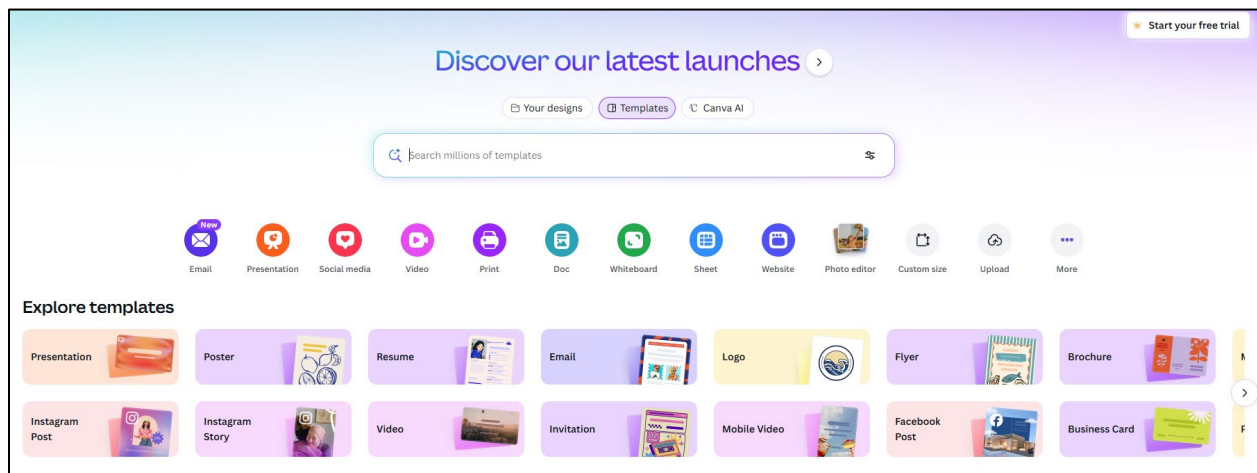


Getting started with: Canva



Bow Valley College does not provide Canva licenses to students.

You can sign up for your own personal account and get access to a variety of free templates and tools.

1. Login or sign up at: <https://www.canva.com/>
2. Use the search box and select one of the premade templates to get started.



*****Some templates/elements require a Pro account. If there is a gold Crown icon you will need to purchase a Canva subscription to use this in your project.**

Free	Paid
Customize this template	👑 Use this template
	

Editing your design

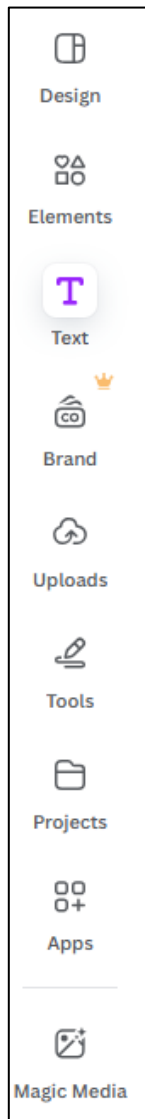
Canva is very similar to PowerPoint. You can click on any of the text boxes and graphics to move things around and make changes.

When you click on an item, you'll see a bordering box appear around it. Click and drag to resize the box or drag it to a new area on your design.

A toolbar at the top of the page will also appear, giving you other options for editing. This is where you can change things like font, text size, colour, and more.

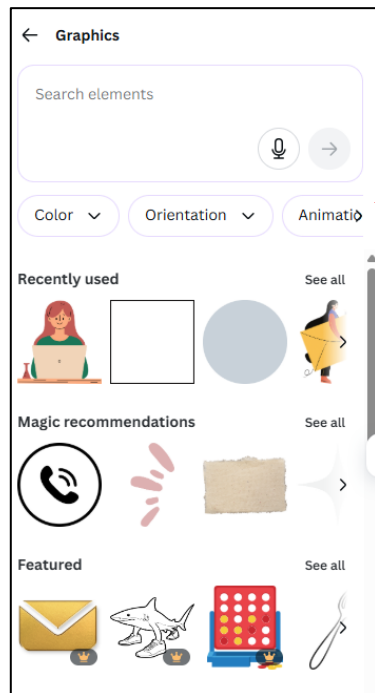


Adding text and elements



The left tool bar gives you options to add additional things like “Text” and “Elements” (shapes and graphics). You can also use the “Upload” tool to add your own images to use in your project

***The Magic Media tool is Canva’s AI generation tool.
Check with your instructor about permitted AI usage before using this tool!



