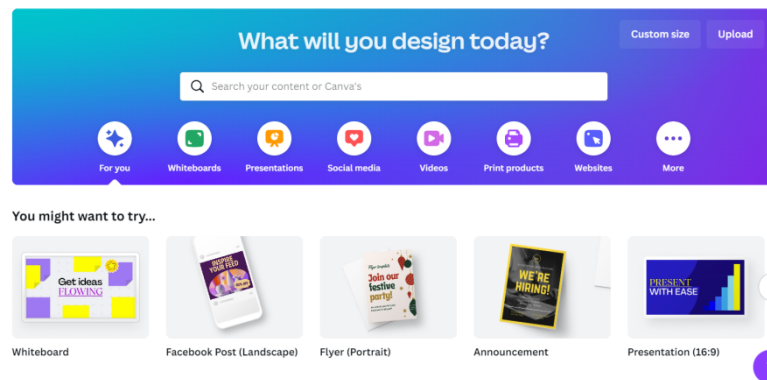




How to get started with Canva

The first thing you have to do is to click on this [link](#) and sign up.

Home page



Il team di IFOM
Teams • 8 4



Home



Templates



Projects

Tools



Brand



Content Planner



Discover apps



Smartmockups



Invite members



Trash

Recent designs



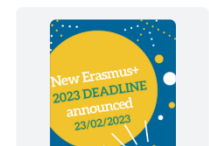
Cream Green Minimalist Journal
Spiral Notebook



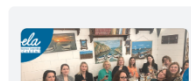
Beige simply New Year Planner
Document (A4)



Stress-2022-12-BO
A4 Da cancellare



New Deadline
Invitation (A6)



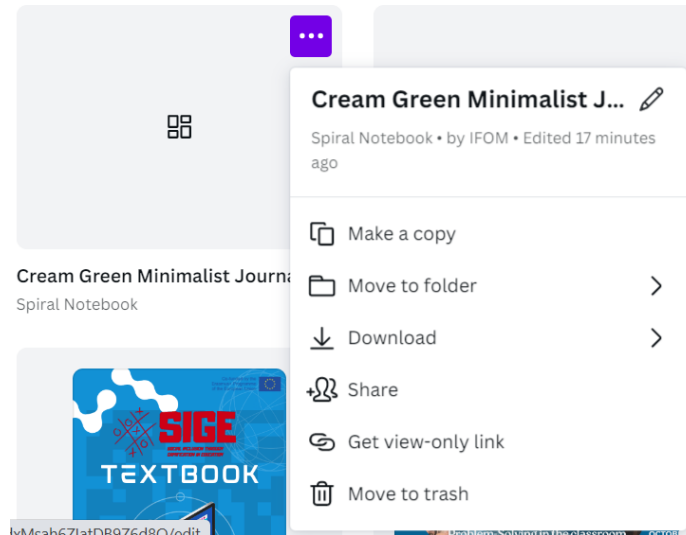
In the homepage, you will find three different parts:

You will see previews of all the projects you can realize

Below you will see your recent design that are automatically saved

On the right side you can see the menu through which
you can filter the content.

From the three dots on the right side of your projection the home page, you'll be able to create folders for organizing your content, duplicating your content, downloading it and so on, as you can see in the screenshot below.

