CANVA MADE SIMPLE

A STEP-BY-STEP GUIDE
FROM GETTING STARTED
TO DESIGNING LIKE A PRO

a guide created by

ANGELA FESER
SOCIAL BLISS BLUEPRINT

CONTENTS

CANVA
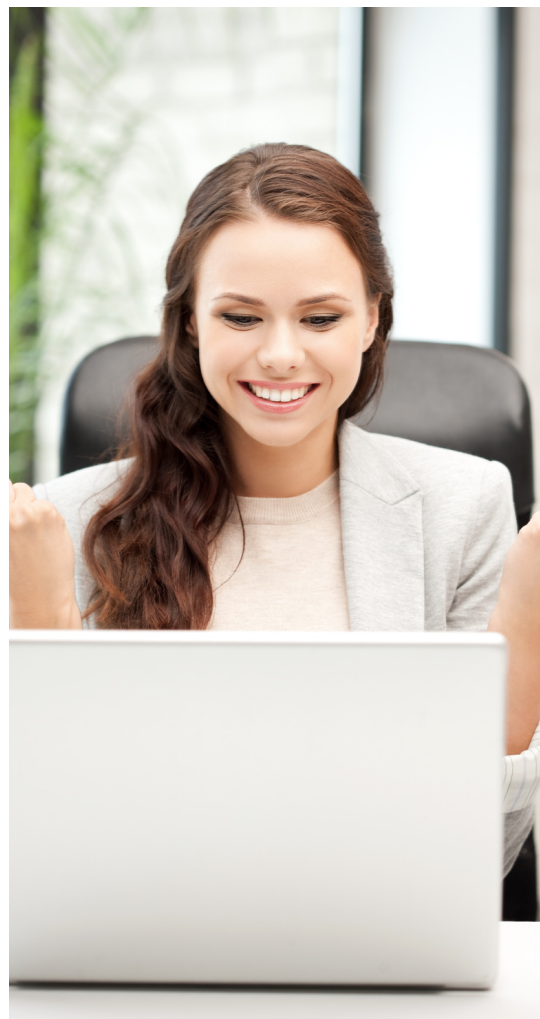MADE
SIMPLE

Watch my free Youtube tutorials to learn how to edit.

▶ CANVA TUTORIALS YOUTUBE

WWW.SOCIALBLISSBLUEPRINT.COM

EDITING BASICS

HOW TO MAKE A CANVA ACCOUNT

Canva PRO

The creative possibilities are endless with Canva Pro.
Click on the image below to start your 30 day free trial now!
Happy creating!

Get 30 days of Canva Pro for Free

Be a PRO NOW

Design like a Pro

Canva Pro makes it easy for individuals to achieve their goals and create professional designs with premium features like Brand Kit, Unlimited Content, Background Remover, and more.

Start your free Pro trial   See prices

VISIT WWW.SOCIALBLISSBLUEPRINT.COM/CANVA

IN THE MIDDLE OF THE PAGE SELECT THE "BE A PRO NOW" BUTTON

ON THE NEXT PAGE SELECT "START YOUR FREE TRIAL"

CHOOSE FROM THE OPTIONS TO SIGN UP WITH FACEBOOK, GOOGLE, OR YOUR EMAIL.

IF YOU CHOSE TO SIGN UP WITH FACEBOOK OR GOOGLE, LOG IN TO YOUR ACCOUNT TO AUTHORIZE ACCESS.
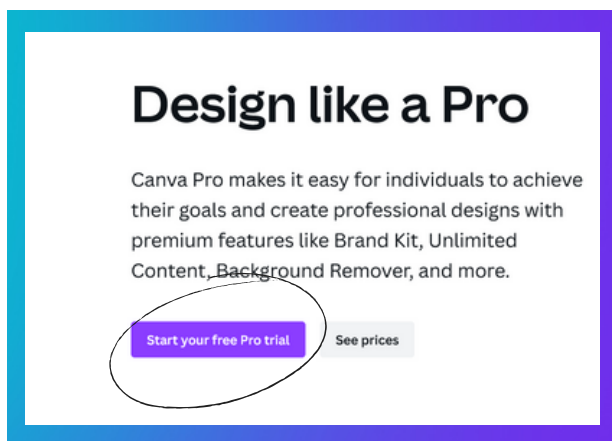
IF YOU CHOSE TO SIGN UP WITH YOUR EMAIL, FILL UP THE FIELDS.

CLICK GET STARTED.

