

12/13/22

Canva 2.0 Training

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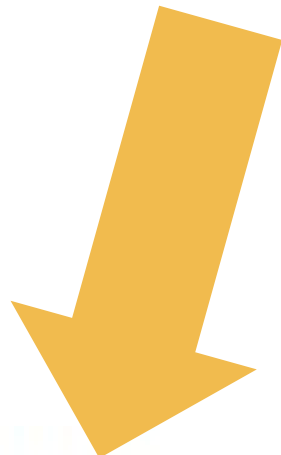
Free +250,000 free templates; +1 million free photos & graphics; wide range of printable products to design & get delivered to your door; 5GB cloud storage



There are also free, robust versions for teachers, schools, and districts.

Canva Pro +100 million premium stock photos, videos, audio, & graphics; unlimited features, folders, and premium content; +610,000 templates; can resize designs; remove background; schedule social media content; 24/7 customer support; 1TB cloud storage
\$119.99/ yr.


Canva for Teams Canva Pro features, plus: set which elements your team can edit/template locking; team reports and insights; pay as you grow
\$149.90/ yr.
up to 5 people
If have more than 5 people on the team, the price goes up.

Learn Help Center
Design Center





Design spotlight ▾ Business ▾ Education ▾ Plans and pricing ▾ Learn ▾



Donna Eggers's Team
Pro • 81

Canva Structure

Owner If you set up the Canva account, you are likely the "owner." There can only be one owner. Unless you designate someone else, you will also be the administrator of the Canva account.

Administrator The administrator can add people to the team and remove them, create folders, and set permissions as to who can edit designs or just view them.

Canva Structure

Teams

Under the administrator, you can have teams. Setting up a team can be helpful if certain people want to collaborate, work on specific projects, etc. You can create a team with a maximum of 3,000 people, including yourself. Each person can create or be part of up to 100 teams.

But once you create more teams, the PRICE GOES UP. Included with the Canva Pro account are up to five teams. Example: If you go up to 10 teams, the annual price would be \$874.90.

The administrator can set permissions for the team(s).

Groups

Within your teams, you can set up groups. You can name the group, add people to the group, share designs or folders with the group. (I don't see that there is a limit to the number of groups you can have.)

The administrator can set permissions for the group.

Settings



Click on the **gear** icon -- top right of the screen near the purple "create a design" button. That opens to the basics about your account (left side panel).

The screenshot shows the Canva homepage. At the top, there's a navigation bar with the Canva logo, links for Design spotlight, Business, Education, Plans and pricing, and Learn. A search bar is also present. On the right side of the top bar, there are icons for a desktop, a gear (settings), a bell (notifications), and a 'Create a design' button next to a user profile icon labeled 'DE'. A large orange arrow points from the 'Create a design' button area towards the gear icon. Below the top bar, there's a horizontal menu with categories: For you, Whiteboards, Presentations, Social media, Videos, Print products, Websites, and More. The main content area is divided into two sections. The first section, 'You might want to try...', displays a grid of design templates including Whiteboard, Invitation (Portrait), Infographic, Graph, Facebook Post (Landscape), Presentation (16:9), Video, and Brainstorm. The second section, 'The biggest announcements from Canva Create 2022', features a 'Watch the recap' button and six featured announcements: Docs, Websites, Whiteboards, Videos, Print products, and Presentations, each with a brief description and a representative image.

Team Details



On the left side panel, click on "team details." You can edit the name of your team there.

Canva

Design spotlight ▾ Business ▾ Education ▾ Plans and pricing ▾ Learn ▾

DE

Donna Eggers

icfl.marketing@gmail.com

Ⓐ

Your account

🔒

Login & security

✉

Email preferences

DE

Donna Eggers's Team

☰

Team details

+👤

People

Team details

Logo and homepage banner

DE

Help your team recognize your brand in Canva by uploading your logo and customizing the homepage banner with your brand colors.

Remove

Edit

Name

Donna Eggers's Team

Edit

Description

No team description

Add

Team Details

ICfL Idaho Commission for Libraries

7

Add People to Team



Click on the "people" button below "team details."
This is where you can invite people to join your team.

On our Canva Pro account, I could invite up to four more people to be on the team.

Click on the purple "invite people" button.

Be careful that you don't create more teams than you want to pay for.

If you are the recipient of a team request, you'll get that invitation via email or private link, which will take you directly to Canva. An email invitation is valid for 30 days and can only be used once.

Great collaboration starts with a great team!

Invite up to 4 more team members on your Canva Pro plan at no extra cost.

- Keep your team organized with all your stuff in one place
- Keep your branding consistent with shared colors and fonts
- Move faster by working together - editing and commenting in real time

Invite people

People (1)

Name



Donna Eggers



Invite people

People on Team



Under the "people" tab, you'll see your team members. The administrator can set or change the permissions of each team member here.

The screenshot shows the Canva 'People' tab for a team of 10 members. The interface includes a sidebar with navigation options like 'Your account', 'Login & security', 'Email preferences', 'Homely', 'Team details', 'People' (highlighted), 'Groups', 'Billing & plans', 'Reports', and 'Permissions'. The main area displays a table of team members with columns for Name, Email, and Team role. A search bar and a role filter are at the top of the table. A list of team members is shown below, including Matt, Claydan, Jessica, Lucille, and Rach. A red line highlights the 'Permissions' section at the bottom of the sidebar. A video player at the bottom shows a video titled 'How to add people to your team'.

