



# HOW TO USE OUR CANVA TEMPLATES

**STEP BY STEP GUIDE ON HOW TO  
NAVIGATE OUR TEMPLATES AND  
CANVA'S DESIGN WEBSITE**



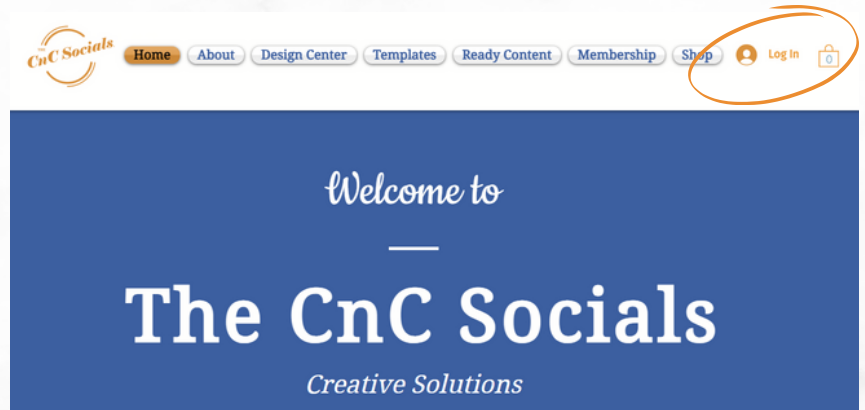
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# How To Use Canva Templates by The CnC Socials

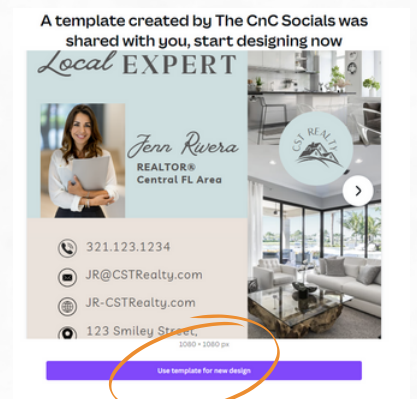
## 1. Log In

- Log into your CnC Socials account at the top right corner
- Log in using same email you purchased your membership with

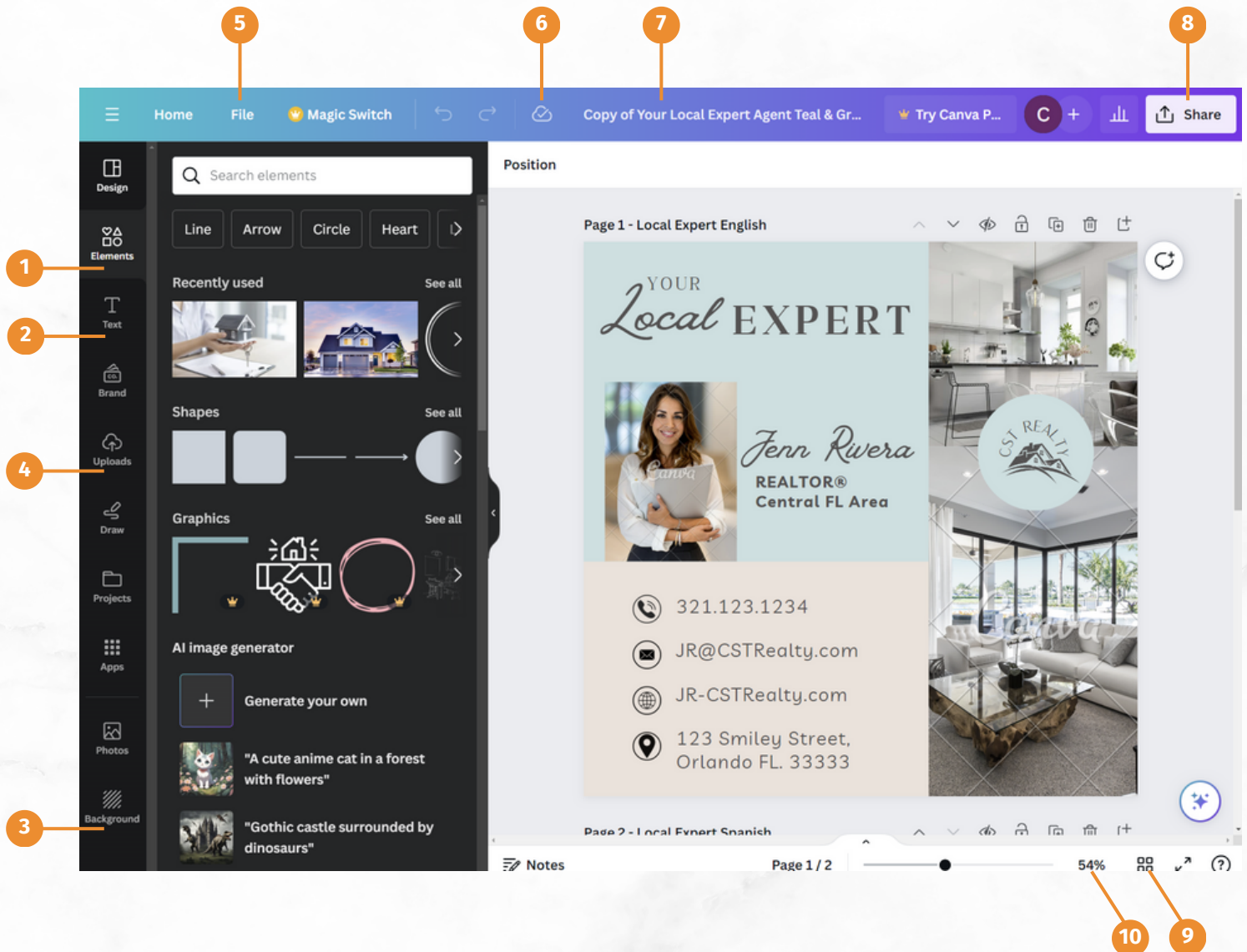


## 2. Open Templates

- Visit the Templates Page
- Select your desired template and click “customize”
- Click on “use template” and log into your Canva account



