



*Canva*  
**CRASH  
COURSE**

HOW TO CREATE & RE-SELL

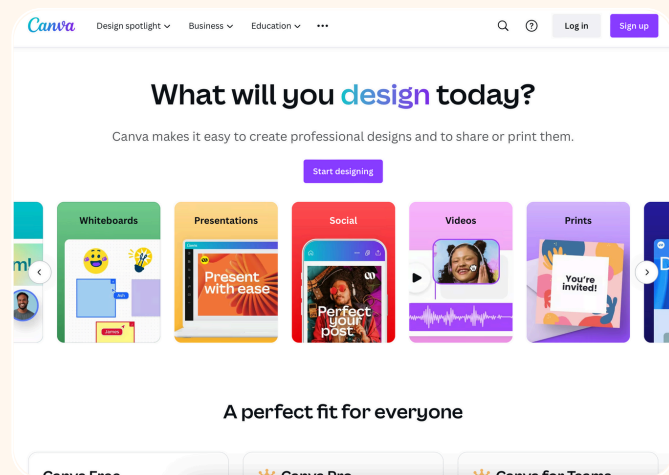




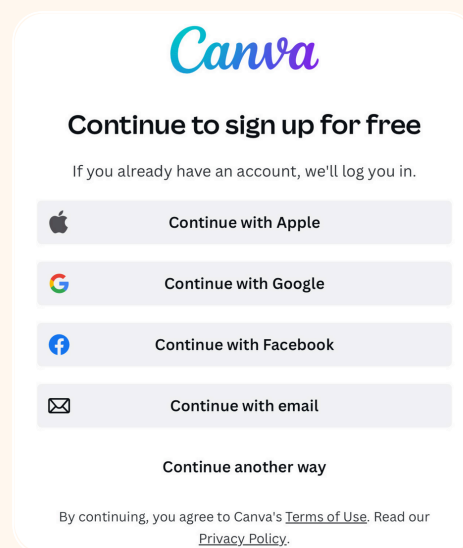
# Getting Started with Canva

First, you need an account. Canva has a free and pro version to choose from. The free version is great for beginners who are just testing the waters. I recommend the pro version for serious digital product creators.

1. Visit [www.canva.com](https://www.canva.com) or download the canva app
2. Tap or click on the **purple sign up button** to create an account
3. Follow the prompts to complete the registration
4. Click/tap on **Get started**.
5. Select which option you plan to use for canva
6. Confirm your account by email and you're **ready to get started!**



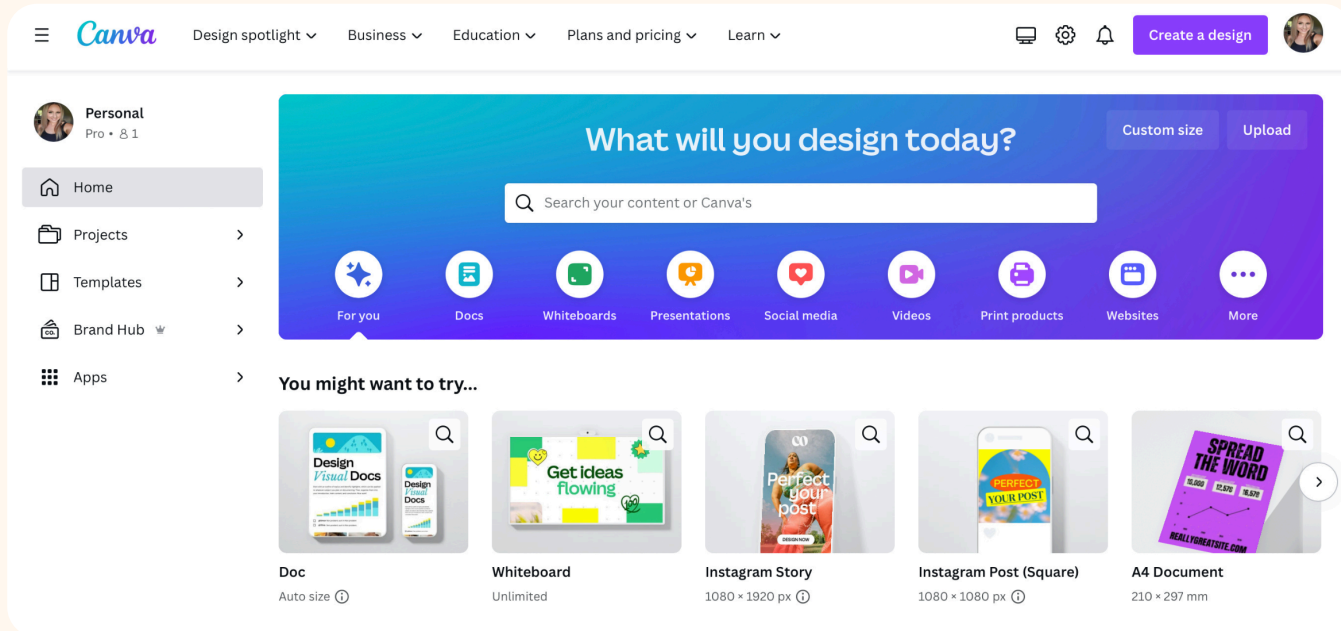
Website View



App View

# Starting Your Design

After you create your account your home screen will look something like this. And now it's time to start creating!



