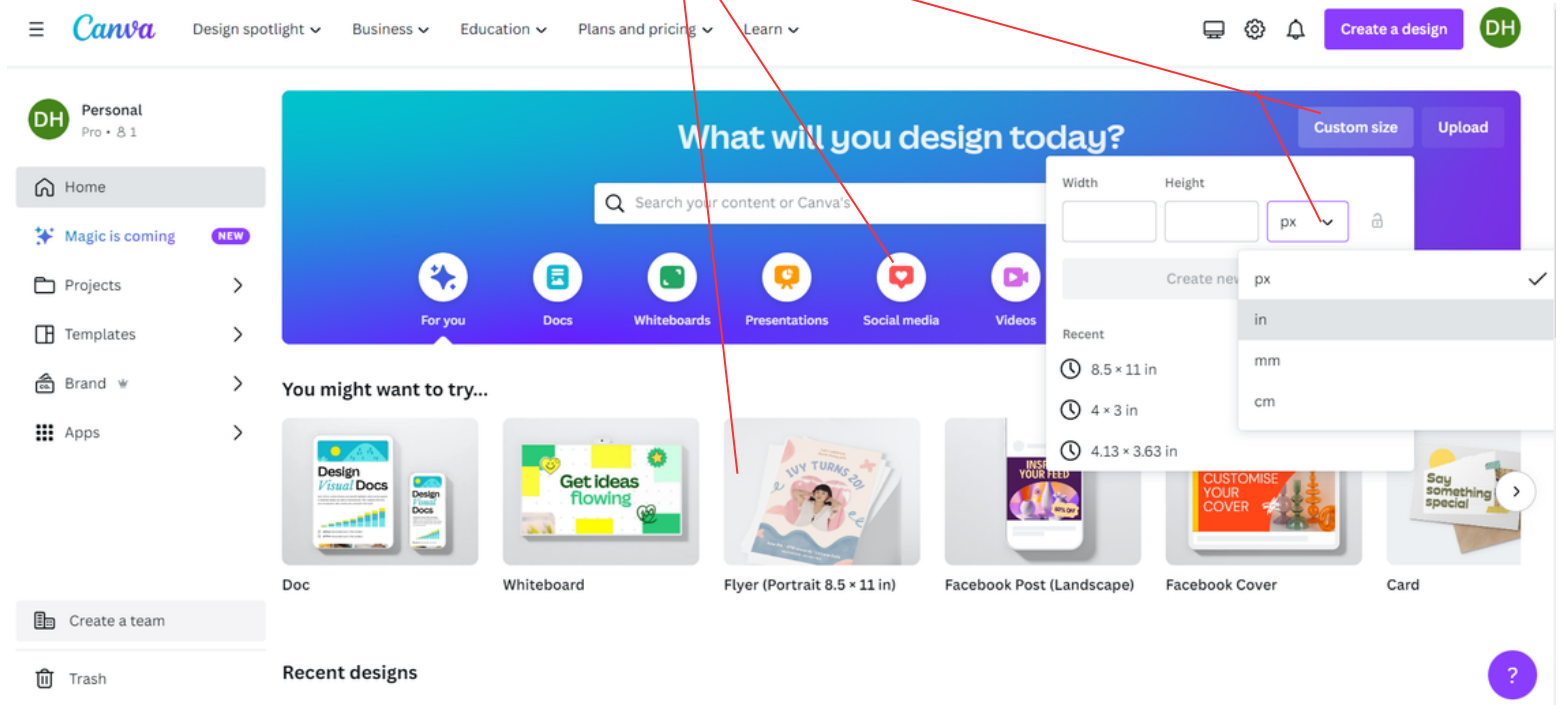
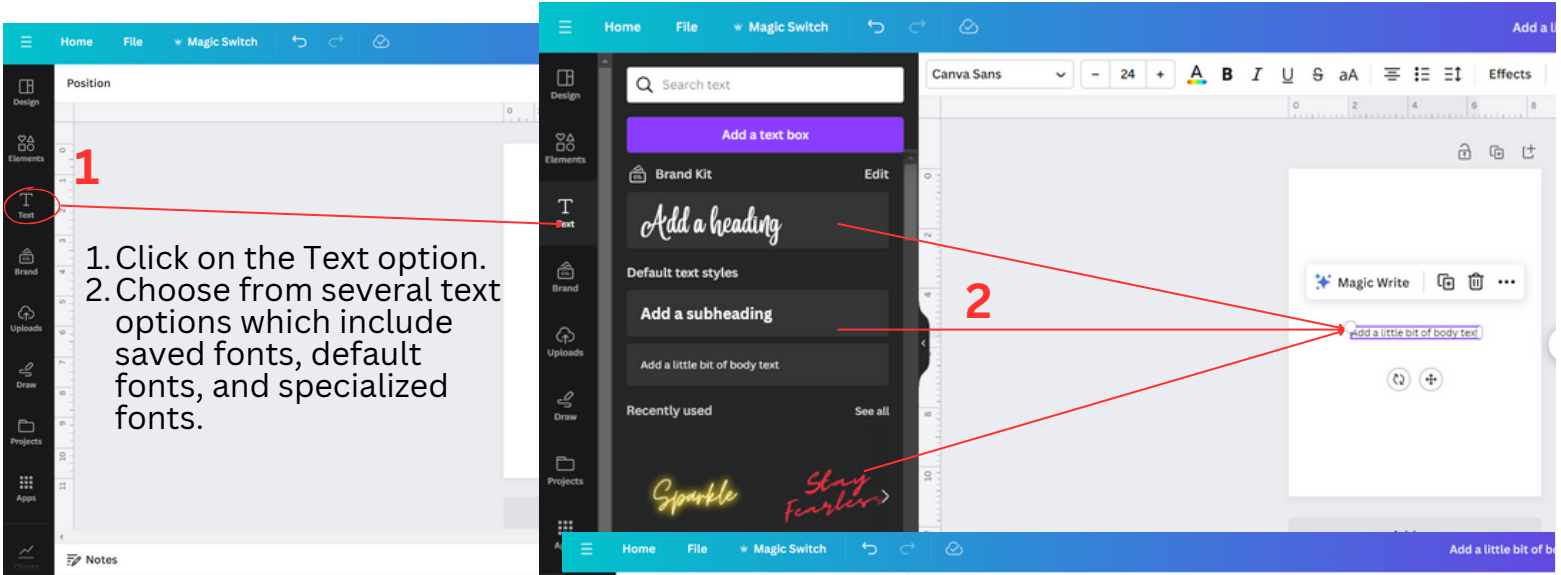


# Choose the size of your graphic.

Create a custom size or choose from a variety of preset sizes.

