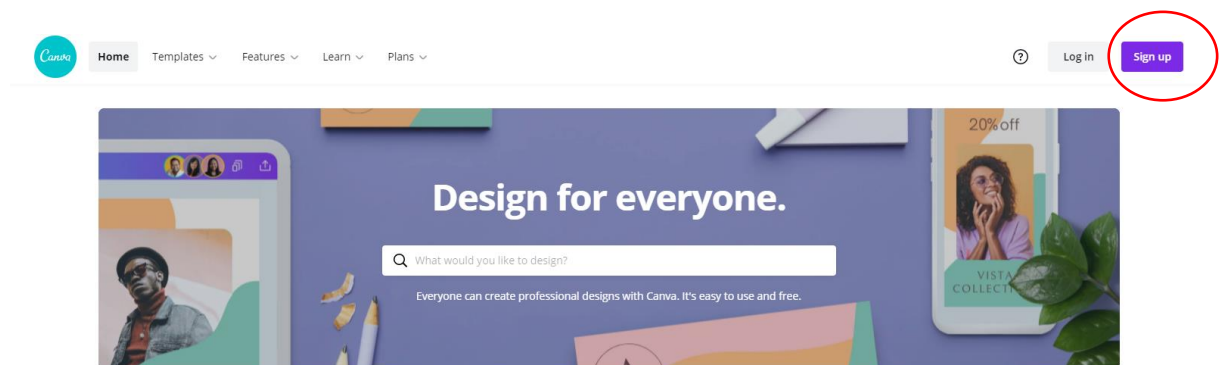




by Magdalena Przeniosła

1. Create an account

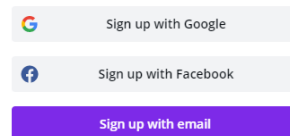
- a. Go to www.canva.com and choose **sign up**



- b. Choose the register option: google account, facebook or by email

Get started with Canva

Create an account, it's free. Canva is loved by beginners and experts, teams and individuals.

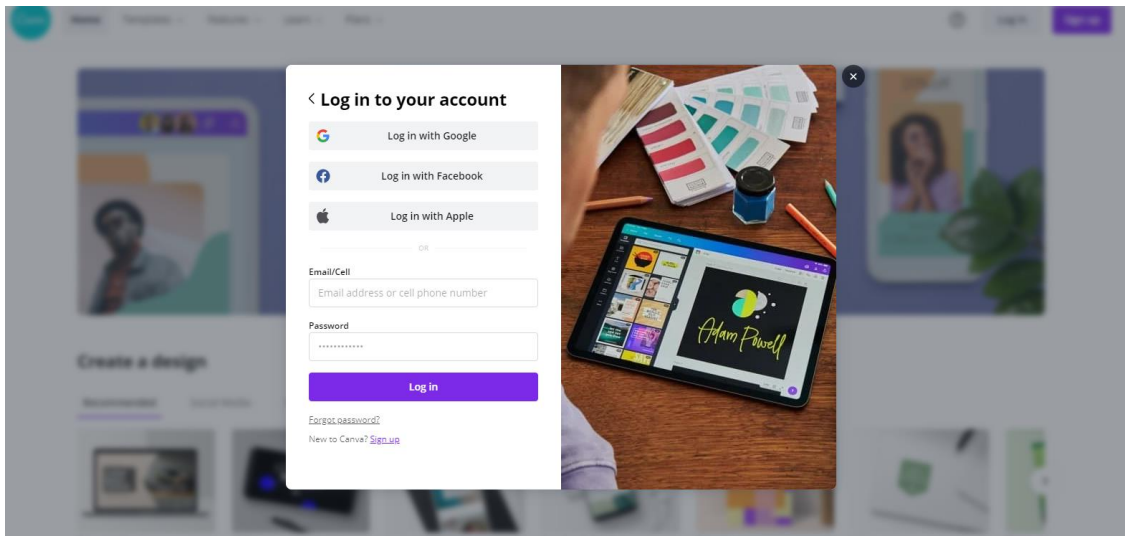


Already signed up? [Log in](#)

- c. If you register with email, click on activation link you get on your email.

