



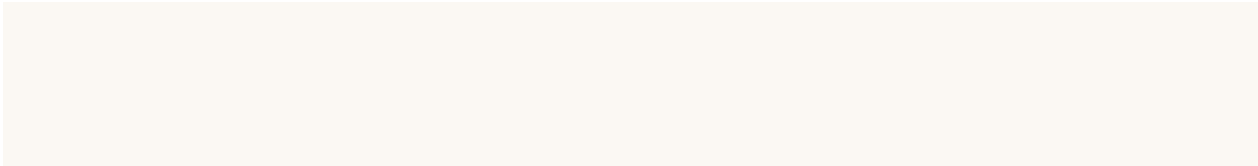
How to Use Canva Features

Design Anything

Canva **makes designing beautiful creative assets easy for everyone.** From social media images, videos and gifs to posters, websites, booklets, multimedia presentations, and heaps more, Canva is an invaluable tool for helping you level up your design skills, even if you're just getting started.

Contents

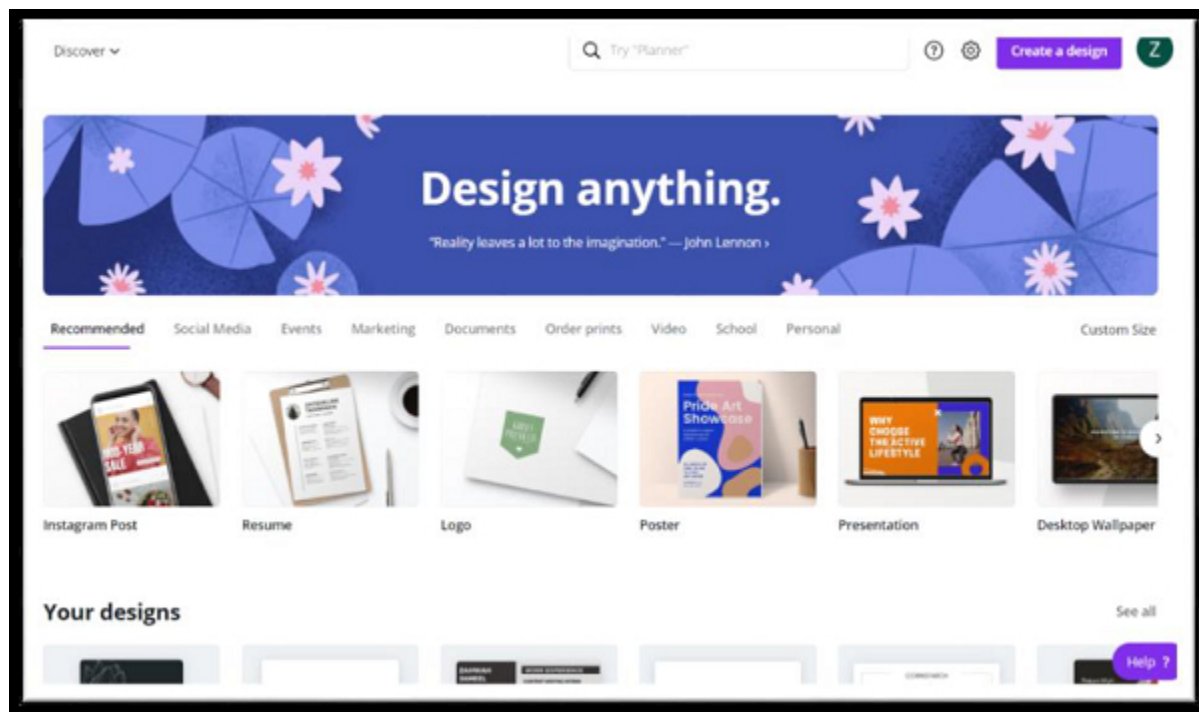
What is Canva? 3
Canva – What Makes It So Popular? 4
The Sidebar 4
What can I design with Canva? 4
ELEMENTS 5
UPLOADS 7
TEXT 7
FOLDERS 9
STYLES AND BACKGROUNDS 11
PHOTOS, VIDEO, AND AUDIO 11
The Design Tools 13
Start Your First Canva Presentation Design 14
How To Create A Logo on Canva: Tips Canva Logo Design Online 19
Go for a Pre-Made, Themed Template 20
Create Text That Pops 25
Add Depth and Dimension 29
The Seven C's To Using Canva For Your Social Media 33
How to Make Business Cards on Canva 35
How to Create Your Own Business Cards on Canva 36
How to Print Business Cards from Canva 37
How to Print Multiple Business Cards from Canva 37
The different ways to share a design 38
Share the original design 38
Share as template 39
How to share a Canva template from the mobile app 42



How to Use Canva Features

What is Canva?

Canva is an online graphic designing tool with several functions and features that even beginners can use. It allows anyone to create fascinating designs for personal and professional use. It is specially made for people who are not graphic designers and who cannot invest in hefty amounts to get professional designs. Canva takes the cake as one of our all-time favorite graphic design tools. Its user-friendly interface makes it the perfect go-to for anyone to create graphics for all different kinds of projects. Instead of having to use a super robust software like Adobe, Canva gives you all the best features wrapped up in one platform that's available on desktop or the mobile app.



Even though it's designed with the average user in mind, you face a learning curve with any tool or software. So today, we want to give you a complete walkthrough of Canva features inside the builder, plus how to use them!

(We'll be mentioning features that are only available for Canva Pro users, indicated by an asterisk so you can easily tell the difference.)

Canva – What Makes It So Popular?

Canva has over 30 million active users every month in over 190 countries. It has gained immense popularity among its users mainly because –

- You do not require prior experience or have to be a graphic designer to use Canva.
- It has a user-friendly interface.
- It is a versatile platform. You can use open it in your browser or install the application on your desktop or mobile.
- You can collaborate with others or create your design team.
- It is a free platform. You do not need to spend on expensive tools to create a professional design.
- It is helpful for small businesses and start-ups for producing engaging content consistently.
- It takes less than five minutes to create a high-quality, engaging design.
- You are the owner of all your designs in Canva.
- Children under 13 years of age can also use Canva to make designs with supervision.

The Sidebar

When you first open up a new file in Canva's builder, the sidebar is the first place you'll go to start adding elements to your design. Here, you'll find:

What can I design with Canva?

You can use Canva for designing anything you need. You can create a custom design from scratch or choose from the different content types it offers. Here are a few things that you can make using Canva within few minutes.

- Presentations
- Resume
- Social media posts
- Logo
- Posters
- Thumbnails
- Wallpapers
- Infographics
- Brochures

- Certificates
- Labels and Invoices
- Planners and Banners
- worksheets
- Invitation and business cards
-
- Newsletters
- Website
- E-Book and Magazine covers
- Calendar
- T-shirts and Mugs

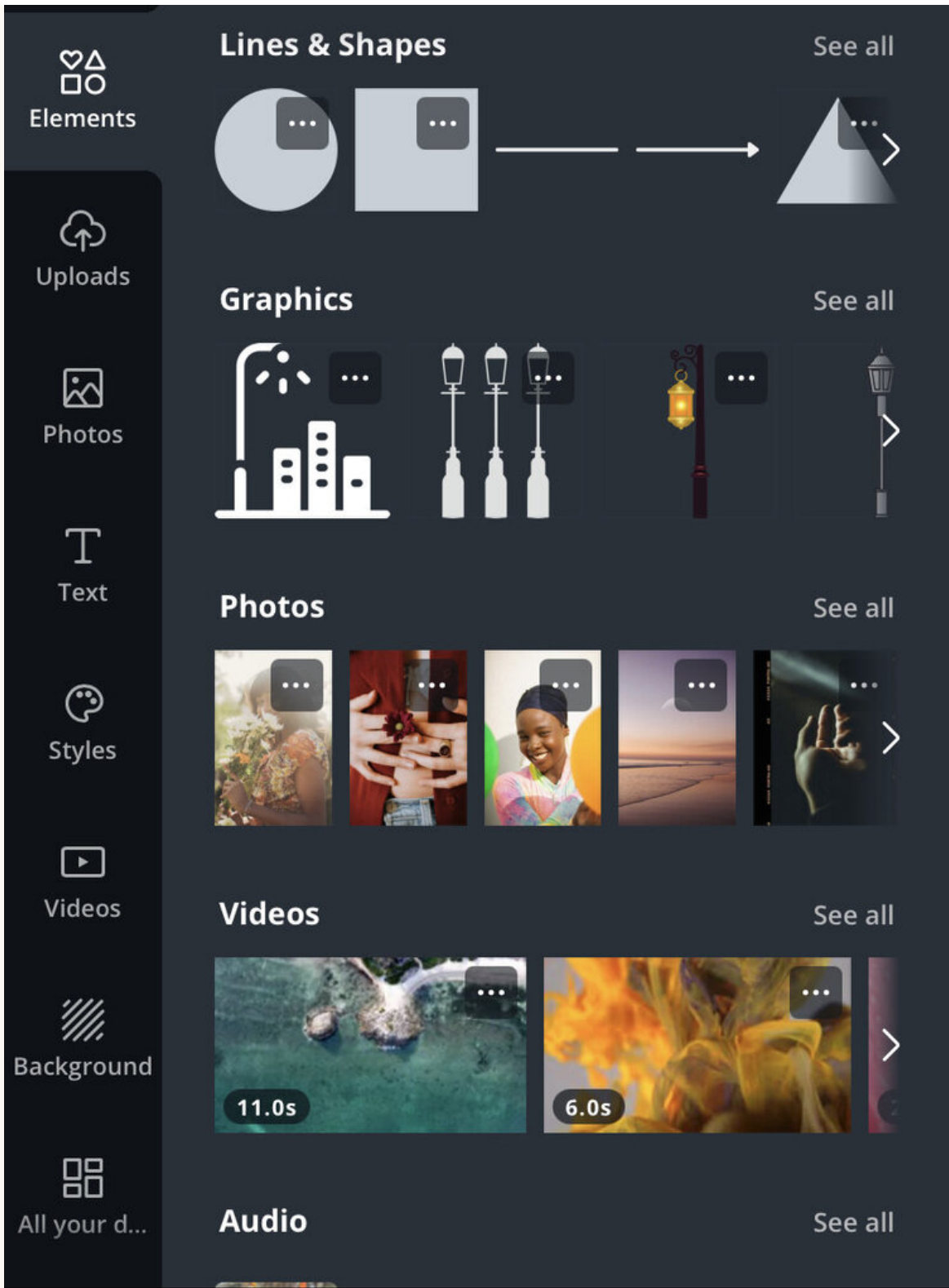
TEMPLATES

Canva gives you a large selection of pre-designed templates for you to choose from depending on the dimensions of your design. If you select Instagram Story as your design size, the templates displayed will be for Stories, etc.

