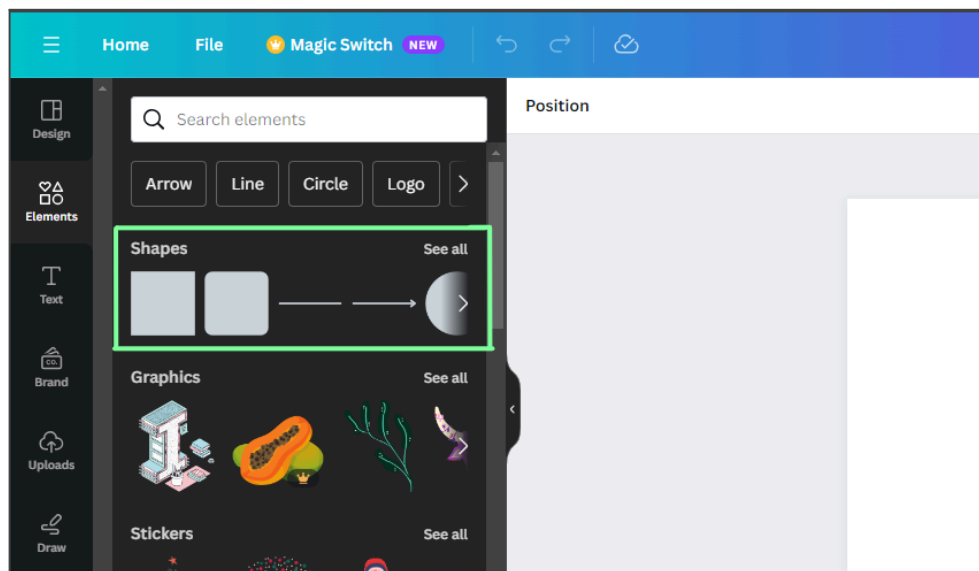
● **Working with Shapes and Icons**

■ **Working with Shapes**

○ One element to creating great designs in Canva is the addition of shapes. Now, we will learn how to use shapes in Canva.
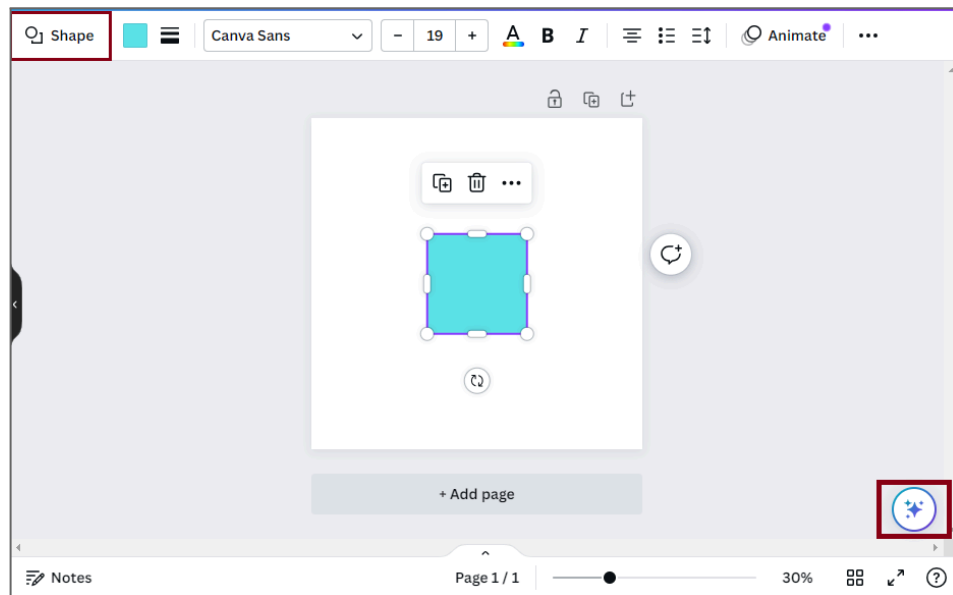
■ **Adding Shapes to Project**