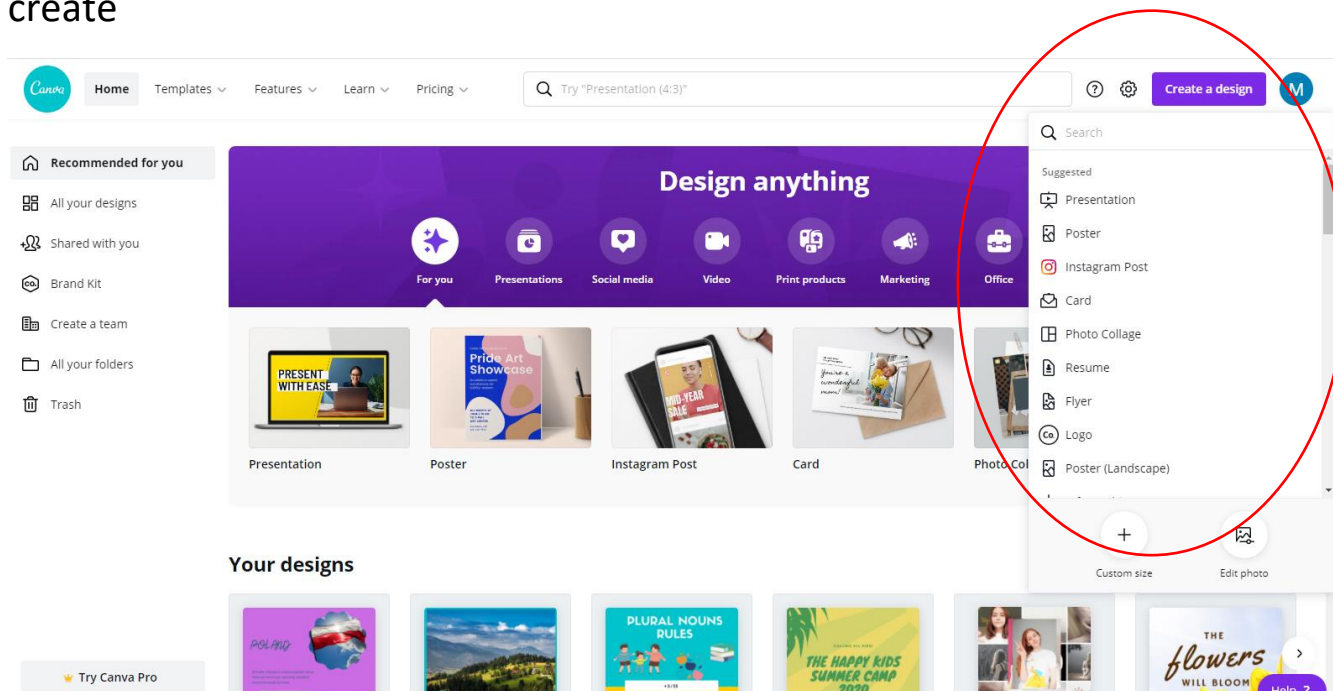
2. Log in

To log in click **Log in** and enter your data

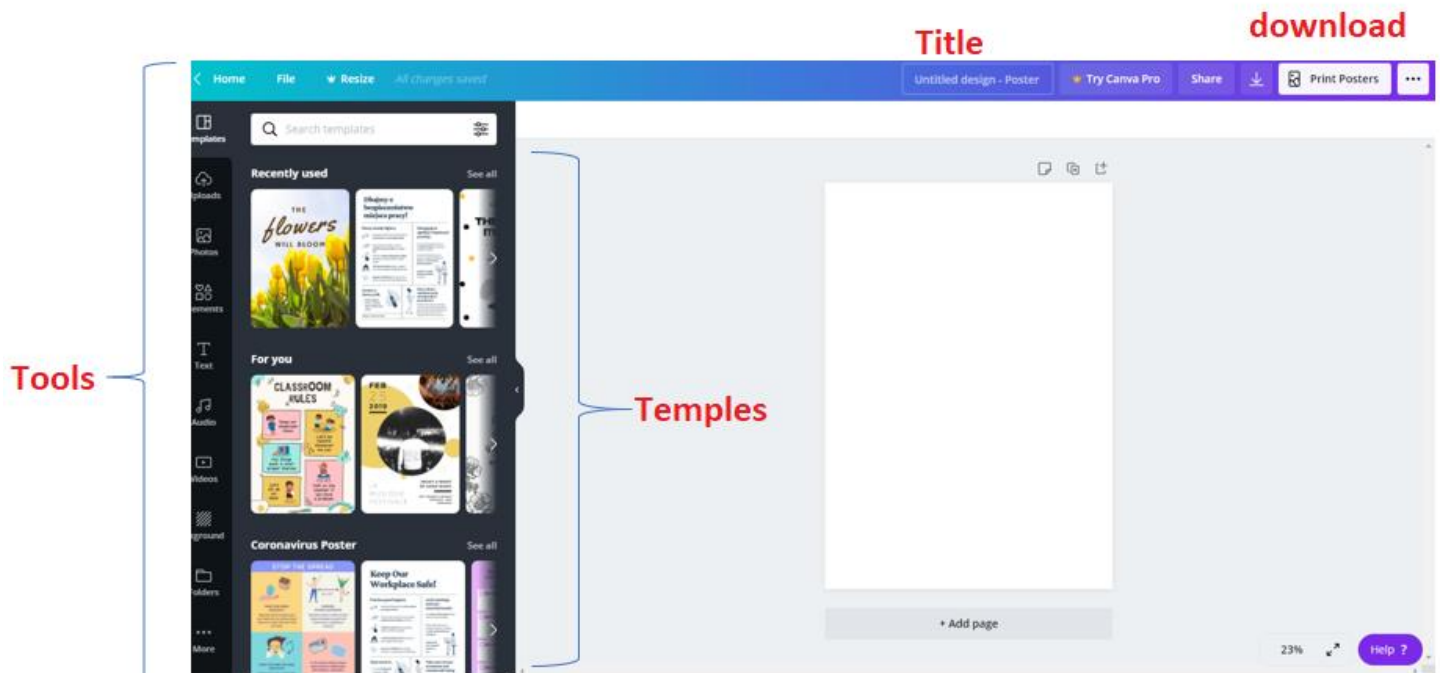


3. Creating a project

