

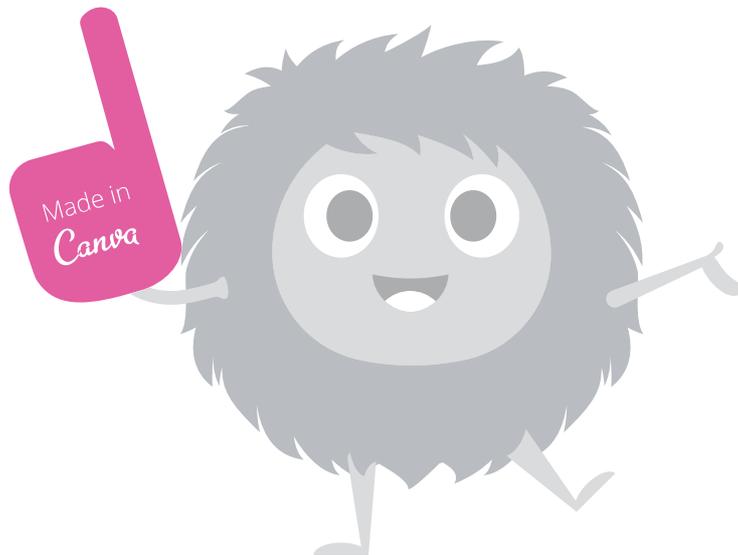


# Canva Help Guide!

OTTERLY  
AMAZING



Please note that this document contains affiliate links, which means that I will earn a tiny commission should you decide to get the Pro version of Canva after the 30-day free trial. *This does not cost anything extra towards your account* ♥



# Well Hello There!

THANK YOU FOR PURCHASING ONE OF MY CANVA TEMPLATES!

In this guide, I'm going to walk you through a few helpful tips when using Canva for the first time. If you're new to Canva, here are a few facts:

1. **Canva is a free tool** that helps you to design anything your heart desires!
2. They provide tons of free elements, fonts, and templates for you to use.
3. There is also a pro version of Canva, which will unlock even more elements, videos, photos, etc., not to mention a few nifty features such as the transparent background PNG option and the resizing tool! (If you want to check this out and do a 30-day free trial to play around, **go here.**) ♥



PS. YOU NEED A CANVA ACCOUNT TO EDIT MY TEMPLATES {DON'T WORRY, IT'S FREE!} SIGN UP HERE: [CANVA.COM](https://www.canva.com)

I HAVE  
Canva  
WITH MY  
COFFEE 

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# Let's Get Started!

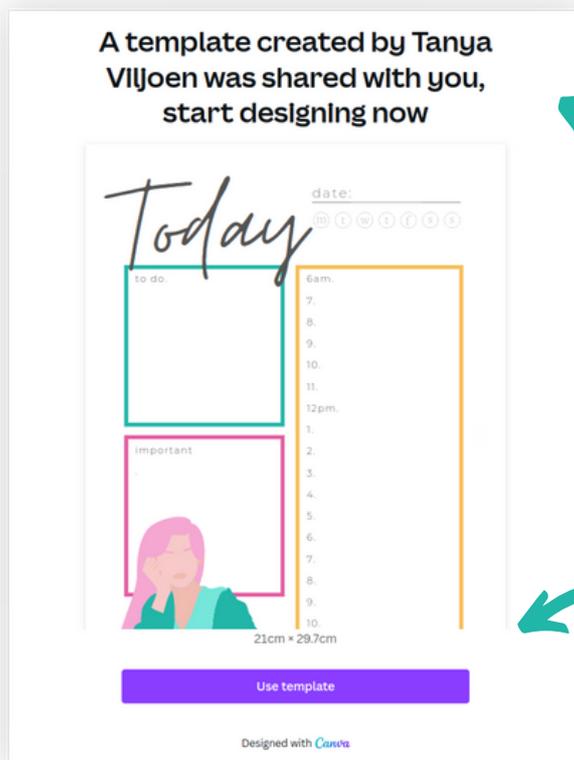
1

AFTER MAKING YOUR PURCHASE, YOU WILL BE ABLE TO DOWNLOAD THIS HELP GUIDE ALONG WITH **ANOTHER PDF FILE**.