Of course, we can't talk about templates without mentioning The Creative Template Shop, too! We drop 4 new templates per month, plus a strategy-based bonus. Almost all templates are for Canva, so they can be easily customized with a quick switch of colors, fonts, and photos to match your branding. You can check it out (and become a member for only \$47/month) right over [here](#)!

ELEMENTS

This is probably where the bulk of your design content will come from because elements house everything from shapes to frames to charts to graphics, and more. You can also access stock photos, video, and audio here without having to visit the tabs for those. There are also GIF stickers for you to use to give static designs a little more life.



UPLOADS

You can upload your own elements, photos, videos, and audio to use in your designs! So, add your logo in graphics or a headshot in your PDF portfolio—whatever you upload, you can use.

Pro-tip: If you upload a file as an .svg, you'll be able to change the color of it within Canva like you would a regular shape. This could be useful if you want to customize the color of your logo for different designs instead of having to upload multiple logos of different colors, for example.

Uploads also includes a new feature that recently rolled out for Canva Pro users where you can record yourself inside of your file showing what you're designing. If you need to record a tutorial for a client, a friend, or a course lesson, this feature would be an amazing alternative to using a screen recording tool.

You don't have to worry about storage either, as Canva gives you 100GB of cloud storage for your designs and uploads!

TEXT

Text is just as it sounds— Add text boxes to your designs. Canva has a wide range of various fonts for you to choose from, and you unlock more with a pro account. You're also able to upload your own fonts*, so you can have access to your brand fonts if they aren't already on the list of fonts Canva has available. You can upload them in your Brand Kit*, which we'll talk about later.



Templates



Elements



Uploads



Photos



Text



Styles



Videos



Background



All your d...



Search text

Click text to add to page

Add a heading

Add a subheading

Add a little bit of body text



POOL PARTY

Stay Fearless



RODEO

GAME OVER



FOLDERS

The folders tab is where you'll find:

- All your designs - Open pages from other designs in your current file
- Likes - You can "like" elements, shapes, photos, etc. and have them stored in your Likes folder
- Purchased - Images purchased with a multi-use or extended license will appear in this folder
- Shared with you - Any templates or designs that have been shared with you directly or through a link
- Logos - The logos that you add to your Brand Kit will appear here

You can create multiple folders for different uses as well to keep all of your content organized. Aside from just images or elements, you can also save designs in folders. So if you've created certain templates, you can save those files in a folder for easy access when you're creating those designs again. You're also able to share folders with others via their email address.


Photos


Text


Styles


Videos


Background


All your d...


Shared wi...


Charts


Folders

 Search all folders

Folders

+ Create new



All your designs



Likes



Purchased



Shared with you

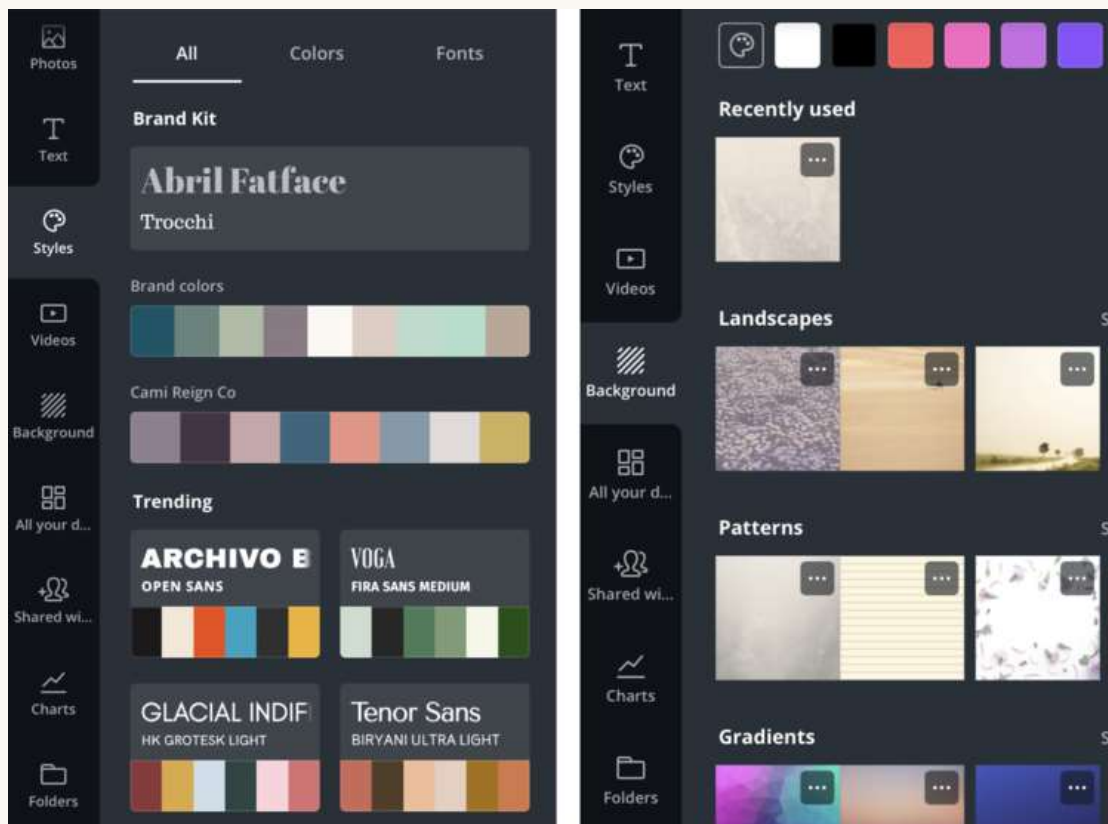


Logos
9 images

STYLES AND BACKGROUNDS

The styles tab gives you different combinations of fonts and colors to use in your design. A cool thing about this feature is that if you've already created a design and you select a style, everything in your design will change to reflect that. You're able to shuffle the style until you land on the color combo you prefer.

Backgrounds is just as it sounds: Different patterns to use as a background to your design. You can choose from landscape photos, gradients, patterns, abstract, food, textures, flowers, and nature. (Or if you have your own branded patterns, just create a folder for them!)



PHOTOS, VIDEO, AND AUDIO

Canva has over 75+ million* premium stock photos, video, and audio for you to choose from. You can access these either from their respective sidebar tabs, or within the Elements tab.

Uploads

Search Photos Pro



Photos

Background

Flowers

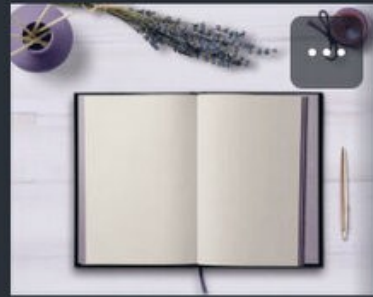
Summer

Nat >

Text

Recently used

See all >

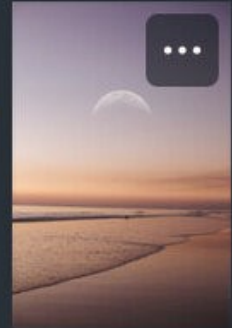
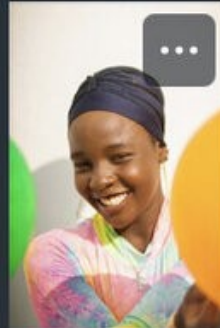


Styles

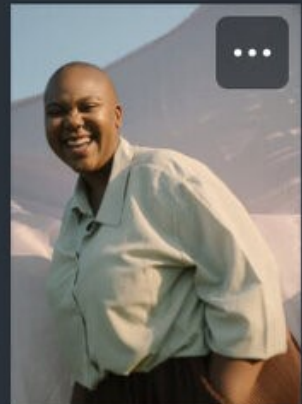
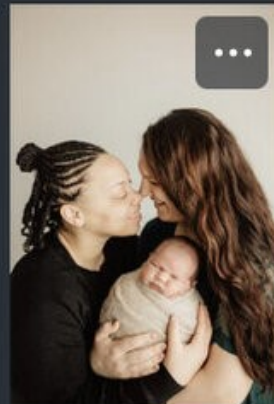
Audio

Trending

Videos

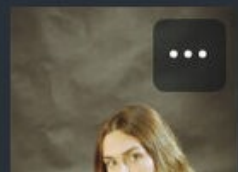


Background



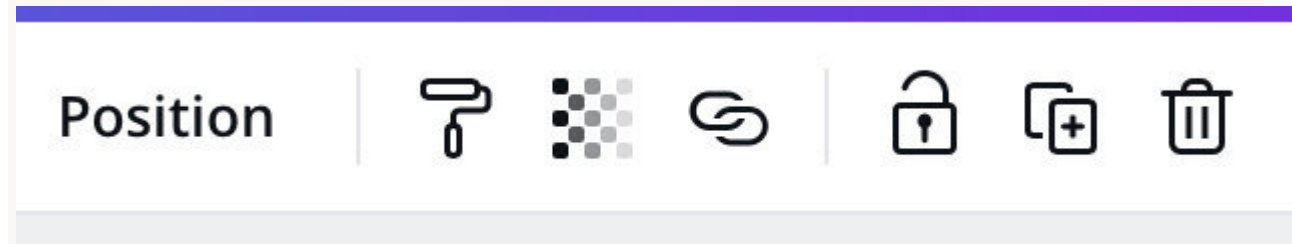
All your d...

