#LOVEcentralcoast

How-to use Canva in 5 simple steps

Step 1:

Sign up or sign in
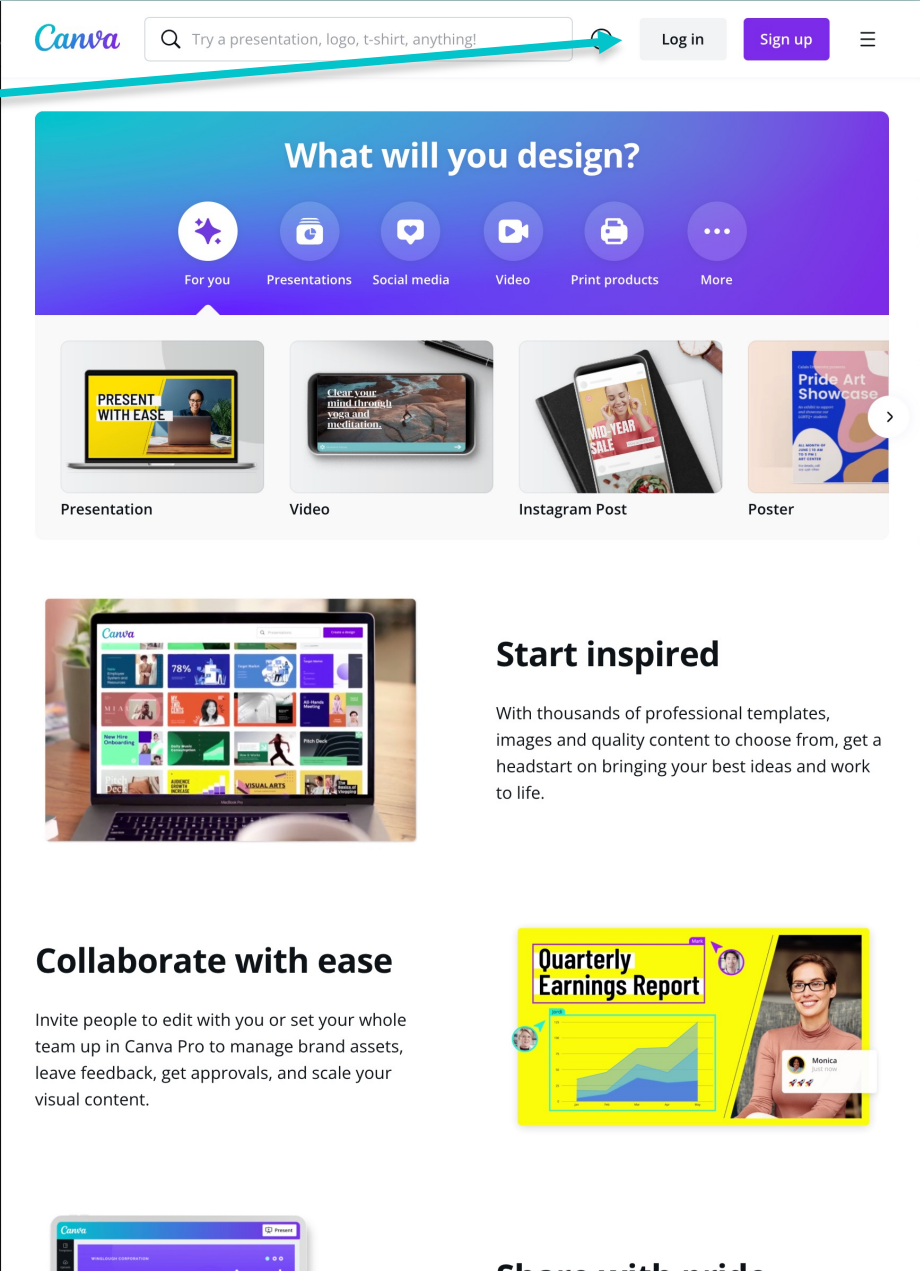
All the templates in this toolkit can be used with a **FREE Canva account**.

Visit Canva to sign up

Canva also offers a PRO account that gives you access to more design elements and templates.

Compare Canva account features and prices

If you already have an account, sign in to use our templates.

Step 2:

Pick your template

When you are ready to use one of the Industry Brand Toolkit templates, click the button next to the design.

This will open Canva in your web browser.

Click on the 'use template' button. This will open the template for you to customise.

