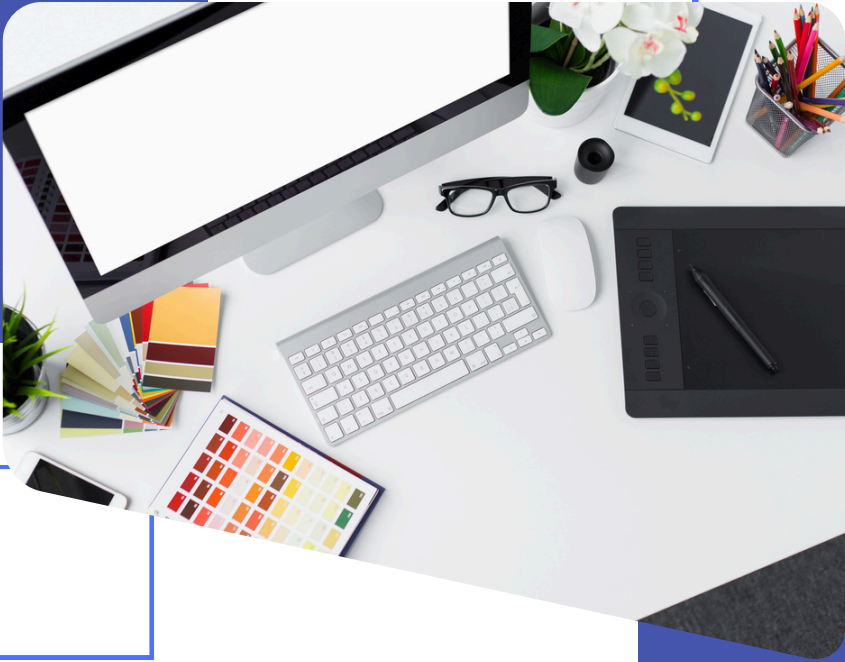




GET YOUR C.R.A.P. TOGETHER
WITH CANVA

STUDENT GUIDE

2025

Notes

[illegible]

A QUICK HELLO

Welcome!

You're about to get your C.R.A.P. together,
in the best way possible.

This guide is **your roadmap** to creative clarity. It is packed with practical steps, design hacks, and insider tips to help you craft visuals that look smart, purposeful, and uniquely you.

Whether you're designing your first project or refining your next masterpiece, please take a deep breath, grab your mouse, and let's make some Canva magic happen!



P.S. Don't just read it...use it!

There are pages that give you space to get your creative juices flowing or jot down a quick "Remember Me" to capture your "aha!" moments along the way.

By the time you're done, this guide will be more than a resource, it'll be your personalized design journal.

Notes

[illegible]

THE BREAKDOWN

YOUR NO-FLUFF GUIDE

01 | Getting Started with Canva

- Creating an account
- A practical overview of Canva's key features and workspace.
- The Canva Editor
- A Quick Tour of Canva's Top Menu
- A Quick Tour of Canva's Side Menu
- Using and Customizing Templates
- Using Search and Personalizing the Editor
- Using and Editing Elements
- Uploading and Using Media
- Saving and Organizing Documents

02| C.R.A.P. Design Principles (Quick Guide)

Essential design rules: Contrast, Repetition, Alignment, and Proximity – simplified for real results.

03 | Canva Keyboard Hacks

Smart shortcuts to speed up your workflow and design efficiently.

04 | Canva Presentation Features

Presenter Mode Hacks

Design smarter. Work faster. Create better.

Notes

[illegible]



1 Getting Started with Canva

Notes

[illegible]



**Account
Setup**

Notes

[illegible]

ACCOUNT SETUP

CREATING AN ACCOUNT & LOGIN

Follow these quick steps to get started with Canva.

Step 1: Visit Canva

- Go to **www.canva.com/** **www.canva.cn** (if you are in China) or download the Canva app from your device's app store.
- If you're in China, the website may redirect to a localized version; that's normal.
- You can also access Canva through a VPN or the mobile app if needed. (for the international version)

Step 2: Create an Account

- **Click "Sign Up"** on the homepage. You'll see several sign-up options:
 - a. **Email:** Enter your email address and create a password.
 - b. **Google** or **Facebook:** Click to link your account for fast access.
 - c. **WeChat:** In China, you can sign up or log in directly with your WeChat account for quicker access.

Tip: If you're an educator, Canva for Education is free. Sign up using your school email address to unlock premium features and collaborative tools.

Step 3: Log in

- If you already have a Canva account, click "Log In" and enter your details.
- You can also choose "Continue with WeChat" or your linked Google/Facebook account for quicker access.

Notes

[illegible]



Key Features and Workspace

Notes

[illegible]

PRACTICAL OVERVIEW

KEY FEATURES AND WORKSPACE

Once you've logged in, you'll land on Canva's main page. Don't worry if it looks busy; everything is laid out to help you start designing fast.

Your Designs

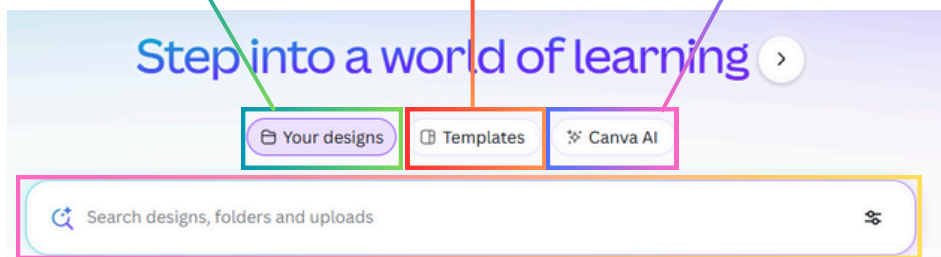
Everything you create in Canva is **saved automatically** under *Your Designs*. You can come back any time to edit, download, or share your work. Think of this space as **your personal design shelf**. It keeps all your creations in one place.

Templates

This is where you'll find thousands of **ready-to-use designs**. Need a poster, a social media post, or a presentation? Canva has it all. Pick a template you like and change the text, colors, and pictures to make it your own.

Canva AI

Canva uses AI-powered tools; called **Magic Tools**. to make designing faster and easier. These tools can help you **write text**, **remove image backgrounds**, **suggest layouts**, or even **create full designs from a short prompt**.



This is your **shortcut to finding anything you need**. **Type in what you're looking for**, like poster, lesson plan, or birthday invitation. Canva will show you matching templates, images, elements, and fonts. (Even lessonplans, worksheets or PPTs)

Notes

[illegible]

PRACTICAL OVERVIEW

TOP MENU



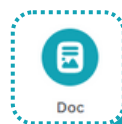
Education

**Create lessons,
worksheets, and
classroom visuals
in minutes.**



Sheet

**Build simple
spreadsheets or
quick data charts.**



Doc

**Write, edit, and
design clean,
shareable
documents.**



Whiteboard

**Brainstorm ideas
and collaborate
with your team
in real time.**



Presentation

**Design slides that
look sharp and
professional fast.**



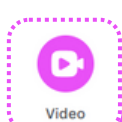
Social media

**Make posts,
stories, and
banners that
stand out online.**



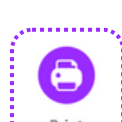
Photo editor

**Adjust, crop, or
enhance your
images in
seconds.**



Video

**Edit and create
videos with text,
music, and
effects.**



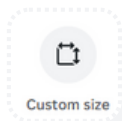
Print

**Prepare posters,
flyers, or cards
ready for printing.**



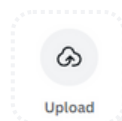
Website

**Build simple,
one-page
websites or digital
portfolios.**



Custom size

**Start a blank
design with the
exact dimensions
you need.**

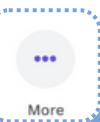


Upload

**Bring in your own
images, videos, or
logos to use in
your design.**

PRACTICAL OVERVIEW

TOP MENU



Explore extra tools
and templates as
you grow your
skills.

Create a design

Q What would you like to create?

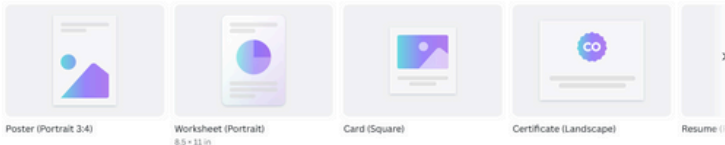
For you

- Education
- Sheets
- Docs
- Whiteboards
- Presentations
- Social media
- Photo editor
- Videos
- Print
- Websites
- Custom size
- Upload
- More

Popular



Common layouts and sizes



Office and business



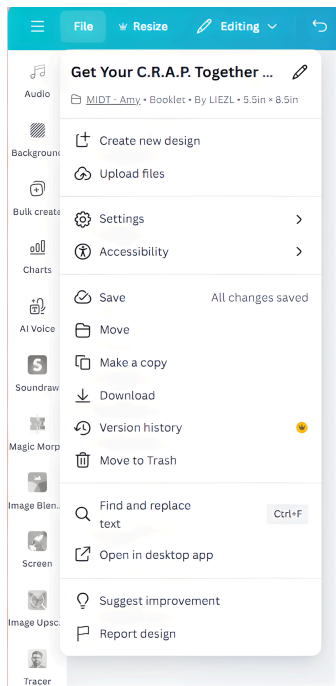
The Top Navigator Bar

Notes

[illegible]

