GENEALOGY BY DESIGN

CANVA
CRASH COURSE

FOR FREE & PRO ACCOUNTS

Learn how to use Canva as
a complete beginner!

WWW.GENEALOGYBYDESIGN.COM

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THANK YOU

for Your Purchase!

We are dedicated to ensuring you have the best experience possible and am always available to assist with any questions or concerns.

VIDEO TUTORIAL

CLICK TO WATCH

MESSAGE ME

EMAIL

Editing Your Book Template In Canva

GENEALOGY BY DESIGN

My Family

I hope these instructions and video tutorial have been clear and helpful in guiding you through your project.

If you still need help after reading the instructions and watching the tutorial, please feel free to message me directly. I'm happy to assist in any way I can to ensure your experience is smooth and enjoyable.

GENEALOGY BY DESIGN

PLEASE LEAVE US A REVIEW

★★★★★

Your reviews play a vital role in helping our small family-based business grow. If you enjoyed your purchase, I would greatly appreciate it if you could take a moment to leave a review. Thank you for your support and your feedback means the world to us.

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GETTING STARTED WITH CANVA

First, you need to create a free Canva account. Canva has a free and pro version to choose from. The free version is great for beginners and all you need to edit my templates.

For one person

Canva Free

Design anything and bring your ideas to life. No cost, just creativity.

US$0

/month for one person

Features you'll love:

- ✓ Easy drag-and-drop editor
- ✓ 1M+ professionally-designed templates
- ✓ 1000+ design types (social posts and more)
- ✓ 3M+ stock photos and graphics
- ✓ AI-generated writing and designs^
- ✓ Design printing and delivery
- ✓ 5GB of cloud storage

For one person 👑

Canva Pro

Unlock premium content, more powerful design tools, and AI features.

US$15

/month for one person

Everything in Free, plus:

- ✓ Unlimited premium templates
- ✓ 100M+ photos, videos, graphics, audio
- ✓ 100 Brand Kits to manage your brand
- ✓ Quickly resize and translate designs
- ✓ Remove backgrounds in a click
- ✓ Boost creativity with 20+ AI tools^
- ✓ Plan and schedule social content
- ✓ 1TB of cloud storage
- ✓ 24/7 customer support

1

VISIT THE WEBSITE

head to Canva and click on 'Sign up for free' on the homepage to begin the registration process.

2

FOLLOW THE PROMPTS

just follow the on-screen prompts to easily navigate through the registration process.

3

CONFIRM YOUR ACCOUNT

verify your email, and you're all set to start creating

GET CANVA ⊚

Click on the link above to log into your account or create a new one.

DOWNLOADING YOUR TEMPLATE

Make sure you are logged into Canva and start by clicking the link in the PDF you were sent with your purchase

A template created by Renea and Philip was shared with you, start designing now

HISTORY

8.5 × 11 in

Edit template

Use template for new design

Click on 'EDIT or USE TEMPLATE' and it will open up in Canva ready for you to edit

TIP! - I always recommend making a copy before you change anything in case you need to revert back to the original!

YOUR WORKSPACE

Mastering the toolbar is essential for editing your project, providing quick access to tools that help refine and perfect your design, ensuring it's polished and cohesive.

Choose Your Fonts

Undo | Redo Edits

Font Style
Bold, Italic, Underline

Font Alignment
Left, Middle, Right, Justified

Letter Spacing & Line Height Adjust
Space Between Letters and Lines

Font Size

Font Colour

Change Font to Upper or Lower Case
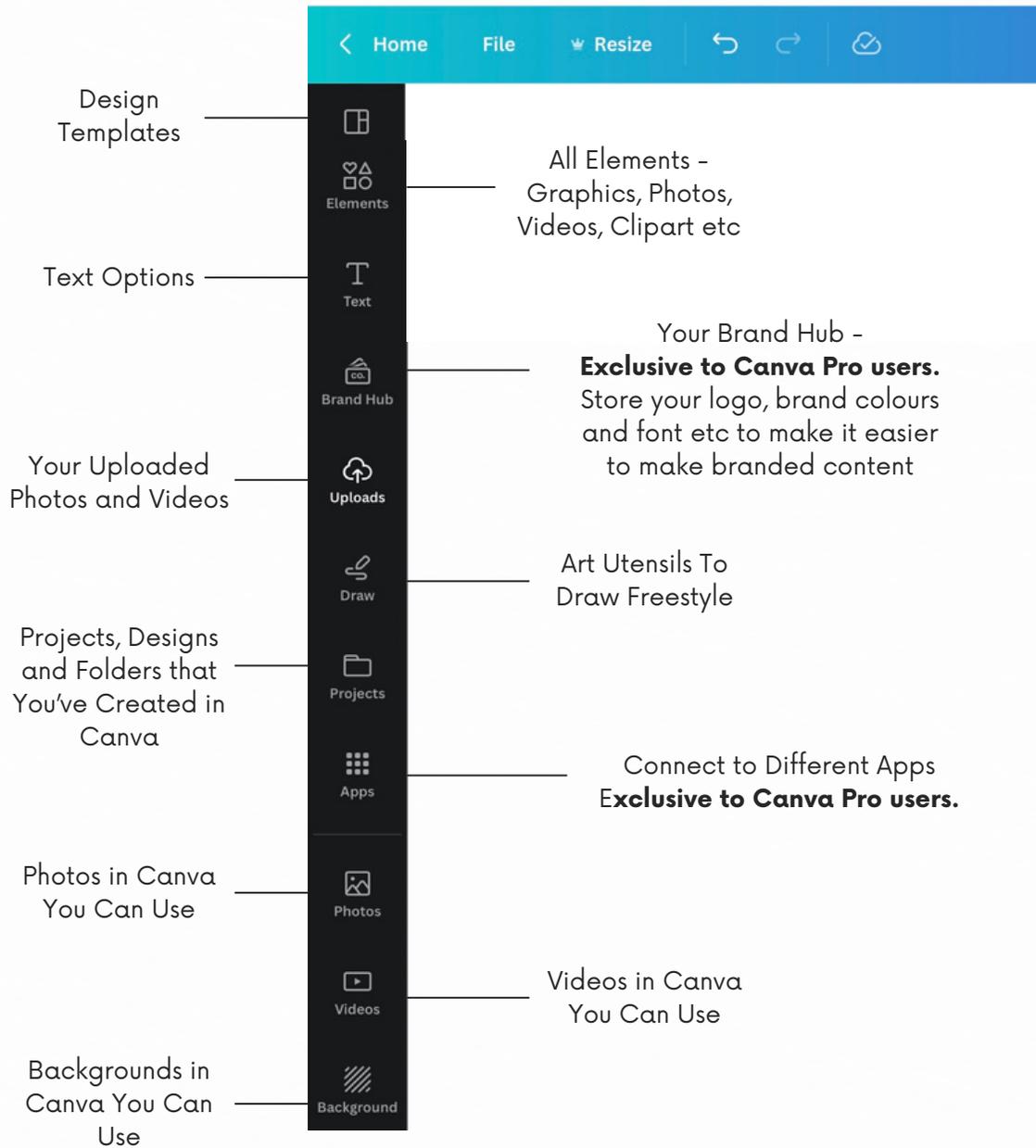
Bullet Points

Font Special Effects

Animate Text

Show margins, display rulers and guides for precise alignment, adjust document settings, or find help resources and tutorials.

NOTE
The crown icon you see on some fonts, photos and elements mean it is a pro feature and not available with a free account

1 Position – Arrange layers or align text, elements and photos in your design

2 Transparency – adjust the transparency of text, elements or photos in your design

3 Copy and paste styles in your design

4 Lock text and unlock elements, or photos in your design to stop them from moving

5 Download your design, share a view-only or editable link, invite collaborators and more.

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YOUR TOOLS AND WORKSPACE

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< Home   File   ♛ Resize

Design Templates

All Elements - Graphics, Photos, Videos, Clipart etc

Elements

Text Options

Text

Your Brand Hub - **Exclusive to Canva Pro users.** Store your logo, brand colours and font etc to make it easier to make branded content

Brand Hub

Your Uploaded Photos and Videos

Uploads

Art Utensils To Draw Freestyle

Draw

Projects, Designs and Folders that You've Created in Canva

Projects

Connect to Different Apps **Exclusive to Canva Pro users.**

Apps

Photos in Canva You Can Use

Photos

Videos in Canva You Can Use

Videos

Backgrounds in Canva You Can Use

Background

Please note -Some features are exclusive to Canva Pro users.