Download toolkit

A template created by Destination Central Coast was shared with you, start designing now

210mm × 297mm

Use template

Designed with Canva

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Step 3:

Check the example

The toolkit templates include an inspirational example of how the template can be used, as well as 'blank canvas' dark and light versions.

1. Look at how the example has been created for inspiration.

2. Pick the light or dark version below the example that best suits your brand.

3. Rename your template at the top of the screen.

4. Delete the pages you don't need (including the inspirational example). You can always open the template again from the link in the toolkit if you want to start afresh.

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3. Click to rename

4. Delete example page

1. Example version

2. Editable versions

Step 4:

Customise the design

Using Canva is easy, you can change colours, fonts, graphics, images, and videos with a few mouse clicks.

Here are a few tips to get you started:

Change the text:
Click on any piece of text and you'll be able to edit the wording.

You can change the font and colour using the options in tool bar at the top of the screen.

You can also choose pre-styled font combinations by clicking on the elements tab in the Canva tool bar on the left of the screen.

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Edit font options

Click on any word

Pre-styled type that can be edited

Step 4:
Customise the design

Change the imagery:

You'll notice the templates include image placeholders.

Open the Canva tool bar on the left of the screen and select the photography tab.
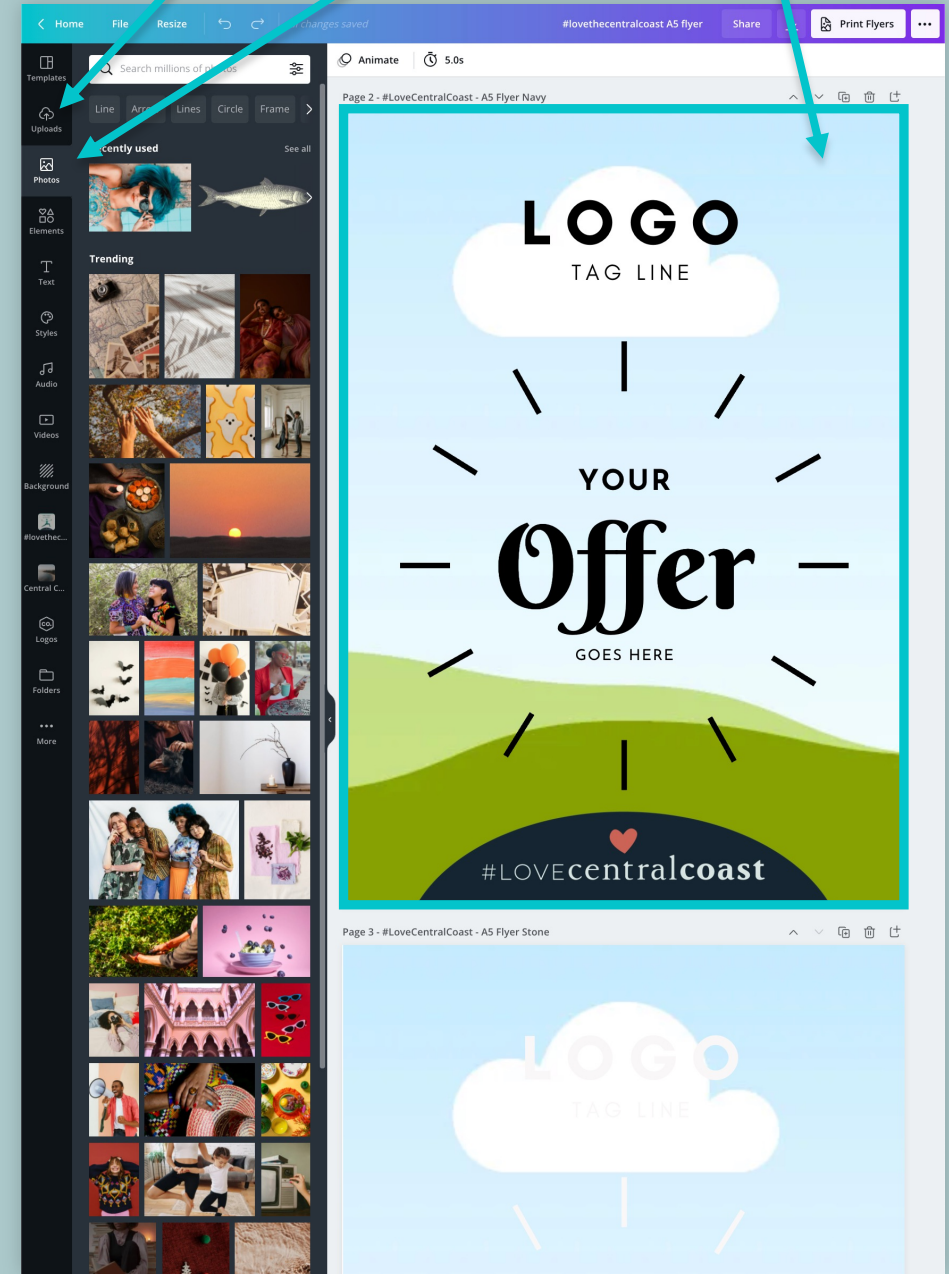
Here you can search for photos to use in your design or upload your own.

