

How To Use Canva Templates

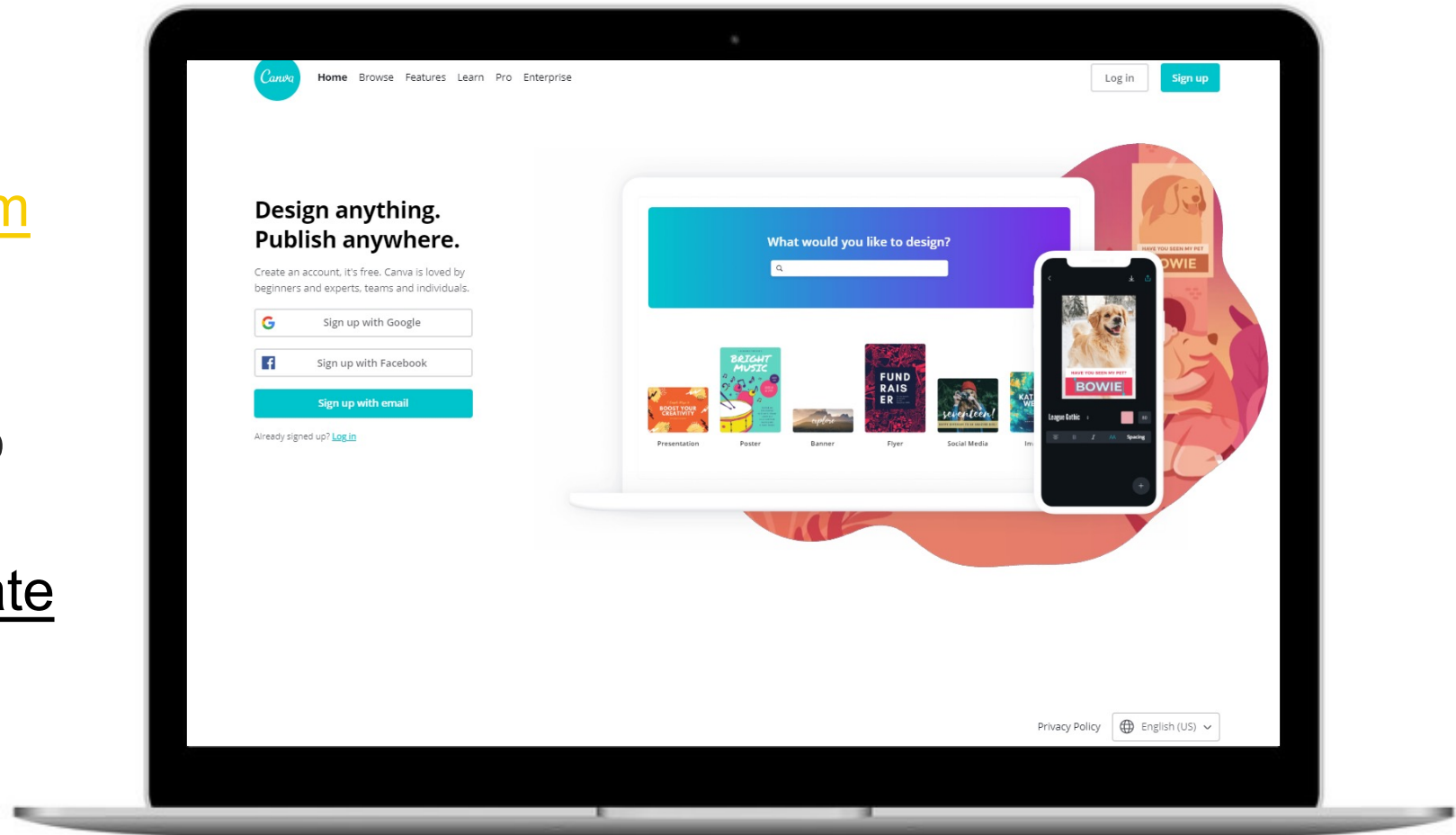
A Free Tool To Help You Customize
Exchange 2023 Social Media Graphics

WHAT IS CANVA?