2

IN **THE OTHER PDF FILE**, YOU WILL FIND THE LINK(S) THAT GIVES YOU ACCESS TO THE TEMPLATE YOU'VE PURCHASED. CLICK ON THAT LINK TO OPEN IT IN YOUR BROWSER.

YOU WILL BE TAKEN TO A SCREEN THAT SHOWS THIS...



HEY! THAT'S ME!

3

YOU WILL THEN CLICK ON THE "USE TEMPLATE" BUTTON TO PROCEED...

**IMPORTANT: YOU NEED TO CREATE A CANVA ACCOUNT TO BE ABLE TO USE THE TEMPLATE! DON'T WORRY, IT'S FREE! SIGN UP HERE: [CANVA.COM](https://www.canva.com)**



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# A Quick Guide...

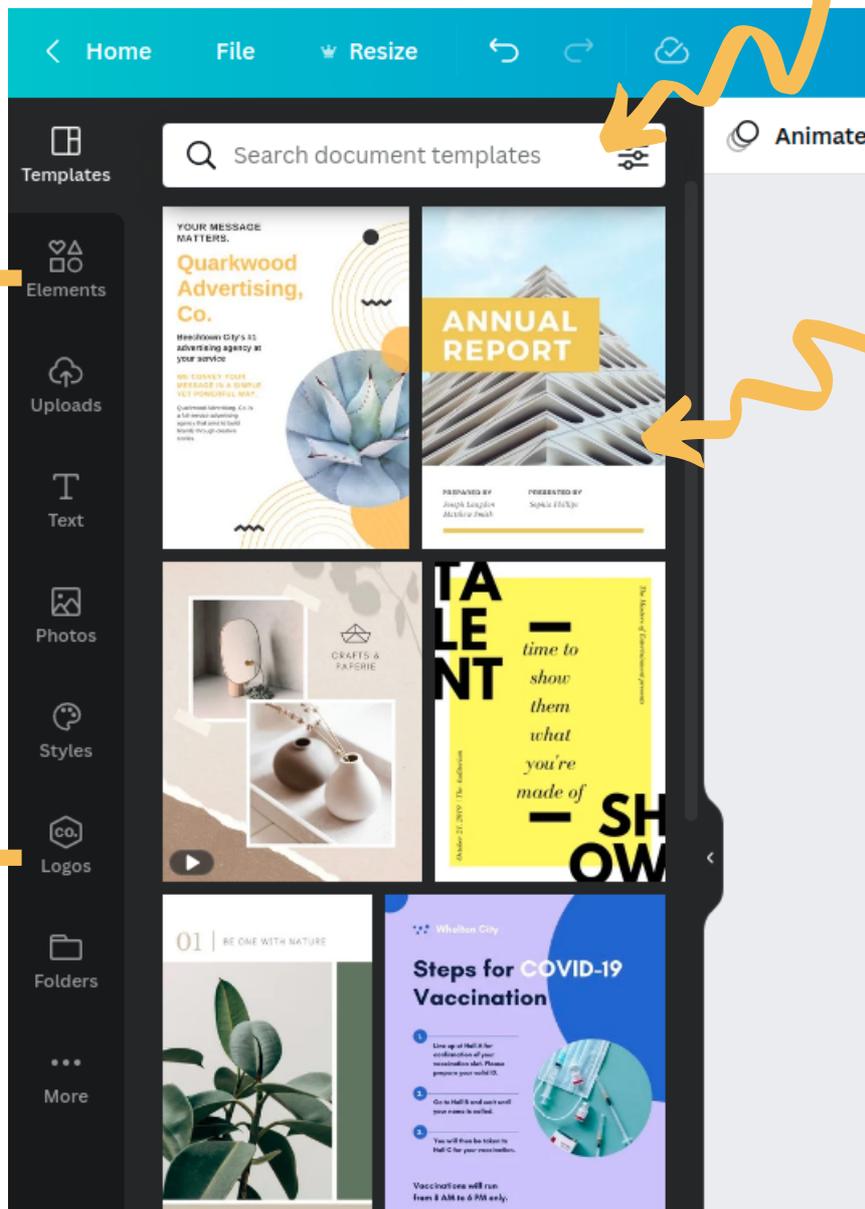
## THE CANVA DESIGN DASHBOARD

THE LEFT SIDE PANEL OPTIONS...

THE SEARCH BOX IS YOUR NEW BFF!

