HARRISON TOWNSHIP
PUBLIC LIBRARY

Tech Time at HTPL

Canva Basics

Canva

What is Canva?

Canva is a free-to-use online graphic design tool that launched in 2013. Although anyone can make a free account, it does come with design limitations. Premium options allow for full access to designs and graphics.

Canva is popular due to its easy drag-and-drop interface, access to thousands of free design templates, and simple methods of labeling and organizing.

What Can I Make?

- Flyers
- Brochures
- Social media content
- Business cards
- Documents
- Presentations
- Image and video editing
- Print products (t-shirts, mugs)
- Newsletters
- Labels and stickers
- Infographics
- Lesson plans and worksheets
- Calendars and planners
- Digital journals and scrapbook pages
- Website pages
- Interactive whiteboard pages
- Cards
- Invitations
- … and SO much more!

Free vs Premium Plans

For more info, visit canva.com/pricing.

Individuals

Free

Design anything and bring your ideas to life. No cost, just creativity.

US$0

/year for one person

Get started

With Free, get:

- Easy drag-and-drop editor and 1,000+ design types
- 1.6M+ templates to start fast
- 4.7M+ photos, videos, graphics, and audio
- 1 Brand Kit (3 colors only)
- Ad insights and AI ad creation^
- Access to Affinity
- 5GB of cloud storage

AI allowance

- Up to 200 Standard AI uses or 20 Premium AI uses^

New features:

- Canva Offline
- Try Magic Layers^

Individuals

Pro

Unlock premium content, more powerful design tools, and AI features.

US$144

/year for one person

Start a free trial

With Pro, unlock:

- Premium tools (resize, translate, remove background)
- 3.6M+ templates (including premium)
- 141M+ premium photos, videos, graphics, and audio
- 5 Brand Kits
- Social content scheduling
- Ad insights and AI ad creation^
- Access to Affinity with AI^
- 100GB of cloud storage

AI allowance

- 10x more AI than Canva Free (Standard, Premium, or Ultra AI)^
- AI Pass add-on available (extra cost)

Recommended

Individuals and teams

Business

Create content faster, market smarter, and grow your business with advanced tools.

US$250

/year per person

Start a free trial

Contact Sales

With Business, power growth with:

- Collaboration and team admin tools
- 3.6M+ templates (including premium)
- 141M+ premium photos, videos, graphics, and audio
- 100 Brand Kits and approvals
- Ad insights and AI ad creation^
- Access to Affinity with AI^
- Access to Flourish
- 10% discount on print orders**
- 500GB of cloud storage

AI allowance

- 20x more AI than Canva Free (Standard, Premium, or Ultra AI)^
- AI Pass add-on and AI top-ups available (extra cost)

Organizations

Enterprise

Empower your organization with end-to-end visual communication.

Let's talk

Get in touch to learn more

Contact Sales

Book a demo

With Enterprise, scale with:

- Enterprise-level security and controls
- SSO and SCIM provisioning
- Custom apps
- 1000 Brand Kits with tiered approvals and multi-team management
- Ad insights and AI ad creation^
- Access to Affinity with AI^
- Access to Flourish
- Priority support and dedicated success manager†
- 10% discount on print orders**
- 1TB of cloud storage

AI allowance

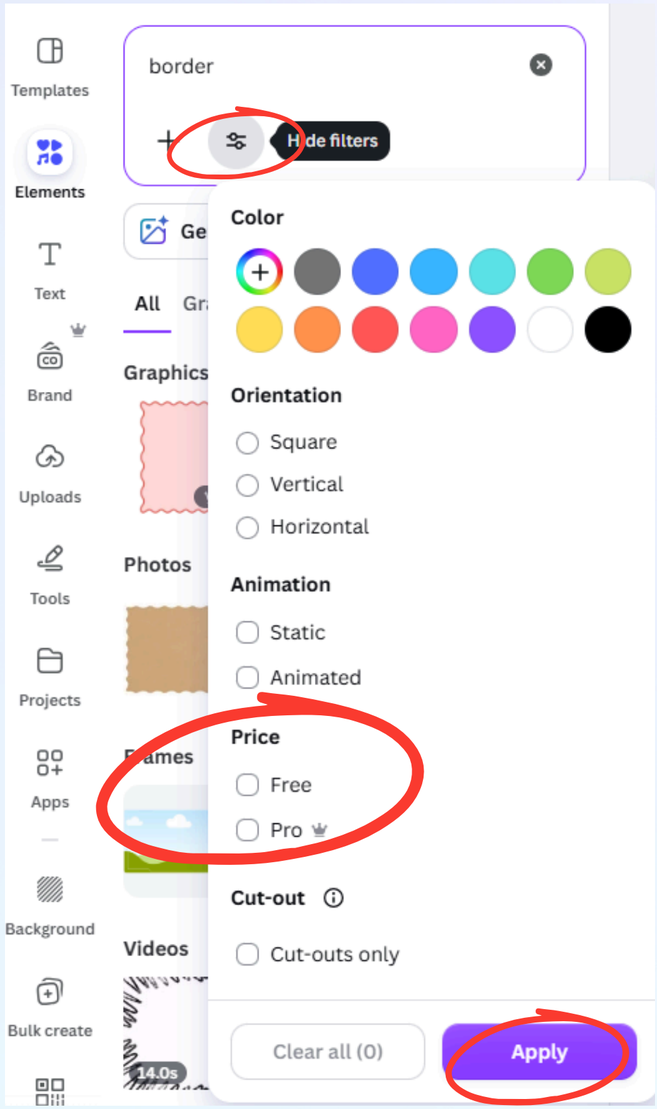
- 20x more AI than Canva Free (Standard, Premium, or Ultra AI)^

What Are the Limits?

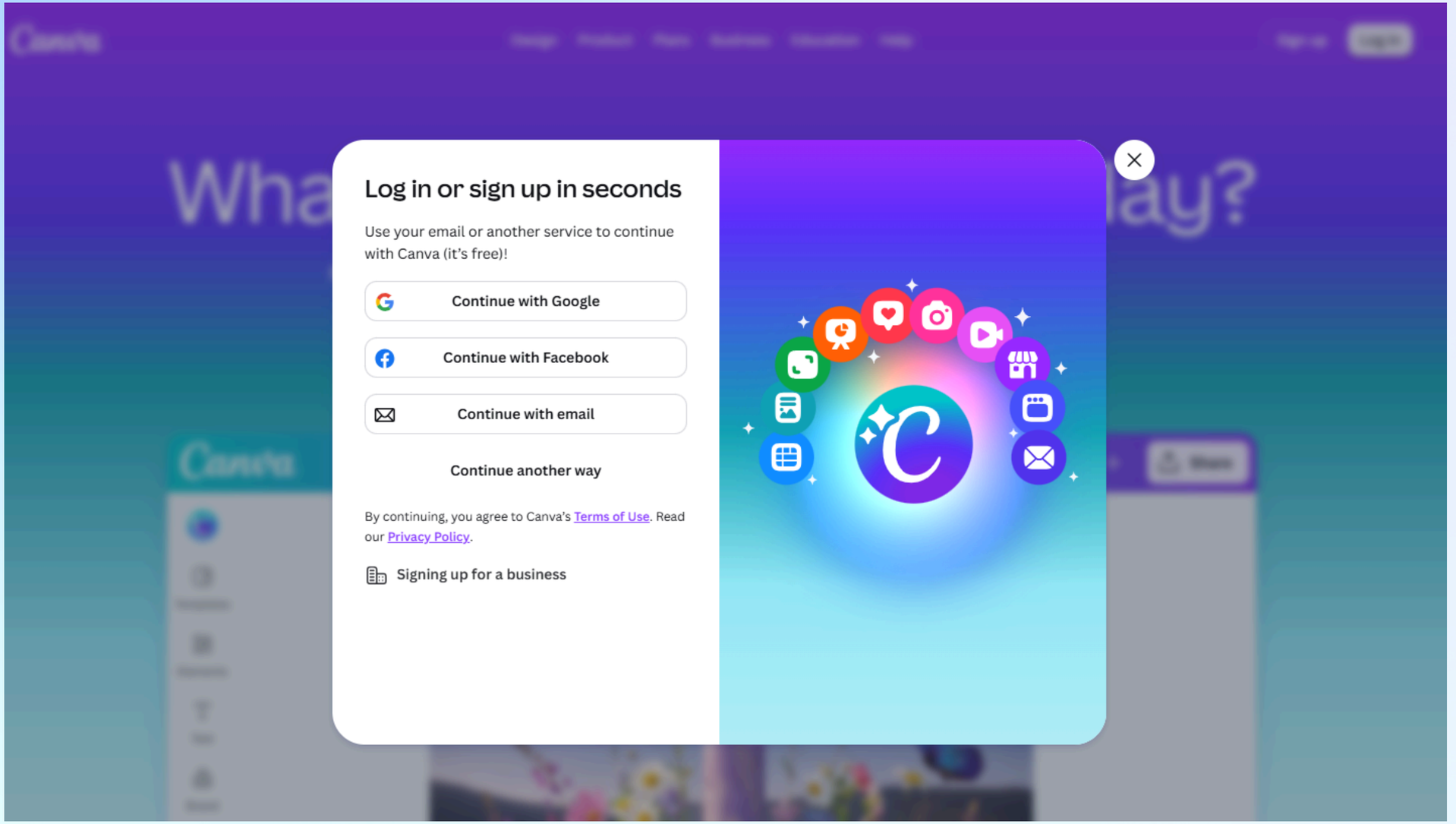


Paid or premium templates or graphics usually have a small crown icon next to them, as pictured at left. This means that your free account **cannot** use these images.

