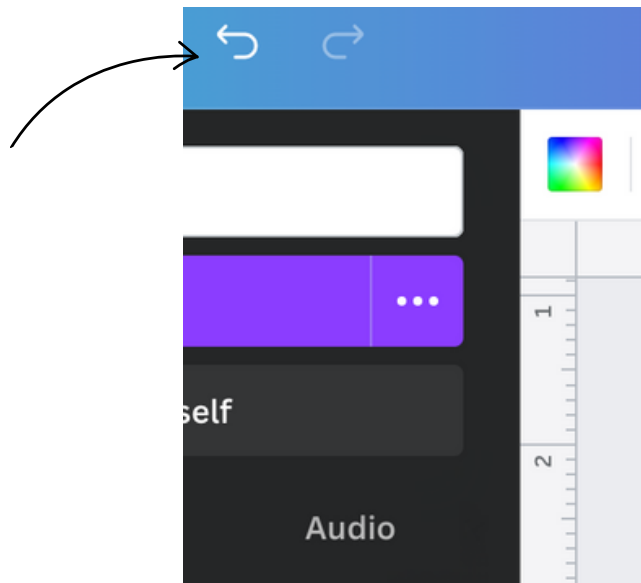


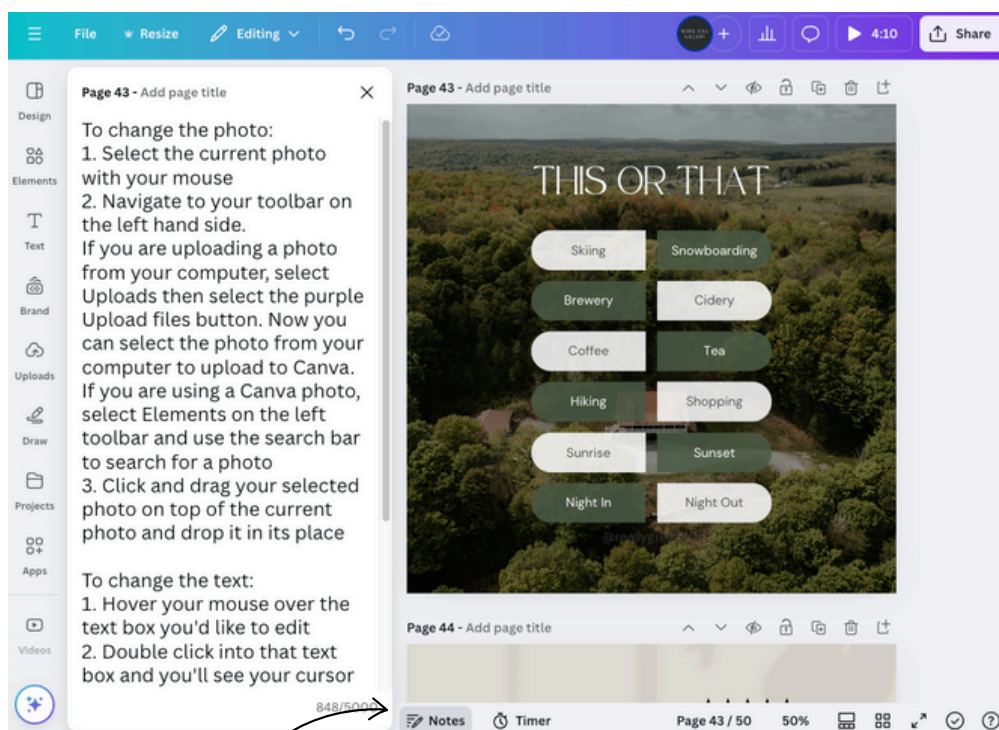
How to edit your Social Media Manager Instagram templates in Canva

Pro Tips

- Make a copy of the original template so you can go back to it if needed. Do this by clicking File > Make a Copy.
- You can always undo a change you made by clicking the curved back arrow above your toolbar.



- You can find instructions on how to change photos and edit text in the notes section of each page within the Canva template.



