

Canva

DESIGN FASTER WITH THIS CANVA GUIDE

QUICK TIPS ON EACH FEATURE





THE TOOLBAR



TOOLBAR TYPES

The top toolbar in Canva has a ton of features that change based on what item you are clicked on in your design. See the graphics below for samples. On the next few pages, you will see what each item in these toolbars can do.

TEXT TOOLBAR:



SHAPE TOOLBAR:



ELEMENT/GRAPHIC TOOLBAR:

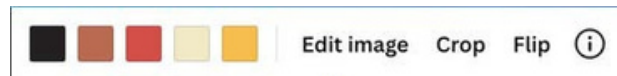
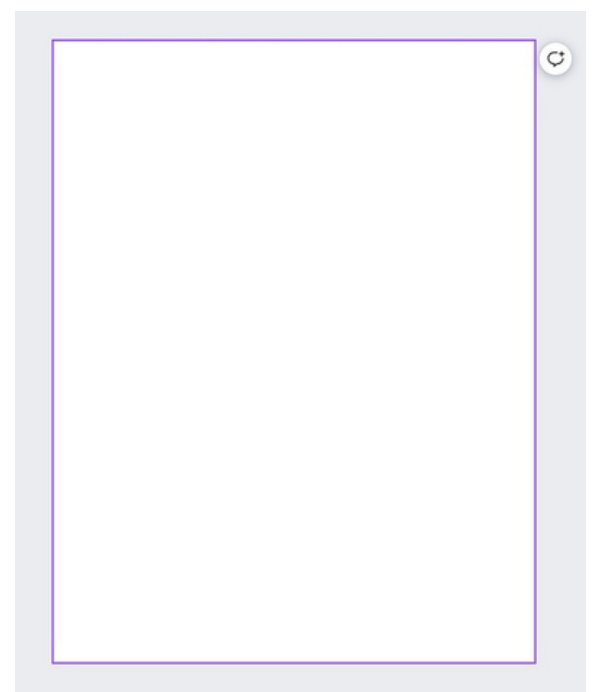


PHOTO TOOLBAR:



PAGE TOOLBAR:



TEXT TOOLBAR

If you are clicked on a text box, the callouts below explain what each item does in the toolbar.

The diagram illustrates two versions of a text toolbar. The top toolbar has callouts for: 'change the font and size' (pointing to the font name 'Gordita' and size '16'), 'change the font style: B=Bold, I=Italic, U=Underline, S=Strikethrough' (pointing to the B, I, U, and S icons), 'change the text color' (pointing to the color picker icon), and 'make the font all UPPERCASE or lowercase' (pointing to the 'aA' icon). The bottom toolbar has a callout for 'add bullets' (pointing to the bulleted list icon). Below the bottom toolbar, two panels provide further details: 'change the alignment of the text' shows four alignment options (left, centered, right, justified all the way) with corresponding icons, and 'make adjustments to spacing and vertical alignment' shows sliders for Letter spacing (0), Line spacing (1.4), and Padding (4), along with vertical alignment options (bottom, center, top).

change the font and size

change the font style:
B=Bold, I=Italic, U=Underline, S=Strikethrough

change the text color

make the font all UPPERCASE or lowercase

add bullets

change the alignment of the text

make adjustments to spacing and vertical alignment

left
centered
right
justified all the way

Letter spacing 0
Line spacing 1.4
Padding 4
Vertical alignment

TEXT TOOLBAR

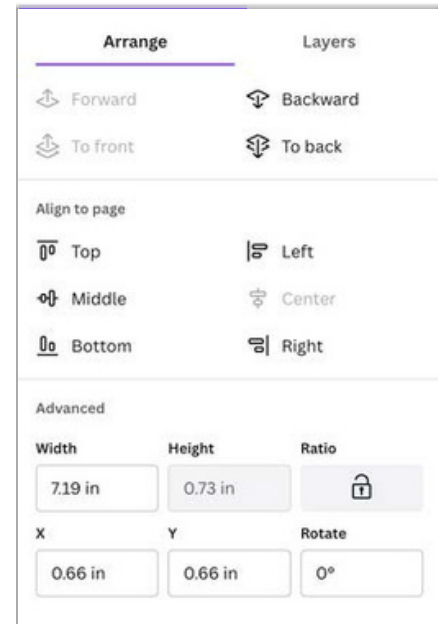
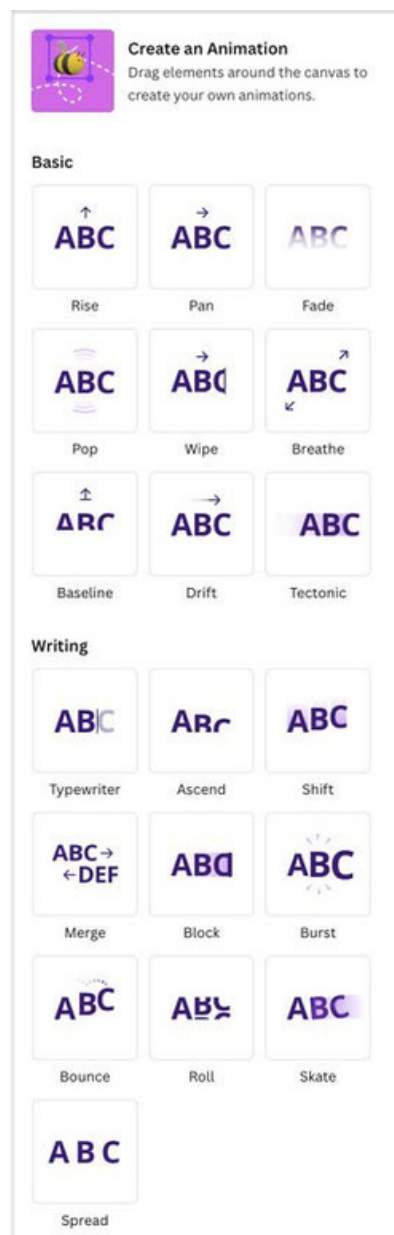
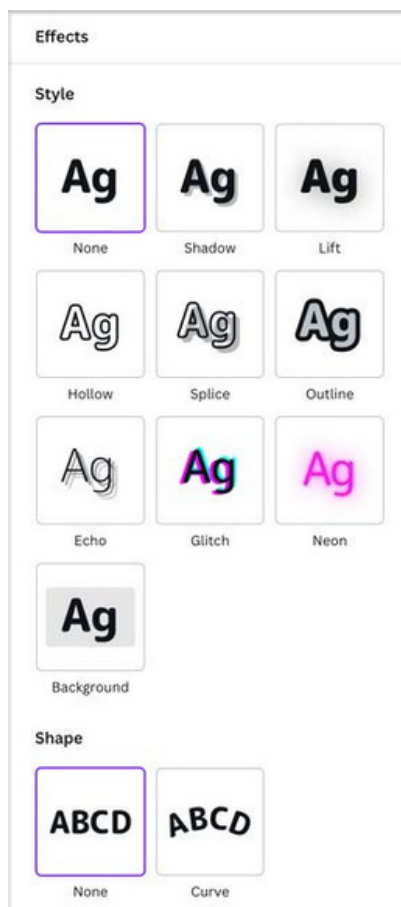
If you are clicked on a text box, the callouts below explain what each item does in the toolbar.



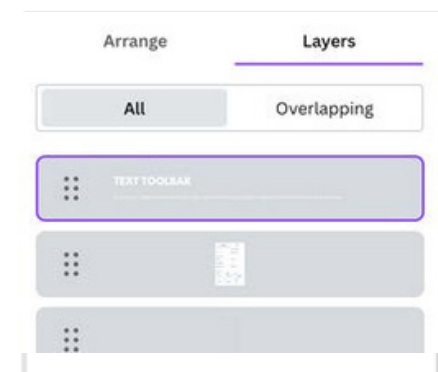
change effects in the text
have fun with this one!!

pre-set animations for text
(partial list shown)

arrange text
or align to page

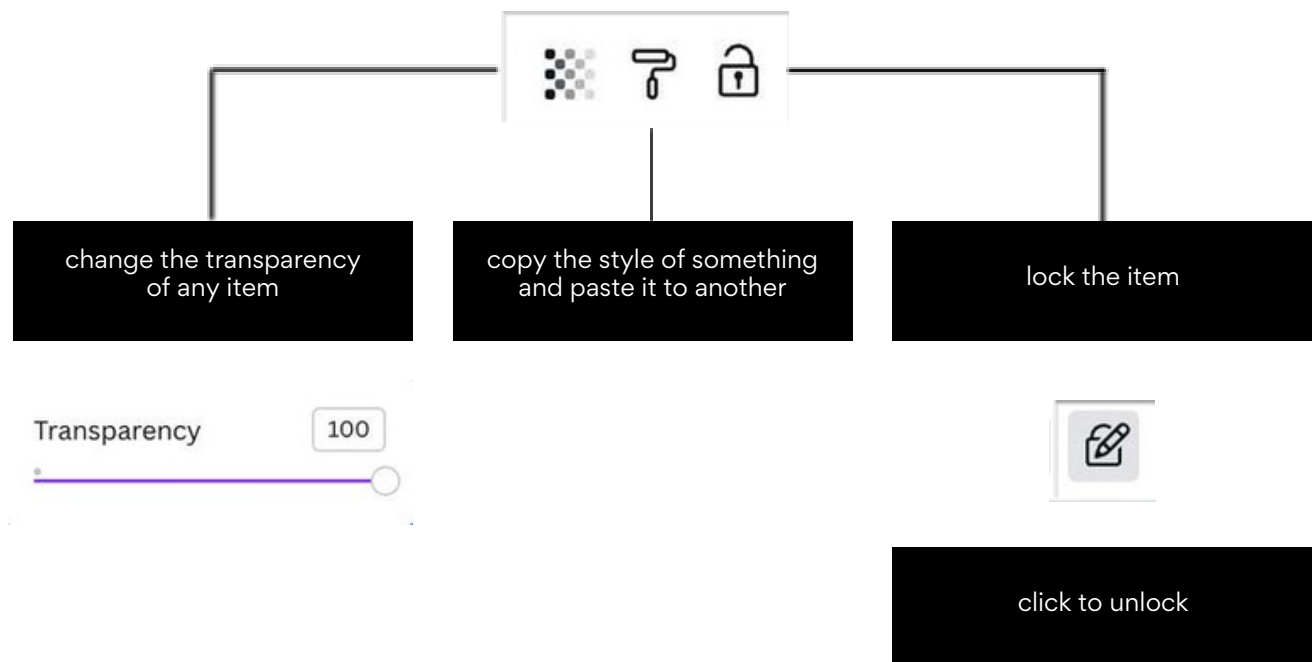


click on layers and
move them up and down
by clicking and dragging
each bar

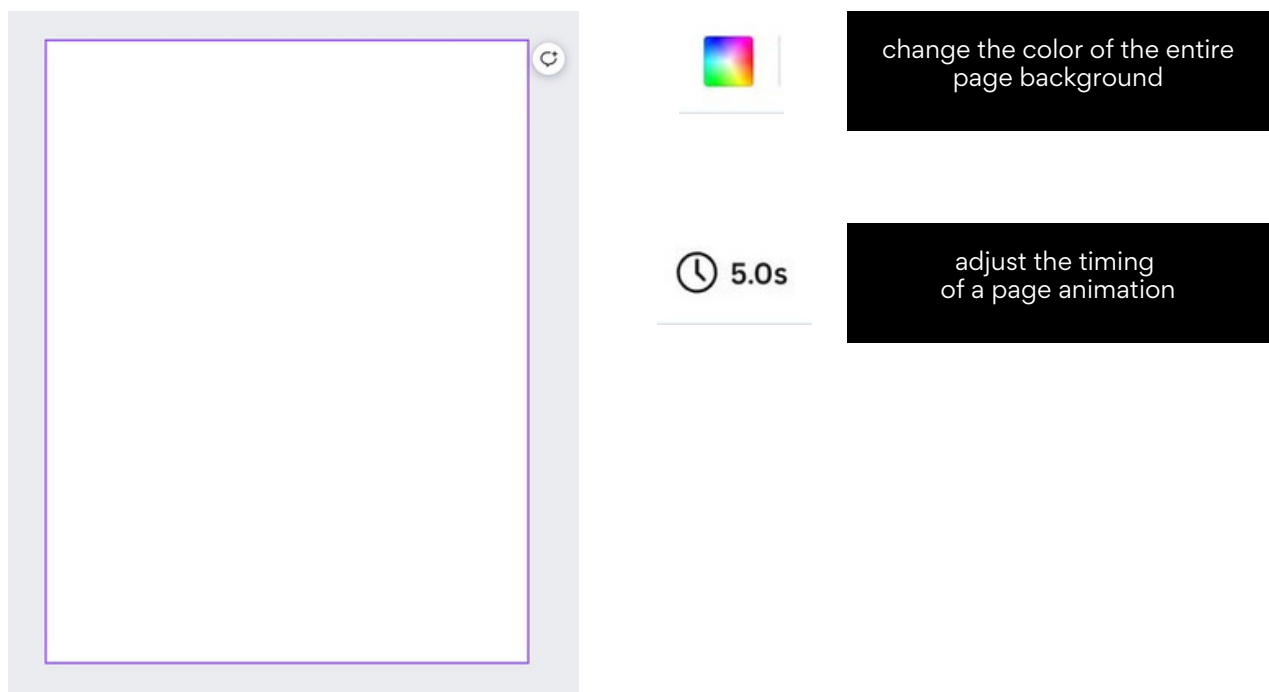


EXTRAS ON THE TOOLBAR

These items appear on most of the toolbars and function the same on each item.