- a. Click on **Create a project** and choose the type of graphics you want to create



b. Add the title and choose a template you will edit.

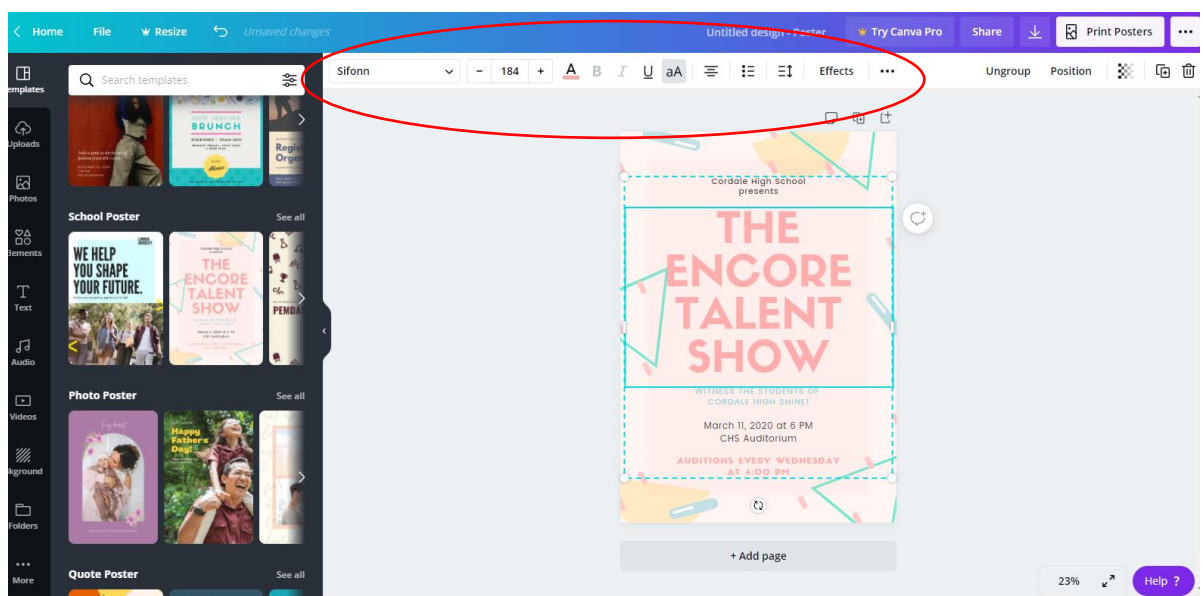


!!! Choose **FREE** templates.

