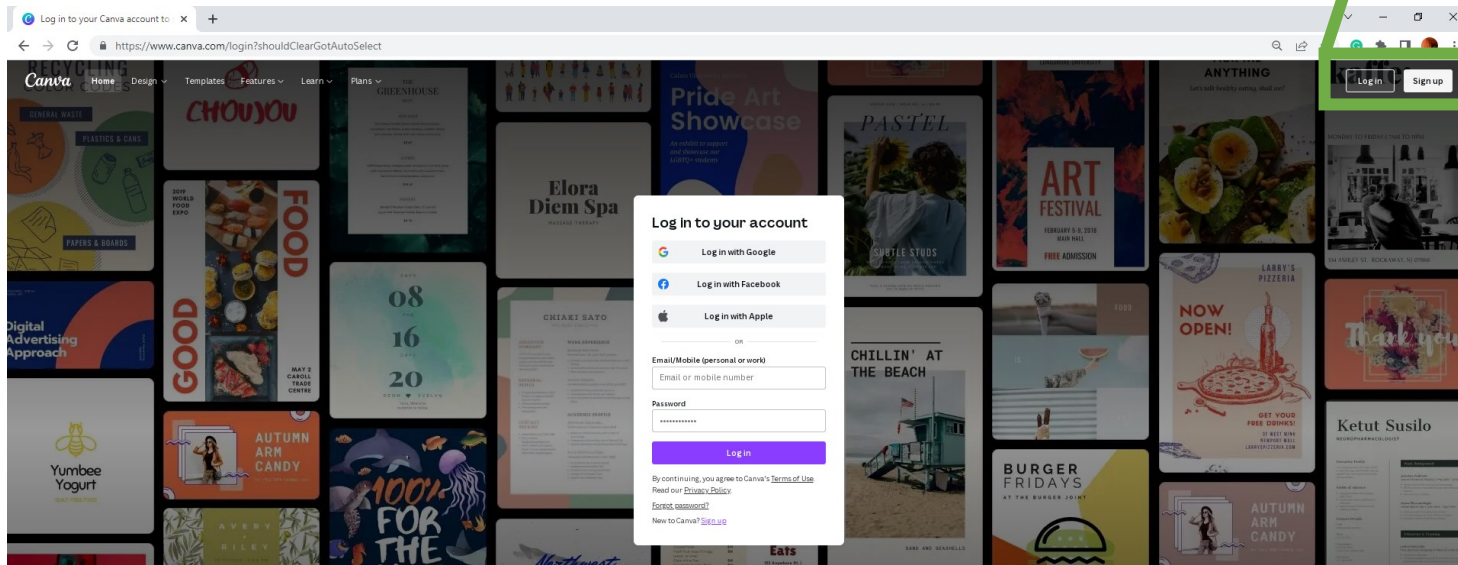


Preparing Poster Material using *Canva*

Create an account

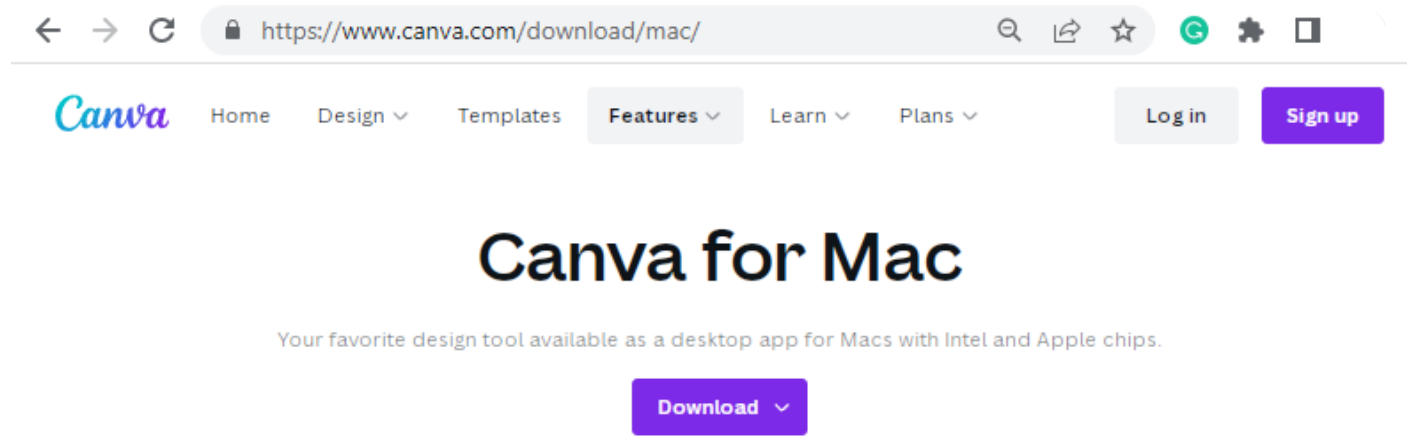
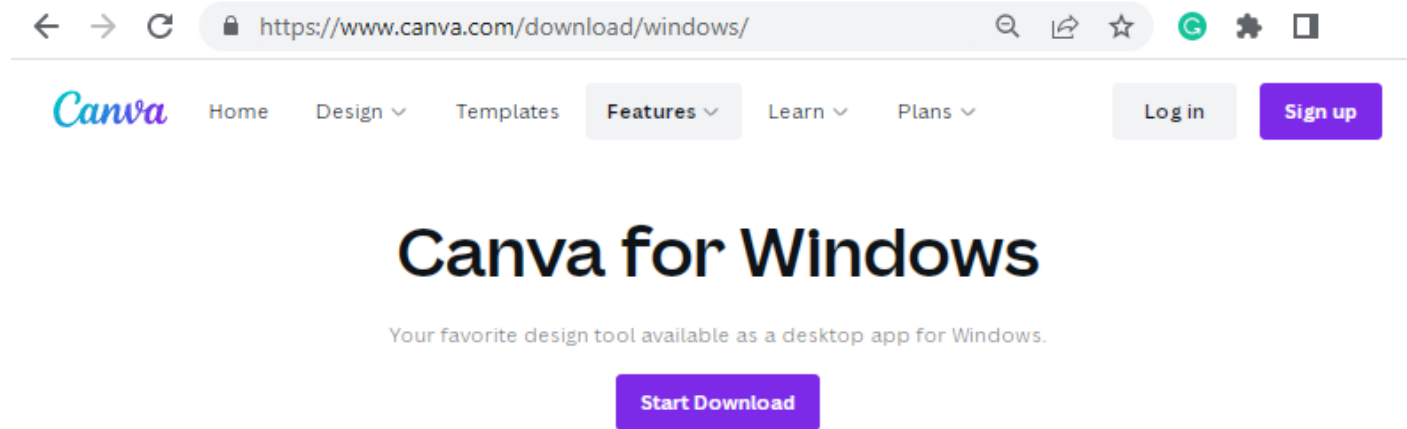
- Go to <https://www.canva.com/> and create an account (Sign up).
- Log in with your account.



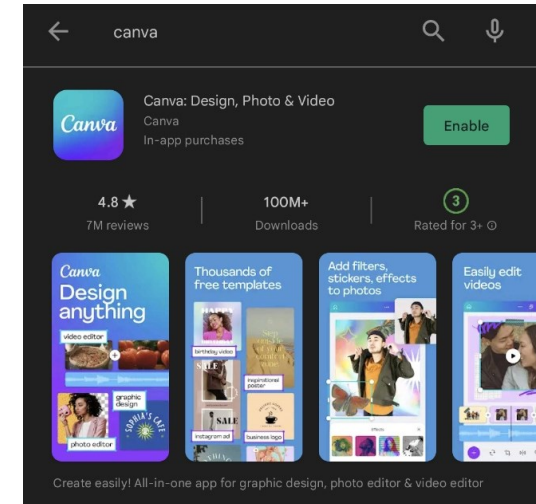
Tutorials and guides:

- <https://www.youtube.com/watch?v=fOjN3MWc3Ho>
- <https://www.canva.com/designschool/tutorials/>
