



Newark &  
Sherwood CVS



Rushcliffe Community  
& Voluntary Service

Canva

# WHAT IS CANVA?

Canva is an online graphic design platform that is used to create things such as social media images, videos and gifs, posters, websites, booklets, and multimedia presentations.

## How much does it cost?

### **Canva Free**

Canva is free for individuals to design anything. It can also be used with family, friends or others.

### **Canva Pro**

£99.99 per person, per year. Canva Pro is for individuals, solopreneurs, and freelance designers who can have unlimited access to premium content, to create professional designs with ease.

### **Canva for Teams**

£260 per year for the first 5 individuals. This package has all the features of Canva Pro, allowing teams of all sizes to collaborate.



# SETTING UP AN ACCOUNT

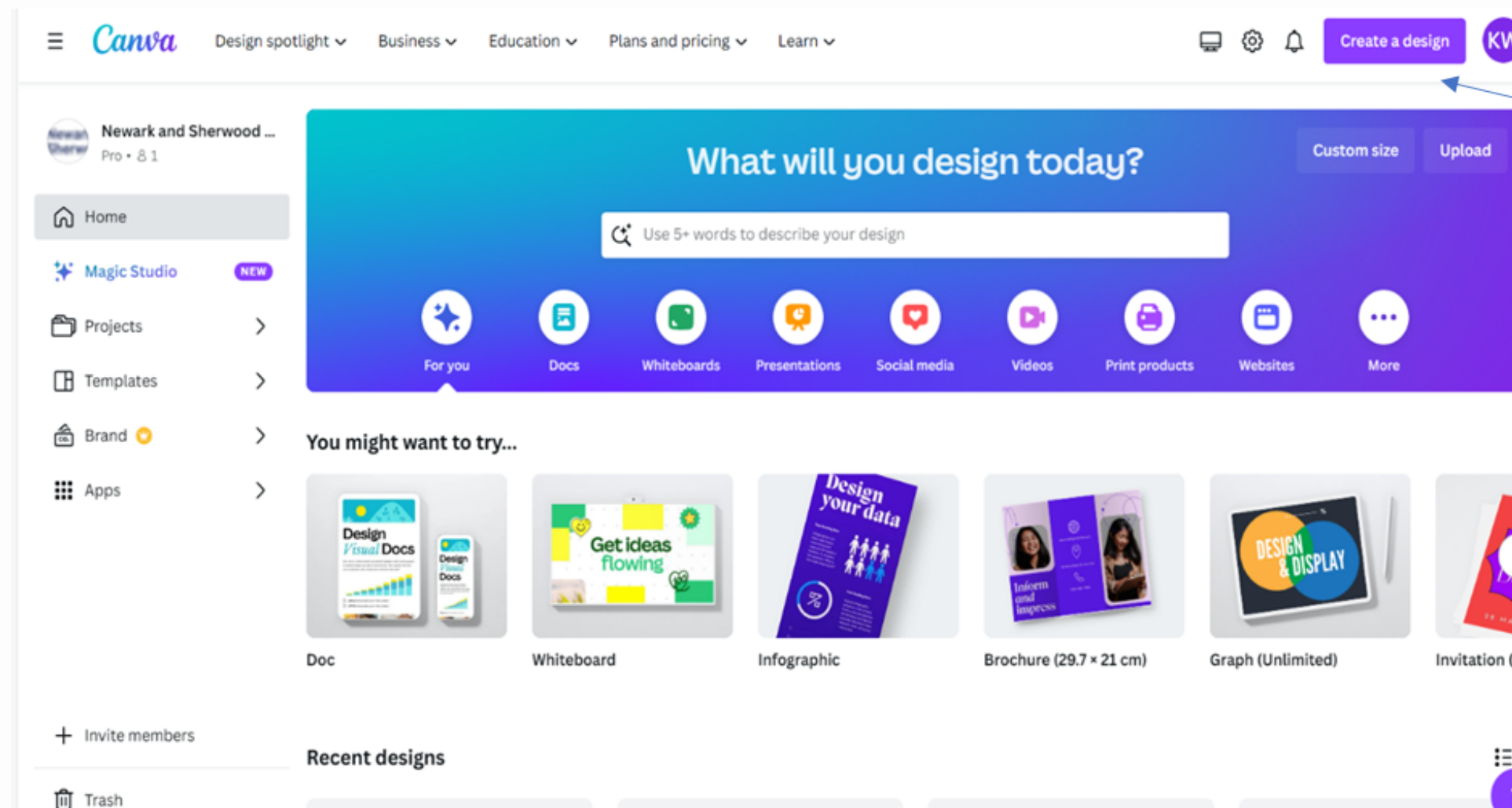


