



E-BUSINESS TRAINING CONTENT FOR TRAINERS



DL-201

Digital Literacy & Technology

Core

DIGITAL CONTENTS DEVELOPMENT CORE

Written by: Kamolrat Intaratat, CCDKM, STOU

GET TO KNOW CANVA

Canva is an online graphics creation platform. Which is becoming more popular nowadays because CANVA offers a large number of tools. Can work on many types of designs in which users may not need a lot of knowledge or design skills because there are many ready-made templates to choose from separated into categories. According to what you want to design, such as templates related to advertising media in social media, design publications, poster, card, infographic design, design work in the category of advertising videos on YouTube, presentations. In education, CANVA can be used for such tasks as teaching presentations, teaching video recordings. You can also use CANVA for free through the website www.canva.com or install the application on your smartphone. It supports android and iOS.

LEARNING OBJECTIVES

Upon completion of this course, students will be able to:

1. Understand different types of digital media technology
2. Understand the basic features of a freeware video-editing app, Canva
3. Use Canva features to edit photo, video, and audio

Highlights of Canva

Easy to use, use drag and drop and there are many templates to choose from, divided by usage categories, allowing those without a graphic design background to use the information designed to be linked on both computers and smartphones. Canva supports typing in Thai Sign up for free or if you already have a google account or Facebook account, you can connect. To apply and use it at all, support for individual and team work in a team format, able to edit tasks together in real time. There is a team folder to manage content together.

OUTLINE

Module 1. Introducing Canva

- Overview of Canva features
- Using mobile phones to edit and post

Module 2. Working with photos

- Adjusting & enhancing
- Applying filters and effects

Module 3. Working with video

- Trimming, splitting and previewing
- Adding scripts and animation

Module 4. Working with audio

- Adding multiple audio tracks
- Time & reposition; adjusting volumes

DURATION

1.5 – 2.0 hours (30 – 40 mins per module).

MODULE 1. INTRODUCING CANVA

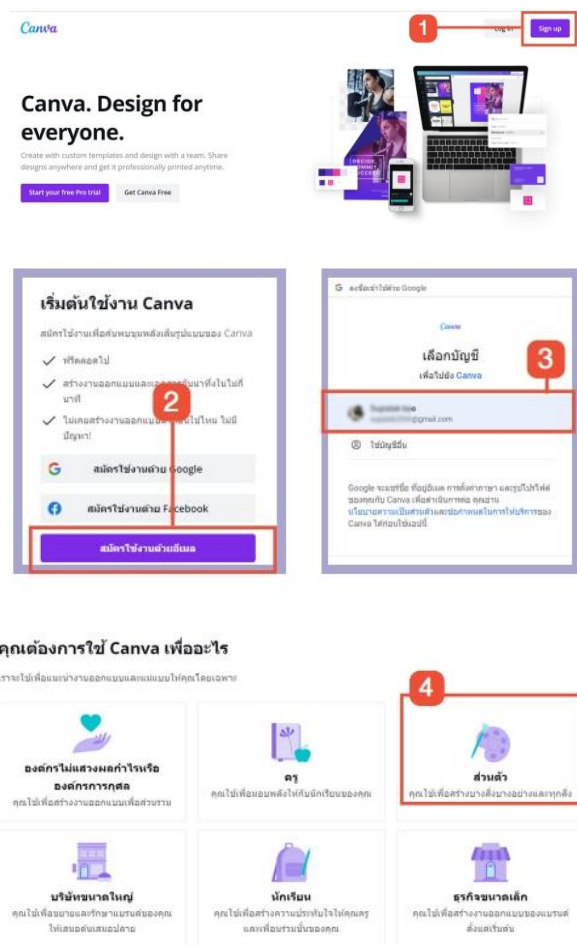
1-1. Overview of Canva features

Objective: To understand what is meant by data privacy

- Understand different types of digital media technology

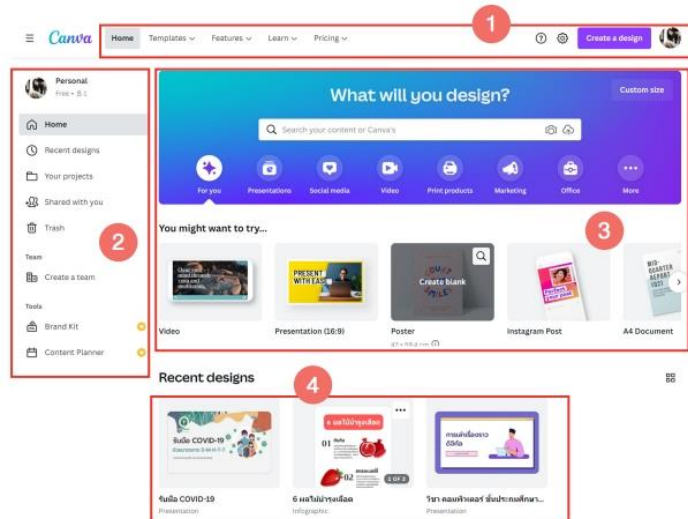
Registration process

Go to <https://www.canva.com/> and subscribe. You can sign up with your Facebook account, G-mail or sign up with any other email address.



Components of the Canva program

Logging in, you will see the program screen as shown in the picture.



(1) The main menu bar consists of

- Templates are divided into categories according to the type of design work.
- Feature Search for icons used in design.
- Learn tutorials on how to use Canva graphic design.
- Pricing Package price details if you want to buy Canva program.
- Account Setting Personal information setting, language setting, email management

(2) The left menu bar consists of

- Home Return to the main page
- Recent Design Template that has been used
- Your Project designed designs.
- Share with you
- Trash
- Team Design together as a team by Create Team and enter the email address of the people you want to invite as a team member, then design and share your Canva creations with the rest of Team.

(3) Templates, sample templates, ready-made designs recommended by Cava.

(4) Your Design Taskbar If it has already been designed, there will be a list of designs in this section. to click to edit

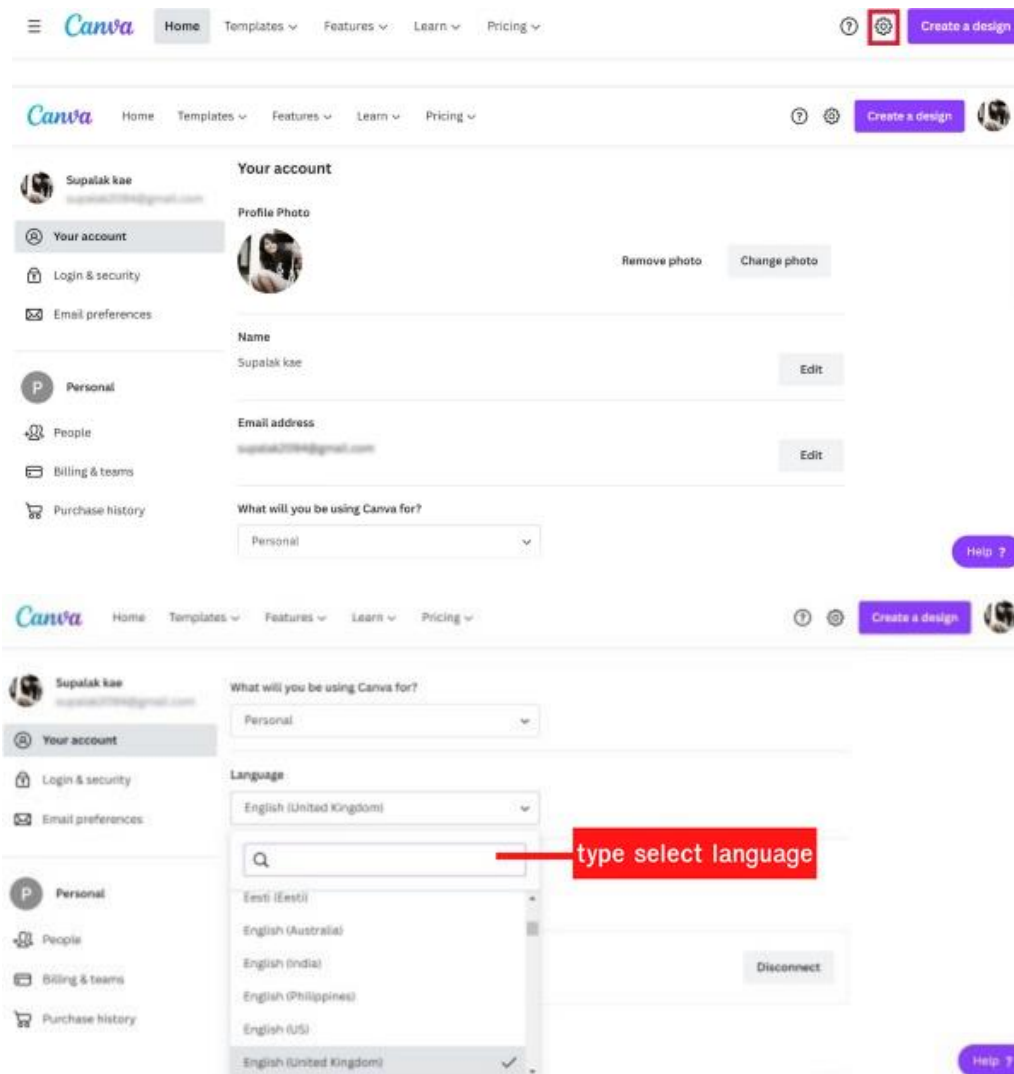
1-2. Using mobile phones to edit and post

Objective: To understand what is meant by data privacy

- Understand the basic features of a freeware video-editing app, Canva

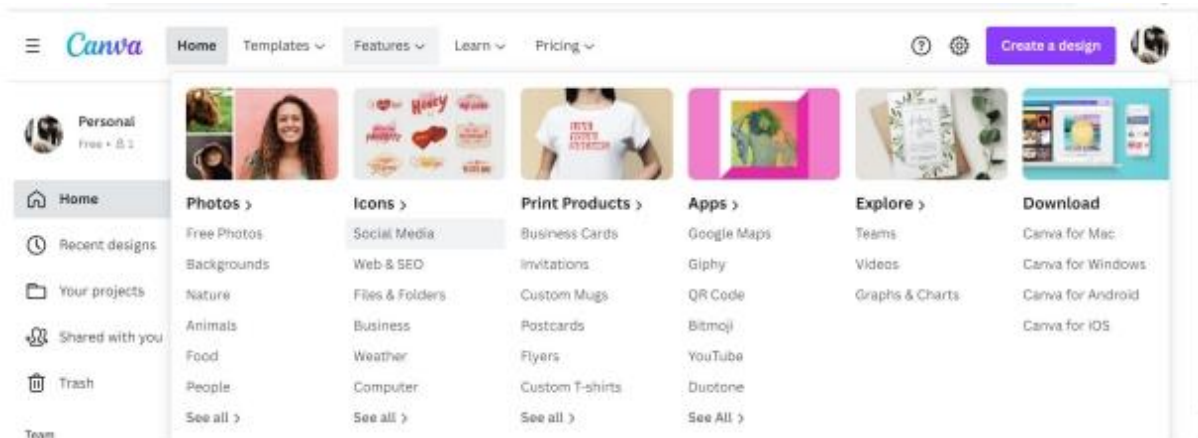
Account Setting

Set up settings such as language change, Canva account details such as email, language, security, etc. Click on Account Setting.