## Canva file sizes

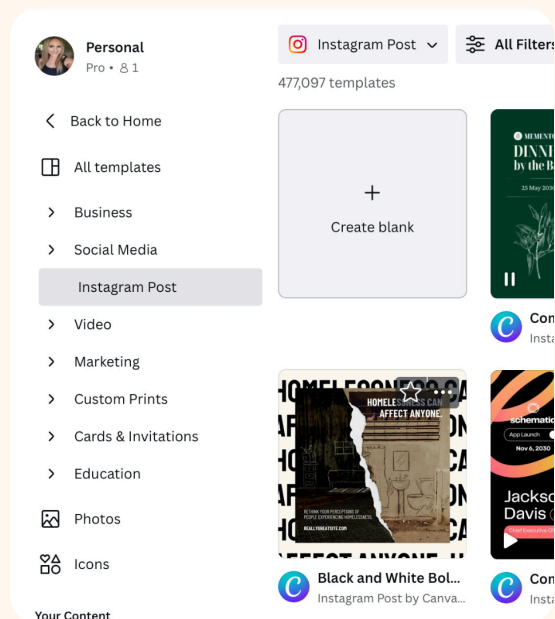
Canva has many pre-sized projects for you to choose from. Like Instagram, TikTok and document sizes.

To create a custom size tap or click the "Custom size" button and put in your measurements.

## How to find a template

To use a pre-sized design blank or template either scroll through the option on the homescreen or use the search bar.

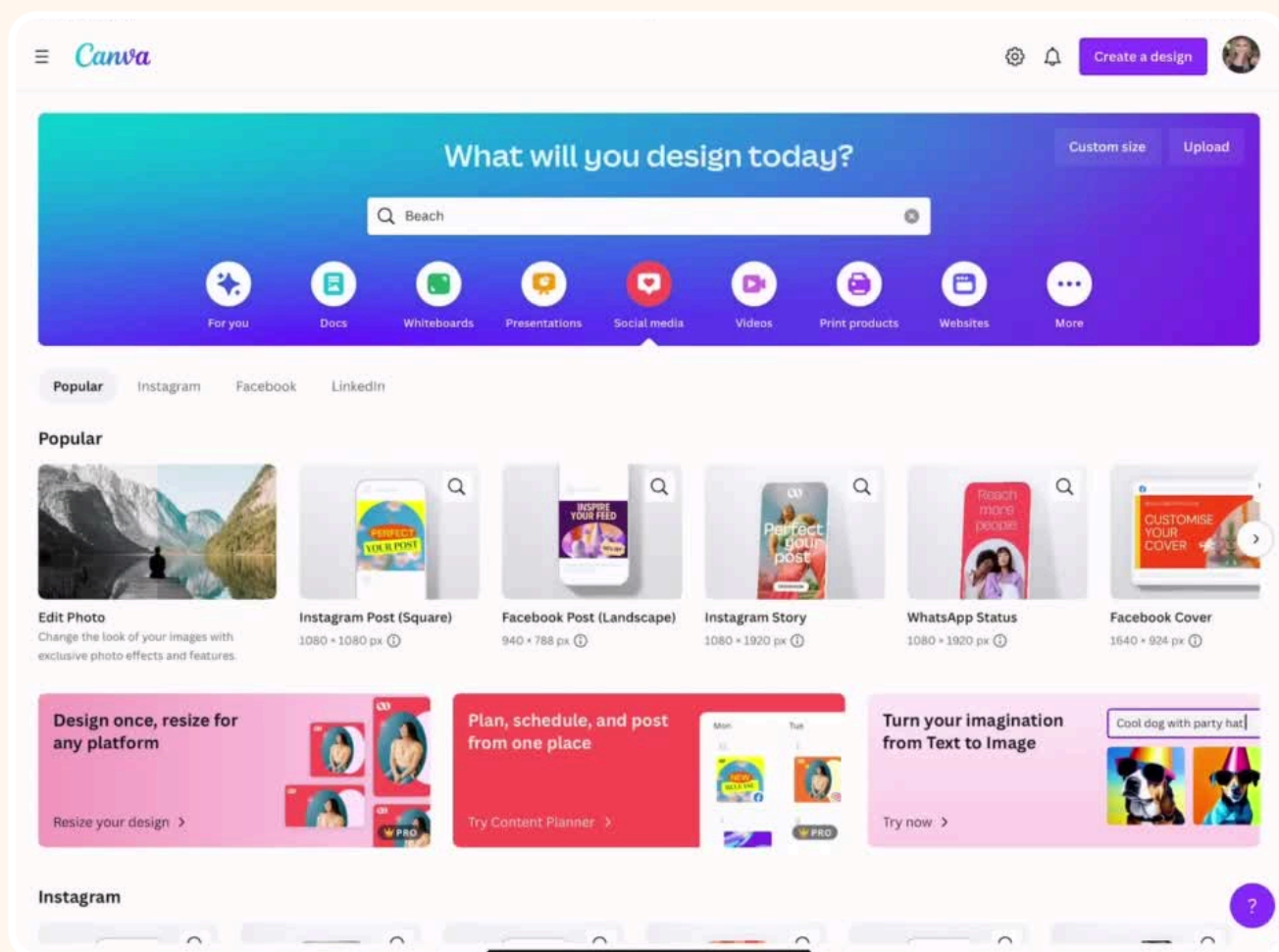
You can also search for specific template styles. For example I'm creating a post about the beach, I could type in beach and templates that match that description will be shown.



