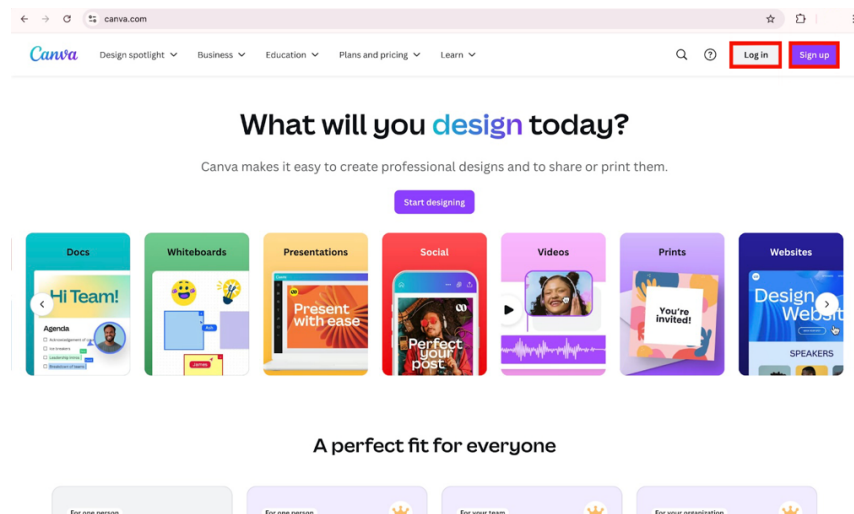


Choosing a Template on Canva

This guide will walk you through the process of choosing a template for your design. Canva offers a wide range of templates to help you create stunning visuals quickly and easily.

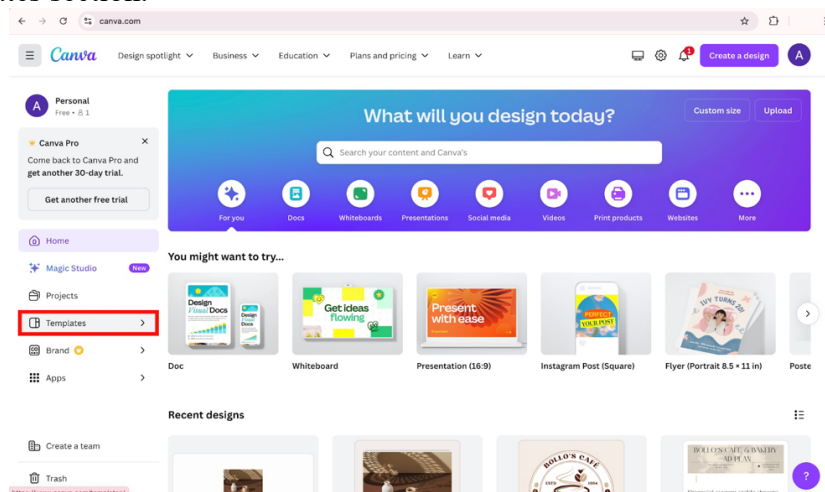
Accessing Canva

1. Open your web browser and go to www.canva.com.
2. Then, log into your Canva account using your email and password. If you don't have an account, click on Sign Up and follow the prompts to create one.



