

# How To Use Canva Templates

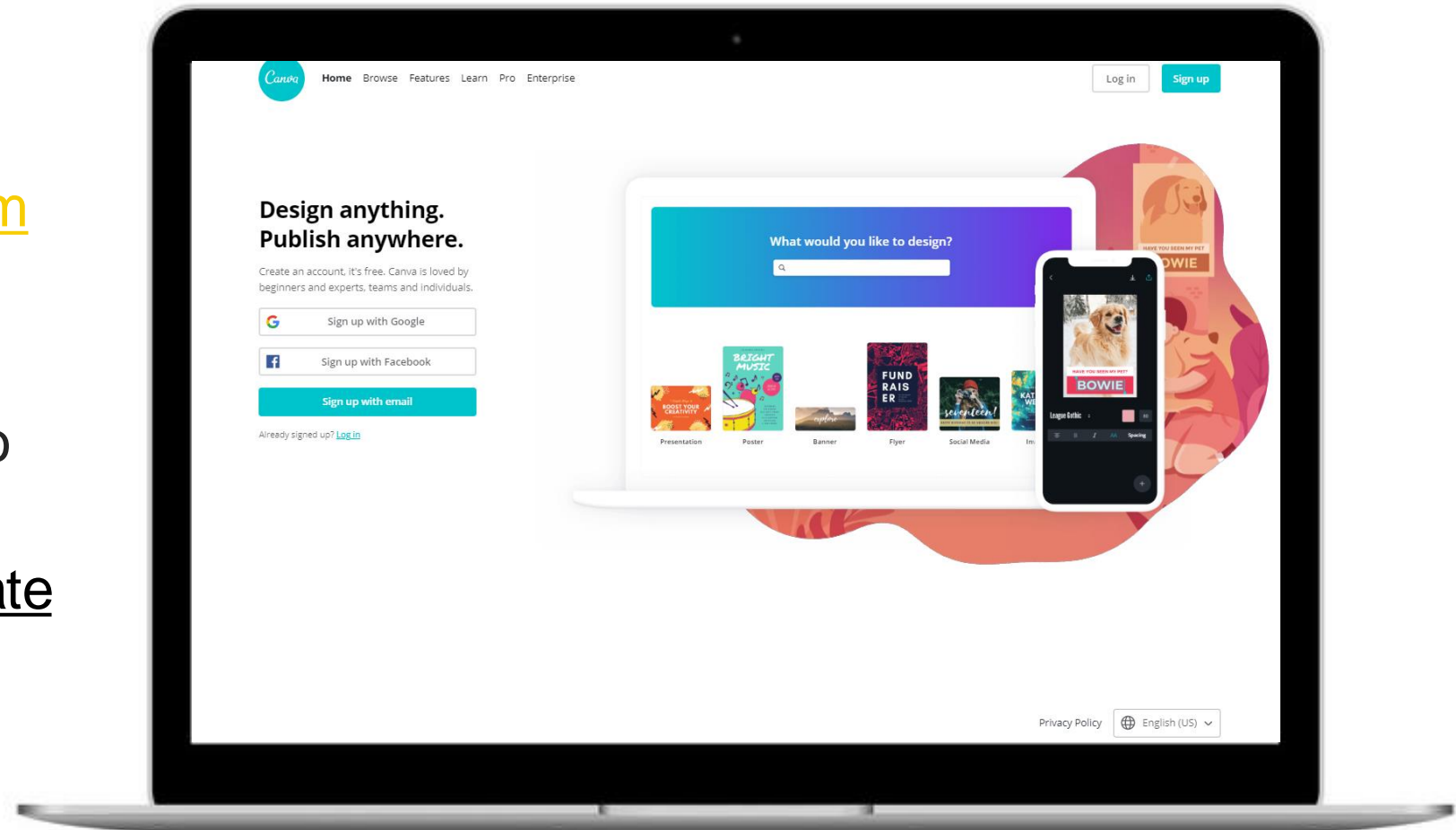
A Free Tool To Help You Customize  
Exchange 2022 Social Media Graphics

# 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 2022 social media templates are editable in the free version of Canva

