

FOR FREE
& PRO
ACCOUNTS

Canva

CRASH COURSE

Scouting  America
Pacific Harbors Council

Created by Tricia Salazar
Tricia.Salazar@scouting.org

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Chapter 1

GETTING STARTED WITH CANVA

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 as it has way more features and benefits

For one person

Canva Free

Design anything and bring your ideas to life. No cost, just creativity.

US\$0

/month for one person

Get started

For one person

Canva Pro

Unlock premium content, more powerful design tools, and AI features.

US\$15

/month for one person

Start a free trial

Features you'll love:

- ✓ Easy drag-and-drop editor
- ✓ 2M+ professionally-designed templates
- ✓ 1000+ design types (social posts, docs, presentations, sheets, and more)
- ✓ 4.5M+ stock photos and graphics
- ✓ AI creative partner for design, image and text generation[^]
- ✓ Build interactive designs and experiences with AI[^]
- ✓ Bring multiple formats in one design
- ✓ Design printing and delivery
- ✓ 5GB of cloud storage

Everything in Free, plus:

- ✓ Unlimited access to premium templates
- ✓ 140M+ photos, videos, graphics, audio
- ✓ 1000 Brand Kits to manage your brand
- ✓ Quickly resize and translate designs
- ✓ Remove backgrounds in a click
- ✓ Create, resize, translate and remove backgrounds at scale
- ✓ Boost creativity and productivity with 25+ AI tools - including video clips powered by Google's Veo 3[^]
- ✓ Plan and schedule social content
- ✓ 1TB of cloud storage
- ✓ Online customer support

1

CHOOSE YOUR PLAN

I highly recommend the pro but the free version will be fine to start with

2

FOLLOW THE PROMPTS to complete registration

3

CONFIRM YOUR ACCOUNT

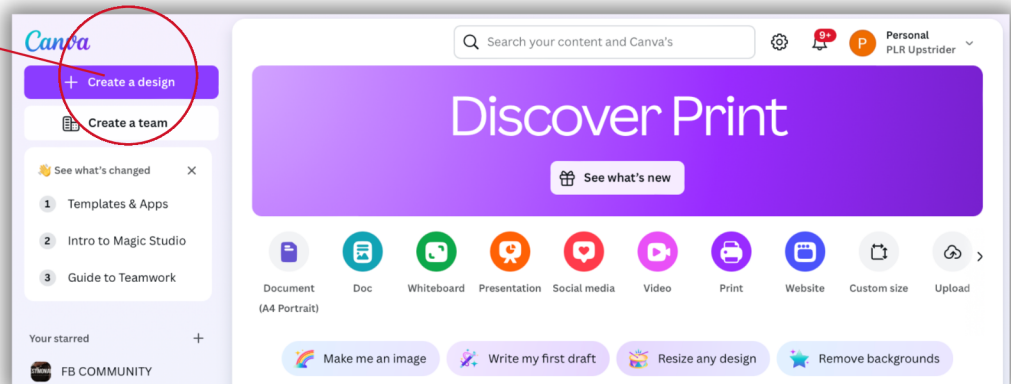
by email and you're all set to go!

STARTING YOUR DESIGN

After you create your account, your home screen will look something like this and now it's time to start designing!

To start

Press the **CREATE A DESIGN** button and either choose a pre-sized project or choose **CUSTOM SIZE** and add in your measurements



Popular pre-sized projects include:

Instagram Reel | Facebook Post | Etsy Banner | E-Book | Document

Here you can choose a pre-defined design to start which will also show you all the templates available

OR

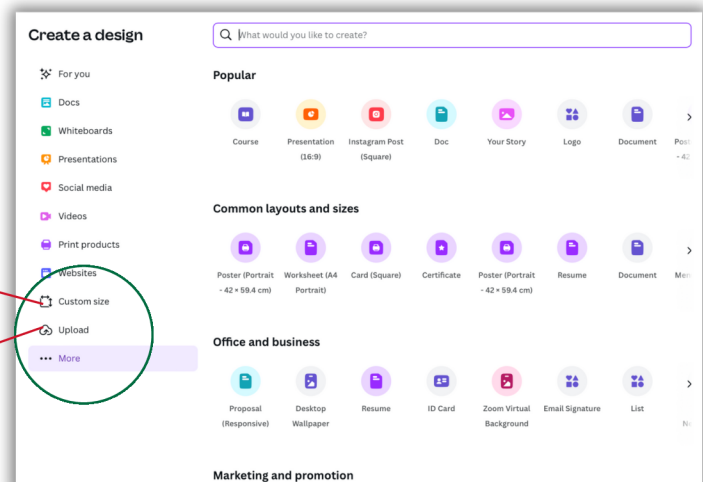
You can start a design from scratch using the **CUSTOM SIZE** button

OR

Or you can **UPLOAD** your own template - this could be something you have purchased

CHOOSE A TEMPLATE

use the search bar



LOADING A TEMPLATE

Make sure you are logged into Canva and start by clicking a premade template link.

A template created by Tricia Salazar was shared with you, start designing now

Hear from our families!



Unit 1234

★★★★★

It is not just camping but it is community. The whole family has new friends!



John and Jane Doe
Parents of a 3rd grader



1080 x 1080 px

View template

Designed with [Canva](#)

Click on 'USE TEMPLATE' and it will open up ready for you to edit

TIP! - I always recommend making a copy before you change anything incase you need to revert back to the original!

