

CANVA FOR BEGINNERS

GETTING STARTED WITH NAVIGATING, DESIGNING & CREATING ON CANVA

HELLO



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TODAY



Introduction to Canva and its features

Navigating around

Creating and saving your first project

Tips for using templates and resources

Basic design principles

Q&A's

Takeaway resources

GETTING STARTED



If signing up for the first time, log in via a standard email such as *hello@LRBC.co.uk* or *adminLRBC@gmail.com* as this will make it easier for everyone to access into the account as well as it will be linked to your church rather than an individual

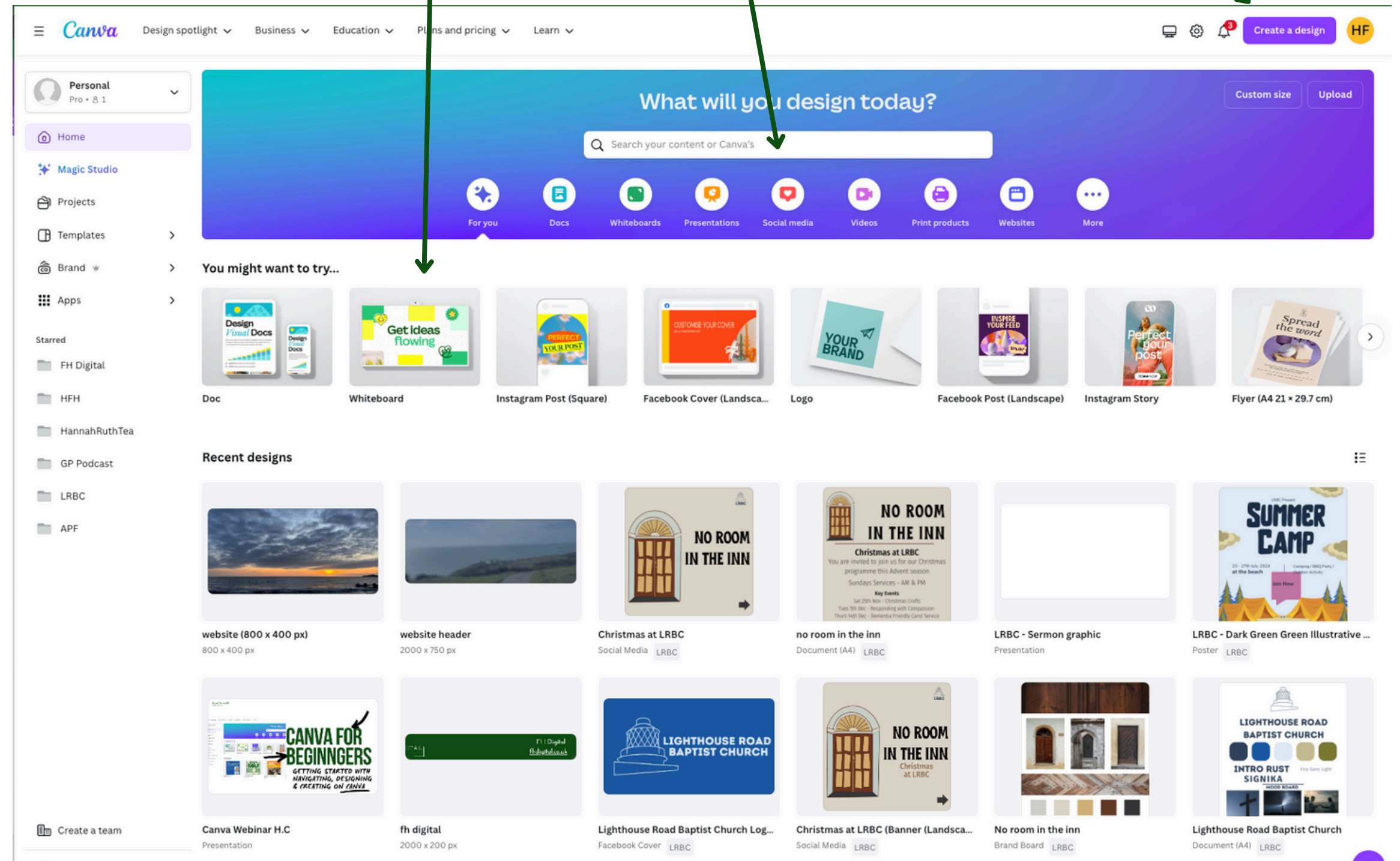
Don't forget to claim your free pro account for your church. Go to *plans & pricing > Not-for-profit* for further details

If anything has a * next to it, that will be covered in either of the next webinars.