- <https://www.canva.com/learn/a-step-by-step-guide-to-designing-from-scratch/>

Download:

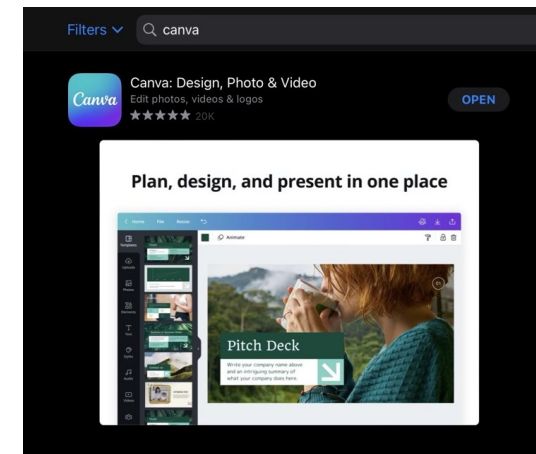


You can **either** download the app and work (online and offline) or work using a web browser (online, <https://www.canva.com/>).



Play Store:

<https://play.google.com/store/apps/details?id=com.canva.editor&hl=en&gl=US>



AppStore:

<https://apps.apple.com/us/developer/canva/id897446218>

Set-up the workspace

1

Click “Create a design”.

