

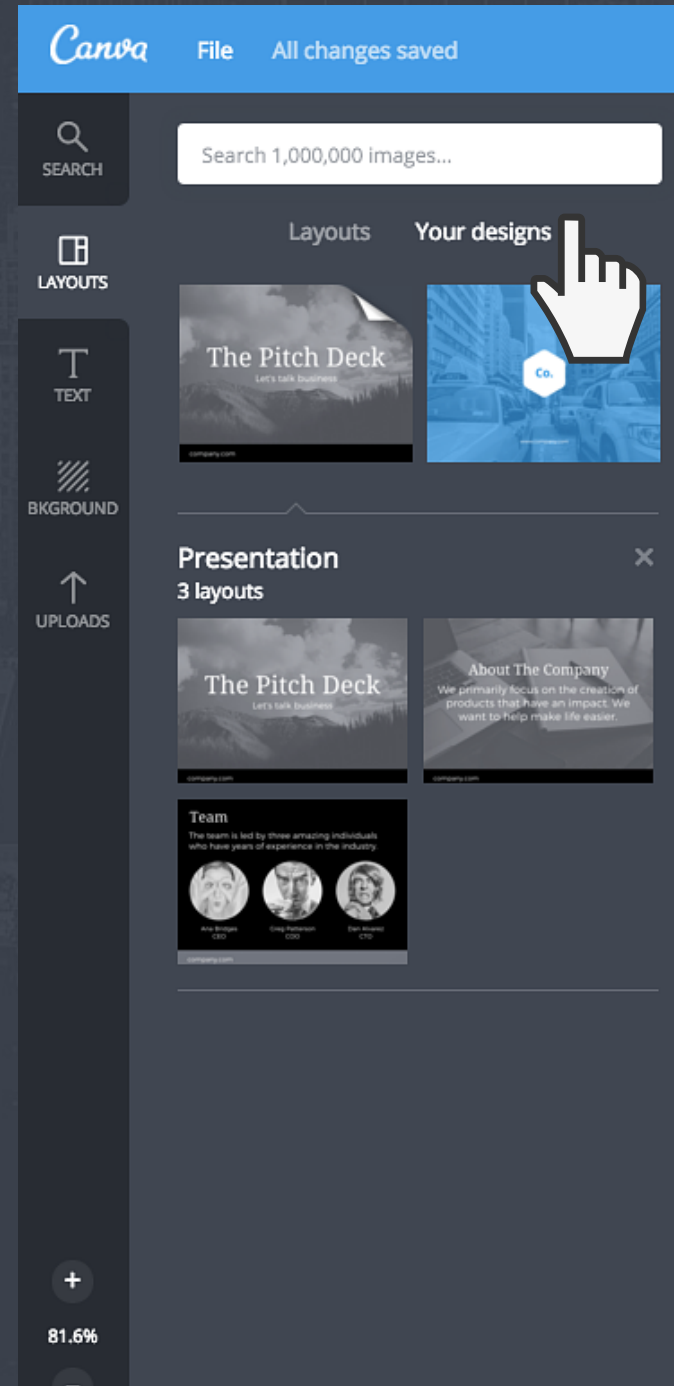
AND THEY LIVED...



Happily Ever After!

