

# **Creativity in the digital environment - image processing and content creation on the Canva platform**

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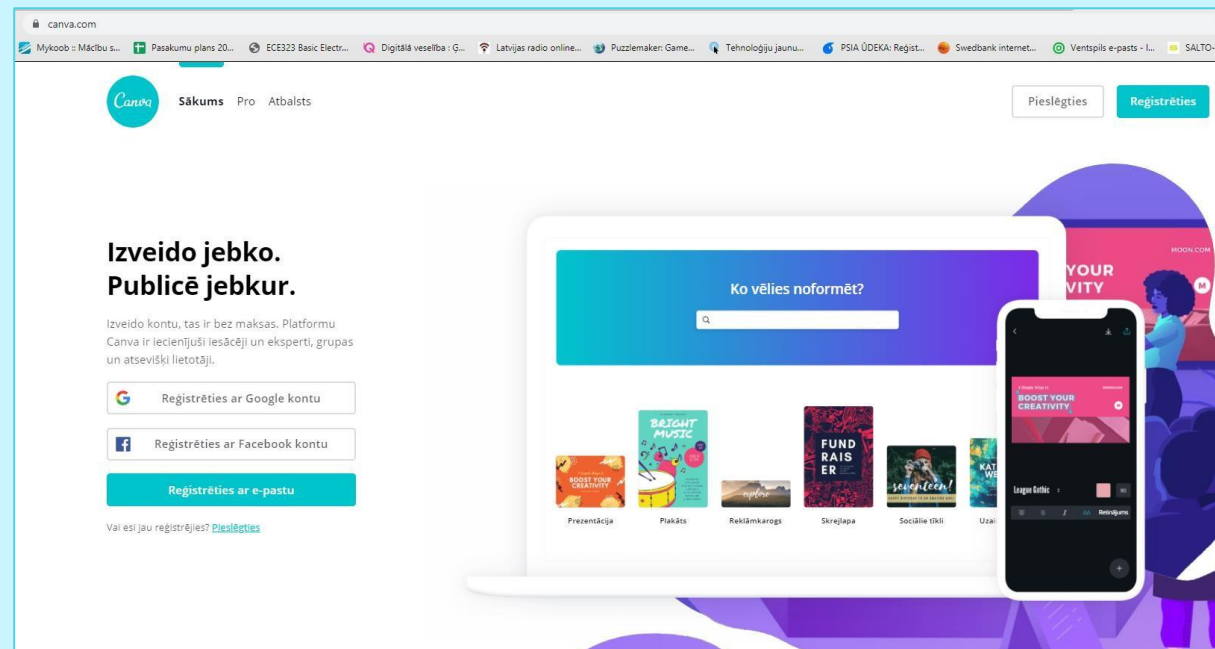


## General advice on how to get work done in Canva

- **Sign up and sign in:** First, create an account and sign in to Canva!
- **Choose a template:** Canva usually offers a variety of templates. Choose the right template for your goals!
- **Add content:** Add text, images, graphics, or other content to make your work expressive and relevant to your message!
- **Edit and customize:** Customize each element, change fonts, colors, and transitions to create an attractive and high-quality work!
- **Add music or sound:** If necessary, add background music or sound to enhance the content of your work!
- **Review and edit:** Before saving or sharing, take a close look at your work! Make sure that all elements are correctly positioned and that the work looks the way you want it to!
- **Save or share:** Once you are satisfied with the result, save or share the work according to your needs!

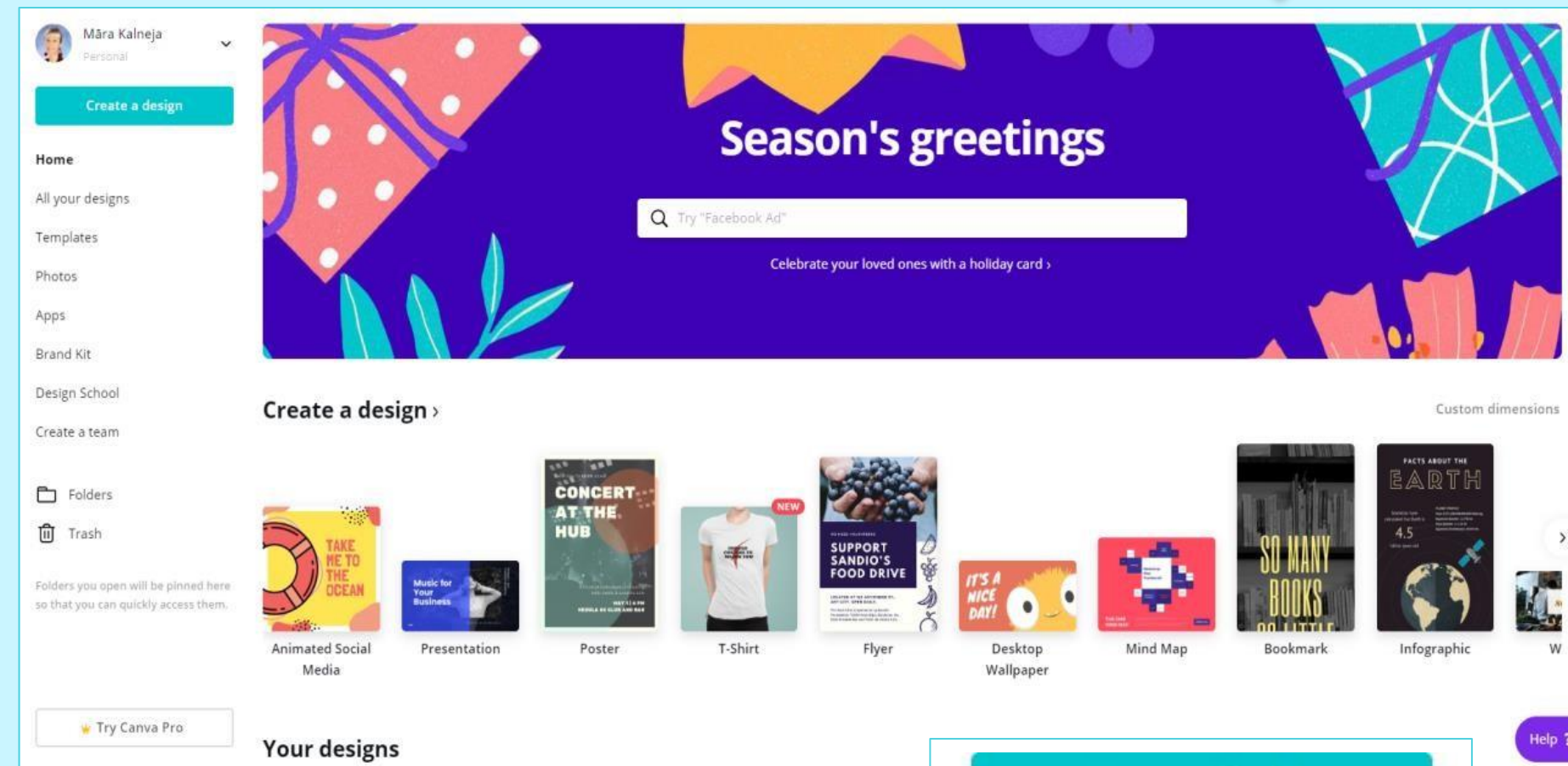


- Open your browser
- Type canva.com into the search engine
- The following website will open

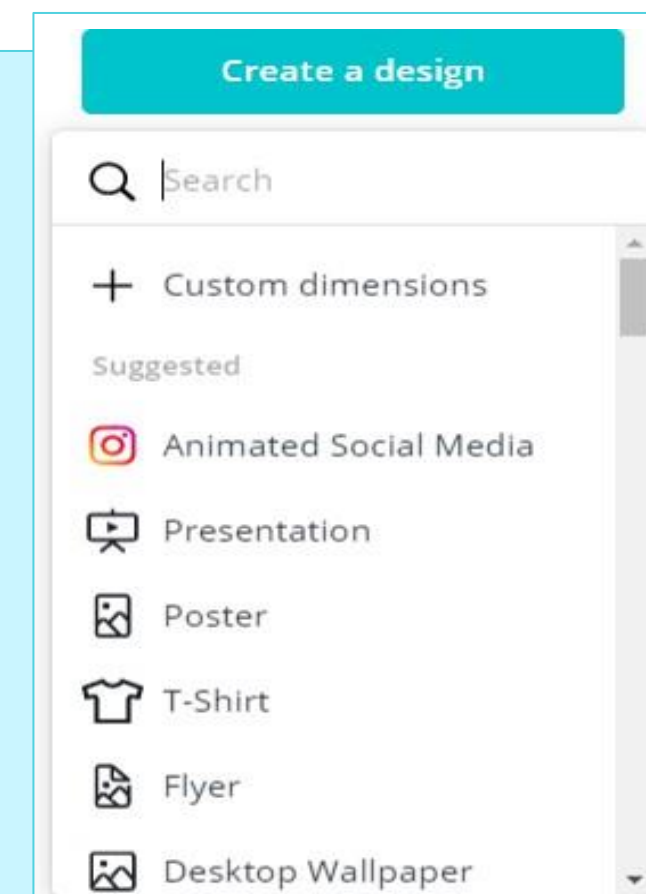


- Register using the « Register » button
- You can register using your google or facebook account, as well as register via email.
- If you are already registered, then use the « Log in » button

Once you've successfully logged into Canva, it might look something like this:



The main command you need to know is «Create a design», pressing this button will open a search box:



# What features does Canva offer?



## Comment:

Using the search window, you can enter the name of the design you need, for example, poster, presentation, invitation (invitation), Facebook, logo, brochure, bookmark, business card, program, presentation, etc. /preferably in English/

## Digital Graphics:

- Presentations
- Posters
- Intrographics
- Diagram
- Video
- Photo Collage
- Website
- Comic
- ZOOM Background etc.

## Print designs:

- Business cards
- Logo
- A4 document
- Greeting card
- Brochure
- Flyer
- Certificate
- Form
- Invitation
- Label etc.

## Social Media Designs:

- Instagram Post
- Facebook Story
- Video Post
- Animated Posts
- Linkedin Post
- Coupon
- Youtube Video Ad, etc.





# What options does Canva offer (in icons)?

Ko noformēsīt šodien?

Meklējiet savu vai Canva saturu

Jums Dokumenti Tāfeles Prezentācijas Sociālie tīkli Videoklipi Drukas produkti Tīmekļa vietnes Vēl

Jūs varētu izmēģināt...

Dokuments Tāfele Prezentācija (16:9) Video E-pasta galvene Instagram ieraksts (Kvadrā... Skrejlapa (A4 21 × 29.7 cm) Žurnāla vāks

Jūs varētu izmēģināt...

Plakāts (Portrait - 42 × 59.4... Dokuments Mobilais videoklips Tavs stāsts Video kolāža Grafisko elementu organiz... Darblapa (A4 Portrait) Turpināt

Jūs varētu izmēģināt...

