

**HOW
TO
USE**



LIKE A PRO

What is



?

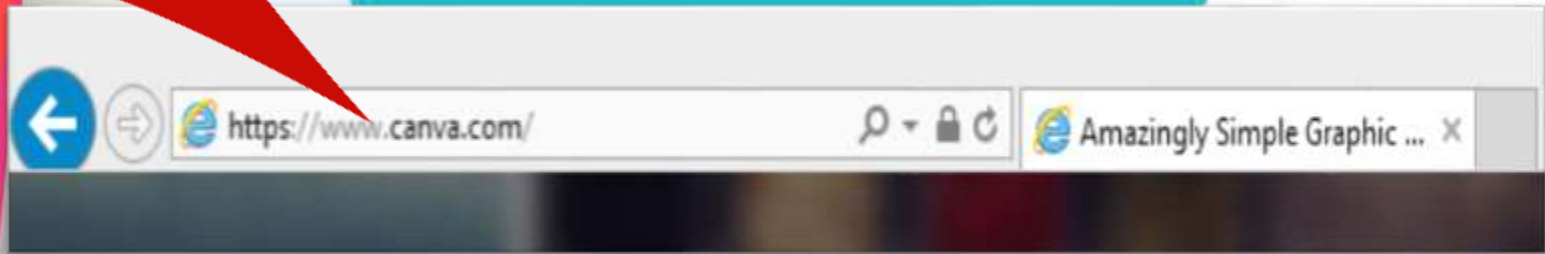




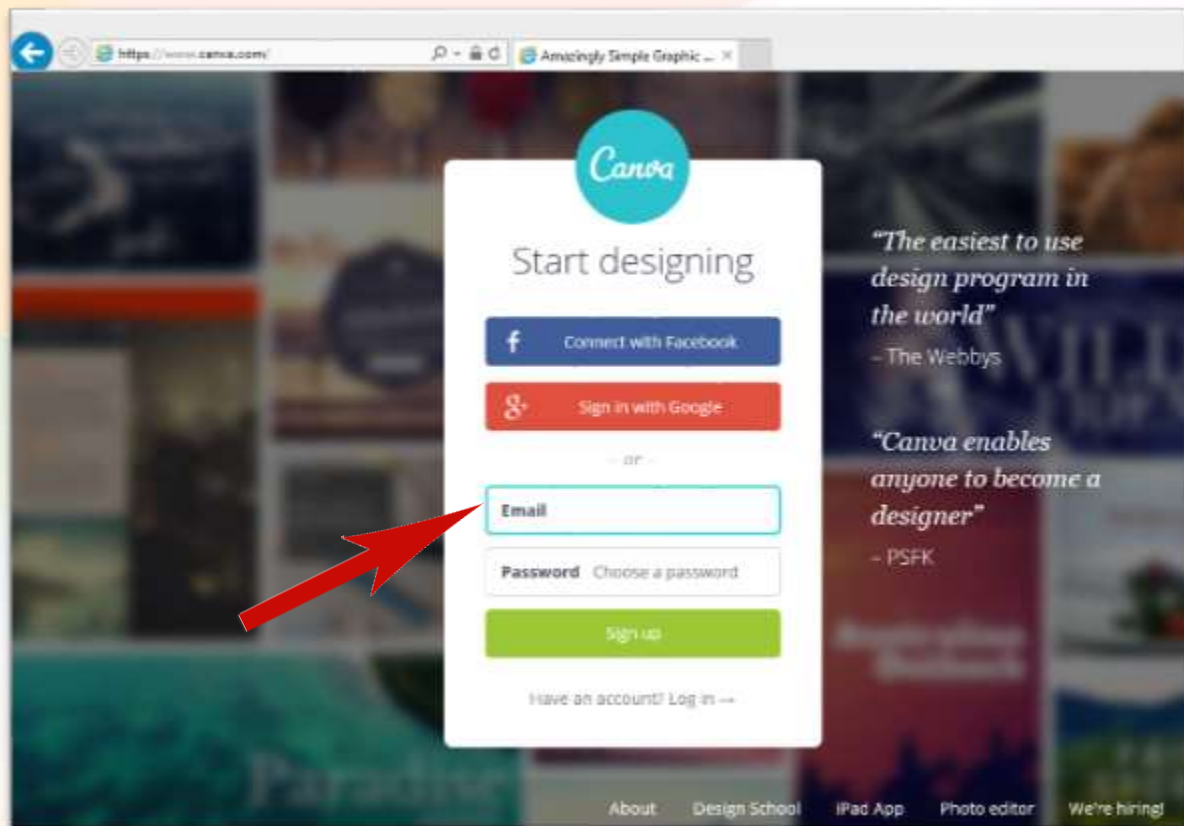
Canva

is a tool loaded with easy-to-use features and functionality that anyone can create a variety of engaging content that gets shared.

To start, Open
<https://www.canva.com>



Create an account to access CANVA



A screenshot of the Canva website's sign-up page. The page features a central white sign-up form with the Canva logo at the top. The form includes options to sign up with Facebook or Google, followed by an "or" separator, and then input fields for "Email" and "Password" (with a "Choose a password" prompt). A green "Sign up" button is at the bottom of the form. A red arrow points to the "Email" input field. To the right of the form, there are two testimonials: "The easiest to use design program in the world" by The Webbys, and "Canva enables anyone to become a designer" by PSFK. The footer contains links for "About", "Design School", "iPad App", "Photo editor", and "We're hiring".

Start designing

Connect with Facebook

Sign in with Google

or

Email

Password Choose a password

Sign up

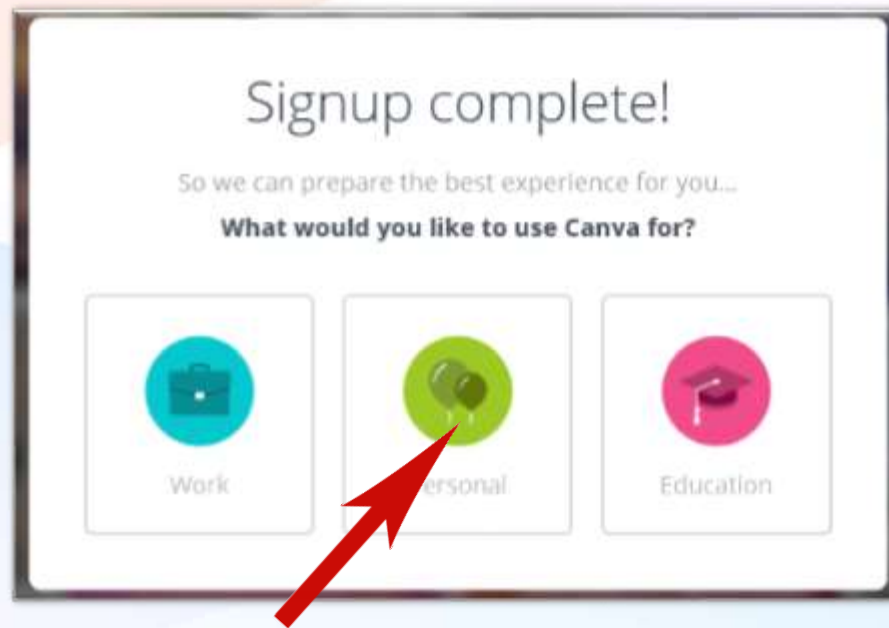
Have an account? Log in →

"The easiest to use design program in the world"
- The Webbys

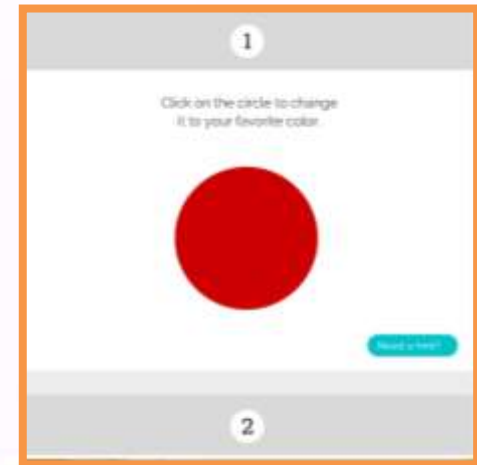
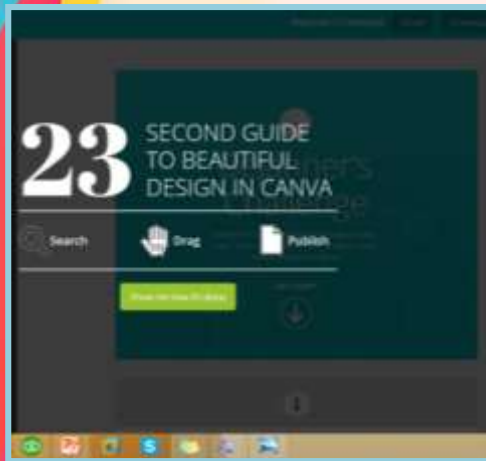
"Canva enables anyone to become a designer"
- PSFK


About Design School iPad App Photo editor We're hiring

Once signup is completed, you may choose now your preferences. (In this sample, I use personal)



You will be prompted for a short tutorial for Beginner Challenge on how to design in Canva.





**With Canva, you can
pick out the best
design the suits your
needs.**

3 KEYS TO A GREAT DESIGN

PHOTO
/
IMAGE

Canva

TEXT

WATER
MARK

**What can you make
with**

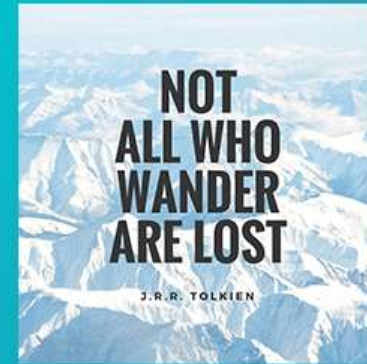




Twitter Post



Instagram Post



Social Media



Pinterest Graphic

Social Media Posts



Tumblr Graphic



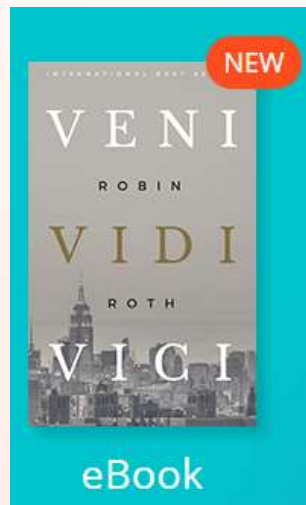
Facebook App



Facebook Post



Desktop Wallpaper

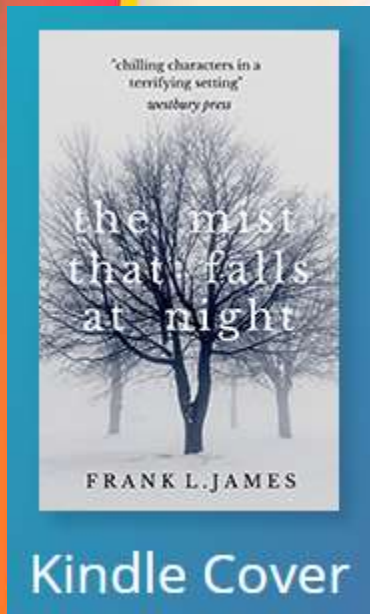


eBook



Blog Title

Bloggging and eBooks



Kindle Cover



Blog Graphic



Album Cover



Infographic



US Letter



Presentation



Résumé

Documents



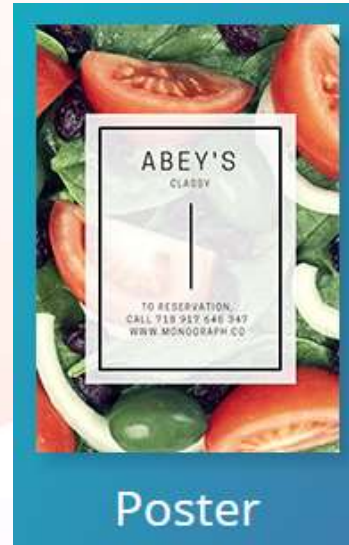
A4



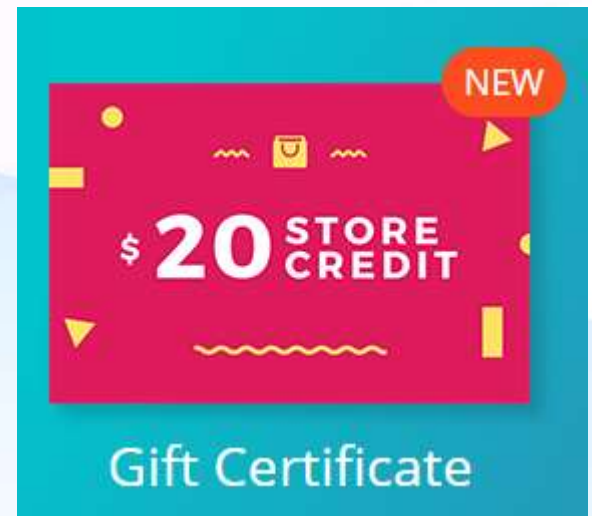
Letterhead (US)



Magazine

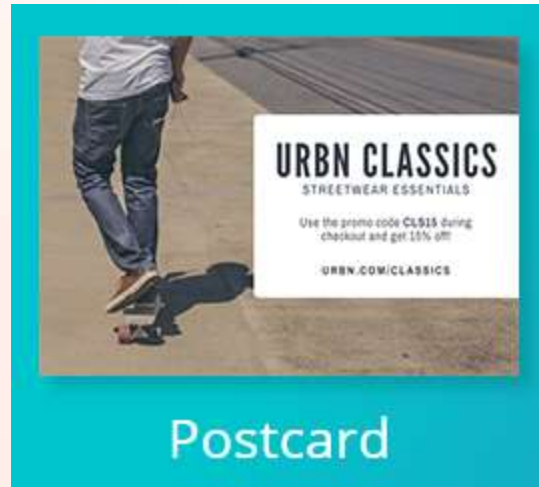


Marketing Materials

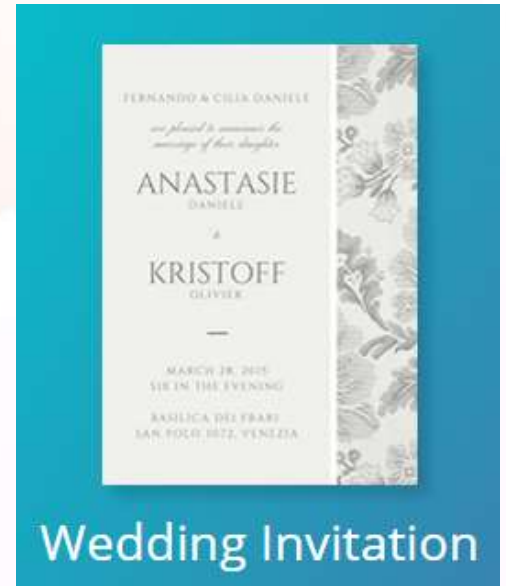




Invitation



Postcard

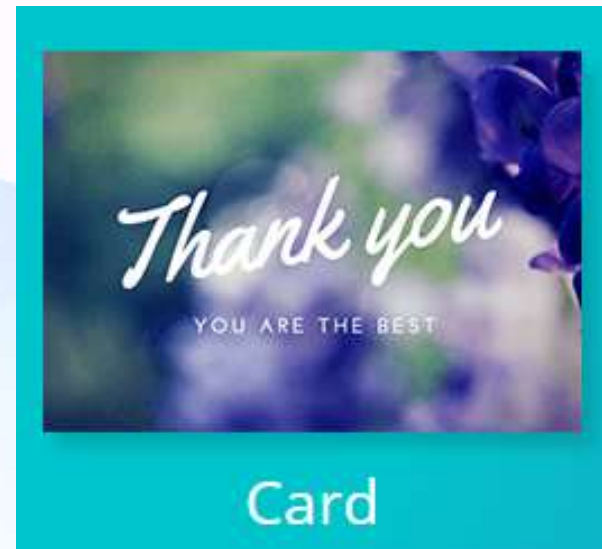


Wedding Invitation

Events



Photo Collage



Card



Facebook Ad

1200px × 627px



Medium Rectangle (IAB)