PAGE TOOLBAR:



SHAPE TOOLBAR

If you are clicked on a shape, the callouts below explain what each item does in the toolbar.

The diagram illustrates the Shape toolbar and its various options. The toolbar is divided into three main sections: Shape, Color, and Border/Corner settings.

- Shape Section:** Contains a grid of various shapes (square, circle, triangle, diamond, etc.). A callout points to this section with the text: "easily change the shape (partial list shown)".
- Color Section:** Contains a color palette with various colors. A callout points to this section with the text: "change the shape color".
- Border/Corner Section:** Contains options for adding a border, changing the border weight, and corner rounding. A callout points to this section with the text: "add a border change the border weight round the corners".

Below the main toolbar, there are three detailed views of the toolbar options:

- Shape Grid:** A grid of various shapes (square, circle, triangle, diamond, etc.) with a callout pointing to it.
- Color Palette:** A color palette with various colors (solid colors, gradients, etc.) with a callout pointing to it.
- Border/Corner Settings:** A detailed view of the border and corner settings, including options for border weight and corner rounding. A callout points to this section with the text: "if you add a border you can change the color".



ELEMENT/GRAPHIC TOOLBAR

If you select a graphic element, the callouts below explain what each item does in the toolbar.

Edit imageCropFlip*i*

edit the colors in a graphic
(note: does not always appear)

flip!

Flip horizontal

Flip vertical

crop image
with different settings

provides info on the
graphic and allows you to
find more!

Vector Pet Owners Half Bod...

View more by Sketchify from sketchify

Free

petownerkeeperhobbybonding

Show all keywords

Star

Add to folder

See more like this

View collection

Edit image

Search effects

Editing your image removes the ability to
change individual colors. You can always
undo or restore the original image.

Recently used

Duotone

Smartmockups

Phone 2

Laptop 5

Greeting card 1

Duotone

Cherry

Fuchsia

Pop

You may also like

Aspect ratio

Freeform

1:1

16:9

Rotate

0

provides info on the
graphic and allows you to
find more!

Vector Pet Owners Half Bod...

View more by Sketchify from sketchify

Free

petownerkeeperhobbybonding

Show all keywords

Star

Add to folder

See more like this

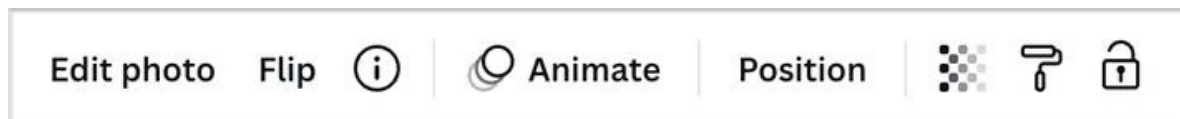
View collection

8

A 3D cartoon illustration of a young boy with brown hair, wearing a yellow long-sleeved shirt and blue pants. He is holding a large blue puzzle piece in front of him with both hands.

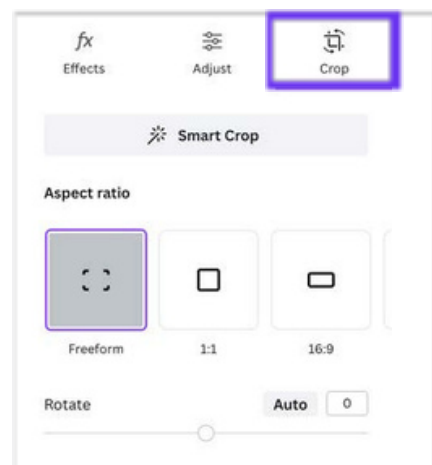
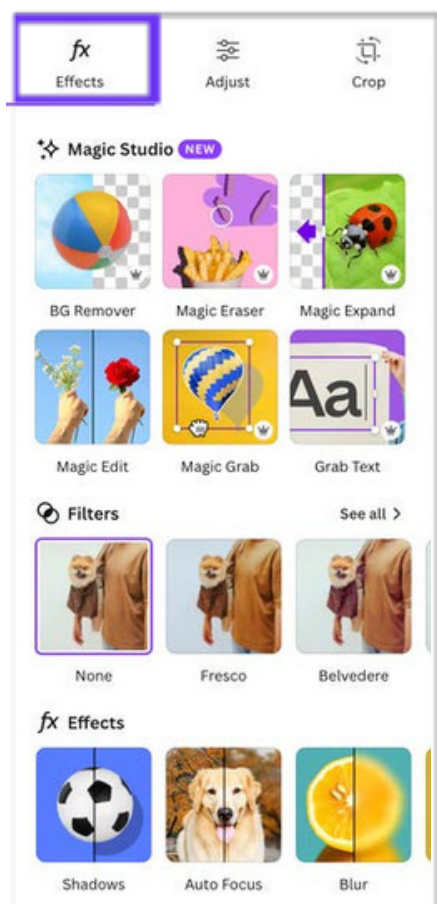
PHOTO TOOLBAR

If you select a photo, the callouts below explain what each item does in the toolbar.

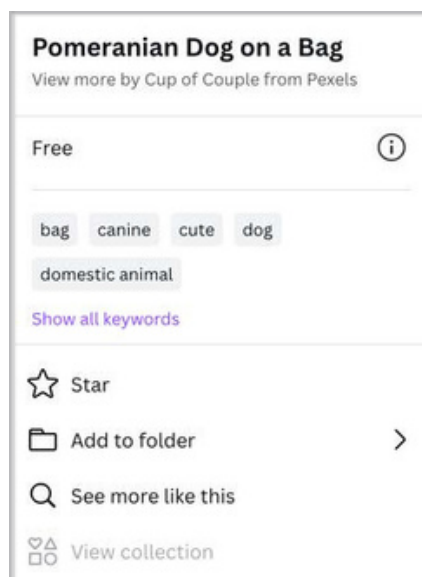


a TON of options to edit the photo!

Effects: remove background, add a filter, add effects \ Adjust: make adjustments \ Crop: use crop tools



provides info on the photo and allows you to find more!



flip!

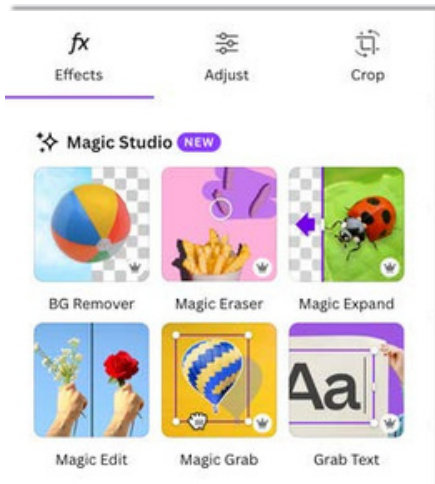
- ↶ Flip horizontal
- ↷ Flip vertical

MAGIC STUDIO FEATURES

If you have Canva Pro, there are a ton of new magic features. Here is a quick preview of each.

BG REMOVER

Quickly remove the background from any photo.



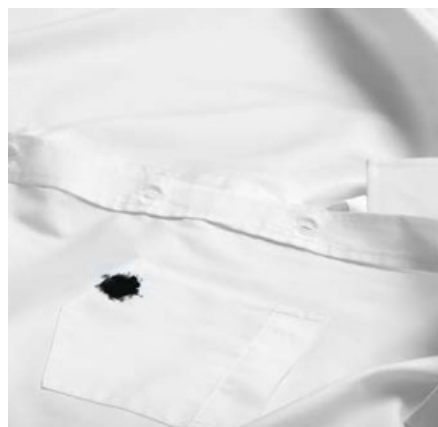
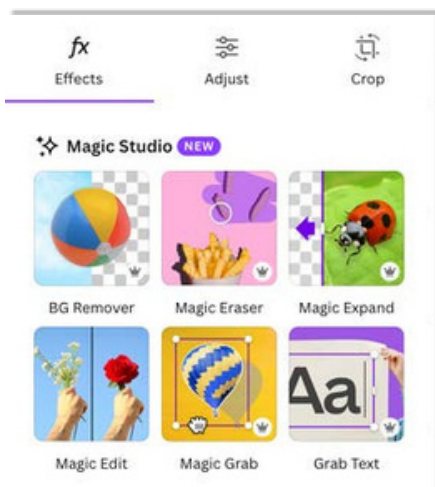
FROM THIS



TO THIS

MAGIC ERASER

Erase imperfections in photos. Change the brush size or run it multiple times to completely erase things!



FROM THIS



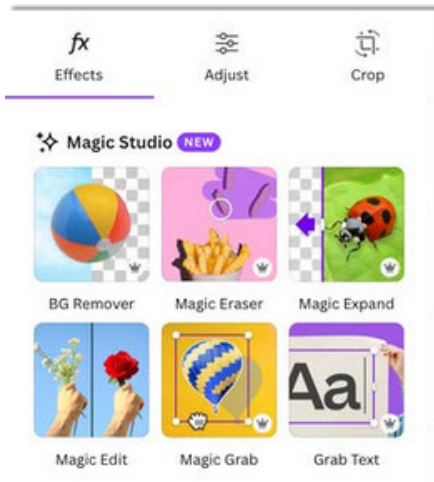
TO THIS

MAGIC STUDIO FEATURES

If you have Canva Pro, there are a ton of new magic features. Here is a quick preview of each.