A pop-up menu will appear showing a list of different documents.



Create a design



2

Pick the appropriate canvas size.

Click “Custom size” set the dimensions of the material.

Suggested

Mobile Video 1080 × 1920 px

Instagram Post 1080 × 1080 px

Poster 42 × 59.4 cm

Logo 500 × 500 px

Instagram Story 1080 × 1920 px

Flyer 210 × 297 mm

A4 Document 21 × 29.7 cm

Infographic 800 × 2000 px

Facebook Post 940 × 788 px

Custom size Edit photo Import file

3

Input the desired dimension of the poster material and click “Create new design”.

The units can be changed (pixels, millimeters, centimeters, or inches).

Custom size

Width Height

px

Create new design

Custom size

Width Height

60 180 cm

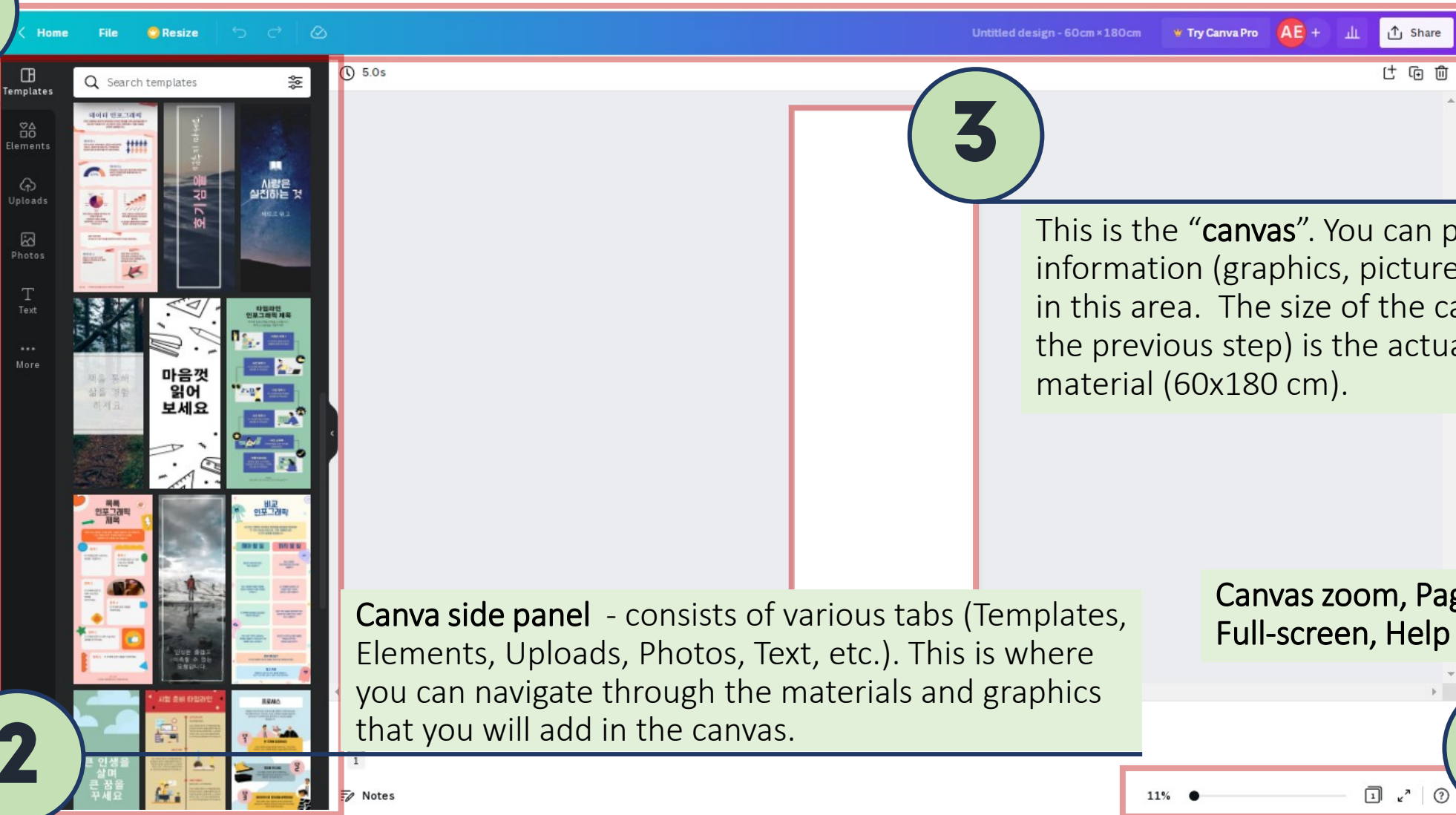
Create new design

Menu bar – consists of the following features:

Home, File, Resize, Saving Status, Design Name, Share, and Download

The workspace

1



3 This is the “**canvas**”. You can put all the information (graphics, pictures, text, audio) in this area. The size of the canvas (set in the previous step) is the actual size of the material (60x180 cm).