ADS



Wide Skyscraper (IAB)



Leaderboard (IAB)



Large Rectangle (IAB)

Canva provides awesome photos for FREE



**You may
purchase
images and
background
@ \$1USD
each**



**Or you
may
upload
your own
images.**



SEARCH 1,000,000 Image

Upload your own images

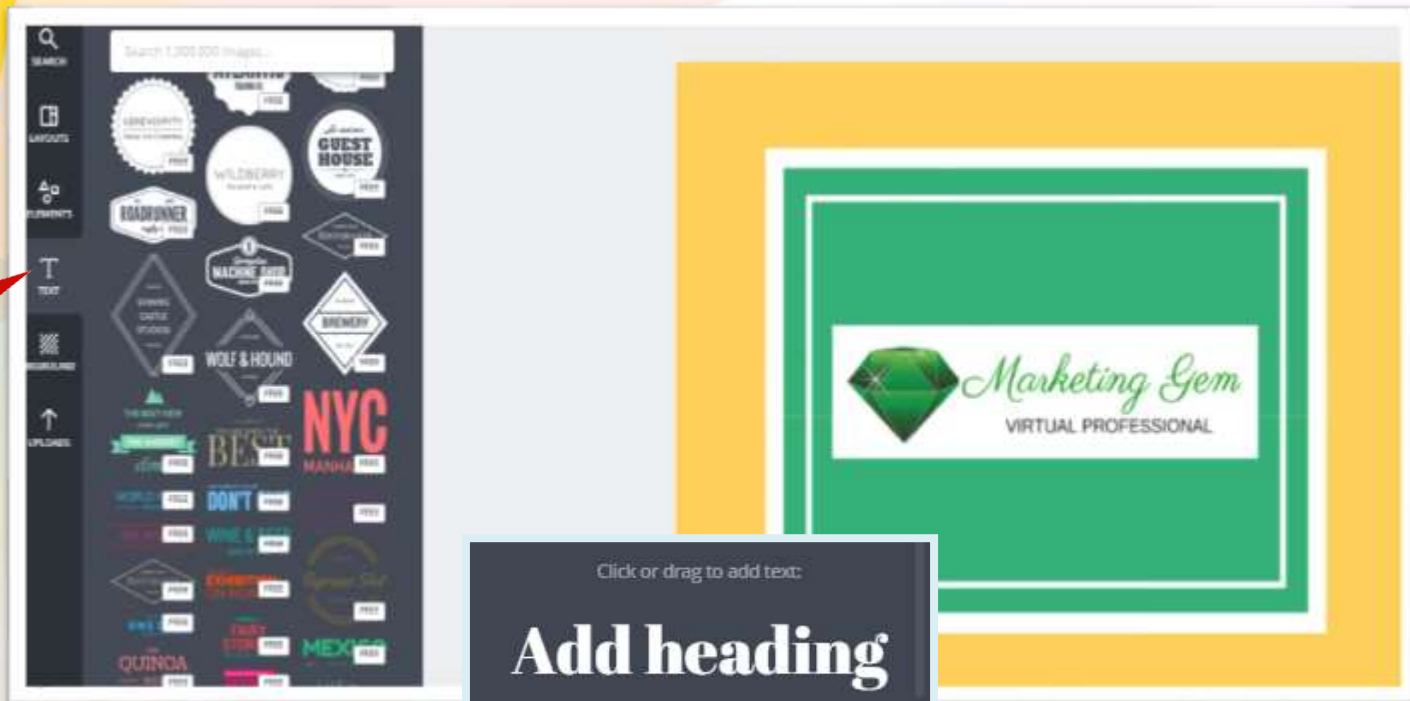
Or just drag them from your desktop

Uploads Facebook

Marketing Gem VIRTUAL PROFESSIONAL

+ Add a new page

TEXT options! There are many FONTS to choose from.



The image shows a design tool interface. On the left, a sidebar contains icons for SEARCH, LAYOUTS, ELEMENTS, TEXT, SHAPES, and UPLOADS. The main area displays a grid of various fonts and text styles, including 'GUEST HOUSE', 'WILDWEARY', 'ROADRUNNER', 'MACHINE MADE', 'WOLF & HOUND', 'NYC MANHATTAN', 'DON'T', 'WINE & SPIRITS', 'EXPERIENCE', 'QUINOA', and 'MEXICO'. A red arrow points from the left towards the 'TEXT' icon in the sidebar. To the right, a preview window shows a logo for 'Marketing Gem VIRTUAL PROFESSIONAL' with a green diamond icon, set against a yellow and green background. Below the preview, a dark grey box contains the text: 'Click or drag to add text: Add heading Add subheading Add a little bit of body text'.

Let's sample Facebook Post.



Facebook Post

You may also create your customized dimensions of the post.

Use custom dimensions



width

×

height

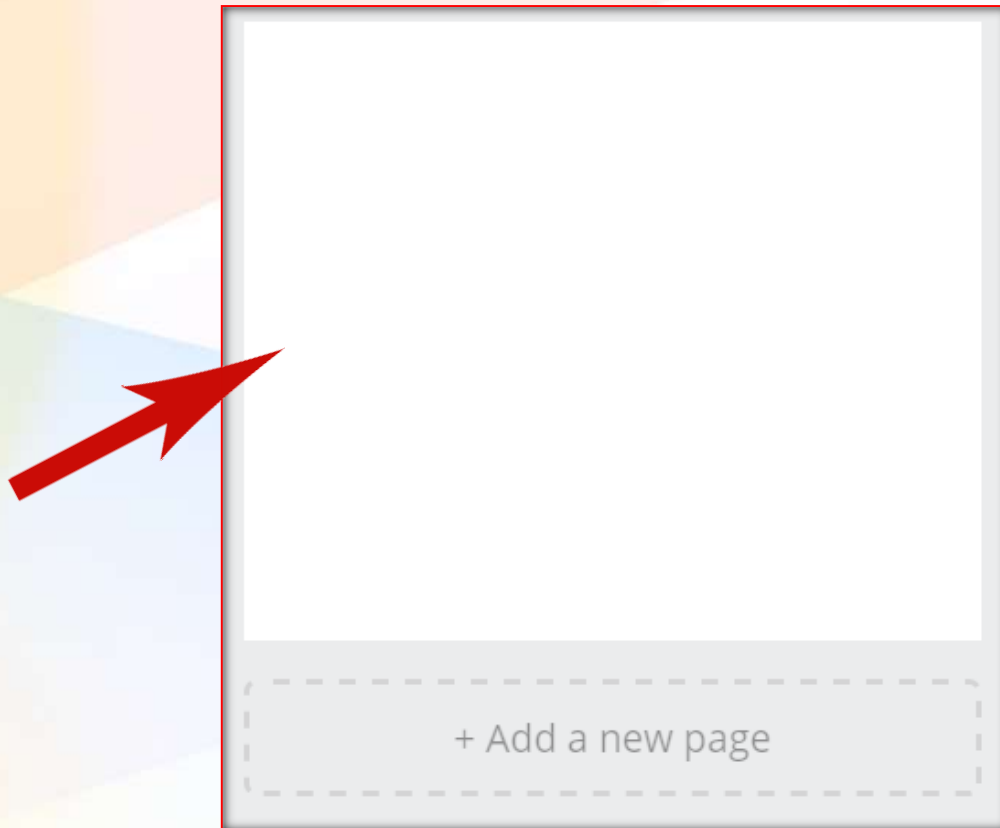
px



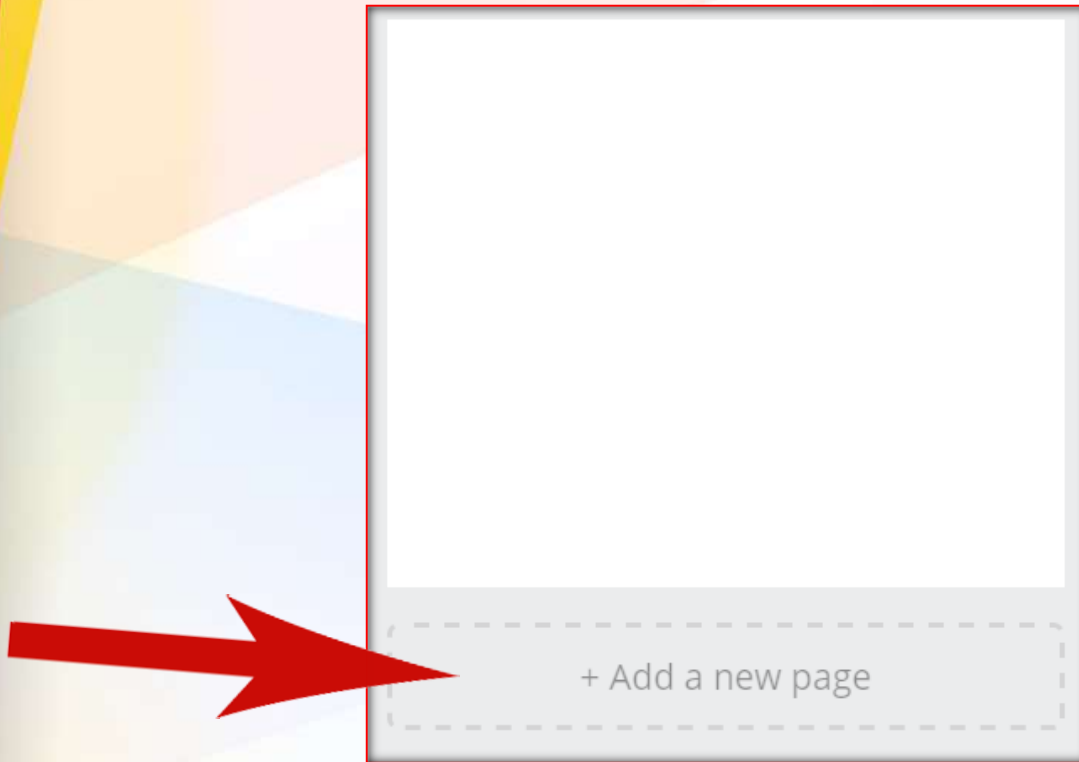
=

Design!

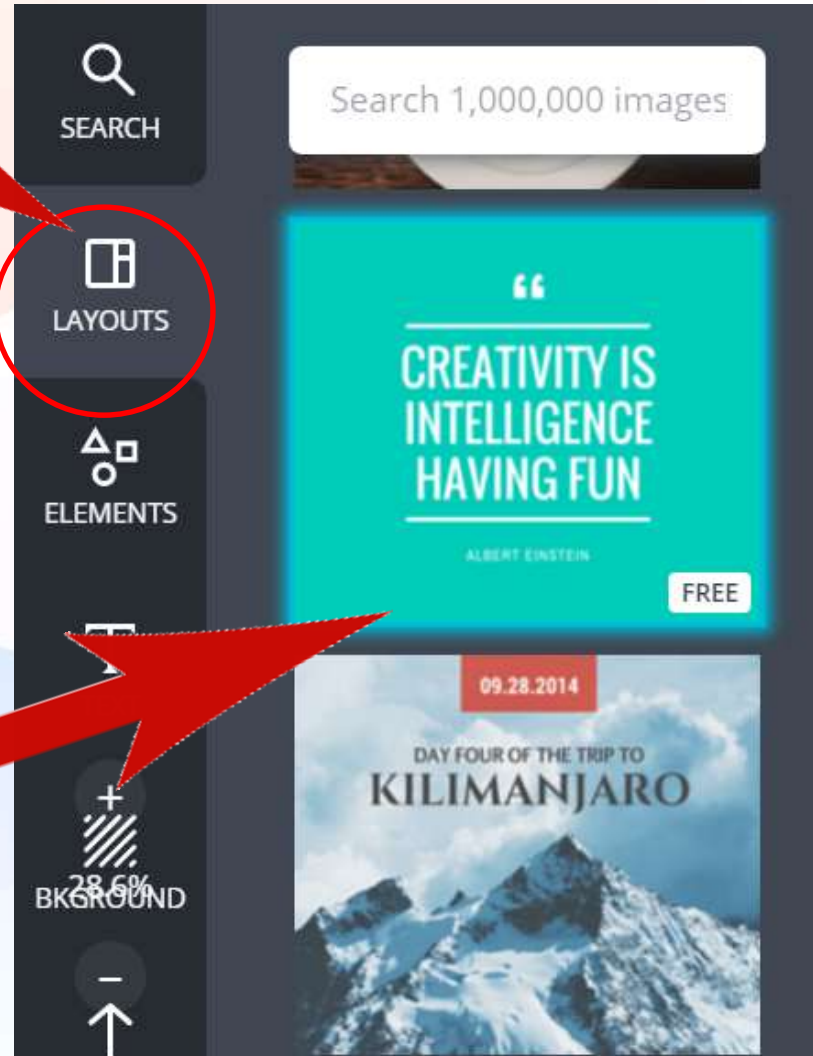
**This is the blank and standard
FB post presentation.**



