Canva is a graphic design platform used to create social media graphics, presentations, posters, logos, brochure, and other visual content. The app provides free templates and offers paid contents.
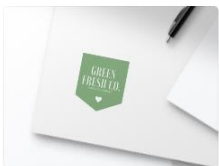
Available templates *(with free & paid contents)*

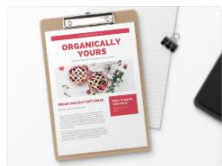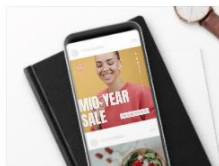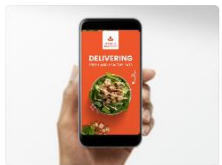|				
Poster	Flyer	Infographic	Presentation	Resume
Logo	Newsletter	Instagram Post	US Letter Document	Zoom Virtual Background
Brochure	Desktop Wallpaper	Card	T-Shirt	Letterhead
Report	Instagram Story	Invitation	A4 Document	CD Cover
Business Card	Graph	Proposal	Media Kit	Postcard
Book Cover	Program	Storyboard	Label	Certificate
Photo Collage	Menu	Invoice	Magazine Cover	Website

Animated Social Media

Announcement

Flyer (Landscape)

Recipe Card

Checklist
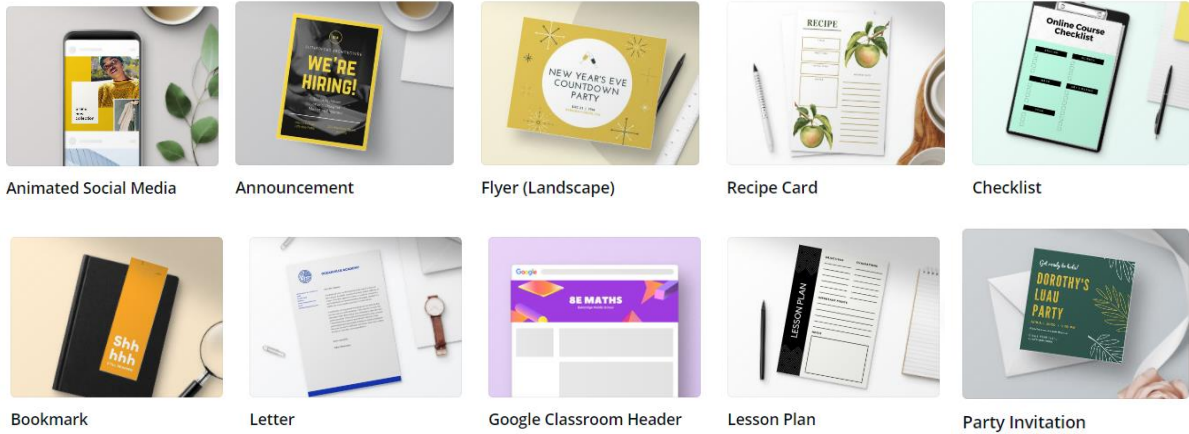

Bookmark

Letter

Google Classroom Header

Lesson Plan

Party Invitation
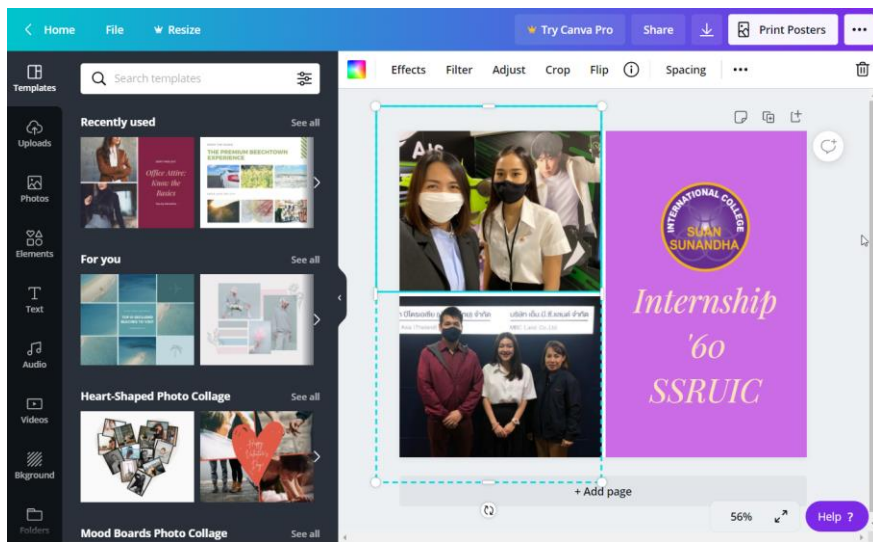
 vs

Canva is not fully customizable, like Photoshop or Photopea. However, Canva is mobile users friendly and those templates can save a lot of time.

↑ Canva on desktop

Canva on mobile (via browser) →

What is allowed?

✓ All free media on Canva can be used for free for commercial and noncommercial use.

