

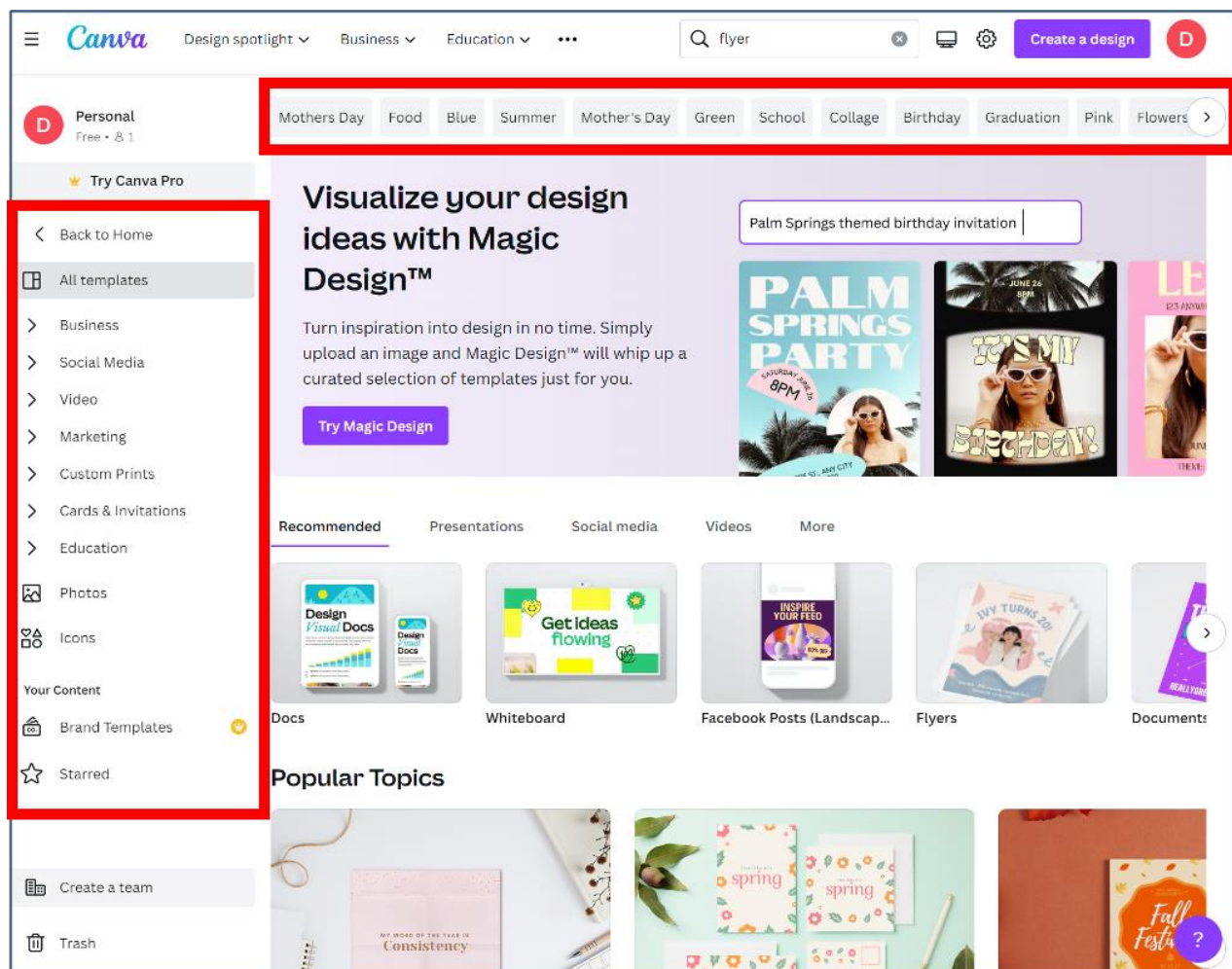
Find and Select Canva Templates

EXPLORING THE OPPORTUNITIES OF CANVA: BASICS

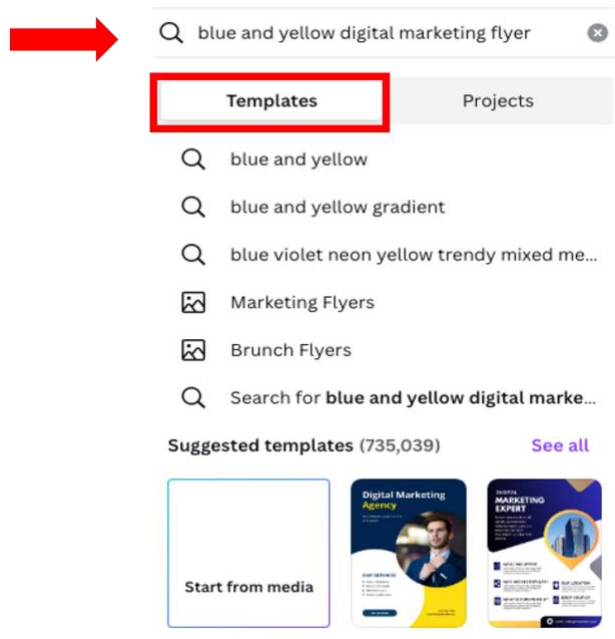
Navigate to [Canva.com](https://www.canva.com) to log in or sign up for an account. For additional information, please see this article, "[Creating and logging in to your Canva account.](#)"