YOUR TOOLS AND WORKSPACE

The Edit toolbar in Canva appears when you select an image. It provides options to adjust the element, such as cropping, flipping, or applying filters, depending on the type of element selected.

Adjust Image brightness, contrast, and more to enhance your images and create the perfect look.

Magic Studio is exclusive to Canva Pro users.

Filters let you instantly add style and mood to your images with a single click, offering options like vintage, vibrant, or monochrome looks.

Apps offer tools like Image Upscaler, Colorize, Shape Cropper, and Tracer to enhance your designs and bring your creative ideas to life.

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UPLOADING PHOTOS AND VIDEO
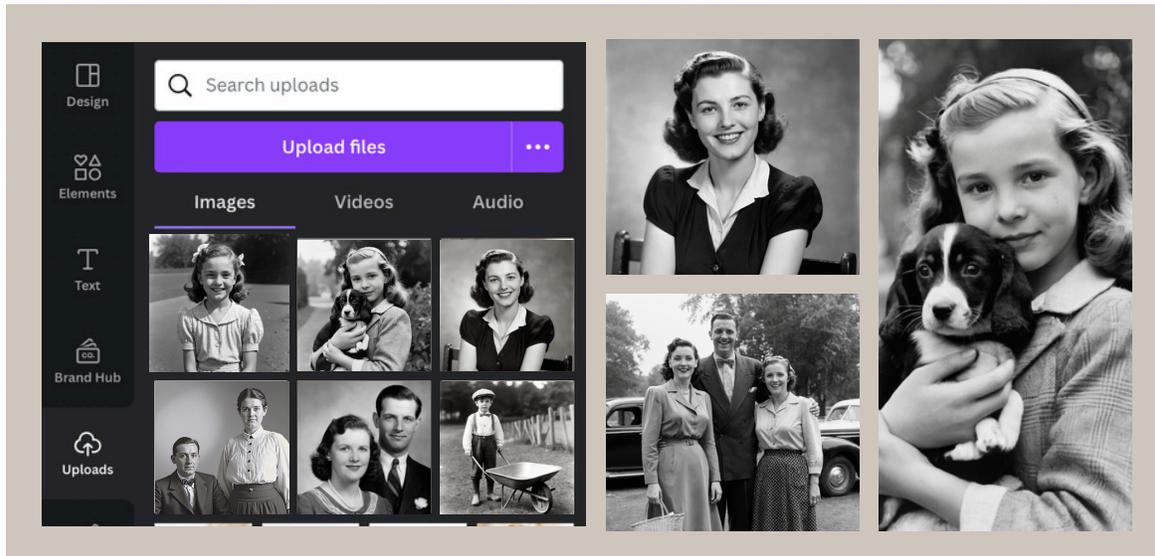
UPLOADING YOUR OWN PHOTOS
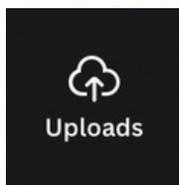
Uploading photos and videos to Canva is easy!
- Tap or click the uploads icon
- Then select 'UPLOAD FILES'
- Locate the files you want to upload and select ADD
- Then click the uploaded files to add to your design

**You can also drag and drop photos directly from your device into Canva**

Tip!
No ancestor photo? Consider using a silhouette in your family tree to keep the design uniform. Need some? Message me on Etsy, and I'll send complimentary silhouettes your way!
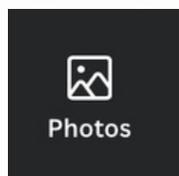
Canva also has a HUGE library of photos you can use in your designs, like old clocks or watches to represent the passage of time, or a state flag or flower to symbolize where someone came from.

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PHOTO GRIDS

Photo grids are a great tool that will help you create a clean aesthetic to your design for a professional look
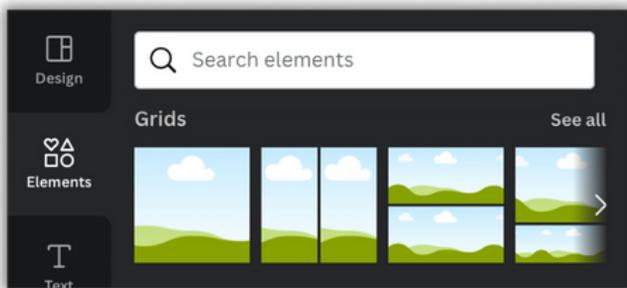
1

CHOOSE YOUR GRID
You'll find them in 'ELEMENTS' tap 'SEE ALL' to expand
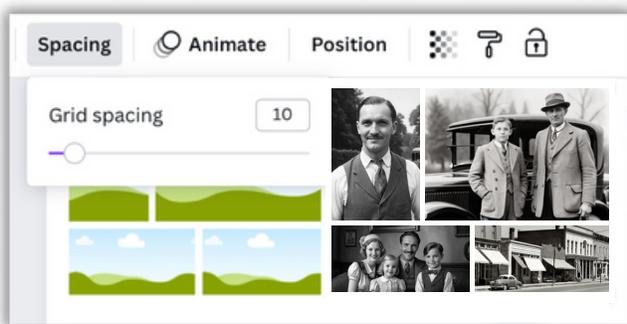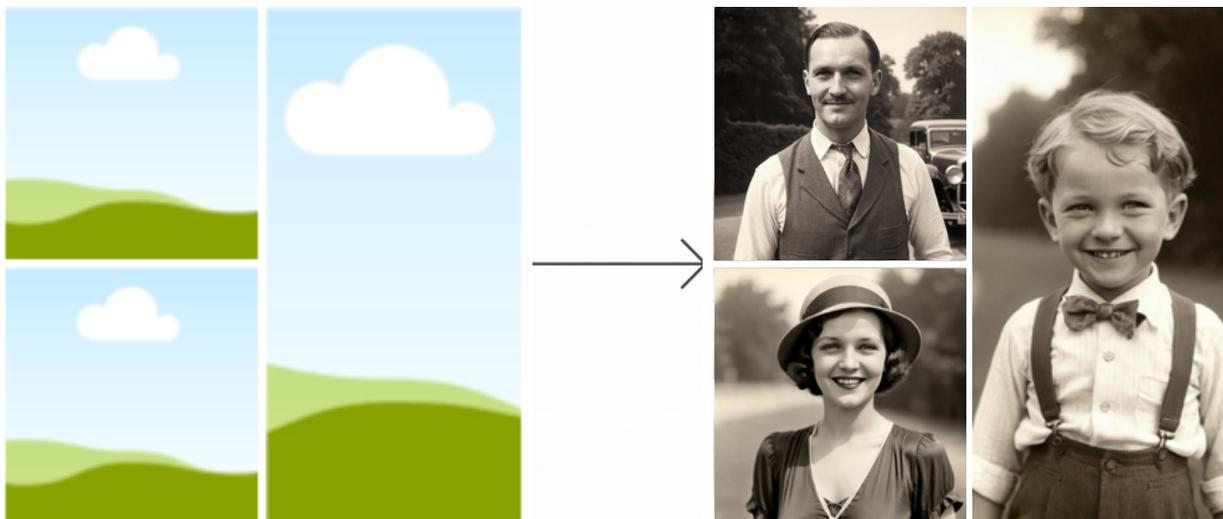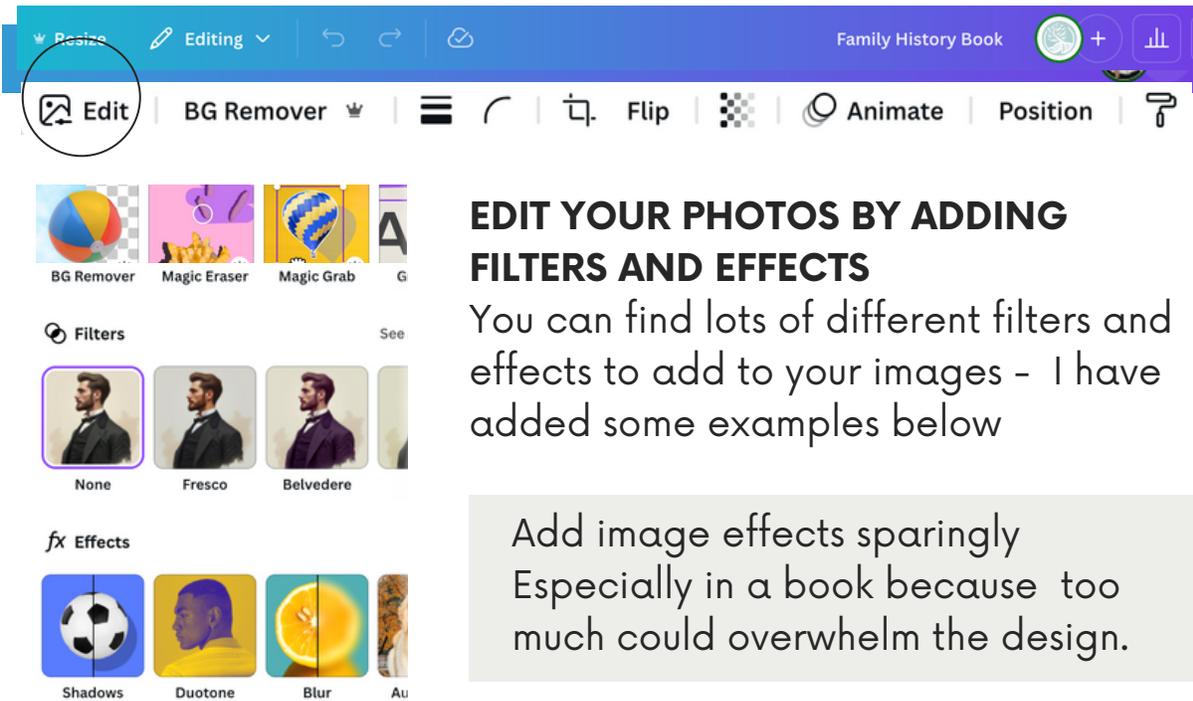
2