➢ The long way of adding shapes in Canva is to click the 'Elements' tab on the left-side panel. Go to the 'Lines & Shapes' section and select a shape from there.
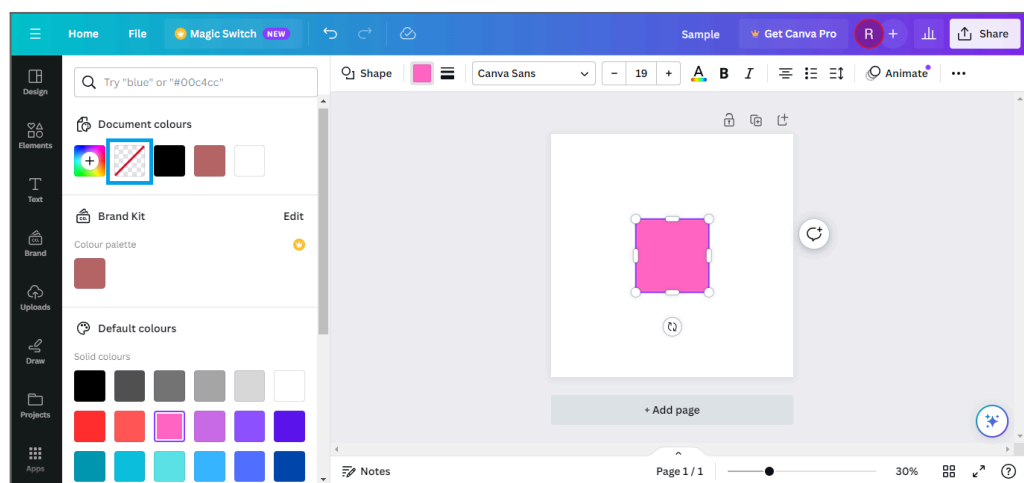

➢ Click the Canva Assistant button. Alternatively, you can press / on your keyboard, or press CMD + E (Mac) or CTRL + E (Windows).

➢ Type in what you're looking for. Available suggestions will appear as you type. Search for elements, graphics, photos, templates, videos, and so much more just by typing a keyword.

Or you can just click on 'Shape' to choose another shape as highlighted in the given image below.
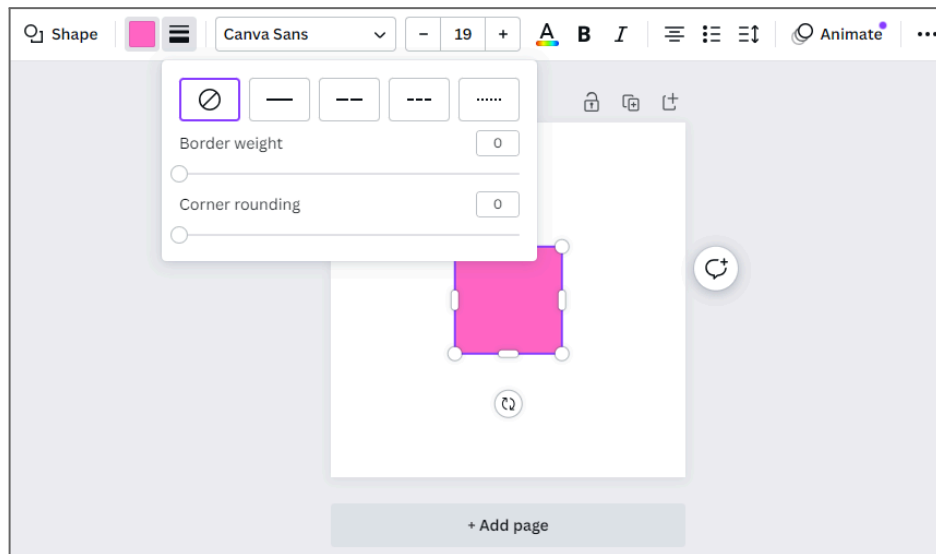
■ **Adding and Removing Fill Colors of Canva Shapes**

○ **Adding color:** If you want to remove or change the color shape's fill color, select the highlighted shape and click the 'Color' square on the toolbar.

○ On the 'Color' gallery that appears, choose a hue from the 'Color palette'. You can also add gradients to your shape(scroll down).

○ **Removing color:** If you want to remove color, Click the 'Transparency' square from the color gallery that appears.

