



Checklist 4: Canva Design Tools

Project Name: _____

Date: _____

Yes No

This checklist is designed to help you look through all of the available tools you can choose from within Canva. Check them off as you've looked through them and in later checklists we will go into more detail on how to use them.

Click on Create a Design button in top left corner.

Browse through all of the different design templates. (This are continually updated so you may find new one's whenever you log in)

You will also see the dimensions below each template when you hover the curser over it.

Click on the Social Media Template 800x800 – We will use this template just to run through the different design tools.

Look at the far-left column and you will find the following options;

Search

Elements

Text

Backgrounds

Notes



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Uploads

Now let's use each of these options.

Search

Click on the search box and search for images

You can search over 1 million royalty free images. You can filter the search results to show ALL, PHOTOS or ILLUSTRATIONS.

Enter the word of what images to search for

For example the word 'Car'

Search FREE and PAID images

If you use any PAID images in your designs which cost \$1 each the total will be displayed and need to be paid when you download your design.

Layouts

You can easily find design templates you or your team have already created by doing the following;

Click on the drop-down arrow

Search for Canva Layouts

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Search for Team Templates

Search all of your designs

Search your folders

Browse through the ready-made design templates

(Note: some are free and some are \$1 each)

Add a template

You can choose any layout and start working with it by simply clicking on it and it'll be added to your blank canvas or you can drag and drop it on to your blank canvas.

Elements

Take a look through all of the different elements you can use within your designs such as;

Free Photos

Grids

Notes



Checklist 4: Canva Design Tools

Frames

Shapes

Lines

Illustrations

Icons

Charts

I Love Canva

Nature

People

Notes



Checklist 4: Canva Design Tools

Food

Landscape

Vintage

Business

Fitness

Artistic

Minimal

Seasonal

Lifestyle

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Inspirational

Travel

Fashion

Real Estate

Wedding

Text

Click on text and look through all of the different text layouts you can choose from and you can select from 3 main text sizes (these can be adjusted from within your designs)

Backgrounds

Click on the document colours and see how you can move the cursor to find a colour.

If you already know or have a colour code you can enter it here.

Click on the colours in the default palette

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Scroll through the different free and paid backgrounds which consist of different designs and colours.

Uploads

Click on the Canva logo to go back to the home page

Click on file and save to save your designs so you can find and edit them another time

Click on the undo and redo tabs if you make a mistake and want to go back to your last edit or click redo to go forward again back to where you last were with your design.

Click help to get help from support

Choose whether you want to display your design to public or not using the button in top right corner

Click on Share to share your design via email or on social media or you can copy the link and share it directly

Click on download and you will see you can download your designs in different formats including;

JPEG

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PNG

PDF (STANDARD)

PDF (PRINT)

Then click the download button

Notes