

GETTING STARTED

# Canva Basics

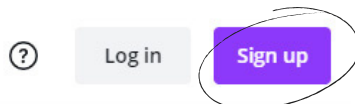
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HELPING YOU  
GET STARTED WITH CANVA

GETTING STARTED

# Canva Tips

## How to make a Canva Account



VISIT [WWW.CANVA.COM](https://www.canva.com)

IN THE TOP RIGHT CORNER SELECT THE PURPLE SIGN UP BUTTON

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.

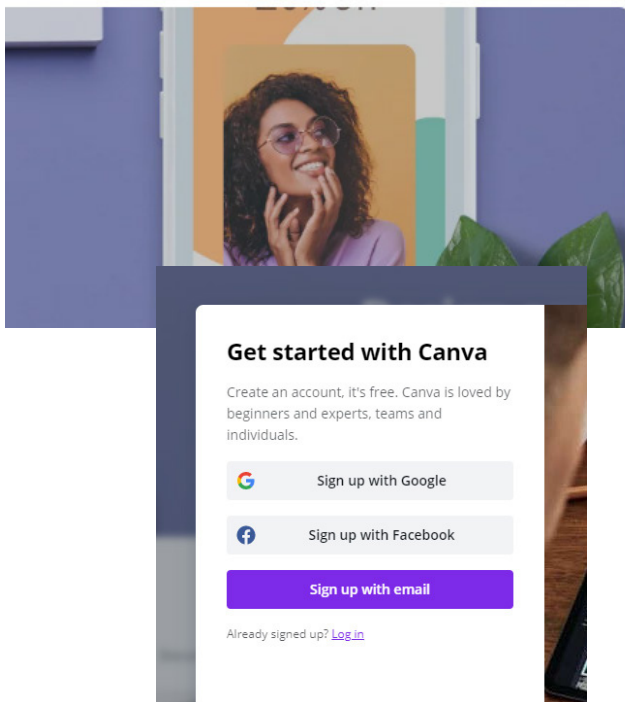
IF YOU CHOSE TO SIGN UP WITH YOUR EMAIL, FILL UP THE FIELDS.

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.

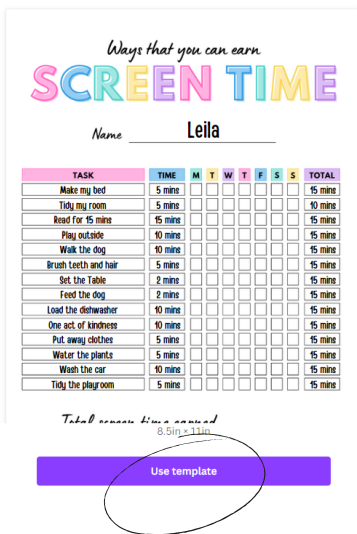


# GETTING STARTED

# Canva Tips

## Load a template you have purchased

A template created by Little Halo J was shared with you, start designing now

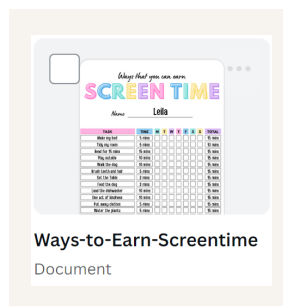


MAKE SURE YOU ARE LOGGED INTO CANVA

IF YOU HAVE PURCHASED ONE OF OUR 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.



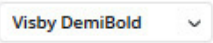









*tip*

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

# GETTING STARTED

# Canva Tips

## Text Cheatsheet

	<b>FONT SELECTION</b> CHOOSE YOUR FONT FROM HERE	 NOTE THE LITTLE CROWN SHOWS FONTS FOR THE PAID VERSION OF CANVA
	<b>FONT SIZE</b> CHOOSE YOUR FONT SIZE FROM HERE	
	<b>FONT COLOUR</b> CHOOSE YOUR FONT COLOUR FROM HERE	
	<b>FONT STYLE</b> BOLD, ITALICIZE OR UNDERLINE YOUR TEXT	
	<b>CASE SETTING</b> TURN ON UPPER CASE TO AUTO CAPITALIZE ALL SELECTED TEXT	
	<b>FONT ALIGNMENT</b> CHOOSE FROM LEFT, MIDDLE, RIGHT OR JUSTIFIED ALIGNMENT	
	<b>DOT POINTS</b> CHOOSE FROM NONE, DOTS OR NUMBERS	
	<b>LETTER SPACING + LINE HEIGHT</b> ADJUST THE SPACE BETWEEN LETTERS AND LINES	
	<b>FONT EFFECTS</b> SPECIAL EFFECTS LIKE CURVED TEXT	

GETTING STARTED

# Canva Tips

## HOW TO EXPORT YOUR FINAL FILES

### PRINT AT HOME

Download as a PDF

File type

- Crop marks and bleed ⓘ
- Flatten PDF ⓘ

### PRINT SHOP

Download as a PDF  
with crop marks

File type

- Crop marks and bleed ⓘ
- Flatten PDF ⓘ

### DIGITAL

Download as a JPG or PNG

File type

Size x

1

1455 × 2000 px