When searching for elements or templates (more on this soon), you can filter your search to exclude Pro/paid graphics. Click the **filter** icon after searching, then select **“free”** under “price,” then hit **“apply”** at the bottom. You will now only see free options.



Setting Up Your Account

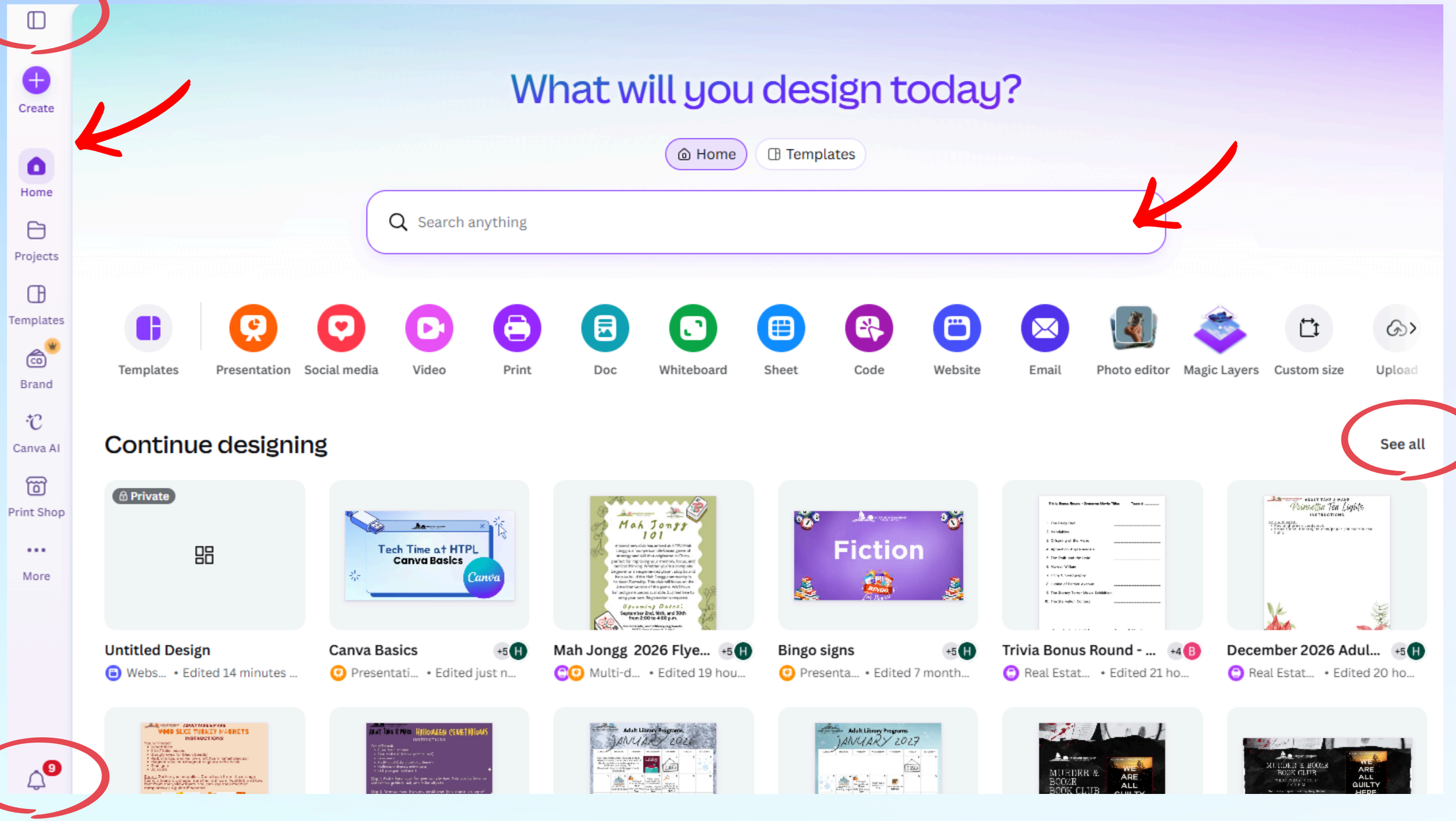


Navigate to **canva.com,** then select "sign up" at the top.

You can use an existing account like your Google or Facebook account to sign in, or you can create an account from scratch by clicking "continue with email."

Note that you can also download the Canva **mobile app,** but the layout will look different and be slightly trickier than the desktop website.

Homepage Overview



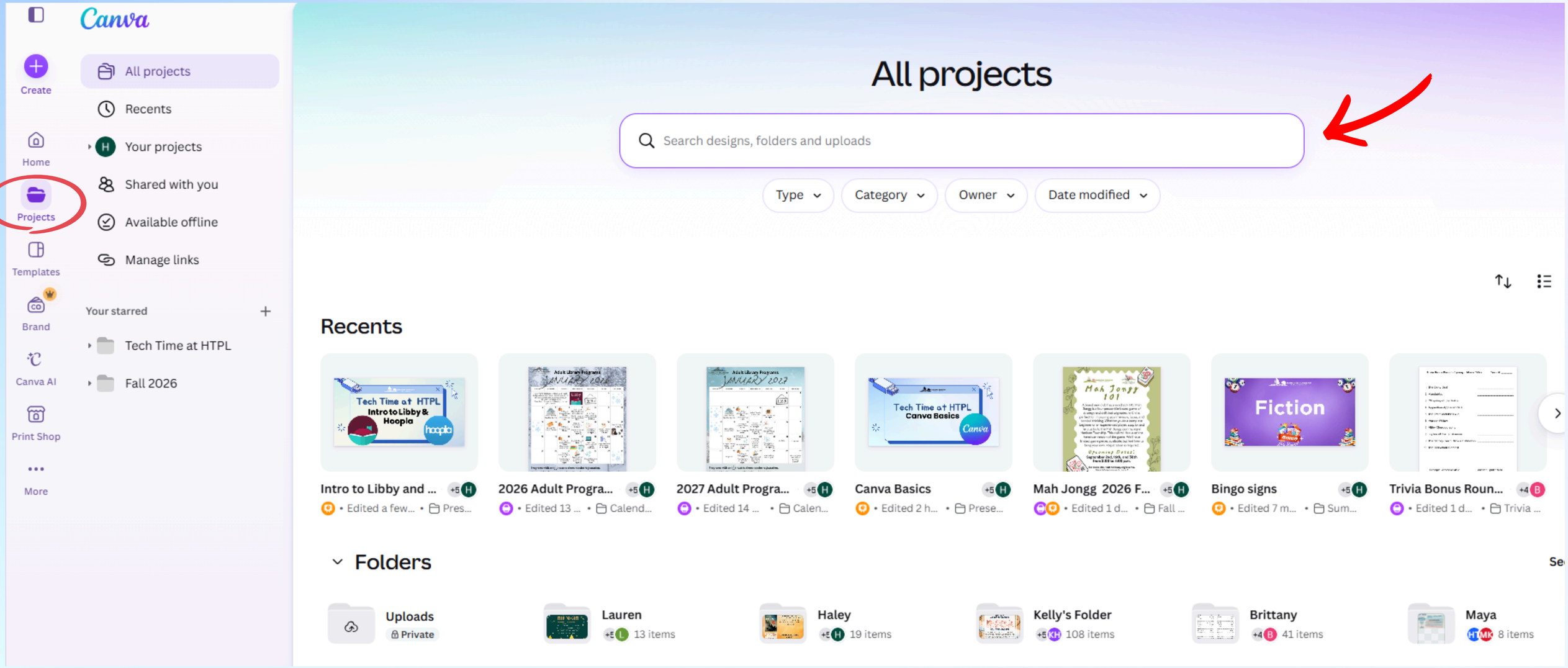
Terms to Know

Project: Any design you've actively worked on or opened on Canva. These are also called **designs.**