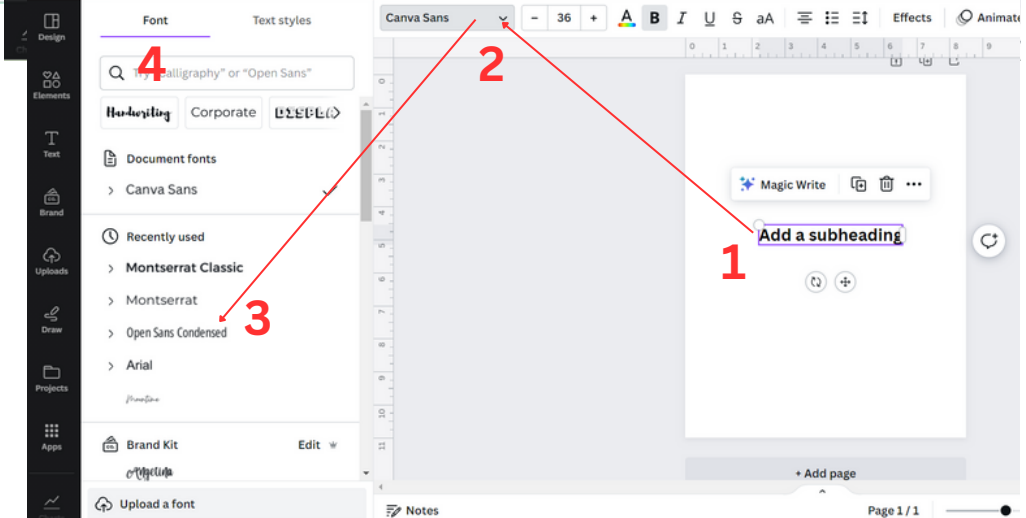


# Place text on your graphic.



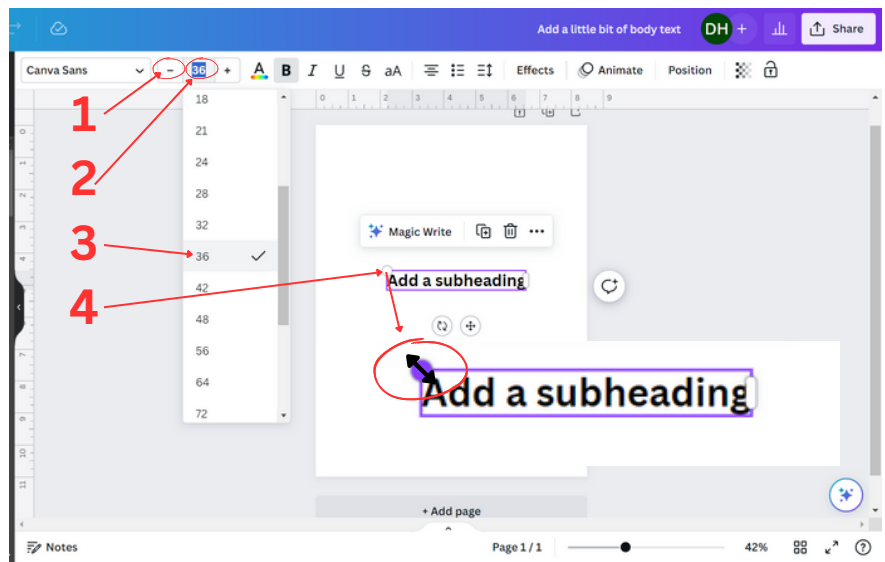
# Change your text font.

1. Click to select your text.
2. Click the drop down menu for fonts.
3. Choose a font.
4. You can also use the search bar to find a font or type of font.



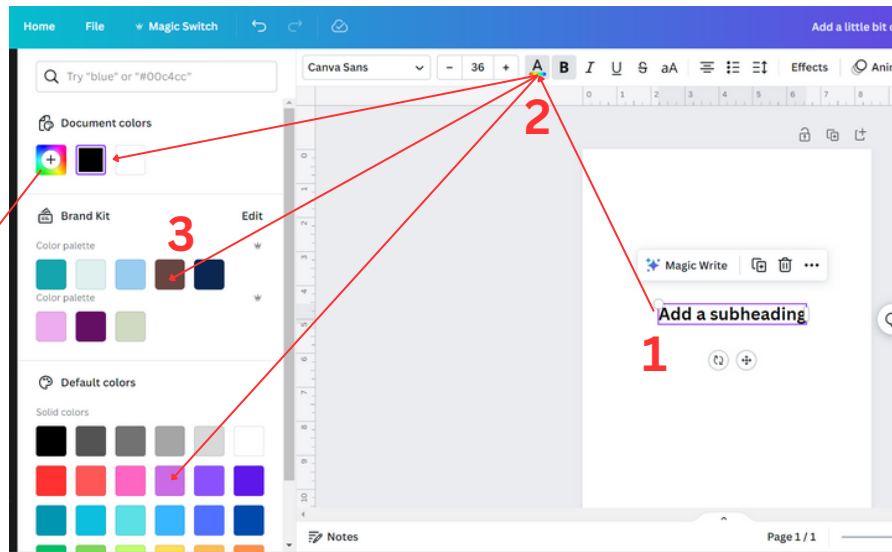
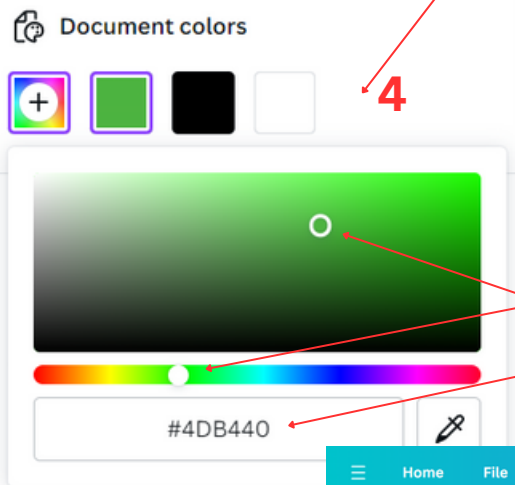
## Change the size of your text.