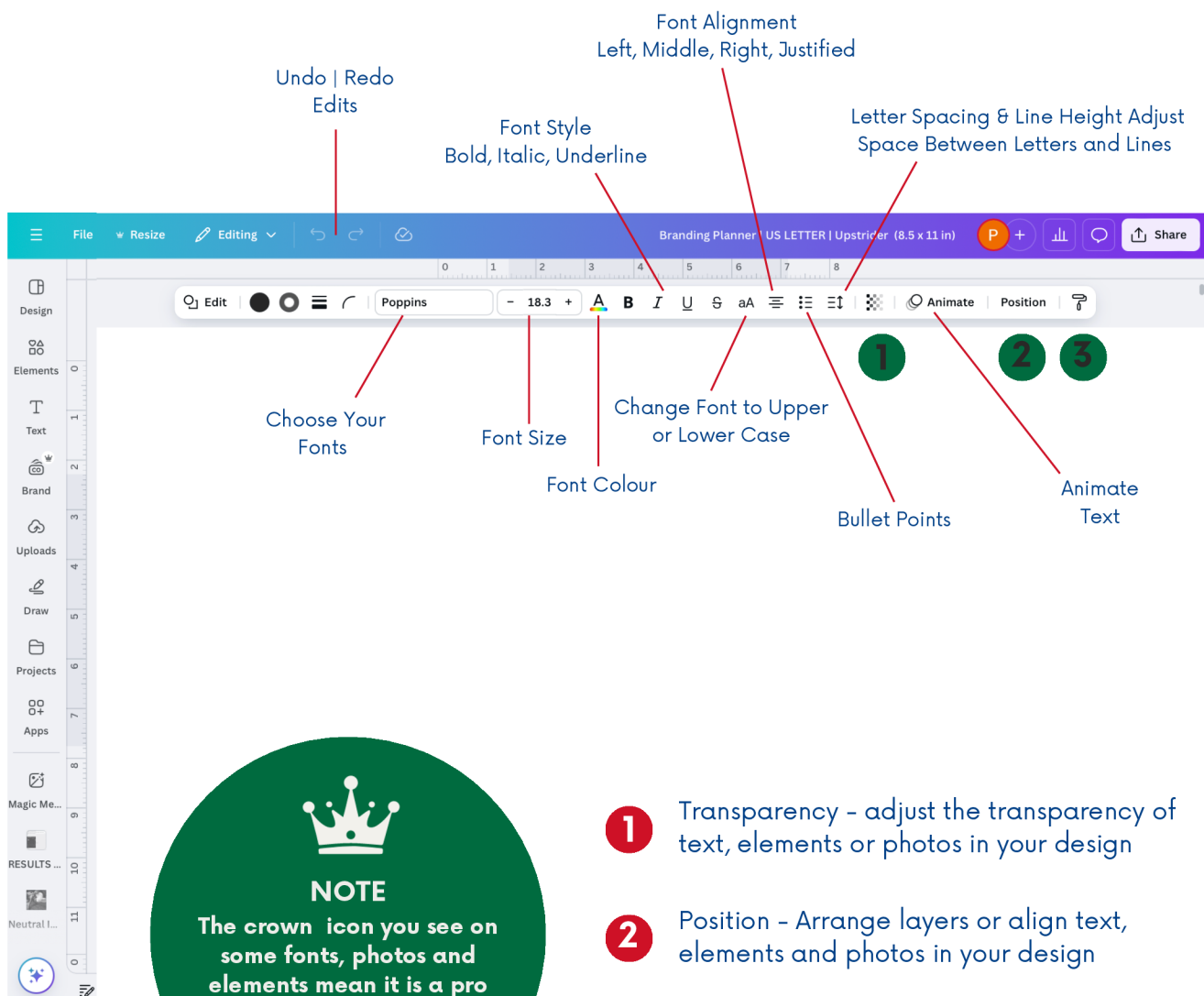
2

Chapter 2

YOUR WORKSPACE

YOUR TOOLS AND WORKSPACE

Learning how to utilize the Canva tools will make your designing process faster and easier

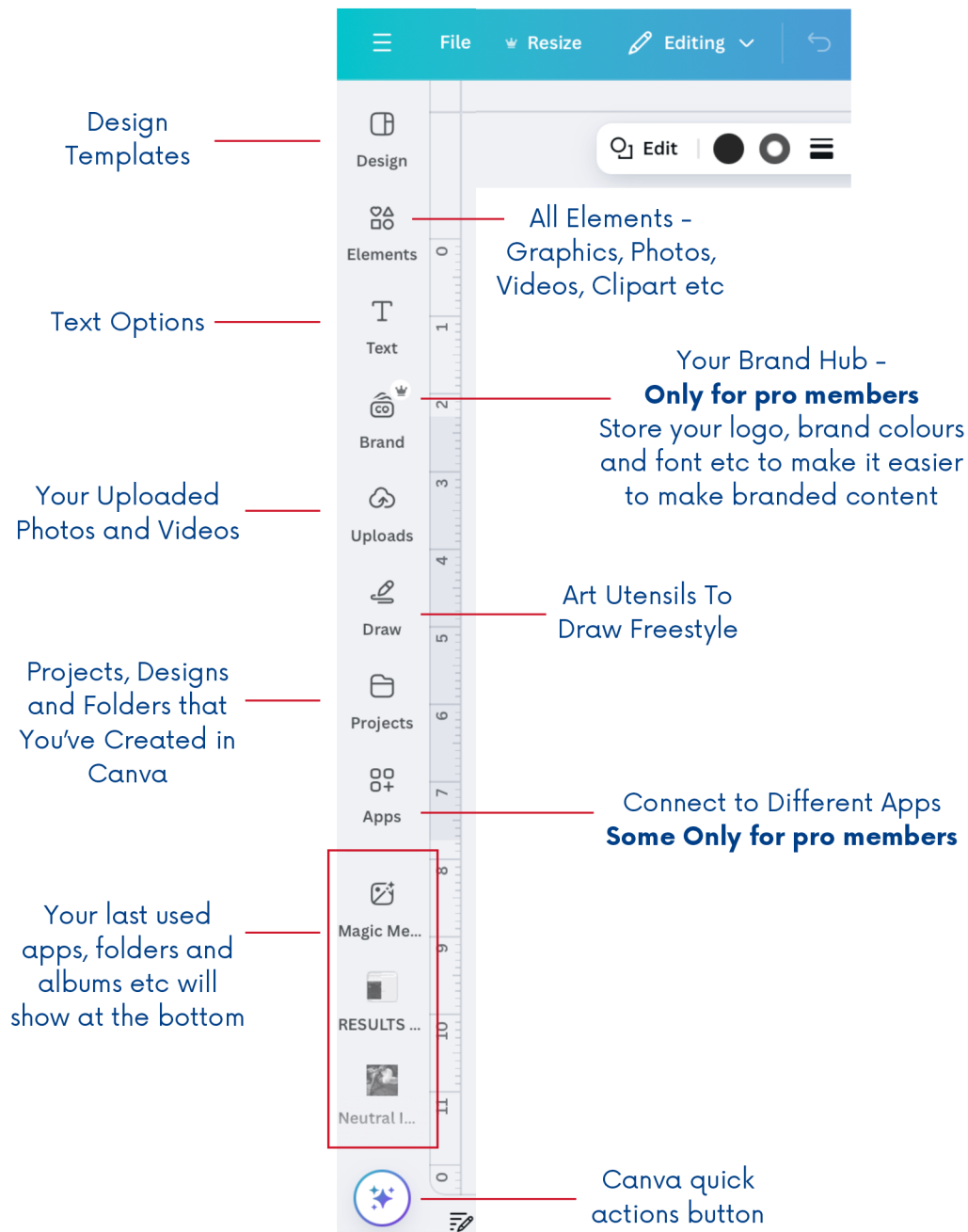


NOTE

The crown icon you see on some fonts, photos and elements mean it is a pro feature and not available with a free account

- 1 Transparency - adjust the transparency of text, elements or photos in your design
- 2 Position - Arrange layers or align text, elements and photos in your design
- 3 Copy and paste styles in your design

YOUR TOOLS AND WORKSPACE



Please note - Some features are only available for pro members

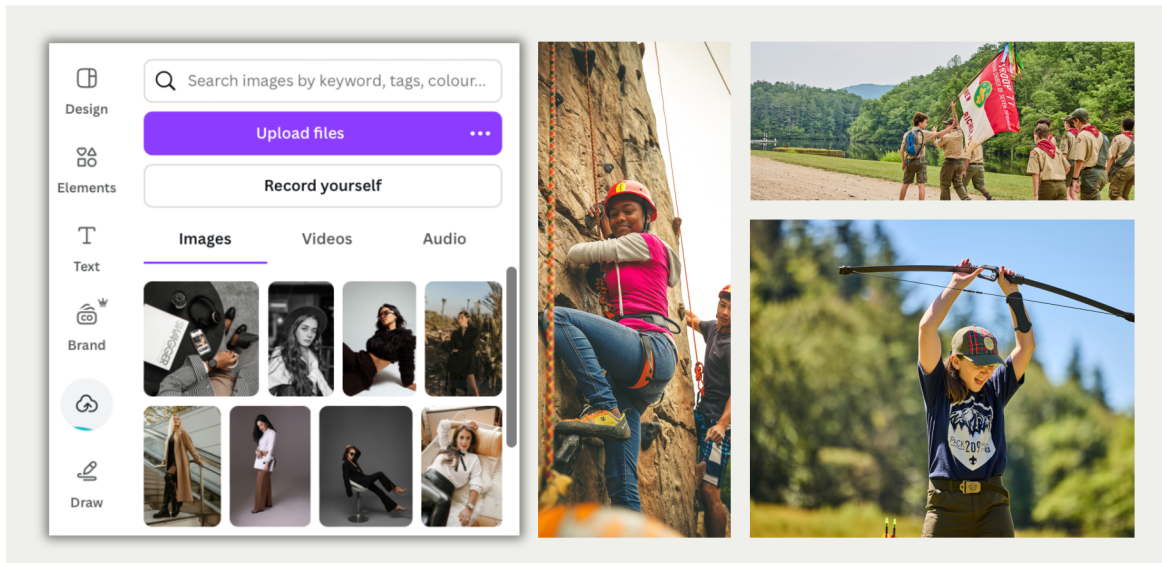


3

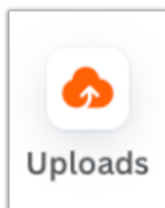
Chapter 3

YOUR TOOLSET

UPLOADING PHOTOS & VIDEO



Uploading your own photos



Uploading photos and videos to Canva is easy!

