

Canva



# HOW TO EDIT YOUR TEMPLATE

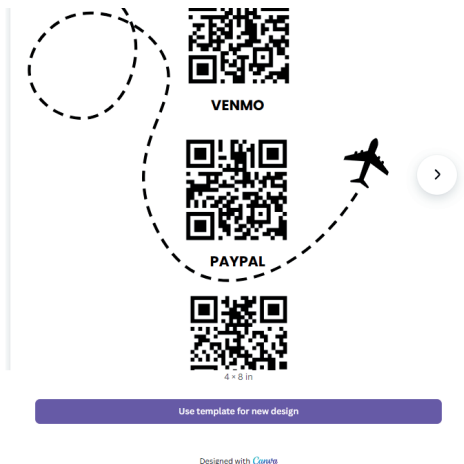


## HOW TO OPEN YOUR TEMPLATE

1


MAKE SURE YOU ARE LOGGED IN TO CANVA. IF YOU DON'T ALREADY HAVE AN ACCOUNT, YOU WILL BE ASKED TO CREATE ONE. **IT'S FREE!**


A template created by Magalie ~ Lifetimeeventsstudio was shared with you, start designing now




### Edit the design now

Create a free Canva account and edit the design. Canva is loved by everyone, beginners and experts, teams and individuals.


 Continue with Google

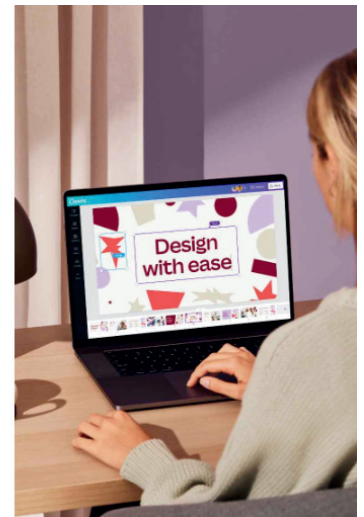
 Continue with Facebook

 Continue with email

Continue another way

By continuing, you agree to Canva's [Terms of Use](#). Read our [Privacy Policy](#).

 Sign up with your work email



2

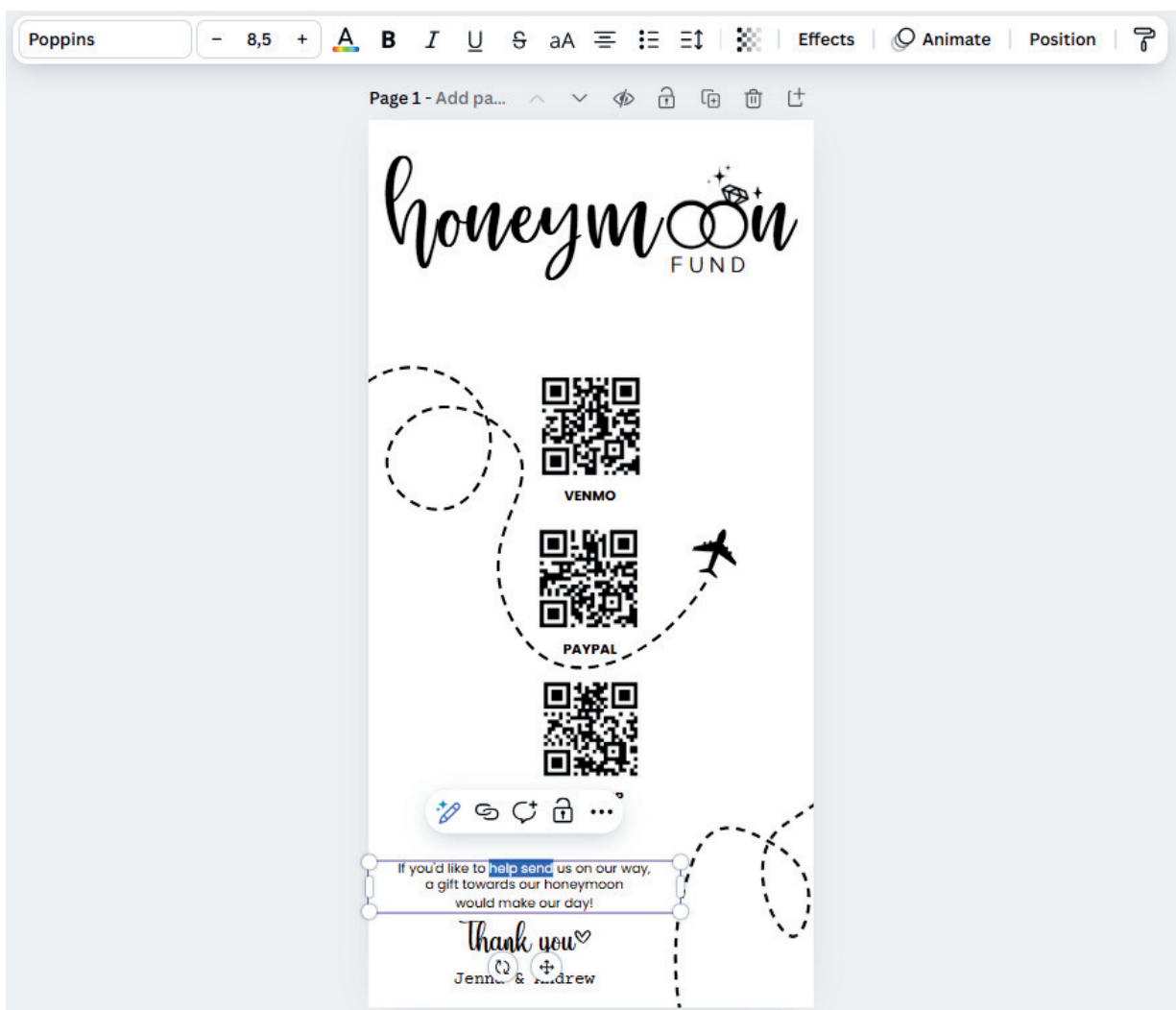
OPEN THE LINK DISPLAY ON THE SCREEN PREVIEWING "**CLICK USE TEMPLATE**".