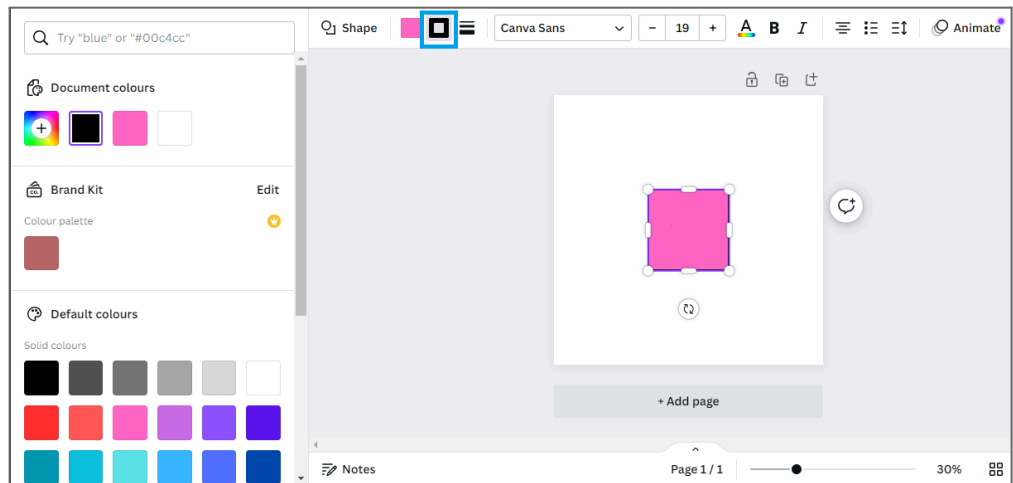- **Adding and Removing Canva Shape Borders**

  - **Adding Border:** After selecting the shape you added to the canvas, go to the toolbar and click the 'Border Style' button.

  - On the dropdown menu, go to the 'Border Style' section and choose what type of border you want your shape to have.

  - There are a total of four options 'No border,' 'Straight line, 'Dashed Line,' and 'Dotted Line.'

  - You can also add border thickness and border radius from the option 'Border Weight' and 'Corner rounding'(Increase/Decrease by dragging the slider).

  - **Removing Border:** If you want to remove the border, just select 'No border' style from the 'Border Style' section.

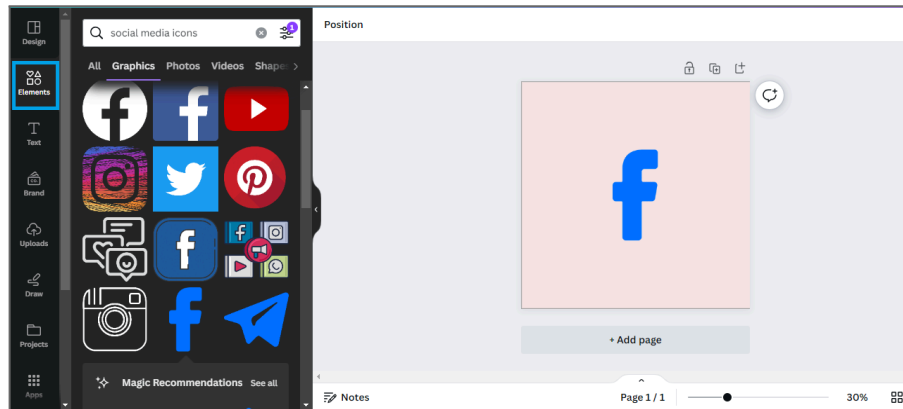- **Adding and Removing Colored Borders**

  - **Adding Colored Border:** Go to the toolbar that appears and select the 'Border Color' tab. Click the color you want your shape's border to have from the 'Photo colors' or 'Default colors' gallery.

  - If you prefer to add a new color for the shape's border, select the rainbow-colored '+' button.

- **Removing Colored Border:** For removing, just click on 'transparency' square from the color gallery that appears.

- ■ **Working with Icons**

    - ○ Canva offers a wide range of icons that can be accessed directly through their platform. To find these icons, follow these simple steps:

        - ➢ click on the 'Elements' tab located on the left-hand side of the screen.

        - ➢ In the search bar at the top of the page, type in keywords related to the type of icon you are looking for. For example, if you need a social media icon, type 'social media' in the search bar.