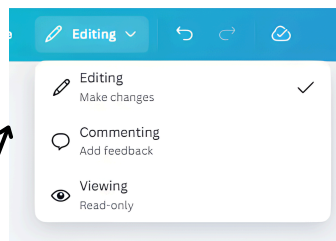
PRACTICAL OVERVIEW

THE TOP NAVIGATION BAR



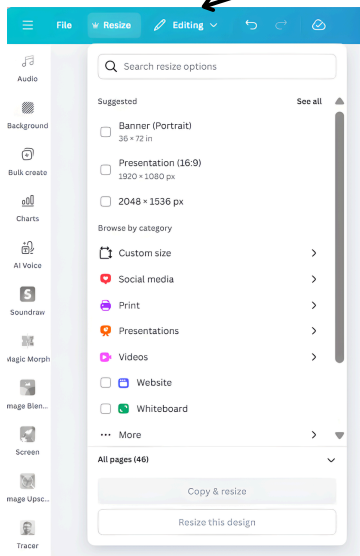
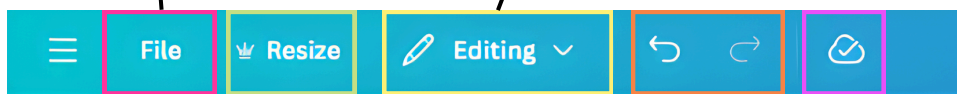
File

Edit your file directly on Canva without leaving The Editor Interface



Editing

Edit mode gives you the power as a creator or visitor to leave comments, edit or just view

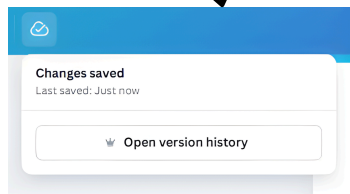


Resize

Resize any document as needed!

Save Changes

All projects save automatically



PRACTICAL OVERVIEW

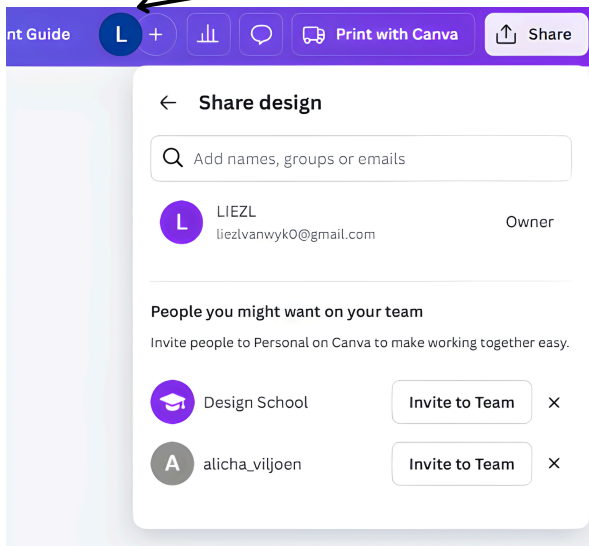
THE TOP NAVIGATION BAR

Project Name

Here you can edit the name of your project.
Just click and type!

Get Your C.R.A.P. Together with Canva - Student Guide

L +

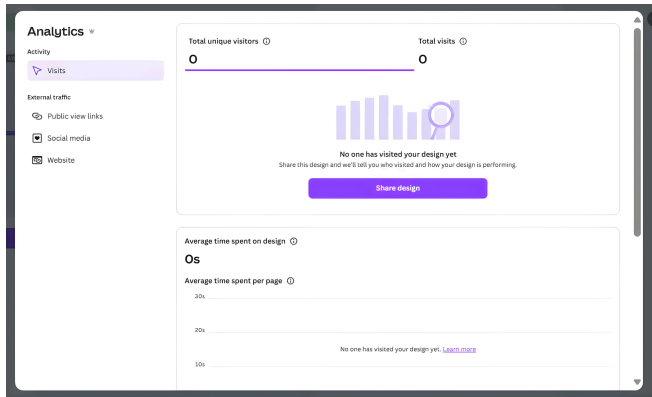


Invite People

When pressing the + icon, you can invite people to collaborate on 1 document (up to a 100 people can work on one document)

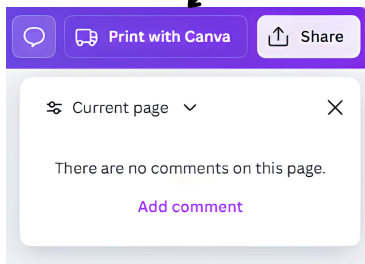
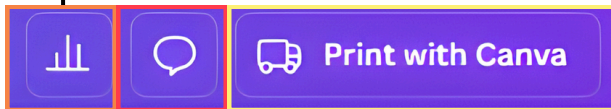
PRACTICAL OVERVIEW

THE TOP NAVIGATION BAR



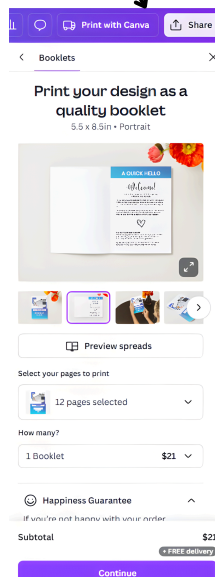
Analytics

Access Poll
Question Answers



Comment

Add comments to
designs



Print

Get your projects
professionally printed
or view how it will
look! From books to
T-shirts.

Anything your little
designer heart
desires!



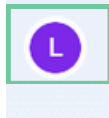
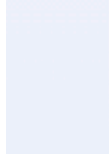
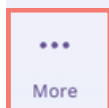
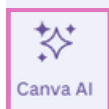
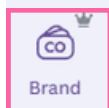
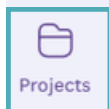
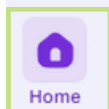
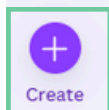
Side Menu

Notes

[illegible]

PRACTICAL OVERVIEW

SIDE MENU



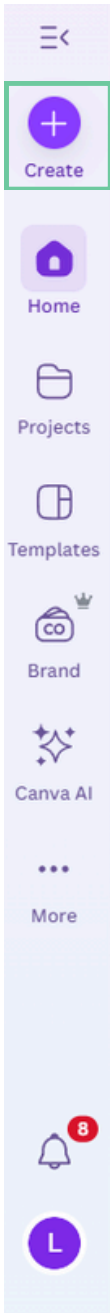
Your main menu for everything you create. Canva's sidebar is where you'll find all your tools and shortcuts. Each icon helps you move between projects, templates, and AI tools quickly and easily.

Tip: Hover over any icon to see its name before you click.

Everything you need to design, manage, and share your work starts right here in the sidebar.

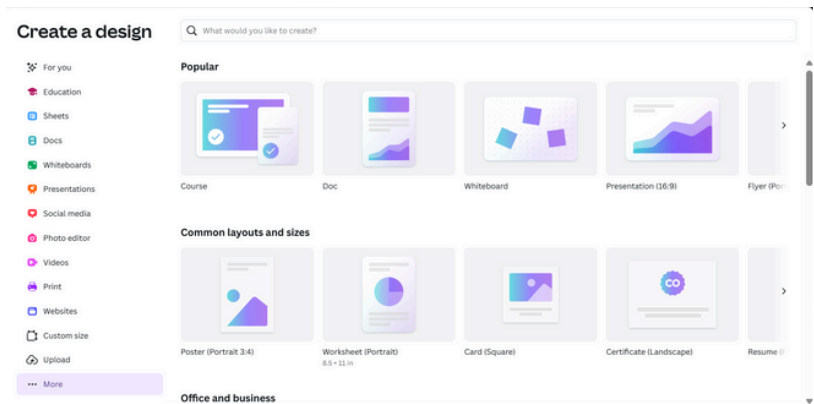
PRACTICAL OVERVIEW

SIDE MENU - CREATE



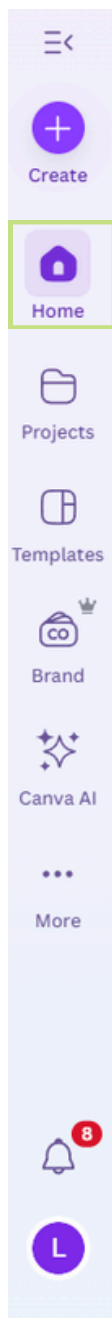
Create

Start a brand-new design from scratch or choose a template to begin.



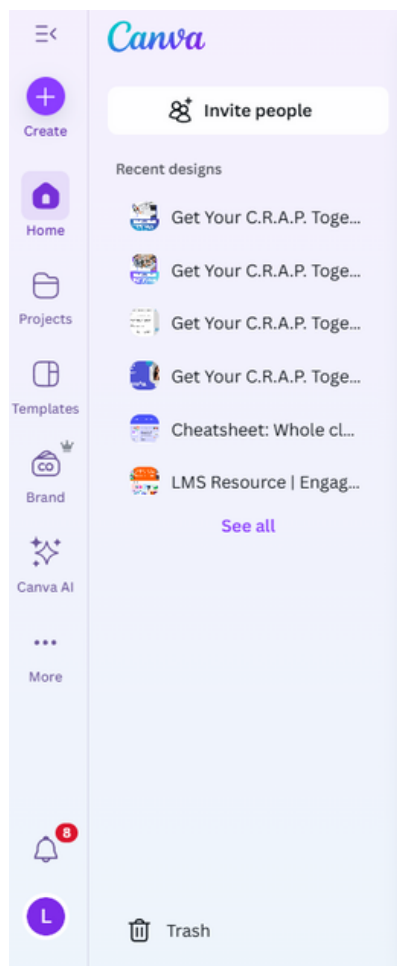
PRACTICAL OVERVIEW

SIDE MENU



Home

Go back to your main dashboard to see recent designs, templates, and recommendations.

