

# **User Manual**

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## Welcome

### Introduction

Welcome to Canva! We hope you have as much fun creating your content as we had when we designed our user-friendly interface.

## **About Canva**

Canva is a web-based content creation platform that allows users to easily create projects for personal and professional use and easily share to various platforms. Users can make stylish and effective documents with only a few mouse clicks. The Canva interface is intuitive for all skill levels.

## About Canva User Manual

This manual provides step-by-step instructions on how to:

- Sign up for a Canva account.
- Create a word processing document.
- Create a Presentation.
- Create a Website.
- Use Content Planner
- Troubleshoot issues.

#### How to navigate the Canva User Manual

The Canva manual is for users of all experience levels. The goal of this manual is to make the process of creating your dream project as easy and fun as possible. Users can access topics through the Table of Contents, embedded links, index, and glossary.

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## **Canva Licensing Information**

### Introduction

Canva offers an extensive library of assets for users to implement into their projects. Any content that is exported from Canva is bound by Canva's Terms of Use policy. By using any of Canva's assets, you are bound by this agreement.

#### Get a License

A license is automatically issued to you when you export content from Canva that features any Canva asset. Free content is issued at no cost to the user, while paid licenses are issued if:

- You are a free user and pay for an individual license.
- You have a paid Canva subscription; the license fee is included in your subscription.

### For More Information

For more information on the Canva licensing agreement, please visit:

https://www.canva.com/policies/content-license-agreement/

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## **Get Started**

### Introduction

Welcome to Canva! We hope you have as much fun creating your content as we had when we designed our user-friendly interface.

## **Create a User Account**

#### Go to www.canva.com

Select Sign Up.



Sulanne Hills Select the method you want to use as your login.

## Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free)!



Read our Privacy Policy.

Sign up with your work email

That's it! Now you are ready to use Canva.

## Log In

Log in Select Log In.

Select the method you used to create your Canva account.

Select the account associated with your Canva account.

## Get to Know the Canva Home Screen

The Canva homepage offers users an abundance of features including:

- A wide variety of design options
- Access to your projects
- Templates
- Tools such as **Brand**\*, **Content Planner**\*, and **Smartmockup**
- Download the Canva app
- Account settings
- Notifications
- Helpful tutorials on a wide variety of Canva products

Note: Brand and Content Planner are only available for Canva Pro, Canva for Teams, Canva for Education, and Canva for Non-profit accounts

### **Account Settings**

Select the Account Settings button on the Canva homepage.

## **Change Your Account Information**

Select Your Account.

A Your account

In Your Account you can change:

- Your Canva profile photo
- Name
- Email address
- Declared purpose for using Canva,
- Language
- Theme

You can also opt-out of Insights collection, enable Accessibility settings and open links in Desktop App.

## **Login and Security**

## Select Login and Security.

🔒 Login & security

In Login and Security, you can:

- Add or change your password
- Sign out from all devices
- Download your Canva team uploads and designs
- Delete your account

Warning! Deleting your Canva account will result in the loss of access to all projects created in the deleted account.

### **Message Preferences**

In Message Preferences, you can manage your subscription to Canva marketing emails with the following options:

- Change the frequency that you receive emails
- Pause emails for 3 months
- Unsubscribe
- Opt-out of receiving holiday emails

You can also opt-in to receive personalized messages relating to:

- The latest Canva news
- Recommendations from Canva
- Free courses
- Design challenges
- Personal achievement and milestone messages

## **Create a Basic Document**

### Introduction

Creating a basic document has never been easier. With Canva, users can create anything, such as basic word-processing documents, email blasts, infographics, and newsletters. Canva users can choose from a selection of **templates** or create their own blank document from scratch. This section will provide instructions on how to create a basic document, add elements, make changes to the elements, and then export the final draft.

#### **Create a Blank Document**

- 1. Select Create a Design.
- 2. Select A4 document.

## **Create a Custom-Size Document**

- 1. Select Create a Design.
- 2. Select Custom Size. Custom size
- 3. Type the desired dimensions and select the unit of measure.

+

Create a design

4. Select Create New Design.

## **Create a Document from a Canva Template**

- 1. Select Create a Design.
- 2. Select desired template.

#### Add Text

- 1. In the Editor Panel, select Text.
- 2. Select from the following options
  - Add a text box
  - Add a heading
  - Add a subheading
  - Add a little bit of body text

## **Change Font Style**

- 1. Select the **font style** drop-down menu.
- 2. Select desired font.

