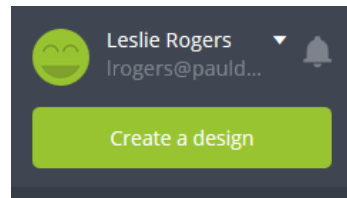


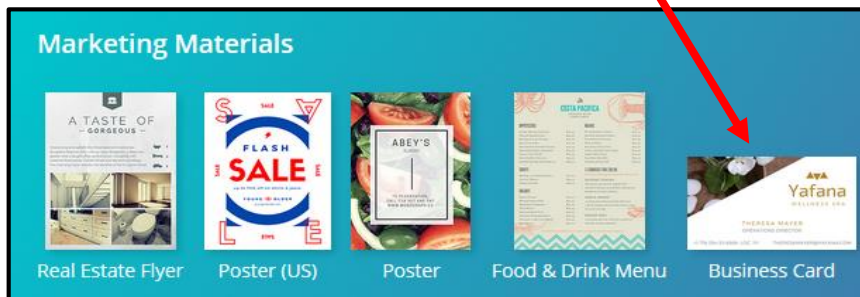
Creating Buttons in Canva

- Log into canva at www.canva.com

- Click **Create a Design**.



- Scroll down to the Marketing Materials section and click **Business Card**.



- Select a template to use

NOTE: Make sure the template you choose says **Free** on it.

- **Working with text**

- Double-click any of the text in your template to add your own text.
- To edit the font, size, and color highlight the text you'd like to edit; use the formatting options at the top of the screen to change the text.



- To move the text, simply click and drag it to a new location.

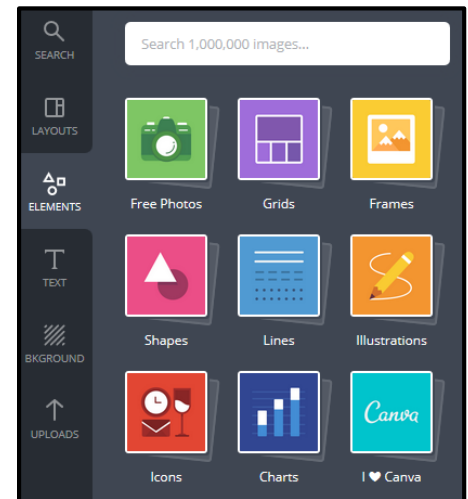
- To add new text, click the Text panel on the left, and click and drag a *free* text template onto the project.
- To delete a text box, click the border around the text and press Delete on your keyboard.



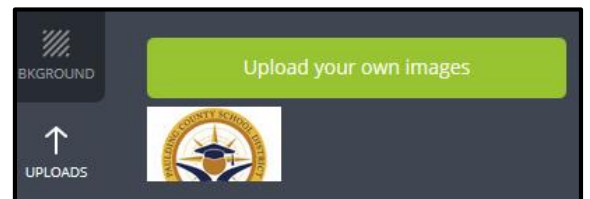
onto

- **Working with graphics**

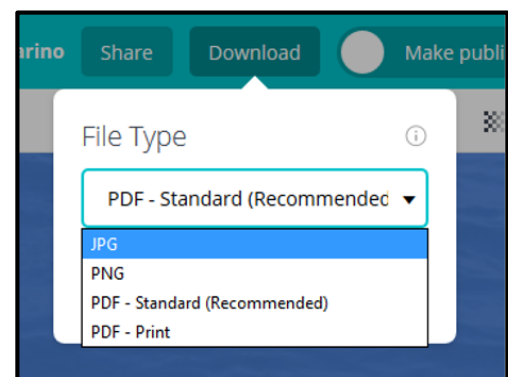
- To change the picture or graphic on the template, delete the graphic you want to change; then click the Elements panel on the left, choose a photo, shape, icon, etc., and drag it onto your project.



- To upload a picture or graphic you have saved on your computer, click the Uploads button; then drag and drop the file from your desktop or click **Upload your own images**, navigate to the file, and click **Open**. Click the graphic to add it to your project.



- When your project is finished and ready to use, click the Download button in the top right, choose JPG, and click **Download**.



- Choose a location to save the file for future use.