

How to Create Eye-Catching Graphics with *Canva*





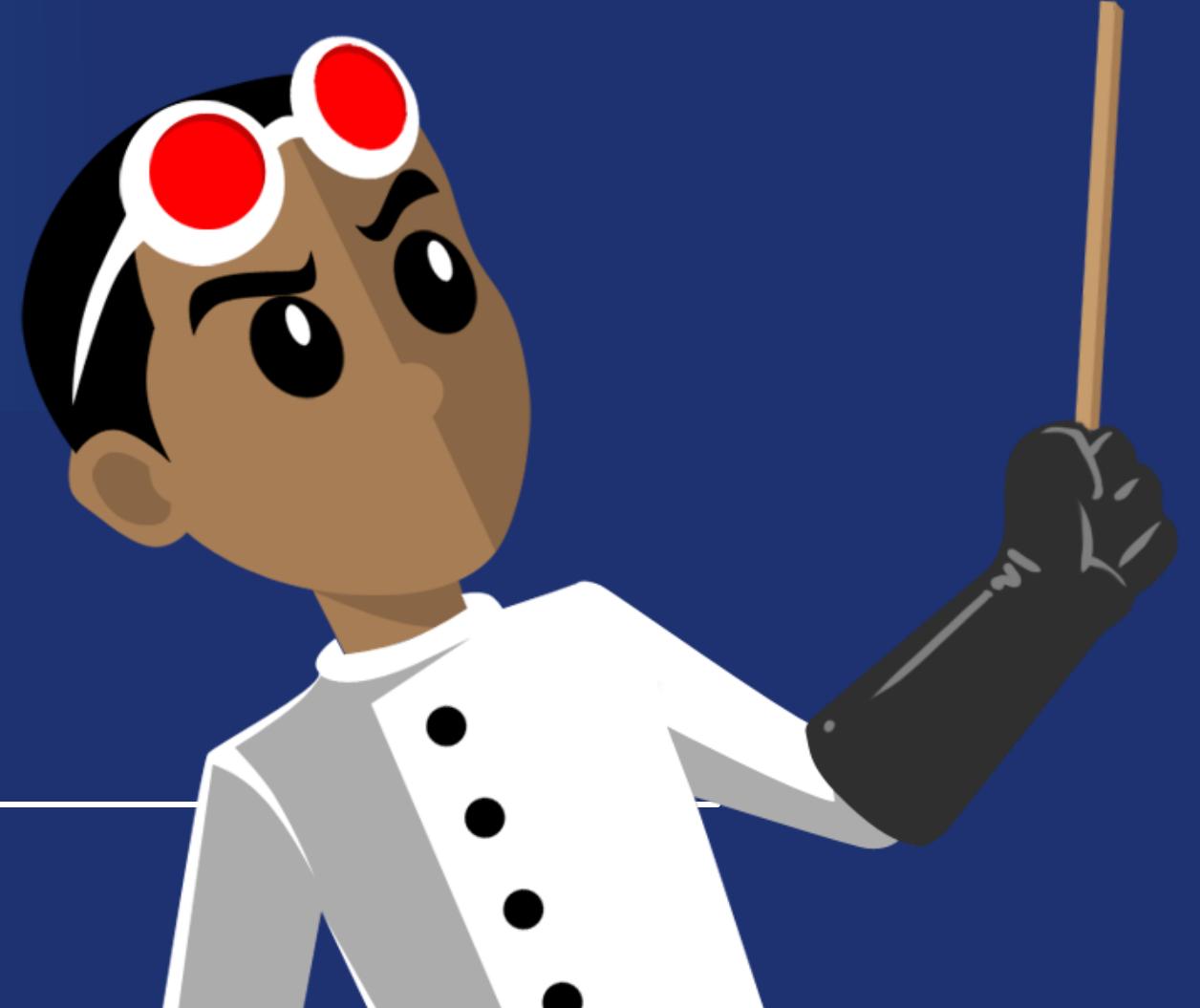
Selim Nurudeen

Graphic, Web and Instructional Designer

- **Lead design consultant for SinVista Creations in Orlando, FL**
- **Over 12 years of graphic and web design experience**
- **2x Olympian in Track and Field**



In This Presentation You Will Learn:



1. **How to log into your Canva account**
2. **How to layout your canvas**
3. **How to use images**
4. **How to use effects**
5. **How to use elements**
6. **How to use text**
7. **How to position and align objects**
8. **How to save and publish
your project**



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Log in

Sign up



Logging Into Your Canva Account

- Go to www.canva.com
- Click on the Log in or Sign up button in the upper right corner
- Enter an email address and a password

