



# Canva Design Tips

## What is Canva?

- **Canva is a user-friendly design website that provides a variety of layouts, fonts, frames, images, and more.** Many templates and elements are free, but you can pay to upgrade your account to access even more content. Some documents that you can create on Canva include:
  - ⇒ Flyers
  - ⇒ Social Media Posts
  - ⇒ Postcards
  - ⇒ Newsletters
  - ⇒ Brochures
  - ⇒ Letterhead



## Choosing a template

- **After clicking “Create a design,” hover over the design you want to use to see the size of the template.** This will affect how the document prints and may cause issues with sizing if posting a graphic online.
- **If you find a design that you like but is the wrong size, open a blank design of the size you need.** Then, you can copy and paste all of the elements from the design you like to your blank design. To do this, click in the gray area and hold the mouse down while you drag it over the whole design. Then, use the keyboard to click CTRL-C, and CTRL-V to paste (if you click copy on Canva, it will copy on the same document). You may need to resize after doing this. While everything is still highlighted, you can resize all elements at once.

## Working with text

- **You can change all of the font within a text box if the text box is selected.** To change a specific section of text, but not the whole text box, highlight just the words you want changed. In most fonts, you can make some words, but not all, bolded or another color. However, you can't change just parts of the text to a different font or to be all caps/all sentence case. Instead, you will need to make separate text boxes for different fonts or caps.
  - \* **Some fonts on Canva cannot be bolded and some are only in all caps,** so keep that in mind when choosing a font.
- **Some fonts have letters widely spaced or too tightly spaced, in this case,** you can highlight the text you want to adjust and click “spacing” at the top of the page, and adjust the letter and line spacing. This WILL change all of the text in the highlighted box.



Because “Writing Center” is a different font, a separate text box is needed. However, the color of the word, “Writing” could be changed within the same text box.

“Free” can be bolded within the same text box as “offers.”

“WORKSHOPS” had to be put in a separate text box because it is in all caps.

## Alignment

- **Unfortunately, Canva does not have rulers to check alignment;** however, if you slowly drag an item, purple dotted lines pop up to show that the element selected is aligned with another element, but you cannot choose which element you want to align it to. Instead, you can place the elements on top of one another and then use the arrow keys to move one of the items back to its position.

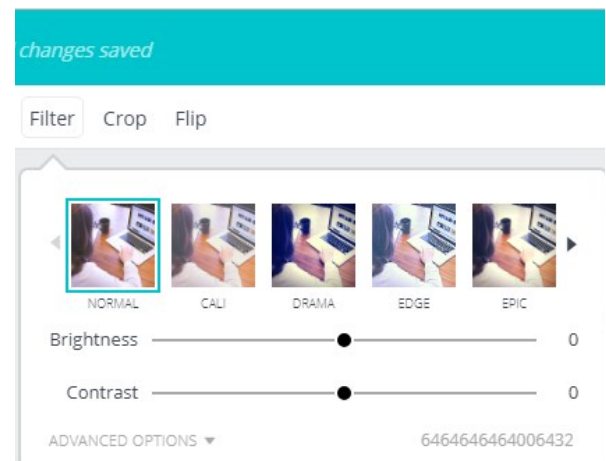


## Layering and grouping

- **When using templates or pre-matched texts, you will see that items will move with each other, because they are grouped.** If you want the elements to move independently, click on the group and select “ungroup.” If you have something set that you want to move around together, highlight both items at the same time, by holding down shift and clicking both items, then click “group.”
- **To layer text or a shape,** highlight what you want to be layered and click “copy,” then you can select “arrange” while the element is highlighted to move it forward or back.
- **You may want to make an element transparent to add depth to your document.** To make an element transparent, click the element and then select the button in the right hand corner that looks like fading checkers. You can then easily adjust opacity.

## Pictures/Images

- **The best way to work with a picture is to first put in a frame, then drag your picture into the frame.** If you want your own picture or a picture outside of Canva, you will need to save the picture to your computer and then add it under the “uploads” tab.
- **There are filters and cropping tools in Canva,** but for more specific or detailed photo editing, you may want to use Publisher or Photoshop, then save your work as a picture, and then re-upload the picture to Canva.



## Saving and Sharing

- **Canva automatically saves designs as you work,** but if you want to be sure, you can click “file,” “save.”
- **If you have the same design in Canva open in more than one tab,** you may get a pop up saying that you cannot save your design. In this case, just close one of the tabs.
- **If you want to share an individual document, while the document is open, click “share” and type in the email address of those you want to share it with.** Make sure you select whether you want the person you are sharing the document with to just view the document or to edit.
- **If you want to share multiple designs or all of your designs with someone, then you have to add them as a team member.** To do this, select “team members” and enter the email addresses and click “send invitations.” After the person accepts your invitation, you can invite them to view a whole folder by clicking “share” when the folder is open. You can share designs with your whole team easily without adding documents to folders by clicking “share with team” at the top of the design you are working on. Once shared, only one person can work on the document at a time.
- **The other way to share items is to download them and send them as emails or print them.** Keep in mind that PDF is the best quality for print.

**Sources Consulted:** Canva.com

**Further Assistance:** For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.