Canva Basics

Canva is a fantastic website that makes editing your new template super simple. This guide covers some basics on how to edit in Canva, but if you ever get stuck or have a question, feel free to message me on Etsy and I'll get back to you ASAP.

Access Your Template Link HERE

*It's best to edit your Canva templates on a computer, using Google Chrome. Some templates do not open correctly on other devices and browsers.

Customizing Your Template

Editing Text
To edit the font of a text, click on the text you want to change, then for the:
- **Style:** click on the dropdown arrow next to the font name at the top of the screen in the white toolbar. There are tons of different font styles to choose from and the text will change when you select other fonts
- **Size:** click on the + or - sign next to number at the top of the screen to make the font size larger or smaller. Once you have changed the font size, the placement of the text may need to be adjusted (for example, it may not be centered exactly right anymore)
- **Color:** click on the 'A' with the colored line underneath it to select a different font color.

Custom Font
This template utilizes a custom font that we uploaded to Canva. On the last page of the template you will find the custom letters available for you to copy and paste if you want to make changes to the template. These letters work a little differently than a normal font, and the letters on the template page are the first and last letters that you'll use in a word in order to get the long line extending from that letter - the rest of the word you just type the normal letters and it will be in cursive. Just send us a message on Etsy if you have any questions.

"Change All" Option
When you change the text font style, color of the text, or color of an item, you'll see a purple "Change All" button appear at the bottom left hand side of the screen below the colors. If you want to change all the items that were that same style or color to the new style/color, click that button and Canva will change them all simultaneously throughout the template.

Changing a Color
- Click on the item you want to change and then click on the color square at the top of the screen in the white toolbar. Select from one of the colors Canva suggests, or pick a new color from the multicolored icon that says "New color"

Removing Things You Don't Want
You can remove any of the elements you don't want to use on the template, like text boxes, lines, etc. Just click on the item you want to remove and then click the trash bin icon that will appear somewhere near that item (but NOT the trash bin directly above the template you're working on - that will delete that entire page. If this happens, just click Undo - see below.)

Made a Mistake? Just Undo
Mistakes are easy to fix in Canva! At the top of the screen in the blue/green toolbar to the right of 'Resize' is a reverse arrow. Just click on that to undo as many actions as needed. You can also redo an action once you have undone something if you want.

Tabs
Custom tab label templates are also included as a PDF and in the Canva planner template. These labels are designed to be printed on Avery Printable Tabs #16280, which are the Plastic Self-Adhesive Repositionable 1-1/4" White Tabs. You can buy these tabs from Amazon or find them at your local office supply store.

We created 3 label style options for you to choose from: 1 plain, easy to read set, and 2 in the cursive writing in a small and a larger font size. We also included blanks in case you want to make additional tabs of your own. To make other labels using the cursive font, copy and paste the beginning and ending letters from the custom font page in the template to get the same look. You'll find the lettering exceeds the tab space, but it's designed in a way that nothing important gets cut off when printed and the design fills the space and looks nicer. Again - any questions, just send us a message on Etsy.

When You're Finished Editing
Once you have edited your planner template, download it by clicking the 'Share' button (arrow pointing upwards) at the top righthand corner of the page in the purple toolbar. Select Download, change the File Type to PDF Print, and select the page numbers that you want to download. Then click the purple download button and your PDF is ready to be printed.

Extra Pages PDF
We included a PDF called Extra Pages to make it easier to find and print the pages that you will need to print more than one of, based on your use (like daily planner pages, goal breakdown sheets, notes, etc). Easily print pages as needed from this PDF by selecting the pages you want to print as you need them.

We hope you love this product, and if you do, please leave us an awesome review on Etsy - we appreciate you and hope to work with you again in the future!
- Morgan, Real Estate Essentials