

A collection of pink macarons in various shapes (heart, round, oval) scattered on a white background. One macaron is broken, showing its filling. Below the macarons is a gold, textured cup containing a single round pink macaron.

GROW YOUR BUSINESS

HOW TO CREATE BEAUTIFUL GRAPHICS FOR YOUR BUSINESS USING CANVA

*Use this helpful guide to create beautiful
artwork for your business!*

GETTING STARTED WITH CANVA

Create a free Canva account today, if you don't have one already & get started!

Once you've logged into your free Canva account you will:

Click on the Create a Design button in the top left hand corner.

You will see an array of different templates to work with. For this worksheet we will **choose the US Letter, situated when you scroll down to documents.** This will then open up a new tab for you to use. Canva really has many beautiful pre-designed templates for you choose from, should you lack some inspiration. I would definitely urge you to give those a try and see if you're interested or like any of them.

In this specific tutorial, we will create a very simple and easy to design worksheet in a few simple steps, without the use of any pre-designed templates or designs. Just to show you how easy it is to create.

Creating Your First Worksheet:

Navigate to the Text on the left hand sidebar and add click the add heading. You will then type the title of your worksheet, checklist or whatever sheet you're creating. Once you've typed in this section in your worksheet, move it to the area you wish to have it positioned and center it.

The next step will be to click on the Text section again and then add your body text. You can select this to be aligned left or aligned right or be centred, whichever you choose.

Please remember that once you've created a skeleton or template for all your worksheets, you can go ahead and change fonts, colours or add various elements found in the left-hand sidebar.

Creating a footer:

A little colour block is a great piece for your footer to add your website or any other details of the worksheet or who it was hosted or designed by. **You will navigate to the left-hand sidebar** and click on elements section and then on shapes. **Choose the square and then manipulate and stretch** to the size you prefer and move it to the bottom.

Change the colour of the font or the colour block to fit your branding or a colour you prefer. **You can also select a custom colour within Canva by clicking on the plus sign on the colour selection** or you can also enter in the hex code in the colour code section or pick colours out from the color picker. Make it match with your brand and your business to keep things consistent.

What I love about Canva, is it has these helpful little guides, so you are able to see if something is perfectly centered and aligning where you need it to be. You now have the foundation set for your worksheets. **Should you need this to be a multiple page worksheet, simply click on the duplicate button**, which you will see on the right-hand side of your artwork, with the little page icon. You can do this multiple times.

Some helpful tips from me:

- Create this basic worksheet as a template and simply copy this to use for other worksheets, tutorials, checklist, documents etc.
- Remember you can change a set template and update with colours, fonts, images and shapes.
- Save your artwork as a Standard PDF for printable worksheets.
- Clean and simple and not too busy design always works.
- Stick to 3 fonts at most and 3 colours, for a clean and consistent look.

In order to download your worksheet, you will need to click download on the top right-hand corner, where you have a few options - I prefer the PDF standard. It takes a few seconds to save and prepare your design in the format, you should have your free worksheet in minutes.

And just like that you can **create multiple free and useful worksheet**, tutorial, checklists and more with Canva!