



Bringing fresh eyes  
to media literacy

# GUIDE TO CANVA

Creating, designing and editing an original webmagazine requires knowledge of many graphic "tricks": clear information layout, cool illustrations, appropriate choice of format... All this is difficult to do without previous experience in editing. That is why, as part of the ReNews support materials, we have created a "step by step" guide to take you through a simple and generally accessible graphics programme - Canva.

In this guide we will show you which elements of Canva to introduce in your webmagazine classes and how to present them to groups so that they can get straight down to business...writing.

In the final section of the guide, we've gathered for you the key questions that students should ask themselves when starting to design a newspaper.

## WHY CANVA ?

Canva is a graphical web platform. It comes with a huge bank of various graphic templates, which can easily be rearranged and adapted to your own ideas. It is worth emphasising that a large part of the templates and additional materials available in Canva (such as films, photos, sounds) is free. Thanks to this, a truly professional effect can be achieved without involving additional financial resources.

Young people use graphic editors on a daily basis, which certainly offer more functions than Canva and which allow for more precise processing of text and visual elements. For example, Canva doesn't allow the drawing or creation of original graphics. Editing materials (photos, images) downloaded from outside the Canva platform are also very limited. If your class or group is comfortable using another graphics design program, treat Canva as an auxiliary or testing tool.

→ **Canva's greatest strength is inspiration.** By browsing the pallet of templates available, students will be able to choose both the style and form of their web-magazine quite quickly. Working with prefabricated templates nurtures global graphic design skills, from choosing the right colours to organising content in a clear and readable way.

→ **Another strength of Canva is its simplicity.** Every graphical element can be edited, rearranged, customised. In addition to the templates' bank, Canva is full of ready-made shapes, illustrations, drawings, etc. You can use them to enrich the content developed by the group/class with some new elements in the form of infographics or other graphics which will bring the "dry" text to life.

→ **Teamwork.** Canva allows several people to work on one document. You can set up a virtual team and work on a project simultaneously. You can share suggestions and comments just like in Word or PDF file. We will show you how to do this in the first part of this manual.

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## How to create an account in Canva?

Before the web-magazine creation classes, ask your students to visit the Canva website and take a look for themselves at what Canva can do. They can also watch a short tutorial video, like this [one](#). They can try out how some of the functions work, see how easy they find the program, select some templates they like, etc.

What will facilitate work in the web-magazine lesson is registration by all participants on their own account in the programme. All they need is an email and a password of their own devising. For obvious reasons, which we wrote about in the manual, we do not recommend logging in via FB or Google. When they log back into Canva, the projects that your students have previously worked on will be visible on the "Home Page" of their profile (in the "Recent Projects" section). They will easily be able to return to them.