MAGIC EXPAND

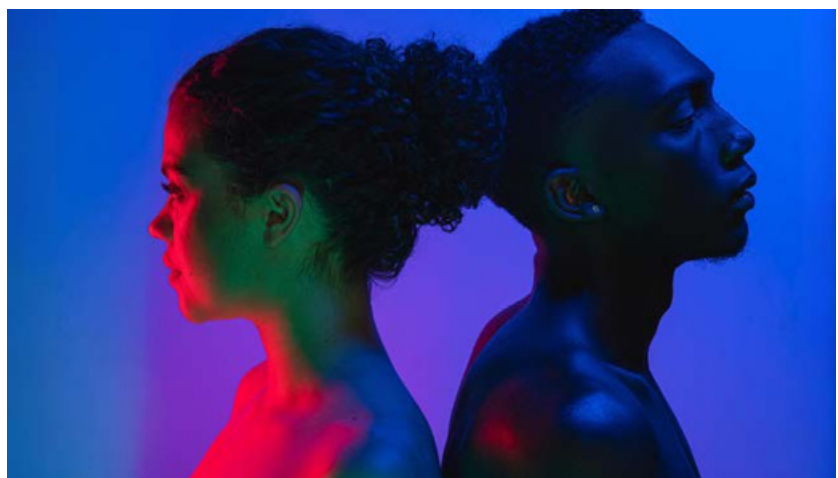
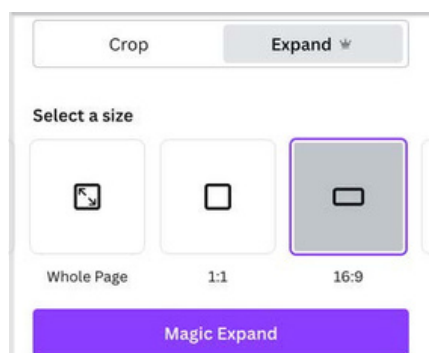
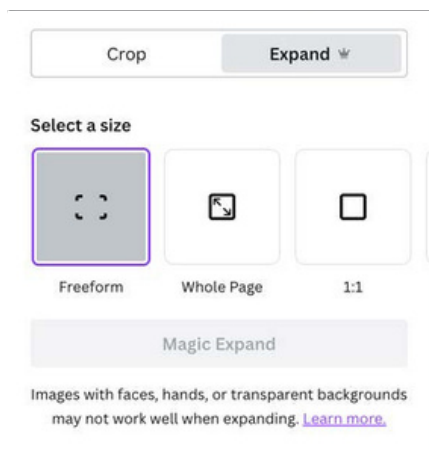
Add additional background to your image to “expand” the size of it.



BEFORE

If you need to have more area around your photo, click Magic Expand. A menu will come up and you have options to choose from (see left screens).

This image below is an example, Magic Expand has “added more blue color to the left and right sides of the image. Play with the options and see what is possible!



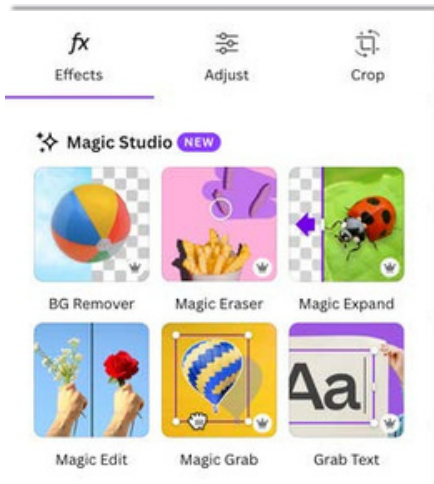
AFTER

MAGIC STUDIO FEATURES

If you have Canva Pro, there are a ton of new magic features. Here is a quick preview of each.

MAGIC EDIT

Magically change a detail in your image!



BEFORE



AFTER

You can easily remove distractions or add new things to your photos with a few clicks. Transform your photos by brushing over the areas you'd like to modify and then describing what you want to add.

1 BRUSH OVER AREA TO EDIT



2 DESCRIBE YOUR EDIT

CHANGE THE COLOR OF THE FLOWER TO RED

3 SELECT A RESULT OR GENERATE A NEW ONE

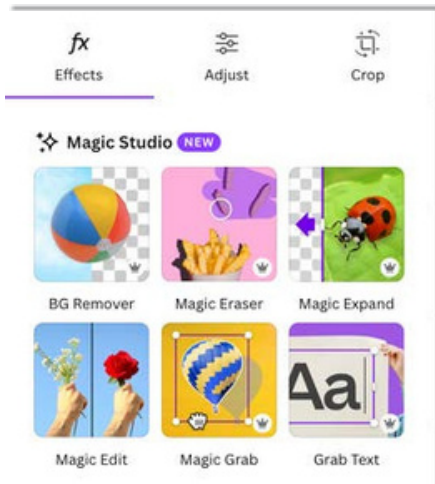


MAGIC STUDIO FEATURES

If you have Canva Pro, there are a ton of new magic features. Here is a quick preview of each.

MAGIC GRAB

Selects and isolates an object from a photo. Great option to put text behind an object!



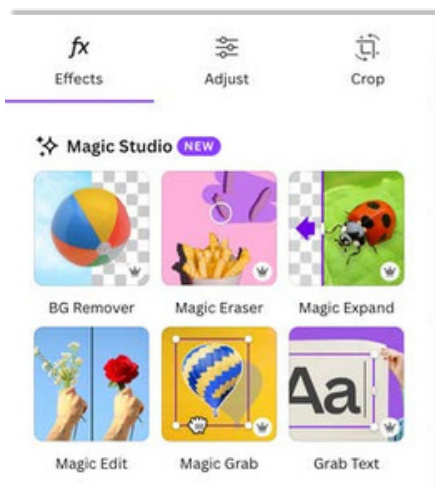
COFFEE CUP IN IMAGE



COFFEE CUP ISOLATED

GRAB TEXT

Magically isolates the text in a flat photo so you can edit! Change text, font, color, etc.

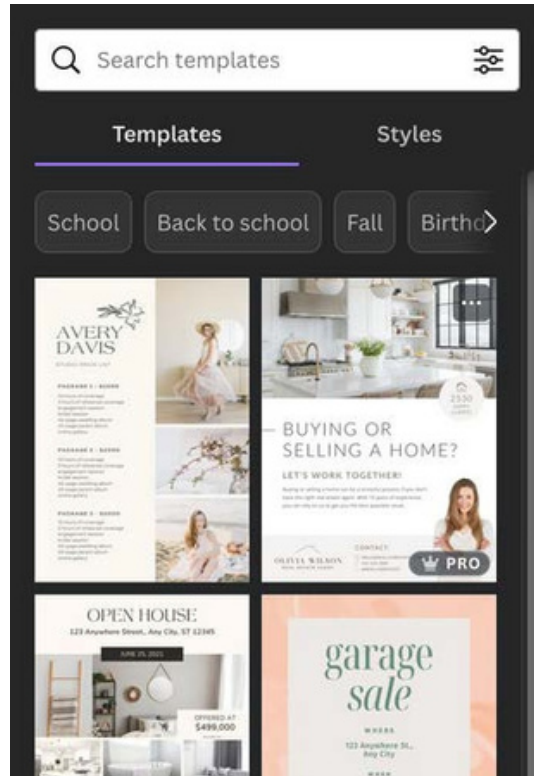
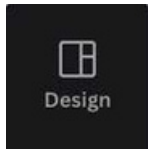


TEXT IN FLAT PHOTO

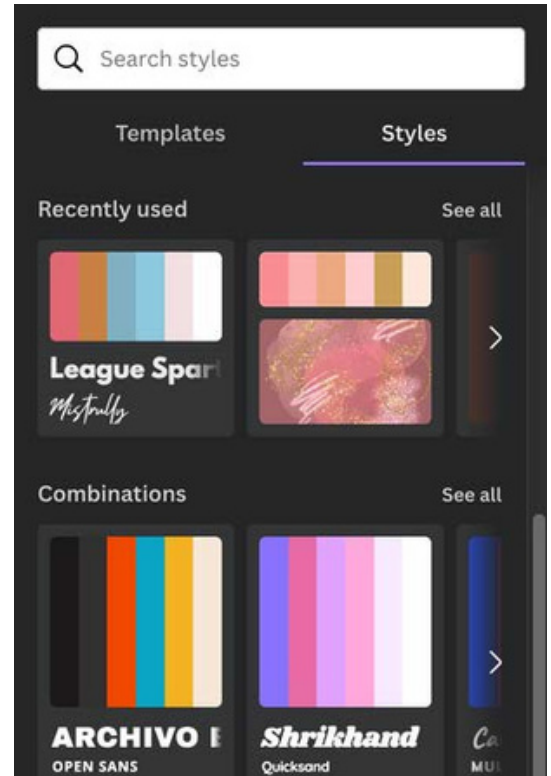


EDITABLE TEXT!

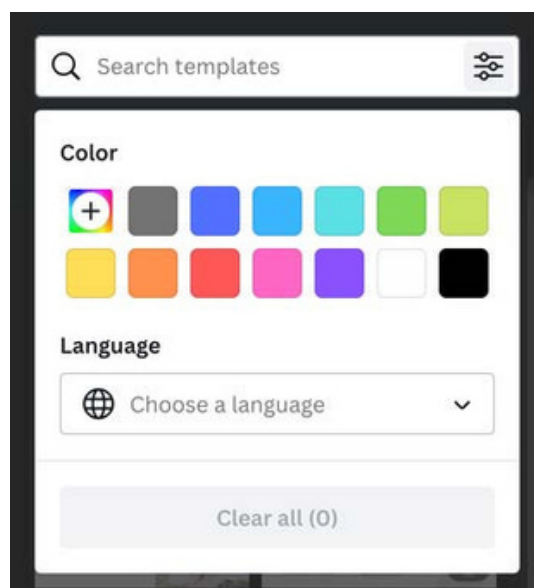
EDITOR BAR (ON THE LEFT SIDE)



Search pre-made Canva templates based on your file type



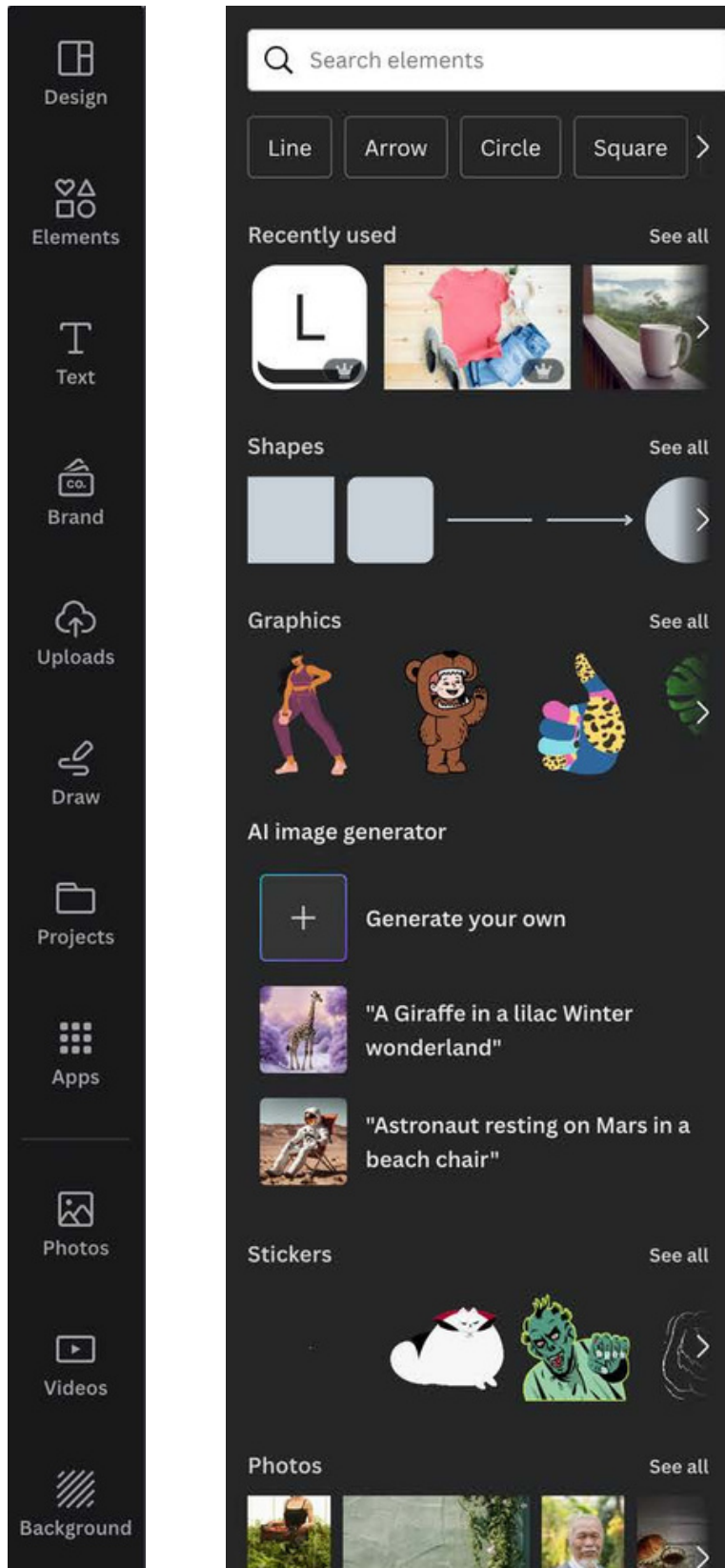
Click on Styles to pick by color palette, font sets, images, etc.