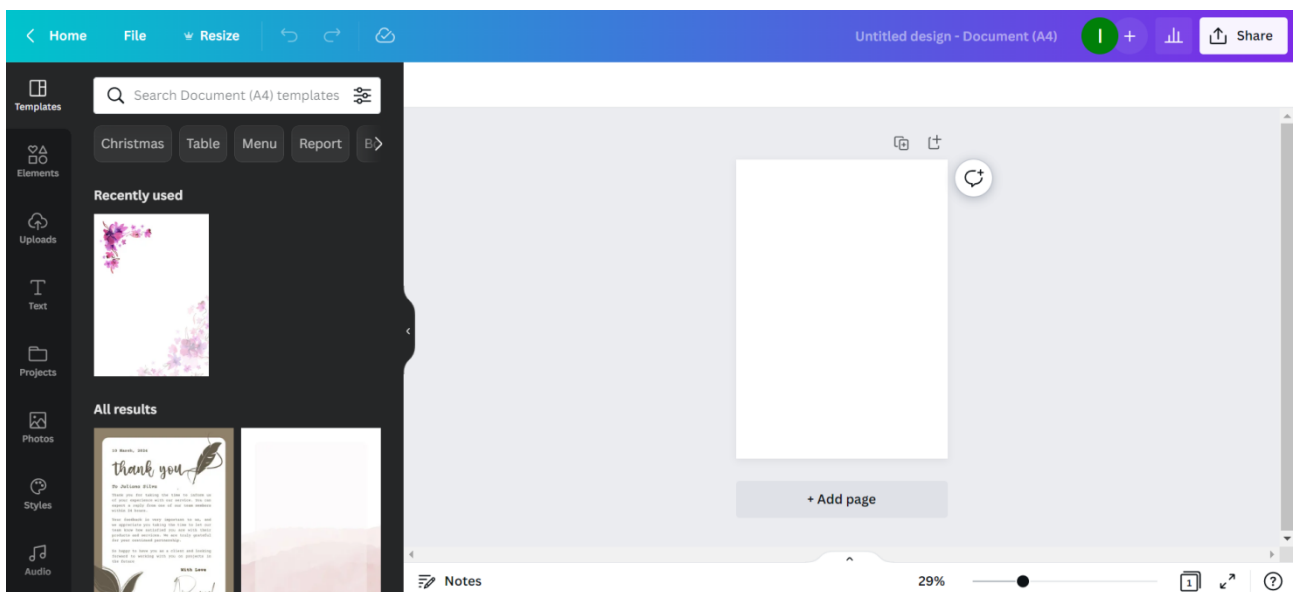


PICK A TEMPLATE AND START EDITING

The first thing you have to do is to choose the format you want to work on.

Once you click on the preview in the line an editor will be loaded.

In this case I selected the A4 format so I will see it as a blank page in the middle of the screen.



At the top of the left side you can see "Home", if you click on it you go back to the form without losing your changes if in the cloud you see on the right side there is a flag.

From the two arrows you can go back deleting the last changes or go on to recover them.

At the top of the right side you'll have the possibility to give a title to your project just by double clicking where it says "Untitled document".

⚠ One thing you have to be aware of when you work with canva is that all the elements or templates with this symbol  are for premium users.

The green dot indicates my account. If you click on the plus button you have the possibility to add new people and it becomes a collaborative space in which more people can work at the same time.

The Share button is to share the link, download it in various formats, share the template of your project, but we will deal with it later.

Let's focus on this toolbar:

 Template	Click here to see the many available templates for the format you chose to be then customized according to your needs and preferences. Just click on one of them and work on it.
 Elements	Click here to see the different elements, images, icons you can add to your page.
 Uploads	Click here to add to your project media uploading them from your computer.
 Text	Click here to add text boxes to your project.
 Projects	Click here to see your previous projects.
 Photos	Click here to add photos from Canva library.
 Styles	By clicking here you have the possibility to change the style of your project. Canva will propose to you different palettes so that you don't have to think about the best way to match colors in the page.
 Audio	

Click here if, according to the format of your project you need to add background audios.

When you get a template, of course you can just modify text, colors and so on.

