



STEP-BY-STEP GUIDE: HOW TO USE *Canva*

- 1 First, go to the Canva website (www.canva.com) and create a free account.
- 2 Once you're signed in, select the type of design you want to create from the templates available on the homepage.
- 3 Choose a template that matches the style you're going for, or start from scratch by selecting the "Custom Dimensions" option and entering the desired size for your design.
- 4 Add your own images or choose from Canva's extensive library of free or paid stock photos and graphics.
- 5 Customize your design by selecting the elements you want to change, such as text, font, color, or layout.
- 6 Use the "Uploads" tab to add your own images, logos, or other graphics to your design.
- 7 When you're finished with your design, click the "Download" button in the top-right corner of the screen to save it to your computer.