- A freemium online tool for creating professional graphic design
- Freemium means it's free to use unless you'd like to unlock additional features and functions
- All Canva Exchange 2023 social media templates are editable in the free version of Canva

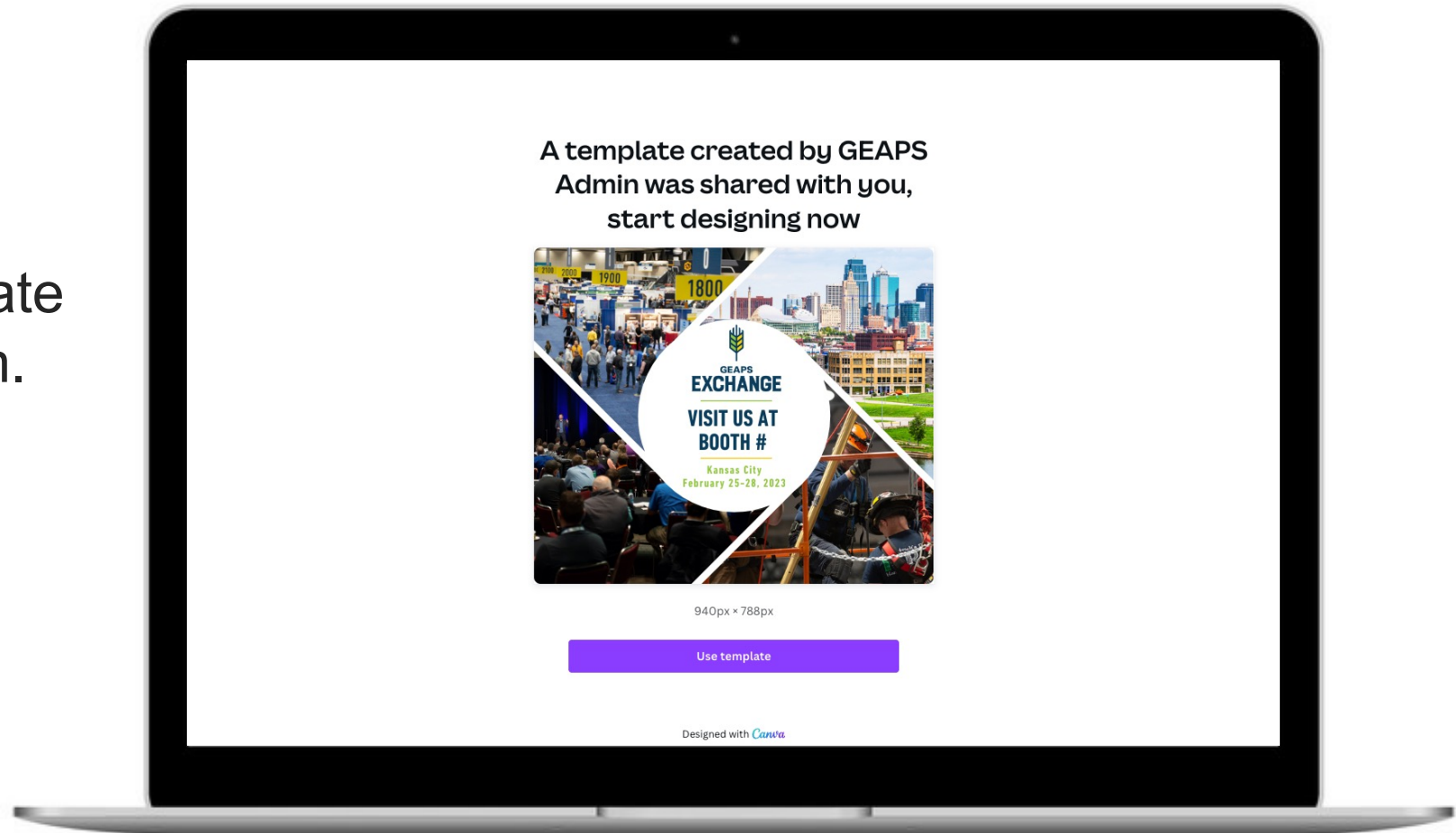
How to Get Started...