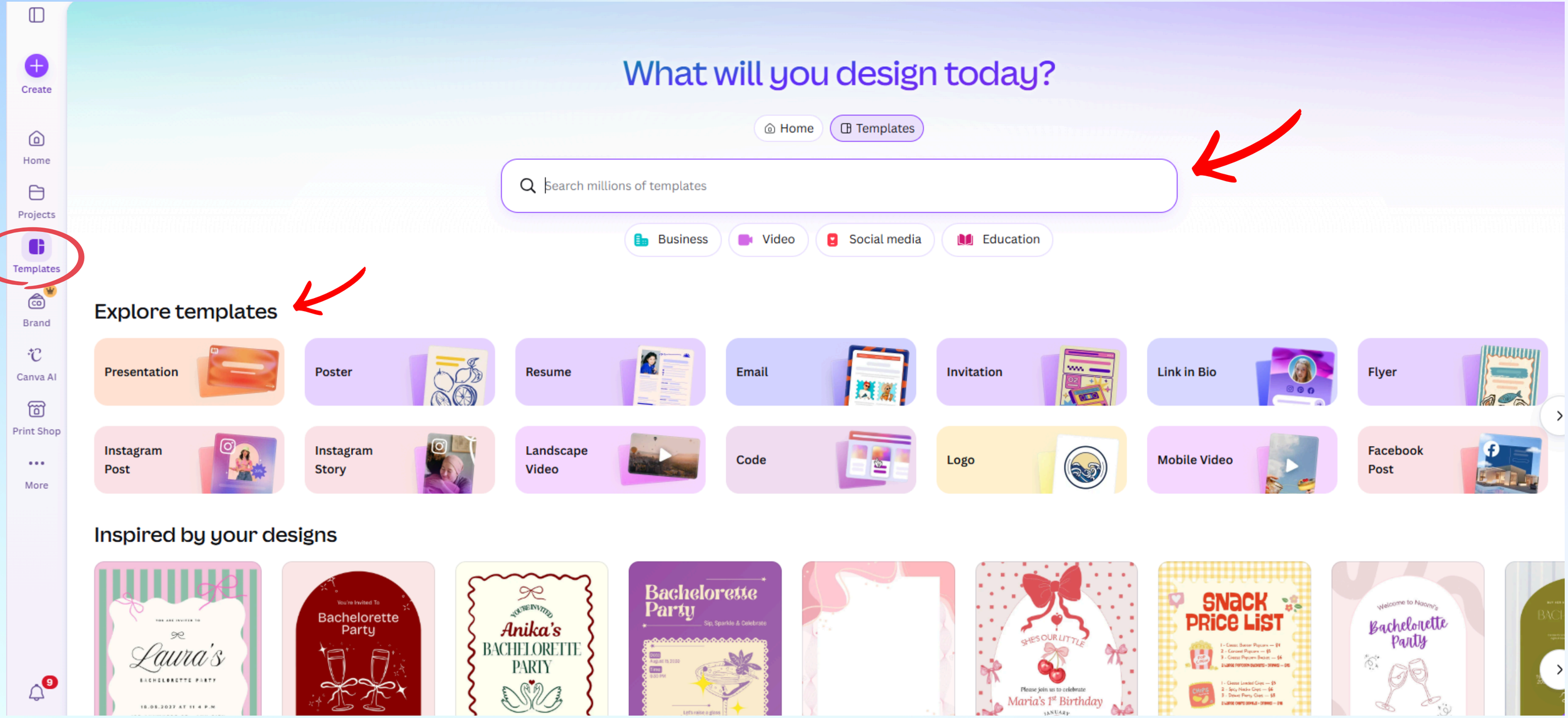
Template: An existing layout that you can edit and manipulate, as opposed to starting from scratch.

Element: Graphics, shapes, lines, or stickers you can add to your design.

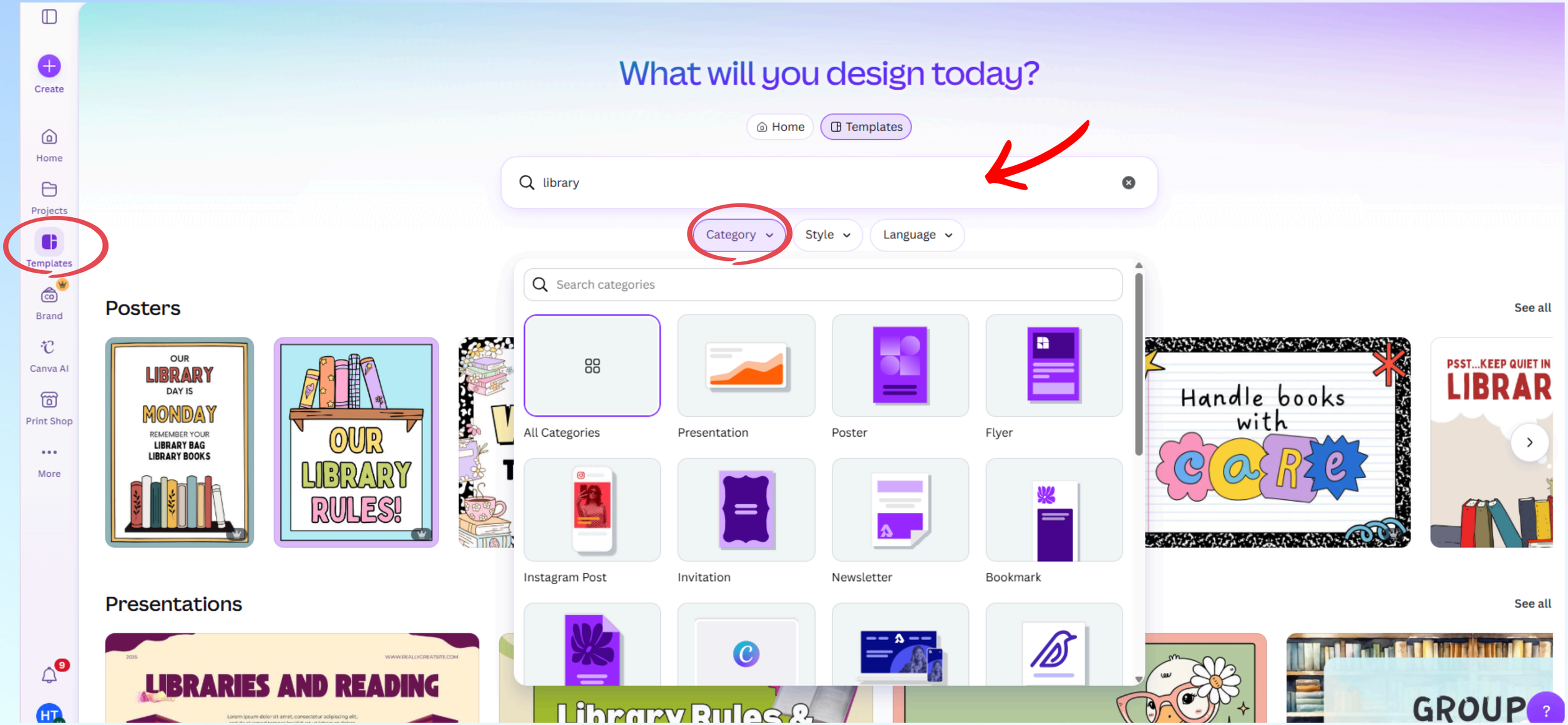
Projects


Canva
Create
Home
Projects
Templates
Brand
Canva AI
Print Shop
More
All projects
Recents
Your projects
Shared with you
Available offline
Manage links
Your starred
Tech Time at HTPL
Fall 2026
All projects
Search designs, folders and uploads
Type
Category
Owner
Date modified
Recents
Intro to Libby and ...
2026 Adult Progra...
2027 Adult Progra...
Canva Basics
Mah Jongg 2026 F...
Bingo signs
Trivia Bonus Roun...
Folders
Uploads
Private
Lauren
13 items
Haley
19 items
Kelly's Folder
108 items
Brittany
41 items
Maya
8 items

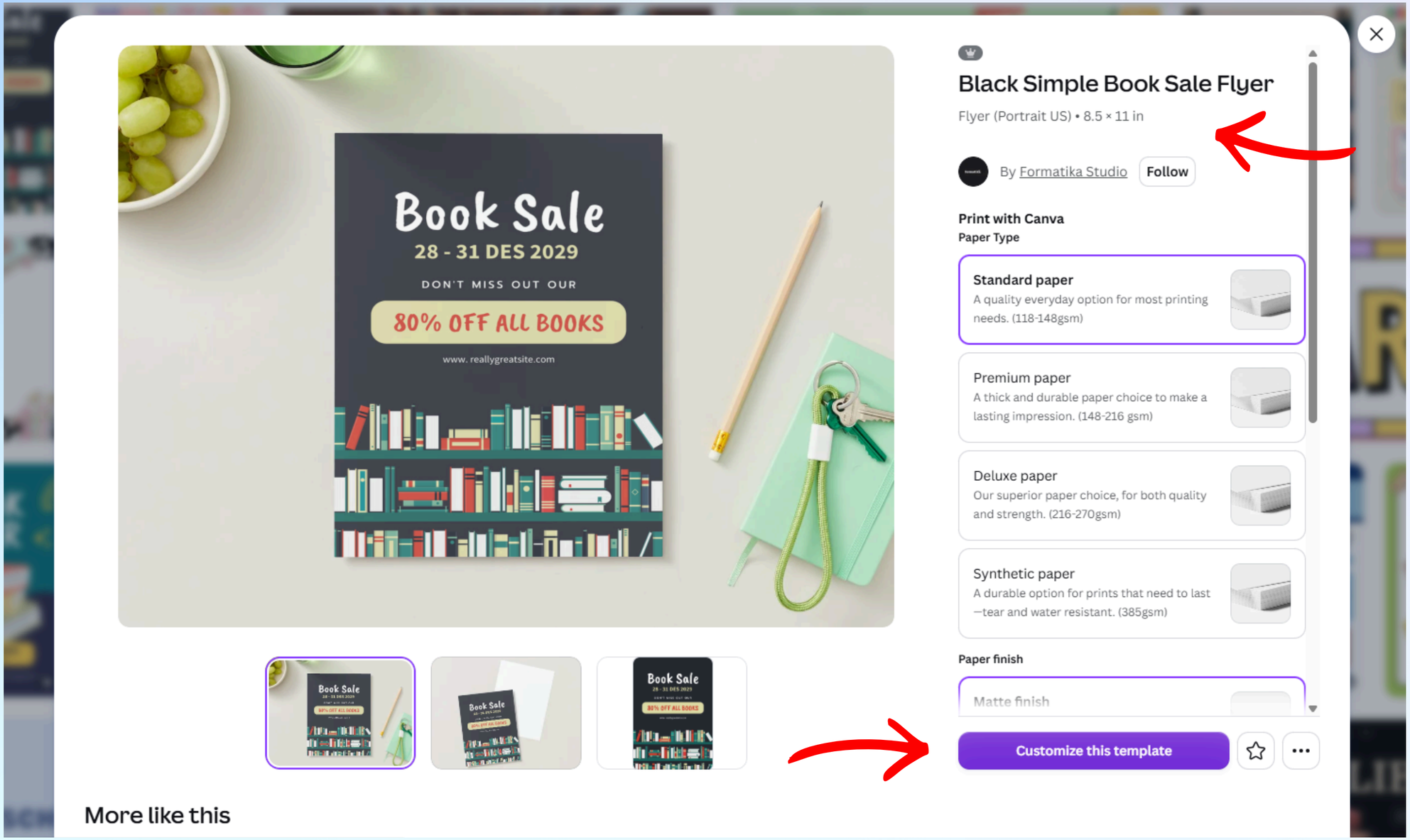
Templates


Create
Home
Projects
Templates
Brand
Canva AI
Print Shop
More
What will you design today?
Home
Templates
Search millions of templates
Business
Video
Social media
Education
Explore templates
Presentation
Poster
Resume
Email
Invitation
Link in Bio
Flyer
Instagram Post
Instagram Story
Landscape Video
Code
Logo
Mobile Video
Facebook Post
Inspired by your designs
Laura's
Bachelorette Party
Anika's
Bachelorette Party
Bachelorette Party
Sip, Sparkle & Celebrate
Maria's 1st Birthday
Snack Price List
Welcome to Naomi's
Bachelorette Party