Click on slider bars to search templates by color (or add your own color)



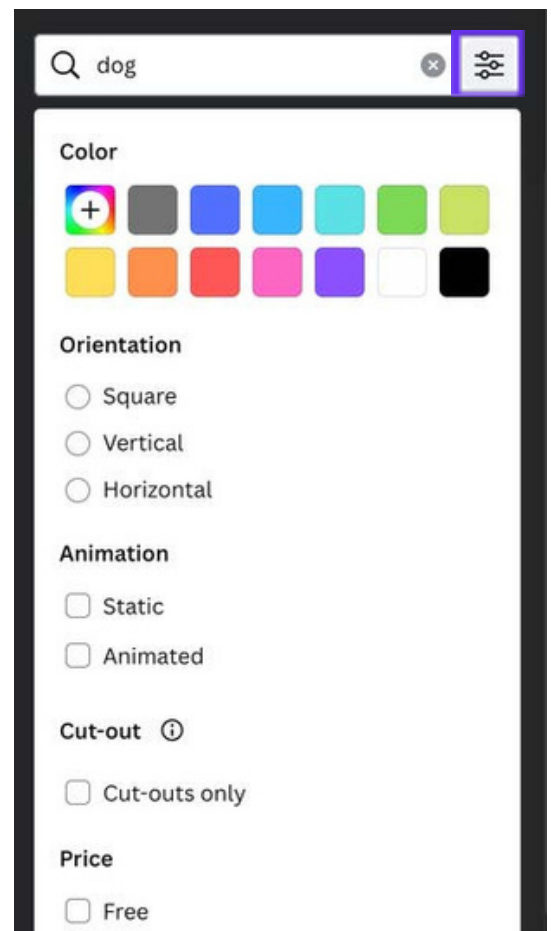
EDITOR BAR (ON THE LEFT SIDE)



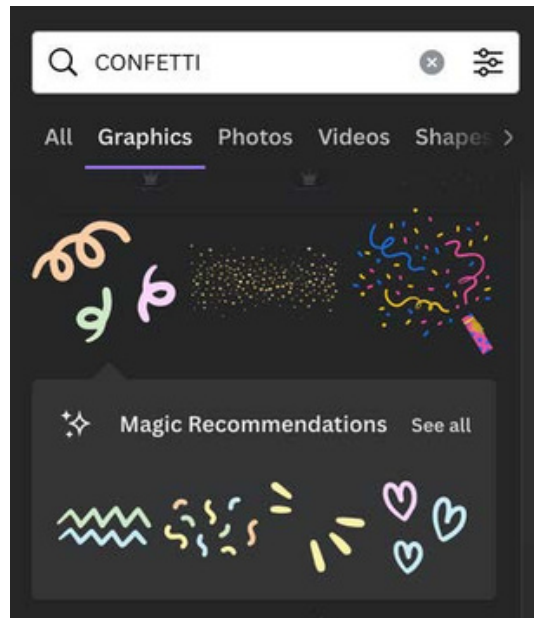
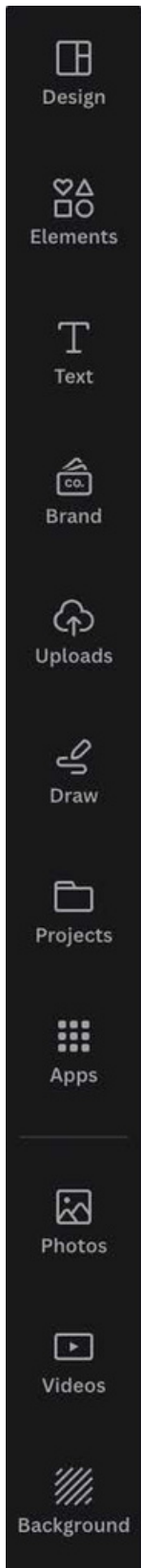
So many to choose from! Search for an element and choose from:

- Shapes
- Graphics
- AI image generator
- Stickers
- Photos
- Videos
- Audio
- Charts
- Tables
- Frames
- Grids
- Collections

click to filter!

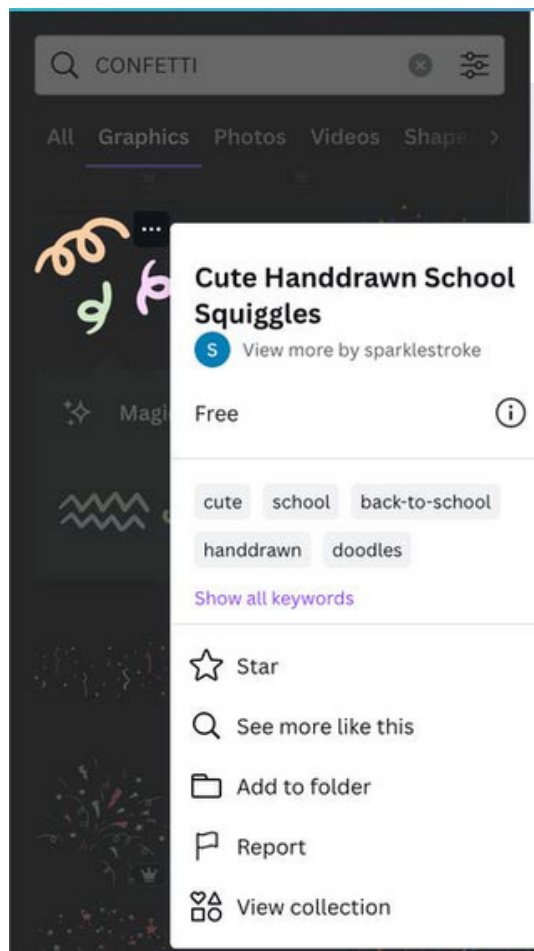


EDITOR BAR (ON THE LEFT SIDE)



TIP:

If you find an element that you like, see the “Magic Recommendations” to find more in a similar style.



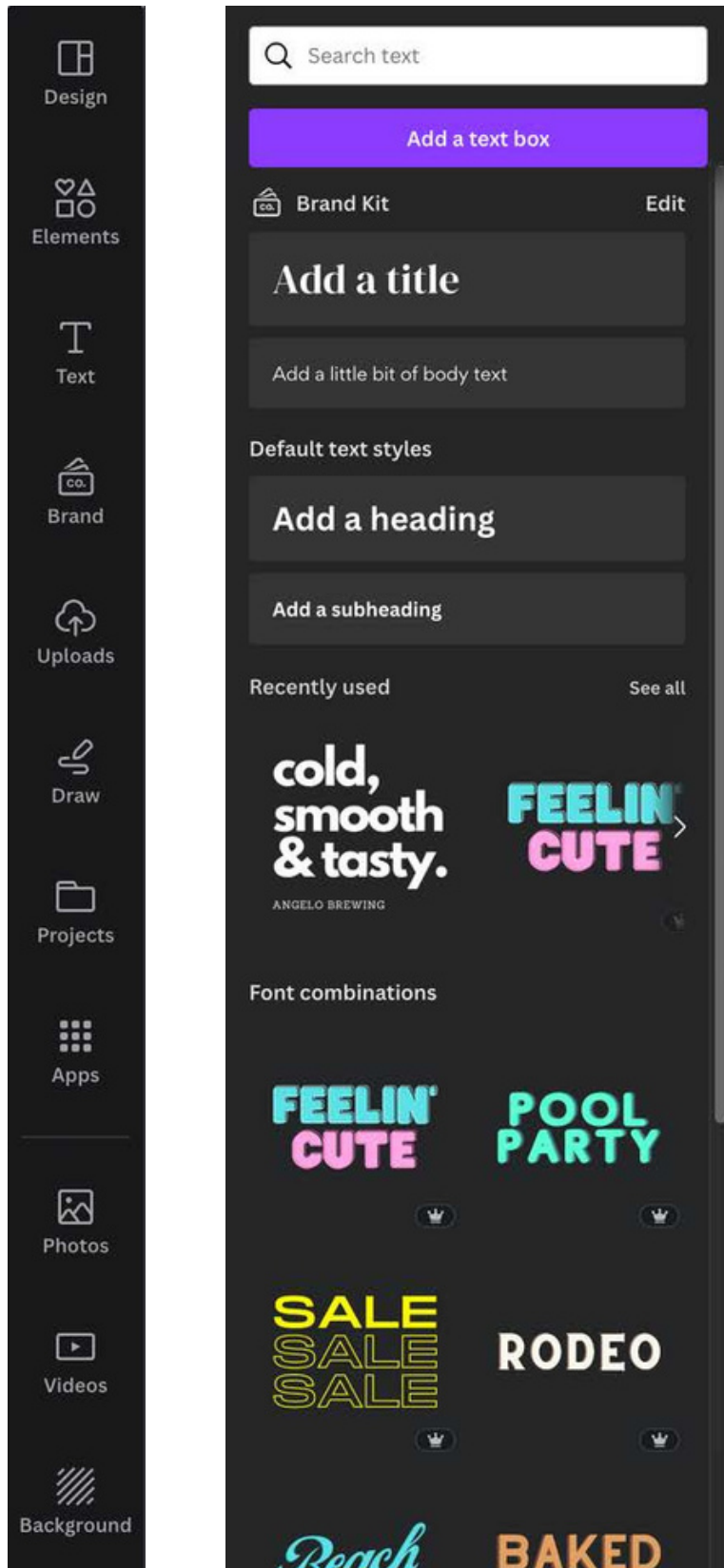
TIP:

Click the 3 dots next to a graphic and when the pop-out menu appears, hit “View collection” at the bottom and all of graphics created by that artist will appear on the left.

A great way to use similar elements in one design!



