

Human Computer Interaction (In English)

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Canva

Hello everyone, I'm Tony Thomas, and I'm currently an undergraduate senior here in Computer Science and Design course at 3.10. So I will be your TA for the Canva tool. So I hope you're excited to start with it. I'm also excited to start with it. So let's get started then.

So Canva. Canva is again an online graphic design platform. I think most of you are familiar with it because again you must have used it in your college projects or I mean club activities and all to design posters and everything. It's more like a non-designer sort of thing.

You don't need to have a design background in your Canva this thing but you can get started with it. so it's an online graphic design platform it allows users to create a variety of things and you can create literally anything presentations social media posts printables logos posters resumes docs and anything like you can create any stats uh standees and all so literally anything but without having any design skills also like you don't need to know about a blur tool or cut tool or anything like that it's just like a drag drop facility for you then let's get to next slide So why does it matter to learn Canva at first place only? So it's quick and easy, gets the job done. We have a lot of templates like, there are many templates you can choose from, a lot of fonts, icons, images and anything. The drag-and-drop facility, so anyone with the knowledge of using computers can, I mean, operate with Canva and like create stunning designs from it. It's basically drag it and drop it, like search your design, drag it and drop it on your main design.

Collaborative tools, you can collaborate in teams, like you can have all your team assembled in one canvas design and you can work together in team. Versatile export options, you can export in PNG, SVG, PDF, DOCS, in any format that you like, in PPT or any format that you like. It has a lot of versatile options. You can get a presentation link also from that. can be designed for everyone like you don't need to have a pre-knowledge of design tools like cut or blur tool you can just start with no knowledge of design tools only it's just literally a beginner's tool basically so it's popular for creating presentation posters i mean for you guys have seen posters in club activities also so it's very much popular for that Alright then, not much of theory, let's get started with the practical work and let's open Canva, okay? So open your browser, type Canva and click

on the first thing that's visible there and open it.

And I hope you are familiar with creating an account process, I won't go into much detail, it's a fairly intuitive process, you can do it by yourself. So Canva is available in different forms also, most used versions are the web-based version. So let's get started. So when you open your Canva, it will be something like this. So So when you open your Canva account, you have the homepage here.

At top, you have the search bar. Then you have the design formats here at the, I mean, Instagram or, I mean, doc or whiteboard version. Then you can look at the recently worked designs also. There are different tools available here and you can switch your account from this site and you can create, I mean, any design here. You can click on the create design option.

You can start with any design that you want. So, I mean, there are a lot of options, lot of possibilities, lot of opportunities. so let's see so when you click on the created design you will have this canvas open at top you have the file options and left side you have the all the tools presented to you and at the bottom you have the presentation options you have the presenter notes duration timers and page sorter and i mean a lot of zooming option and all so let's see at canva so here let's go to create a design okay so here you can see there are a lot of options available too let's go with a presentation mode and let's see so here we have the presentation mode and here you can see different design templates and all so let's close it for now like you can click here to close the option and then you have here i mean different options at top you have all the file options like you can go to main menu you can go to you can select the file and do i mean file options you can set the mode like if you want commenting or viewing mode so that you cannot make any mistakes or something like that undo or redo your corrections you have here the undo tool and the redo tool right now it's not showing because i didn't do anything but yeah when i will paste some template like suppose i use this template so it will i mean so if i change it like I have changed the text here so it will I can undo it but then I can redo it also so you have the undo and redo option available to you then save it on cloud and you can name your presentation here let's name it canva presentation great You can give a collaboration to, you can share it with anyone, your friends or anyone. Then you have insights, comments and share option. You can share it in different formats as well.

So I mean, lot of possibilities here. Then you have the, great. So let's go to slides then. And so you can create a design. You have the three options here.

At top you have the option menu as I told you, you can reset the canvas also, it's a pro feature. And then you have the mode, undo, redo, you can name your design, you can add

collaborators also, you can add comments to your design also, and you can share your design or export it as well. We will go into much detail on share and export later. So let's get started then. And at the bottom you have the presentation options.

You have the presenter notes here. So here you can see the presenter notes here. then you have the duration timer and you can just I mean we have the zoom ratios here as well and then you have the I mean the view section and you can present it in full view also so let's see in action so as we can see here we have different options here bunch of options here we have the nodes duration timer and and here we have the page I mean we can zoom it and zoom out then we have the view option we can get into a scroll view option or we can use a thumbnail version I mostly use thumbnail version but you can free to use any version that you want grid view full screen a lot of options here then we will start then now the only thing left for us is the tools option we'll go in much detail about each and every tool here in the canva presentation so here we have different a bunch of presenter options we can add nodes duration timer and we can create uh you have the slide sorter here and then you can have i mean you can add new here and then you have the i mean the this is a zoom ratio option and you can uh change your scroll view and go to full screen also Then you have the design tool. This is one of the tools that are going to use in selecting your template. To select the template, you can use a predefined slide and page layout if you want.