1. Use the (+) or (-) to change text size
2. Enter the size you want your text.
3. Click the drop down for text size, and select the size you want.
4. Click and hold the corner of the text while moving the mouse to increase or decrease text size.



## Change color of your text.

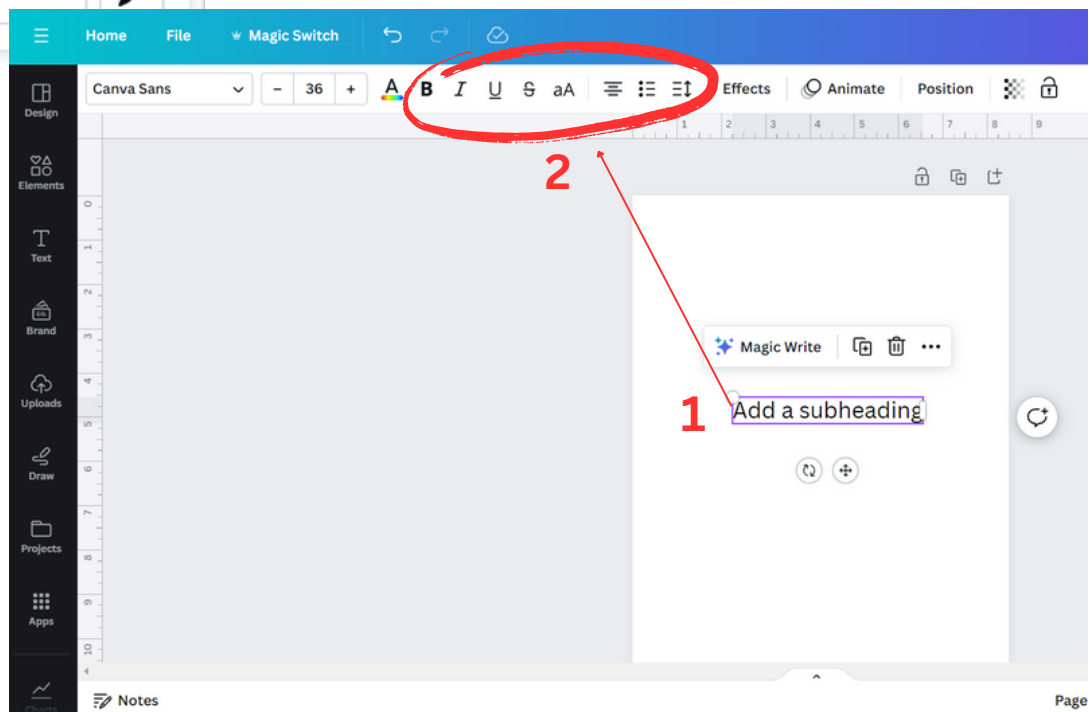
1. Click to select text to change.
2. Click the A with color bar underneath.
3. Choose from colors that Canva produces based on your graphic, saved colors, or default colors.
4. Enter the Hex # of your desired color or produce your own color.



Slide button to change color spectrum in the box.  
Click inside the color box to choose a color  
or  
Enter six digit Hex # if you know it.

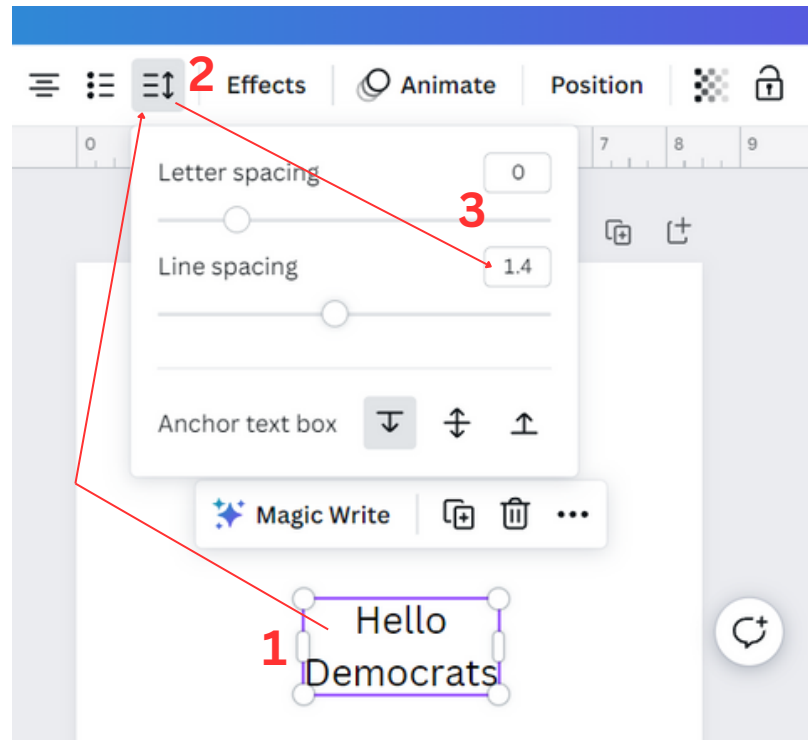
## Making text bold, Italic, underlined, strike through, upper/lower case, alignment, bullets, line spacing, and character spacing.

