

Canva Bulk Create Quick Guide

Create Hundreds of Personalized Designs in Minutes

What Is Bulk Create?

Bulk Create lets you automatically generate multiple versions of the same design using data from a spreadsheet. Instead of editing each design individually, Canva fills in names, photos, emails, certificates, labels, or other information for you.

Perfect for:

- Business cards
 - Name tags
 - Certificates
 - Student awards
 - Classroom labels
 - Staff directories
 - Flashcards
 - Event place cards
 - Student profiles
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Before You Start

You will need:

- Canva Pro, Canva for Teams, Canva for Education, or Canva for Nonprofits
 - A completed Canva template
 - A CSV file or manually entered data
 - Photos uploaded to Canva (if using images)
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5 Easy Steps

1. Design Your Template

Create one finished version of your design with all text boxes, images, and formatting in place.

2. Open Bulk Create

Go to **Apps** → **Bulk Create**.

3. Add Your Data

Choose one option:

- **Upload a CSV file**, or
- **Enter Data Manually**

Create columns for the information you want Canva to replace.

Example:

Name	Title	Email	Photo
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Each row becomes one new design.

4. Connect Your Data

Right-click each text box or image and choose **Connect Data**. Match it to the correct column.

Example:

- Name → Name
- Title → Title
- Email → Email
- Photo Frame → Photo

5. Generate Your Designs

Click **Continue** → **Generate Pages**.

Canva automatically creates one personalized page for every row of data.

Tips for Success

- ✓ Build and proofread your template before adding data.
- ✓ Make text boxes large enough for long names or titles.
- ✓ Upload all photos before generating pages.
- ✓ Test with a few records first before creating a large batch.
- ✓ Review the finished pages for spacing, alignment, and image placement.

Classroom Ideas

Use Bulk Create to quickly make:

- Student name tags
 - Certificates and awards
 - Classroom jobs
 - Math task cards
 - Reading badges
 - Parent conference cards
 - Student data folders
 - Bulletin board displays
 - Staff directories
 - Classroom labels
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Quick Workflow

1. Design your template.
2. Open **Apps** → **Bulk Create**.
3. Add your spreadsheet or enter data manually.
4. Connect each placeholder to its matching data field.
5. Click **Generate Pages** and let Canva do the work!

Save time by designing once and personalizing hundreds of designs automatically.