- Tap or click the uploads icon
- Then select 'UPLOAD FILES'
- Locate the files you want to upload and select ADD
- Then tap or click the uploaded files to add to your design

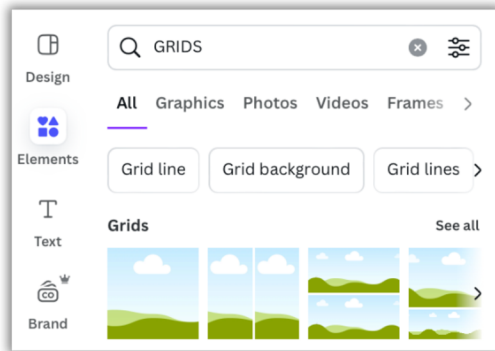
You can also drag and drop.

Canva also has a HUGE library of photos and videos you can use in your designs

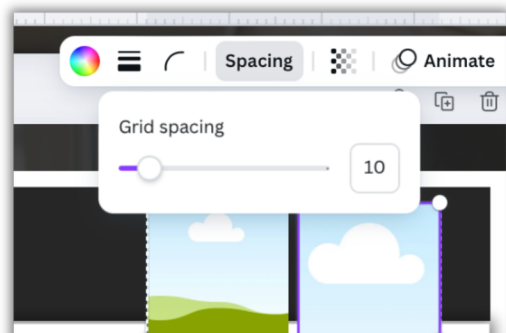
Note - any that have the crown icon are only available for pro users

PHOTO GRIDS

Photo grids are a great tool that will help you create a clean aesthetic to your design for a professional look



- 1 CHOOSE YOUR GRID**
You'll find them in 'ELEMENTS'
tap '**SEE ALL**' to expand



- 2 EDIT THE SPACING**
Adjust the spacing in your photos by
clicking '**SPACING**' then slide
the bar to the left or right

- 3** Drag and drop images from your uploads or Canva photos

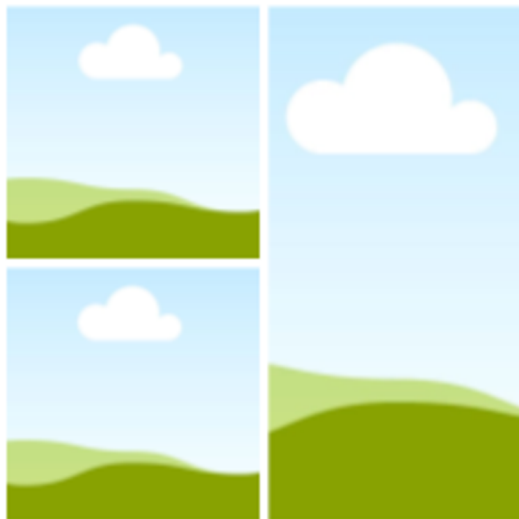


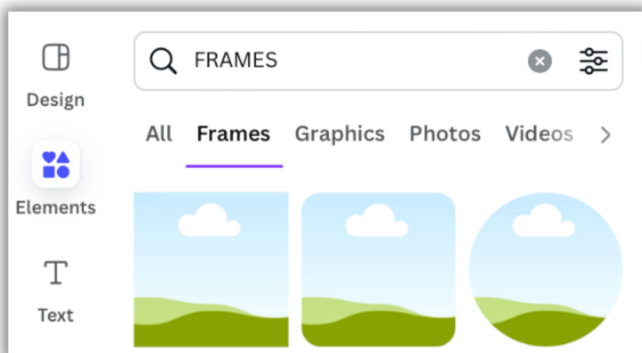
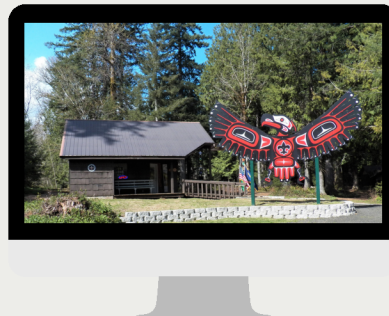
PHOTO FRAMES

Frames allow you to ADD or CROP images and videos into the shape of the selected frame



Canva has lots of different shape and style frames to choose from, including basic shapes aswell as phone and laptop mockups

Great for
business
posts!



TO ADD A BLANK FRAME

Go to 'ELEMENTS' then scroll down to 'FRAMES' (or use the search)
click or tap 'SEE ALL' to expand

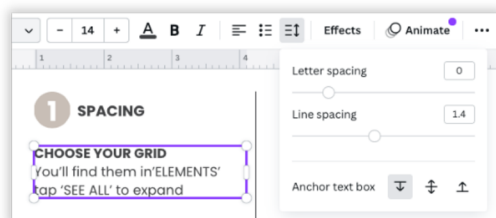
You can do the same for video!

EDITING TOOLS



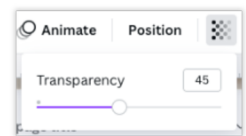
1 SPACING

The Spacing tool allows you to increase or decrease the spacing between text and lines



2 TRANSPARENCY

This feature changes the opacity of a photo, text or element

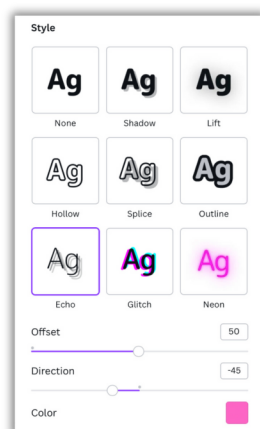


3 EFFECTS

Effects allows you to add some flare and make your text pop

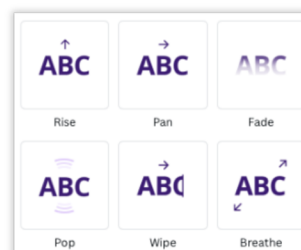
FREEDOM

Here I've used the 'SPICE' option



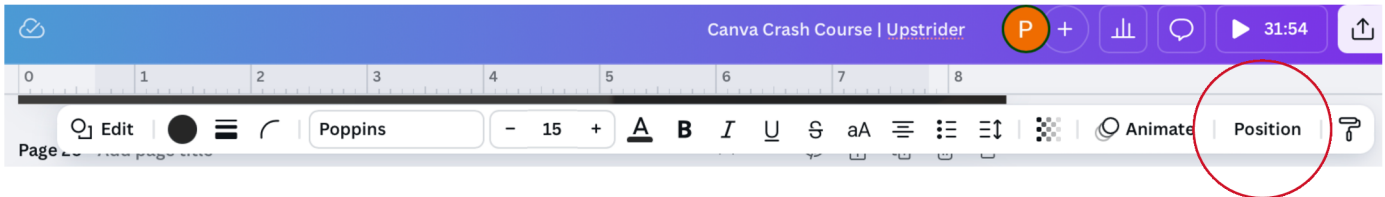
4 ANIMATE

This feature allows you to animate text, photos, elements or your entire design!

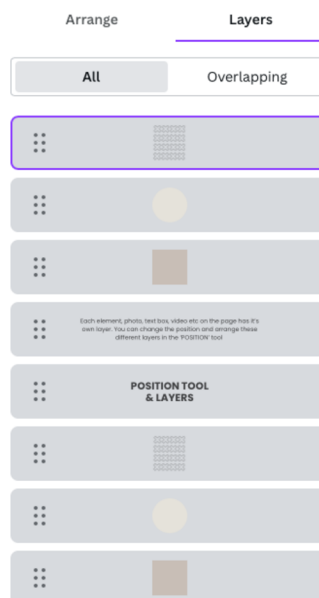
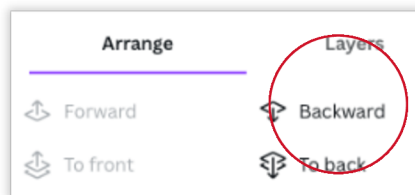
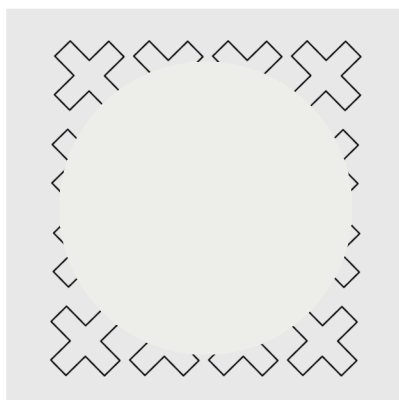
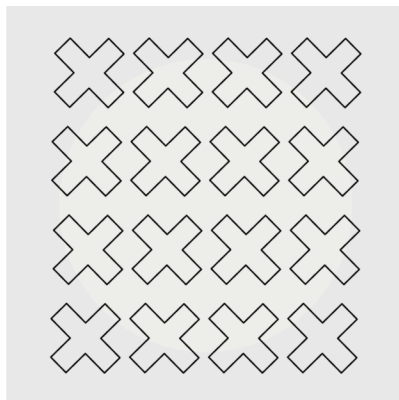


Select the text, choose 'ANIMATE' and choose from lots of options!