1. Select your text to change.
2. Select one of those options.



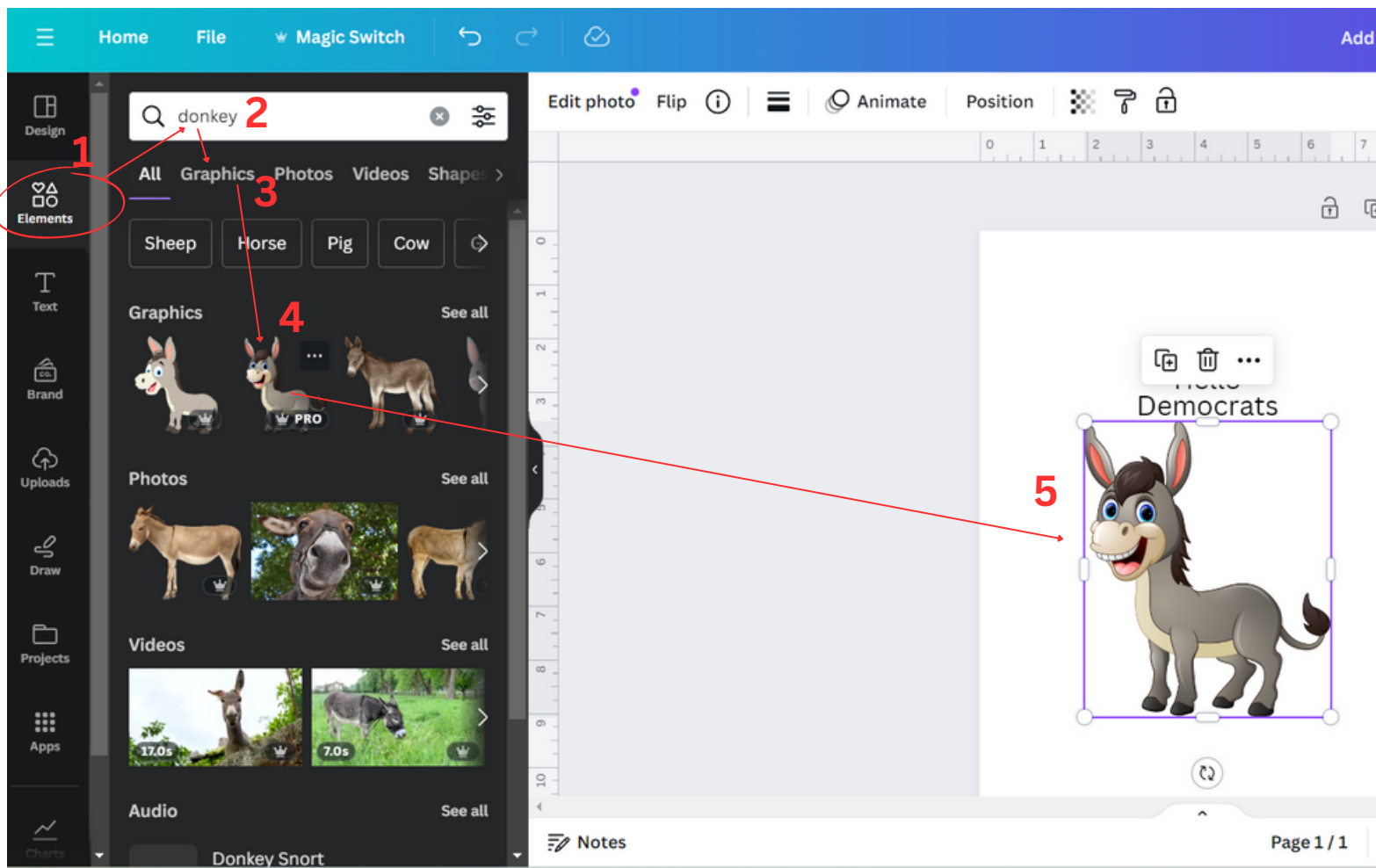
## Line spacing and character spacing.

1. Click to select text.
2. Click spacing icon.
3. Click and hold button to increase or decrease line/letter spacing or enter value in the box.



## Add a photo, graphic, or video.

1. Click the Elements option.