There are multiple options to set up your Canva account. You can continue with your email address, Facebook, Google, Apple or other methods.

- To create a Canva account go to [www.canva.com](http://www.canva.com) and select sign up.
- You can choose to continue with your own email or with a work email.
- Enter the account you would like to register with.
- You will then receive an authorisation code to your chosen email.
- Follow the steps on the email you receive from Canva to verify your email address.
- Enter the verification code provided to finish your account set up.

# CREATING YOUR OWN DESIGN

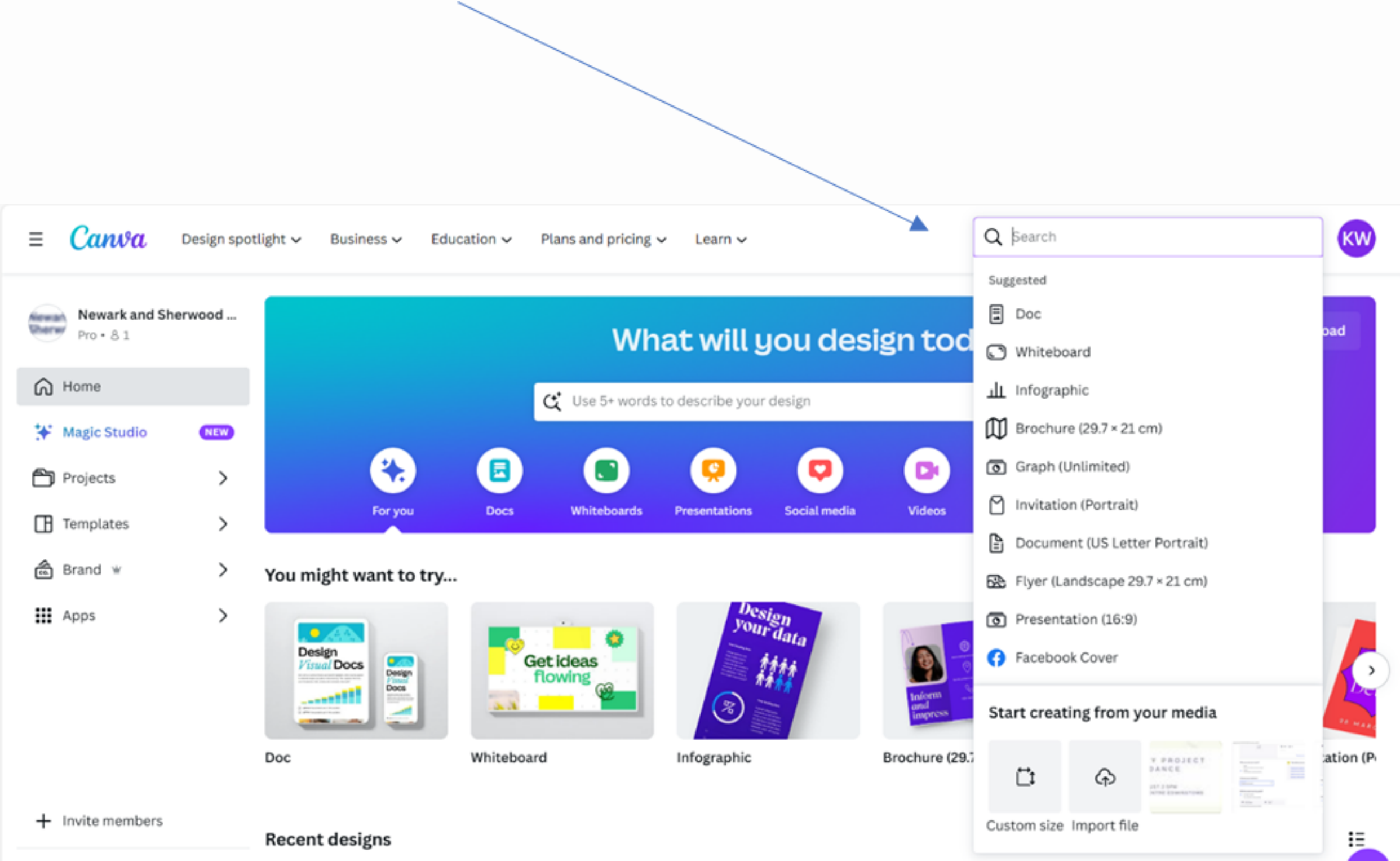
Now you have set up a Canva account. You will be directed to the home page where you can create and organise designs, look at thousands of templates, create and share folders.