Searching for Templates and Downloading Icon Images in Canva

On the main page, select the Feature menu and select an item. who want to search.



Choose a free or paid category, click on the image and press the “Use in a design” button.



MODULE 2. WORKING WITH PHOTOS

2-1. Adjusting & enhancing

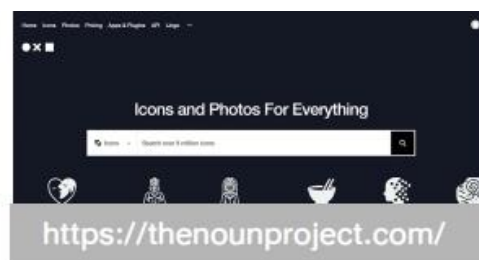
Objective: To understand what is meant by data privacy

- Understand the basic features of a freeware video-editing app, Canva

Recommended sites to download free icons and photos.

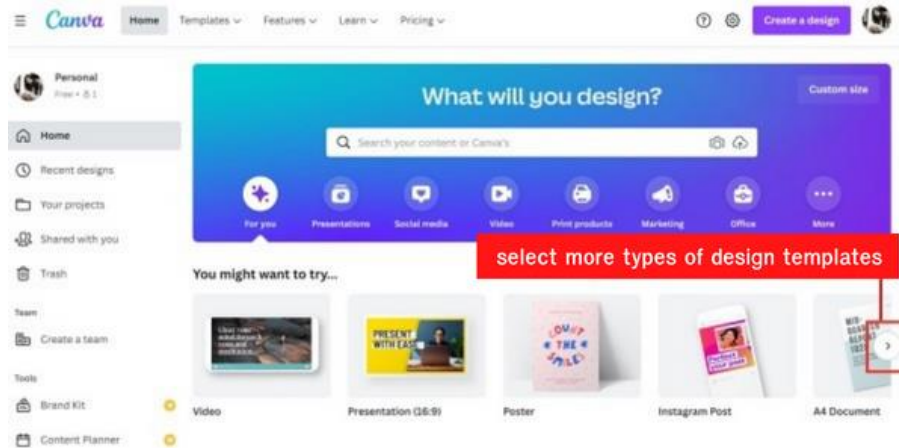
In graphic design and presentations, we have to use icons and photographs to accompany our content. To make the work beautiful and the audience to understand the story more easily where to download images and icons There are both paid and free. For free download sites that we would like to recommend are as follows.

free icon distribution site

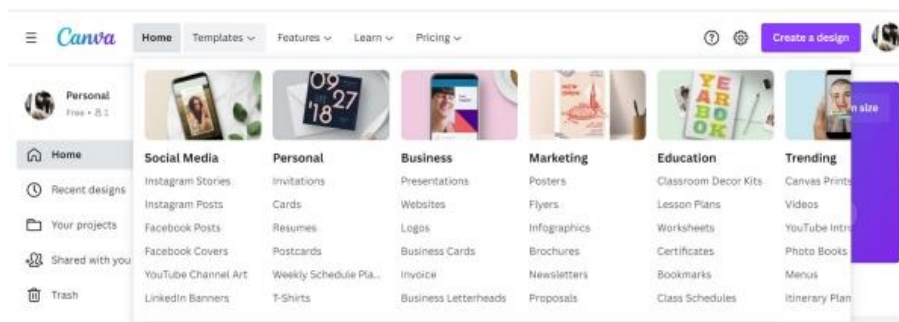


Template categories

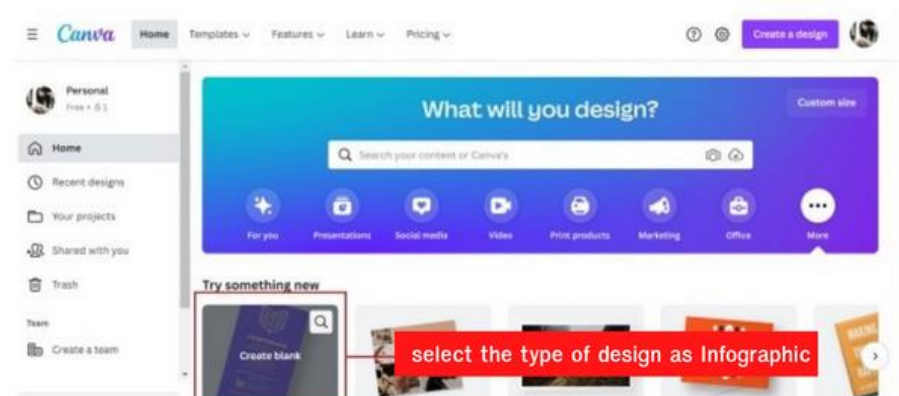
When you apply for membership and login to the Canva program, you will see that there are many design types, which Canva will have templates or beautiful ready-made templates, separated by categories such as creating presentations, print, social. Media, video, infographic, graph design, book cover design, etc.



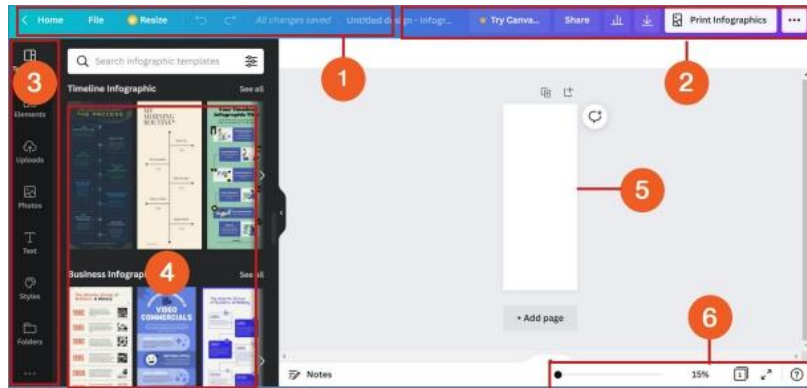
Able to view and select more types of design templates at the “Template” menu.



On the main page, try to select the type of design as Infographic.



Components of the program in the design page



1. The main menu group consists of Files, Resize, Undo Redo.
2. Export workpiece menu group consists of name, set file name, share, download.
3. Tools A bar that includes tools to create designs.
4. Examples of templates to choose from.
5. Work area and the Add Page, Duplicate Page tool.
6. View management, zoom, full screen, grid view

2-2. Applying filters and effects

Objective: To understand what is meant by data privacy

- Understand the basic features of a freeware video-editing app, Canva

Toolbar description

แถบเครื่องมือ

- **แม่แบบ (Template)** คือ ตัวอย่างงานออกแบบที่โปรแกรมมีเตรียมไว้ให้ผู้ใช้สามารถเลือกใช้ได้
- **องค์ประกอบ (Element)** องค์ประกอบอื่น ๆ ที่เราสามารถเพิ่มเข้าไปเพื่อให้งานออกแบบสวยงามขึ้น เช่น รูปร่าง สีเหลี่ยม วงกลม ลูกศร กรอบข้อความ
- **อัปโหลด (Upload)** เมนูที่ใช้สำหรับการอัปโหลดรูปภาพ วิดีโอที่อยู่ในเครื่องคอมพิวเตอร์ มาใช้ในงานออกแบบ
- **ภาพถ่าย (Photo)** เมนูที่ใช้สำหรับเลือกภาพถ่ายในคลังภาพฟรีที่โปรแกรมมีมาให้
- **ข้อความ (Text)** เมนูที่ใช้เพิ่มและจัดการข้อความ
- **สไตล์ (Style)** เลือกรูปแบบชุดสีในการออกแบบ
- **เพิ่มเติม (More)** เป็นเมนูเสริมอื่นๆ เช่น เชื่อมต่อกับ Instagram, facebook เพิ่ม Font, Animation ฯลฯ

- **Template** is a sample design that the program has prepared for users to use.

- **Elements** Other elements that we can add to make the design more beautiful, such as shapes, squares, circles, arrows, text boxes.

- **Upload** menu used for uploading images. video on computer used in design

- **Photo** menu used for selecting photos in the free gallery that the program has to offer.

- **Text** menu used to add and manage text.

- **Style** choose a color scheme in the design.

- **More** is an additional menu such as connecting to Instagram, Facebook, adding Font, Animation, etc.