2. Enter a keyword for the content you want.
3. Choose graphics or photos.
4. Scroll through available options and click the one you want.
5. Graphic will appear on your page.

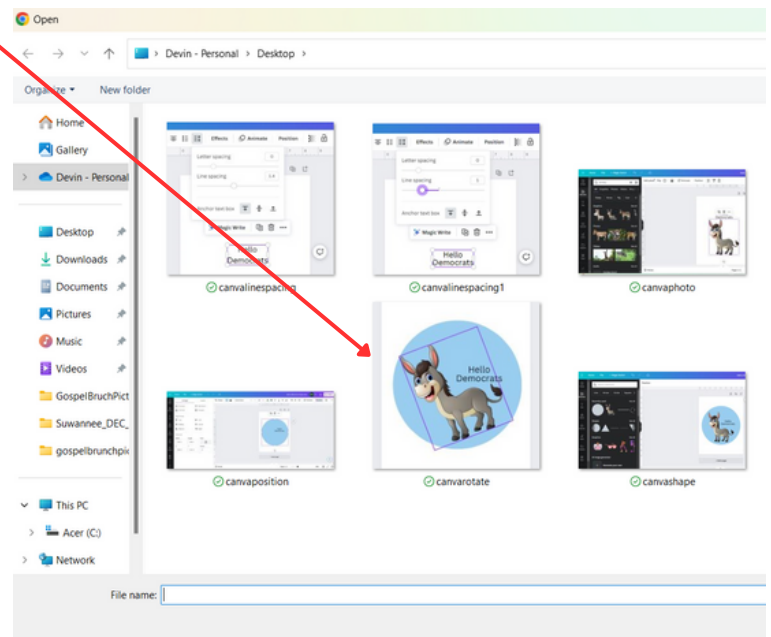
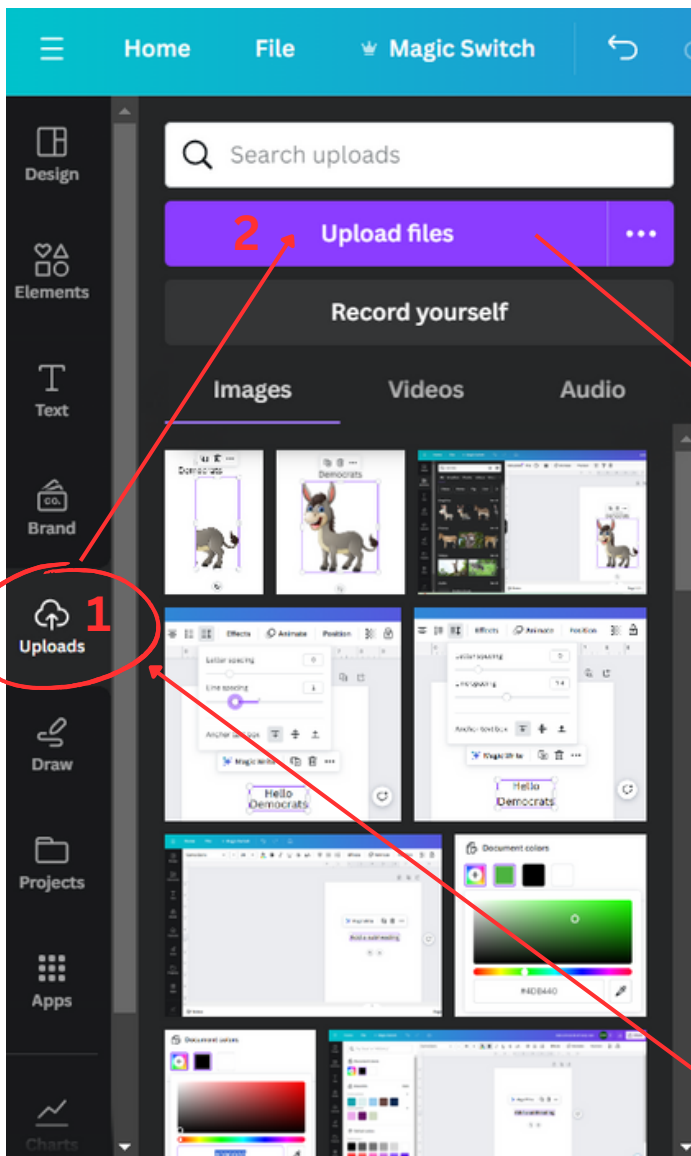
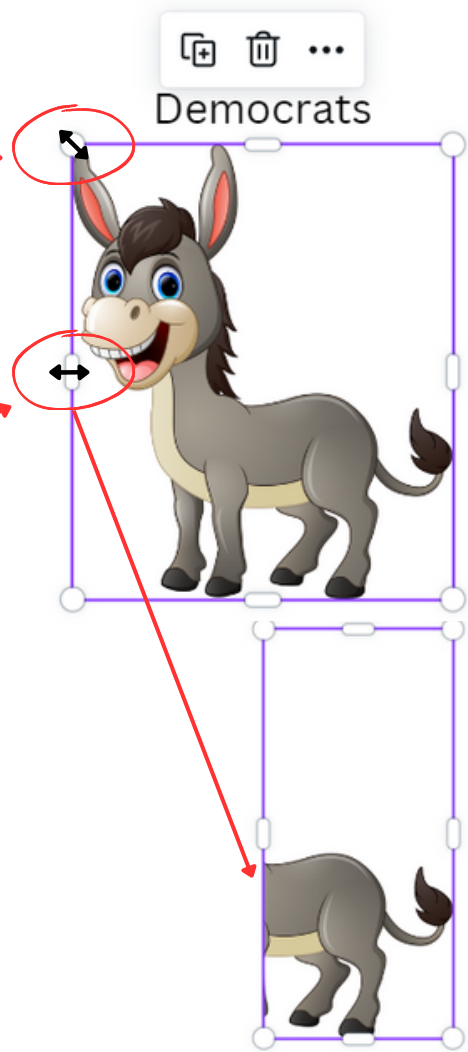


