# CANVA: Create Concept/Mind Maps to Visually Plan Complex Topics

**Quick Reference Guide (QRG)**

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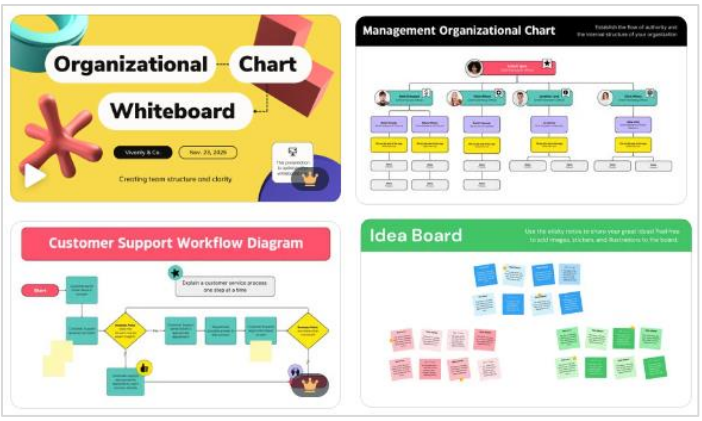
**Welcome to the Tech-Talk Database (www.tech-talk.com).** Login in with your organization's member username and password.

**We're going to look at using Canva Whiteboard templates for:**

- Brainstorm ideas
- Planning projects
- Mind mapping
- Creating Flow or Org charts
- And more!




The Whiteboard tool and template options make it easy to organize thoughts, streamline processes and make decisions. You no longer need to use clunky SmartArt in MS Word or subscribe to expensive mind mapping software. You can keep it all in Canva.

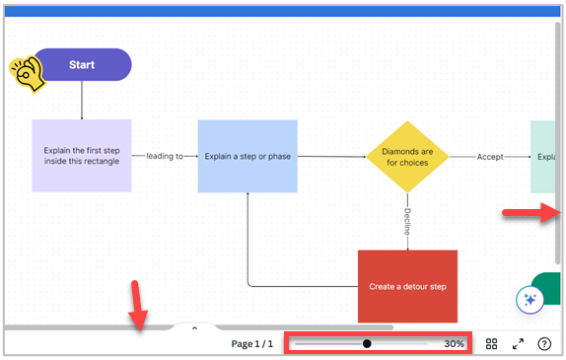
## Getting Started with Templates

The starting point is always on the Canva Home page whether you're starting from scratch, editing a design in progress, or using a Template. It's always helpful to get inspiration and ideas by selecting a template.

- From the *Home* screen, click on Whiteboards in the purple block to see hundreds in this category.
- Or, click the purple "Create a design" button in the upper right to open a blank Whiteboard.
- Many templates come with what is called *"Canva Tips for Whiteboards"* that is a "cheat sheet" with hints, hot keys, instructions for using that template. If you don't want to view this in your Whiteboard, just delete these elements so that they're not in the way. **TIP:** To grab and delete them all at once, move your mouse outside of the top element, hold down your left mouse and move over the elements to *highlight* them. Then *delete* all at once.

## The Space

- A Whiteboard has *infinite space*; you can make it as large as you want. It will grow as you add content. This is different than other templates that have the dimensions defined (like in an 8 ½ x 11 flyer or a predetermined size for a social media post).
- Use the *Zoom* slider at the bottom of the screen to make the content larger or smaller.
- Toggle the screen to parts that you can't see in the current view:
  - To move left and right use the scroll bar at the *bottom* of the screen.
  - Or to move up and down, use the scroll bar on the *right*.

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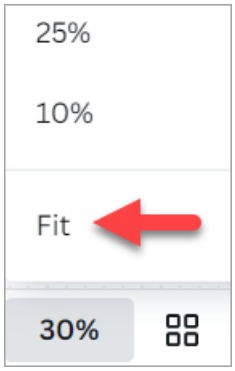
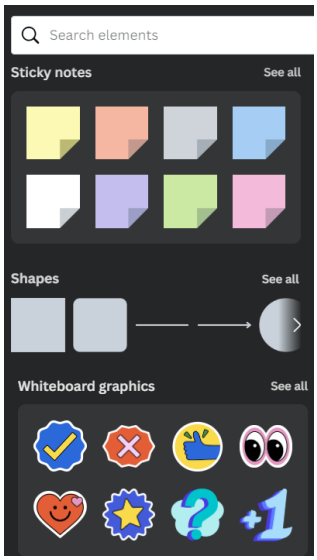



- When you click on the percentage button, you may want to use the "Fit" option so that you can quickly resize the screen to see everything on it.
- The Whiteboard *grid* default (the dots you see in the background) is set to *show*. You can *hide* it by going to *File*, then *Settings* and *uncheck* the *Show dot grid*. You can also disable the *Snap to grid,* if preferred, in *Settings*.

