



WA
**digital
inclusion**
project

Digital Skills Training – Introduction to Canva CRC Champions Program

2025



Trainer Notes: Introduction to Canva

- Print this handout for participants:
 - [Beginner's Guide to Canva](#)
- Print a single copy of these slides with the notes section for you to use when presenting
- Read
 - through the slides, and make sure you are familiar with the content
 - the handout for participants
- Get in touch with Elliot Elliot@wacoss.org.au before the session if you have any questions
- Remove/hide this slide before presenting and update the time/date of the next session on the final slide. Check the country on which you're facilitating to make sure it is correct.

Acknowledgement of Country

We know we are on Aboriginal land. We respect Aboriginal people from this land.

Aboriginal people have lived on this land for many years.

We respect all Aboriginal people and their Elders.

We can learn a lot from their stories.

This land always was and always will be Aboriginal land.

Introduction to Canva

WA Digital Inclusion Project

Session overview

This session will cover:

- What is Canva?
- Getting started with Canva
- Using Templates
- Using different elements
- Fonts and Text
- Uploading Photos

Introductions

- Introduce yourself to the group
- Share your experience with Canva – have you ever used it before?



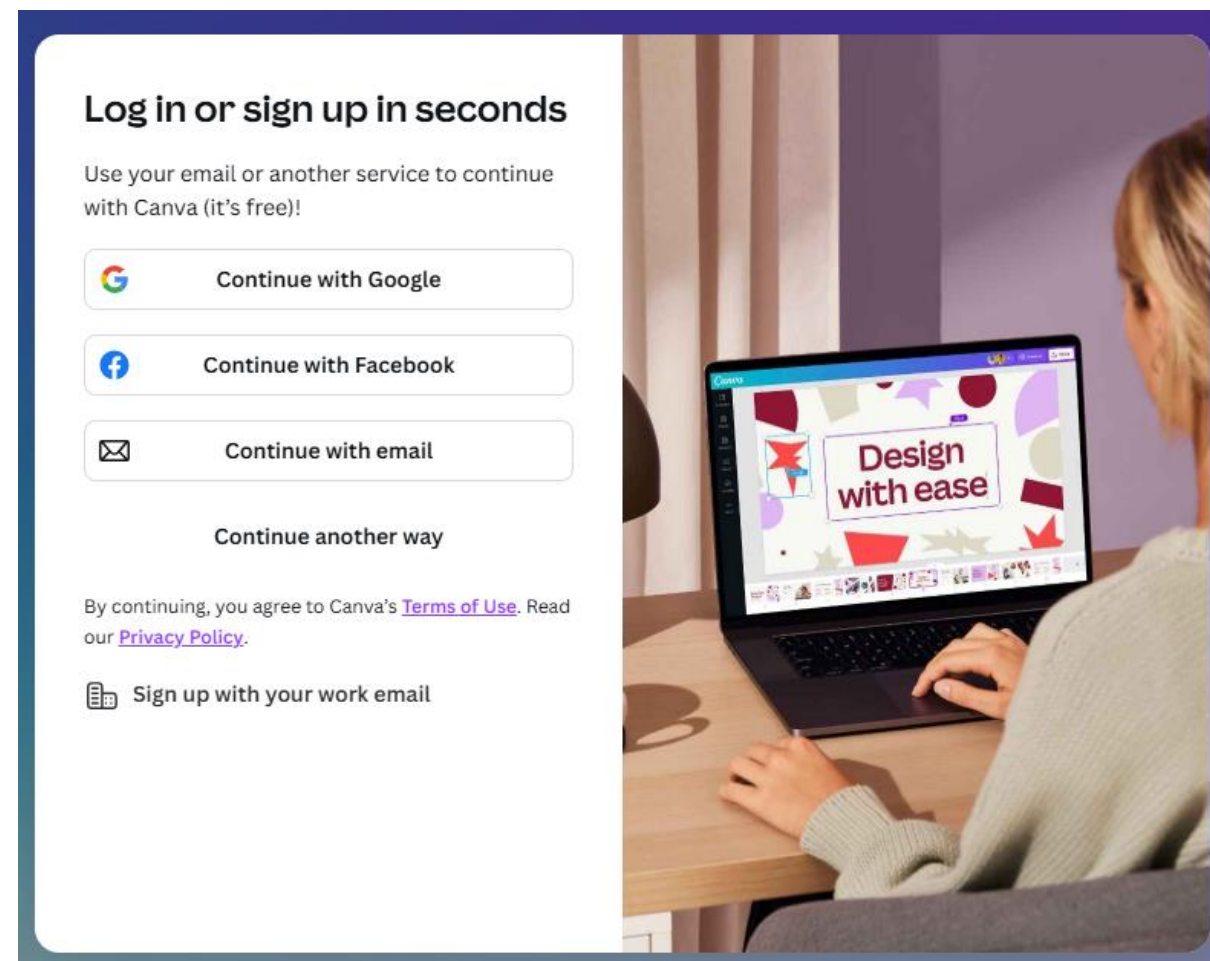
What is Canva?

