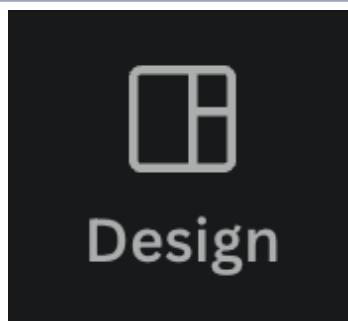
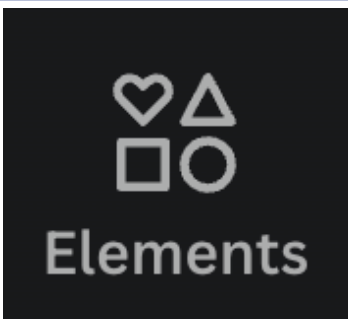


# Canva Cheat Sheet

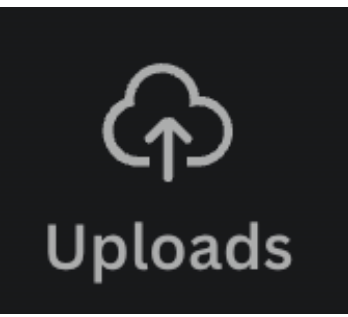
Prepared by Samantha Ross, LAUSD Division of Adult and Career Education



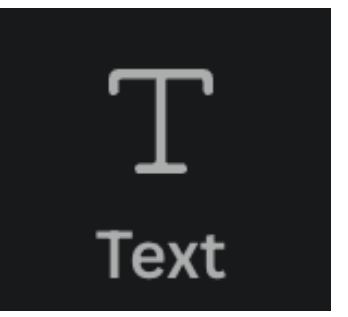
Search through new or recently used templates to get your project started. Use key words or the filters button to help narrow down your search. The styles button can help you determine the look of your project and provide you the font and color palette needed to achieve your aesthetic.



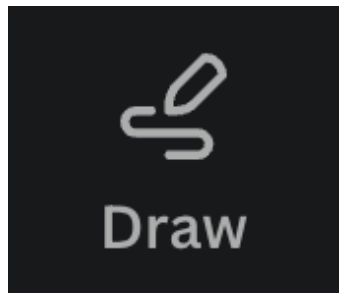
The elements tab helps you find images, graphics, stickers, photos, videos, audio, charts, tables, frames, grids, and image collections to enhance the look of your project.



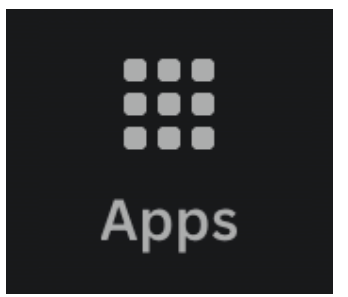
Use this tool to upload images, gifs, videos, and audios you wish to use in your project. You can upload from your computer, Facebook, Google Drive, Instagram, and Dropbox. You can also record your own video or audio here. With Canva for Educators, you can store up to 1000GB of data.



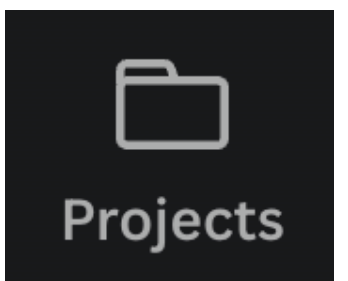
The text tool allows you to add a text box, as well as incorporate modifiable template font combinations. Additionally, you can add a text box from three different default styles: heading, subheading, and body text.



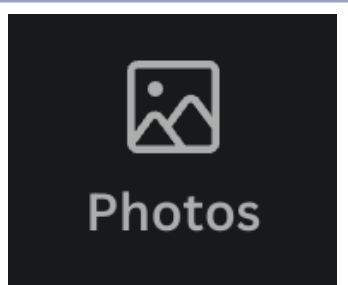
Draw gives you the option to free-hand draw with your mouse using the following mediums: pen, marker, and highlighter. The color of the ink, the weight and transparency of the drawings can be changed, as well. The eraser tool removes markings.



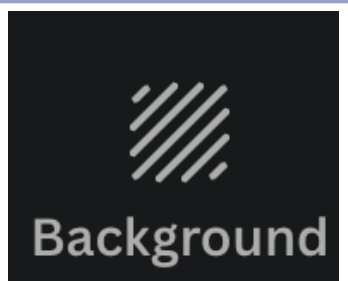
Integrate different applications and tools to help enhance your project; some popular tools include QR Code, Google Drive, Emoji, YouTube, Character Builder, and Giphy.



Keep your projects organized by creating folders.



Not to be confused with uploads, Photos allows you to use a wide array of stock images. The images are displayed based on the highest trending images appearing first, as well as an option to search the library. With an educator account, all images are available for free use.



Background allows you to choose from landscapes, patterns, gradients, abstract images, food, textures, flowers, nature, and more to create a stunning background.

## Other Icons

	icon indicates Canva for Education
	allows you to change the size of the file you are working on
	all changes saved
	provides insights on views, engagement, unique links, & social media
	present at full screen, using presenter view, present & record, or autoplay
	collaborate with others, download, create view-only link, and print designs