EDIT THE SPACING
Adjust the spacing in your photos by clicking 'SPACING' then slide the bar to the left or right

3 Drag and drop images from your uploads or Canva photos

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PHOTO FILTERS AND EFFECTS

EDIT YOUR PHOTOS BY ADDING FILTERS AND EFFECTS

You can find lots of different filters and effects to add to your images - I have added some examples below

Add image effects sparingly Especially in a book because too much could overwhelm the design.

ORIGINAL	BLUR BACKGROUND	DUO TONE

FRESCO	NORDIC	NIMBUS

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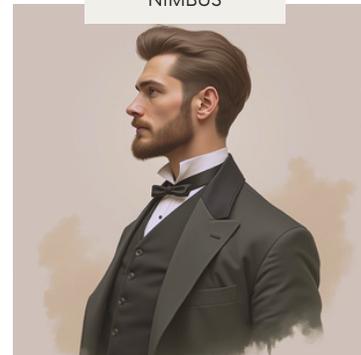
PHOTO FRAMES

Frames allow you to ADD or CROP images and videos into the shape of the selected frame

Canva has lots of different shape and style frames to choose from, including basic shapes aswell as phone and laptop mockups

PHOTO FRAMES WITH FRAMES
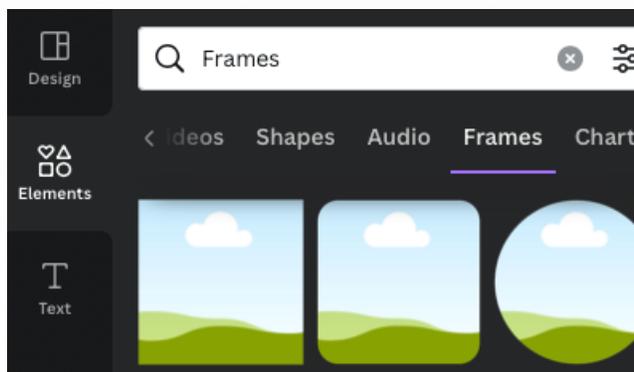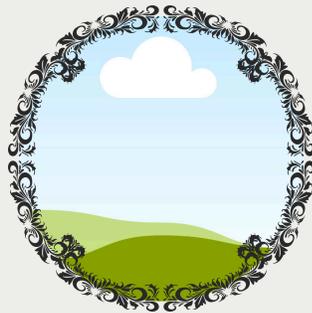
TO ADD A BLANK FRAME
Go to 'ELEMENTS' then scoll down to 'FRAMES' (or use the search) click or tap 'SEE ALL' to expand
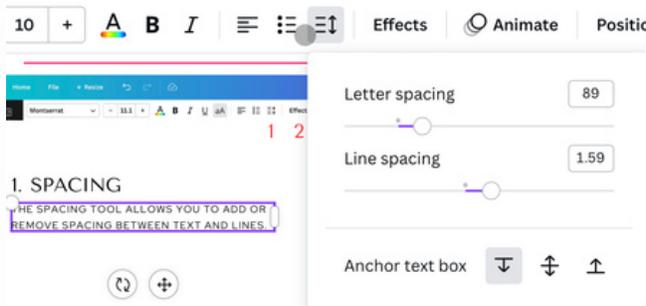
You can do the same with video!

EDITING TOOLS
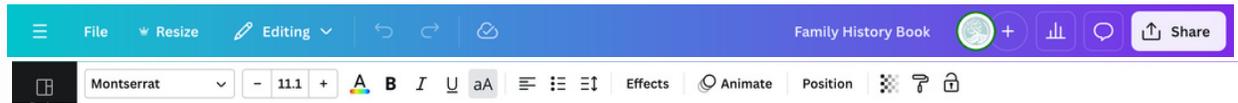
1 2 3 4

1. Spacing

THE SPACING TOOL ALLOWS YOU TO ADD OR REMOVE SPACING BETWEEN TEXT AND LINES.

SELECT THE TEXT YOU WANT TO EDIT. THEN MOVE THE SLIDERS LEFT OR RIGHT TO INCREASE OR DECREASE SPACING.

2. Effects
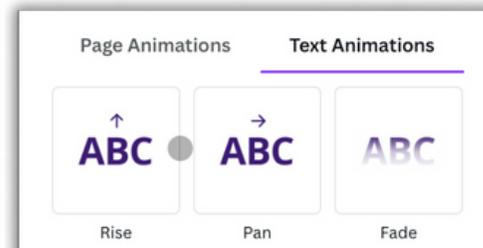
EFFECTS ALLOW YOU TO ADD A LITTLE FLARE TO YOUR TEXT.

Example

IN THIS EXAMPLE I USED THE ECHO EFFECT. THERE ARE MULTIPLE OPTIONS FOR TEXT EFFECTS AND MULTIPLE OPTIONS TO CUSTOMIZE THEM AS WELL. I LOVE THIS FEATURE TO ADD A LITTLE POP TO MY DESIGNS.
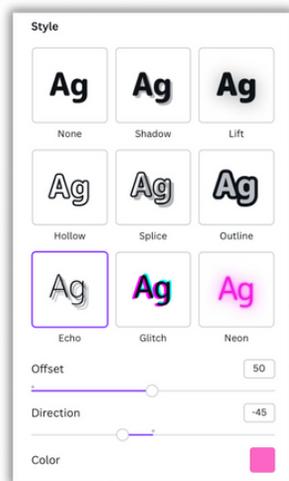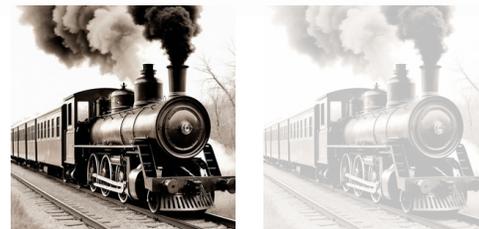

3. Animate

ANIMATE IS A FEATURE THAT ALLOWS YOU TO ANIMATE TEXT, PHOTOS, ELEMENTS, AND EVEN YOUR ENTIRE PAGE.