✓ If a photo, icon, music track, video or other media contains an identifiable person, place, logo or trademark, please ensure you check the source or contact us if you're unsure. **We can't guarantee that any free media have the appropriate releases for commercial use.**

✓ Attribution is not required but always appreciated.

✓ You can be creative and edit the media as you like.

Please **sign up** for the first-time use. Next time just **log in** with your existing account.
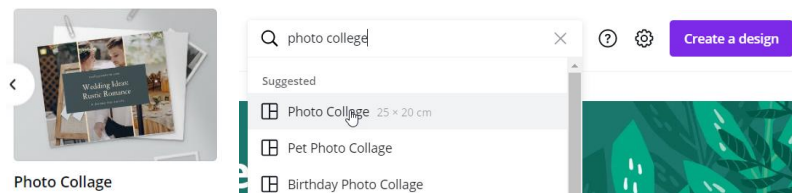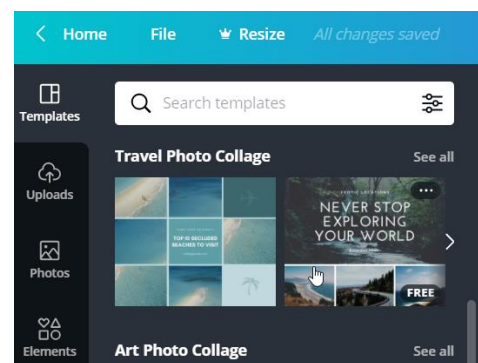

** You don't have to use any paid content.

Assignment

Create a photo college under the topic "**Reduce plastic waste**".

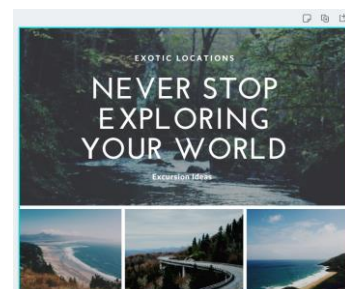**1.** In Canva, choose "**photo college**" from the menu. Or use the search bar on the top.

2. Choose the template from the given list. You may only use a free template (those with the "**FREE**"; with no "PRO", "Premium", or the $ symbol). For mobile users, the Template menu is at the bottom within the "Menu".
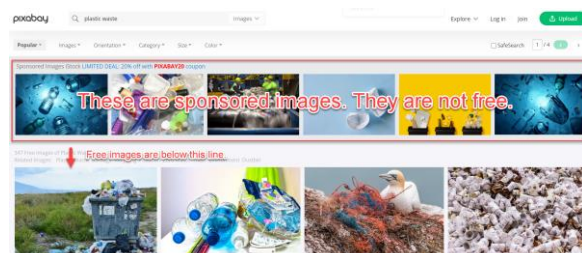

3. Be familiar with the template you chose and recognize the size of photos and elements you need.

For this template, you need one big photo, three small photos, and a few lines of heading text. →
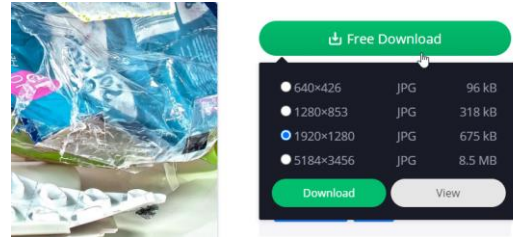