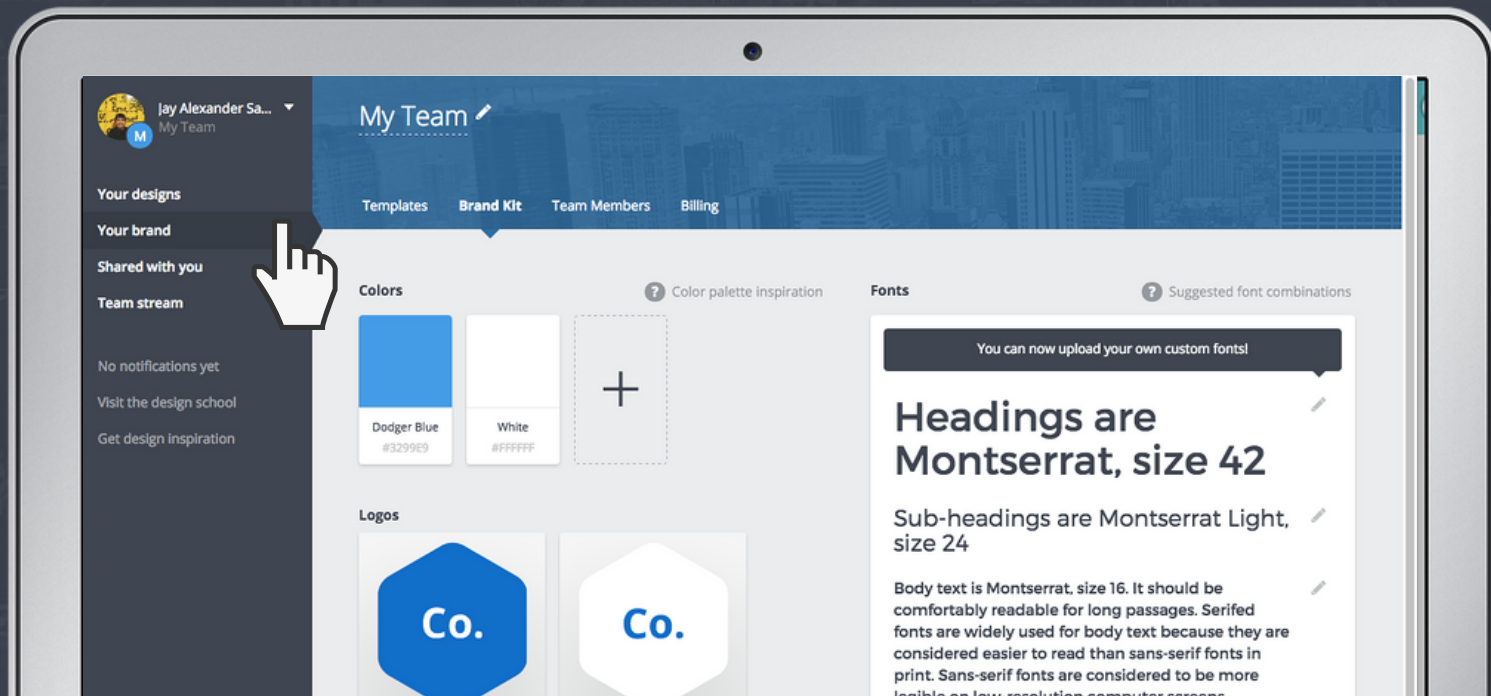
How to remix your designs

You can now reuse any of your previous designs, right here in the editor. Look under "Layouts" and try changing this page to one of your own designs.



How to access your new Brand Kit

With *Canva for Work* you can save your brand's colors, logos and fonts on your brand new Brand Kit and then access your brand assets inside the Canva editor.



