

# Canva Tips for Whiteboards

## Sticky Notes

Press "S" to create sticky notes.

S

Alternatively, click on the **Elements** tab to open the Sticky Notes panel.

You can also access panels for **Lines & Shapes**, **Charts**, and **Tables** in this tab.

Elements

## Draw Tool

Draw on your Whiteboard! Click **'Draw'** on the **Object panel** to activate different drawing tools and the **eraser** on your board.

Draw

## Lines and Shapes

Press "L" to generate lines.

L

**Double-click** on the line to add text.

Add text

Drag the text along the line

**Click on the lines** and choose among the options on the editor bar to create elbowed lines and add arrowheads.

Line editor icons

Press "R" to generate a rectangle.

R

Press "C" to generate a circle.

C

## Embed

**Embed** videos, presentations, and more onto your Whiteboard. Just directly paste their links onto the template!

You can also access **Embeds** in the Apps Tab of the Object Panel.

</> Copy Link

## Magic Shortcut

Design with the **/Magic** commands.

**Press "/"** while on the Whiteboard and search for whatever you need, such as emojis, charts, and the timer!

/

## Collaborate

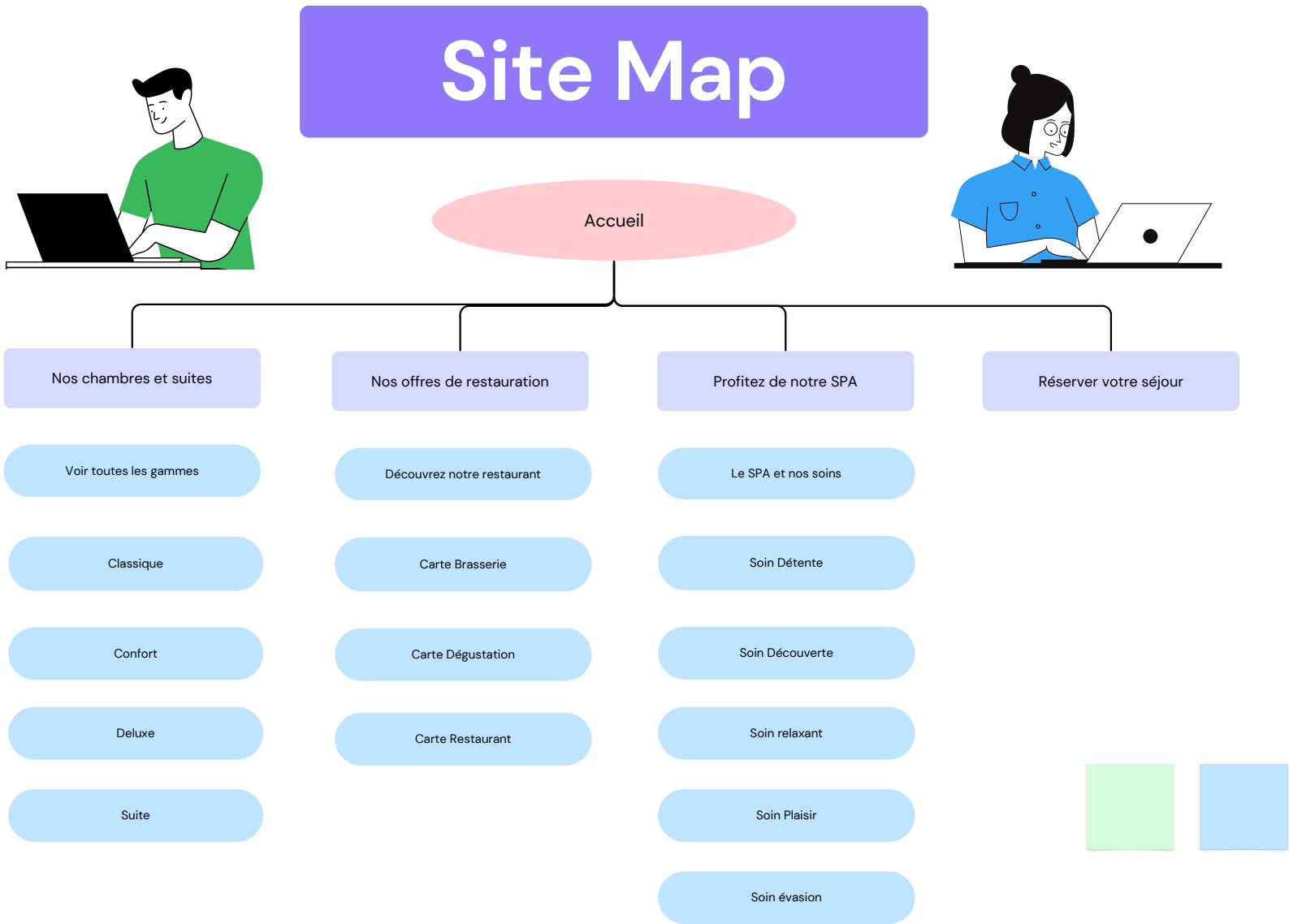
**Click the "+"** to add people to the Whiteboard. Share the link so you can all collaborate in real time!

Collaboration icons



Text Here

Text Here



Let's end the session with action items	
Action Item	Point Person
Create a task	Assign the responsibility