

Introduction to Canva

Canva is a free, browser-based graphic design tool. It can be used to create documents, presentations, social media posts and webpages.

An account is required for access. In addition a stable internet connection is necessary, even when using the desktop app.

* Pricing Plans *

Canva Free

- 1M+ Templates
- 3M+ Stock photos and graphics
- AI generated writing and designs
- Design printing and delivery
- 5 GB cloud storage

Canva Pro

- **\$120/year for one person**
- Many more photos and graphics
- Schedule posts for socials
- AI editing tools (background removal)
- Translation Tools
- 1 TB cloud storage
- Online customer support

Canva Team

- **\$100/year per person (minimum of 3 people)**
- Design approvals
- Reports and insights
- Edit and collaborate in real time
- Online customer support
- AI admin controls

* Formats *

Browser

Choose between Google Chrome, Firefox, Safari, Edge, or Opera. Make sure your browser is up to date.

Desktop App

All the features of the browser, with the added ability to choose your download location.

Mobile

Download from iOS App Store or Google Play Store

* Home Page *

The screenshot shows the Canva home page. At the top, there's a navigation bar with the Canva logo and various menu items like 'Design spotlight', 'Business', 'Education', 'Plans and pricing', and 'Learn'. On the right, there are icons for help, settings, notifications, and a 'Create a design' button. Below the navigation bar, there's a large blue banner with the text 'What will you design today?' and a search bar. Underneath the banner, there's a row of icons representing different design categories: 'For you', 'Docs', 'Whiteboards', 'Presentations', 'Social media', 'Videos', 'Print products', 'Websites', and 'More'. Below this, there's a section titled 'You might want to try...' with a row of design templates including 'Flyer (Portrait 8.5 x 11 in)', 'Poster (18 x 24 in Portrait)', 'Logo', 'Document', 'YouTube Thumbnail', 'Invitation (Portrait)', 'Facebook Post (Landscape)', 'Your Story', and 'Mobile Video'. At the bottom, there's a 'Recent designs' section.

* Designs *

Choose from Templates

- Print Designs (e.g. resume, flyer, invitation)
- Digital Designs (e.g. Instagram post, video, phone wallpaper)

Empty Canvas

Go to

Create a design

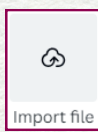
Choose appropriate style and dimensions

OR, select **Custom Size**

Import File

Go to

Create a design



Visit <https://www.canva.com/help/upload-formats-requirements/> for a complete list of acceptable files and additional requirements

* Templates *

Choose Template, then click to insert in the workspace

Graphics Editing

Hover over design elements to edit GRAPHICS (look for the purple rectangle), then click to select

Toolbar near the top of the workspace provides graphics editing tools

- **Edit Image:** Magic Studio*, Filters, Effects (e.g. Shadows, Blur), Adjustments (e.g. White balance, light), Crop
- **Flip:** Horizontal or Vertical
- **Information:** name, access level, location, collection, etc.
- **Colors:** click to adjust each color individually
- **Border:** adds a border around the image or text box
- **Animate:** great for digital tools. Adds an effect to design elements
- **Position:** alignment (top, middle, bottom), and layering
- **Transparency:** how much of the background is visible.
- **Copy Style:** apply one style to additional elements
- **Lock:** prevents accidental rearranging



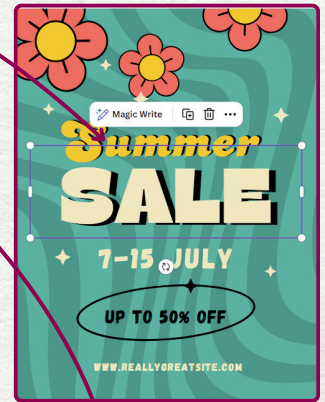
*Some **Magic Studio** tools require a **Canva Pro** account



Text Editing

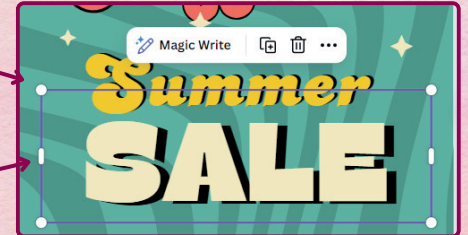
Hover over design elements to edit TEXT (look for the purple rectangle), then click. The toolbar near the top of the workspace provides editing tools.