When creating a design, you can choose to use one of the free templates on Canva or create your own design.

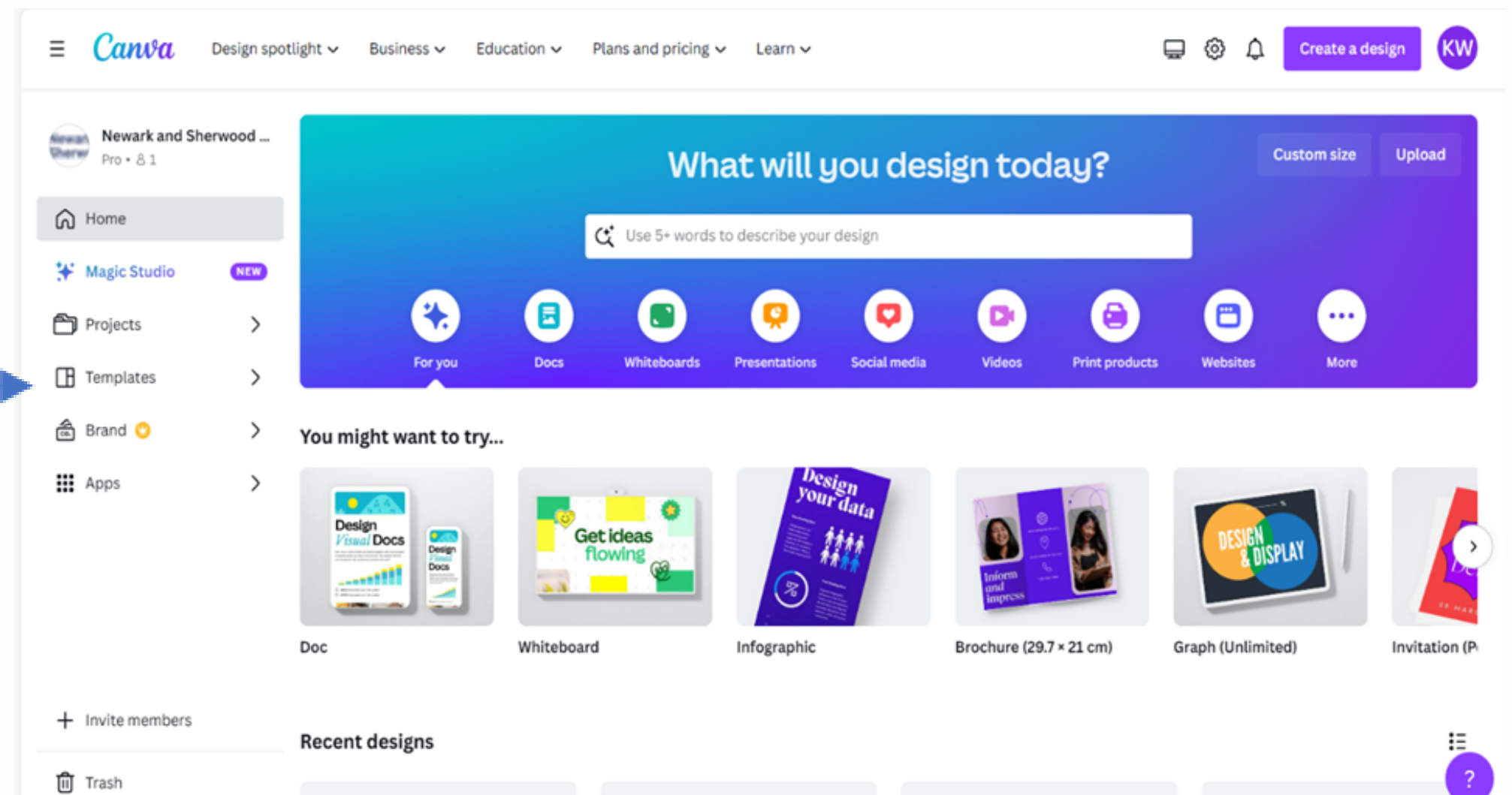
To create your own design, press the “Create a design” button in the top right corner .