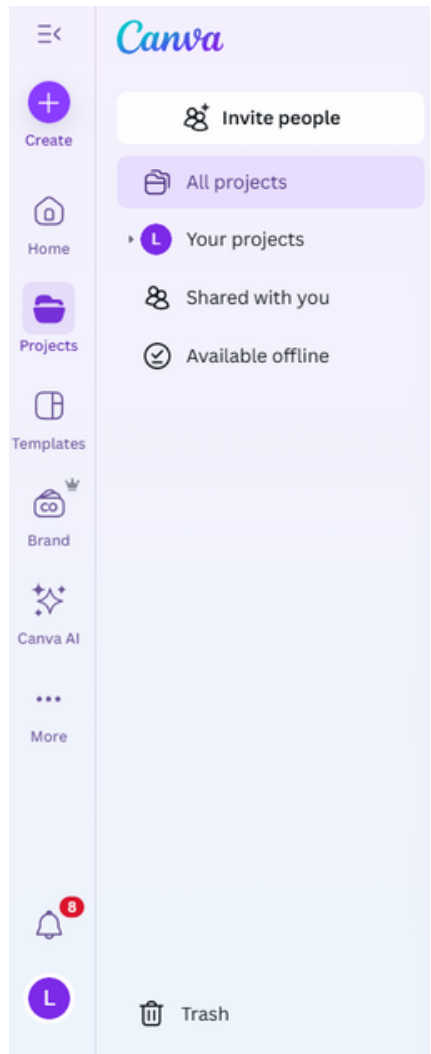
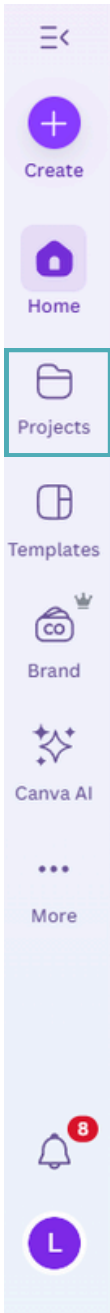


PRACTICAL OVERVIEW

SIDE MENU - PROJECTS

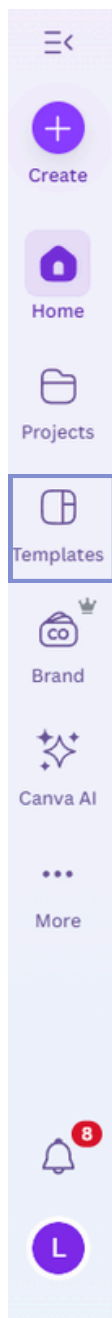
Projects

Keep your work organized.
Find all your saved designs, folders,
and shared projects in one place.



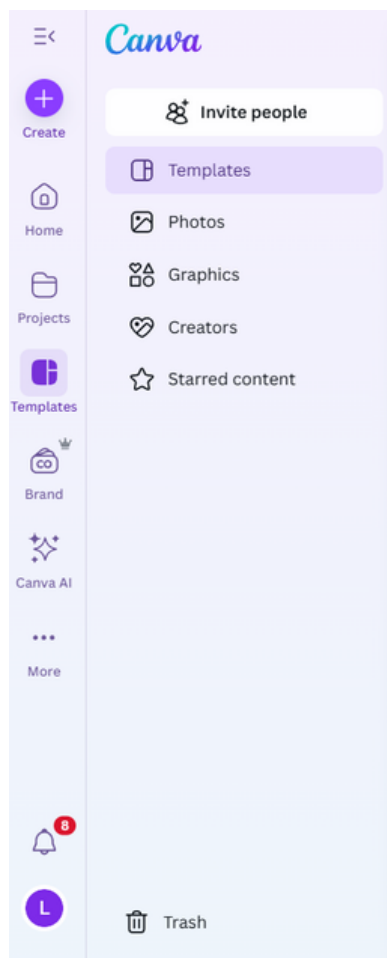
PRACTICAL OVERVIEW

SIDE MENU - TEMPLATES



Templates

Browse thousands of ready-made layouts. Choose one that fits your goal, from social media posts to lesson plans.

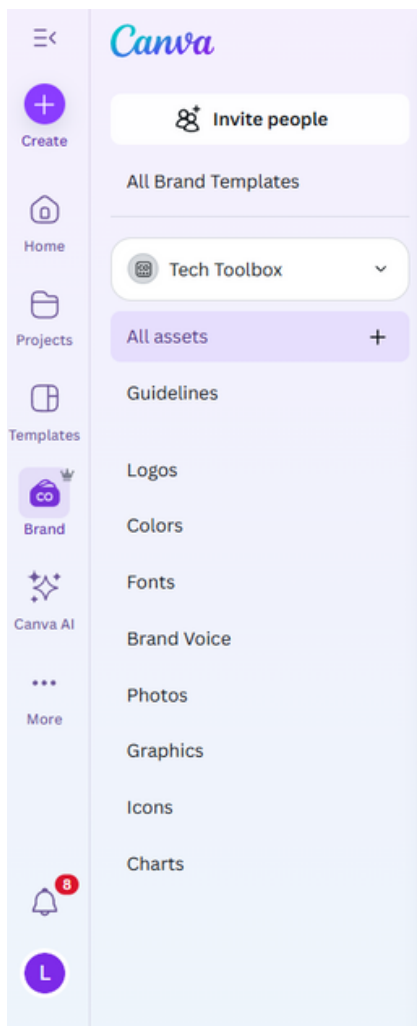
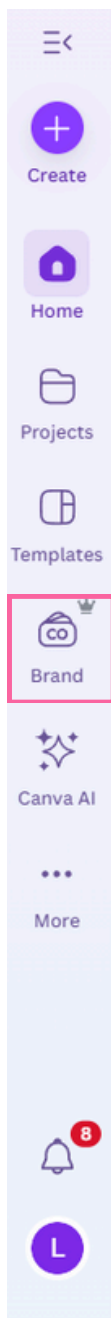


PRACTICAL OVERVIEW

SIDE MENU - BRAND

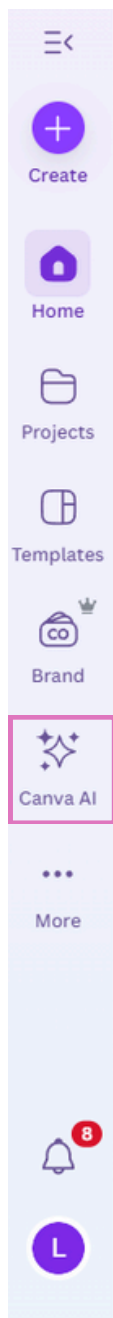
Brand

Store your logos, colors, and fonts here. It helps you stay consistent and professional across all your designs.



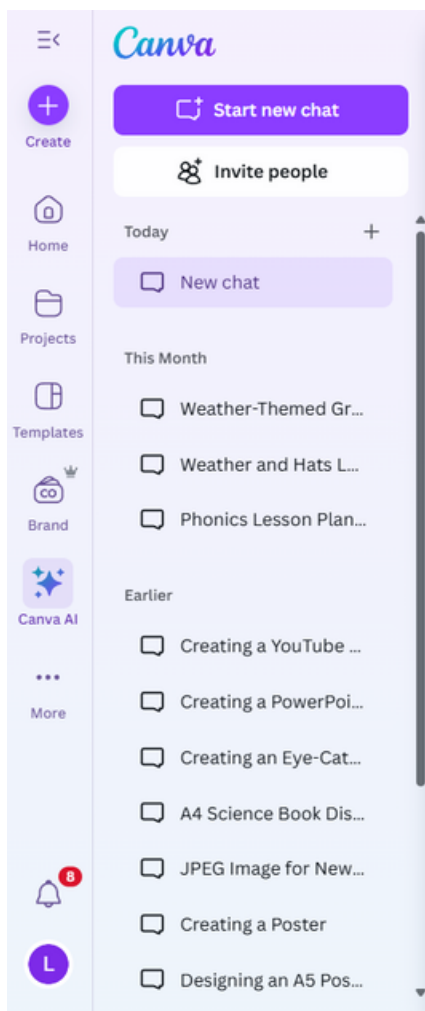
PRACTICAL OVERVIEW

SIDE MENU - CANVA AI



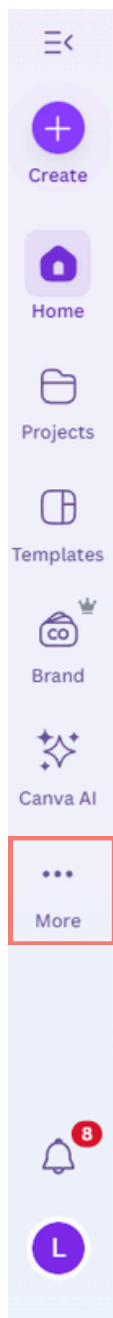
Canva AI

Use smart tools like Magic Write, Magic Edit, and Magic Design to speed up your creative process.
Bonus: AI CODING!



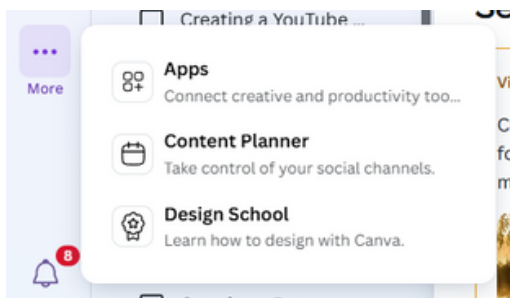
PRACTICAL OVERVIEW

SIDE MENU - MORE



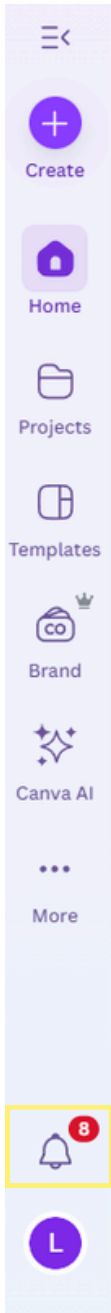
More

Access extra tools such as Apps, Content Planner, and Design School for learning and scheduling posts.