Once you have chosen an image, drag it to the image placeholder and it will drop the image in for you.

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Choose uploads or photos

Placeholder frame

Step 4:
Customise the design

Saving and undoing:

Canva automatically saves your design so that you don't lose your work.

For this reason, we recommend renaming your template as noted in step 3.

If you make a mistake, you can use the undo button in the top left.

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Step 4:
Customise the design

Learn more:

If you've never used Canva before,
we recommend visiting the designing with
Canva page on their website where you'll find
over 50 helpful free videos and resources.

Designing with Canva tutorials

It won't take long before you'll be making
advanced customisations and learning how
to create your own stunning designs.

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Canva

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Design School > Tutorials > Designing with Canva

Designing with Canva

Creative tips to supercharge your design skills.   0 / 56 completed

▶ 0:52
How to print your Canva design

▶ 0:44
How to create Zoom backgrounds

▶ 0:32
How to create a postcard with your kids

▶ 0:29
How to set up shop on Facebook Shops

3:00
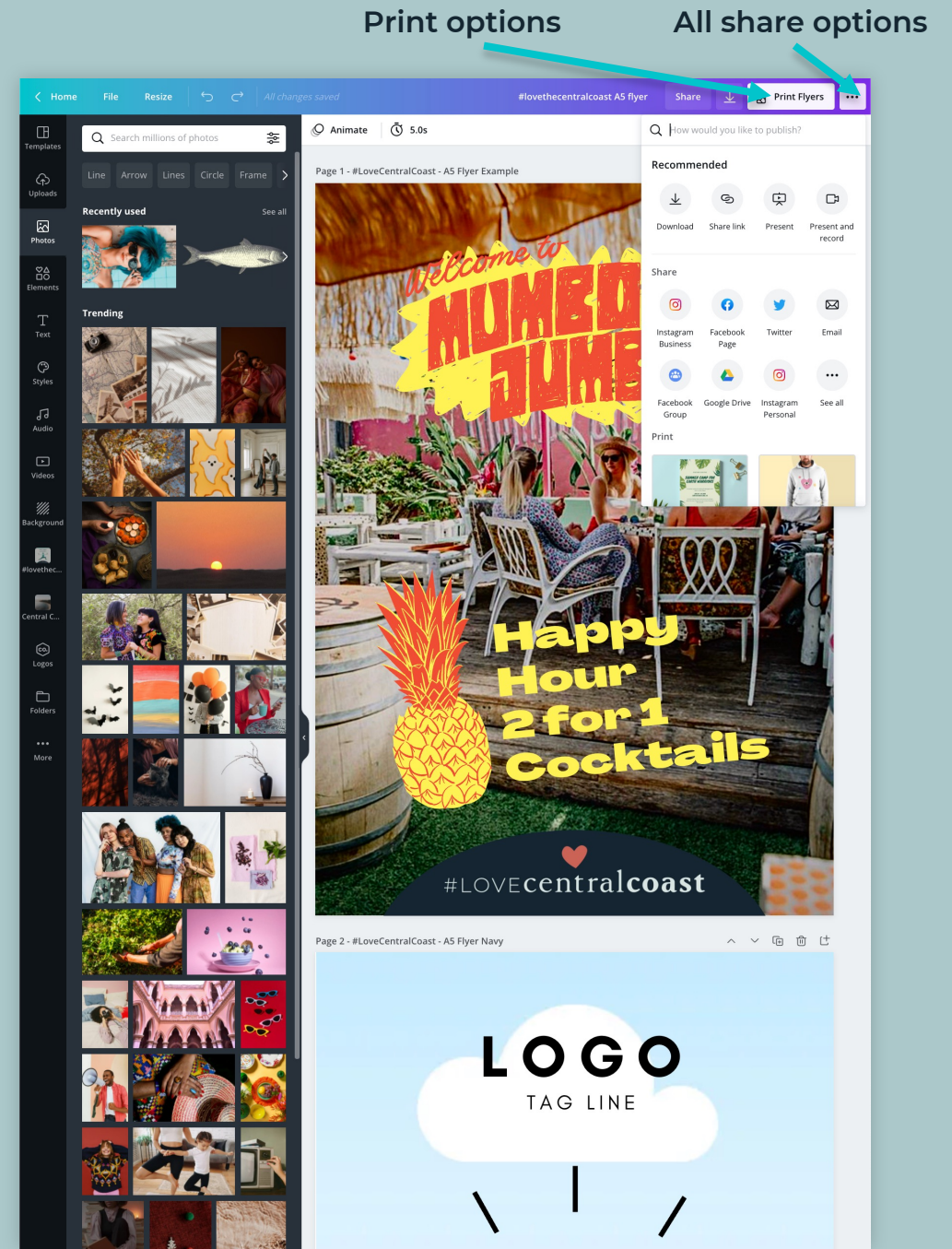Creating your Canva brand kit