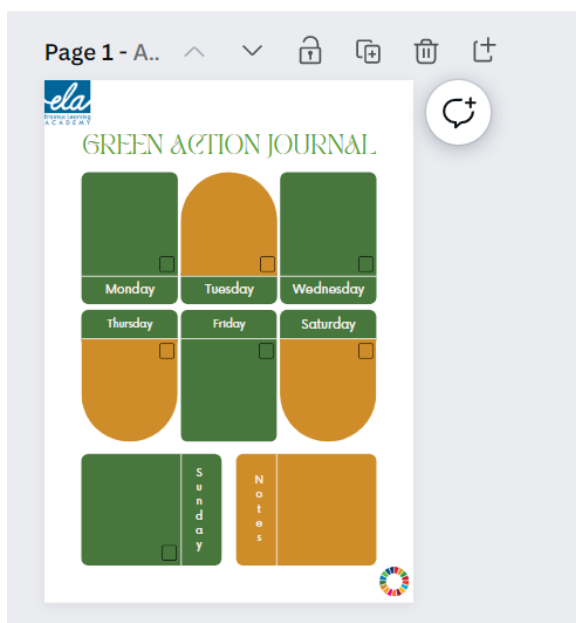
If you click on the element you want to change you will see a toolbar appearing at the top of the screen through which, according to the kind of element, you can modify it.

E.g. if you click on a text, you will be able to rewrite it, resize it, change the color and so on.

If you want to delete something, use your keyboard backspace button.

If you want to copy and paste use the keyboard combination Ctrl+c (Copy)- Ctrl+v (paste).

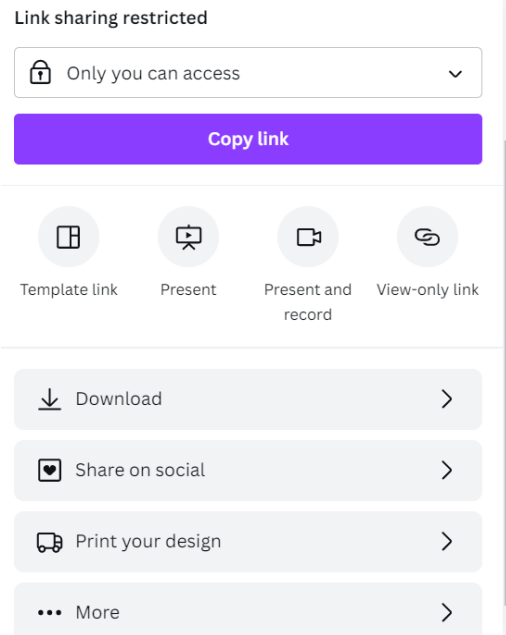
If you need to make sure two or more elements remain in the same position between each other, you can group elements together by clicking them with the cursor while you click the button “maiusc” in your keyboard and then select “group” on the right side of the page.



From the bar above the page you create you can move it, lock it, duplicate it, delete it or add another blank page.

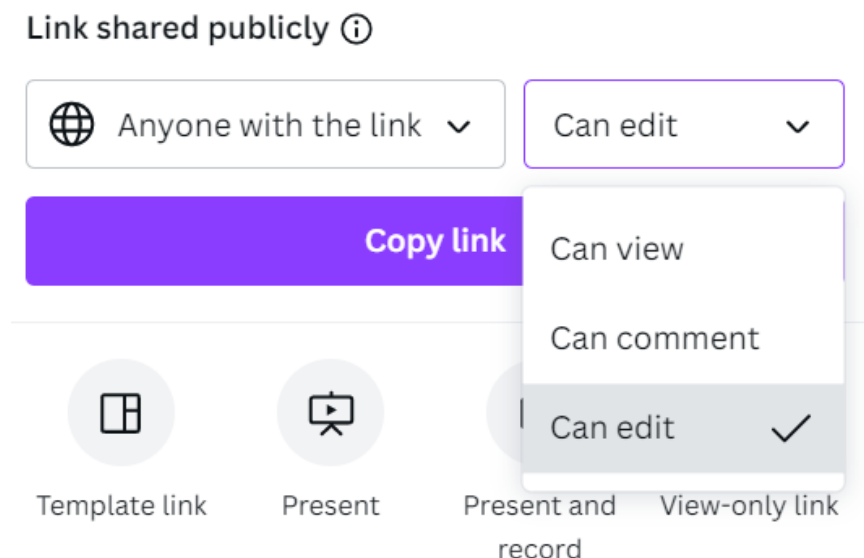
HOW TO SHARE

By clicking on “Share” you will see all the different possibilities you have to share your project.