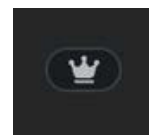
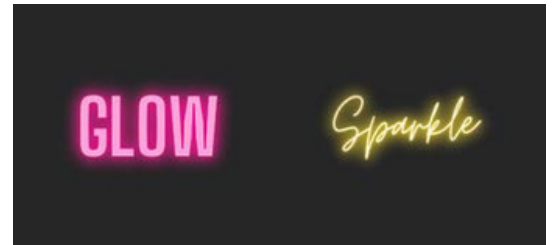
EDITOR BAR (ON THE LEFT SIDE)



Search for a font style:

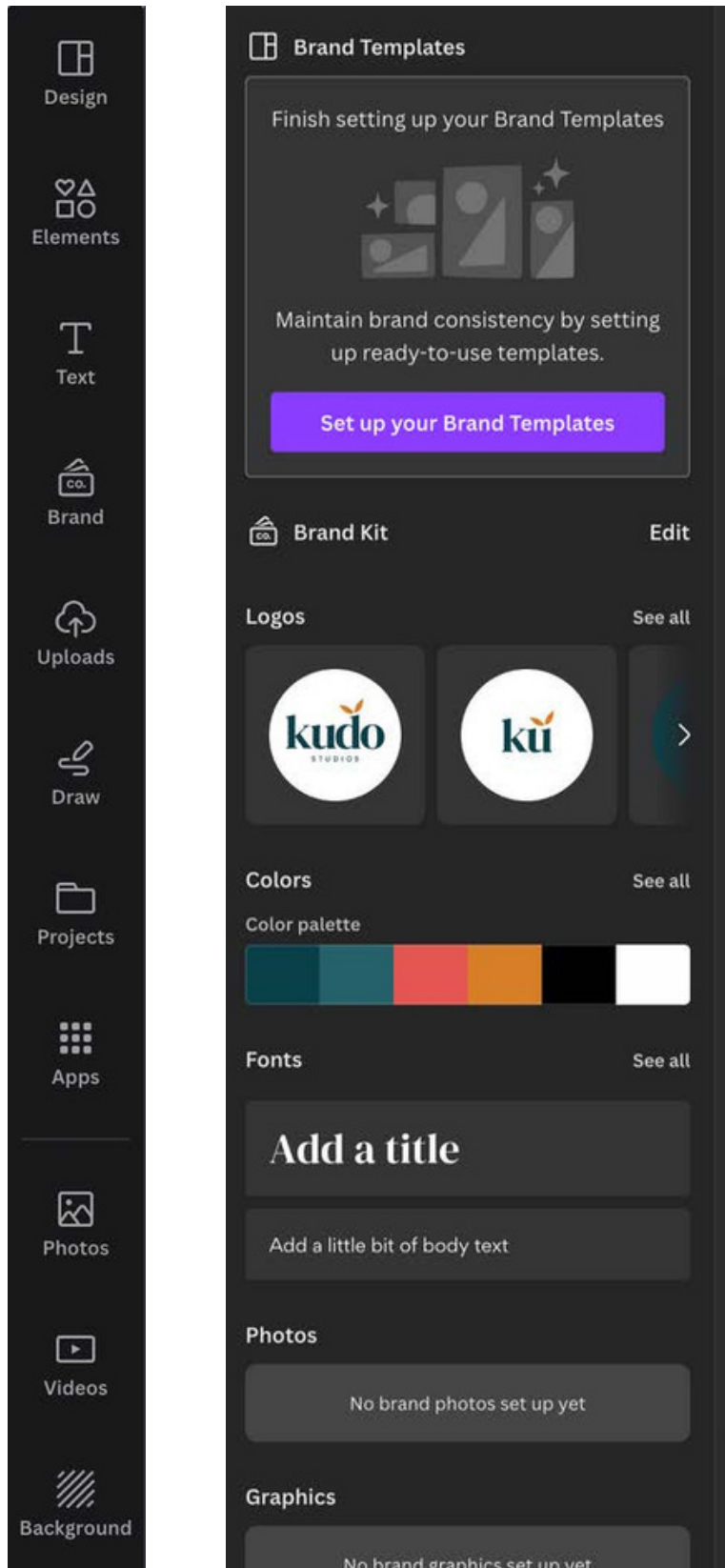


Use a pre-made font combination (you can fully edit!)



This icon means it's a Canva Pro feature.

EDITOR BAR (ON THE LEFT SIDE)

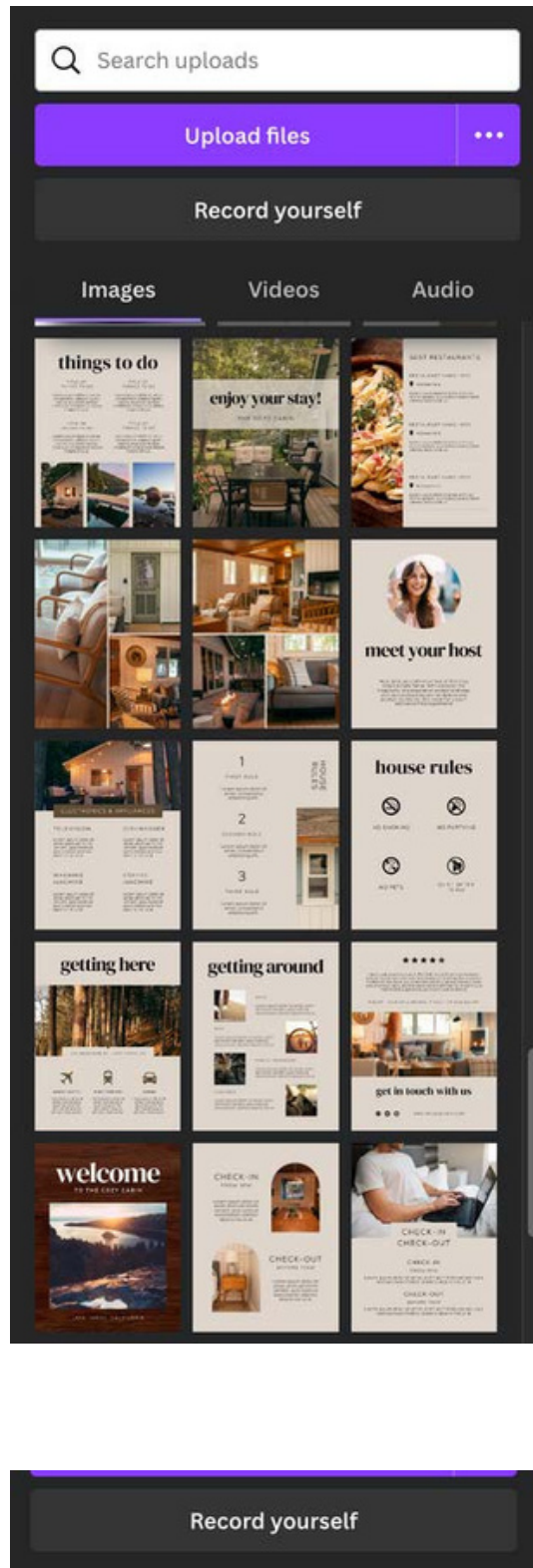
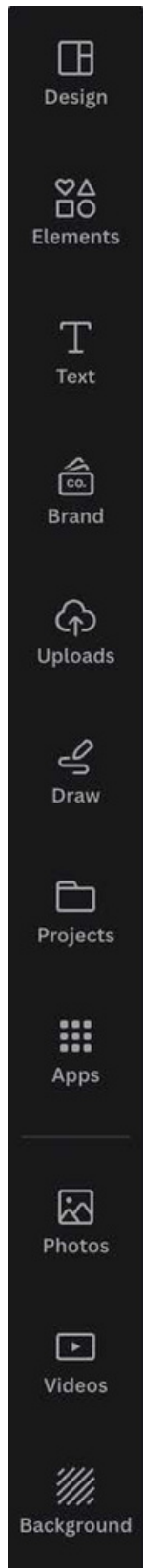


Add your own brand items:

- Templates
- Logos
- Colors
- Fonts
- Photos
- Graphics
- Icons



EDITOR BAR (ON THE LEFT SIDE)

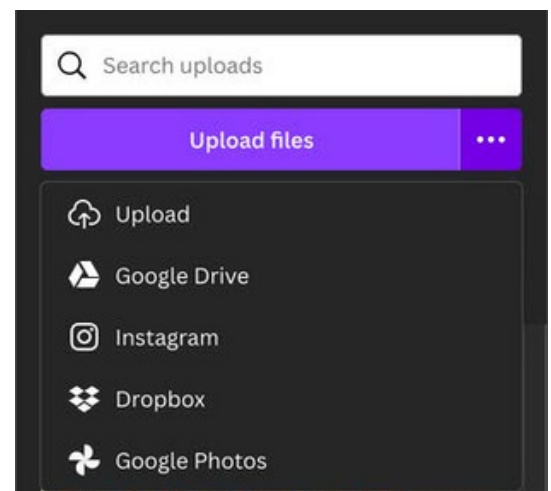


Anything you upload or place on the page will appear here.

- Images
- Videos
- Audio

Click "Upload files" to upload from:

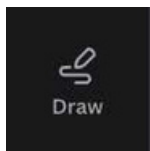
- Computer
- Google Drive
- Instagram
- Dropbox
- Google Photos



Click to record yourself in Canva!

EDITOR BAR (ON THE LEFT SIDE)

This toolbar
will pop out.



select an item

change color

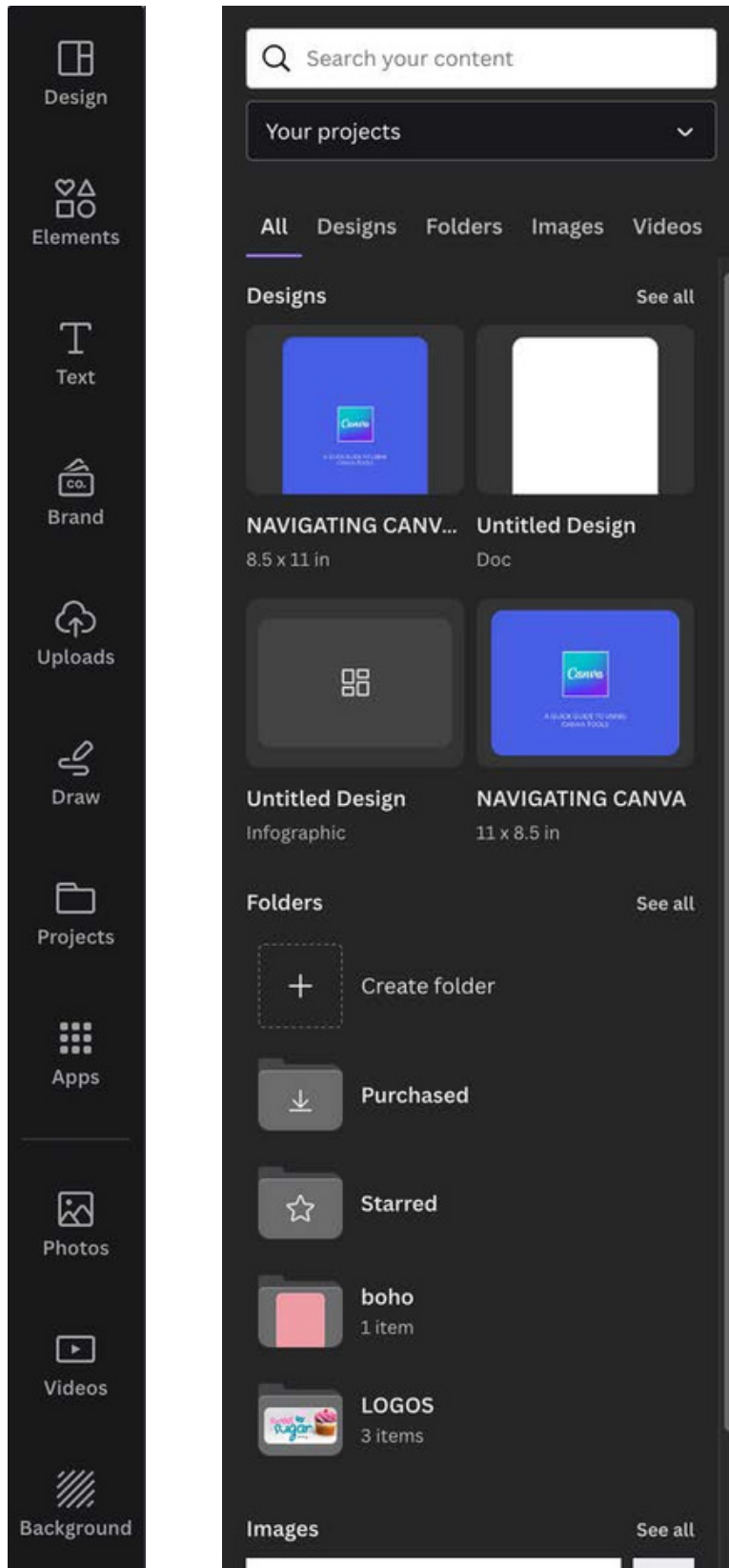
Weight



Transparency



EDITOR BAR (ON THE LEFT SIDE)