Shared wi...



The Design Tools

Some of the tools and your editing capabilities on the top bar of the file screen change depending on what content you have selected, whether it's a photo, video, shape, text, graphic, etc. We say "some" because the right side of the bar stays pretty consistent unless an option doesn't apply to the content you've selected. Here's what's on the right side:



In the order of left to right, you'll find:

- Position - Move content forwards or backwards and align content to the top, bottom, middle, center, left, or right of the page
- Paint roller - When you have content selected, click the paint roller icon to copy the style, then click the content you want to paste the style to
- Opacity - Adjust the opacity of what you have selected
- Link - Add links to just about any piece of content in the design except video
- Lock - Lock content in place so that it isn't able to move or be selected
- Duplicate
- Delete - When you have items grouped, you can choose to either delete the whole group or just the initial item you clicked on
- (Not pictured) Group - You can select multiple items and group them together so that you can move them all at once

As for the tools on the left side, these are the ones that will change. When you have text selected, you'll find the same tools you would if you were typing in a word document, the only difference being that you can animate, add effects, and adjust the opacity.

With shapes, you're able to change the color and animate them. Photos you can add effects, animate, filter, adjust, crop, and flip. Videos you can trim, crop, flip, and animate. Graphics you can adjust all colors in the graphic, crop, flip, and animate.

Start Your First Canva Presentation Design

Today we'll talk about Canva presentation design with one of the most simple web-based design tools.

Canva has free slide templates, elements, images, icons, and others. I think it's great if you are not a designer and need some direction for a start.

Let's build your first presentation in Canva.

1. Choose ratio for your Canva presentation design. 4:3 or 16:9?

The first decision you need to make is about the proportion of your presentation.

16:9 is the most used ratio for presenting on a projector for a live event. In case you want to print your presentation, we suggest using 4:3. It's closer to print sheets and books.

In case you want to go mobile, Canva now offers mobile-first presentation templates as well!

After you click on **Presentation**, you'll be taken to a blank workspace.

- Like all Canva's workspaces, you'll see a collection of pre-made slide designs. You can use these templates for direction or not use them at all if you have your own ideas.
- If you want to use Canva's templates as a direction, choose the one that suits your type of presentation. They have categories like Creative presentations, Visual charts presentations, education, business, marketing, and more.
- Once you click on a design, you'll see a bunch of different pages displayed along your sidebar. Each of these pages has a slightly different layout, but they all use similar elements and color schemes.

2. Define your goal and select a Canva presentation design

- Let's say you want to make a presentation for your company, but you don't have brand images, colors, font yet. You need a direction. Type the term "**business**

presentation” in the search menu and choose the template closest to your brand.

- You can customize the presentation with branded images, colors, content, and logos later.

Visual Elements

Change the color – Just click the slide and the color menu will appear. Click a color in the little box and you will see the side menu on the left where you can choose custom colors.

Change the images – There is a massive library with royalty-free images in Canva. Go to Photos and enter any keyword for the image you’re looking for. Just drag and drop the image into your slide until you see it placed. Very easy and fast.

Customize images – When you place the image at the right place, a new menu will appear on the top of the slide. You can customize your image there. You can use filters, change the brightness, add contrast from the “adjust” button, crop the image the way you want, or flip it.

Upload images – If you want to upload your own images that you’ve already downloaded in your computer go to “Uploads” menu and choose “Upload an image”.

Background – There is an option to choose your background to be only pure color. You can also use patterns for backgrounds, or images that are not so busy. They are clean enough to easily place text on top. They are separated by colors for easy orientation.

Fonts – Canva has a huge library with fonts. The only thing to note here is if you want to upload your corporate font you need to have Pro account.

When you are in the text box you have options like changing color, size, bold, italic, bullet points, the spacing between letters, and position of the text. It can be on top of the slide or middle, center and others.

As You Can See, When You Use ...

Elements – Everything looks easier to understand with visuals. It's clear, personalized, and memorable. This is where “Elements” section comes in. You can find subsections, different types of illustrations, icons, arrows, lines, shapes, charts, and even grids.

It's important to know if you're using the search menu on top, it will display visuals that are premium-only. So, you just have to search by hand. That's why Canva separates them into different sections like animals, multimedia, business and finance, weather and so on.

The last thing that I want to mention about elements is **to be very consistent!**

When you like one style of icons, for example line icons, try to stick to this style. Don't use mixed styles of icons because it's not professional and it looks non-consistent.

If you can't find the elements you are searching for or you have created your own, you can always upload them from your computer.

Charts – Let's talk about charts in Canva. They can be found in the "Elements" section. You can choose from Bar/Row/Line/Pie/Donut chart. When you drag and drop it in the working area, double click on the chart and a new window will open where you can enter the numbers.

You don't have a lot of control over the text in the chart. You can change the size and colors, but you can't place them inside the chart or compose them differently.

4. Animation and Transition in Canva Presentations

You can use animations only if you are a premium user. "Fade" is a popular one to use. But in Canva this transition is different from PowerPoint's Fade. This one is not that smooth, so be careful with these transitions and use them only with purpose.

5. Download your presentation

There are several ways that you can download your presentation. Before you save it, Canva can tell you that you have images that need a Premium account.

Find those images and replace them with free ones. There's also options, ranging from downloading the file, emailing it to your coworkers, or embedding the file on another platform.

How To Create A Logo on Canva: Tips Canva Logo Design Online



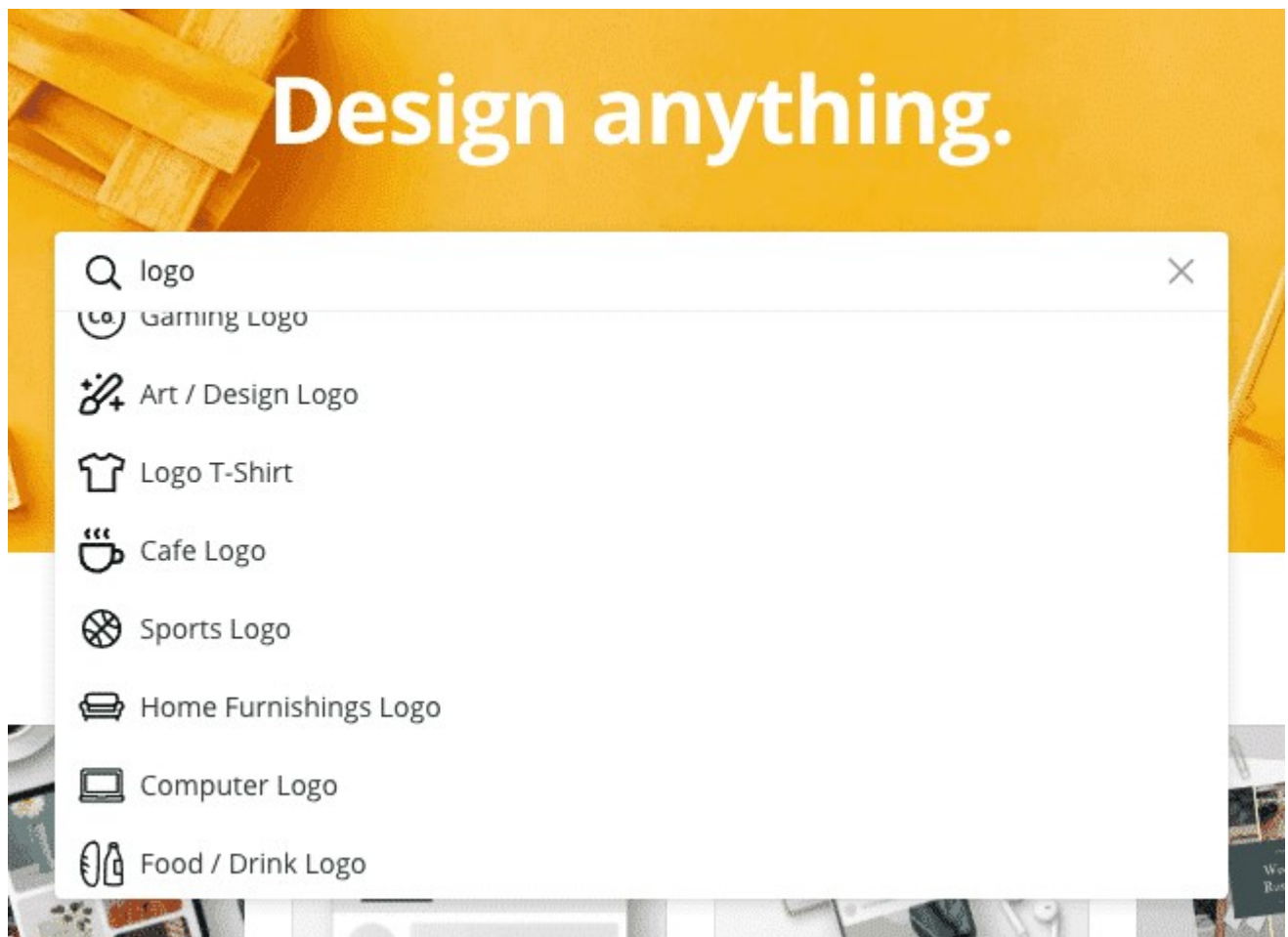
With how powerful Canva is, we're only going to scratch the surface here. But our goal is to teach you a few tricks and secrets for designing the perfect logo using the free logo creator and design tool.

Let's make a professional logo for a fictitious company, just as an example. We'll pretend that the business is restaurant/Bakery where you can get the best treats in town.