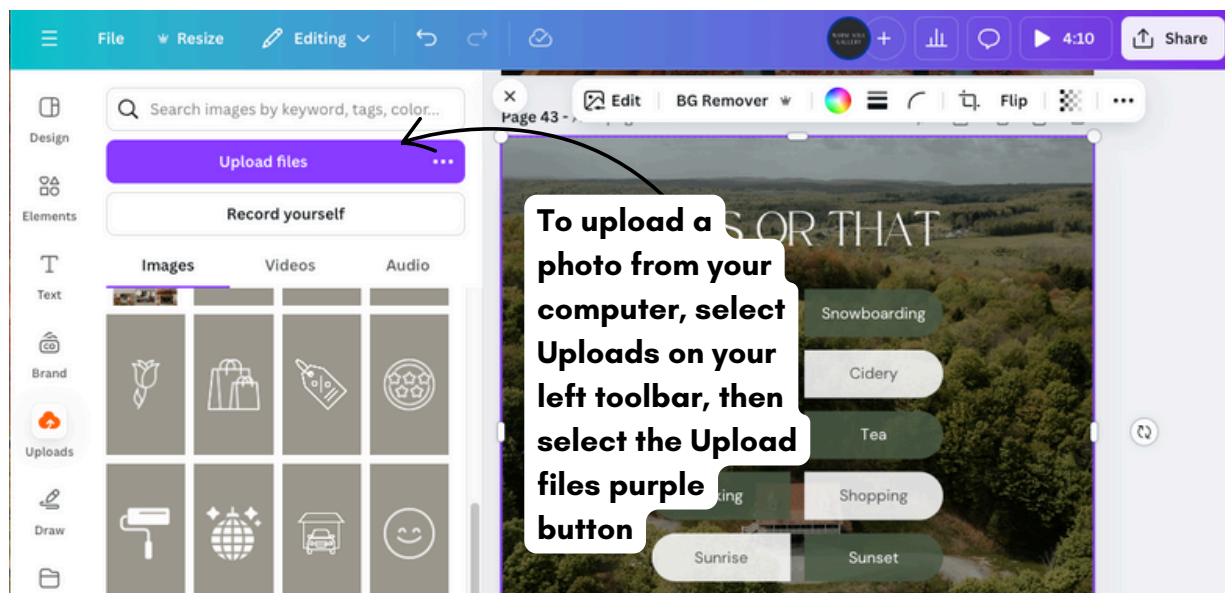
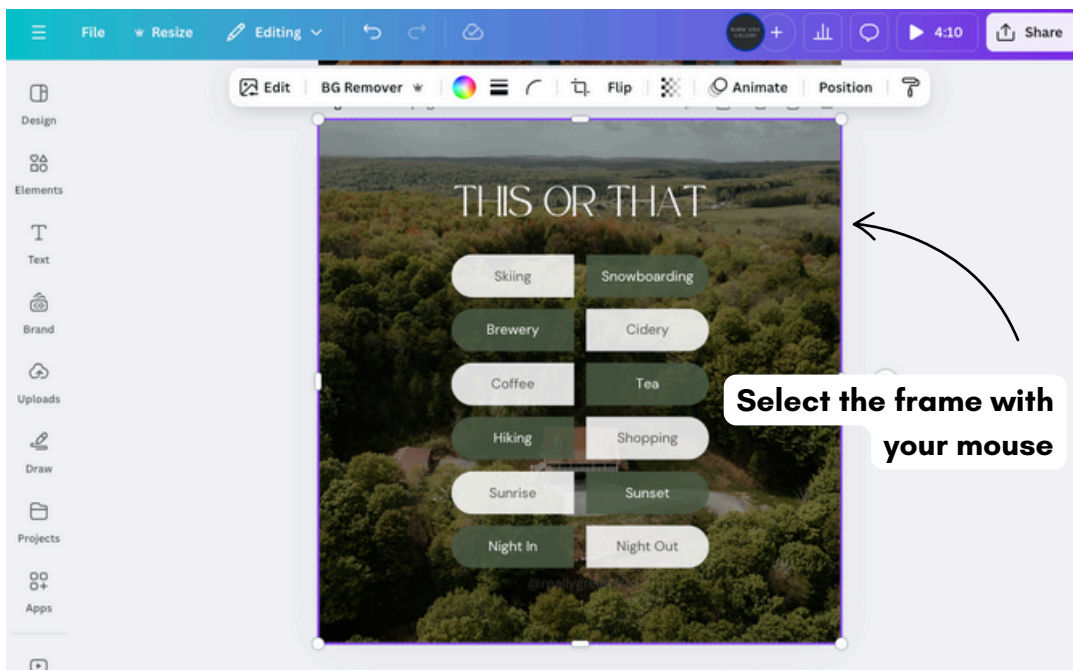
To change a photo:

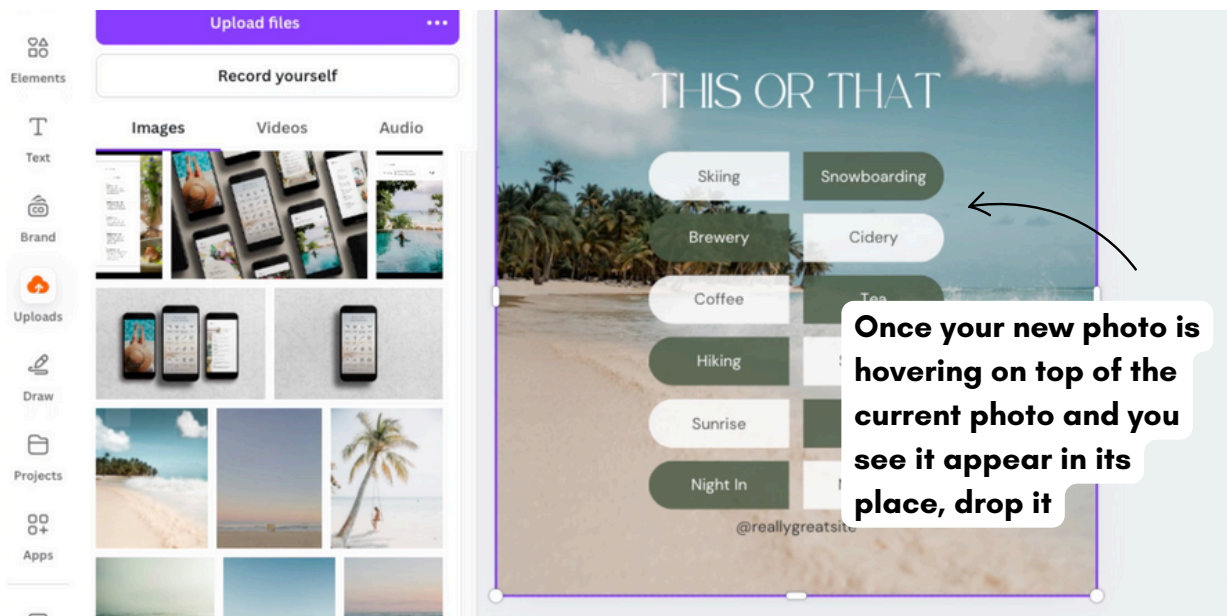
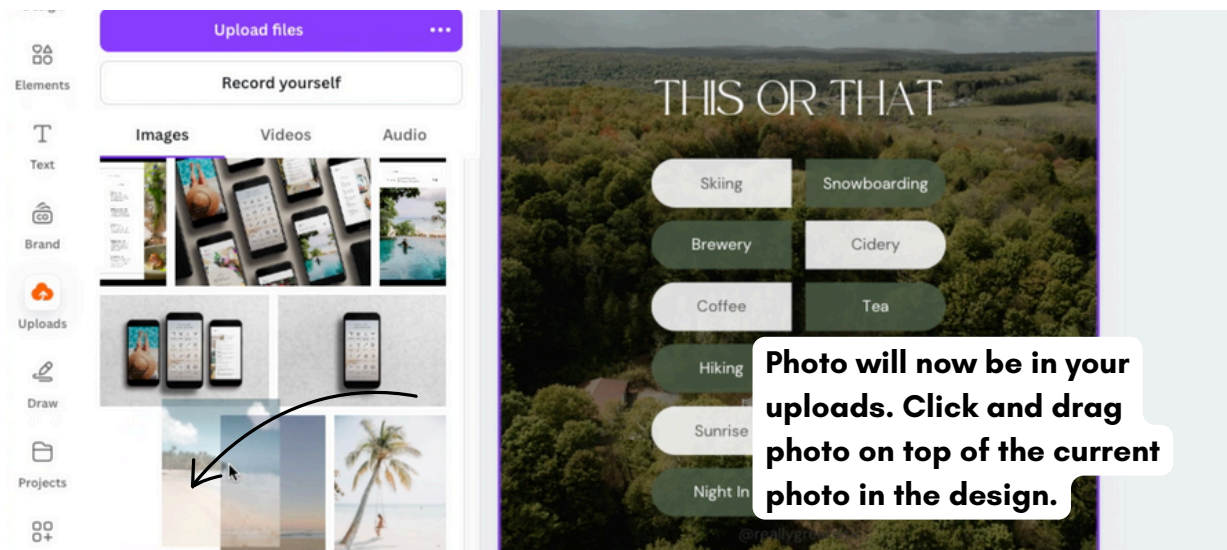
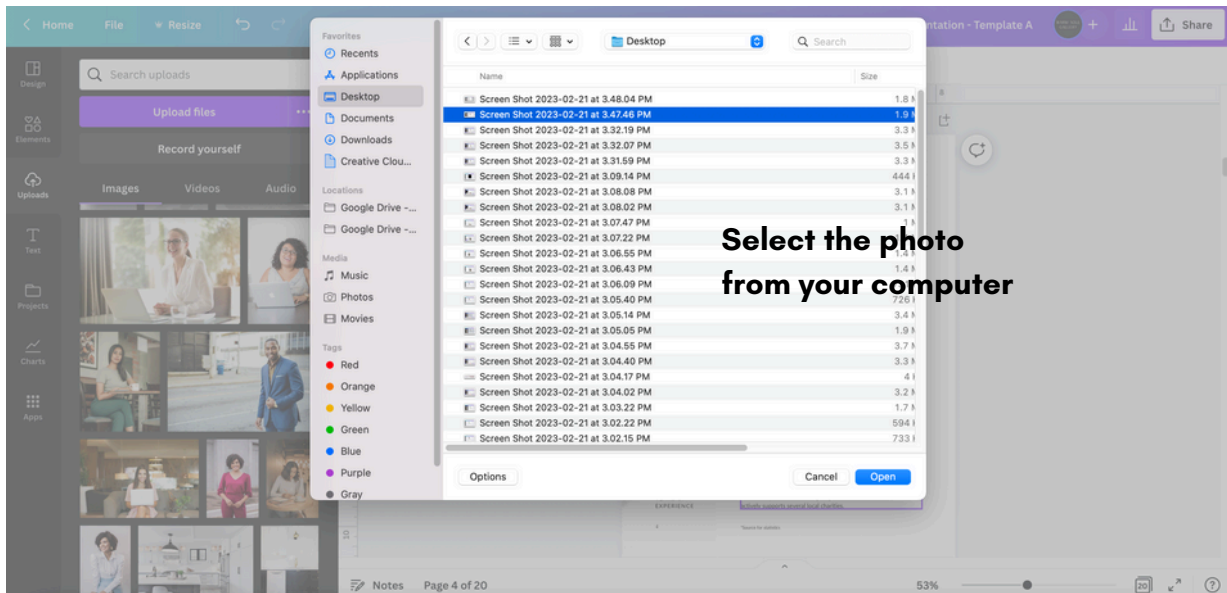
1. Select the frame with your mouse.
2. Navigate to your toolbar on the left hand side.

