



FREE BEGINNER'S GUIDE



Canva Basics Mini Guide

Your first steps to
creating your first design

Beginner-friendly tips to help you
open Canva, understand the basics,
and create with confidence.

Inside this guide:

-  What Canva is
-  How to navigate the dashboard
-  Simple steps to create your first design
-  Beginner tips to make designing easier



Perfect for
BEGINNERS





What Canva Is

And what you can create with it

Canva is an **easy-to-use design tool** that helps anyone—including beginners—create beautiful graphics. You simply drag, drop, click, and customize templates to make designs that look amazing.



You can create:



SOCIAL MEDIA POSTS



FLYERS



LOGOS



EBOOKS



PLANNERS



JOURNALS



T-SHIRTS



PARTY FAVORS



Why beginners love Canva



Easy to use

Simple tools that anyone can learn.



Templates save time

Beautiful designs are ready when you need them.



Works on phone or computer

Create anytime, anywhere.



Helps you create with confidence

Practice, improve, and see results you're proud of.



Quick Tip:

Start simple. Your first design does not have to be perfect. The goal is to learn where things are and get comfortable creating.

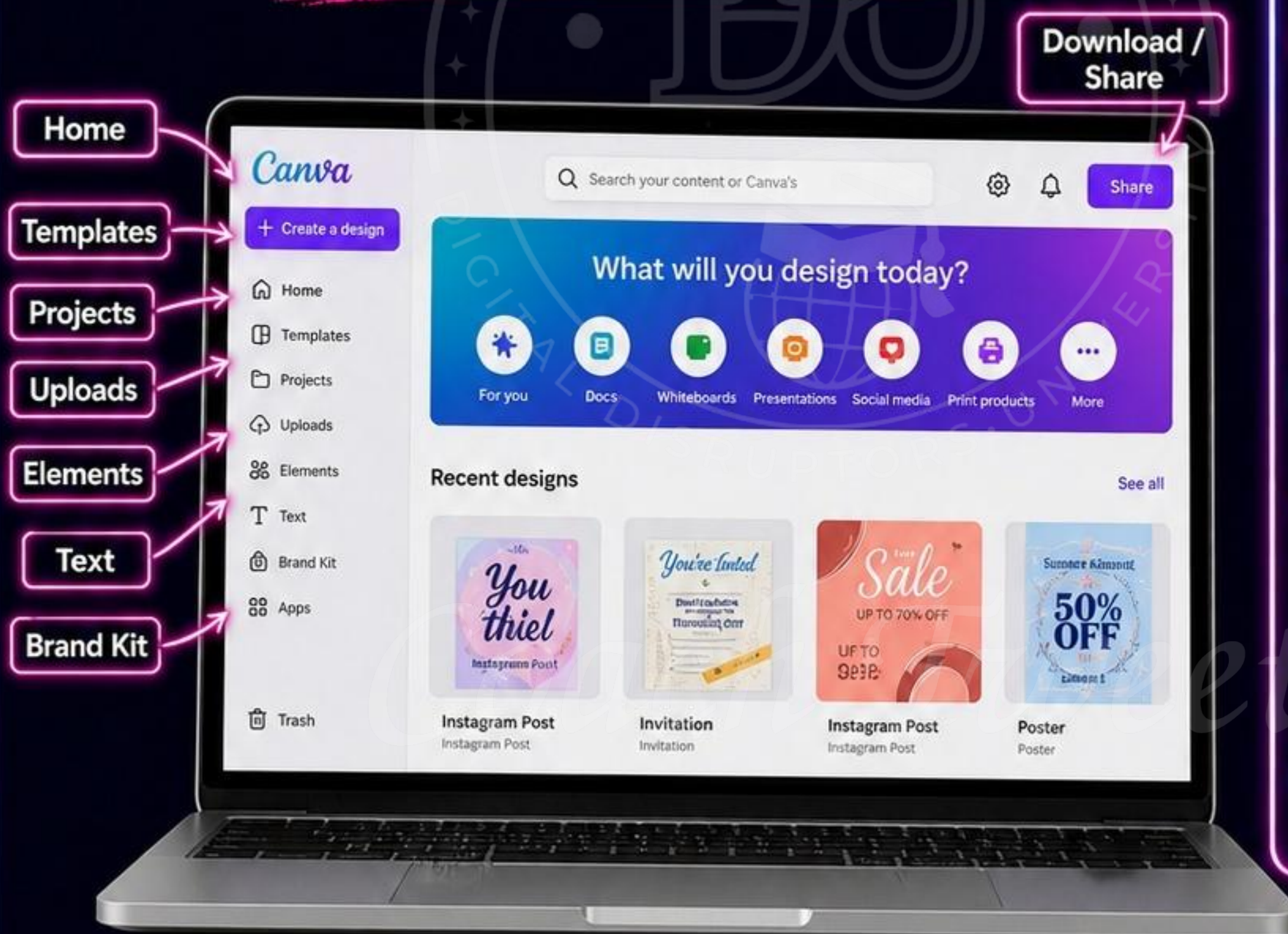




KNOW YOUR CANVA DASHBOARD



The main areas you should know first



What each area does

-  **Home:** where you start