- Graphic design software for beginners
- Doesn't use complicated design, simple drag and drop interface
- Can be used on a computer, tablet or phone
- Canva.com



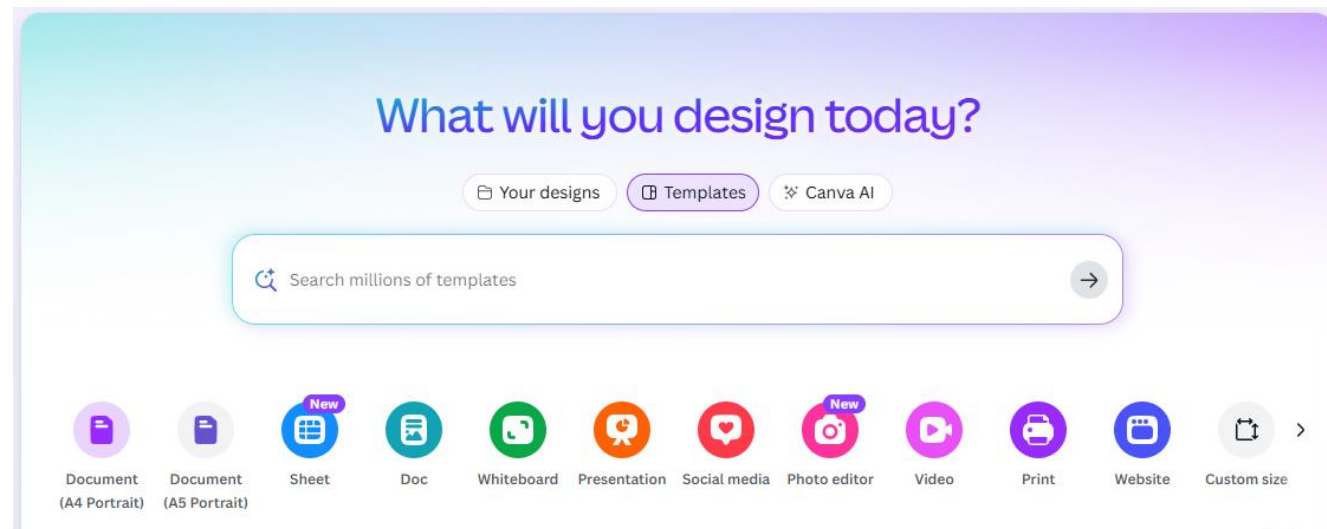
Getting Started with Canva


- To sign up to Canva you need to have an email address, phone number or Facebook account to log in.
- The first time you go to Canva, you will need to create an account by following the prompts.
- Once you have created an account, you can choose to log in next time. You don't need to create a new account every time.



Canva Templates

- Canva has a library of templates you can use for free.
- Some templates are for 'Pro' paid subscriptions only, check for the crown symbol.
- You can search for templates with key words such as:
 - Instagram post.
 - Resume
 - Flyer
 - Poster
 - Booklets



Canva Pro symbol: 