**If you want to add new page,
just click +Add new page
below.**



**I choose
free
picture
from the
Layouts**



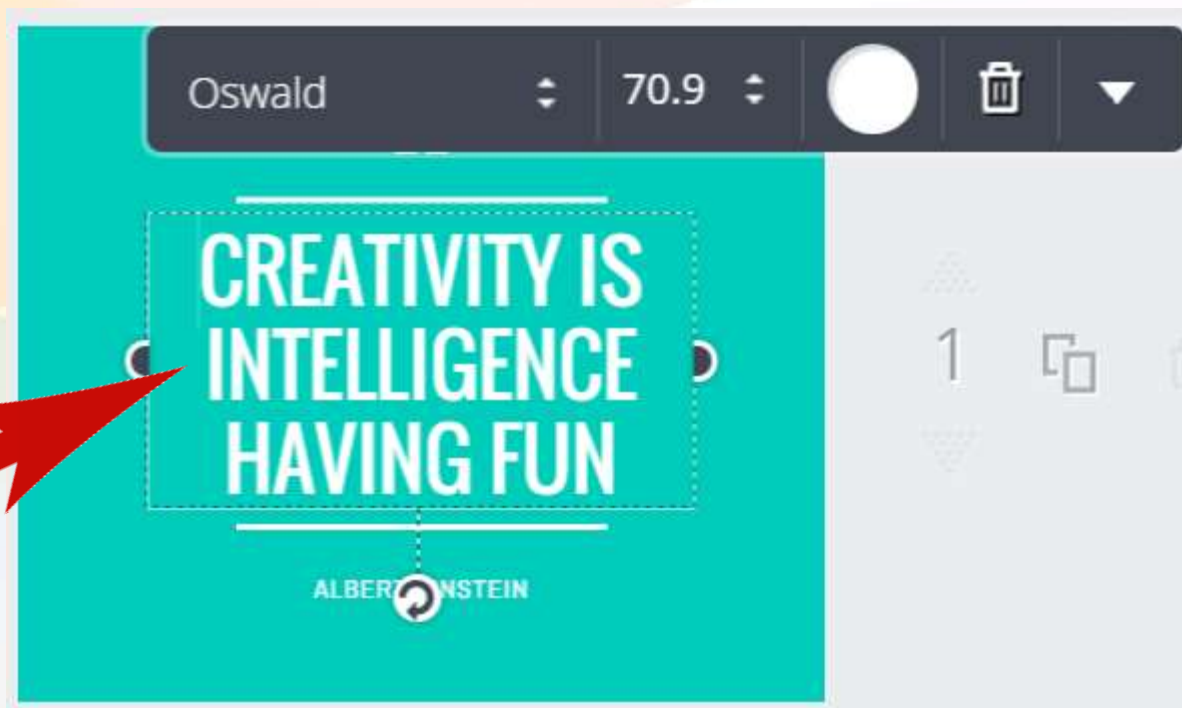


“

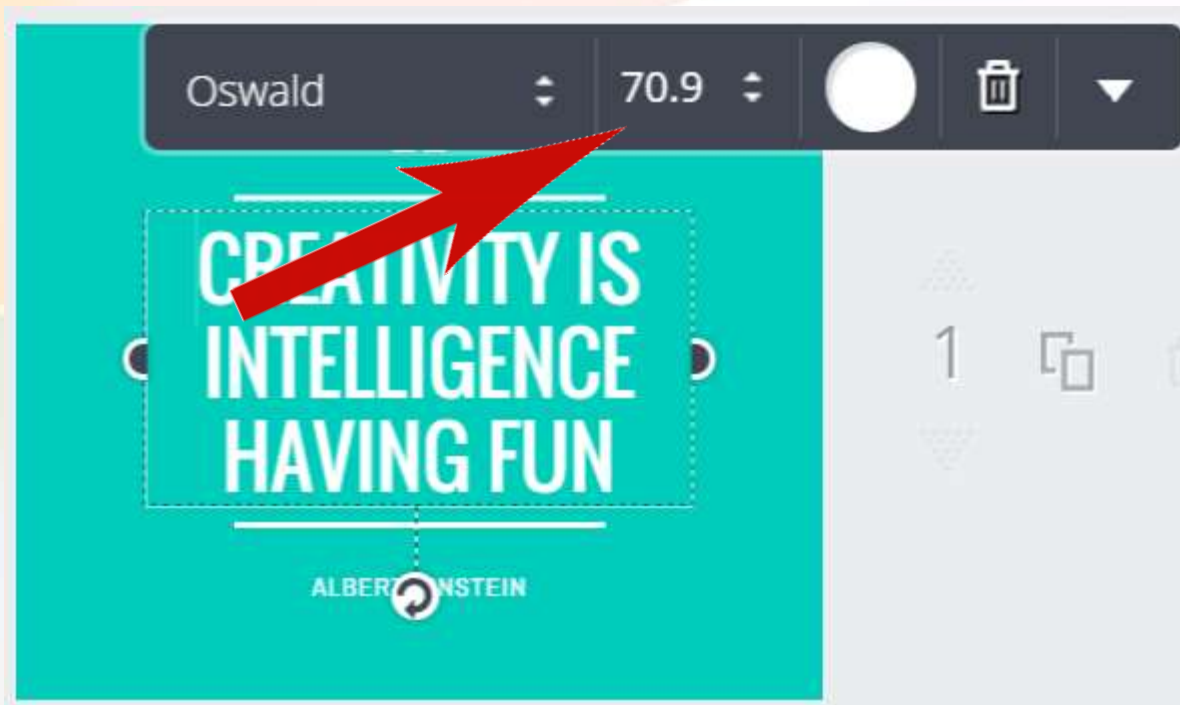
**CREATIVITY IS
INTELLIGENCE
HAVING FUN**

ALBERT EINSTEIN

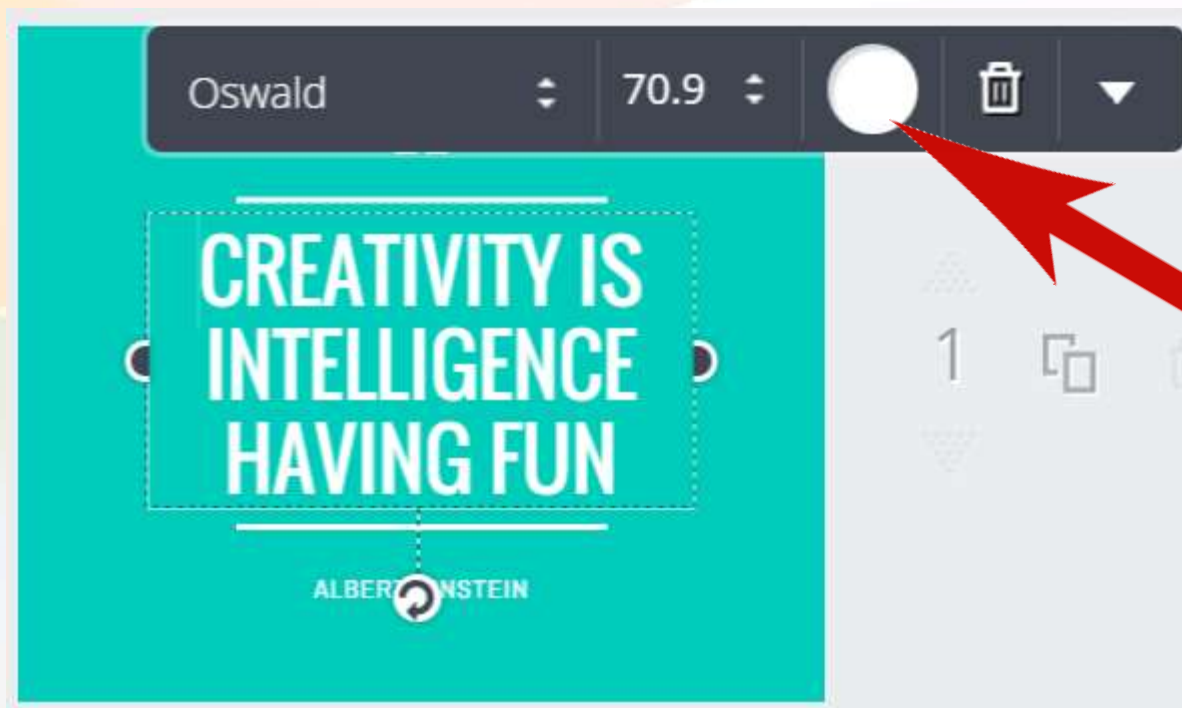
If I don't like the Oswald font, I can choose another font.



I can change the font size.



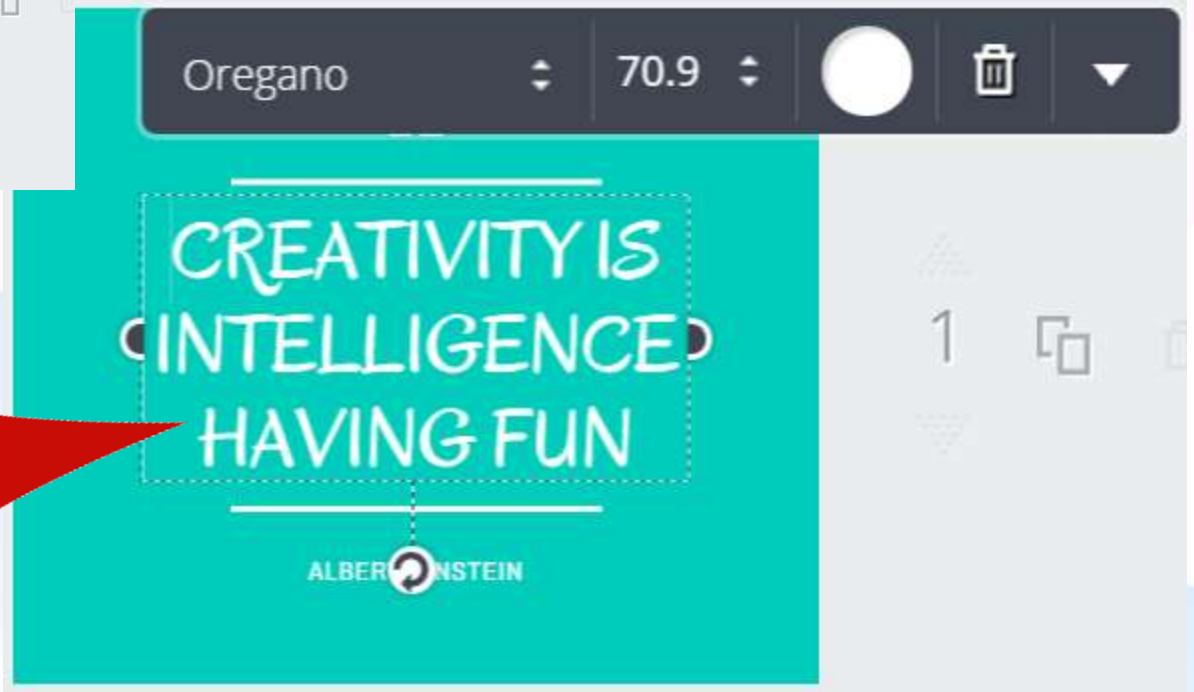
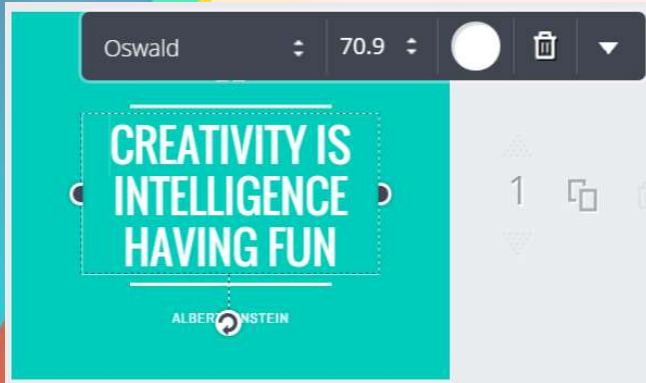
I can also change the font color.



**Now we change Oswald
to Oregano font.**



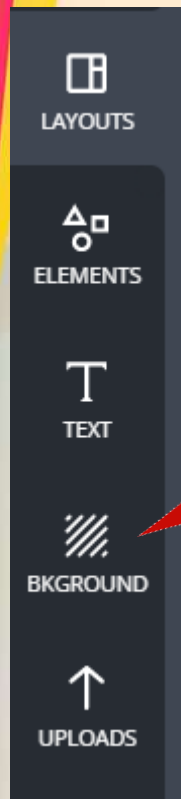
Now this is Oregano font.



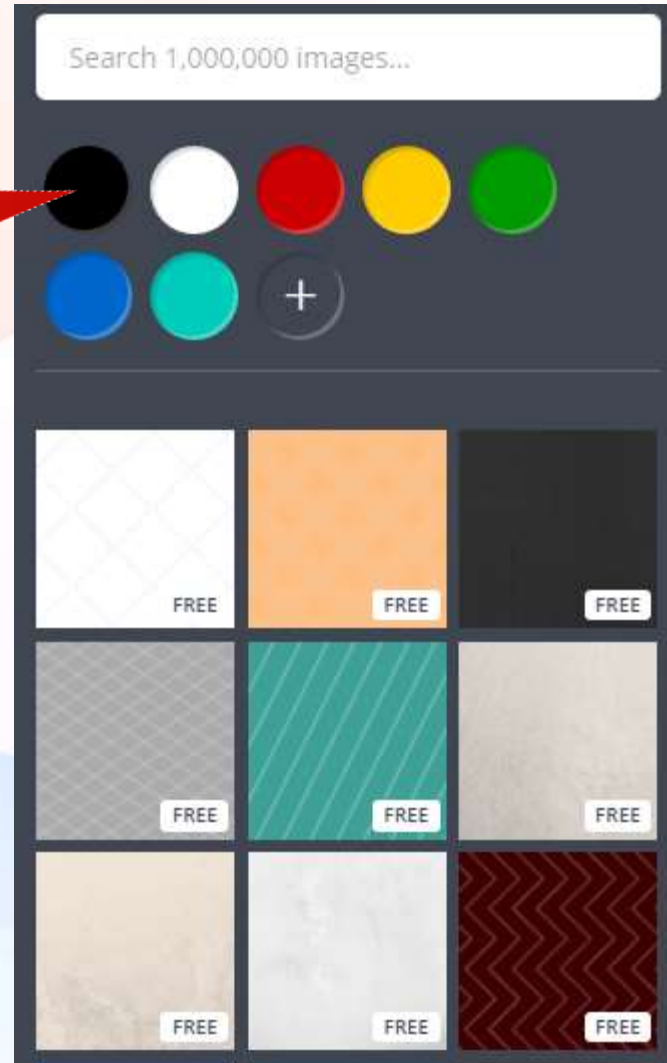
We can also change the color background.



We can change the color background by clicking the menu on the left.



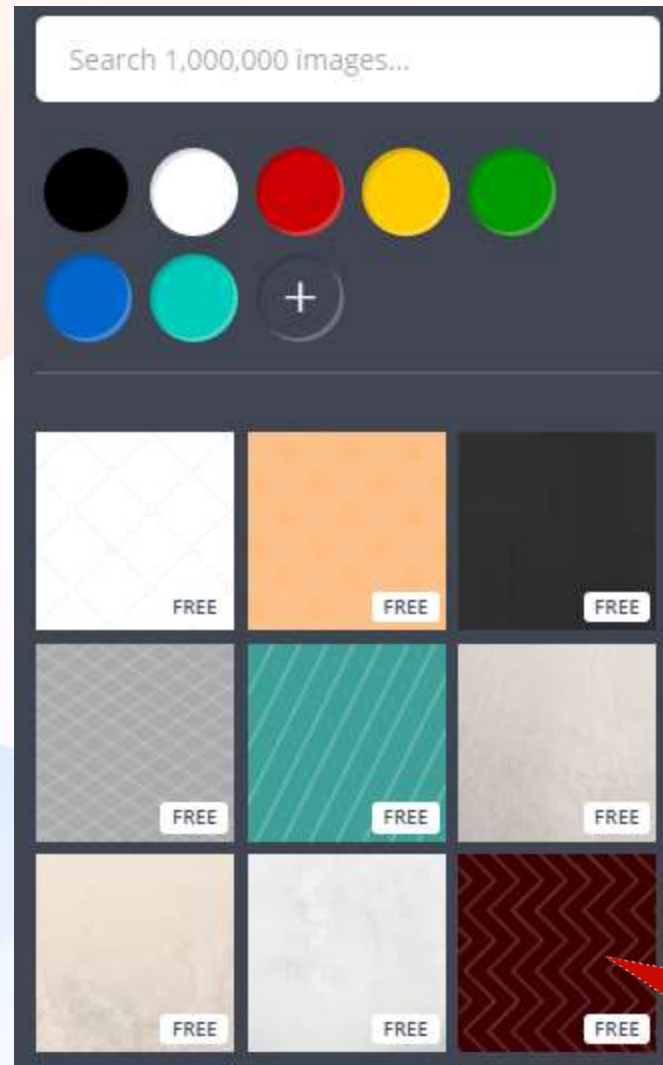
**I want the
Black
background**



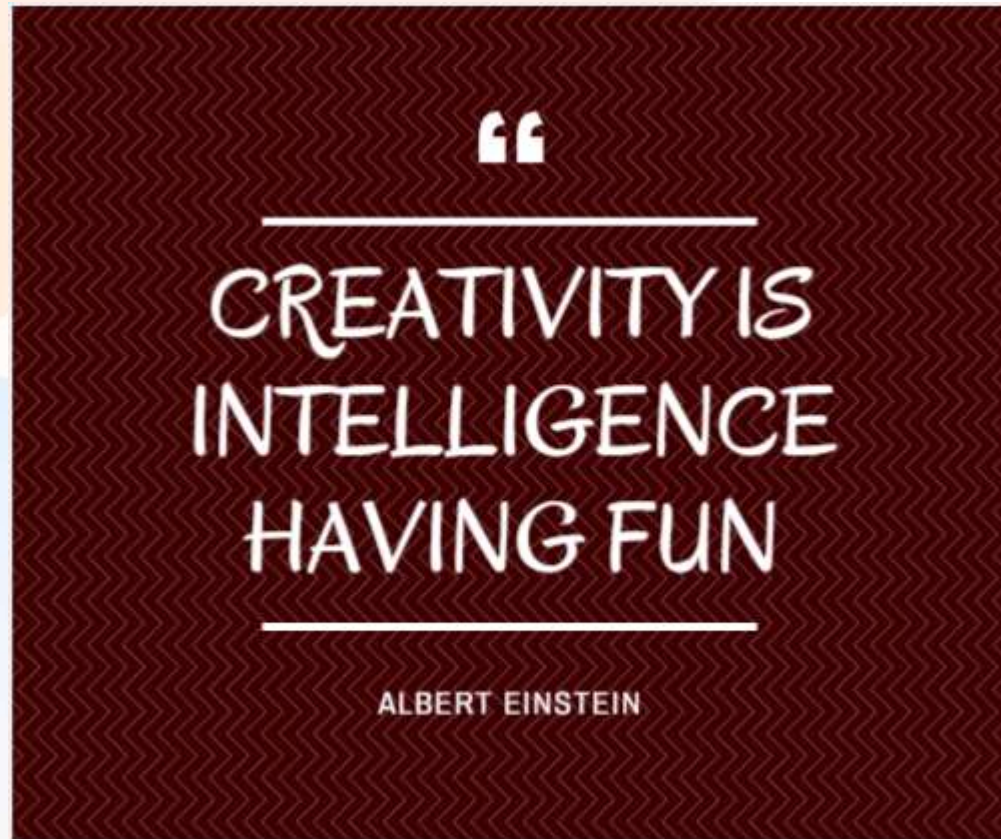
**This is how
it looks like
now in
Black.**



**Now let us
try the
Maroon
with Zigzag
background.**



Maroon with Zigzag background.