- **Font:** choose from available fonts, or upload your own
- **Font Size:** use + or - to increase or decrease the font size. Or type your preferred size
- **Text Color:** Canva uses hexadecimal codes
- **Emphasis:** **Bold**, *Italic*, Underline, ~~Strikethrough~~, UPPERCASE
- **Alignment:** click to toggle through left, right, center or justified
- **List:** toggle between number or bulleted lists
- **Spacing:** controls the spacing between lines or letters
- **Effects:** add shadows, outlines, backgrounds and more
- **Animate:** great for digital tools. Adds an effect to design elements
- **Position:** alignment (top, middle, bottom), and layering
- **Transparency:** how much of the background is visible.
- **Copy Style:** apply one style to additional elements
- **Lock:** prevents accidental rearranging




* Changing Tools *

- Click to select a graphic or text box.
- When selected, design elements will have **circle handles** on the corners and **rectangle handles** on the center of each border.



Moving

- Move the mouse pointer to the middle of the design element, then click and drag to move (look for a 4-headed arrow) OR

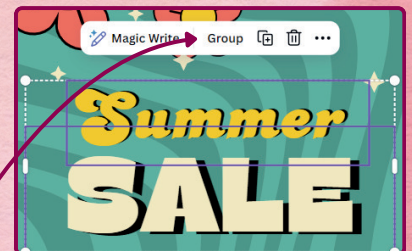
- Look for 


Resizing


- Move the mouse pointer over one of the corner handles. Look for a two-headed arrow. Click and drag to enlarge or reduce each element.

Grouping

- Hold the SHIFT button on keyboard and then click on multiple design elements.
- Click the **Group** button. This allows objects to move together

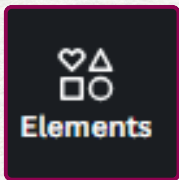


Rotating: click and drag 

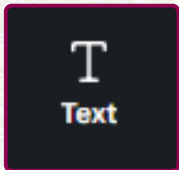
Deleting: click the trash bin icon 

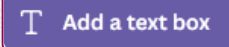
* Adding More *

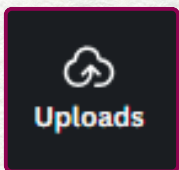
Use the toolbar on the left side to add additional graphics, photos, textboxes, etc.



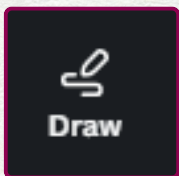
Includes shapes, graphics, stickers (animated), photos, videos, charts, tables, frames, grids, or mockups. Or, use the AI image generator to have Canva create your perfect graphic (e.g. "super hero librarian using a computer")



Click  to add additional text to your design. Choose from text styles (heading, subheading) or Font Combinations to add visual interest



Add your own graphics, photos, logos, etc. to your design



Use the mouse or touch screen to add "handwritten" text. Choose from pen, marker, highlighter or eraser.



* Digital Designs *

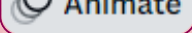
Designs created for a digital space are not limited by dimensions the way print designs are. In addition, digital designs may contain animation and effects.

Elements

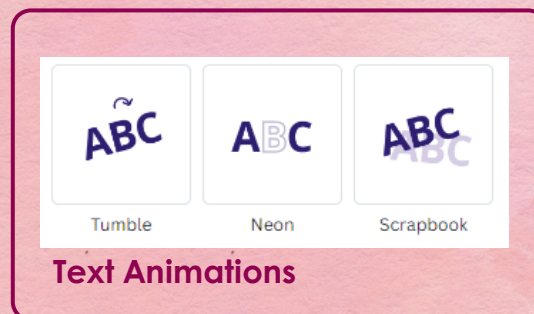
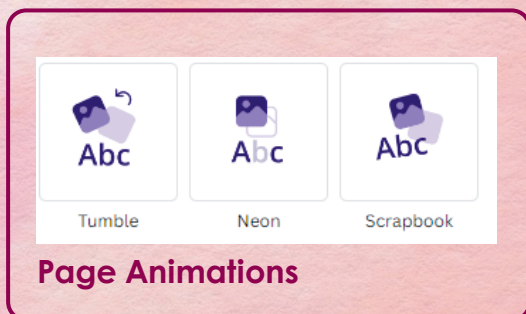
Search for Videos, Audio or Stickers (the example at right is clapping when viewed on a monitor)