4. Search **Pixabay** (pixabay.com) for photos you need.

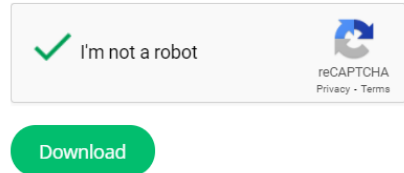**Hint:** Use the keyword "plastic waste"

Collect all the photos you need. They are not copyrighted.

To save a picture from Pixabay, with the selected photo, click "**Free Download**", choose the preferred dimensions, and click "**Download**". You may right click on the photo and "**Save as …**".
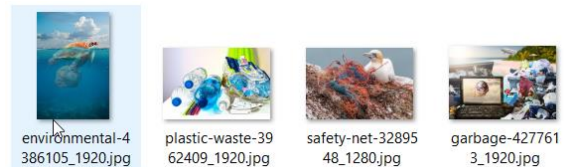

Sometimes, the "**Capcha**" is required if you did not sign in. But sign in is not required anyway. You can just verify if you are not a robot 😉 and proceed with the download.
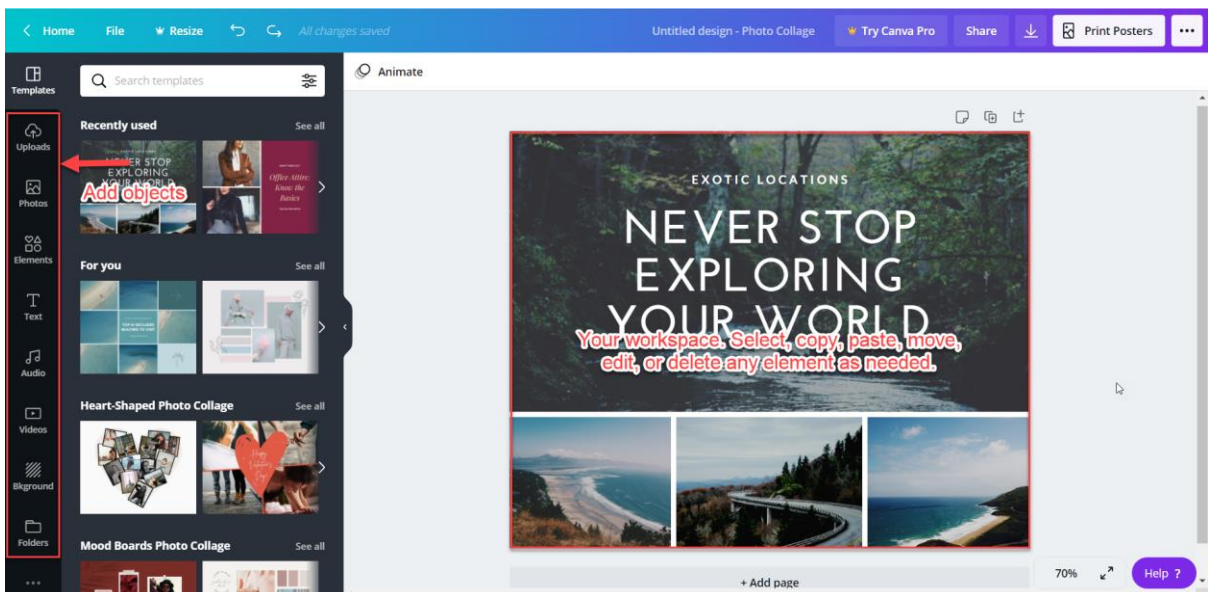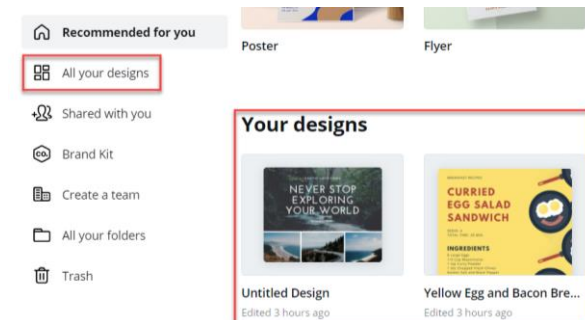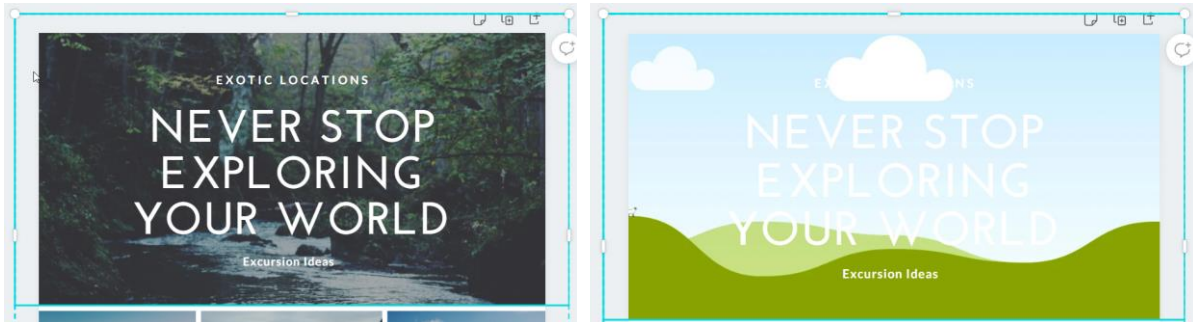