Name	Email	Team role
Matt	matt@yourcompany.com	Member
Claydan	claydan@yourcompany.com	Member
Jessica	jessica@yourcompany.com	Administrator
Lucille	lucille@yourcompany.com	Administrator
Rach		

under the People tab.

Groups



DE Donna Eggers's Team

Team details

People

Groups

Billing & plans

SSO & provisioning

Reports

Permissions

Apps

Purchase history

Domains

Click on the "groups" tab below "people."

This is another way to organize and share work. You can drag and drop designs or folders to share faster with groups on your team.

The admin can choose who can create groups. (I don't see that there is a limit to the number of groups.)

Donna Eggers's Team > Create a group

Your group name

Add members to group

Groups let you share designs and folders to multiple people at once—start by adding your team members!

Donna Eggers x

Add another person

Administrator

Type one or more names or emails

Member

Create group

To get started, click on "create a group," name the group, and add members to it.

Permissions



Under the "permissions" tab, left side panel, there are tabs for access, Canva content, publishing, and team content.

These can all be set by the administrator.

Permissions

Set up team permissions for better team administration

- ✓ Invite your team to get the most out of team permissions
- ✓ Manage your team with tools to control how your team designs in Canva
- ✓ Teams of up to 5 people for no extra cost

Create a team



Access

Canva content

Publishing

Team content

Team access

Who can invite new members?

Only administrators

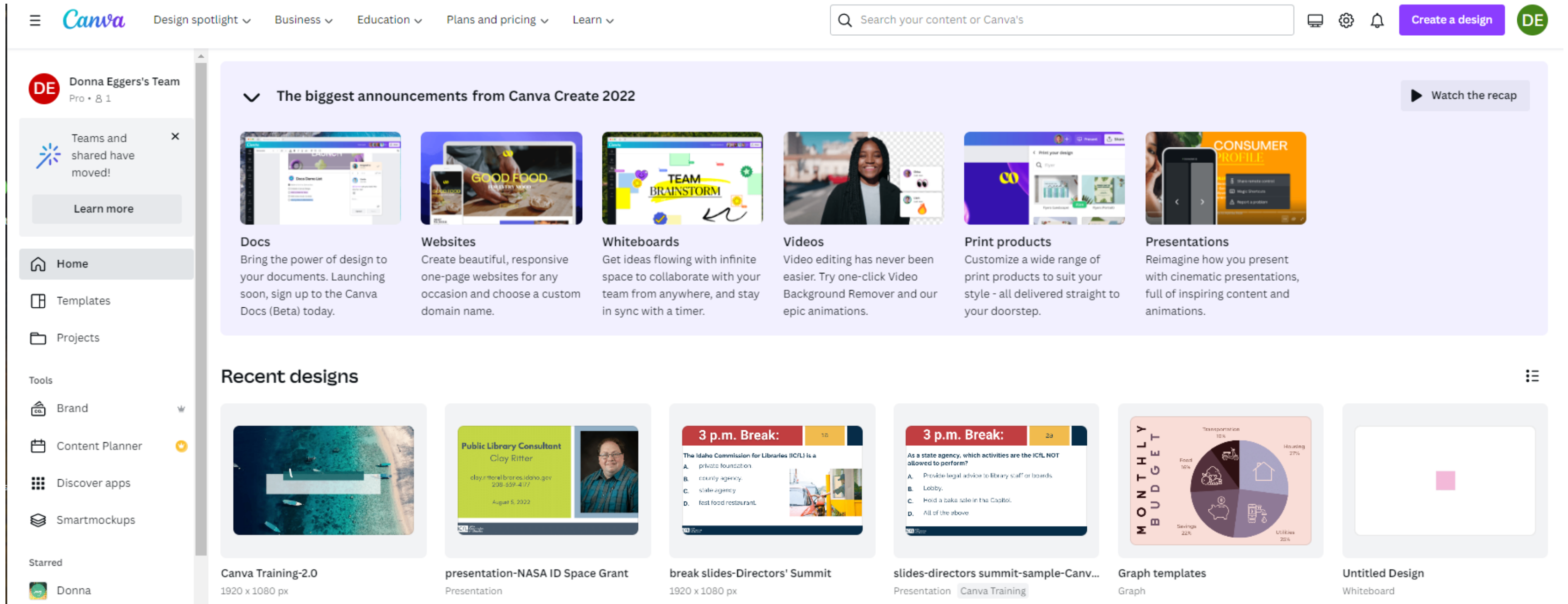
Role access

Set roles

Administrators only

Recent Designs

When I load Canva, it opens with all of my "recent designs" on the homepage.



Reminder

control+z

Canva autosaves your designs every few seconds. If you need to change something, quickly push "control" plus "z" to undo.

The autosave is a helpful feature so you don't lose your work. (Canva is web-based and can sometimes be glitchy.)

Tip:
If you like where your design is but you are getting ready to make a change, duplicate the page first. (You can delete the duplicated page later.) That way, if you don't like the change(s) you made, you can easily go back to where your design was.

You'll be surprised how much a font or color change can impact a design -- for the better or not so much.

Projects / Folders

From the left side panel, click on "**projects**." From there, you'll see your designs separated out by "recent," "folders," "images," and "videos."

If you click on the "**folders**" tab, you'll see an "add new" button on the far right. You will be able to name your newly created folder.

Hover over your new folder and three dots appear. You can rename the folder, star it (so it shows up on the side panel for easy access), share it, or delete it.