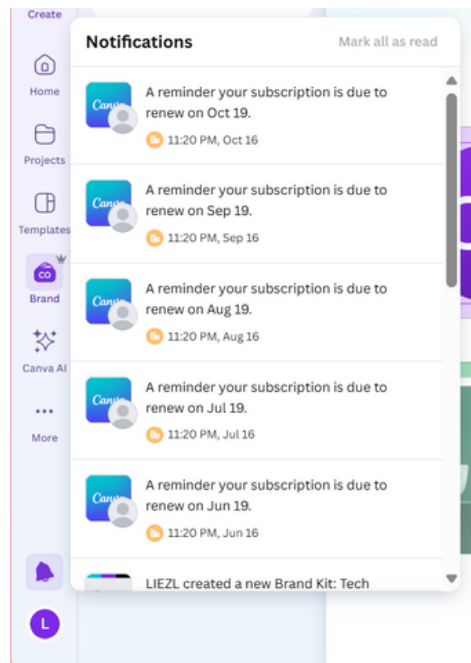
PRACTICAL OVERVIEW

SIDE MENU - NOTIFICATIONS



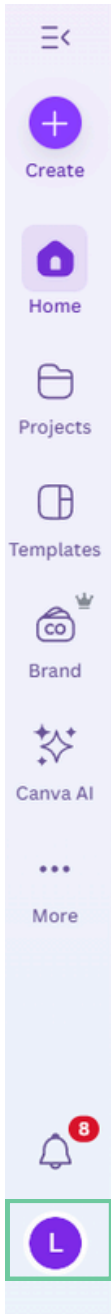
Notifications

See reminders and updates, like design shares, feedback, or subscription alerts.



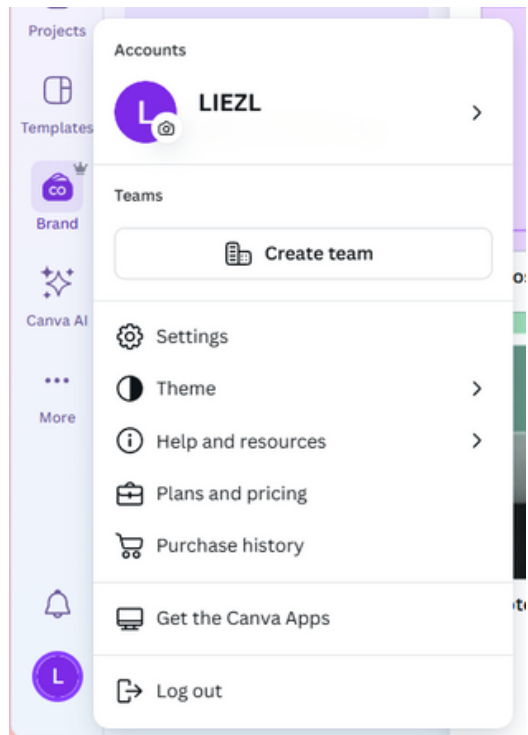
PRACTICAL OVERVIEW

SIDE MENU - ACCOUNT



Account

Manage your account settings, switch themes, check your plan, and log out.





The Editor

Notes

[illegible]

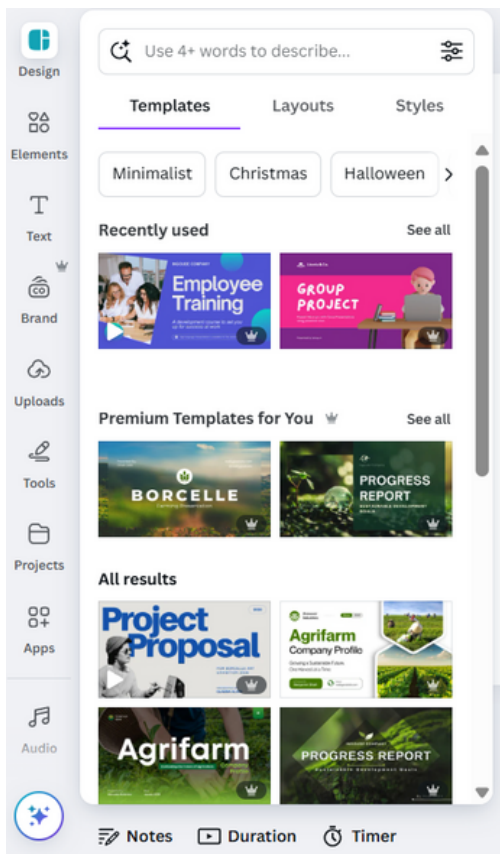
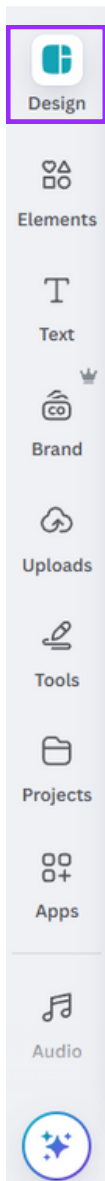
PRACTICAL OVERVIEW

THE EDITOR - DESIGN

Your Editor Menu is where the real design work happens. Everything you add, edit, or create in Canva starts here. Let's look at each section in simple terms:

Design

Find templates, layouts, and style ideas. You can start fresh or swap in a new look instantly.

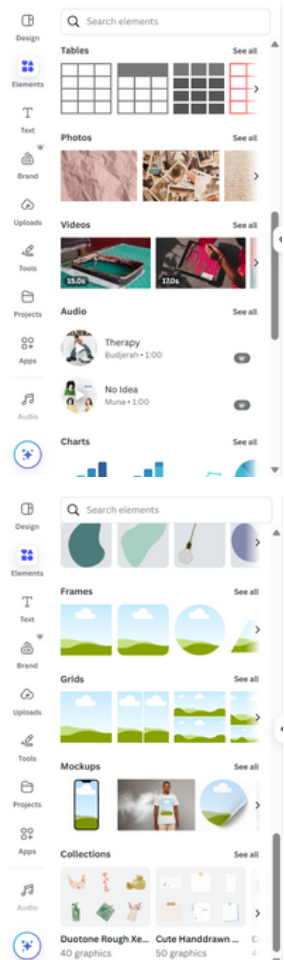
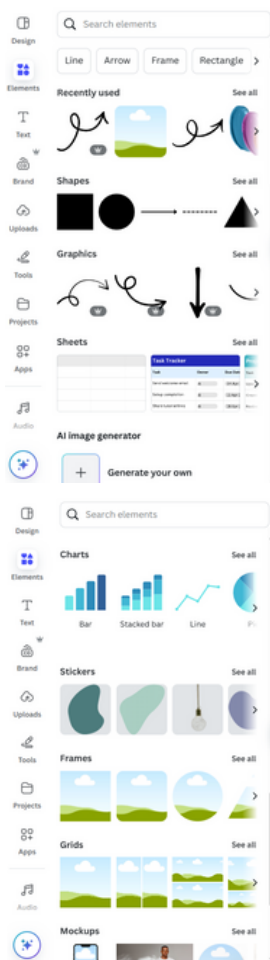
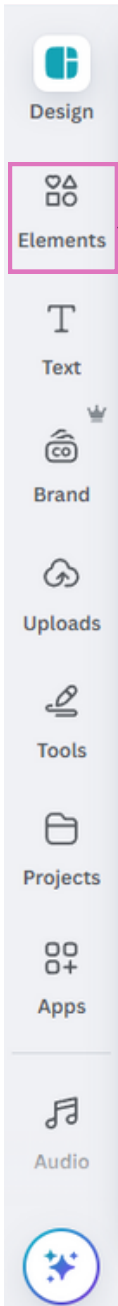


PRACTICAL OVERVIEW

THE EDITOR - ELEMENTS

Elements

Add shapes, lines, arrows, icons, photos, videos, charts, and more. Use the search bar to find exactly what you need from “stickers” to “mockups.”



Canva's AI tools under “Elements” can even generate custom images from text prompts.



PRACTICAL OVERVIEW

THE EDITOR - TEXT

The image shows the Canva editor interface with the 'Text' tool selected in the left sidebar. A callout box points to the 'Text' icon and contains the following text:

Text

Insert headings, subheadings, or body text.

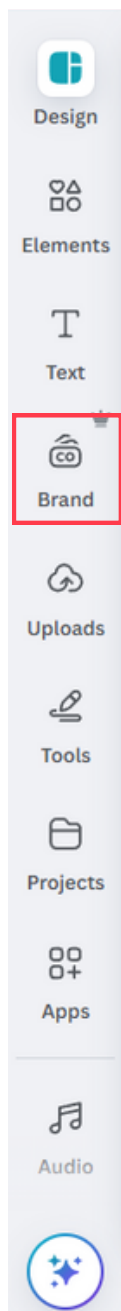
The main editor area displays the 'Text' tool options, including a search bar, 'Add a text box', 'Magic Write', and a 'Tech Toolbox' with options for Heading, Subheading, and Body. Below these are 'Dynamic text' and 'Page numbers' options. The 'Apps' section shows 'TypeGradient', 'TypeExtrude', and 'TypeCraft'. The 'Recently used' section shows a pre-styled text combo: 'Innovation AT WORK'.

The right sidebar shows 'Font combinations' with various pre-styled text combos, including 'quick WIN', 'team sync', 'TECH STACK', 'BIG strategy', 'new PROJECT', 'ROLL OUT', 'mood board', and 'data is power'.