Canva Tutorial for Logo Design

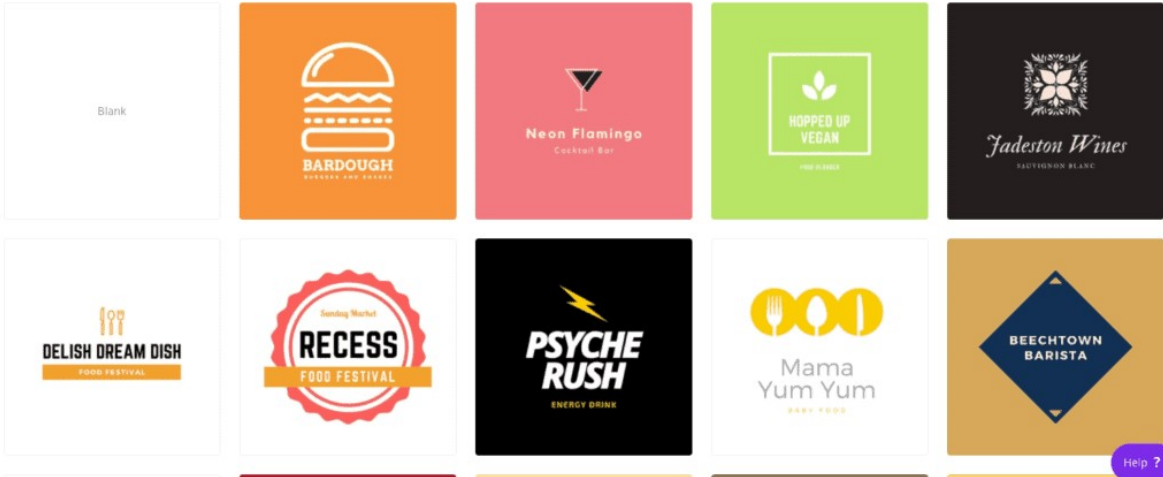
Go for a Pre-Made, Themed Template

First, we want to show you an approach that requires minimal time and effort. Canva always has a free logo template and free logo maker tool. It also has almost unlimited logo template designs for a number of industries. Check this out. After logging in, Search "logo," and this is what shows in the drop-down menu.



Bam! Right there, at the bottom of the screen, you'll see an option called Restaurant Logo. When we click on that, this is what we get.

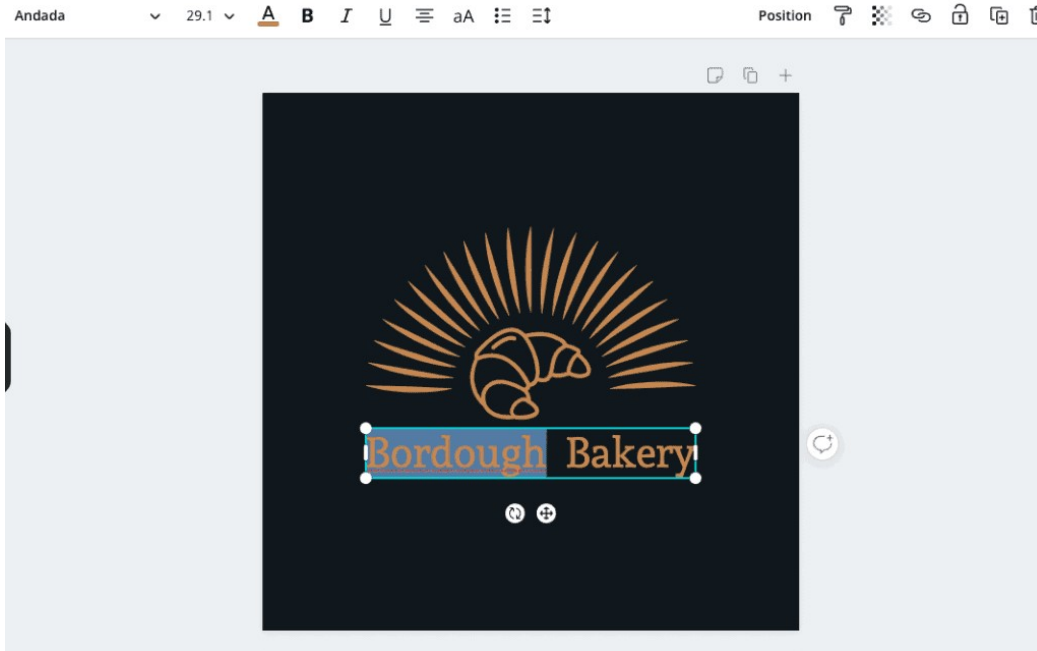
Food / Drink Logo



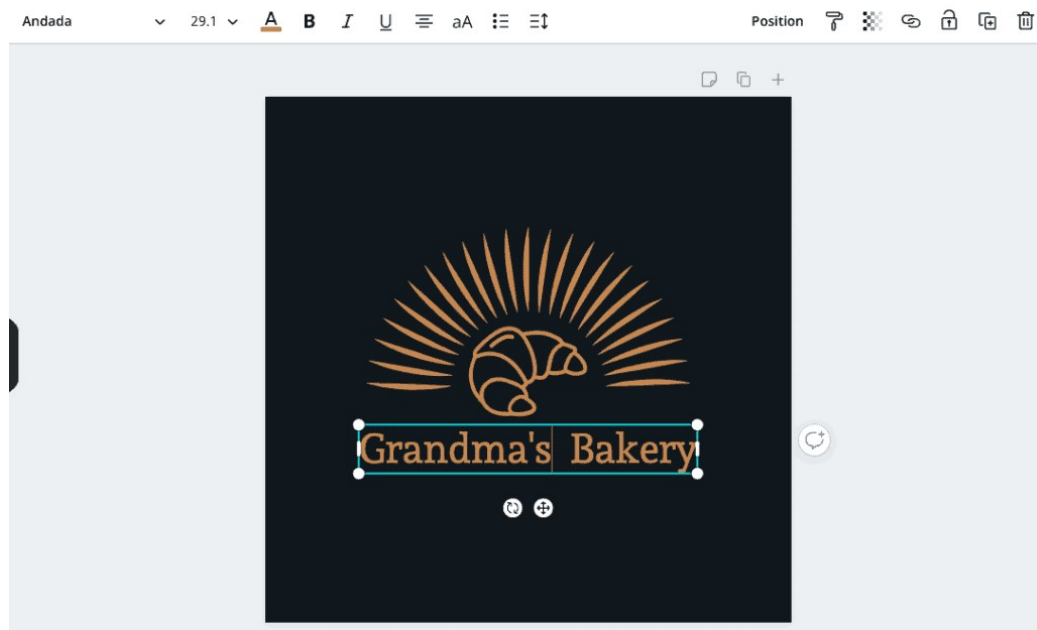
And this is only part of their selection. Without having to do any work, Canva delivers plenty of themed templates with numerous customization options and can be downloaded within seconds, literally.

You can choose any of these and then customize them however you'd like. Here's a logo template below. To edit the Logo, change the name by clicking on the text box to edit it.





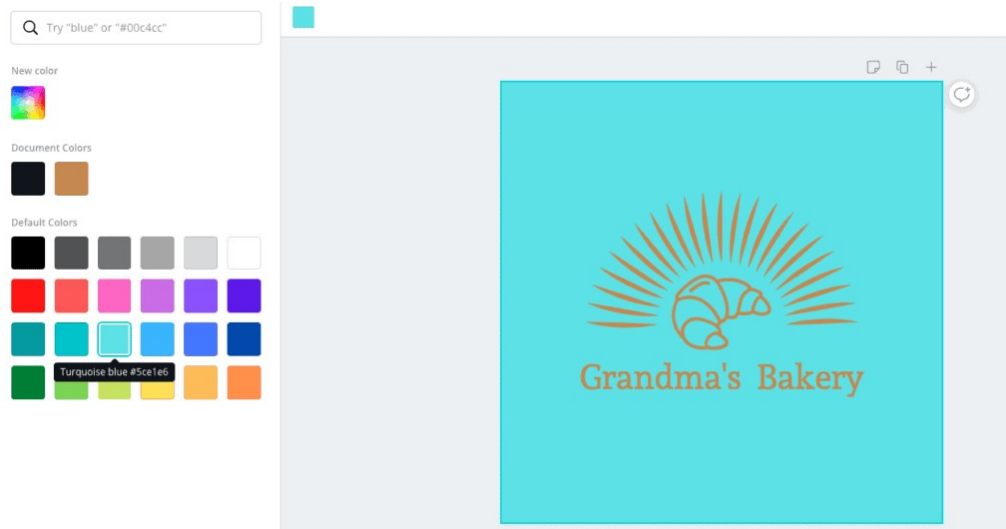
Deleted “Bordough” and change it to “Grandma’s,” and there’s a custom logo.



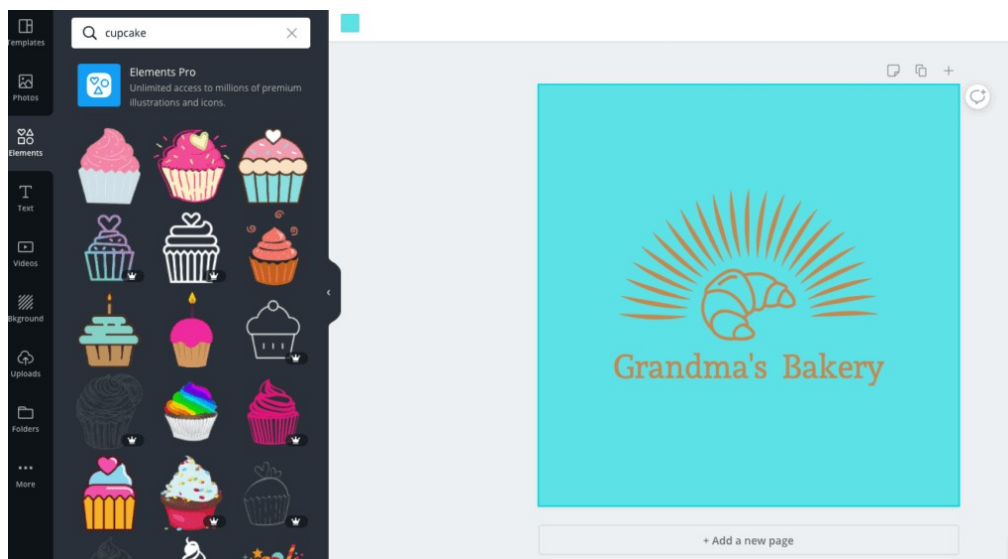
These Canva templates are an excellent option if you’re looking for something quick, easy, and straightforward. However, bear in mind that you can also use these as inspiration or a starting point. Canva still gives you the option to customize each element however you see fit.