        - ➢ Browse through the search results and select the icon that best fits your needs. Canva provides a variety of styles and designs to choose from, ensuring there is something for everyone.
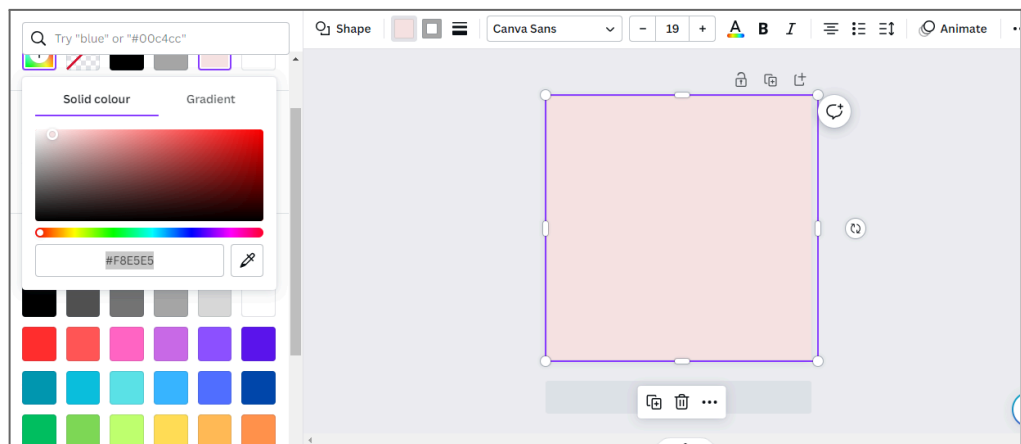
■ **Working with Canva Icons**

  ○ **Choose Icons that Complement your Design:** Select icons that align with the overall theme and style of your design. Choose a few key icons that convey your message effectively.

  ○ **Upload Your Icons**

    ➢ On the left sidebar, Click the 'Uploads' button.

    ➢ Now you can view or use any photo or icons you have previously uploaded or click the 'Upload an Image or Video' button to upload your own photo.

  ○ **Resize and Position Icons:** Experiment with different sizes and placements to find the perfect balance within your design.

  ○ Click any of the resize handles on the corners of the selected element/s, and drag it in or out to resize.

  ○ **Customize Icons:** Canva provides options to customize the color of icons, Flip horizontally or vertically, to match your design palette.

  ○ Click on an icon to access the customization options and experiment with different colors.

  ○ You can also add filters or effects to icons for a unique touch. However, ensure that these customizations do not overpower other elements in your design.
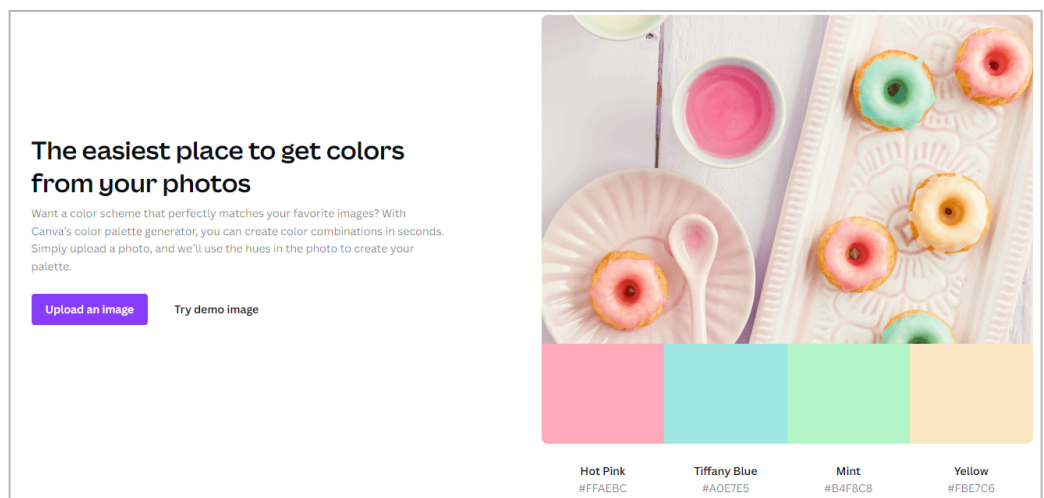
- **Introduction to Color Palettes**

  - Want a color scheme that perfectly matches your favorite images? With Canva's color palette generator, you can create color combinations in seconds.

