



CANVA CHEAT SHEET

HOW TO COPY A PROJECT & ELEMENTS

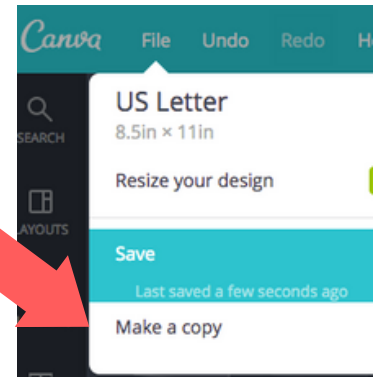
Wish you could copy or duplicate from one project to another? Here is my technique for my free Canva.com account - enjoy!

by Teena Hughes

[HTTP://TEENAHUGHESONLINE.COM/014](http://TEENAHUGHESONLINE.COM/014)

1 TO DUPLICATE A PROJECT

- Login to your Canva account, find the Project you want to copy.
- Click on it to open it. Go to the Canva FILE menu option, click FILE and select COPY. A new Project window will open with an exact copy.
- Rename it straight away by clicking on its name (to the left of the SHARE & download buttons). Edit as required, File/Save:



2 TO COPY PARTS OF A PROJECT

Login to your Canva account, find the Project you want to copy. Click on it to open it. Find the section/s you wish to copy, drag your mouse over part of it to 'select' it (you'll see a dotted line around the item.)

(a) IF you click the COPY item in the Canva Menu (towards top right), a duplicate item will be created and placed on the same document. I only use this to duplicate onto the SAME DOCUMENT.

(b) IF you use the COPY feature by right-clicking your mouse (Windows) or Command-C (on a Mac), your copied item is being held, ready for you to PASTE. I use this to COPY/PASTE to a NEW/OTHER DOCUMENT.

3 THE NEW PROJECT

- Create a NEW Project, rename it straight away by clicking on the name (to the left of the SHARE button).
- Either with your mouse or keys, select PASTE.
- Drag the items into position.
- Save the Project.

It might take a few goes to get the hang of the 'selecting' with your mouse, but once you do, you'll be able to do as much copying and pasting as your heart desires :-)

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