**If want to
get the paid
photo
background
at \$1 USD**



**This is how
it will look
like using
priced
designs.**



**You will
find Canva
watermark
as it is not a
free photo.**



When you download it, the watermark stays there unless payment is made.



Let us try to change and upload background photo.



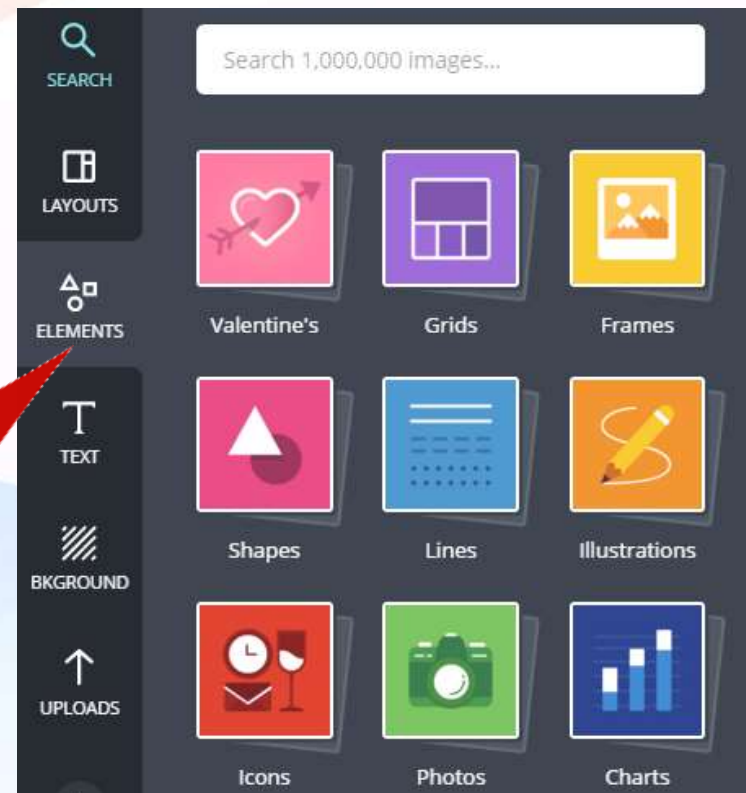
I choose the blue design photo.



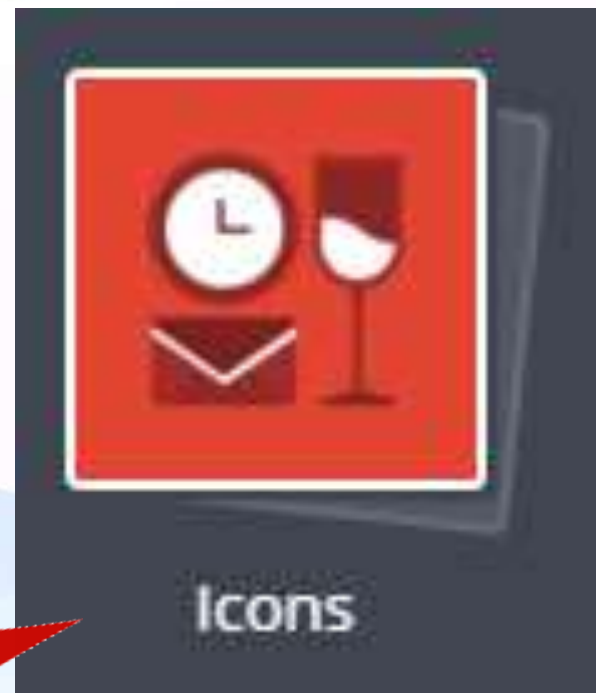
**New background photo appears
now.**



Back to original design, I want to add some elements.



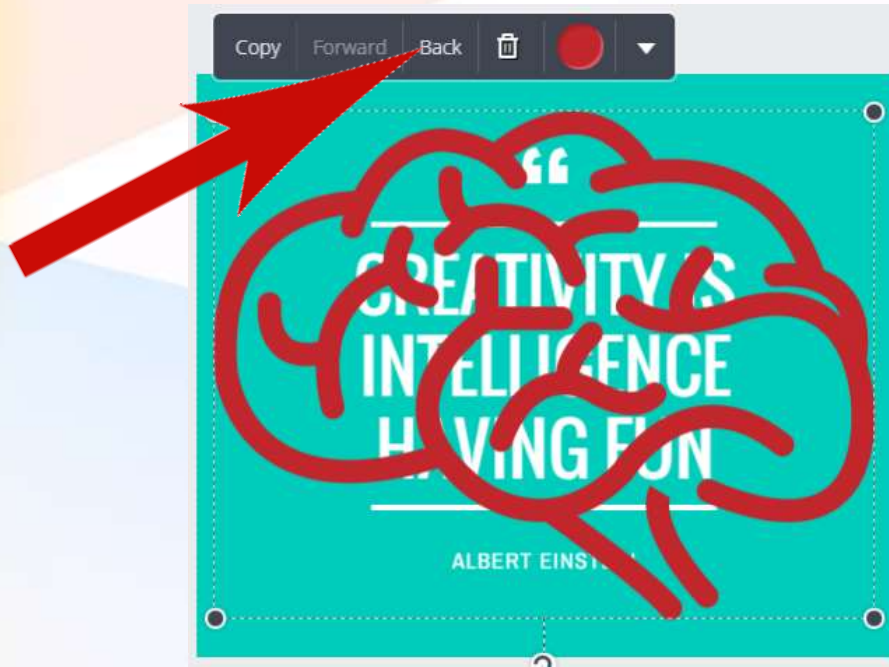
Let us check out **ICONS** in the elements.



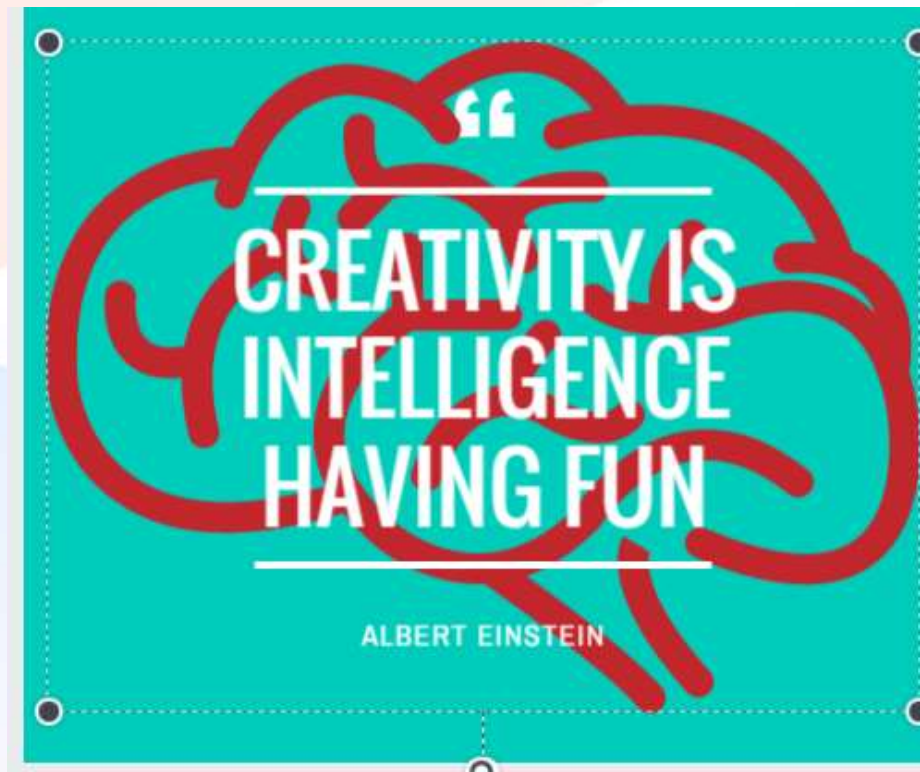
**Red brain
design
now
appears
in top of
the fonts.**



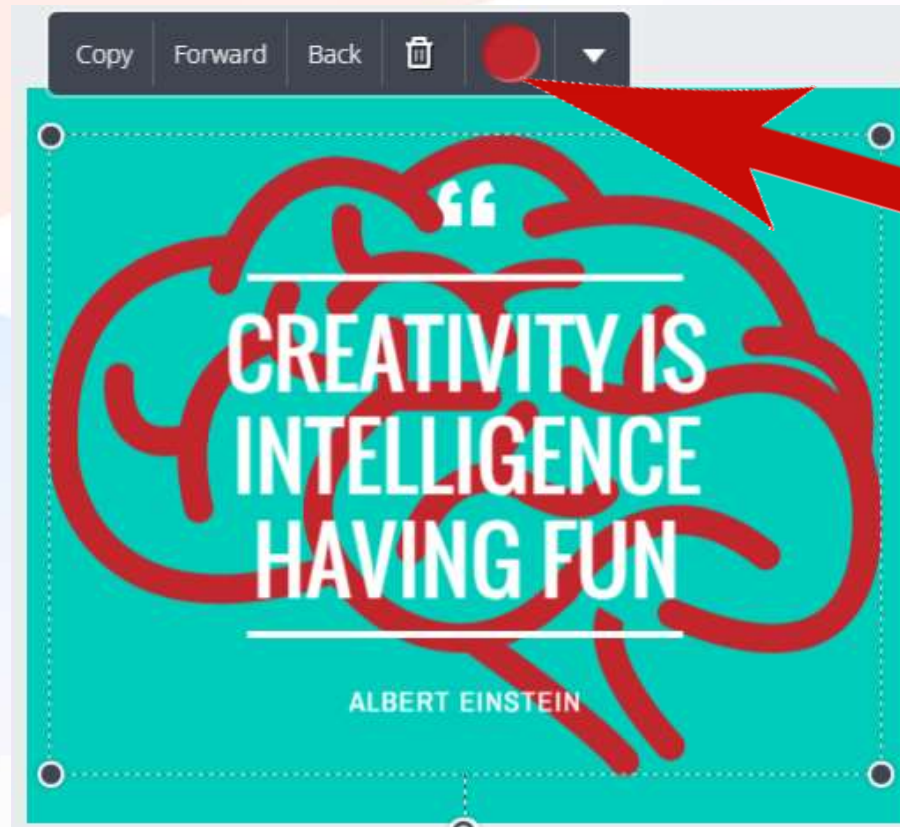
Now let us click BACK button so that it will be placed at the back of the fonts.



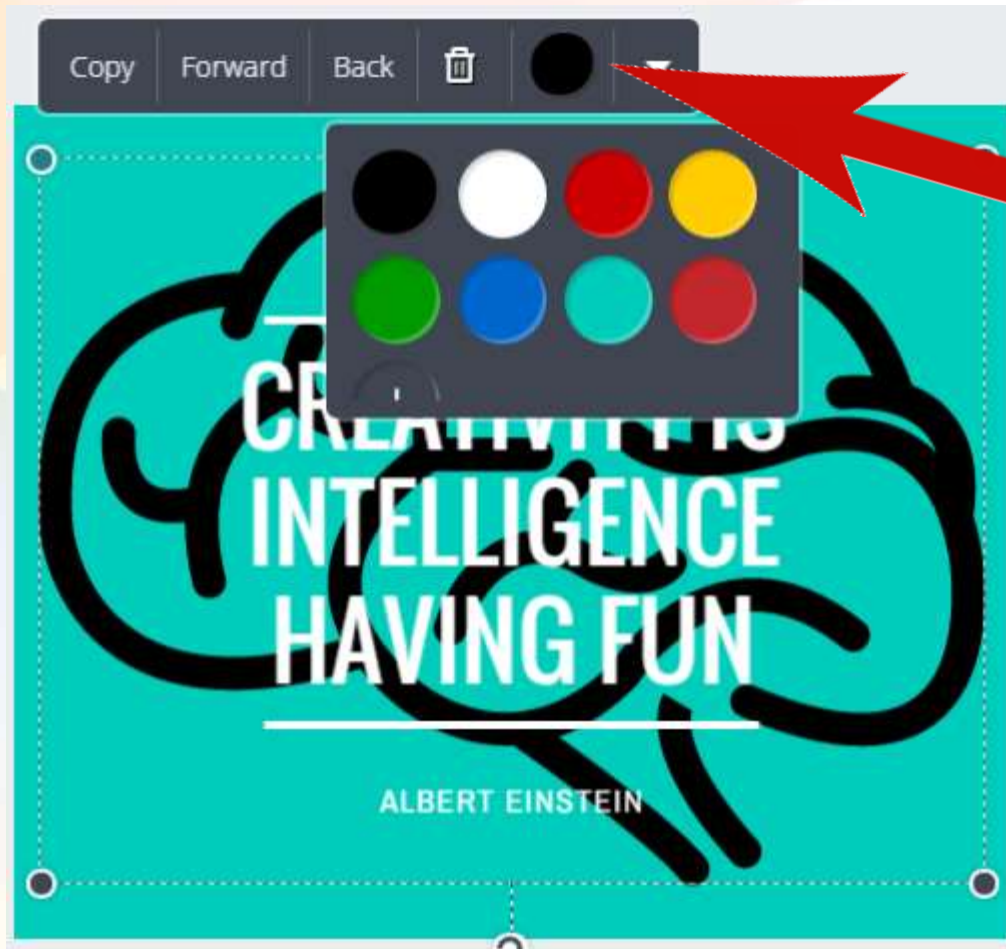
The icon now is at the back of the fonts.



