# Creating a Presentation Using Canva Pro
## Just the Basics

Canva has a presentation module that rivals that of Powerpoint, Keynote, and Google Slides. It has a LOT of bells and whistles of its own, but this document is not intended to cover all of them, so explore! On thing of note: while Powerpoint, Keynote, and Google Slides refers to slides, Canva calls them pages. To be consistent with Canva's terminology, this document will refer to each Canva slide as a **page**. Lastly, for maximum access to all the features, you need a Pro version (see the Start Here document on how to obtain that).

I. Choose Blank Presentation (16:9)

On Canva's home/main page (you can always click the 🏠 button to get there), find the *Presentation (16:9)* tile. When you hover over it, it changes to say *Create Blank*. Click it.
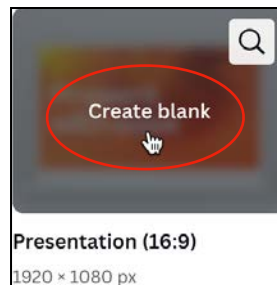
Note: Clicking the magnifying glass in the upper right corner takes you directly to Presentation templates. You can click *Back to Home* on the left, to go back and create a blank presentation, which is where these directions begin.
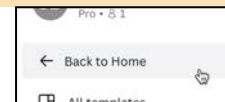
## II. Choose a template (or create your own)

On the left side of this screen, you will see a list of possible templates to choose from to edit. You can also make up your own from scratch. You can do any of the following:

1) Choose from the templates as presented. Just click on the one you want.

2) You can also use the *Search templates* box at the top, if you have a specific theme in mind. Note that it requires 5 or more words to describe what you want in a template (it's using AI - Artificial Intelligence). Click the x in the Search box to clear any search terms.

3) You can click on any of the *Filter* buttons to see templates of a preselected color and more.

4) Clicking *Layouts* lets you create your own design from pre-designed pages.

5) If you want to just change up colors/fonts that go together, click the *Styles* button. You can even choose a color, then apply a template using those colors. Every time you click on a Style tile, the color choices rotate among the colors on that tile.
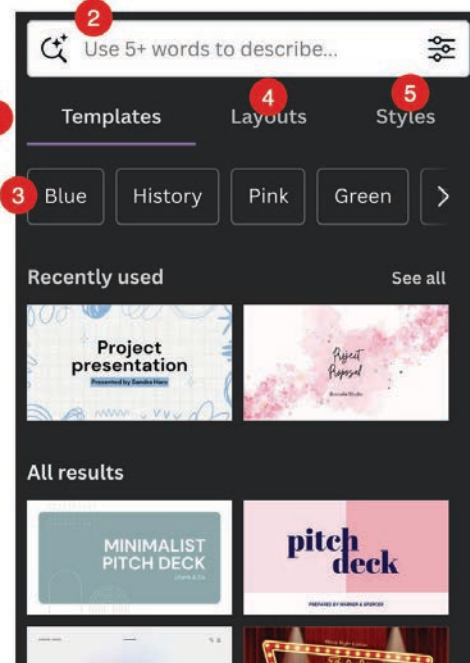
These are the various choices you see when your page is selected as shown in #9 below. Choices vary according to what you have selected.