If you click on "share," you'll be able to enter the name or email of someone on your team to share the folder with.

The administrator can set permissions for folders, including "can edit" and "can view."

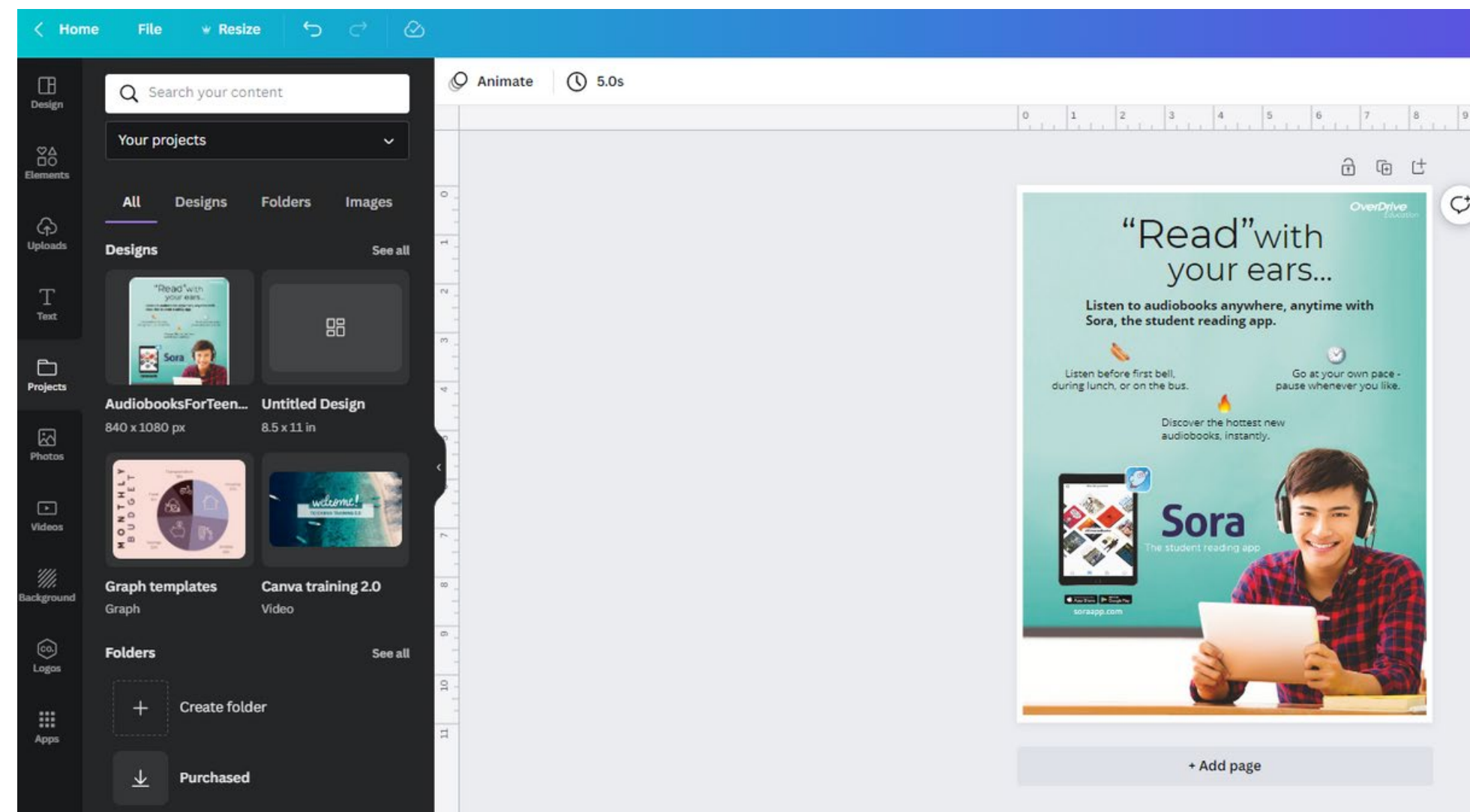
Within your team folders, you can import a variety of types of docs and files, including PDF, PowerPoint, and Illustrator files.

Tip

edit PDF

You can edit a PDF in Canva.

Just drag and drop the PDF from your computer/device to a Canva folder or to "uploads" if you're in a design. Then, drag the PDF into your design, and it's completely editable. (graphics and text)



You can edit and/or create a PowerPoint in Canva.

To edit an existing PowerPoint (PPT), just drag and drop the PPT slides from your computer/device to a Canva folder.

Click to open the PPT and start editing.

Or create a new PPT in Canva. A PPT slide is 1920x1080 pixels.

(Note: If you go off the "page" in the Canva design, that extra that is off the page will be visible in the PowerPoint -- not when you run the slide show, but it will show in the "edit" mode in PowerPoint.)

Questions?