There are a few ways to search templates:

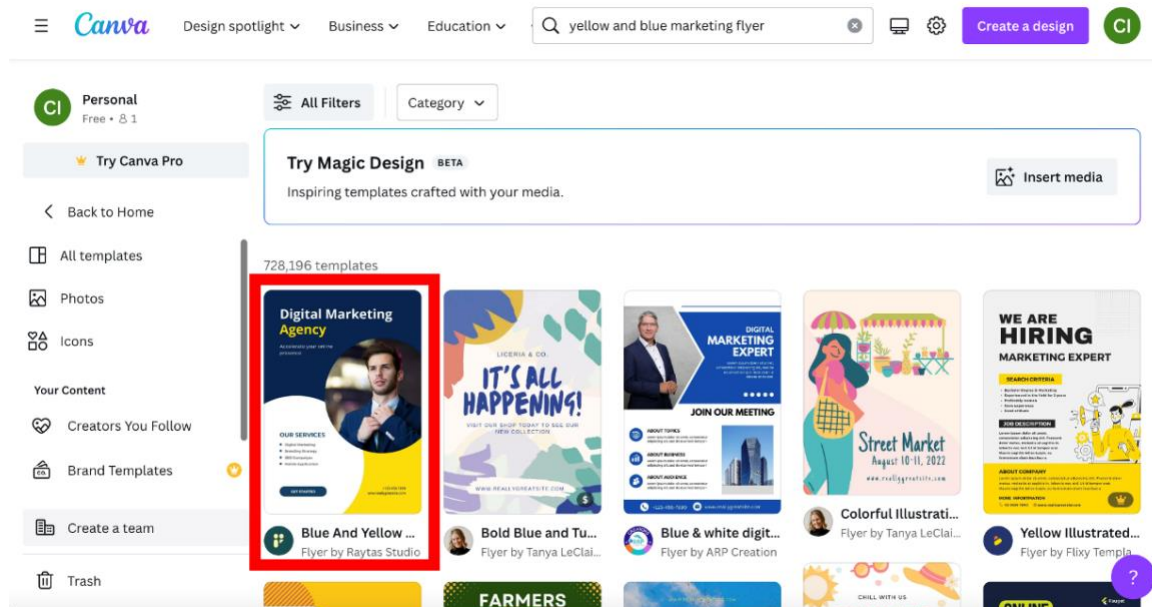
- Using keywords: (top) that you might want to search
- The left side bar: can also be used to search for templates under specific categories.
- The third way would be to use the search bar at the top of screen



When using the search bar Make sure you have selected “Templates” this way you are searching all of Canva and not your projects specifically.



All flyers that populate may share the similar criteria to the one I searched for. That is why Canva is suggesting them to me.



A pop up populates: It will ask me if I want to begin working with this flyer or I can do the following:

- Star it: save for later/bookmark the template
- Click the three dots: Share or flag/report the template
- Click “Customize this template,” which will redirect me to the Canva studio to begin designing

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[Customize this template](#) ☆ ...

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The image shows a screenshot of the Canva design tool interface. At the top, there is a navigation bar with options: Home, File, Magic Switch, and a title bar that reads "Purple And White Playful Childcare Service Flyer". To the right of the title bar are icons for "MM +", "Print Flyers", and "Share". Below the navigation bar, the main workspace contains a flyer design for "BEN'S HOME CHILD CARE OPEN HOUSE". The flyer includes a QR code, a house image, a photo of children, and text: "Free beverages and snacks!", "9876 N. Smart Ave. Chicago, IL 60601", "Benny Franklin NAFCC accredited provider", "DEC. 17 5-7 PM", "773-312-2130", and "www.benshomecc.edu".

Yellow callout boxes with arrows point to various interface elements:

- Title bar: rename your design** (points to the title bar)
- Top right (directly above design): Lock page, duplicate page, or add page** (points to the lock, duplicate, and add page icons)
- Right (next to design): Comments for collaboration purposes** (points to the comment icon)
- Notes for collaboration purposes** (points to the Notes icon in the bottom left)
- Zoom in or out** (points to the zoom slider in the bottom right)
- Canva assistance** (points to the Canva assistance icon in the bottom right)

At the bottom of the workspace, there is a "+ Add page" button. The bottom status bar shows "Page 1 / 1", a zoom level of "52%", and icons for grid, zoom, and help.