 You can also choose from pre-styled text combos to save time and keep your design balanced.

PRACTICAL OVERVIEW

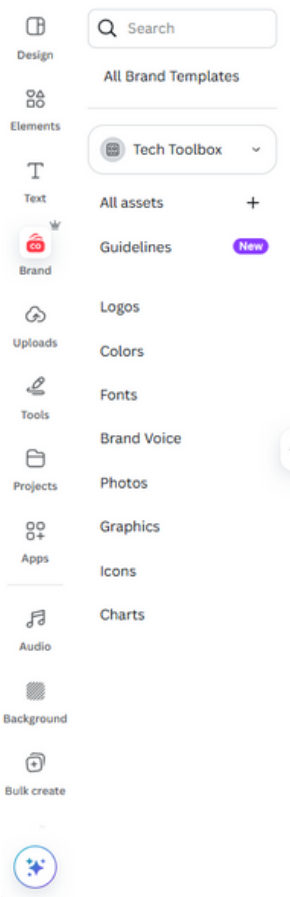
THE EDITOR - BRANDS



Brand

Access your brand colors, fonts, and logos to keep your designs consistent.

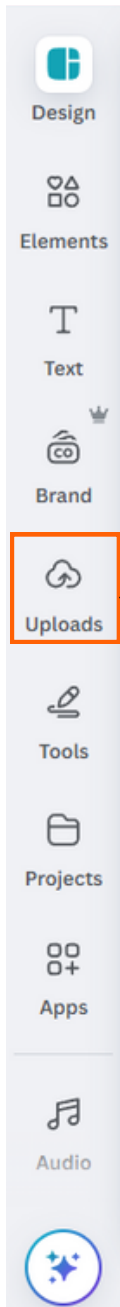
Perfect for schools, teams, or businesses that need a uniform style.



The Brand section is fully customizable. You can even upload fonts!

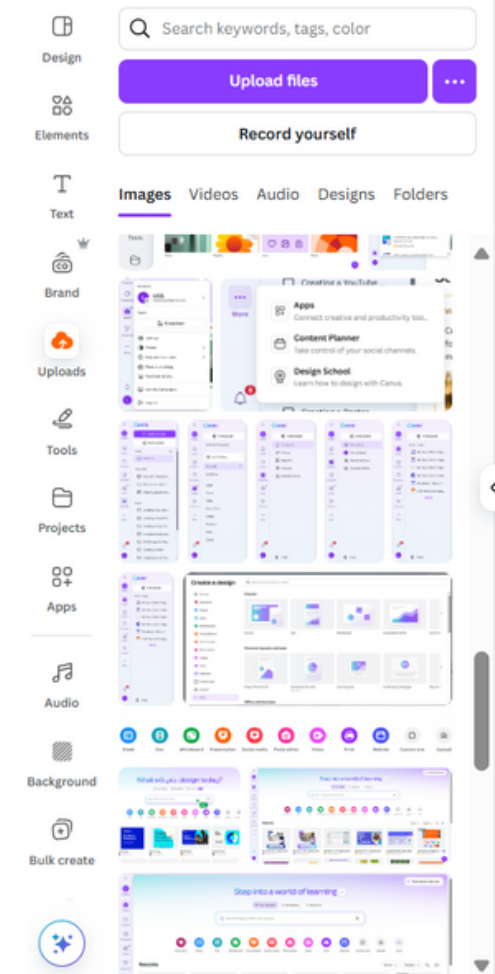
PRACTICAL OVERVIEW

THE EDITOR - UPLOADS



Uploads

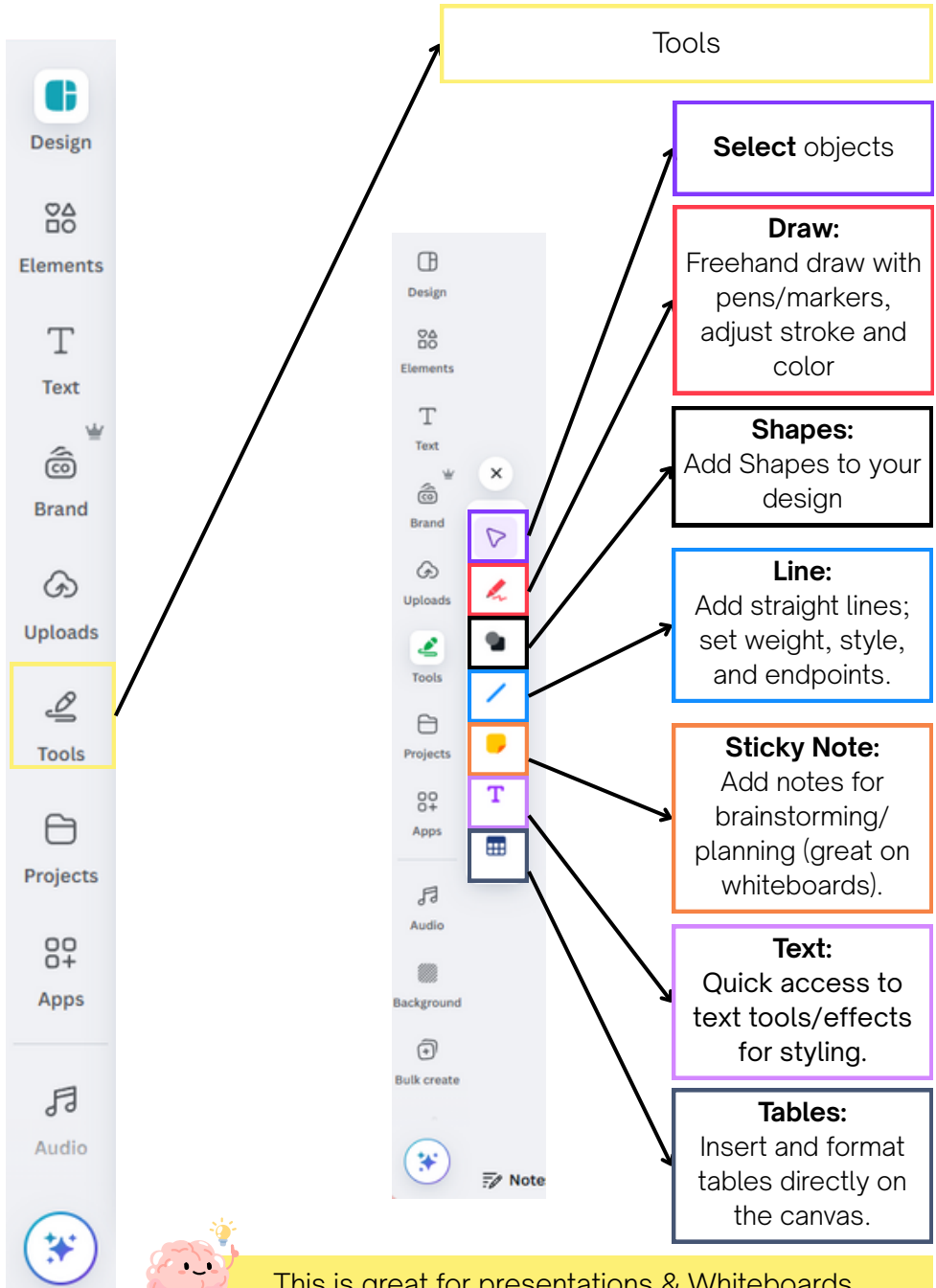
Add your own photos, videos, or audio clips.



You can drag and drop from your computer, phone, or directly from platforms like Google Drive or WeChat (in China).

PRACTICAL OVERVIEW

THE EDITOR - TOOLS



This is great for presentations & Whiteboards

PRACTICAL OVERVIEW

THE EDITOR - PROJECTS

Projects

Keep your ongoing work organized.

Design

Elements

Text

Brand

Uploads

Tools

Projects

Apps

Audio

Search your content

All projects

All Designs Folders Images Videos

Designs See all

Get Your C.R.A.P. To... Booklet

Get Your C.R.A.P. To... Presentation

Get Your C.R.A.P. To... Booklet

Get Your C.R.A.P. To... Presentation

Folders See all

Create folder

Starred

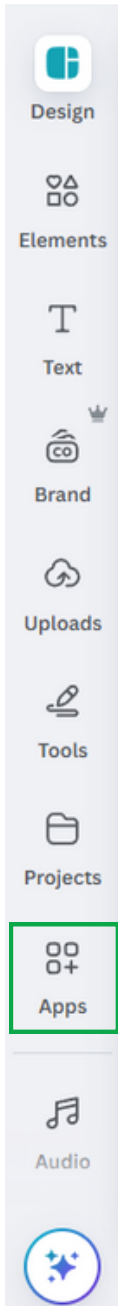
MIDT - Amy 1 item

Canva Learn 4 items

Open, move or add designs to projects or even move between folders without leaving your editor.