2 **Canva side panel** - consists of various tabs (Templates, Elements, Uploads, Photos, Text, etc.). This is where you can navigate through the materials and graphics that you will add in the canvas.

4 **Canvas zoom, Page, Full-screen, Help**

2

3

4

1

Menu bar – consists of the following features:

Home, File, Resize, Saving Status, Design Name, Share, and Download

The workspace



1. **Home** - When you click on Home, you will be taken to the home page of the tool.
2. **File** - The File feature will open a drop-down with the list of features like Create new design, Show rulers, Show margins, Save, Download, etc. You can also see the dimensions of the canvas here. The design name can be edited too.
3. **Saving status** - In the menubar, next to the Resize feature, you can see the saving status. It is usually "All changes saved". In case of any error, while saving, you will get a message here.
4. **Design Name** - By default Canva names the design as "Untitled Design". You can edit the name by clicking on it or through the File feature too.
5. **Share** - You can share your designs with other team members. Multiple members can work on a single design. Type the name or email of the person with whom you wish to share the design. Sharing has 3 options: Share a link to edit or Share a link to view.
6. **Download** - This lets you download the design. There are various file types available. Also if you click to the dropdown arrow next to the download button, you can directly share the design to your social media, Google Drive, MailChimp, etc

1

Tool Bar– located below the menubar. The contents of the toolbar change based on the elements selected in the Canvas.

The workspace

TEXT



IMAGE/PHOTO



ELEMENTS



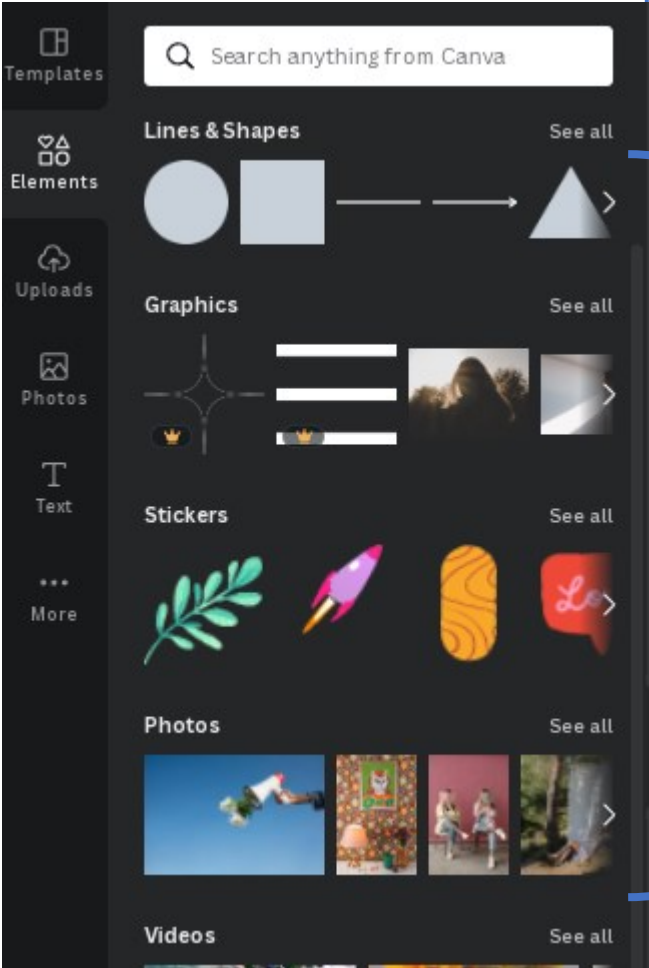
The contents added in the canvas/working area can be moved by selecting and dragging. Most of the features are the same with MS PowerPoint.

Tip: When creating a poster from scratch, its better to customize the background first and prepare a layout for the contents (Abstract, Materials and Methods, Results, Conclusion) before adding all of the information/elements/figures.