Now that you have made your initial selections, here are the various ways you can make changes:
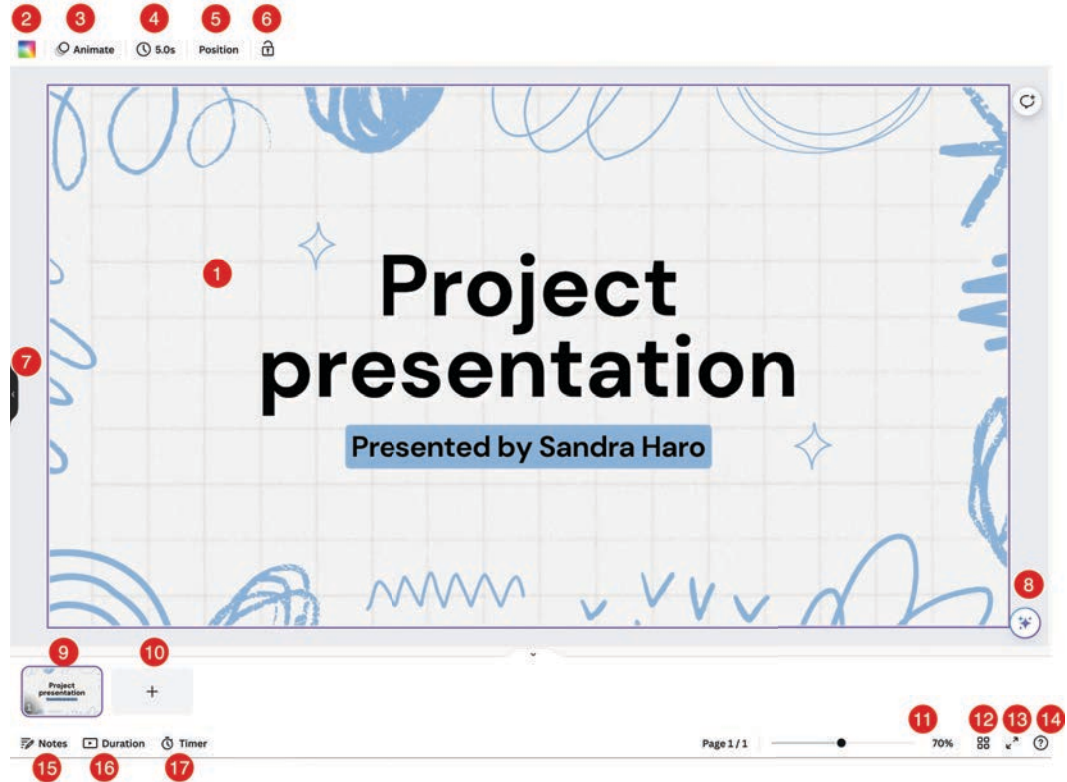
1) The Canvas - this is where you see each of your presentation's pages.
2) Background color - this adds color to the background. In the example above, the grid still shows. If you want a total replacement of the background, use the Background button to the left of the page (shown to the right).
3) Animate - these are Page animations. They animate EVERYTHING on a page. Not advised…
4) Timing - used if you want a presentation to run automatically.
5) Position - used to change the order in which elements are on a page.
6) Lock - if you select an item, you can lock it so it doesn't get accidentally moved or deleted. You can also lock an entire page.
7) Hide/Show - click to Hide the panel on the left. Choose one of the icons on the far left to make the panel appear again. (Command-/ or Alt-/ work, too).
8) Canva Assistant - Help!
9) Current page - because this has been selected (and nothing else on the page), the toolbar you see here is displayed. So the tools apply just to the page.
10) Add page - just what it says.
11) Zoom - zoom in and out while working on the page.
12) Grid view - each page shows on a grid where you can move them around, add a page, duplicate one, hide a page, or delete a page. Click again to get to the one-page-at-a-time view.
13) Present full screen - one way to start the presentation.
14) Ask me anything - an AI-powered assistant. More help!

Warning: When you select a template, make changes, and then decide to use a different template, Canva may ask you if you want an additional page using that template or if you want to *Replace the current page*. **IF YOU CHOOSE TO REPLACE… it will completely replace all of your content** with the new template. This warning does not always show, so be careful!
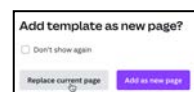
A less destructive way to change things is to click the *Backgound* button on the left and just choose a new background. It doesn't change anything but the background on the selected page.

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III. Change text, fonts, colors, etc.

As mentioned above, choices change according to what has been selected on a page.

Double-clicking on the text in a text box allows you to change the text, just as you would in a word processor.

1) Link - you can link to a website, a recent Canva project, or another page in the presentation.

