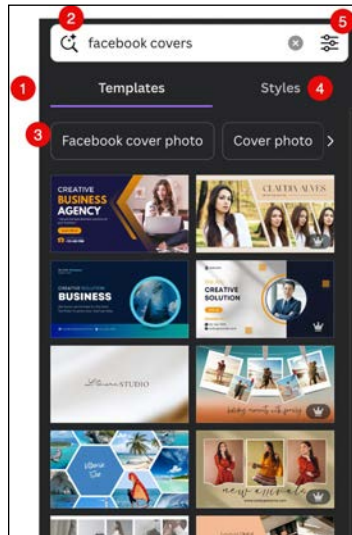


Canva Panels

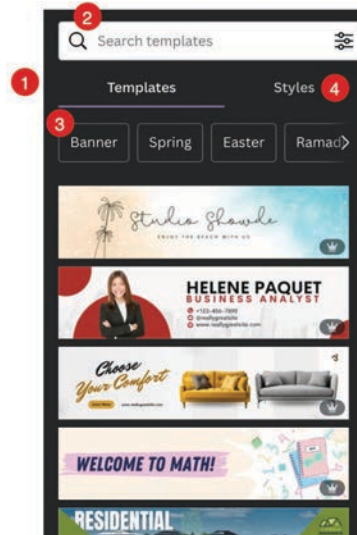
Just the Basics

When you are creating/editing something, keep in mind that what you see on the panels on the left is contextual—it depends on where you are, what you have selected.

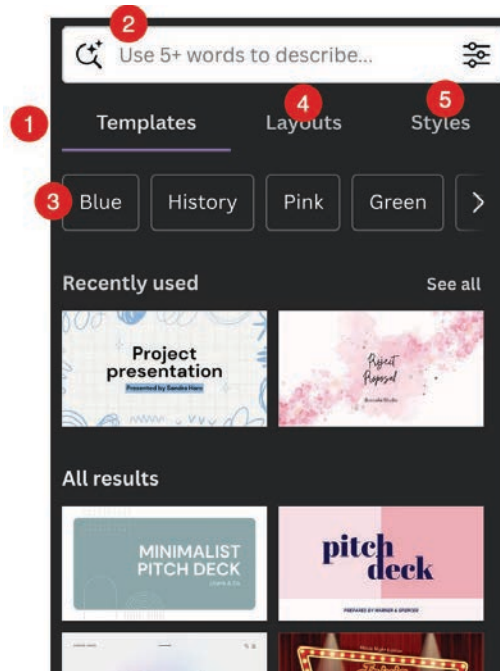
For example:



For a Facebook Cover



For Google Forms & Sites










Presentations

Font Controls

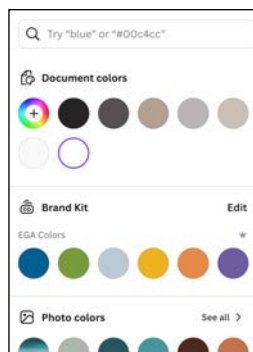


- 1) Font
- 2) Font size
- 3) Text color - this opens a panel on the left with all kinds of color choices.
- 4) Font style (e.g. **color**, **bold**, *italic*, underline, ~~strikethrough~~, case - either all upper case or not)
- 5) Alignment (left, center, right, full)
- 6) List (none, bulleted, numbered)
- 7) Spacing (e.g., between letters and lines)
- 8) Effects (fancier styles) - this opens a panel on the left with many choices, including putting text on a curve and putting a color behind your text. You can only apply one effect Style at a time.
- 9) Animate - this allows you to animate the text in the selected text box and opens a panel on the left. If you hover over a tile in the panel, you get a preview of the animation.
- 10) Position - this opens a panel on the left that displays all the individual elements on the page. You can drag them around, deciding what should be on top and what should be behind other elements.
- 11) Transparency - by default, this is set at 100% (not transparent). A slider will let you change how transparent your text will be, especially if you want something to show through the text from behind.
- 12) Copy style - If you like the font, size, and other looks of text in a text box, click this button to copy all of those settings. Click the button again (it's now Paste Style) and click on a text box you want to change to match the one you used to copy the style.
- 13) Lock Position Only - prevents you from accidentally moving a text box or a graphic. You can still make changes to text (not to a graphic), but you cannot move it until you unlock it.