Diagramma (Bez ierobežoj... Brošūra (29,7 × 21 cm) Infografika Karte (Ainavorientācija) Brainstorm Instagram Reel Plānotājs Facebook titulattēls

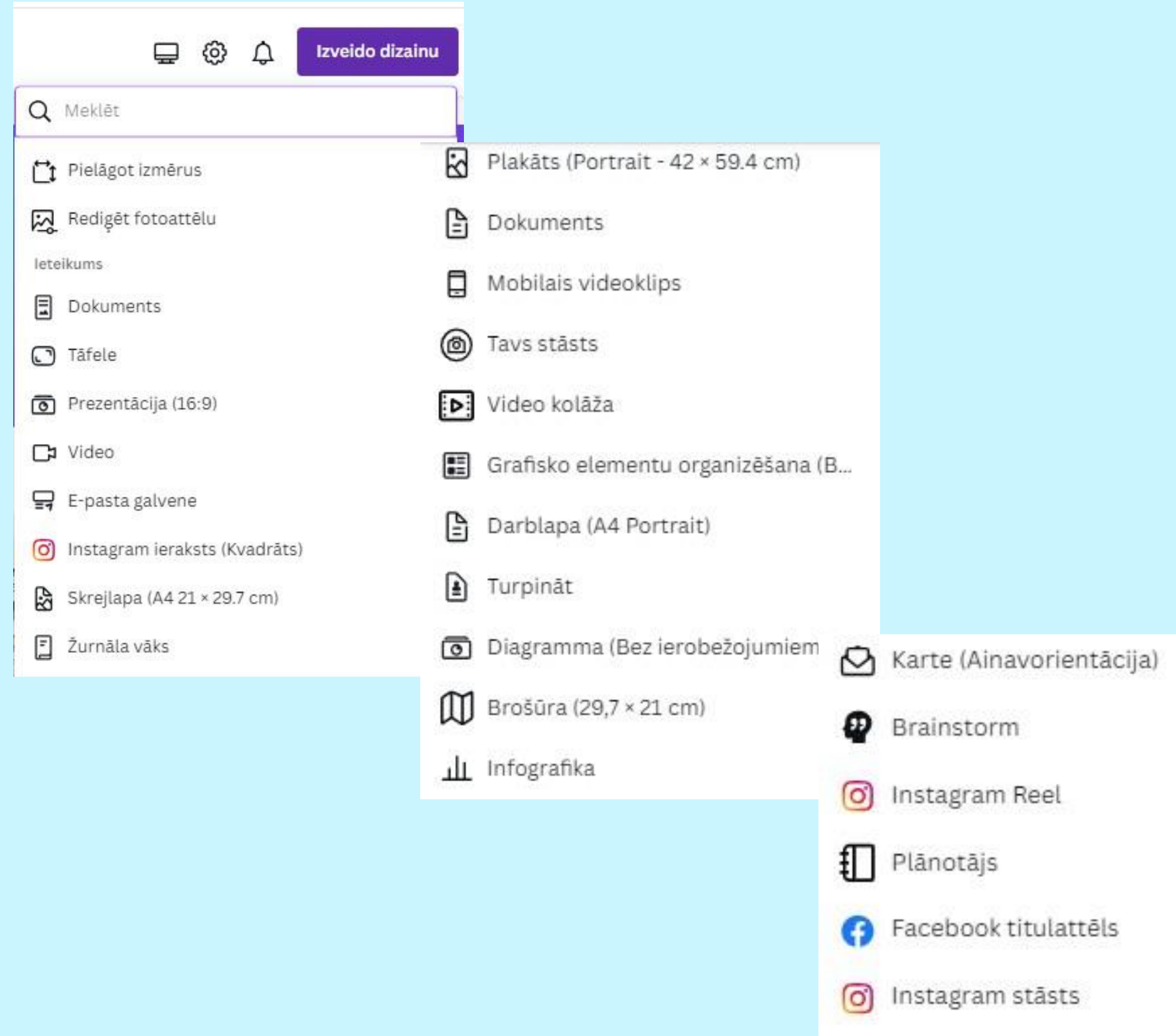
**A command that will come in handy if you want to see all of Canvas's offerings.**

**Click on (Create a design). This will open a search box.**

**Scroll down to see all of the designs, divided into categories.**

**Comment:**

- In the search window, you can search for a specific design template, such as a Christmas card, or anything related to a specific theme, such as a holiday or celebration, etc.
- You can also search for a wide variety of templates – presentations, posters, flyers,
- cards, bookmarks, desktop images, social media post templates, and much more.



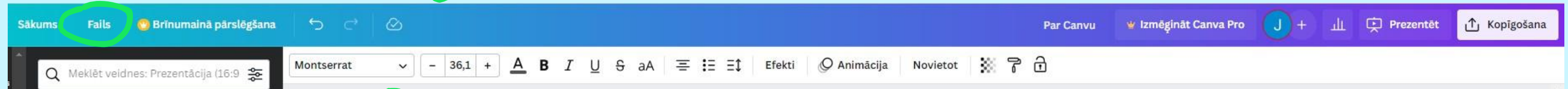




Workplace.

The top menu looks like this:

Menu located on the **left side** of the presentation

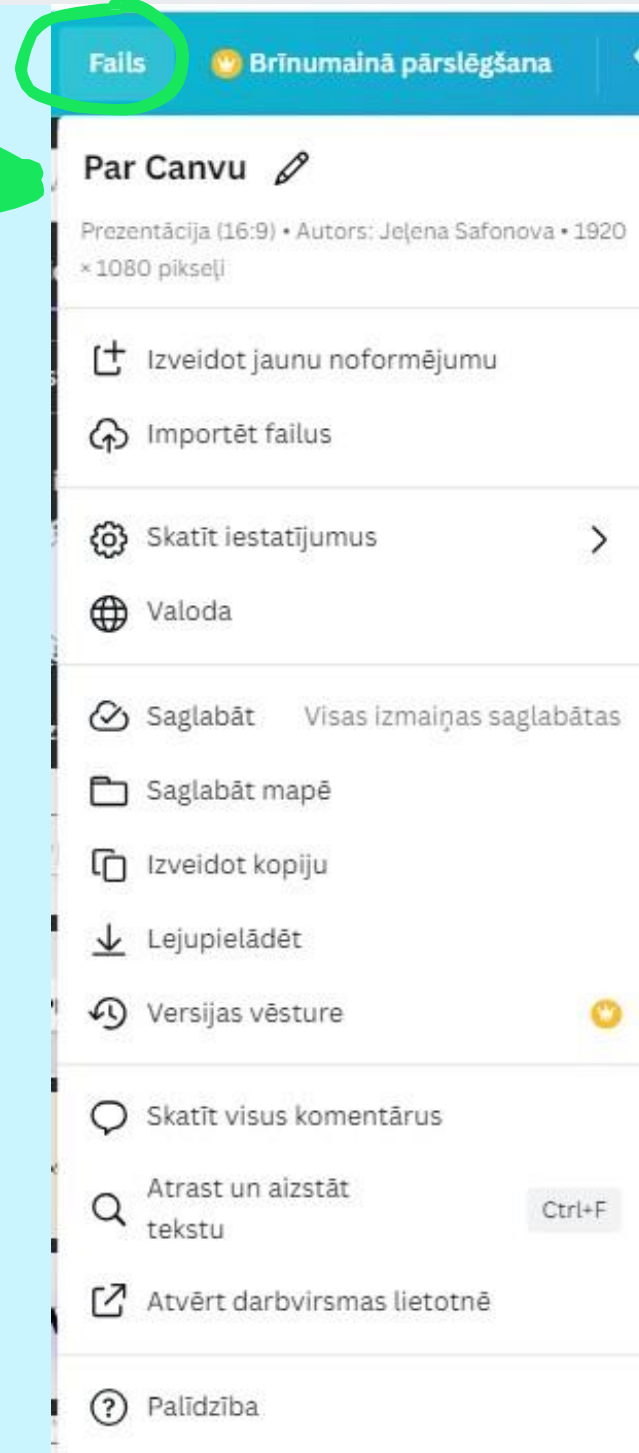


#### Comment:

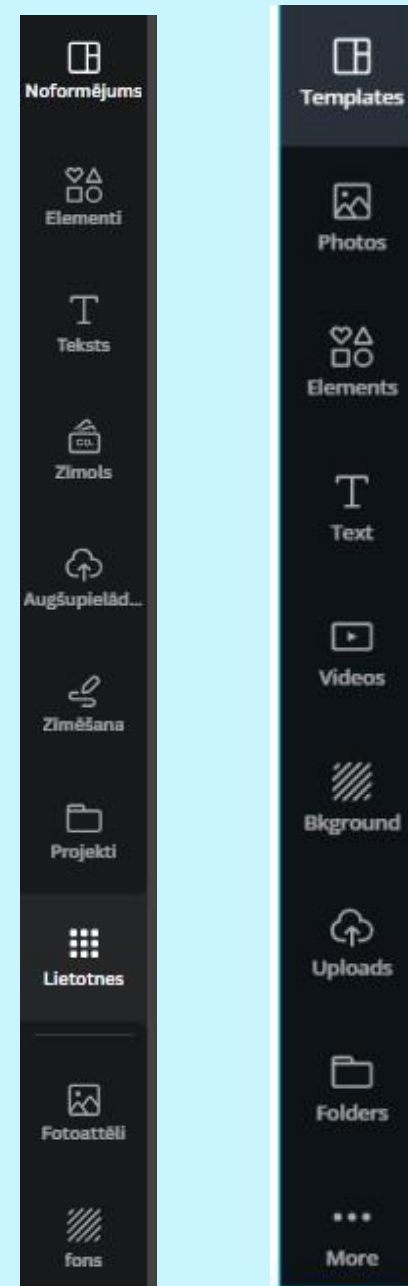
The Home menu will take you to the Canva homepage.

In turn, **the File** menu will offer several options: saving the current status, for example, it now says "all changes saved". The file name is visible, which can be renamed (changed) by clicking on the pencil.

The Download menu - an arrow, by clicking on which you can download your Canva.



The sidebar looks like this:



If you want to **change something** in the selected template, the side toolbar will be useful. It contains other templates.

**Photos**, where you can search for the image you need by keyword, or choose images from the offered categories.

**Elements**, where you can find recently used elements, grids, featured, shapes, frames, stickers, charts and much more.

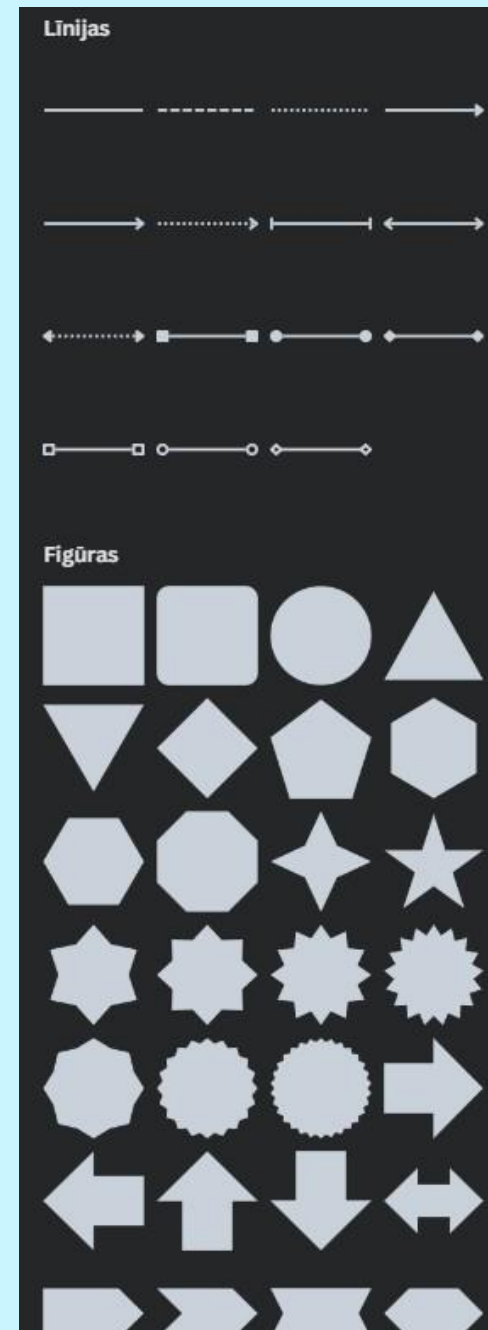
**Text**, where you can find many different text boxes with interesting fonts and layouts.

**Background**, where you can search for the most suitable background by keyword, as well as choose a simple background color, or select the offered backgrounds. Uploads, here you can upload images and videos from your device, as well as use files that have already been uploaded.



