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# LESSON 16

## HOW TO USE CANVA

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# INTRODUCTION TO CANVA



- **What is Canva?**

Canva is a graphic design platform that allows users to create social media graphics, presentations, posters, documents, and other visual content. It provides a simple drag-and-drop interface and a vast library of templates and design elements.

- **Why Use Canva?**

Canva is user-friendly and accessible, making it ideal for both beginners and experienced designers. It offers a wide range of customizable templates, making it easy to create professional designs quickly and efficiently.



# GETTING STARTED

- **Creating an Account**

To use Canva, you first need to create an account. Visit the Canva website, sign up using your email address, Google account, or Facebook account, and follow the prompts to set up your profile.

- **Navigating the Dashboard**

Once logged in, you'll see the Canva dashboard. This is where you can access your designs, choose templates, and start new projects. The dashboard is organized into sections for easy navigation.



## **CREATING A DESIGN**

- **Choosing a Template**

Canva offers thousands of templates for various design types, such as social media posts, flyers, and presentations. To start a new design, select a template that fits your needs or choose a custom size.

- **Customizing Your Design**

After selecting a template, you can customize it to match your vision. Change the text, colors, images, and other elements to create a unique design.



# USING DESIGN ELEMENTS

- **Adding Text**

To add text, click on the "Text" tab and choose from various text styles. You can adjust the font, size, color, and alignment using the toolbar.

- **Inserting Images**

Canva allows you to upload your own images or choose from a vast library of stock photos. Click on the "Photos" tab to search for images or upload your own.

- **Using Shapes and Icons**

The "Elements" tab provides access to shapes, lines, icons, and more. These elements can enhance your design and make it more visually appealing.

- **Adding Backgrounds**

Change the background of your design by selecting the "Background" tab. Choose from solid colors, gradients, patterns, or upload your own background image.



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## ADVANCED FEATURES

- **Using Layers**

Layers help you manage different elements in your design. You can move elements forward or backward to create the desired layout.

- **Applying Filters and Effects**

Canva offers various filters and effects to enhance your images. Click on an image and select "Filter" or "Adjust" to apply these enhancements.

- **Collaborating with Others**

Canva allows you to collaborate with others by sharing your design. Click on the "Share" button and invite team members to view or edit the design.



# SAVING AND SHARING YOUR DESIGN

- **Downloading Your Design**

Once your design is complete, click on the "Download" button to save it in various formats, such as PNG, JPG, or PDF.

- **Sharing Your Design**

You can also share your design directly from Canva by clicking the "Share" button. Share it via email, social media, or get a shareable link.



# CANVA PRO FEATURES

- **Overview of Canva Pro**

Canva Pro is a paid subscription that offers additional features, such as a larger library of templates and elements, unlimited storage, and advanced tools.

- **Additional Pro Features**

With Canva Pro, you get access to features like background remover, brand kit, and the ability to resize designs for different platforms with one click.





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