### 3. Canva Editor



1. **Elements:** Select photos, frames, shapes, lines, etc. to add to your design. Type desired elements such as “real estate” or “circle” in search bar for faster access.
2. **Text tab:** Beyond the text placeholders already available to you, the text tab gives you options to add additional pre-formatted text heads, sub-headings, and body text.
3. **Background tab:** A variety of patterns, landscape, and colors can be applied to the background.
4. **Uploads tab:** This area allows you to upload your own elements such as images , headshots, logos and graphics.
5. **File:** Create a new design, show margins, show print bleed, save all your changes, move to folder, resolve comments, see version history, make a copy, download your design, or look for help.
6. **All changes safe:** Canva automatically saves your changes, this feature gives you an opportunity to ensure your changes were saved before closing out of the platform.

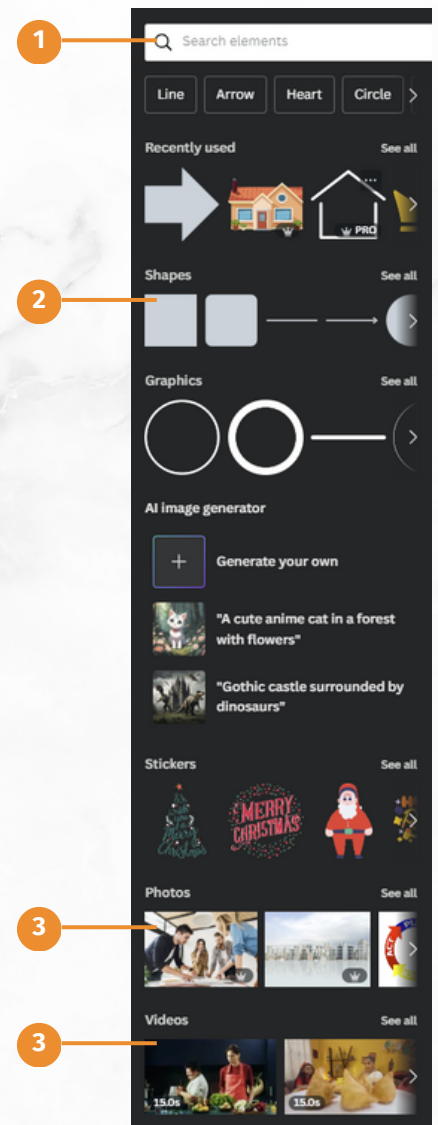
7. **Document name:** Allows you to change the naming convention of your design at any time.
8. **Share:** Allows you to share your design with others, export to desired file format (PNG, JPEG, PDF) or directly upload to social media.
9. **Page controls:** Each of our designs have 2 pages, English & Spanish versions. Use this area to navigate between multiple pages. You also have the ability to copy, delete, and add new pages in this grid view.
10. **Zoom Control:** Make your work area larger or smaller by changing the percentage or dragging the dot on the bar.

## 4. Editing Elements

1. **Search:** Type here any element, photo, or icon you wish to use in your design.
2. **Shapes:** Scroll through a variety of shapes such as circles, lines, rectangles, etc.
3. **Photos:** Canva has a large library of free and paid photos. Watch for the crown icon to see which are included in the free Canva Version.
4. **Videos:** Same as the photo library, Canva offers a variety of videos to choose from.

## Drag & Drop Function

Canva utilizes the drag and drop function. Any element, text, photo, video, that you wish to use, will be selected from the elements panel. Select the element using your mouse and do not deselect until you have dragged in to your desired area. Elements can be resized or moved by double clicking it once it has been dropped into your design.



## 5. Editing Text



1. **Font Selection:** Choose your font from here. You can upload your brand's font if you are unable to locate it here.
2. **Font Size:** Choose your font size here.
3. **Font Color:** Choose your font color from here. You can type the color you want in the search bar for more options. Alternatively, you can provide the HEX color code from your brand.
4. **Font Style:** Bold, Italicize, or Underline your text.
5. **Case Setting:** Turn on upper case to auto capitalize all selected text.
6. **Font Alignment:** Choose from left, middle, right, or justified alignment.
7. **Dot Points:** Choose from none, dots, or numbers.
8. **Letter Spacing / Line Height:** Adjust the space between letters and lines.
9. **Font Effects:** Special effects like curved text, shadow, lift, background, etc.
10. **Position:** Arrange text forward, backward, or align to page.
11. **Lock:** Lock elements to be able to edit around the design without disturbing completed edits.
12. **Premium Element:** Note the little crown means that specific element is **exclusive** to Canva Premium members. You have the option to either upgrade your Canva membership or swap the premium elements with a free element to be able to download your graphic at no extra cost. Premium elements will have a Canva watermark and to remove them you will have to delete them or swap them for a free element from the elements tab.

Any questions? Send our team a direct message using our chat icon at the bottom right of the web page.