  - The Canva color palette generator is a powerful tool that allows businesses to keep their brand consistent.

  - You can also pick your own colors when creating your Canva design.

  - Using the Canva Color Picker, it is easy to identify the colors used in images. By extracting these color codes, designers can find new color palettes or apply an existing color palette to subsequent designs.

  - A HEX color is expressed as a six-digit combination of numbers and letters defined by its mix of red, green, and blue (RGB).

    - ➢ Click on any part of your Canva design that allows editing of color.

    - ➢ Click on the Canva color icon in the top toolbar.

    - ➢ Click on the 'Add a new color' button under document colors.

    - ➢ Enter the six digit HEX color code corresponding with the color that you want to add to your design.

  - **Steps to use Canva Color Palette Generator**

    - Click on 'https://www.canva.com/colors/color-palette-generator/'

○ Creating color combinations is free and not only for Canva Pro users. To create your color scheme, upload your graphics or photos by clicking on the 'Upload an image' button.

○ Click on any of your colors from the Canva color picker tool to copy them.

○ Now you can use any of your colors as a base or background in any of your designs. And that is all there is to using the Canva color palette generator.
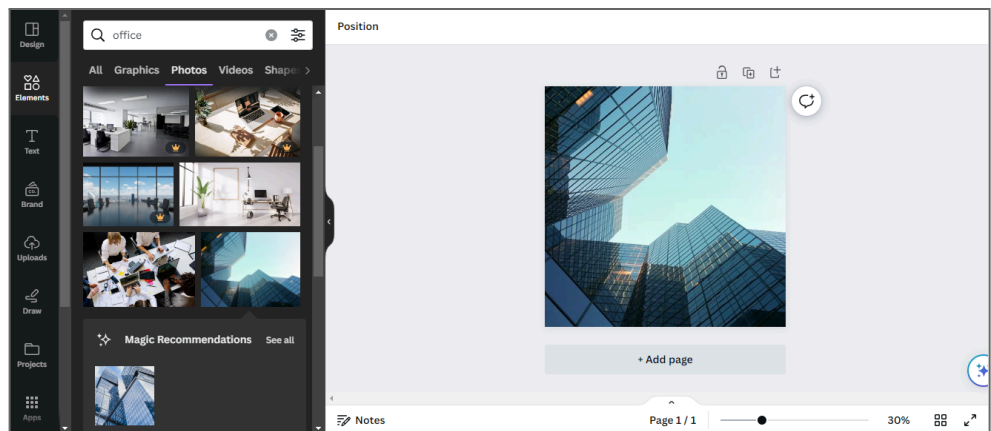

The easiest place to get colors from your photos

Want a color scheme that perfectly matches your favorite images? With Canva's color palette generator, you can create color combinations in seconds. Simply upload a photo, and we'll use the hues in the photo to create your palette.

Upload an image   Try demo image

| Hot Pink | Tiffany Blue | Mint | Yellow |
| #FFAEBC | #A0E7E5 | #B4F8C8 | #FBE7C6 |