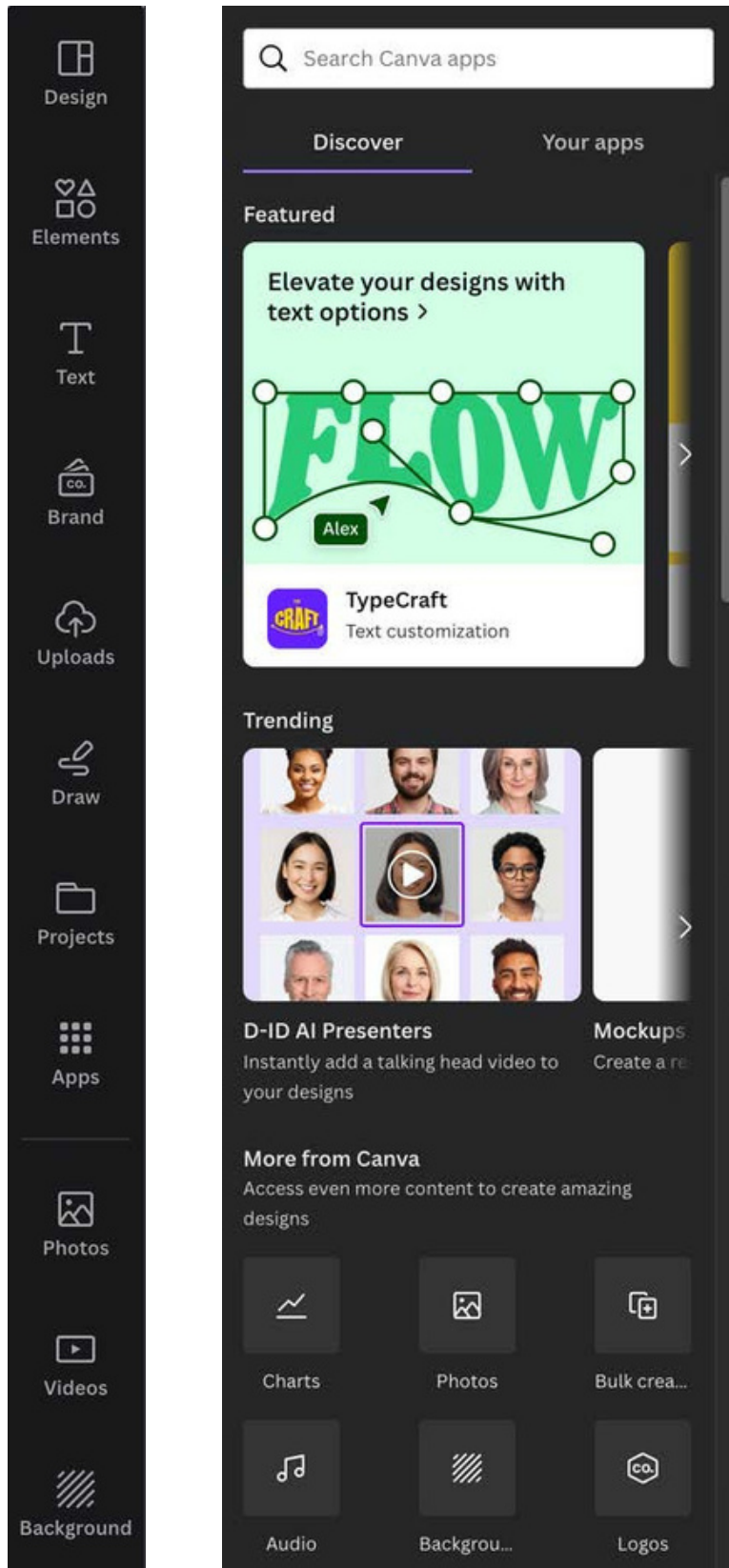
Everything you have created will appear here!

- Designs
- Folders
- Images
- Videos

You can search your content as well.



EDITOR BAR (ON THE LEFT SIDE)



This would take another book to explain all of these!

Navigate through all of the extra apps that you can use in Canva.

Click on the app type to see even more (i.e. Charts).

Once you add an app, it will appear under "Your apps" at the top (and also on the bottom of the editor bar).

APP FAVORITES:

TypeCraft
(allows you to warp text)

BrandFetch
(search for color palettes, logos and images for popular brands)

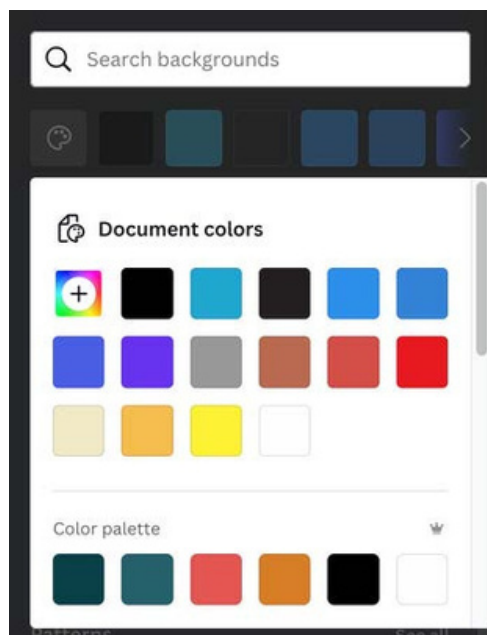
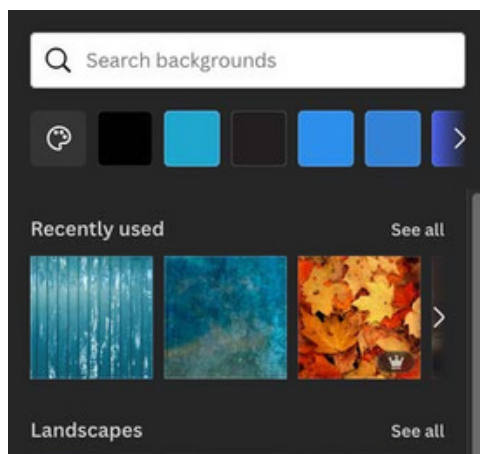
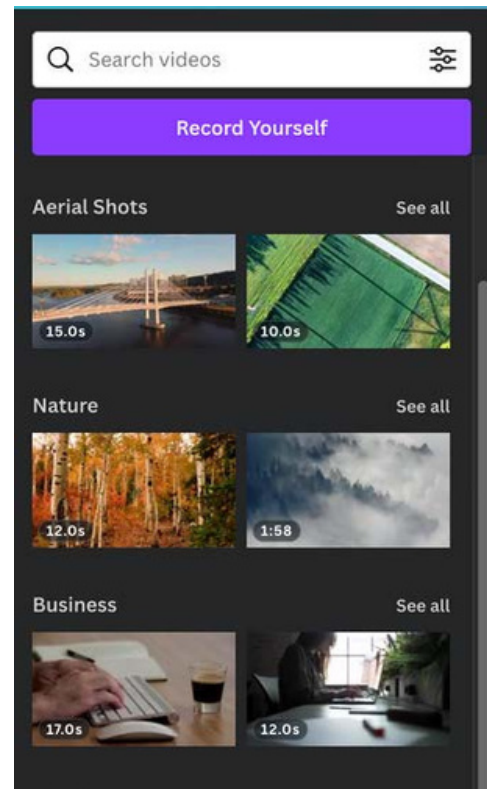
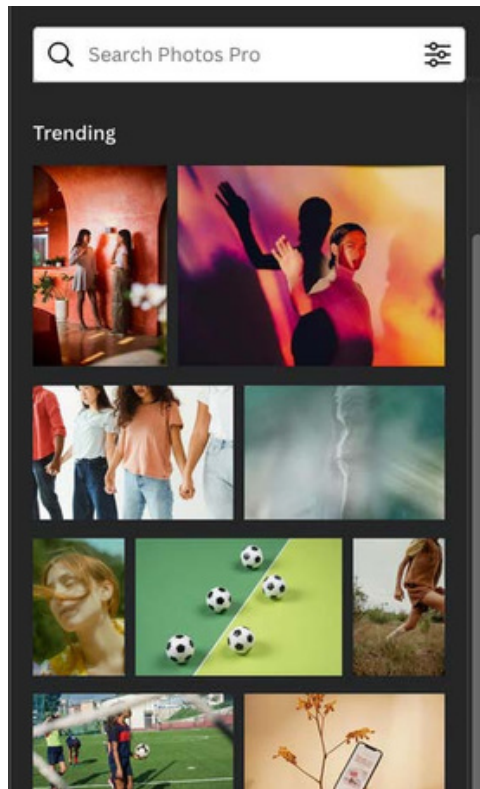
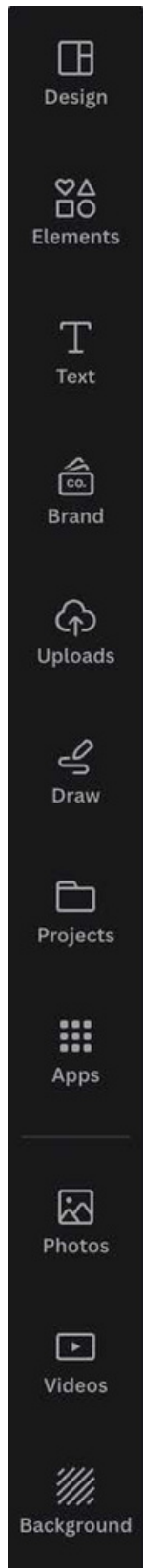
Magic Morph
(uses AI to change your elements)

LottieFiles
(100,000+ scalable animations)

CanLorem
(helps generate Lorem Ipsum for placeholder text)

Mockups
(great for a variety of mockup photos for your designs)

EDITOR BAR (ON THE LEFT SIDE)



These three features are a quick way to navigate to photos, videos and backgrounds.

Search by color as well!

The Canva logo is centered within a square box that has a vertical gradient from light blue at the top to purple at the bottom. The word "Canva" is written in a white, cursive script font. Above the logo, there are colorful, flowing, wavy lines in shades of pink, purple, and blue that sweep across the top of the image.

Canva

THE BASICS



THE BASICS: TEXT

One of the most critical elements in any design is text. You're not just tossing words onto a canvas; you're incorporating them as vital components of your overall aesthetic. In Canva, you have the creative flexibility to make your text shout, whisper, or carry on a casual conversation. This section guides you through the ins and outs of text manipulation in Canva, from the basics of adding and formatting text to more advanced styling techniques.



ADDING TEXT

Starting with text in Canva is as straightforward as clicking the "Text" tab on the sidebar. Or simply hit the "T" key.

FONT SELECTION

Fonts carry personality; they can be formal, casual, playful, or severe. Canva offers a wide range of fonts under the "Font" dropdown when you've selected your text. If you've got particular brand fonts, you can also upload those. Experiment until you find the font that nails your message.

TEXT ALIGNMENT

You're not just stuck slapping your text in the center of your design. Use the text alignment options to shift your text to the left, center, or right of its text box. This seemingly minor adjustment can make a significant difference in how balanced your final design looks and feels.

TEXT EFFECTS (BOLD, ITALIC, UNDERLINE)

Text effects are like the spice rack of your design kitchen. A little goes a long way. The "Effects" button reveals several ways to emphasize your text, including bolding, italicizing, and underlining. Use these sparingly to highlight key points or create contrast.

LINE SPACING AND LETTER SPACING

Ever feel like your text is too squished or too stretched out? That's where line and letter spacing comes in handy. Adjust the space between lines or individual letters by selecting your text and using the "Spacing" option. Perfect for when you want your text to breathe or snug up for a cozy feel.

THE BASICS: COLORS

Colors are more than just decorative elements; they breathe life into designs, set the tone, and evoke emotions. Canva understands the power of color, providing users with an extensive palette and tools to ensure that your design radiates exactly the vibe you envision. This guide will illuminate the process of color selection and application in Canva, from basic choices to advanced combinations.

NAVIGATING CANVA'S COLOR PALETTE:

To start, click on any design element (text, shape, background, etc.). A color circle icon will appear in the toolbar.

Clicking on the icon will unveil Canva's default color palette. Here, you'll find a myriad of shades perfect for any design.

CREATING CUSTOM COLORS:

Want a specific shade? No problem! Click on the '+' symbol in the color menu.

You can now either use the color picker to select a shade or input a hex code if you have one. Once chosen, your custom color is saved to the palette for future designs.