-  **Templates:** ready-made designs you can customize
-  **Projects:** saved work
-  **Uploads:** your photos and files
-  **Elements:** shapes, icons, graphics, and lines
-  **Text:** add headings and words
-  **Download / Share:** save or send your design



Don't get overwhelmed.

You do not need to learn every button on day one. Focus on the basics first: **templates, text, colors, photos, and downloading** your design.





CREATE YOUR FIRST DESIGN

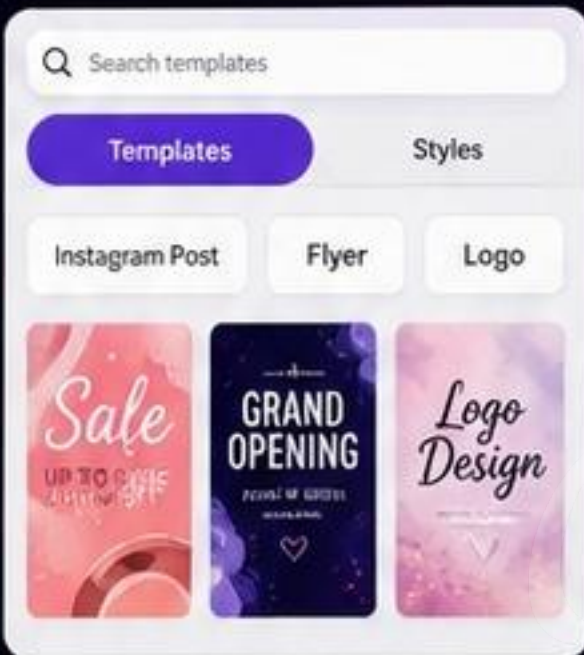


A simple beginner step-by-step



1 Choose a template

Open Canva and search for a template like flyer, Instagram post, or logo. Pick one that feels easy to edit.



2 Change the text

Click on the words in the design and replace them with your own title, name, or message.



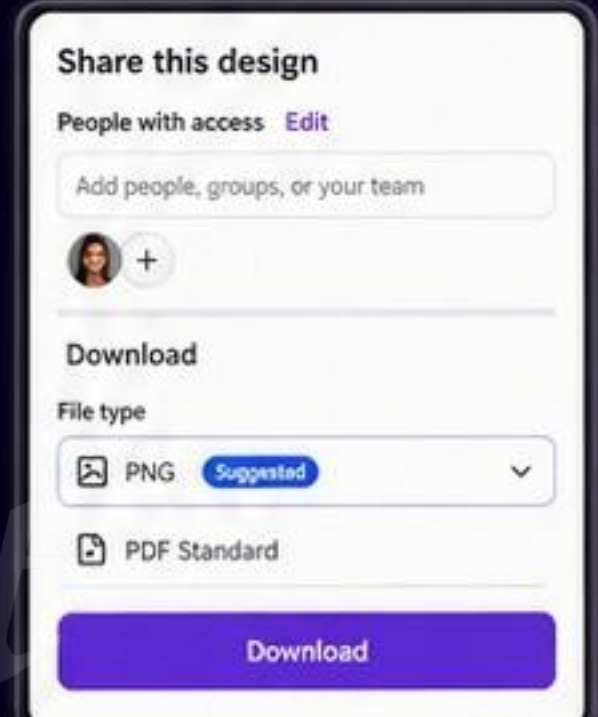
3 Change colors and add photos

Pick colors you like and upload a photo if needed. You can also add icons, shapes, or graphics from Elements.



4 Download your design

When you are done, click Share or Download and save your design as PNG or PDF.



TRY THIS FIRST



Quote Post

Believe in
yourself
and all that
you are.

Thank You Card

Thank You!
FOR YOUR SUPPORT

Flyer



“Done is better than perfect. Start creating.”



USE TEXT, PHOTOS, ELEMENTS, AND COLORS

The main tools beginners use the most

TEXT



Add headings, quotes, names, and messages.