SELECT FROM THE OPTIONS ON WHAT YOU'RE PLANNING TO USE CANVA FOR.
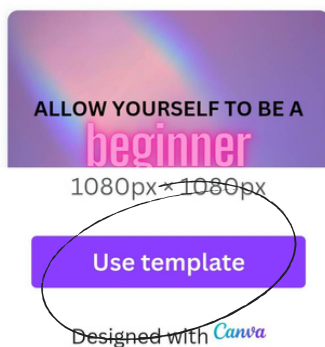
COMPLETE THE ONBOARDING PROCESS.

CONFIRM YOUR ACCOUNT BY CLICKING ON THE CONFIRM MY ACCOUNT BUTTON FROM AN EMAIL YOU'LL RECEIVE.

EDITING BASICS

LOAD A TEMPLATE

A template created by Social Bliss Blueprint was shared with you, start designing now

ALLOW YOURSELF TO BE A
beginner

1080px × 1080px

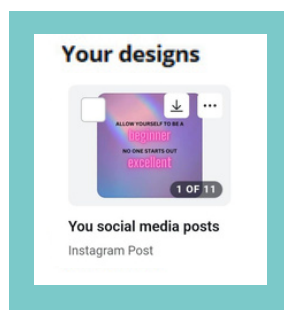**Use template**

Designed with Canva

MAKE SURE YOU ARE LOGGED IN TO CANVA

IF YOU HAVE PURCHASED ONE OF MY TEMPLATES, OR ARE LOADING IN ONE OF OUR FREE RESOURCES, OPEN THE LINK. IT SHOULD DISPLAY A SCREEN PREVIEWING THE TEMPLATE.

CLICK USE TEMPLATE

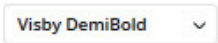IT WILL OPEN THE TEMPLATE IN CANVA, READY FOR YOU TO EDIT.

Your designs

ALLOW YOURSELF TO BE A
beginner
NO ONE STARTS OUT
excellent

1 OF 11

You social media posts
Instagram Post
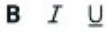
fast fact

IF YOU CLICK THE HOME SCREEN IT SHOULD NOW BE LOADED UNDER YOUR DESIGNS

EDITING BASICS

TEXT CHEATSHEET

|		
Visby DemiBold ⌄	**FONT SELECTION** CHOOSE YOUR FONT FROM HERE	👑 NOTE THE LITTLE CROWN SHOWS FONTS FOR THE PAID VERSION OF CANVA
9.5 ⌄	**FONT SIZE** CHOOSE YOUR FONT SIZE FROM HERE	
A	**FONT COLOUR** CHOOSE YOUR FONT COLOUR FROM HERE	
B *I* U	**FONT STYLE** BOLD, ITALICIZE OR UNDERLINE YOUR TEXT	
aA	**CASE SETTING** TURN ON UPPER CASE TO AUTO CAPITALIZE ALL SELECTED TEXT	
≡	**FONT ALIGNMENT** CHOOSE FROM LEFT, MIDDLE, RIGHT OR JUSTIFIED ALIGNMENT	
⋮≡	**DOT POINTS** CHOOSE FROM NONE, DOTS OR NUMBERS	
≡↕	**LETTER SPACING + LINE HEIGHT** ADJUST THE SPACE BETWEEN LETTERS AND LINES	
Effects	**FONT EFFECTS** SPECIAL EFFECTS LIKE CURVED TEXT	

EDITING BASICS

PHOTOS
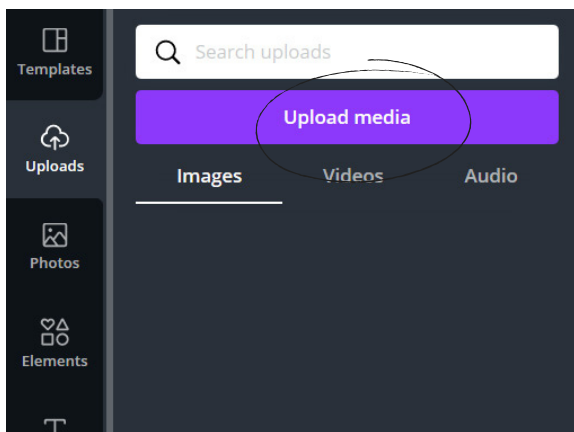
How to upload your own images/videos

UPLOADING YOUR OWN IMAGES TO CANVA IS EASY.

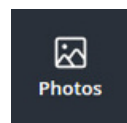ON THE RIGHT HAND TOOLBAR CLICK UPLOAD.

THEN SELECT 'UPLOAD MEDIA'.

LOCATE THE FILE ON YOUR COMPUTER AND UPLOAD IT.