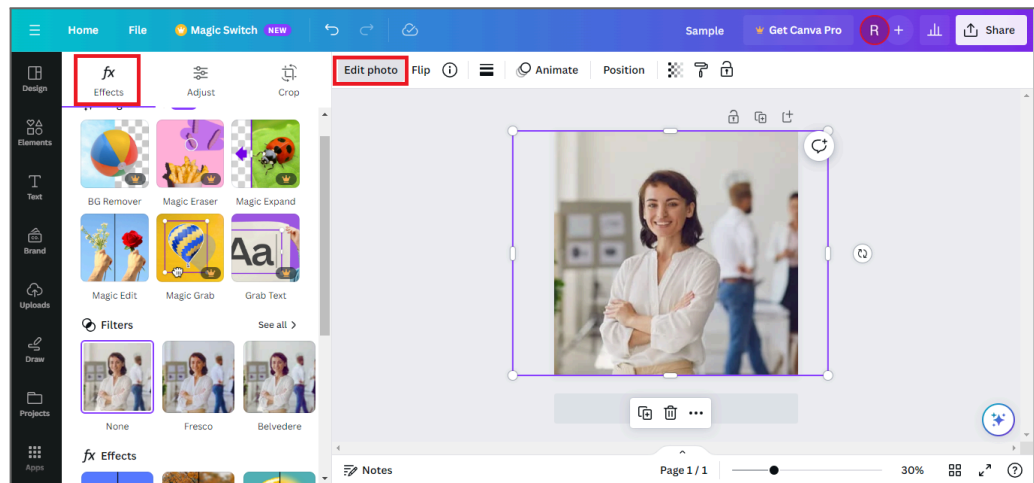● **Images and Background in Canva**

■ **Working with Images**

○ **Upload Your Own Image**

➢ On the left sidebar, Click the 'Uploads' button.

➢ Now you can view or use any photo you have previously uploaded or click the 'Upload an Image or Video' button to upload your own photo.

○ **Find Stock Photos**
➢ On the left sidebar, Click the 'Elements' button that appears in this bar.

➢ Now you can browse stock photos by scrolling down to 'photos' section.

➢ Or you can click Apps first from the editor side panel, click on 'photos' by scrolling down.

➢ Notice that some photos say 'Pro' and have a small crown icon in the bottom right corner. These are pro images and to use them you either need to pay a small fee for a license to use their photo or upgrade to a paid Canva account.
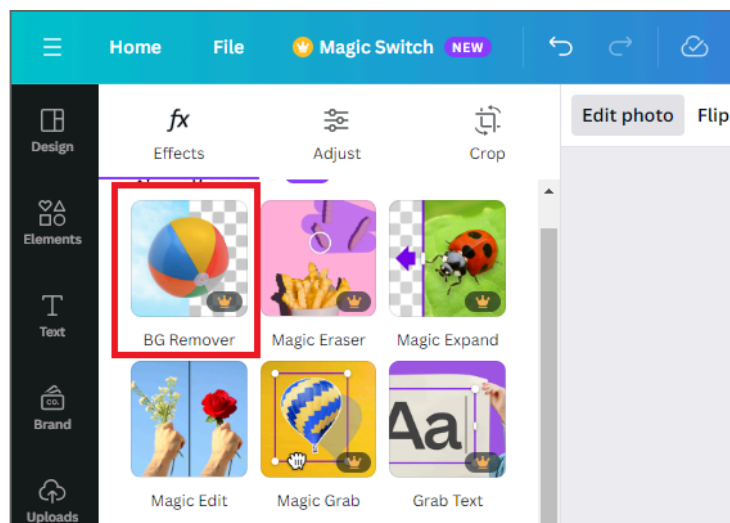

- **Edit an Image**

  ○ Photo editing options include adding filters, removing backgrounds, blurring photos, adjusting image settings, editing colors on images, and cropping.

  ○ After editing, you can add the edited photo to a design or download it to your device from 'Share' button.

  ○ **Adding filters**

    ➢ Click the photo you want to edit, then click on 'Edit Photo' button. The photo editor will open.

    ➢ In Filters under the Effects tab, click on a filter to apply it. Click See all to see all available filters.

    ➢ To adjust filter intensity, drag the Intensity slider to the right to increase intensity or the left to decrease it.

    ➢ To change filters, click on a different filter option.

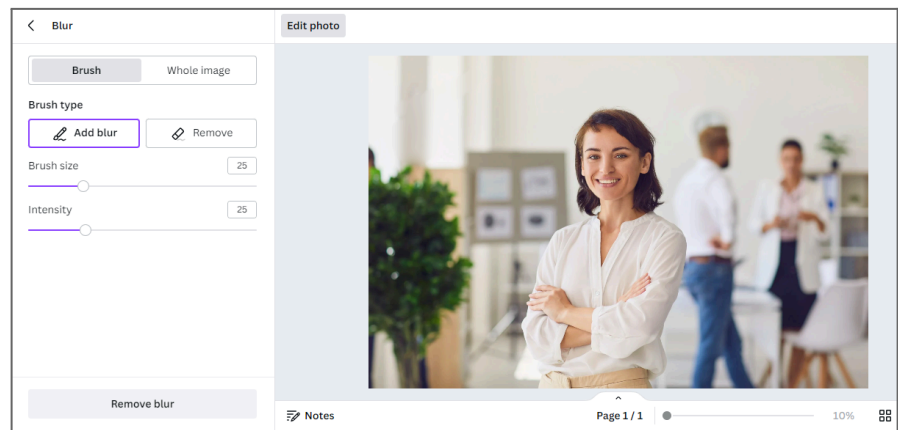   ➢ To remove the applied filter, select None.