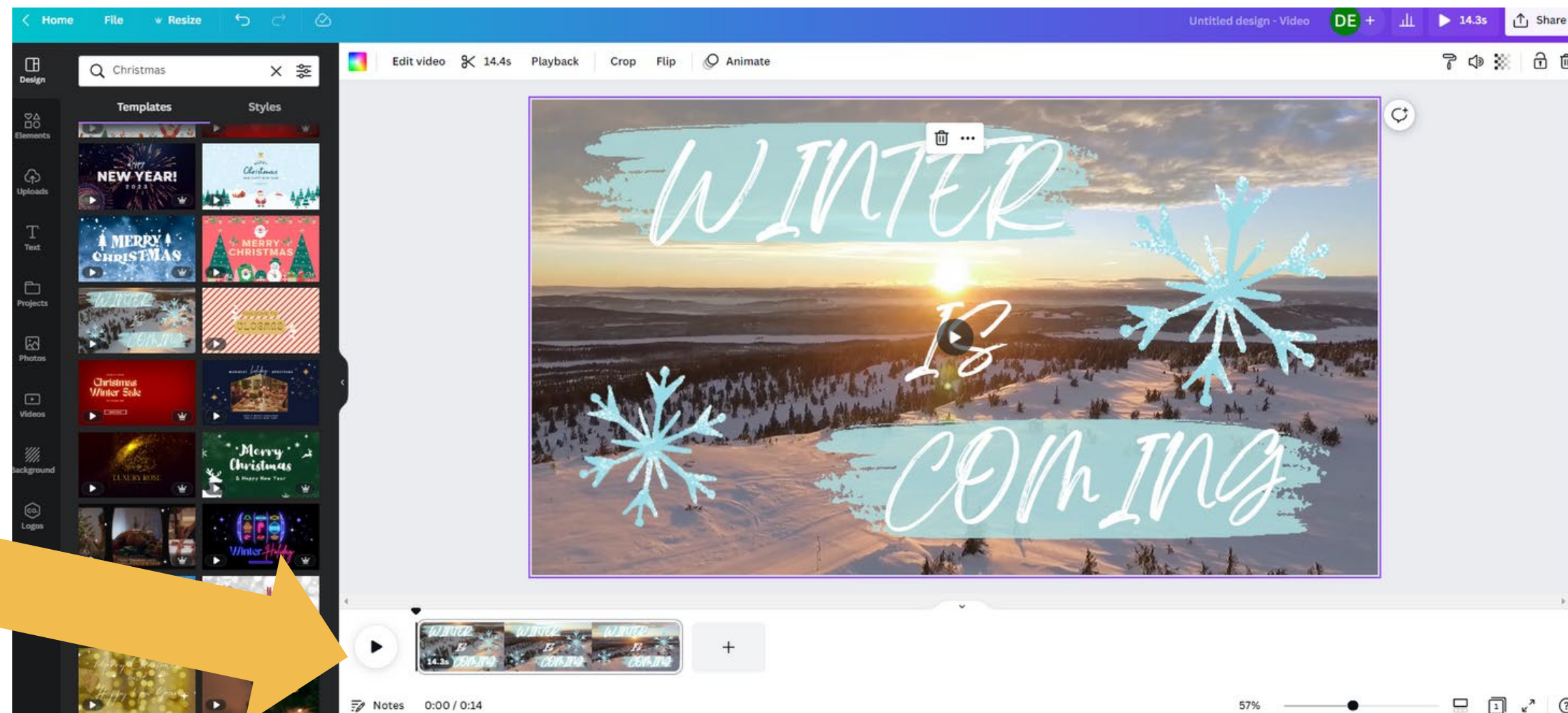
Tip

create a video

You can create a video in Canva.

In design mode, go to the "videos" tab on the far left side panel. Look through the templates. If you hover over the clip, you'll see how long it is and what the movement is. Drag a clip onto your design. A "play" button will appear. You will see the run time of the clip at the bottom. You can adjust the length by moving the grab bars on the timeline.

