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# 2024 CANVA ACTIVITIES

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## Design Inspiration

Turn your designs into engaging graphics, documents, videos, and more.

Penheel  
Marketing

# Canva Activities

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## Great Resource Links

- [Business Tips](#)
- [Make Your LinkedIn Profile Stand Out](#)
- [Logo Design Guide](#)
- [Color Flyers to Stand Out](#)
- [Tutorials](#)

## Branding Kit

Using Canva's brand kit feature, you can add your **brand's colors, fonts, and logos**. You can only add **three** colors to the **free** version of Canva, whereas **pro** users can add **six colors** at a time and **multiple color palettes**.

- Canva Free = no fonts, three colors, and no logos
  - Canva Pro = multiple fonts, colors, logos, and up to 100 unique brand kits – great for working with multiple clients!
1. Login to your Canva Account
  2. From the left sidebar, click Brand > Add new
  3. Name the brand > click Create
  4. Add
    - a. Logos
    - b. Color pallets
    - c. Fonts for various titles, etc.
    - d. Brand voice, e.g., friendly, corporate, conversational
    - e. Add photos that represent the brand
    - f. Add graphics that represent the brand
    - g. Add icons for your brand (they may be product logos, or icons you typically use like location, social media, etc.)
  5. Choose any brand controls your team may need, e.g., who can approve designs, change fonts, and control the color pallet, etc.

## Magic Write

Video example <https://www.youtube.com/watch?v=UErPhSGHXLU&t=3s>

If you are stumped for ideas or need help writing something, Canva's Magic Write tool is here to help. Use it in documents, whiteboards, presentations, and more. Simply tell Magic Write what's on your mind and it'll create the starting point for you.

Find out more here. <https://www.canva.com/newsroom/news/magic-write-ai-text-generator/>

## Magic Edit

Reimagine images by swapping objects and changing colors with a simple text prompt.

1. Select what you want to create, e.g., Facebook post
2. Search for an element you want to use, e.g., woman or man
3. Drag the image to your design box
4. Click the image, then click Edit Photo in the top navigation bar
5. Choose Magic Edit and use the magic tool highlight what you want to change
6. Click Generate. Choose from the options or generate new results.
7. Once approved, click Done.

## Magic Grab

Need to move subjects or tweak elements in your pictures? Use Magic Grab!

Select and separate the subject of your image, then edit, reposition, or resize away—while keeping the background. Quickly update any text in a photo or customize the entire image with text, stickers, and more. Our powerful magic tool makes any photo editable, just like a Canva template, so you can effortlessly redesign and refine your images.

<https://www.canva.com/features/ai-photo-editing/>

1. Choose your design, e.g., social media post
2. Click on the item you want to move; click Edit Photo from the top navigation bar
3. Click Magic Grab from the options.
4. Select and resize the item in the photo you want to change.
5. Drag the item into the other image, or move it in your existing image.

## Filtering

This is good to filter Free/Paid Elements, color, orientation, and animation to find specific elements based on your need.

1. After choose a design, click the filter option in the search box

## Email Signature

Here's how to create an email signature using Canva.

1. Log into Canva.
2. Search for Email Signatures.
3. Select your template.
4. In the top, right corner, add the name of this design, e.g., Personal Email signature
5. Click File > Save to Folder (if you do not have a folder, create one)
6. Upload your headshot and remove the background (optional).
7. Customize the details and use an icon to highlight address, phone, email, etc.
8. Add your logo and external links, i.e., social media.
9. Export as a transparent PNG or JPG.
10. Upload it to your email as a new signature.



## Inspirational Quotes

<https://parade.com/973277/jessicasager/inspirational-quotes/>

<https://www.canva.com/learn/motivational-quotes-inspiring-posters/>

1. Choose what you want to create the quote for, e.g., Social Media, presentation, print product, etc.
1. In the top, right corner, add the name of this design, e.g., Quotes IG (for Instagram)
2. Click File > Save to Folder (if you do not have a folder, create one)
3. Click Design on the left navigation; enter Quote in the search box; pick a template
4. Double click the text box and paste or write your quote.
5. Edit or change the photo if needed.
6. Share / download the image