For example, we can change the background color to turquoise. You can do this by clicking on the background and then clicking the color square toward the top left corner. This opens up all of Canva's color options.

From there, you select the one you want.



We could also change the croissant to a cupcake. In the left hand menu, click Elements and then search “cupcake.” The search results show a number of free and paid options. The paid options have a crown next to them.

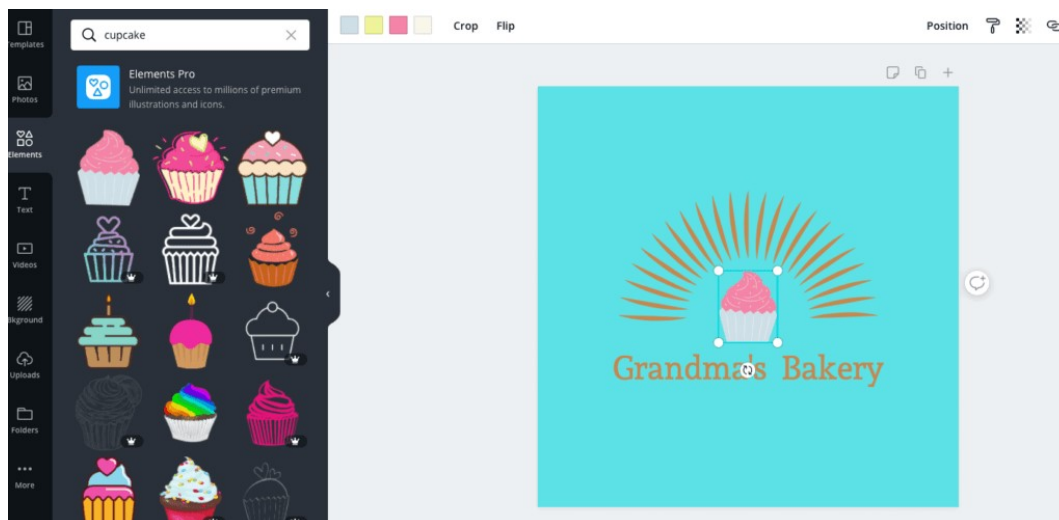


To replace the croissant, click on it and then hit Delete on your keyboard (or you can use the trashcan icon in Canva, toward the top right corner). From

there, all you do is drag and drop the cupcake you want from Elements onto your draft.

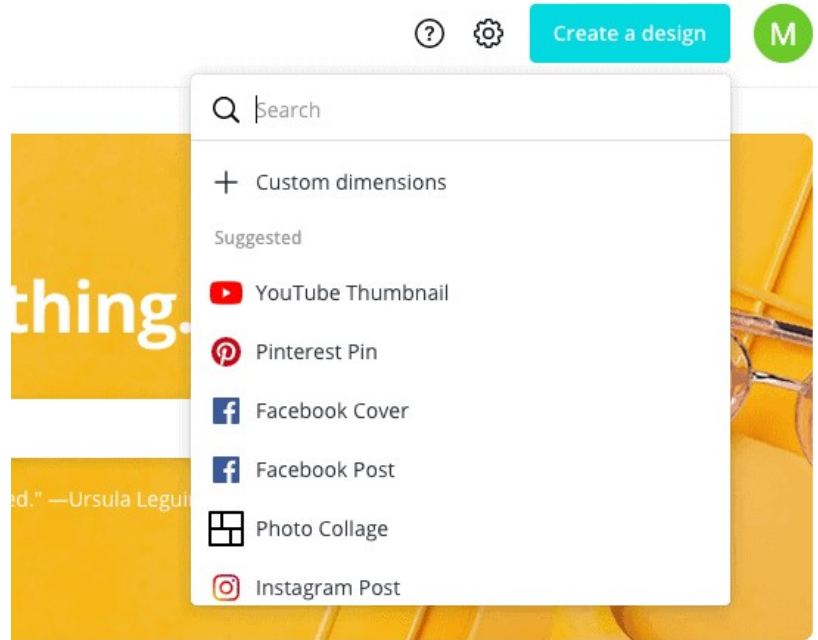
Tip: Canva is all about drag-and-drop, making it easy to add elements and move them around your canvas.

You can resize to make it a little smaller by dragging one of the corners of the cupcake inward. Now it fits better under those stripes. Here's what you will be left with.

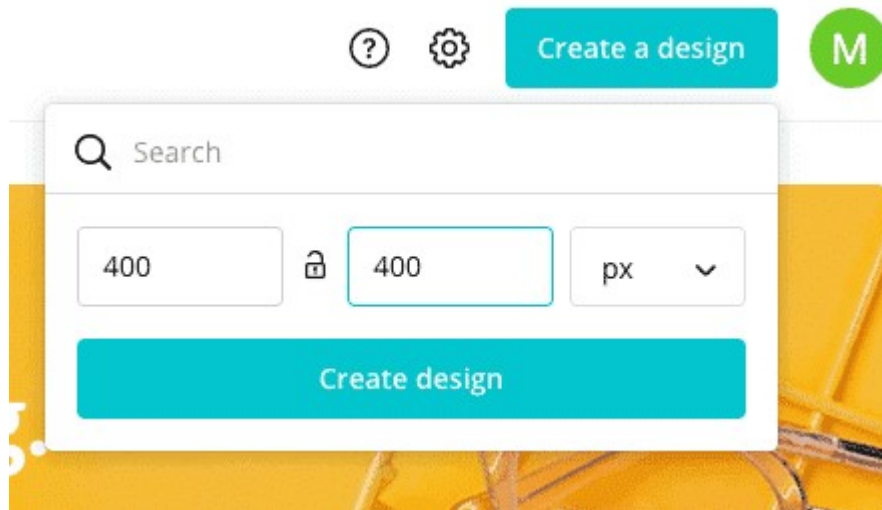


Remember, you can modify just about anything. You can change the font, the font color, the orientation of the design elements, the sizes of the elements, and the striped design over the cupcake. The finished result might look nothing like the template, but you'll have had a much easier time arriving at that destination.

Let's go back to a blank canvas and play around more with logos. Stick with a perfect square canvas. On the Canva homepage, click Create Design in the Canva logo maker and then the first option, Custom Dimensions.



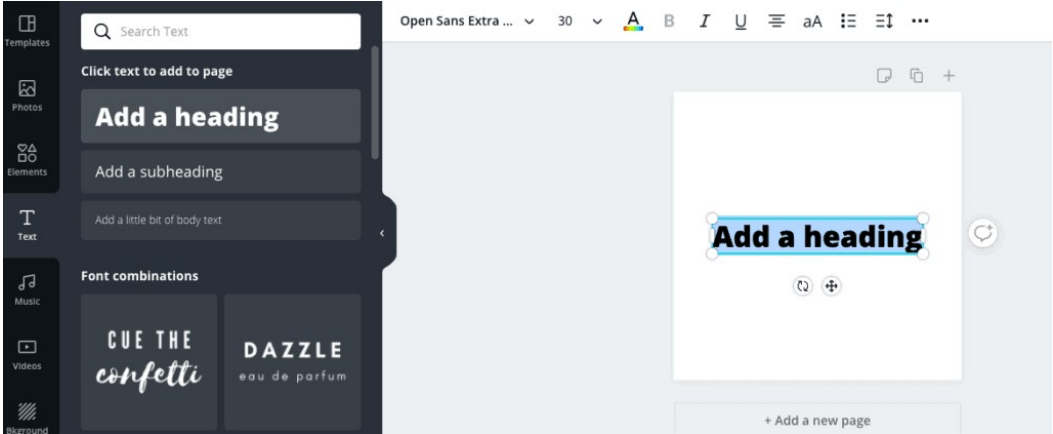
Next, let's do 400 x 400 and click Create Design.



Create Text That Pops

Finding the balance between text that's memorable without being too "in-your-face" can be tricky. Often, when you try too hard to get people's attention with text, you end up turning them off completely. We've got a few tricks, and [Canva hacks](#) to help you along the way.

Click on the Text option in the left-side menu and select Heading. This is what we'll work from for now.

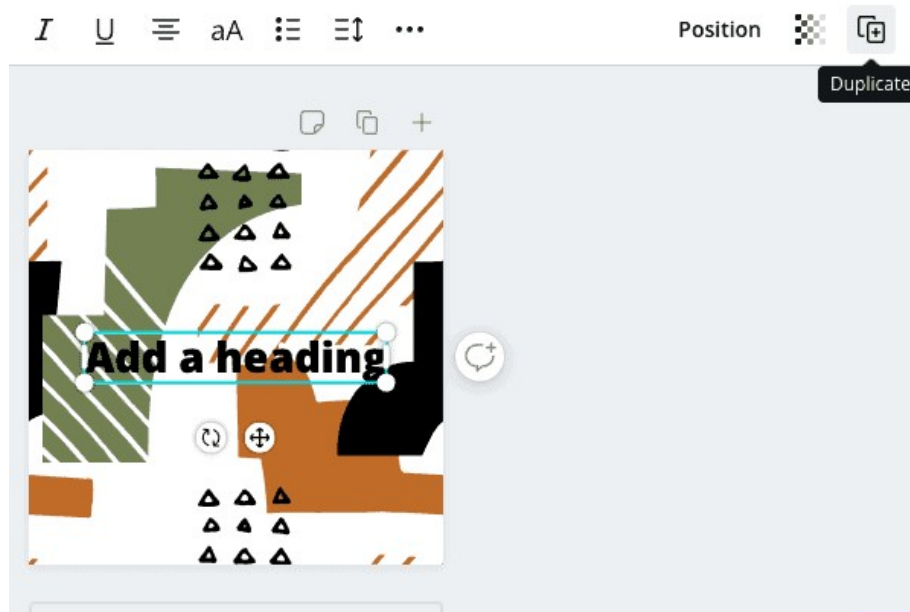


If you've ever used Photoshop or something similar, maybe you've played around with adding an outline to your text. This comes in handy because depending on the color scheme and patterns you're using for your custom logo background, the text can get lost in it. Here's one example.