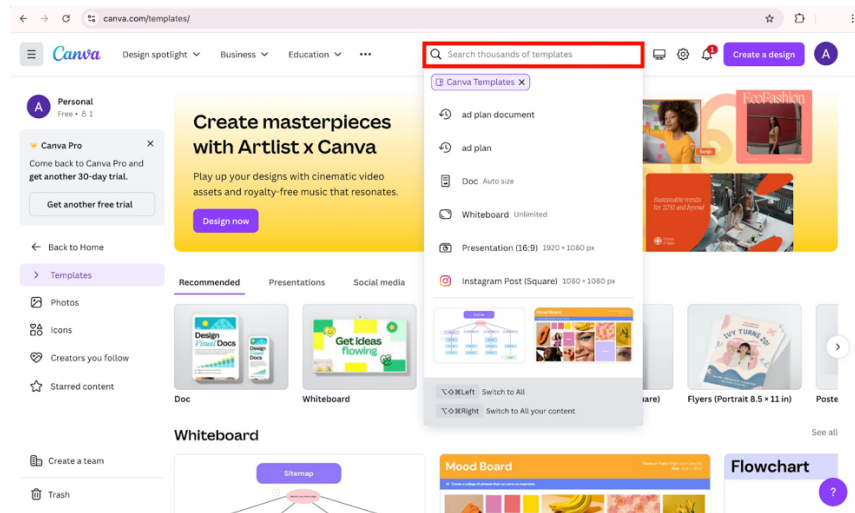
Navigating to the Templates Section

3. Once logged in, you will be directed to the Canva homepage. On the left-hand side of the screen, you'll find the main navigation menu. Click on "Templates" in the menu to access the templates section.



Selecting a Template

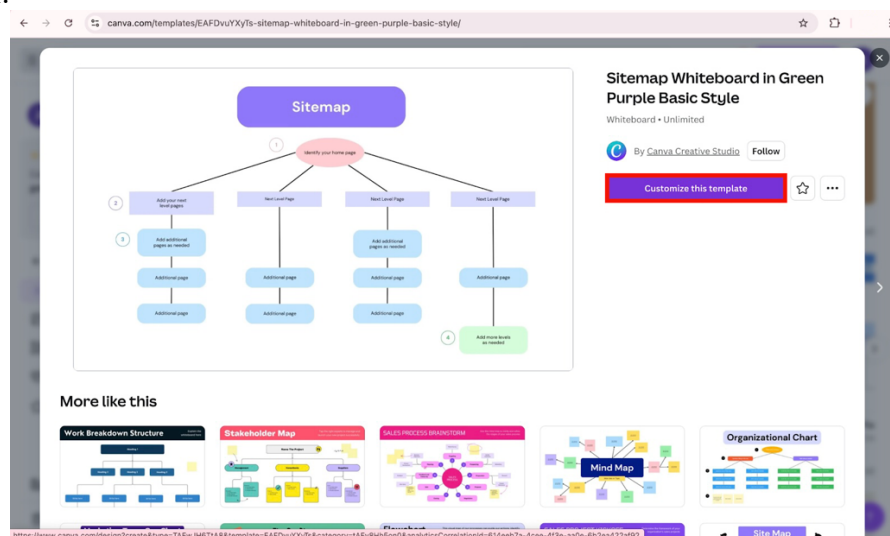
4. In the Templates section, you can browse through various categories such as “Social Media”, “Presentations”, “Posters”, etc.
5. Use the search bar at the top of the page to search for specific types of templates.



6. Scroll through the options and click on a template to preview it.

Customizing Your Template

7. After choosing a template, click on “Customize this template” to open it in the Canva editor.

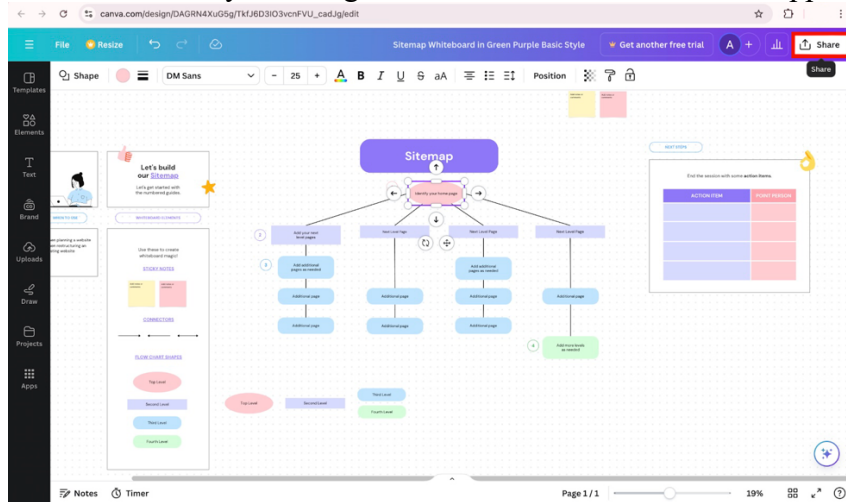


8. Use the editor tools to modify the template:
 - **Text:** Click on text boxes to edit the content. You can change the font, size, color, and alignment.