5. Collect all the images in a local folder and go back to Canva.

Your project is saved automatically. If you closed the browser, you can browse your files from the "**Your designs**" menu. For mobile users, the "Design" menu is at the bottom.
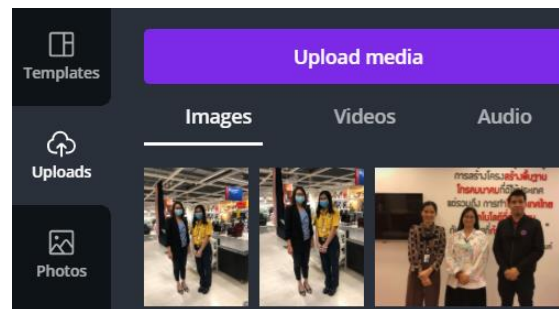
To delete an existing photo, select it and hit the "**Delete**" button on your keyboard. For mobile users, tap the image and choose to delete (a recycle bin icon).
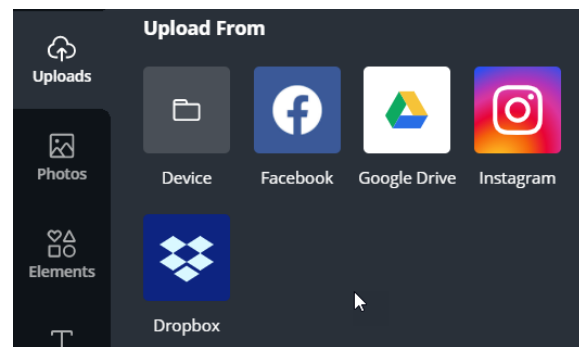

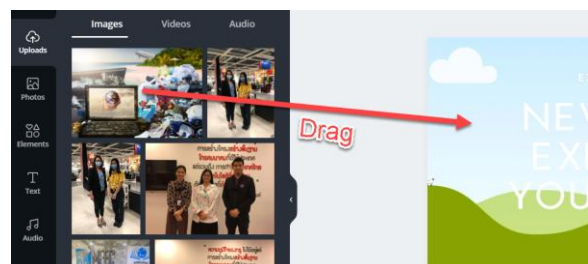The background image shows that there should be a photo in that block but now it is empty.