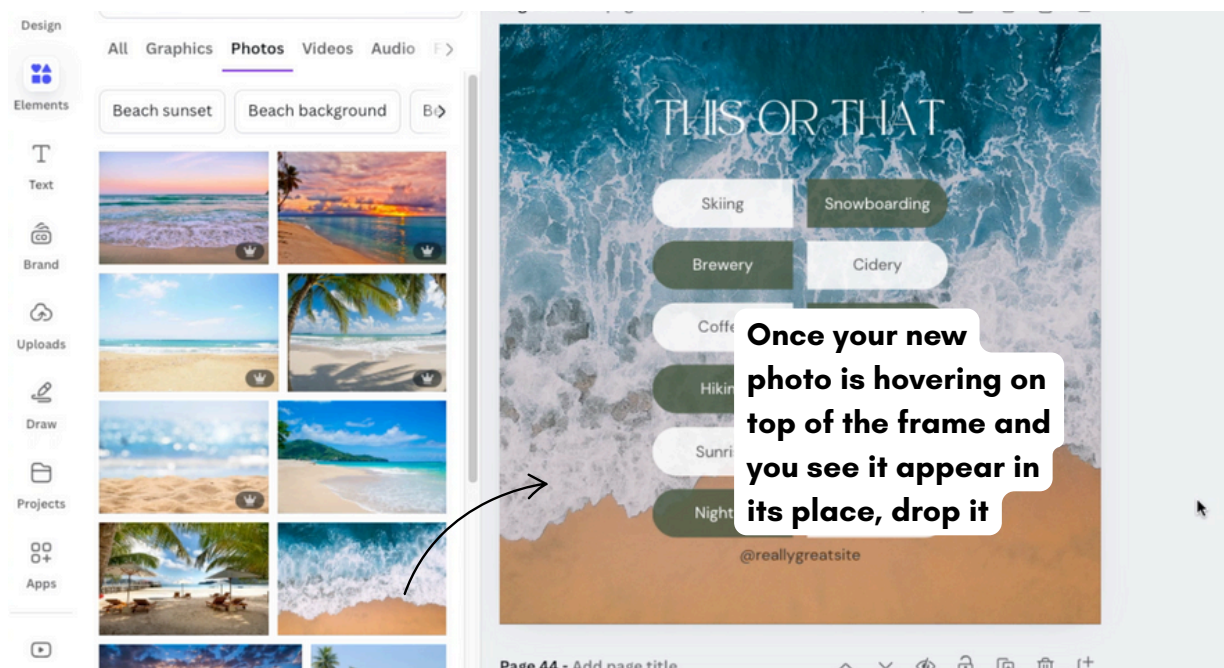
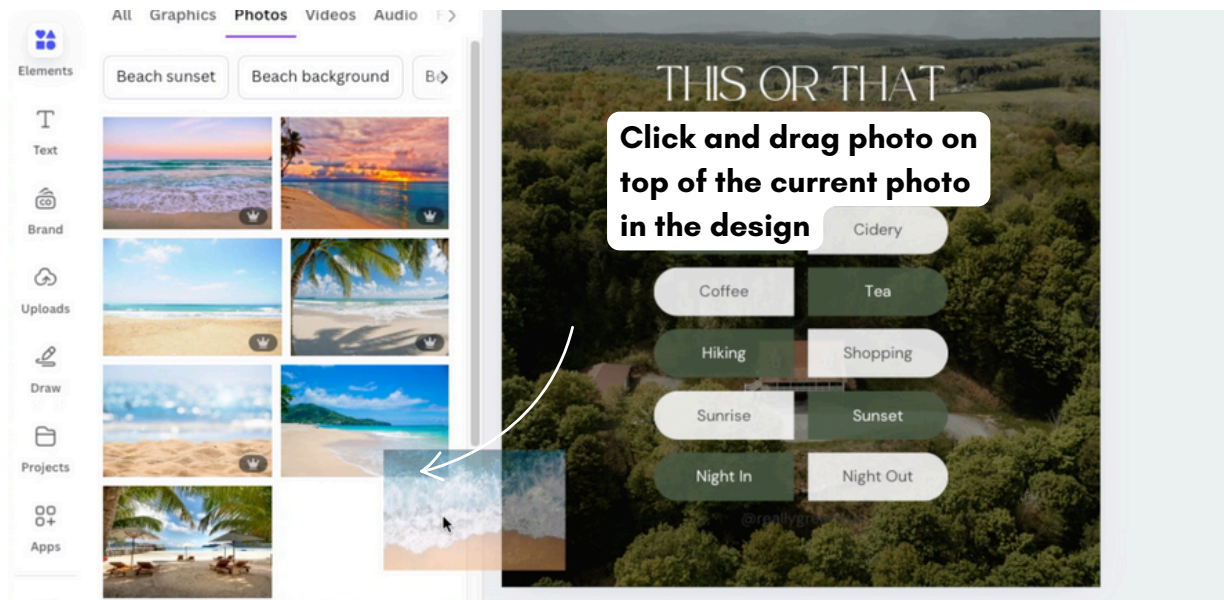
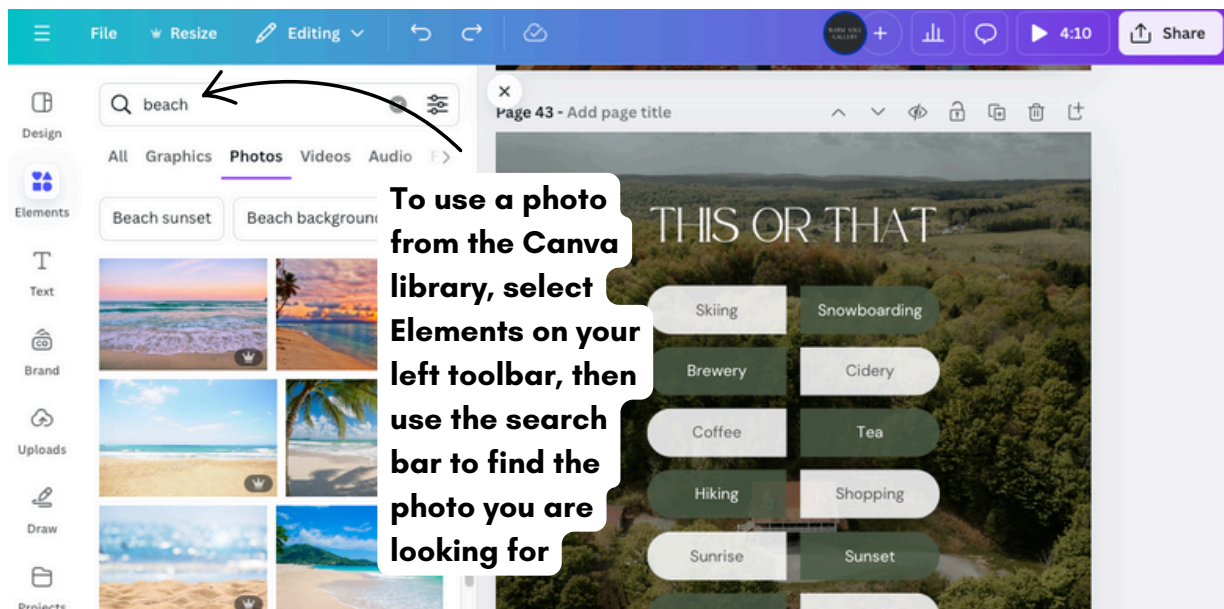
If you are uploading a photo from your computer, select Uploads then select the purple Upload files button. Now you can select the photo from your computer to upload to Canva.