THERE ARE MANY OPTIONS TO CHOOSE FROM. TO USE, SELECT THE TEXT, ELEMENT, OR PHOTO YOU WANT TO ANIMATE - SELECT ANIMATE - THEN SELECT ANIMATION OF YOU CHOICE.

4. Transparency

Transparency CHANGES THE OPACITY OF A DESIGN ELEMENT. THIS FEATURE can be applied to images, elements, AND text.
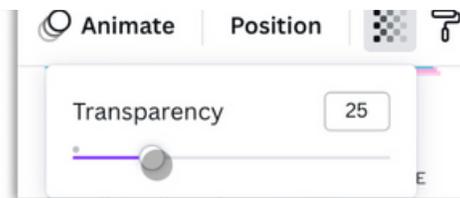
SELECT THE DESIGN ELEMENT THEN SELECT CHECKERED ICON AND MOVE THE SLIDER TO ADJUST TRANSPARENCY.

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POSITION TOOL & LAYERS

Use the Position tool to move elements, photos, text boxes, or videos within your design. Each item on the page has its own layer, which you can bring forward or send backward to create the desired arrangement. Access the Position toolbar to adjust and organize these layers easily.
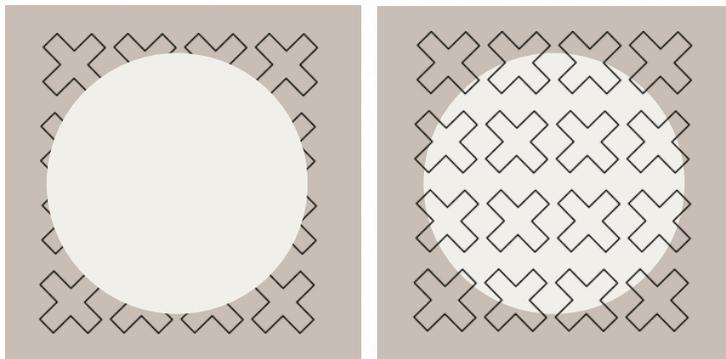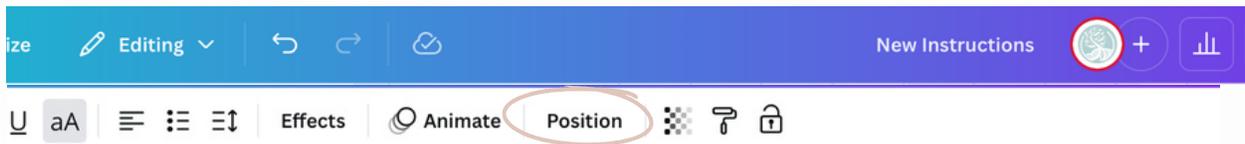
TO MOVE THE CIRCLE TO THE BACK

Click on 'POSITION' and tap on 'BACKWARD' to move it behind the layer.

You could also move up and down from the layers panel to re-order
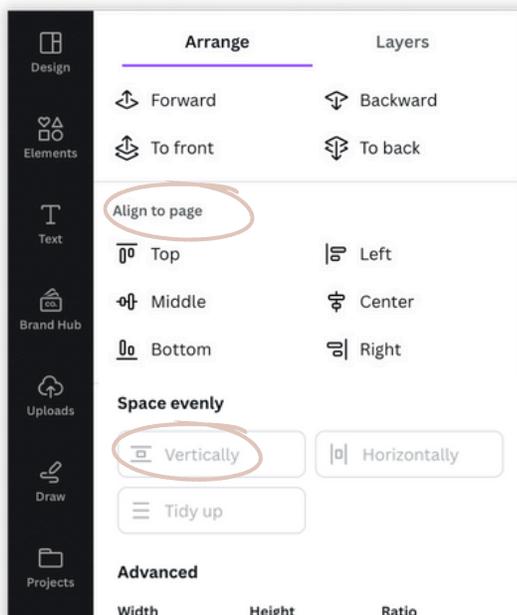
Align to page Tool

Howard Johnson
Birth: July 5, 1958
Death: April 5, 2023

Spouse: Margaret Porter

Howard Johnson
Birth: July 5, 1958
Death: April 5, 2023
Spouse: Margaret Porter

Select the element you want to align or space evenly. In the toolbar, click on the alignment options (e.g., center, top, bottom, left, or right) to snap the element into place relative to the page.
To distribute multiple elements evenly, use the Space Evenly option for a clean and balanced design.

LOCKING DESIGN ELEMENTS
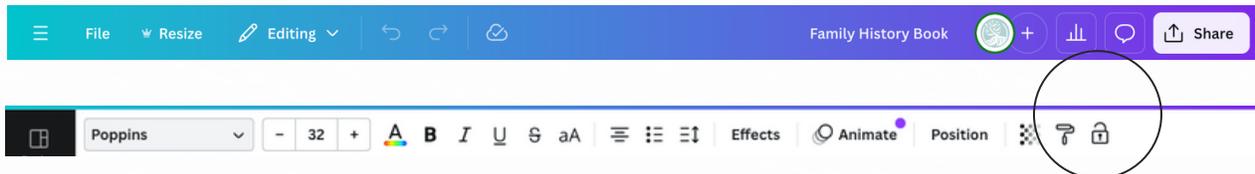
Locking design elements is a great way to keep your design organized and ensure parts of your design stay in place, preventing accidental movement while working on other elements, and it gives you collaborative design control when working on shared designs, locking elements prevents collaborators from unintentionally modifying or moving critical components.

TO LOCK A DESIGN ELEMENT
Simply select the item you want to lock into place and select the LOCK icon

TO UNLOCK A DESIGN ELEMENT
Select the item you want to unlock and select the LOCK icon again
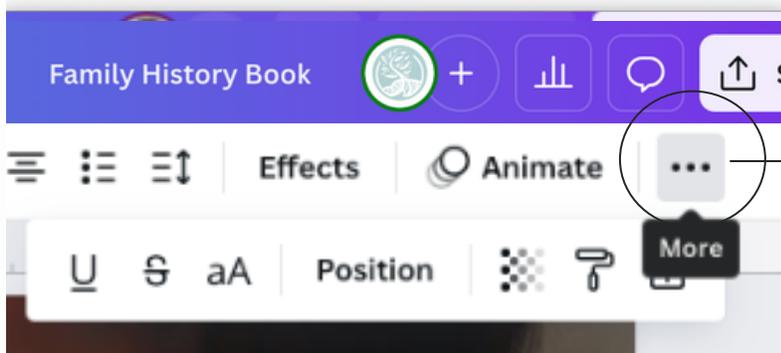
HIDDEN TOOLS

If your screen is low on space it will hide some of these tools. Just click the 3 dots to find them

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FONT PAIRING

By choosing font pairings thoughtfully, you ensure that your design communicates effectively, looks professional, and aligns with its intended purpose.

