



- Create an account at: <https://www.canva.com/>
- **Designs & Projects** -
 - You can locate your most recent projects & designs on the home page.
 - You can locate all your projects & designs at the “Projects” tab, on the side bar.
 - The “Add New” button in the Projects dashboard allows you to -
 - Upload Images/Videos/Pictures/Folders.
 - Create Folders.
 - Create a Course.
 - Import items from other applications.
- **Templates** -
 - To search for templates, you can simply write in the search bar located on the Home page.
 - Another way to search for templates is at the “Templates” tab, on the side bar.
 - The Templates dashboard provides a comprehensive list of templates that could be used for -
 - Documents, Whiteboards, Presentations, Logos, Business Cards, and more.
 - The Templates page also highlights inspiration that could be used for potential projects, including:
 - Featured Collections, Popular Topics, Catered Templates, New Additions, and more.
- **Creating** -
 - To create a Project or Design, you can choose from a pre-made template.
 - To create from scratch, on the Home page click on the “Create a Design” button.
 - Choose a blank template to create from.
- **Project Interface** -
 - The side bar contains tabs that achieve a different purpose -
 - Design - Lets users change the main project details like style, sizing, and layout.
 - Elements - Lets users change the main project details like style, sizing, and layout.
 - Text - Lets users add in custom text along with text templates.
 - Brand - Where users find their uploaded brand elements for easy access.
 - Uploads - Where users find the images, videos, and audios they have uploaded.
 - Draw - Allows users to free-hand draw directly on their project pages.
 - Projects - A miniature version of the Projects dashboard.
 - Apps - Selection of third-party app integrations, directly in Canva.
 - Photos - A collection of stock photos that can be used in projects.
 - The nav bar contains buttons that achieve a different purpose -

- For Text Boxes -
 - Font
 - Font Size
 - Text Colour
 - Bold
 - Italics
 - Underline
 - Strike-through
 - Uppercase or Lowercase
 - Alignment
 - List
 - Spacing
 - Text Effect
 - Text Animation
 - Position
 - Transparency
 - Copy Style
 - Lock

- For Objects & Images -
 - Edit Image
 - Crop
 - Flip
 - Info
 - Background Colour
 - Animate
 - Edit Timing
 - Position
 - Transparency
 - Copy Style
 - Lock

- ***Saving your work*** -

- Click on the “Share” button inside the project interface.
- You have the ability to -
 - Download, Copy link, Save to folder, and more.
- To download your work, click on the “Download” button.
- Choose the file type from the list of options.
- Click on the “Download” button to download your work to your device.