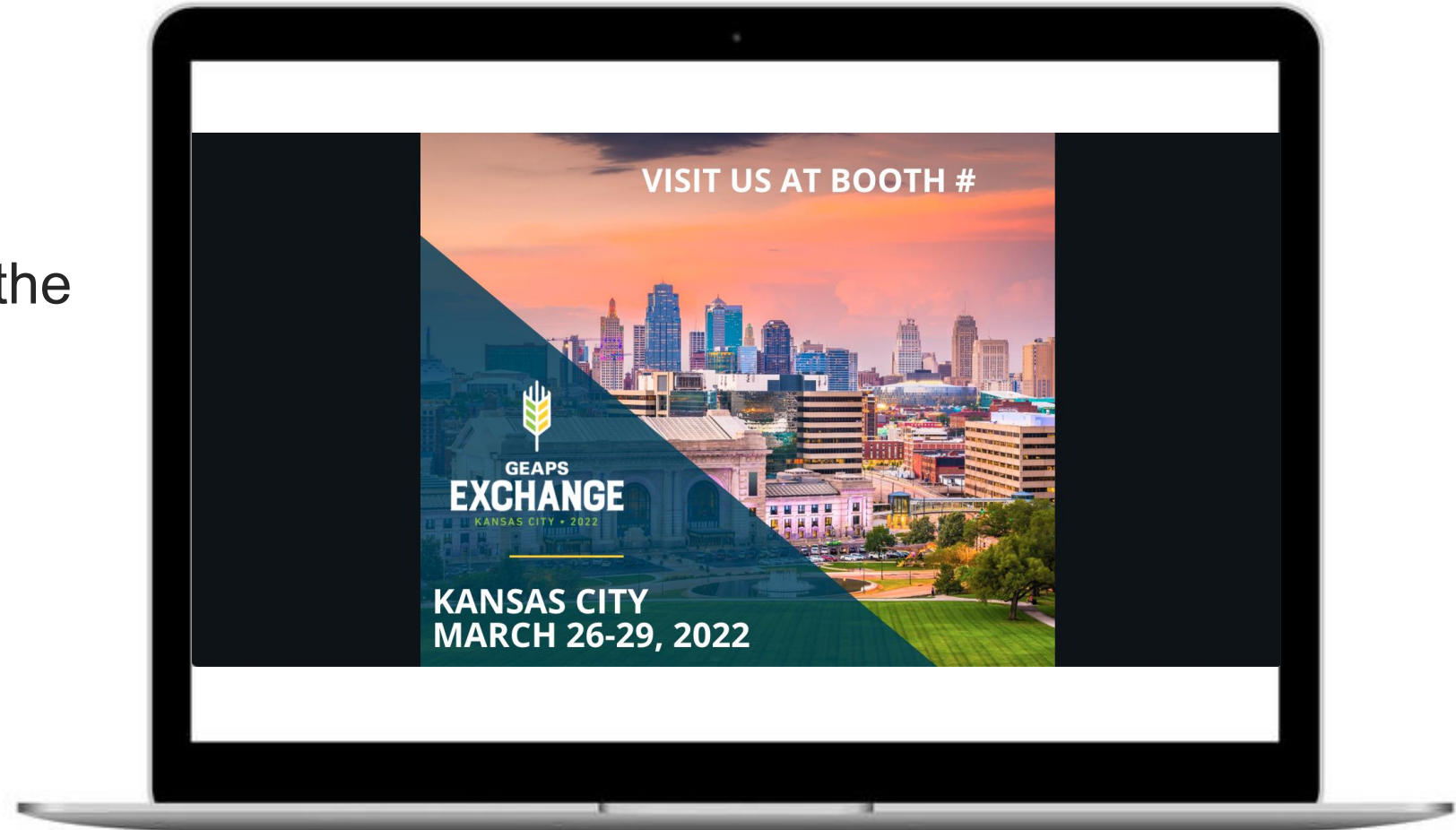
# How to Get Started...