PLENTY OF WONDERFUL THINGS TO WORK WITH, OR ADD TO CURRENT DESIGNS. FROM TEMPLATES, TEXT AND ELEMENTS, TO UPLOADING YOUR OWN STUFF...

PS. TO UNLOCK THOUSANDS OF PREMIUM GOODIES, **GET THE PRO VERSION HERE** - 30 DAY FREE TRIAL TO GIVE YOU TIME TO EXPLORE!



IN A DESIGN, CANVA WILL SUGGEST SOME TEMPLATE EXAMPLES FOR YOU TO WORK WITH. THERE ARE LITERALLY THOUSANDS TO CHOOSE FROM.

#CANVALOVE

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# A Quick Guide...

## THE CANVA DESIGN DASHBOARD

### THE MAIN DESIGN AREA...

SELECTING SOMETHING IN THE DESIGN ENABLES MORE OPTIONS HERE

ADJUST THE POSITION OF ELEMENTS, TRANSPARENCY, ETC. HERE

The screenshot shows the Canva design dashboard interface. At the top, there are two orange brackets pointing to the top-left and top-right toolbars. The top-left toolbar includes options for font (Playlist Script), size (103), and text formatting (bold, italic, underline, color, background color). The top-right toolbar includes options for position, transparency, and other adjustments. The main design area displays two pages: 'Page 1 - Daily Planner' and 'Page 2 - Weekly Planner'. On 'Page 1', the word 'Daily.' is selected with a blue border. A teal callout box on the left points to this selection with the text: 'AN OBJECT IS SELECTED WHEN IT HAS A BLUE BORDER AROUND IT.' Another teal callout box on the right points to the top-right toolbar with the text: 'THESE LITTLE BUTTONS WILL ALLOW YOU TO ADD AND DELETE PAGES, CHANGE THEIR ORDER, ETC.' A third teal callout box on the left points to the page title 'Page 1 - Daily Planner' with the text: 'RENAME PAGES IF YOU WANT TO.' At the bottom right of the dashboard, there are icons for zoom (58%), view multiple pages, and a 'Help ?' button. An orange bracket at the bottom points to these icons with the text: 'ZOOM, VIEW MULTIPLE PAGES, FULL SCREEN, AND USE THE HELP FUNCTION IF NEEDED.'

ZOOM, VIEW MULTIPLE PAGES, FULL SCREEN, AND USE THE HELP FUNCTION IF NEEDED.

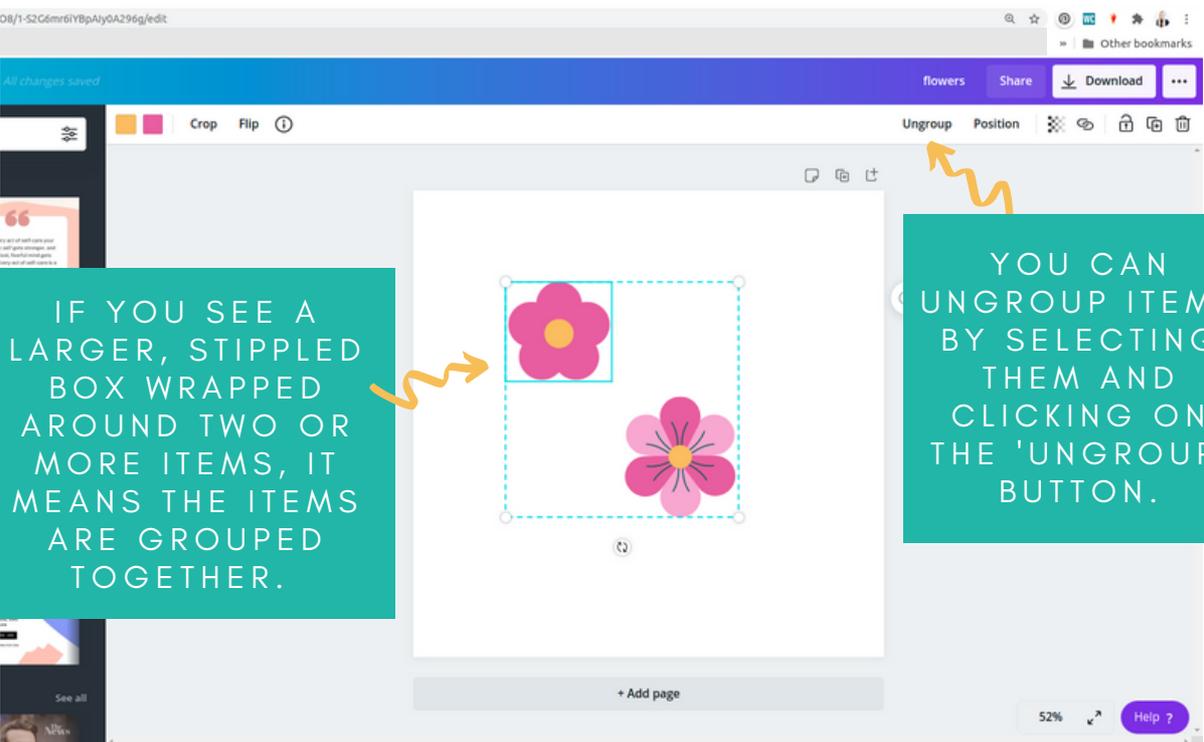
PLAY AROUND WITH FONTS, COLORS, AND EFFECTS (NEW). IF YOU'RE USING THE FREE VERSION, YOU'LL NOTICE THAT FONTS WITH A "CROWN" NEXT TO IT IN THE LEFT SIDEBAR ARE PART OF THE PRO VERSION AND CAN'T BE USED IN YOUR FINAL DESIGN.