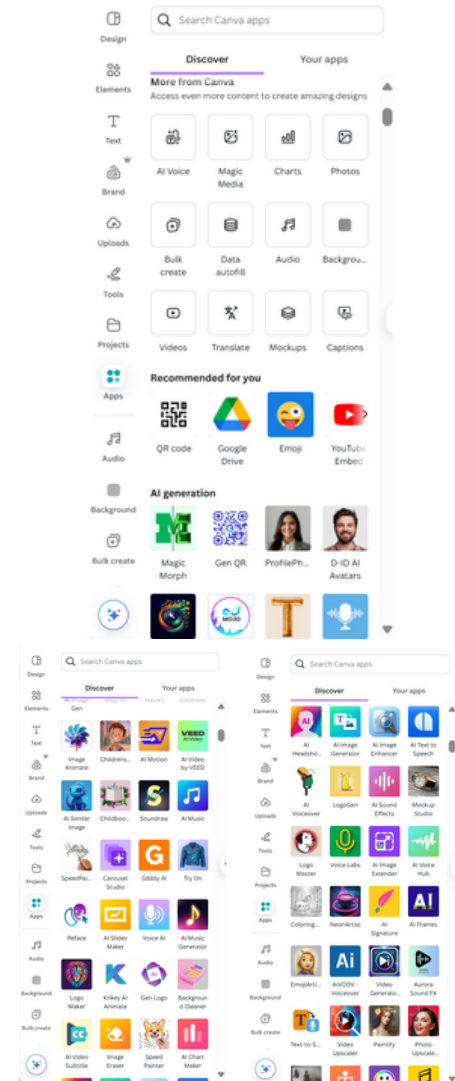
PRACTICAL OVERVIEW

THE EDITOR - APPS



Apps

Connect external tools!
like Google Drive, BitMoji, YouTube,
or QR code generators, directly
inside Canva.



PRACTICAL OVERVIEW

THE EDITOR - AUDIO

Design

Elements

Text

Brand

Uploads

Tools

Projects

Apps

Audio



Audio

Add music or sound effects to videos or presentations.

Design

Elements

Text

Brand

Uploads

Tools

Projects

Apps

Audio

Background

Bulk create



Search audio

Soft background music f...Halloween >

Voiceovers

Record voiceover

Generate AI voice

Recently used

Educational Music (Study Learnin...
BackgroundMusicForVideo • 2:14

Education Music (Study Learn Un...
BackgroundMusicForVideo • 2:32

Pets Music (Funny Cute Dog Cat ...
BackgroundMusicForVideos • 1:23

Popular music

Oral
Björk, ROSALÍA • 1:00

Stitch Me Up
fun. • 1:00

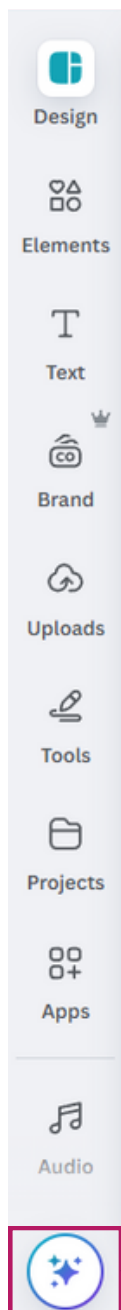
Don't Go Yet
Camila Cabello • 1:00



You can adjust volume, timing, and fade effects for a smooth finish.

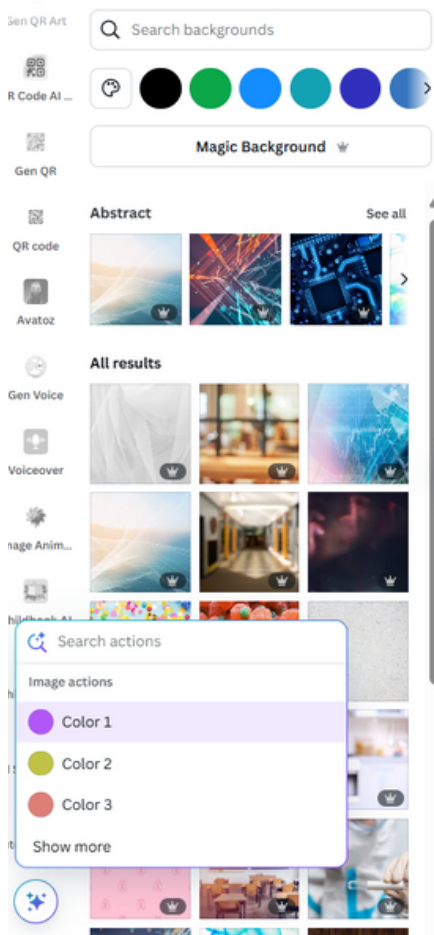
PRACTICAL OVERVIEW

THE EDITOR - QUICK ACTION



Quick Action

This round button opens Canva's Quick Actions menu. Your shortcut hub for AI-powered and time-saving tools.



Think of Quick Actions as your Canva “assistant”. It helps you work faster by putting the most useful tools right at your fingertips.



Customize Templates

Notes

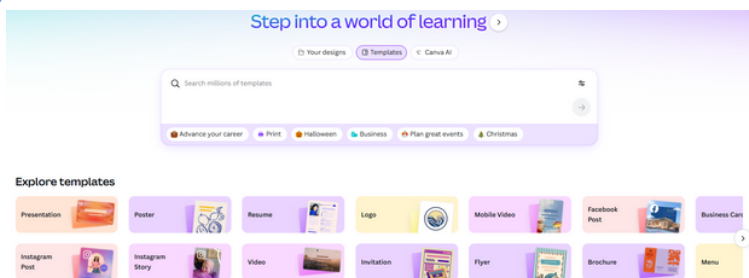
[illegible]

PRACTICAL OVERVIEW

USING AND CUSTOMIZING TEMPLATES

1

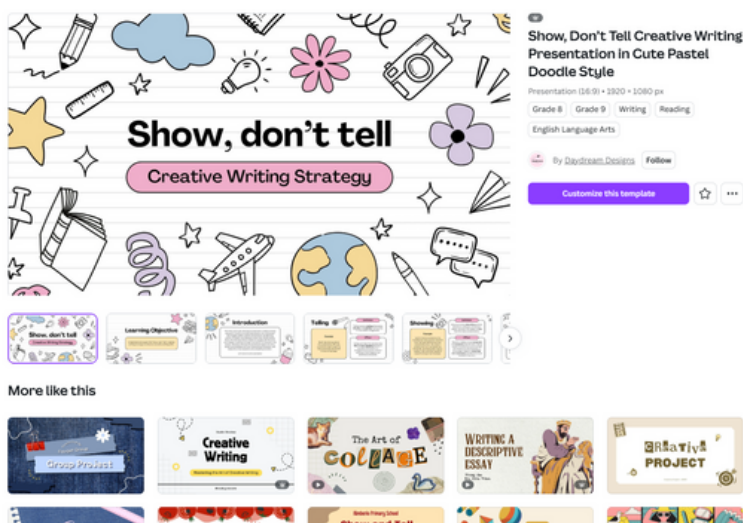
Choose a Template



Use the **Search Bar** to find a template that fits what you need, like poster, lesson plan, or presentation.

2

Preview and Select



Click on a design to preview it. When you find one you like, **select Use this template** to open it in The Editor.

PRACTICAL OVERVIEW

USING AND CUSTOMIZING TEMPLATES

3

Customize



Make it your own by changing:

- **Text:** Double-click to edit wording and font.
- **Colors:** Use your Brand Kit or color picker.
- **Images:** Replace with your own uploads or stock photos.
- **Layout:** Move or resize elements to fit your content.

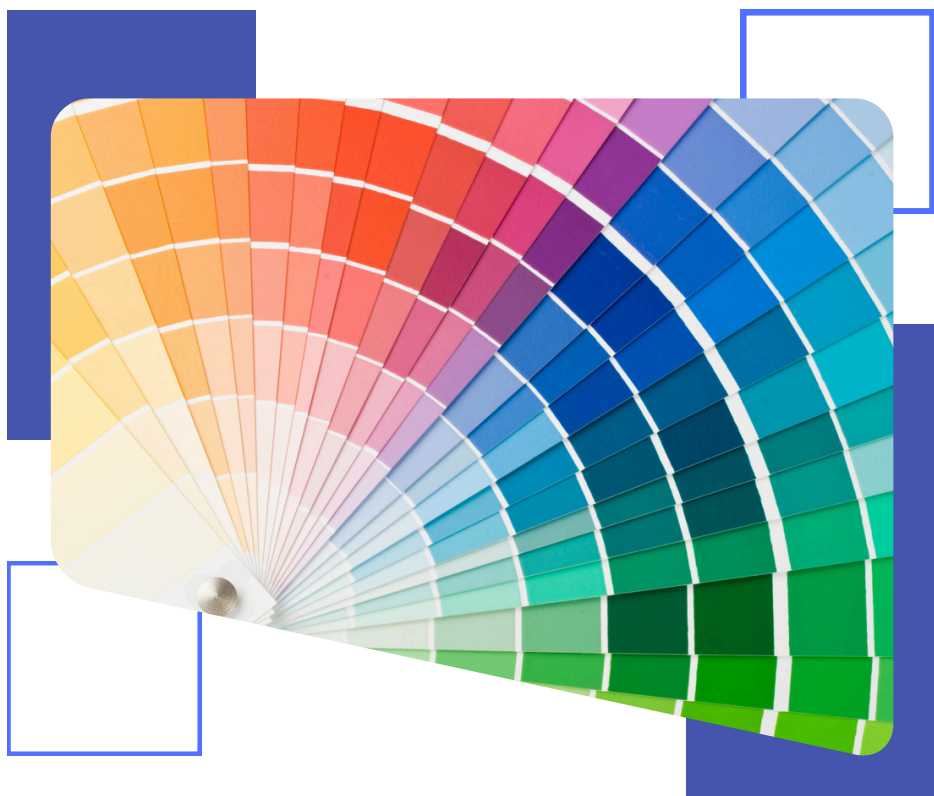
4

Save, Share, Download or Reuse



When you're happy with your design,

Click File → Save as Template to reuse it later or share with your team.



2

C.R.A.P. Design Principles

Notes

[illegible]

C.R.A.P.