In the “**Elements**” section, scrolling down, you can find various visual and graphical elements

## Lines and shapes



## Graphics



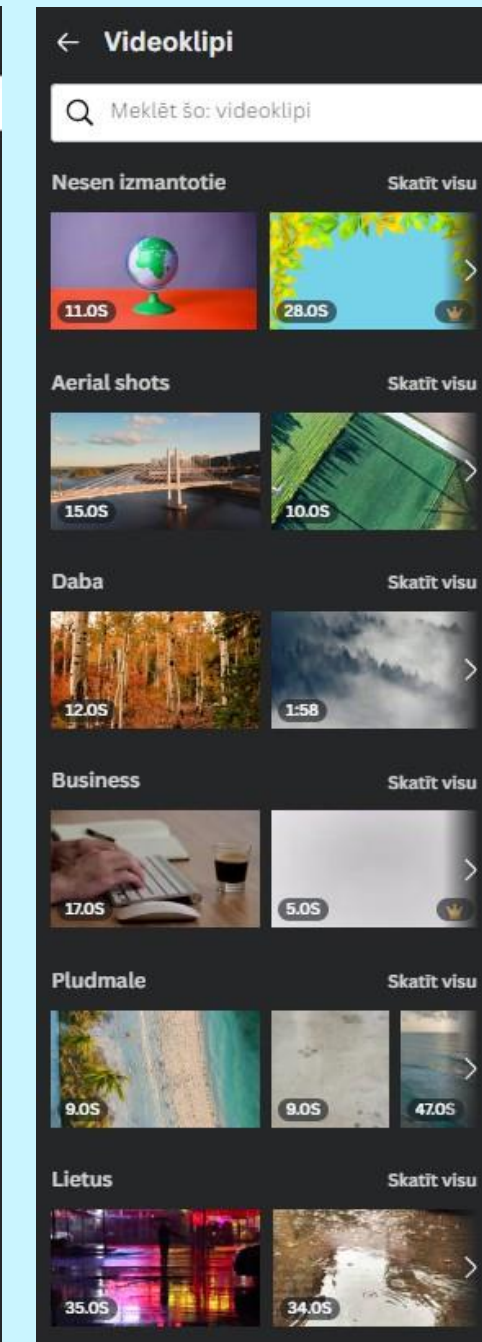
## Tables



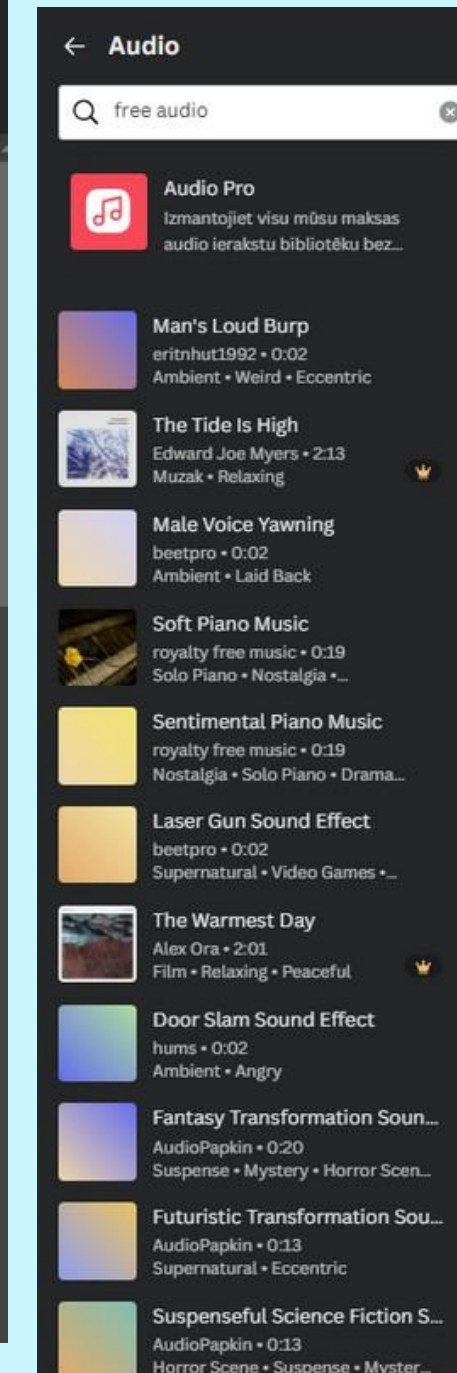
## Photos



## Videos



## Audio



## Charts





# The “Elements” section, by scrolling down you can find various visual and graphic elements

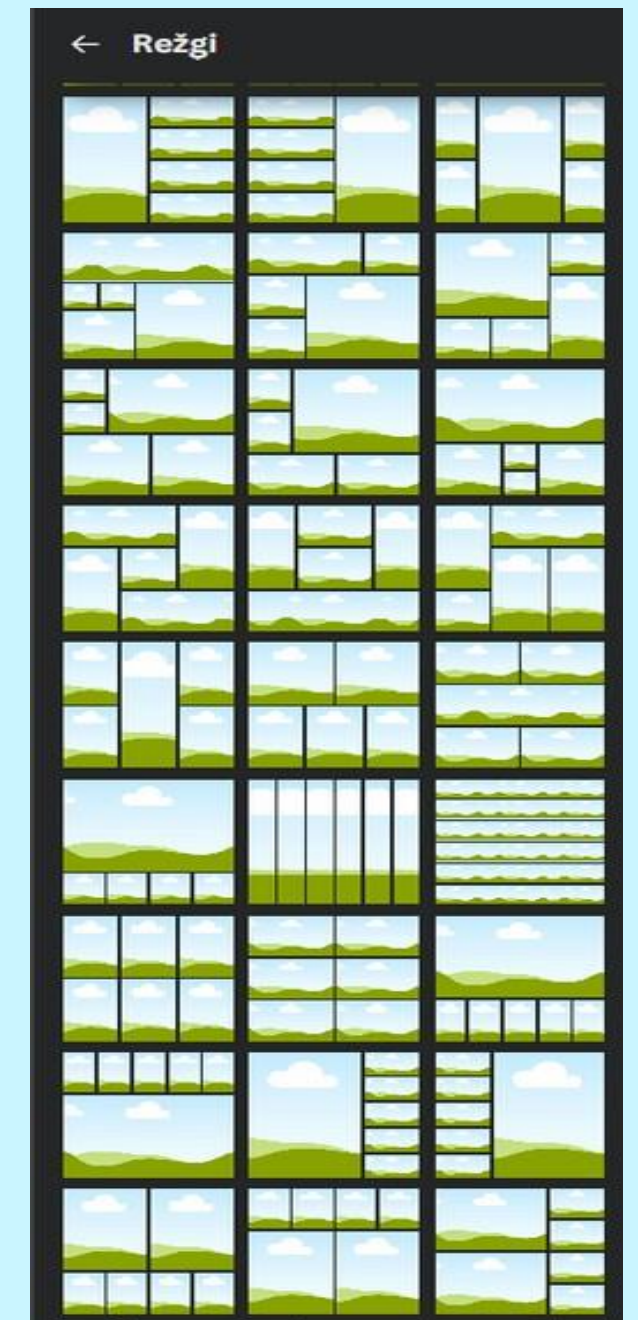
Stickers



Frames



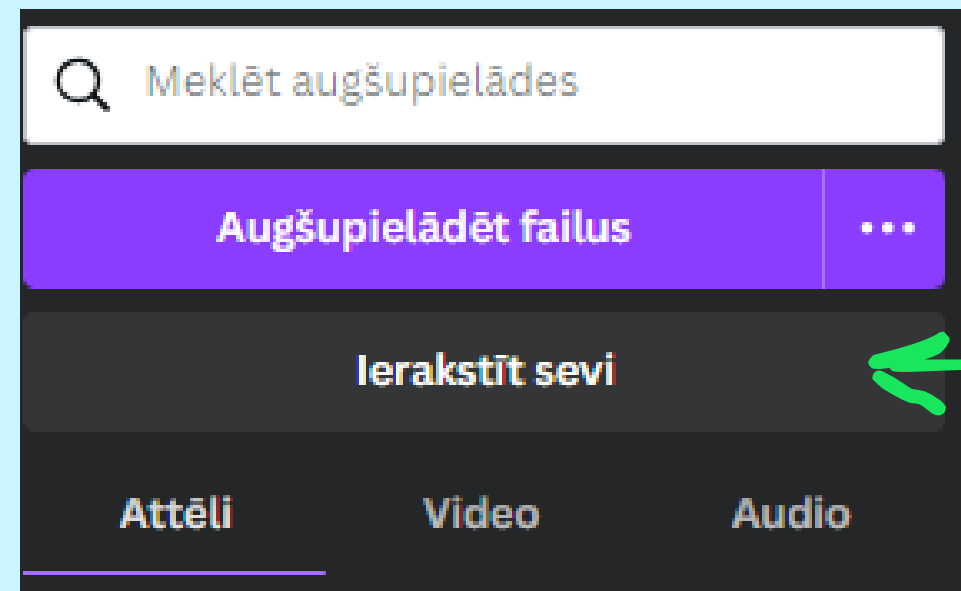
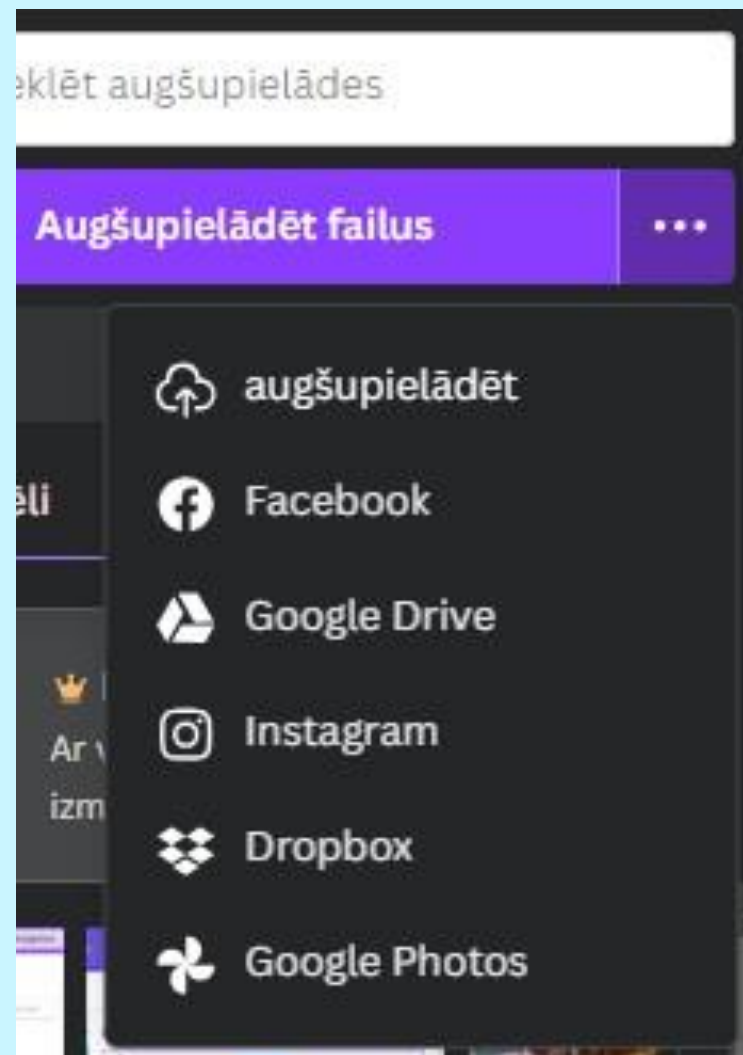
Grids