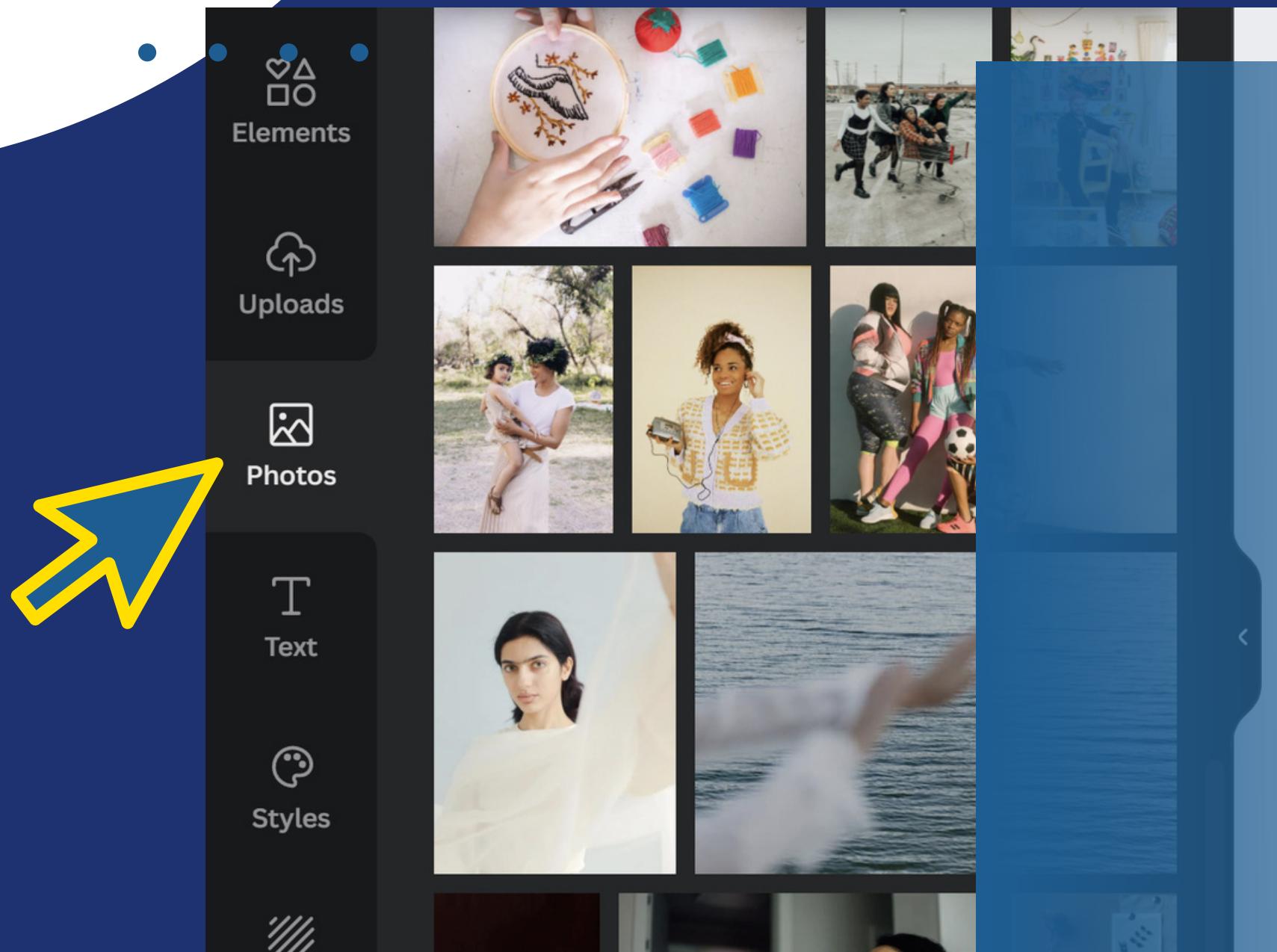
Laying Out Your Canvas



- Click on the **Create a Design** Button in the upper right corner
- Choose the option that best suits your project
- Choose a template for your design in the left menu
- Click on **Backgrounds** in left menu to customize your background of your design

Images

- Click on the **Photos** tab for the library of images to use
- For custom images, go to **Uploads** to upload your own photos
- Right click on any image and select **Replace Background** to set an image in the background



Effects

- **Crop images to choose what you want to show**
- **Flip to choose the direction of the picture**
- **Transparency will show how much to fade the picture**
- **Edit Image controls effects like color, shadow, filters and more**
- **To undo any effects, click the back arrow or type `ctrl+z`**

Elements

- Elements contain many different types of media for your design
- These can be photos, videos, audio, charts, shapes, frames and more!
- Change element colors, size and more using effects



QUICK TIP

While tempting, don't try to add too many elements! Use only what you need.