Timeline

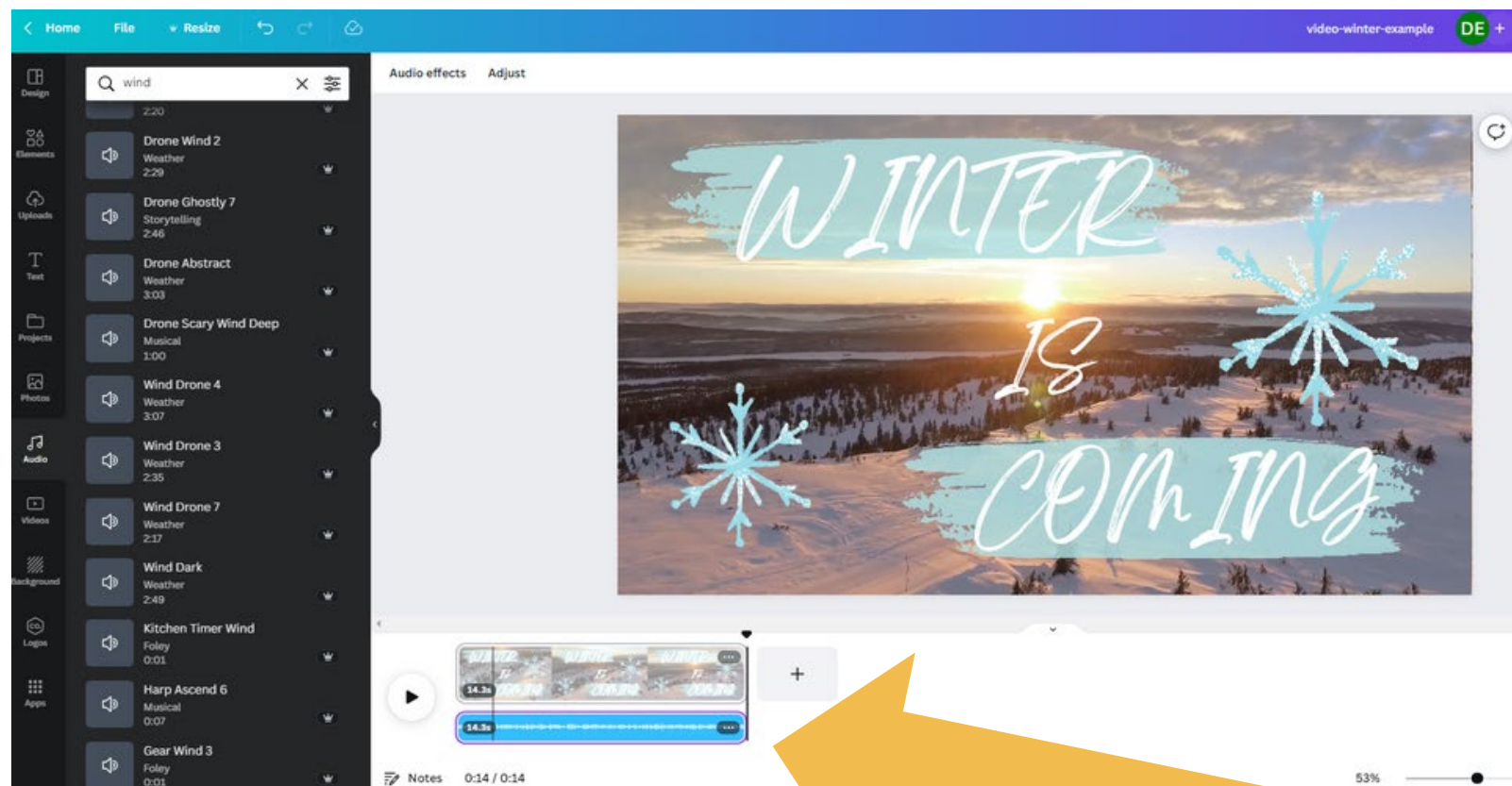


Tip

create a video

Add music.

Go to "uploads" and click on "audio." It might show up on the side panel. If not, click on the "apps" icon. Then the "audio" icon will appear. Click that. You can type a category in the search box, such as "winter," to narrow down the choices. You can play the audio clips in the side panel.



Once you find a clip you like, drag it underneath the video clip on the timeline. It will go where the play head is, so you might need to adjust the play head to be at the beginning of your video clip.

audio clip on timeline

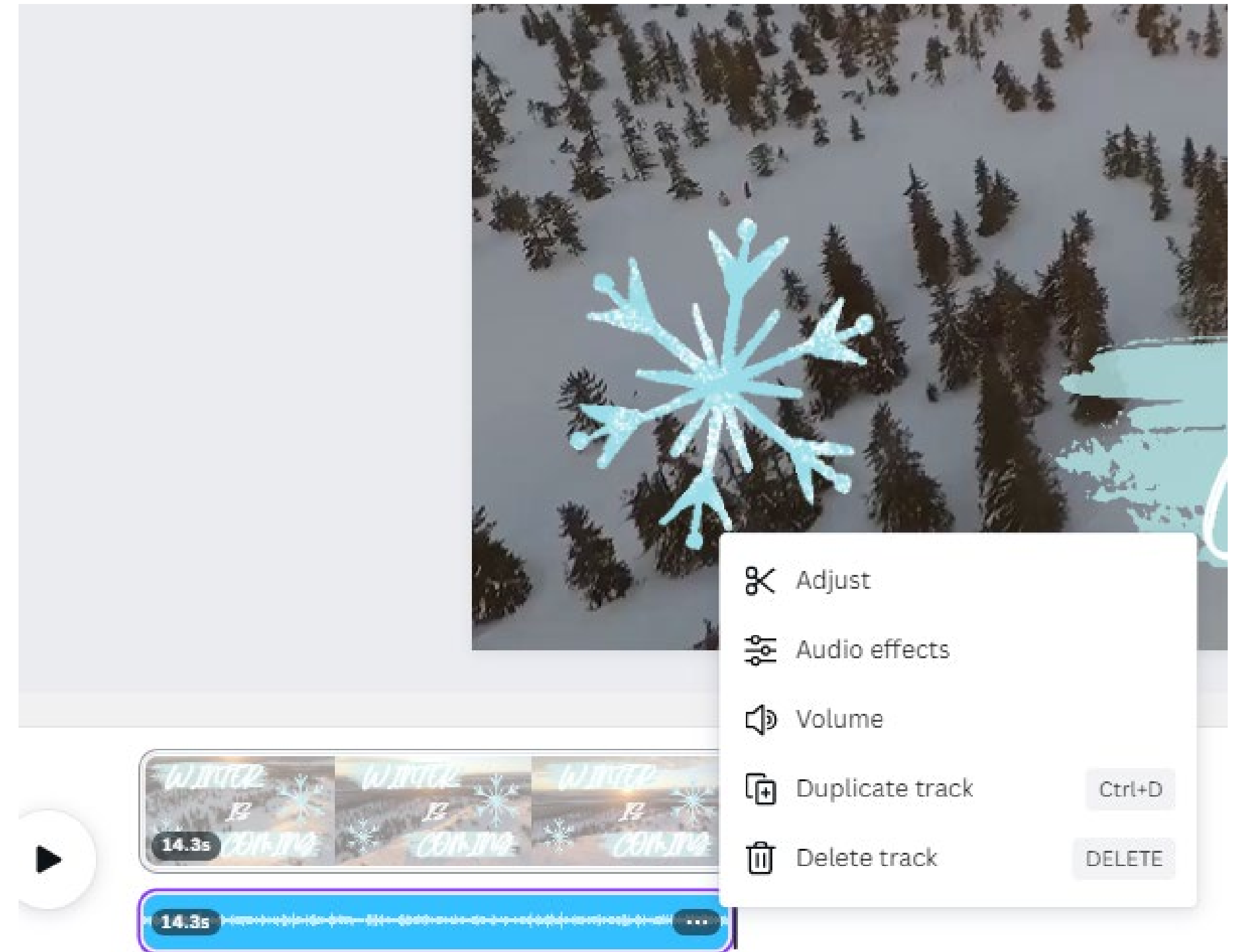
Tip

create a
video

Add music.