### **Change Font Size**

- 1. Go to the **font size** drop-down menu. 56 +
- 2. Select to decrease font size, click + to increase font size.

Alternatively, you can highlight the current font size and type the desired size in the font size field.

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## **Change Text Color**

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Select the Text Color button.

## **Create Custom Text Color**

- 1. Select the **Text Color** button.
- 2. Select Add a New Color.

### **Add Graphic Elements**

- 1. In the Editor Panel, click Elements.
- 2. Select from the following options
  - Lines & Shapes
  - Graphics
  - Stickers
  - Photos
  - Videos
  - Charts
- 3. Select the desired graphic and drag it into your project.

## **Rearrange Text and Graphical Elements**

• Select and drag the element to the desired position on the page.

Note: When you click and drag text boxes or graphical elements, pink lines and numbers will appear. These are guides to keep your elements aligned evenly.

### **Resize Graphical Elements**

- 1. Select the graphical element.
- 2. Hover over the corner of the graphical element until the curser changes.
- 3. Select and drag the corner of the graphic to change the size.

#### **Delete Elements**

- 1. Select the graphical element.
- 2. Select the **Delete** button.

#### **Save Document**

• Go to File, select **Save**.

Note: While you can manually save your document, Canva automatically saves as changes are made.

## **Export Document**

- 🕺 🗂 Share
- Select Share.
  Select Download.
- 3. Select desired file format.

## **Delete Document**

- 1. Select Home.
- 2. Select Projects.
- 3. Select the top left corner of the project thumbnail.

Document Document (A4)	111S
الله Trash 4. Select <b>Trash</b> .	

## **Create a Presentation**

### Introduction

Users can easily make beautiful, professional quality presentations in Canva. Like other projects, you can make a new presentation from scratch or choose from a large selection of **templates**.

Canva offers users the ability to record their presentation and export as .mp4 and Microsoft PowerPoint .pptx file formats. This section gives instructions on how to create a new presentation, edit presentation elements, add transitions and speaker notes, record the presentation, and then export the final draft.

### **Create a Blank Presentation**

- 1. On the Canva homepage dock, select **Presentations.**
- 2. Under Presentations 16:9, select See All.
- 3. Select Create a blank Presentation.

### **Create a Presentation from Template**

- 1. On the Canva homepage dock, select **Presentations.**
- 2. Select the desired template.

### Add a Single Presentation Slide

- Select and drag desired slide from the Template Panel or
- Select + to add a blank slide

#### **Add All Template Slides**

• In the Template Panel select Apply All Pages.

## **Delete a Presentation Slide**

- 1. Select desired slide, click
- 2. Select Delete page.

## Add Transitions to a Single Slide

- 1. Right click on the desired slide, select Add Transition.
- 2. Select the desired transition.

## Add Transitions to All Slides

- 1. Right click on the desired slide, select Add Transition.
- 2. Select the desired transition.
- 3. Select Apply Between All Pages.

### **Delete Transitions**

- 1. Right click on the desired slide, select Change Transition.
- 2. Select None.

### Add Speaker Notes

- 1. Select on the desired slide.
- 2. At the bottom left corner of the screen, select Notes. **Notes**

Note: There is a 2000-character limit per slide note.

### **Delete Speaker Notes**

- 1. Select the desired slide.
- 2. At the bottom left corner of the screen, select Notes.
- 3. Delete text.

## **Enable Presentation Mode**

Canva offers users four (4) Presentation modes to choose from.

Standard	Advance at your own pace.
Autoplay	Set speed to automatically play.
Presenter view	View your notes and upcoming slides.
Present and record	Record yourself as you present.

To enable Presentation mode:



- 2. Select the desired Presentation mode
- 3. Select Present.

## **Record Presentation**

Note: Present and record functionality is only available while using Google Chrome browser.

- 1. Select **Present.**
- 2. Select Present and record.
- 3. Select Next.
- 4. Select Go to recording studio.

Note: You will need to grant Canva access to your camera and microphone to record your Presentation.

- 5. Select desired camera and microphone.
- 6. Select Start recording.

To stop recording your Presentation:

• Select End recording.

Once you have finished recording your Presentation, the following pop-up window will appear. Select the option that best suits your needs.