# Starting Your Design

Canva is always adding new templates for you to use. Keep in mind that not all templates can be used with the free account. Watch the video below for a more in depth explanation

## How to start your designs a video tutorial

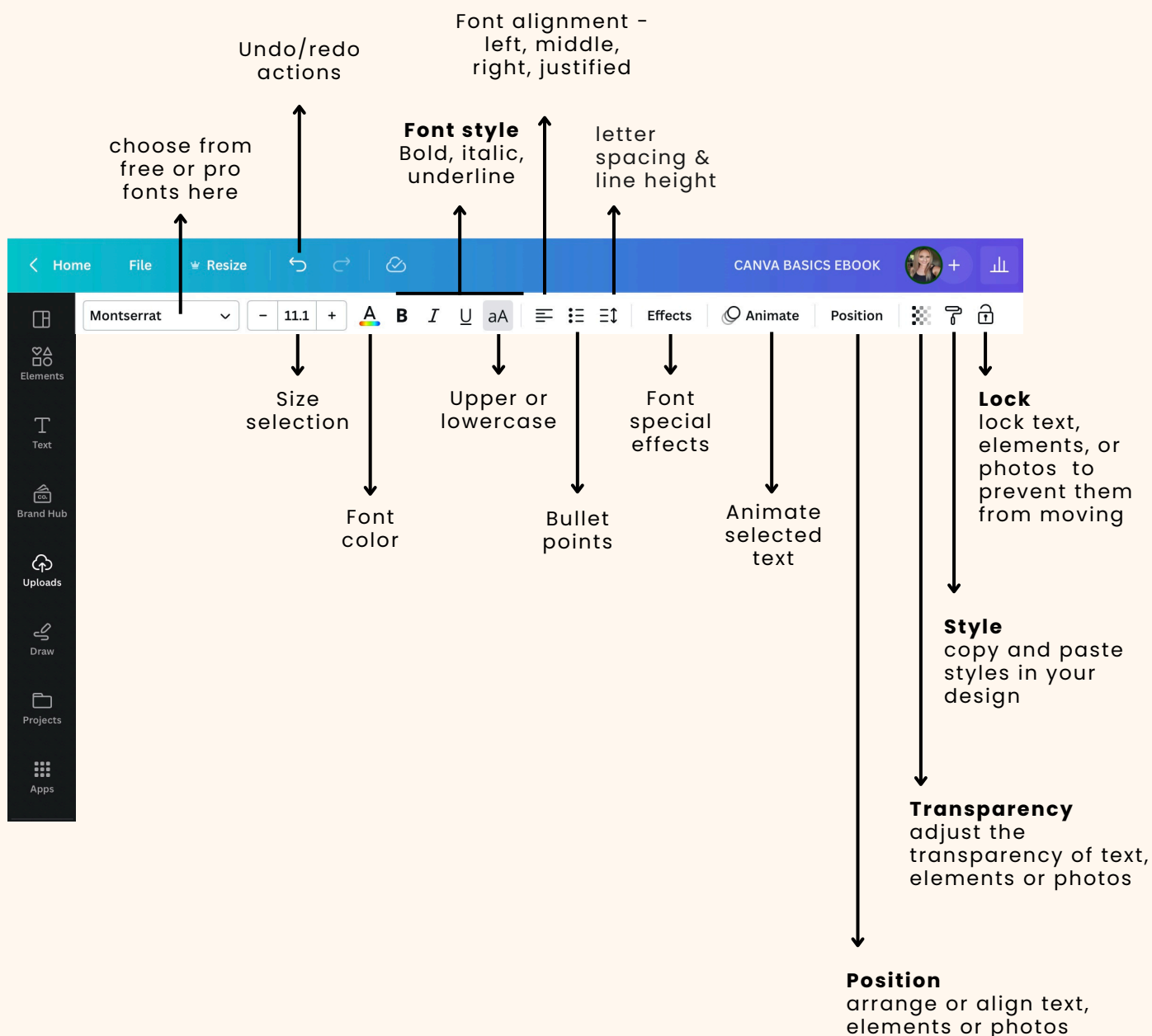


As this is a PDF in order to view videos, either click [this link](#) OR open the editable Canva link found both here and on the last page.



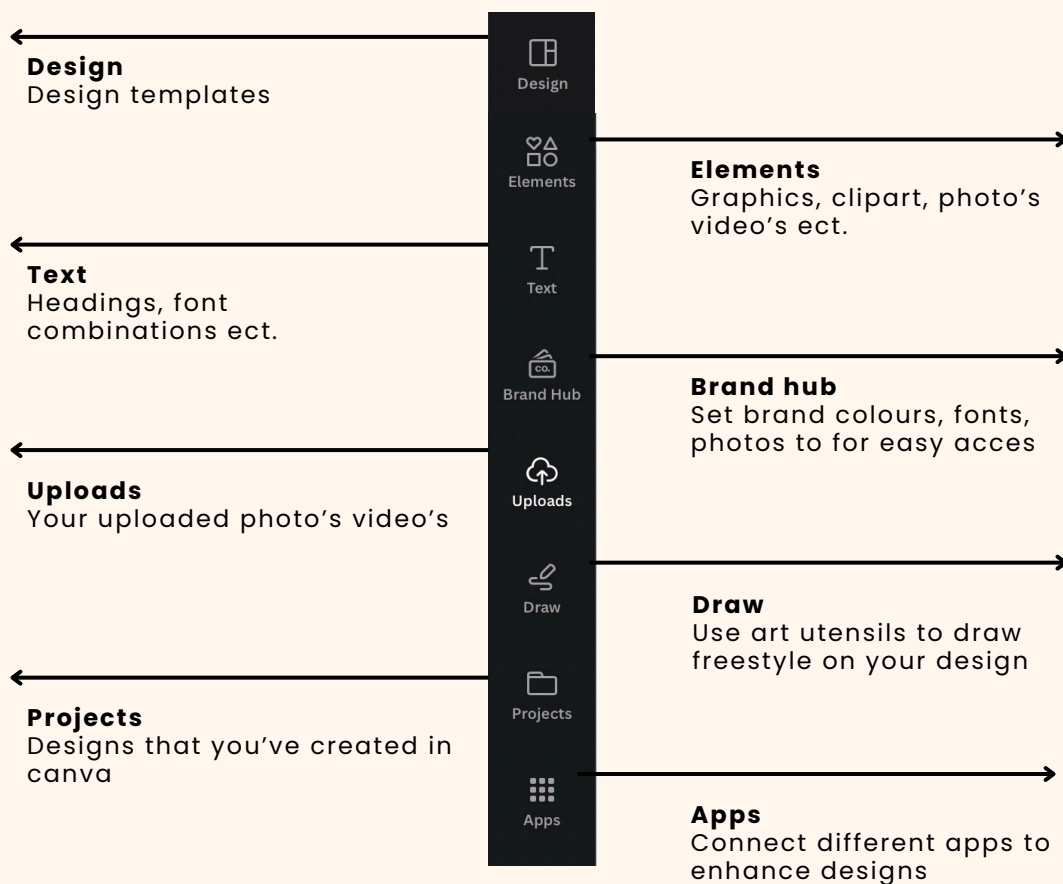
# Navigating Your Workspace

Learning how to utilize the tools canva offers makes creating designs much easier and makes the design process go faster. It's also good to know that canva saves your design automatically.