To adjust the volume, hover over the audio clip until you see the three dots.

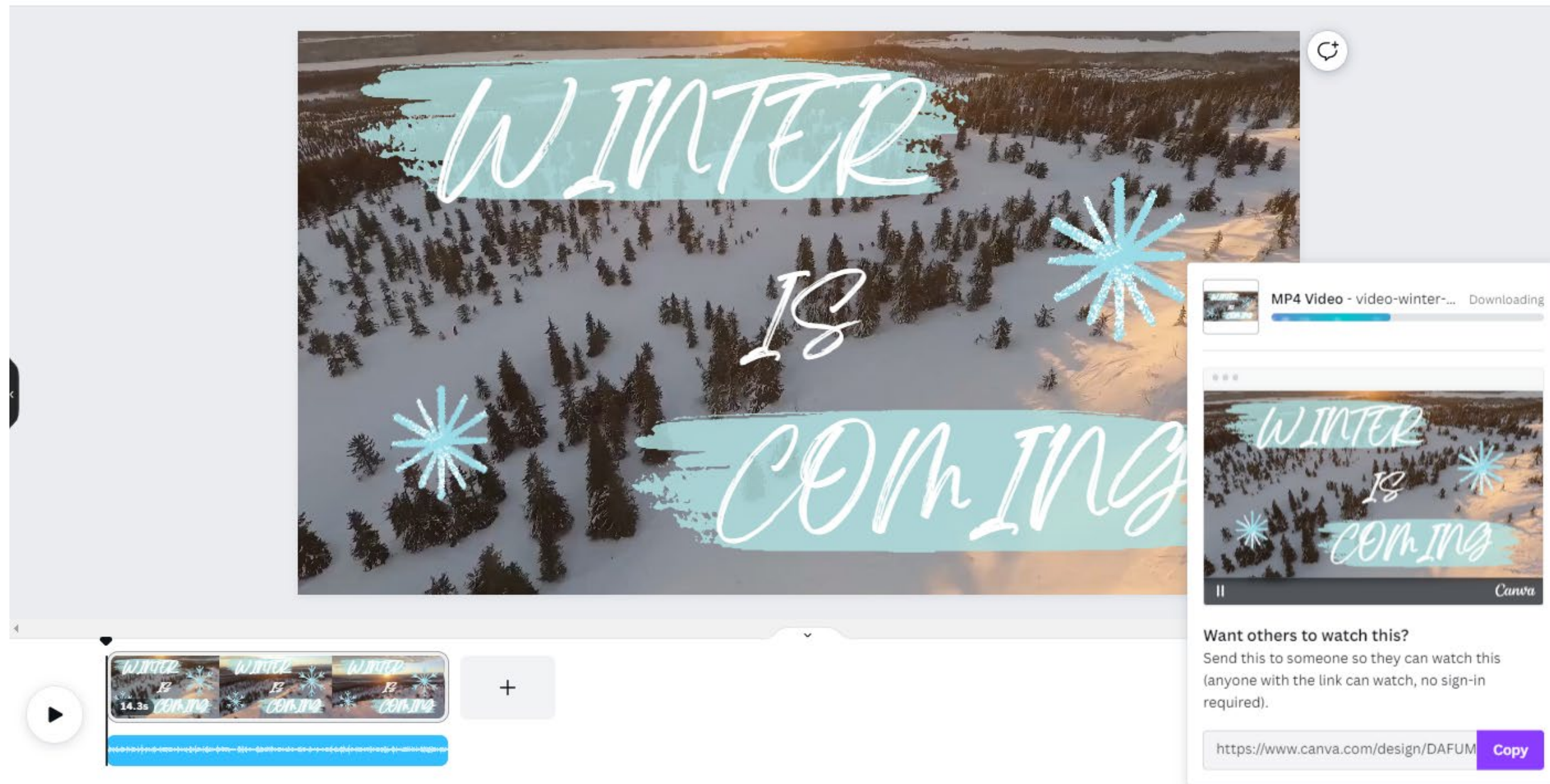
Click on that to adjust effects, volume, to duplicate the audio track, or to delete it.



Tip

create a
video

Download video as MP4. You can send the link to someone to watch the video, with no sign-in required.