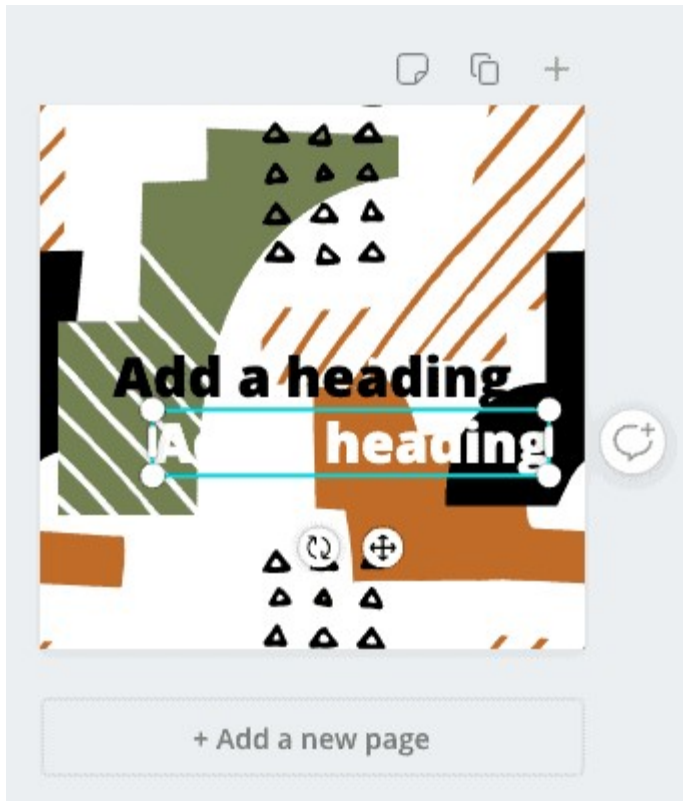
The black text could work just fine, but you'll notice how things get a little crazy when it overlaps with a background like this.

This is when that outline will help. While Canva doesn't have a pre-set option for this, there's a neat little workaround that we *had* to include in our Canva tutorial, because not many people know about it. Click on the heading and then click on the Duplicate button in the top right.

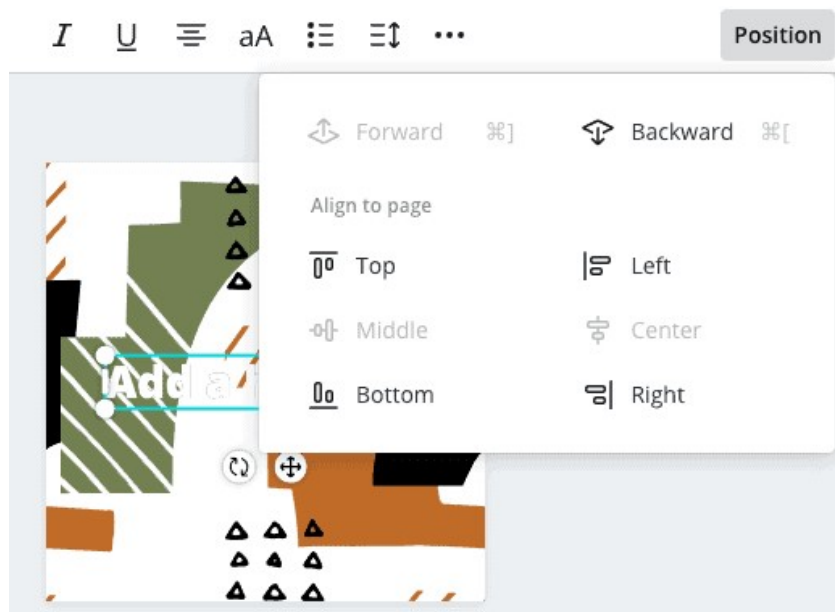


This will give you a second carbon copy of the current heading. Next, make the copied heading white.

You should have one black heading and one white heading.



Here's where the real magic happens. Drag and drop the white heading so that it's directly over the black version (the original). Then, click on Position in the top right corner and click Backward.



When you do that, the white version moves behind the black one and you're left with this. Let's zoom in a little, too.



Notice how there's now a very thin white outline to the black text? It's easiest to see it on the bottom of the "g."

P.S. You could accomplish the same with the white text on top, leaving it with a thin black outline. It's a very small detail, we know, but it's one of those tiny things that you can do that will *really* make the text on your logo stand out, regardless of the color scheme, texture, or pattern of your background. This gives you even more combinations to play around with. Cool!

Tip: More than likely, you're going to need a logo with a transparent background at some point. Canva does offer this in its download options, but note that it's a paid feature.

Add Depth and Dimension

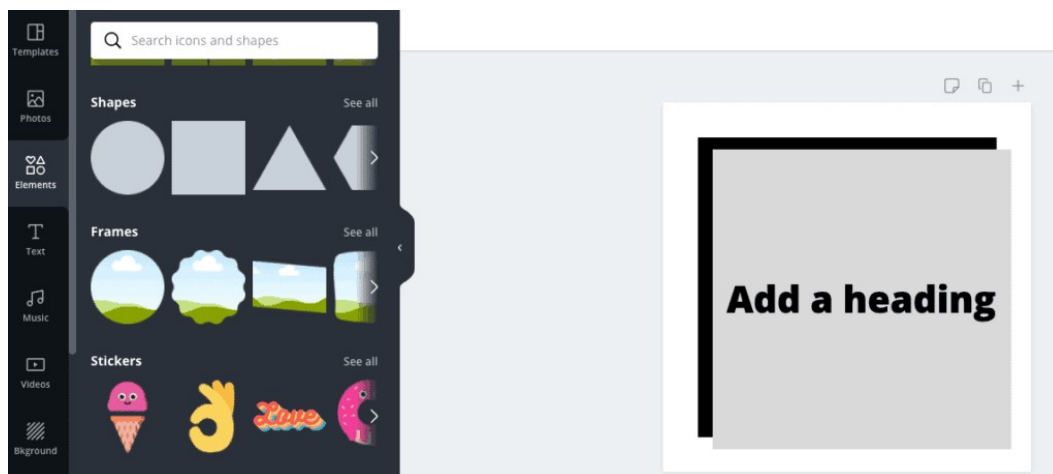
One of the challenging parts of creating logos and social media images is ending up with graphics that look flat and one-dimensional. Images like this merely sink into the background, your visitors' eyes skimming right past them. How can we improve this in Canva?

Here are a few suggestions.

Try overlapping elements to create some depth – sort of like we did when creating our text outline, except you won't perfectly align the two copies. In this example, click Elements, scroll down to Shapes, and select the square.

Make the square black, duplicate it, and make the copy gray.

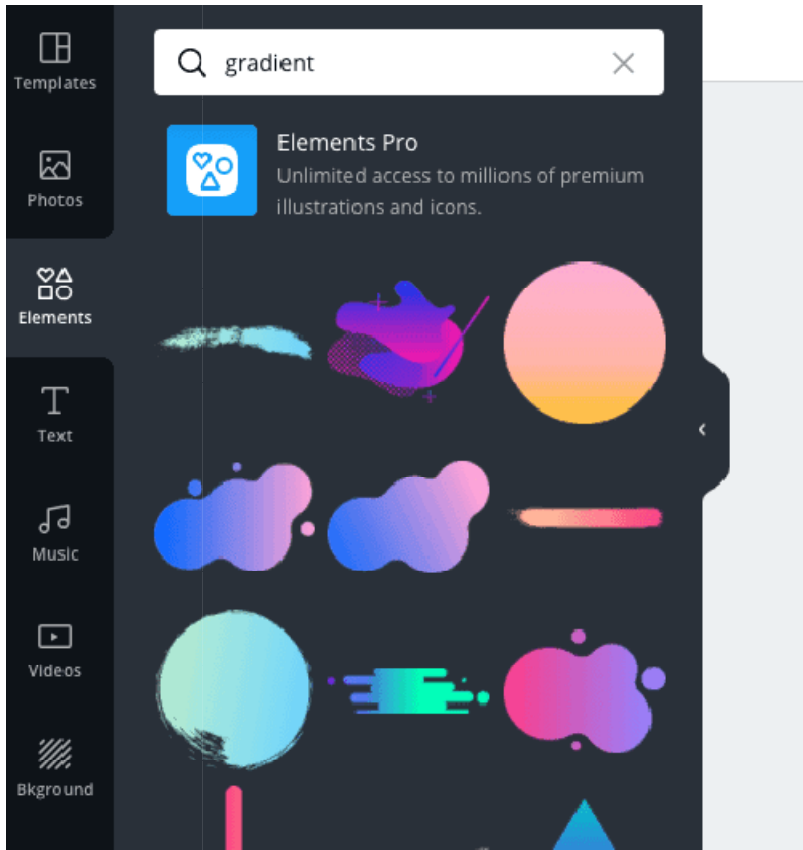
Next, overlap the gray on the black so that it's slightly lower and to the right. This is what you're left with.