You can adopt a new style. Like if you want, you can change the style of your slide into a vibrant or more dynamic version. And then you can search any design with keywords or anything. Then you can use filler template, filter the template on some color. and then again see some recently used templates that you have used like here you can see at top we have the recently used templates you can match a brand or style it's visible in the layouts and lots more like there are a lot of options that you can explore with it so let's go to this yeah so here we can see that here we have the slides the slide here so here we can see that we have the here we have the design tool you can select any design that you want suppose i can go with this financial analysis design i can apply this and voila this this applies and then you can match any style or style you want if you want you can go with any combination that you want or any color palette that you want to test uh let's say so uh here we can see we have different styles here so you can use any style that you want i can go with i mean it's not good it's hideous but yeah i mean let's try um no i'm really sorry you have to go through this but let's try this one What I mean is that you can try any bunch of style that you want to use on your slides and you can try any design that you want.

so we can test it out with different styles you can have any match style to brand or layout that you want to match you can search any template that you want you can filter any

template based on the color that you want to use like purple so you can search some purple slides these are like something or you can type any keyword like finance or i can type technology presentations you can get a lot of predefined templates Most of them are I mean really good. You don't need to develop anything from scratch You can use all the predefined templates according to your need whatever suits you the best and you can use it. So Design tool selecting any template that you want you can Use a predefined template you can adopt any style you can search any design with keywords and I mean you can go with very specific like we can even search for We can even search for any specific design like Red Fort. Maybe we get it. Okay, that's not there.

Let's search India. Maybe we got some Indian designs. Indian handicraft, let's see. okay I just didn't remove the color filter yeah you can see I mean India based design Indian based designs so you can select search red fort as well here you might see I mean there are not much there so you can go specific I think red fort is not there but you can go any specific like you according to your need then lots more I mean you can explore anything then we have that elements tool so elements tool it helps us browsing and generating graphic elements basically so you can search any element with keywords add share recently used graphic elements tables predefined photos videos audios and these are AI generated ones so arrows charts graphs stickers great collages, AI generated images and lots more like it's never ending so let's explore so here we can see okay it's not good let's apply this style only and yeah so here you can see so let's go to second slide all about us so as we can see here i mean it's pretty much empty slide we need to fill it out so let's drag it up so right now how to drag it basically you select it and you just uh after selecting it you just drag it move your mouse but uh it's it's kept selected by the way So yeah, I have moved it up so you can see some sort of this thing border appearing. So this is the basically the slide layout or something like that. Basically, it helps you judge how much your content should be there.

Like it shouldn't overflow from these borders, basically. So let's use some frame. Let's use this photo frame like circular. I can type circle photo. circle photo frame like a circular photo frame it will appear so I pasted the circular photo frame great so I can resize it so when you move your cursor to this resize option you can just I mean but drag it and like you can resize it according to your wish and it's resized also and okay Now, suppose you need to create one more frame.

Now, you don't need to search it again and paste it and resize it. But you can just copy it. So, for copying it, you can use the shortcut Alt and drag. By pressing Alt and drag, I can create a copy of this design fairly easy like now. I can create one more copy now when I'm moving this thing you can see some grid lines appearing so these are I mean the scales and everything that you can use so that you can place your design properly on the

screen here as you can see I have placed three photo frames now let's add some photos to this as well select some student let's see we have got bunch of AI generated photos so let's place them then I can move the photo and I can place it on the photo frame it gets placed on the photo frame itself then I can move this photo as well I can place it on any other frame that I want you can announce it in the third one I can see that basically the hat is just a little bit cropped out so I can click the double click on it like double click on it then you can see the crop options here you can just move it little left and I think it's center so I think that's great then you can place one more photo let's go with This one So you can move it on the center one you can just adjust it by sent by centering it so that's it now this This is little bit big.

I just want to display text also so you can select all of them like as we select in Windows and So and you can resize it Yeah great you can now now also these three are selected here and So we have moved them to the center. Great. Now let's add some text. So we will look into text tool and then we will add some text basically to it.

So, yeah. And so we can search any element. We can add any shape that we want. We can use any graphic element and all. So all of this, we will look into it when we will get time. And other than that, I think these are the tools that you can explore.