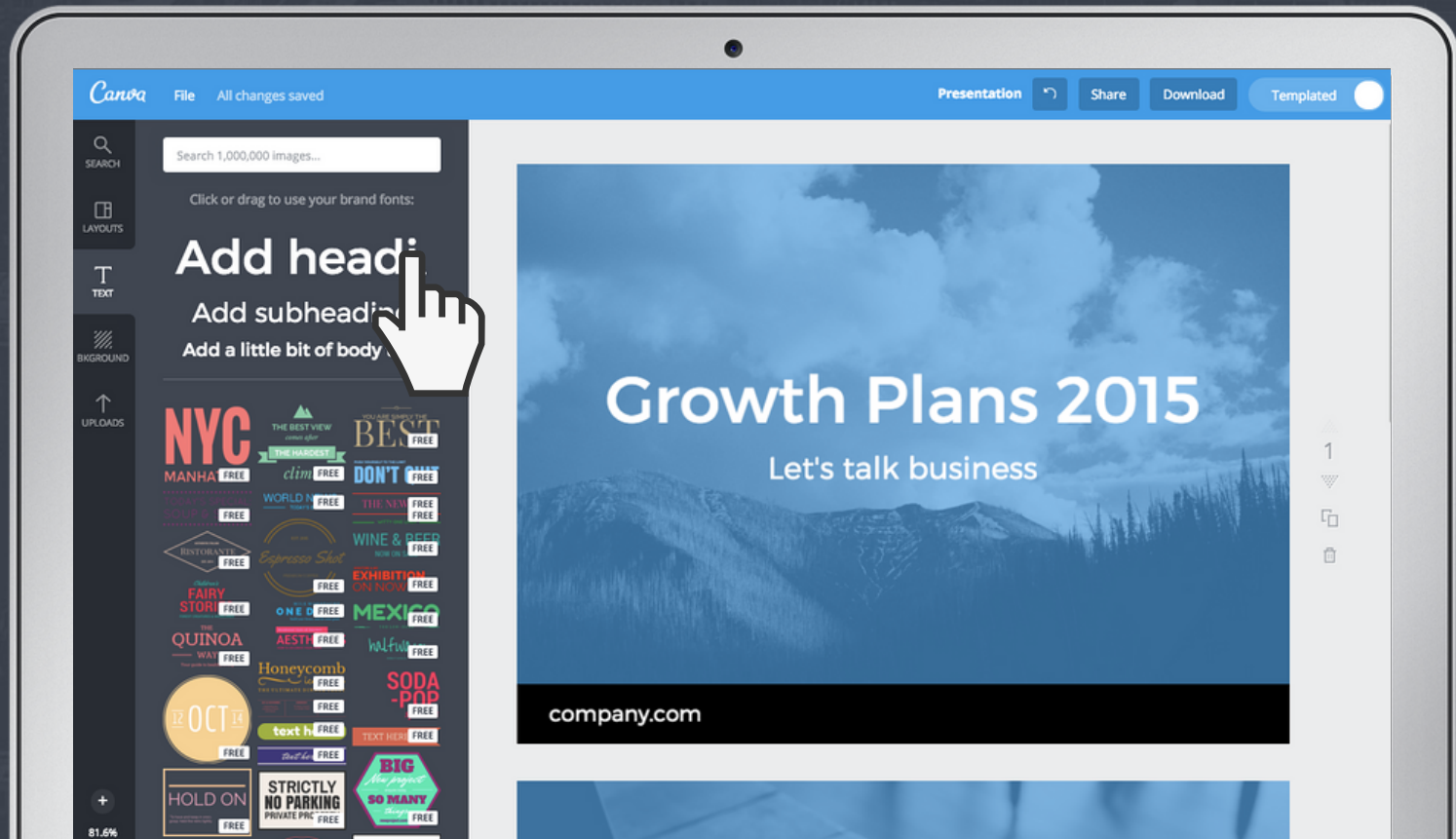
How to use your brand colors

The color palette you choose in your Brand Kit will appear as the default selection when designing in the Canva editor, which will make it easy to stay on brand.



How to use your brand fonts

Your brand fonts will appear in the Canva editor on the 'Fonts' tab for you and any of your team members.