NAVIGATING

- Projects - the individual files/designs
- Templates - Canva or other designer provided samples
- Brand* - your brand assets (colours, logos)
- Apps* - linked softwares, apps, tools
- Starred* - key folders that I use frequently

Templates, blank projects, pre-sized projects to help get you started



TEXT EDITING NAVIGATION

Font, size, colour, bold, italic, underline, cases

Alignment, bullet points, spacing

Font effects, animation, position of elements, transparency, copy style, lock (all *)

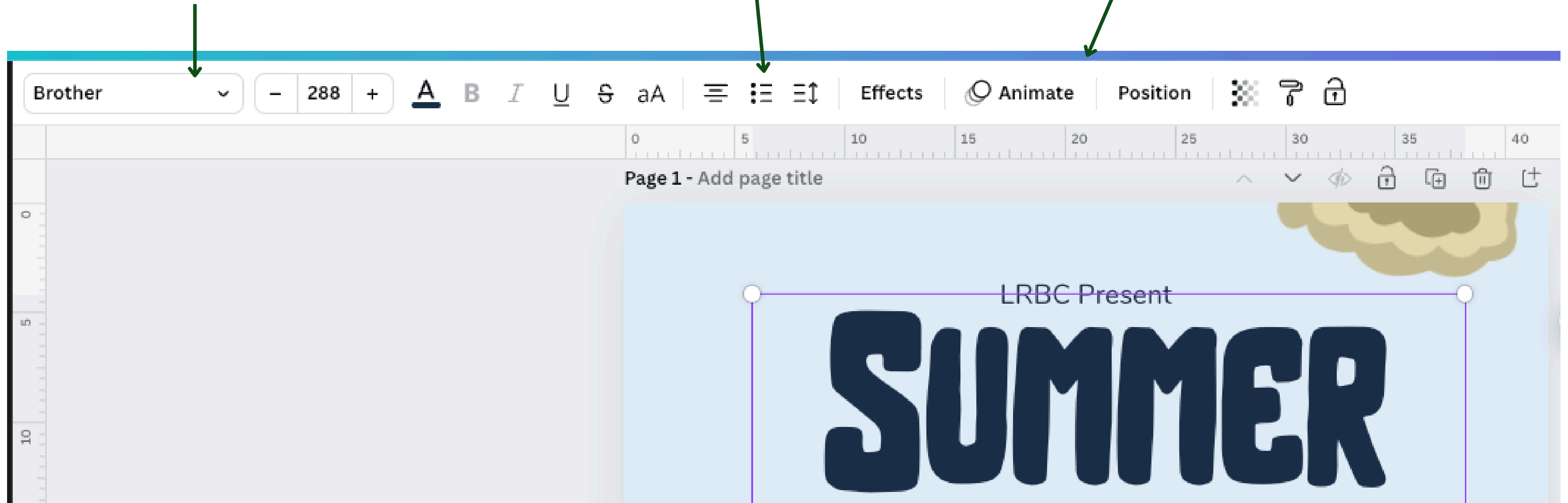
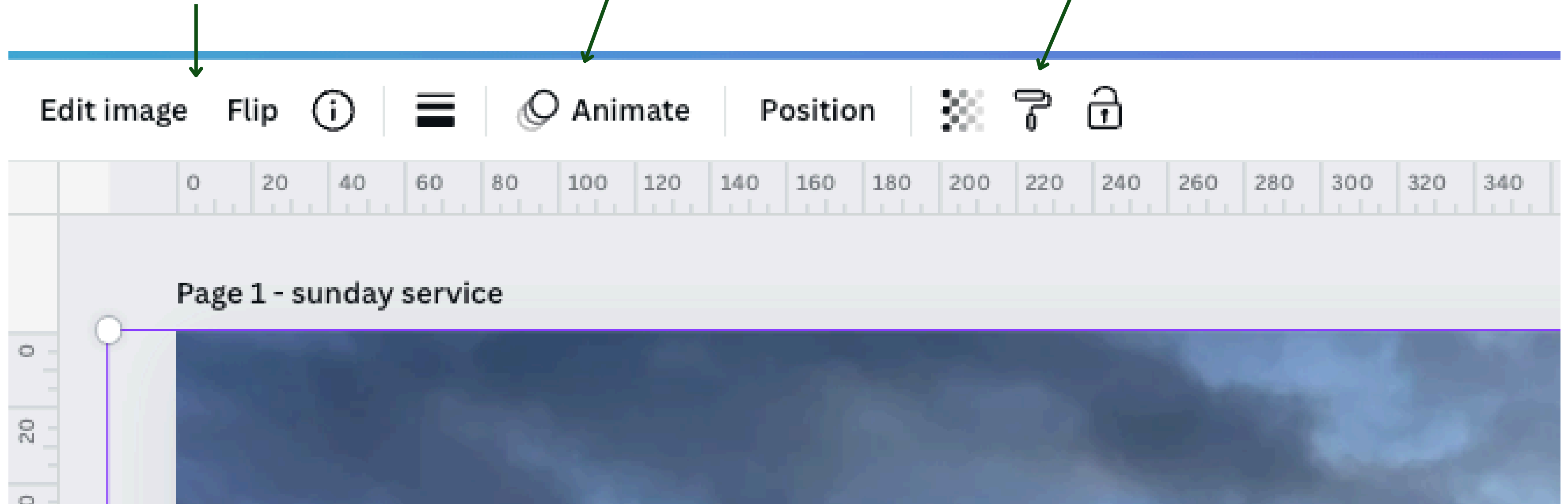


