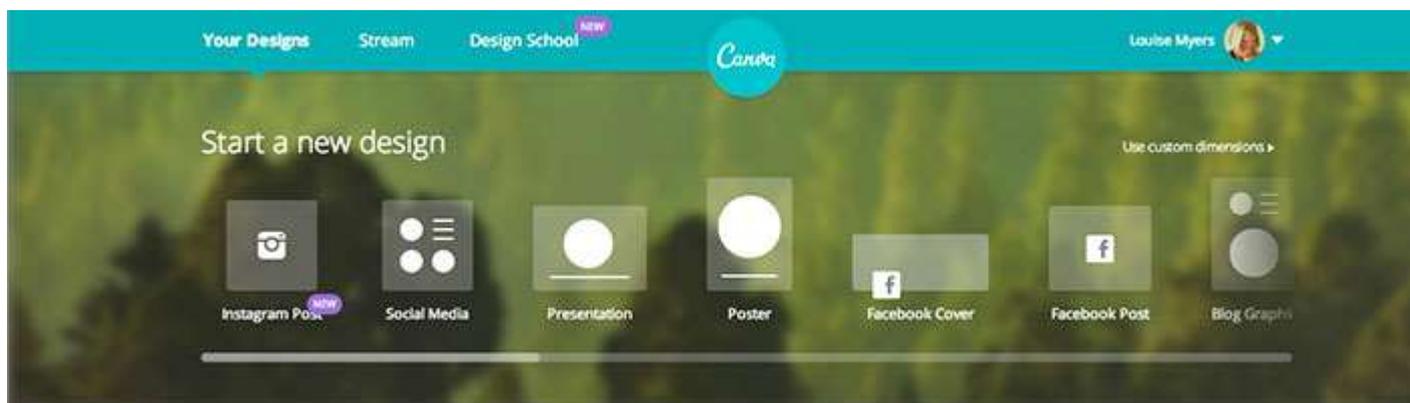# Guide To Using Canva

Canva is a browser-based design tool that makes it easy for non-designers to create great images. There's also a handy iPad app!

Benefits of Canva:

- Pre-sized social media templates.
- Designer type templates get your graphics started.
- Lots of size and shape options.
- Search for stock images, pay $1 per use – or use the free stuff.
- Saves your images to be edited or downloaded later.
- It's easy to make multiple, similar graphics from a template.

If those features sound useful, check out this newbie guide, and give Canva a go!
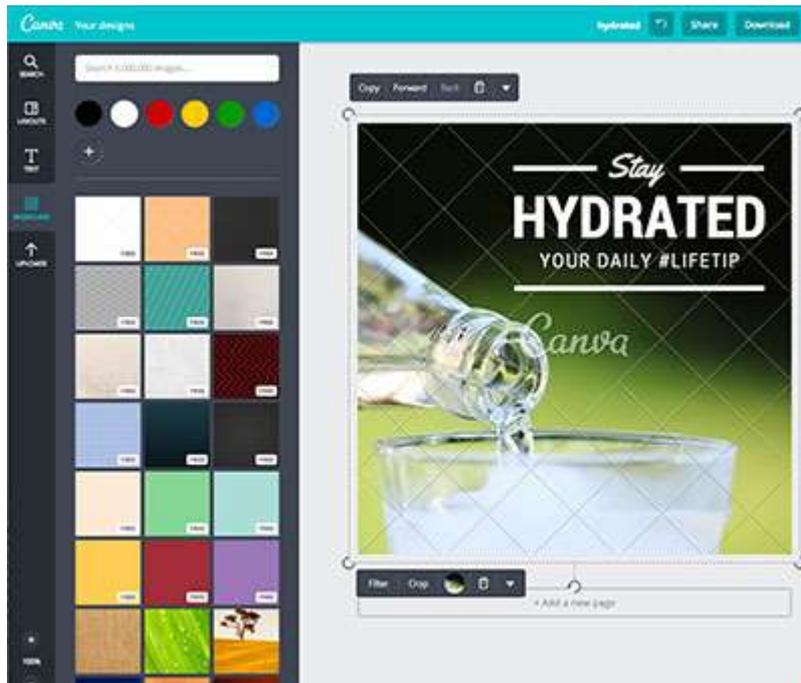
Step 1: Select Size and Shape

Head over to Canva.com. If it's your first time, you'll have to set up an account.

Canva makes it easy to start your design by including templates for the optimal sizes on many social media platforms.

Select an image format for Instagram, Pinterest, Twitter etc. You'll instantly see a number of layout styles that will get your design started.

Just click on one and it will fill your canvas.

Step 2: Set your Background

If the background shown on the template you chose has a cross-hatch pattern with the Canva logo in the middle, it means you'll have to pay $1 for it before you can save your graphic. But not to worry. We can replace this background.

Click the *Backgrounds* tab at far left.