PHOTOS



Upload your own photos or use Canva photos.

ELEMENTS



Use shapes, lines, icons, frames, and graphics.

COLORS



Change background colors, text colors, and keep your colors simple.

QUICK EXAMPLES

Small steps
BIG
CHANGES

SOCIAL POST

FIT &
FOCUSED

FLYER

Thank
You!

THANK-YOU CARD

TIP: Keep it simple. Using 2 to 3 colors and 1 to 2 fonts is a great place to start.



TEMPLATES MAKE IT EASIER



Customize instead of
starting from scratch



WHAT TEMPLATES ARE

Templates are
ready-made designs
you can edit to fit
your needs.



HOW TO FIND ONE

Search by
type, topic,
or style.

EASY WAYS TO CUSTOMIZE

- ✓ Swap photos
- ✓ Change colors
- ✓ Replace text
- ✓ Move elements
- ✓ Duplicate pages



GOOD BEGINNER TEMPLATE IDEAS

FLYER



INSTAGRAM POST



LOGO



PLANNER PAGE



THANK-YOU CARD



Templates **save time** and help you
learn how **designs are put together.**



SAVE, DOWNLOAD, AND SHARE

Finish your design the easy way

1



Canva auto-saves

Most of your work saves automatically as you go—no need to worry about losing it!

2



Download your design

Choose the best file type for your needs.

PNG



Best for clear images, graphics, and social media.

JPG



Best for photos and smaller file sizes.

PDF



Best for printables or guides.

3



Share your work



Share a link – Anyone with the link can view or edit (your choice).



Share to social – Post directly to your favorite platforms.



Collaborate – Invite others to work on your design with you.

Share this design

Add people, groups, or your team

People with access [Edit](#)

You (owner)

Link sharing restricted

Only you can access

Copy link



Present



Template link



Present and record



View-only link



More

CHECKLIST

- ☒ Rename your file
- ☒ Pick the right file type
- ☒ Check your spelling
- ☒ Download a copy



PRINT TIP:

If you plan to print, **PDF** is usually the best choice.



BEGINNER TIPS TO MAKE DESIGNING EASIER



Simple reminders for your Canva journey 

5 beginner tips

-  Start with templates.
-  Keep your first designs simple.
-  Use 2 to 3 colors only.
-  Do not overcrowd your design.
-  Save your work and keep practicing.

QUICK CHECKLIST

-  I opened Canva
-  I explored the dashboard
-  I picked a template
-  I changed text
-  I added a color or photo
-  I downloaded my design



You got this.

The more you practice, the easier
Canva gets.

Keep learning, keep creating, and
give yourself room to **grow**.



PRACTICE IDEAS FOR BEGINNERS

Simple things you can make today



1. QUOTE POST

You
didn't come
this far
to only come
this far.

Perfect for Instagram
or Facebook.

2. THANK-YOU CARD



Great for customers,
friends, or supporters.

3. SIMPLE FLYER



Share your event,
service, or offer.

4. MINI LOGO IDEA



Keep it simple, clean,
and memorable.

5. PLANNER PAGE

Today's Plan

TOP PRIORITIES	SCHEDULE
☐	8AM
☐	10AM
☐	12PM
☐	2PM
☐	4PM
☐	6PM

NOTES

Stay organized and
make it your own.

6. PARTY FAVOR LABEL



Add a personal touch
to any celebration.

MINI CHALLENGE

- 1 Pick one template.
- 2 Change the text.
- 3 Save your finished design.

REMEMBER

Your first design does
not have to be fancy.

The goal is to practice
using the tools and
build confidence one
step at a time.

FIRST DESIGN CHALLENGE

KEEP LEARNING WITH US



CANVA FOR BEGINNERS

You're doing amazing, *Cousin!*
Thank you for letting us be a part of
your creative journey.



WHAT'S NEXT?



Keep practicing and
experimenting.



Try new templates,
explore new features,
and have fun with it!



You've got this!
Your creativity is
your superpower.

WE'RE HERE FOR YOU!

If you have any questions
or need more help,

REPLY BACK TO THE EMAIL



We read every message and
we're *happy* to help!

YOU'RE ON THE LIST—YAY!

As a thank you for being here, you'll get:



FREE GEMS

Exclusive beginner tips,
resources, and Canva
goodies just for you!



CLASS UPDATES

Be the first to know about
new beginner classes,
challenges, and events.



CREATIVE INSPIRATION

Fresh ideas, templates,
and motivation to keep
your creativity flowing.

Thank You!



Keep going, keep creating,
and keep shining!



We can't wait to see what you create next.