- Go to [www.canva.com](https://www.canva.com)
- Sign up for a free account
- Choose a template to edit by clicking below
- [LinkedIn Post Template](#)
- [Facebook Post Templates](#)



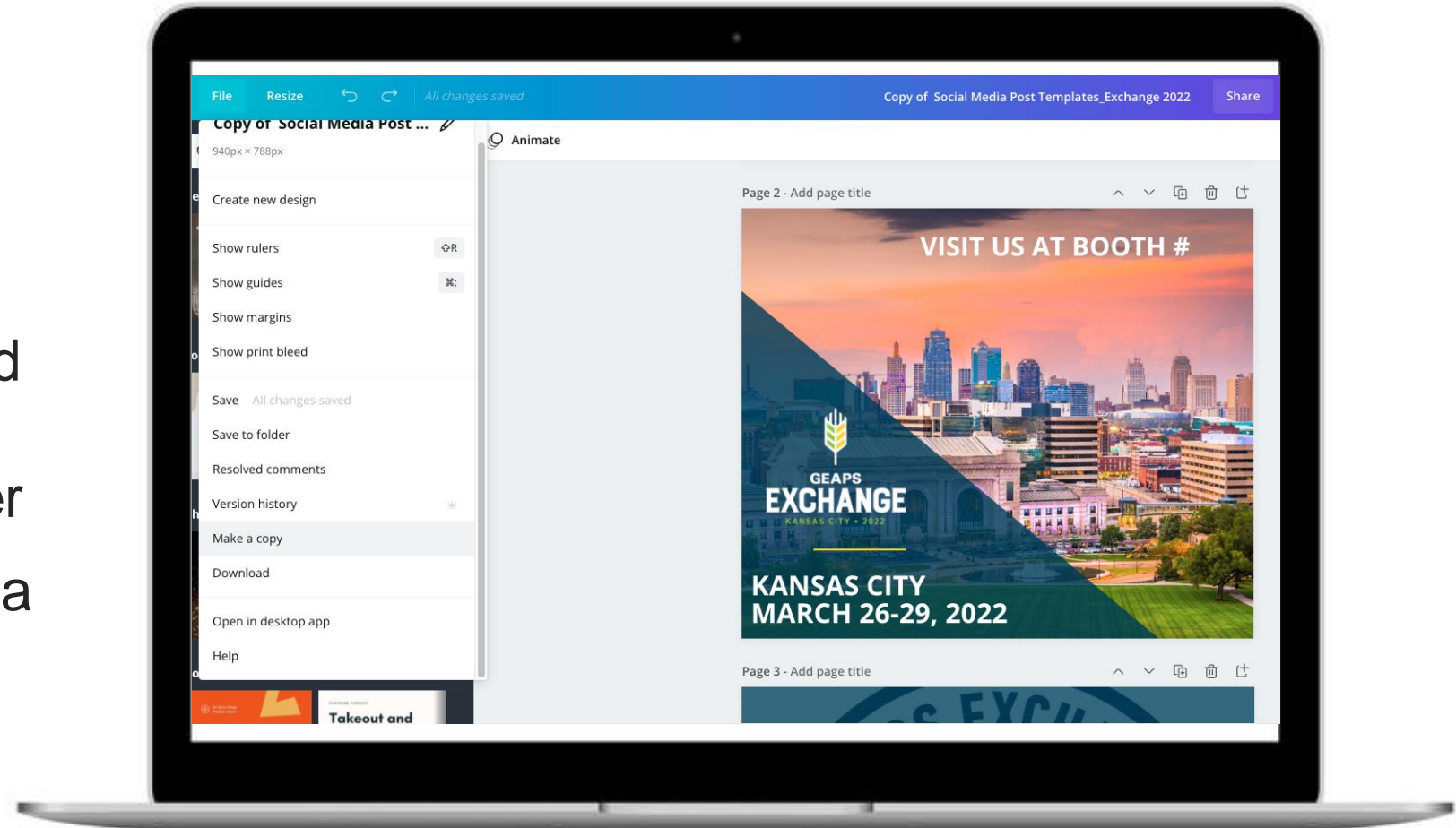
# How to Get Started...