POSITION TOOL AND LAYERS



Each element, photo, text box, video etc on the page has it's own layer. You can change the position and arrange these different layers inside the '**POSITION**' tool



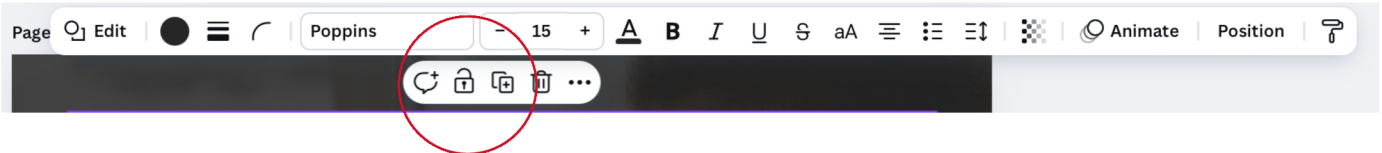
TO MOVE THE CIRCLE TO THE FRONT HERE

I have selected the cross pattern, Clicked on 'POSITION' and tapped on 'BACKWARD' to move it back a layer

You could also drag from the layers panel to re-order

With the '**POSITION**' tool, you can also align different elements

LOCKING DESIGN ELEMENTS



Locking design elements is a great way to keep your design organised and keep parts of your design locked into place so you don't accidentally move them when working on other elements

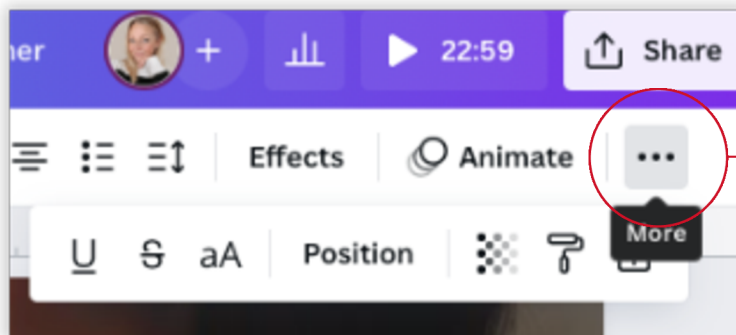
TO LOCK A DESIGN ELEMENT

Simply select the item you want to lock into place and select the LOCK icon



TO UNLOCK A DESIGN ELEMENT

Select the item you want to unlock and select the LOCK icon again



HIDDEN TOOLS

If your screen is low on space it will hide some of these tools. Just click the 3 dots to find them

4

Chapter 4

FONT PAIRINGS AND HYPERLINKS

FONT PAIRINGS

Choosing the right fonts that pair well is crucial for a good design! - Here are some of my favourite's!

TAN MON CHERI
OPEN SANS

DM SERIF DISPLAY
DM SANS

Playfair Display
LATO

BLACK MANGO
Garet

Safira March
Abhaya Libre

A L A T A
POPPINS

BAUER BODINI
BODY GROTESQUE SLIM

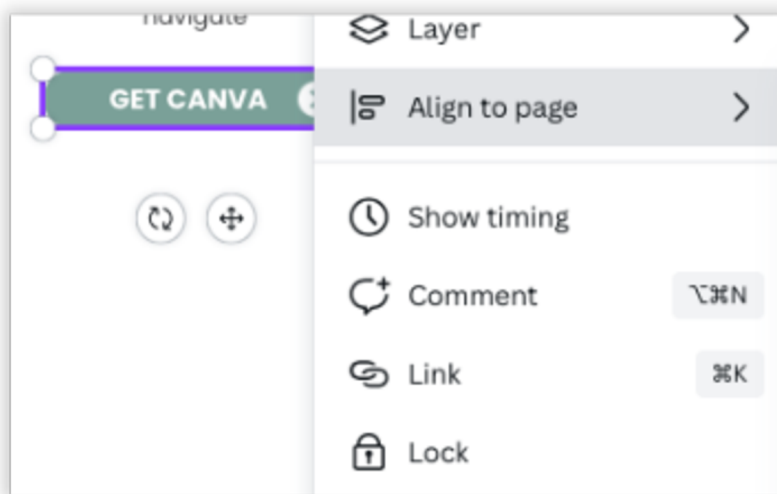
DM Serif Display
Breathing

SIX CAPS
Poppins

Tan Songbird
MOONSHINE

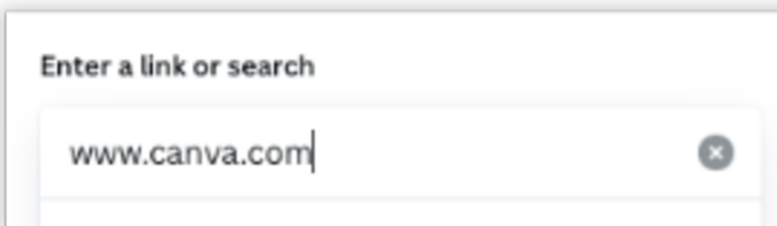
ADDING HYPERLINKS

This is a super cool feature you can use to link text, images, elements or buttons to either a website, document or another page of your project. Perfect for if you have a huge document like a 'life planner' so you can make it easier to navigate



TO ADD A WEBSITE LINK TO THIS BUTTON ABOVE

Right click on the element and choose 'LINK' from the dropdown and enter the website in the box - hit 'ENTER' or 'DONE'



Now when someone clicks on this button from a PDF you send them, it will take them straight to the website you entered!

NOTE -

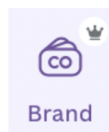
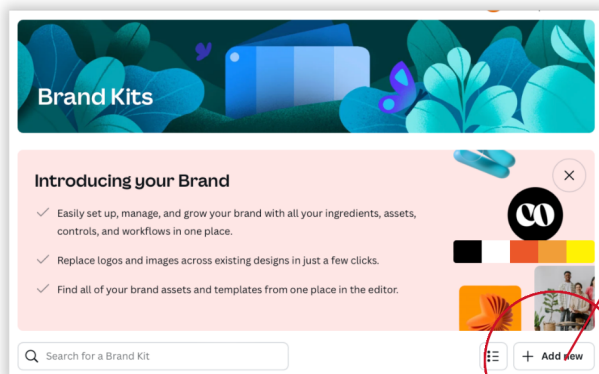
You can also link text or elements to another page of your design. Instead of adding in a website, scroll down and choose the page you want to link to!

TO ADD A LINK TO TEXT IN A PARAGRAPH

Highlight the text you want to link and the 'LINK' icon will appear

HOW TO SET UP YOUR BRAND KIT

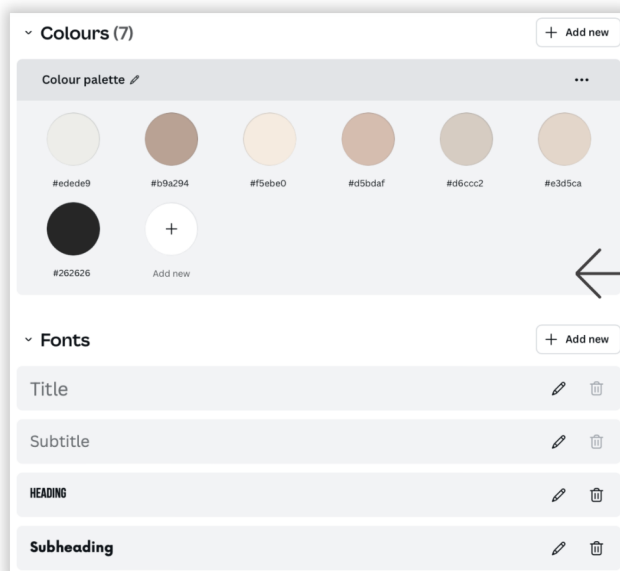
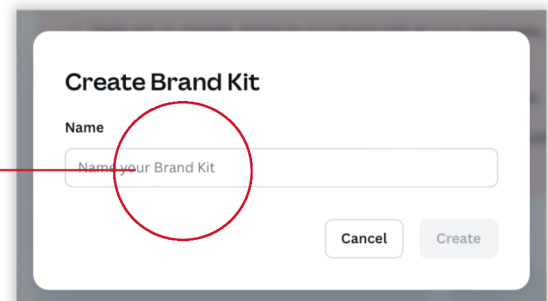
Canva's Brand Kit is a feature that allows you to store and organise your brand's design elements and assets in one place for quick access. **This is a pro feature.**



TO START - CLICK THE 'BRAND' TAB

Then click on +ADD NEW to create a new brand kit

THEN GIVE IT A NAME



NOW ADD IN YOUR VISUAL BRANDING ELEMENTS.