Tip

whiteboard

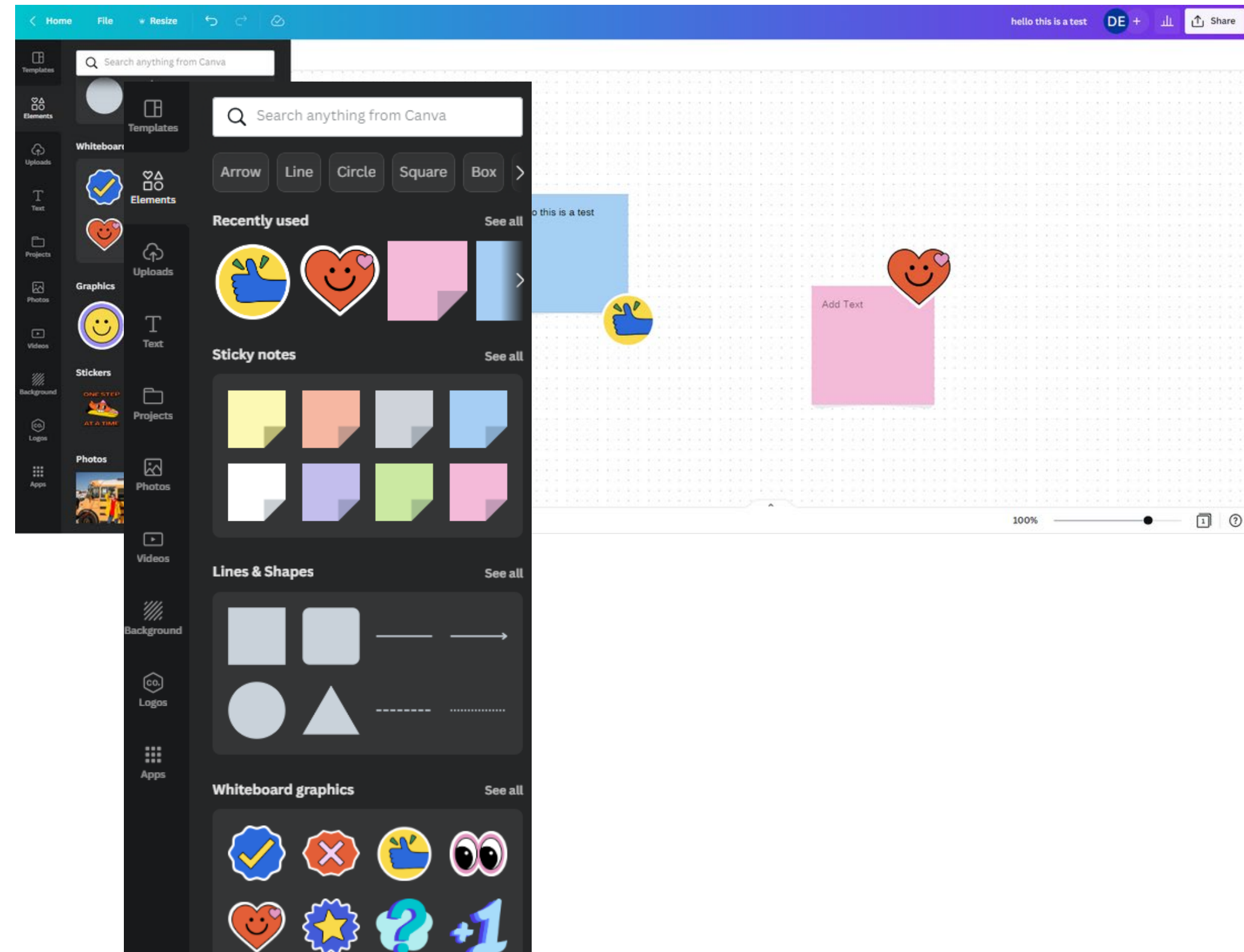
Create a whiteboard in Canva.

Type whiteboard into the search box.
(It's like Padlet.)

You can drag in graphics (click on "elements" in the side panel), such as post-it notes, thumbs up, etc.

You can work with people in real time.
When someone's in the same whiteboard as you, you'll see each other's cursors floating around.

There is a timer on the bottom left of the editor.