MODULE 3. WORKING WITH VIDEO

3-1. Trimming, splitting and previewing

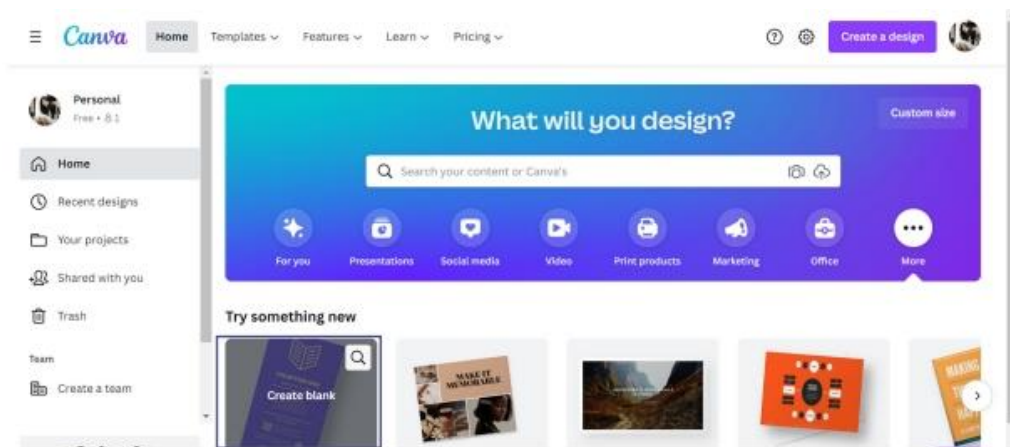
Objective: To understand what is meant by data privacy

- Use Canva features to edit photo, video, and audio

Design an infographic with ready-made templates

Create a new piece

(1) On the main page, click on “Create Design” and select “Infographic”.



The size of the infographic in the free version of Canva is 800x2000 pixels, and can only be edited in the Pro version (paid).

(2) Choose a sample content, Microsoft Word file that will be used to make an infographic.

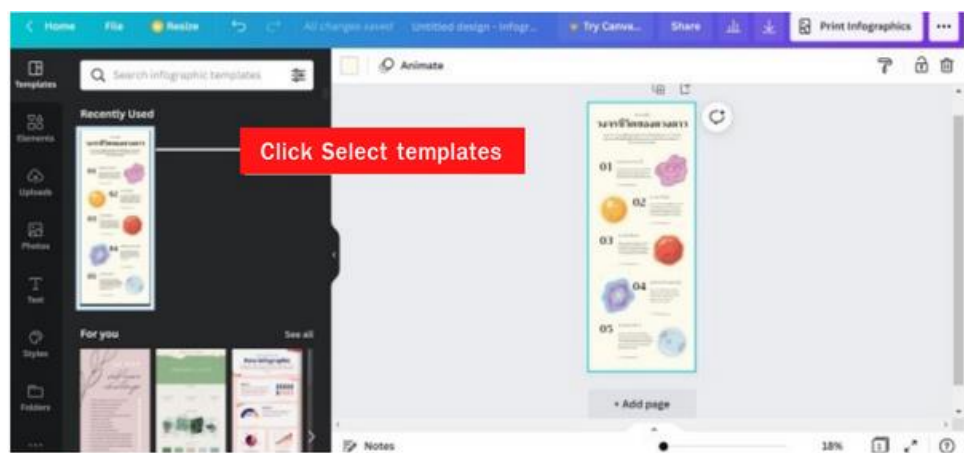
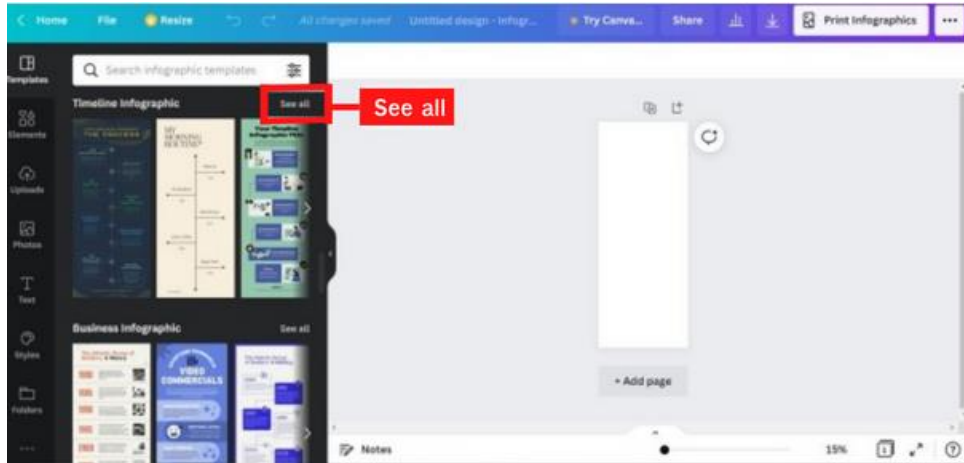
from folder

For example, the story of 6 fruits that nourish the blood

- Cigarettes are poisonous, dangerous, lethal.
- Summary of symptoms of COVID 5 strains
- Things to know before vaccination against COVID
- 9 ways to escape COVID, etc.

or the subject you want Content can be prepared in Microsoft Word and copied into Canva.

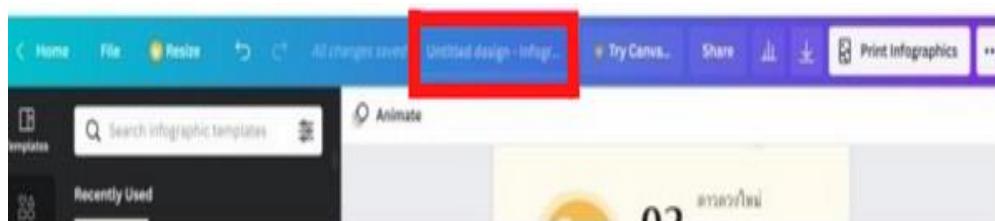
(3) Click on the Template menu and choose a template you like that you think can be adapted to your content. There are many templates in Canva, click “See all” to see more.



When you click on a template, the image will appear on the workspace.



Slide the zoom bar to view items up close or enter numbers manually.



Name the design by typing the file name menu bar, the program will save automatically.

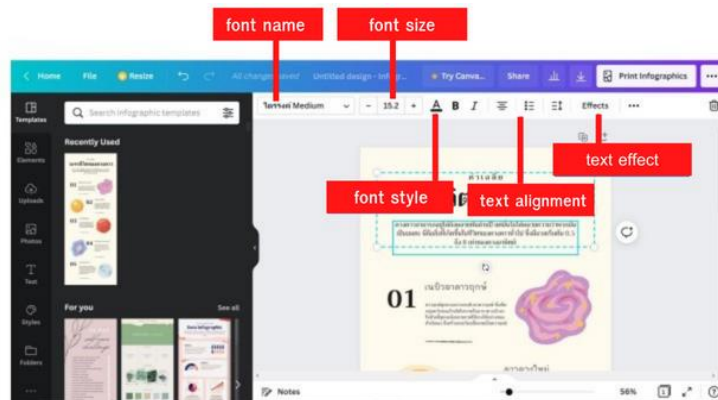
3-2. Adding scripts and animation

Objective: To understand what is meant by data privacy

- Use Canva features to edit photo, video, and audio

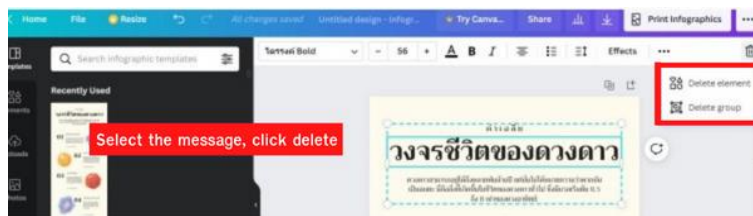
Message handling Changing the font or font style

When clicking on a template text, the top panel will change to text manipulation tools such as font name, font size, font style, text alignment, etc.



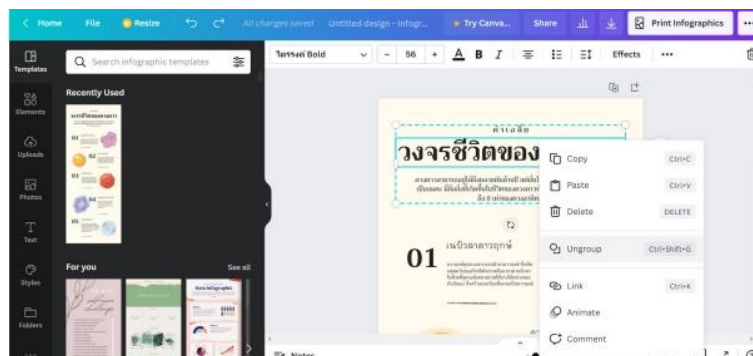
Delete text box

Deleting a text box Click on the text, then press the “Delete” button and choose how to delete, delete elements, or delete the entire group.



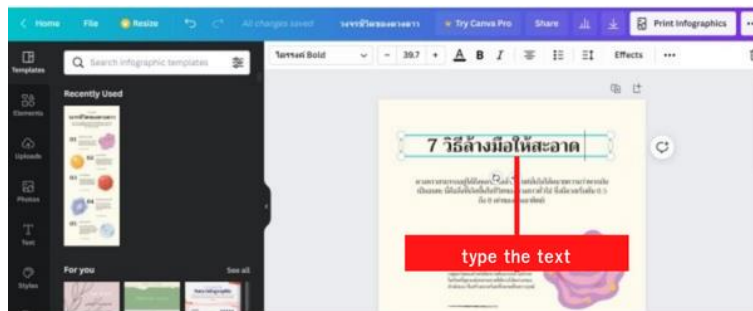
Group / Ungroup

Right click, select Group or Ungroup.