- Go to www.canva.com
- Sign up for a free account
- Choose a template to edit by clicking below
- LinkedIn Post Template
- Facebook Post Templates



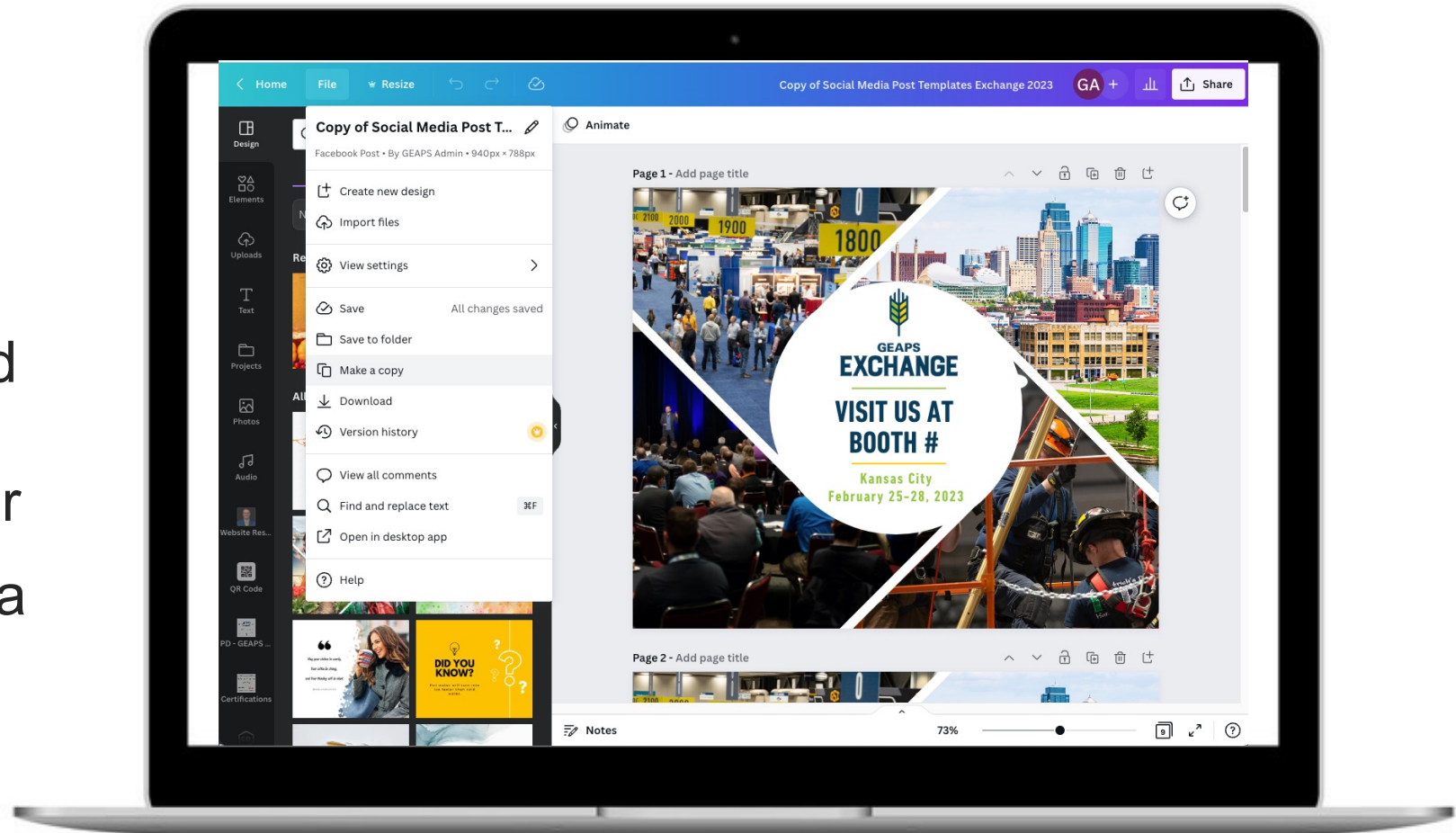
How to Get Started...

- Click the “Use Template Button” on the bottom.