Just some of the ways to add a graphic or drawing: for more, see Presentations, pp. 6-7

 Elements	 Uploads	 Draw	 Apps	 Background
<ol style="list-style-type: none"> 1) Elements: use to add circles, lines, arrows, and more, as a graphic, or type Shape into the search box for elements you can edit—including their color  2) Uploads: upload your own picture, chapter logo, and more. 3) Draw: use to create your own drawing. 4) Apps: there are a lot of AI (Artificial Intelligence) apps to play with here. DALL-E is a popular one.  5) Background: change the color of your background with a template, a gradient, or a solid color. 				

Want to change the Background Color? See Facebook Covers on page 4.

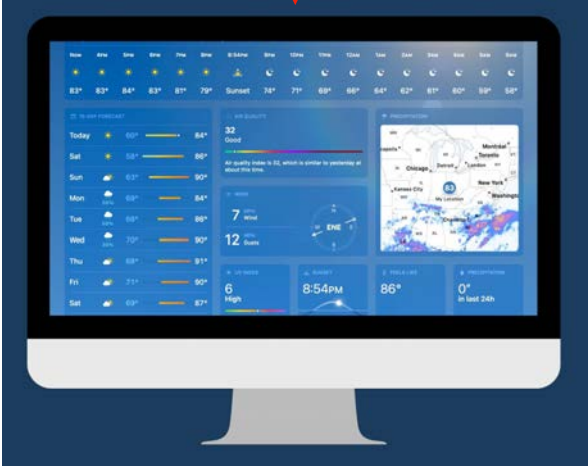
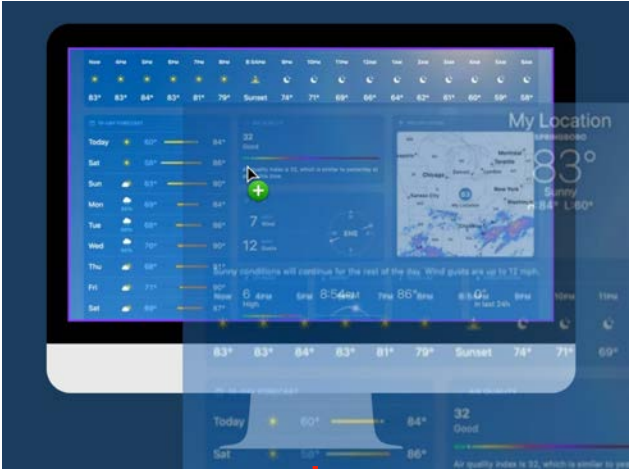


Something Fun to Play With: Frames

Some of the templates have pre-made “frames” for placing pictures. One examples is in the Facebook Cover handout. But did you know you can add them any time or even change them? Canva has a variety of shapes available!

Just click Elements on the left side and search for Frames. If you have to, click See All to get the full list. Here is what you get:

- 1) Click on the one you want.
- 2) Resize it/Move it.
- 3) Drag a picture onto it, and when the cursor is inside the frame, release it.



Canva Upload Formats and Requirements

Taken from <https://www.canva.com/help/upload-formats-requirements/>. For additional details, visit the website noted above.

- Canva for Education and Canva for Nonprofits users can upload up to 100GB.
- Only upload content that you own and are licensed to use. See section 4.2 of our [Terms of Use](#) for more details.

JPEG, PNG, HEIC/HEIF, WebP Images

- Under 50MB in size
- Not more than 100 million total pixels (width x height)
- WebP: only static images are supported currently

Audio

- M4A, MP3, OGG, WAV, or WEBM file format
- Not more than 250MB

Videos

- MOV, GIF, MP4, MPEG, MKV, or WEBM file format
- Maximum file size limit: 1 GB

Fonts

Make sure that the font is licensed for embedding. If it's not, the upload may fail. If you're unsure, check its licensing information, or contact the font provider/seller.

The following font formats are supported:

- Open Type Font (.otf)
- True Type Font (.ttf)
- Web Open Font Format (.woff)

PowerPoint Presentations

- Not more than 70MB in size
- Only the .pptx PowerPoint file type is supported
- Doesn't have charts, SmartArt, gradients, 3D objects, WordArt, tables, or pattern fills

Word Documents

- Not more than 100 MB in size
- File type should be .doc or .docx
- Comments on .docx files will also be imported to Canva

PDF Files

- File type should be .pdf
- When importing a PDF document to Canva, the pages become individual images in an A4 document. It doesn't become a page of editable text like in Docs.

For a Little More Help:

Canva's Help pages for Editing and Designing:

<https://www.canva.com/help/editing-and-designing/>

Canva's Design School:

<https://www.canva.com/designschool/>

If you like to use keyboard shortcuts:

<https://www.canva.com/help/keyboard-shortcuts/>