Home

Templates ▾

Discover ▾

Learn ▾

Pricing ▾



Create a design

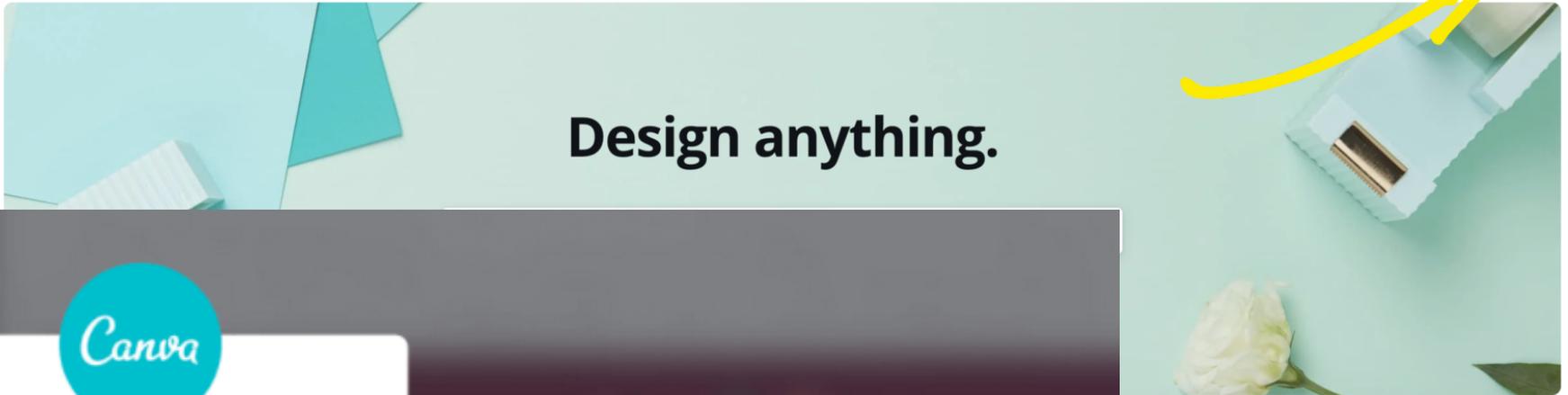


Recommended for you

All your designs

Brand Kit

Create a team



Start designing



Connect with Facebook



Sign in with Google

– or –

Email

Your email address

Password

Choose a password

Sign up

Have an account? Log in →

*“The easiest to use design program in the world”*

– The Webbys

*“Canva enables anyone to become a designer”*

– PSFK



Home

Template

Recommended for you

All your designs

Recent designs

Shared with you

Brand Kit

Content Planner

All your folders

Trash

Zespół (Ewelina Bartosik)