USING COLOR HARMONIES:

Canva often suggests complementary colors based on the ones you've already chosen. These harmonious suggestions can aid in creating a visually appealing design.

APPLYING GRADIENT EFFECTS:

Some elements in Canva support gradient colors. If available, you'll see the gradient option next to solid colors. Select it and then choose two colors to create a gradient effect.

THE COLOR WHEEL AND COMBINATIONS:

For those seeking advanced color coordination, navigate to the 'Colors' tab on the left panel. Here, you'll find the color wheel tool, which helps in selecting analogous, complementary, or triadic color schemes for a harmonious design.

APPLYING COLORS TO MULTIPLE ELEMENTS:

If you wish to apply a color to multiple elements simultaneously, simply select all desired elements (by holding down the Shift key) and then choose a color from the palette.

USING BRAND COLORS:

For those with Canva Pro accounts, you can set specific brand colors that remain consistent across all your designs. This is immensely helpful for businesses or individual brands wanting to maintain a consistent visual identity.

THE BASICS: PHOTOS

Images play a pivotal role in bringing your designs to life. They are not just visual fillers; they're the heart of your composition, evoking emotions, setting the mood, or conveying a message. Canva recognizes this importance and provides you with an array of options for incorporating images seamlessly. This section will guide you through the intricacies of image utilization in Canva, from the fundamental steps of adding pictures to the advanced maneuvers of refining them.

CHOOSING FROM CANVA'S LIBRARY:

Begin by clicking on the 'Photos' tab located on the left-hand side of the editor.

Dive into Canva's vast collection of high-quality stock images, curated for different moods, themes, and purposes. Simply type keywords into the search bar to find images that suit your needs. Drag your chosen image onto your canvas or click on it, and it'll automatically get added to your design.

UPLOADING YOUR OWN IMAGES:

Personalize your design by using your own pictures. Click on the 'Uploads' tab on the left panel.

Click the 'Upload Media' button and browse your device for the desired image file(s).

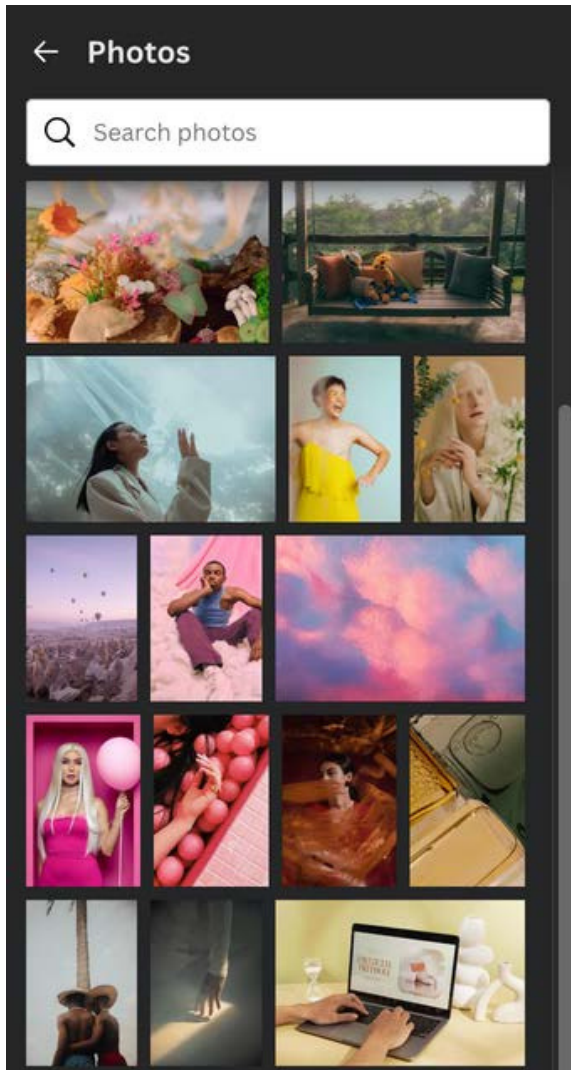
Once uploaded, these images will be available for you to drag and drop onto your canvas just like Canva's stock images.

IMAGE FORMATTING AND ADJUSTMENTS:

Select the image on your canvas to reveal a range of formatting options. Here, you can crop, flip, or adjust the transparency of your image.

POSITIONING AND LAYERING:

Easily move your image backward or forward in relation to other elements by using the 'Position' tool. This ensures every element sits exactly where you want it in the design's hierarchy.



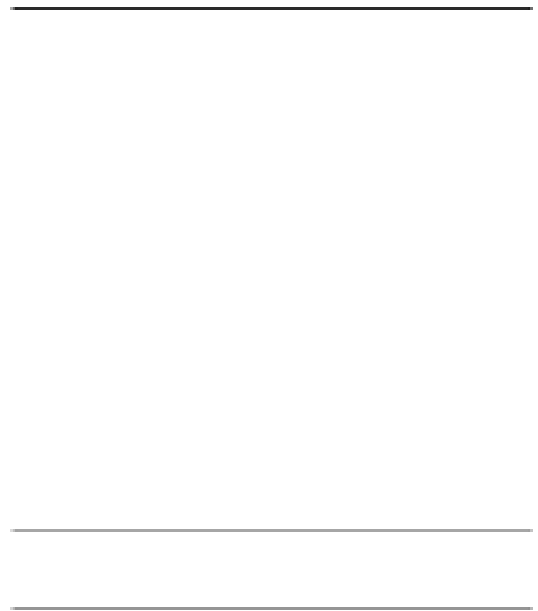
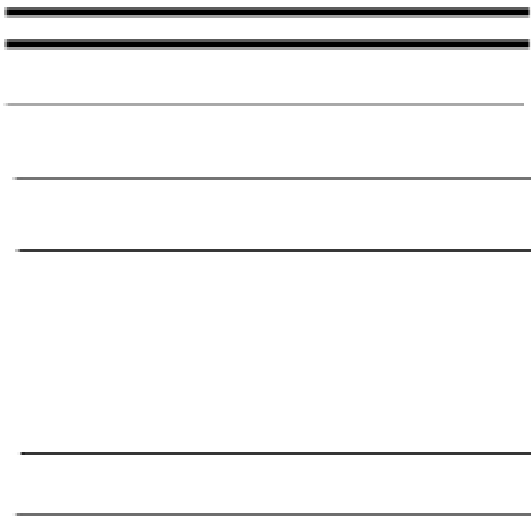
The Canva logo is centered in the upper half of the image. It consists of the word "Canva" in a white, cursive script font, enclosed within a square box with a vertical gradient from light blue at the top to purple at the bottom. The background of the entire image is a solid light blue, with a large, flowing, multi-colored wave (pink, purple, blue, orange) that curves around the Canva logo.

Canva

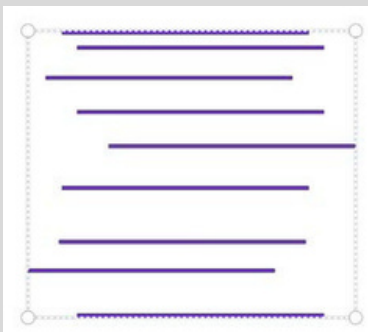
TIPS & TRICKS

USE THE "TIDY UP" FEATURE TO ALIGN

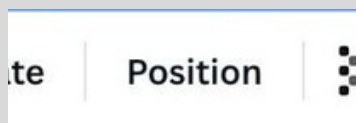
from this  **to this!**



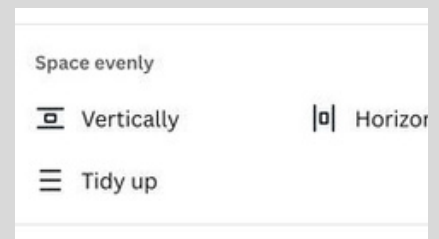
This works with any shapes, lines, images, etc. and aligns the objects both vertically and horizontally. Great for notes lines! Here's how:



Select all of the objects
at once



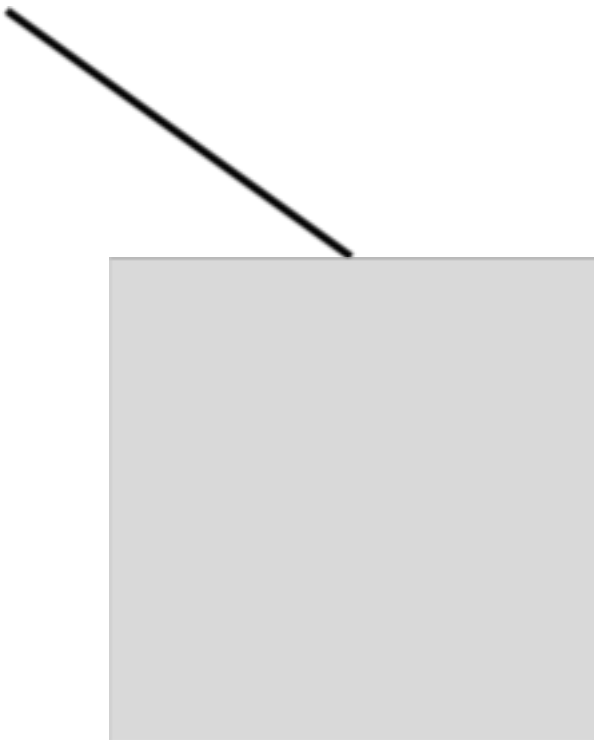
From the top toolbar,
click on "Position"



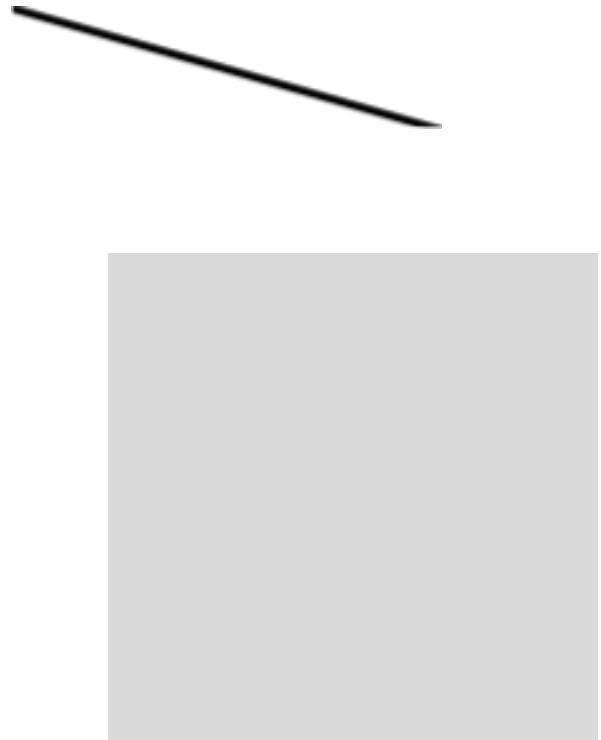
Click the "Tidy up" feature
and you are done!

IS YOUR LINE STUCK TO AN ELEMENT?

Mac Users: If you have drawn a line and it gets “stuck” to an element, hold the command key, click on the line, and it will no longer stick to it.



STUCK TO THE ELEMENT

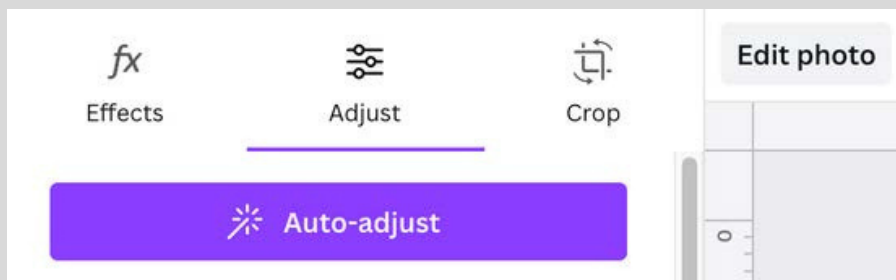


LINE NO LONGER CONNECTED

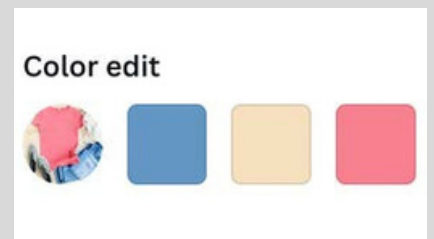


CHANGE COLOR IN MOCKUP PHOTOS

Sometimes the color of that t-shirt, sweatshirt, whatever, is not the color you want. Follow the steps below to change the color of an item in an image!