Including:

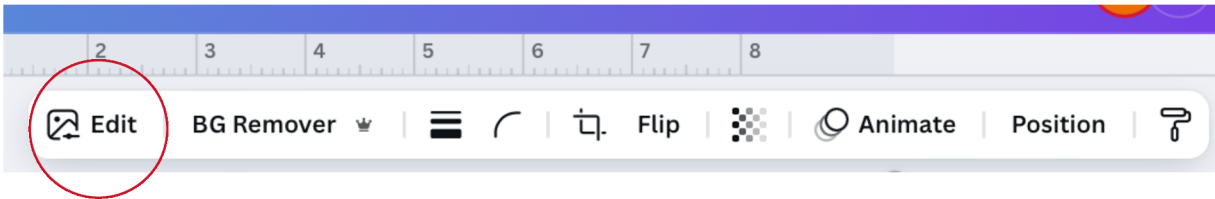
- Brand colours
- Fonts
- logos
- graphics
- brand photos
- other brand elements

5

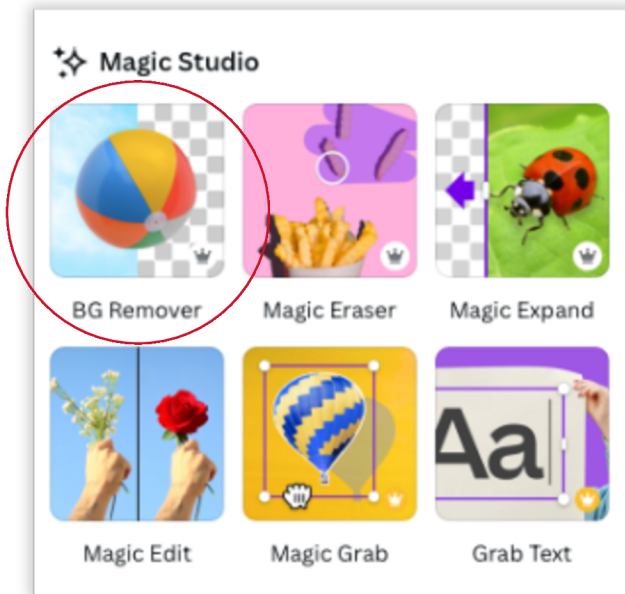
Chapter 5

CANVA
MAGIC STUDIO

BACKGROUND REMOVER TOOL



One of my favourite tools for professional designs!



TO REMOVE THE BACKGROUND OF AN IMAGE IN SECONDS

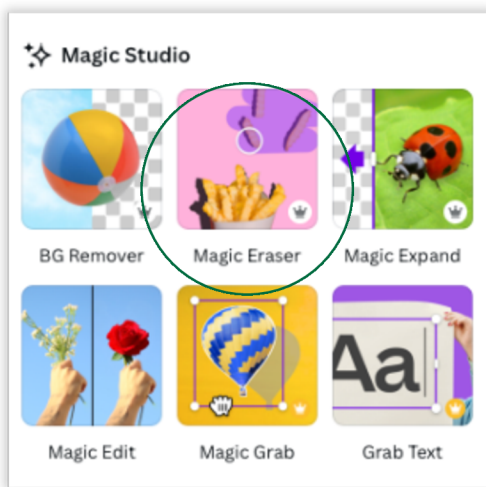
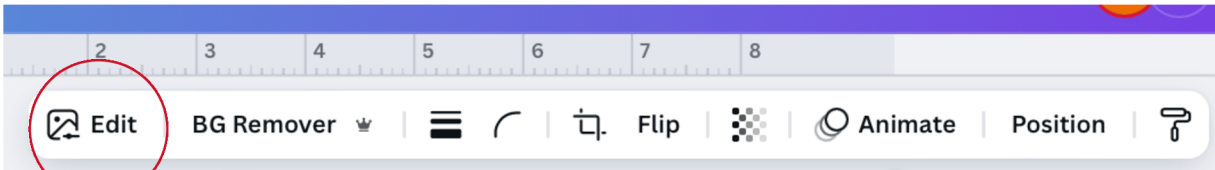
Select your photo and choose 'EDIT PHOTO' then tap the 'BG REMOVER'

DESIGN TIP

Create dimension by adding text behind an image. In pic 3 below I have duplicated the photo, used BG remover on the top photo and arranged the text layer to go in between + added a glow



MAGIC ERASER TOOL



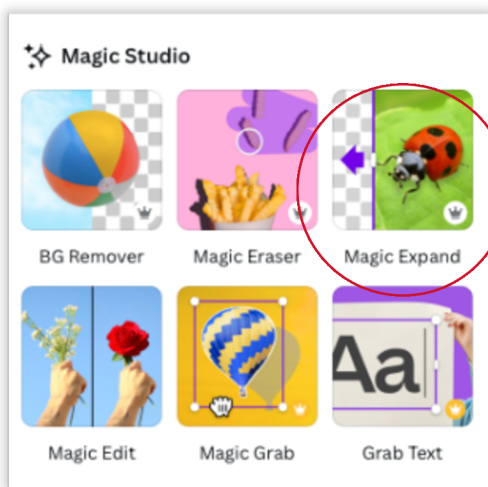
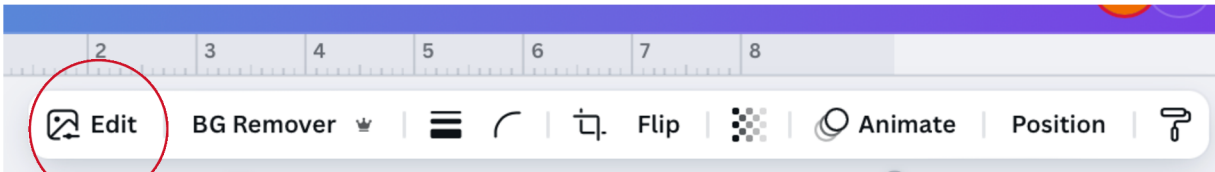
TIDY YOUR IMAGES AND REMOVE UNWANTED PARTS EASILY

Select your photo and choose 'EDIT PHOTO' then tap the 'MAGIC ERASER'.