You will then be provided with a drop-down box which will allow you to click the type of design you would like to create. Choose your design and begin.



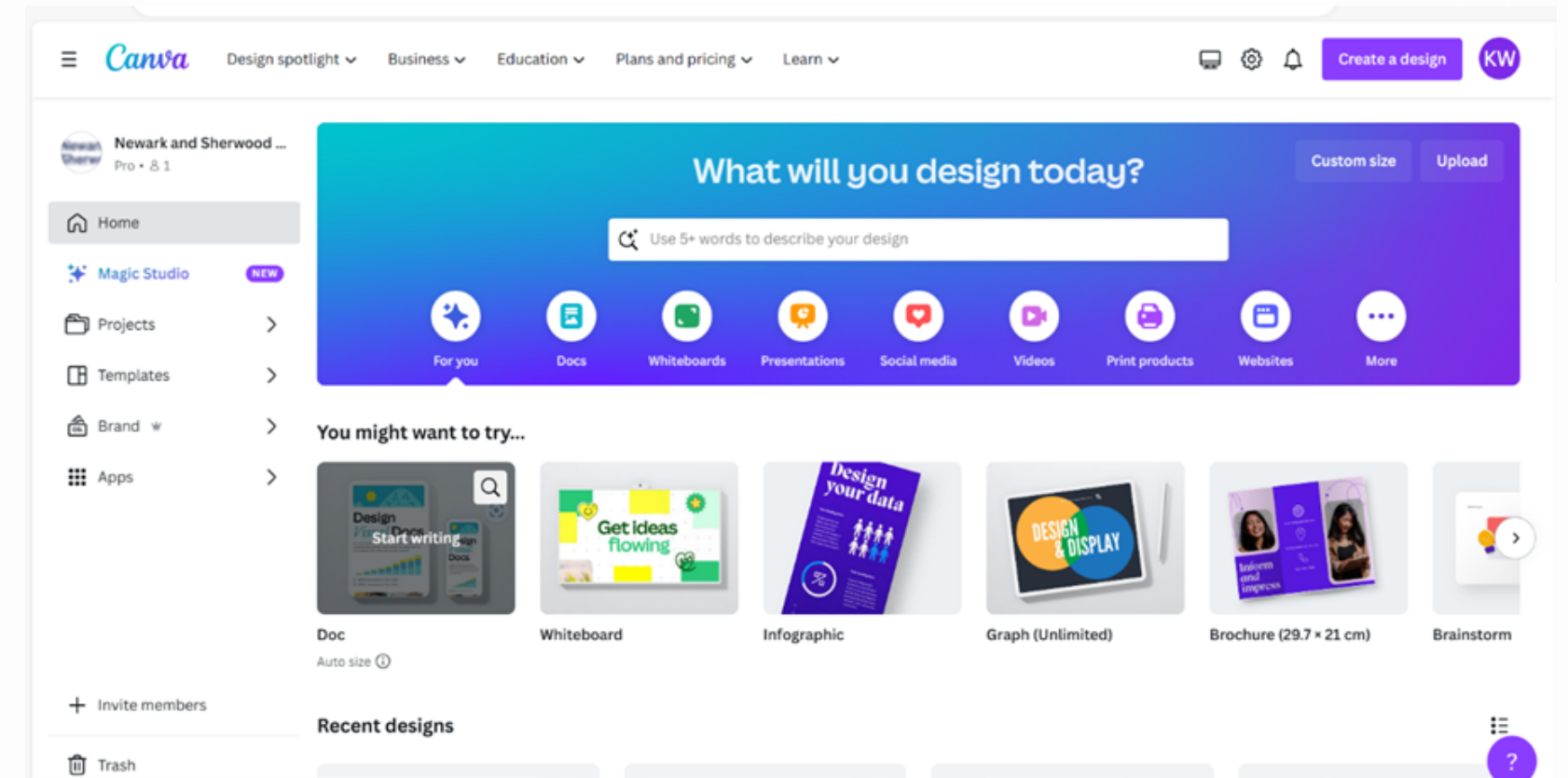
# USING A CANVA TEMPLATE

To create a design using a Canva template, click the template button on the left-hand side of the page. This will take you to various templates you can modify to create your own design. All templates are created