## Changing the size of a photo or graphic.

1. Click the image you wish to resize.
2. Click and hold one of the four corners.
3. Move the mouse to increase or decrease the size of the photo/graphic. **Your photo/graphic will resize proportionately.**

## Cropping a photo.

1. Click the image you wish to resize.
2. Click and hold one of the rectangles between the corners.
3. Move right/left, up/down.

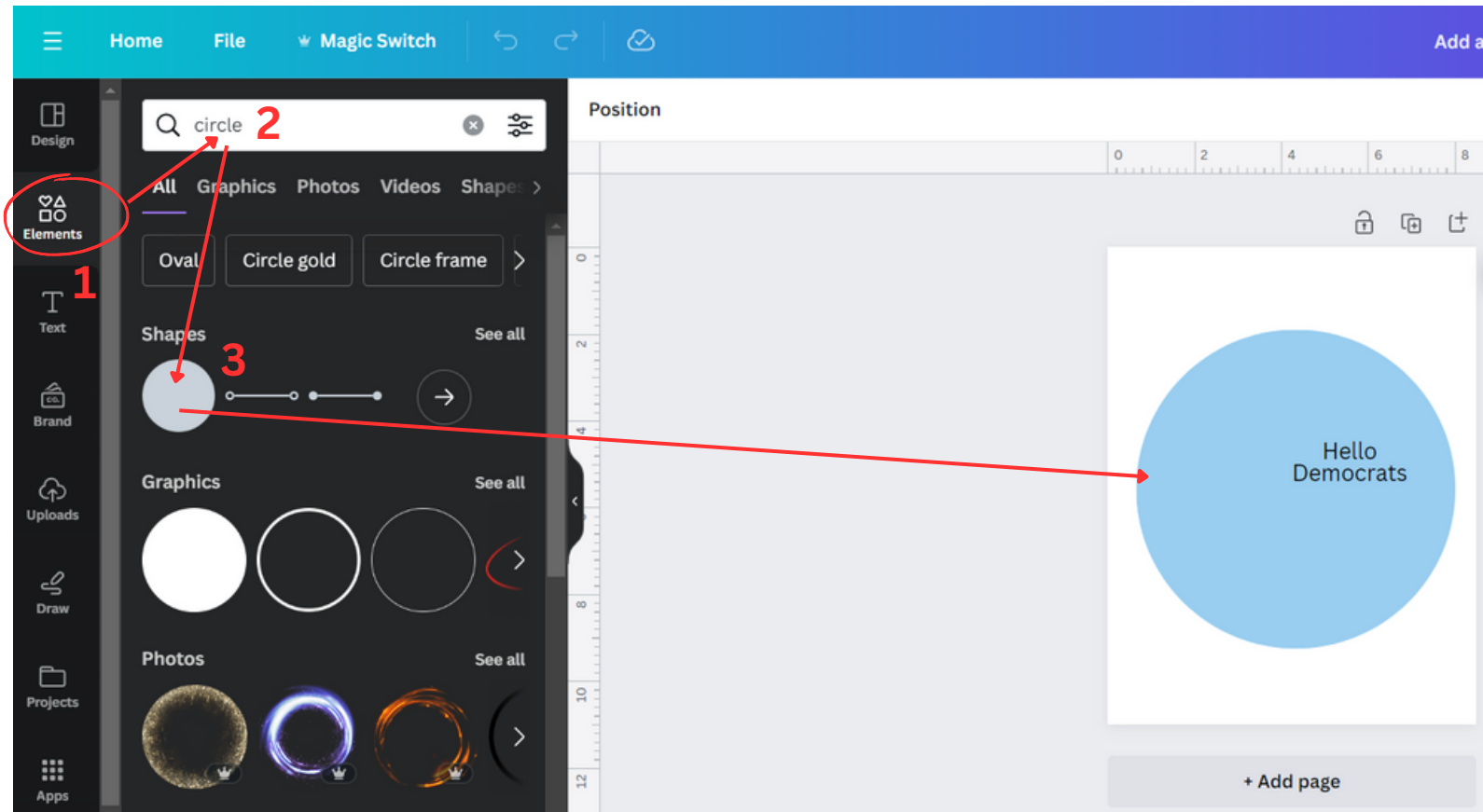


## Upload your own graphic or photo.

1. Click the Uploads option.
2. Click the purple Upload files bar.
3. Upload your photo/graphic from your computer.

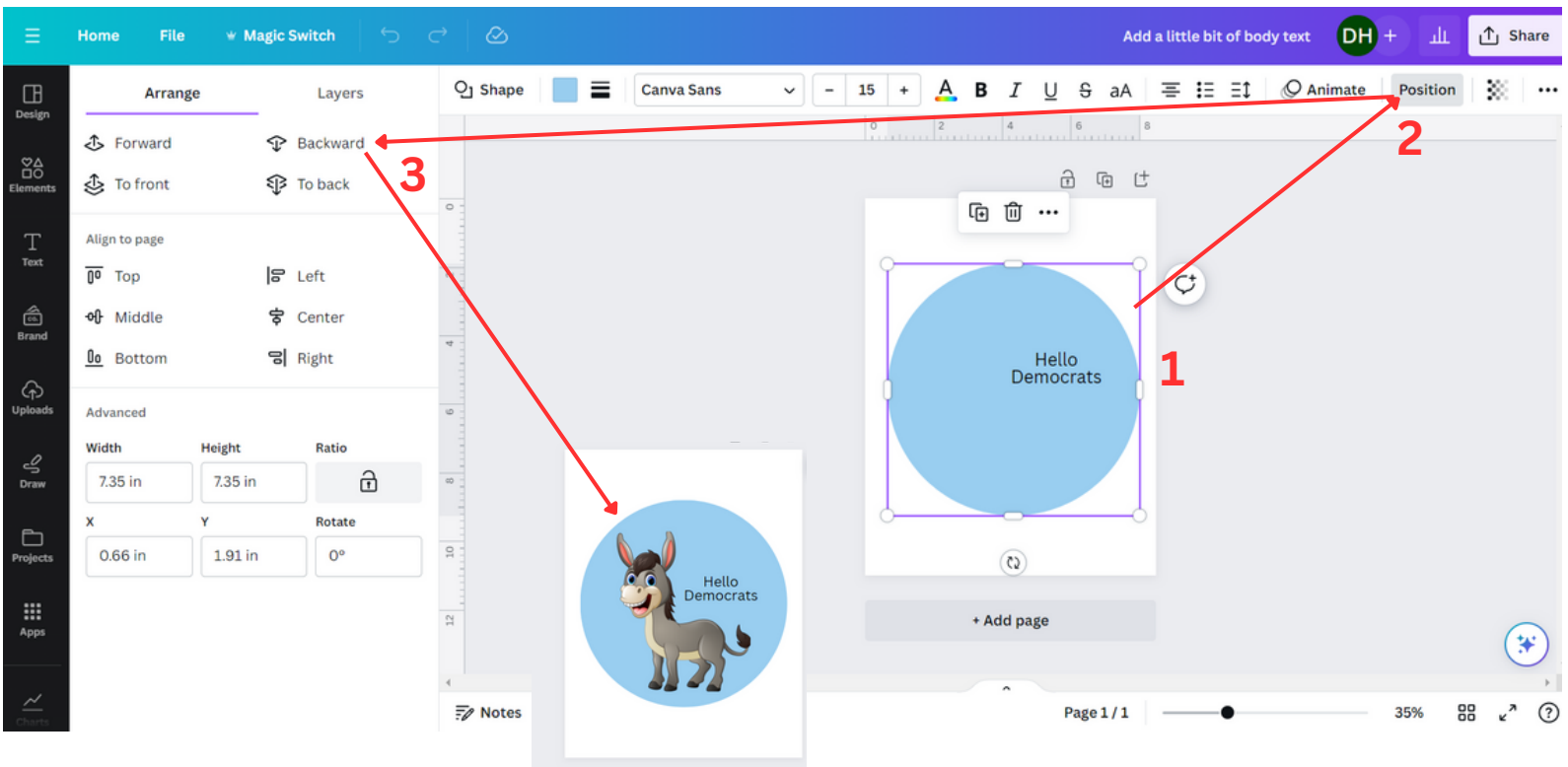
## Add a shape.