▶ 0:49
Uploading images to Canva

Step 5:

Share your design

Once you have finished customising your design, there are several ways that you can export and share it.

1. You can link your social media platforms like Facebook, Instagram, and YouTube to Canva so that you can share your design directly as a post, story, or video to your social channels.

2. There are many export options to choose from including image exports (like a JPEGs or PNGs), document exports (like PDFs) or video exports (like MP4s). These are best if you want to save a copy of your design directly to your computer.

3. You can print your design directly from Canva, shipping is free and there are many printable options available.

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Print options

All share options

Keep learning

If you are new to Canva, the platform features a comprehensive suite of learning tools to help you get to grips with the basics fast.
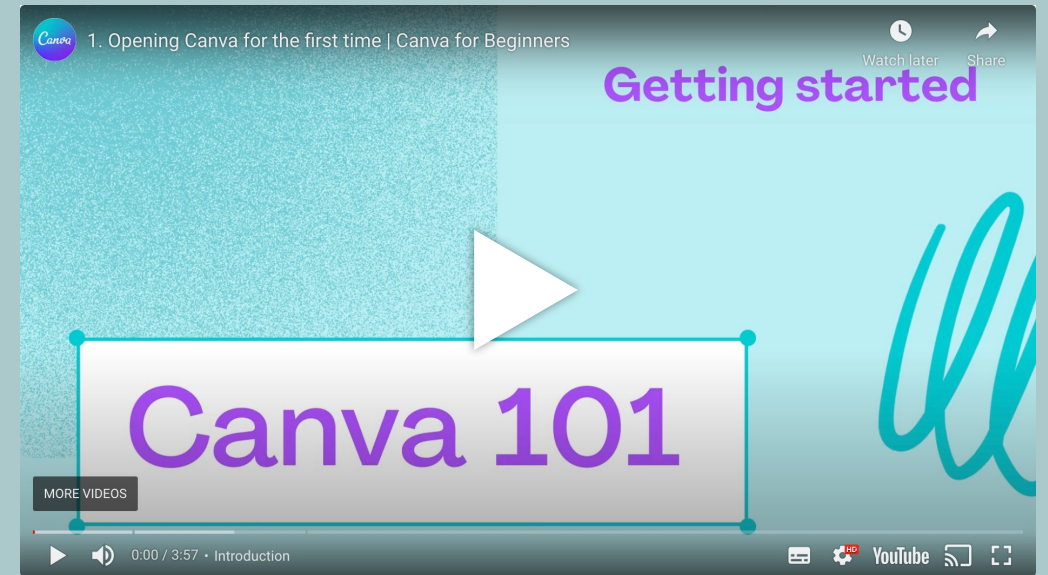
We recommend starting with Canva 101 and visiting the learning page for more tips.

If you require additional support, please contact Emma Perham from the Love Central Coast team:
Emma.Perham@centralcoast.nsw.gov.au

Or visit:
www.lovecentralcoast.com/industry-hub

[Watch video]

[Learn Canva]

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