by expert designers and allow you to customise all the design elements to best suit your own design needs.

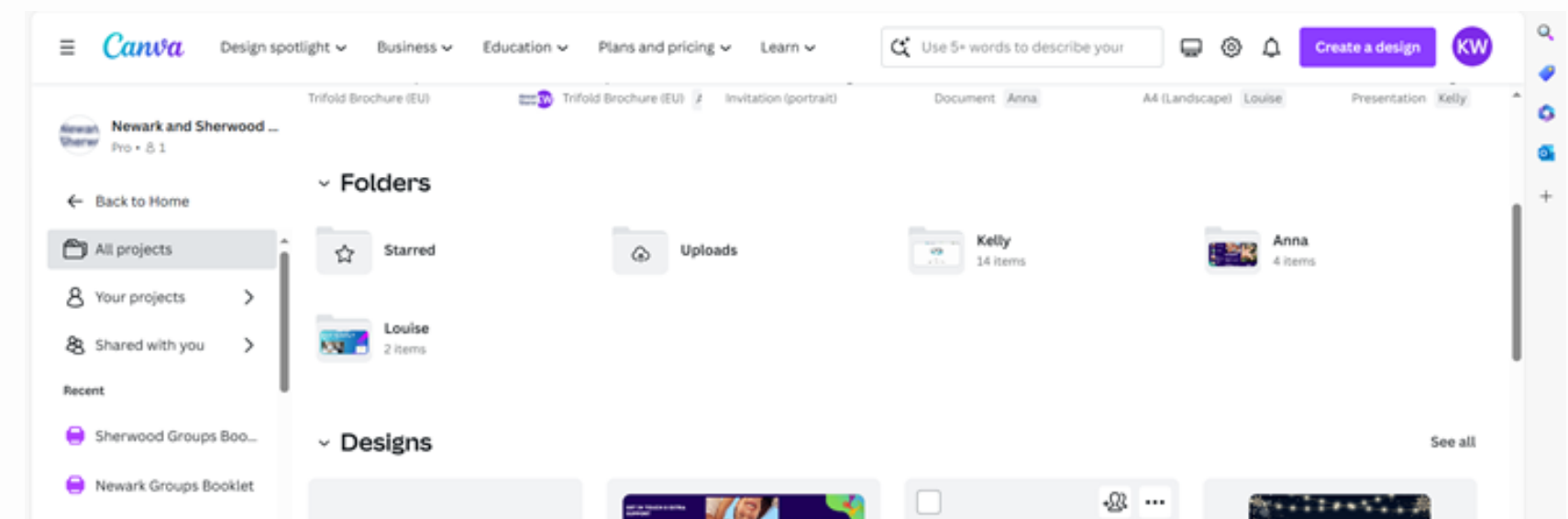


# HOW TO SAVE YOUR DESIGN

Canva will automatically save your design as you are working on it. If you would like your designs in a certain place you can set up individual folders to do this. Your designs can be found in projects, where you can also set up individual folders.