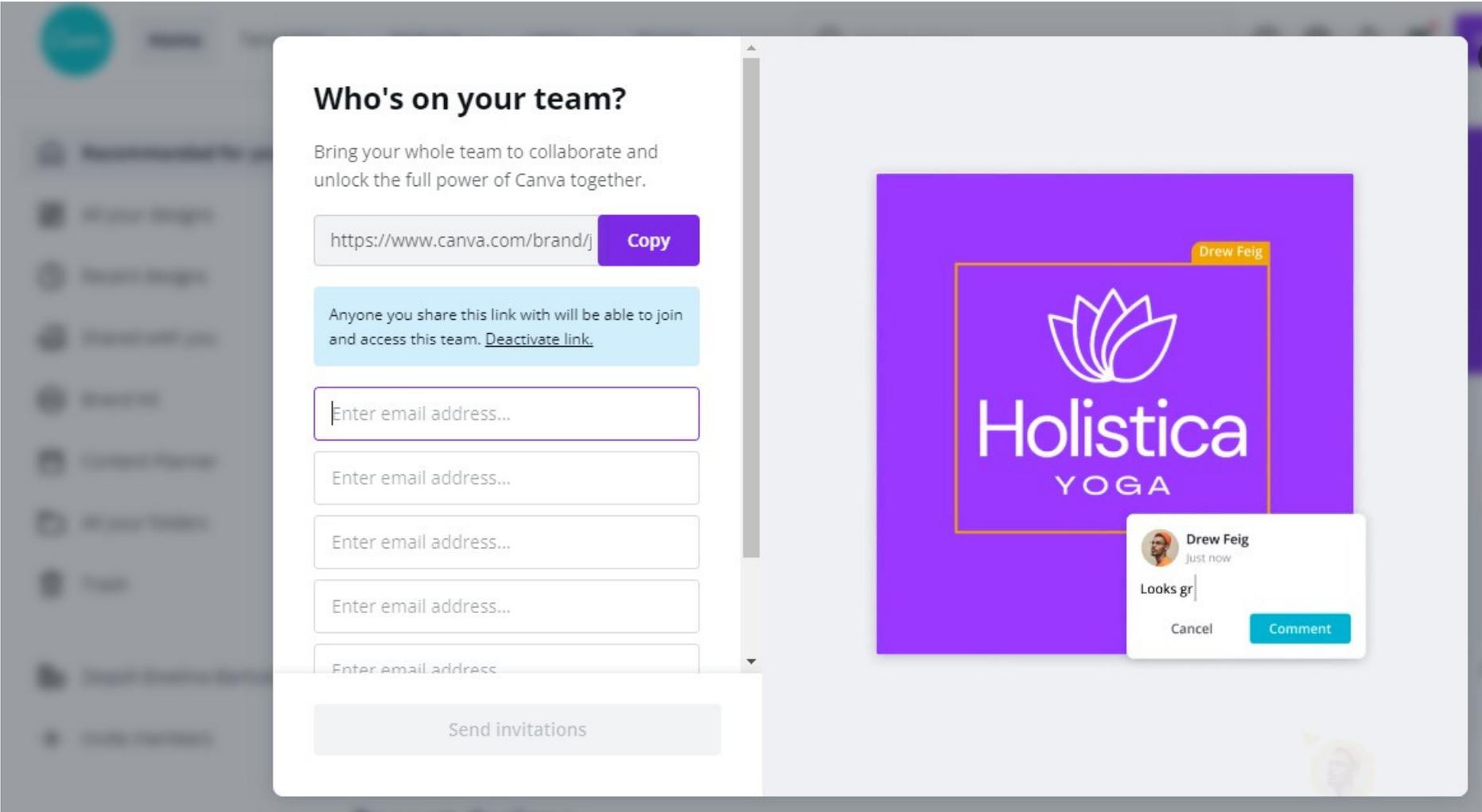
+ Invite members

## How to create a shared file in Canva?

There are two ways to create a shared file in Canva. The first is available from the "[Home page](#)". In the bottom left corner there is a "+" and a command "Invite people". When you click the "plus" you go to a page with a ready-made link with an invitation to your team. You can also use the blank boxes to enter the emails of the people who will be forming your team.

The second way (see page 9 for details) is to enter a project that you have already started. You select 'share' and then 'copy link'. It is important to make sure that the link allows you to edit or just view the file. To work on the project together, select "Share link for editing". You can send the edited link in any way you like to the people involved in the webmagazine project.

# FIRST WAY



## SECOND WAY

The image shows the Canva interface for sharing a design. At the top, the navigation bar includes the text "Untitled design - Presentation (16:9)", a "Try Canva Pro" button, a "Share" button (circled in yellow), a download icon, a "Present" button, and a menu icon. Below the navigation bar, a sharing dialog is open with the title "Share designs with others to view and edit". It features a search input field with the placeholder text "Type one or more names or emails". A user entry for "Thibault R." is shown with a purple profile icon and the role "Owner". A yellow arrow points to a dropdown menu for this user, which contains three options: "Share a link to **edit**" (with a checkmark), "Share a link to **use as template**", and "Share a link to **view**".

Below the main dialog, a smaller version of the sharing interface is shown. It includes the same title and search field. The user entry for "Thibault R." is shown with the role "Owner". Below the user entry, the text "Share a link to **edit**" is displayed with a dropdown arrow, followed by a "Copy link" button. A yellow arrow points to the "Copy link" button.

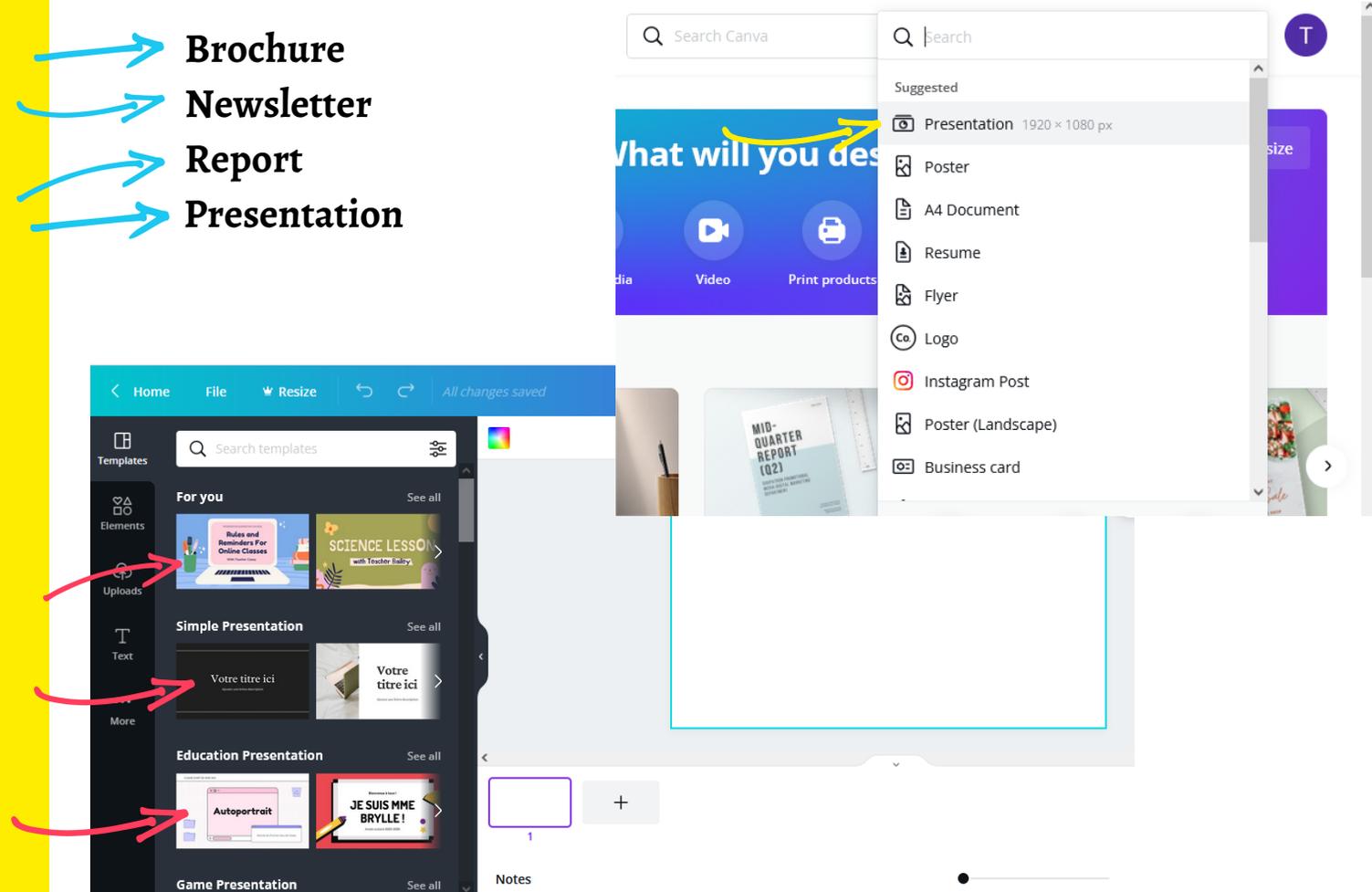
## How to efficiently present the possibilities of Canva?