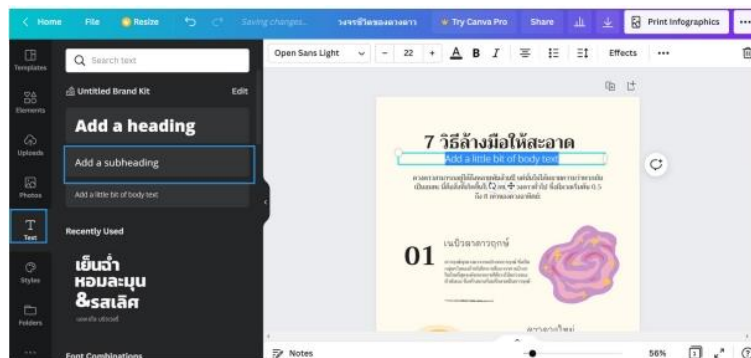
Type and edit text

Click on the text box and then type the text or copy and paste the text.



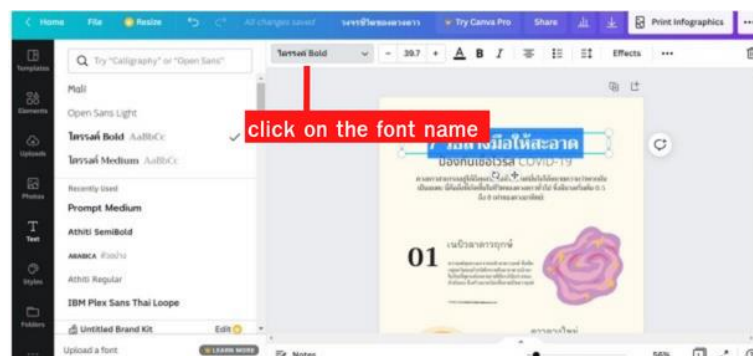
Add text box

Click on Menu on the left sidebar. and then click to select the text format which type of text you want and type a message.

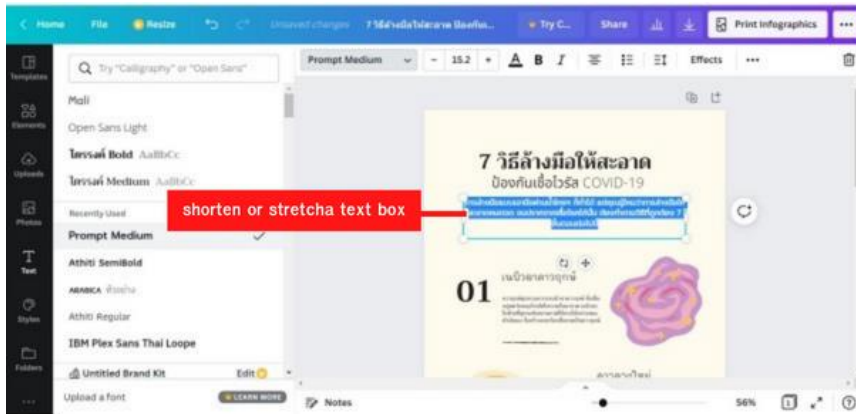


Change font adjust font size

Text font adjustment Highlight the text, then click on the font name on the top menu bar. side message bar It displays the font names and a preview of the available fonts.



Scroll down to see Thai fonts Click on the font and adjust the size. and format at the top bar, then enter the text.



Additional content Adjust the font size and shrink and stretch the size of the text box.

Adjust the spacing between letters. and distance between lines

Click on the text box, then select the icon above



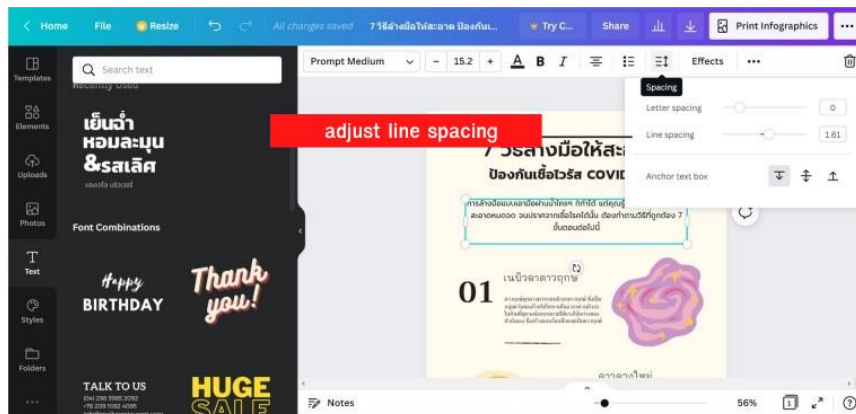
Click to **การจัดแนว** align the text boxes




Click to **ระยะห่าง** adjust line spacing, letter spacing.

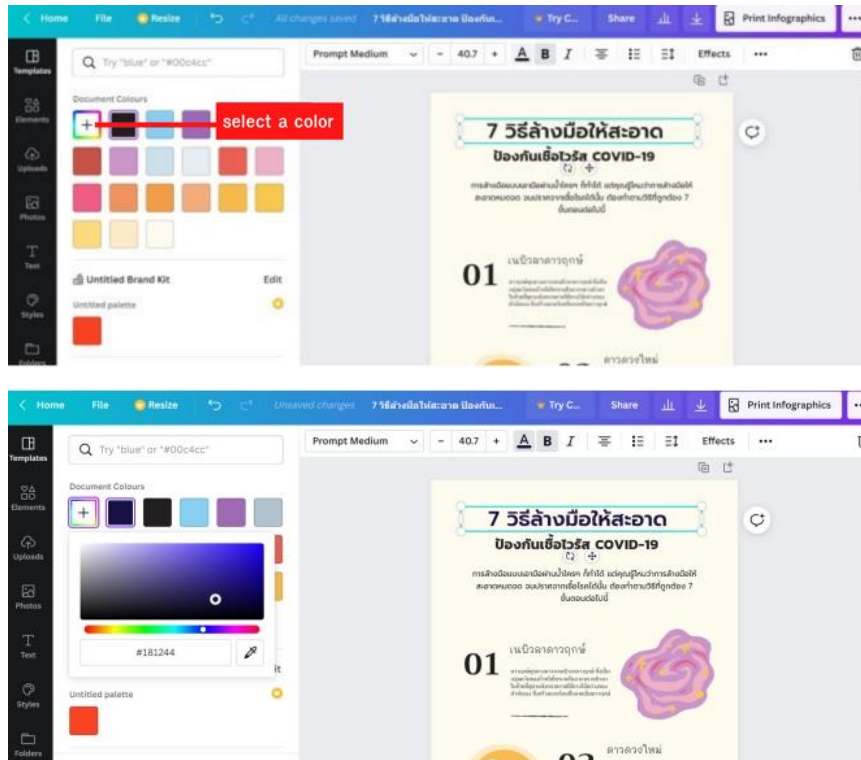




Click to **รายการ** Personalize text and adjust the line spacing, click on

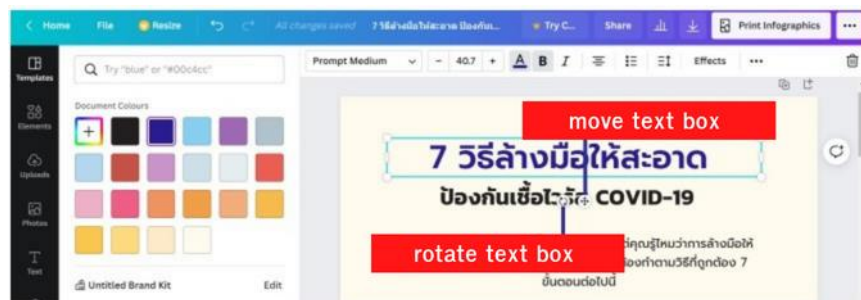


Font color selection


Choosing the font color Highlight the text, then click  and select a color from the color swatches on the left bar, or press + or click on the button and then click to select a color from the color bar.



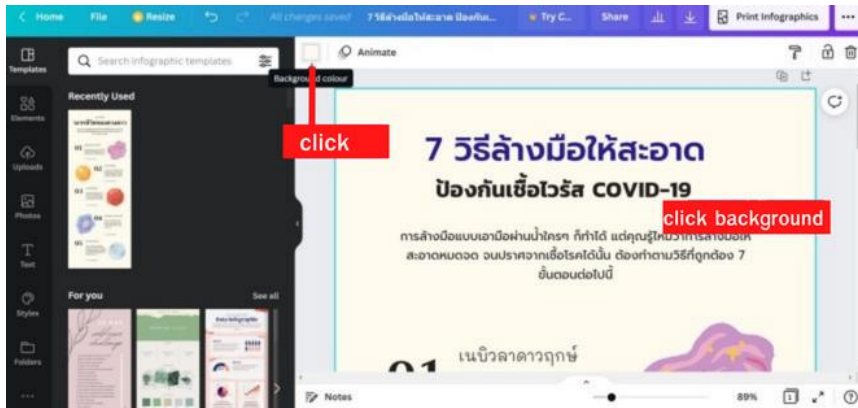
Left-click on the icon  to move or  rotate the text box.



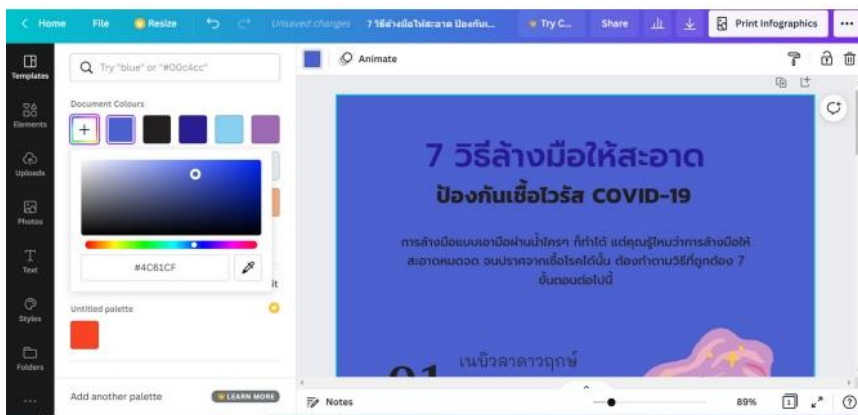
Adjust the background color of the piece

(1) Click on the background color of the piece. Then the top bar will have the symbol  shows the original background color being used.