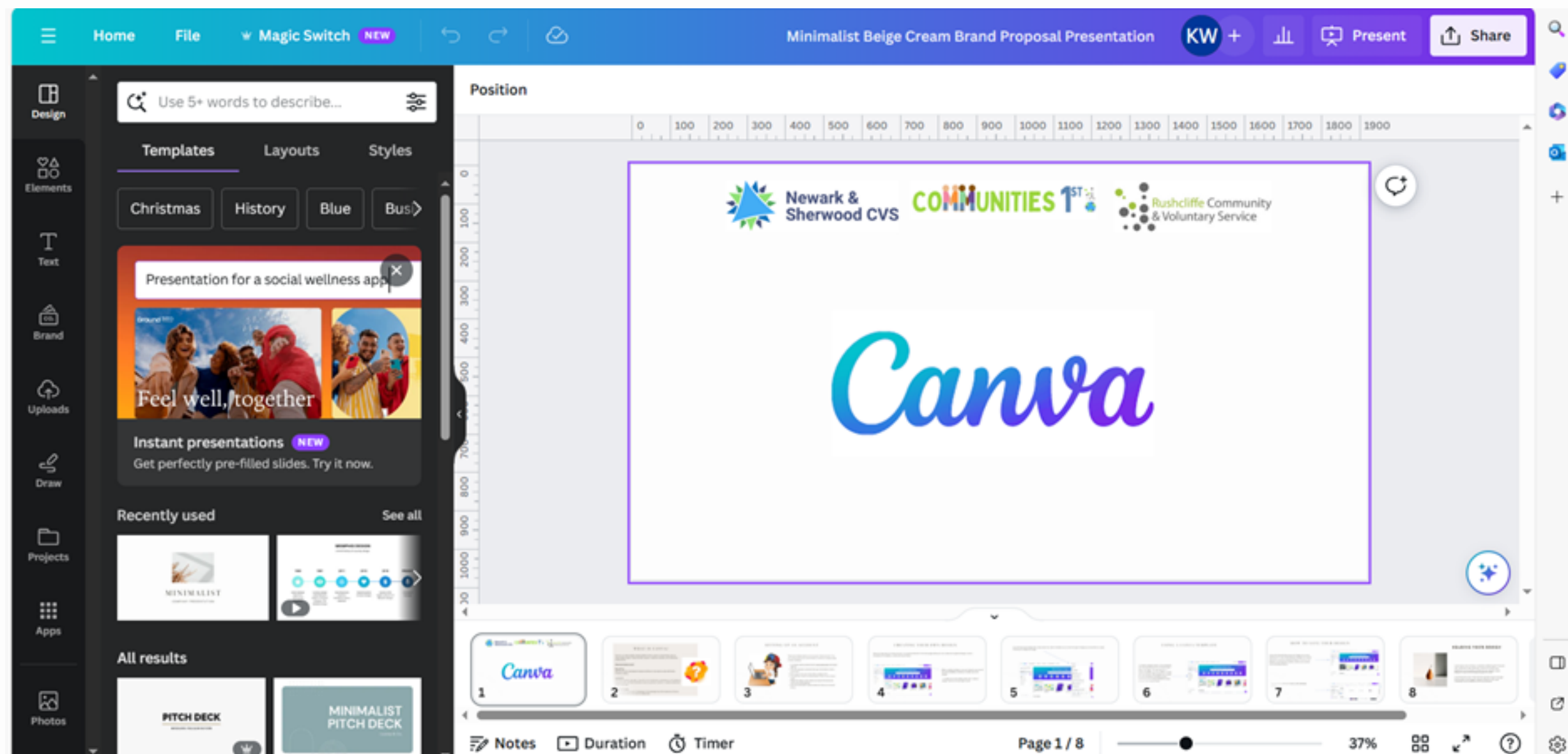


You can set up different folders with individual names.

