

There are only a few tools in Canva, so learning is not difficult. To make a new page/slide duplicate the existing one. It will save you time & help you keep the design consistent.

The screenshot displays the Canva web interface. The top navigation bar includes links for Home, File, and a zoom level of 15.0s. On the right, there are buttons for Vision4AI, Try Canva Pro, ED (highlighted with a red circle), Share, and a download icon. A 'Post to Twitter' button is also visible. The left sidebar contains icons for Templates, Uploaded, Photos, Elements, Text, Music, Videos, Background, and Folders. The main workspace shows a design for 'Page 1 - Event' with a blue background and white text. The design content includes: 'International AI Doctoral Academy (AIDA)', '1st AIDA AI excellence live e-lecture series', 'Prof. Tinne Tuytelaars', '‘Keep on learning without forgetting’', and '26 January 2021 17:00-18:00 CET'. A green 'Read more →' button is present. The footer of the design features logos for WWW.VISION4AI.EU, AI4EU, AI4media, elise, HUMANE AI NET, TAILOR, and VISION. A green callout box with a white arrow points to the 'Duplicate a page' icon (two overlapping squares) in the top right corner of the design area. Below the design, 'Page 2' is partially visible. The bottom right corner shows a zoom level of 54%, a page count of 3, and a 'Help ?' button.

Home File Zobr. Change size All changes saved Vision4AI Try Canva Pro ED Share 15.0s Post to Twitter

Templates Uploaded ... Photos Elements Text Music Videos Background Folders

Page 1 - Event

International AI Doctoral Academy (AIDA)

