# Hands-On Canva Session

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# Introduction to Canva

- Canva is an online graphic design platform

- Free to use but subscribing to the Pro version gives you access to more features

- Built in templates to produce all types of materials from flyers, posters, presentations, social media posts

- Includes a large collection of:

  - Pre-set templates that you can customize

  - Image and icons

  - Fonts

- You can also upload your own images

- Includes folders to keep your work organized

### CANVA VS CANVA PRO

| | FREE CANVA | CANVA PRO |
|---|---|---|
| **FONTS** | Use Canva's Free Fonts | Upload Fonts + More Fonts in Canva |
| **PHOTOS + ELEMENTS** | Limited Free Photos + Elements | Tons More Free Photos + Elements |
| **FOLDERS** | 3 Design Folders | Unlimited Folders + Mixed Folders (with photos and designs) |
| **TEMPLATES** | Over 8000 | Over 20,000 |
| **BRANDING** | Limited to 3 colors I have a workaround to save more | Set Color Palettes Upload Logos and Fonts |
| **GIFS & VIDEOS** | No Animation | Create Gif and Video |
| **SEARCH YOUR DESIGNS** | - | Search for your designs |
| **RESIZING** | No Resizing but I have a workaround | Magic Resize + Custom Resize |
| **TRANSPARENT BACKGROUND** | - | Save PNGs with Transparent BG |
| **SCHEDULER** | - | Schedule designs for Facebook, Twitter, Pinterest |
| **HI-RES DOWNLOAD** | Regular Download | Hi-res Download |

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# Creating a Design- Top Tips

- Takes a bit of time and practice to get used to working with a design

- Design consists of layers of elements that you will need to work with

- A blue outline will appear around each of the elements- click on the element to make changes

- Use a colour palette to make your design look great

  - https://www.canva.com/colors/color-palette-generator/ is a great tool to create a colour palette based on your logo or an image

  - Canva also have a variety of preset colour palettes available to use

- Use the Position button (top right of screen or right click once you select an element) to line up the elements within the design. To select multiple elements at once, press and hold the shift key and click on the elements or click and hold your mouse and select the elements

- Use the Lock function (top right of screen) to keep elements from moving

- Use the Group function to move several elements at once. First select multiple elements at once, press and hold the shift key and click on the elements or click and hold your mouse and select the elements and then click on Group

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