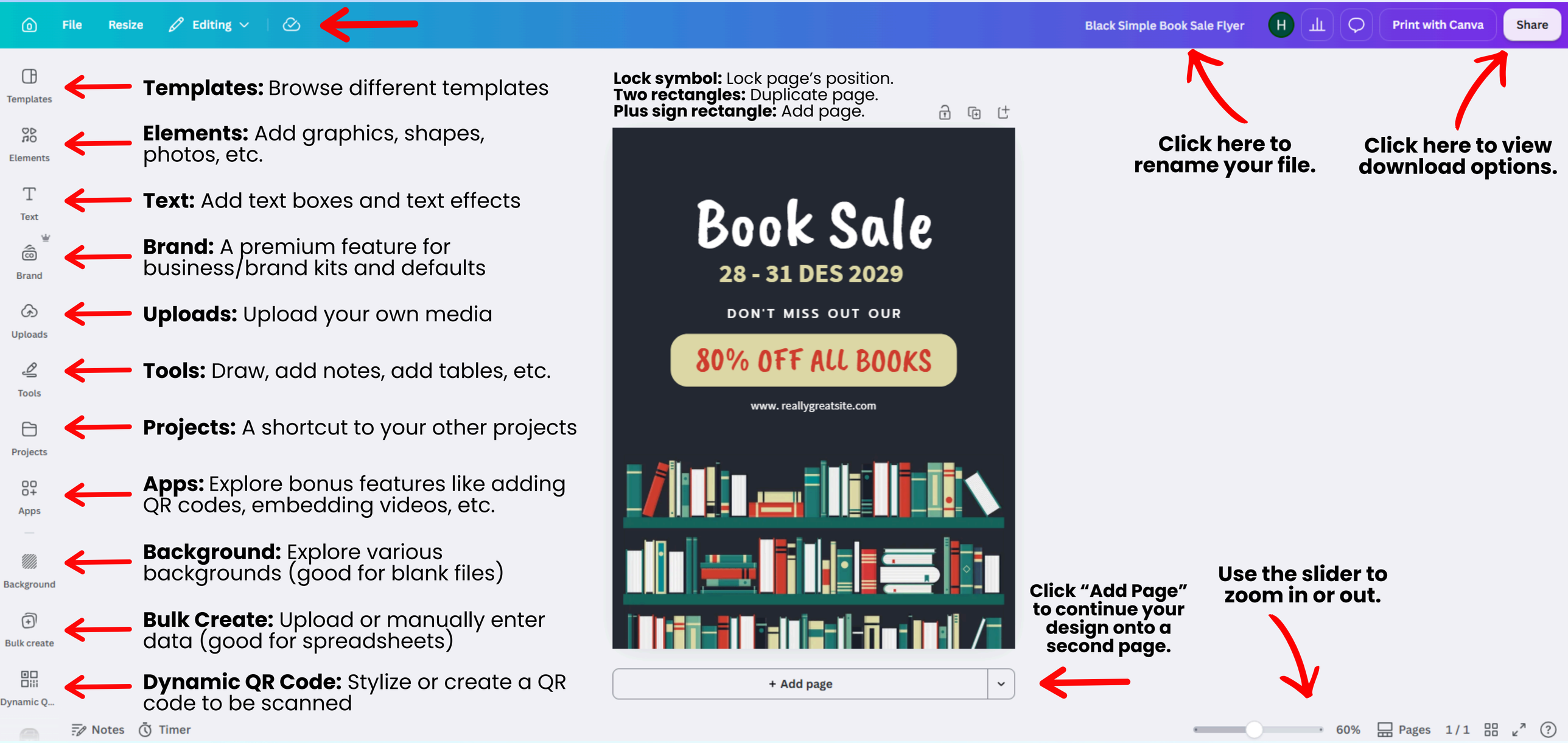
Searching for Templates



Creating from a Template



Creating from a Template



Templates: Browse different templates

Elements: Add graphics, shapes, photos, etc.

Text: Add text boxes and text effects

Brand: A premium feature for business/brand kits and defaults

Uploads: Upload your own media

Tools: Draw, add notes, add tables, etc.

Projects: A shortcut to your other projects

Apps: Explore bonus features like adding QR codes, embedding videos, etc.

Background: Explore various backgrounds (good for blank files)

Bulk Create: Upload or manually enter data (good for spreadsheets)

Dynamic QR Code: Stylize or create a QR code to be scanned

Lock symbol: Lock page's position.
Two rectangles: Duplicate page.
Plus sign rectangle: Add page.

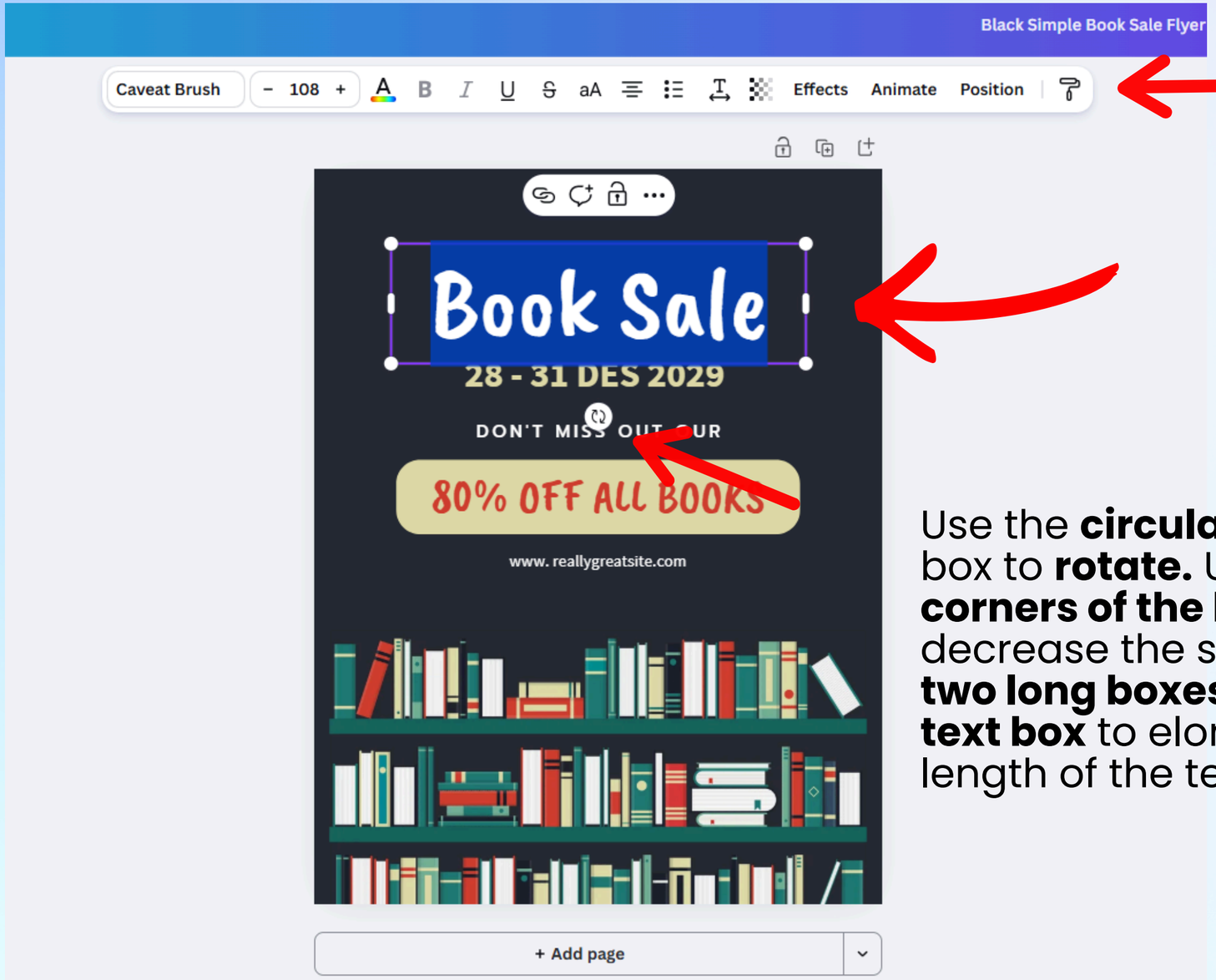
Click here to rename your file.

