

# HOW TO EDIT CANVA TEMPLATES

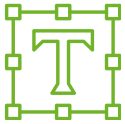


## 1. How to Open Your Template

**Click the Link:** Click the template link provided in your email/pack.

**Sign In:** If you don't have an account, sign up for a Free account

**Use Template:** Click the purple button that says "Use template for new design." This opens your own private copy.



## 2. How to Edit Text


Anywhere you see text in brackets, like [Your Name Here], you can change it to your own details.

**Click:** Click once on the text you want to change. A purple box will appear around it.

**Type:** Double-click inside that box and type your information.



## 3. How to Add Your Own Photos

**Upload:** On the left-hand side of your screen,  click the Uploads button

**Select File:** Click the purple "Upload files" button and find a photo on your computer.

**The Drag & Drop:** Once your photo appears in the side list, click and hold it with your mouse. Drag it over to the template and "drop" it right on top of the existing image.



## 4. How to Update the QR Code

If the template has a square QR code, you can update it to link to your own website;

**Click the Code:** Click the QR code on the page so it is highlighted.

**Enter Link:** Paste your website address into the box and click "Update code."



## 5. Saving and Downloading

**Share:** Click the "Share" button in the top right corner.

**Download:** Click "Download." **File Type:**  PNG For Facebook or Instagram,  PDF For printing

**Final Step:** Click the purple Download button to save it to your computer.



## Watch the Video Tutorial

If you find it easier to follow along by watching, here is a wonderful, slow-paced video for beginners: [Click Here to Watch: Canva Tutorial for Beginners](#)