DESIGN PRINCIPLES

C

CONTRAST



Different Size =
Different purpose



Colors adds meaning



Shapes help things
stand out



Text Direction attracts
attention

R

REPITITION



Layout pattern
repeated each page



Colors should
form a pattern



Everything should
be Predictable



Text heading = 1 Size
Text body = another

A

ALIGNMENT



Vertical & Horizontal
Lines



Left Aligned text



Always use 3



Corners and Edges
connect in a grid

P

PROXIMITY



Text & Image
support



Blank Spaces =
Balance



Group Related
things together



Keep things next
to each other



3

Canva Keyboard Hacks

Notes

[illegible]

CANVA

KEYBOARD HACKS

Magic Menu



Undo



Duplicate



Add Text



Capitalize Text



Align to Center



Send Backwards



Send Forward



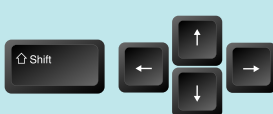
Select All



Move 1 pixel



Move 10 pixels



Square



Zoom in



Zoom out



Circle



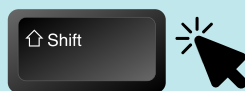
Group



Ungroup



Select Multiple



Notes

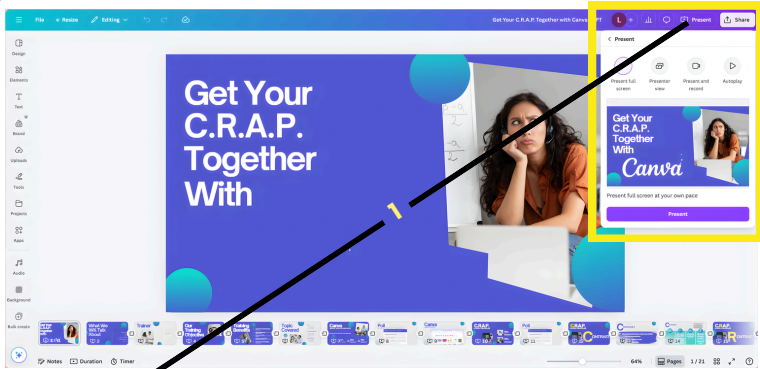
[illegible]

CANVA

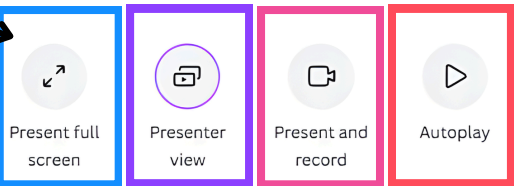
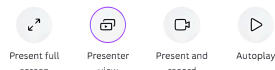
PRESENTATION MODE

1

Open Project



< Present



View your notes and upcoming slides

Present

- **Step 1:** Open your presentation design.
- **Step 2:** Click Present (top-right).
- **Step 3:** Choose a mode.
 - **Standard** – full-screen slides, you control the pace.
 - **Presenter view** – audience sees slides; you see notes, timer, and upcoming slide on a second screen.
 - **Autoplay** – slides advance automatically (set the interval).
 - **Present & record** – record a talk-through video of your deck with your camera/mic.

CANVA

PRESENTATION MODE

1

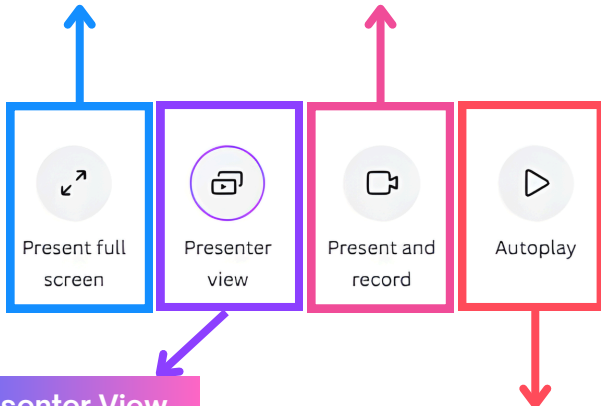
Open Project

Present Full Screen

- Use ← / → or click on-screen arrows to move.
- Press Esc to exit.
- Optional tools (toolbar in Present): Pointer/laser, Grid/overview, Captions (if available), Hide cursor.

Present & Record

- Click Present → Presenter view.
- Connect/extend to a second screen (projector shares slides; your laptop keeps notes).
- On your laptop you'll see:
 - Current slide + Next slide preview
 - Timer/clock
 - Speaker notes (edit anytime)
 - Control slides from the presenter window; your audience only sees the slides.



Presenter View

- Present → Autoplay.
- Pick an interval (e.g., 5–10 seconds).
- Start. Slides loop hands-free—great for booths or hallway screens.

Autoplay

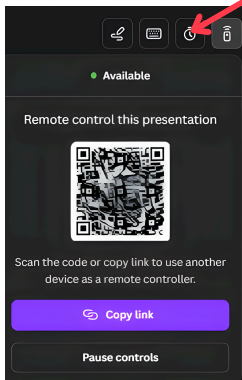
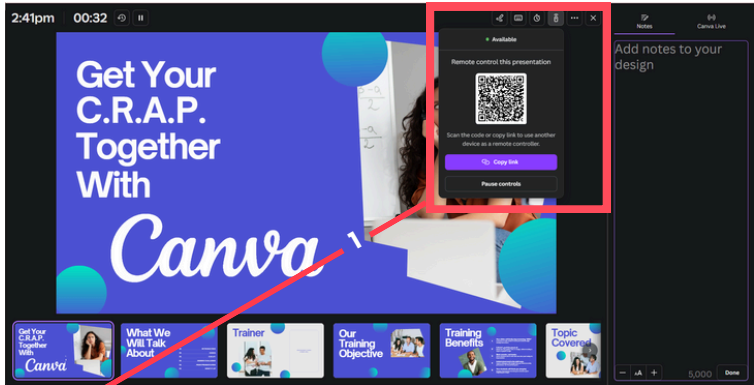
- Present → Present & record.
- Allow camera/mic.
- Choose Recording studio background (optional).
- Start recording, advance slides as you speak.
- Finish → Save/Share link to a hosted recording.

CANVA

PRESENTATION MODE

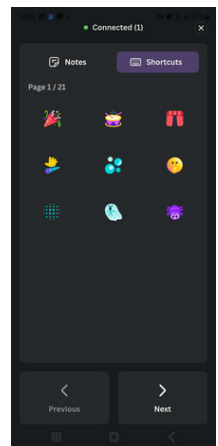
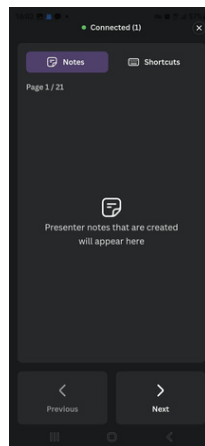
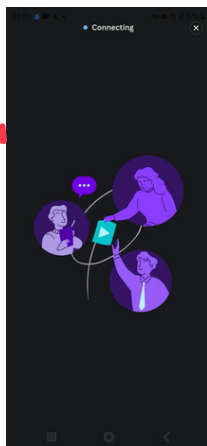
2

Connect your Phone (Clicker Activated)



Keyboard shortcuts

- **Step 1:** Scan the QR code with your phone's camera.
- **Step 2:** Open the link that appears.
- **Step 3:** Use the on-screen buttons to move through your slides — just like a clicker, but cooler!

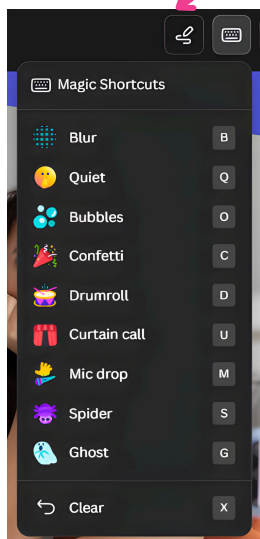
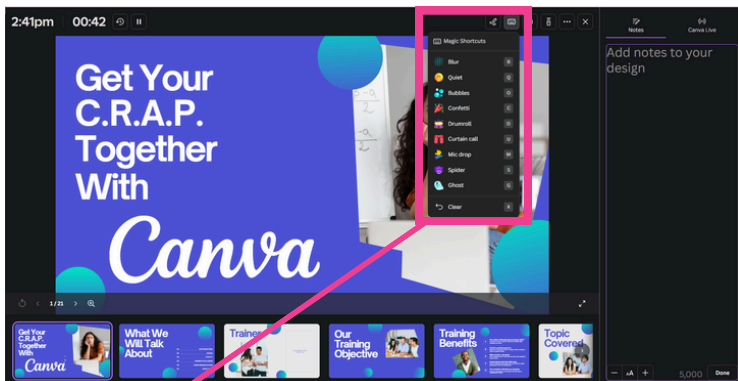


CANVA

PRESENTATION MODE

3

Magic Shortcuts



Autoplay

- **Step 1:** Click the keyboard icon on the top toolbar to open Magic Shortcuts.
- **Step 2:** Choose and click an effect. (like confetti, bubbles, or mic drop)
or
- **Step 3:** Use the letters on your keyboard to activate the effects while presenting.