# “Upload” section

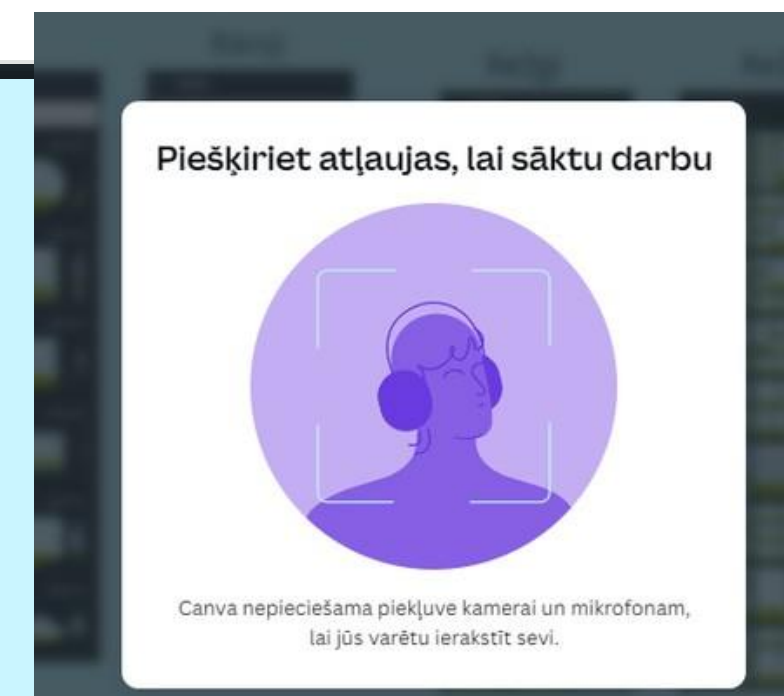
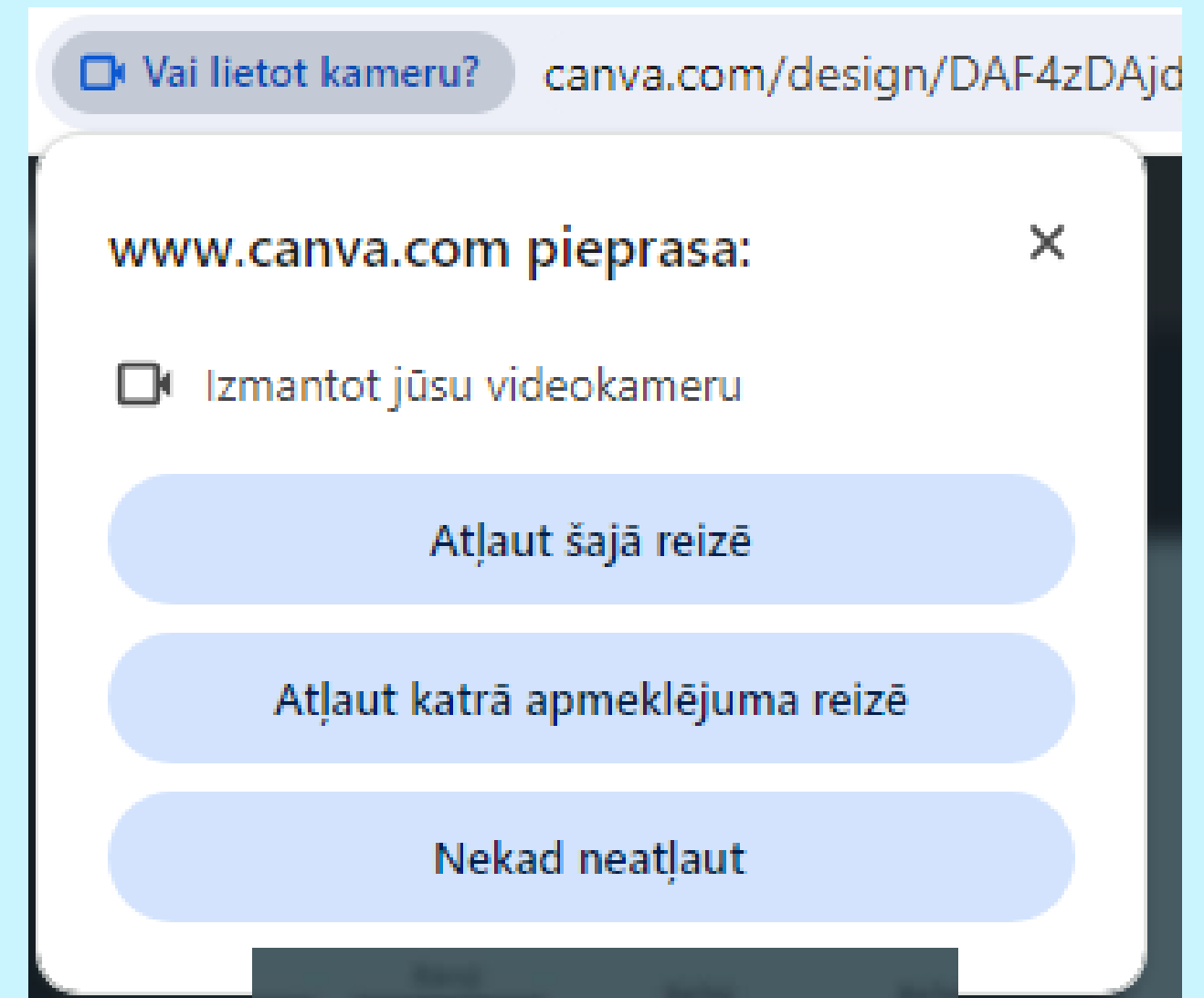
You can upload files from:

Search for images, videos,  
audio that have already  
been downloaded



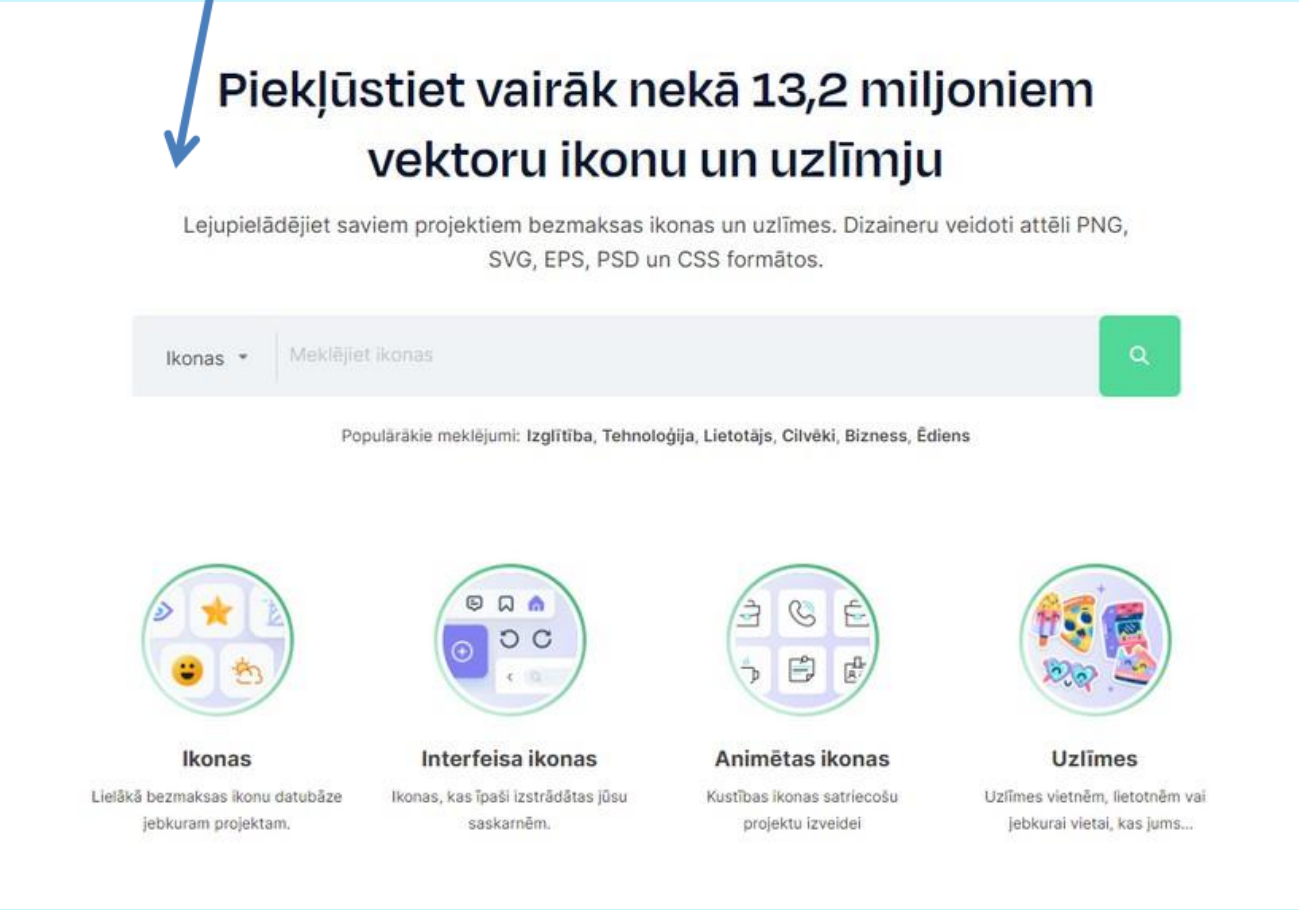
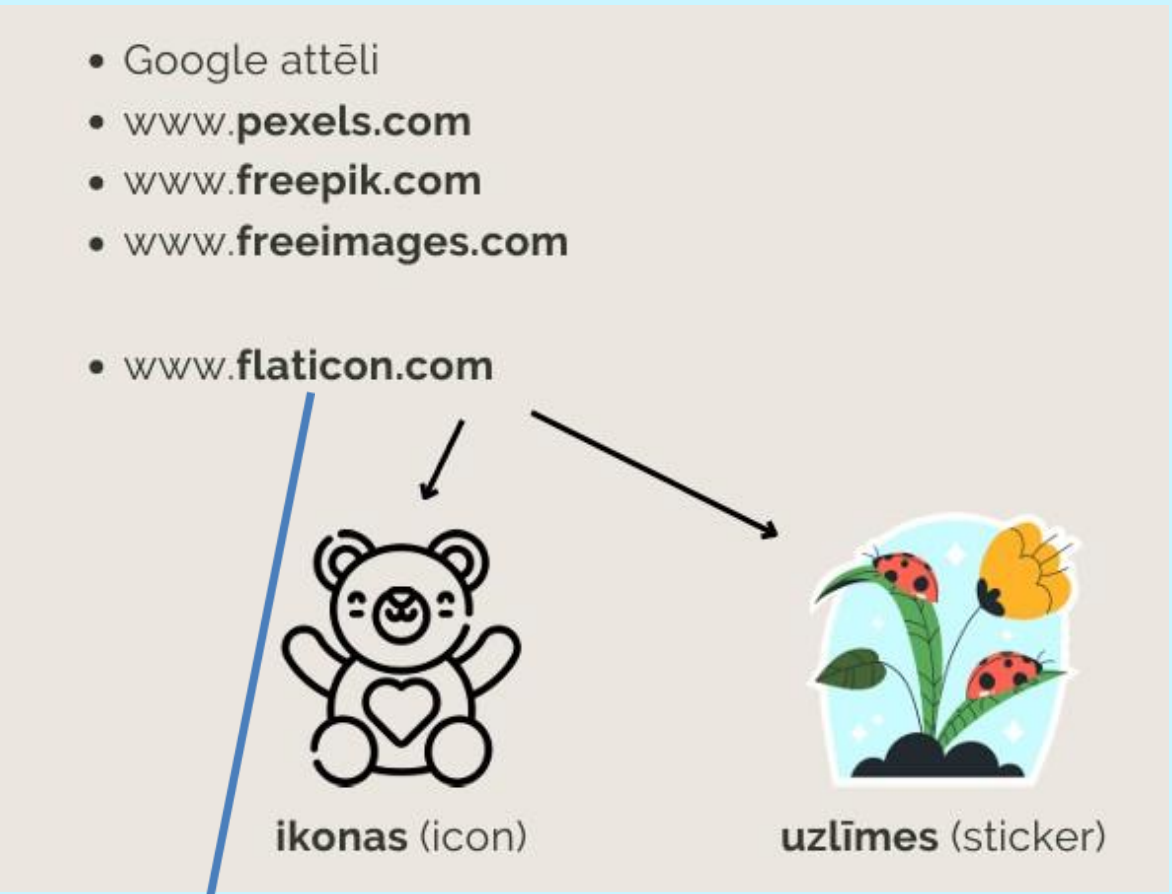
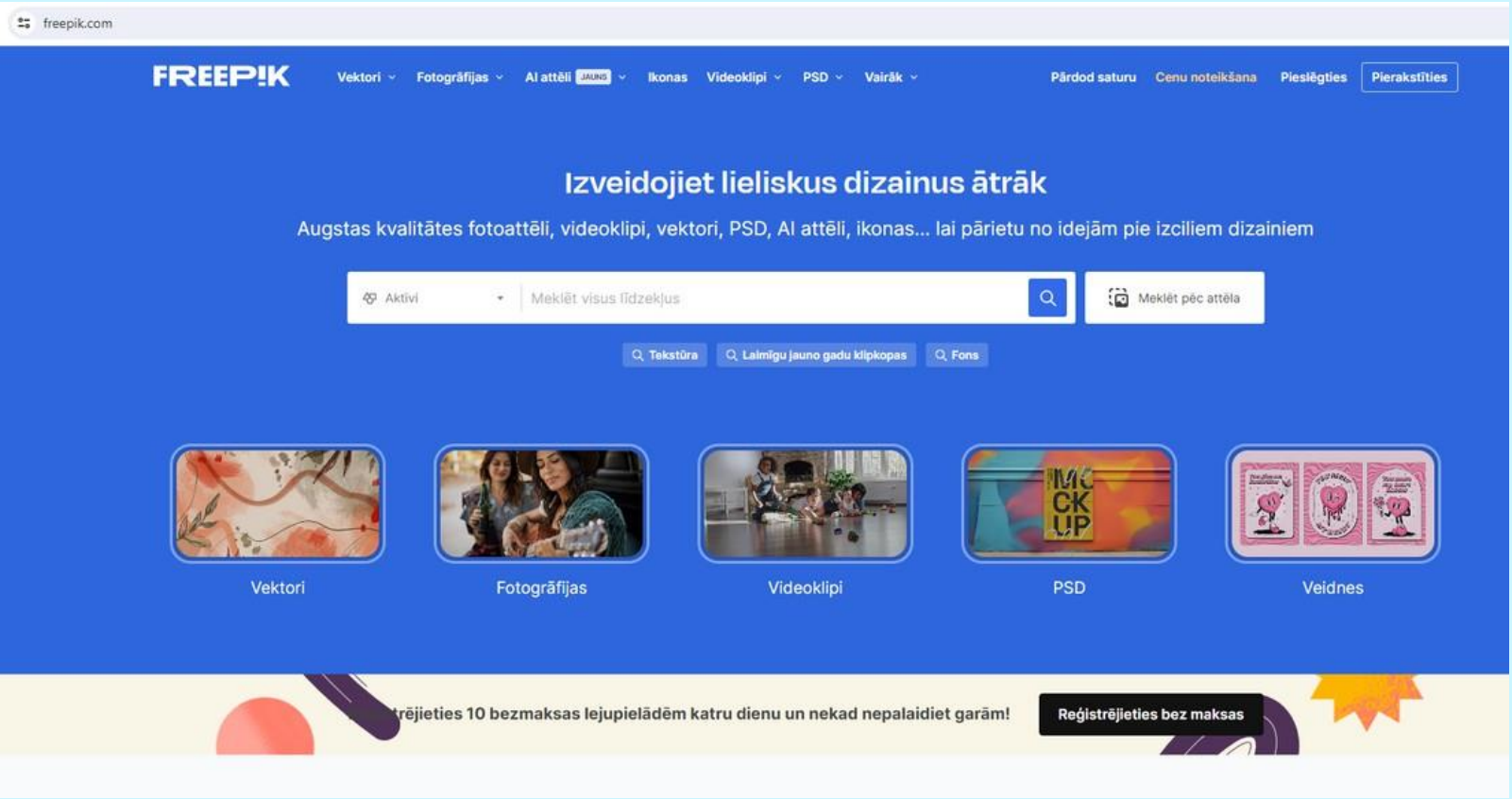
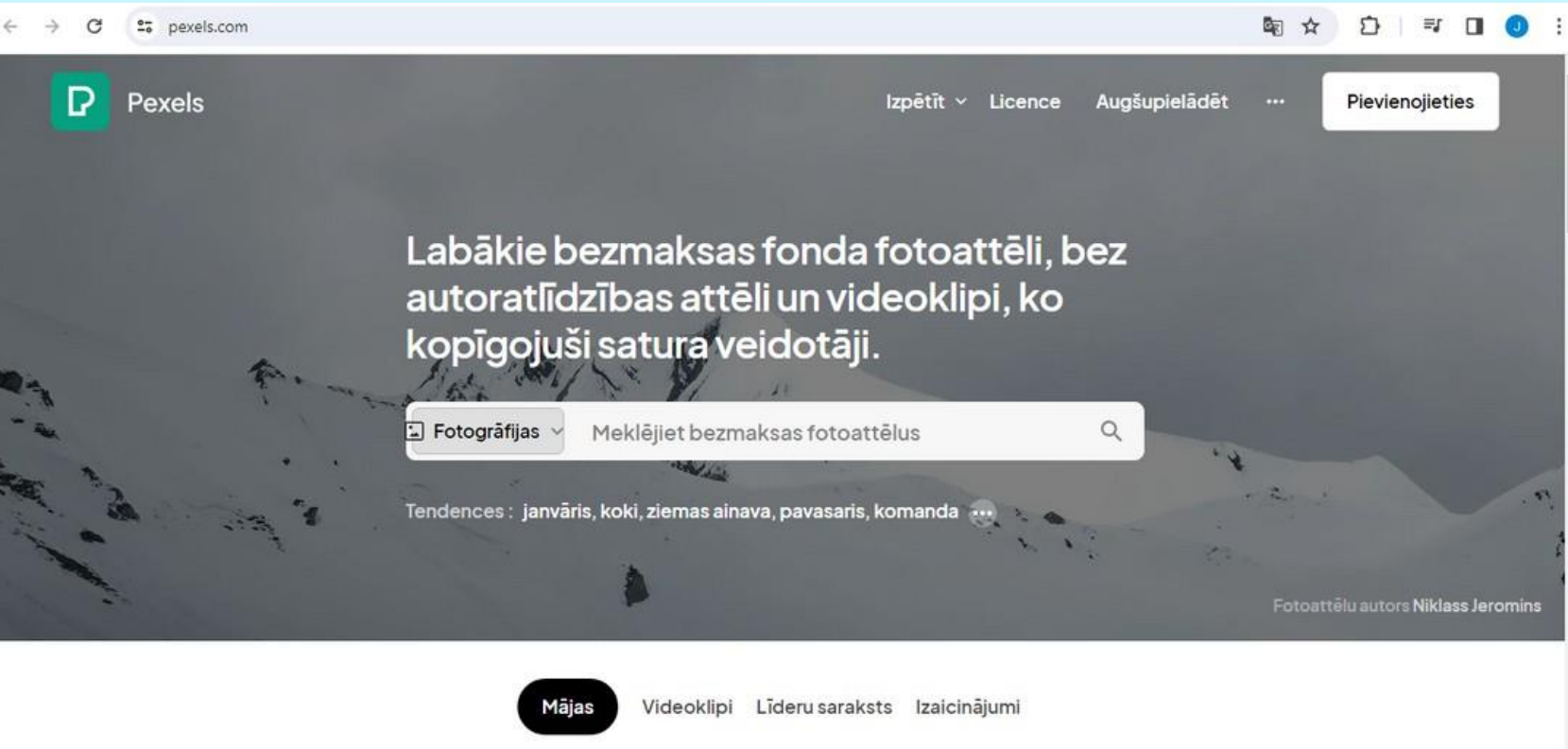
If you want to record audio directly on the  
Canva platform  
When you click the “Record Yourself” button, a  
pop-up window will appear to give Canva  
permission to use your device’s microphone.  
Confirm microphone usage and you’ll be able  
to record audio clips  
which will then be included in your library!

