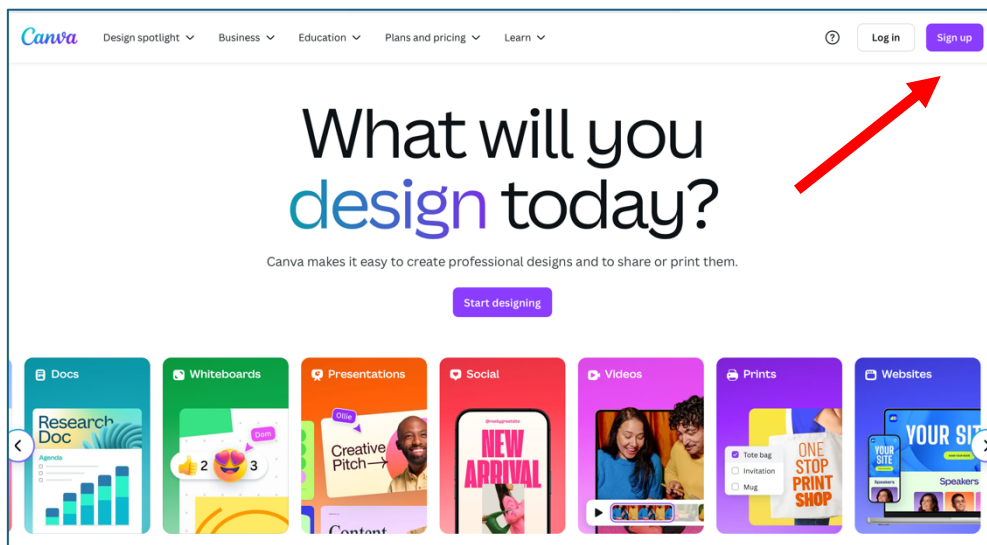


Advance notes for CANVA training

It will be really helpful and save time if you could set up a Canva account in advance of the training. It is free, however there are some “choices” along the way, so here is a run through of how to do it. My annotations to screenshots are in red.

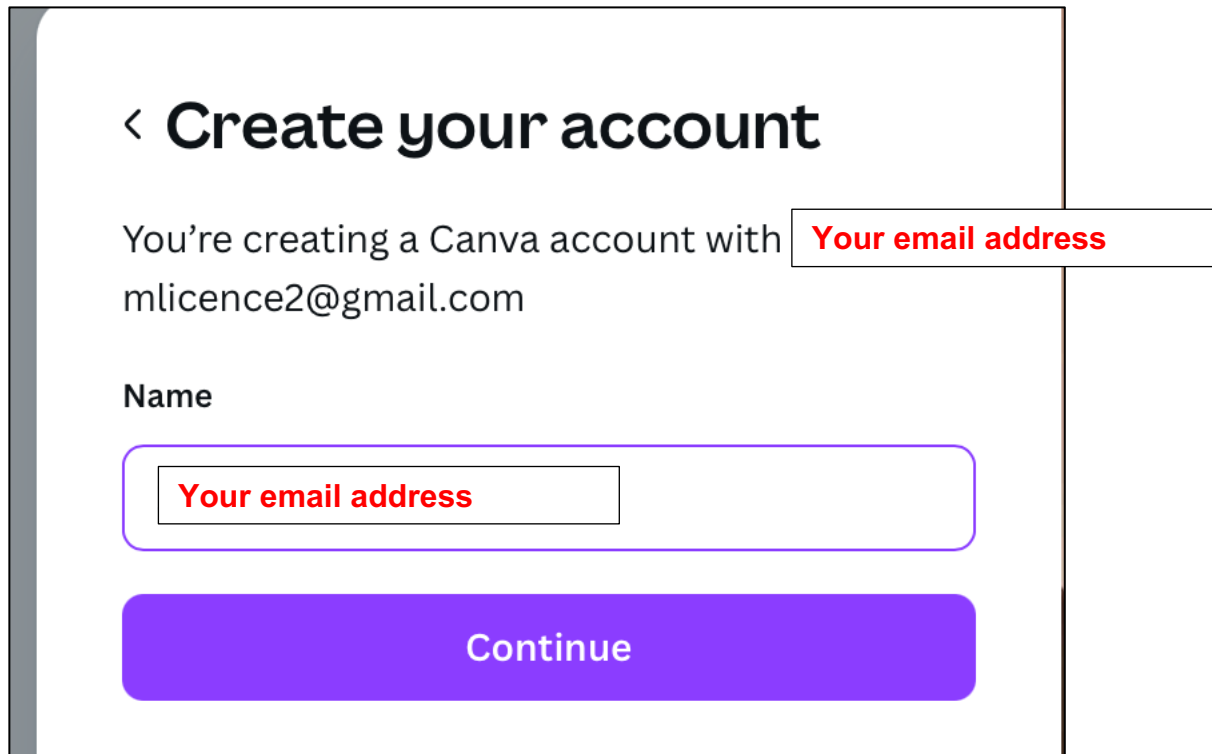
1. Open Canva <https://www.canva.com>
2. Click Sign up



