

# GETTING CREATIVE WITH CANVA

## BRIDGE COURSE



GRADE-7

### PRIMARY PREVIEW

- ⊙ What is Canva?
- ⊙ Exploring the Home Page of Canva
- ⊙ Creating Designs Using Templates
- ⊙ Features of Canva
- ⊙ Canva Editor Interface
- ⊙ Downloading a Design
- ⊙ Getting Started with Canva
- ⊙ Create Your First Design
- ⊙ Canva AI



### WHAT IS CANVA?

Canva is a popular online graphic design platform that allows users to create a wide range of visual content, including presentations, posters, social media graphics, documents and more. It has a user-friendly interface and an extensive library of templates, images and design elements. Whether you're a beginner or an experienced designer, Canva makes it easy to create professional-looking designs quickly.

Canva



### FEATURES OF CANVA

Some key features of Canva that make it popular among learners and professionals include:

- ❖ Canva is easy to use, allowing beginners to create graphics, presentations and more.
- ❖ Canva offers a free version for students and a paid version with additional tools and features.
- ❖ You can create designs on Canva and share them directly on platforms like Facebook, Instagram and LinkedIn.
- ❖ Canva offers editable templates for social media, presentations, flyers, resumes and more.
- ❖ Canva provides learning materials and tutorials to enhance design skills for students and teachers.
- ❖ Canva allows multiple users to collaborate on the same design in real-time.

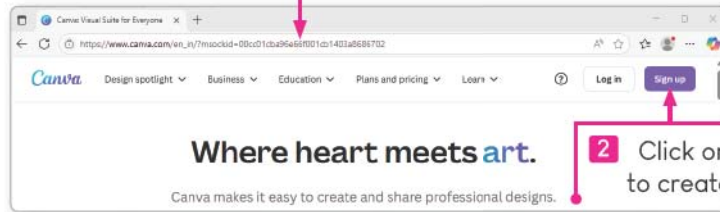


### GETTING STARTED WITH CANVA

Canva is a fun and easy tool that helps you design anything—from school projects to social media posts—without needing any graphic design experience.

To start using Canva, follow the given steps:

**1** Open your web browser, type <https://www.canva.com/> and press the Enter key.



**2** Click on the Sign up button to create a new account.

**Log in or sign up in seconds**

Use your email or another service to continue with Canva (it's free!!)

Continue with Google

Continue with email

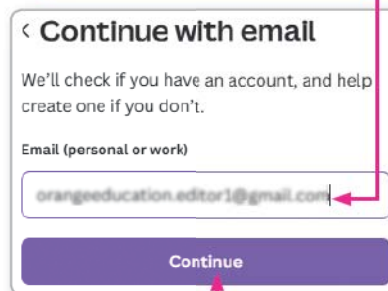
Continue another way

By continuing, you agree to Canva's [Terms of Use](#). Read our [Privacy Policy](#).

Sign up with your work email

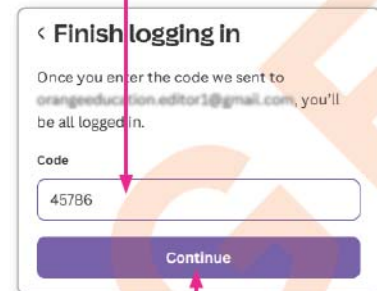
**3** Click on the Continue with email button.