Click here to view download options.

Click "Add Page" to continue your design onto a second page.

Use the slider to zoom in or out.

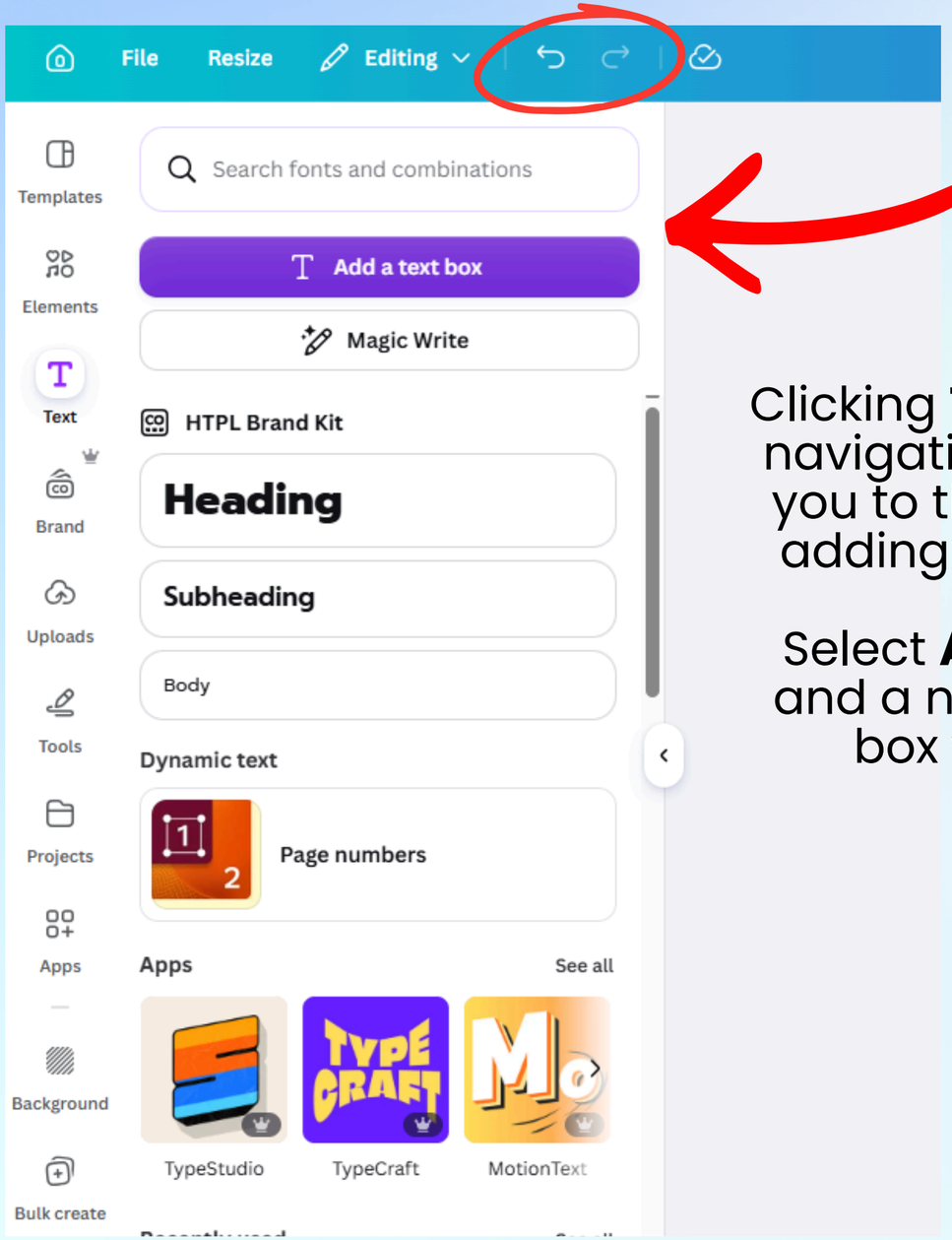
Editing Text



This bar at the top will appear when you click on a text box. This is where you can change the font, the font size, the color of the font, the style (bold, italics, etc.) or add special effects. The **paint roller** icon is a shortcut to copy that text box's exact style.

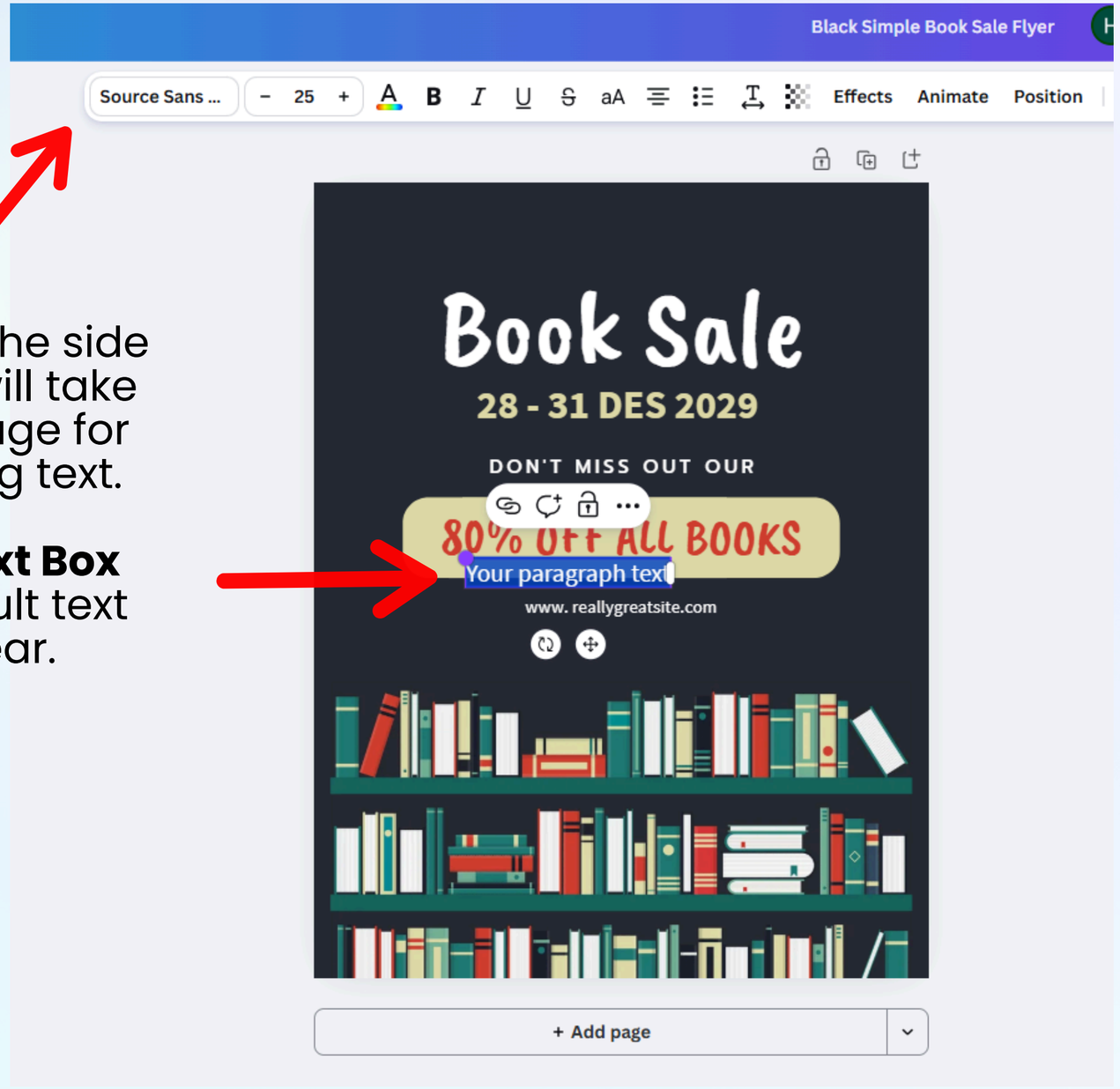
Use the **circular arrows** near the text box to **rotate.** Use the **dots on the corners of the box** to increase or decrease the size of the text. Use the **two long boxes on either side of the text box** to elongate or shorten the length of the text.