IMAGE EDITING NAVIGATION

Edit image (effects, adjust, blur etc),
flip , info, borders*

Animate, position of image &
elements*

Transparency, copy style, lock



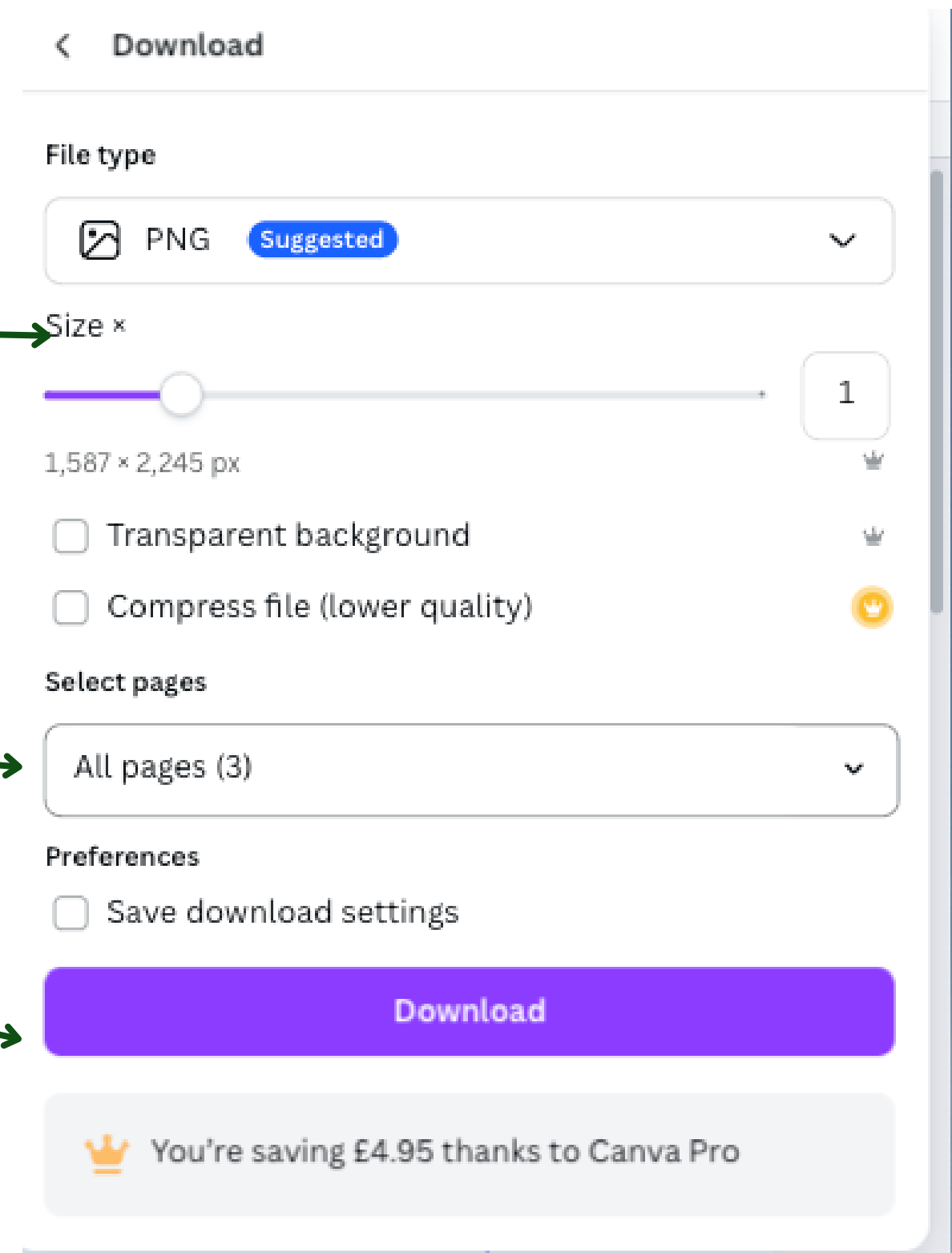
EXPORTING /DOWNLOADING

Exporting or downloading your project can be found in the top right corner *share > download*

File type (jpeg/png for images, PDF for docs or printed items, can also export in pptx)

Pages you want to export (all or some)

Make sure to click download & they should appear in your download folder



DO YOU HAVE
~~ANY~~ QUESTIONS?

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