



# Quick Start Guide!

Visit <https://www.canva.com/signup> and sign up for a free account.

## THE BASICS

- You don't have to start from scratch! Select a pre-made template to edit. The designs are aesthetically pleasing and will save you time and money. Click on **Create a design** or **Templates** to find something that will fit your needs.
- When searching for a template, include "Instagram" or "Facebook" to find the right design.
- Use the free images available on Canva or check out the free images available on the websites listed at <https://www.flls.org/brochures/#freeimages> to avoid copyright issues.
- Create a team and invite up to 10 members to join for free to share designs.
- Upgrade if you can afford it. Upgrading to *Canva Pro* (\$12.95 for a monthly membership or \$9.95/month for a yearly membership) offers you these features: access to 60,000+ templates, 60+ million free images, unlimited folders, Magic Resize, and the ability to use the branding feature. Visit <https://www.canva.com/pricing/> for details.

## EDITOR TIPS

After selecting a template, you will enter the Canva Editor. Editing features will only appear when you click on specific objects within the template, like text or an image. Hover over the various features to see what they do. The tabs available along the left side are also very helpful:

- Templates – Includes more templates that are similar to what you are working on.
- Photos – Free and paid images to insert into your design.
- Elements – Shapes, icons, frames, grids, and more!
- Text – Includes different fonts and sizes to use in your design.
- Music & Videos – Free and paid sounds to insert into your design.
- Bkground – Plain and patterned backgrounds to use in your design.
- Uploads – This is where you upload images and where they will be stored.
- Folders – This feature is not useful unless you upgrade to Canva Pro.

## DOWNLOAD

When your design is complete, click on **Download** in the top right corner. PNG is recommended for images as it results in higher quality. For posters, use PDF Print or PDF Standard. Canva will also print and mail your finished design for a fee. Click on the arrow next to Download and then **Show more** to see the printing options, please note that you may have to reformat your design to use this feature.

## SUPPORT

Visit the Canva Help Center at <https://support.canva.com/> for troubleshooting and how-to articles. Select your topic along the left side to access helpful articles that will help guide you through Canva. You can also type a query into the search field at the top of the screen.

Visit <https://designschool.canva.com/> to access free graphic design course, Canva tutorials, and more. Topics include: branding, layout, images, backgrounds, color, and more. The Canva Blog also has great tips and tricks, visit <https://www.canva.com/learn/>.



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**Questions? Comments? Contact:**

Jenny Shonk, Continuing Education & Outreach Librarian  
(607) 319-5613 or [jshonk@flls.org](mailto:jshonk@flls.org)