- Click the “Pencil” on the bottom left and click “use template”



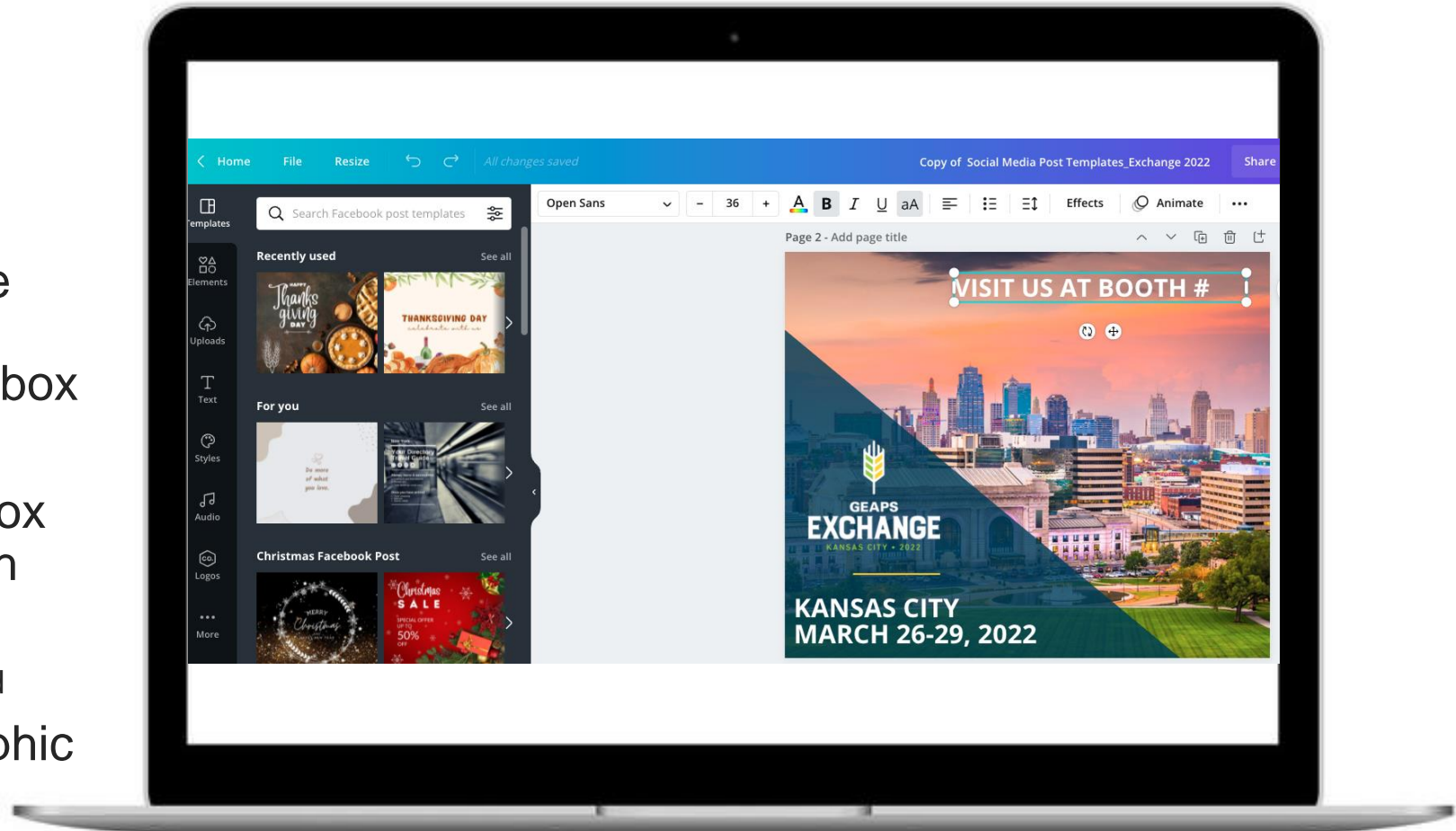
# How to Get Started...

- 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 2<sup>nd</sup> design version of the graphic



# How to Download...

- Click the download button in the upper right corner.
- You can choose to download one or both graphics.

