



EMBRACE EDTECH

# Supercharge your Canva skills with simple hacks

PRESENTER

NADINE GILKISON



SPARK YOUR NEXT STEPS



## SHORTCUTS

**CTRL + [ = send backward**

**CTRL+ALT+[ = send to back**

**CTRL + ] = move forward**

**CTRL+ALT+] = send to front**

**Hold CTRL on image to put exactly where you want it**

**T adds a text box**

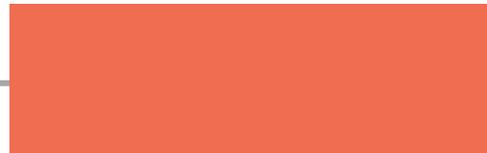
**C adds a circle**

**R adds a rectangle**

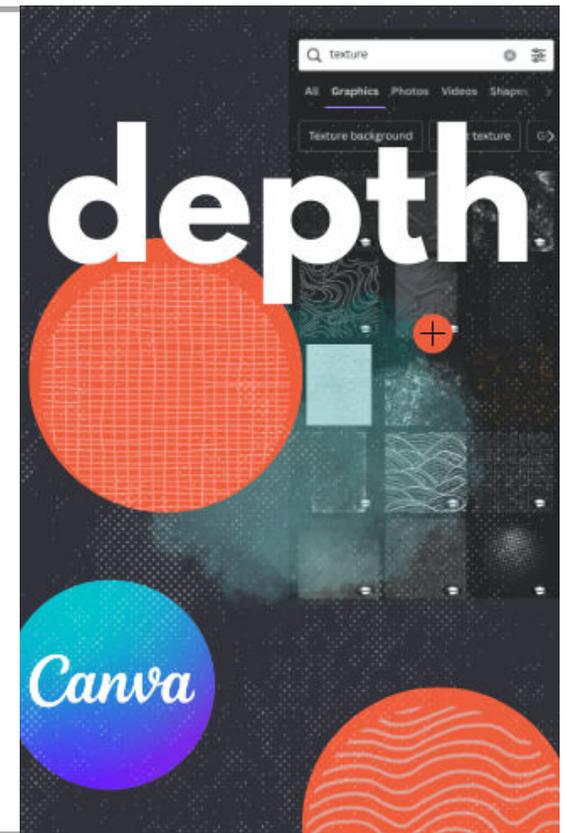
**L adds a line (Hold Shift and it keeps the line straight when adjusting)**

**CTRL + A = move everything**

**CTRL + Z = undo**



Secret Site: [bit.ly/showcanva](https://bit.ly/showcanva)



★ My Most Used Basic Canva Hacks	
 <b>BLUR</b>	Type Blur in the Elements box. (This adds contrast.)
 <b>TEXTURE</b>	Type Texture in the Elements box. (This adds depth.)
 <b>FADE</b>	Use fade to enhance images or videos.
 <b>TRANSPARENCY</b>	Use with fonts, images, backgrounds (everything).
 <b>FONTS</b>	I try to stick to using a core 2-3 fonts.
 <b>DESIGNS</b>	I start a mix of templates and remix to make it my own.
 <b>EFFECTS</b>	Leverage effects for images and text to enhance, not overwhelm.
 <b>LAYERING GURU</b>	Get really good at layering text and images.

 <b>My Deep Dive Hacks</b>	
 <b>IMAGE ADJUST</b>	Select image, tap edit, tap ADJUST. Select Foreground, Background or the Whole Image
 <b>ORGANIZATION TIP</b>	Select element or item, click three dots, save to folder.
 <b>AUDIO TIPS</b>	Use voice memos on smartphone, then add to Canva.
 <b>VIDEO LAYERING</b>	Remove Background on videos in unique ways.
 <b>FAVORITE APPS</b>	Type Extrude: Removes inside of lettering to add a background. Type Lettering: Creates advertisement like lettering options. Tracer: Converts images to Vector graphics. AI Music: Creates royalty free music for projects. Frame Maker: Create your own style of transparent frames. HeyZine: Makes flip books from your Canva designs.
 <b>INTENTIONAL GIFS</b>	Know when the opportunity is right for a gif or flair. Coffee: Steam Rising Winter: Add scarf to a person. Light bulb: Add glow.
 <b>GRID FRAMES</b>	Easy way to create collage of videos and photos (not images).
 <b>TIK-TOK</b>	Save reels and videos of new hacks to replicate at a slower pace.