And there are many more, like you can create your own AI generated images and all. then we have the text tool here you can search any font you can use different font combinations and you can add a text box or you can just press the T key and then you can add different style of text boxes also such as heading and I mean subheadings and all so you can explore it with that as well so here now I want to add a text box so let's go to the text here and add a text box so you can see some text is appearing here now you just need to drag it wait a second so sometimes it might happen that your this element is bothering this one like I'm placing it here but I want to move this one is also getting selected so what you can do is you can select this element and you can lock it Now after it's locked, it won't like interfere with your design process. You can freely move the text element that I wanted to move. Right now it's locked. So you can just, I have just logged it.

You can unlock it as well. Like I have unlocked it. So now you can place your text here. Let's go with some name. Let's go with James and let's give him a designation developer then again instead of creating a text box again I can just duplicate it and I can create a text here so let's name him Andrew and let's give him a designation designer great now I can just do okay so control plus Z we can just undo it and then I can create another copy here great we can name her Caroline and she can be content creator or something like that so that's it So here we have developed three distinct. Now you can see that the middle one is little bit aligning to the left and not at center so what you can use is so when you're

working with this okay so as you can see this image is at center it's little bit off center so in order to move it to center you need to understand like where center or not so click the image and press alt you can see the scaling dimensions around it so you can just get it to center like you can just move it I mean I can move it little bit yeah and you can see the I mean the spacing here from here also right now it's center I guess let's see it's 56 from okay so when you want to see this spacing from the other elements you can just press alt on it and just move your mouse around it so from the text jms developer it's around these dimensions and from this image it's the first image it's around 56 and from other images also around 56 so it's centered according to the images then you can move the text also i mean you can see the dimensions and everything with the alt key right now i've pressed the alt key and i'm just moving my mouse only i haven't pressed anything on the mouse it's just moving freely so you can see the dimensions and all So, I mean, you can upload the files from here and you can upload it from the Google Drive, Dropbox or Google Photos as well.

So it's more like you can add it from any place. Then we have the draw tool. you can use the draw tool to again for different purposes you can just create something but normally we don't draw much of stuff here but you can definitely it's more like then you are going into design domain then like using marker highlighters and erasers so you can explore it that as well like you can just drag the eraser You can just select so it is not any color so you can do it. So let's draw something and let's see So I have selected the pen tool right now. Let's draw and Then let's use an eraser.

Yeah, you can clear or you can clean it and you have the you have the weight of the distinct pen also or highlighter or something you can use something like too big or You can use, I mean, you can increase the weight and you can just drop anything. So it's more like graphic tool that you can explore. Then you have different projects here. You can have different projects here.

Then you can use different apps also. So here we have many AI powered apps and you can use them to create visualizations. You can create logos, anything like that. It's already AI powered. You have something like let's create a logo then. A powered logo let's select logo generator logo maker let's use the logo maker I think this is getting pretty messed so let's switch to a new slide so you can use any free tool if you get it and open then you can uh give your requirements to the ai tool and it will automatically generate a logo for you you have different tools as well as dolly and enhancer and logo master and everything so it's taking time to load meanwhile let's switch to slides yeah so as i told you you can upload photos videos audios or i mean any using upload tool and then you have the draw tool you can erase the drawing you can change the color you can adjust the width of the tool like the weight and the transparency of the tool you can make it more transparent or

you can make it less transparent case highlighter marker or pen then you have other tools as well which are at the top we will explore them so Using these tools, you can set a border color, fill color or select a transparency level, crop the image, round the corners, choose any animation like and position it, copy the style, flip the graphic horizontally or vertically, set the weight to the graphic element, I mean a number of options.

Then, okay, let's explore the color tool then. So here color tool, you have the color picker here. You can use the colors from the document or something graphic that you have pasted there. You can use the options for the default colors also. You can select different gradient colors also.

And it can help you create gradient colors also as well. You can use the hex code. So every color has a hex code to it, the RGB format. You can use that also to, I mean, select the color and helps change all the design colors also at once.

Like you can change all the colors at once. So let's see. so i just created this thing so let's start that okay so you have color tool as well so it helps you pick color and like you can use hex code and change all the color designers at once so let's see that So let me place an element here. Let's create a shape here and Let's so here you can edit the shape also. They can switch the shape and I think it's basically Dependent upon the element that you choose like if it's a graphic like different type of graphic Then you have a different type of editing options then you can change the color also here You can have the document colors like the colors from the document that I'm using right now so it already has green and all that blue so it's I mean everywhere and and then you can give it a no color also or you can add a new color based on your preference you can add a hex code here and you can just switch the color also like to green yellow blue or something like that then you can express it here and i mean you can test it out and then you have the borders also you can add some border weight to this uh thing and you can just let's switch the color i mean it's a little bit I need some vibrant color.