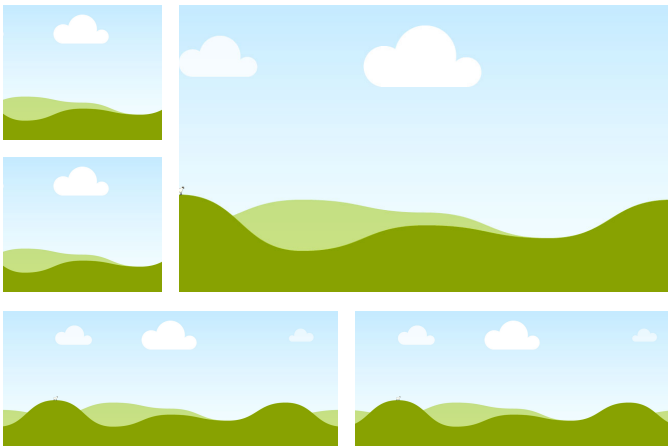CLICK THE NEWLY UPLOADED PHOTO TO ADD TO YOUR DOCUMENT.

fast fact

CANVA HAS AN INCREDIBLE LIBRARY OF FREE + PAID PHOTOS. YOU CAN ACCESS THESE VIA THE PHOTOS TAB.

EDITING BASICS

GRIDS AND FRAMES

GRIDS AND FRAMES ARE AN AMAZING TOOL WHICH HELP YOU TO NEATLY LAY OUT PHOTOS. WHEN PLACED IN YOUR DOCUMENT THEY WILL INITIALLY LOOK LIKE THIS:
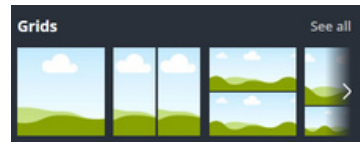
Where to find them?

GRIDS

GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'GRIDS'

Grids   See all

FRAMES

GO TO THE RIGHT TOOLBAR, SELECT ELEMENTS AND SCROLL DOWN TO FIND 'FRAMES'

Frames   See all

DRAG AND DROP PHOTOS TO TRANSFORM YOUR GRID TO SOMETHING LIKE THIS!
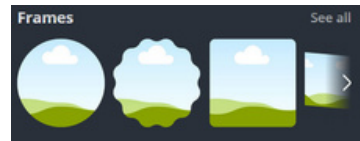
fast fact

ADJUST THE SPACING ON YOUR GRID BY CLICKING THE GRID AND THEN CLICKING SPACING FROM THE TOP TOOLBAR

Spacing

Grid spacing   10
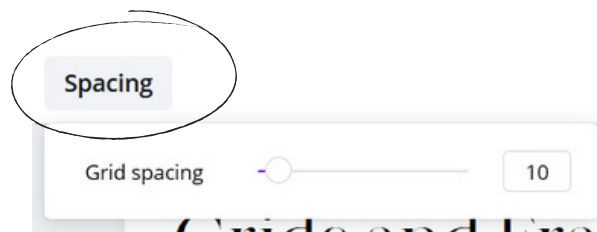
EDITING BASICS

ELEMENTS

CANVA COMES STOCKED WITH A HUGE NUMBER OF FREE AND PAID ELEMENTS.
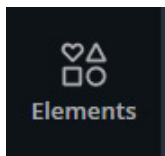
ELEMENTS CAN BE FOUND IN THE RIGHT HAND TOOLBAR. USE THE SEARCH BAR TO FIND ELEMENTS IN THE THEME YOU NEED.

NOTE THE LITTLE CROWN WHEN YOU HOVER OVER AN ELEMENT. IT INDICATES WHEN THE PRO / PAID VERSION OF CANVA IS REQUIRED TO ACCESS

fast fact

A LOT OF ELEMENTS ARE IN VECTOR FORMAT, WHICH MEANS YOU CAN EASILY ADJUST THE COLOURS.