- **Removing backgrounds**

  ➢ Click the photo you want to edit, then click on 'Edit Photo' button. The photo editor will open.

  ➢ In Tools under the Effects tab, click BG Remover.

  ➢ Wait for the background to be processed.

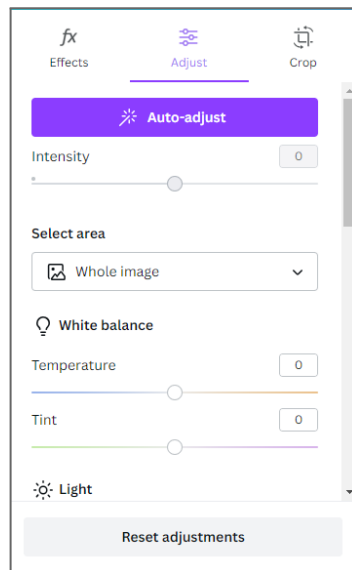 ➢ Note that the BG remover is a pro feature.

○ **Blur Effect**

➢ Click the photo you want to edit, then click on 'Edit Photo' button. The photo editor will open.

➢ In Effects, click Blur.

➢ Drag the sliders under each setting to adjust them. Dragging to the left decreases intensity while dragging to the right increases it.

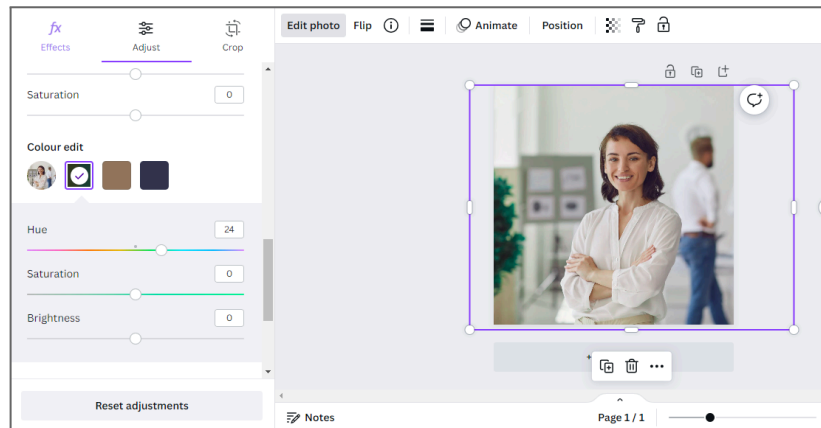➢ To remove any added blur, click Remove blur.

○ **Adjusting Image Settings**

➢ Click the photo you want to edit, then click on 'Edit Photo' button. The photo editor will open.

➢ Click the Adjust tab.

➢ Drag the sliders under each setting to adjust them. Dragging to the left decreases intensity, while dragging to the right increases it.

➢ To adjust settings automatically, click Auto-adjust.

- ○ **Editing colors on images**

  - ➢ On the photo editor, click on Adjust tab.

  - ➢ To give your image a quick fix, click on Auto-adjust. You can still adjust the intensity after.

  - ➢ Under Select area, select Whole image.

  - ➢ Scroll down and go to the Color edit section.

  - ➢ From here you'll see a tiny version of the image and color boxes representing the colors from your image.

  - ➢ Select the color box you'd such as to change.

  - ➢ Drag the color sliders to adjust according to hue, saturation, and brightness. You'll see the colors changing on the editor as you adjust the sliders.