2) Rotate - drag this button to the left or right to rotate the entire text box.
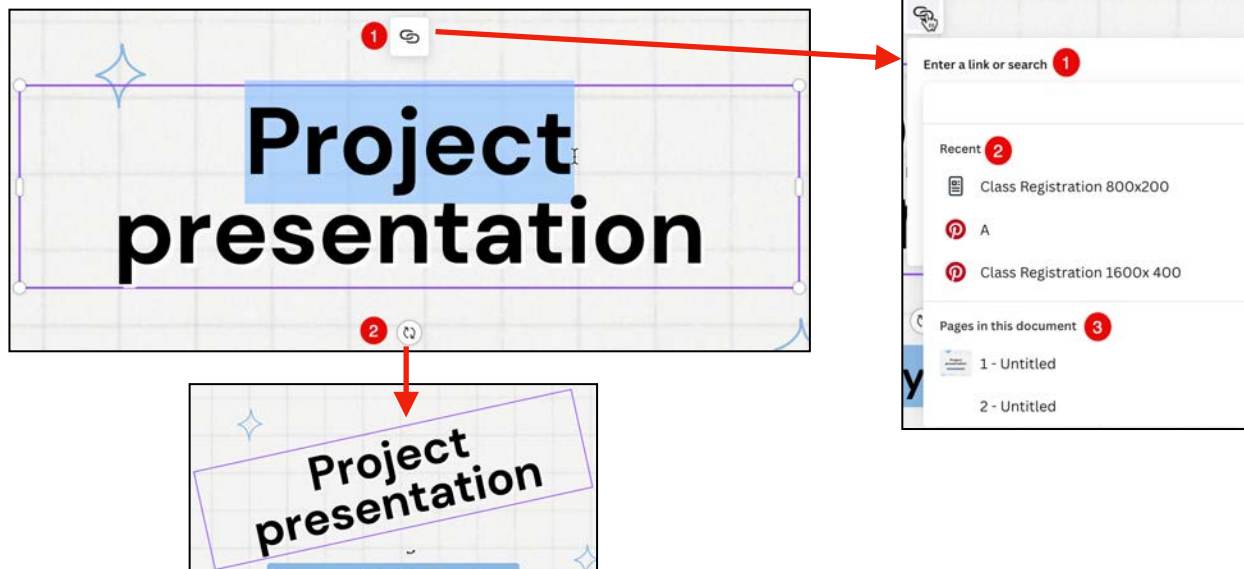
If you just click on a text box, there are may choices that can be made to customize the look of the text in the toolbar at the top.

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.

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14) **Magic Write** - an AI-assisted tool that can generate text, summarize, or paraphrase things for you.
15) **Duplicate** - it does what it says—it copies and pastes a duplicate of what you selected in one step.
16) **Delete** - deletes the selection.
17) **More** - displays additional options
18) **Add comment** - it's possible to work collaboratively with someone in Canva. This allows you to add a comment to the ongoing work.
19) **Rotate** - click and drag this button to the left or right to rotate the text box.
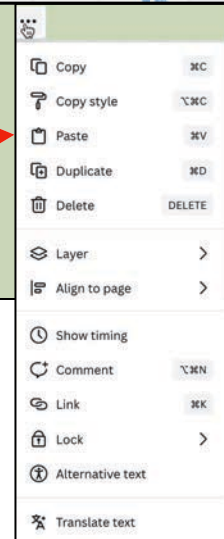
You can also add a new text box to the page. On the far left side of the window, click the Text button. The panel changes to show all of the text options. You can:

1) Add a new, empty text box by clicking the *Add a text box* button at the top.

2) You can add a pre-formatted text box by choosing one of the options under *Default text styles.*

3) You can choose one of the pre-formatted *Font combinations*.

All of these can be customized using the various toolbar options starting on the next page.

IV. Add pages and images (including your own).

There are several ways to **add another page**. Here are just three:

1) Click on the *Add page* tile below your page.

2) Hover over the upper right corner of each page tile at the bottom of the screen, and you will see a purple button with three dots. Click that, and select *Add page*. A page is inserted to the right of the one you were on. Note that the very top menu item also lets you rename a page.

3) Use a keyboard shortcut. On a Mac, press ⌘-Return. On a PC, press ALT-Enter. A new page is inserted to the right of the page that was highlighted at the bottom of the screen.
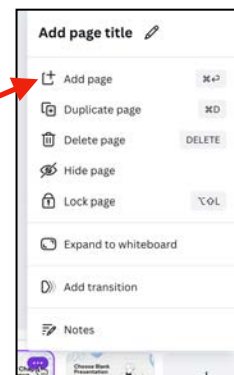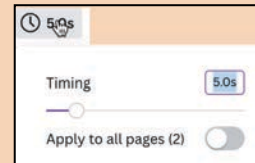
20. Presenter Notes - clicking this presents the Notes panel on the left. When your Canva presentation is presented in Presenter View, these notes can contain a script to use when doing a presentation. So what is Presenter View? It lets you view your Notes and the upcoming page when using Present—> Presenter View—> Present, while the audience just sees the current page. Use the ESC key to exit out of it.
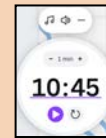   a) This is best used with two monitors, but it can be done using one (https://www.youtube.com/watch?v=1-Rszf5uMrw).
    b) You can also name the slide at the top of the Notes panel—very handy when doing a presentation.
21. Duration - if you are running your presentation using Autoplay, you can adjust how long each page is on the screen. By default, each one show for 5 seconds. There are two ways to adjust the timing.
    a) Method 1: Hover over the slide for which you want to adjust the timing. You will see two "grab bars" on each side. Drag one to either shorten or lengthen the time the page will stay on the screen. As you do this, you will see the time it will adjust to. This is handy for working with just one page.
    b) Method 2: After clicking on Duration, a timing button will appear at the top of the screen where you can adjust the timing. This also works for just one page. However, if you want all pages to change to the new setting, click the *Apply to all pages* button.
22) Show Timer - this lets you see a countdown timer while you're presenting your design (careful to not let it show during a Zoom!). By default, it's set for 5 minutes. Change it by clicking on the minutes and typing in a new number. Do the same for the seconds. Click the Show Time button again to stop displaying.
23) Zoom - use the slider or click the % to adjust how much you are zoomed in or out while working on your Canva.
24) Grid View - this lets you see all the pages on a board, as shown below. You can drag each page to change the order. The buttons across the top let you Add a page, Duplicate a page, Hide a page, and Delete a page. Click the Grid View button again to return to the single page view.
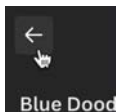25) Present full screen - This begins your presentation from the page you are viewing. Note that if you have

