Quick Guide: Canva

Canva is a free graphic design platform to design, photo edit, and create visual layouts. There are many ways to use Canva for your family and program. Here are some examples:

- Generate posters or flyers to family events or program events.
- Create presentations for family or colleague events.
- Design and share certificates to a highlight a young student's work.
- Create a weekly schedule for your program.
- And much more!

Using Canva

Canva Editor

1. Visit **www.canva.com** to sign up or log in.
2. You can use Canva with a free account, but a paid account will enable more features.
3. Choose from an existing template by clicking **Templates** or **Create a design**.
   a. There are many designs to choose from. Some examples of templates are: Presentations, Posters, Flyers, Class Schedules, Lesson Plans, and much more.
4. Customize your design by adding the free images available or uploading your own images, changing the font type/color/size, and changing colors.

Canva Editor

Once you have selected a template, you will open the Canva Editor. Here you will see a variety of customizing options appear on the left-hand side of your screen.
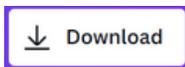
- Templates - More formats and styles similar to the template you're currently working on.
- Elements - Shapes, lines, graphics, photos, and more.
- Uploads - You can upload your own images here.
- Photos - Canva photos to add into your design.
- Text - Different font styles to add into your design.
- Styles - Variety of color themes to choose from to customize your design.
- Background - Different backgrounds to use, such as, patterns or gradients.
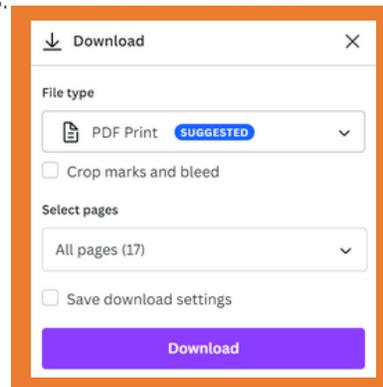
Downloading Design

Download Menu

- When the design is complete, you may click **Download** in the top right corner.
- PNG is best for image designs.
- PDF Print/PDF Standard for posters or flyers.
  - Choose PDF if you've included a link on your flyer, so the link will download with your design.

Questions?

If you have any questions or need further assistance, feel free to use Canva's Help website, hosted by Canva.

Canva Quick Guide has been adapted from **this document**, provided by the Finger Lakes Library System.

Los Angeles County Office of Education (LACOE) • Office for the Advancement of Early Care and Education (OAECE)
Child Care Alliance of Los Angeles (CCALA) • First 5 LA • Child Care Planning Committee (CCPC) • PEACH

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