Canva Cheat Sheet- Level 1

Change the colour of an object here, remember to use the #value so you can be consistent with your brand

Click here to download your design.

Select multiple items by holding the SHIFT key while clicking on each one. You can then space out the items evenly vertically or horizontally.

Then use the POSITION menu to change how different items relate to each other. You can change their order in the stack or align them.

Click on an item to select it & additional tools will appear at the top, double click to edit text

Spring Break Flash Sale

Get 20% off on all swimsuits!
www.reallygreatsite.com

Use PNG- it is a higher resolution image that can be used for screen or print, it can also have transparent background (Pro)

Use PDF- if you are sending a multi-page document to a client

1 *Templates- access Canva's library of templates here. Warning: if you click on one, it will wipe out your work, add a new page to test a new one*

2 *Uploads- upload your logo and/or photos here, click to place the photos on the board*

3 *Photos- access Canva's stock photo library here. Some photos are only usable with Canva Pro*

4 *Text- use this tool to add new text to the board, you can upload fonts and set brand fonts on Canva Pro*

Don't put links you expect people to click on your image, use the space below your social post

*Make sure your text is readable by viewing your image at 100%
You can also zoom in for detail work*

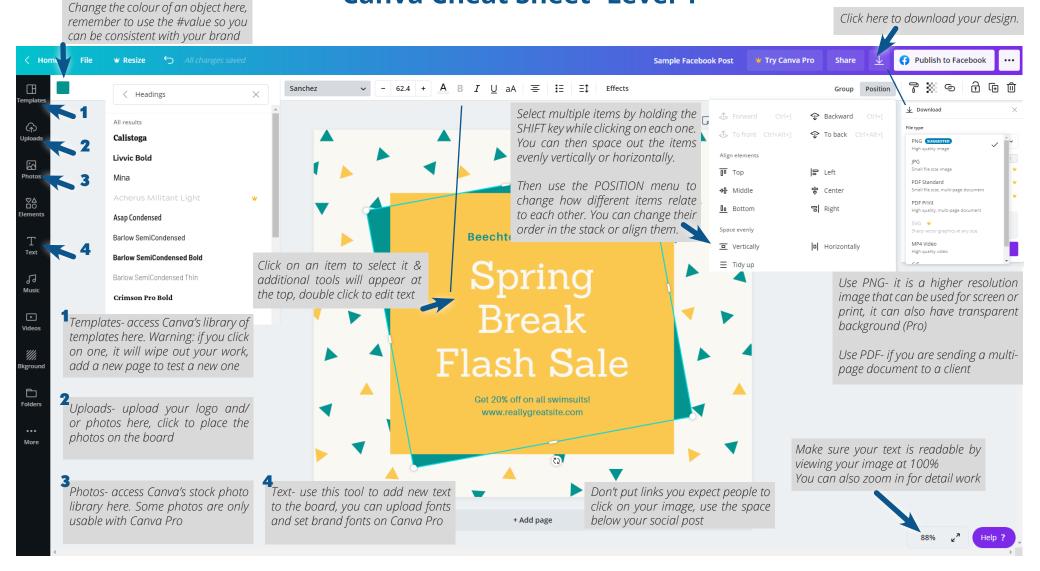## Graphic Design Tip #1- Readability

Design is visual communication, if your audience can't read what you are saying, it becomes useless (even if it's pretty!)

Graphic Design Tip #2- Hierarchy

Some people will only skim your post. Make it easy for them to understand your point by making the most important text the largest.

Graphic Design Tip #3- Consistency

Turn strangers into customers by using the same colours, fonts, shapes, and styles every time, use my brand guide to keep yourself organized.

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