This symbol means you need to pay to access this template or design or art

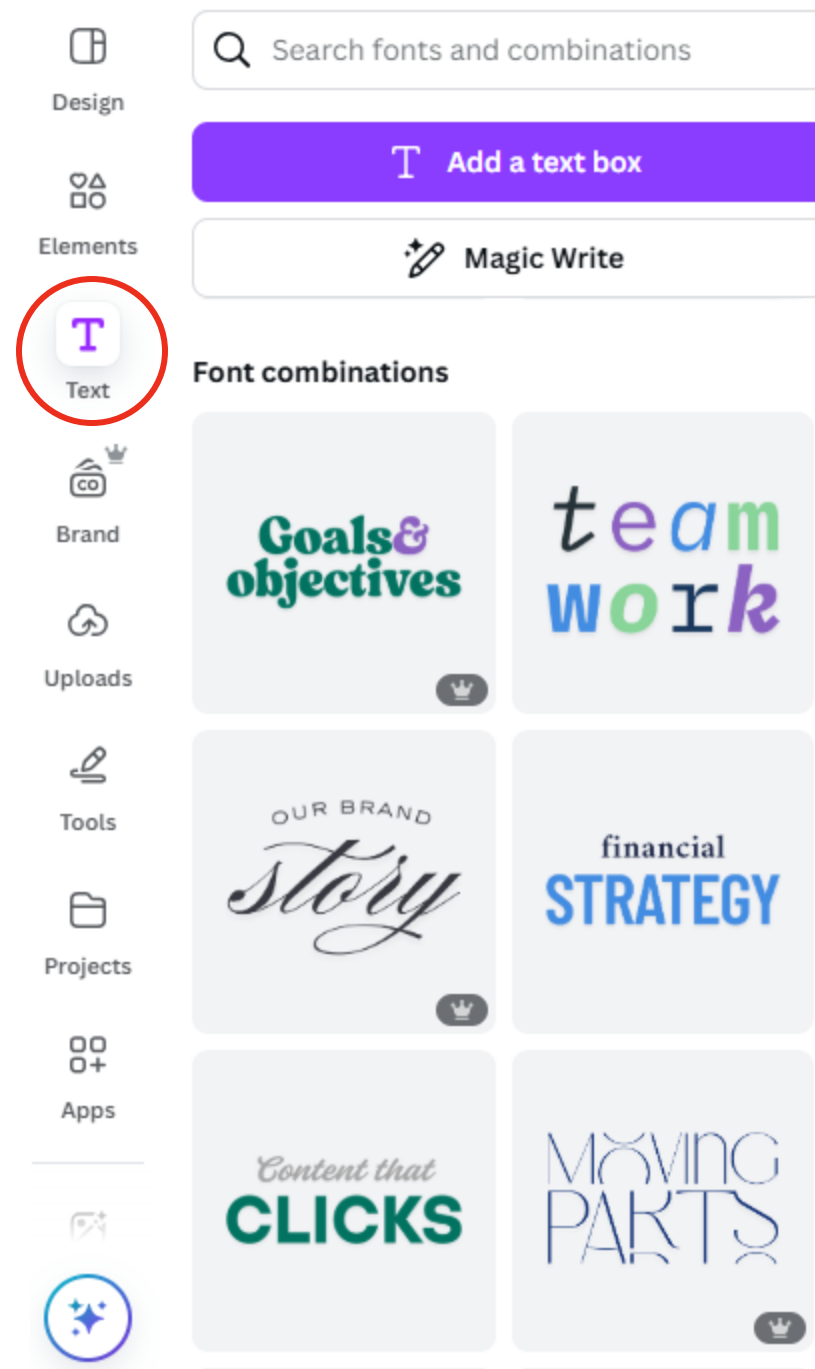
Using different elements

- Elements can create unique effects and make your design stand out
- The menu on the left hand side of the Canva screen has an Elements section.
- Click it to see all the options you can add to your design.
- You can change the colour of any elements to whatever you want.