To upload a new photo, go to "**Uploads**". From this page you can click "**Upload media**" to upload a new file or select your recently uploaded file. For mobile users, tap the + button (lower-right) and select the Uploads menu.
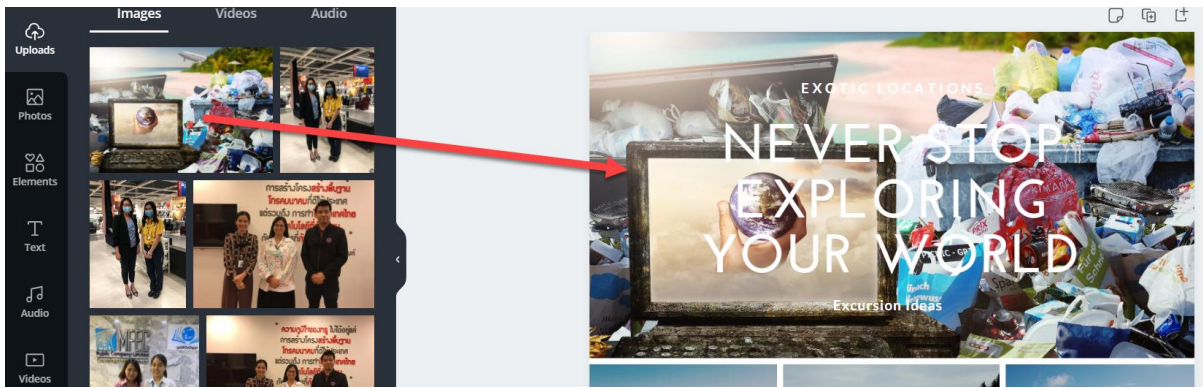

If you choose to upload a new file, you will have an option to upload from your local drive (Device), or you can upload from your cloud drive (e.g., Google Drive and Dropbox).
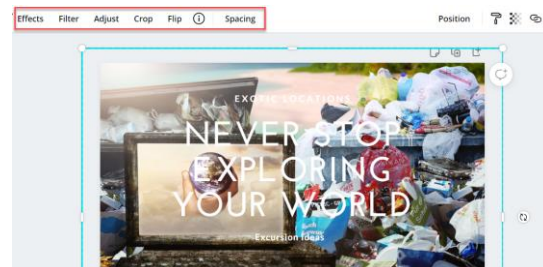