3. Put in your email address

A screenshot of the 'Continue with email' sign-up screen. The title is '< Continue with email'. Below the title, it says 'We'll check if you have an account, and help create one if you don't.' The label 'Email (personal or work)' is above a text input field. Inside the input field, the text 'Email address here' is written in red. Below the input field is a large purple button labeled 'Continue'.

4. You'll see a page like this



< **Create your account**

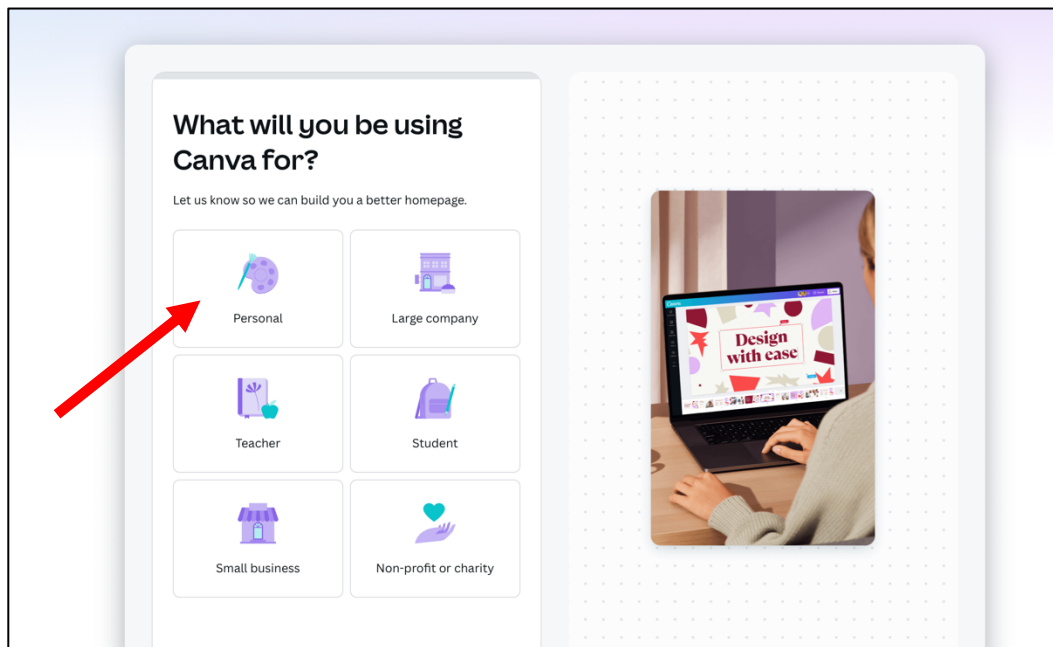
You're creating a Canva account with **Your email address**
mlicence2@gmail.com