EDITING BASICS

EDITING BASICS

TRANSPARENCY

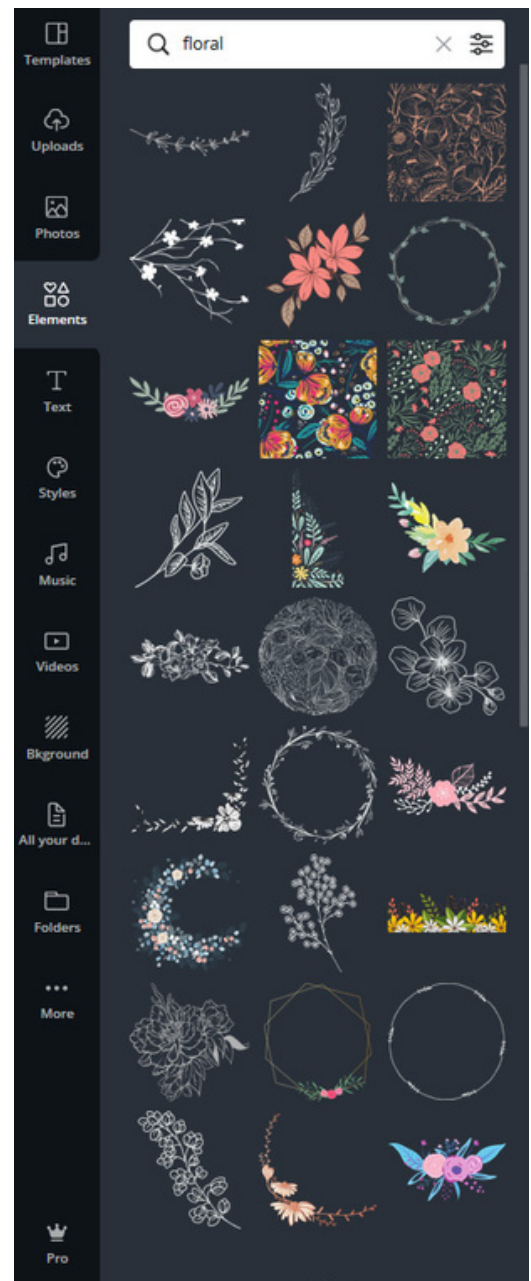TRANSPARENCY AFFECTS HOW SEE THROUGH SOMETHING IS, AND CAN BE APPLIED TO IMAGES, ELEMENTS, TEXT AND SOLID SHAPES.

How to adjust transparency

CLICK THE ITEM YOU WOULD LIKE TO EDIT.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL, CHESS PATTERN ICON.

A SLIDER WILL APPEAR, SLIDE UP AND DOWN FOR THE REQUIRED EFFECT.

TRANSPARENCY AT 100%

TRANSPARENCY AT 30%

fast fact

WHEN TEXT IS PLACED OVER AN IMAGE, USE TRANSPARENCY TO IMPROVE LEGIBILITY.

CELEBRATE FAMILY

CELEBRATE FAMILY

EDITING BASICS

LOCKING ELEMENTS

LOCKING ELEMENTS IS A GREAT WAY TO KEEP YOUR DOCUMENT ORGANIZED, ESPECIALLY IF YOU ARE BRINGING THINGS LIKE BACKGROUNDS AND LAYERED IMAGES INTO PLAY.

To lock something

CLICK THE ITEM YOU WOULD LIKE TO LOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL, LOCK ICON.

To unlock something

CLICK THE ITEM YOU WOULD LIKE TO UNLOCK.

A MENU WILL APPEAR IN THE TOP RIGHT OF THE SCREEN.

CLICK THE SMALL, LOCK ICON.

fast fact

YOU CAN ALSO LOCK MULTIPLE THINGS AT ONCE BY HOLDING SHIFT, DRAGGING YOUR MOUSE ACROSS THE ITEMS AND THEN CLICKING THE LOCK BUTTON
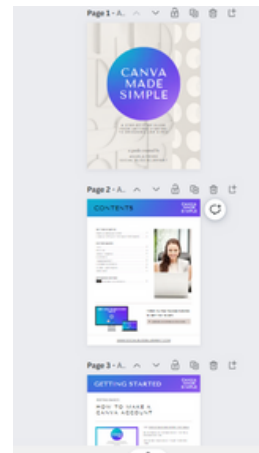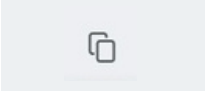
EDITING BASICS

DUPLICATE AND ADD PAGES

CANVA HAS THE AMAZING CAPABILITY TO ADD MULTIPLE PAGES. YOU CAN DO THIS FROM THE DUPLICATE AND ADD PAGES MENU.

fast fact

CANVA NOW SUPPORTS A HUGE 100 PAGES PER DOCUMENT
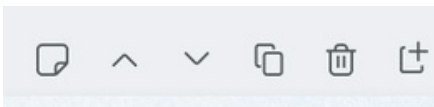
YOU CAN ACCESS THE DUPLICATE AND ADD PAGES MENU FROM DIRECTLY ABOVE YOUR TEMPLATES TOP RIGHT CORNER.