**4** Enter your email address in the Email (personal or work) text box.



**5** Click on the Continue button. You will receive a code.

**6** Enter the code sent to your email in the Code text box.



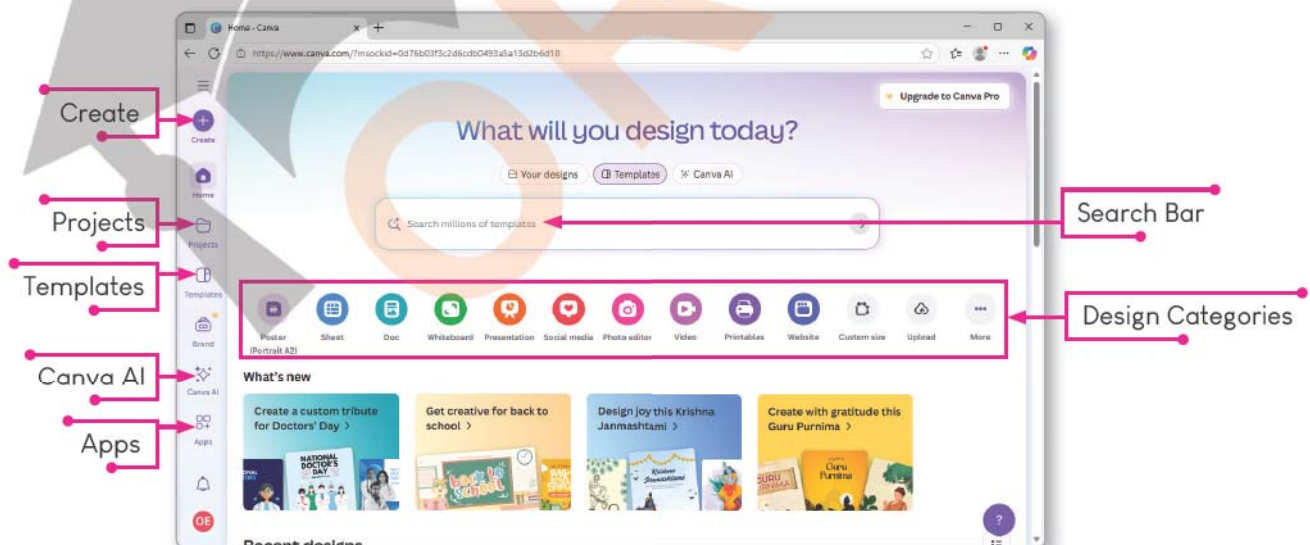
**7** Click on the Continue button to complete the process of creating a new account.

The Canva home page will open, where you can create designs, explore templates or join a team.



## EXPLORING THE HOME PAGE OF CANVA

The home page of Canva is where all the magic happens. It's your starting point for designing everything you need, from presentations to social media posts.



Let's take a closer look at the components on the home page:

- ❖ **Search Bar:** Allows you to type keywords to find templates, photos, elements or saved designs.
- ❖ **Create:** Lets you start a new design or use a template.
- ❖ **Projects:** Provides access to your saved designs, folders and files from the left panel for easy editing and sharing.
- ❖ **Templates:** Offers thousands of templates for various design types on the left panel.
- ❖ **Design Categories:** Lets you explore different categories like Docs, Presentations, Social Media and more.
- ❖ **Canva AI:** Includes AI tools in Canva to help users design more efficiently and creatively.
- ❖ **Apps:** Integrates third-party tools like Google Drive, Dropbox and Instagram for enhanced design and file management.

### RAPID RECALL

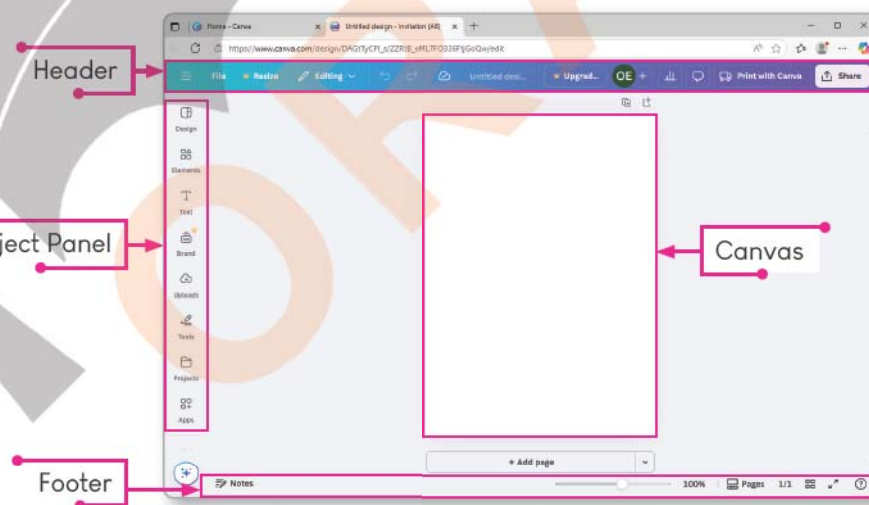
Tick (✓) if you know this.

