An introduction to *Canva*

Including up to date shortcuts!

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Canva Explained

TEMPLATES	STOCK CANVA TEMPLATES	RECENTLY USED SEARCHABLE
ELEMENTS	SHAPES LINES GRAPHICS TABLES PHOTOS VIDEOS AUDIO CHARTS FRAMES GRIDS	RECENTLY USED SEARCHABLE
UPLOADS	IMAGES VIDEOS AUDIO	FROM YOUR PC SHARED FROM YOUR PHONE

T TEXT	HEADING SUBHEADING RECOMMENDED	RECENTLY USED SEARCHABLE
STYLES	BRAND KIT TRENDING	CLICK TO CHANGE
BACKGROUND	SERACH BY COLOUR CATEGORIES	FROM YOUR PC SHARED FROM YOUR PHONE
STARRED	SELECTED TEMPLATES ELEMENTS PHOTOS	COLLECTION IN OWN FOLDER
PHOTOS	MAGIC RECOMMENDS TRENDING SEARCHABLE	SEARCH BY CATEGORY COLOUR OPTIONS

Canva SHORTCUTS

SINGLE KEY ACTIONS

PRESS "/" KEY → Search for anything in the Canva library in a scroll down table - genius!

PRESS L KEY → Adds a line

PRESS R KEY → Adds a rectangle or square

PRESS T KEY → Adds a text box

PRESS C KEY → Adds a circle

PRESS M KEY → Mute or unmute a video

PRESS C KEY → Confetti in a presentation

PRESS D KEY → Drumroll in a presentation

PRESS O KEY → Bubbles in a presentation

PRESS B KEY → Blurs your presentation

PRESS SPACEBAR → Pause or play video

FORMATTING ACTIONS

COMMAND + B → Bold text

COMMAND + I → *Italic text*

COMMAND + U → Underlined text

COMMAND + ↑ + > → Increase font size by 1

COMMAND + ↑ + < → Decrease font size by 1

COMMAND + ↑ + K → Convert text to uppercase

COMMAND + A → Select all elements

COMMAND + Alt + [→ Send elements to the back

COMMAND + Alt +] → Send elements to the front

Alt + 🖐 → Quick copy

COMMAND + D → Duplicate elements

Canva for Business

Canva isn't just for social media posts! There are so many brilliant templates available for you use - here are some ideas of what you can quickly create.

Social Media Posts

Branded 'stickers'

Blog banners

Logos

Newsletters

Landing Pages

Presentations

Flyers and Brochures
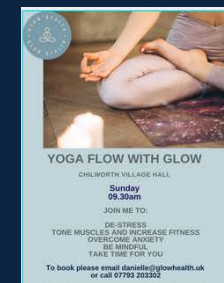
Useful social media templates

1 Carousel (SM)

Great for:

Sharing tips posts

Educational / explainer carousel posts

Consistency and keeping eyes on content for longer!

Encouraging engagement
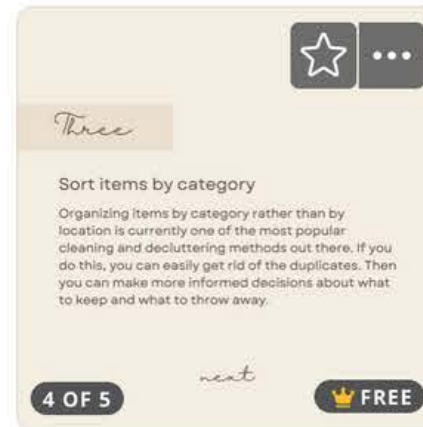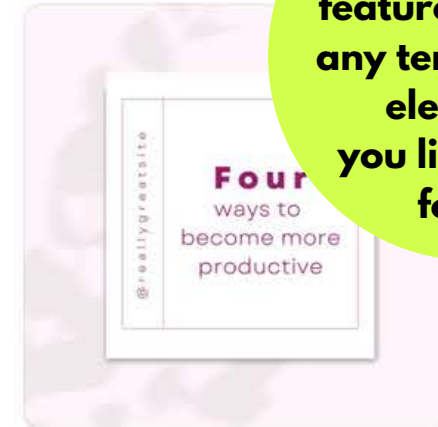
Use the star feature to 'save' any templates or elements you like to one folder