# Navigating Your Workspace

The sidebar explained



## NOTE

The crown shows Features for the paid (pro) version of canva. These features are not available in the free version



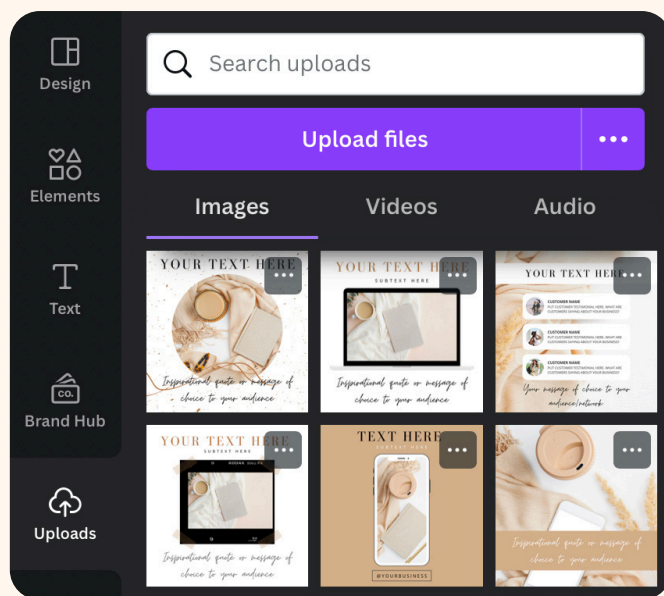
# Understanding your toolset

## Uploading Your Own Photos to canva is easy!

Tap or click the uploads icon, then select "UPLOAD files". Select your files.

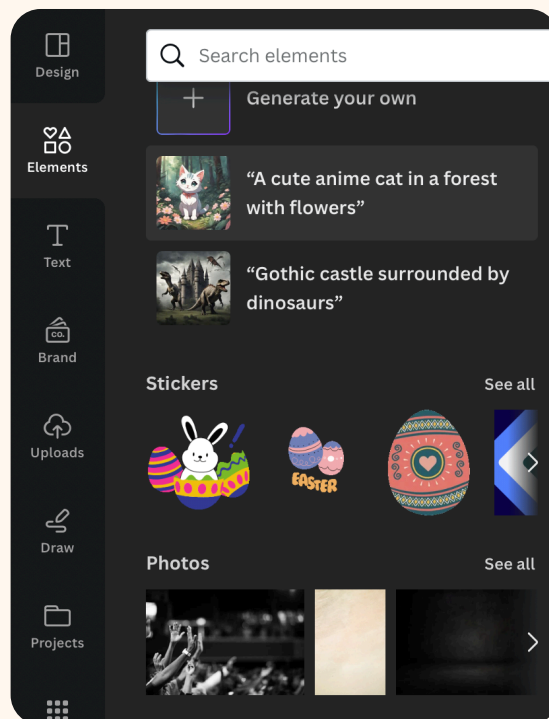
Then click on the uploaded files to add them to your design or drag them onto the canvas.

And voila you've added your images!



## Add canva images

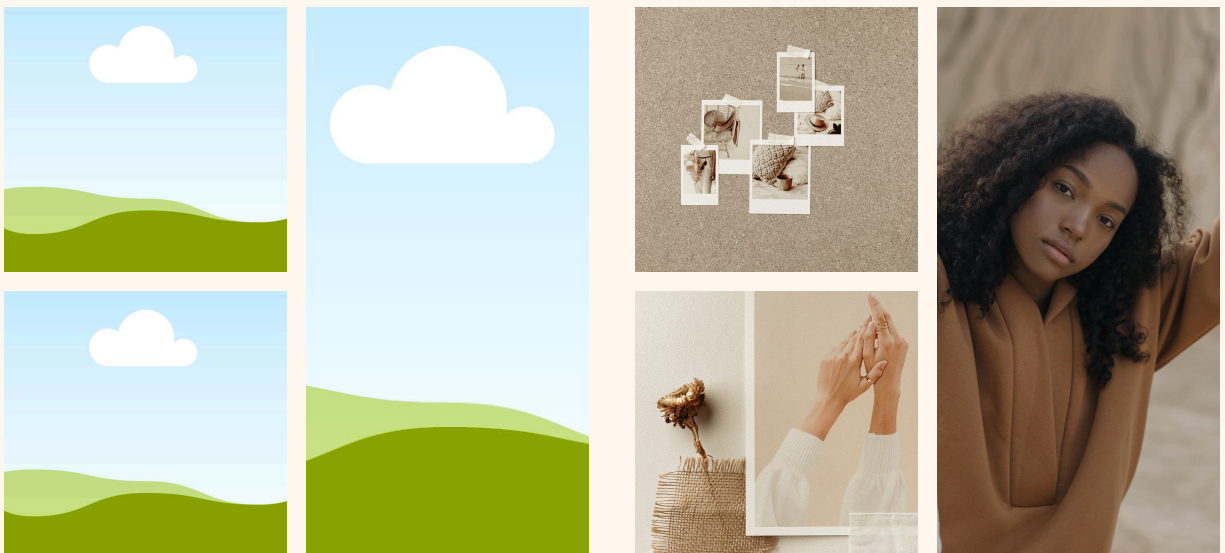
Canva has a huge library full of free and paid photo's that you can add to your designs. When you click on elements scroll down until you see "photos"



# Photo grids

Photo grids are great tools that help you organize or add a clean aesthetic to your designs.