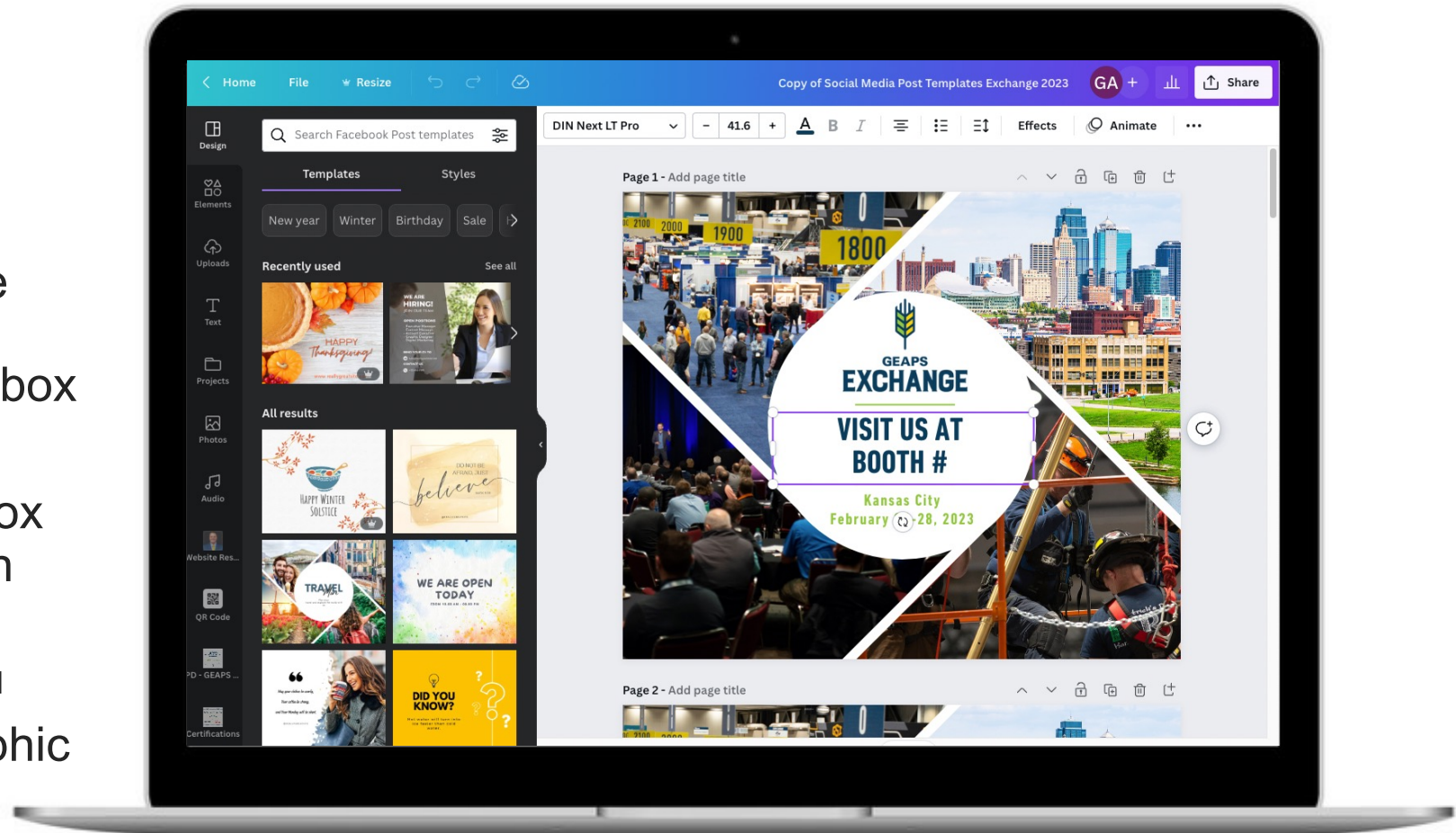
How to Get Started...

- When the template opens, click “File” and “Make a Copy” in the upper left hand corner
- Be sure to save it as a copy before editing.



How to Edit...

- Hover the mouse over the element you would like to edit. In this case, the text box “Booth #”
- Double click on the text box to edit and add your booth number.
- Scroll down to see the 2nd design version of the graphic



How to Download...

- Click the share button in the upper right corner.
- Click download and you can choose to download one or all graphics.