When explaining a complex topic, it is always good to focus on examples. We thus recommend that you prepare a draft version of the web-magazine in your teacher/librarian account before the Canva session. Make sure that the version presented to the students uses all the features you want to offer to the class/group. It can be something simple, but it is important that the web-magazine example prepared by the teacher or librarian demonstrates a wide variety of possibilities. During the presentation, it is a good idea to show students step by step how you created the different elements of a working web-magazine.

**How to do it ?** At first, browsing the templates available in Canva you might feel a little overwhelmed. That's why, in our opinion, it's worth focusing on a few types of formats from Canva's bank, which most resemble the layout of an online newspaper.

## Pay attention to the following templates :

- Brochure
- Newsletter
- Report
- Presentation



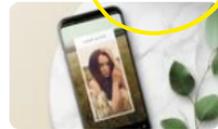
It is important to remember that each template is only an inspiration and support. It can be freely "reworked", which should also be encouraged among pupils.

# What are the most important features of Canva?

In this section, we will present the features of the platform that are, on the one hand, the most basic, on the other hand, the most helpful at the initial stage of web-magazine design.

## Searching:

Seemingly obvious, it is worth noting a few ways to help you find the right template in Canva. The first is to search by template type (vertically or horizontally). The second way allows to search by the theme or associations that come to your mind when you try to imagine particular content for the magazine. You can search by, for example, image ("cat") or colour ("yellow"). To make your job easier and not to incur additional costs, make sure that you choose to search for free suggestions (select the "free" filter).



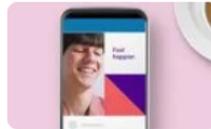
Social Media

- Instagram Stories
- Instagram Posts
- Facebook Posts
- Facebook Covers
- YouTube Channel Art
- LinkedIn Banners



Personal

- Invitations
- Cards
- Resumes
- Postcards
- Weekly Schedule Pla...
- T-Shirts



Business

- Presentations
- Websites
- Logos
- Business Cards
- Invoice
- Business Letterheads



Marketing

- Posters
- Flyers
- Infographics
- Brochures
- Newsletters
- Proposals



Education

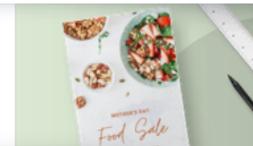
- Classroom Decor Kits
- Lesson Plans
- Worksheets
- Certificates
- Bookmarks
- Class Schedules



Trending

- Canvas Prints
- Videos
- YouTube Intros
- Photo Books
- Menus
- Itinerary Planners

