

How to Edit a PDF in Canva

Step 1: Log into Canva

Go to [canva.com](https://www.canva.com) and log in to your account. If you don't have one, you can create a free account.

Step 2: Upload Your PDF

On the homepage, click “Create a design” in the top-right corner.

Select “Import file” (or just drag and drop your PDF onto the Canva homepage).

Wait for the PDF to upload and convert.

Step 3: Open and Edit the PDF

Once uploaded, click on the PDF file. It will open in Canva with each page as an editable slide. You can now:

Click on text boxes to edit or replace text.

Move, resize, or delete images and elements.

Add new elements like shapes, icons, or photos from Canva's library.

Use the toolbar at the top to change fonts, colours, alignments, etc.

Step 4: How to Use the Translate Function in Canva

Canva's Translate tool helps you convert text in your design into over 100 languages.

Option 1: Translate via Right-Click

Right-click on the text box you want to translate.

Select “Translate text.”

Choose the target language and optionally a tone of voice.

Click Translate — Canva will replace the original text with the translated version.

Option 2: Translate via the Apps Tab

In the left sidebar, click “Apps.”

Find and select “Translate.”

Choose:

- Translate pages – to translate entire pages.
- Select text from current pages – to translate specific text.
- Pick your language and click Translate.

Optional Settings

- Reduce font size to fit: Prevents overflow.
- Duplicate page before translating: Keeps the original version.
- Mirror layout: Useful for right-to-left languages like Arabic or Hebrew.

Step 5: Save or Download

When you're done editing:

Click “Share” in the top-right corner.

Choose “Download” and select PDF Standard or PDF Print depending on your needs.

Click “Download” again to save it to your device.