

How To Edit Skills For Success Course Assets As Canva Templates

Questions? Contact Kailah Dozier at 850.541.2800 or email kailah.dozier@accs.edu

Create or Log In to Canva

If you don't already have a Canva account, create one now at [Canva.com](https://www.canva.com). If you do, make sure that you're logged in. You can create a free account and have access to edit the Skills For Success templates.

What is a Canva Template?

A Canva template is a design that someone else has created that allows you to easily edit it. The frame of the design, colors, fonts, type, and elements have been created for you by the ACCS Innovation Center to promote Skills For Success Courses and enrollment at your school.

Upload School Logo

Once logged in to your account, quick buttons in the Canva dashboard are located on the far left side. You will need to go ahead and upload your school logo into the account for future use when editing the templates.

1. Click **Uploads**.
2. Click the purple button **Upload An Image Or Video**.
3. Select the file from your computer and upload it into the Image Gallery.

Opening the Template

1. Click on the link of the Canva template you would like to access or edit in the College Dashboard. A new tab on your browser will open the item in Canva.
2. Click the purple button, **Use Template For New Design**.
3. A copy of the document will now be opened and saved in your Canva account for editing.

Editing the Templates

The headline, background images, photos, and text are standardized and locked in the template to ensure brand consistency. You can add your logo and contact information as needed to customize the content specific to your school.

Flyers: 8.5x11

On course flyers, you are given the option to edit to include a contact Name, Email, and Phone Number on the left and your school logo on the right. If you do not want to add this information, simply highlight the text box and delete it from the flyer.

1. Click to highlight the section that says **Firstname Lastname**, and then edit the contact information in the text. You can delete this field as needed.
2. Click to highlight the section that says **Place Your School Logo Here** and delete it from the template.
3. Click **Uploads** on the far left side of the Canva dashboard and click your school logo from the gallery.
4. The image clicked will then show up on the graphic. You can click to move the logo into place and resize it to fit as needed.

Social Graphics: 1080x1080

On course social graphics, you are given the option to edit to include your school logo. There are 10 graphic options in the file to choose from. Scroll down to see all versions open to edit and use.

1. Highlight the section that says **Place Your School Logo Here** and delete it from the template.
2. Click **Uploads** on the far left side of the Canva dashboard and click your school logo from the gallery.
3. The image clicked will then show up on the graphic. You can click to move the logo into place and resize it to fit as needed.

Saving & Downloading Files

All files are saved automatically to your account while editing in Canva. However, you may want to rename them and then download them to your computer for use.

1. At the top of Canva in the purple bar, the name of your file starting with “Copy of.....” will be shown. Click in that section and rename the file as you’d like it saved in your account.
2. When you are ready to download files, click the upward arrow and **Share** at the top in the purple bar.

3. From here you can select your file type, and size, and download it directly to your computer.