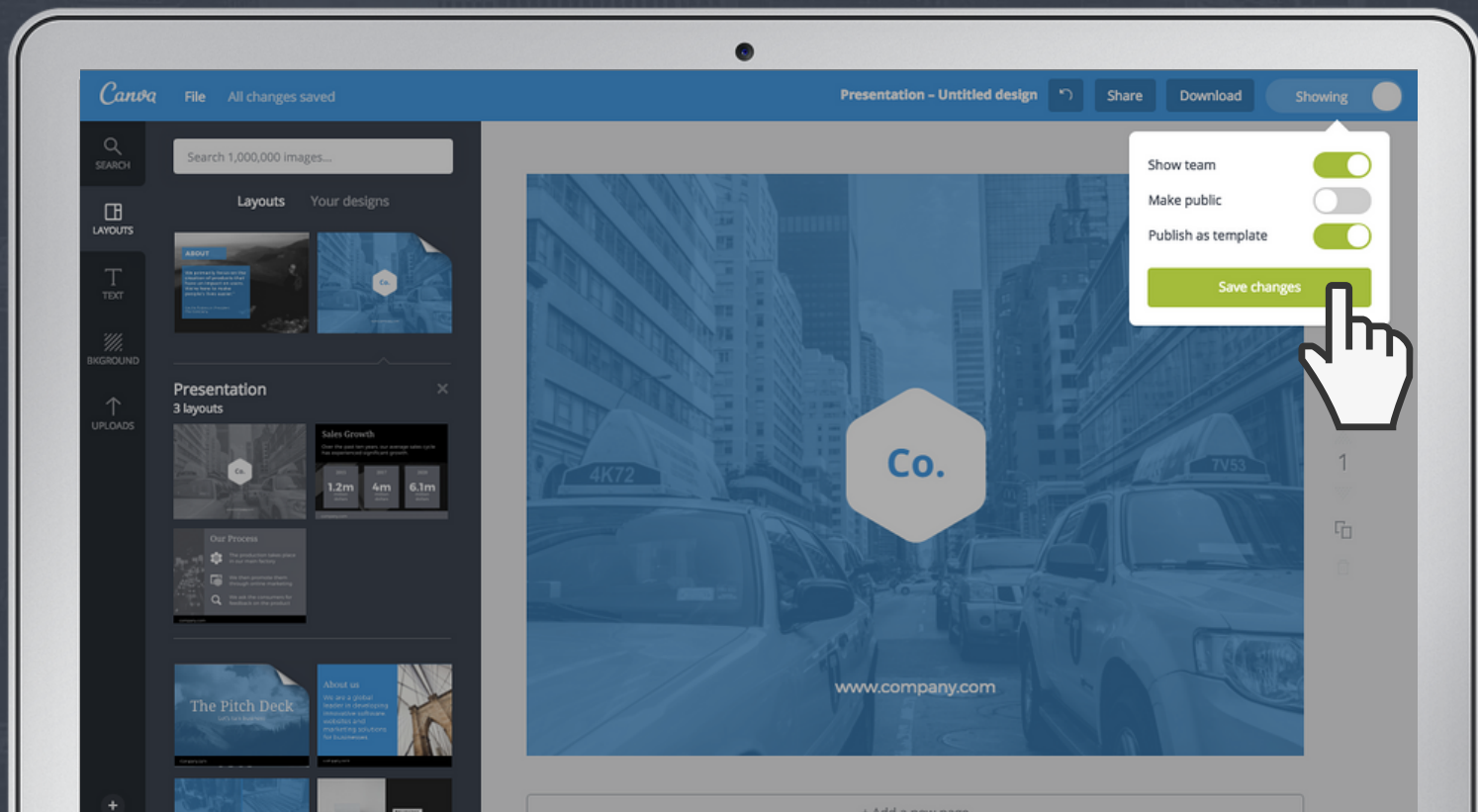
How to use your brand logo

Upload your brand logo so that it's always on-hand. You'll be able to access it any time from the 'Uploads' tab in the Canva editor.