# A Quick Guide...

## THE CANVA DESIGN DASHBOARD GROUPING AND UNGROUPING ITEMS

SOME ITEMS IN MY TEMPLATES WILL BE GROUPED TOGETHER. TO EDIT ONE ITEM IN A GROUP, IT IS EASIER TO UNGROUP THE ITEMS FIRST BEFORE MAKING CHANGES.



IF YOU SEE A LARGER, STIPPLED BOX WRAPPED AROUND TWO OR MORE ITEMS, IT MEANS THE ITEMS ARE GROUPED TOGETHER.

YOU CAN UNGROUP ITEMS BY SELECTING THEM AND CLICKING ON THE 'UNGROUP' BUTTON.



**IMPORTANT NOTE: DUE TO HUMAN ERROR, SOMETIMES ELEMENTS MIGHT NOT BE EDITABLE IN ONE OF MY TEMPLATES. PLEASE REACH OUT TO ME SO THAT I CAN FIX THIS FOR YOU. :)**

PS. TO UNLOCK THOUSANDS OF PREMIUM GOODIES, **GET THE PRO VERSION HERE** - 30 DAY FREE TRIAL TO GIVE YOU TIME TO EXPLORE AND DECIDE IF IT'S FOR YOU! ♥

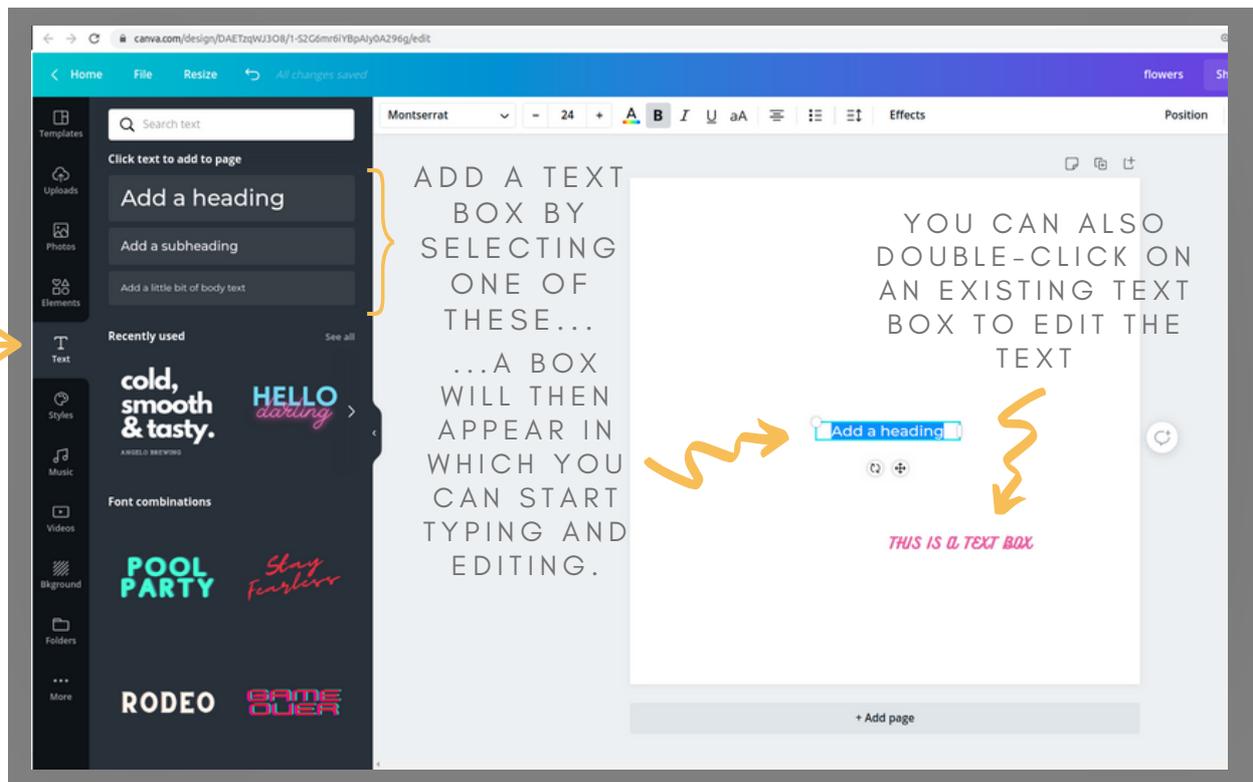
# A Quick Guide...