Recommended



Cat

Templates

Your Designs

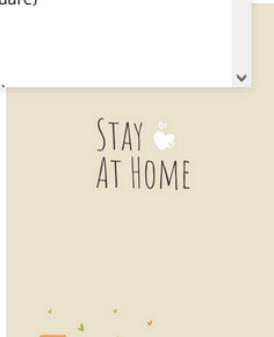
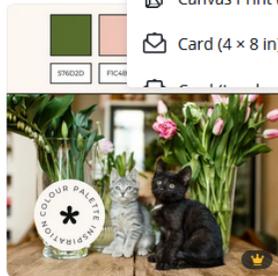
All Categories

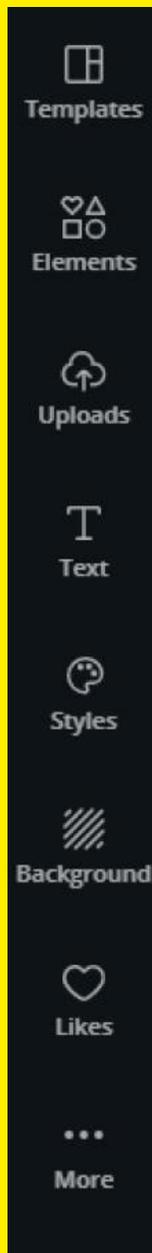
Free & Pro

Colour

- Calendar
- Canvas Banner
- Canvas Button
- Canvas Print (Landscape)
- Canvas Print (Portrait)
- Canvas Print (Square)
- Card (4 x 8 in)

1,483 templates





## Side panel

Once you have selected a template, you can immediately go to the editing part of the platform. In this part of the guide we will tell you what the icons in the side panel mean.

### TEMPLATES

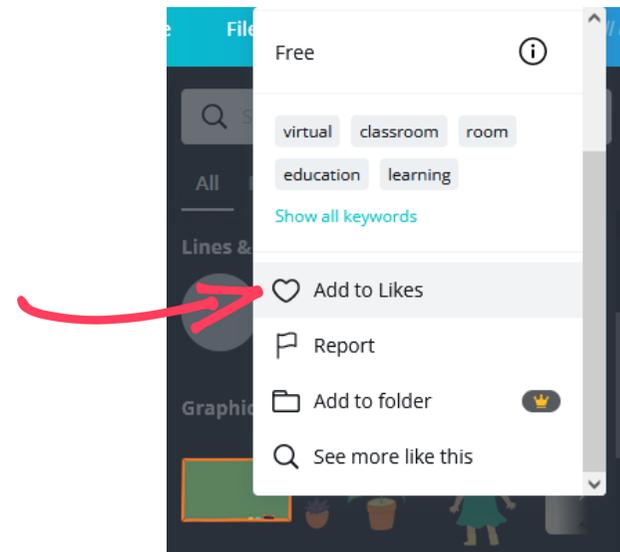
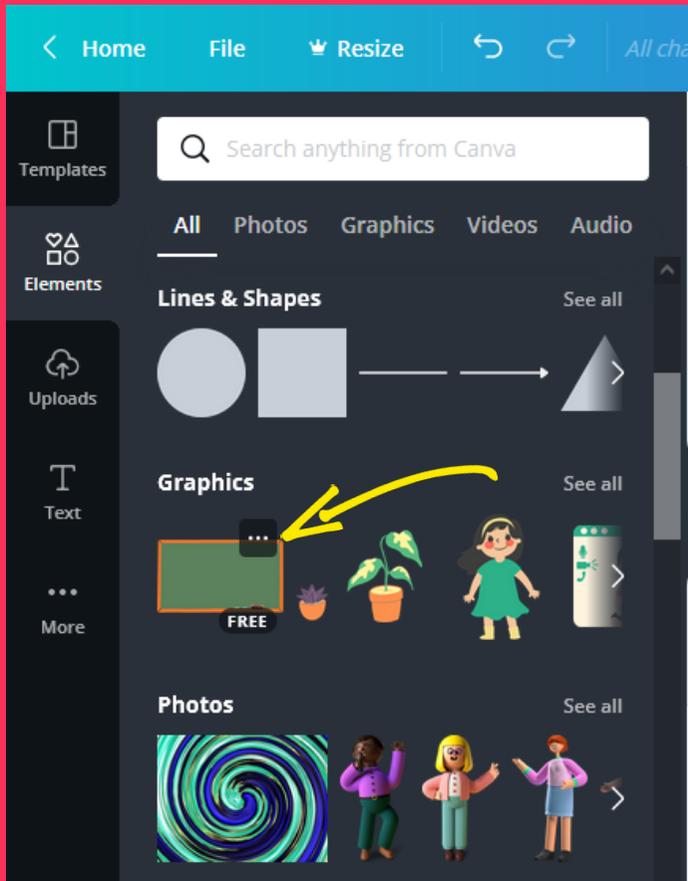
When working on your newspaper, you can choose different templates and "mix" them. The easiest way to do this is to insert one template on one page, and only add other templates after you have added additional pages in the document. You can do this by clicking on the "plus" icon (as illustrated on the next page).