## Adding Content to your Whiteboard

In the left navigation you'll see the *regular* options available when building a design such as *Text, Upload, Elements*, etc.. as well as Whiteboard-specific designs.

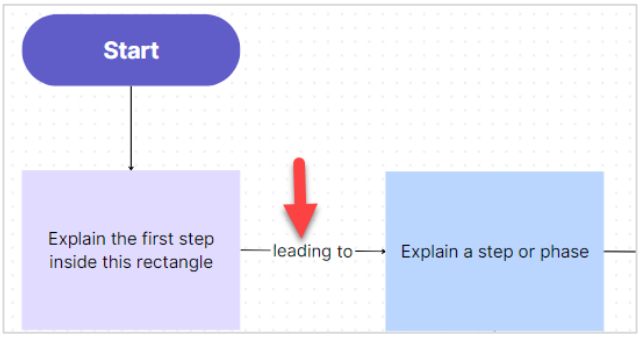



- **Elements** - Look for special graphics that are designed just for Whiteboards like Sticky Notes, Shapes, and Stickers.

- **Sticky Note Shortcut** - Type "S" on the keyboard and a Sticky Note will appear with your name on it. Sticky Notes will appear with the creator's name at the bottom.
  - You can change how YOUR *Name* appears at the bottom as it usually the username, and may not be your actual name. To change this, from the *Home* Canva page, go to your icon in the upper right corner, choose *Settings* and update your *Name*.
  - Or, right-click and choose *Remove name* to take it off.

- **Shapes** – Drag Shapes (rectangles, circles, triangles, etc.) from the Elements menu into your Whiteboard. Or use the shortcuts, "R" for Rectangle and "C" for Circle.
  - Use the side toggles to resize the Shape.
  - Customize even more with the tool bar that appears when you highlight a shape. Change the color or border.
  - To add text to the shape just double-click on it and start typing.

- **Lines** – Type "L" on the keyboard to add a line or drag one from the Elements menu. Move the line to where you want it in the Whiteboard and use the menu to change the width, color, type, etc..
  - When you drag lines in between elements to connect them they will stay attached even when you move content to other areas in the Whiteboard.
  - If you want to add Text on top of the line to define the connection, double-click the line and start typing.




- **Draw** – Use pens and highlighters from *Draw* in the left menu to add freeform information.

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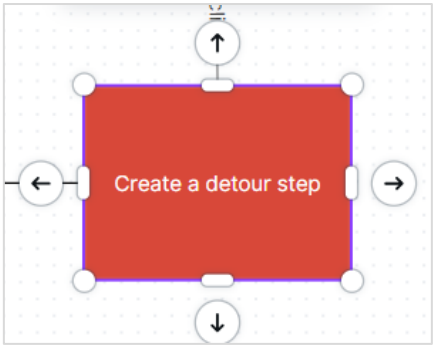
- **Comment** – Highlight any element and click the *Comment* icon to add your question, observation, suggestion, etc. Use the "@" key with a colleague's name (that you've shared the design with). Team members can react or respond.

- **Copy and Paste Content into Your Whiteboard** – Normally you need to "Upload" images to your account to use in Canva designs. In Whiteboard you can *copy and paste* from your desktop, a web page, an email, etc… right into your Whiteboard!
- **Uploads** – Go to *Uploads* to import content from your Google Drive, Google Photos, Dropbox and more. You can even insert pages or slides from other Projects. Go to the *Projects* folder in the left navigation and click on the one you want to add.

## Quick Flow

There is a new feature in Canva called Quick Flow to *join elements* with connecting lines.