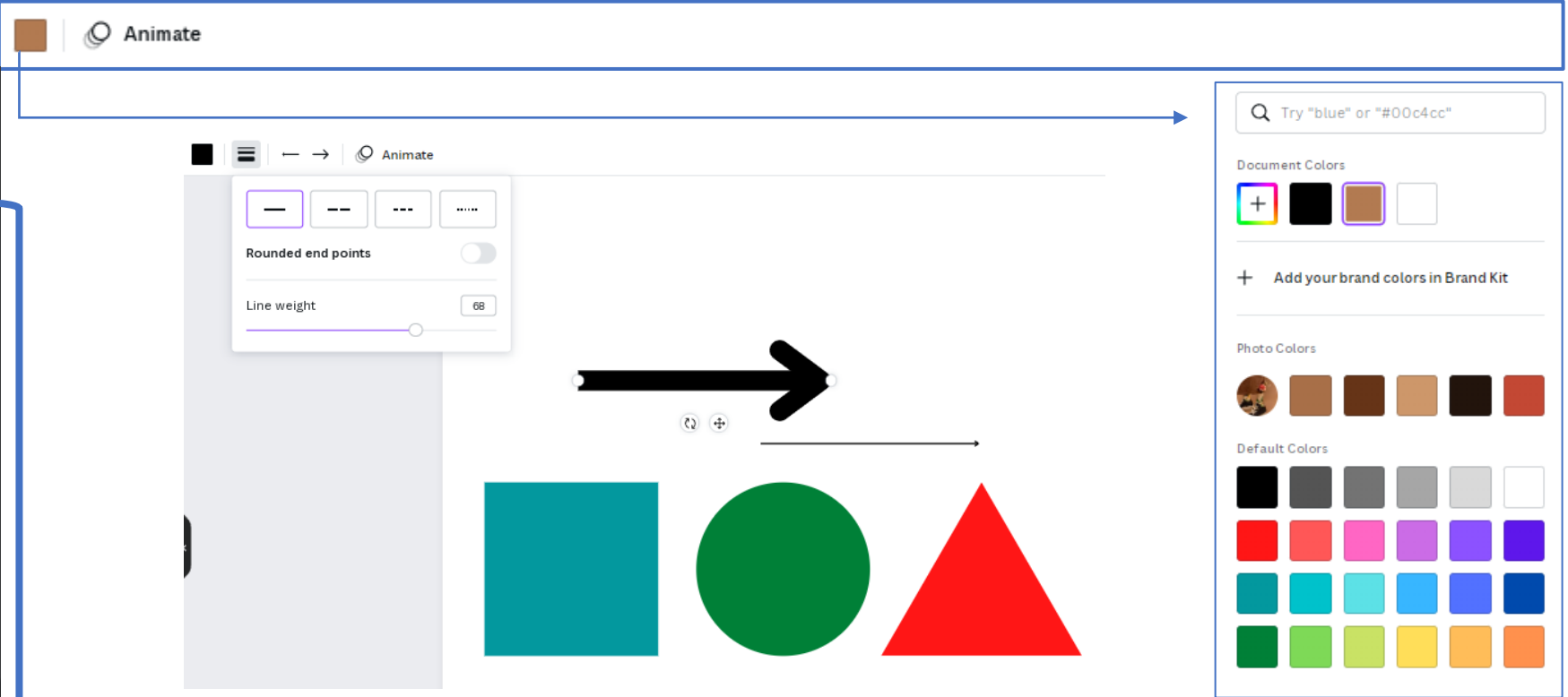
2

Canva side panel - consists of various tabs (Templates, Elements, Uploads, Photos, Text, etc.). This is where you can navigate through the materials and graphics that you will add in the canvas.

2.1 ELEMENTS



Color



Allows a selection of various elements that can be added in the workspace (from shapes, icons, graphics, vectors, and photos, etc.).

Opens a menu for changing the color of the selected element (shape, line, etc.).

2

Canva side panel - consists of various tabs (Templates, Elements, Uploads, Photos, Text, etc.). This is where you can navigate through the materials and graphics that you will add in the canvas.

2.1.1 ELEMENTS - Charts



Adds an editable, customizable chart for simple data.

A screenshot of the Canva chart editor interface. The top section shows a 'Progress ring' chart with a percentage of 67. The settings for this chart include 'Line weight' set to 20, 'Percentage label' turned off, and 'Rounded endpoints' turned on. The bottom section shows a 'Bar chart' with a data table and a preview of the chart. The data table has columns for 'Series 1', 'Series 2', and 'Series' (likely a typo for 'Series 3'). The preview shows a bar chart with five items on the x-axis and values on the y-axis.