1. Click on the Elements option.
2. Type in the keyword for you shape.
3. Choose from the available shapes



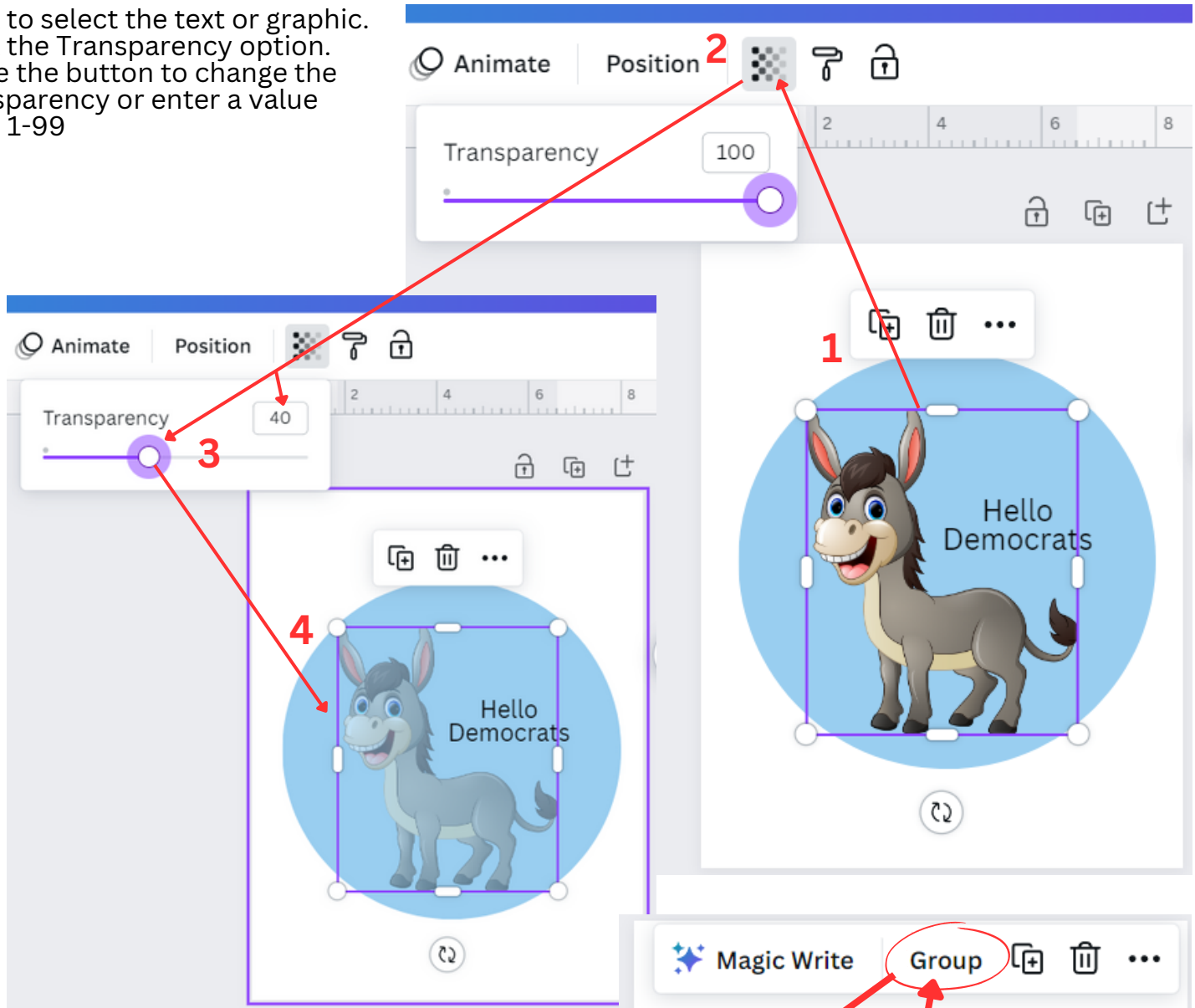
## Change the forward/backward position of text or graphics.

1. Click to select the text or graphic.
2. Click the Position option.
3. Click how you would like to move your text or graphic.



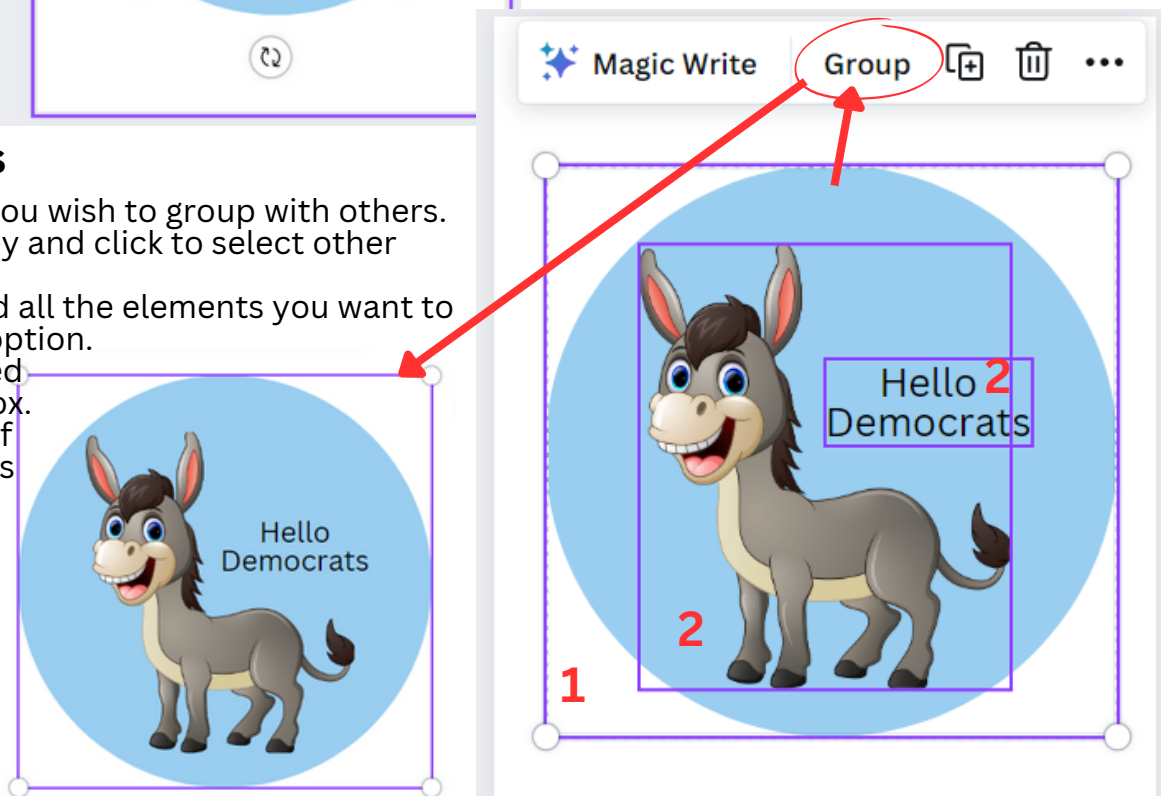
## Change the transparency of a photo, graphic, or text.

1. Click to select the text or graphic.
2. Click the Transparency option.
3. Move the button to change the transparency or enter a value from 1-99