## THE CANVA DESIGN DASHBOARD

### USING TEXT...

YOU'LL NOTICE THAT YOU CAN'T SIMPLY CLICK AND TYPE ANYWHERE, UNLESS THERE IS ALREADY A TEXT BOX IN PLACE. SEE BELOW HOW YOU CAN ADD ONE.

ACCESS TEXT BOXES BY CLICKING ON THE TEXT BUTTON ON THE LEFT SIDE BAR.



SOME OF MY TEMPLATES LOOK LIKE FORMS... KEEP IN MIND THAT MY TEMPLATES, ESPECIALLY THE PLANNERS, ARE MEANT TO BE PRINTED OUT AND FILLED IN MY HAND. IF YOU WANT TO FILL FORMS WITH TEXT, YOU'LL NEED TO ADD TEXT BOXES IN EACH BOX SHAPE - SEND ME AN ETSY CONVO FOR ASSISTANCE IF YOU'RE STUCK. ♥



# A Quick Guide...

## THE CANVA DESIGN DASHBOARD

### ADDING/REPLACING IMAGES



**IF MY TEMPLATES INCLUDE PHOTOS SHOWN IN THE ETSY LISTING IMAGES, THE PHOTOS WILL NOT BE INCLUDED IN THE ACTUAL TEMPLATE DUE TO COPYRIGHT REASONS. USE THE PHOTOS PROVIDED BY CANVA OR UPLOAD YOUR OWN.**

**THESE ARE FRAMES**

**SIMPLY DRAG AND DROP YOUR IMAGE FROM THE LEFT SIDE BAR INTO A FRAME TO FILL IT. DOUBLE CLICK ON THE ITEM TO ADJUST OR CROP THE IMAGE.**

**ADD YOUR OWN IMAGES BY CLICKING THE 'UPLOADS' BUTTON ON THE LEFT SIDEBAR, THEN CLICK ON THE "UPLOAD MEDIA" BUTTON, AND CHOOSE FROM WHERE YOU'RE UPLOADING. IF THE IMAGE IS ON YOUR COMPUTER, CHOOSE THE "DEVICE" OPTION. ALTERNATIVELY, YOU CAN USE IMAGES FROM THE 'PHOTOS' TAB IF YOU WANT [GET ACCESS TO THE REALLY PRETTY ONES BY GOING PRO + GET 30 DAYS FREE TRIAL TO PLAY AROUND WITH ALL THE FEATURES!♥]**



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# A Quick Guide...