	Series 1	Series 2	Series
Item 1	0	5	
Item 2	8	8	
Item 3	15	10	
Item 4	18	14	
Item 5	22	20	

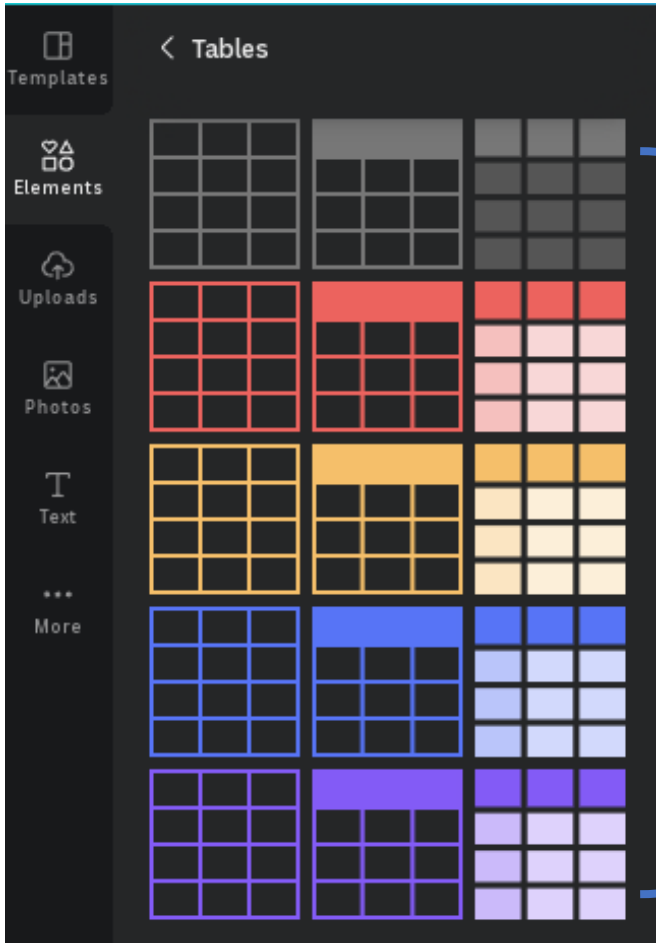
List of charts:

- Bar chart
- Stacked bar chart
- Row chart
- Stacked row chart
- Line chart
- Area chart
- Scatterplot chart
- Histogram chart
- Pie chart
- Donut chart
- Funnel chart

2

Canva side panel - consists of various tabs (Templates, Elements, Uploads, Photos, Text, etc.). This is where you can navigate through the materials and graphics that you will add in the canvas.

2.1.2 ELEMENTS - Tables



Adds editable, customizable tables for simple data.

A detailed screenshot of the Canva table editor interface. At the top, there's a search bar with the text 'Try "blue" or "#00c4cc"'. Below it are 'Document Colors' and 'Default Colors' sections. The main area shows a 3x3 table with a red border. A context menu is open over the table, listing actions like 'Copy', 'Paste', 'Delete', 'Delete column', 'Add column before', 'Add column after', 'Move column right', 'Move column left', 'Size rows equally', 'Size rows to content', and 'Size column to content'. At the bottom, there are two panels: one for 'Optimize table border (color, thickness, etc.)' and another for 'Table spacing' and 'Cell spacing' with sliders set to 20. Blue arrows point from the text labels to the corresponding UI elements.

Try "blue" or "#00c4cc"

Document Colors
Change the fill color of selected cell.

+ Add your brand colors in Brand Kit

Default Colors

Optimize table border (color, thickness, etc.)

Opens a pop-up menu for quick actions.

Table spacing 20

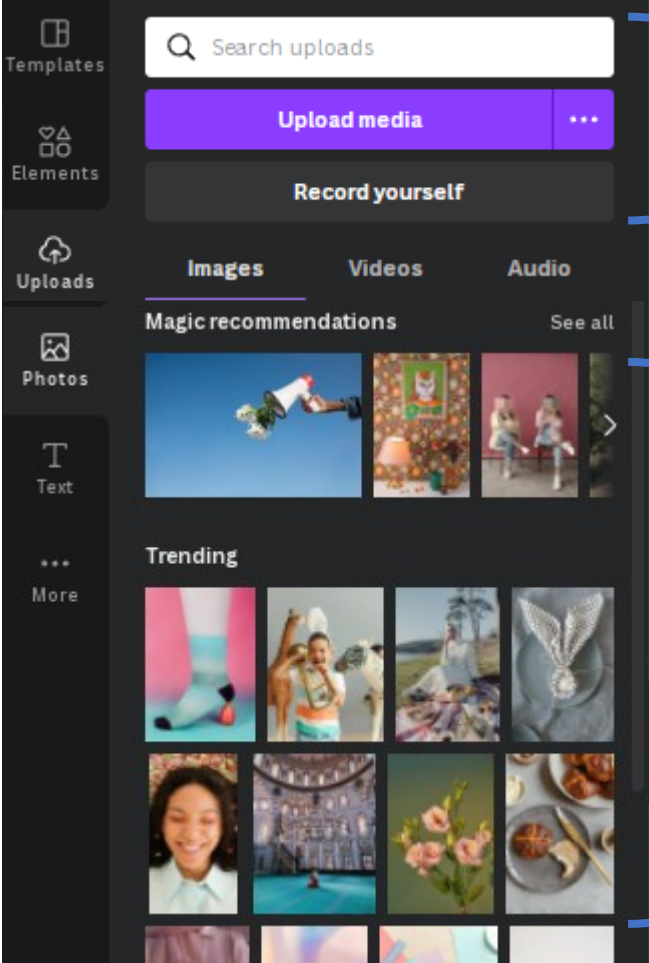
Cell spacing 20

Adjust table and cell spacing.