- When you add a Shape or Sticky Note to your Whiteboard (or are adding to a Template), click on the element and arrows will appear on all sides of the element. Click on one of the arrows on the left, right, top or bottom to add connecting Shapes to your layout.
- Quick Flow will add connecting lines/arrows in between them (you can click the arrow and press delete if you don't want it included).
- If Quick Flow is *not* enabled, select the three dots and choose *Enable Quick Flow*.
- You can move the boxes around and the arrows will flow to their new location.
- Change the arrow width or connector by highlighting the arrow and selecting options from the menu.
- To turn off Quick Flow, click on one of the elements to bring up the menu and click the icon to toggle off (looks like a square with dots on all sides).

## Real-Time Collaboration and Sharing

- **Add team members to your Whiteboard** by clicking the plus (+) icon in the top menu next to your picture icon. Then type in their names or emails to invite people by email or share a link to the board. Be sure to update the permission so that invited members can edit the board. You can see in real time as team members add content to the board.
- **Add Comments to any element** on the board by selecting it and choosing the *Comment* icon. Add your comment/feedback/question. You can tag someone using the @ symbol before their name so that they will be notified.

Remember, since space is infinite, you can continue to come back, add content, tweak what's there. You can use your Whiteboard as a personal thinking space, or share with team members.

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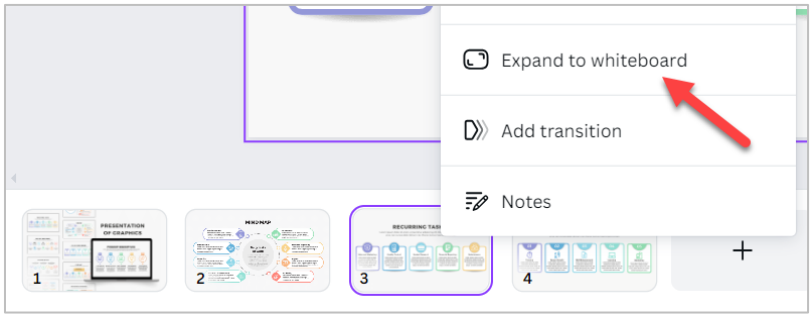
## Export Your Whiteboard

- **To Download your Whiteboard**, go to the *Share* button in the upper right and you can export it as a PDF or image.
- If your board is too large to read clearly on one page, you can choose only part of it. In the canvas area right-click and select part of the board, then click on the boxed area and go to the 3 dot menu and choose *Download selection*.

## Whiteboards & Presentations

If you're using Canva's Presentation platform, in the Presentation Template, right-click on a slide and choose *Expand to whiteboard*. Canva will transform your slide into a Whiteboard so that you can add comments, ideas, images, etc. Then to go back to your presentation, right click on the page and choose to *Collapse whiteboard*.




## Embed a Whiteboard

You can reference a Whiteboard creation (mind map, org chart, idea board) that you've created right in a Canva Doc or Presentation can. Copy the Whiteboard's URL and paste it in the Doc or Presentation. Find the link either: 1) from the Home page thumbnail of the Whiteboard, click the 3 dots and choose *Copy link*. Or, 2) from inside the Whiteboard go to *Share* and click *Public view link*.

# Additional Canva Articles and Webinars in the Tech-Talk.com Database

- **What is Canva?** https://www.tech-talk.com/web-tool-canva-com.html
- **CANVA: Getting Started (Part 1),** https://www.tech-talk.com/getting-started-using-canva-part-1.html
- **CANVA: Graphic Design (Part 2),** https://www.tech-talk.com/graphic-design-using-canva-part-2.html
- **CANVA: Taking Designs to the Next Level (Part 3),** https://www.tech-talk.com/canva-part-3-take-designs-to-the-next-level.html
- **CANVA: Docs & Presentations – New Features,** https://www.tech-talk.com/canva-discover-new-features-to-enrich-docs-presentations.html
- **Canva Presentations Now Include AI,** https://www.tech-talk.com/canva-presentations-now-include-ai.html
- **Create Your Own Logo**, https://www.tech-talk.com/create-your-own-logo.html
- **Create a "Brand Kit" in Canva,** https://www.tech-talk.com/web-tool-create-a-brand-kit-in-canva.html
- **VIDEO & CANVA: Breeze Through Video-Making,** https://www.tech-talk.com/video-breeze-through-video-making-in-canva.html
- **Four Types of Videos to Make in Canva,** https://www.tech-talk.com/four-types-of-videos-to-make-in-canva.html

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