Use the brush to draw over the parts you want to be removed



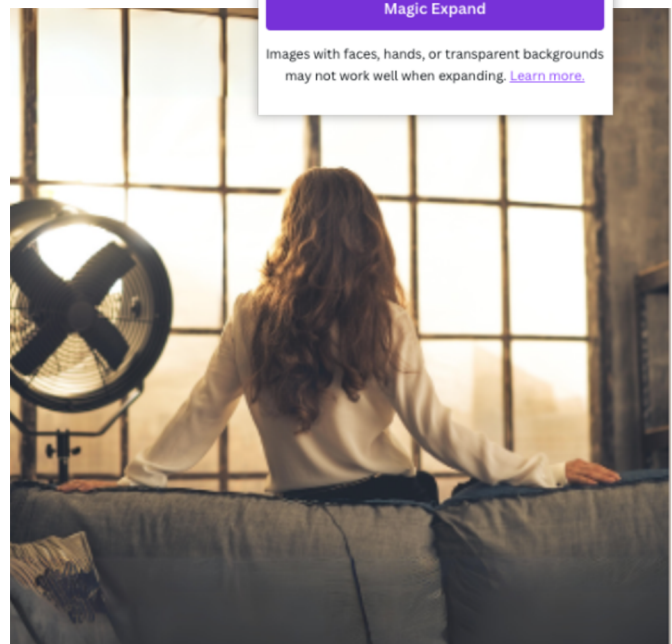
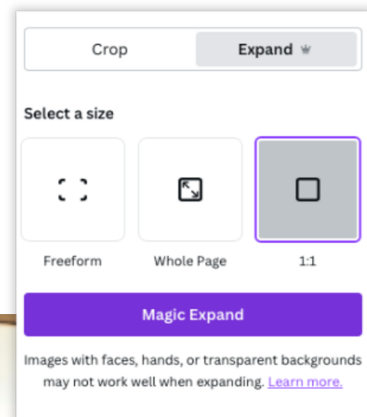
MAGIC EXPAND TOOL



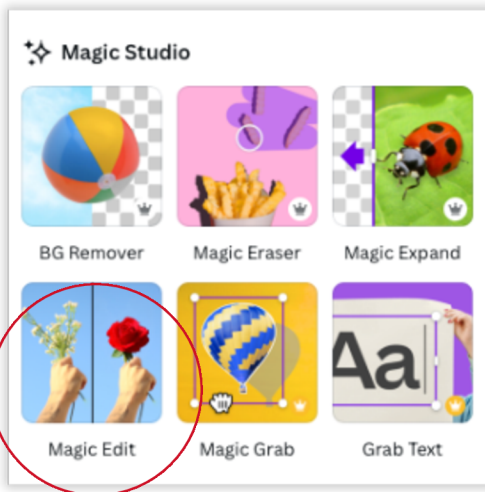
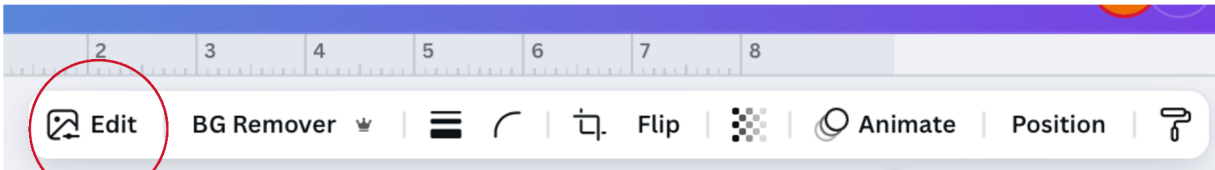
QUICKLY EXTEND THE BACKGROUND OF AN IMAGE

If you have an image that cuts off, use the Magic expand tool and it will extend your background!

Choose 1:1 or whole page



MAGIC EDIT TOOL



CHANGE ANY ELEMENTS OF A PHOTO IN SECONDS

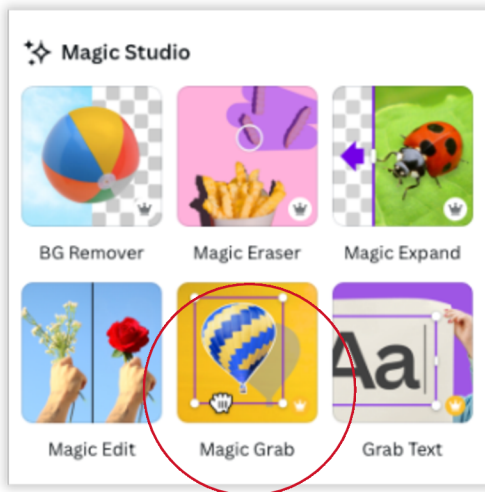
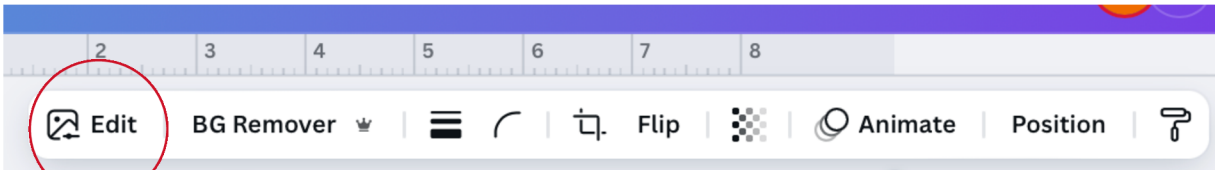
Select the image, choose 'EDIT PHOTO' and tap the Magic Edit tool

Choose your brush size and draw over the parts of the photo you want to change then describe what you want to change it to

On the images below, I drew over the papers and asked for **"a bunch of white roses"**



MAGIC GRAB TOOL



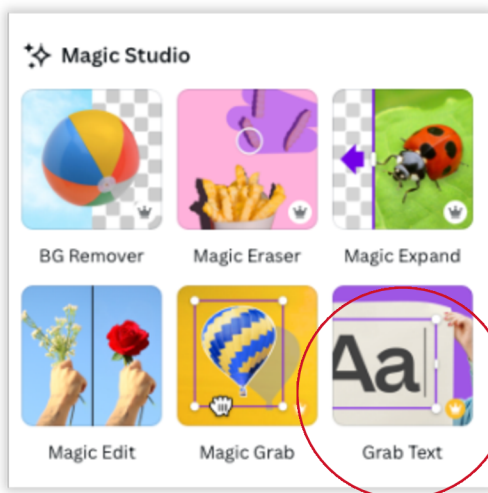
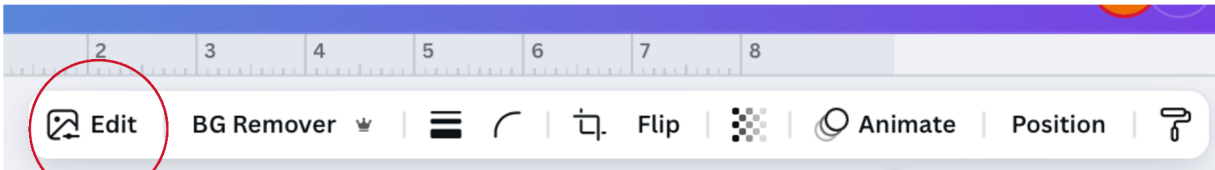
GRAB SOMETHING FROM A PHOTO AND MOVE IT TO ANYWHERE!

Select the image, choose 'EDIT PHOTO' and tap the Magic Grab tool

Simply select the object you want to grab and drag it to where you want!



MAGIC GRAB TEXT



CHANGE THE TEXT FROM A POSTER OR IMAGE

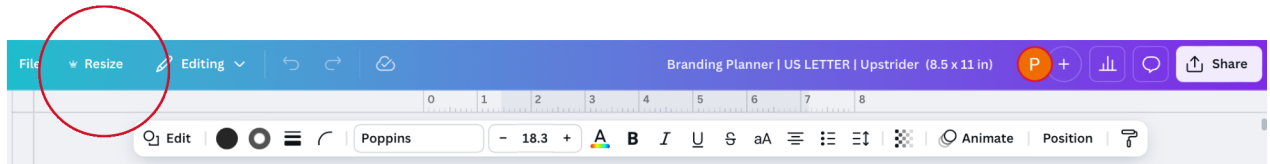
Select the image, choose 'EDIT PHOTO' and tap the Grab Text tool

Select the text you want to change and either change the font or type something new

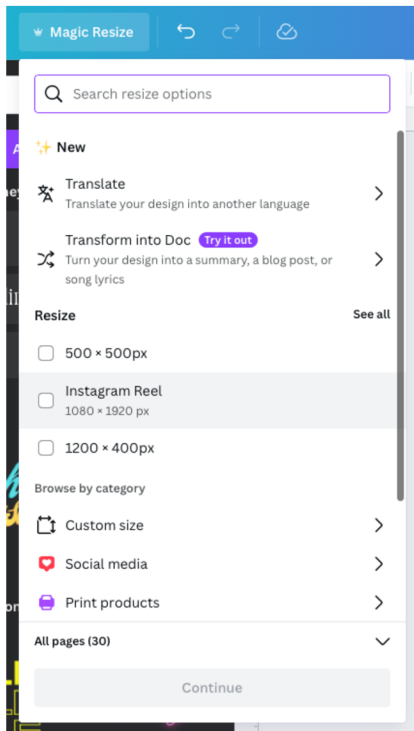
Note - This tool can be unreliable!