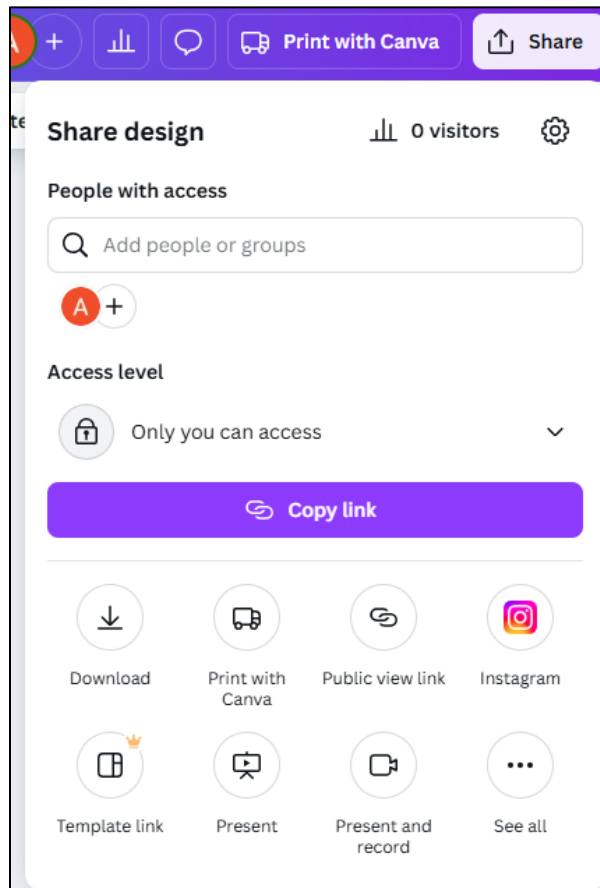
When you choose a tool, you’ll get a new menu showing you the various options you can add to your design.

***Remember items with a Crown are for **paid Pro subscriptions only.**

Sharing your project

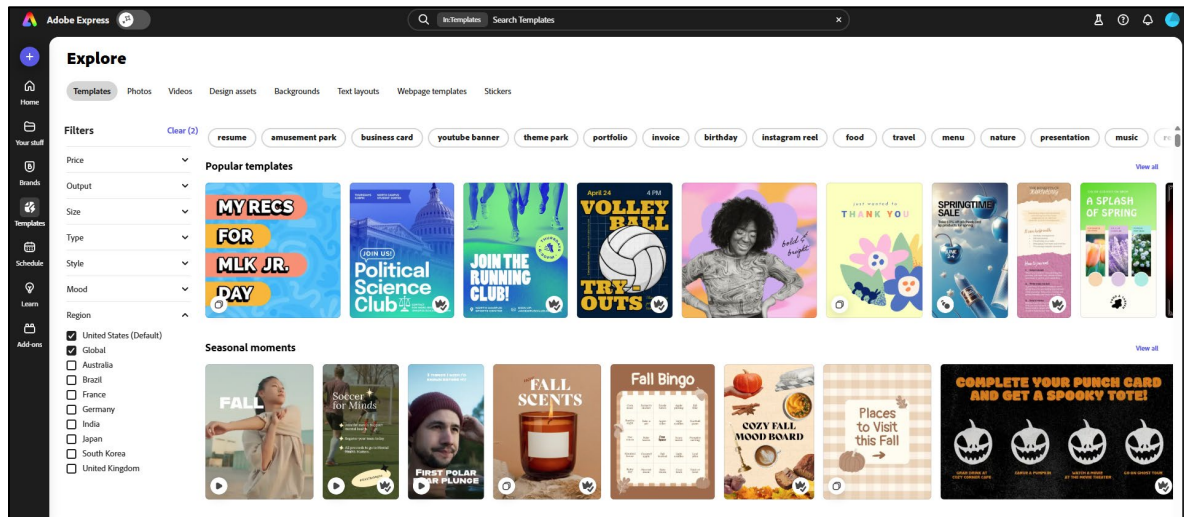
1. Click on the “Share” button at the top right of your screen.
2. A menu will pop down with a few different options – you can share your project as a link or download PDF copy of your work to upload and submit in D2L.

Ask your instructor for more details about how they would like you to hand in your Canva assignment.



Other design apps to try

Adobe Express – <https://www.adobe.com/express/>



Microsoft Templates - <https://m365.cloud.microsoft/create/>