Animate

Add effects to both graphics and text. Use the  button

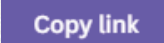
Look near the top, left side of the screen for Page Animations and Text Animations

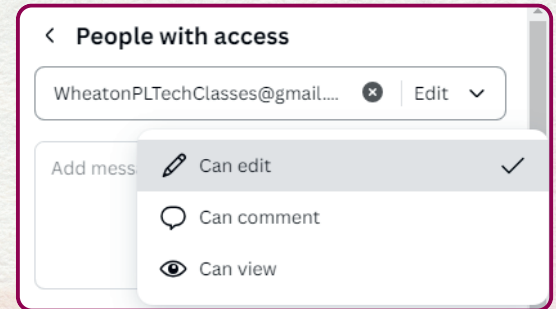


* Output *

Click the  **Share** button (top, right corner)

Sharing


- Enter an email address
 - Choose the appropriate permission (edit, comment, view)
- OR click  to generate a URL that can be pasted into an email, webpage, post, text, etc.



Share on social

- Designs can be posted directly to Instagram, Facebook, X, TikTok, Pinterest, LinkedIn and Tumblr

Presenting

Click the present button 

- **Present Full Screen:** hides the workspace view
- **Presenter View:** includes presenter notes and a preview of upcoming slides
- **Present and record:** record audio and video of yourself speaking during a presentation

Downloading Download

NOTE: Downloading is the ONLY way to print to a local printer

Choose the correct file type

- JPG (image file)
- PNG (image file, background can be made transparent)
- PDF Standard
- PDF Print
- MP4 Video
- Gif (brief animated videos without sound)

Print with Canva



Use Canva to create products ranging from paper flyers, business cards and folded cards, to tote bags, yard signs, mugs and t-shirts.

- NOTE: this is NOT free, but shipping and delivery is built into the cost.
- Before printing, Canva will check for issues, but you'll want to download a final PDF to proof your design before printing.

* Pro Perks *



The Crown icon indicates a feature accessible only to Canva Pro users

Some Pro features

- **Branding:** upload your brand colors and fonts. Create brand templates that can be modified by team members
- Edit images with **Magic Studio**. Includes background removal, image replacement, magic erasers, and more.
- Auto-run presentations, instead of manually advancing each slide.
- AI tools such as **Magic Write**, which helps polish your text.
- Lots of extra templates, graphics, photos and videos
- Scheduling social media posts
- **Resize and Magic Switch:** converts your document to a presentation or vice versa

* Hidden Gems *

Recent Design Styles: Apply a design (fonts, colors, etc.) from a previous design to a new one.

- Go to Design --> Styles --> Recent Design Styles.

Free Apps

- Select the Apps button, and search for an add-on App to use with Canva (e.g. blog generator, speed paint, lottiefiles, etc.)

Curved text

- Click on an existing text box --> Effects --> Shape --> Curve

Rotating text

- Click on an existing text box --> Effects --> Add Motion Effects

QR Code Generator

- Design spotlight --> marketing --> QR Code Generator

Change font across document

- When changing one font, click **Change All** to apply the change to the rest of the design.

Contact techclasses@wheatonlibrary.org with questions, comments, suggestions, etc.



ADAMS PARK BOOK CLUB

Join Us in the Park

Meets the third Monday of every
month at 10:30 am

sponsored by:
Wheaton Public Library
225 N. Cross
Wheaton, IL 60137
630-668-1374



John Smith

**A HORSE
WITH NO
RIDER**



A night landscape featuring a full moon, stars, and a lake. The scene is dark with a blue and purple color palette. The moon is bright and full, positioned in the upper center. The stars are scattered across the dark sky. The lake is in the foreground, reflecting the moon and stars. The trees are dark and silhouetted against the night sky.

Overnight
**Reading
Marathon**

Adams Park
August 31, 2024