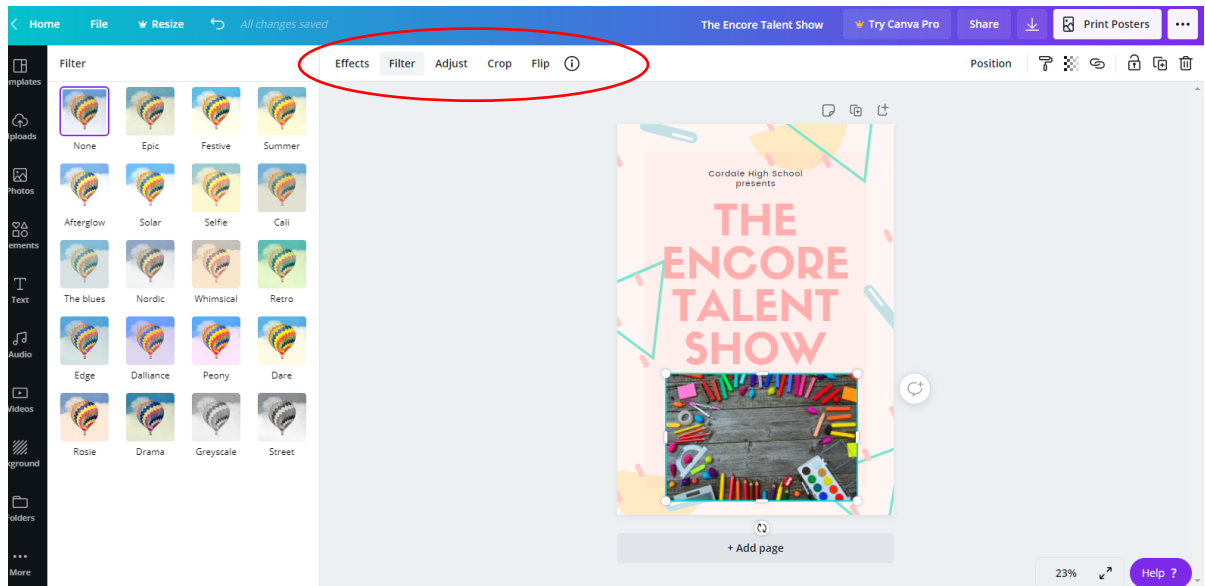
4. Editing

a. Every element can be edited, moved or deleted.

b. When you click on **text** you can see a tool menu similar to Word programme.



c. You can edit **picture** – add effects, change size, crop etc.



5. Adding elements

a. To add elements you can use **Tool Menu** on your left:

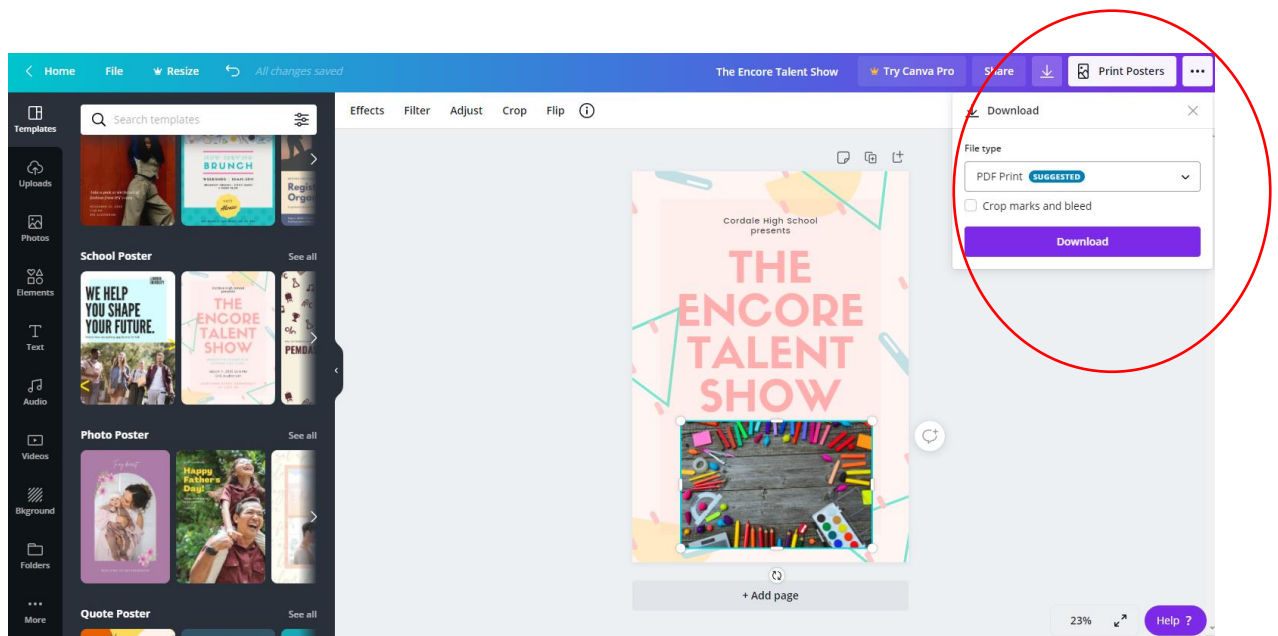
- Templates – changes your template
- Upload – adding your photos
- Photos – image library
- Elements – layout, frames, emoticons, etc
- Text – text fonts, layout etc
- Audio – adding sound
- Video – adding a movie
- Background

6. Save and download

a. Changes are saved automatically

b. To download a file choose **download** and a type of file you want to save it to.

! Choose pdf or png for better quality. Pdf file can be easily converted into jpg by e.g. <https://pdf-to-image.com/>



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