Click to select a solid color for your background, or one of the patterns – those are free. If you want a solid color, click the current background so it's selected, and press the delete key on your keyboard.
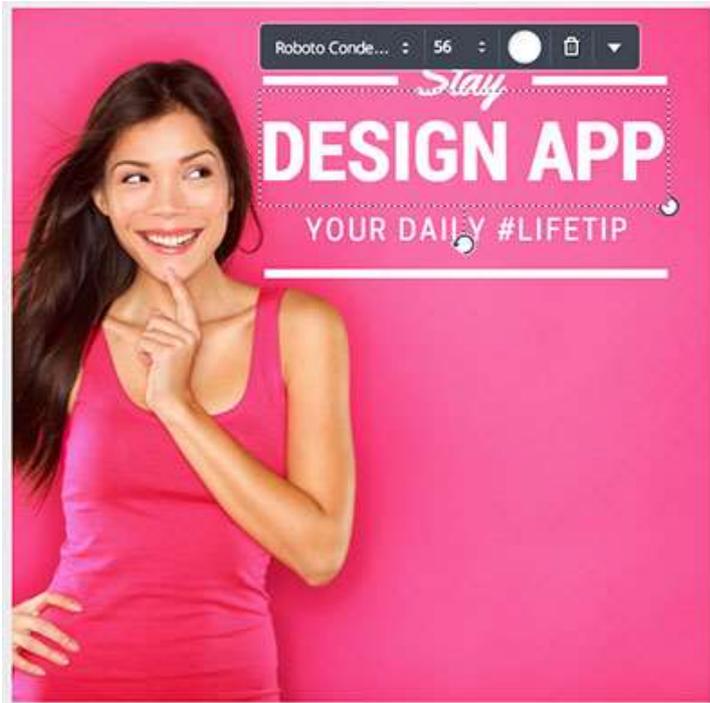
You can create *any* color by clicking in the circle with the plus sign. You can also colorize the patterns! Fun.

Click a $1 background image to check it out. If you decide to keep it, you'll be prompted to purchase it before downloading your graphic.

Or, upload your own photo to use as a background. Go to the *Uploads* tab. Photos you've previously uploaded will be saved there, too! Nice.

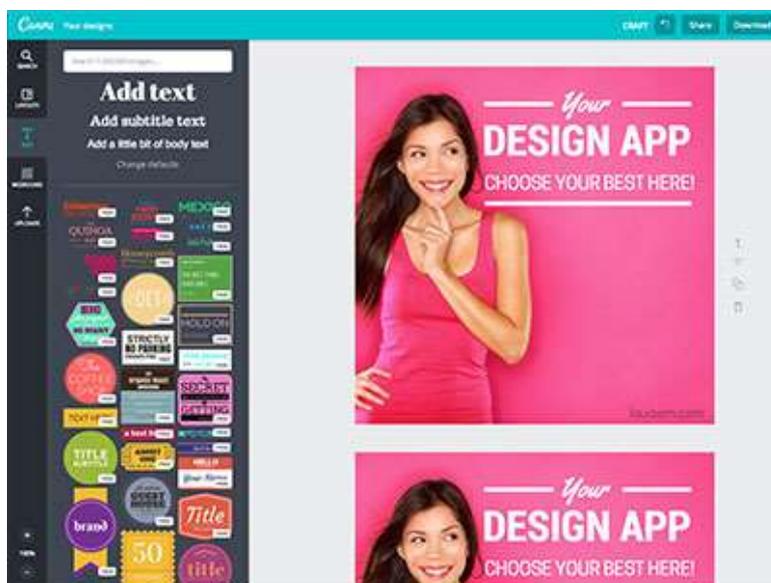Size to fit by clicking and dragging a corner.

Step 3: Add Your Text

Simply click in a text box. The Arrow will turn into a Cursor. Double-click and the text will be selected. Using your keyboard, type in what you wish to say.

A menu bar will pop up above your text box. Here, you can change the font, size, and color, or delete the box altogether with the trash can icon. Click the arrowhead on the right end of the bar to see more formatting options.
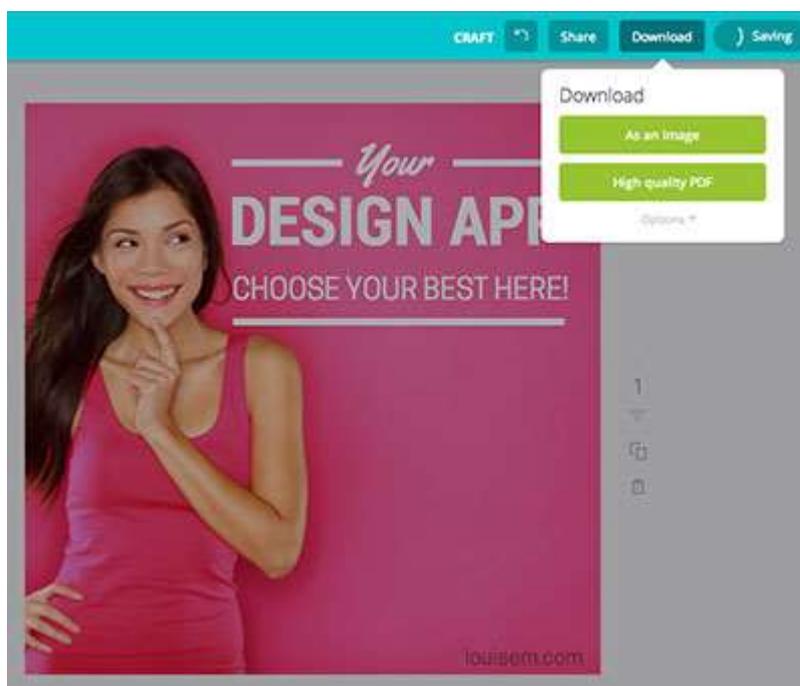
Step 4: Add Your Name or URL

Don't skip this important branding step. When you're done editing the text, add your name or URL at the bottom of the image. Just click the Text tab at far left, and then "Add a little bit of body text." And look at all those other type options for when you have time to play!

For now, just add your URL. Match a font you've already used in your design. Move the cursor outside the text box to get the Arrow tool back, so you can move the text box where you want it. You can even change the transparency, like a watermark, via the arrowhead on the text menu bar.

Step 5: Finish and Save

Want to make more graphics in this style? You can copy your page to make another with different text on it. Easy!

When you're all done, click the *Download* button in the upper right corner, and choose *As an image* for web use, or *High quality PDF* for printing. If you need to purchase photos, Canva will prompt you to do so now.

Canva will save your designs in your account so you can always go back and edit them later!