(2) Click on the original background color. and select a new color on the left bar.

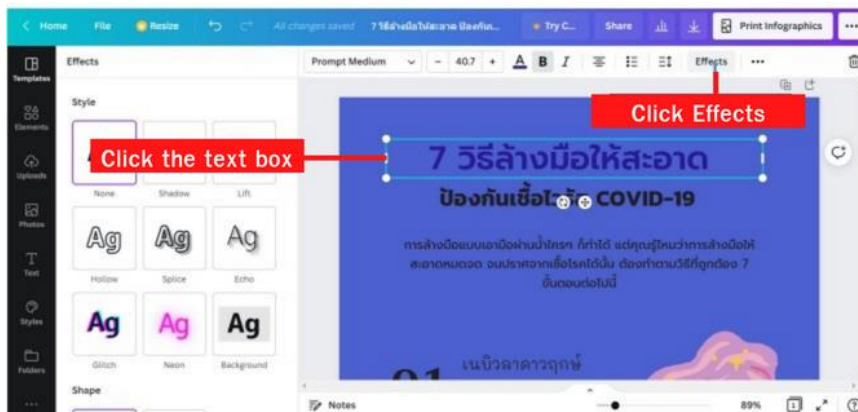


Click on the mark  Then select a color from the color swatch.

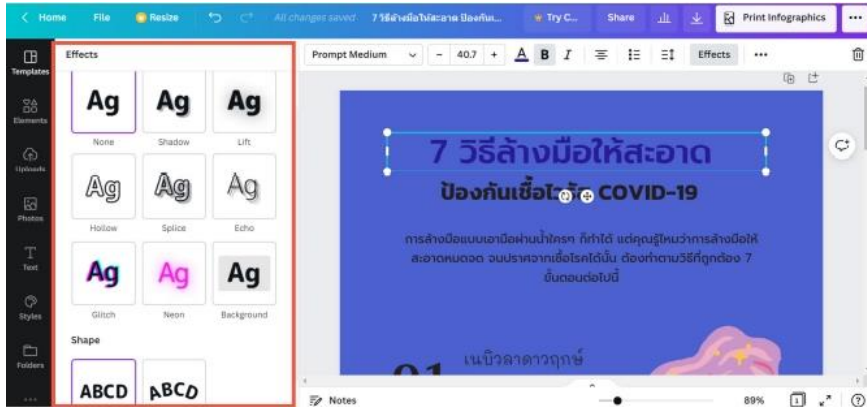


Adding effects to text

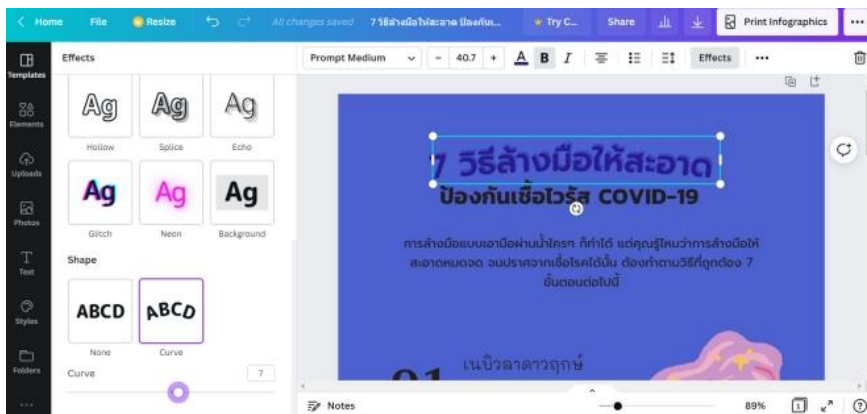
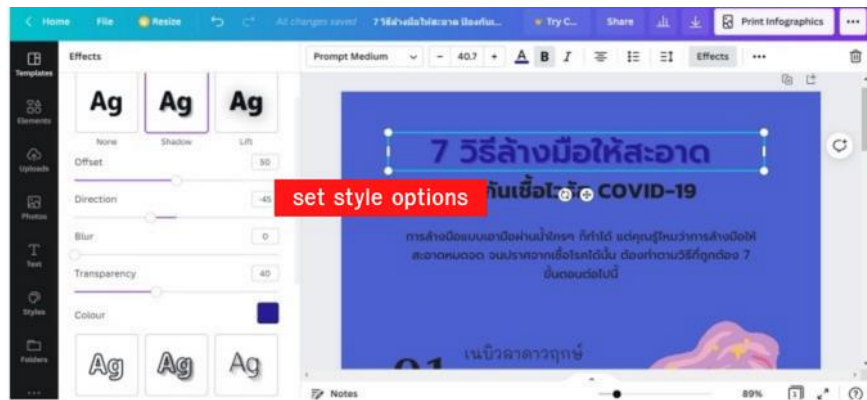
When typing text, you can add effects to the text. To do so, click on the text box and then select "Effect."



The Effect Style window will display on the left sidebar, then choose Style.



when choosing a style Then can set additional options of that Style, such as color, blur direction curved letters, etc.



MODULE 4. WORKING WITH AUDIO

4-1. Adding multiple audio tracks

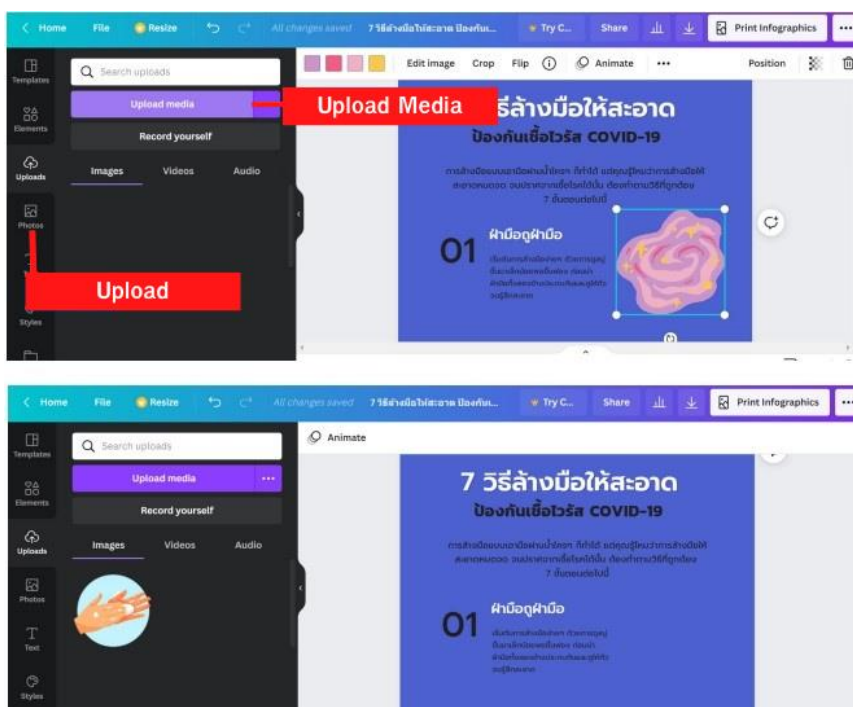
Objective: To understand what is meant by data privacy

- Use Canva features to edit photo, video, and audio

Decorate the piece with images, video, audio uploaded from a computer.

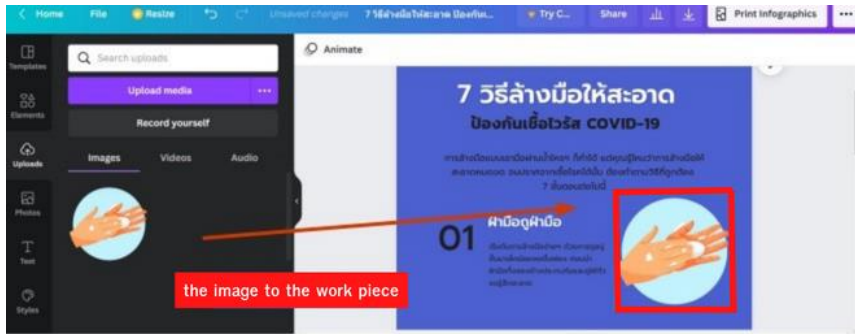
In graphic design, there must be an illustration that corresponds to the information content in order to convey the meaning in the same direction. You may search for illustrations from websites and save them to your computer. When importing images into Canva:

1. Click the “Upload” button on the left toolbar.
2. Click the “Upload Media” button.
3. Click to select a picture from your computer and press the Open button. After uploading, the picture will appear in the left window.



Images imported into Canva can be used in both .jpg and .png file formats. (Images without background color) Background images can be cut off on the website. <https://www.remove.bg>

- (4) Click on the image, click and hold the left mouse button and drag the image to the work piece and resize it appropriately.



(5) Upload more photos to be used more.

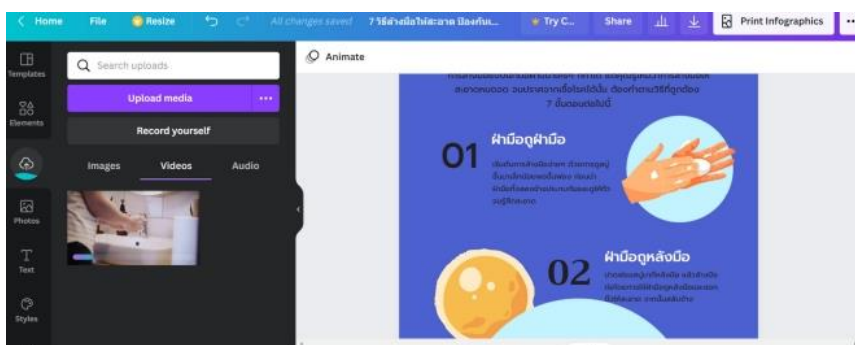


More

If you want to upload video and audio files, use the same method.