• Your recording lin	nk is ready!	
https://www.canva.com/design/DAFTSMjjTn Anyone with this link can view (r	c/5sOE_NkUrEKtayN no sign-in required)	Copy link
间 Discard	Save and exit	Download

### **Export Presentation as a Microsoft PowerPoint File**

- 1. Select Share.
- 2. Select More.

## Р 🗎

Microsoft PowerPoint

- 3. Under Save, select Microsoft PowerPoint.
- 4. Select Download

created by Sulame Hills

## **Create a Website**

## Introduction

Canva provides users with the tools to make a sleek, full-functioning website without needing any experience in web development. Canva offers users a large selection of **templates** to choose from, and the ability to build a website from scratch. This section will cover how to create a website from a template, add pages, navigation, enable website responsiveness, link to social media accounts and email, and then publish a website.

### **Create a Blank Website**

- 1. On the Canva homepage dock, select Websites.
- 2. Under Business Websites, select See All.
- 3. Select Create a blank Business Website.

Note: You can access a blank website from any template. It will be the same blank website.

## **Create a Website from Template**

- 1. On the Canva homepage dock, select Websites.
- 2. Select the desired template.

## Add Website Pages

- On the left side of the Website page, select  $\Box$
- At the bottom of the Website page, select + Add page

## Add Website Navigation

In order to add navigation to your Website, you need to add Titles to each separate page for the user to navigate the pages. Once you have added a Title to a page, the Title will appear in the navigation panel at the top of your website.

### To add a Title to a page:

- 1. Select Notes.
- 2. At the top of the Notes panel, select Add page title
- 3. Enter desired title.

Note: The page title will not display on the website page. You will need to add a header to the website page.

#### To add a link to another web page on your Website:

- 1. Select the element you want to add the page navigation to.
- 2. Select
- 3. Select Link.
- 4. Select on the page you want to link to.

#### Import Content from Social Media Accounts

Canva allows users to import content from many different social media platforms including:

- Facebook
- Flickr
- Instagram
- YouTube

#### To import photos and videos from your social media accounts:

- 1. On the Editor Panel, select Apps.
- 2. Select the platform you want to import from.
- 3. Sign into your platform account to link to Canva.
- 4. Drag content from Editor Panel onto webpage.

## Add Social Media Logos

- 1. On the Editor Panel, click **Elements.**
- 2. Scroll down to **Collections.**
- 3. Select from Simple Icons, Buildable Facebook UI Elements, and Buildable Twitter UI Elements.

## **Embed Hyperlinks in Graphic Elements**

To embed a Hyperlinks into graphic elements such as social media logos and mail icons:

- 1. Select on the desired graphic element.
- 2. Select "
- 3. Select Link.
- 4. Enter the desired link.

## **Enable Website Responsiveness**

For your website layout to automatically adjust to display appropriately on desktop, tablets, and mobile devices, Website responsiveness needs to be enabled.



- 1. Select Preview.
- 2. Make sure there is a vert to Resize on mobile. If the box is unchecked, select to apply.

Note: Resize on mobile functionality is currently a Beta feature on Canva.

## **Preview Website**

• Select **Preview**.

## **Publish Website**

There are three (3) ways to publish your Website:

Free domain	Publish to a Canva domain.
Purchase a new domain	Buy a new domain through Canva.
Use my existing domain	Publish to an existing domain you own.

#### To publish your website using a free domain:

- 1. Select Publish Website.
- Publish Website
- 2. Select Free domain.
- 3. Select **Continue**.
- 4. Type the desired domain name, select **Continue.**
- 5. Add a Website description.
- 6. Select Publish.

## To publish your website by purchasing a new domain:

- 1. Select Publish Website.
- 2. Select Purchase a domain.
- 3. Select Continue.
- 4. In the Search bar, type the desired domain name to check availability.
- 5. Select from the list of available domain names.
- 6. Complete the registration form.
- 7. Add a Website description.
- 8. Select Publish.

Warning: By selecting Purchase a domain, you will be charged an annual fee by Canva. Annual fee will depend on the domain option selected.

#### To publish a website using an existing domain:

- 1. Select Publish Website.
- 2. Select Use my existing domain.
- 3. Select Continue.
- 4. In another browser window, log on to your account through your domain host's website.
- 5. In your domain host's settings
  - Delete any **A** records.
  - Delete any **CNAME** records with an empty name, @, www, or \* if they exist.
- 6. From your Canva window, copy the provided **TXT record** values to your DNS settings. See image below for example values.

vod TXT record	~	
Add a new TXT record to you settings by copying and pasti- below:	r DN5 ng the values	
Name / Host / Alias		
_canva-domain-verify	Сору	
/alue / points to		
3d369126-dc15-4775-836f-8	32bc Copy	
TXT record adde		

7. From your Canva window, copy the provided **A record** values to your DNS settings. See image below for example values.