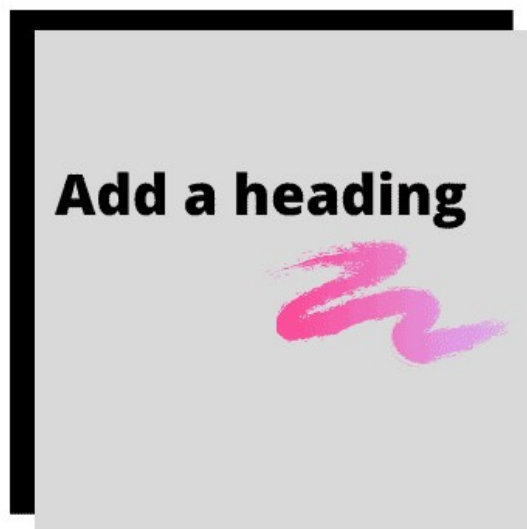
Similar to the text outline, it's a tiny detail, but it can make all the difference in the world. Only by duplicating an element and then overlapping the two gave our logo a little more depth.

Tip: Is that top layer of gray a little too much for you? You can edit the transparency of any background, text, or element in Canva.

Another logo option is to use elements that incorporate some gradient. This means that the color/pattern fades. Click on Elements and search "gradient." Here are some of the results.

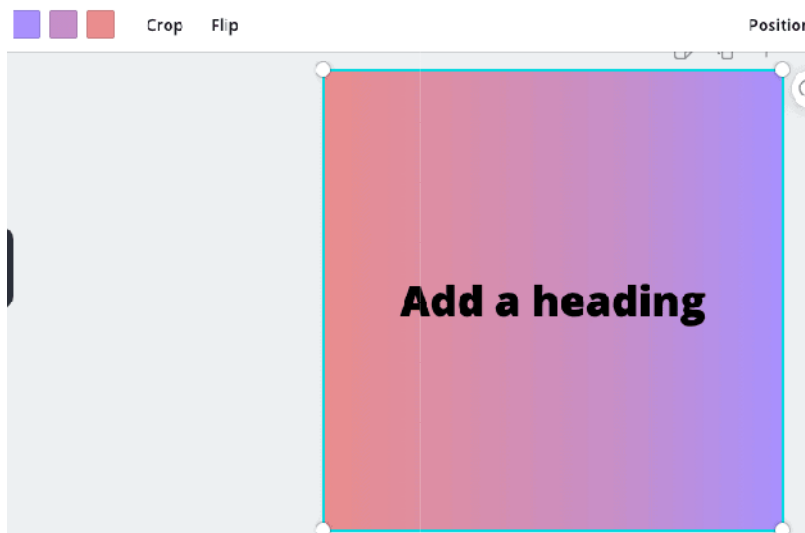


Some of these can make good backgrounds, or use them as one element of your brand identity and logo. Either way, it significantly helps in creating extra dimensions within your logo.





Note that with gradient elements, Canva gives you the option to choose the colors! Look toward the top left corner of the image below.



One of the many things we love about Canva is how simple and user-friendly it is. But that doesn't mean you don't get the freedom and control to be as creative as you want. This tool has somehow mastered the balance of simplicity and control.

MARKETING

The Seven C's To Using Canva For Your Social Media

Launching a business or brand online doesn't end when you decide on the look and feel of your web design.

You'll want to be able to filter your brand's design aesthetic across all your online platforms in order to then promote your new look.

As entrepreneurs, we are constantly reminded of how important it is to have an online presence that is cohesive in content, design, and structure to enhance our client experience and driving brand recognition.

But between balancing life and business building, you may find that you don't often have too much time for creative play.

The Seven C's To Using Canva For Your Social Media

1. The Canva Color Picker

It's important to make sure you know the color "number" code from your style guide. This is called the hexadecimal color value often seen as "color code #".

Using the Canva color picker you can simply type this number into the box and it will match your brand font or background color, allowing you to design with consistency.

2. Consistency is Key

Yes, we always recommend you design with this in mind. What are the fonts, colors, background images and textures of your brand look and feel?

Deciding on your brand style as early on as possible and sticking to these decisions whenever you're designing in Canva will ensure you create consistent content no matter which pre-made design you choose to work with.



3. Create for All Platforms

Canva makes it really easy to select which social media platform you're working on. Once you choose from a variety of pre-made designs for Instagram, Facebook, or Pinterest, you can constantly view "designs" and bulk design across all platforms to promote the same update for your viewers.

4. Create Interest

Canva allows for several design layers, fonts, and images to be combined into one design. Make use of this feature when tweaking pre-made designs to create interest. We recommend

you use up to three different type fonts, alter the layer transparency and carefully select your copy that keeps your ideal clients interested in your products.

5. Curate Your Own Backgrounds

While Canva has many styled stock images you are able to purchase, this can get costly. We recommend making use of your own stock library, or creating custom brand images or basic colored backgrounds that suit your brand, to then upload as you design.

6. Build Your Community

Canva makes it quick and easy to create visually consistent and shareable images for your brand. By following the color and consistency “rules” while designing to create interest, your social media followers will begin to know your style.

7. Don't Play The Comparison Game

With such a wide selection of pre-made designs and ready-to-use stock images, it's easy to start playing the comparison game when using a program like Canva. Try to get clear on your own style before starting and always stick to your style guide.

How to Make Business Cards on Canva

Canva is great for any business seeking an integrated tool that makes it easy to create business cards. But when it comes to making business cards, what is Canva capable of?

We'll show you step-by-step how individuals and small teams can make professional-looking business cards using Canva.

Can You Use Canva to Create Business Cards?

Individuals and small teams can use Canva to create business cards for free. Either use one of the pre-made templates or create your design from scratch.

Why You Should Create a Canva Business Card

Creating business cards with Canva is a great way to make sure they're professional and stylish. Here are five reasons why:

- **Branding.** You can create a unique design that reflects your brand.
- **Templates.** Canva offers a wide range of templates, so you can find the perfect one for your business.
- **Easy to personalize.** You can easily add your logo and contact information.
- **Easy to use.** Canva's drag-and-drop interface makes it easy to design your business card.
- **Easy to order.** After designing your business card, you can easily order some using Canva Print.

How to Create Your Own Business Cards on Canva

Let's talk about how to create your digital business card in Canva, which you can also print for offline use. To create and download designs:

1. Signup or Login

After signing up for a Canva account or logging into an existing one, hover over "Templates" and click on "Business Cards."

2. Select a Template

After finding a template you like, click on it, then click "Customize this template."

3. Add or Remove Images

To remove images, click the image and hit delete or backspace on your keyboard. To add images like a logo or other graphics for your brand, use the "Photos" and "Elements" sections. You can also upload images for your business cards in "Uploads."

4. Modify the Background

To change the background of your design, click on “Background” to the left and select a new one.

5. Modify Text and Fonts

To modify the text such as your contact details and company name, simply click them. Then click the font box and select one of many font styles available.

6. Download Your Business Card Design

Download your design by clicking “Share” at the top right of your screen, then “Download.” Modify the download settings to your liking, then click the “Download” button.

How to Print Business Cards from Canva

Hands down, Canva is the best place to create business cards. Let’s discuss how to print your business cards from Canva.

1. **Click “Print Business Cards.”** Located at the top right of your screen, next to “Share.”
2. **Set your print options.** Choose “Single-sided” or “Double-sided,” pages to print, paper type, finish, and the number of business cards to print.
3. **Remove gaps.** See any gaps around the edges of your design? Then stretch your background as shown in Canva.
4. **Danger zone.** If you see text or images on the red border, move them so they’re not cut off on your business cards.
5. **Download proof.** Download a PDF proof of your business card design to check for mistakes.
7. **Confirm and pay.** Confirm your order details, then click “Place Order.”

How to Print Multiple Business Cards from Canva

Below we’ll you show how to print multiple business cards from Canva when you have more than two pages.

1. **Click on the “Print Business Cards” button.** This button is to the left of the “Share” button.
2. **Print options.** Set all of the options to your liking. Notice the price is doubled since you’ll be printing two different business cards.
3. **Get rid of gaps.** Follow Canva’s on-screen instructions to remove any gaps around the edges of your design.
4. **Avoid the danger zone.** Remove any images or text from the red danger zone.
5. **Check for errors.** Download the PDF proof of your design to check for any errors.
6. **Set shipping options.** Choose between “Economy,” “Standard,” and “Express Shipping.”
7. **Pay for your order.** When you’re positive your order details are correct, click “Place Order.”

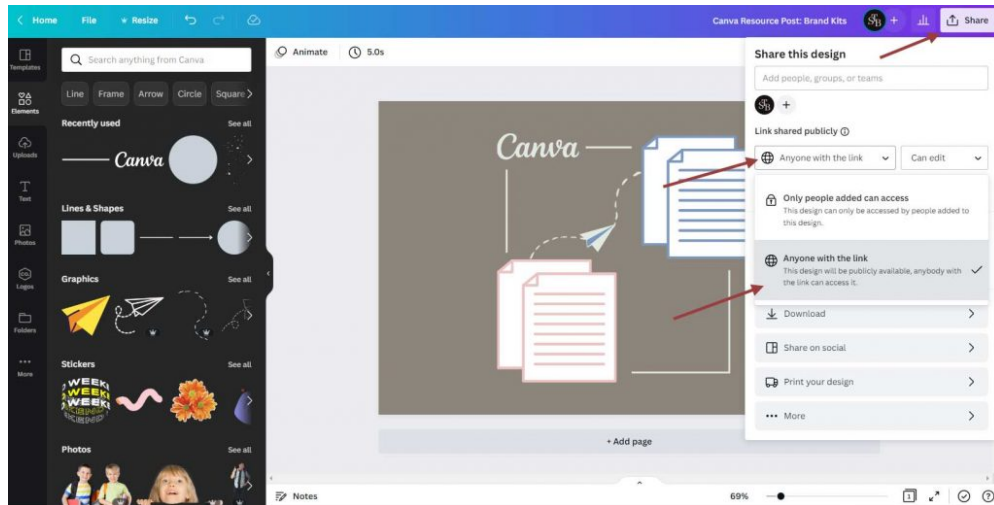
The different ways to share a design

There are a few ways to share a Canva design.