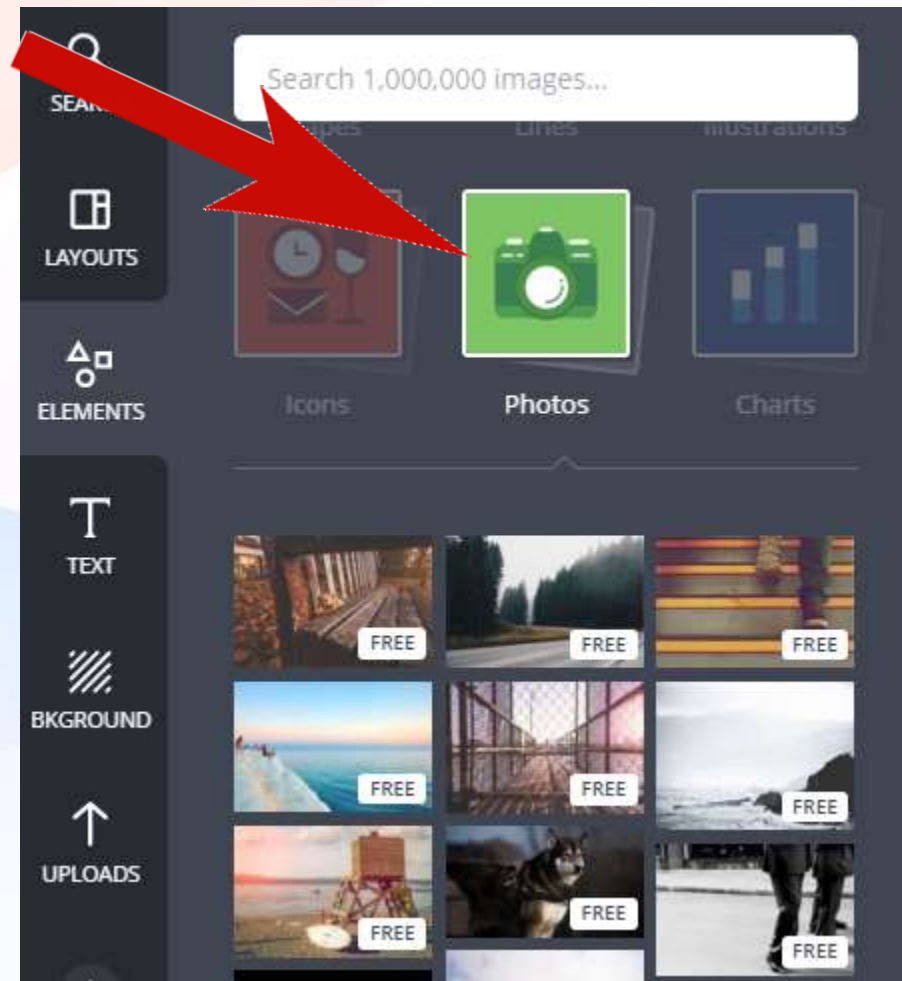
Let us try another color.



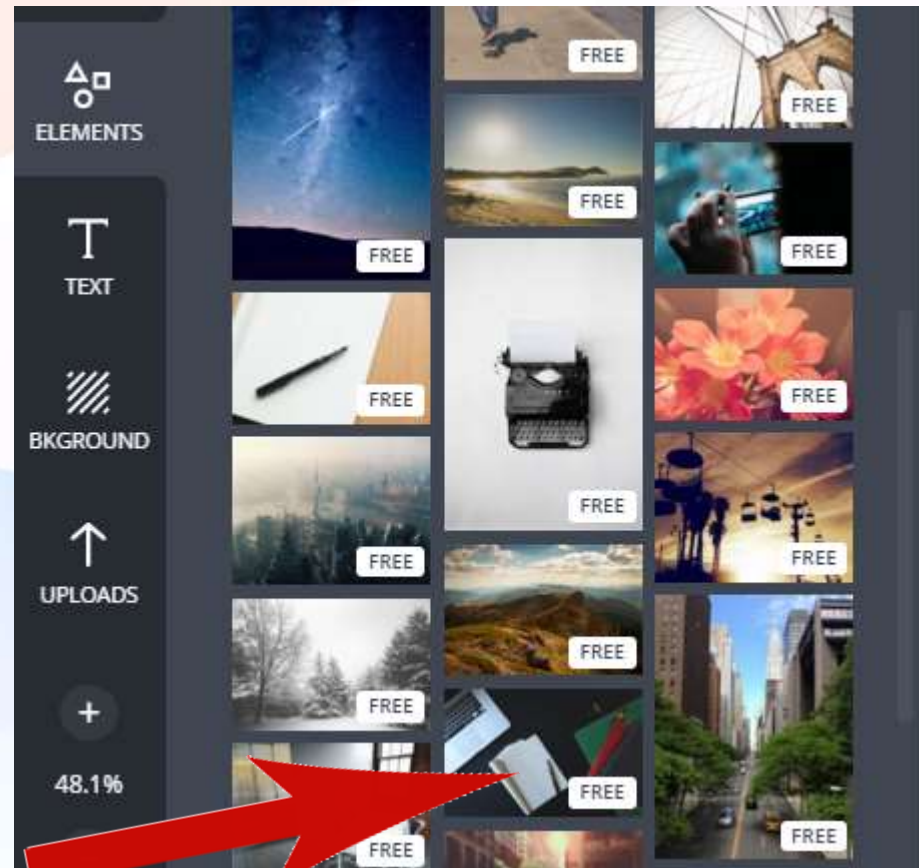
Now I am trying color BLACK.



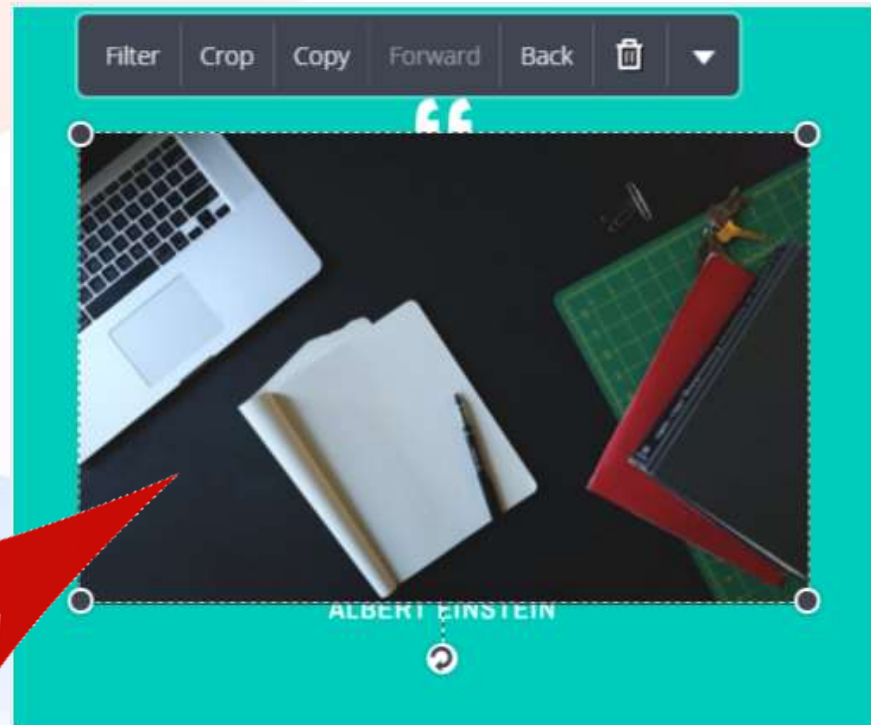
We can also try Photos from Elements.



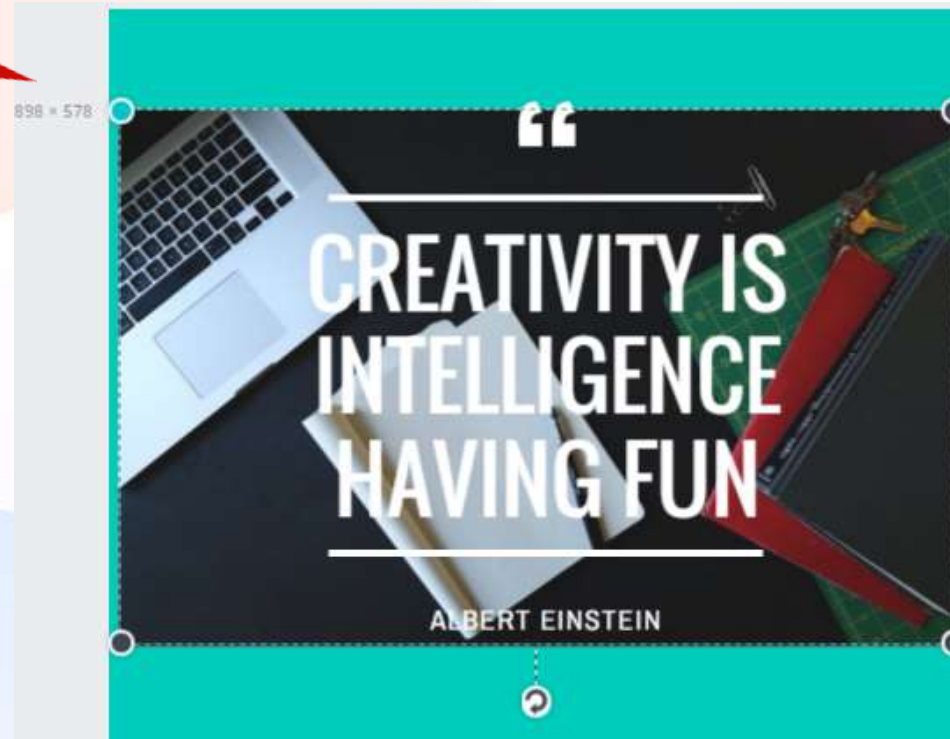
I want the free photo with pen and papers design.



This is how it will come out... but small for the frame!



Now I will drag it to expand.



Here is the new design!



I can also remove the ALBERT EINSTEIN below if I want to.



Click ALBERT EINSTEIN and the option box will show up, now click Trash button.



Albert Einstein is gone!

“

CREATIVITY IS
INTELLIGENCE
HAVING FUN

ALBERT EINSTEIN

“

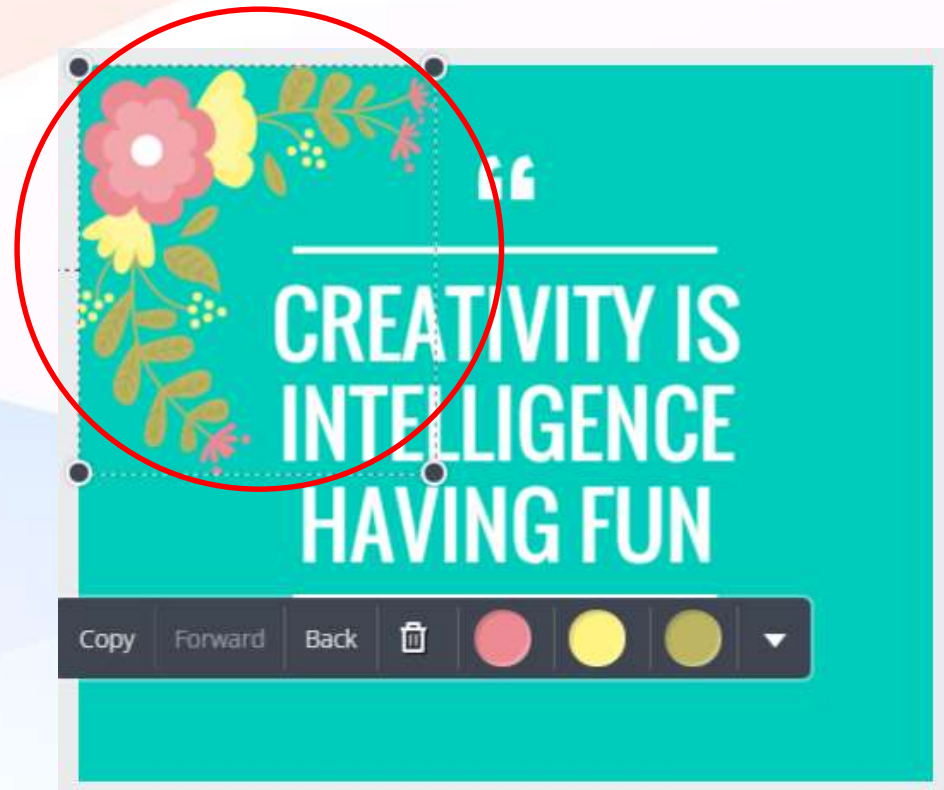
CREATIVITY IS
INTELLIGENCE
HAVING FUN



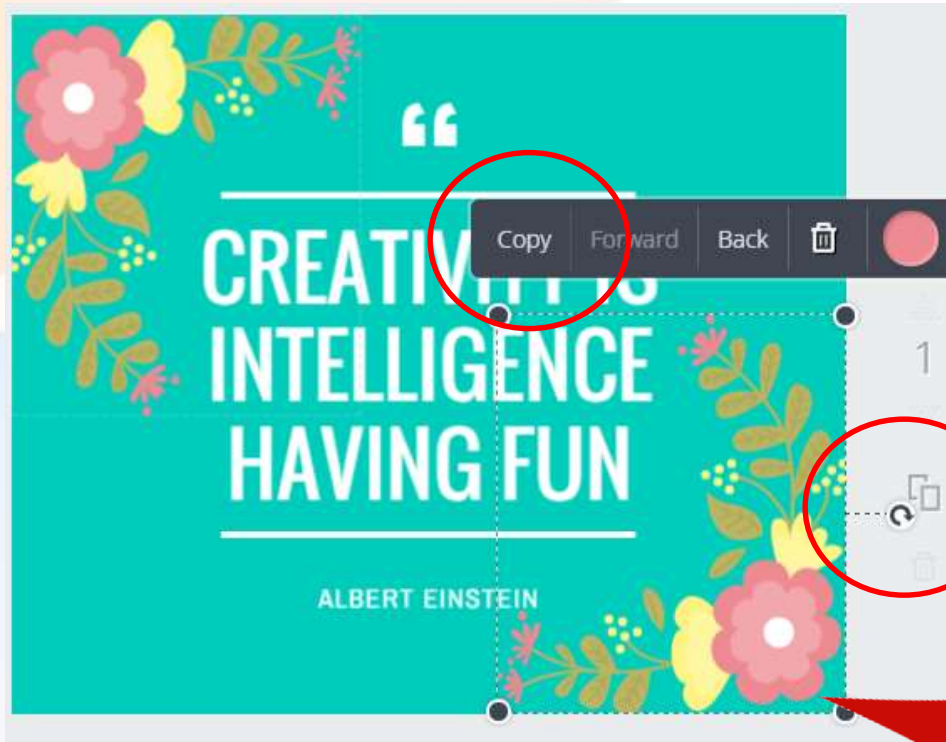
Let us go back to original design and put some edges using Elements.



We will try the floral element.

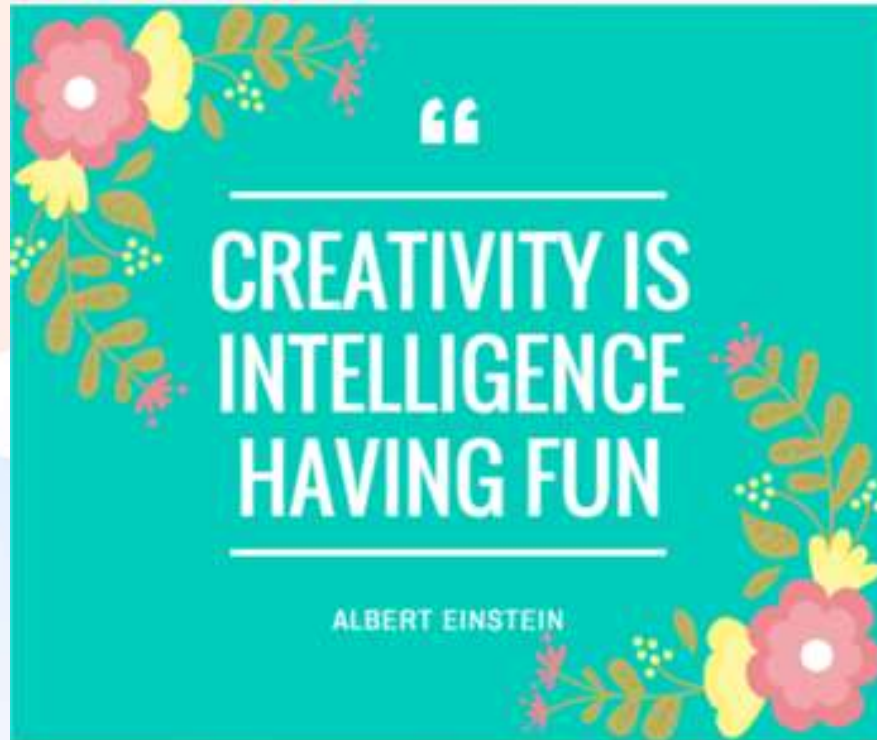


I can also copy the floral design and rotate it.