## Example of a grid

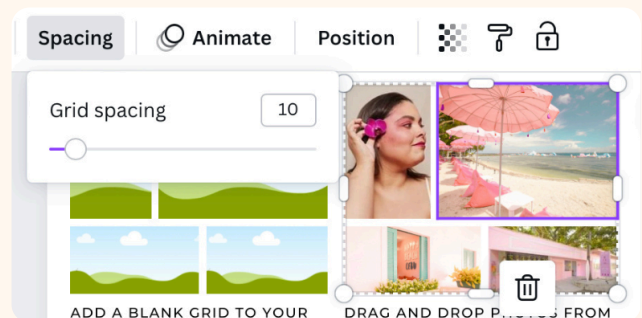
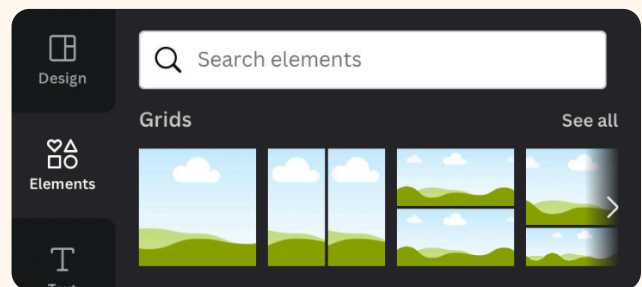


## How to add grids

Add a blank grid to your design. Grids are located under the elements tab.

Drag & drop images from your library into your grid.

Adjust the spacing between your photo's by tapping or clicking on spacing then slide the bar left or right.

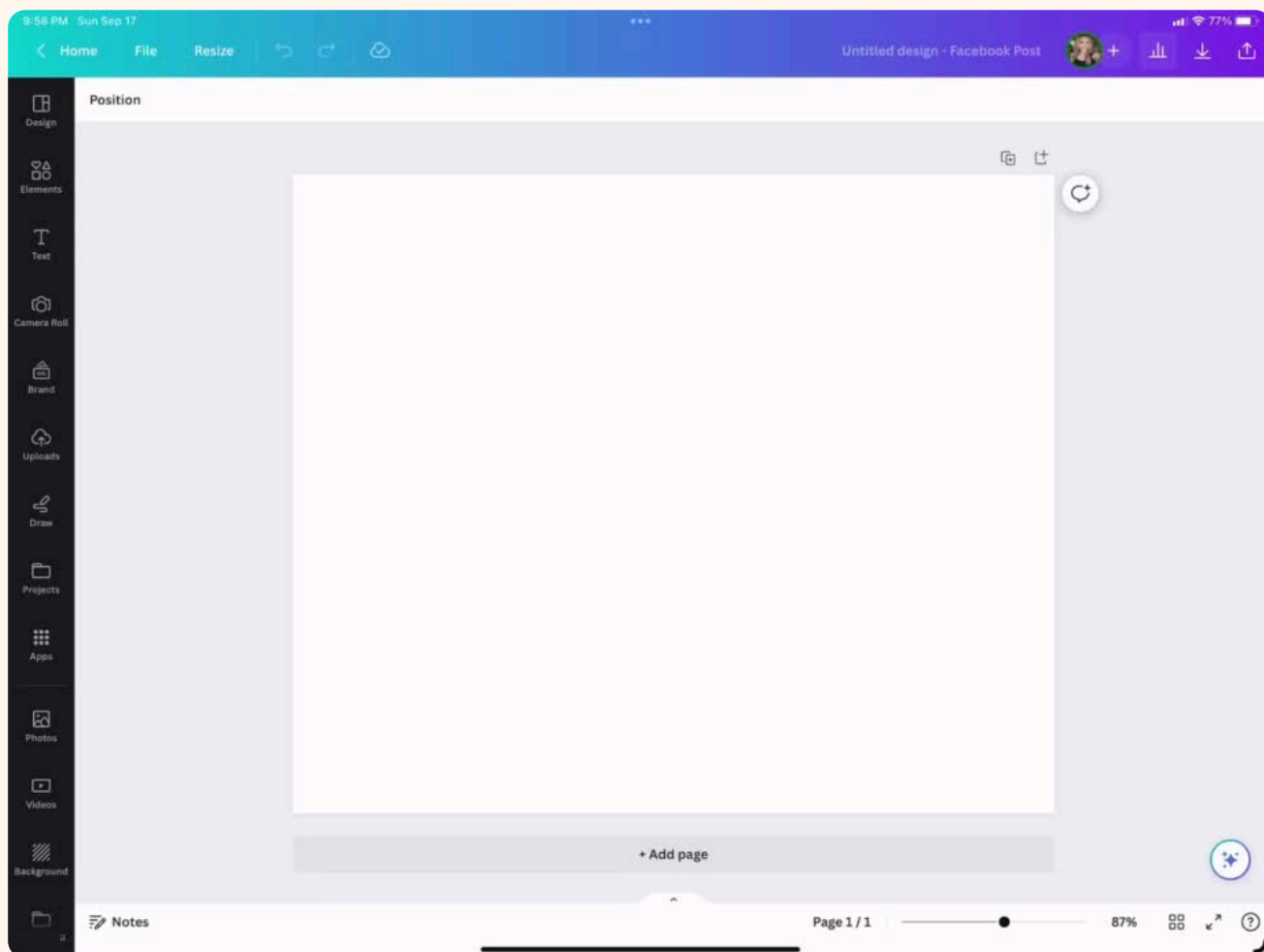




# Photo grids

Frames allow you to add or crop images and videos into the shape of the selected frame. Canva has many different styles of frames to choose from. Ranging from basic shapes to fun shapes, I love the phone, laptop and iPad frames they have!