1. The Create button lets you start a new design.
2. The Projects button provides access to your saved designs.



## CANVA EDITOR INTERFACE

The Canva Editor is the place where you create your designs. It's easy to use and includes all the tools needed for your projects. The key components of the Canva Editor window are as follows:



- ❖ **Header:** It contains tools for managing your design (e.g., File, Resize, Undo, Redo, Save, Share).

❖ Object Panel: It includes the following tabs:

Tab	Description
Design	Displays ready-made layouts and templates.
Elements	Contains shapes, icons, charts and more.
Text	Allows you to add and customise text elements.
Brand	Stores your brand assets (Pro feature).
Uploads	Lets you upload your images, videos or audio.
Tools	Offers additional features like background remover and AI editing.
Projects	Helps you organise your saved designs.
Apps	Integrates external apps like Google Drive and YouTube.

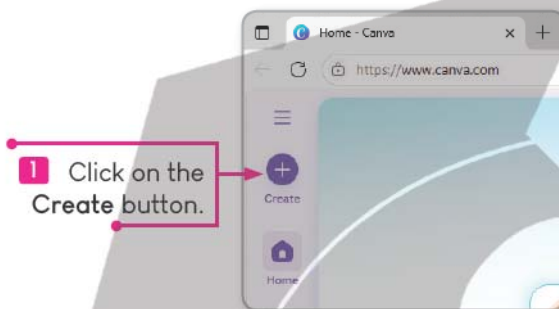
❖ Canvas: The main workspace where you create and edit your design.

❖ Footer: It provides options like zoom, grid view, full-screen mode and page navigation.



## CREATE YOUR FIRST DESIGN

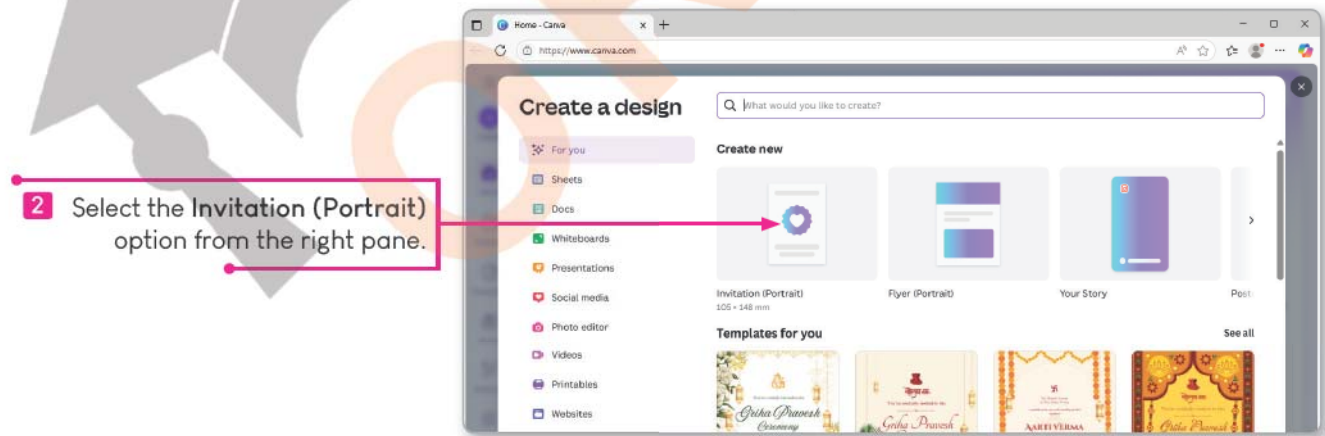
Now that you're familiar with the Canva interface, let's create your first design in it. For this, follow the given steps:



### HINTS & HACKS

To group elements, select the elements, then **right-click** and choose the **Group** option. By grouping elements, you can more easily move or resize them as a single unit.

A Create a design window will appear.