Editing Text

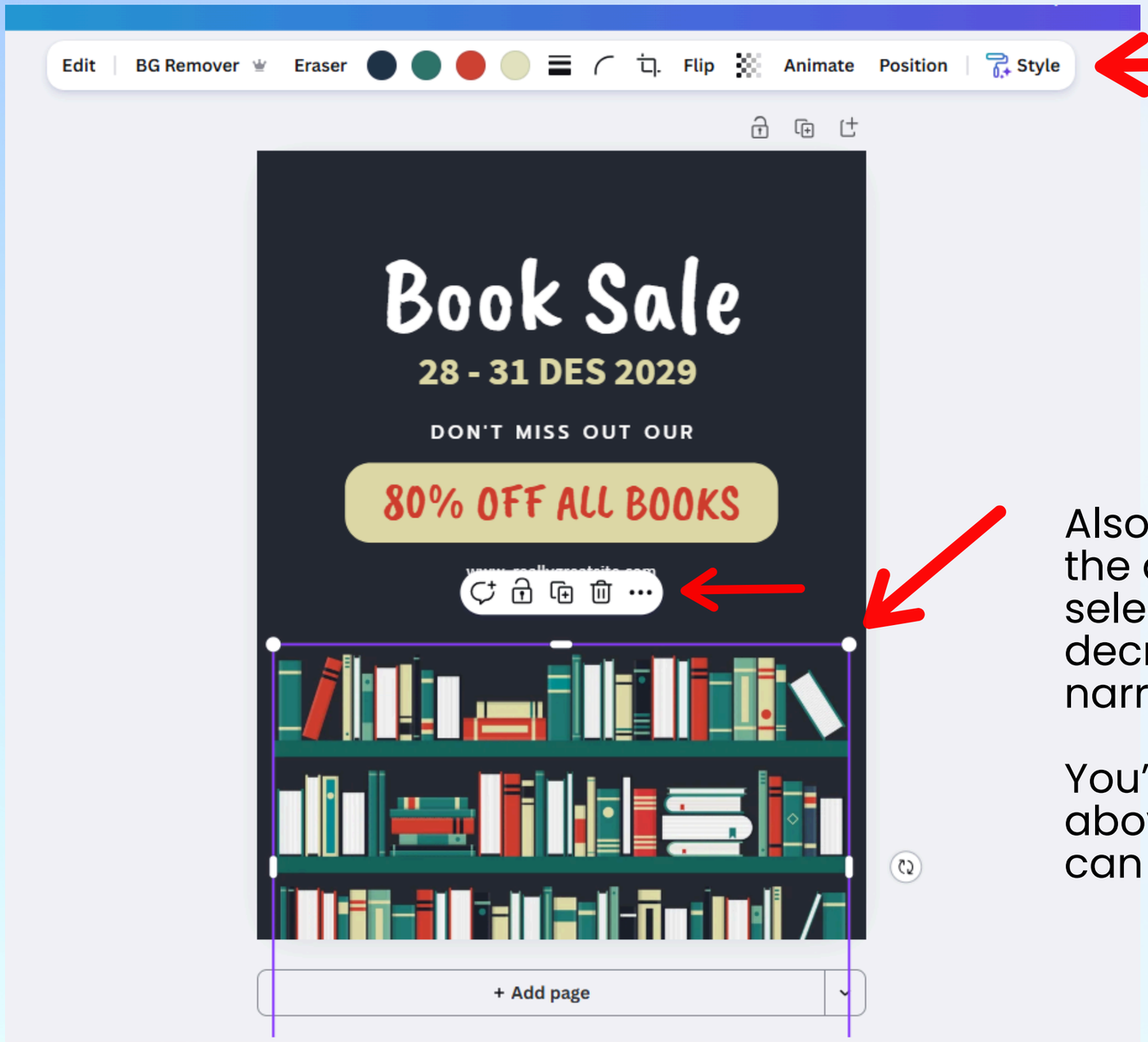


Clicking **Text** on the side navigation bar will take you to the full page for adding or editing text.

Select **Add a Text Box** and a new default text box will appear.



Editing Elements

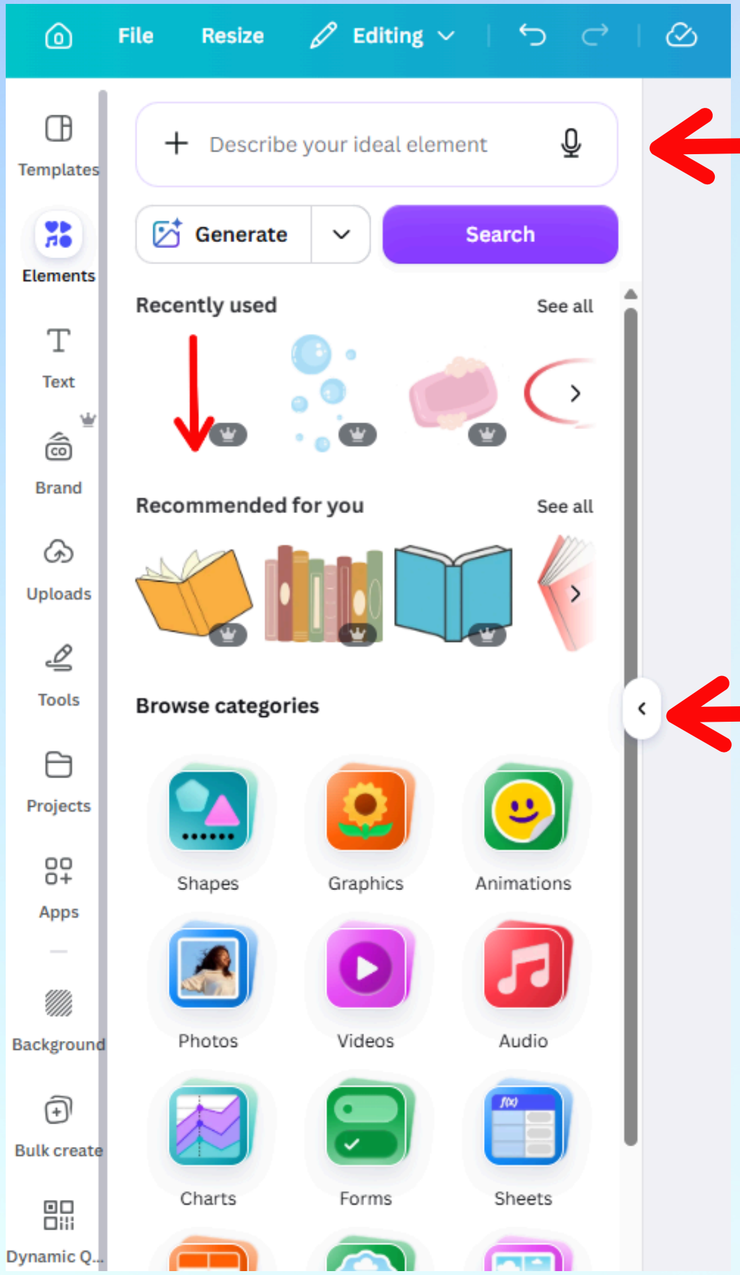


Similar to editing text, **this bar** at the top will allow you to edit elements when you click on any element on a template. Here, you can **crop, flip, position,** and sometimes **change the color** of your element.

Also similar to editing text, you can use the dots and boxes surrounding the selected element to increase or decrease its size, or to quickly narrow/crop it.

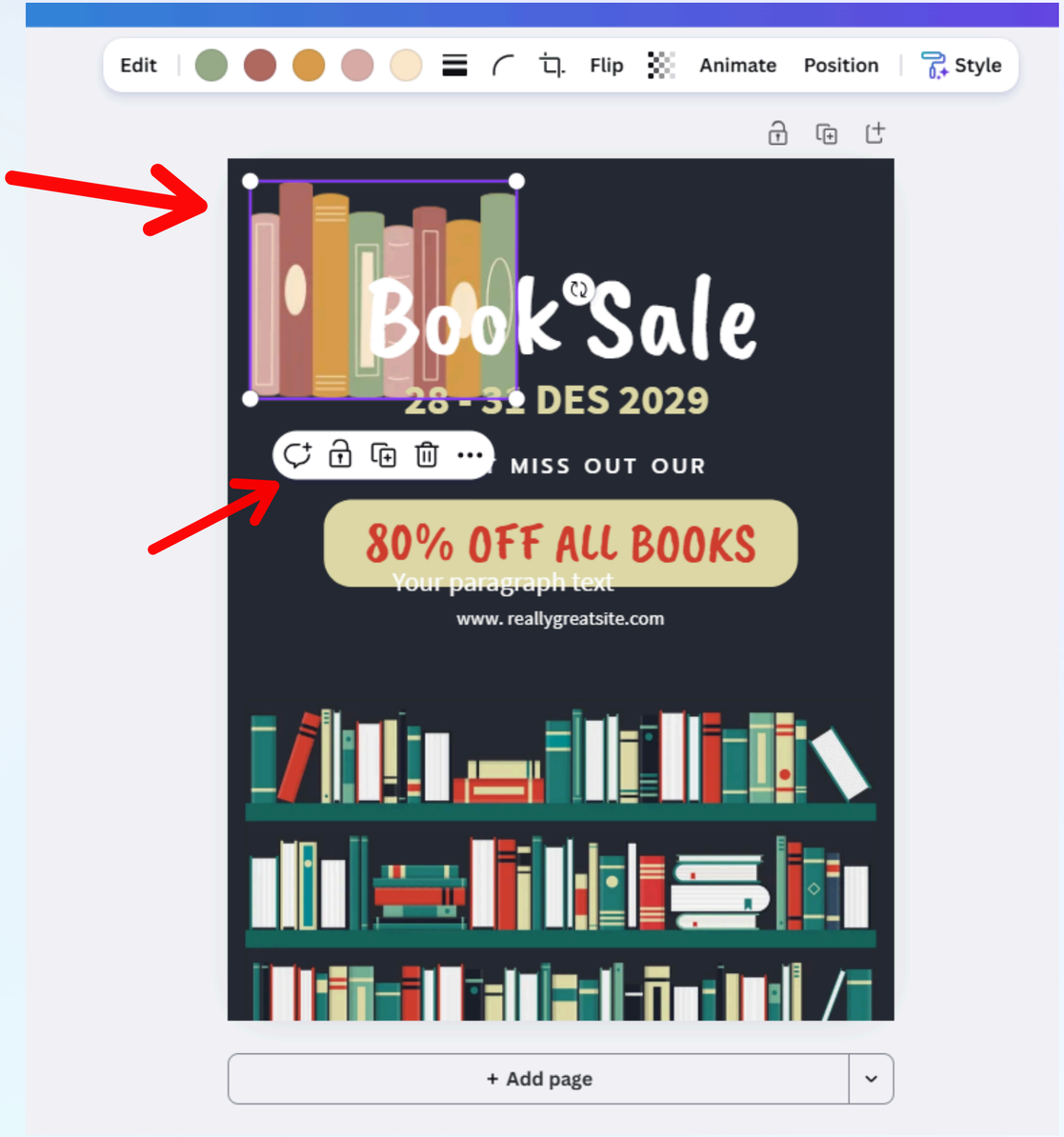
You'll also see shortcut icons appear above the element, such as the trash can icon (to **delete** it from the page).

