Quick Guide to Canva
Create an account

www.canva.com
Search
The two ways to search

There are two ways to search: category folders and keyword search.
Grids can be used to hold any images and allow for easy resizing and manipulation of your images.
Layouts
If you don’t want to start from scratch, choose one of the hundreds of beautifully designed layouts that have been created for each design type.
Choose from header, subtitle, or body text boxes and adjust the font and size to complement your design. Change the default font and size if you regularly use the same fonts.
If you’re not sure where to start, choose from hundreds of text boxes to tastefully frame the text for your design.
Background
Choose a color or Canva background.
Uploads
Upload your own images
Helpful Tips
HELPFUL TIPS

Download and Share

Download your design as a PDF or image.

Share your design using email or using a link.
HELPFUL TIPS

Page arrangement

You can change the order of your pages by clicking on the up or down arrows.

You can also duplicate and delete pages in your design by clicking on the dual page or trash can icons.
GETTING STARTED

Beginner's Challenge

1. Beginner's Challenge
   See details

2. Essential Canva Tools
   See details
GETTING STARTED

Choose your new design type

Choose the design type that makes the most sense for your classroom task.