## How to use grids/frames tutorial

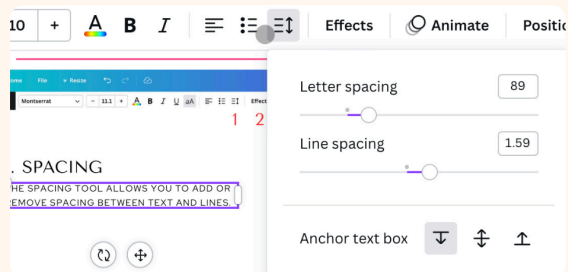


# Editing tools

## 1. Spacing

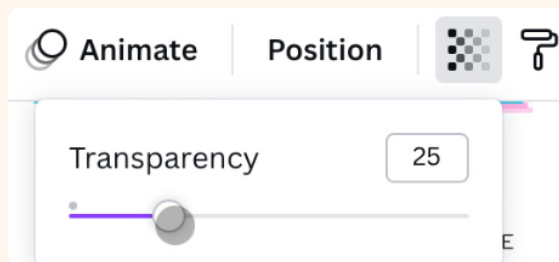
The spacing tool allows you to add or remove spacing between text and lines.

Select the text you want to edit & move the sliders to increase or decrease the spacing.



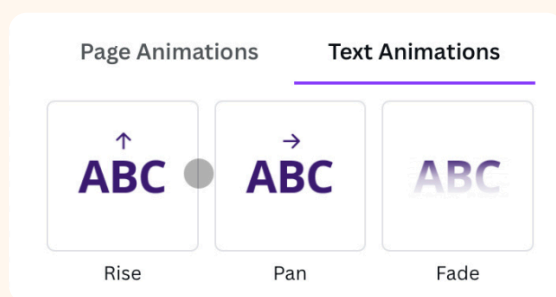
## 3. Transparency

Transparency changes the opacity of a design element. This can be applied to images, elements & text. Select the design and move the sliders to adjust the transparency



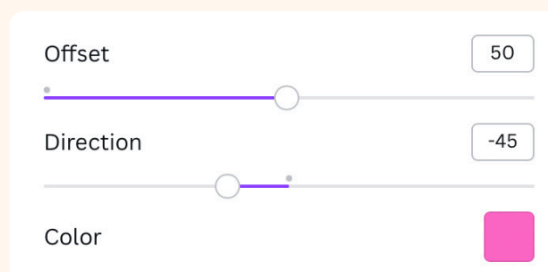
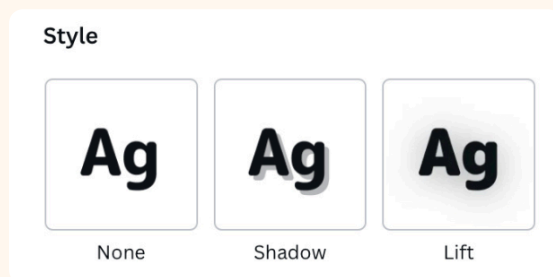
## 2. Animate

With animate you can animate text, photo's, elements and even an entire page. Try it out!



## 4. Effects

Under effects you can find multiple text effects to use. You can edit the effect by adjusting the specifications below the effect.





# Using the Lock & position tool

Locking design elements is a great way to keep your design organized and keeping all parts of your design in place while working with multiple design elements. Use the position tool to move elements forward & backwards in your design.

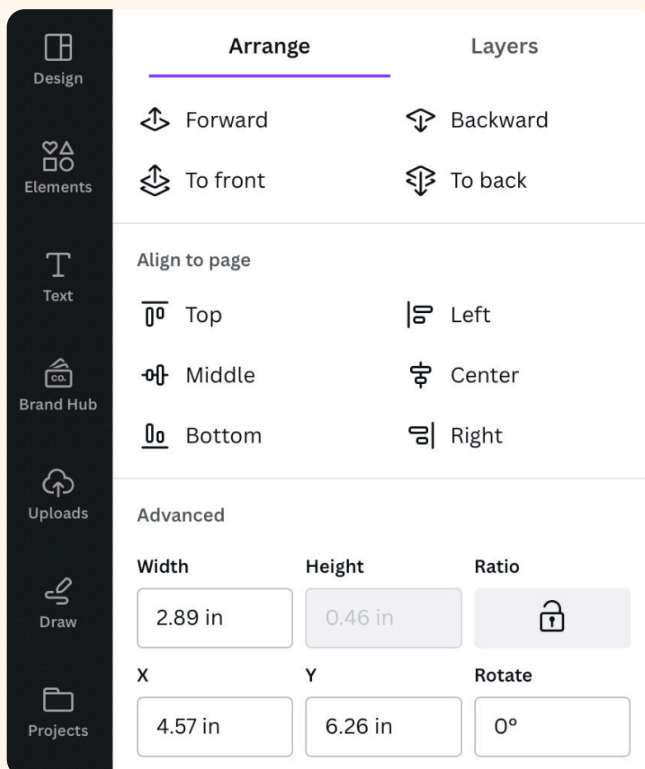


## How to lock a element

To lock a design element, simply click on the item you want to lock and go to the top right side of your navigation, then select the lock icon