Yeah. Okay. Let's give the border some other color. Let's go with this and let's keep the border a little bit thin. Yeah. Then you can, I mean, uh, corner, you can increase the corner rounding so that it gets a little bit, I mean, a little bit in a good shape and then you can, uh, this is the font size that you have you can change the text font size also like I can make this text a little bit more I mean prominent by increasing its font size and yeah we can do it then we can change the color we can make it little bit more bold or alignment and different I mean you have if you have used a Google Docs or Google Word or like Microsoft Word and all then you can I mean we are familiar with all these tools you can list out the elements you can increase some spacing and all like if I want I need some text content so yeah I can make it a list I just need to select it and I will just give it a list

option I can change the alignment to center or something I can change the spacing between also the like letters can be a little bit more spread out as you can see I am just increasing the spacing or what I can do is I can create line spacings also like letter should be more this and I can also give it like anchor text should be at center or not.

It's literally up to you. You can explore infinite possibilities with it. You can make the transparency also like if I want, I can just select the transparency level also like I can make it a little bit transparent so that it just hides in the background also like in some designs we hide it in the background also like you can see this yellow this green color is hidden in the background it's i mean not in the background but it's a little bit uh transparent so you can animate it you can give different animation features like it can pan rise of it like we have seen in the power one presentations you can adjust the positions and you can copy the styles to different uh slides also then you can just play with the text and all there are infinite number of options for you then yeah so yeah you can select any color or not so that's it i guess we have summarized all the tools here so there are infinite possibilities for you to explore they are highly intuitive But normally I'm not a really fan of AI tools because they don't, I mean, understand the emotions pretty much well, but yeah, you can explore different AI tools as well. So let's understand how to share your design basically.

So let's go to Canva. Yeah. So suppose I just want to export all the presentation that I created. so what you can do is now you can just click on the share option you can just download it and you can select your version like instead of pngs you can use pdf format ppts format or a video format for best for the presentations which have uh this i mean graph like more animations included to them jpg png and all and each version has its own uses also like best for complex images and illustrations and all then you can share it in uh look you get a public view access also you can copy this this is a presenter view access and you can share it with someone if you click on this link you will see a presentation mode of this presentation that we just saw right now that was we were working on and then you can so it's live now like we have created a public view link it's basically visible to everyone Normally we use this in presentation so that we can also edit it also in the same go only and Then you have different options QR code. I mean send to phone embed and all that then we have one more feature download selection So instead of like suppose it can be a feature for you like you want to download this whole thing You will just want to download the images only like images and text together. So what you can do is you can just select all of them right click on it and you can just download selection and Download selection will help you download, I mean, much easier and like just the images only.

You can just click on download. Then it will download the images and the text that has

whatever I have selected in this. Okay. That's great.

Then let's explore what is left now. Copy the style. You can paste. You can add a page duplicate and all. So suppose I selected something. Now I just want to align it to page like left, right, top, bottom.

You can just use it. And you can add links also to this sheet. So if suppose I want to add a link, let's go here.

Okay. Just let's see. Let's add a text box here. Public view. Let's say YouTube. So you can click on YouTube channel. and you can add a link here like, and you can just paste the link, whatever link you want to paste.

Like suppose, let's say, I can paste it here. so i have pasted a link here i can edit it also i can paste it it's basically a link board also i just want to remove the underline so we can we have the text features as well like i can remove the underline here and this is the clickable link if you want what you can do is you can copy i mean you can uh if you have this so you can just you want you can paste the youtube channel also to this you can just need to copy the link and control plus v you can just paste it here it will automatically paste the whole channel or some videos or something like that it's i mean explorative you can do infinite possibilities here then other than that you can add an alternative task for your link also it helps the screen readers as well then you can edit the link log the elements i have shown you why we log the elements and all then again that's it i guess from this then let's see what's are there then okay these are some resources that i'm sharing with you uh there are some issues there you can just canva literally good and you have the canva channel as well it's more Okay to give another tip that I would like to give you is that you should explore the tool by yourself and like explore create some posters or PPT something like that so that you can explore it much more and much more into depth everything so that you can get a hands-on demonstration and all that because again this is the introduction to the Canva tool only a lot of things are not covered in this you can explore more stuffs in this.