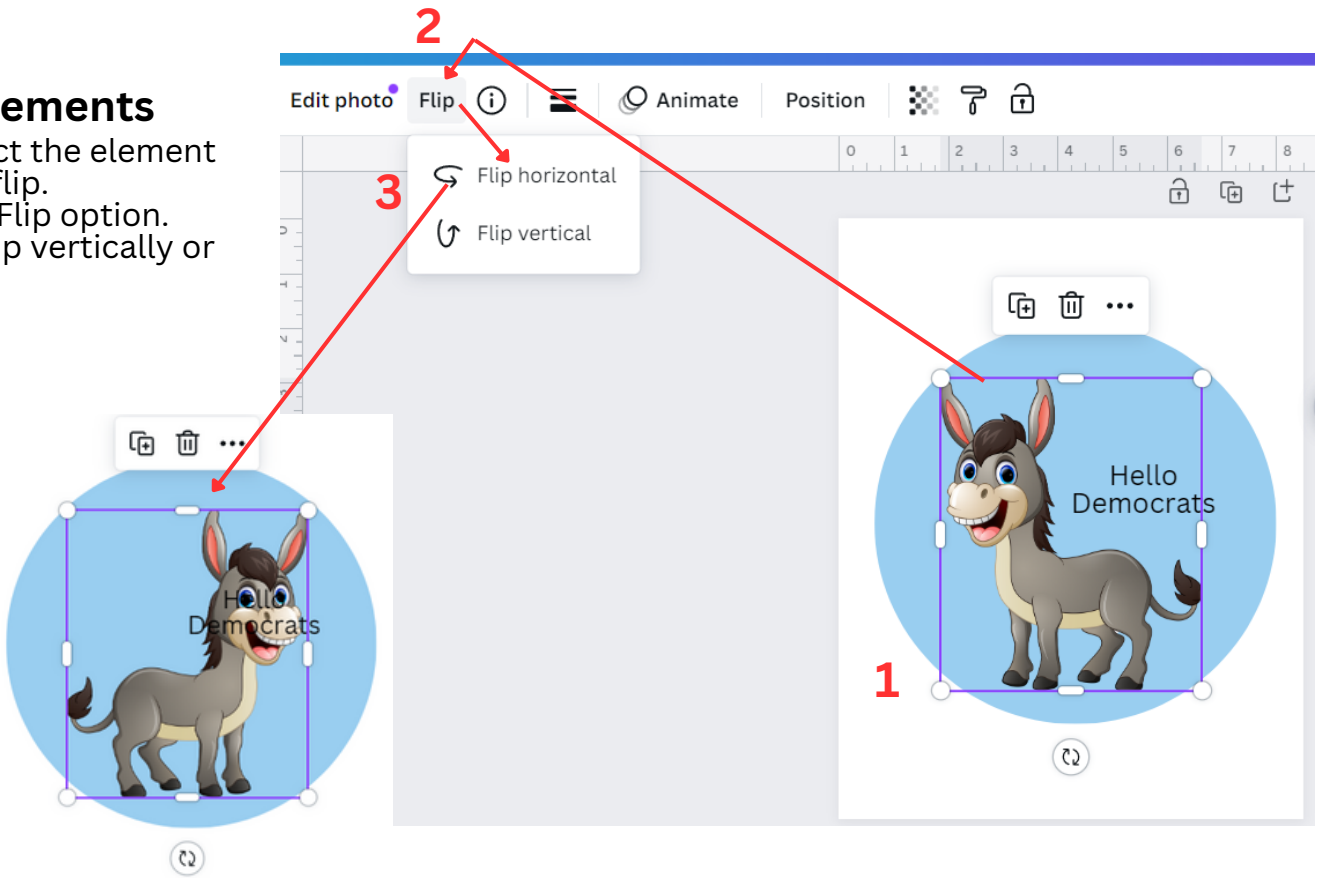
## Grouping Elements

1. Click the first element you wish to group with others.
2. Hold down the SHIFT key and click to select other elements to group.
3. When you have selected all the elements you want to group, click the Group option.
4. Elements will be grouped and contained in one box.
5. You can now move all of of the grouped elements together.



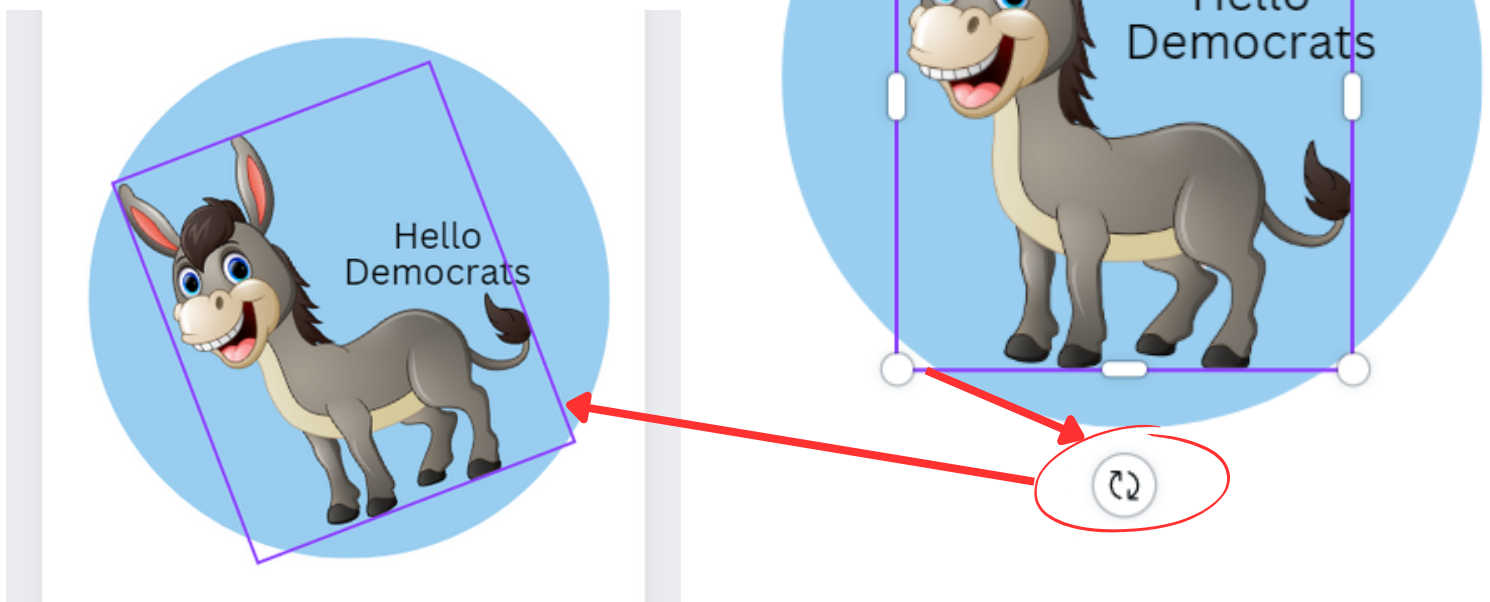
## Flipping elements

1. Click to select the element you wish to flip.
2. Click on the Flip option.
3. Choose to flip vertically or horizontally.



## Rotate Elements

1. Click to select the element you wish to rotate.
2. Click and hold the Rotate Icon.
3. Rotate left or right.



## Copy an element.

1. Click to select the element you wish to copy.
2. Click the Copy icon.

