



Checklist 11: Canva Text New

Project Name: _____

Date: _____

Yes No

There are a lot of different types of text layouts and font types, sizes and colours you can add to your designs.

Choose the layout or custom size canvas you want to use

Choose whether you will be copy and pasting text or typing it straight into your design

Choose from default size text and click on it to add it to your design;

Large

Medium

Small

Add a title

Notes

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Click on the large text to add it to your canvas and type the title you want to use or paste in text that you have copied

Position title

Click and drag the title to where you want it in your design

Change the font type of the title

Change the font size of the title

Change the colour of the title

Make your title all uppercase by clicking the AA tab above your design

Adjust the spacing in between the letters of your title

Add a sub-title

Do the same as before but this time click on the medium default text size

Add main text content

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Now you can add the main text by clicking on the small default text and typing in your content or copy and paste whole paragraphs from existing content you have. If it doesn't fit on the page then just add a new page and add the section that doesn't fit to this new page or make the text smaller.

Add new text layout

You will also find lots of different text layouts that you can choose from that look great and you can simply change the colours in them, these are great for adding to social media posts etc.

Re-size text

When you click on the text to highlight it you can click and drag to resize all of the text at the same time so it all stays in proportion

Add badges

You will also find you can add badges or text with backgrounds to your designs. Try adding one of these now and change the text, font, colour, size and position.

Notes