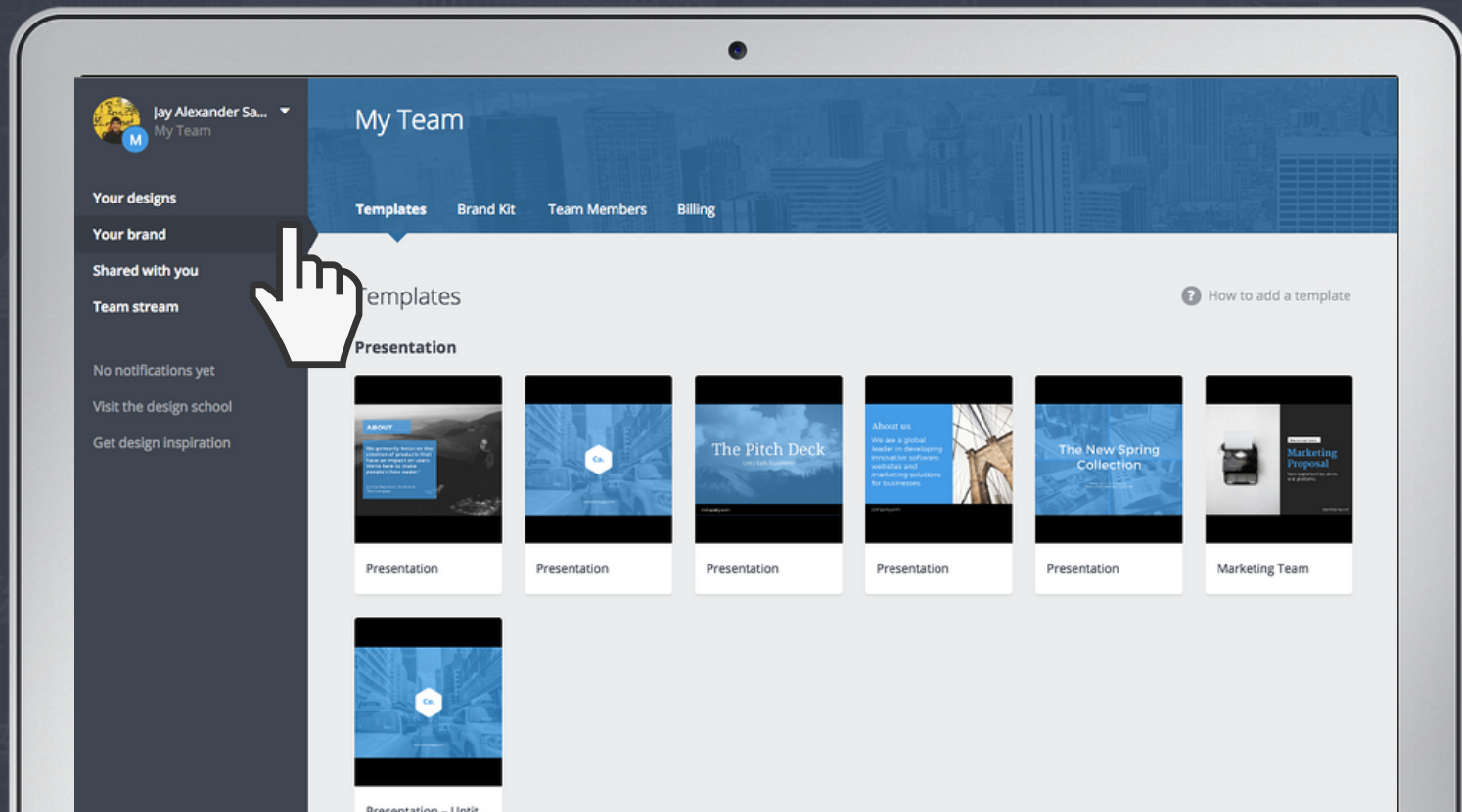
How to create a template

It's easy to turn one of your Canva designs into a Template that's available for you and your team to use. Simply create a design like normal and then click 'Show Team' and then tick the box 'Publish as a team template'.



How to access your templates

All of your team templates are available on your Team Templates page. To use any of these templates, a user simply clicks on it and it will open in the Canva editor, ready to be edited.



How to use a template

Once you have created a design template anyone on your team can use it. There are two ways they can access the templates. (1) On your 'Team Templates' page or inside the Canva editor on the 'Layouts' tab.





Getting your Team on



How to invite your team

Get the most out of your trial by adding your team. You can add three types of users: admins, layout designers and members:



Admins

Admins can add people and set permissions for your team.



Layout Designers

The person in your organisation who'll create your team layouts.



Team Members

Anyone who'll be using Canva to create graphics.



How to invite your team

Get the most out of your trial by adding your team. You can add three types of users: admins, layout designers and members:

The screenshot displays the 'My Team' page in Canva. On the left is a dark sidebar with navigation links: 'Your designs', 'Your brand', 'Shared with you', 'Team stream', 'No notifications yet', 'Visit the design school', and 'Get design inspiration'. The main content area has a blue header with the title 'My Team' and tabs for 'Templates', 'Brand Kit', 'Team Members' (which is active), and 'Billing'. Below the header, the 'Invite new team members' section explains the trial period costs and provides three input fields for email addresses, followed by a green 'Send invitations' button. The 'Team members' section at the bottom shows a list with one member, Jay Alexander Santos, with email jay@canva.com and the role 'Owner'. On the right, the 'User roles' section defines three roles: Administrators (manage team, create templates), Template designers (create templates, edit brand kit), and Members (create and share designs).