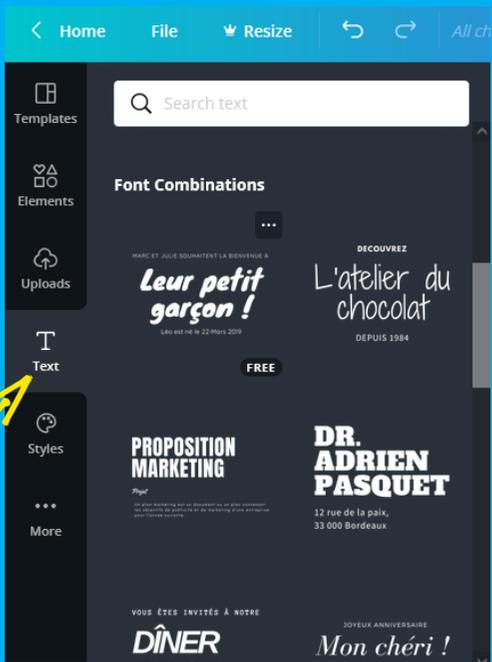
### UPLOADS

By clicking on this icon you can download files from your computer or from another external source. As we mentioned earlier, Canva doesn't give you many options for processing files outside its internal database. But you can easily place the shared material as another element of your web-magazine, resize it, reposition it, apply some animations and effects.

## ELEMENTS

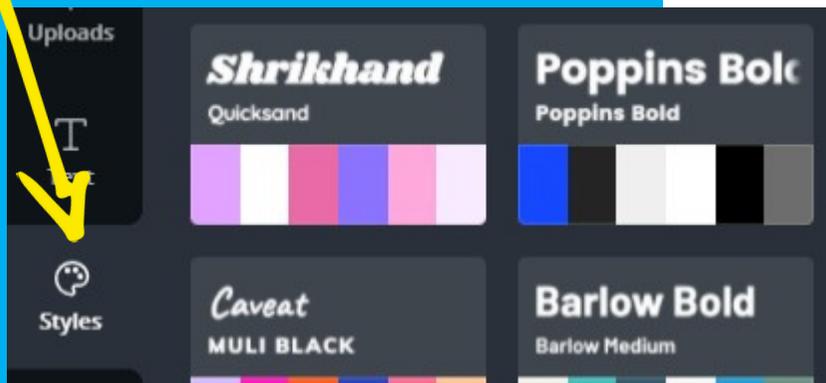
Here you will find a vast amount of illustrations, icons, graphics, images that can be used to enrich the content. Additional elements can be searched for in many ways, for example, by indicating the colour, shape, style ( for example minimal). A certain limitation is that the search engine in Canva works best if you are using English. You can always try to find the right word using a translator or dictionary. A helpful feature of Canva, when combining elements from different templates, is the "Likes" option. It allows you to select and save the elements you like while working. To do this, click on the desired element, then on the "... " icon ("Info") in the top menu and add it to your favourites (see image below).