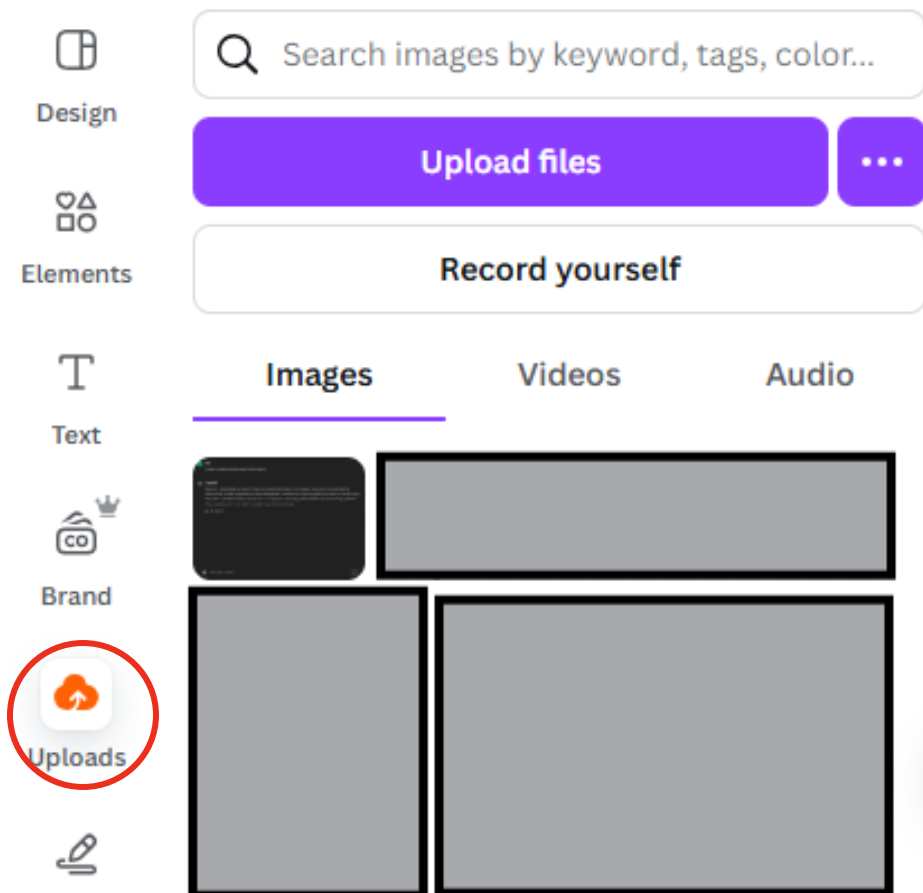
Fonts & Text

- Text is added to your template in a text box. These allow you to move or resize your text.
- There are lots of options for text in Canva. You can:
 - Edit the text in a template to change the words
 - Edit the text in a template to change the font style, size or colour
 - Add a new text box, or
 - Add a new 'font combination'