Deselect page

set up timing for you pages, this is ignored when you using this button.
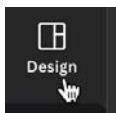
When you add a new page, you may want to apply part of your template to it or use another one. Click the *Design* button on the far left to open the panel with all of your options. If you have used more than one template in your current project, you may have to click on it (under "Recently used") to see the options for that template. If you want to look at other possibilities, then click the large left arrow above the name of the template in the panel. If you want to return to your template, it's usually the one at the top left of the list of all the templates.
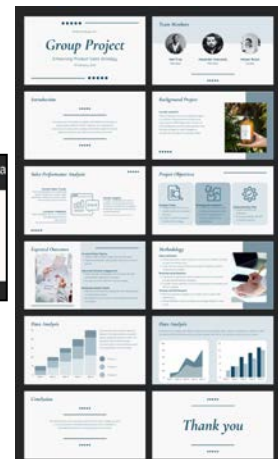
There are several ways to **add images to your page**:

1) Click on the *Elements* tile on the far left.

    a) *Elements* lets you add shapes, graphics, tables, photos, videos, audio, charts, stickers (which are animated GIFs), frames, grids, and clip art from the many collections available from within Canva Pro.

   b) Just click on the Element you want and it is placed on your page.

2) Click on the *Uploads* tile on the far left.

    a) *Uploads* lets you get an image, video, or audio from your computer into Canva. These will be remain available for your other Canva projects, too.

    b) Click the *Upload* Files button and select an image from your computer.

    c) Images you have uploaded will appear in the panel below the *Upload Files* button. To insert one onto a page, just click it and it will be inserted into the center of the page for you to use.

    d) If you find you have way too many images that you have uploaded, you can organize them into folders, tag them to make it easier to search for them, or even delete them.
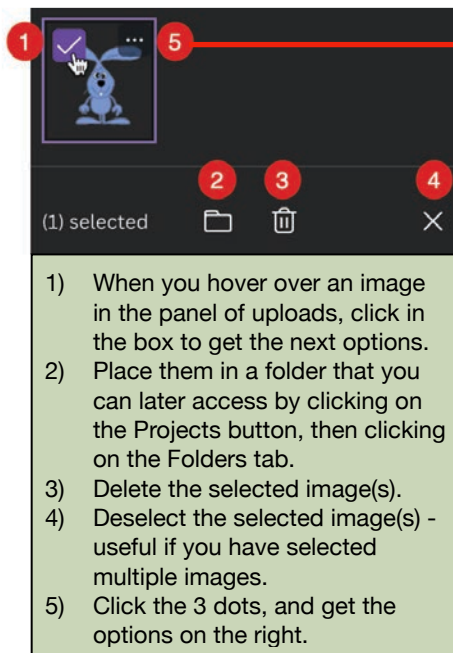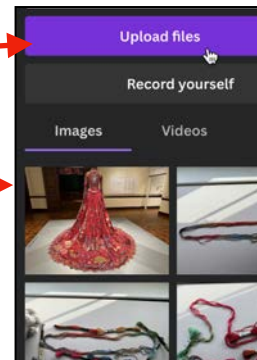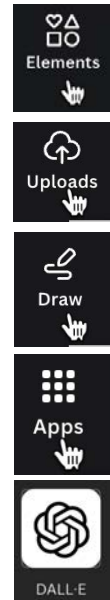
1) When you hover over an image in the panel of uploads, click in the box to get the next options.
2) Place them in a folder that you can later access by clicking on the Projects button, then clicking on the Folders tab.
3) Delete the selected image(s).
4) Deselect the selected image(s) - useful if you have selected multiple images.
5) Click the 3 dots, and get the options on the right.
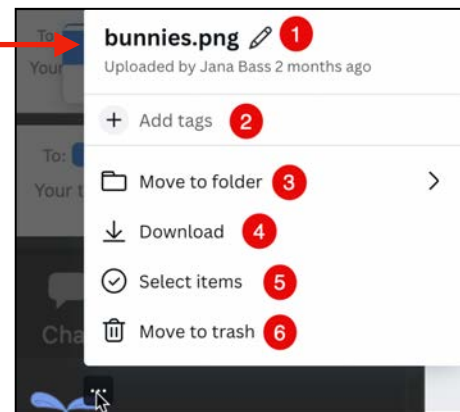
1) Change the file name here (can be useful in a search).
2) Click to tag the image (also useful in a search).
3) This is the same as #2 on the left.
4) Download the image to your computer (can help if you cannot find the original on your computer)
5) Works very much like #1 on the left.
6) Works like #3 on the left.

