

# Course Module: Understanding the Canva Interface

## 1. Understanding the Canva Interface

### Learning Objectives:

- Become familiar with Canva's workspace layout.
- Identify the key tools and panels.

### Main Areas of Canva:

- Dashboard: Home screen where you access templates, past projects, and your brand kit.
- Design Page: The workspace where you create and edit designs.
- Top Menu Bar: File, undo/redo, resize, share, and download options.
- Side Toolbar: Tools for templates, elements, uploads, text, photos, videos, backgrounds, and apps.

Why This Matters: Knowing the layout makes you faster and more efficient in design.

Image Suggestion: Labeled screenshot of the Canva interface.

Caption: "Your design journey starts with knowing your workspace."

## 2. Toolbar and Menu Overview

### Learning Objectives:

- Learn the purpose of the toolbar and menu options.
- Know how to access frequently used tools.

### Top Menu:

- File: Save, make a copy, view version history.
- Resize: Change design dimensions instantly (Pro feature).
- Share: Invite collaborators or generate share links.
- Download: Save as PNG, JPG, PDF, MP4, etc.

### Side Toolbar:

- Templates: Pre-designed layouts.
- Elements: Shapes, icons, charts, stickers.
- Uploads: Add your own images, videos, and audio.
- Text: Add headings, subheadings, and body text.
- Backgrounds: Solid colors or patterns.
- More: Access apps like Google Drive, YouTube, GIPHY.

Image Suggestion: Highlighted screenshot of the top toolbar.

Caption: "The toolbar is your control center for design actions."

## 3. Working with the Canvas (Size, Orientation, Resizing)

### Learning Objectives:

- Adjust your canvas to match the needs of your project.
- Understand size and orientation settings.

Choosing Size:

- Use preset sizes (e.g., Instagram post 1080×1080px).
- Custom dimensions in pixels, inches, or millimeters.

Orientation:

- Landscape for presentations, posters.
- Portrait for flyers, infographics.

Resizing:

- Manual: Drag edges of the canvas.
- Pro: Use the “Resize” button to instantly adjust to other formats.

Image Suggestion: Canvas size selection screenshot.

Caption: "A well-sized canvas ensures your design looks perfect everywhere."

## 4. Layers and Object Arrangement Basics

**Learning Objectives:**

- Understand how Canva layers work.
- Arrange elements for proper visual hierarchy.

What Are Layers?

- Every object (text, shape, image) is on its own layer.

Arrange Tools:

- Bring Forward / Send Backward to move objects between layers.
- Group elements to move/resize them together.

Tip: Keep important elements above background layers for visibility.

Image Suggestion: Screenshot showing Arrange tool in Canva.

Caption: "Layer control keeps your design elements in order."

## 5. Saving and Organizing Designs in Folders

**Learning Objectives:**

- Save your designs properly.
- Keep projects organized for quick access.

Saving:

- Canva auto-saves as you design.
- Download when ready for sharing or printing.

Organizing:

- Create folders by project type (e.g., Social Media, Presentations, Marketing Materials).
- Move designs into folders for easy retrieval.

Pro Tip: Name your files clearly with date & purpose.

Image Suggestion: Screenshot of Canva's "Folders" section.

Caption: "Organized designs save you time when deadlines hit."