Name

Your email address







Continue


5. You'll be asked what you are using Canva for – click **PERSONAL**



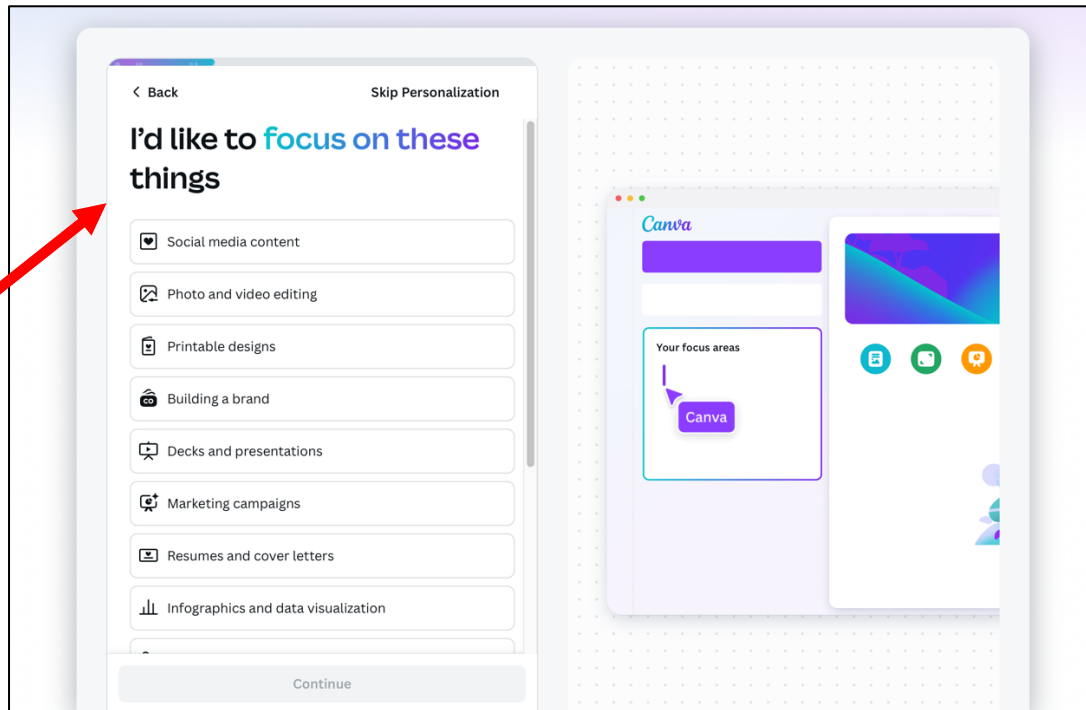
What will you be using Canva for?

Let us know so we can build you a better homepage.

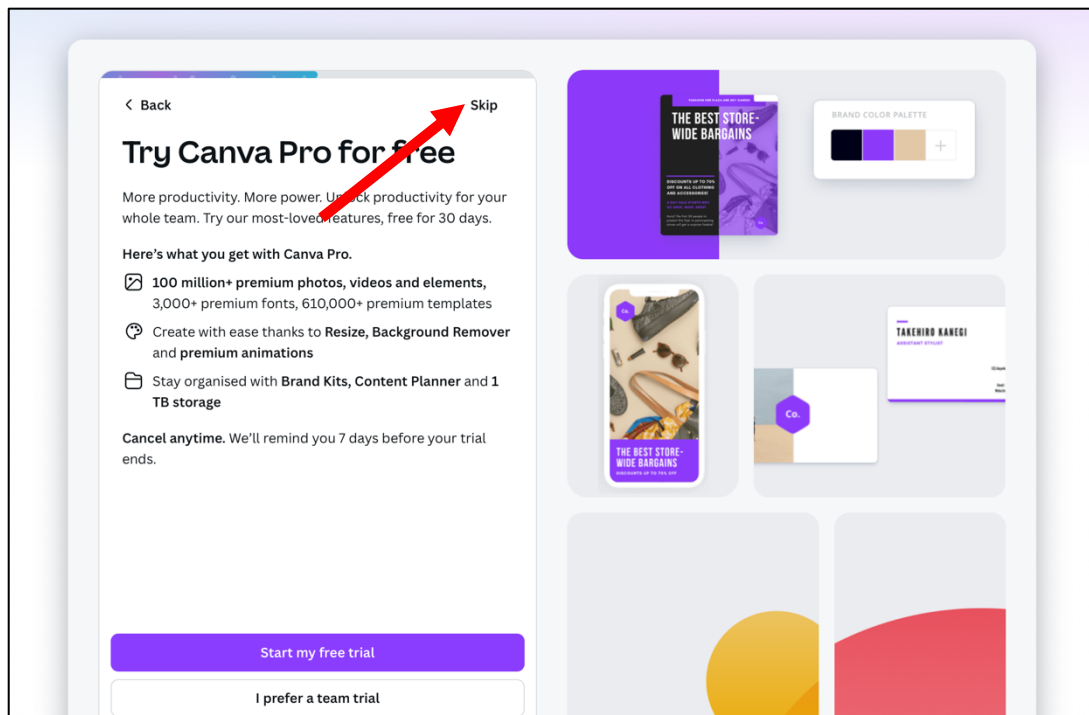
 Personal	 Large company
 Teacher	 Student
 Small business	 Non-profit or charity