	DUPLICATE PAGE MAKES AN EXACT COPY OF YOUR CURRENT PAGE
	DELETE PAGE DELETES YOUR CURRENT PAGE
	ADD PAGE CREATES A NEW, BLANK PAGE

EDITING BASICS

EDITING BASICS

GRID VIEW

GRID VIEW ALLOWS YOU TO LOOK AT MULTIPLE PAGES IN YOUR DOCUMENT AT ONCE. IT'S FANTASTIC FOR THINGS LIKE EBOOKS AND LARGER MULTI-PAGED FILES.
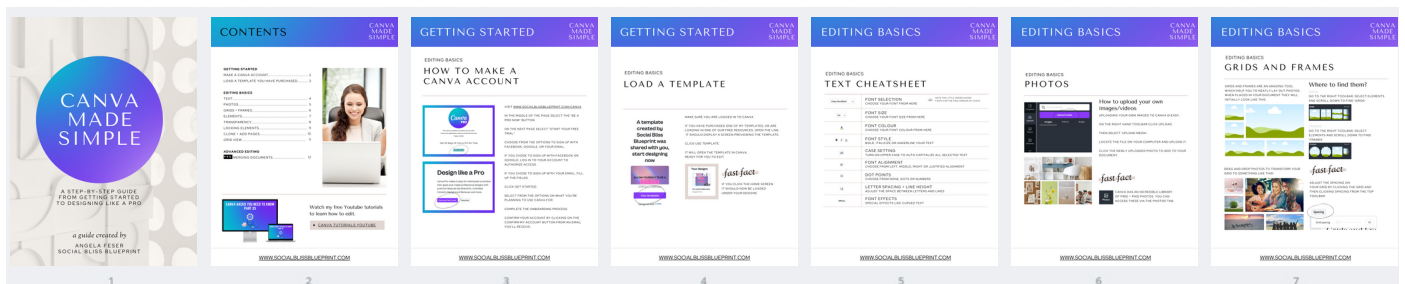
98% 14

TO ACCESS GRID VIEW LOOK TO THE BOTTOM RIGHT CORNER OF THE SCREEN AND CLICK THE PAGE ICON.

fast fact

TO REARRANGE PAGES, DRAG AND DROP THEM INTO A NEW ORDER.

GRID VIEW APPEARS LIKE THIS:

1   2   3   4   5   6   7

ADVANCED

ADVANCED EDITING

MERGING TEMPLATES PRO

★ PLEASE NOTE THAT 'FOLDERS' WHICH ALLOWS YOU TO MERGE TWO TEMPLATES IS A PRO ADD ON, BUT IS AN AMAZING TOOL SO WE WANTED TO INCLUDE IT WITH OUR GUIDE

TO INSERT A DESIGN, FIRST ADD A NEW PAGE IN YOUR DOCUMENT.

SELECT 'PROJECTS' FROM THE RIGHT HAND TOOLBAR.

THEN SELECT 'DESIGNS' – THIS WILL SHOW ALL OF THE DESIGNS IN YOUR ACCOUNT.

THEN CLICK ON THE THUMBNAIL OF THE DOCUMENT YOU WOULD LIKE TO INSERT – THIS WORKS VERY SIMILARLY TO INSERTING A PHOTO.

fast fact

THE FILE YOU ARE INSERTING WILL AUTOMATICALLY RESIZE TO THE DIMENSIONS OF YOUR CURRENT DOCUMENT.

THANK YOU FOR DOWNLOADING THIS GUIDE!

I HOPE THAT IT HAS BEEN INFORMATIVE AND HELPFUL TO YOU.

IF YOU ARE IN NEED OF CANVA TEMPLATES TO CUSTOMIZE FOR YOUR BUSINESS, THEN CHECK OUT MY SOCIAL BLISS BUNDLES.
WWW.SOCIALBLISSBUNDLES.COM

IF YOU FIND THAT YOU ARE NOT ABLE TO KEEP UP WITH CREATING AND POSTING CONSISTENTLY AND NEED GRAPHICS MADE FOR YOU DAILY, THEN MY SOCIAL BLISS CONTENT CLUB IS FOR YOU.
WWW.SOCIALBLISSCONTENTCLUB.COM

I HIGHLY RECOMMEND TRYING OUT THESE TOOLS TO ENHANCE YOUR PRESENCE ON SOCIAL MEDIA. AGAIN, THANK YOU FOR DOWNLOADING THIS GUIDE, AND I WISH YOU ALL THE BEST IN YOUR GRAPHIC DESIGN ENDEAVORS!

Angela

Canva PRO Champion