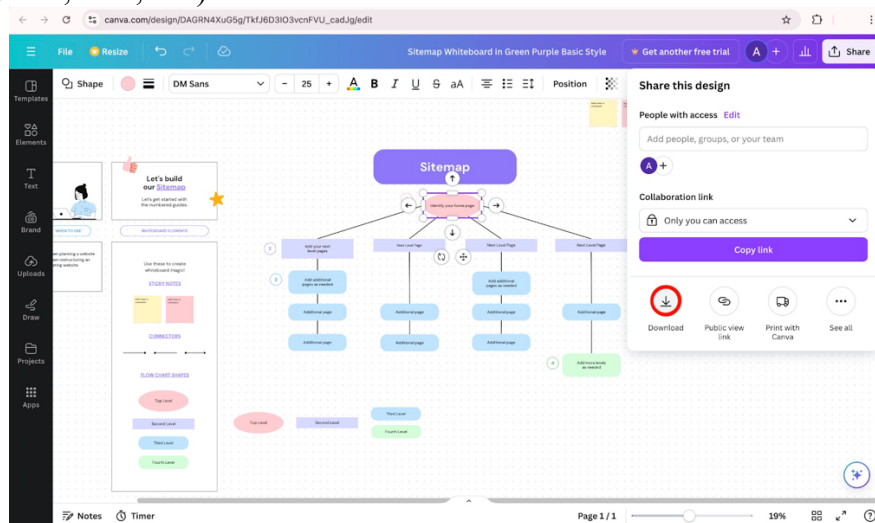
- **Images:** Click on images to replace them. You can upload your own images or use Canva's library.
- **Elements:** Add or remove elements such as icons, shapes, and illustrations from the sidebar.

Saving Your Design

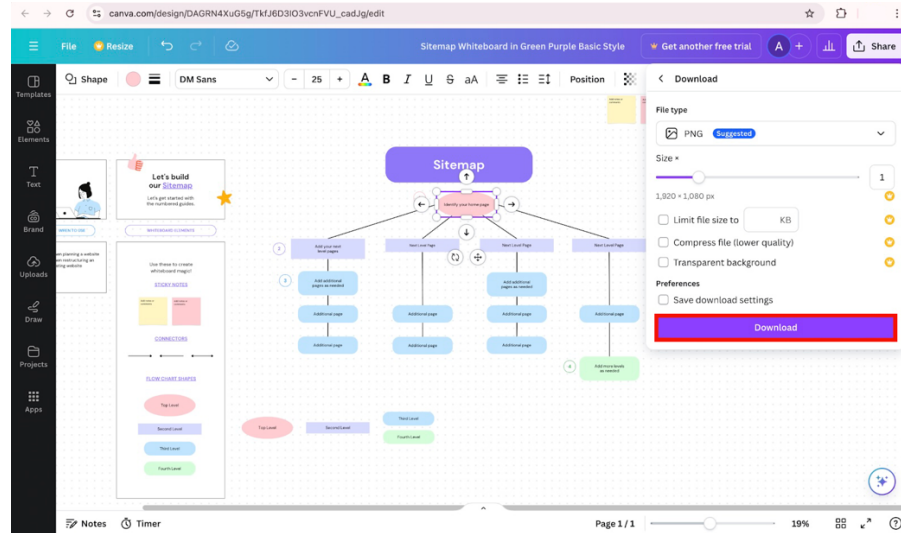
9. Once you're satisfied with your design, click the "Share" button in the upper right corner.



10. Choose "Download" to save the design to your computer. Select your preferred file type (PNG, JPG, PDF, etc.).



11. Click “Download” to complete the process.



Troubleshooting:

- **Template Not Loading?** Try refreshing the page or accessing Canva from a different browser.
- **Design Not Saving?** Ensure you have a stable internet connection. Try clearing your browser cache if the issue persists.
- **Problems with Customization?** Double-check that you are using the latest version of your browser and that Canva is up to date.

Works Cited

Free design tool: Presentations, video, social media | CANVA. Canva. (n.d.).
<https://www.canva.com/>