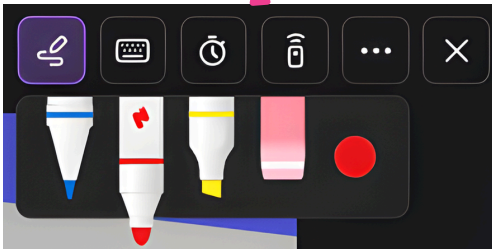
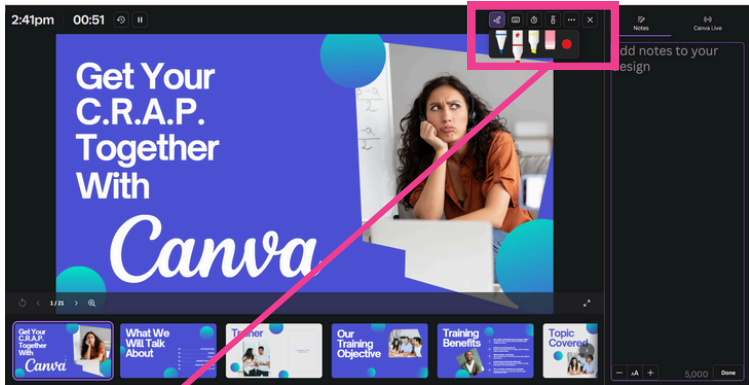
Use them for celebrations, transitions, or quick audience reactions. It's like having your own mini sound and effects board!

CANVA

PRESENTATION MODE

4

Drawing Tools



Autoplay

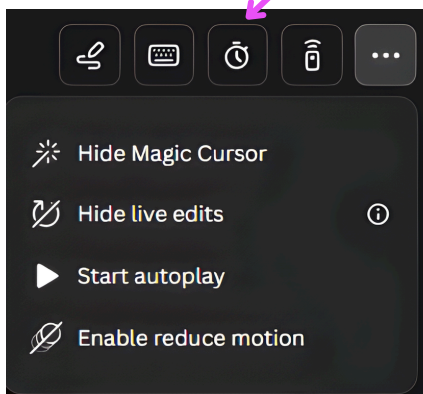
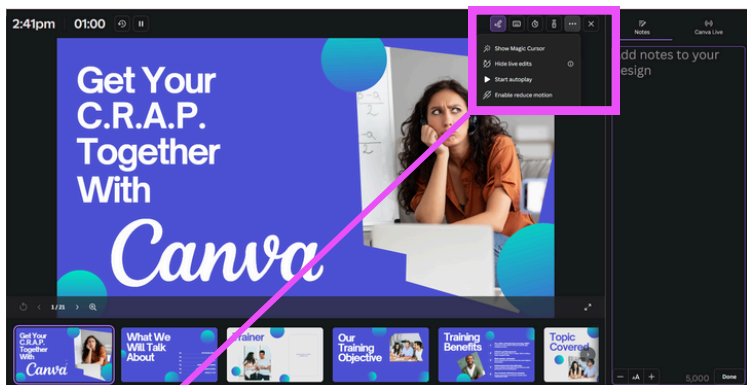
- **Add notes or highlight key points right on your slides using the Drawing Tools in Presentation Mode.**
- **Marker (Thin):** Great for writing small notes or underlining words.
- **Marker (Thick):** Perfect for bold strokes or quick sketches.
- **Highlighter:** Emphasize text or areas without covering them.
- **Eraser:** Remove marks cleanly when you're done.
- **Color Picker:** Choose the pen color that matches your style or theme.

CANVA

PRESENTATION MODE

5

More!



Autoplay

Fine-tune how your presentation looks and runs while you're on screen.

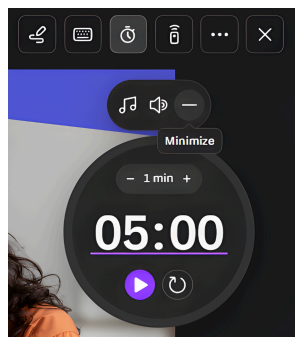
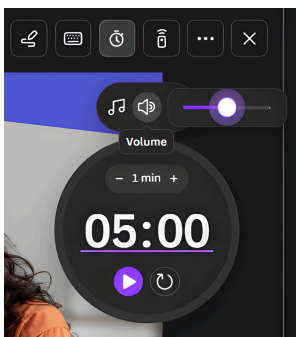
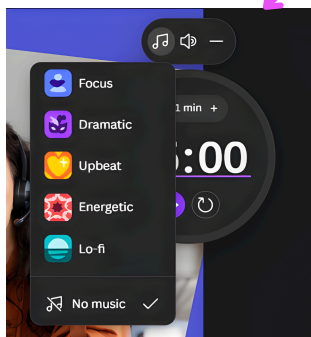
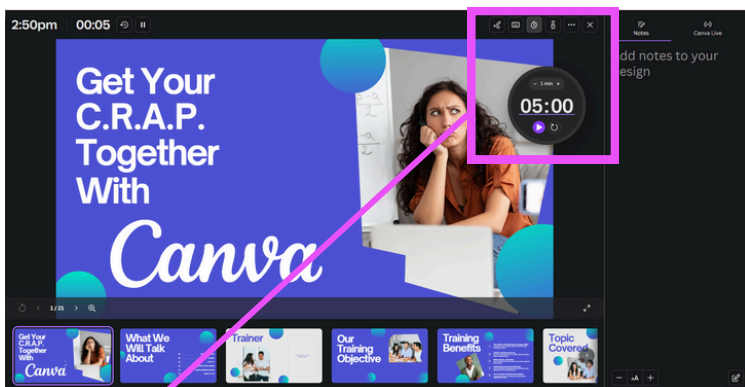
- **Hide Magic Cursor:** Turn off the sparkle trail for a cleaner pointer.
- **Hide Live Edits:** Stops live changes from showing if you're updating slides mid-presentation.
- **Start Autoplay:** Let slides advance automatically at timed intervals.
- **Enable Reduce Motion:** Simplify transitions for smoother playback on slower devices.

CANVA

PRESENTATION MODE

6

Timer



Timer

Keep your presentation smooth and engaging with background music and a built-in timer.

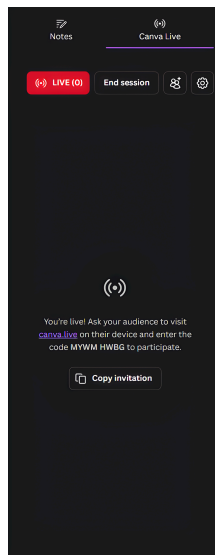
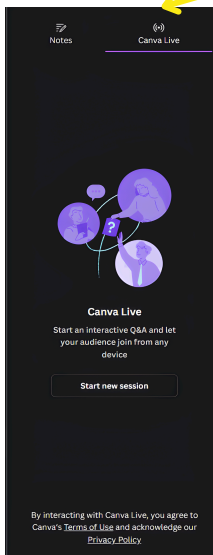
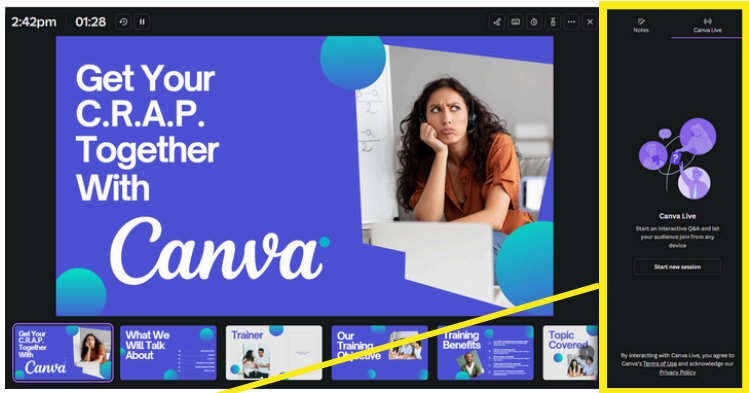
- **Play Music:** Choose from Focus, Upbeat, Dramatic, Energetic, or Lo-fi to match your presentation's mood.
- **Control Volume:** Adjust sound levels for just the right vibe.
- **Minimize Timer:** Keep it running quietly in the corner while you present.
- **Shortcut:** Press any number key (1-9) on your keyboard to start a timer instantly!

CANVA

PRESENTATION MODE

7

Share! and have students join...



Canva Live & Notes

Engage your audience or keep track of your key points—all in one place.

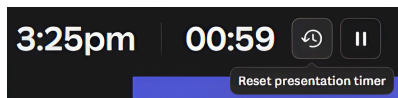
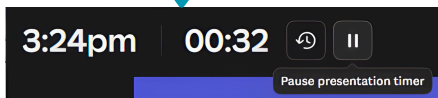
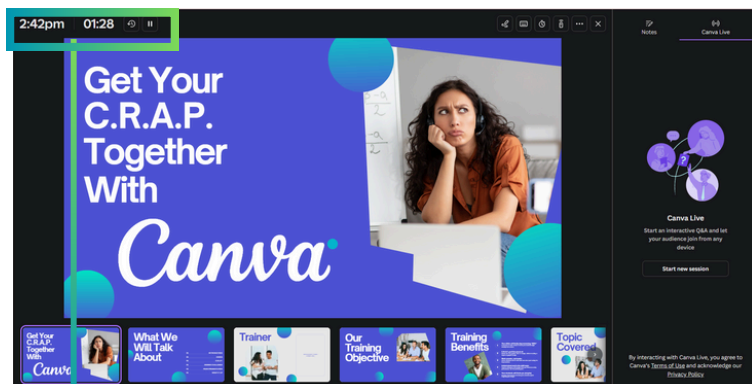
- **Canva Live:** Start an interactive Q&A session! Your audience can scan a code or visit canva.live to send questions in real time.
- Click Start New Session → Share the link or code → Go Live!
- **Keep private reminders or talking points for your presentation. Only you can see them while presenting.**

CANVA

PRESENTATION MODE

8

The Top Bar - Presenter View



Canva Live & Notes

Stay on schedule with Canva's built-in presentation timer.

- **Pause Timer:** Take a quick break without losing your progress.
- **Reset Timer:** Start fresh whenever you need to restart your timing.
- Perfect for classroom lessons or timed presentations, it helps you pace yourself with ease!

Notes

[illegible]

