

How to Easily Edit Images in Canva

When you're ready to use the social media image templates, Canva will require you to create an account in order to access, edit, and download the images. It's simple to sign up and use -- just follow the instructions from Canva.

Once your account is created, you can access the templates and begin editing certain aspects of them.

How to add your logo to an image

On each image you'll see a designated spot in the top left corner with a text box that says "[Place Logo Here]". While you can choose to place your logo anywhere on the image, we recommend putting it in this space.

Here are the steps to include your logo in the design:

- 1) On the left side of the page there is a side bar with different options. Click on "Uploads".
- 2) Once you've clicked on "Uploads", a button at the top left of the page will appear that says, "Upload Media". Click this button and choose where you will be uploading the image of your logo from. Most often you'll be uploading directly from your device (if the logo is saved on your computer). Find your logo and upload it. Once your logo is uploaded, you'll always be able to access it in the "Uploads" section of the menu.
- 3) Now that your logo is in the "Uploads" section, click on it to include it in the image. Once clicked, your logo will automatically appear on the image. It will most likely appear in the center of the image. Leave it there for now.
- 4) In the top left corner of the image, click on "[Place Logo Here]" and hit the "Backspace" key on your keyboard. All the text will disappear.
- 5) Drag your logo to the spot where the text was, and center it in that section of the image. You can resize your logo by clicking on the corner of it and pulling it inward.

You've successfully added your logo to the image!

How to add your name, phone number, and email address to an image

Each image has a designated space in the bottom left corner for you to include your name, phone number and email address. Here's how:

- 1) At the bottom left side of the image, you'll see a section that is designated for you to include your name, phone number, and email address.
- 2) Click on "[Full Name]" and delete that text. Then type your name in.
- 3) Repeat Step 2 for the "[Phone Number]" and "[Email Address]" spaces.

You've successfully added your name, phone number, and email address to the image!

How to change the color scheme of an image

You'll be able to change the background colors and font color within the image to match your brand. Here's how:

- 1) Click on the blue background of the image. Once clicked, you'll see a blue square in the top left corner of the image editing area.
- 2) Click on the blue square.
- 3) A menu on the left side will appear that will allow you to select from multiple default colors or create your own color. Use either of these options to select your brand color.
- 4) Next, Click on the white vertical column that runs through the center of the image. This color can be changed as well! Just follow the same exact steps you took to change the background color.

You've successfully changed the colors on your image!

How to download and save an image

Whether you've customized the images or just want to use a standard version, downloading them for your own personal use is simple. Here's how:

- 1) In the top right corner, click the "Download" button. A menu will appear.
- 2) In the "File Type" drop down, select "PNG".
- 3) In the "Select Pages" dropdown, **unselect** "All Pages".
- 4) Select images that you want to download by checking the box next to them.
- 5) Hit "Done".
- 6) Hit "Download".

You've successfully downloaded your image/s!