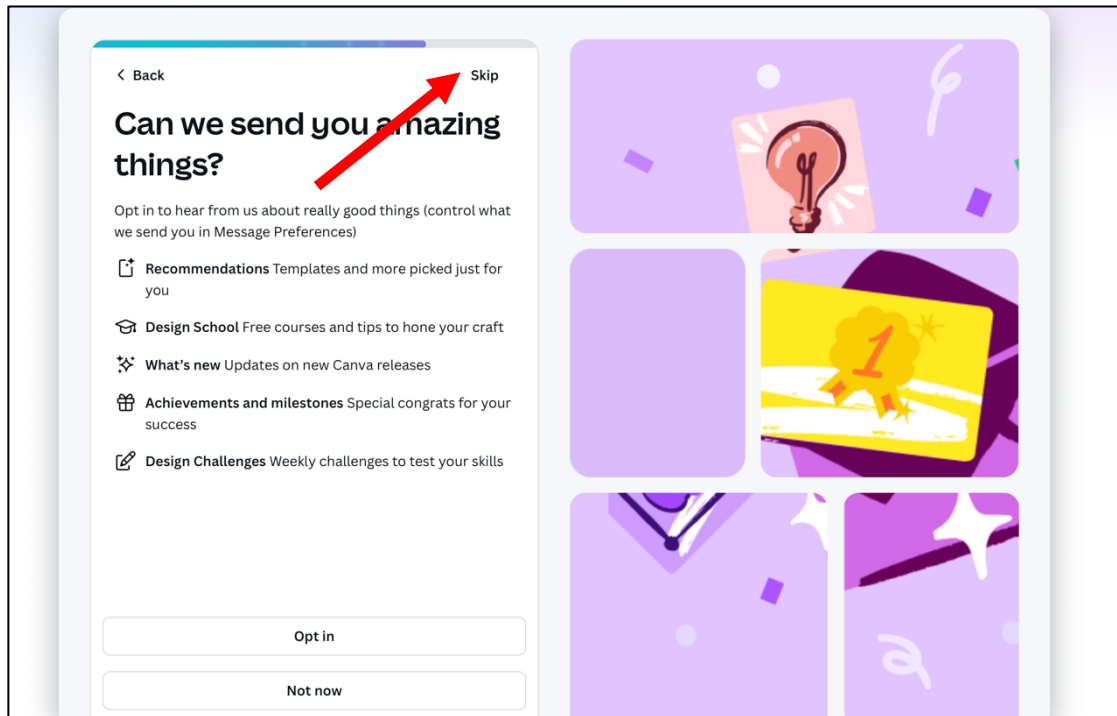
6. Click social media. You'll be able to use it for other things – this is just to get you registered.



7. Click Skip – otherwise you'll have to pay.



8. Click Skip again. You can opt in later when you are more proficient with the site



9. You should end up with a screen like this – ready to start designing