IT WILL OPEN THE TEMPLATE IN CANVA, READY FOR YOU TO EDIT.

## HOW TO EDIT YOUR TEMPLATE

3

TO EDIT TEXT, **DOUBLE CLICK** IT AND UTILIZE TEXT EDITING OPTIONS ON TOP BAR.

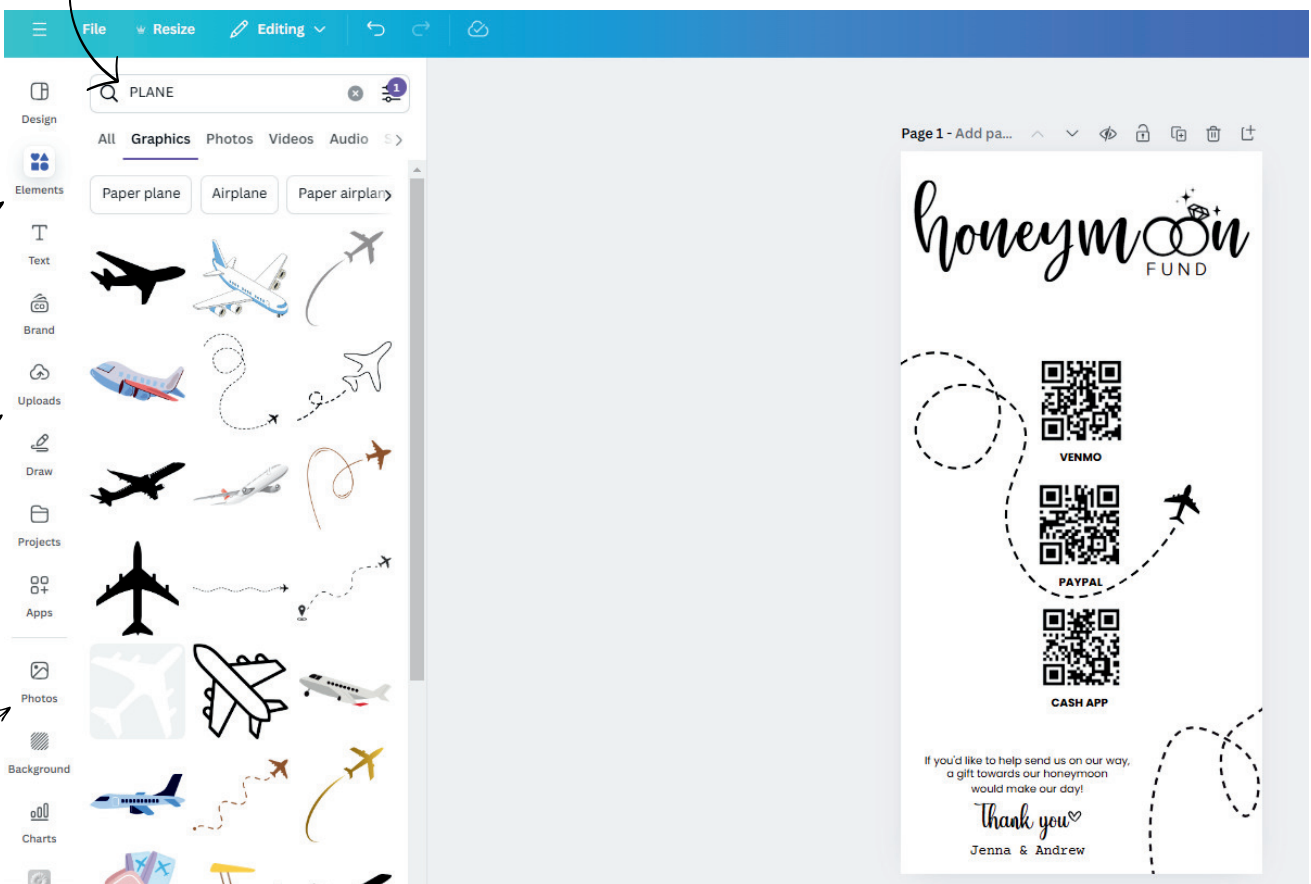


## HOW TO EDIT YOUR TEMPLATE

4

TO REPLACE PHOTOS OR ELEMENTS, FIND AN IMAGE OR ELEMENT YOU LIKE OR UPLOAD YOURS ON THE LEFT HAND TOOLBAR. AND **SIMPLY DRAG IT ONTO THE EXISTING ELEMENT OR IMAGE!**