If you are using a Canva photo, select Elements on the left toolbar and use the search bar to search for a photo.

3. Click and drag your selected photo on top of the frame and drop it in its place.

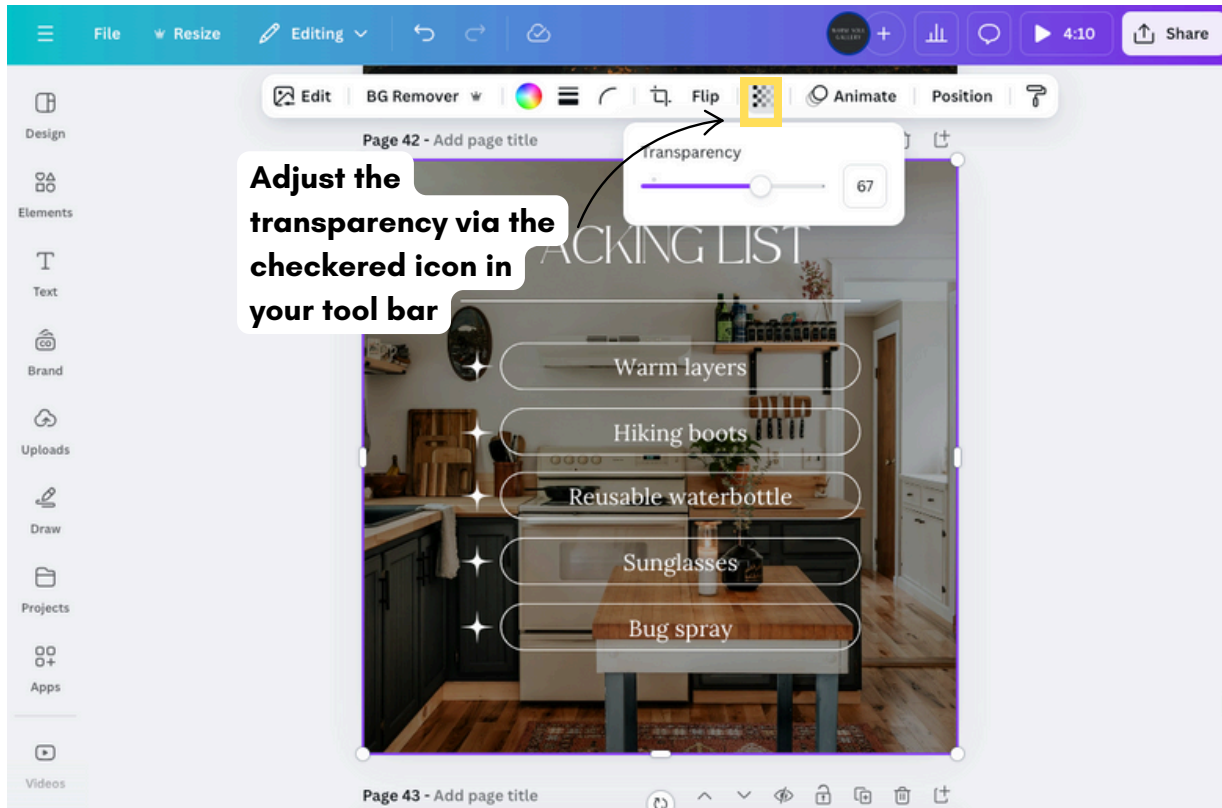






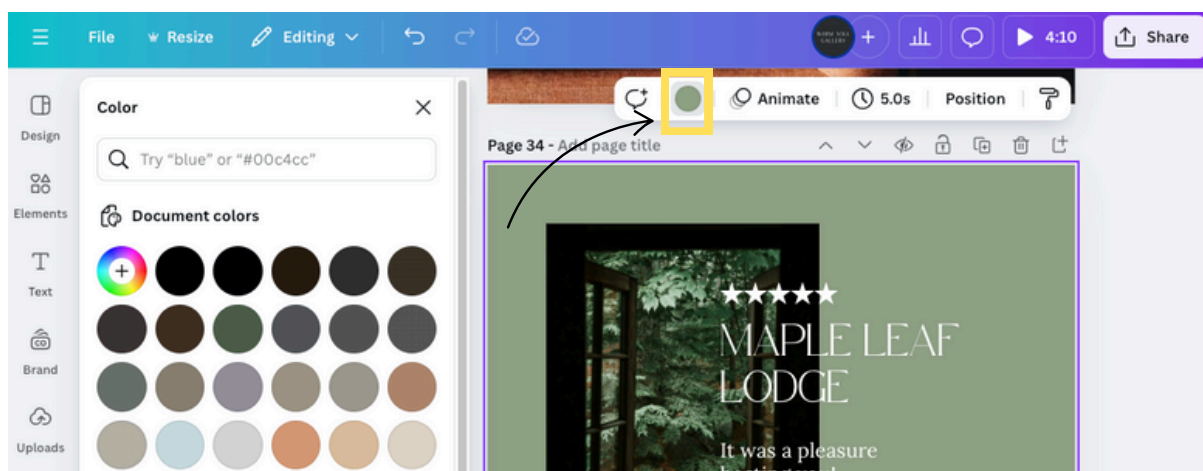
To change the transparency of an image:

1. Click on the image.
2. Your tool bar will appear at the top of your screen. Click on the transparency icon (checker pattern on the right hand side).
3. Adjust the transparency of your image.