Montserrat Classic
Open Sans

TAN Songbird
Neue Montreal

Playfair Display
OSWALD

Noto Serif Display
Breathing

SUNBORN
Cup cakes

SIX CAPS
Canva Sans

Black Mango
BALGIN CONDENSED

BIRYANI
Hatton

Shrikhand
HERO

Lemon Tuesday
Shadows Into Light Two

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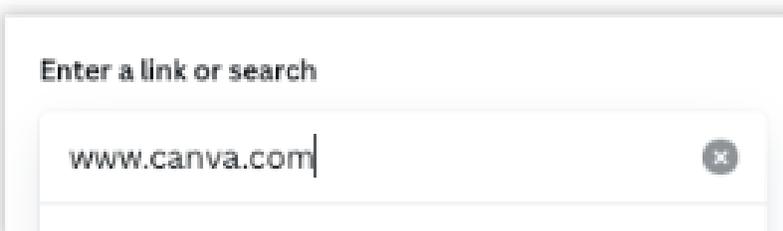CHAPTER 6
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ADDING HYPERLINKS

Link text, images, or buttons to websites, documents, or other pages in your project! Perfect for creating interactive Family History Books or Genealogy Planners, making it easy to navigate through generations.
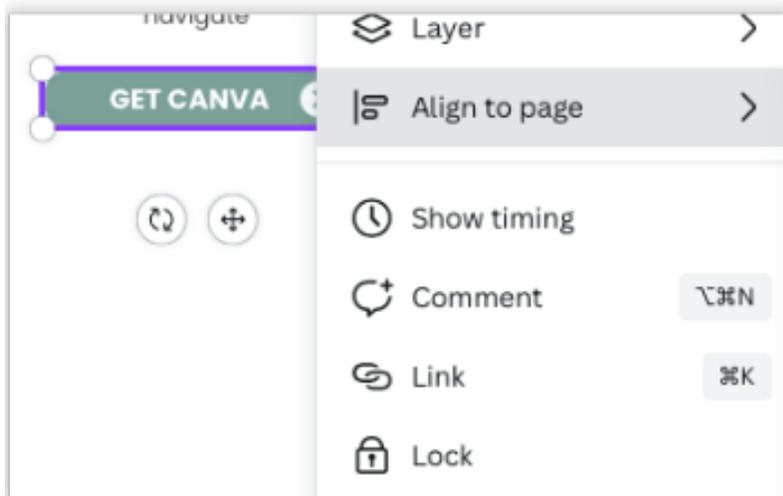
GET CANVA ⊙

TO ADD A WEBSITE LINK TO THIS BUTTON ABOVE

Right click on the element and choose 'LINK' from the dropdown and enter the website in the box - hit 'ENTER' or 'DONE'

TO ADD A LINK TO TEXT IN A PARAGRAPH

Highlight the text you want to link and the 'LINK' icon will appear

NOTE - You can also link text or elements to another page of your design! Instead of adding a website, scroll down and select the page you want to link to. Just make sure to name your pages first for easy navigation!

USING AI TO WRITE STORIES

WRITING YOUR ANCESTORS' STORY

Before you begin, collect as much information as possible about your ancestors. This can include birth and death dates, locations, occupations, family relationships, and any anecdotes or stories you may have heard from older relatives.

BE SPECIFIC:

Provide clear and detailed prompts. Explain that you're writing a family history book and need help creating narratives or stories based on your ancestral information.

TIPS FOR USING CHAT GPT

Don't be afraid to ask follow-up questions or refine your prompts to get the best results.

AI can be a powerful tool, you will need to edit to your liking.

PROVIDE CONTEXT

Share relevant background details to help ChatGPT better understand your request, resulting in more accurate and meaningful responses.

USE MULTIPLE PROMPTS

For longer or more detailed stories, break the narrative into smaller prompts, building upon each to create a cohesive story.

SPECIFY THE STYLE

Mention the style or tone you want for the story. For example, you can ask for a historical account, a creative narrative, or a formal report.

Use Creative Prompts:

If you want a creative or imaginative story, don't hesitate to use prompts that encourage creativity. Examples :
"Create a narrative about my ancestor John Smith, born in 1850 in New York, who was a farmer and raised a family of six."

SAVING AND SHARING YOUR PROJECTS

Canva auto-saves your designs in the app as you edit!
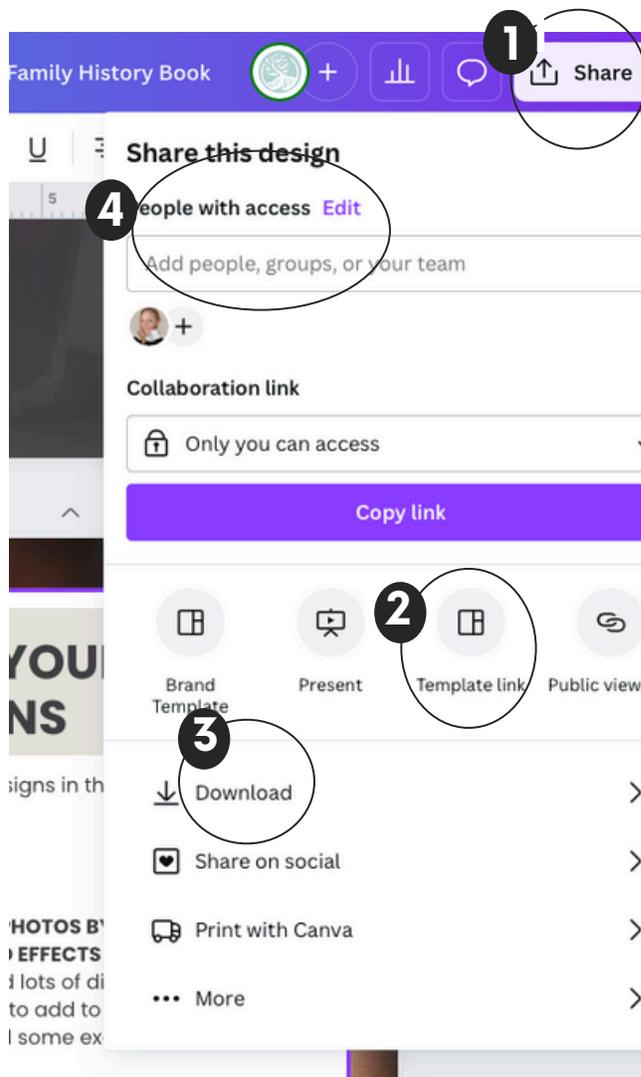
TO SAVE YOUR DESIGN TO YOUR DEVICE OR TO SHARE

There are a few different ways depending on the format you need

1 **CLICK THE SHARE BUTTON**
On top right

Not to be used for collaboration

2 **TEMPLATE LINK**
Use this option if you want to create a link to your template where any user can edit the design - this will not change your original

3 **CHOOSE DOWNLOAD**
Choose Download to save your design to your device. Canva will suggest the best format based on your content, but you can adjust it as needed.

4 **PEOPLE WITH ACCESS**

Click Share, enter their email under 'People with access', set permissions, and click Send.

- **Can edit (to allow them to make changes)**
- **Can view (to let them only view the design)**
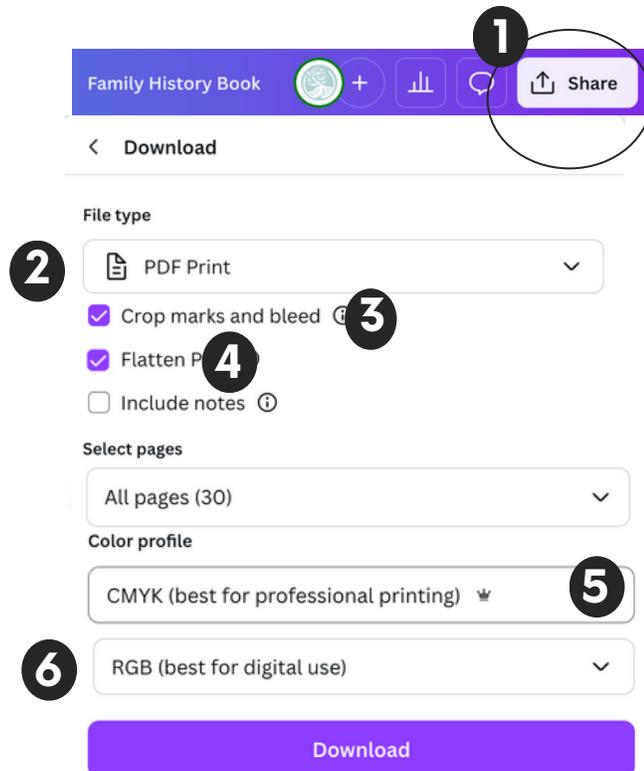
SAVING AND PRINTING YOUR PROJECTS

Tips for Professional and Home Printing

INSTRUCTIONS FOR PRINTING

1. Click Share, then select Download.
2. Choose PDF Print for high-quality output that ensures consistent display across devices.
3. Enable Crop Marks and Bleed if using a professional printing service. If printing at home you will not need to select that.
4. FLATTEN: Merges all layers to prevent editing discrepancies
5. For Pro Accounts: Switch to CMYK color for accurate printing.
6. For Free Accounts: Ensure your design uses RGB color.