  - ➢ If you're not happy with the changes, select Reset Adjustments. If all looks good, you can either save, download or use the edited image in a design.
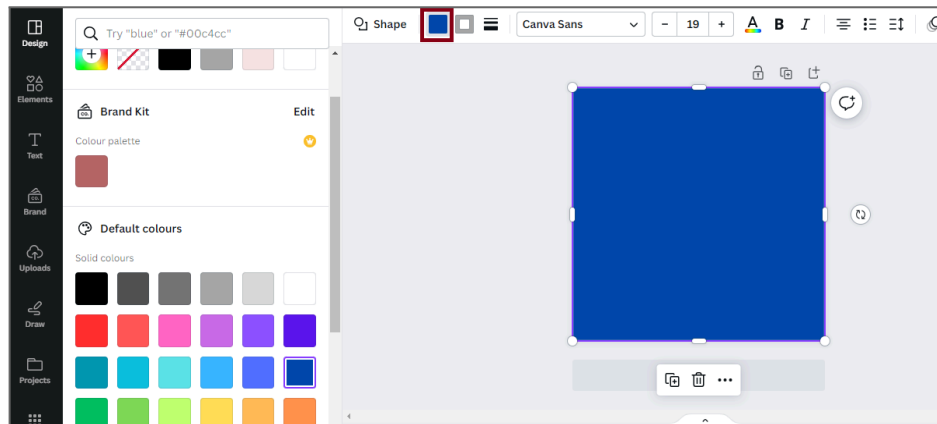
- ○ **Cropping uploaded photos**

  - ➢ Click the photo you want to edit, then click on 'Edit Photo' button. The photo editor will open.

  - ➢ Click the Crop tab or you can just 'double tap' to Crop.

  - ➢ Select your preferred crop aspect ratio.

  - ➢ Click and drag any crop handle to adjust what part of the element you want to be visible. You can also resize the element within the crop space.

  - ➢ Click Done to finish.

- ■ **Working with Backgrounds**

  - ○ **Adding a solid color background**

    - ➢ Click Apps first from the editor side panel, click on 'background' by scrolling down.

    - ➢ Click on a color tile below the search bar to apply it to your design.

    - ➢ To pick a new color, click the palette icon, and then the Add a new color tile.

    - ➢ You can also lock your background, right click on the background image and select 'Lock' option for it.
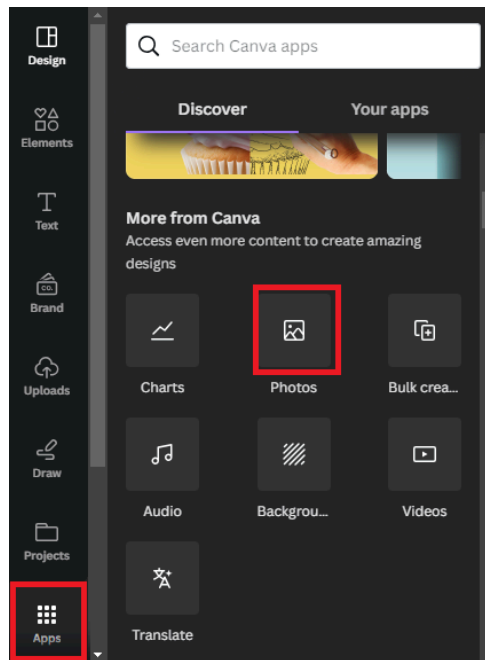
- ○ **Adding a Gradient Background**

  - ➢ Click Apps first from the editor side panel, click on 'background' by scrolling down.

  - ➢ To pick a new gradient, click the palette icon, and then choose the Gradients from the Gradient section.

  - ➢ Or Click on the search bar, search 'gradients' and pick gradients for your design.

- ○ **Adding an Image Background**

  - ➢ From the editor side panel, click Background. If you don't see it, click Apps first.

  - ➢ Click on an image from the tab to use it as your background. Use the search bar to look for more specific ones.

  - ➢ To use a stock photo or an uploaded image, add it to the design, right-click on it, and select Set Image as Background or Replace Background.

○ **Adding a Video Background**

➢ Click on 'Elements' on Sidebar, scroll down to video section or you can search for 'Videos' in the search bar.

➢ Add any video to your design. You can add one from the Videos tab or from your Uploads.

➢ The added video will be on top of existing elements. Right-click on the video.

➢ Select Set Video as Background or Replace Background. Setting the video as a background will surface all existing elements.