Share the original design

When you create a design on Canva, you can share the design with anyone you choose to. But this is not the same as sharing a template, which we’ll talk about shortly.

But you can actually give access to your original design with a link if you so choose to. Just click the share button at the top-right corner, then from the Link share dropdown, choose “Anyone with a link.” You can then further customize what people can do once they click that link (edit the original design, just view it, etc.)



Sharing the original Canva design

This can be useful if you're trying to share a design with a team member who may need to make changes to the original design. Or perhaps you want to share the design as view-only to get feedback or simply to share a document without enabling anyone to make changes to it.

Share as template

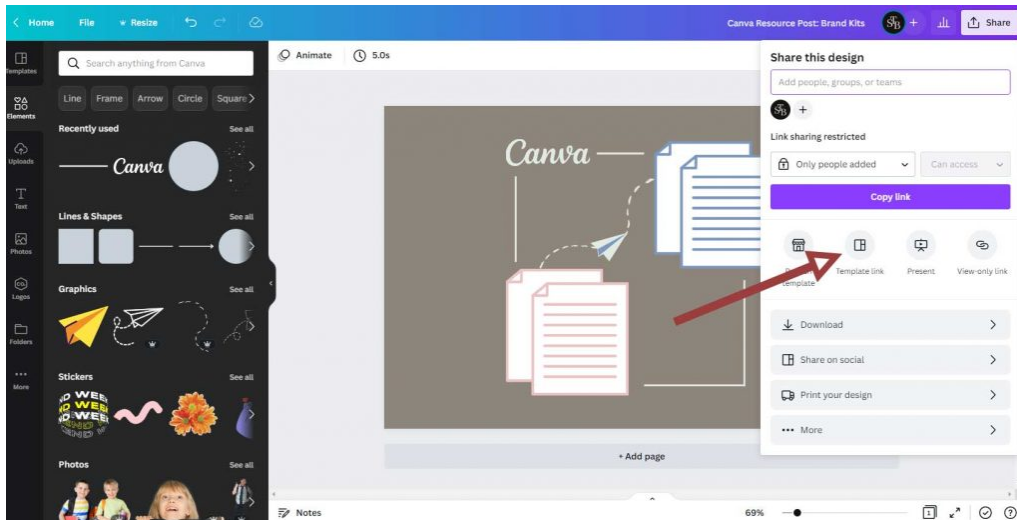
Sharing a design as a template is different from sharing the original design.

When you share a Canva design as a template using a special template link, people with that link can click it and a copy of the original design will be created on their Canva accounts, and they will be able to make changes to it on their end.

Basically, people can make changes and edits to your design, but without affecting your master design (because they're really just making changes to a copy of the original.)

- On a design window (that you want to share as a template,) click the share button in the top right corner.

- Under the share options, look for an option that says “Template link.”



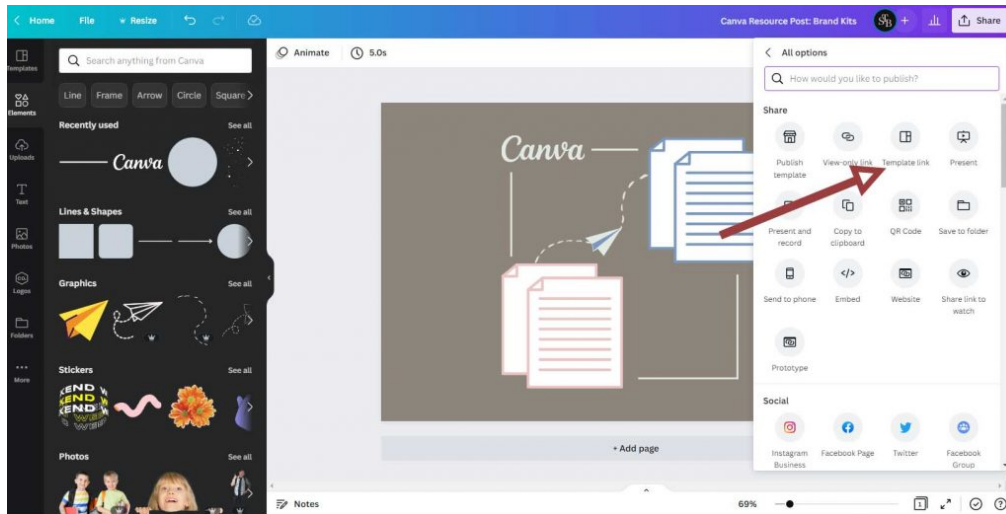
Under “Share,” find the “Template link” button to share a Canva design as a template.

- **Don’t panic if you don’t see the template link option there.** That section typically shows the buttons/icons you use the most. So, if it’s not there, simply click the “More” button (with the three dots) at the bottom of the “Share” options panel. This will open up even more ways to share your design.



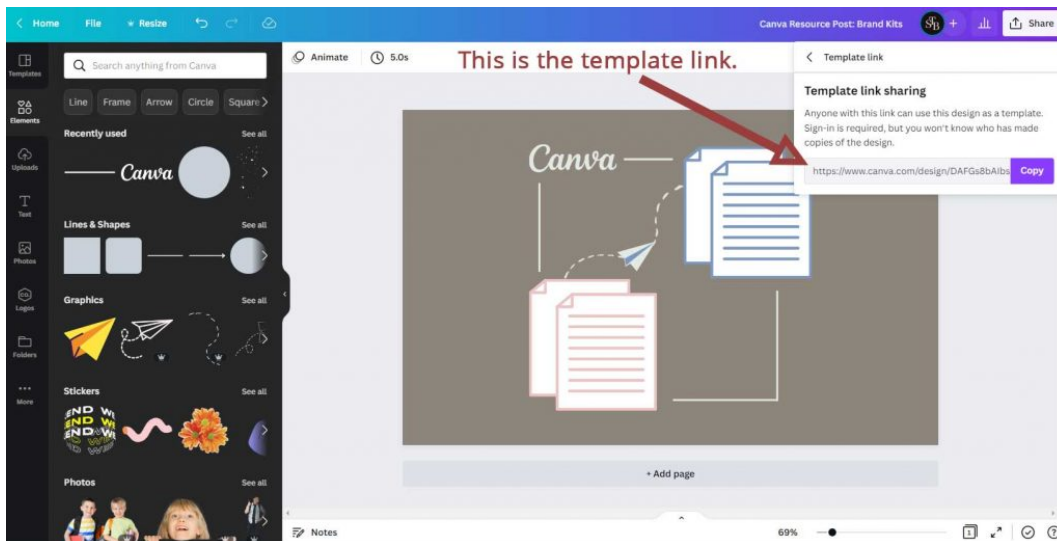
Alternatively, click the More button (with three dots)

- From there, you should definitely see the “Template link” option.



Find the “Template link” button under more ways to share a template.

- Click on the “Template link.”
- Then you’ll see the “Template link sharing” option open up.
- Copy the link and share it with your buyers or clients or whomever you choose to share the design with, as a template.



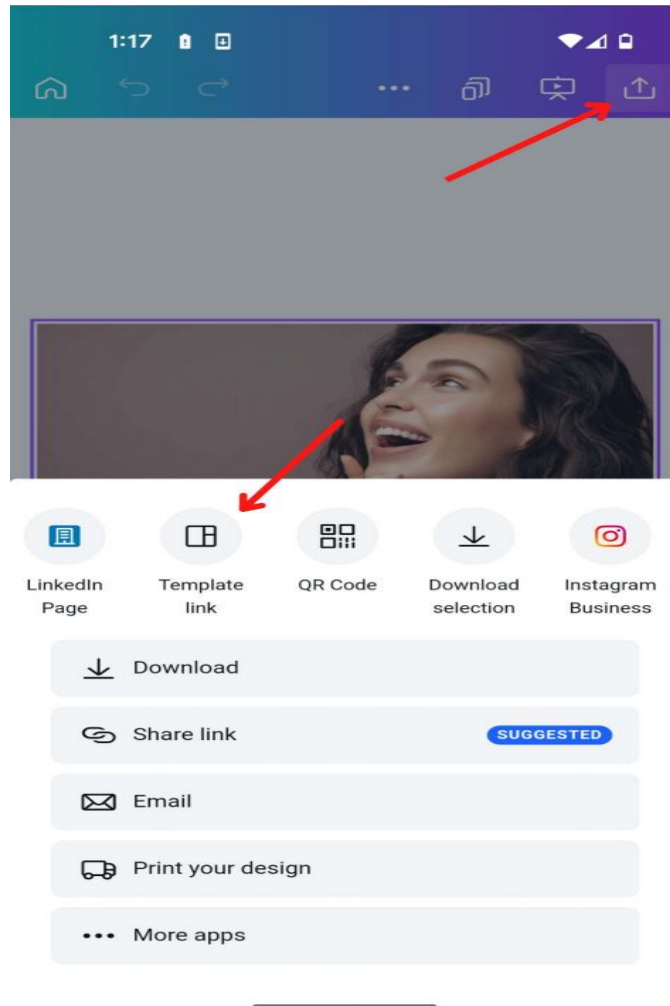
Once you click the “Template link” button, Canva will show you the link.

How to share a Canva template from the mobile app

These tutorials are primarily for desktop/browser users. But since I've received this question a couple of times, I wanted to show you where to find the template link on a mobile app.

For reference, the following tutorial + screenshot is using an Android phone:

- Click the share icon from the top-right corner of the design editor.
- You'll see that a bunch of share options will open up. At the top of this list, you'll see a field with many different options and apps to share with.
- Swipe sideways through this list until you see the "Template link" option.
- Click it to get the template link.



Where to find the template link for a Canva design on the Canva mobile app.

*[*Be advised, if you share a design that has pro elements with a user who's on a free account, they'll need to upgrade to a pro account in order to download the design files.]*

And that's it!

Congratulations You Have Just Completed

CANVA BASICS