Professional Printing Services
NOTE - Please contact your chosen professional printing service for their specific requirements and settings.

Family History Book ① Share

< Download

File type
📄 PDF Print ⌄

② ☑ Crop marks and bleed ⓘ ③

☑ Flatten P... ④

☐ Include notes ⓘ

Select pages
All pages (30) ⌄

Color profile
CMYK (best for professional printing) ♛ ⑤

RGB (best for digital use) ⌄ ⑥

Download

- **For Large (More Than 25MB) File Sharing via Cloud Storage:** Utilize platforms like Google Drive or Dropbox—upload the file, then share the link with your recipient.

- **Online Publishing Platforms:** Distribute your work broadly through platforms like Issuu, or Scribd. (Note: These platforms may require a subscription.)

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SHARE YOUR BOOK DIGITALLY

Instructions for Sharing Your Canva Project Digitally

1. Share: In the top-right corner of your Canva design, click download.
2. Choose PDF Standard for digital sharing, as it provides a smaller file size ideal for online use.
3. Select the number of pages you want to print
4. Ensure RGB Color: Canva uses RGB color mode for digital designs and then click download to your device.
5. Share the File: Send the file via email, messaging apps, or upload it to cloud storage (e.g., Google Drive, Dropbox) and share the link.

Create the Flipbook:
- Use an online flipbook platform (e.g., FlipHTML5, Issuu, or FlippingBook) (Requires a subscription.)

If you need help please message me. I'm happy to help!
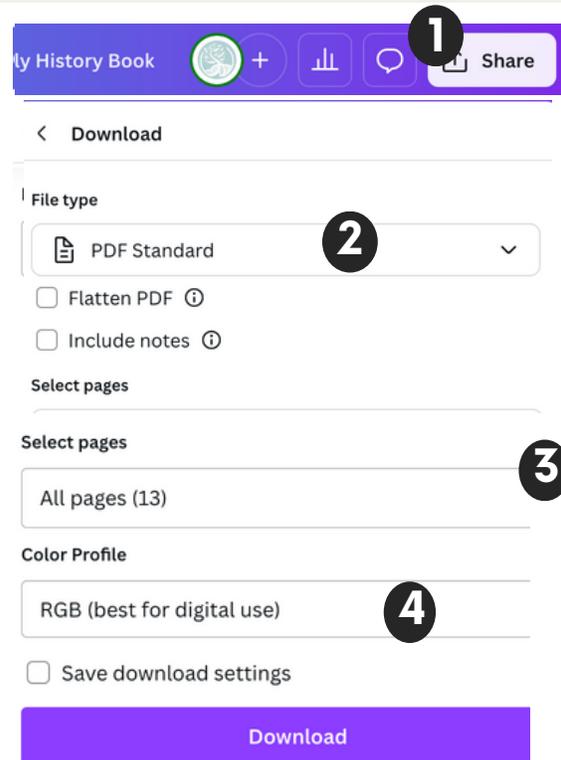
- **For Large (More Than 25MB) File Sharing via Cloud Storage:** Utilize platforms like Google Drive or Dropbox—upload the file, then share the link with your recipient.

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MAGIC
STUDIO

EXCLUSIVE TO PRO ACCOUNTS

These tools are optional and
exclusive to Canva Pro

MAGIC RESIZE
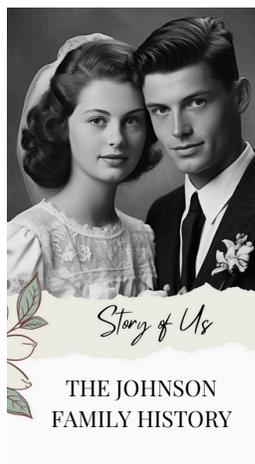

This tool will save you so much time!
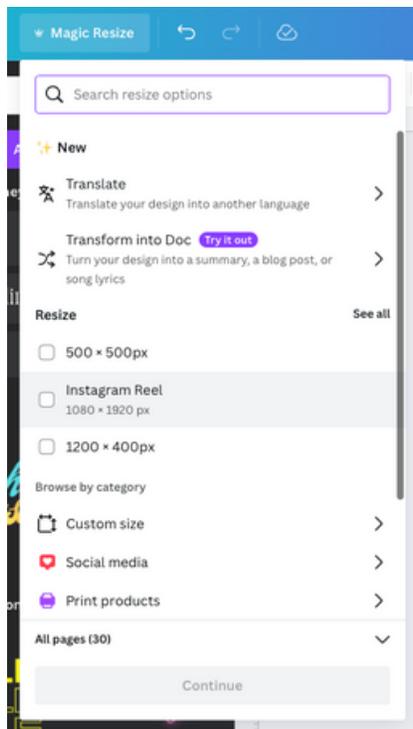
TO RESIZE YOUR DESIGN IN SECONDS

Select 'MAGIC RESIZE' and either choose a size from the list or add your custom dimensions

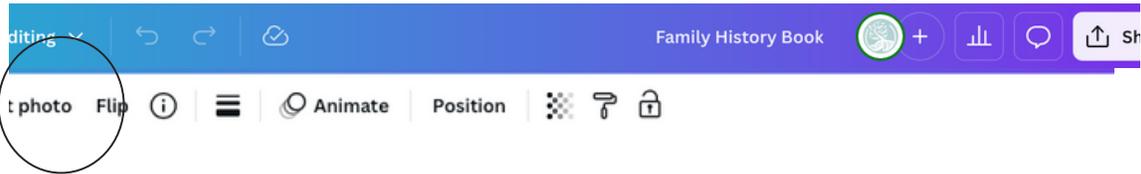COPY & RESIZE will create a new design

RESIZE will change the current design and you will need to adjust the elements.
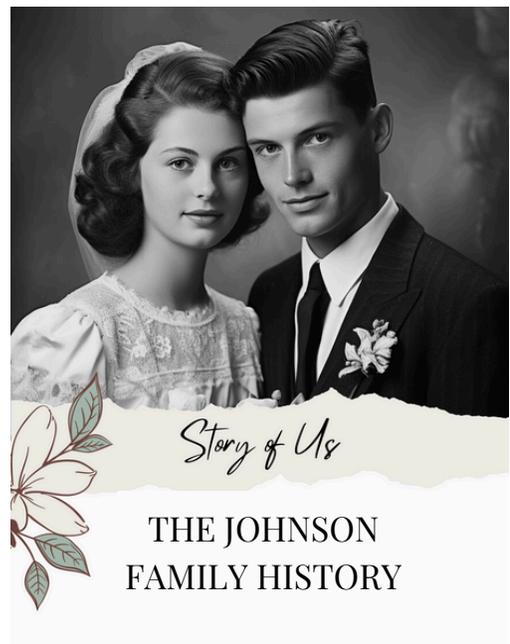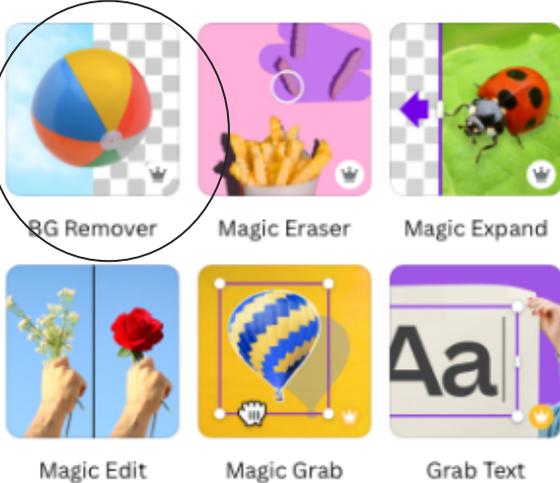
NOTE

You may need to make a adjustments once the design has been re-sized

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BACKGROUND REMOVER TOOL

One of my favorite tools for professional designs!