Add A record	^
Add a new A record to y	our DNS settings
by copying and pasting the values	
Name / Host / Alias	
0	Сору
Or leave this blank	
Value / points to	
103.169.142.0	Сору
2882 100000	

- 8. Repeat Step 6 to copy the provided **A record** values to your DNS settings.
- 9. Select Connect to domain.

Warning: If you receive an error message, make sure you have entered all values into the DNS settings correctly.

## **Content Planner**

## Introduction

Canva's <u>Content Planner</u> makes organizing and posting your brand's social media posts an easy process. Content Planner allows users to collaborate with their team to organize content roll outs for their brand, connect with their social media accounts, and schedule social media posts in advance so you can focus on creating. Content Planner also features social media lessons for users to optimize their social media presence. This section will teach users how to add team members, create events, link to social media, schedule social media posts, configure your calendar, and share Content Planner.



Note: Content Planner is only available to Canva Pro users and above.

## **Access Content Planner**

•

On the Canva homepage, select **Content Planner**.

## Add Team Members to Content Planner

1. Select Invite members button

+ Invite members

2. Enter team member's email address, select **Invite people to my team**.

## Add an Event to Calendar

There are three (3) ways to add an event to the calendar.

### To add an event using the Add event to calendar button:



- 1. Select Add event to calendar.
- 2. Select the date of the event.
- 3. In the Add title field, type in the name of the event.
- 4. In the Event description field, type a description of the event (optional).
- 5. Select Save.

#### To add an event using the Add New button:

- 1. Select + Add new
- 2. Select Event.

Alternatively, you can add an event to the calendar by clicking on the desired date in the calendar and filling out the same event form as above.

## **Connect Content Planner to Social Media Accounts**

- 1. Select **Connect to social accounts.**
- 2. Select the social media platform you want to connect to.
- 3. Enter your account log in information connected to the social media platform.
- 4. Select **Connect**.



Connect social accounts

## **Schedule Social Media Posts**

Content Planner allows users to post to the following social media channels:

- Facebook Group
- Facebook Page
- Instagram Business
- LinkedIn Page
- LinkedIn Profile
- Pinterest
- Slack
- Twitter
- Tumblr

There are two (2) ways to schedule social media posts.

### To schedule a social media post using the Schedule a social media post button:

Schedule a social media

post

- Select Schedule a social media post.
- 2. Select the project or template you want to post.
- 3. Select the default date button or to set the date and time of the post.
- 4. Click **Select a channel** to pick the social media channel you want to post to.
- 5. In the caption field, type the desired description.
- 6. Select Schedule.

Warning: Schedule a social media post functionality requires an existing Facebook Group or Page and an Instagram Business account in order to be functional. Schedule a social media post will not work until those accounts are configured appropriately.

#### To schedule a social media post using the Add new button:

- 1. Select Add new. + Add new
- 2. Select Post.

## **Calendar Filters**

Content Planner allows users to filter the types of holidays that automatically appear on the calendar. Users can filter their calendar using the following filters:

- Your events
- Holidays around the world
- Social media holidays
- Regional holidays
- Religious holidays

#### To customize your calendar filters:

- 1. Select the Filters button.
- 2. Select on the box next to the selection you want to enable/disable.

alendars	
Your events	
Holidays around the second	ne world
Social media holid	ays
egional holidays	~
leligious holidays	~

## Share Content Planner

- 1. Select Share Content Planner button.
- 2. Select the social media channels you want to share Content Planner with, click **Continue**.
- 3. Set permissions for your team members to grant posting permissions to each channel.
- 4. Select Share Content Planner.

## Troubleshooting

## Introduction

While Canva is an easy platform to use, sometimes an error can occur. The errors listed in the Troubleshooting section will help you fix the most common issues that users encounter.