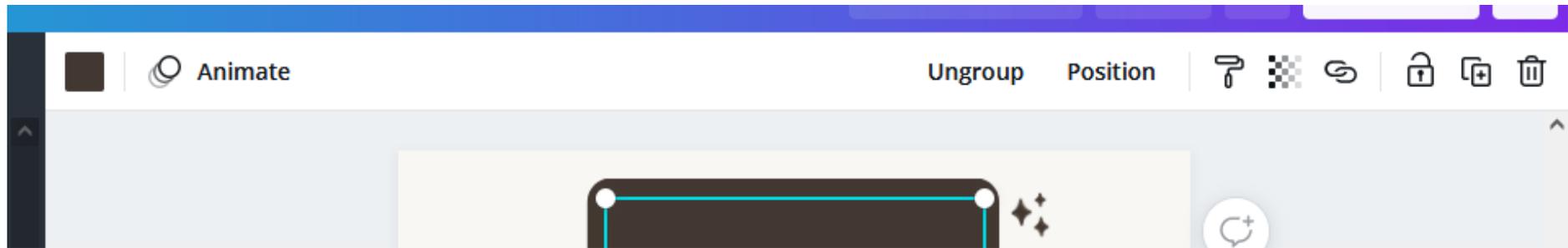




## TEXT

Canva suggests several ready-made content layouts (loose text or body text, headline and subheading). Furthermore, in the text editor you can choose (from a vast number of possibilities) the appropriate font, size, colour. These functions are the same as in any other programme of this type. Once you have selected the font and layout type, you can place the text field in any place and... write something. If you plan to prepare a longer text, it is a better idea to enter it into several text boxes, in smaller batches. This makes it easier for you to work out the final layout. Further design options in terms of font selection are offered by the STYLES option. Here, you can find ready-made colour sets (important so that the colours don't "clash") and fonts (fonts) matched by their "mood"/"look".





## Top panel

After you click on any element of the selected template and select the "More option" icon (the ellipsis), you will be able to take a more detailed look at what it is made of. To see how the individual elements are arranged (they usually have several layers), click "Ungroup". Then, it will make it easier to find elements which will be removed or replaced. Any changes to the template are easier if you use the "Position" option - where you can choose which element you want to be in the front or hidden in the background, more to the side or in the centre, etc. The "grid" next to the "paint roller" icon is also a very cool feature: select any element, and you can choose to make it sharper or more transparent. The "grid" is most useful when you want to design something using several shapes (e.g. the logo of your web-magazine).

## Other useful features

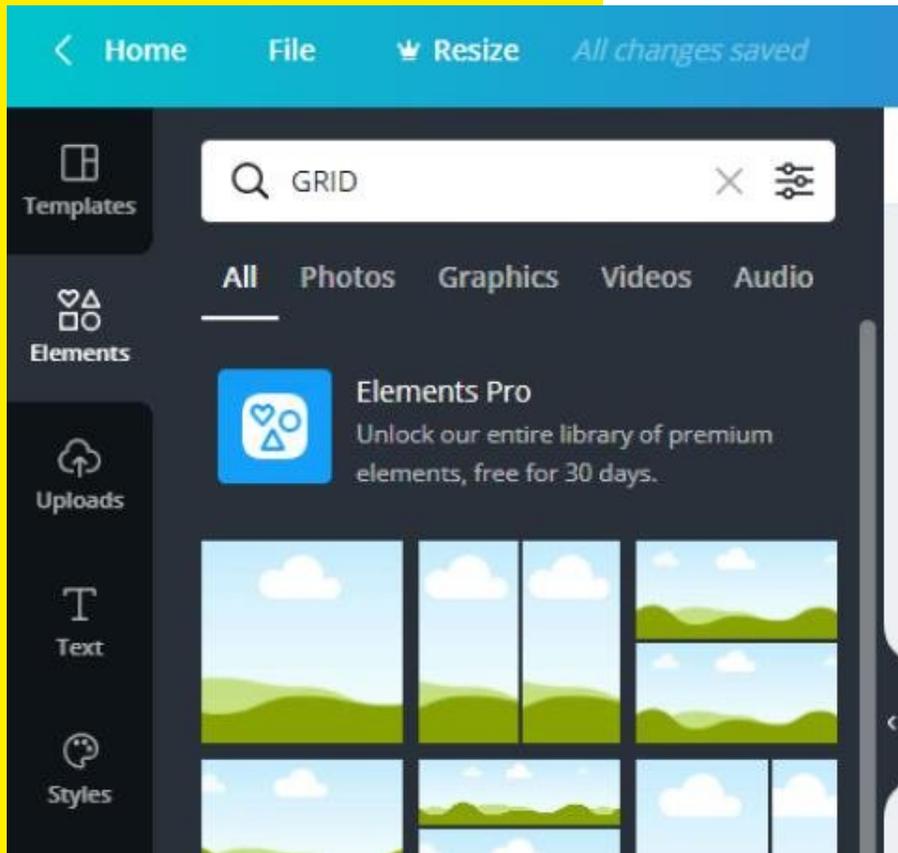
We promise these are really the last tips. 😊