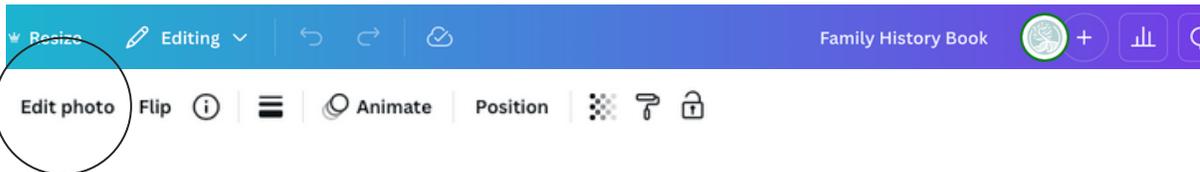**Remove the background of an image in seconds**

Select your photo and choose 'EDIT PHOTO' then tap the 'BACKGROUND REMOVER'

DESIGN TIP
To add depth, place text behind an image. In Pic 2, I duplicated the photo, used Background Remover and added a different background, added text between the layers, and applied a glow effect for emphasis.
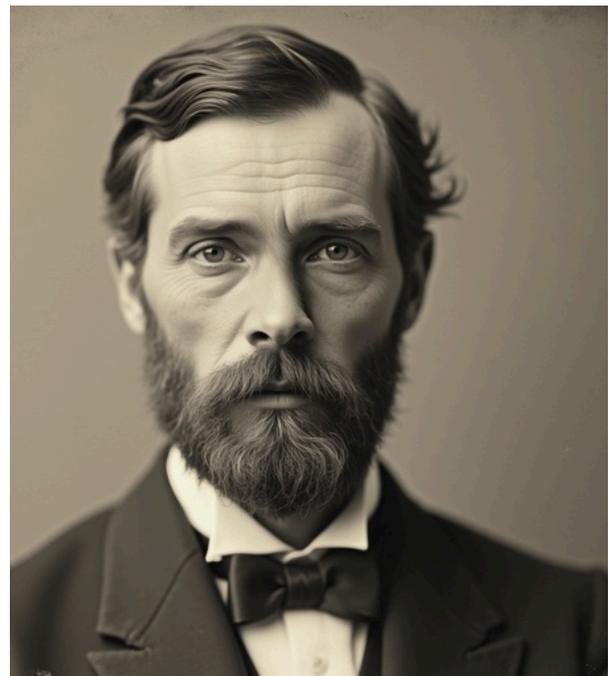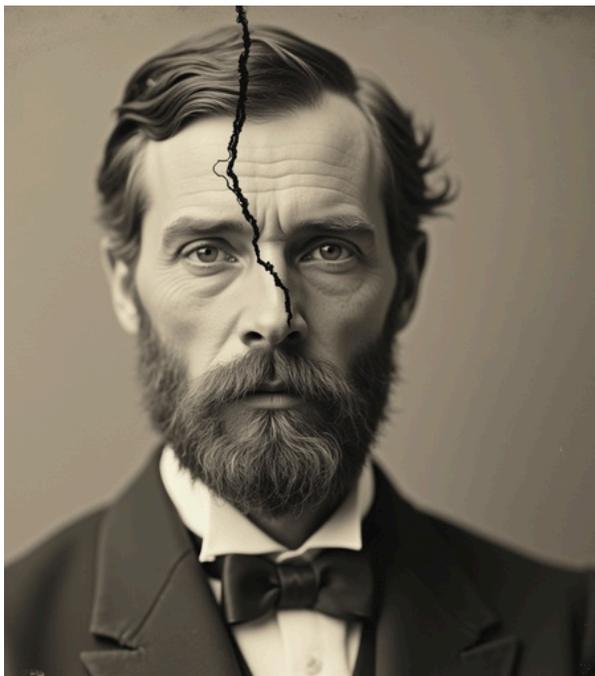

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MAGIC ERASER

Resize | Editing ∨ | Family History Book

Edit photo | Flip | ⓘ | ≡ | ⊘ Animate | Position

✦ Magic Studio

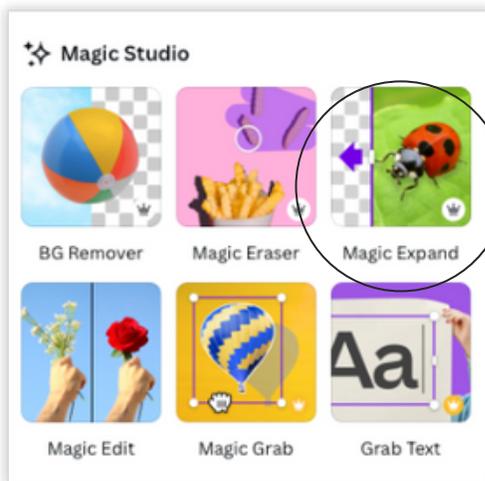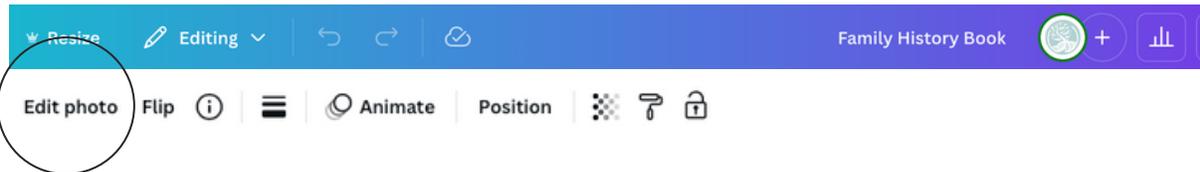BG Remover | Magic Eraser | Magic Expand

Magic Edit | Magic Grab | Grab Text
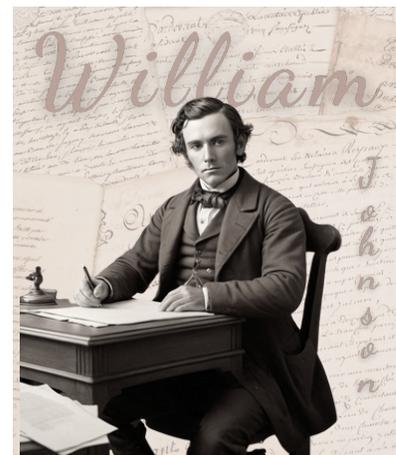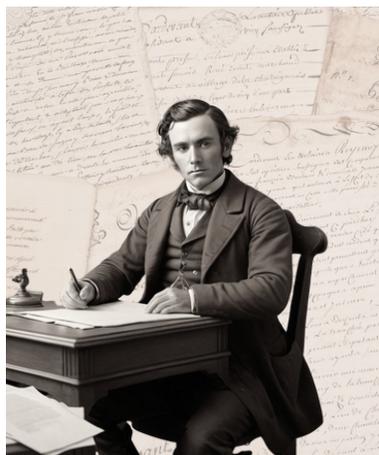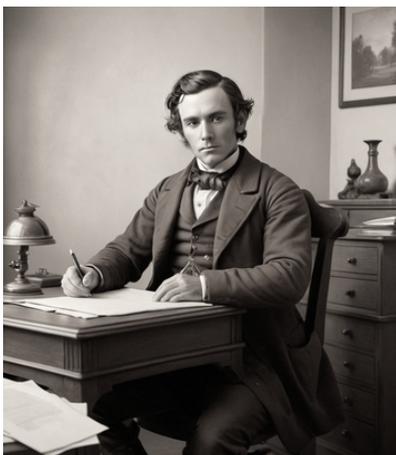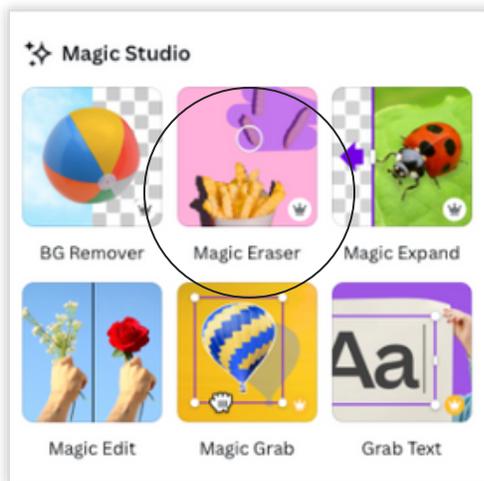
TIDY YOUR IMAGES AND REMOVE UNWANTED PARTS EASILY