2

Canva side panel - consists of various tabs (Templates, Elements, Uploads, Photos, Text, etc.). This is where you can navigate through the materials and graphics that you will add in the canvas.

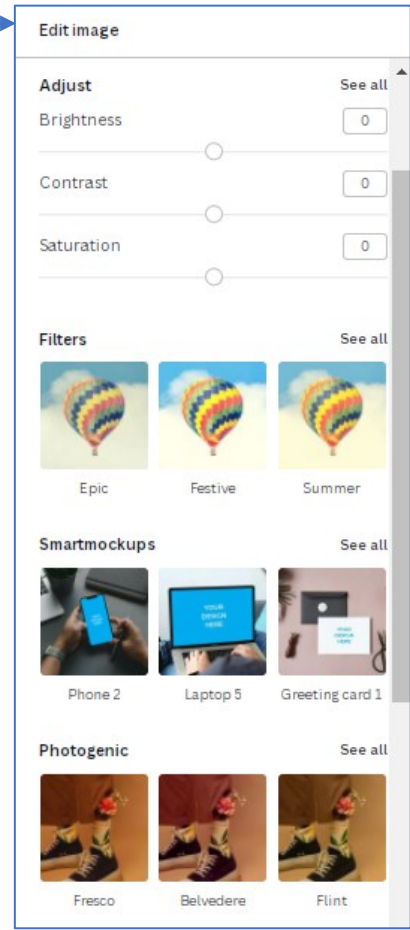
2.2 UPLOADS/PHOTOS



Allows you to upload a media file (photo, video, audio) and use it in the current project.

Tip: It is better to upload tables and figures as .png file for better quality and easier organization.

Provides a selection of stock images (photos available on the internet).

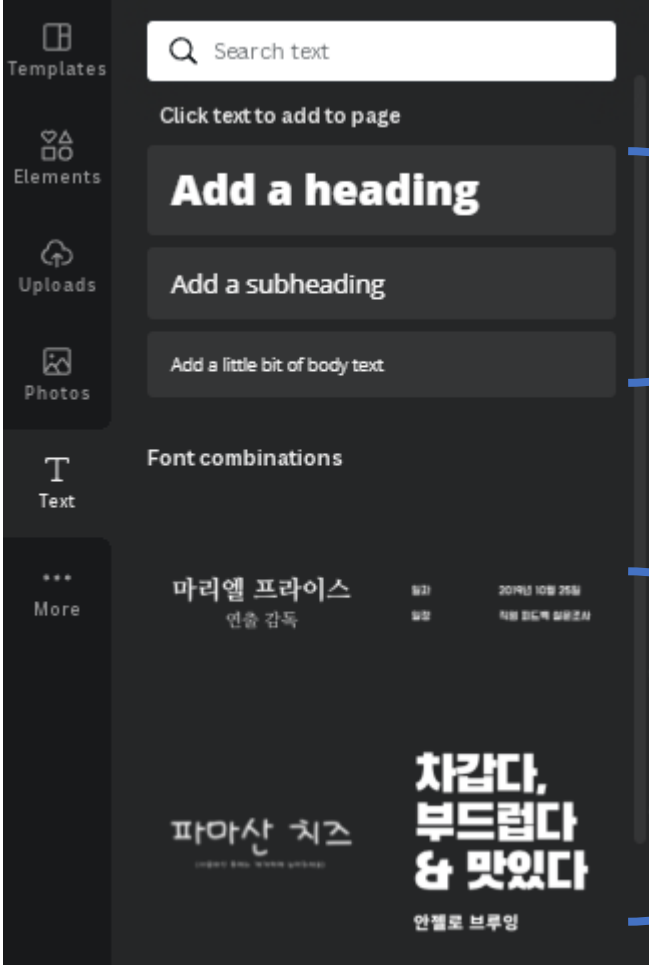


Opens a menu for manipulating the basic properties of the image. Preset filters are also available.

2

Canva side panel - consists of various tabs (Templates, Elements, Uploads, Photos, Text, etc.). This is where you can navigate through the materials and graphics that you will add in the canvas.

2.3 TEXT



Font Style: Open Sans Extra ... | Text Color: - 186 + | Uppercase/Lowcase: aA | Effects | Animate

Font Size: 186 | Bold | Italicized | Underlined | Alignment | List/Bullets | Spacing

Makes the text animated (for video presentation).