## THE CANVA DESIGN DASHBOARD

### DOWNLOADING YOUR STUFF...

1

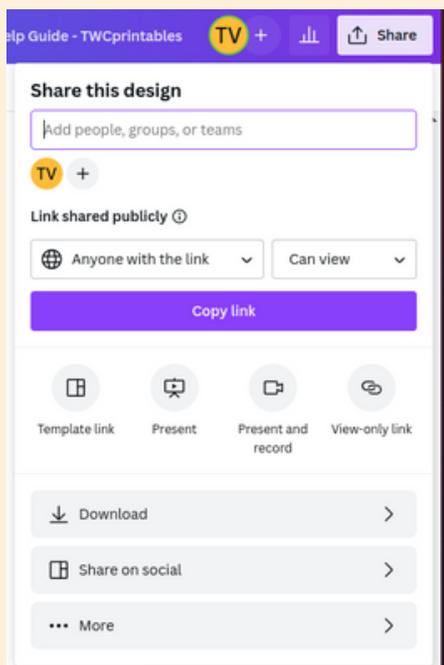
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Share

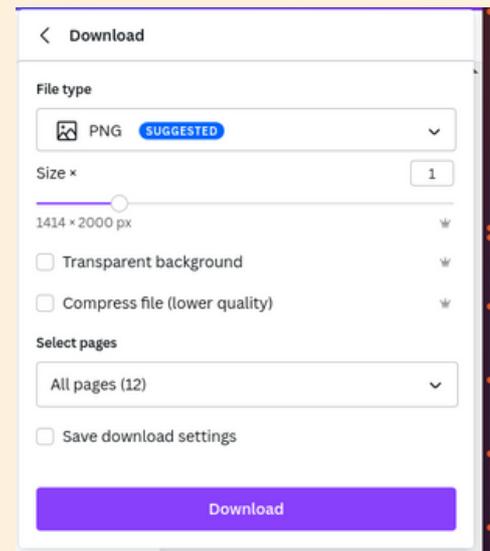
AT THE TOP OF YOUR DESIGN YOU'LL SEE THE NAME OF YOUR DESIGN (YOU CAN EDIT THIS, TOO), YOUR PROFILE AVATAR, A "STATS" BUTTON, AND A "SHARE" BUTTON.

2



CLICK ON THE "SHARE" BUTTON TO OPEN UP THE PANEL. YOU'LL SEE MANY OPTIONS HERE TO SHARE YOUR DESIGN. TO DOWNLOAD YOUR DESIGN, CLICK ON THE "DOWNLOAD" BUTTON.

3



IN THE DOWNLOAD PANEL, YOU'LL SEE MANY OPTIONS FOR FILE TYPE AND PAGES TO SELECT, PLUS SOME PRO FEATURES.

CLICK ON THE FILE TYPE DROP-DOWN MENU TO CHOOSE YOUR DOWNLOAD FORMAT, I.E. PNG OR PDF. CLICK ON THE DOWNLOAD BUTTON TO SAVE YOUR DESIGN.



# Frequently Asked Questions...

## **Is it really necessary to have a Canva account?**

Yes. In order for you to edit the templates, you need access to Canva's tools and resources. Canva is also convenient, because it auto-saves your work constantly, and gives you plenty of ways to download your final design as well.

## **Can I sell/share the template to others who use Canva?**

No. You may only *\*share\** documents in a finalized version such as PDF or PNG. You may only *\*sell\** documents in a finalized version after making *major changes* to the original.

## **I want to sell the templates in a PDF version. Can I?**

You may sell the templates in a PDF format after you have made major changes to them - this means that you change fonts, colors, and elements and add your logo to them. Please note that I still own the copyright on the original templates, even if they are changed. By purchasing my templates, you own a limited commercial license, which means that you don't "own" the templates - you simply use them as a tool to create your own, or use them as-is for personal purposes.

## **Help! I have a favorite font/photo/element, but I can't seem to have access to it, or download my final design!**

The reason for this is that you are using the free version of Canva. You'll notice that pro items have a tiny crown next to the font you want to use, or it will show a 'pro tag' when you hover over the element/photo/etc. To get access to these, you need to upgrade to the [pro version over here](#) (30-day free trial to explore all the features! Yay!).

## **Do you have sales, coupons and shop events, such as giveaways?**

Yes! You can find out about these by joining my [Facebook group](#), where I frequently post updates about my shop, as well as grow a community for anyone who loves to work with planners, printables, and Canva templates...



# Thank You!

BY PURCHASING MY TEMPLATES, YOU ARE  
SUPPORTING ANOTHER HOME-BASED  
BUSINESS.

YOU ROCK!



VISIT MY  
DESIGNBUNDLES  
STORE

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