Tip

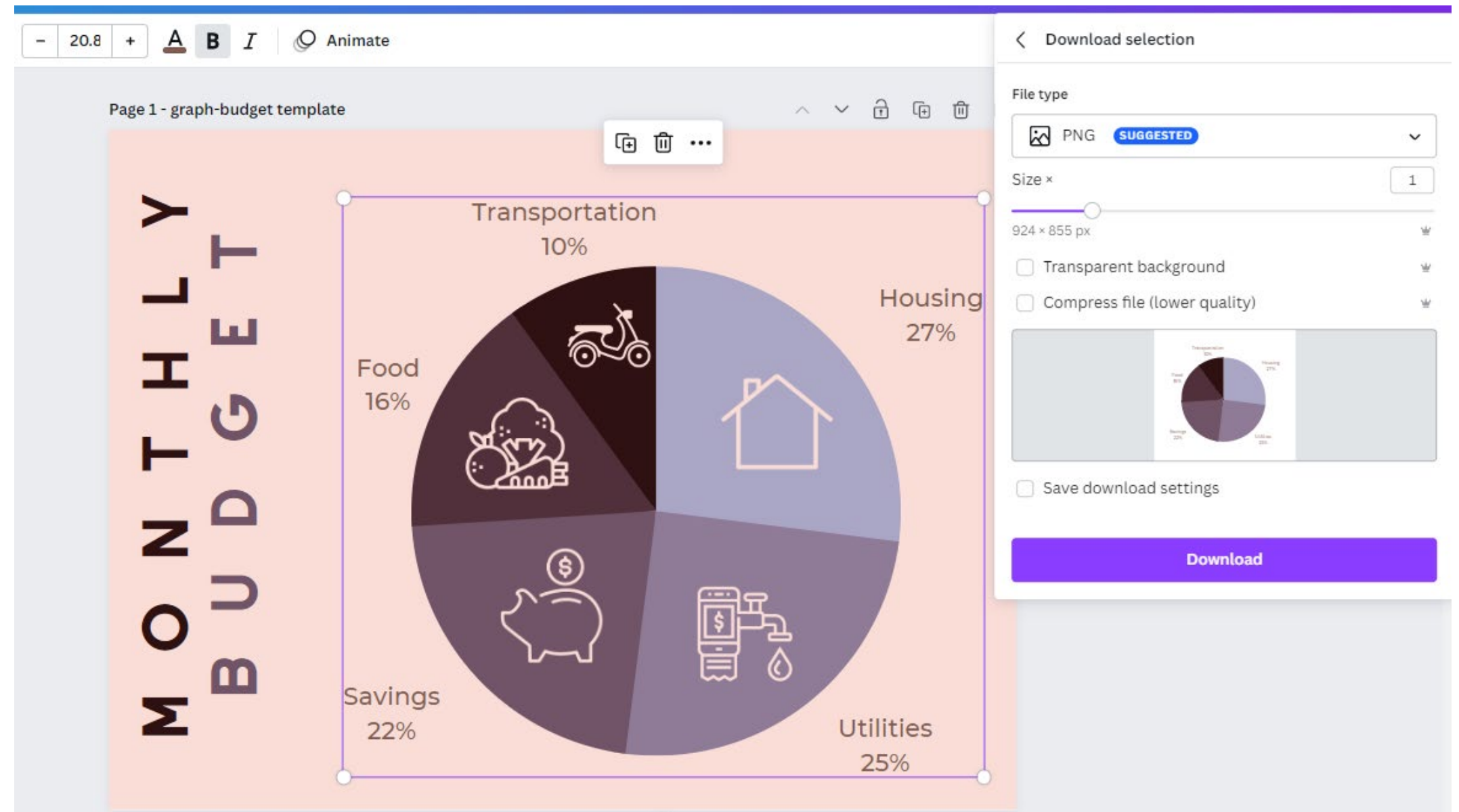
graphs

Create a graph in Canva.

There are a LOT of templates.

As with all Canva templates, in a graph, you can change the font, colors, etc., plus, the numerical values of the graph.

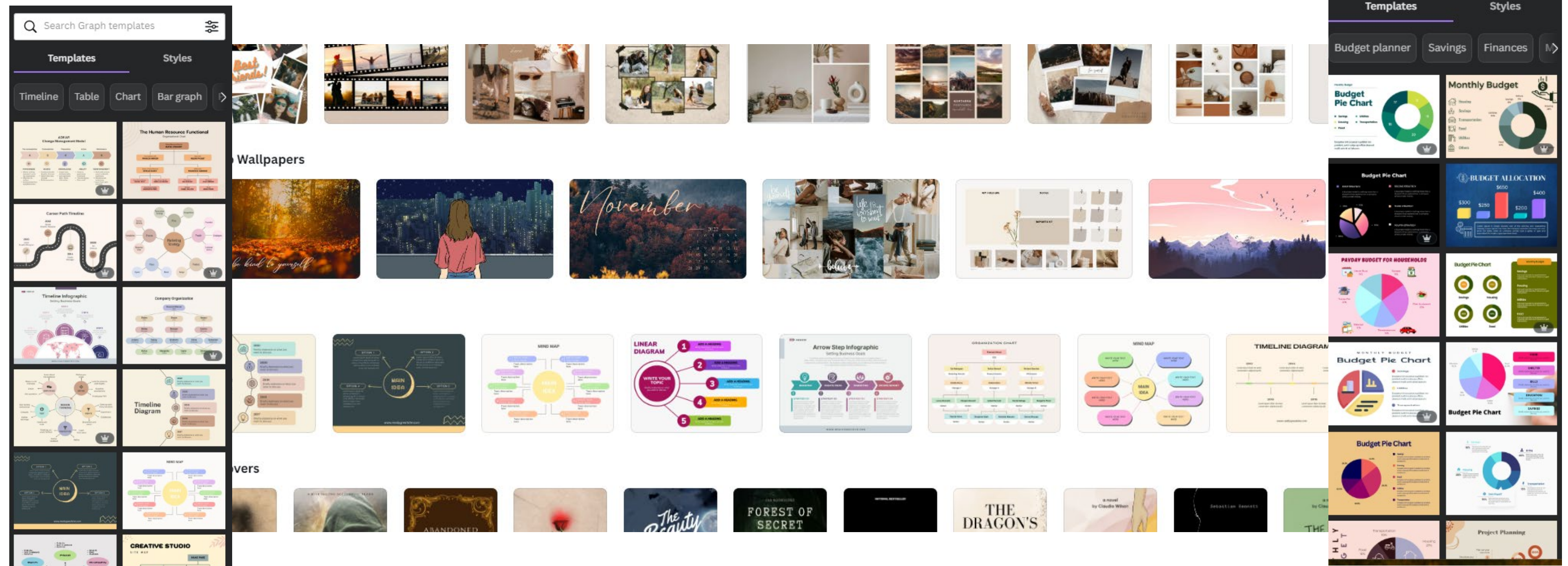
(This is much easier and more robust than creating a chart or graph in Excel.)



You can download the whole design or right-click on an element, like a pie chart, and just download that element.

New Stuff

Other new, or relatively new, templates include: photo collage, desktop and phone wallpaper, book and e-book covers, comic strip, Zoom virtual background, class schedule, invoice, and YouTube intro.



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