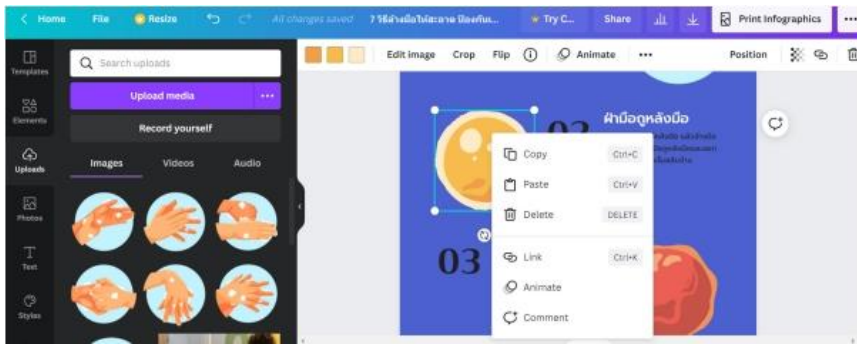
1. Click the "Upload" button on the left toolbar.
2. Click the "Upload Media" button.
3. Click to select a video clip from your computer and press the Open button after uploading.

Then the video clip will come to the left window.

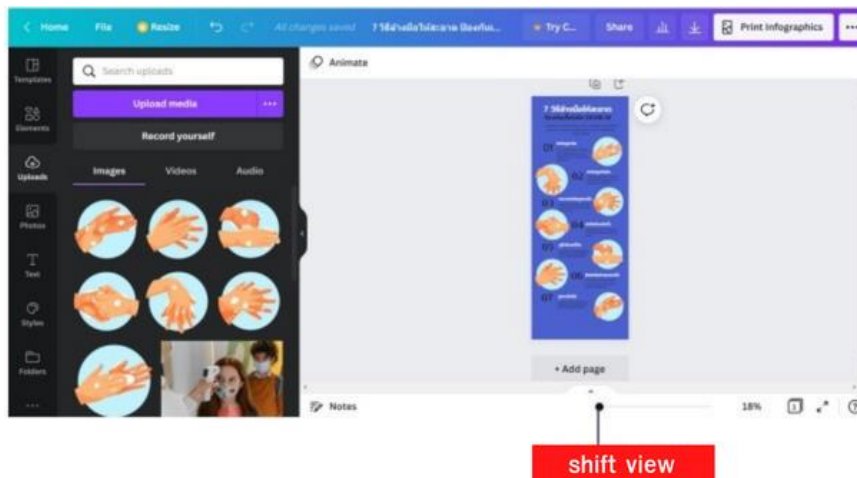


Editing parts in the work (delete, copy, add links to images

Select the object you want to manage, then right-click and choose the command you want, such as delete, copy, paste, group, or add a link to the image.



Then enter the text and illustrations according to the content that has been placed. Then move the scale bar below to see an overview of the workpiece.



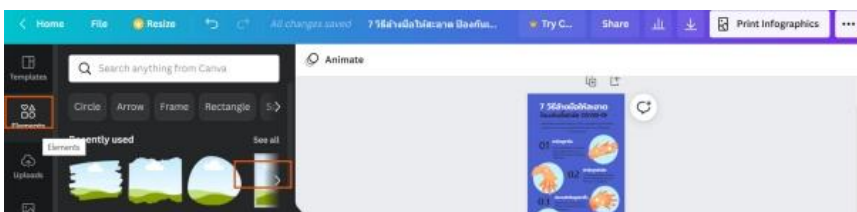
4-2. Time & reposition; adjusting volumes

Objective: To understand what is meant by data privacy

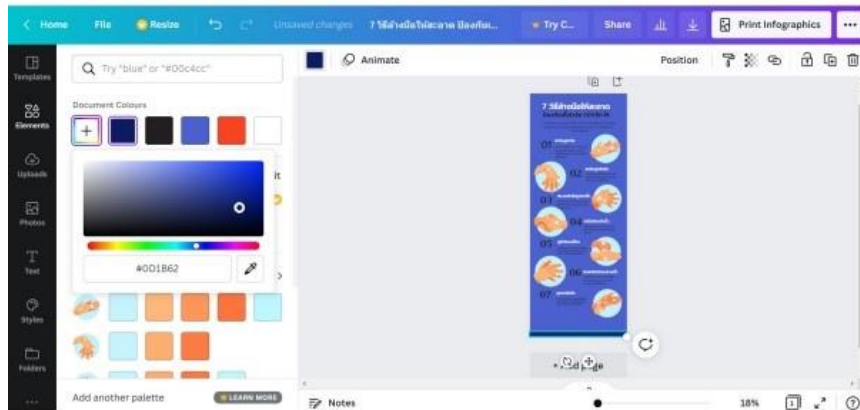
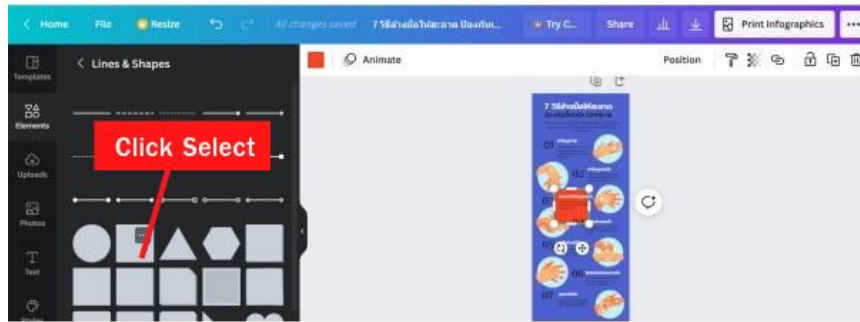
- Use Canva features to edit photo, video, and audio

Adding elements to the design

On the “Elements” menu bar, there are elements that can be used to design, divided into categories: Line and Shape, Graphic, Graph, Table, Audio, Video.



Click on See all and click on the Elements you want to use. The selection will come to the work piece and then adjust the color and adjust the size as appropriate.



Saving files

Canva can save files in many formats, including PNG, JPG, PDF, Video or GIF.

1. Press the Download button.



2. Select the file extension. If designing Infographic, you can choose to save as PNG, JPG, PDF

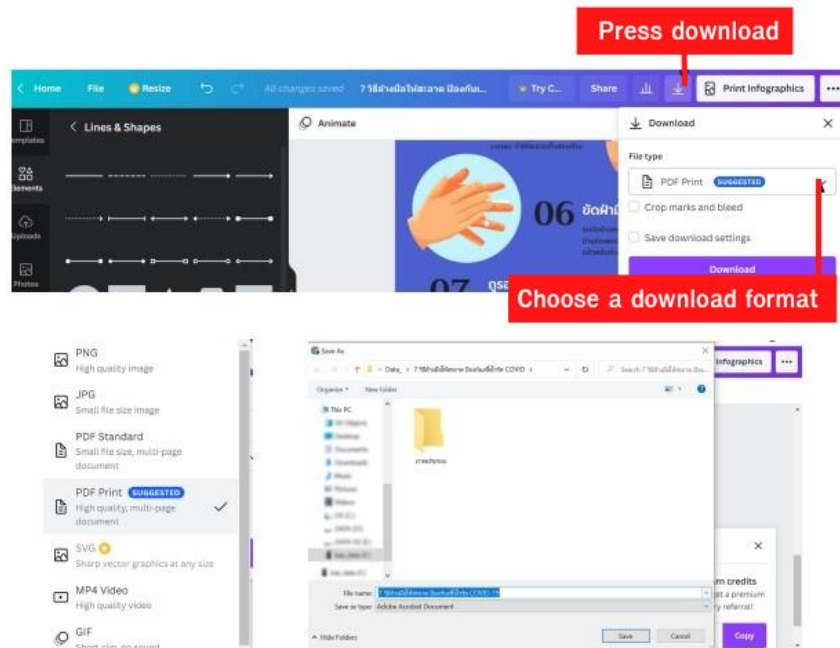
In the case of using the free version of Canva File saving extensions PNG, JPG are limited.

Size and Resolution (File Quality) so you can choose to save the file as a PDF Print.

)Printable PDF) with high definition images.

3. Press Download

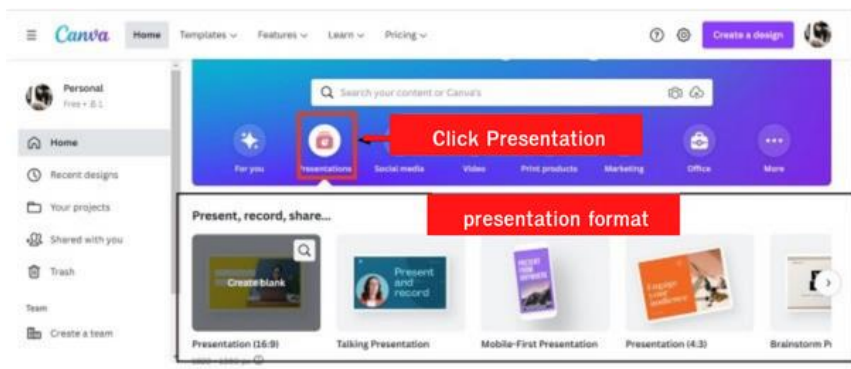
4. Select the file storage location and press the Save button.



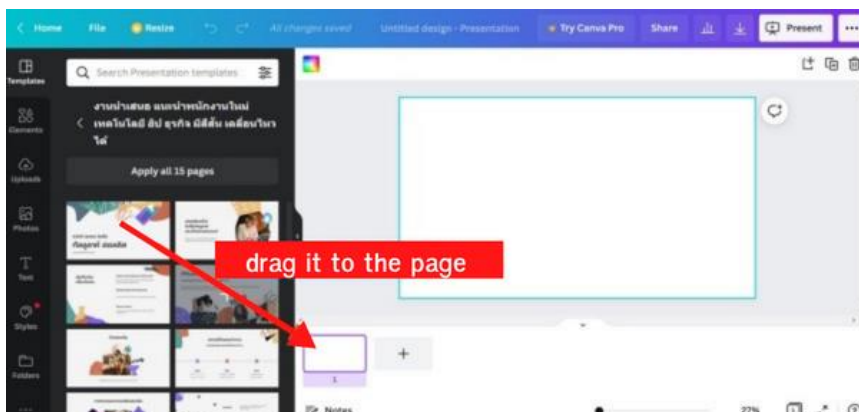
Create a presentation 16 : 9

For example, create a presentation on “Coping with COVID-19 with DMHTT measures”.