1st AIDA AI excellence live e-lecture series

**Prof. Tinne Tuytelaars**

**‘Keep on learning without forgetting’**

26 January 2021 17:00-18:00 CET

Read more →

WWW.VISION4AI.EU AI4EU AI4media elise HUMANE AI NET TAILOR VISION

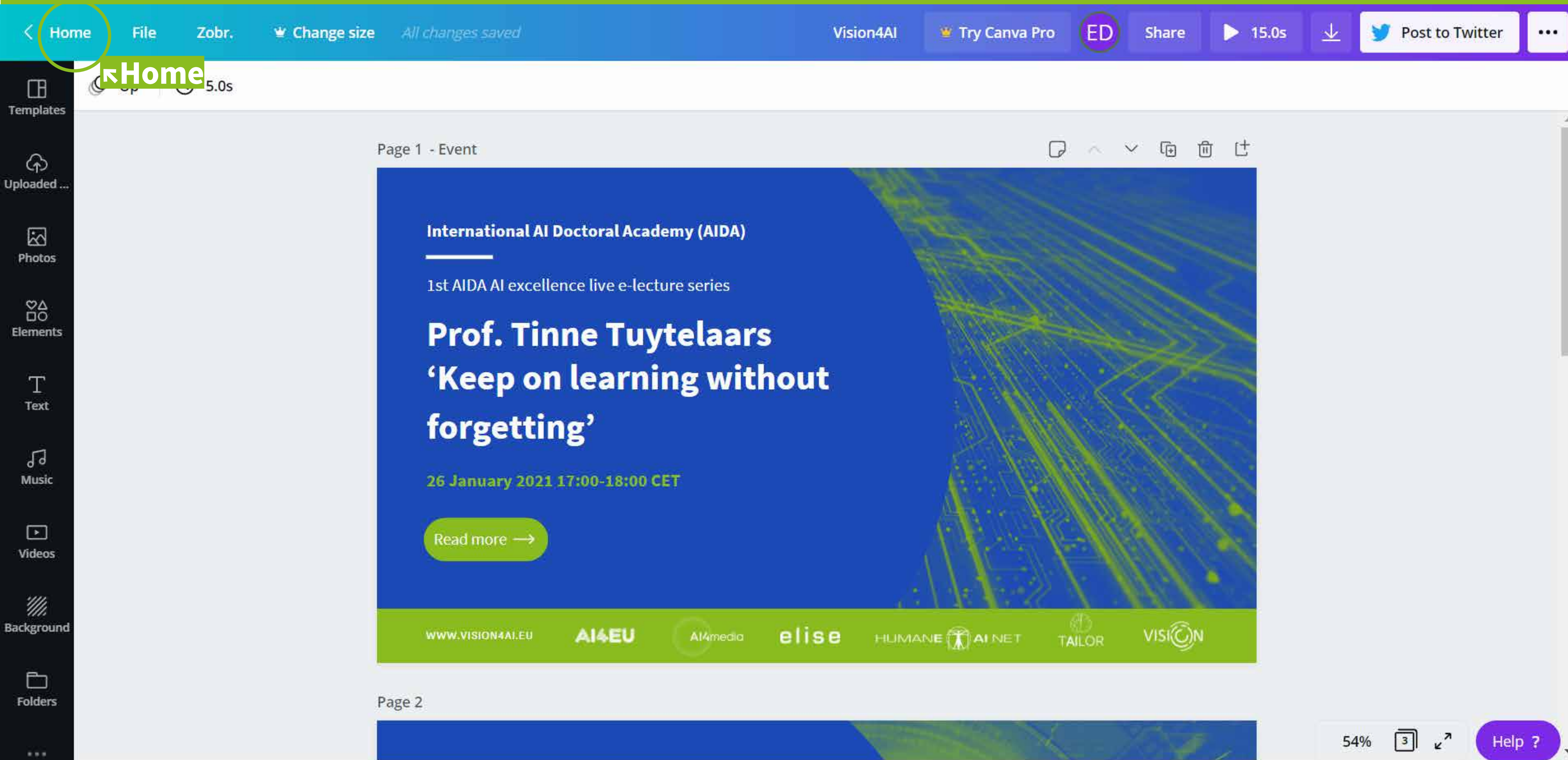
Page 2

54% 3 Help ?

Duplicate a page



To add a picture or a logo there is a folder with prepared designs.  
You can find the folder on your Homepage



The screenshot displays the Canva design editor interface. The top navigation bar includes a back arrow, 'Home' (highlighted with a green circle and a green box with an arrow pointing to it), 'File', 'Zobr.', 'Change size', 'All changes saved', 'Vision4AI', 'Try Canva Pro', 'ED' (highlighted with a red circle), 'Share', '15.0s', a download icon, 'Post to Twitter', and a menu icon. The left sidebar shows various design elements: Templates, Uploaded ..., Photos, Elements, Text, Music, Videos, Background, and Folders. The main canvas shows a design for 'Page 1 - Event' with a blue background and a green circuit pattern. The design text includes: 'International AI Doctoral Academy (AIDA)', '1st AIDA AI excellence live e-lecture series', 'Prof. Tinne Tuytelaars', '‘Keep on learning without forgetting’', and '26 January 2021 17:00-18:00 CET'. A green button with the text 'Read more →' is also present. The bottom of the design features a green footer with logos for 'WWW.VISION4AI.EU', 'AI4EU', 'AI4media', 'elise', 'HUMANE AI NET', 'TAILOR', and 'VISION'. The bottom right corner of the editor shows a zoom level of 54%, a page indicator for 3 pages, and a 'Help ?' button.

Home

File

Zobr.

Change size

All changes saved

Vision4AI

Try Canva Pro

ED

Share

15.0s

Post to Twitter

Page 1 - Event

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Read more →

WWW.VISION4AI.EU

AI4EU

AI4media

elise

HUMANE AI NET

TAILOR

VISION

Page 2

54%

3

Help ?

Here it is. You can download all the assets from the folder and use them.  
If there is any problem, please contact [marie.svatonova@cvut.cz](mailto:marie.svatonova@cvut.cz)

Canva

Home

Templates ▾

Discover ▾

?

⚙

Create a design

🏠

Recommended for you

🗂

All your suggestions

🕒

Recent proposals

👥

Shared with you

🏢

Set for brand

📁

All your folders

🗑

Basket

📅

Marie Svatoňová's team

+

Invite members

Folders

Create a new folder

Your folders

Shared with you

🗂

All your suggestions

↓

Purchased

📁

Vision4AI

6 items

📁

On the edge

🗑

Basket

👑 Try Canva Pro

Help ?



You can also upload all the assets to your „Uploaded“ folder to use them in the design.

The screenshot displays the Canva design editor interface. At the top, a navigation bar includes links for Home, File, and a zoom level of 15.0s. A status bar indicates 'All changes saved'. The left sidebar contains icons for Templates, Uploaded (highlighted with a green circle and a green box labeled 'Uploaded'), Photos, Elements, Text, Music, Videos, Background, and Folders. The main workspace shows a design for 'Page 1 - Event'. The design features a blue background with a green circuit pattern on the right. The text on the flyer reads: 'International AI Doctoral Academy (AIDA)', '1st AIDA AI excellence live e-lecture series', 'Prof. Tinne Tuytelaars', '‘Keep on learning without forgetting’', and '26 January 2021 17:00-18:00 CET'. A green button labeled 'Read more →' is present. The footer of the flyer contains logos for 'WWW.VISION4AI.EU', 'AI4EU', 'AI4media', 'elise', 'HUMANE AI NET', 'TAILOR', and 'VISION'. The bottom right corner shows a zoom level of 54%, a page indicator for 3 pages, and a 'Help ?' button.

Home File Zobr. Change size All changes saved Vision4AI Try Canva Pro ED Share 15.0s Post to Twitter

Templates Uploaded Photos Elements Text Music Videos Background Folders

Page 1 - Event

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Page 2

54% 3 Help ?



To change the photo in the background you can choose from prepared photos. Simply drag the picture from the gallery, right click and choose the last option.

Home

File

Zobr.

Change size

Všechny změny se uložily

Vision4AI

Try Canva Pro

ED

Share

15.0s

Post to Twitter

Templates

Upload media

Pictures

Videos

Audio

Uploaded ...