Four Fashion Trends
Read More

3 BENEFITS OF
Meditation
Meditation can positively impact mental and physical health.

Four ways to become more productive

Three
Sort items by category
Organizing items by category rather than by location is currently one of the most popular cleaning and decluttering methods out there. If you do this, you can easily get rid of the duplicates. Then you can make more informed decisions about what to keep and what to throw away.
4 OF 5   FREE

5 Habits
to enhance wellbeing
For a person who remains busy with work and has no attention to their wellbeing, they must take a break from the unhealthy routine and pick healthy habits. Here are a few effective habits that can help improve well-being.
Like   Slide

2 Brandmaker

Great for:

Creative Inspiration when starting out

Consistency

Batch creating content

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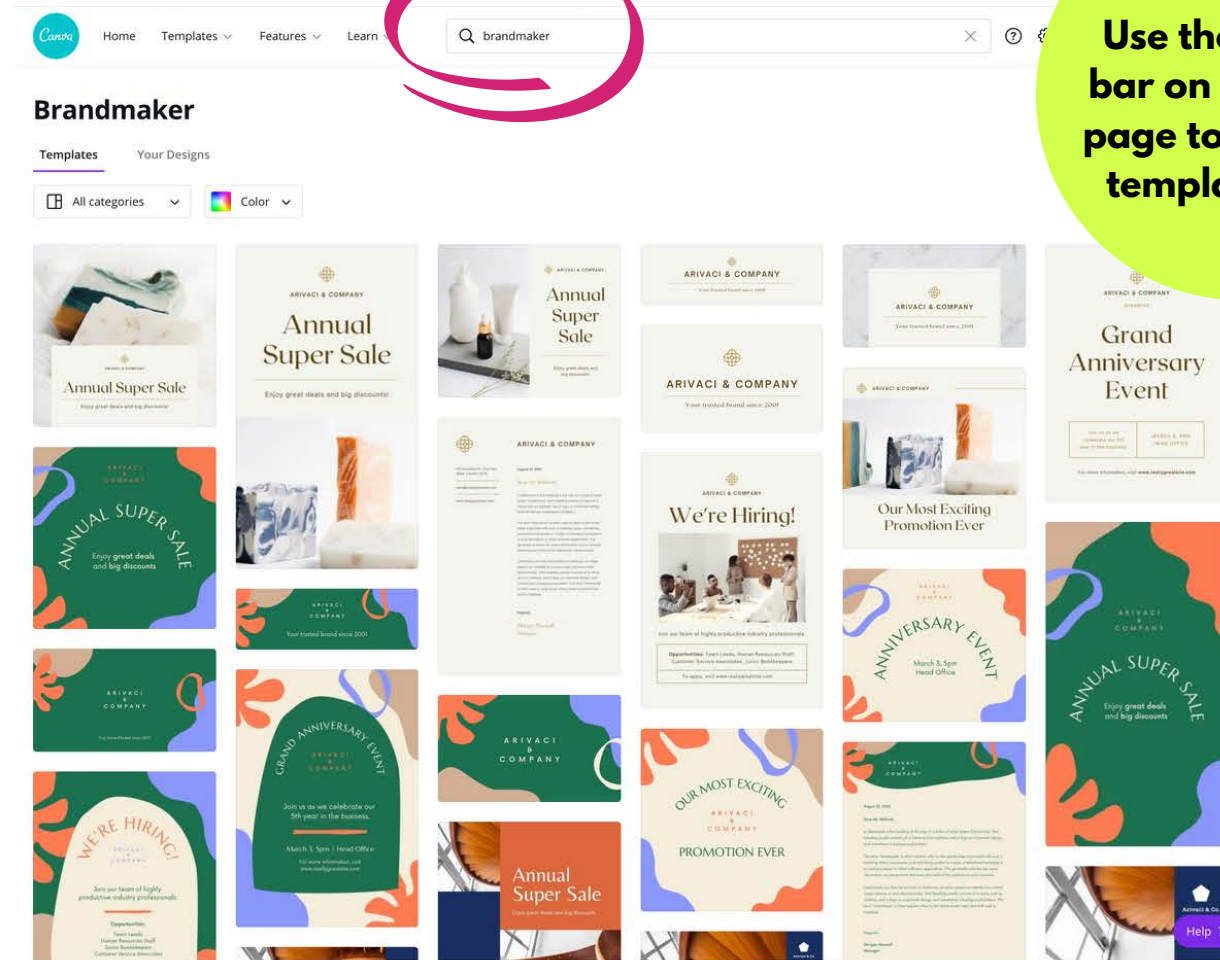
3 Quotes