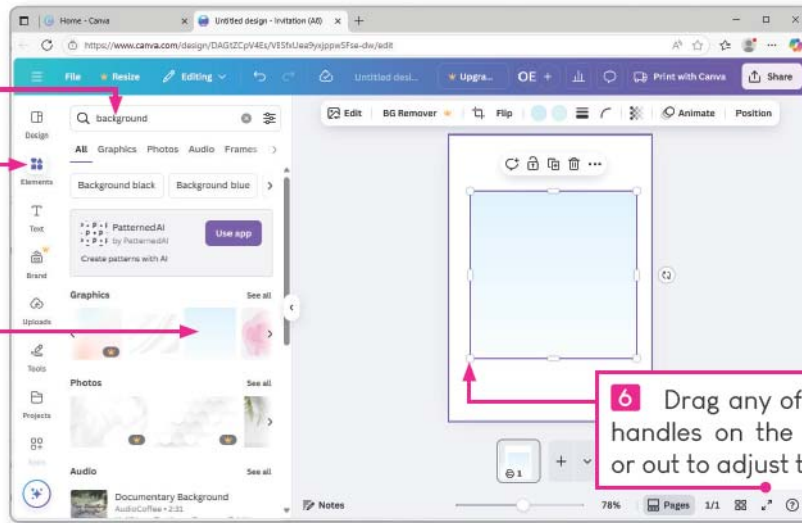


You will be taken to the Design Editor window.

4 Type background in the search box.

3 Click on the Elements tab.

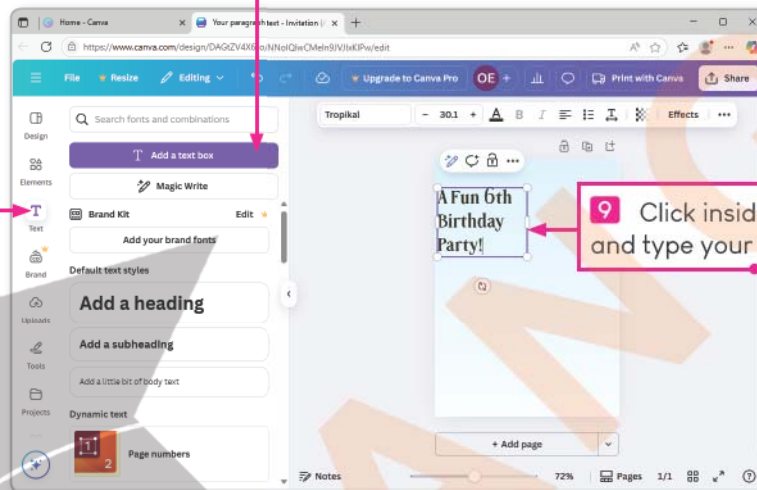
5 Select any background you like.



6 Drag any of the resize handles on the corners in or out to adjust the size.

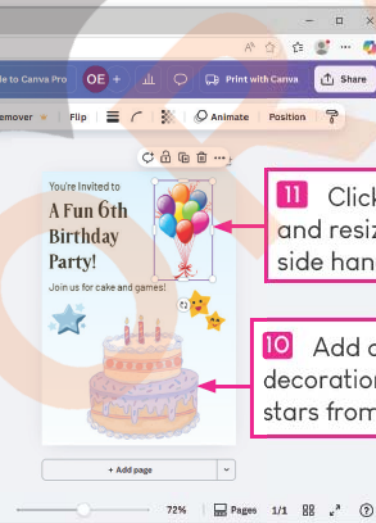
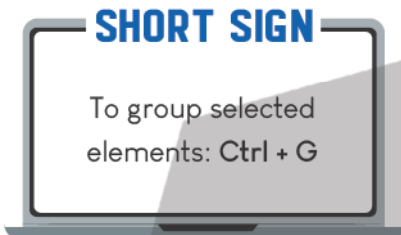


8 Click on the Add a text box button.



7 Click on the Text tab to add text for your invitation.

9 Click inside the text box and type your desired text.



11 Click on the element and resize it using the side handles.

10 Add a cake and party decorations like balloons or stars from the Elements tab.



Now that you've completed all the steps, you have successfully created a customised birthday card. You can further enhance your design by exploring different fonts, colours and elements to match your style.

## RAPID RECALL

Tick (✓) if you know this.

1. The Elements tab contains shapes, icons, charts and more.
2. The Projects tab helps you organise your saved designs.



## ART INTEGRATION

21<sup>st</sup>  
Century  
Skills

#Creativity  
#Technology Literacy

Create a poster in Canva to highlight the importance of Cyber Safety for kids. Include key points such as using strong passwords, avoiding personal information sharing and recognising suspicious links. Use images, icons and colours to make your poster engaging and visually appealing.