Click “Edit photo” and click on the “Adjust” menu



Scroll to “Color edit” and change out the colors!

CREATE DIMENSION BY PUTTING TEXT BEHIND IMAGES

from this → **to this!**



Text on top of the house



Text behind the house



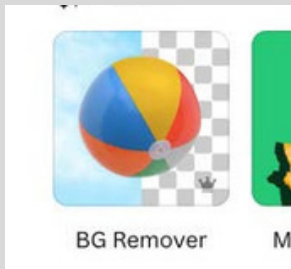
Place an image on your page



Select the image and duplicate it (hit command + D)



Select the top image only and hit "Edit photo" in the top toolbar

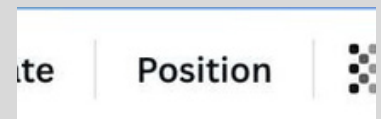


Select BG remover to remove the background (the sky in this example)



Now type your text (it will still be on top of both images).

Quick tip: Hit "T" for a text box



With your text selected, hit Position and move it Backward until it is between the two images. Make sure both images are placed in exactly the same place!

CREATE DIMENSION BY PUTTING TEXT BEHIND IMAGES

From this

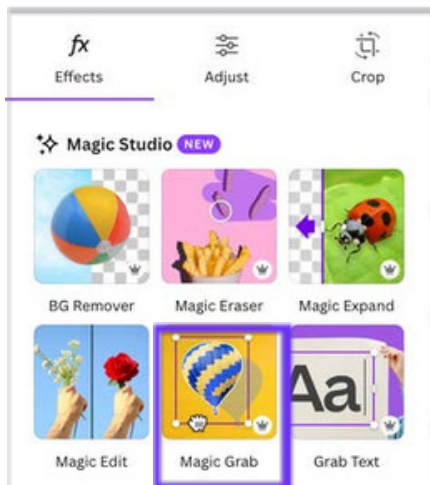
To this!



Text on top of the house



Text behind the house



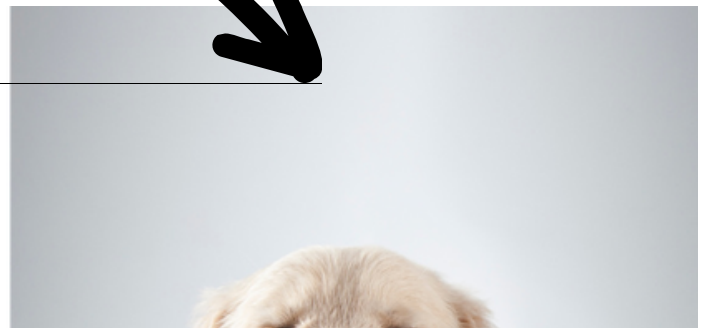
Try the new "Magic Grab" feature to do this even faster!



The house is isolated so you can add your text behind it!

MAKE TEXT POP WITH A TRANSPARENT GRADIENT

From this  **to this!**

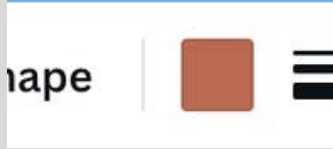


If your text is hard to read over an image, use a gradient shape over it and convert one end color to 0% transparency (clear).
Step-by-step instructions on the next page.

MAKE TEXT POP WITH A TRANSPARENT GRADIENT



Create a rectangle (type the letter "r")



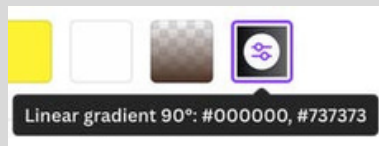
In the top toolbar, click on the color square



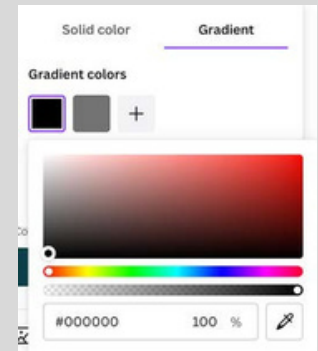
Select a gradient from the bottom of the menu (pick any one)



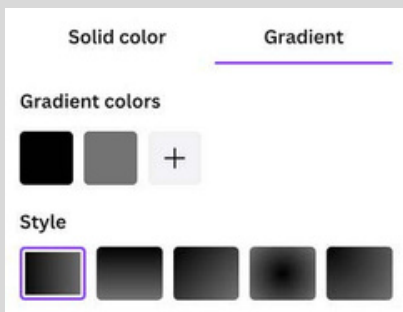
While clicked on the gradient shape, click the color square again



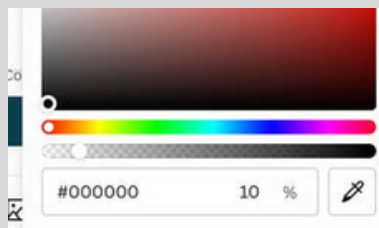
Hover over the color to see the purple slider bars, then click on the sliders



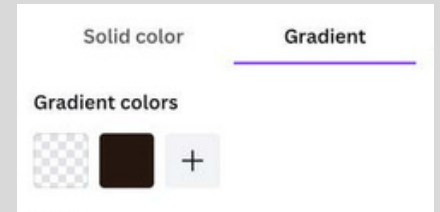
This menu will pop out.



Click on one of the colors (black shown)



Slide the transparency bar all the way left to 0% (shown here at 10%)



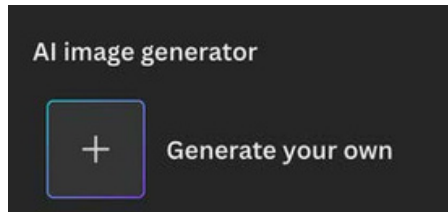
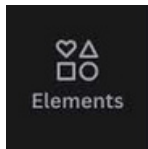
The colors should appear like this and you can place your shape over your photo.



EYEDROPPER TIP! In Canva Pro, you can use the eyedropper tool to select a color from something else (your image, a graphic, a color of a shape, etc.)

USING AI IMAGE AND VIDEO GENERATOR

Under the elements tab, scroll to AI image generator and click the + button to generate your own.

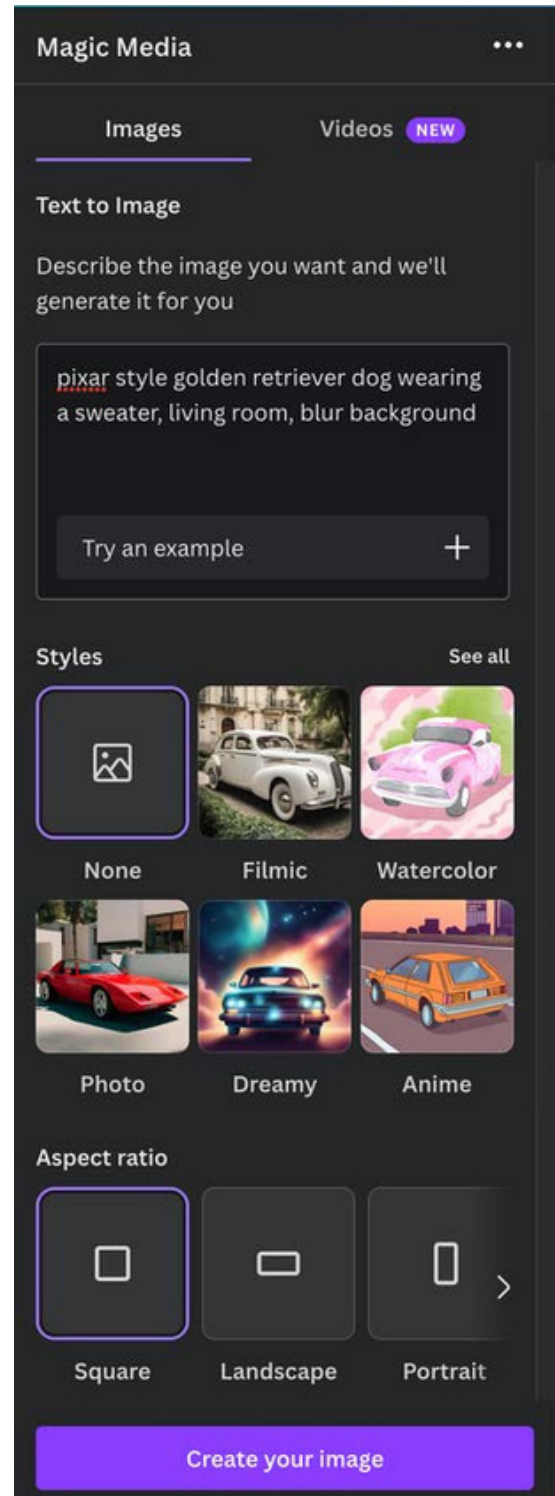


type in
your
prompt
here

choose an image style
or leave it as none

choose the aspect
ratio you want

hit "Create your image"



SAMPLE PROMPTS & IMAGES GENERATED



golden retriever dog wearing a sweater,
living room, blur background



watercolor pink
rose painting

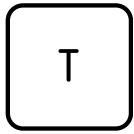


anime girl, dark hair, sitting at a laptop,
books, desk

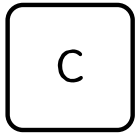


Bedroom melting into the ocean, 4k
(Dreamy style applied)

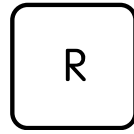
BONUS! MAC KEYBOARD SHORTCUTS



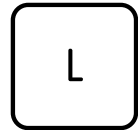
Add a textbox



Add a circle



Add a rectangle / square



Add a line



Make a font larger



Make a font smaller



Duplicate an item



Group items

FROM



Canva Keyboard Shortcuts

01. Moving Elements



Move element 1 pixel
arrow keys



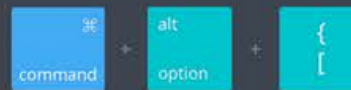
Move element 10 pixel
shift + arrow keys



Deselect element
esc key



Move element up or down
command / ctrl + brackets / up
and down arrow keys



Select next or previous element
command / ctrl + alt / option
+ brackets

02. Text



Left align text
command / ctrl + shift + L



Center align text
command / ctrl + shift + C



Right align text
command / ctrl + shift + R



Copy style to another text box
command / ctrl + option / alt + C



Paste style to another text box
command / ctrl + option / alt + V



Match textbox width in a group*
command / ctrl + option / alt + J



Add text element
T key



Transform text to uppercase
command / ctrl + shift + K

*works with, grouped textboxes (command / ctrl + G)



FROM



Canva Keyboard Shortcuts

03. Other useful shortcuts



Start searching
Back slash key



Delete selected element
delete key



Copy elements
command / ctrl + C



Paste elements
command / ctrl + V



Group elements
command / ctrl + G



Ungroup elements
command / ctrl + G



Undo action
command / ctrl + Z



Redo action
command / ctrl + shift + Z



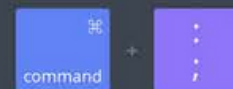
Increase grid padding
shift + alt / option + plus / hyphen keys



Zoom In/Out
command / ctrl + plus or hyphen keys



Select all elements
command / ctrl + A



Show grid lines
command / ctrl + colon (twice)



Resize proportionally
shift + drag



add or remove selected elements
shift + click surrounding elements



Select element behind
command / ctrl + click overlapping elements



Presentation mode
command / ctrl + shift + return / enter



Duplicate element
command / ctrl + option / alt + C