MAGIC RESIZE



This tool will save you so much time!



TO RESIZE YOUR DESIGN IN SECONDS

Select 'MAGIC RESIZE' and either choose a size from the list or add your custom dimensions

COPY & RESIZE will create a new design

RESIZE will change the current design

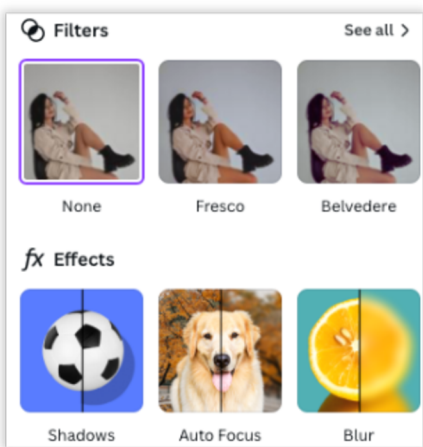
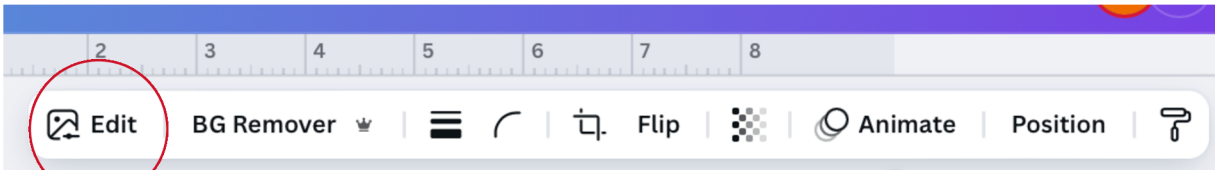
NOTE

You may need to make a few adjustments once the design has been re-sized

This feature is only available with a pro account



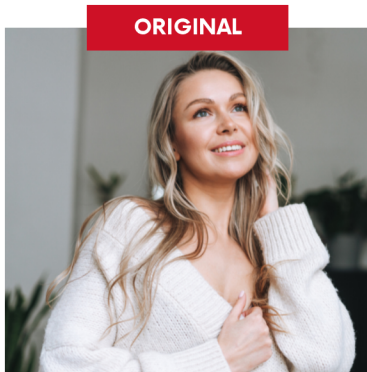
PHOTOS FILTERS & EFFECTS



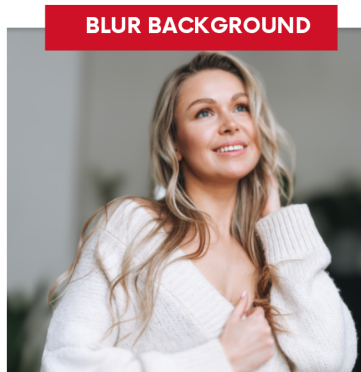
EDIT YOUR PHOTOS BY ADDING FILTERS AND EFFECTS

You can find lots of different filters and effects to add to your images - I have added some examples below

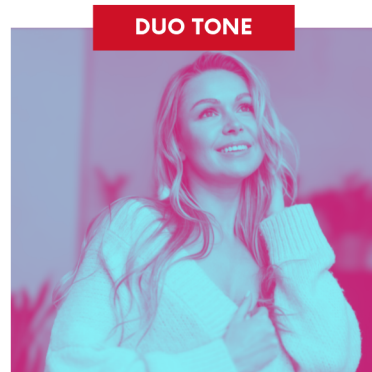
You can also change the intensity



ORIGINAL



BLUR BACKGROUND



DUO TONE



FRESCO



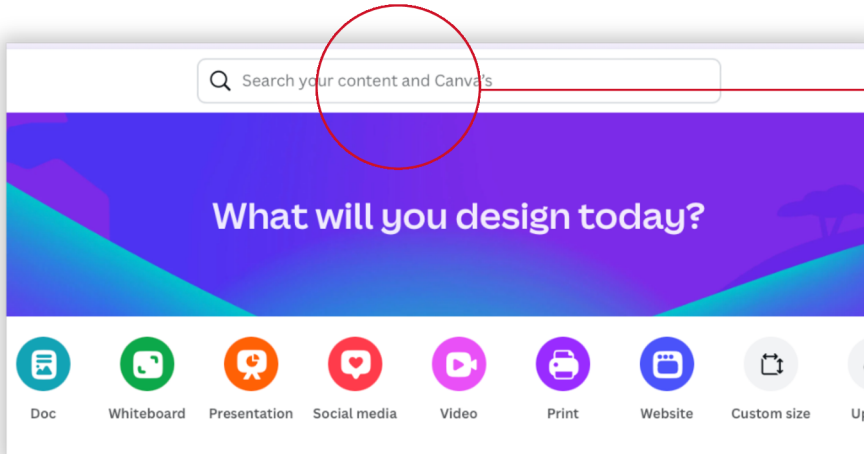
NORDIC



NIMBUS

MAGIC DESIGN™

Create custom, on-brand designs in seconds with AI

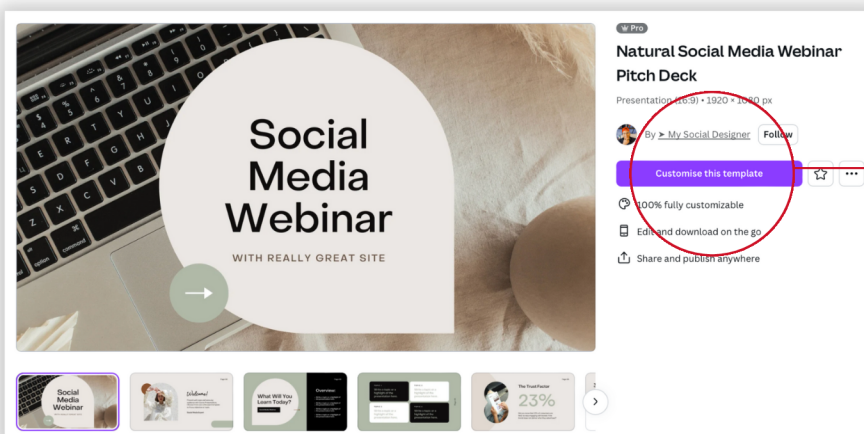
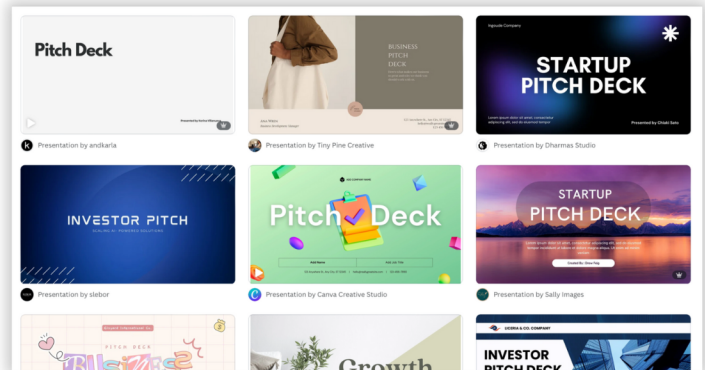


DESCRIBE THE DESIGN YOU WANT TO MAKE

For example "Create a webinar pitch deck presentation"

CHOOSE FROM THOUSANDS OF TEMPLATES

or use one generated with AI



CUSTOMISE YOUR DESIGN

Everything can be edited including layout, fonts, text colours, images etc...

MAGIC MEDIA™ & DREAM LAB

Magic Media and Dream Lab lets you generate images, videos and graphics from a simple text prompt in seconds.