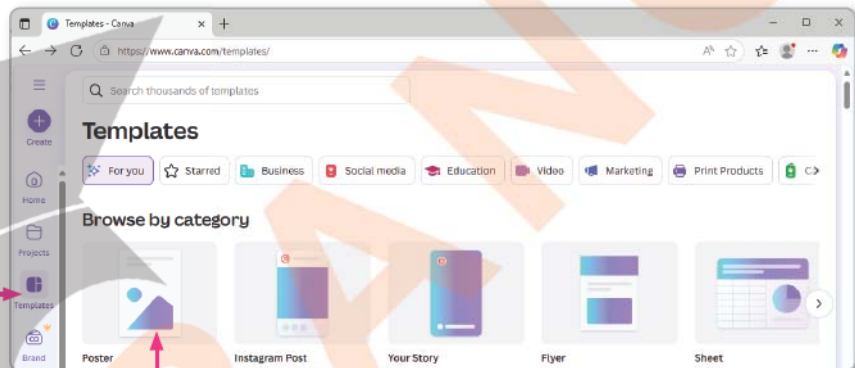
## CREATING DESIGNS USING TEMPLATES

A **template** is a pre-designed layout that simplifies designing by letting you customise it to create your own design. Follow these steps to use one:

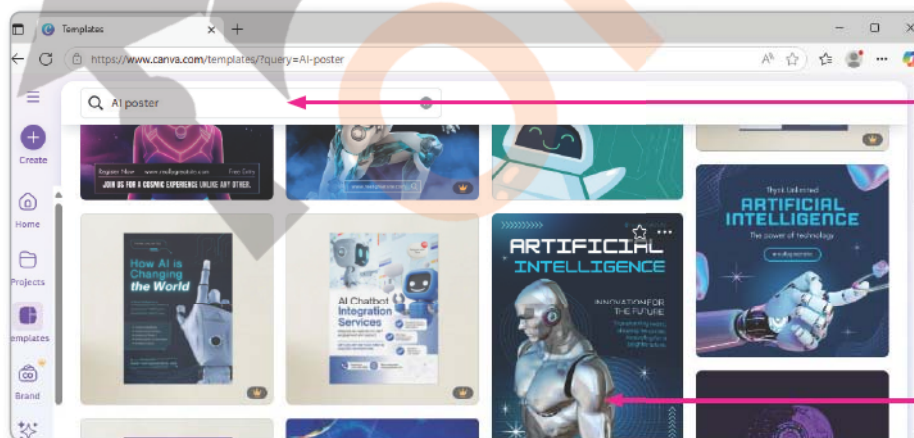
### SHORT SIGN

To zoom in Canvas:  
Ctrl ++  
To zoom out Canvas:  
Ctrl +-  
To zoom reset Canvas:  
Ctrl 0

- 1 Click on the Templates tab.



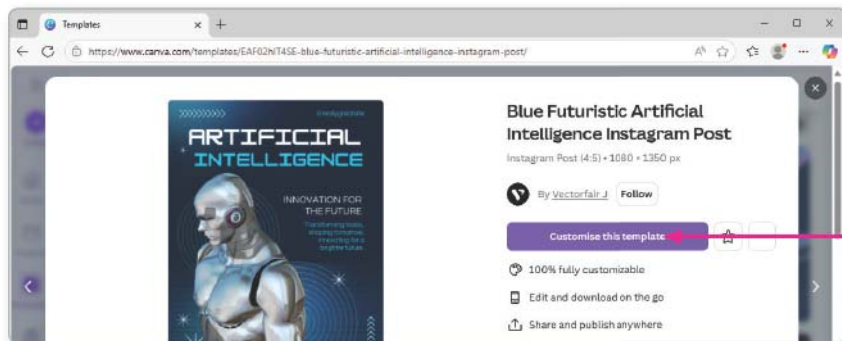
- 2 Select the Poster option from the right pane.



- 3 Click on the search bar and enter the design type you want.