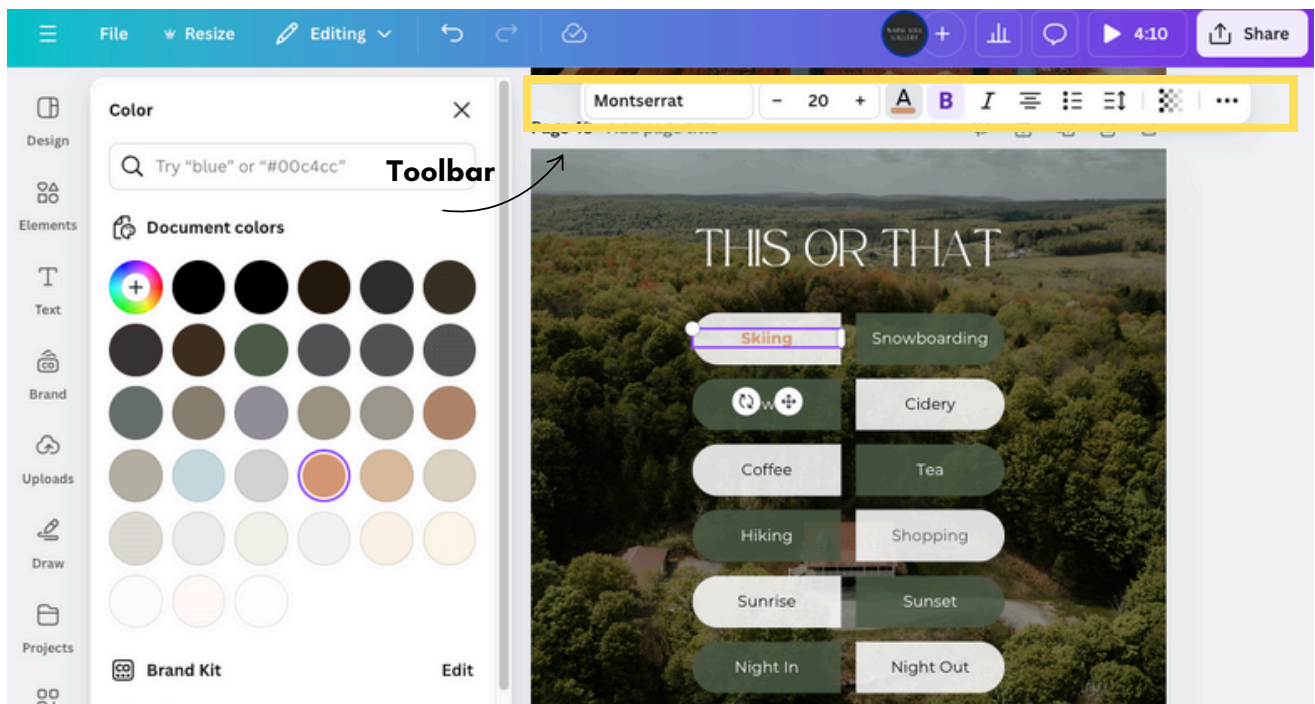
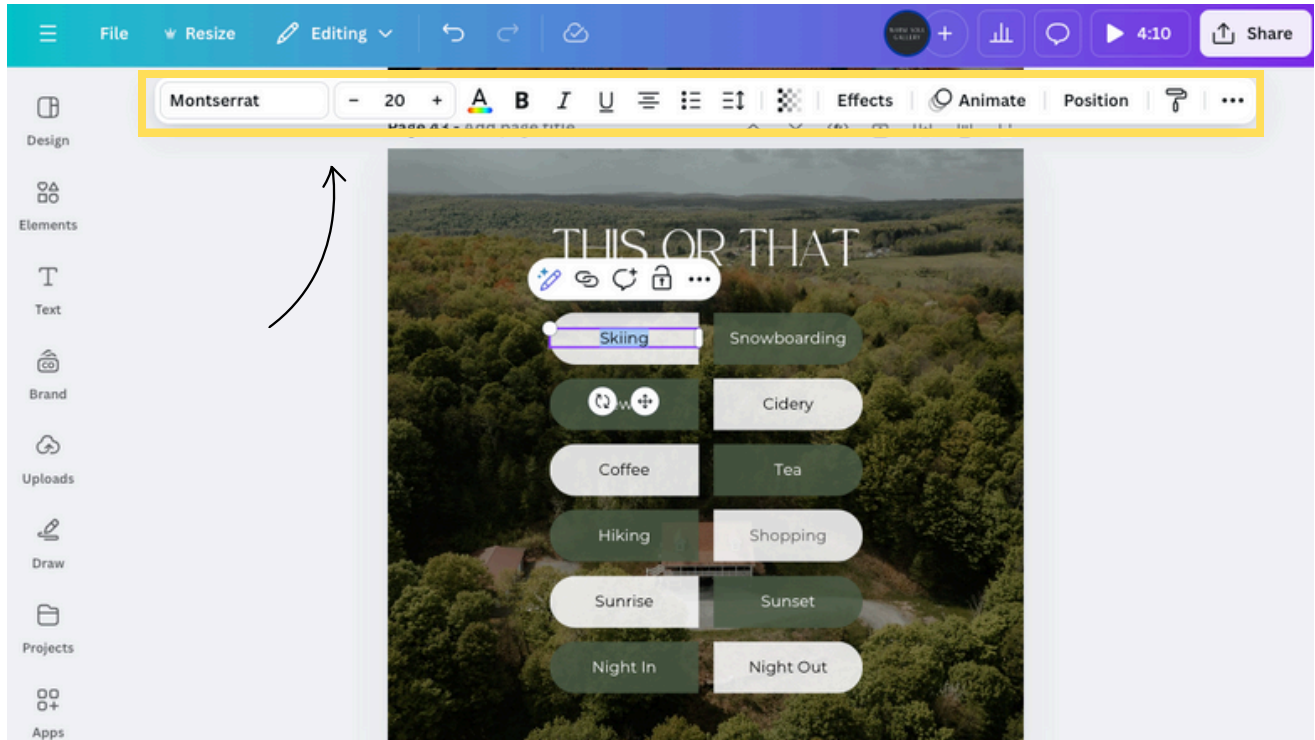
To change the background color