Section	Item	Description	Duration
Audio	Happy Whistling Ukulele	Happy Childrens' Tunes • Bright	2:03
	Ukulele Song	Solo Instruments • Happy • Bright	2:18
Charts	Advertising	Ambient • Euphoric • Bright	2:14

Frames

Text

- Select **text** in the **left menu**
- You can chose a font for your header, sub-header and the **body** of your design
- Get more creative by adding **colors, effects and sizes** in the **upper menu**
- You can also add **bullet points, numbered list, and play with lines and letter spacing**

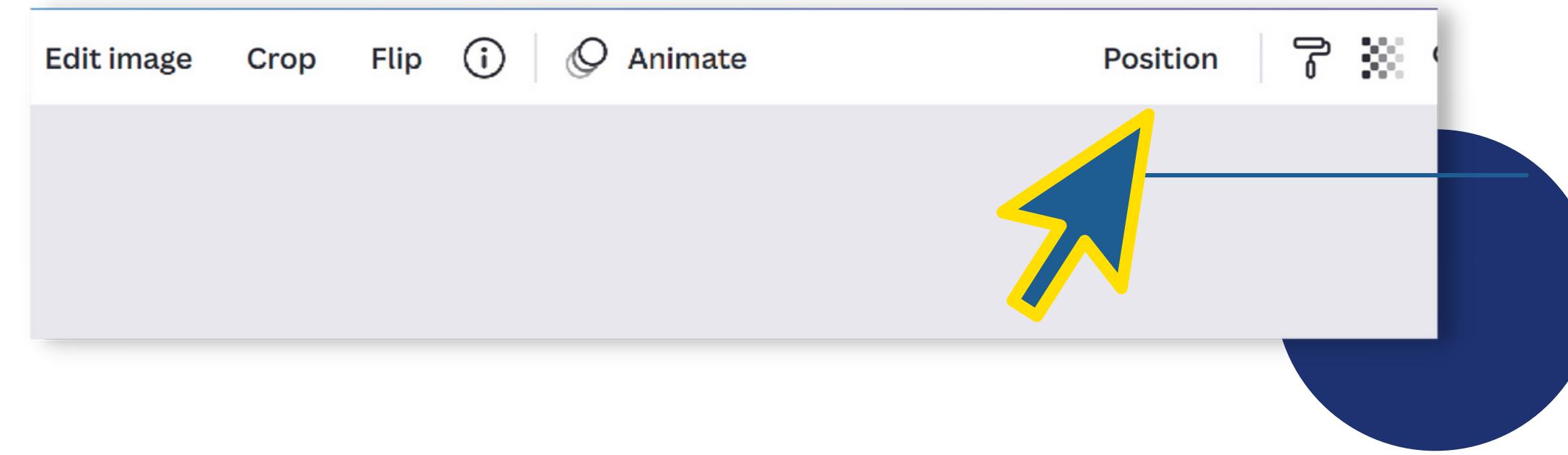


QUICK TIP

The largest font will be in the header and is the first read text. As details increase, the size gets smaller.



A screenshot of a digital design application's interface. The top navigation bar includes 'Home', 'File', and a 'Resize' button. On the left, a vertical sidebar lists 'Templates', 'Elements', 'Uploads', 'Photos', and 'Recently used' items, with 'Text' currently selected and highlighted in yellow. The main workspace on the right features a search bar ('Search text') and a placeholder message ('Click text to add to page'). Below this are buttons for 'Add a header', 'Add a subheading', and 'Add a little bit of body text'. A preview of a design with the word 'Sale' is visible in the bottom right corner.



Positioning and Aligning Objects

- You can click on the position tab to arrange objects by left, right, top and bottom orientation.
- You can also use this menu to decide how objects or text will lay on top of or behind each other. This can be found under align to page



QUICK TIP

Less is more! Give your objects room to breathe!
This will allow for a more legible and clear layout.



Download and Publish

- In the top menu, click on share.
- Here, we can save our design in our list of projects
- There are many formats for how to save your design.
- In this menu, you can also share your design to be edited by other individuals.



QUICK TIP

Canva autosaves your work!

What Have You Learned today?



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Thank You!

We have reached the end of this introduction to Canva!

If you have any questions on how SinVista Creations can help you with coaching, brand design, or anything Canva related, and more, you can contact us at info@sinvistacreations.com, go to our website at www.sinvistacreations.com/imagination to book a free 10min Imagination session.

Contact Info:

info@sinvistacreations.com

www.sinvistacreations.com/imagination