Canva
Keyboard Shortcuts

Moving Elements

↑
← ↓ →

Move element 1 pixel
arrow keys

shift + ↑ ← ↓ →

Move element 10 pixel
shift + arrow keys

Text

T

Add text element
T key

command + shift + K

Transform text to uppercase
command / ctrl + shift + K key

Other Useful Shortcuts

/

Start searching
back slash key

delete

Delete selected element
delete key

command + C

Copy elements
command/ctrl + c

command + V

Paste elements
command/ctrl + c

command + Z

Undo action
command/ctrl + z

command + A

Select all elements
command/ctrl + a
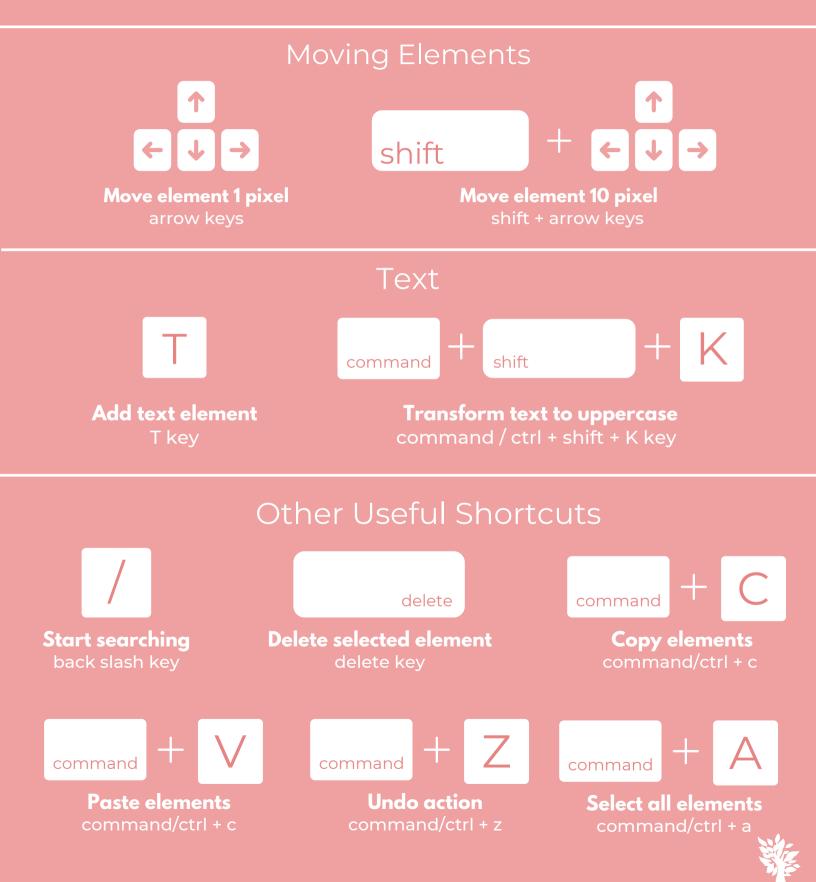
Canva
Tips + Tricks

Make a line
Save time searching for a line on Canva by simply tapping the letter L on your keyboard. Yep, that's it.

Move an object when another object is on top
Using layers on your graphics can make your designs more impactful and visually dynamic, but what happens when everything is positioned just how you need it when you need to move or delete an element at the bottom of the stack? Don't fret! While holding down the command Key (Ctrl key on a PC), click on the top layer, and continue to click until the layer you want to move or delete is highlighted. Now you can adjust this element without disturbing those on top. Voila!

Use your brand's custom colors
Close enough doesn't cut it when it comes to branding. Most design tools use RGB or CMYK color codes, while Canva uses HEX. You can still use your brand's exact color scheme, and it's super easy. Go to imagecolorpicker.com and upload an image that features your brand colors. Click on the color you want from the uploaded image and copy the HEX code displayed. Remember to save your codes somewhere for reference. Next, add the color to your Canva brand kit. Canva allows free account users to add three colors to one color palette in your brand kit.

Use the lock feature
The lock feature is a great tool to organize a busy page! You can select an item(s) and lock them so they do not move. This allows you to freely edit without disturbing the elements you want to stay in place. To unlock, you simply click on the item then click the lock again to release it. Easy!