My Team

Templates Brand Kit **Team Members** Billing

Invite new team members

It's free to add as many people as you like during your trial period. Each new team member will cost an additional \$9.95 per month (paid annually), or \$12.95 per month (paid monthly).

Email Address

Email Address

Email Address

Send invitations

Team members

Jay Alexander Santos jay@canva.com **Owner**

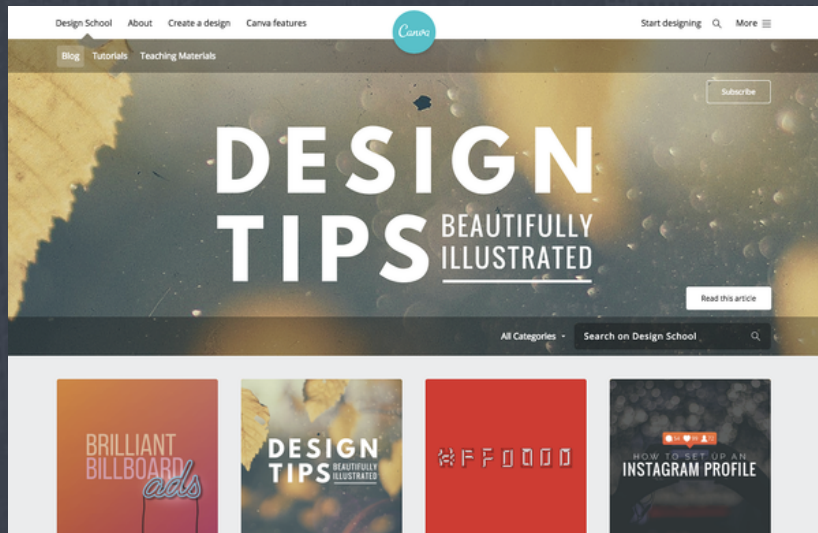
User roles

Administrators
Can manage your team members, create design templates for your brand, and edit your brand kit.

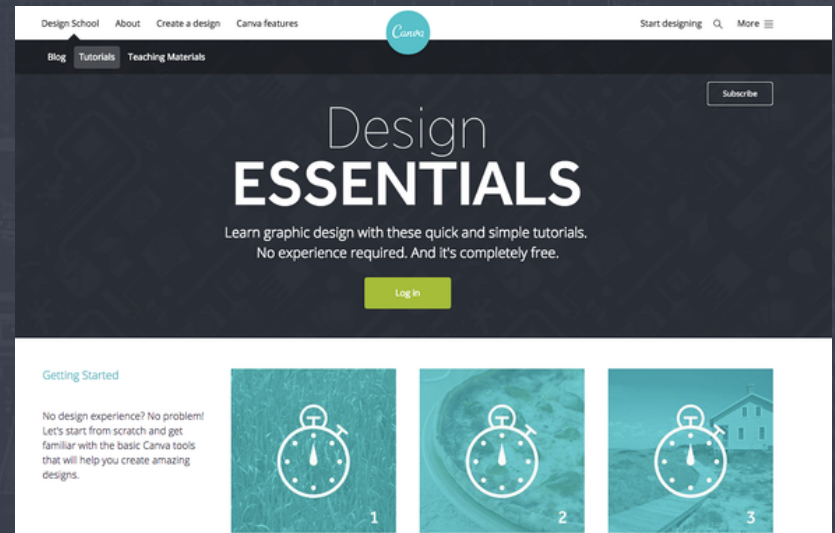
Template designers
Can create design templates for your brand and edit your brand kit. Invite your designers and we'll send them special tips to get started.

Members
Can create and share designs. Perfect for anyone who needs to make branded designs — especially your colleagues in marketing, social media & sales.

Extra resources



Design School
designschool.canva.com



Canva Tutorials
designschool.canva.com/tutorials

The background of the image is a dark, monochromatic aerial photograph of a dense urban skyline, likely New York City, featuring numerous skyscrapers and buildings. In the center of the image, there is a white circle containing the word "Canva" in a stylized script font. To the left of the circle, the words "Welcome to" are written in a clean, white, sans-serif font. To the right of the circle, the words "for Work" are also written in the same clean, white, sans-serif font.

Welcome to *Canva* for Work