Magic Media

Images

Graphics

Videos

Describe what you'd like to create

A delicate and majestic image of unicorns and fairies having a tea party in the clouds. There is a 5-year old girl with long blonde

Inspire me

Clear

Styles

See all

None

Anime

Dreamy

Filmic

Photo

Watercolour

Aspect ratio

Square

Landscape

Portrait

Generate image

- 1 CHOOSE TO CREATE AN IMAGE, VIDEO OR GRAPHIC
- 2 ADD IN YOUR PROMPT
- 3 CHOOSE YOUR STYLE
- 4 SELECT THE THE SIZE

EXAMPLES OF IMAGES...

A whimsical scene of unicorns and fairies having a tea party in the clouds, with a young girl sitting among them.

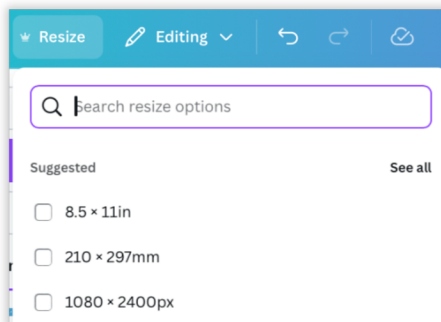
A hippopotamus wearing a blue suit and tie, sitting at a desk and using a laptop.

A colorful, stylized illustration of a DJ elf wearing a green hat and red outfit, performing on a stage with bright lights.

A family of four (a man, a woman, and two children) standing in a savanna, looking at a herd of elephants.

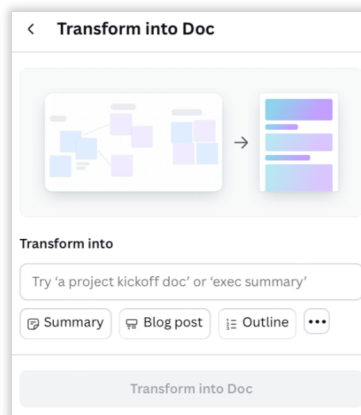
MAGIC SWITCH™

Allows you to resize, transform or translate you designs into a different language in seconds!



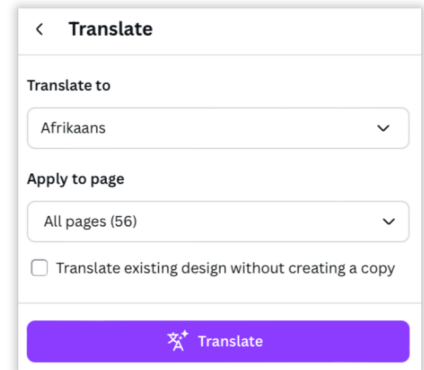
RESIZE YOUR DESIGN

Into a different size or format



TRANSFORM INTO A DOC

This could be a blog post, sales doc or summary



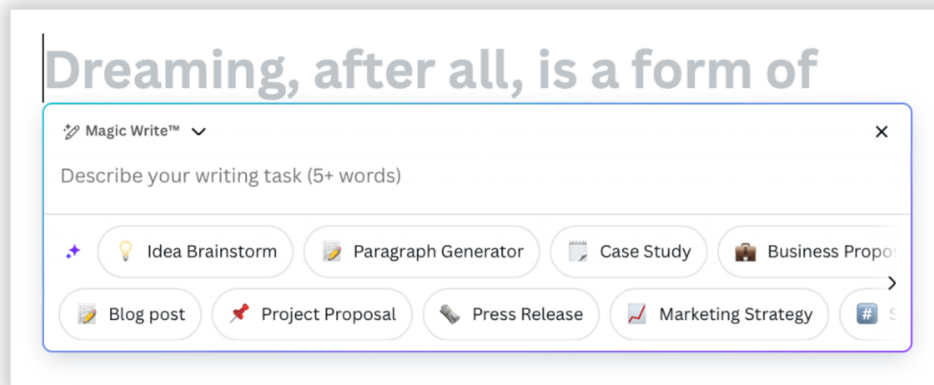
TRANSLATE YOUR DESIGN

Into a different language



MAGIC WRITE™

Use this tool for your first draft or to polish off your copy and create captions, eBooks, social posts, ads and more.....



1 START WITH A DESIGN

Create a new design or open an existing one

2 OPEN MAGIC WRITE

Select the Magic Write icon

3 ADD YOUR PROMPT

For example: "Give me 20 high-protein snack ideas" The more specific the better!

4 GENERATE YOUR TEXT

Press Enter when you're ready, and Canva will work its magic to produce your content.

5 REVIEW AND REFINE

Read through the generated text, make any edits you need, and adjust it to suit your style.



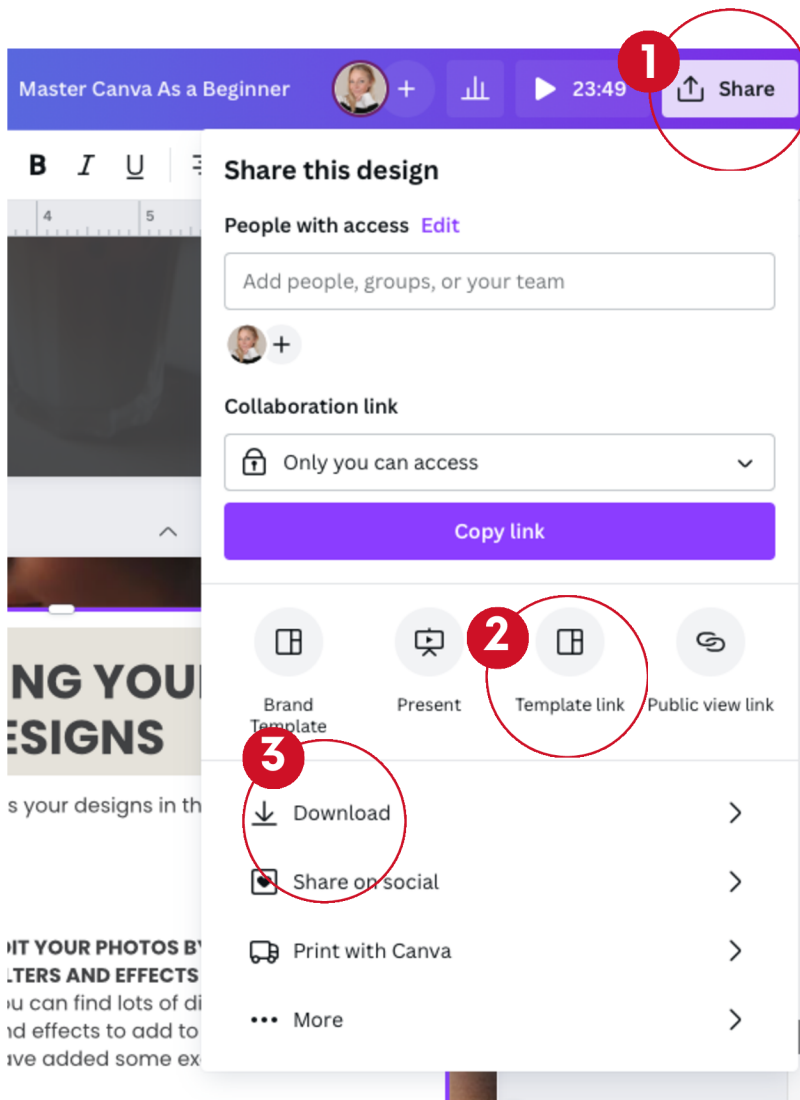
6

Chapter 6

HOW TO SAVE AND SHARE A PROJECT

SAVING & SHARING YOUR PROJECTS

Canva auto-saves your designs in the app as you edit!



TO SAVE YOUR DESIGN TO YOUR DEVICE OR TO SHARE

There are a few different ways depending on the format you need

1 CLICK THE SHARE BUTTON

On top right

2 TEMPLATE LINK

Use this option if you want to create a link to your template where any user can edit the design - this will not change your original

3 CHOOSE DOWNLOAD

Choose download to save to your device. Canva will suggest the best format depending on the contents but you can always change this

Options include PDF, JPEG, PNG, MP4

NOTE - Choose a transparent background for things like logos!

FILE TYPES & WHERE TO SAVE

- The file type you choose depends on the type of project you created. If you are saving an image or social media graphics for example, you will to download the project and save it as a PNG or JPG
- If you are saving a document or guide, download as a pdf