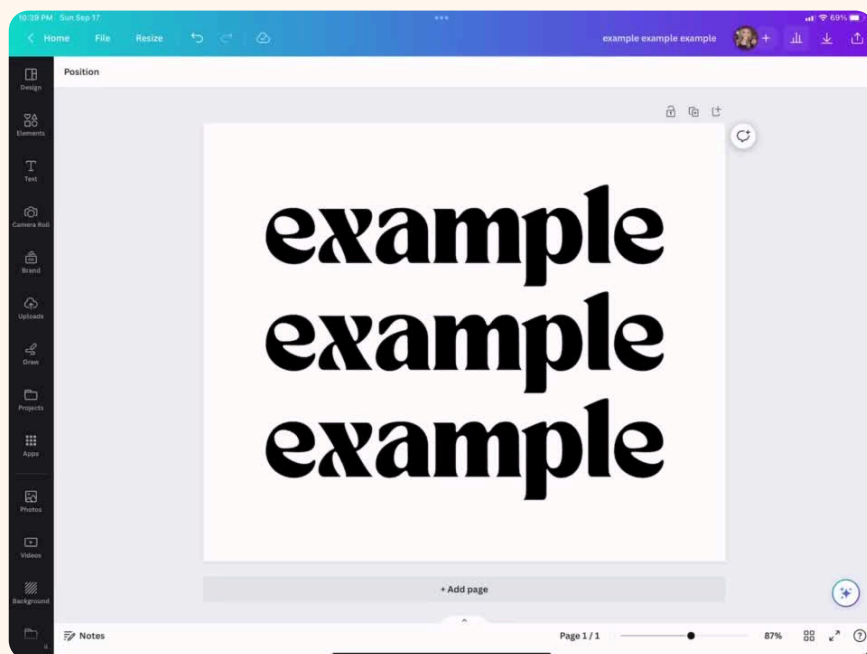
## Position tool

In order to move items to the front of your design, tap or click the position tool then select to front or to back. If you don't want to bring an element all the way to the front, select forward or backward it will only move it 1 layer at a time. See the example below.

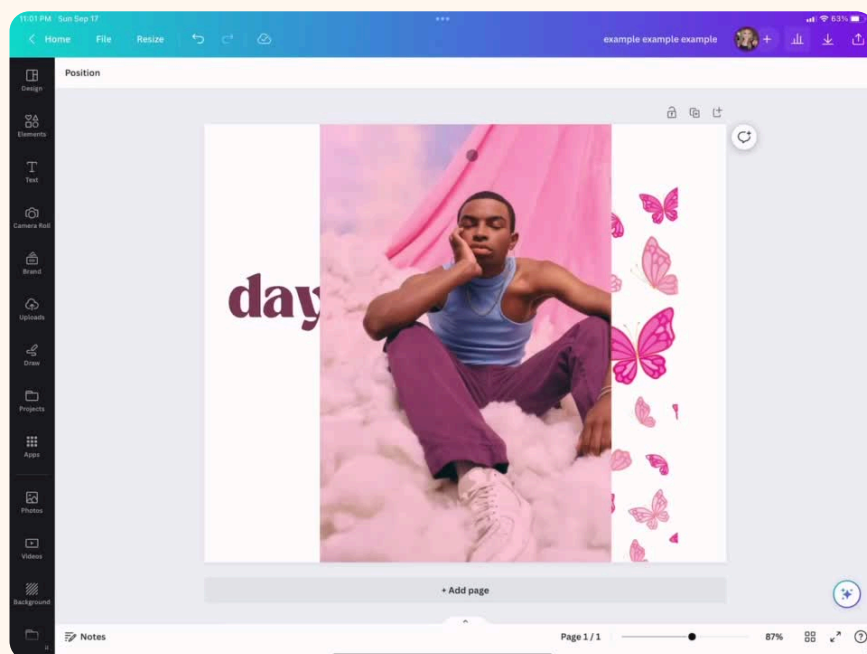


# Editing tools tutorial

How to use spacing, effects, animate & transparency



How to use the lock & position tools





# Font pairing

Font pairing is so fun and adds a little flare to your design. Here are some of my favourite font pairings!

Montserrat Classic  
Open Sans



**TAN Songbird**  
Neue Montreal

Playfair Display  
OSWALD

Noto Serif Display  
*Breathing*



**SUNBORN**  
CUP CAKES

**SIX CAPS**  
Canva Sans

Black Mango  
BALGIN CONDENSED

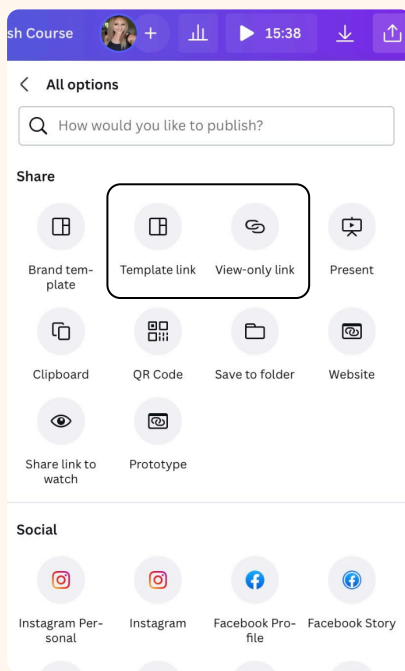
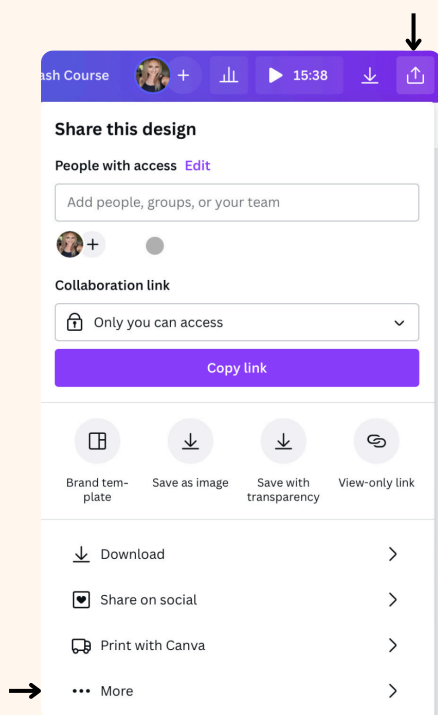
BIRYANI  
Hatton

***Shrikhand***  
HERO

*Lemon Tuesday*  
Shadows Into Light Two

# Saving & sharing your design

There are many different ways you can share and download your designs. Use the up arrow in the top right corner to see your options, when you click on more at the bottom of the drop down you see all the options.