Record audio directly in Canva



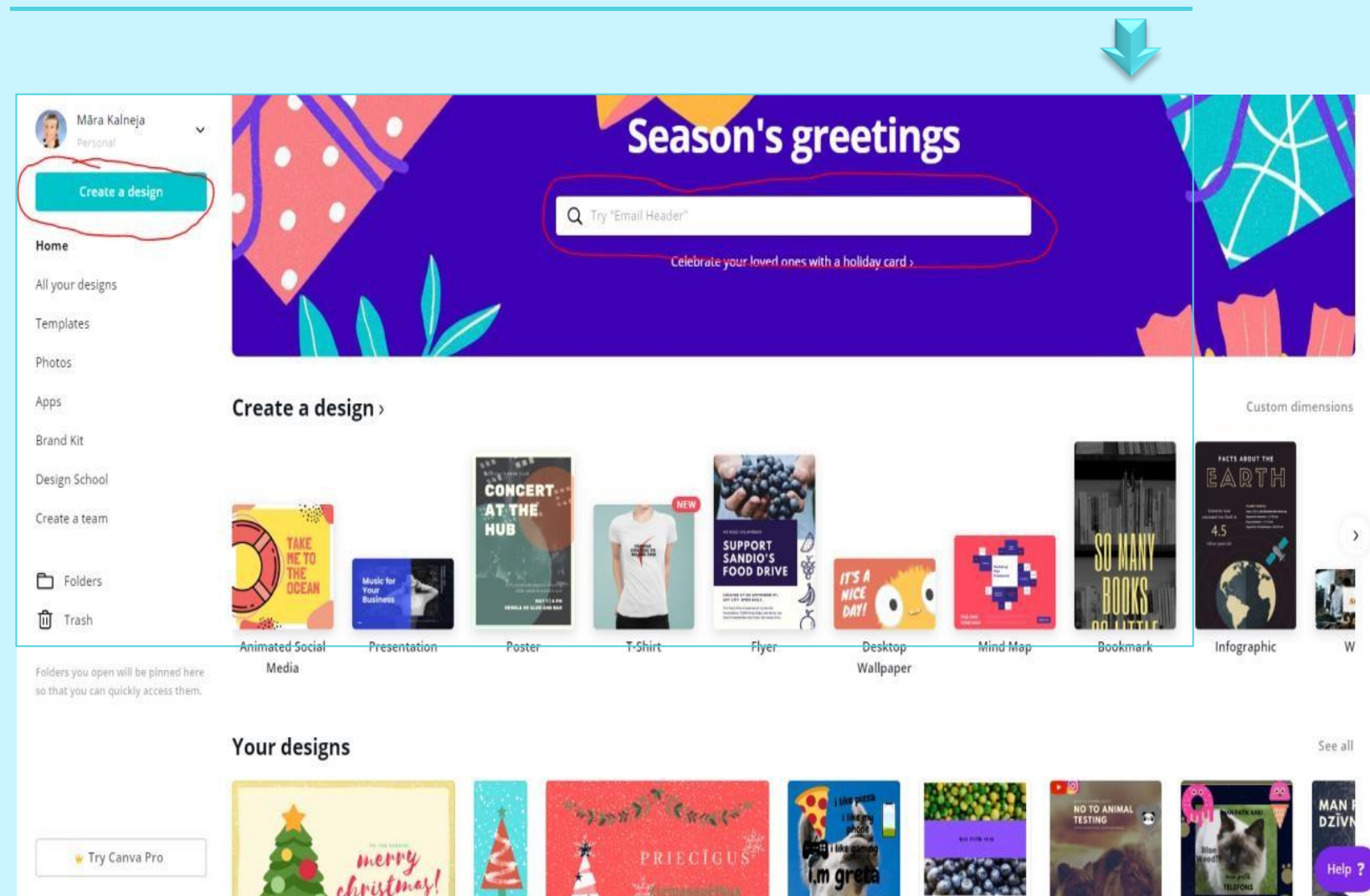


# Where to look for pictures and videos?

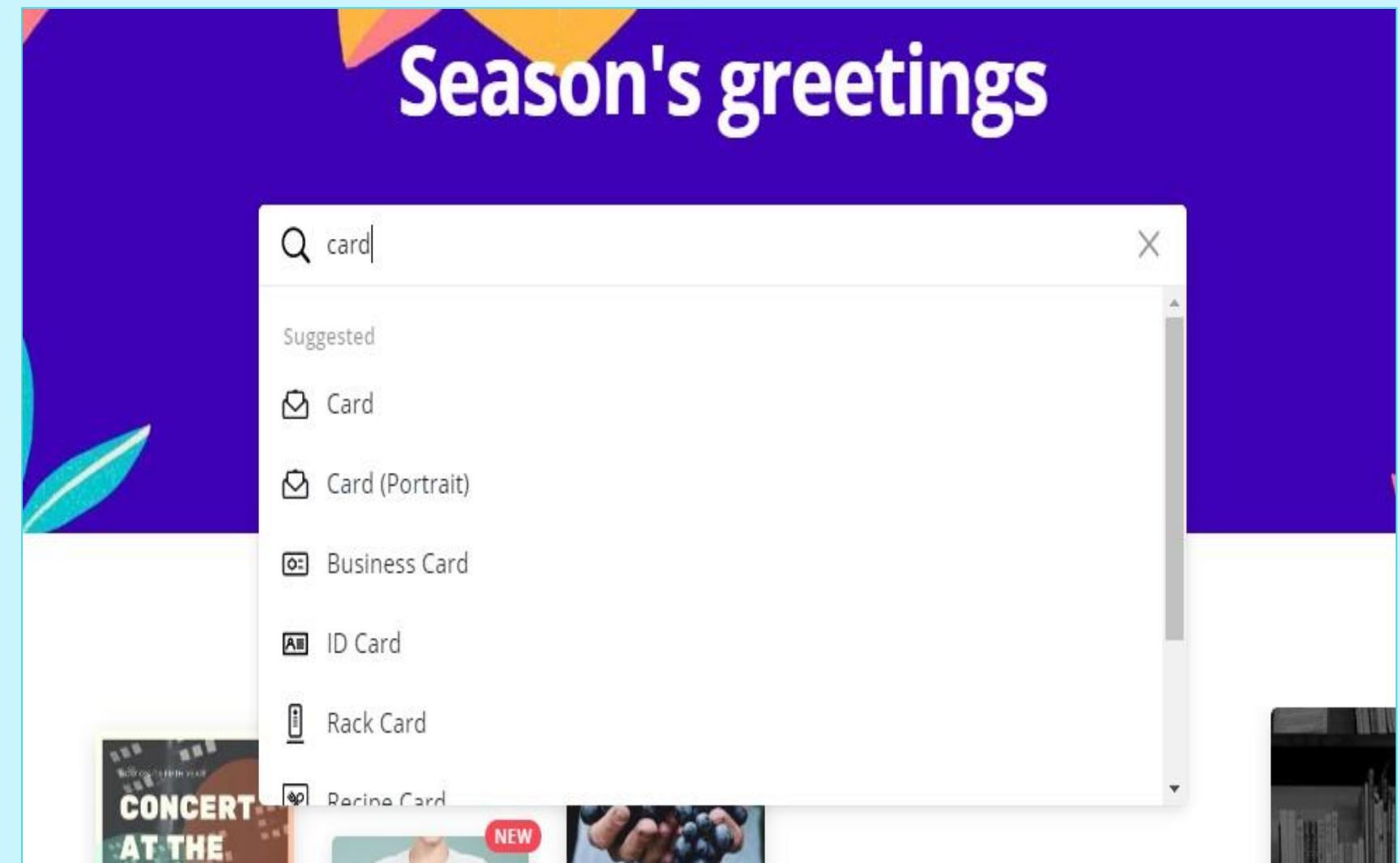


# Let's take a look at how to create a card - in the search window, type Card

The search window is located both in the side menu and in the very center

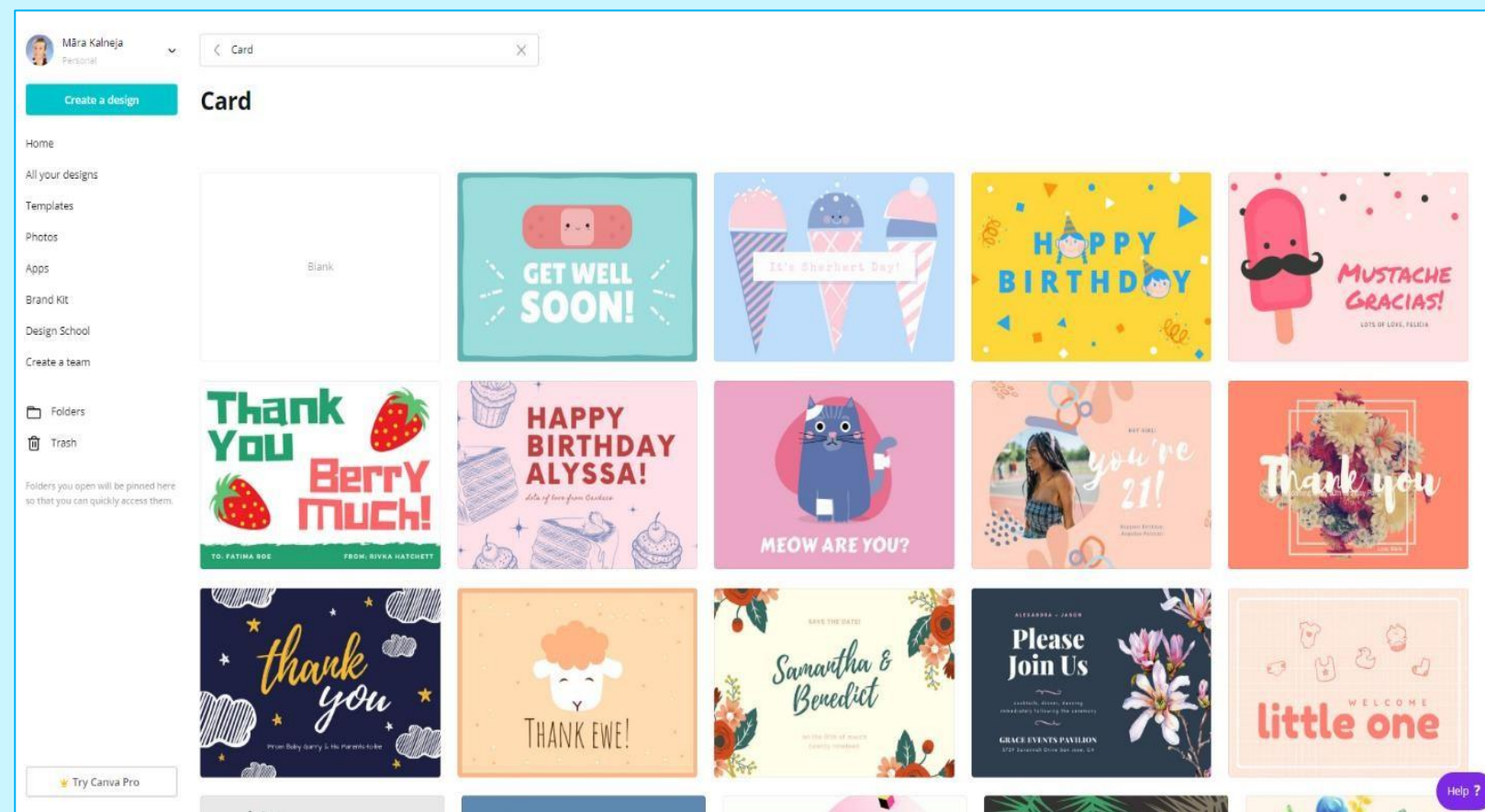


Once you have entered the word card, a menu will appear with different types of cards. To create a greeting card, you need to select Card 14.8 x 10.5 cm or Card (Portrait) 5 x 7 in.

