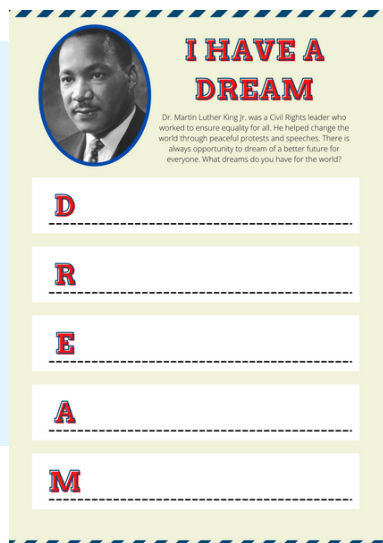


Using Canva Templates



You'll need:

- A computer
- A free Canva Account

Instructions:

1. First, find a template you like at Canva.com. You can search by image size, social media platform, or keywords and topics.
2. Once you select and open a template, you can edit all aspects of it. For example, change your title text and choose a new font, color, and effect by using the top toolbar. Use the Text tab on the left for more text options.
3. You can also drag to select objects and then use the backspace key or trash icon to delete things you don't need.
4. Use the Elements tab on the left for line, shape, picture frame options, digital stickers, and more. These can help you decorate your design.
5. Use the handlebars on the sides of shapes to resize objects.
6. If you would like to make copies of a set of objects, drag to select them all or hold shift, use the Group button in the top right, and then use the duplicate icon to make multiple copies.
7. Use the Uploads tab to insert your own images, or copy and paste them into your design. Images can also be placed into frames.
8. When selecting images to use, always make sure to be a responsible digital citizen by following these guidelines:
 - a. Remember not everything on the internet is free. Always check for permissions.
 - b. When in doubt, use Public Domain images which are completely free to use, or try Creative Commons images that have some requirements to share.
 - c. Digital citizens give credit where credit is due. Ask permissions from creators or cite your sources when using other people's work.