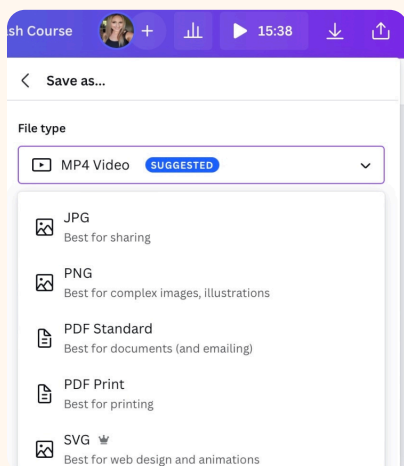


## Template links

Template links are links that can be opened and edited by any user with the link. This does not edit your original design, it makes a copy for the user.

## View-only link

View only links allows users to view your design, they are not able to edit or make a copy.



## Download

When downloading & saving, canva will give suggested options based on the contents of your design, but you can choose any option that is best suited for you.

## Auto-save

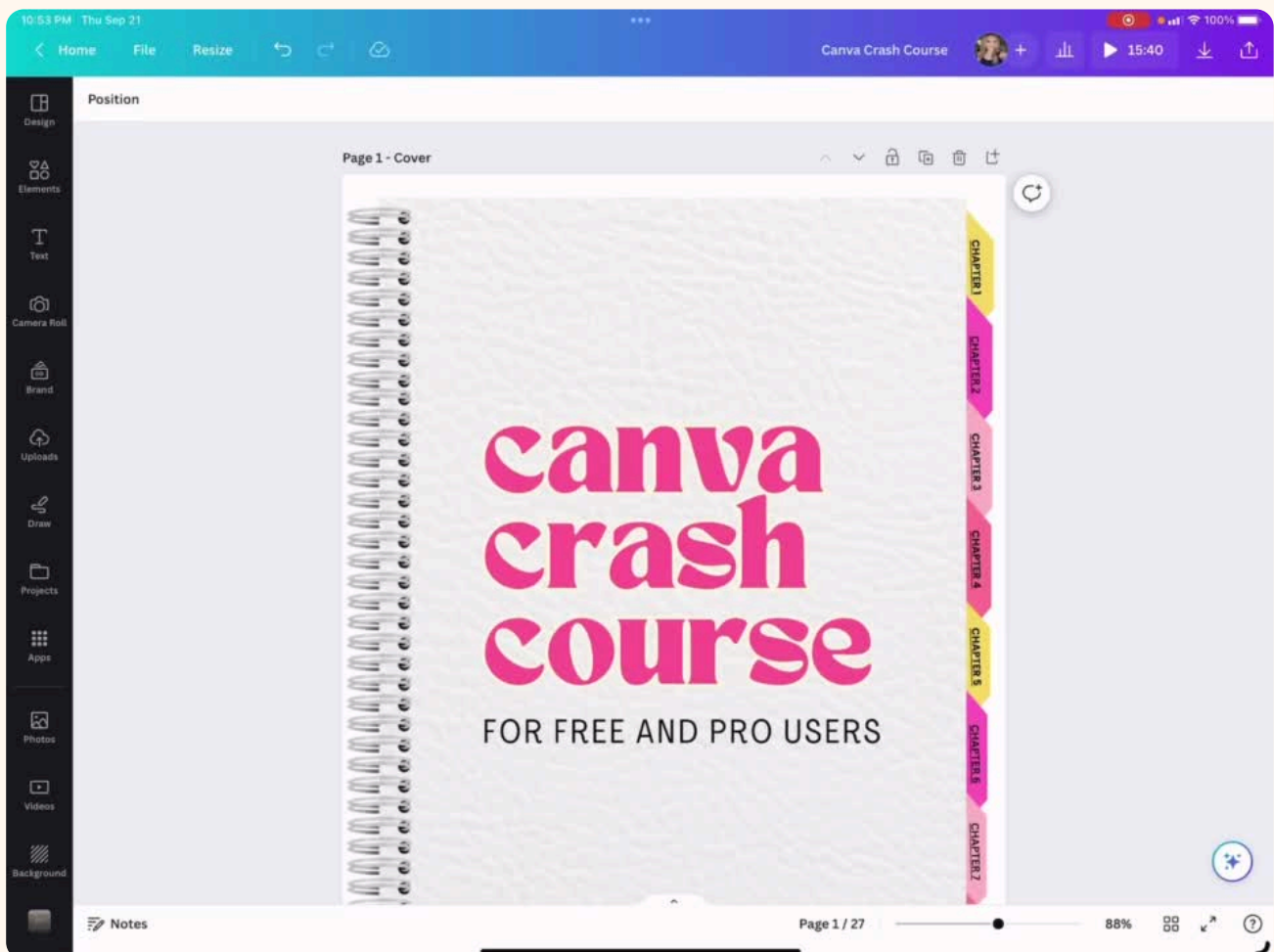
The cloud with the check mark seen at the top of your canva design lets you know that your current edits are saved.



# Saving & sharing your design

The file you choose depends on the type of design you've created. If you are saving an image you will most likely download the design as a png or jpg. A document like a planner would be saved as a pdf. And if you plan on selling designs/projects as a template you will share it as a template link (this way anyone can edit it without the original being changed). Watch the video below for more in depth explanation/tutorial.

## File Types & Where to Save





# Thank you!

**I hope you found this Canva crash course  
helpful!**

Go to <https://lifestylehub.info> for more courses, tips,  
ideas etc



**Go to the**  
**canva crash**  
**course in**  
**canva**