Great for:

Inspiration

Motivation

Encouraging engagement

Telling your story
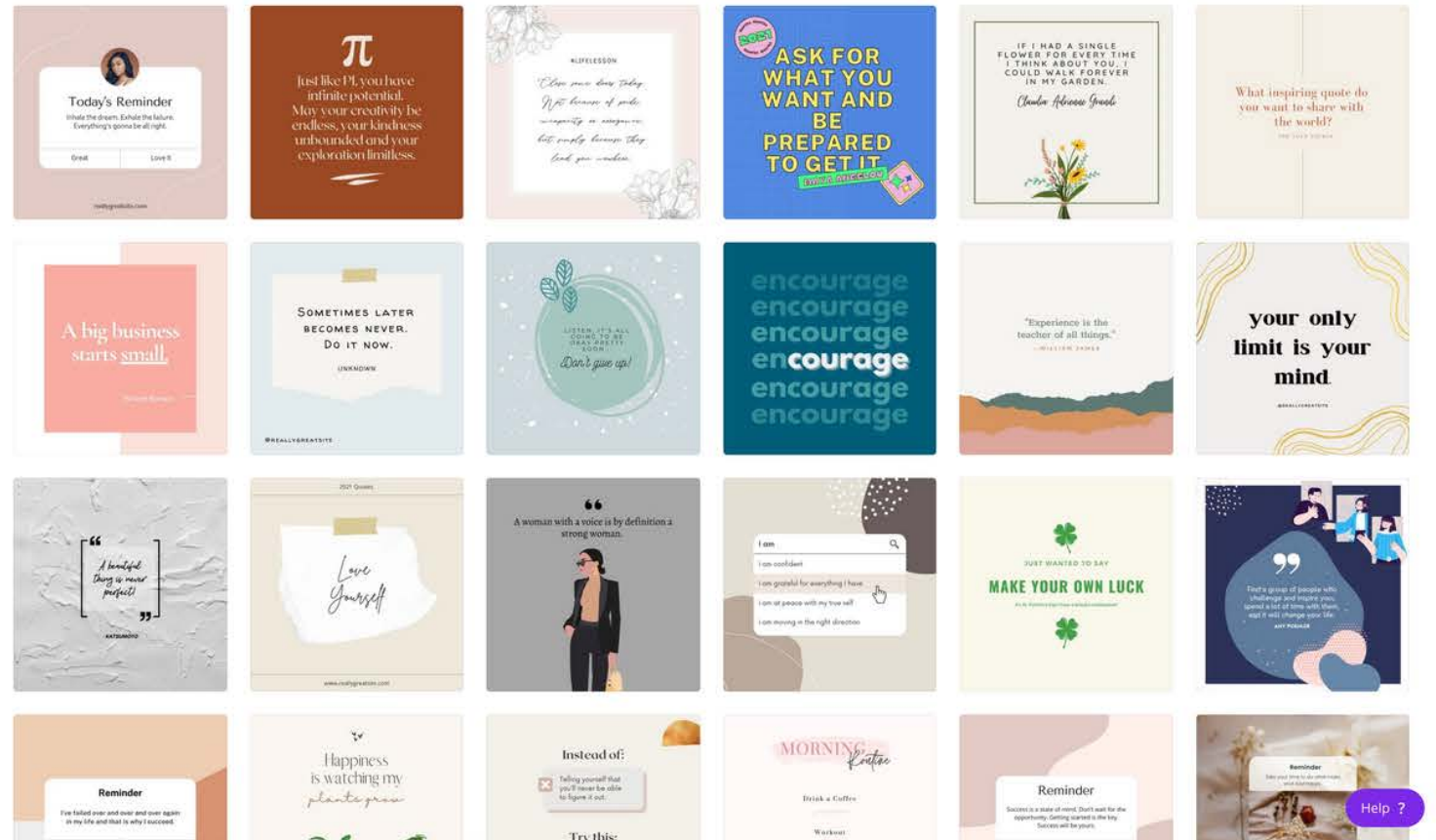
4 Testimonials

Social proof

Customer journey / experience

Showcasing your product/service

Other Useful Templates

Landing Pages / PDF

Invoices
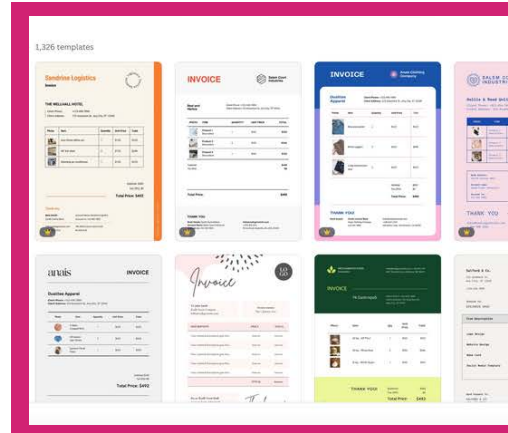
Graphs

Presentations

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To Pro or not to Pro?

You get many of Canva's functions in the FREE version.

The pro plan is just $12.99/month (approx £8.40 for 1-5 people) which I think is worth it - for 2.5 coffee's a month!