USE THE *search bar* TO FIND ELEMENTS YOU NEED



*FIND elements*

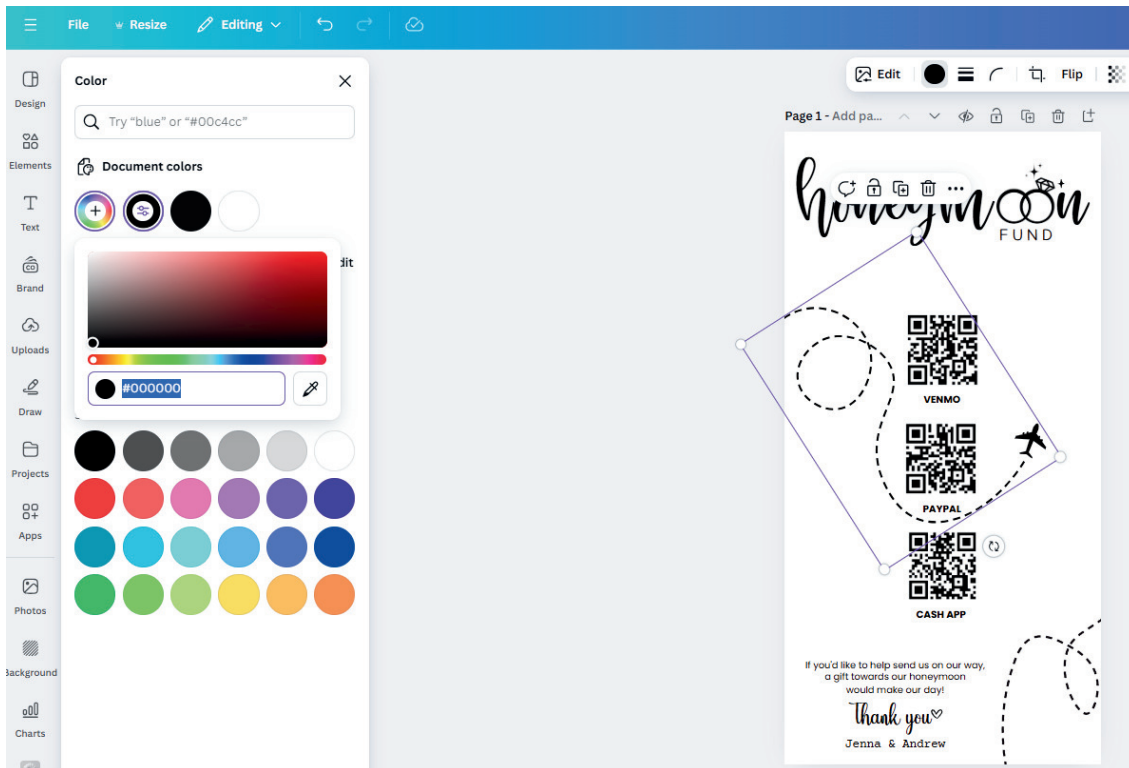
*upload*  
YOUR OWN ELEMENTS OR PHOTOS

*photos*  
FIND PHOTOS OR UPLOAD YOUR OWN

The screenshot shows the Canva interface with a search bar containing the word "PLANE". The left-hand toolbar is visible with various categories like Design, Elements, Text, Brand, Uploads, Draw, Projects, Apps, Photos, Background, and Charts. Handwritten annotations in brown ink point to the search bar and the "Uploads" and "Photos" categories in the toolbar. The main workspace shows a template for a "honeymoon FUND" with three QR codes for Venmo, PayPal, and Cash App, and a "Thank you" message for Jenna & Andrew.

## HOW TO EDIT YOUR TEMPLATE

- 5 TO CHANGE COLORS, CLICK ANY BOX, SHAPE, OR TEXT. CLICK ON THE COLOR BOX TO OPEN PALETTE.