## LinkedIn Personal Banner

7. Create a new, custom design using the dimensions 1584 x 396
8. In the top, right corner, add the name of this design, e.g., Personal LinkedIn banner 1584x396
9. Click File > Save to Folder (if you do not have a folder, create one)
10. From the left navigation bar, choose a design
11. If you have your brand colors added, click Brand on the left side and choose your brand
12. Edit the template with your name, image, and/or logo
13. Share / download the image
14. Login to your LinkedIn profile, click to edit your profile
15. Click on the banner edit pencil / button; upload your new image; click Save

## Presentations

Add geometric shapes to spruce up your presentations

<https://www.canva.com/learn/presentation-ideas/>

1. Click on the Town Hall Meetings presentation button to open the template
2. Click Customize this template
3. In the top, right corner, add the name of this design
4. Click File > Save to Folder (if you do not have a folder, create one)
5. Click Apply All 13 pages (if you want them all) or just pick the ones you want.
6. Apply your brand colors, by clicking on Design > Styles and choosing your brand colors. Each time you click, your colors will be applied.
7. If you want to add video to your presentation, choose Elements (left sidebar) scroll down to Frames or Grids
  - a. Pick the design style you want
8. If you do not have the Video app in your account, click Apps; search for video; and choose a video app
9. From the left nav bar, click Videos; search for a video you want
10. Drag the video into the frame or grid you chose
11. Share / download the presentation or present it directly from Canva

## Mobile-Friendly Vertical Presentation

Example template: <https://www.canva.com/templates/EADpFWdLYAY-blue-and-white-illustrative-technology-startup-pitch-deck-mobile-first-presentation/>

1. Click on the presentation button to open the template
2. Click Customize this template
3. In the top, right corner, add the name of this design
4. Click File > Save to Folder (if you do not have a folder, create one)
5. Click Apply All 17 pages (if you want them all) or just pick the ones you want.
6. Apply your brand colors, by clicking on Design > Styles and choosing your brand colors. Each time you click, your colors will be applied.
7. Share / download the presentation or present it directly from Canva

## Interactive Presentation

Template: <https://www.canva.com/t/EAEGDFrFhmg-stop-start-continue-brainstorm-presentation/>

1. Click on the presentation button to open the template
2. Click Customize this template
3. In the top, right corner, add the name of this design
4. Click File > Save to Folder (if you do not have a folder, create one)
5. Click Apply All 17 pages (if you want them all) or just pick the ones you want.
6. Apply your brand colors, by clicking on Design > Styles and choosing your brand colors. Each time you click, your colors will be applied.
7. Review the slides and enter what you need for it to become interactive, e.g., change the buttons, icons, and text.

8. Share / download the presentation or present it directly from Canva

## Adding Shadows

### To Photos elements (not graphics)

Note: This works best on singular images rather than a complete photo.

1. Click Elements on the left sidebar.
2. Choose the photo image you want to add a shadow to.
3. Click Edit in the top toolbar.
4. Under fx Effects, click on Shadows.
5. Choose one of the shadows from the options.

### Adding Shadows to Graphical Elements

1. Click Elements on the left sidebar.
2. Choose the graphic you want to add a shadow to.
3. In the Elements search box, search for Shadows
4. Choose the shadow for the graphic. They are hard to see, so you may need to play around with the options.
5. Adjust the shadow size to fit the graphic. Move the shadow to the proper location (left, right, etc.)

## Headshots

1. Open Canva
2. Select "Create Design"
3. Choose what kind of design you want
4. Upload the photo
5. Select "Edit photo"
6. Tap "Magic Edit"
7. Click "Try it out"
8. Use the tool to brush over where you want the shirt to be
9. Click "Continue"
10. Describe what kind of professional top you want.
11. Select which option you like best; click File
12. Download

## Gradients

### Graphics

1. Open Canva and create a new document.
2. Select the Element tab, then search for the keyword "Gradients". This will open up a library of gradient elements that you can use in your design.
  - a. Most of them are fully editable, so you can customize them to match the look and feel of your project.
  - b. You can change the gradients color present inside them
3. Click on one of the gradient elements, then drag it into your document. To edit the color of the gradient, simply click on it and you will be able to see a color palette on the top toolbar, just choose the colors that you want.
4. Resize and reposition the gradient element as needed.

### Text

1. Click on elements from the left sidebar and then search for the keyword "Alphabet Frames" and then you will be able to see a bunch of alphabetical frames.
2. Drag and drop the alphabets that will form your word.
3. Place your frames and adjust the spacing between them. after that just drag and drop any gradient image inside these frames. You can use your own gradient image or you can get one from the image library.