Canva Free
For individuals to create and download designs for any occasion

- 250K free templates
- 200K free photos
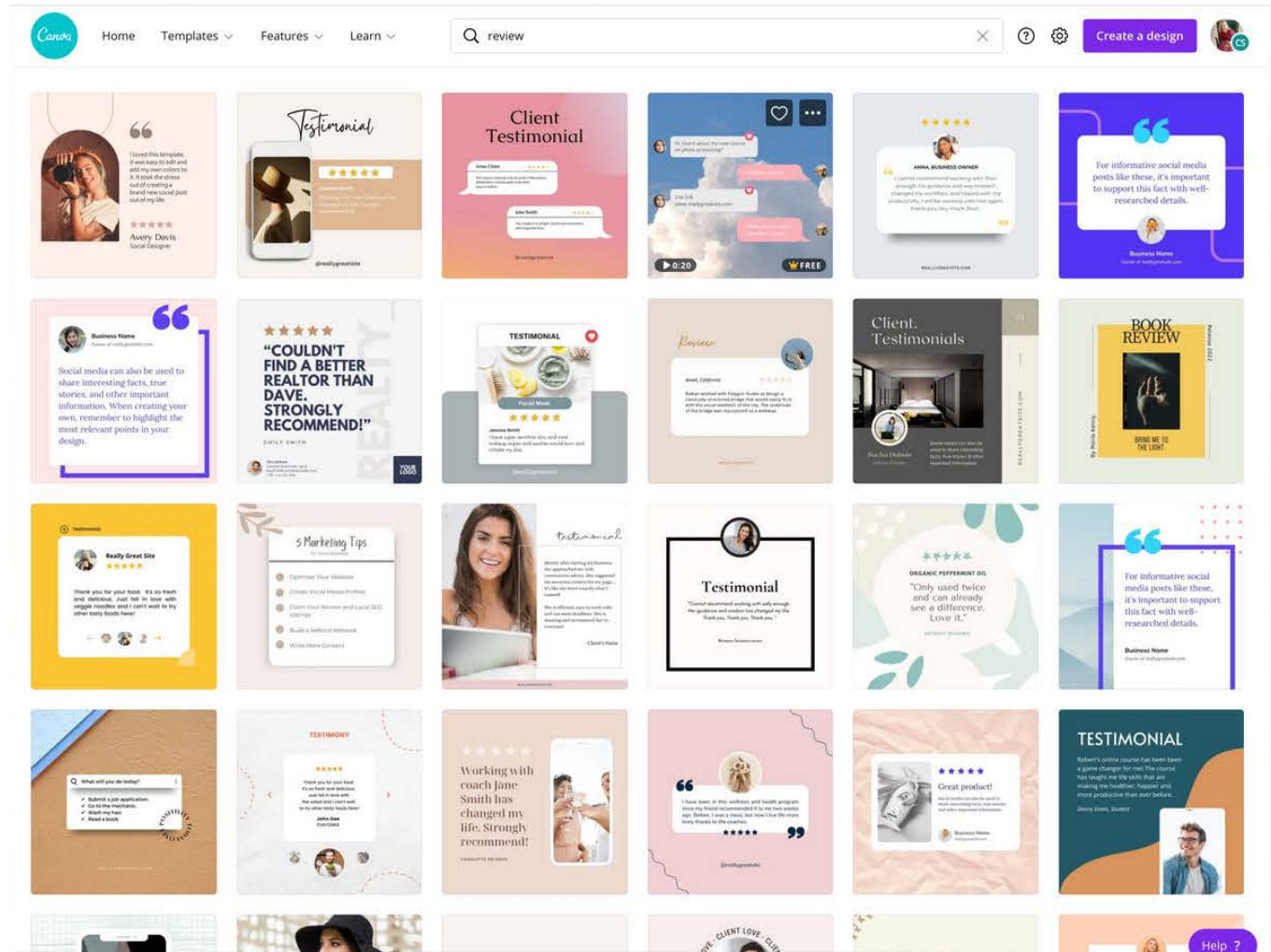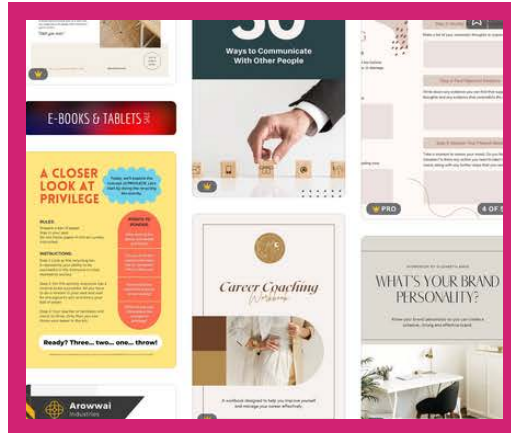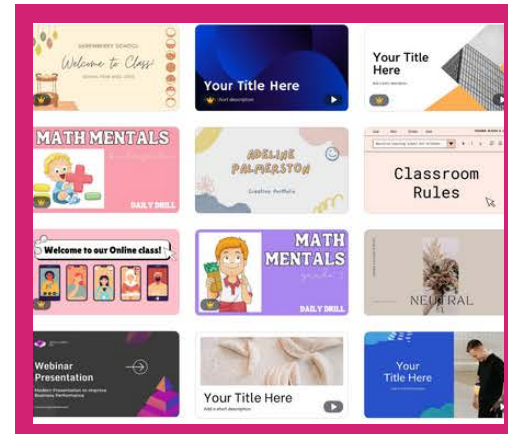- 57K free graphic elements
- 13K free videos
- 1700 free fonts
- 75 free audio tracks
- 6 animation effects
- 2 free folders
- 5 GB cloud storage
- 1 brand kit (very limited)
  - Only 1 color palette on your brand kit
  - 3 colors per palette

VS

Canva Pro
For individuals and small teams who wants advance tools and premium content

- 420K free templates
- 71M free photos
- 4.5M free graphic elements
- 2.5M free videos
- 3000 free fonts
- 25K free audio tracks
- 14 animation effects
- UNLIMITED folders
- 100 GB cloud storage
- BRAND KIT PRO no limitations
  - Unlimited color palette
  - Upload own fonts & logos
  - Overall, much better brand kit

Canva Pro

Fonts - you get many more fonts in Canva and can upload your own fonts.

Over 20,000 templates available

Handy magic resize function and custom resize function.

Lots more free stock photos and elements available ** YOU still do have to pay for some

Brand kit pro - allows you to store you logo, colour palette, fonts and more

Background remover and other effects

Premium animations (downloads file type)

Content Planner and Schedule tool

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I hope this was helpful - let me know how you get on.......

If you'd like help with any aspect of Canva please get in touch for a chat through my email claire@studio5social.co.uk or send me a DM on either LinkedIn or Instagram.

I offer a template creation service and you can purchase my latest Canva for business workshop recording here or through the link in my Instagram bio.

Claire x