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3) Click on the *Draw* tile on the far left. This displays all the drawing tools that you can use on your page.

1) Drawing Pen
2) Marker
3) Highlighter
4) Eraser
5) Selection tool
6) Color (lets you change the color of your selected tool)
7) Change the weight (thickness) and transparency of the selected tool
8) Hide/Show the drawing tools (Keyboard shortcut is ⌘-/ on a Mac, Ctrl-/ on a PC)

If you click on the circled buttons on each of the first three drawing tools, it makes the drawing tool behave like the selection tool. You can move, rotate, delete, duplicate, and access a menu under the 3 dots that appear. To make it draw again, you must click on the tool again.

4) Click on the *Apps* tile on the far left and play with the different apps, many of which use AI (Artificial Intelligence). A fun one is DALL-E. Type in a description of an image you would like to potentially use, click Generate, and DALL-E will create 2 images for you to choose from. Just click one of them to place them on a page. GIPHY is another among many, and more are being added all the time.
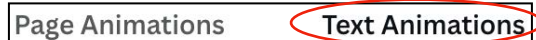
## V. Add animations between and on pages - 3 kinds

1) Animations on a Page

   a) Select what you want to animate on your page. It can be a text box, an image… Then click Animate at the top of the page.

   b) The Animations panel opens on the left, and the tab that is appropriate to what you selected is active. So for a Text Box, the Text Animations tab is active.
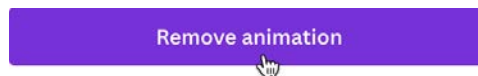
   Page Animations   Text Animations

   c) Click on an animation to select it. You will see a preview and some *Animate* controls will open for you to customize your animation.
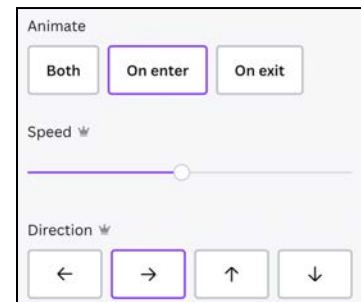
   d) Scroll to the bottom of the panel for some Motion Effects. These also will have some controls.
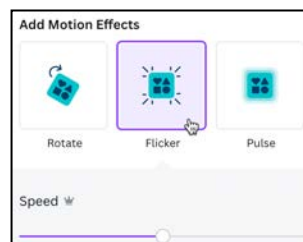
   e) There is also a button to remove an animation at the bottom of the panel.

   Try the Custom animation for fun!

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2) Page Animations

    a) These are animations that affect every object on a page, whether it's text, a photo, clipart, a drawing… Start by selecting nothing on a page, then click Animate.

    b) As before, selecting an animation will have its own set of controls.

3) Animations between pages (AKA Transitions)

Below the page you are looking at, are images of all the pages in your presentation. To add a Transition:

    a) Hover over the upper right corner of a page's image and click the three dots that appear. Select Add Transition from the menu.

OR

    b) Hover between the two slides where you want the transition to go and click the Add Transition button.
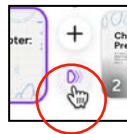
The Transitions panel opens on the left.

You can hover over or click on a transition to see how it will look, and each transition has its own set of customizations. When you have selected a transition and customized it, an icon will appear between the slides where a transition exists. The icon is different for each kind of transition. In the examples below, the transitions represented (from left to right) are Dissolve, Circle Wipe, and Chop.