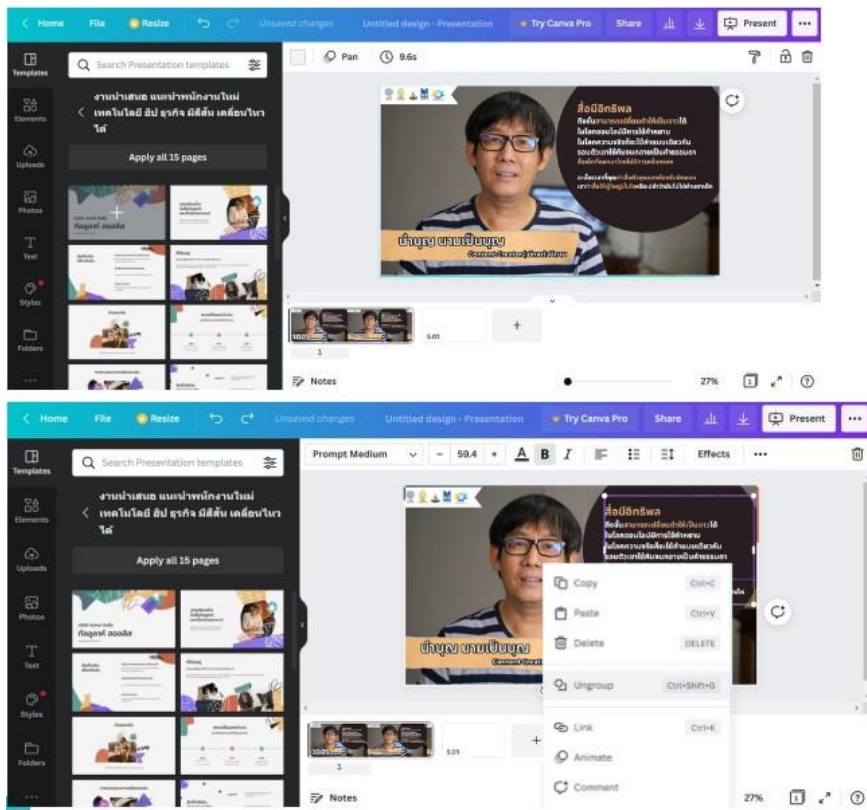
(1) From Canva's home page, then select “Presentations.” Click “Presentations 16:9.”



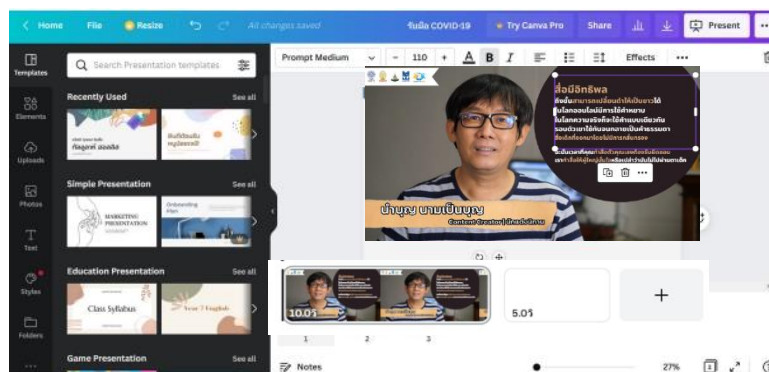
(2) Select a page layout from Template and drag it to the page.




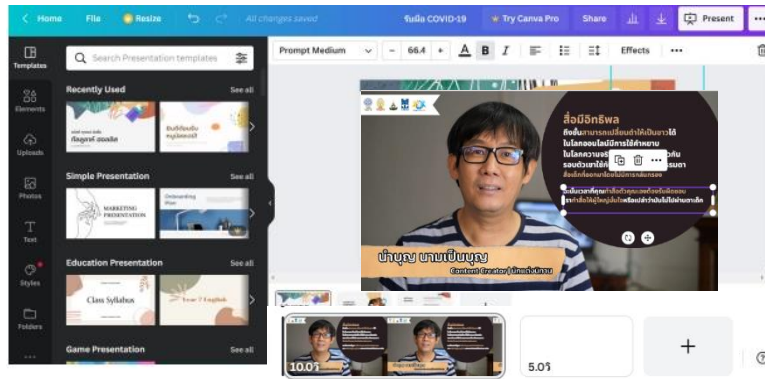
(3) Click on the text box. and delete the old message (right click Delete)



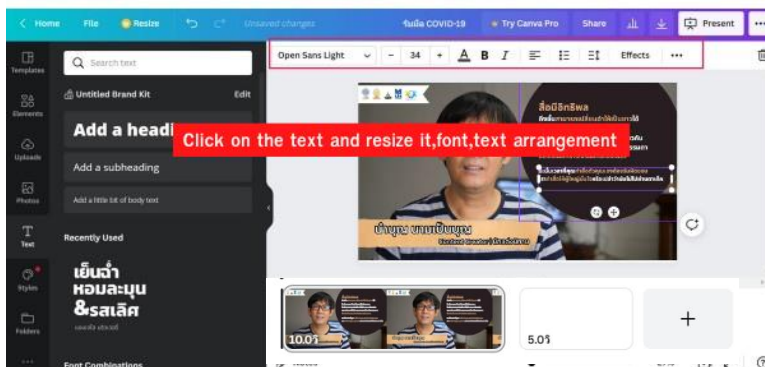
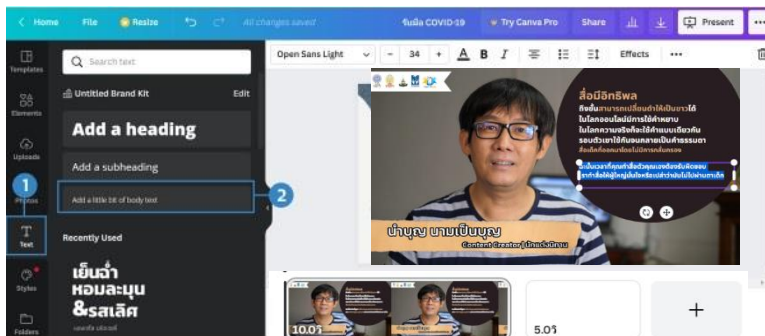
(4) Click on the text box. then type edit text by selecting the font and size from the top text handling bar.



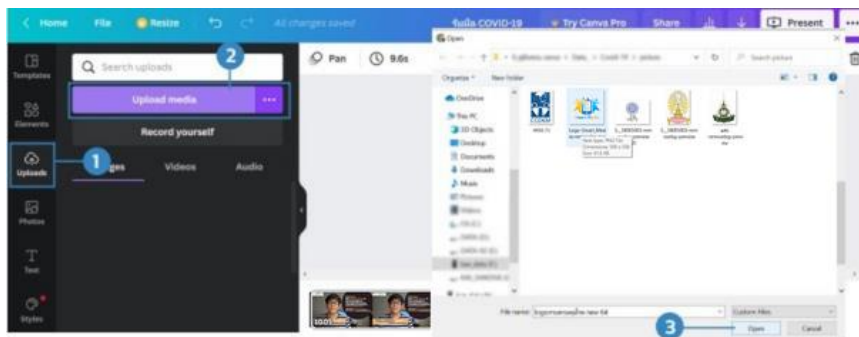
Click the text frame and then click  to move, align.



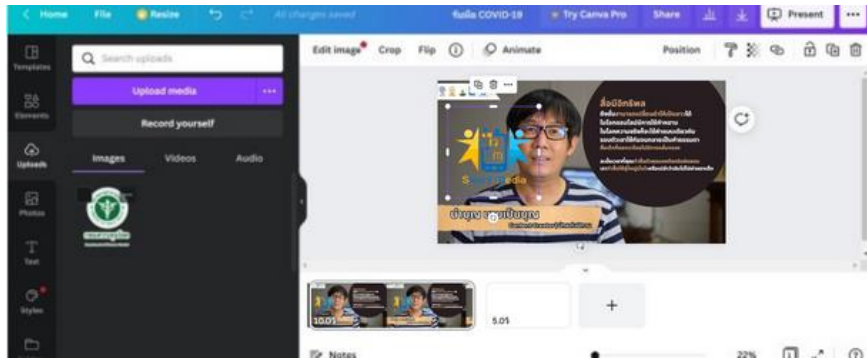
(5) Add a text box. Type and adjust text on the Text toolbar.



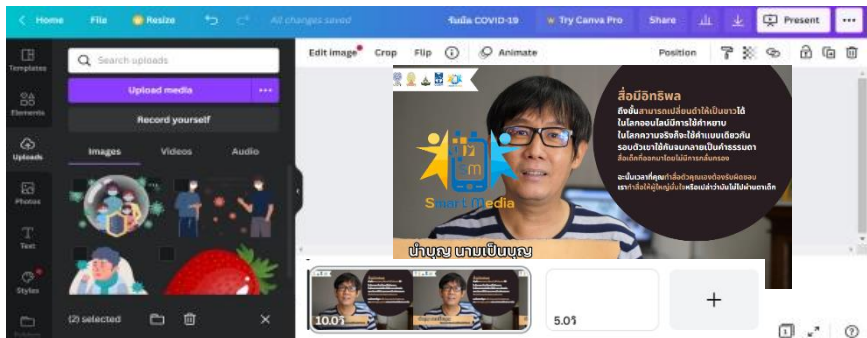
(6) Click the “Upload” menu, click the “Upload Media” button and select photos from your computer. after uploaded the image will appear in the left window.