You can share the link of your project. Pay attention because you have to choose the privacy settings beforehand so that the generated link will have that characteristic of sharing.

If you choose “Anyone with the link” you will have the possibility to decide which kind of access you want to give the people receiving the link among the following options.



If you click on “Template link” you will share with people a model they can import and customize in their Canva. You won’t have the possibility to control what they do with it.

If you click on “download you can choose the format and the pages you want to download.

For each project they will suggest the best format to make the most of it.

< Download

File type

 PNG **SUGGESTED** ▼

Size × 1

1.414 × 2.000 px 👑

☐ Transparent background 👑

☐ Compress file (lower quality) 👑

Select pages

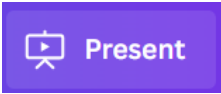
All pages (2) ▼

☐ Save download settings

Download

Some tips for your presentations

If you choose the format “presentation” there are some tricks that may help you during your speech.

In order to present it full screen you can click on  (right side of the screen).

You can decide how to present it by choosing among these options.

Standard ✓
Advance at your own pace

Autoplay
Set speed to automatically play

Presenter view
View your notes and upcoming slides

Present and record
Record yourself as you present

 Notes 34% 📄 ↶ ↷ ?

You can add notes that will be shown to the speaker during the presentation, while if you click on the two arrows on the right side you will present it full screen with the possibility of underlying things while speaking. Thanks to a cursor you can move on your pages.

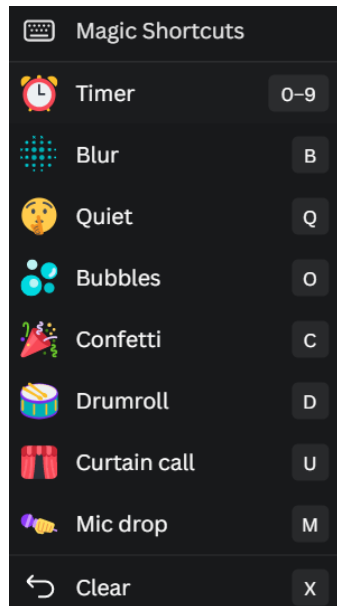


From here you can open the presenter view (with your notes).

When you present it you can customize the delivery with some shortcuts by clicking on this



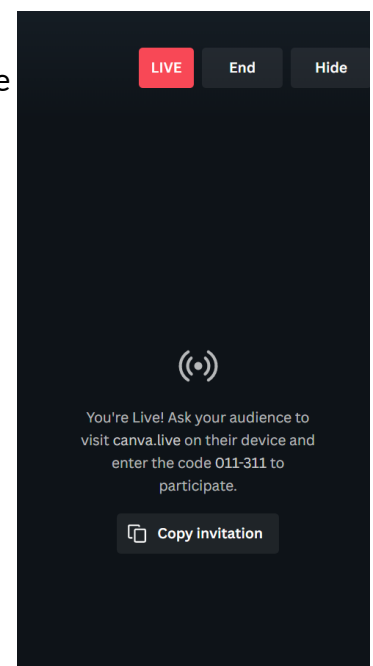
symbol.



With **Canva live** you can let your audience participate in the presentation by clicking on this



symbol and asking them to go to canva.live and enter the code



Want to know more?

[How To Use Canva For BEGINNERS! \[FULL Canva Tutorial 2021\]](#)

[20 CANVA TIPS AND TRICKS I can't live without \[2022 UPDATE\]](#) 👉 [Canva Tutorial For Beginners](#)