When the upload finished, the photo will appear in the Uploads menu. You can drag a photo to the empty block to add it. For mobile users, tap the empty image block, choose Replace, and browse the uploads menu.
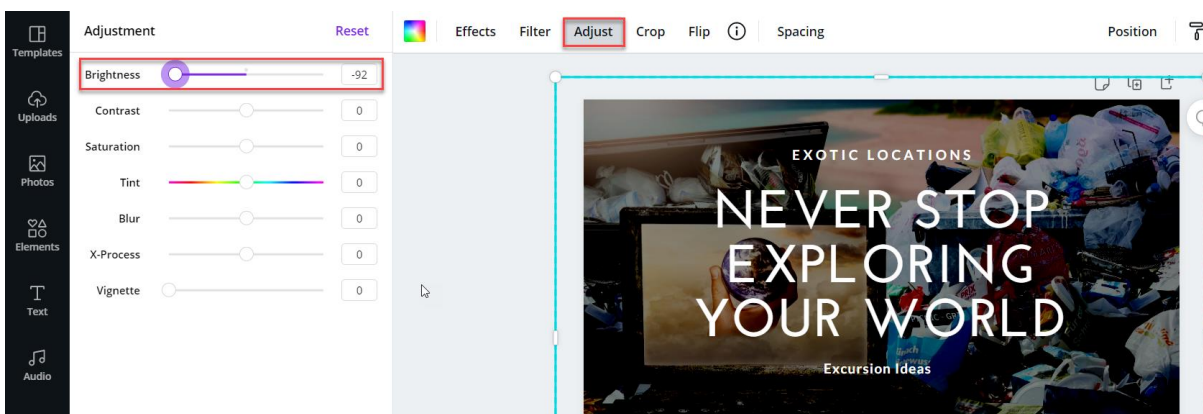
To modify the added image, select it and the toolbar will appear. You can apply the effect, filter, or make adjustment (e.g., brightness and contrast). You can also crop, flip, or rotate the image.
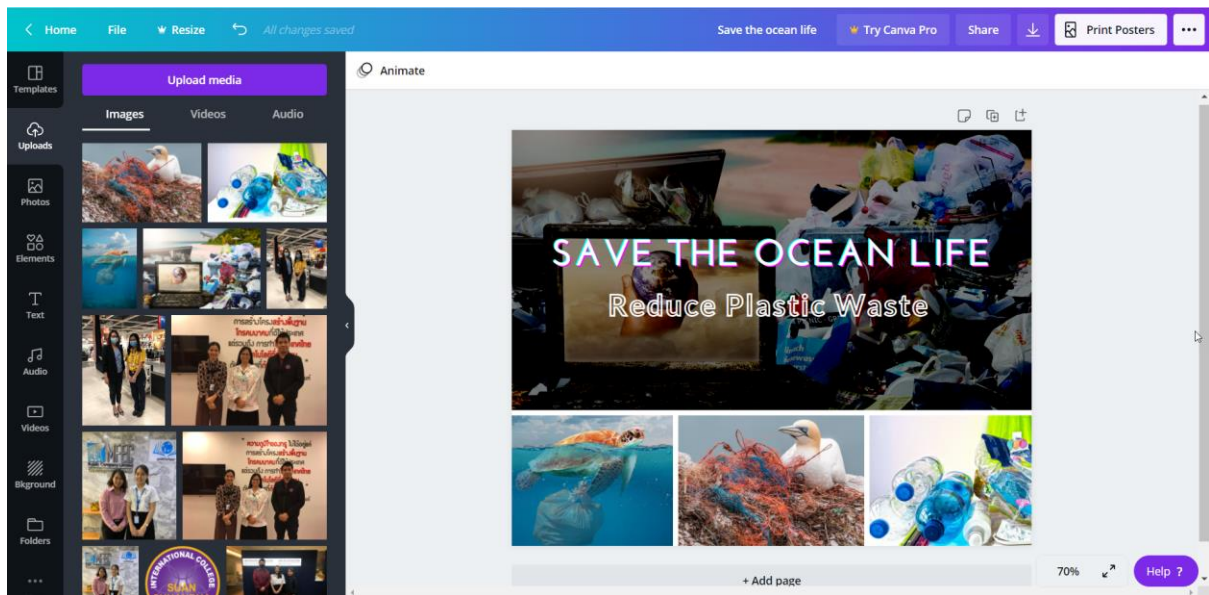

If there are multiple layers, you can change the image positions (decide which photo appears on the top). You can also add a hyperlink (which will open the web page when clicked; only applicable with digital media).
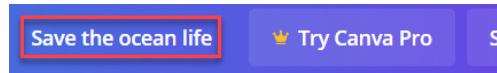
For this image, you notice that background image and foreground text are not contrast. Viewers can hardly read the text. Therefore, we should lower the image brightness.
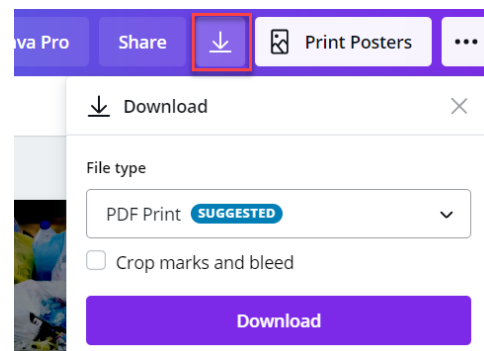

Add more elements as needed, such as additional text boxes and logos, and finalize the project. Note that you can only use free stuffs.

This is the file name. It is automatically chosen for the first time but can be edited.

Your file is saved automatically in your Canva account. To download the finished project, click the download button, choose the file type (JPG, PNG, or PDF for a photo) and click "**Download**". Mobile users may need to save the finished work somewhere else where you can reach it (e.g., SD card or email).

If it suggests you apply a free trial, choose **NO**.