We Dig Progress Canva Template Instructions

To Access Canva + Templates:

- Head to Canva.com
- Login or create a new account (you do not need a paid account, the free version is sufficient!).
- Click below on the templates you wish to access + edit, then click "Use Template":
  - Square Templates - Click here
  - Story Templates (9:16 sizing) - Click here
  - Horizontal Print Template (1:2 sizing) - Click here
  - Vertical Print Template (2:1 sizing) - Click here

To Edit Templates:

- To Upload Photos:
  - Scroll through the left side panel in Canva to find the Uploads section. Click on the "Upload" icon.
  - Click the purple "Upload Files" button,
  - Find + select your photos on your computer.
  - Click "Open." The files will begin uploading in the Uploads section.
  - When finished uploading, click and hold on your photo, drag the photo and hover over the blue + green scene. When your photo populates in the scene area, release your click! (Think drag + drop!)
- To Edit Text:
  - Double-click in pre-existing text boxes, select text + retype your own!
  - OR, scroll through the left side panel to find the Text section. In the Text section, click "Add a Heading." Double-click text, select it + retype your own!
  - You may edit the color of the text + other features using the top white panel. We recommend the font ITC Franklin Gothic LT to stay in line with our Dig Progress branding!

To Download Finished Templates:

- Find + click on the white "Share" button in the top right corner of your screen.
- Click "Download."
- We recommend keeping the file type as PNG.
- Select the pages you'd like to download under the Select Pages area.
- Click the purple "Done" button.
- Then, click the purple "Download" button. The finished templates will download to your computer.
- Upload your finished templates to your social media channels or email for print material needs!
- Done!