4. Click on elements and search for any specific color gradient for e.g., “Gold Gradient” and you will be able to see a lot of gradient image files, just drag and drop in your alphabet frames and you are done.

## Shapes

1. Click on the “Elements” tab from the left sidebar and then search for “Frames”. You will be able to see different frames in different shapes and sizes.
2. Drag and drop the frame that you want to make a gradient shape.
3. Place a gradient image inside that frame.

## Fading

1. To make a gradient fade in Canva, you need to first create a new document and then select the “Elements” tab from the right sidebar.
2. Search for “gradients” and select the gradient that comes with a fade effect.
3. After that edit the colors and adjust the size and you are done.

## Adding QR Codes

1. From the Apps icon on the left sidebar, search for QR and decide what kind of QR code you want.
2. Enter the URL you want to use
3. Click Customize to change the background and foreground colors (for the simple QR code generator)
4. Click Generate Code

## Creating Mockups

1. Click on Apps on the left sidebar
2. Search for Mockups
3. Click on the Mockups app.
  - a. A variety of mockups that you can use for your images.
4. Select the one that you like and add it to your canvas.
5. Then Drag and Drop an image from Elements or from Uploads

## More Free Stock Photos

In addition to the images provided in Canva, you can also add Pexels and Pixabay images directly inside Canva.

1. Select Apps from the left sidebar.
2. Search for Pexels or Pixabay.
3. Click on the icon (do this again to add the other option)
4. To use the option, click the icon on the left sidebar, e.g., Pexels and search for Candy

## Rulers and Guides

Use this feature to ensure elements are lined up, like you might have done in Photoshop.

1. In the top, left corner, click on File > View Settings > Show Rulers and Guides
  - a. Drag the ruler lines for aligning elements
2. Or, you could go to File > View Settings > Add Guides (for a grid format)

## Glow

Make an image stand out with the glow effect.

1. Select the image you want to add the effect to.
2. Click on Edit Image in the top navigation bar. Remove the background or your image using the Background Remover feature.
3. Click on Edit Image again and this time select Shadow > Glow
  - a. Adjust the setting to meet your need, e.g., blur and transparency

## Graphs and Charts

You can create personalized charts and graphs in Canva using your own data and some beautiful designs.

1. On the left sidebar, choose Elements and search for Graph and choose the Charts option under the search box (you may need to scroll to the right).
2. Drag and drop the chart you want to use, e.g., bar, pie, people, line, etc.
3. Click on your chart (by clicking on it) and click Edit from the top navigation bar.
4. Enter your data or upload a CSV file or Google Sheets file.

Canva also has an advanced graphic maker tool called Graph Maker. <https://www.canva.com/graphs/>

- You will have access to all kinds of graph-making options.
- Select the graph type you want and it will be loaded into your Canva editor. You can then edit accordingly.

## Animated Gifs

These are great for custom memes.

1. From the elements sidebar, pick an image, photo, or graphic you want to animate.
2. Click the item to select it.
3. From the top menu, click Animate.
4. Choose your animation.
5. Click on Share. Choose file type GIF.
6. Download your Gif.

## More Tips & Tricks

You can find dozens of tips and tricks here <https://thebrandedbucks.com/canva-tips-and-tricks/>.

- Resize any element while holding Alt Or Option (For Mac) Key, you will be able to resize that element or text proportionally from all 4 corners. Use this to maintain the symmetry of the design. For example, you want to resize a square proportionately from all sides so it doesn't become a rectangle.
- To use layers in your design, click Position in the top toolbar. Select Layers and now you can see how the layers are arranged. Drag the layers to the order you want them.
- Evenly space images to maintain symmetry and uniformity by clicking Position in the top toolbar. Then under Space Evenly choose the option you want, e.g., space evenly horizontally or vertically.
- Adding a gradient to your graphics is easy. Start with the graphic, like a square.
- One-click animation: Open the design template that you want to use for your animation and then click on the "Animate" button from the top menu.
- One-click image background remover: click on the "Edit Image" option from the top toolbar and select the "Background Remover" tool.
- Unsure what colors will work for your project, head over to [www.canva.com/colors](http://www.canva.com/colors) (opens in a new tab or window). Here you'll find a color palette generator and color wheel.

# Want more tips?

Join me for free Canva classes at Bergen Community College Continuing Education and Workforce Development.



Or visit

<https://form.jotform.com/232846583120152/prefill/652980ce31370f33df1527b0ce>