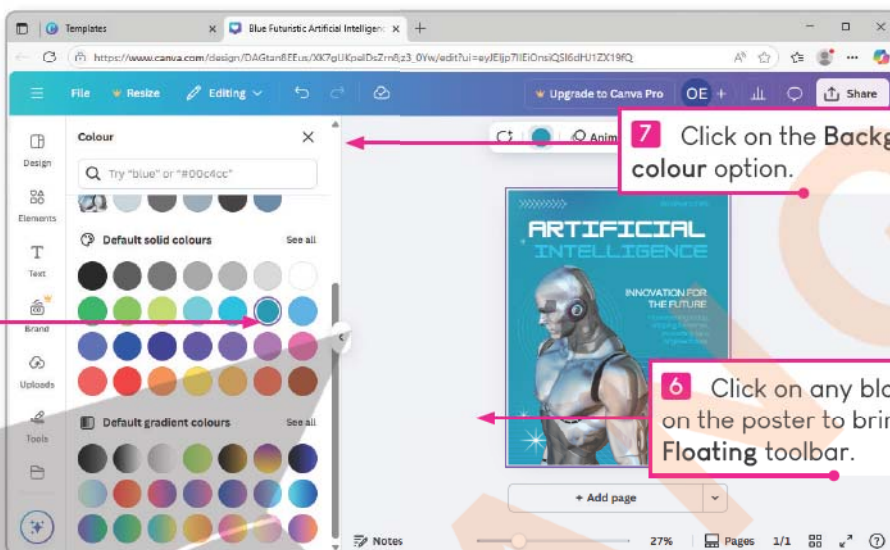
- 4 Select a template from the available options.

This will load the selected template in your workspace, providing a pre-designed layout that you can customise.



5 Click on the Customise this template button to start editing.

You will be taken to the Design Editor window.

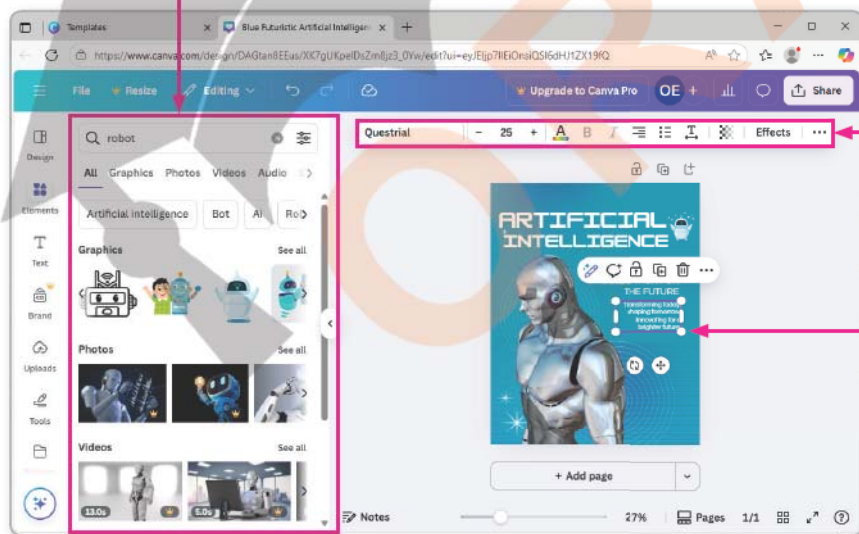


7 Click on the Background colour option.

6 Click on any blank space on the poster to bring up the Floating toolbar.

8 Choose your desired colour.

11 Click on the Elements tab to add new elements like icons, shapes or images.



10 Adjust the font, size and colour of the text to match your style.

9 Edit the content of the text box.

You can resize and arrange elements and text to fit your poster neatly. When you are happy with how it looks, your poster is ready to be saved.

## SHORT SIGN

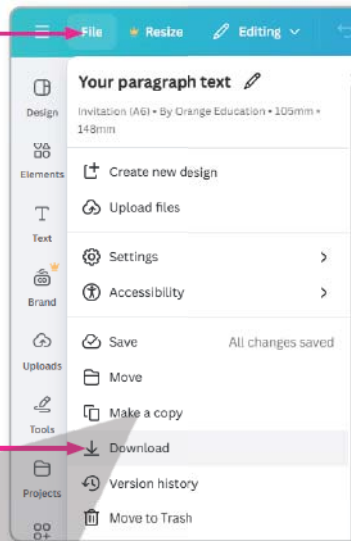
To delete the selected element: **Delete**



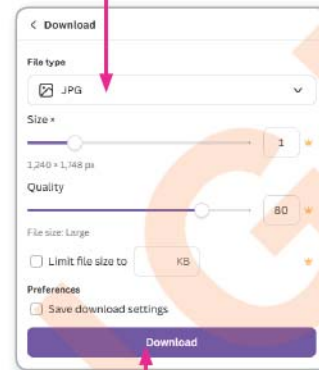
## DOWNLOADING A DESIGN

Once your design is ready, you can easily download it in different formats (like PNG, JPG or PDF) to share or print. To download a design, follow the given steps:

1 Click on the File Menu.



3 Select the file type in which you want to download the design.



2 Click on the Download option.

4 Click on the Download button.

### FACT File

Canva offers over 250,000 free templates.