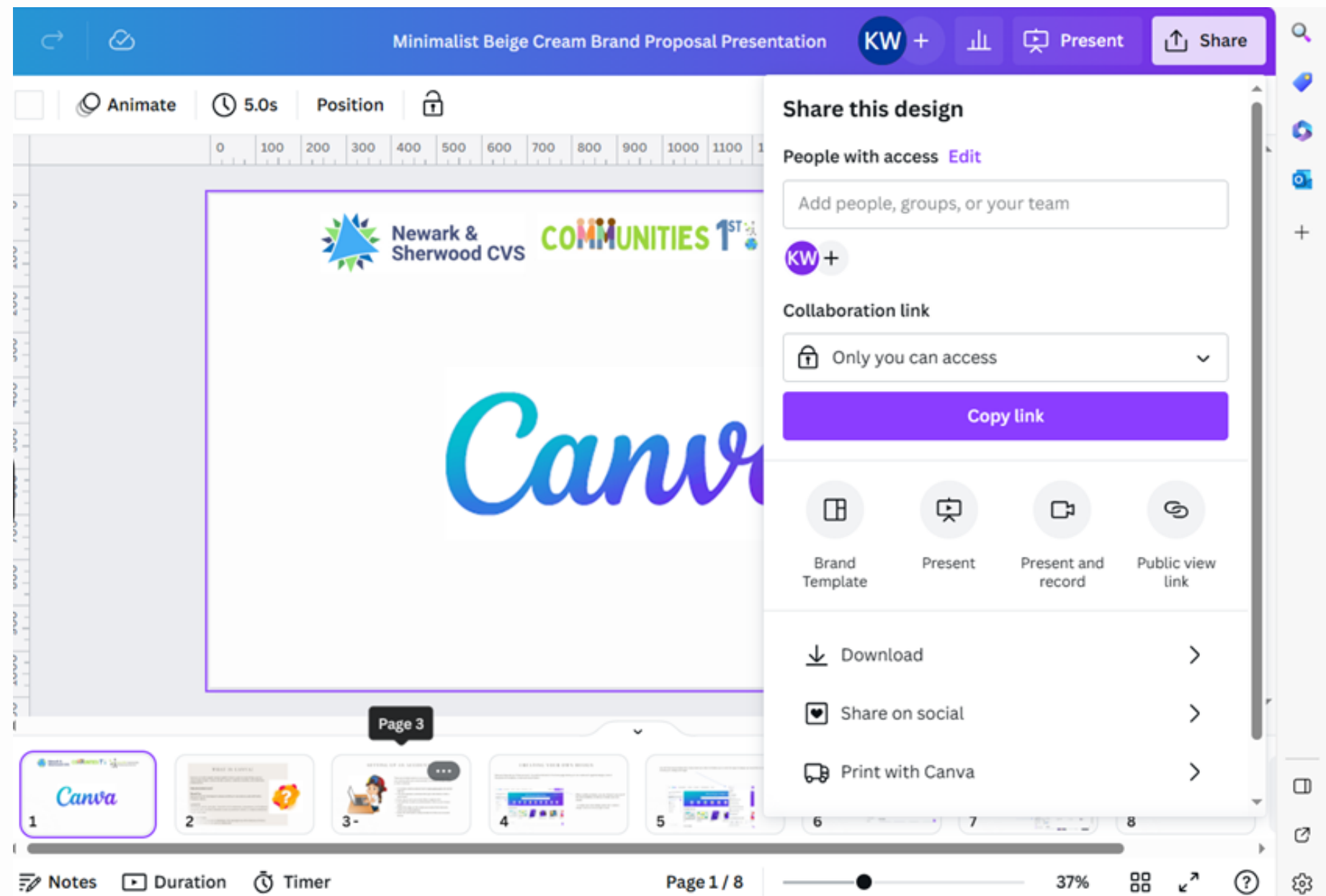


# SHARING YOUR DESIGN

To share your Canva design, click the share button in the top left corner. This will give you different options to share your design.







## Collaboration Link

To send the link to others you must use the drop down box provided and click the “**Anyone with a link**” box. This will allow others to access the design without having to log in.

## Present

You can choose to present your design on a full screen and go at your own pace. Alternatively there is an option for you to present and record. This allows you to record yourself as you present.

## Download

Download your design to your own desktop. This will be saved to your computer and can be used how you wish.

## Share on social

This option allows you to post your design on social media sites. Simply connect your social media and press the site you would like to use to share your design.

## Print with Canva

Canva provides you with multiple options to print your design, from leaflets and posters to t-shirts and coasters. Simply click how you would like to print your design and this will be processed and delivered to you.