Photos

Elements

Text

Music

Videos

Background

Folders

Efekty

Filtr

Upravit

Oříznout

Převrátit

Pozice

Page 1 - Event

International AI Doctoral Academy (AIDA)

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Read more →

WWW.VISION4AI.EU

AI4EU

AI4media

elise

HUMANE AI NETWORK

Copy

Ctrl + C

Insert

Ctrl + V

Remove

DEL

Send in the background

Ctrl + Alt + [

Send back

Ctrl + ]

Move forward

Ctrl + ]

Move to the foreground

Ctrl + Alt + ]

add comment

Ctrl + Alt + M

Replace background



To change the color of the text click on this button.  
„Vision Green“ has been prepared already and it is a preferable option to other colors.

Canva editor interface showing the text color selection process.

**Top Bar:** Home, File, Zobr., Change size, Všechny změny se uložily, Vision4AI, Try Canva Pro, ED, Share, 15.0s, Post to Twitter, ...

**Left Sidebar:** Templates, Uploaded ..., Photos, Elements, Text, Music, Videos, Background, Folders

**Color Selection Panel:**

- Search: Enter "blue" or "#00c4cc".
- New color: Color picker.
- Document colors: Blue, Green (#8abc20), White.
- Colors in the photo: Various shades of blue and green.
- Default colors: Grid of various colors.

**Text Editor:**

- Font: Source Sans Pro
- Size: 24
- Color: A (Text color button, highlighted with a green circle and label "Text color")
- Other options: B, I, U, aA, Efeekty, ...

**Page 1 - Event:**

- International AI Doctoral Academy (AIDA)
- 1st AIDA AI excellence live e-lecture series
- Prof. Tinne Tuytelaars**
- ‘Keep on learning without forgetting’**
- 26 January 2021 17:00-18:00 CET
- Read more →

**Page 2:**

- WWW.VISION4AI.EU, AI4EU, AI4media, elise, HUMANE AI NET, TAILOR, VISIION

**Bottom Bar:** Add another palette, MORE INFORMATION, 54 %, 3, Help ?



Pay attention to the timer - consider how much time will be necessary to read the message.  
If more pages/slides are in the file, each will have the same time and will appear as a presentation/video.

The screenshot shows the Canva editor interface. The top navigation bar includes links for Home, File, Zobr., Change size, and a status message 'Všechny změny se uložily'. The top right corner features a 'Vision4AI' logo, a 'Try Canva Pro' button, an 'ED' button, a 'Share' button, a '15.0s' timer, a download icon, and a 'Post to Twitter' button. The left sidebar contains icons for Templates, Uploaded..., Photos, Elements, Text, Music, Videos, Background, and Folders. The main workspace displays a slide titled 'Page 1 - Event'. The slide content includes the text 'International AI Doctoral Academy', '1st AIDA AI excellence live e-lecture series', 'Prof. Tinne Tuytelaars', 'Keep on learning without forgetting', and '26 January 2021 17:00-18:00 CET'. A 'Read more' button is also present. The footer of the slide contains logos for 'WWW.VISION4AI.EU', 'AI4EU', 'AI4media', 'elise', 'HUMANE AI NET', 'TAILOR', and 'VISION'. A 'Timer' dialog box is open in the center, showing a 'Timing' slider set to '5.0s' and a 'Done' button. The bottom right corner of the editor shows a '54 %' zoom level, a '3' icon, and a 'Help ?' button.



It is possible to add a link in each slide.

To invite more people in our Vision4AI team, add their email address in the Share button.

The screenshot displays the Canva Vision4AI editor interface. The top navigation bar includes links for Home, File, and various editing tools like 'Change size' and 'Všechny změny se uložily'. The main workspace shows a slide titled 'Page 1 - Event' with a blue background and white text. The slide content includes the title 'International AI Doctoral Academy (AIDA)', the subtitle '1st AIDA AI excellence live e-lecture series', the main text 'Prof. Tinne Tuytelaars 'Keep on learning without forgetting'', and the date '26 January 2021 17:00-18:00 CET'. A 'Read more' button is visible at the bottom of the slide. The footer of the slide contains logos for 'WWW.VISION4AI.EU', 'AI4EU', 'AI4media', 'elise', 'HUMANE AI NET', 'TAILOR', and 'VISION'. A share modal is open on the right side of the slide, titled 'Share suggestions with others - to view or edit'. It contains a text input field with the email 'ifflamar@ciirc.cvut.cz', a 'Send' button, and a checkbox labeled 'Invite ifflamar@ciirc.cvut.cz to the team.' which is checked. The modal also includes a 'Link' button and a 'Share' button. The bottom of the interface shows a 'Page 2' preview, a zoom level of 54%, and a 'Help ?' button.

Home File Zobr. Change size Všechny změny se uložily Vision4AI Try Canva Pro ED Share 15.0s Post to Twitter

Templates Uploaded ... Photos Elements Text Music Videos Background Folders

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Page 2

54 % 3 Help ?

Share suggestions with others - to view or edit

ifflamar@ciirc.cvut.cz Edit

Add a message (optional)

☒ Invite ifflamar@ciirc.cvut.cz to the team.

Send

This site is protected by the reCAPTCHA code and is subject to Google's privacy policy and terms .

Share Link