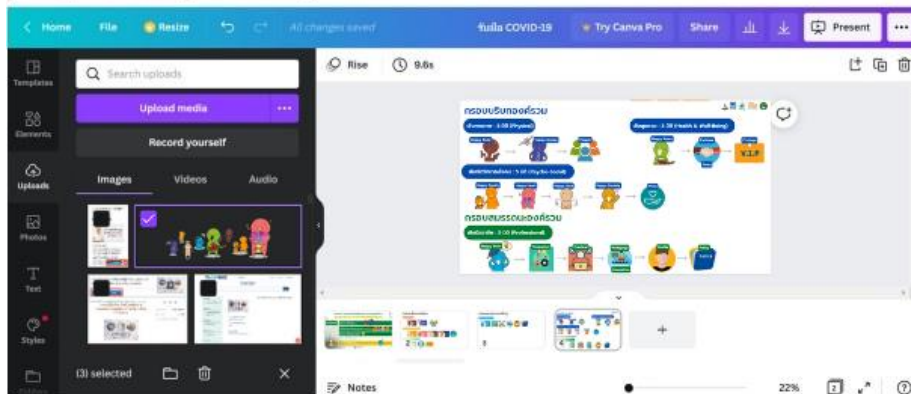
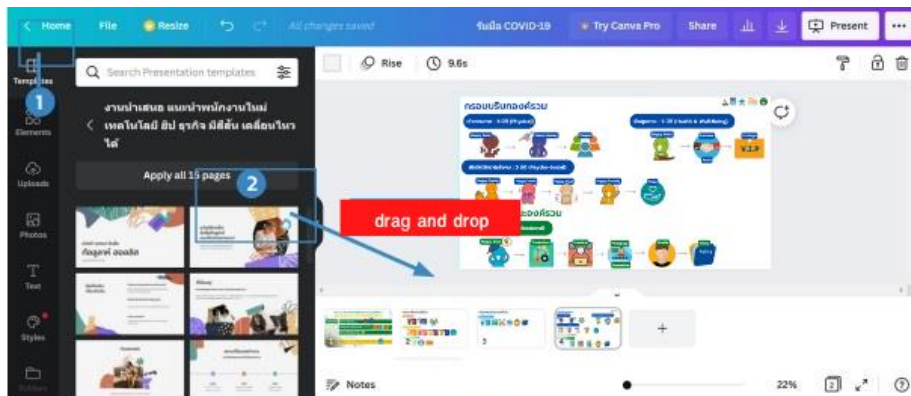
(7) Click the left mouse on the picture 1 time. The picture will be on the page, then adjust the size and move it as appropriate.



Add images and text according to the content until page 1 is completed.

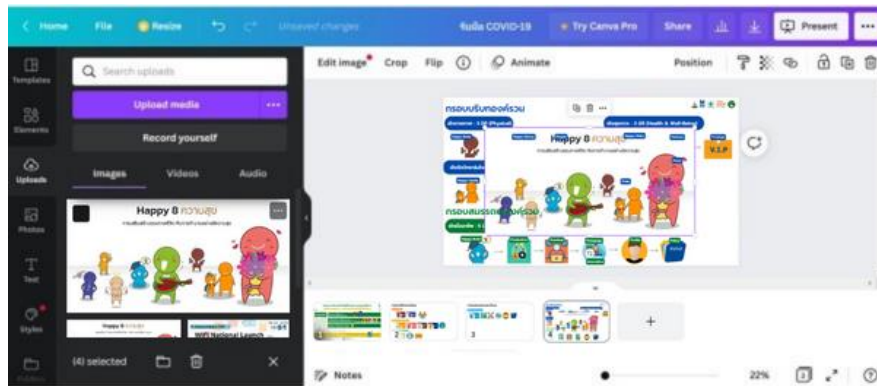


(8) Add a new page by clicking the Template menu and selecting the style you like from the left-hand side and dragging it to the next page and typing the content on the second page beautifully.



How to frame

Click on an image from the Upload window, then go to the Element menu and select a frame to place on the page.



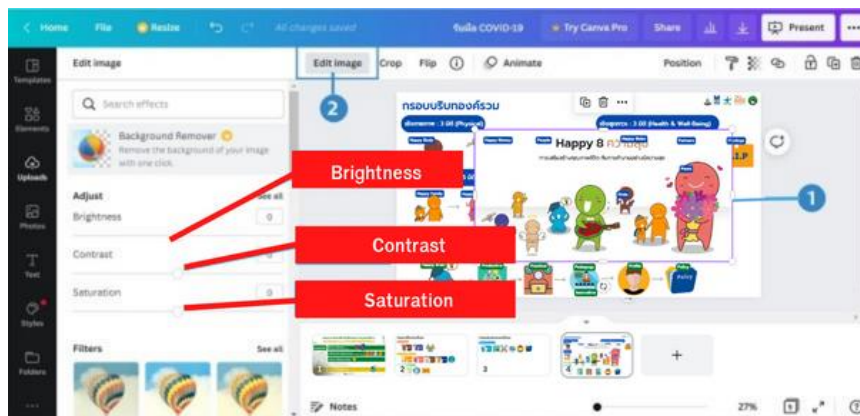
Click and hold the left mouse on the image and drag the image into the frame and release the mouse.



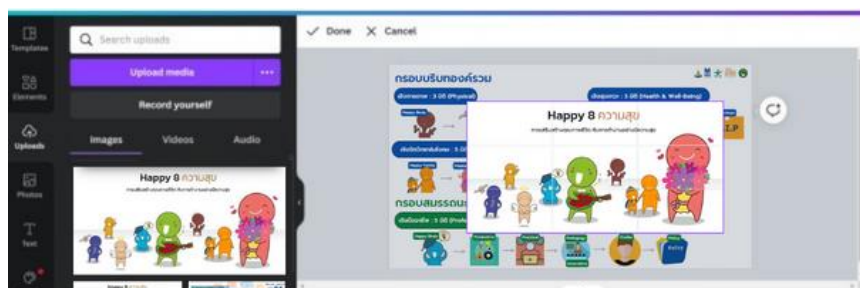
will get results as shown in the picture to edit, double click on the image. and move the image)Press the ESC key to exit the frame editing.

Edit image

Click on the image on the page, then click Edit Image.

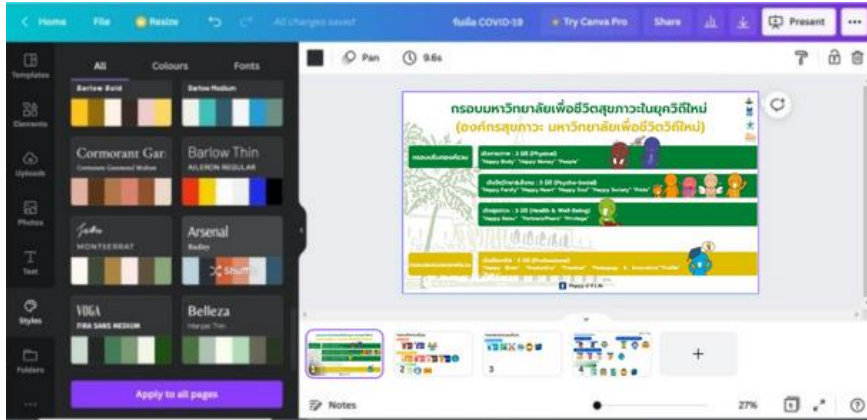


If you want to crop the image, select the image and press on the word Crop, then Crop Image, press Enter.



Adjust the color of the page with the Style menu

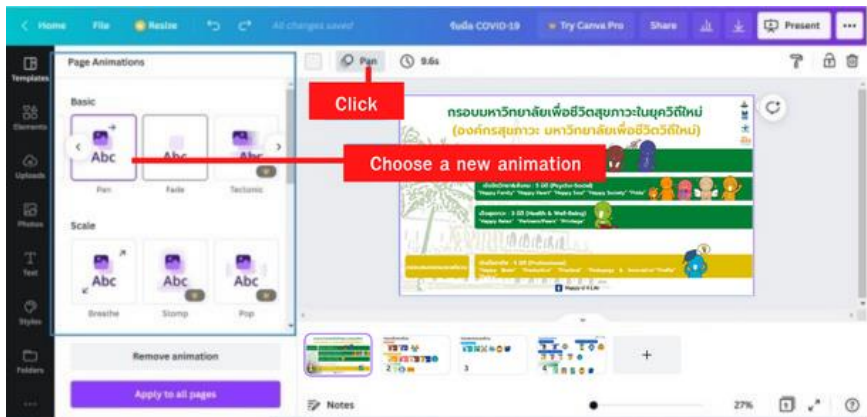
The Style menu is a toolbar with a wide range of color schemes. We can adjust the Template color to change as you click on it. Click on the word Shuffle to switch colors in the color scheme. Apply to all pages is to apply this color scheme to all pages.

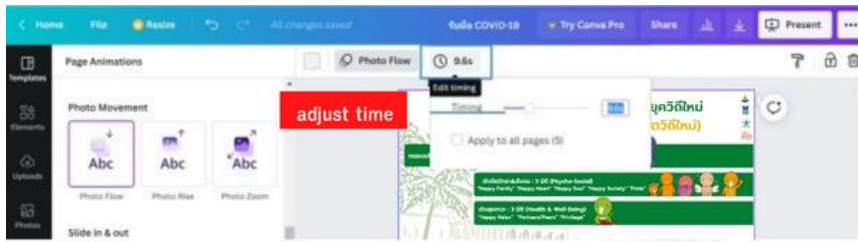


To reverse the process, press the Undo Redo button above.

Defining Page Animations

Page Animations is a command for creating effects from one Page to another Page Animations. Each Page is displayed above the image. To change the format, click on the old Page Animations title and select a new format.





Assigning Animations to Image, Text, Elements

Animations is a command for creating animation effects for images, text, shapes, shapes on the Page. To set the format, click on Image or Text, then select Animation.