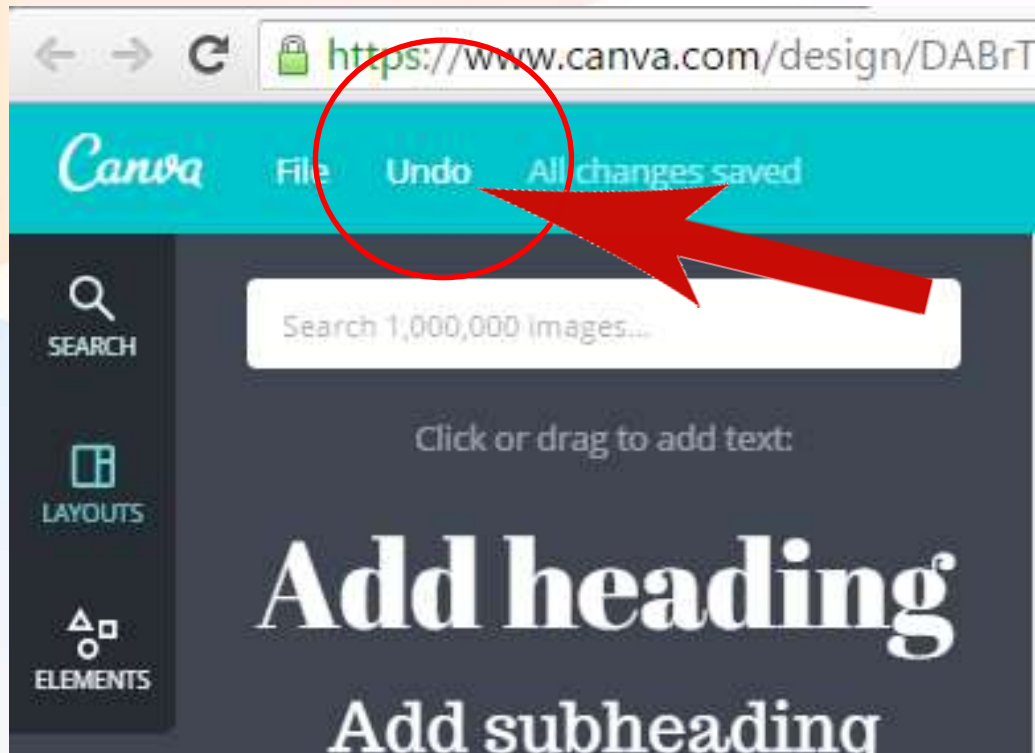


This is the rotate icon

This is now the new design.



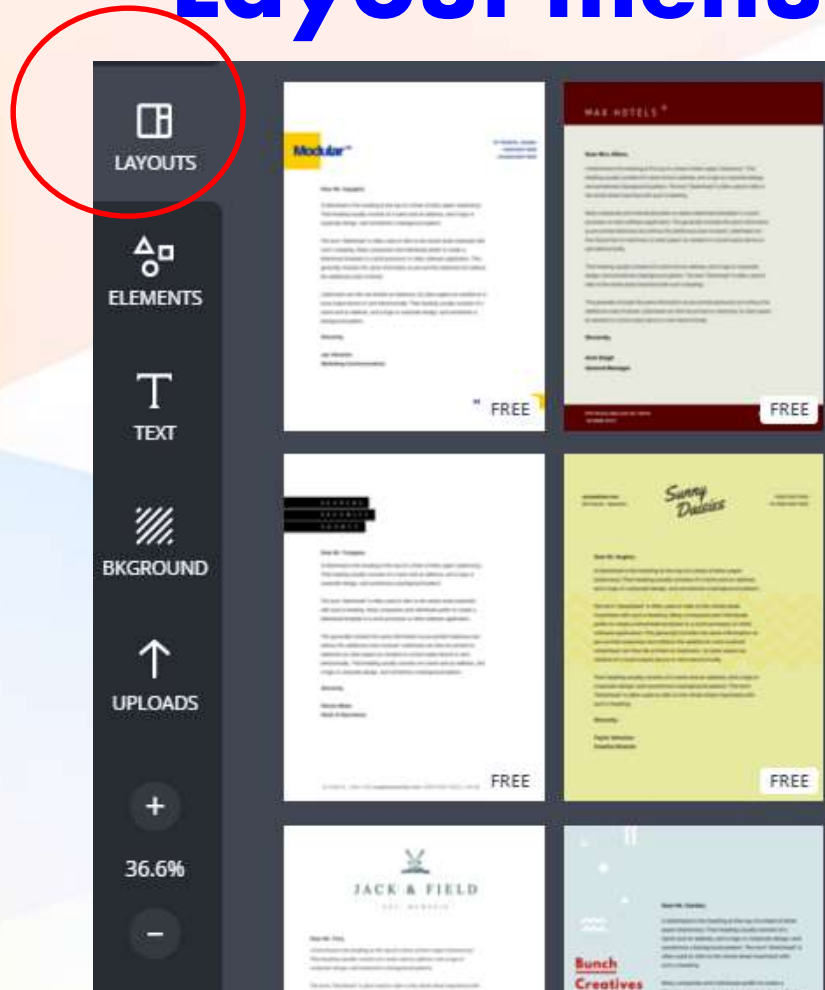
**If you click something by mistake,
Just Click UNDO button.**



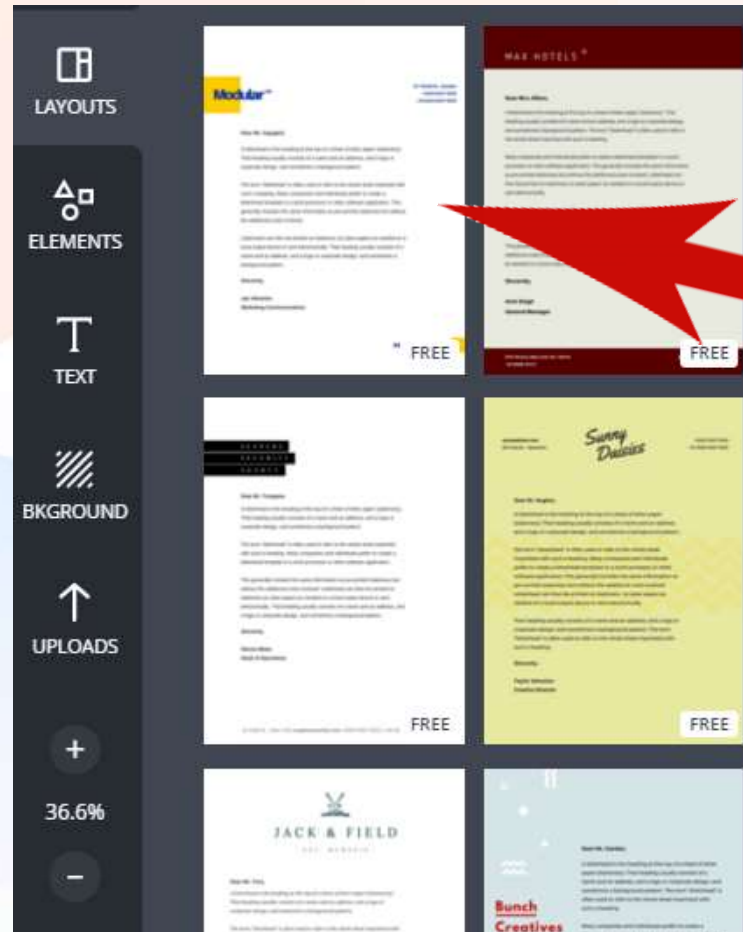
Let us try creating a Letter with a letterhead



**Click on the desired design in the
Layout menu.**



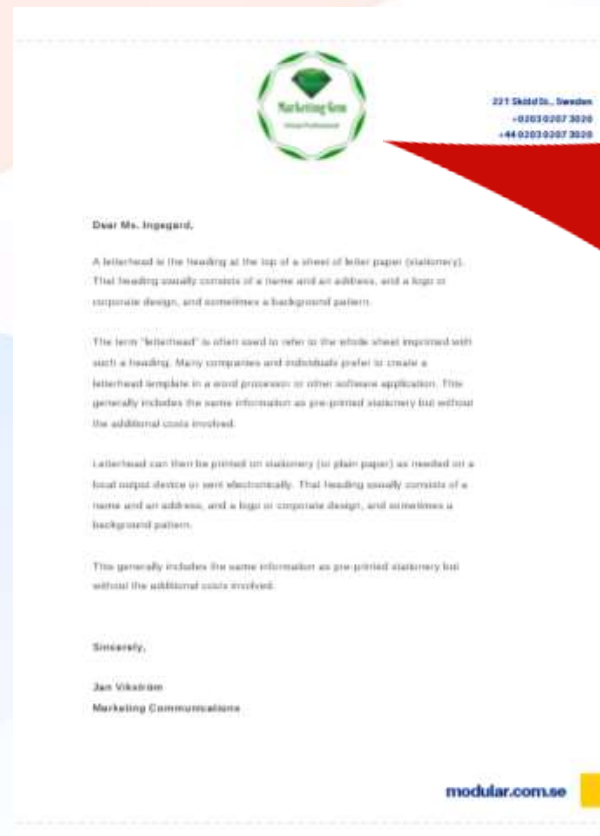
I choose Modular.



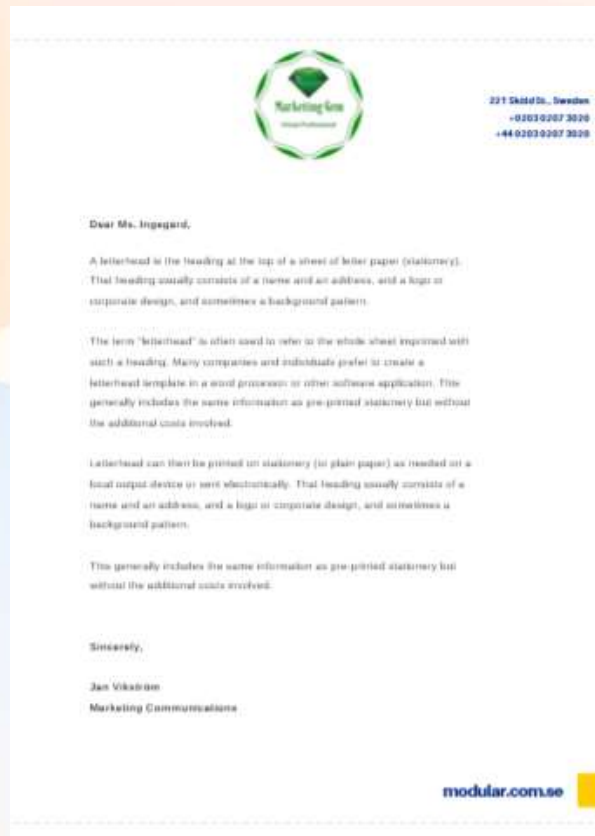
I can change Modular with my own logo that I uploaded.



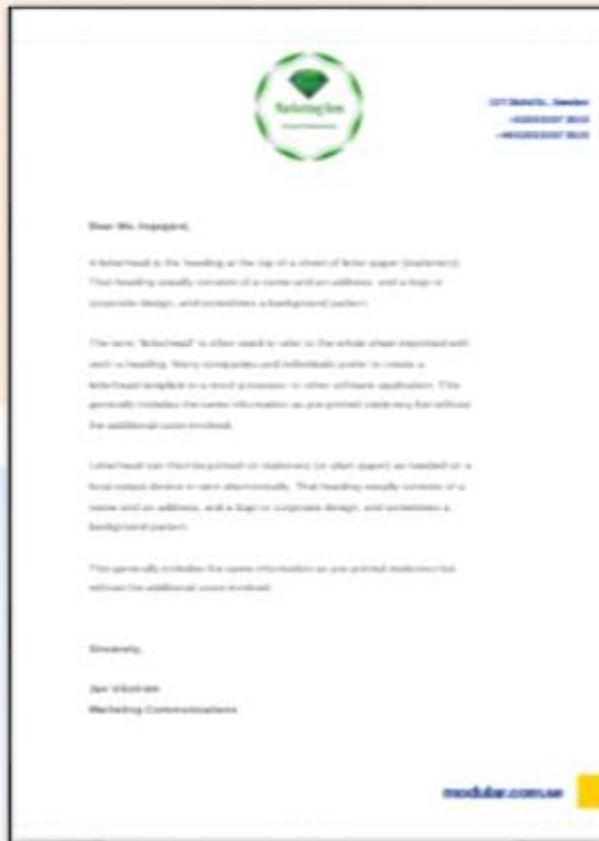
I want to remove Modular logo and replace with my own logo that I uploaded.



I can also write my business address.



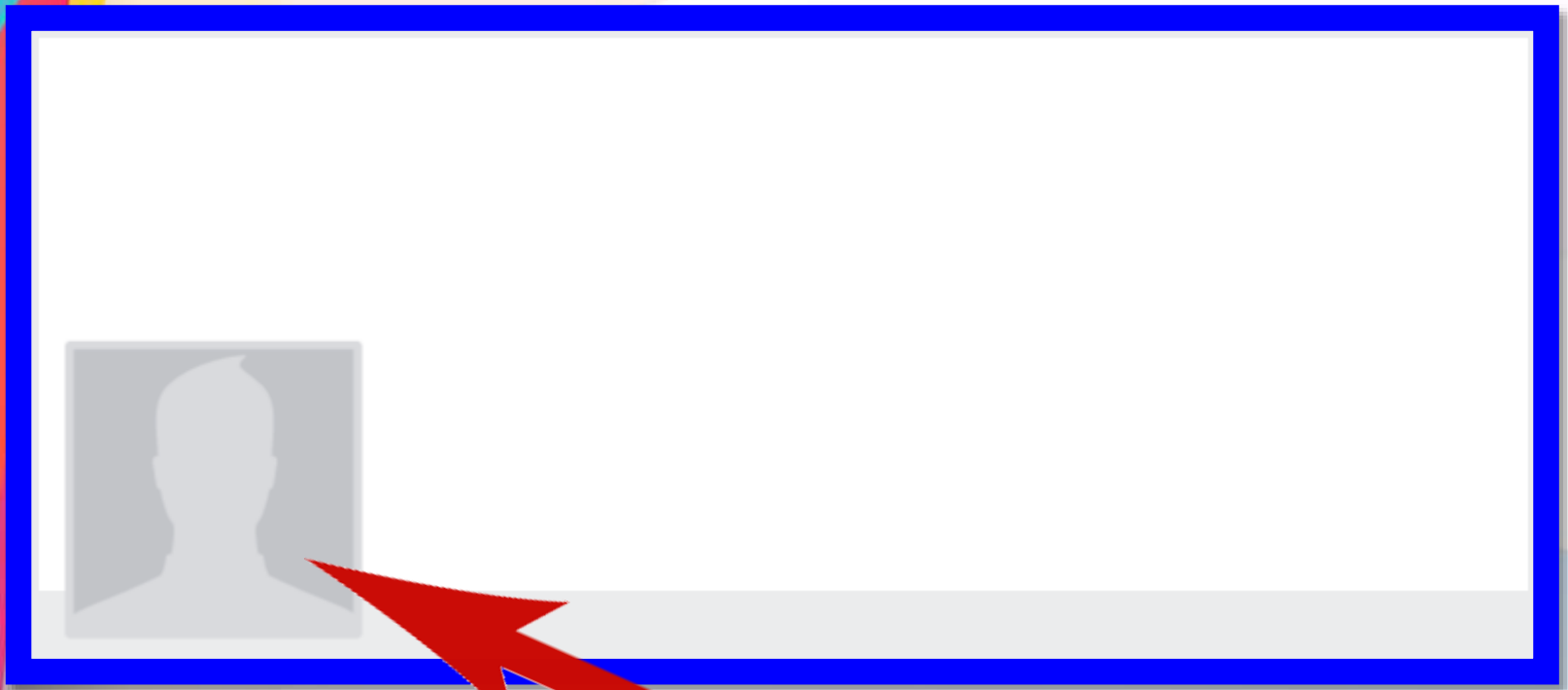
Now I can write the letter.



