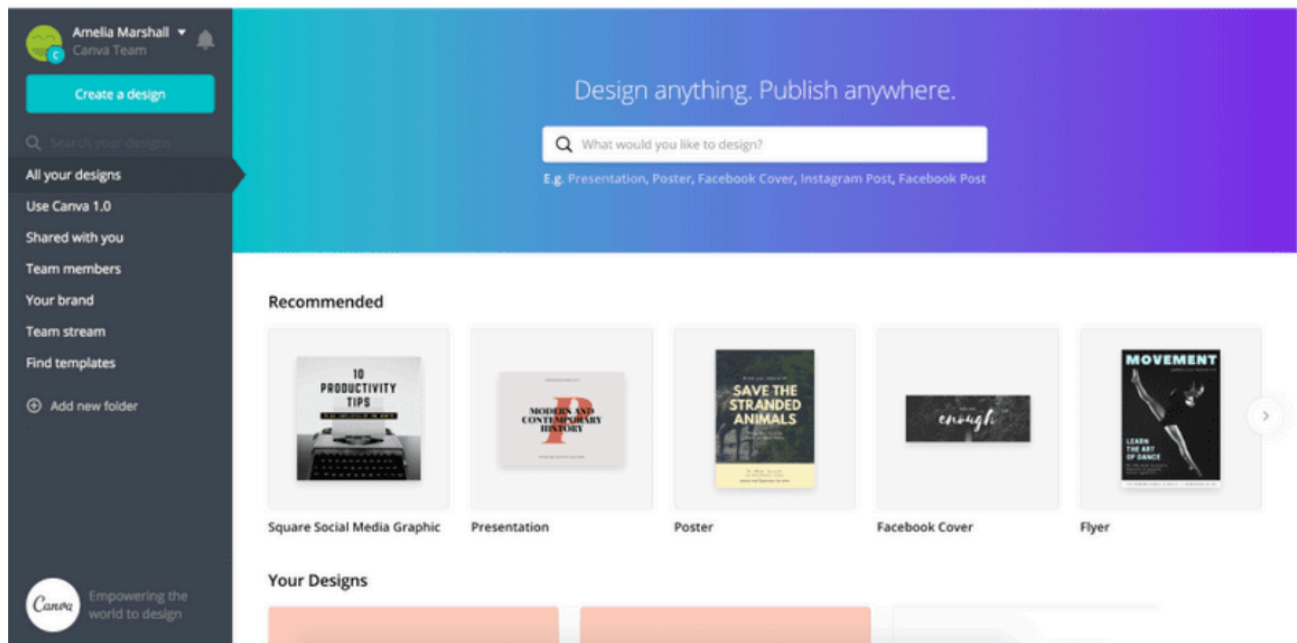




1

Choose your design type

When you log in to Canva, you'll land on the homepage. To start designing, click **Create a design** in the toolbar, or simply type your chosen design type into the search bar. The menu on the right also allows you to navigate to your brand kit, design folders, team stream, and account settings. Once you've created a design, you can access it again from the homepage, under **All your designs**.



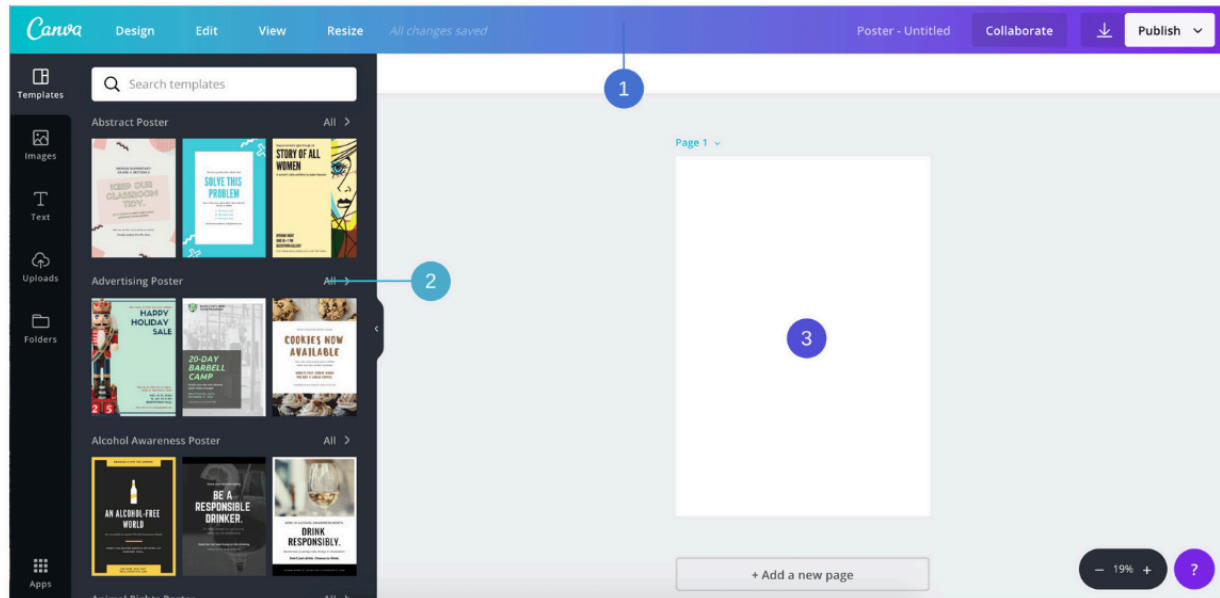
I usually begin with a Poster or Flyer for flyers, posters, or programs. I will use a banner for decorations or banners I might need for a program.

Notes: _____

2

Choose and customize a template

Once you've chosen what kind of design you'd like to create, you'll find yourself inside the Canva editor. This is where the magic happens! To help you get familiarized with the parts of the editor, here are its most basic parts:



- 1 **Menu bar** – This is the menu bar on the very top of the editor. From here, you'll be able to access the features like Undo, Redo, Resize, Share, Download, Order prints, and others. You'll also be able to see your design's saving status from here.
- 2 **Side panel** – This panel that appears on the side of the editor is where you'll be able to access the templates and elements you can use in your design. It's divided into 6 tabs dedicated to Templates, Images, Text, Uploads, Folders, and Apps.
- 3 **Canvas** – At first, this is the blank white space occupying the majority of the editor. Consider this your main workspace since this is where you'll work on your designs.

3

Publish your design

Once you're happy with your design, it's time to publish it. Click the **Publish** button in the menu bar and you'll see a dropdown list of all of your options.