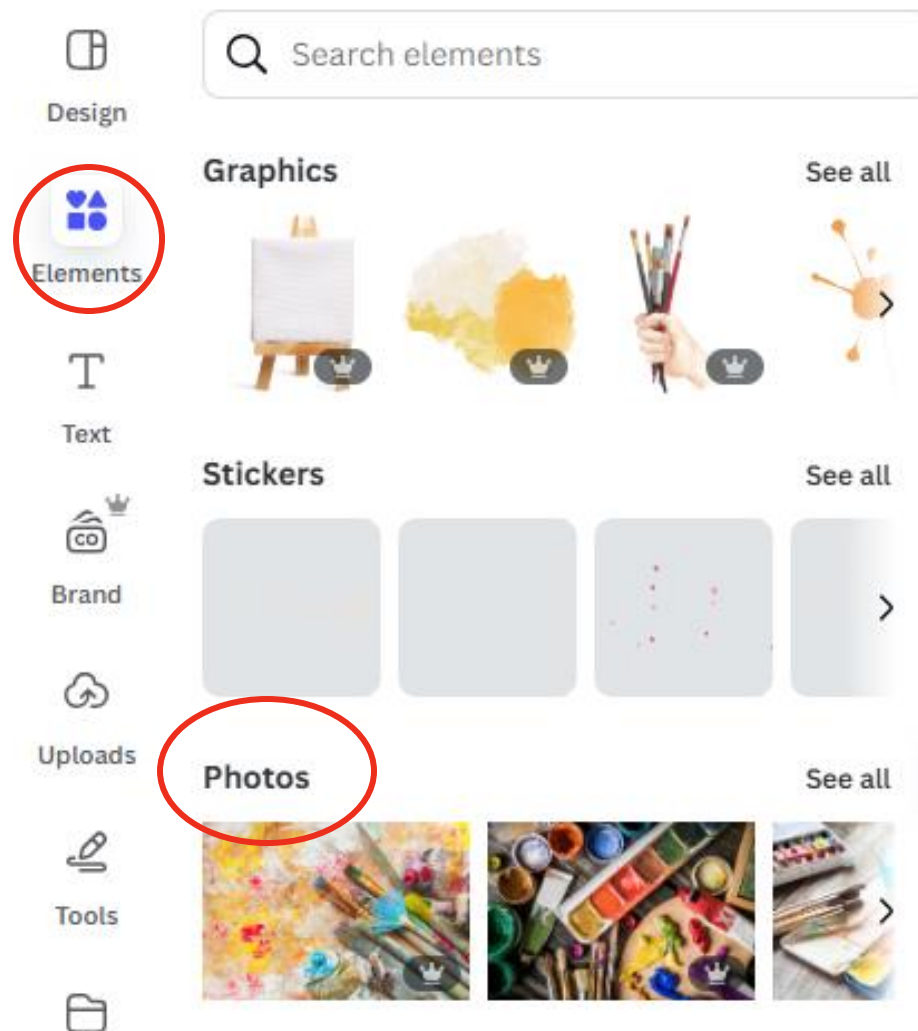


Using images

Uploading your own image

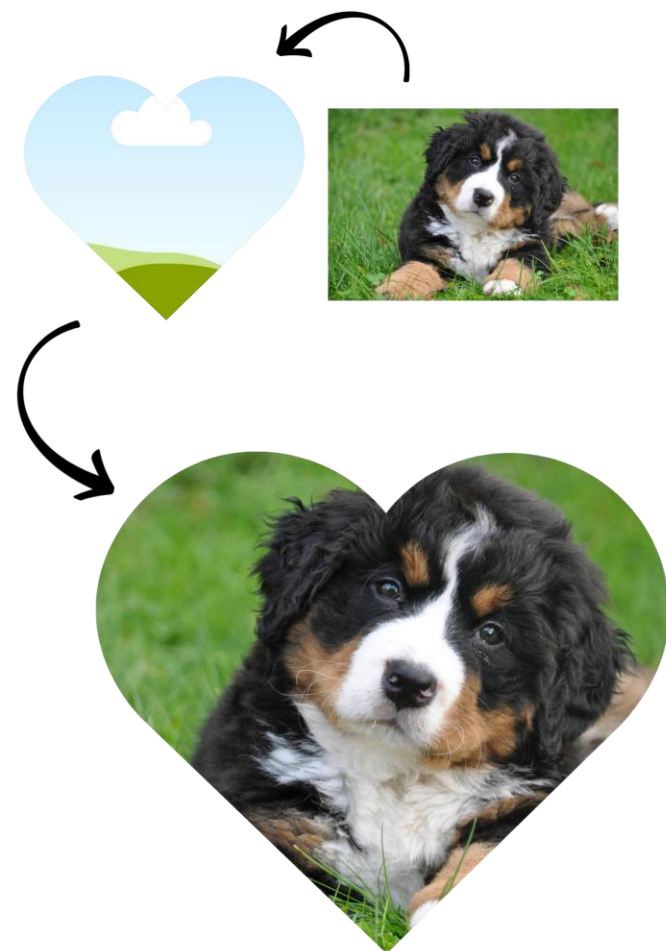
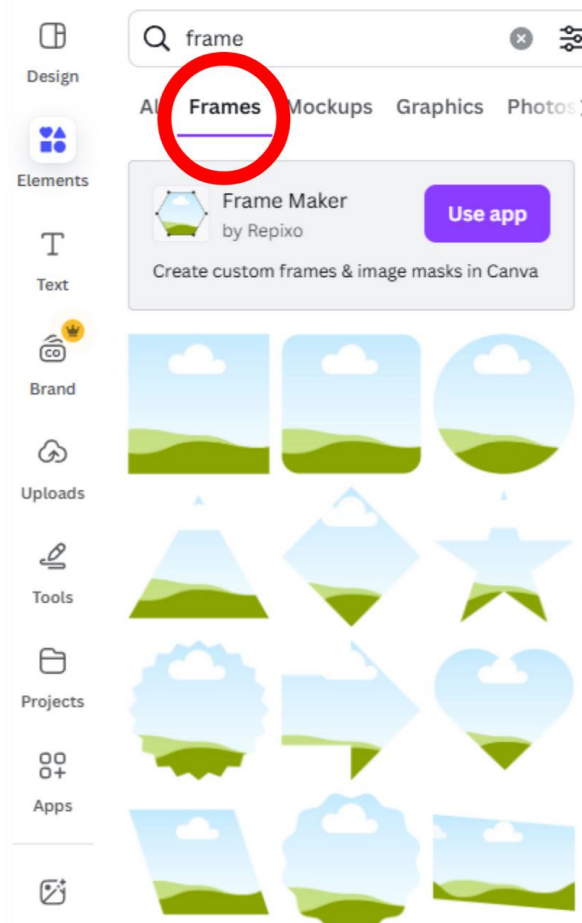


Using Canva images



Picture Frames

- Just like a picture frame you buy from the shop, you can use picture frames to cut your pictures for display in different shapes.
- Add a frame (pictured left) on your design and drag and drop your picture on top of it and it will cut to the size of the frame.
- You can adjust the crop/cut by double clicking on it once it is on your design.



Where to get help?

Canva support

Canva has lots of tutorials and guides and videos on the *Canva Learn Blog*.

Find them here: <https://www.canva.com/learn/>

You can learn to:

- Download
- Publish
- Add / duplicate pages
- AND many more.

Google / AI

You could use Google or AI to help you use the features of Canva.

YouTube has lots of Canva tutorial videos.

Reflection

- Intro to Canva and creating an account.
- Using templates
- Different design elements
- Fonts and text
- Uploading Photos
- Where to get help for Canva

Thank you!

Next session time:



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Thank you
CRC Champions Program

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