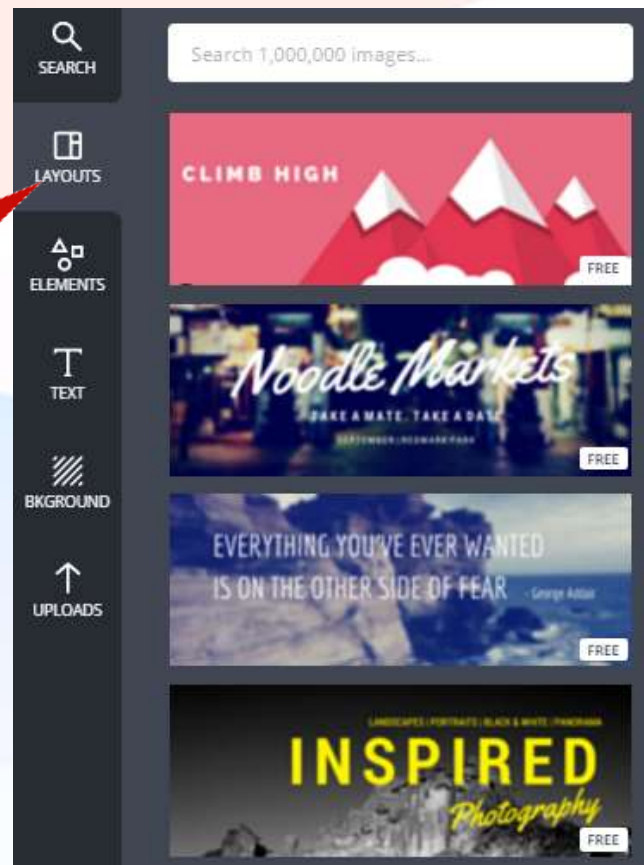
Let us try Facebook Cover



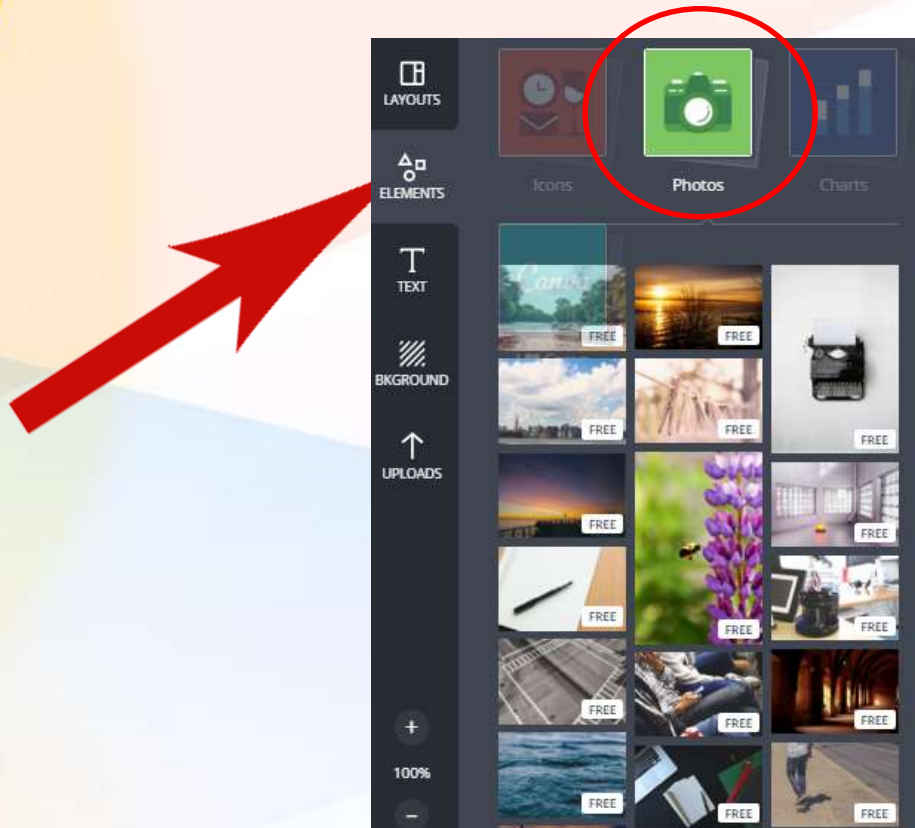
The photo template is for the profile picture.



Let us go back to Layouts and click desired design.



Or we choose Photos from the Elements and click desired design.



Here is my chosen photo.



I want to add text to the cover photo.

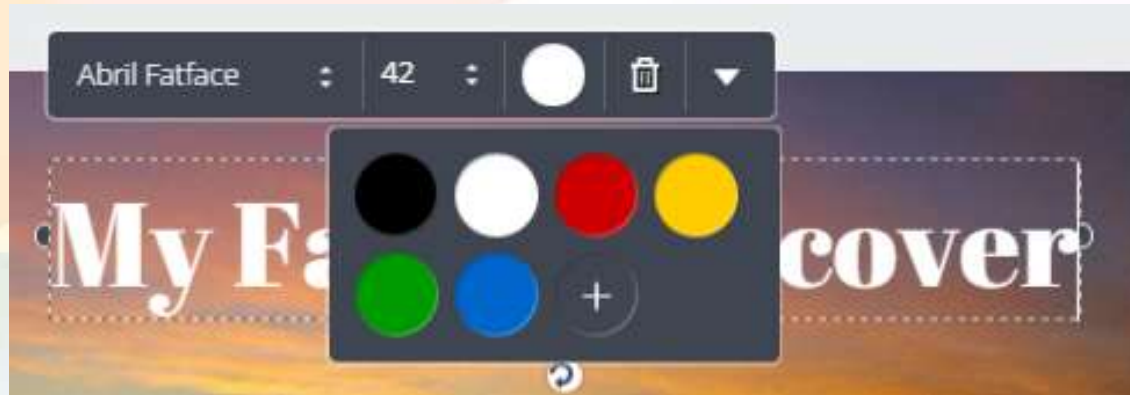


Add heading

Add subheading

Add a little bit of body text

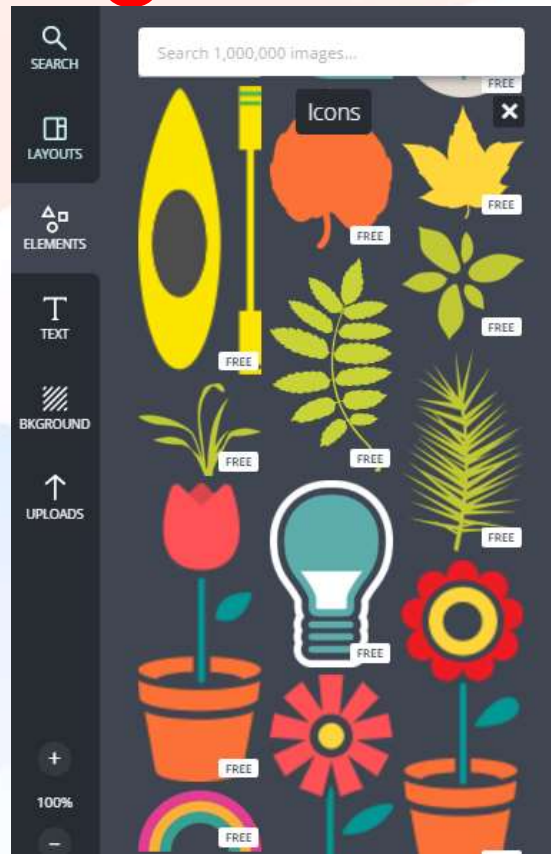
I make it sure that I choose the font, size and color.



New text appears in the cover photo.



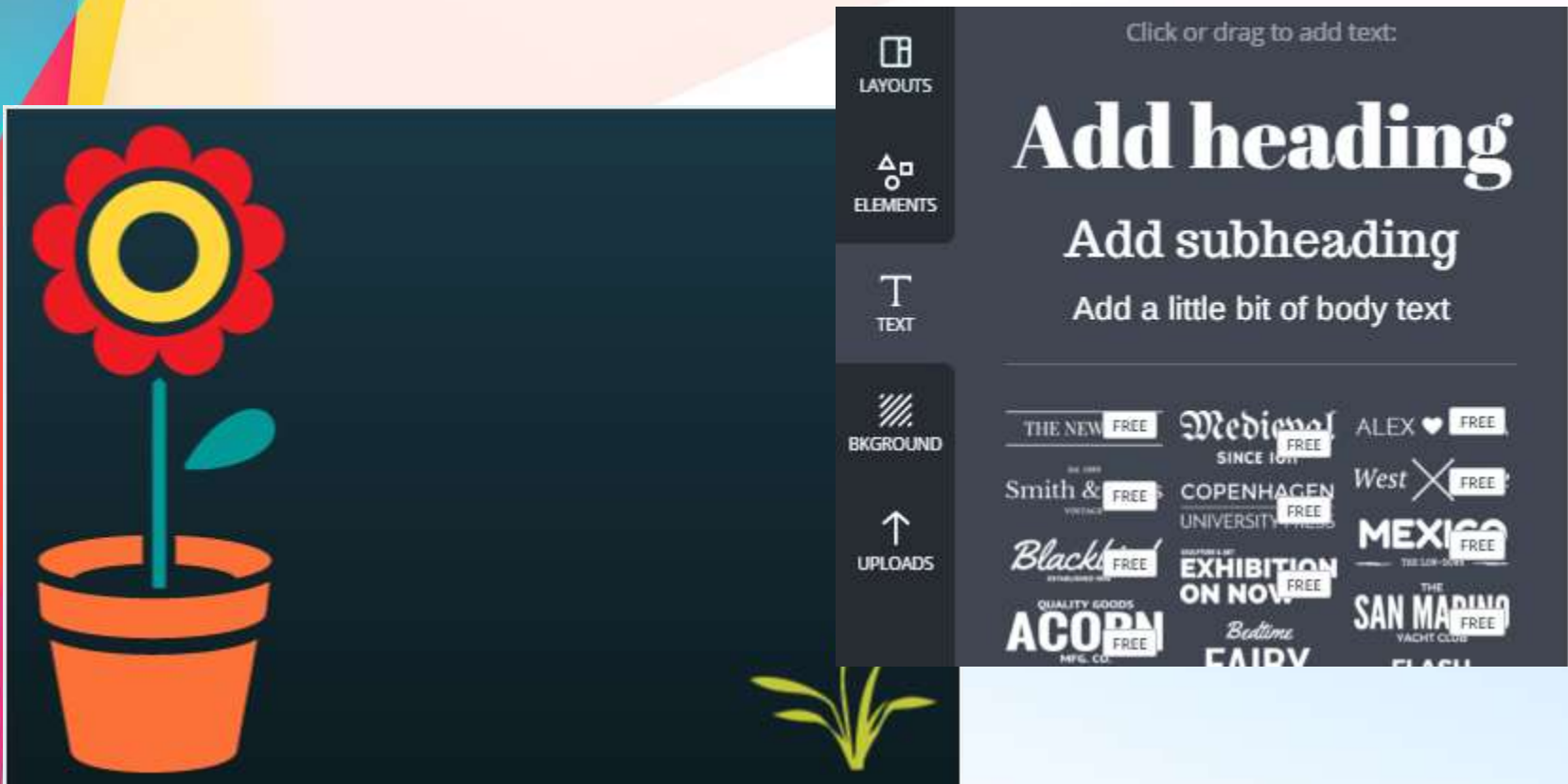
Now I want to create a Quote using elements.



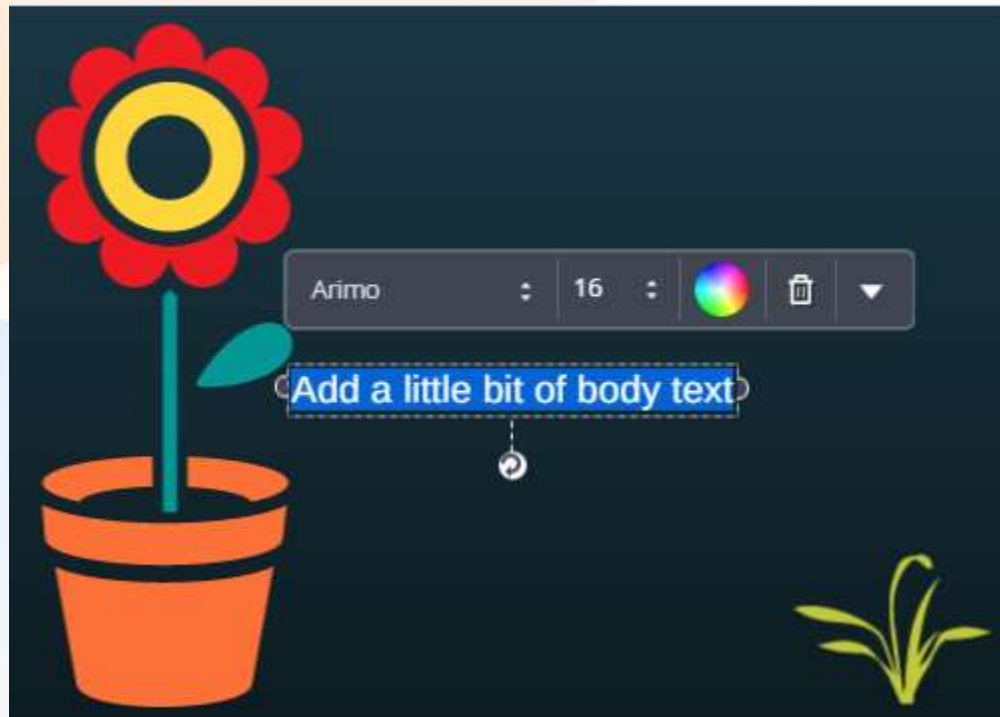
**Now here is the background for
the quote.**



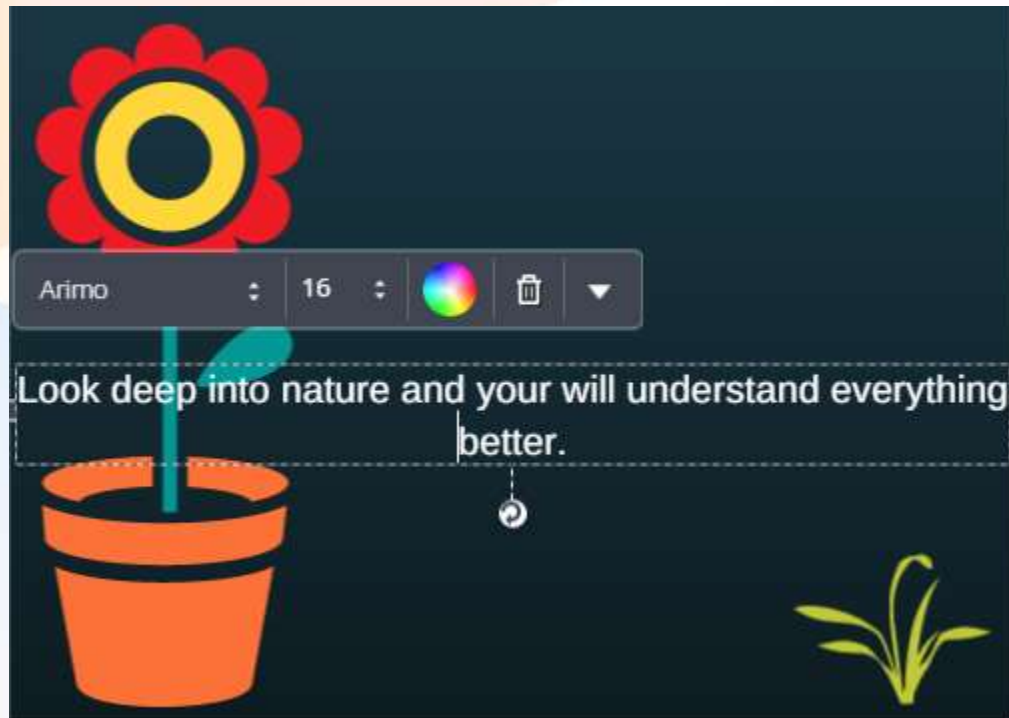
I will click TEXT menu to add text to the design.