### A bit more about ELEMENTS:

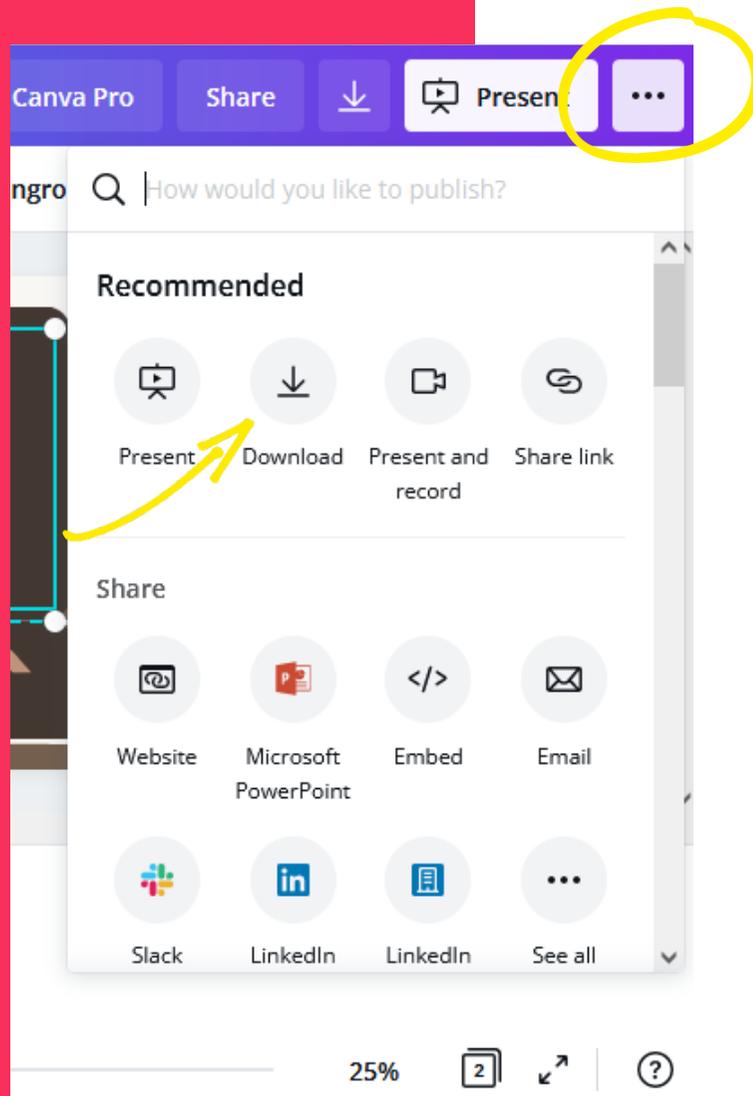
A feature that makes it very easy to organise content quickly, for example when you use several photos in an article and need to split the page into parts so that you can write something about each photo separately, is the GRID option. You can find it in ELEMENTS. This is also where you will find the Canva's photo and video bank, among other things.

### Adding links to the text:

That's what that mysterious weave or broken paperclip icon gives you 😊 Clicking on a piece of content, can redirect the reader to the page of your choice.



## What can you do with the completed web-magazine?



Once you feel that the web-magazine is complete, you may want to share it with others.

If you click on the "ellipsis" icon in the upper right corner (see the picture), you will see a menu with several options. You can download the web-magazine and send it to others (preferably in PDF format, MP4 if it contains animations or a link). You can also share all (or specific) pages on social media.

Before downloading, it is a really good idea to click on the "Showcase" option to see how the magazine looks as a whole and "works" for the reader(s)

## Questions for the students. What issues are worth considering at the beginning of designing a webmagazine?

There are probably many more, but to make it easier for teachers(s) and librarians(s) to work on the concept of a student newspaper we have prepared the following list of questions you can ask your students:

- What colours should be the core of our newspaper?
- What style will distinguish us (minimalist, funky, colourful and cheerful)?
- What title will the web-magazine have?
- What will the different sections be called and how many of them will be there?
- How many pages are we planning to prepare?
- What inspires us? Which accounts on Insta, Pin, which blogs? It's worth collecting them in the form of links and images and making them available to the team in a place that is easily accessible.
- What forms will our materials take: articles, interviews, infographics, podcasts, short films, photo stories?

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