Adds an editable textbox in the canvas.

Adds a pre-formatted text template (different font combinations).

Effects

Style

- None, Shadow, Lift
- Hollow, Splice, Echo
- Glitch, Neon, Background

Shape

- None, Curve

Adds preset style to text.

TITLE



Presenter Information

Abstract

Lorem ipsum.

Materials & Methods

Lorem ipsum.



Highlight

Lorem ipsum.

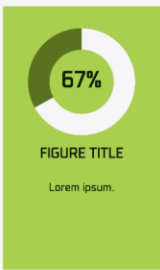
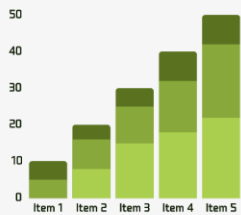


FIGURE TITLE

Lorem ipsum



Results

Lorem ipsum.

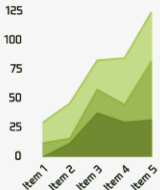


FIGURE TITLE

Lorem ipsum



Highlight

Lorem ipsum.

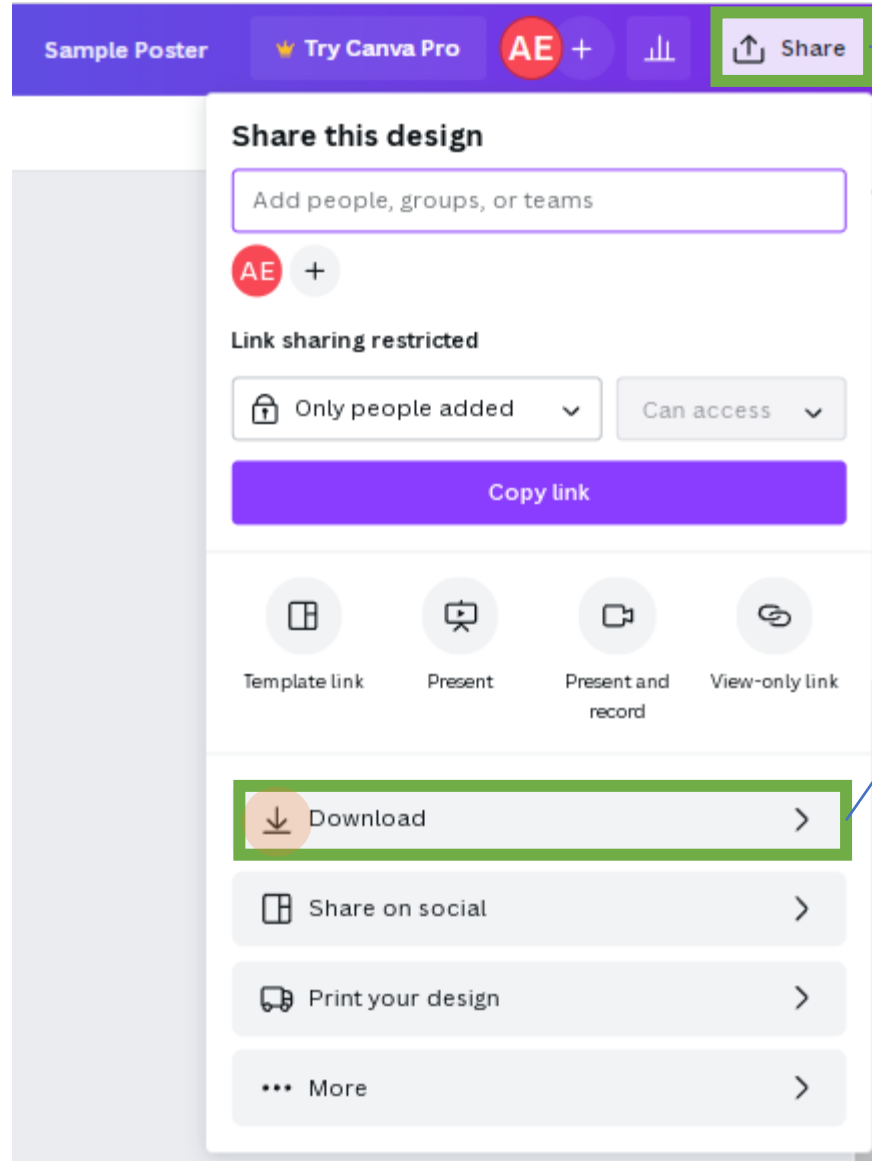
Highlight

Lorem ipsum.

Conclusions, Acknowledgements

Lorem ipsum.

Exporting the poster



Allows you to export the file:

1. By sharing link
2. By downloading the file (.png, .png, .pff, etc.)

