

Canva for Education



SETTING UP A FREE EDUCATOR ACCOUNT

1. Navigate to www.canva.com/education/
2. Click on “Get Verified” under the purple Teachers tab
3. Select “Continue with email” and enter your school email address to set up an account

CREATING A DESIGN


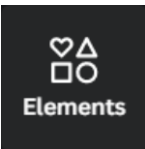
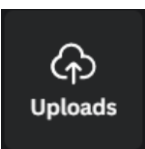

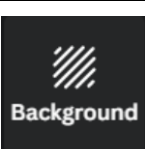
1. Log in to your account
2. Click on “Create a Design” or select “Custom Size”
3. Search for & select the design type you want to create *or* enter custom dimensions*

*When entering custom dimensions, change px to inches first

STANDARD & CUSTOM DESIGN OPTIONS

- Presentation is the same size as a PowerPoint slideshow
- Flyer is the same size as an 8 ½ x 11 printout
- To create a poster, enter **custom sizes**
 - 18 x 24 in
 - 24 x 36 in
 - 11 x 17 in

SIDEBAR DESIGN MENU

 <p>Design</p>	<p>Templates</p> <p>This tab consists of the pre-built templates that can be used to design a graphic. All you need to do is click on the template of your choice and it will get loaded in the canvas. Then you can edit the text, colors and other elements of the template as per your preference.</p>
 <p>Elements</p>	<p>Elements</p> <p>The elements tab consists of shapes, stickers, frames, etc. that can be used in your design. To add something to your project, click on elements & search for it. Then, click on the item to add it to your canvas. For some elements you can edit the color in the toolbar @ the top of the page.</p>
 <p>Uploads</p>	<p>Uploads</p> <p>The uploads tab allows you to upload your own photos and videos. You can upload your images and use them in your design using this tab. Simply click on upload, select the photo, upload it and then from this tab, click on it to use it in the design.</p>
 <p>Text</p>	<p>Text</p> <p>The text tab gives you access to a lot of text in various styles and colors that you can use in your design. You can either select the simple text and then change its font style using the toolbar or you can use the predefined styles that you get here.</p>
 <p>Background</p>	<p>Background</p> <p>The background tab allows you to select a background for your graphic. The background can be a solid color, image, or graphic. Some background options will allow you to edit the color add effects in the toolbar at the top of the page.</p>

PUBLISHING & PRINTING

Your Canva designs can be published and shared digitally or in printed format. To publish your project, do the following:

1. Click on “Share” in the upper right corner of your screen
2. From the menu, select “Download”
3. From the “File Type” dropdown menu, select the file type you want to download
 - a. Choose **PNG** for an image file that can be copied and pasted into something else like an email or Word document for sharing & printing purposes; PNGs also work well for social media posts
 - b. Choose **PDF** for a direct-to-print file like a flyer or poster that are already sized correctly (8.5 x 11 in, 18 x 24 in, etc.)

SELECTING FONTS

Canva offers endless font options. Here are two important design rules to keep in mind when selecting fonts:

1. When pairing fonts, match a fancy font with a plain font or a serif font with a sans serif font.
2. Reserve fancy fonts for headings & use simple fonts for the body of your text.

Here are examples of some font combinations that I often use in my own designs:

Brightwall
& SAILORS

SAILORS
+ Twister

SAIRA
just another hand

Playlist
BEBAS NEUE CYRILLIC

TC CHATTLEWOOD
XM Yecan

BEBAS NEUE
TC CHATTLEWOOD

SAILORS
gustesij

brightwall
COOPER HEWITT

COOPERATIVE
Cooper Hewitt Thin

BERNIER
beauty salon