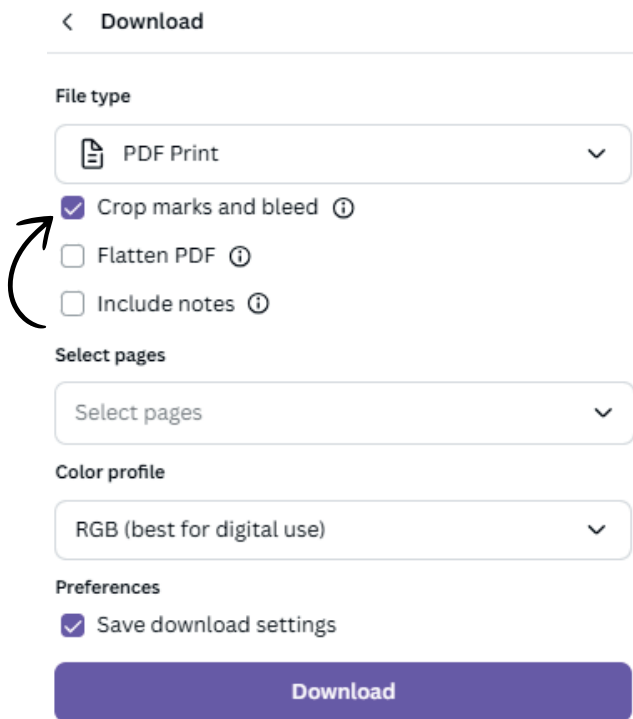
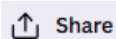


YOU CAN USE THE EYEDROPPER TOOL TO FIND THE COLOR HEX CODE OF ANY ELEMENT YOU PICK. IT'S USEFUL WHEN YOU WANT TO REPRODUCE A COLOR PALETTE OF TEMPLATE

## HOW TO SAVE YOUR TEMPLATE

6 WHEN YOU FINISH TO EDIT YOUR TEMPLATE THE WAY YOU WANT IT TO BE, DOWNLOAD IT!

CLICK THE **SHARE BUTTON** AND LOOK FOR THE **"DOWNLOAD"**



### Share this design

People with access [Edit](#)

Add people, groups, or your team

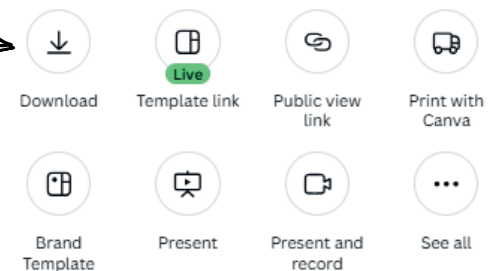


Collaboration link

Anyone with the link

Can edit

Copy link



7

CHOOSE THE FILE TYPE "PDF PRINT"

WE RECOMMEND TO TICK THE BOX « **CROP & BLEED** » THIS WILL ADD SOME EXTRA SPACE AROUND THE EDGES AND MAKE IT EASIER TO CUT AFTERWARDS.