If you want the same transition between every page, click the *Apply between all pages* button at the bottom of the panel. If you want to remove ALL transitions between pages, select None at the top of the panel, then click the *Apply between all pages* button again.


VI. Add timings

If you want your presentation to play automatically, you can choose how long you want each page to appear on the screen. To do this:

1) Click on one of the page images at the the screen, then at the top, click the button that shows a clock on it—this is the *Edit Timing* button.

2) You can adjust the timing by using the slider or by simply typing in how long you want the page to be on the screen before it moves to the next page. If you just type in a number, it will assume you mean seconds (it puts an s after the number). If you want it to stay on the screen in terms of minutes, type it in like this: 1:15
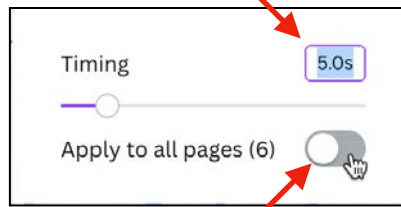
would mean 1 minute and 15 seconds.

As a bonus, if you want all the pages to stay on the screen for the same amount of time, there is a button you can use to tell it to Apply to all pages. Also check the top of page 5 for other details.
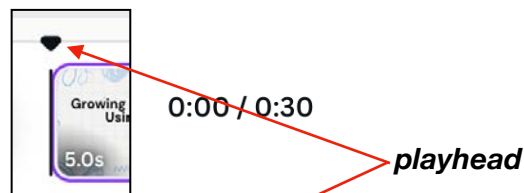
VII. Add music

Music is generally used only if a presentation is playing automatically, although there are exceptions. This is going to assume two things: the presentation is playing automatically, and you have set the timing.

1) To find out the total planned run time of your presentation, click the Duration button at the bottom of the screen. Over to the right of it, you will see how long you have planned for it to run.


If you are at the beginning of the presentation, the playhead is before the first page and the Run Time in this example shows 0:00 / 0:30. This means the playhead is at the beginning of the entire presentation (that's the 0:00) and the presentation is set to run for 30 seconds (0:30).


0:00 / 0:30

playhead

In this example, the playhead has been moved to that it's seven seconds from the beginning (0:07) and the presentation is still set to run for 30 seconds.

0:07 / 0:30
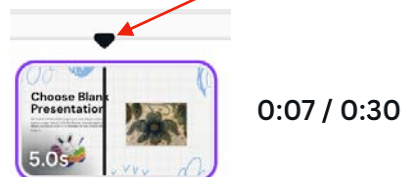
2) To add music, click the Audio button on the far left. This will open up a pane with a TON of music of different durations. You can scroll through it, do a search for a specific genre, and more.
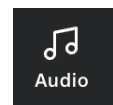
3) Since the example presentation is 30 seconds long, we need to find a piece that is about that long, which may be tough. As you are looking, you can play a sample by clicking on the "album cover" to hear a brief clip.

4) When you find one you like, click on the clip's text to add it to your presentation. You will see the track added below the images of your pages at the bottom. The clip that was selected, was 1:00 long, but it was added so that it was the same length as the presentation, 30 seconds.
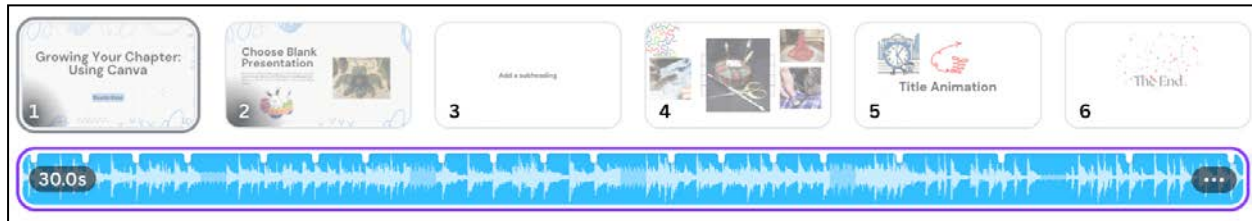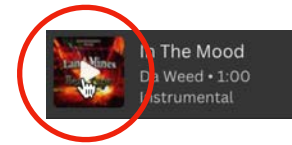
The music may be the correct length, but it cuts off at the end before it starts over again. You can fix that by doing a little editing, maybe making the music fade out on the last page. All of this is beyond the scope of these directions, but you can get more detailed information about doing this here: https://bit.ly/3U3k4CD
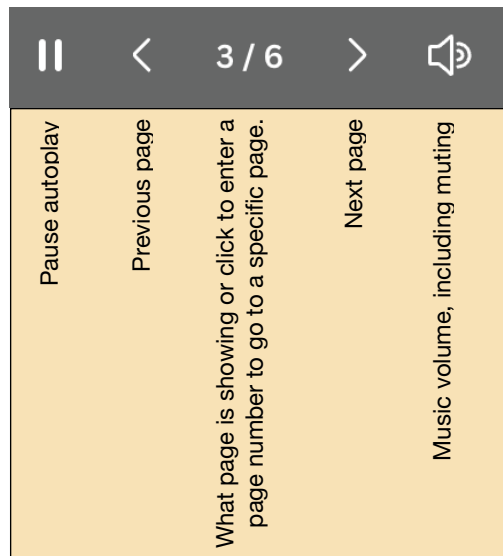
VIII. Showing your presentation

