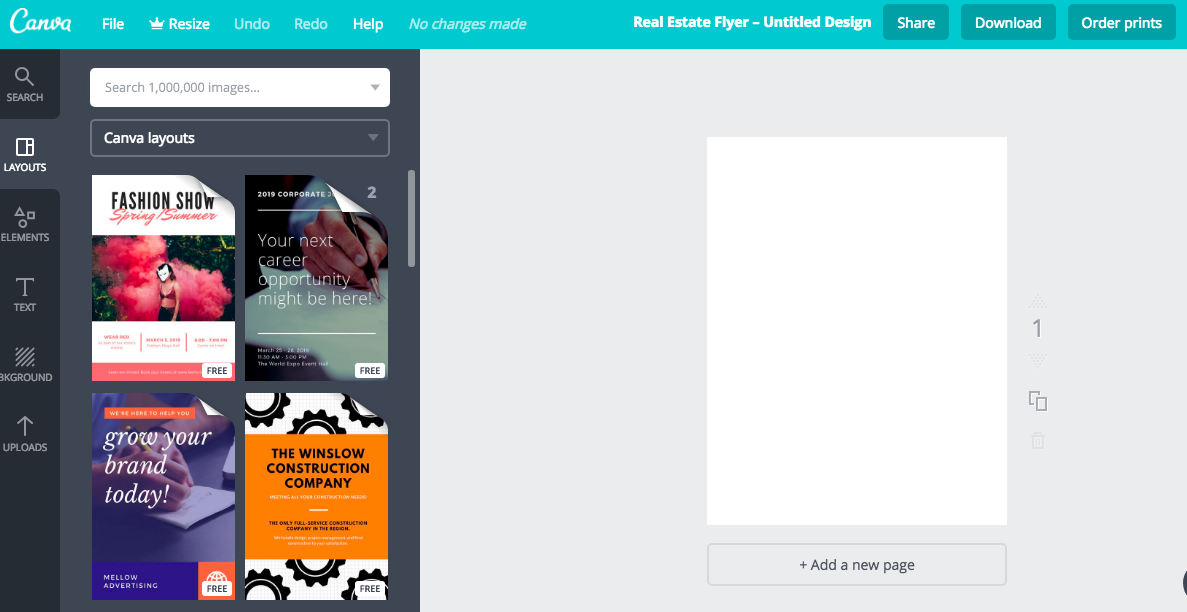
 **Handout: Canva**



Upload your own images to Canva and add them to your design

Change the background of your design with solid and pattern options

Select a template layout from various

Add text to your design

Add shapes, illustrations, icons, lines, or other visual/graphic elements

Search for an image using keywords

Tips and Reminders

* To return to Canva’s Landing Page and see the All My Designs gallery, click on the Canva logo in the upper left hand corner of the page.
* To change the name of your file, click on the default title given the design (white text without any border/shadow around it) in the teal ribbon. A text box will drop down. Enter the name you’d like to give your design here.
* To download your design, click the “Download” button in the teal ribbon. Choose the file format you prefer (JPEG, PDF, etc) and then click the green Download button. Once you have downloaded your design, you will be able to print from the download.

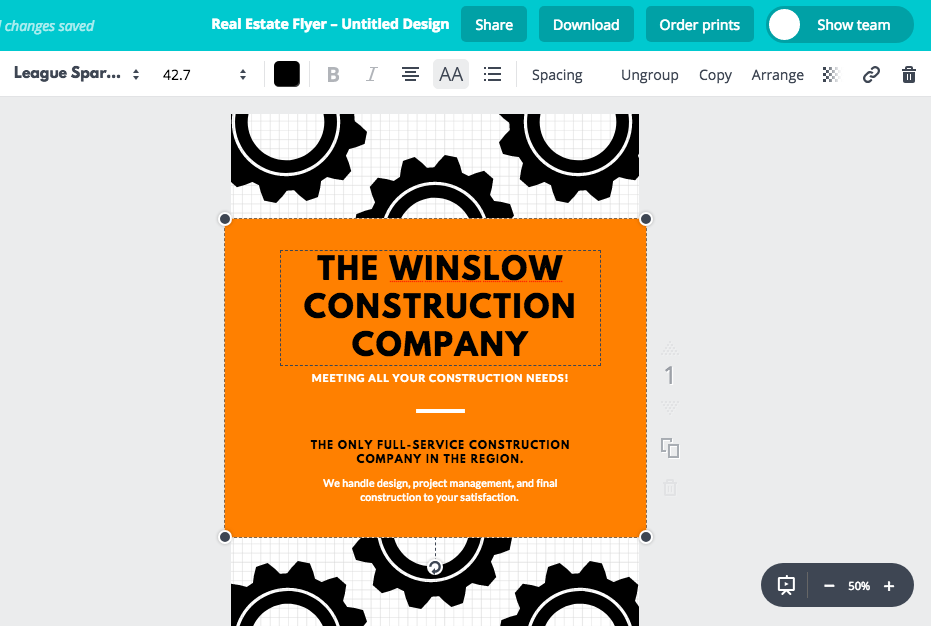
Change the trans-parency of an element

Separate elements to edit indepen-dently

Change font color and format **bold**, *italics*, alignment, CAPS, and lists/bulletpoints

Spacing options

Change font and font size



Add a link and delete elements

Send elements of your design forward or back

Copy an element to paste elsewhere

**Text/Highlight Box & Images**

Used to highlight a particular area in an image or to include text next to animage

Click on any text to open the text formatting toolbar

Zoom in and out

**ALWAYS** put images **In front of text** so you can move them freely throughout your document

Images should have a **border** (Black, 1 ½pt outline)