Select your photo and choose 'EDIT PHOTO' then tap the 'MAGIC ERASER'. Then use the brush to to draw over the parts you want to be removed

Easily remove unwanted marks on an image or design with precision, giving you complete control to refine your project.

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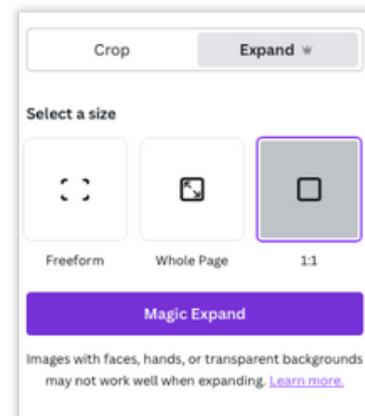CHAPTER 5
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MAGIC EXPAND

QUICKLY EXTEND THE BACKGROUND OF AN IMAGE

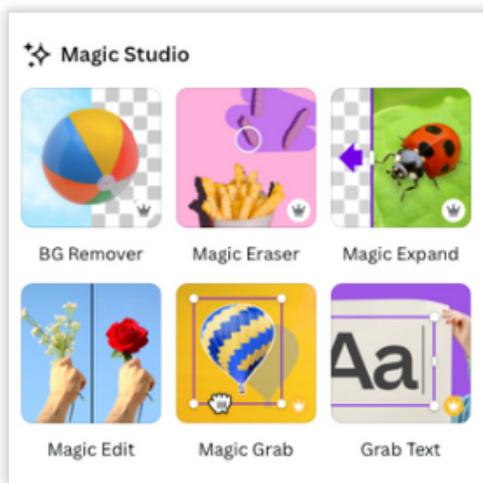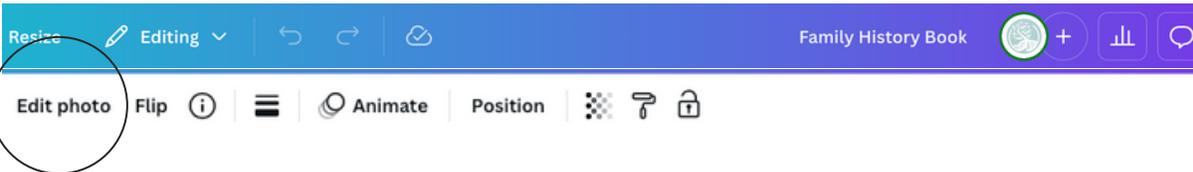If you have an image that cuts off, use the Magic expand tool and it will extend your background!

Choose 1:1
or whole page

CONTENT FILL: Will automatically fill blank spaces with matching colors, patterns, or images to maintain your design's cohesive aesthetic. Perfect for creating a seamless design.

MAGIC EDIT

CHANGE ANY ELEMENTS OF A PHOTO IN SECONDS

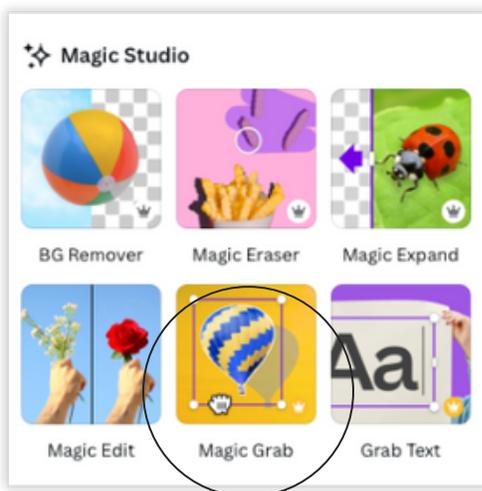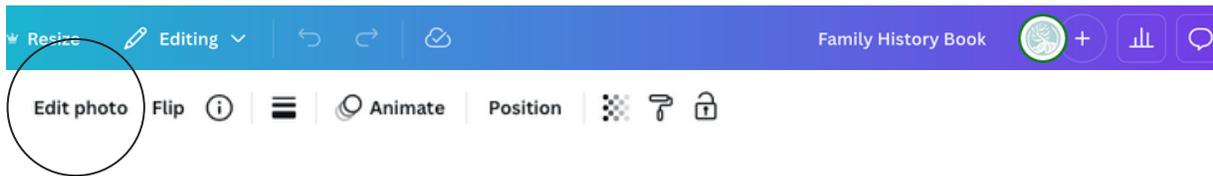Select the image, choose 'EDIT PHOTO' and tap the Magic Edit tool

Choose your brush size and draw over the parts of the photo you want to change then describe what you want to change it to

→ On the images below, I brushed over the white flowers and asked for **"pink roses"**

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MAGIC GRAB

GRAB SOMETHING FROM A PHOTO AND MOVE IT AWAY FROM BACKGROUND

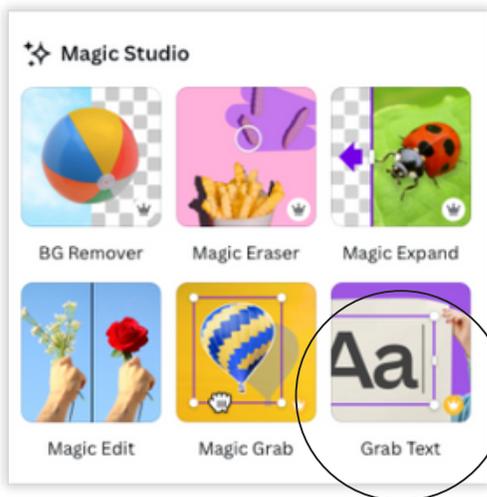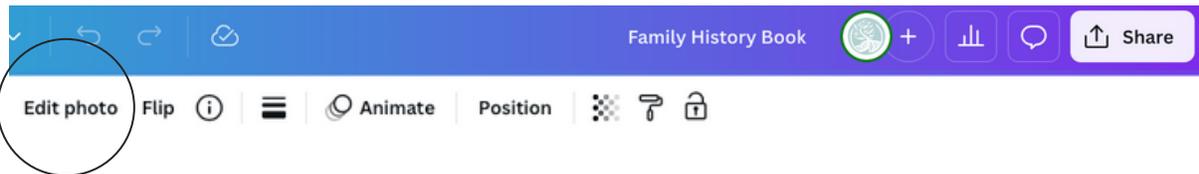Select the image, choose 'EDIT PHOTO' and tap the Magic Grab tool

Simply select the object you want to grab and drag it off!

Magic Grab makes it easy to reposition or isolate elements without disrupting your design.

GRAB TEXT

CHANGE THE TEXT FROM A POSTER OR IMAGE

Select the image, choose 'EDIT PHOTO' and tap the Grab Text tool

Select the text you want to change and either change the font or type something new

This tool allows you instantly extract text from images, making it easy to reuse or edit

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