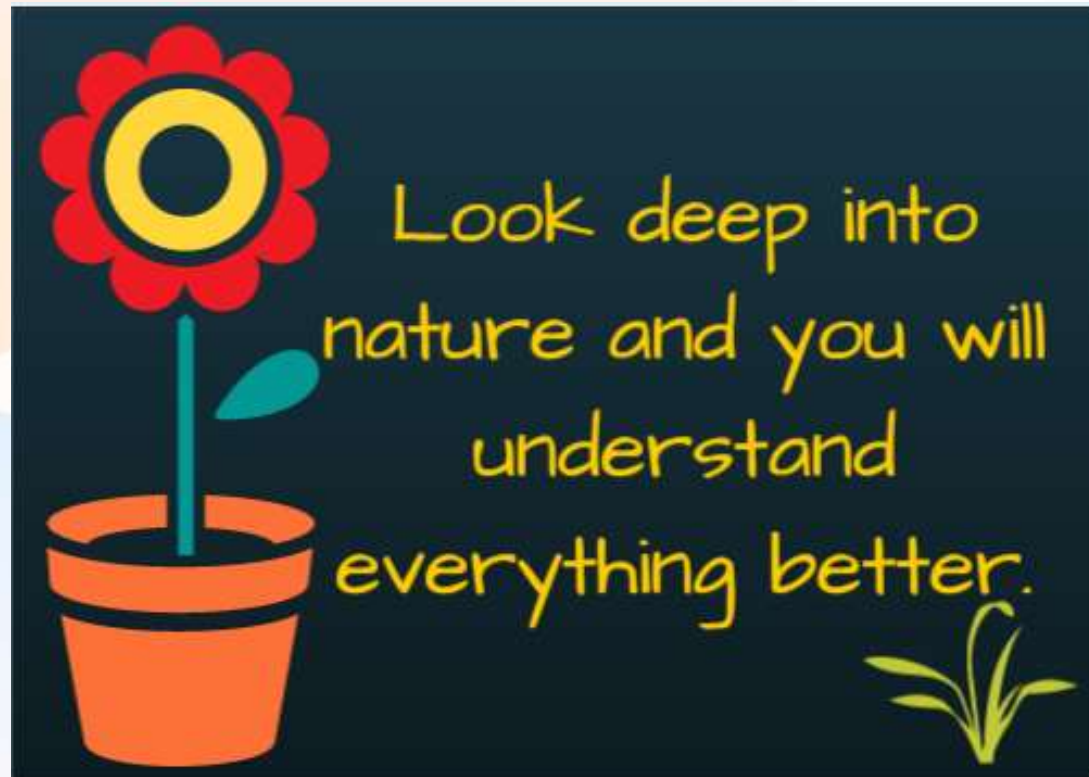
I chose little bit of body text.



Text are too small and I need to adjust it and I can also change font.



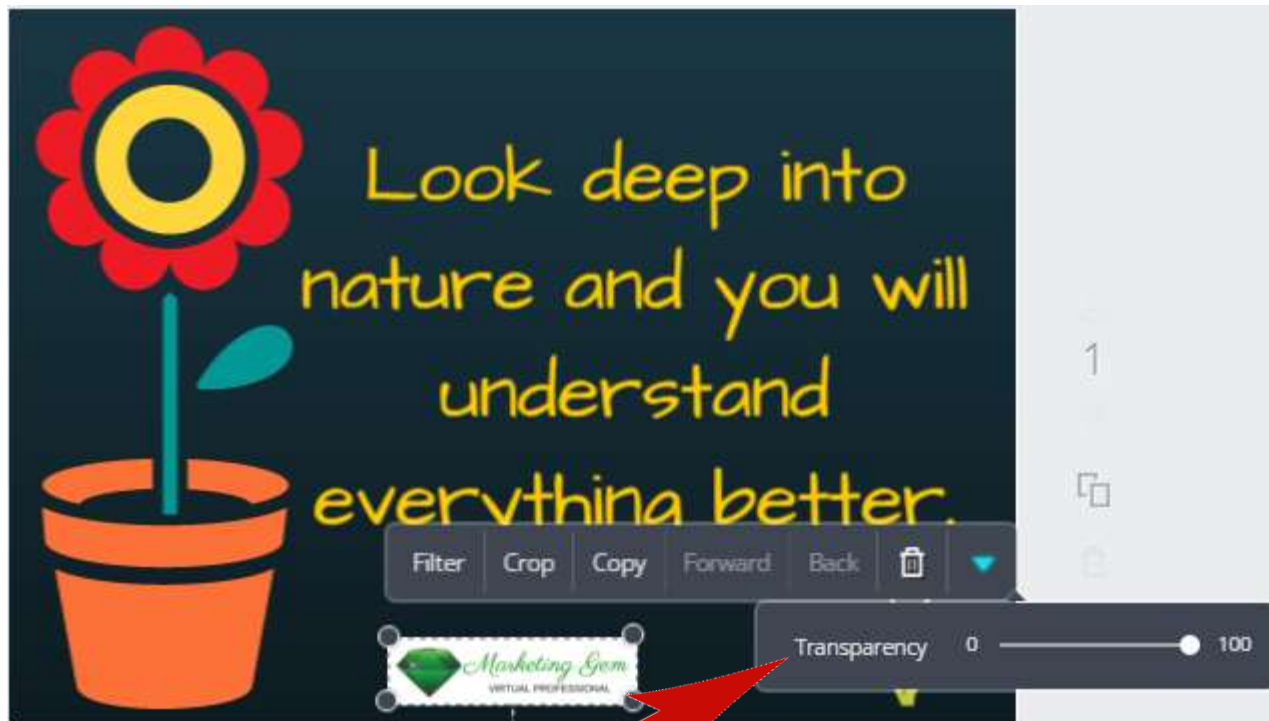
Here is my finished quote.



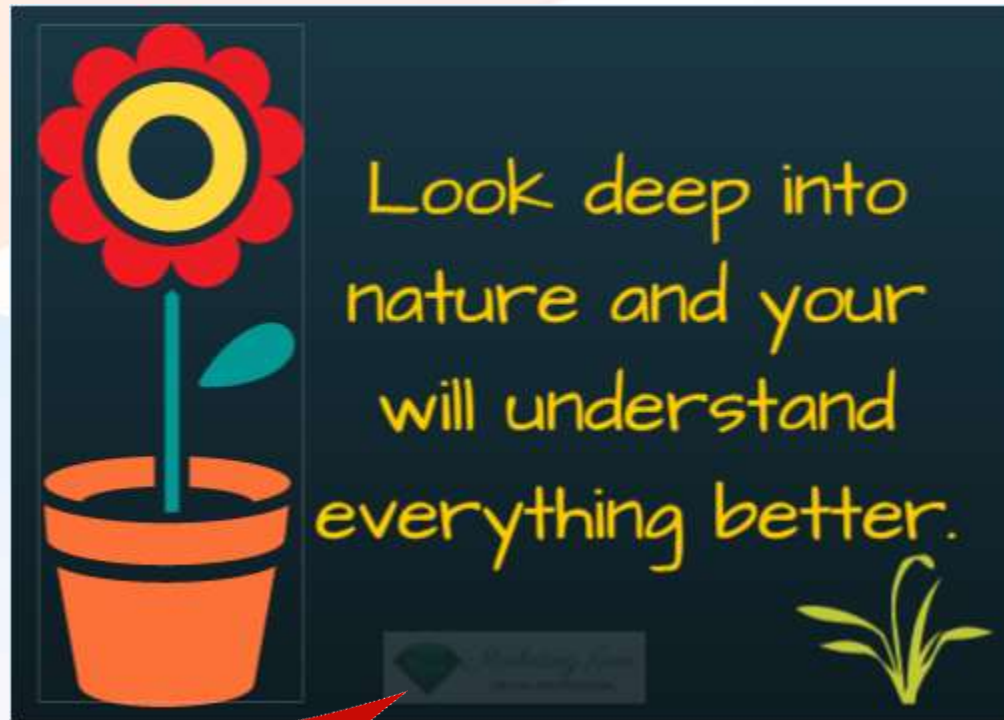
Whatever creation you have, always leave a **WATERMARK**; may it be a logo or your website.



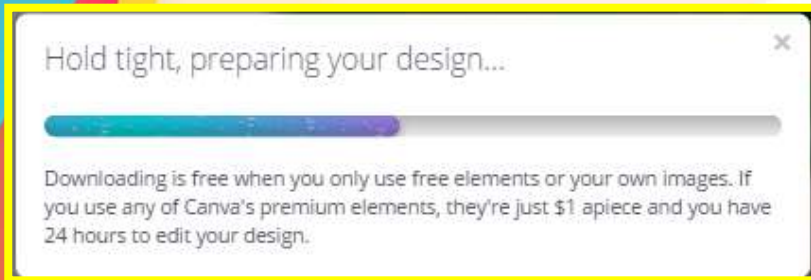
I adjust the transparency of the logo to make it appear as watermark.



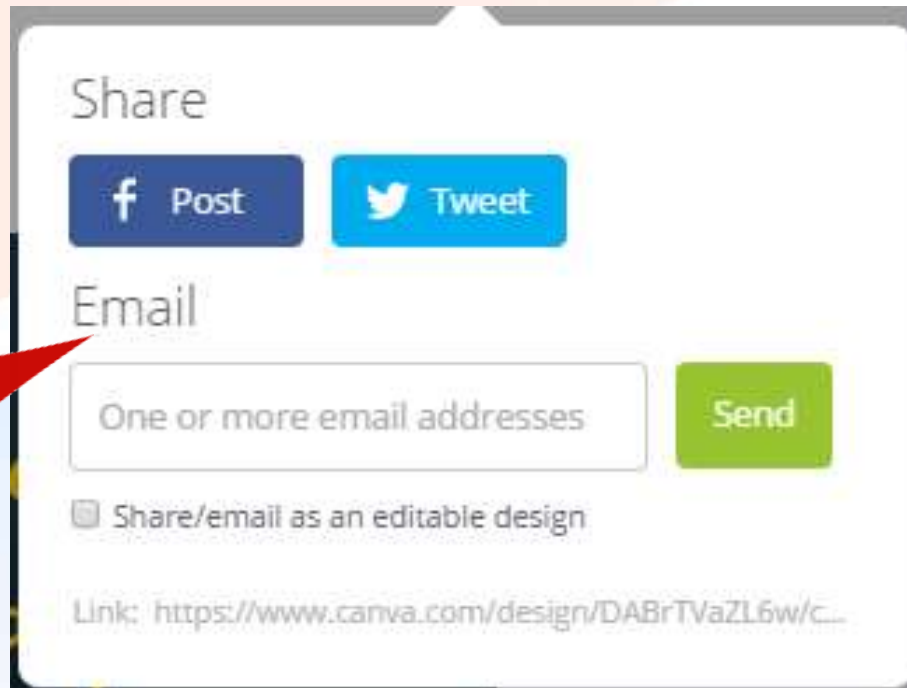
Now I have added my logo as watermark in my designed quote.





Whenever your creation is complete, you may **DOWNLOAD it as **Jpeg, PNG or PDF.****



You can share it via Email.



Share

 Post  Tweet

Email

Share/email as an editable design

Link: <https://www.carva.com/design/DABrTVaZL6w/c...>

Write the Email address.

Share

 Post  Tweet

Email



Share/email as an editable design

Link: <https://www.canva.com/design/DABrTVaZL6w/c...>



Click Send.

Share

 Post  Tweet

Email



Share/email as an editable design

Link: <https://www.canva.com/design/DABrTVaZL6w/c...>



You also have option to share/email as an editable design too..



Share

f Post t Tweet

Email

abs@gmail.com Send

Share/email as an editable design

Link: <https://www.canva.com/design/DABrTVaZL6w/c...>

Designs can be shared to Facebook!



Share

 Post  Tweet

Email

Share/email as an editable design

Link: <https://www.canva.com/design/DABrTVaZL6w/c...>

Share it to Twitter too!

Share

 Post  Tweet

Email



Share/email as an editable design

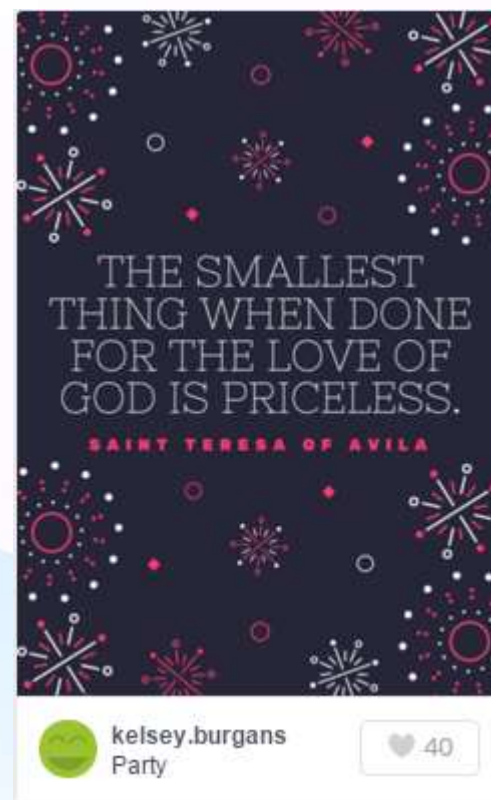
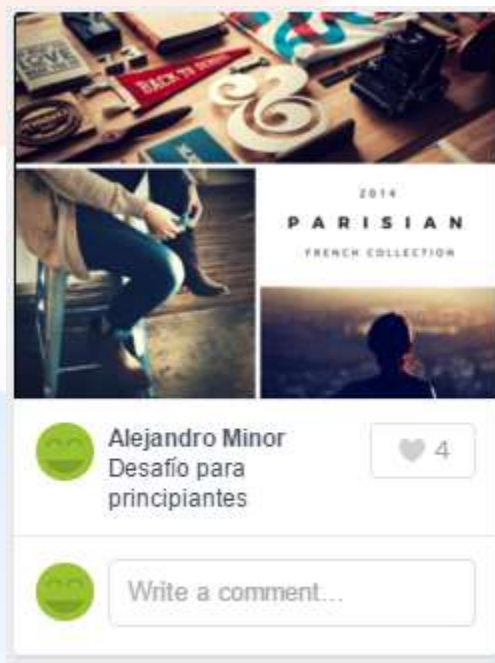
Link: <https://www.canva.com/design/DABrTVaZL6w/c...>



You can also share your designs to Public.



You can also get design inspiration shared by other Canva users.



**If you are
confused
with
designing,
click Need
Help ? menu**



**With CANVA, all
your designs are
now created like a**



PRO.

Find out more from Marketing Gem by visiting my website:

- www.marketinggemblog.wordpress.com
- <https://www.facebook.com/Marketing-Gem-557325621088540/?ref=hl>



Marketing Gem

VIRTUAL PROFESSIONAL