In the upper right corner is the *Present* button. When you click *Present*, you have a choice of four different ways to show your presentation:
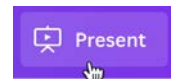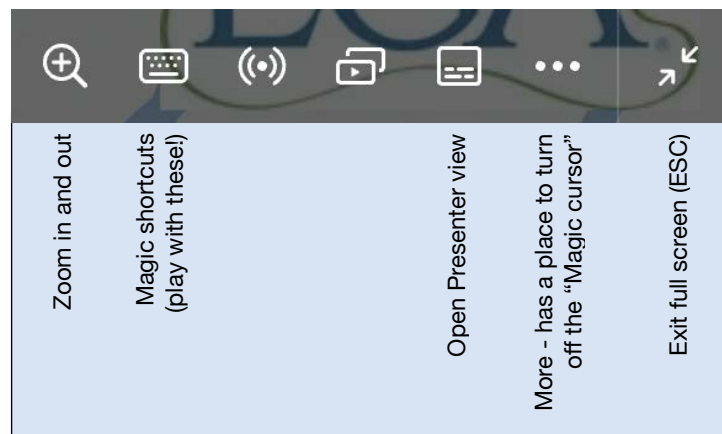

1) *Present full screen* - when you select this and click the purple *Present* button at the bottom, you are in full presentation mode, filling the screen, but you manually move from slide to slide.

2) *Presenter view* - you can view any notes you added, plus the upcoming slides, while showing the presentation. The downside is if you have only one monitor, your audience will see all of this, so this is only recommended if you have two monitors or, if in Zoom, you know how to show just a selected area of your screen. This also often works when using a standard projector. But test before doing this.

3) *Present and record* - this shows YOU in an inset as you are presenting and records your presentation. This takes some steps, so read more about this here: https://bit.ly/3xAxbDI. Again, text before doing this.

4) *Autoplay* - this automatically plays your presentation in a loop (*i.e.,* it continues to play until you stop it)

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VIII.Presentation controls (while presenting):

1) Method 1

   a) Click on the right side of a page or press the right arrow on your keyboard to move forward in your presentation.

   b) Click on the left side or press the left arrow on your keyboard to move backward in your presentation.

   c) To exit your presentation, press the Escape (ESC) key in the upper left corner of your keyboard.

2) Method 2 - start by moving your cursor to the bottom of the screen. When you do that, a set of tools shows on the bottom left and bottom right corners.

   a) Bottom left

Pause autoplay · Previous page · What page is showing or click to enter a page number to go to a specific page. · Next page · Music volume, including muting

   b) Bottom right (just the important ones are labeled here)

Zoom in and out · Magic shortcuts (play with these!) · Open Presenter view · More – has a place to turn off the "Magic cursor" · Exit full screen (ESC)

Want more information? Check Canva's *Design School* for tutorials: https://www.canva.com/designschool/ or Canva's *Help*: https://www.canva.com/help

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IX. Exporting to PowerPoint (.pptx)

It IS possible to export a Canva presentation to Powerpoint. This can be handy if you are going to be in a location without WiFi. But there are some caveats.

Let's take an example and discuss what the pitfalls were. The Canva presentation that runs while everyone is entering a Virtual Lecture Series webinar has the following features:

1) It has an animation on the last slide.
2) It runs automatically, moving from slide to slide.
3) Every slide runs for 30 seconds, before moving on to the next slide. Because there are 10 slides, the total run time is five minutes.
4) It has music playing the entire time.

So how was the resulting PowerPoint affected by being exported?