Editing Elements

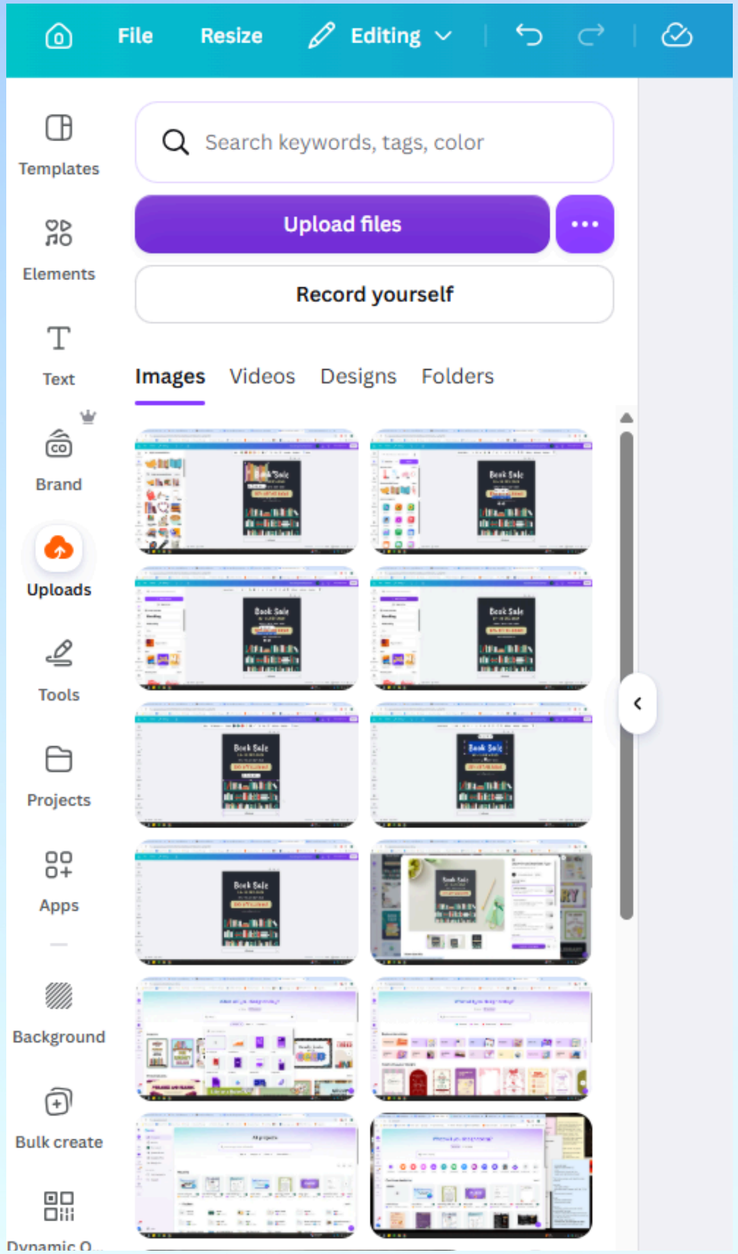


Selecting **Elements** from the side navigation panel will pull up the full page for elements. You can search for key words, browse recently used elements, see recommended elements, and more.

Popular elements include shapes, graphics, animations, audio, videos, photos, charts, forms, and sheets.



Uploading Files

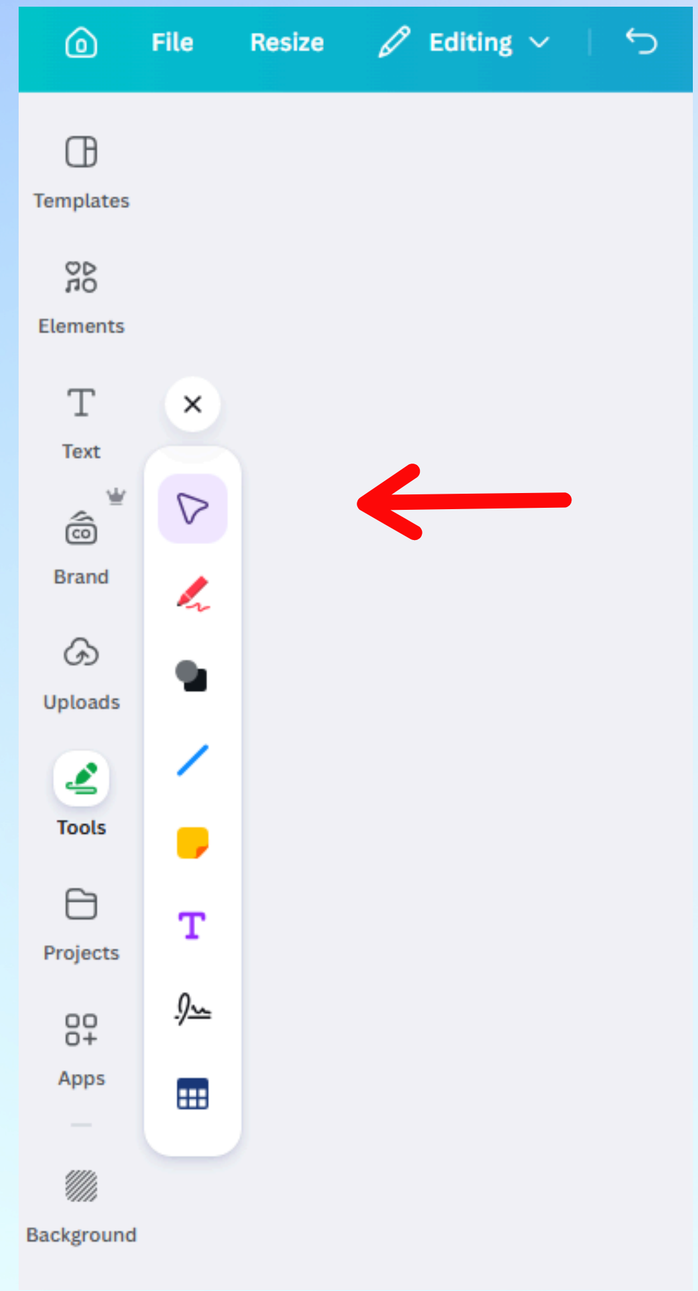


Select **Uploads** from the left navigation bar, then select **Upload Files** to choose a file from your device or from a Cloud storage site such as Google Drive.

You can also view previously uploaded images, videos, designs, and folders from this panel.

Once your file uploads, simply click on it and drag it into your design. From there, you can edit the file the same way that you'd edit a Canva element.

Tools



The **Tools** tab from the navigation panel is simply a shortcut to existing Canva tools.

The top arrow icon is the **select** tool - aka your default (clicking on things).

The red pen icon is the **draw** tool.

The black circle and square icon is a shortcut to adding **shapes.**

The blue line is a shortcut to adding **lines.**

The yellow square is a shortcut to adding **sticky notes.**

The purple T is a shortcut to adding a **text box.**

The squiggly black line is a shortcut to adding a **signature.**

Finally, the table icon is a shortcut to adding **tables.**

Other Design Tips

To **copy** anything on your design, right-click and select “copy” OR click on the element and select CTRL and C on your keyboard.

To **paste** what you copied, right-click anywhere on the design and select “paste” OR click anywhere and select CTRL and V on your keyboard.

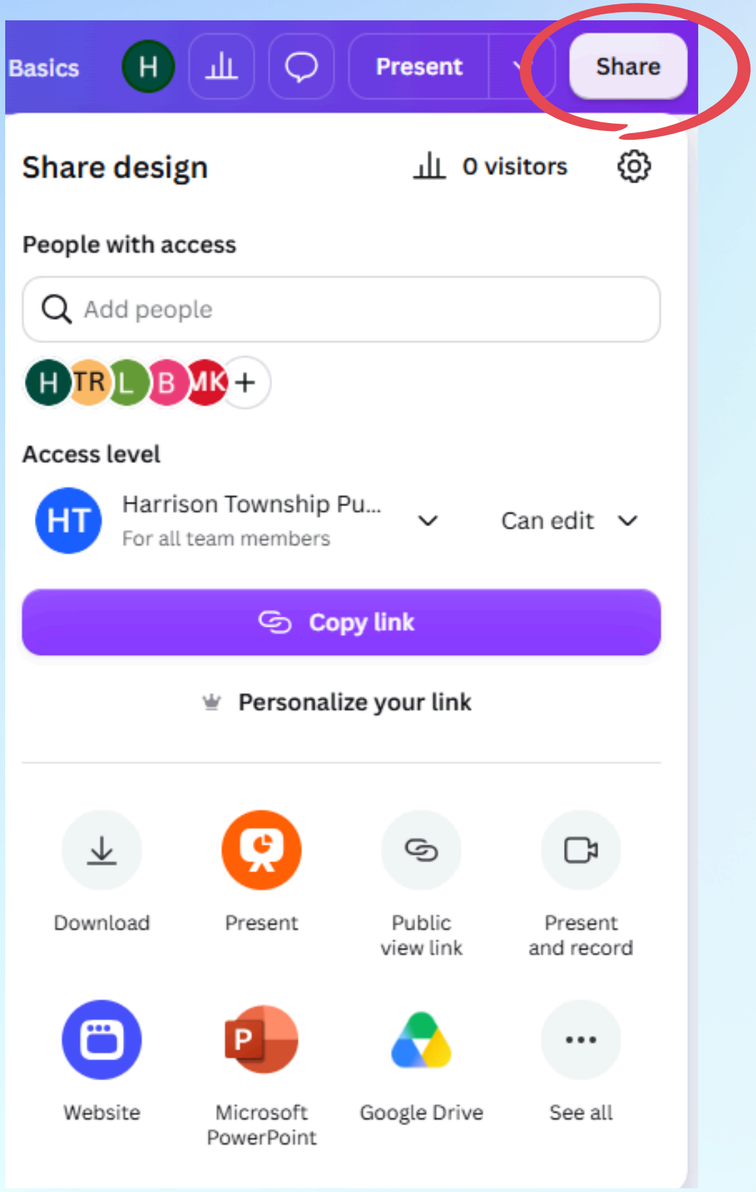
To **delete** anything from your design, click on it and select DELETE on your keyboard.