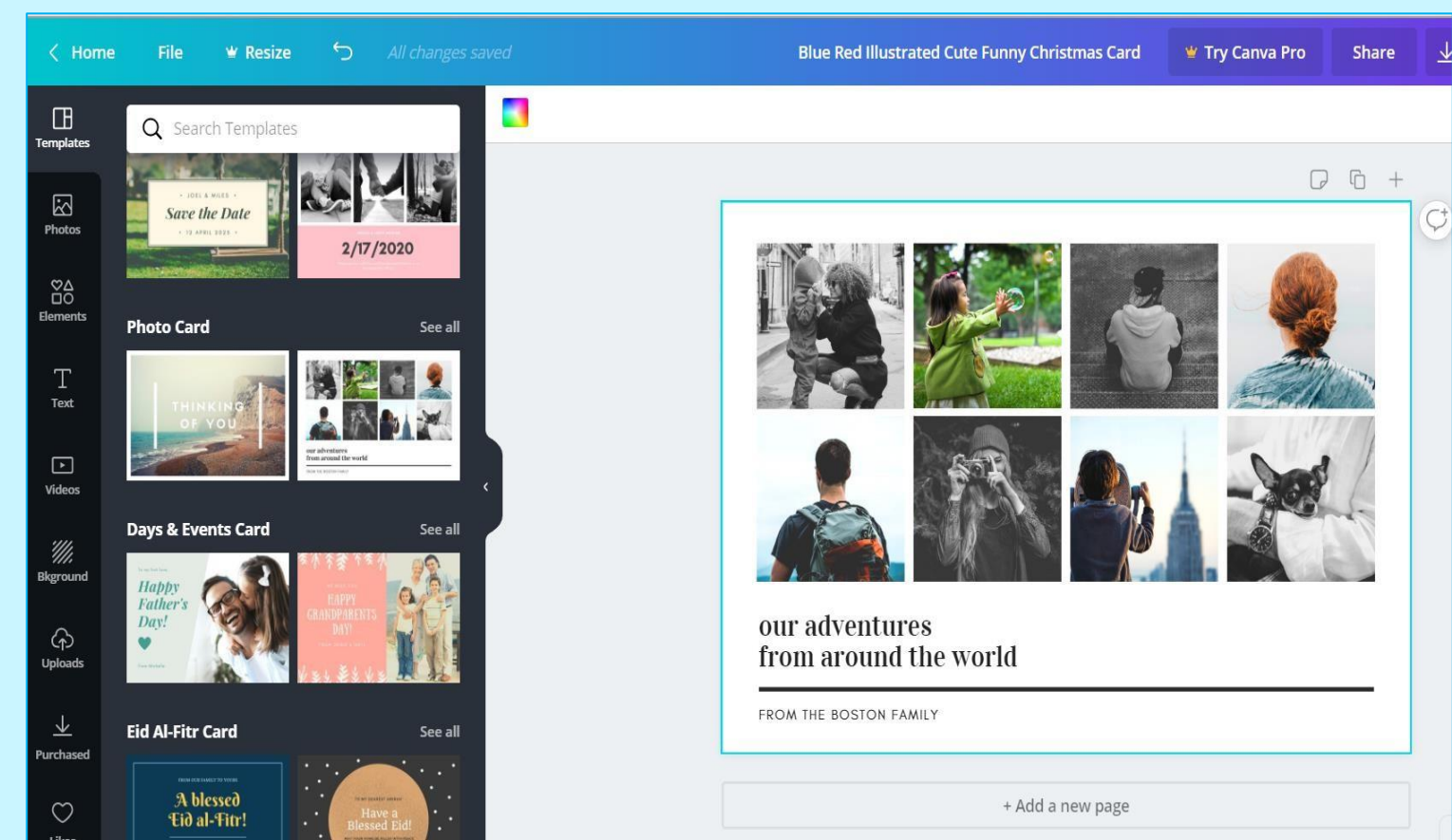




Once you have selected a card, the available designs will appear



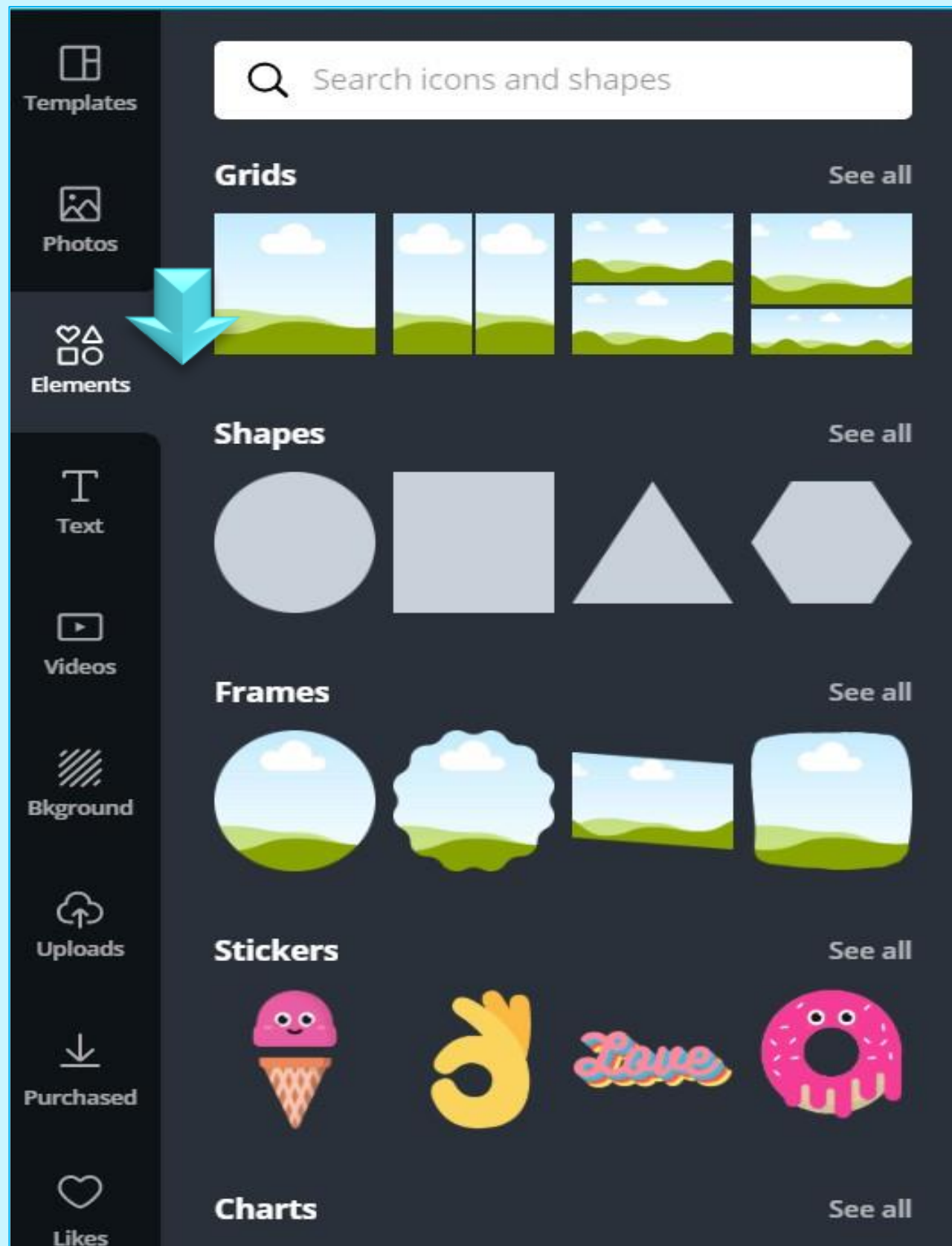
Choose the appropriate design and get started!



Remember, you can change everything in Canva! The easiest way to do this is to use your mouse. For example, if you don't need a block of text or an image, click on it and delete it with the Delete key. If you want to move something, hover your mouse over the frame until a cross appears and then place it where you need it. Everything is active – what does that mean? If you click on an object, you can delete it, edit it, move it, resize it, etc.

**If you accidentally lose something, you can get it back with the key combination CTRL+Z!**





- If you want to change something in the selected template, then the side toolbar will be useful for you.
- It contains other templates.
- Photos, where you can search for the image you need by keyword, or choose images from the offered categories.
- Elements, where you can find the last elements you used (Recently Used), grids (Grids), recommended (Featured), shapes (Shapes), frames (Frames), stickers (Stickers), diagrams (Charts) and much more.
- Text, where many different text boxes with interesting fonts and layouts are available.
- Videos, where you can search for the video you like by keyword or choose from the categories offered by Canva.
- Background, where you can search for the most suitable background by keyword, as well as choose a simple background color, or select from the offered backgrounds.
- Uploads, here you can upload images and videos from your device, as well as use files that have already been uploaded.
- It looks like this! Once you have chosen what you need, click on it!



# How to create a 3-part brochure in Canva?

To create a 3-part brochure in Canva, you can follow these basic steps:

**Step 1:** Choose a template or create a new project.

**Step 2:** Open Canva and select “Create a design” /"Create a design"/ or “Use custom dimensions” (choose a valid format, such as A4).

or  
choose one of the many templates, such as "Brochure".

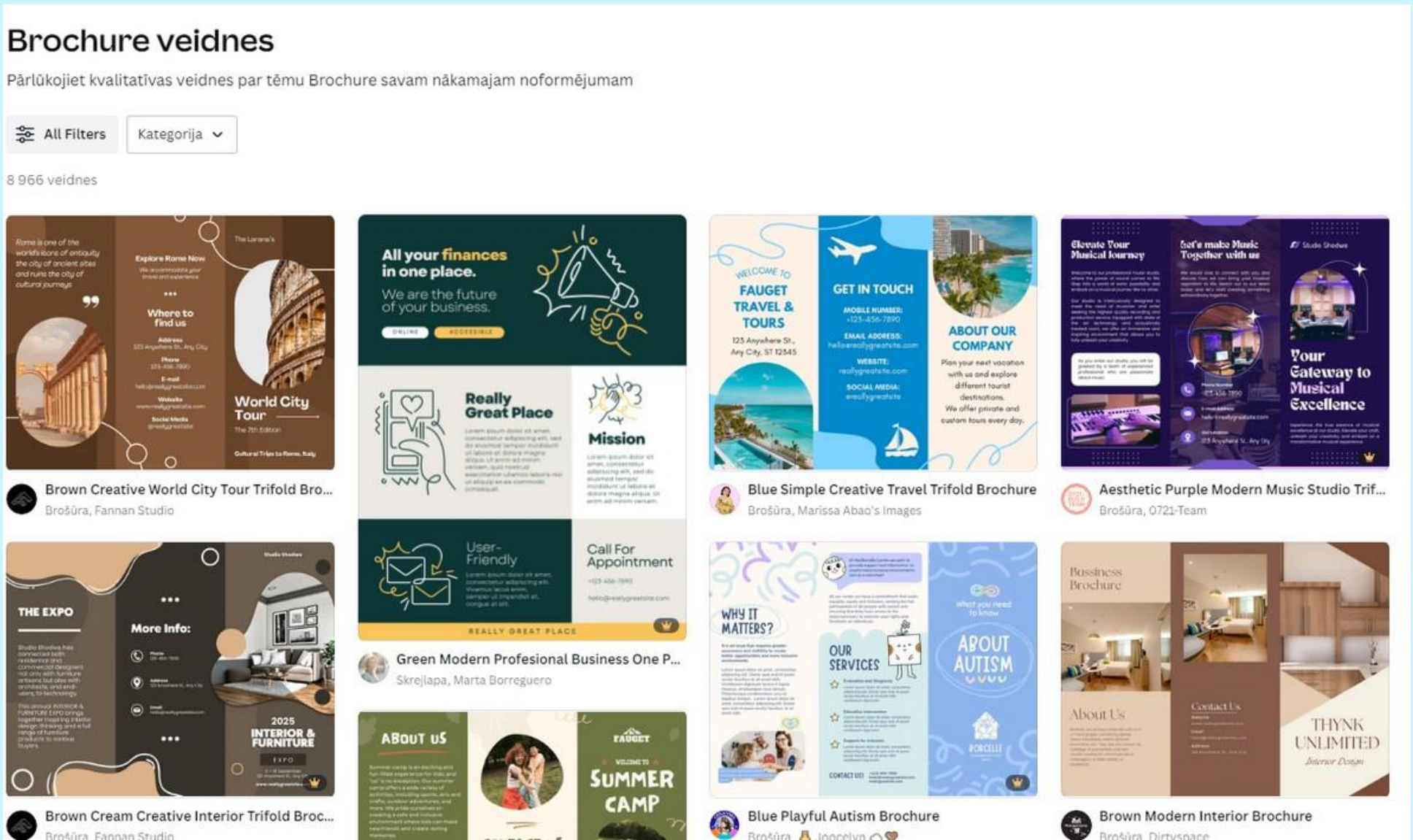
**Step 3:** Choose a brochure type.

If you chose a template, you will need to choose a specific brochure type.

If you chose to create a new project, you can now assign the project three parts, which will be the sections of your brochure.

**Step 4:** Add content.

Your finished brochure is ready to download or print.



# How to create a magazine in Canva

To create a magazine in Canva, you can follow these basic steps:

**Step 1:** Choose a template or create a new project.

**Step 2:** Open Canva and select "Create a design" / "Create a design" / or "Use custom dimensions" (choose a valid format, such as A4).

or

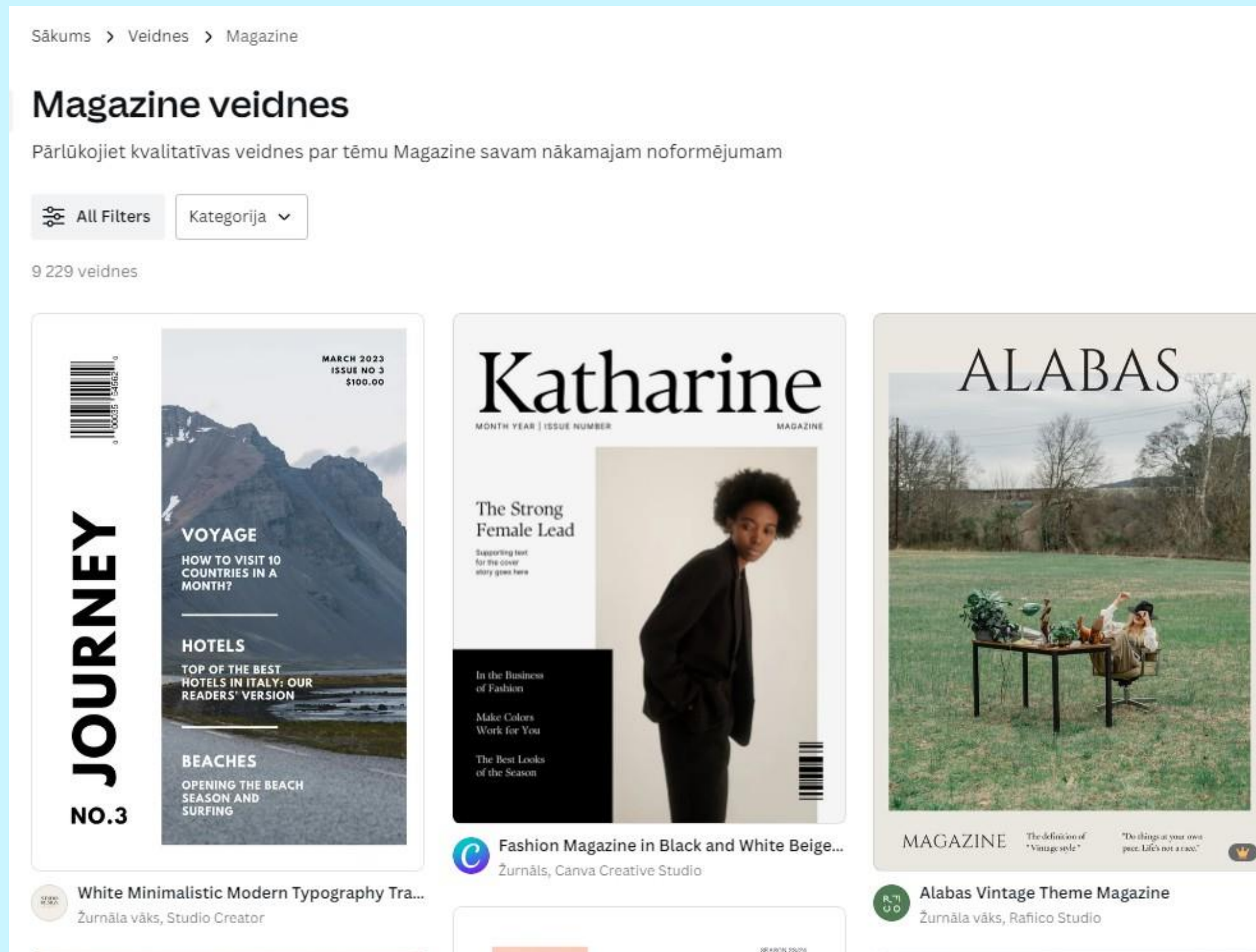
choose one of the many templates, such as "Magazine".

