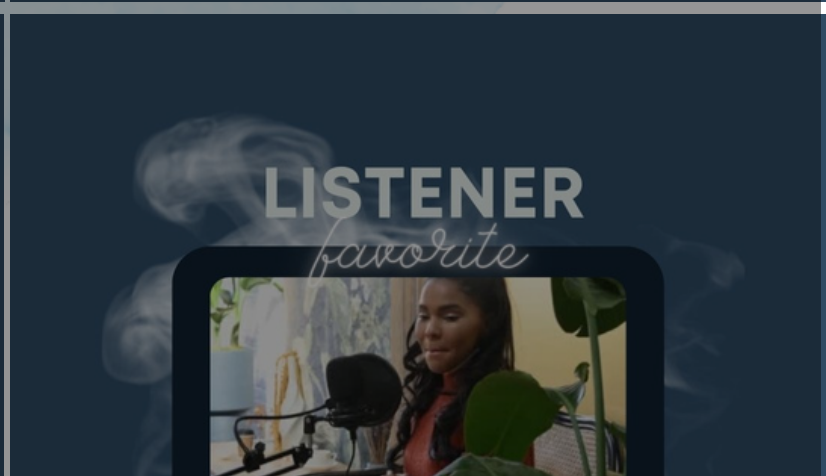
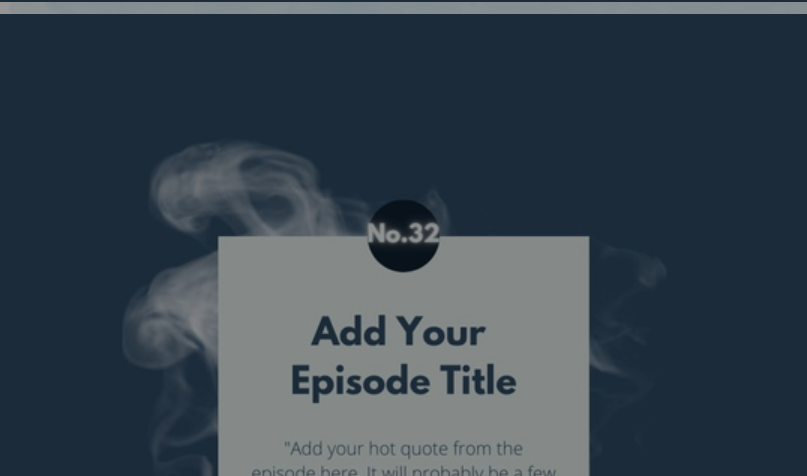
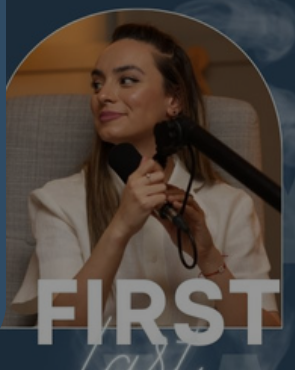




HC

How To Use Canva Templates




1. Access Your Templates

- a. Save your template links purchased from HC. They were provided after checkout in a PDF download, and you should have an email with the PDF. Check your spam if you don't see it in your inbox.

2. Open Templates In Canva

- a. Go to [canva.com](https://www.canva.com). Login or create your free account.
- b. All templates can be edited using a free account.
- c. Once you're logged into Canva, click on your template link in your email or wherever you saved them. The link will take you to the template.

3. Edit A Template

- a. Duplicate the post you want to edit. Keep the original designs so you can duplicate them for future edits.
- b. To duplicate just click the duplicate button right next to the "lock icon" in the top right corner of the design. 
- c. Edit your background color, fonts, and anything you want!

4. Download Your Design

- a. To export, click SHARE in the top right-hand corner. You'll see the SHARE button when your design is open in Canva. Next, click DOWNLOAD. Select your file type: JPG if you want to download a photo or MP4 if you want to download a video. Lastly, under download, select the design you want to download.

Quick Canva Support Links



Adding and editing text - Canva Help Center

From the Text tab on the editor panel, add text or use the search bar to look for font styles. You can also choose from our font combination templates.




Downloading, saving, and sharing - Canva Help Center

Includes downloading or saving to your computer or



Setting up and using Brand Kit color palettes - Canva Help Center

From your team's Brand Kit, select the  tile under Brand colors to add colors to palettes. Select existing



Adding a background - Canva Help Center

Open the Background tab on the editor panel to change your design backgrounds from solid colors, gradients, images, and even videos.



Using frames and cropping images into a shape - Canva Help Center

After adding a frame to your design, drag images or videos to it to snap them in the frame. You can also fill



Changing element color - Canva Help Center

To change an element's color, click or tap on it and select the color tile on the editor toolbar.