## HINTS & HACKS

Canva automatically saves your work in real time. You do not need to manually save it.



Create a poster on the 5R's (Refuse, Reduce, Reuse, Recycle and Rot) in Canva.

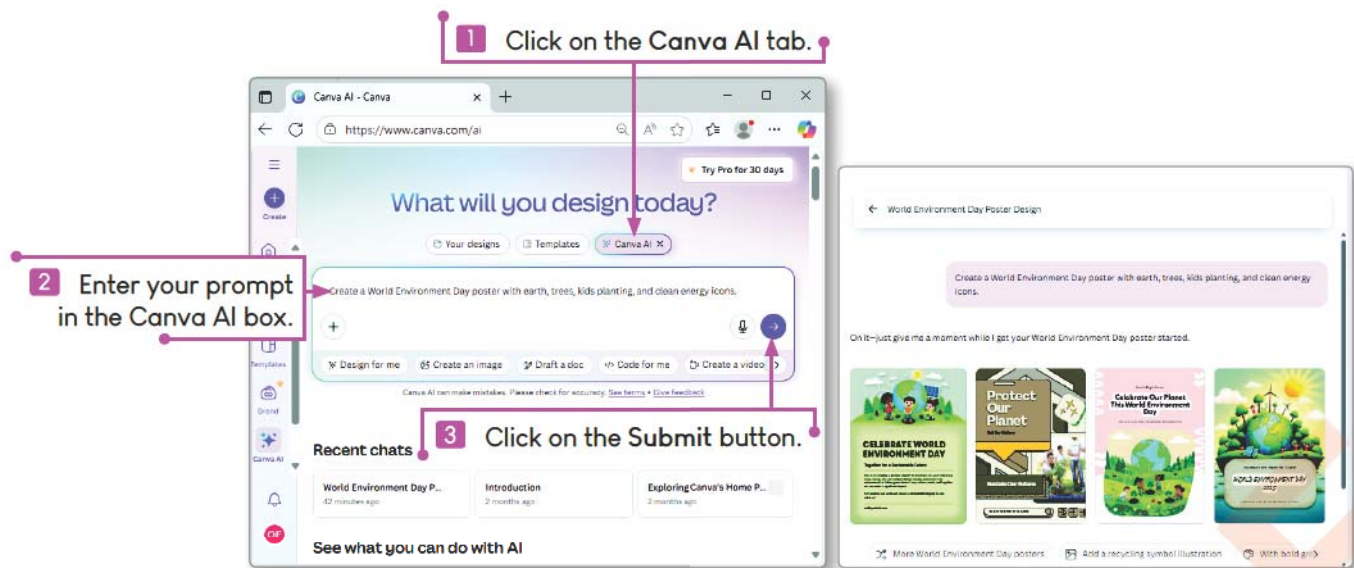
+ | Study



## CANVA AI

Canva AI is a smart tool that helps people create designs more easily. It uses AI to understand your needs and give ideas. Some features of Canva AI include text-to-image, design suggestions and magic write for creating content.

To use Canva AI, follow the given steps:



Canva AI will show you different poster ideas based on your prompt. You can customise any of these further by simply clicking on the poster you want to adjust.



### PRIVACY PRACTICES

Before sharing designs, double-check the privacy settings. Use view-only links when possible and restrict editing access to those who absolutely need it.

### TECH TERMS

- Flip: A tool that inverts an image horizontally or vertically.
- Element: A basic design component, like shapes, lines or images, used to build a design.
- Floating toolbar: A toolbar appears when you click an element or blank space for editing.

### REWIND RUN

- Canva is a popular online graphic design platform that allows users to create a wide range of visual content.
- The home page of Canva is where all the magic happens.
- The Canva Editor is the place where you create your designs.
- A template is a pre-designed layout that simplifies designing by letting you customise it to create your own design.
- Canva AI is a smart tool that helps people create designs more easily.