To **align or center an element** on your design, right-click on the element you’d like to align, then select align to page, then choose left/center/right alignment.

To **select multiple elements at once** (to align or move), click on one, then hold down the SHIFT key and click on the other elements.

Hold down CTRL when moving elements/text/etc. to move them anywhere without guidance.

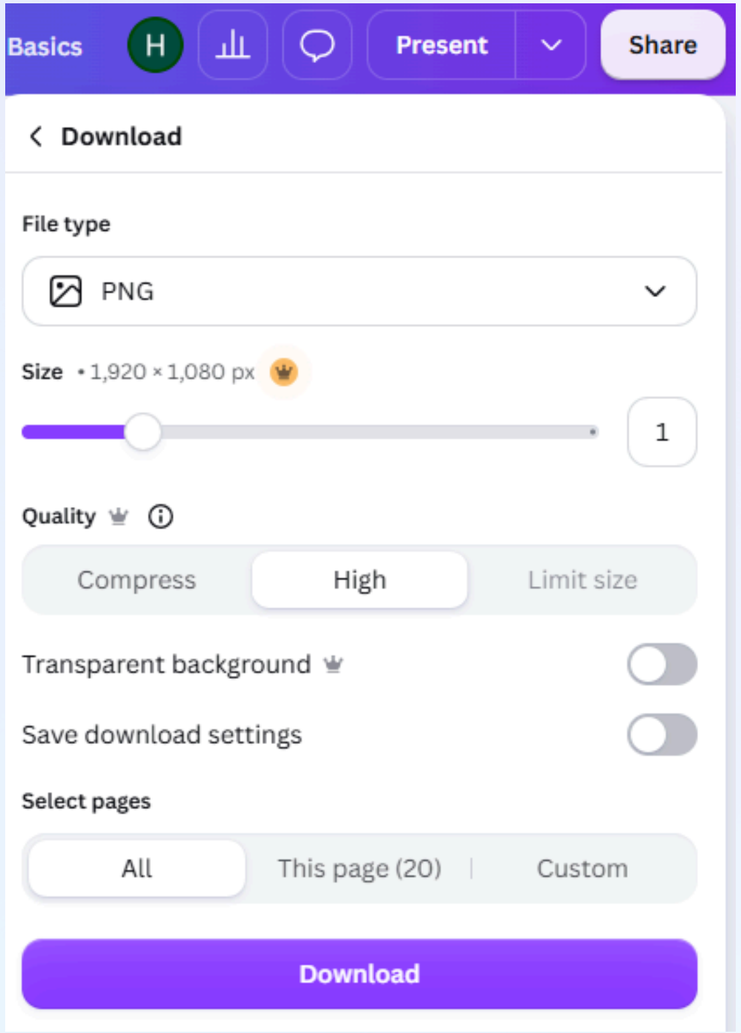
Finishing Your Design



Click on **Share** at the top right of your screen when you're ready to save or share your design. You can add collaborators to your design from here as well.

From there, you'll see something similar to the image on the left. You can copy a link to your design, download it to your device, present your design (if it's a video or presentation), and more.

To download the final design, click **download**, then (as seen at right), select the file type, pages you want to save, etc. Then hit the purple download button to save to your device.



What File Type Should I Use?

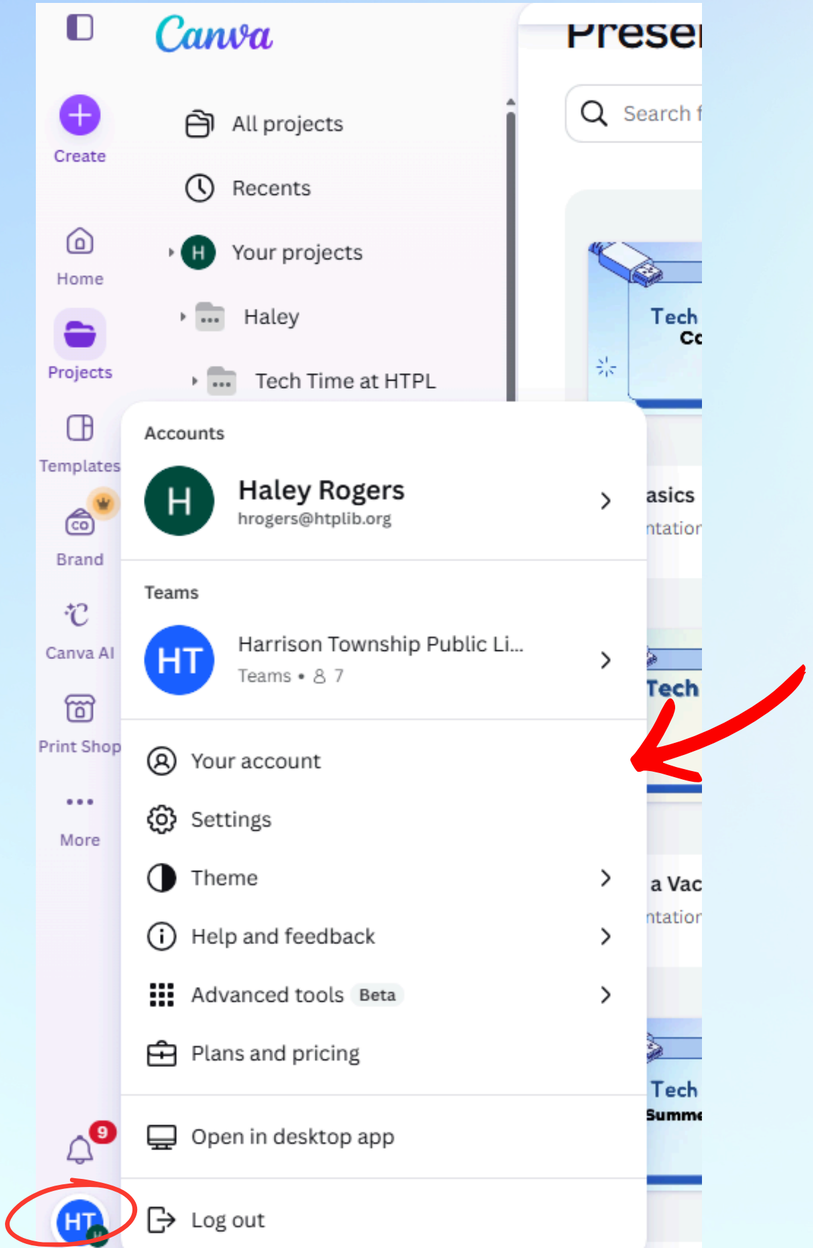
For social media, designs with graphics, or basic cards and flyers, use **PNG.** This will ensure your images stay high-quality.

JPG is good if you're working with small photos; however, PNG is a better quality default.

PDF Print is recommended for documents or for professional-grade printing (even with flyers). **PDF Standard** is recommended for sending documents elsewhere or if you have multiple pages.

MP4 Video is recommended for designs with motion, music, and videos.

Account Settings



From the main page of Canva, at the bottom left, you'll see an icon, likely with your initials. Click on this icon to reveal your account settings.

Clicking on **Your Account** will allow you to edit basic info like your name, password, notification preferences, etc.

Settings will allow you to adjust personal Canva settings, while **Theme** allows you to choose a dark or light background.

You can also **log out** of your account from this spot.

Additional Tips

When in doubt, go back to the home page! Simply clicking the logo at the top, navigating to the **home** icon from the side bar, or typing in canva.com again will take you back to your home page.

Canva automatically saves your work as you edit your design, so no need to worry about losing progress.

You do need Wi-Fi to access Canva. If you create a presentation and need to present it offline, make sure to download it or allow "**offline access**" by clicking the cloud icon as shown below.

The cloud icon at the top of your screen ensures that your changes have been saved (if the check mark is in it - see below).



Resources

Canva's official beginner's guide:
https://www.canva.com/learn/how-to-canva-beginners-guide/

Canva's official video tutorials:
https://www.canva.com/design-school/courses/

Design terms to know:
https://note.com/tani_canva/n/n1b9e3c9b4174?hl=en

Book at HTPL: *Canva for Dummies* - located under 006.6 S