When you start the export, you go to Share—>Download—>and change the file type from the suggested PDF to PPTX. When you do this, you get the message below, where it tells you that "Animations won't play when exported as this file type." It goes further and suggests exporting it as a video (MP4). Don't do the latter—it can actually make your presentation harder to handle and many times the bandwidth hasn't worked to the presenter's advantage. Keep it as a PPTX file.
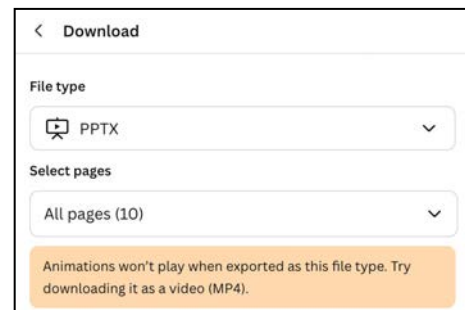
1) As Canva warned, the animations on the last slide do not play, but you can fix that up in PowerPoint. If you had set any transitions between slides, you may have lost those, too, so check it before you use it to present.

2) Problem #2, now your PowerPoint does not run automatically. To fix that, go to Slide Show—>Set Up Slide Show.

   In the window that comes up, select "Loop continuously until 'Esc' and click OK.
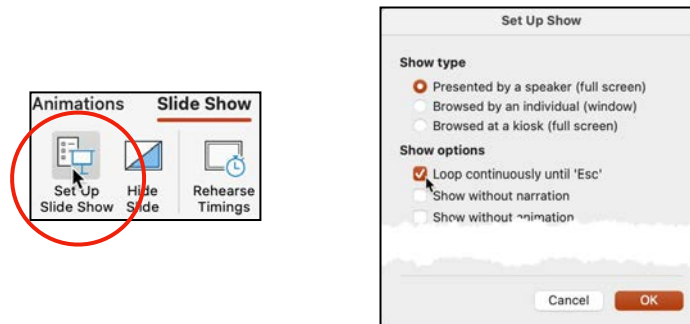
3) Problem #3, the slides in this presentation are no longer playing for 30 seconds apiece. This is fixed by going to Transitions. On the far right end:

   a) Uncheck the *On Mouse Click* box.

   b) Check the *After* box and set the time for 30 seconds.

   c) Click *Apply To All.*

4) Problem #4, the music stops playing after the first slide. To fix this, you will be able to see a music image in the middle of the first slide (it doesn't show when the music plays, so you don't have to move it). Click that image and you will also see the music controls below it.

5) Now click Playback up on the menu bar, then click *Play in Background*. Now your music will play through the entire presentation, as it did in Canva.


6) While that takes care of the immediate issues, do check on your text as it can get moved around or even cut in odd places. This seems to happen particularly if you have the text box tightly fitted around your text. In the Virtual Lecture Series presentation, this happened, but it's an easy fix.


It's a good practice to check all of the text, animations, and transitions before taking a presentation public.

## X.   Importing a PowerPoint (.pptx) to Canva

Can you reverse it and import an existing PowerPoint into Canva? Yes. Why? Canva has a lot of features (*e.g.,* music) that is not in PowerPoint. Here's how to do it:
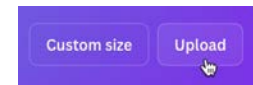
1) On Canva's Home page, there is an Upload button in the upper right corner. Click it.

   a) Canva will support the following image files: jpeg/jpg, png, heic, webp

   b) Canva will support the following video files: mov, gif, mp4, mpeg, mkv

   c) Canva will support the following files: PDF, Word, PowerPoint, Excel, Illustrator
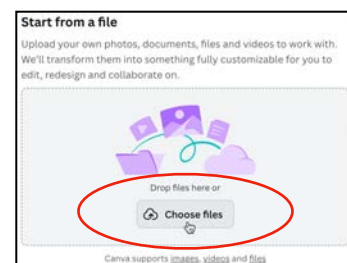
2) Click *Choose files* and navigate to select the PowerPoint file you want to use. If your file is too big, you will get a message. To see what those limitations are, you can go here: https://www.canva.com/help/upload-formats-requirements/
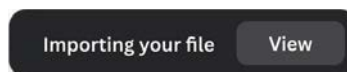
3) You will see a button at the top of the screen that tells you your file is being imported. You can click View to see where it is and open it.

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4) When you open the file, you will get a Feedback panel in the lower right corner. It is up to you if you complete any part of it or just click its x in its upper right corner.

5) As with exporting TO PowerPoint, do check that text looks right, animations work, transitions work, and so on.

Make sure that any pictures are rotated properly, too!

Transitions may not be the same or, may be unexpectedly added.

In any case, have fun!!