



Getting Started with Canva Guide

Initial Setup

- ☐ Sign up for a Canva account
 - ☐ Visit Canva website
 - ☐ Choose account type (Personal, Professional, Education, etc.)
- ☐ Complete profile information
- ☐ Familiarize with the Canva dashboard **#Onboarding**

Choosing the Right Template

- ☐ Select the 'Create a Design' button
 - ☐ Choose from pre-set dimensions or custom sizes - Instagram Reels
- ☐ Browse template categories
 - ☐ Social Media Posts
 - ☐ Presentations
 - ☐ Flyers and Posters
 - ☐ Infographics **#TemplateSelection**

Customizing Your Design

- ☐ Select a template
- ☐ Customize the template
 - ☐ Change text
 - ☐ Edit fonts
 - ☐ Adjust sizes
 - ☐ Modify colors
 - ☐ Add elements
 - ☐ Use photos and icons

- ☐ Insert shapes and stickers
- ☐ Upload personal images or logos **#DesignCustomization**

Working with Canva Tools

- ☐ Use the toolbar for design elements
 - ☐ Resize
 - ☐ Crop
 - ☐ Filter
- ☐ Explore additional features
 - ☐ Animations
 - ☐ Transitions for presentations **#ToolProficiency**

Collaboration and Sharing

- ☐ Share your design with others
 - ☐ Send via email
 - ☐ Generate a shareable link
- ☐ Collaborate in real-time
 - ☐ Leave comments
 - ☐ Assign tasks **#Collaboration**

Finalizing and Exporting

- ☐ Preview the design
- ☐ Make final adjustments
- ☐ Choose the right file format
 - ☐ PNG
 - ☐ JPG
 - ☐ PDF
- ☐ Download the design **#Exporting**

Advanced Features (Optional)

- ☐ Explore Canva Pro features
 - ☐ Brand Kit
 - ☐ Magic Resize
 - ☐ Background Remover **#CanvaPro**

Maintaining Your Canva Portfolio

- ☐ Organize your designs into folders
- ☐ Update your designs periodically
- ☐ Review Canva's latest features and updates **#PortfolioManagement**

Increasing Engagement

- ☐ Use analytics to track performance (if available)
- ☐ Adapt designs based on engagement
- ☐ Schedule posts directly from Canva (if available) **#EngagementBoost**

Remember to save your work frequently and explore Canva's extensive library of tutorials and resources for additional guidance and inspiration.