## **Technical requirements**

For Canva to run optimally, make sure you computer has the minimum requirements:

#### Desktop and mobile browser (canva.com)

- Google Chrome, version 57 or higher
- Microsoft Edge, version 89 or higher
- Mozilla Firefox, version 52 or higher
- Opera, version 44 or higher
- Safari, version 12 or higher

#### iPhone and iPad mobile apps

- Minimum of 150MB of storage space free
- Operating system iOS 12 or higher

### Android app

• Operating system 5.0 (Lollipop) or higher

## Desktop app

Windows computers:

- CPU: At least 1GHz (dual-core) or faster
- RAM: At least 1GB, 4GB recommended
- OS: Windows 10 (version 1909) or higher

#### Mac computers:

- CPU: 64-bit Intel processor or Apple M1
- RAM: At least 2GB, 4GB recommended
- OS: macOS 10.14 (Mojave) or higher

#### Internet connection

To ensure optimal performance and reliablility, Canva requires users to have a stable and secure Internet connection using **TLS version of 1.2 or higher**.

## Canva status error

#### Check the status of Canva here

If Canva is fully operational, check the following:

- Confirm you are connected to a stable Internet connection.
- Confirm your device meets the minimum technical requirements.
- Confirm you are using no more than 50 videos and 300 elements in your project.

#### "Offline, attempting to reconnect" error message

- Check your Internet connection.
- Refresh your Internet connection.

## **Design preview not updating**

If the design preview is not updating, it is caused by either an unstable Internet connection or your project file is too large. Check the following:

- Confirm you are connected to a stable Internet connection.
- Confirm you are using no more than 50 videos and 300 elements in your project.

If you are connected to a stable Internet connection and are not using more than the maximum number of videos and elements, try:

- Refresh your projects or homepage. An updated preview should appear within 10 minutes.
- Make a copy of the design if the preview still hasn't updated after 10 minutes. You can delete the original once the new preview appears, should you wish to do so.

## **Recover designs from a deleted team**

When a team is deleted, the owner has 14 days to recover any associated projects. If you are within the 14-days:

- 1. Go to Account Settings.
- 2. Select Manage Teams.
- 3. Next to the team name, click Undo delete.

After the 14-day limit, Canva is legally obligated to permanently delete anything associated with a deleted account.

## Text does not display properly

If your text is displaying **[x] or []**, your language settings are likely causing the error. To fix it:

- 1. Select the text box where **[x] or []** appears.
- 2. Select the font drop down menu.
- 3. Select down to the Fonts in Your Language section. sule oreated by
- 4. Select a new font.

## FAQ

### How do I upgrade my account?

We are happy to hear you love Canva! To upgrade your account:

- 1. Select the Plans and Pricing drop down menu.
- 2. Select Compare Pricing.
- 3. Select the desired plan.
- 4. Follow the prompts to process payment information.

### How do I restore previous versions of designs?

To restore previous versions of a design:

- 1. Select the design.
- 2. Select File.
- 3. Select Version History.
- 4. Select on the saved versions to compare.
- 5. To restore the desired version, select **Restore this version**.

A Restore this version

To make a copy:

- 1. Select the **v** on the **Restore this version** button.
- 2. Select Make a copy.

Note: Version History is only available to Canva Pro, Canva for Teams, Canva for Education, and Canva for Non-profit users.

## What does "Deceptive Site Ahead" mean?

A "Deceptive Site Ahead" warning means that you are about to navigate to a malicious web page that is **likely to harm your computer**. It could be a form of malware and is blocked by the Canva security team for your protection.

## Can I restrict what changes my team members can make to a project?

You can restrict what changes your team members can make on a project. You can restrict:

- Color control •
- Font control •
- **Design** approval •

To enable restrictions:

- 1. Select Brand.
- 2. Select the Brand Controls tab.
- 3. Select the toggles to enable the desired restrictions.

created by surrame Hills

# Glossary

## Α

**apps.** A function that allows users to import content from their social media accounts.

## В

**brand.** A tool that allows users to add their own logos, colors, fonts, and images for everyone in their company to use.

## С

collections. An element that contains various social media elements such as logos and banners.

**content planner.** A tool that allows users to schedule social media posts and coordinate with team members on content strategy.

## Ε

editor panel. Contains functions such as adding text boxes, elements, and connecting to social media.

## Ν

notes. Allows users to add speaker notes to their presentation.

## Ρ

presentations. Allows users to create slideshow presentations.

## S

smartmockup. A tool for users to design custom mockups.

## Т

transition. Allows users to add an animated effect between slides.

## W

website responsiveness. Allows websites to automatically adjust to the size of the viewing screen.

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