**Step 3:** Add content.

**Step 4:** Export or print your magazine:

When you're happy with the result, you can export your magazine as an image or PDF.

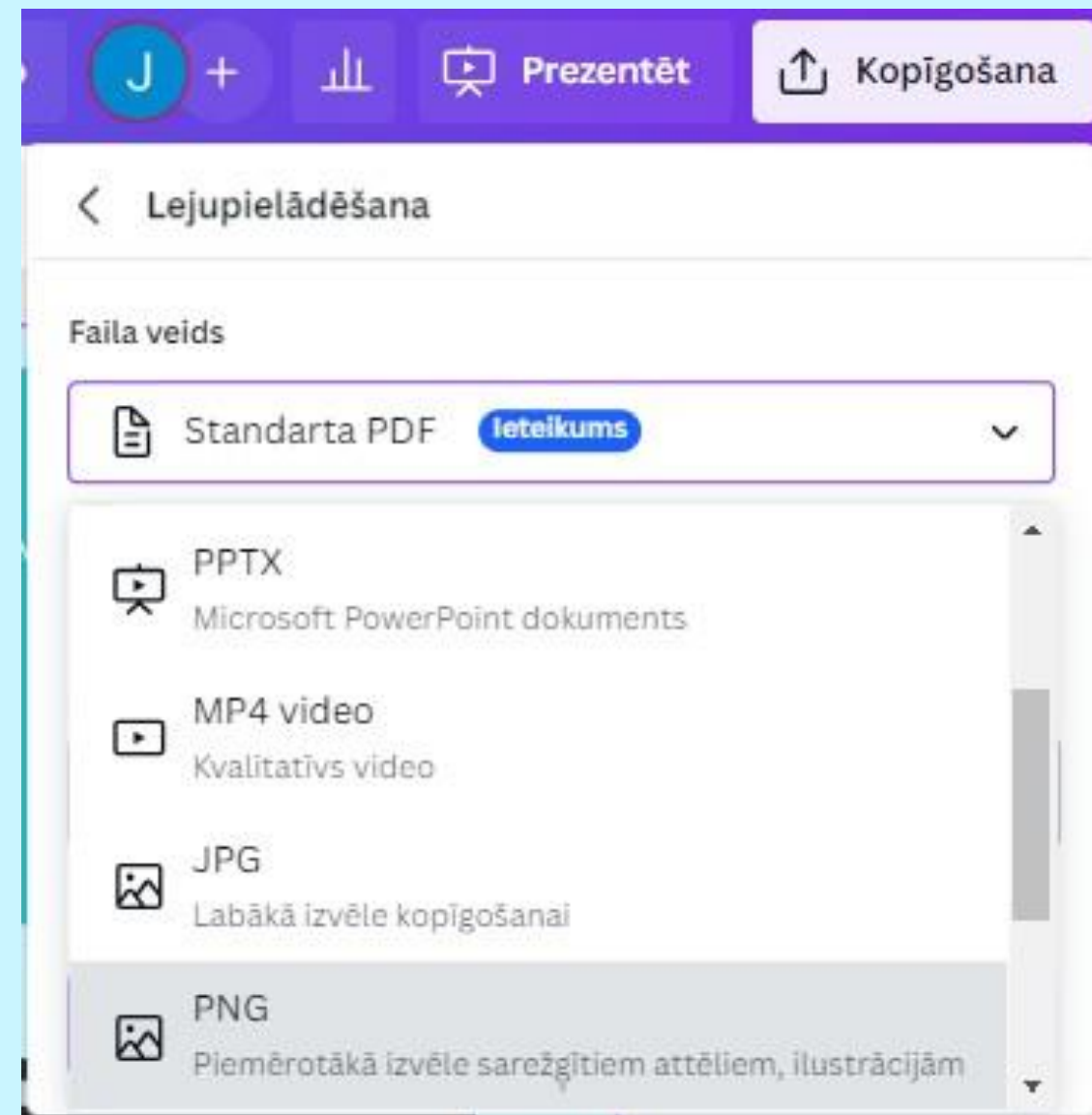
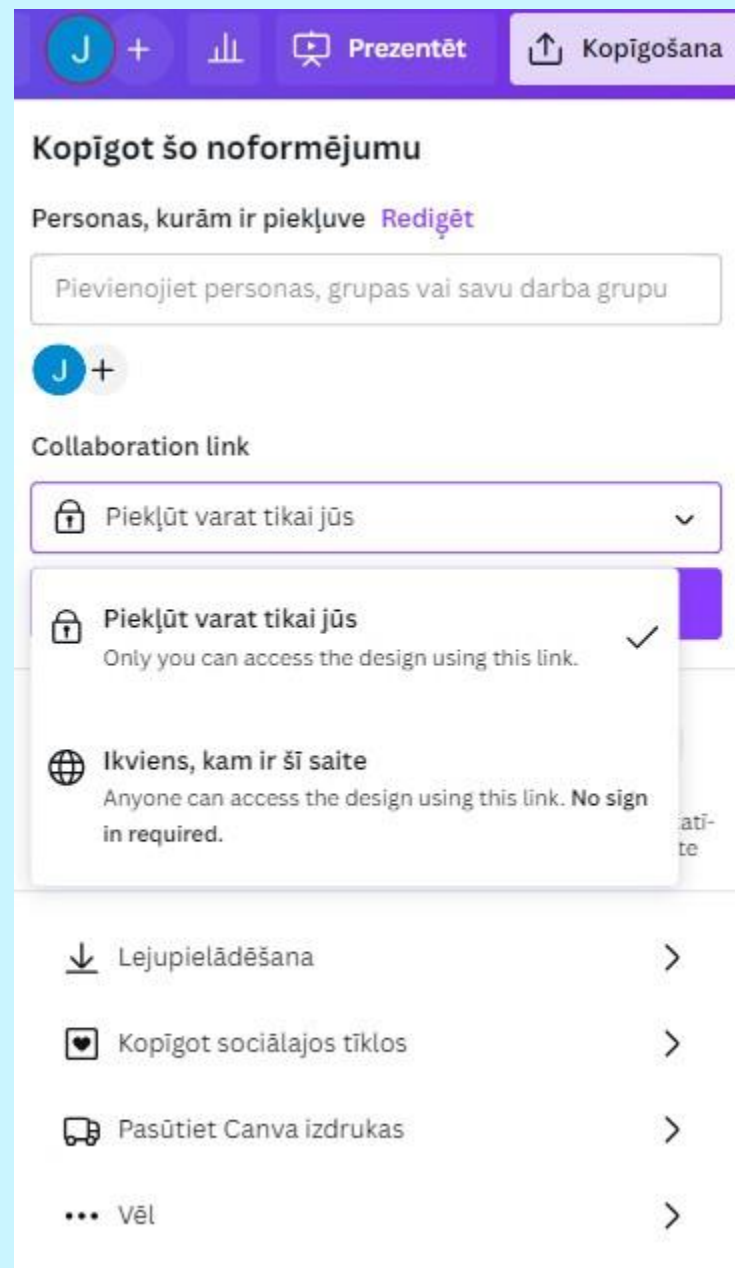
Or, if you want a physical copy, use the option to print your magazine.





# Sharing and downloading produced material

## Ways to save your presentation



And a few more things:

- Canva works offline.
- Your work will be saved automatically.
- Just use the key combination: copy (CTR+C) and paste (CTR+V) If you need to go back - CTR+Z

# A few more things you need to know about Canva.com

- Once you start creating something, it's okay if you don't finish it – Canva will save your changes and the next time you log in to Canva.com, you'll see your existing canvas. Canva will automatically save your work from time to time, but remember that a duplicate is not broken – click “SAVE”.
- If you want to create something more complex than a postcard, it's just as easy, because the creation principle is the same!
- If you want to download your work, remember that you can't use anything for free! Search for everything without a watermark and with the keyword “FREE”!
- What's the best way to download? If you've created a postcard, poster, infographic, etc., I recommend choosing PDF. If it's an image, then PNG, and if it's a video, then Video MP4.
- If you want to share your work with someone else, click “SHARE”.
- Remember, you can create a canvas that contains multiple pages. To do this, click “ADD NEW PAGE” in the “Canvas” section!

Memo author:





## **Sources used:**

- Creative online tool “Canva” (I.Lielkalne presentation and video), Author: I.Lielkalne - eTwinning Ambassador and teacher at Kr. Valdemārs Ainaži Primary School, Distance Learning Secondary School “Rīgas 1. vidusskola”.
- Description: Useful Canvas templates: posters, presentations, size adjustment, ability to present and publish, infographics, lesson plans, worksheets, mind maps, planners, certificates, video, audio addition.
- Published source: [https://etwinning.lv/video\\_canva\\_2021/](https://etwinning.lv/video_canva_2021/)
- Lesson 18 “Human about Technology” for Teachers - Using Canva to Create Learning Content, Author: Ieva Maļinovska (graphic designer, teacher) Published video source on April 7, 2022: <https://www.youtube.com/watch?v=N7QDmsXemuQ>
- Playlist of 6 short video tutorials on how to create a presentation in Canva , Author: Ieva Maļinovska (graphic designer, teacher)
- Published video source: [https://ej.uz/canva\\_lietosanas\\_pamaciba](https://ej.uz/canva_lietosanas_pamaciba)
- Using the Canva tool to create learning content (Venspils Digital Center)
- Description: How to create greeting cards?
- Published source: <https://macities.digitalaiscentrs.lv/wp-content/uploads/2020/03/Canva.pdf>
- M.K. Creating a Canva Card (Venspils Digital Center)
- Description: Home, templates, design, elements, etc.
- Published source: [https://macities.digitalaiscentrs.lv/wp-content/uploads/2020/03/Canva\\_instrukcija\\_kartina.pdf](https://macities.digitalaiscentrs.lv/wp-content/uploads/2020/03/Canva_instrukcija_kartina.pdf)
- How to upload audio or music to Canva (9 steps)?
- Published source: <https://gpnapratica.com.br/lv/ka-augsupieladet-audio-vai-muziku-canva-9-soli>



**Thank you for your attention!**

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Erasmus Plus,  
Riga, máj 2025**