1. Click on the current background color and select the background color icon on your toolbar.
2. Then you can select a new color.



To change the text:

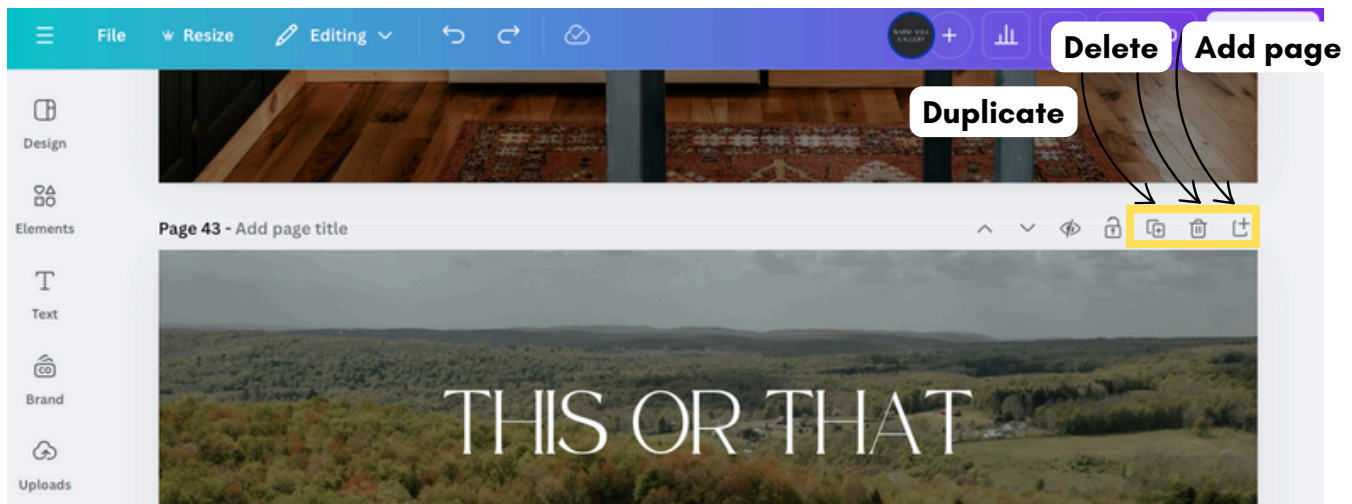
1. Hover your mouse over the text box you'd like to edit.
2. Double click into that text box and you'll see your cursor blinking.
3. You are now able to edit the text.



To change the font, text size, color etc navigate to your tool bar at the top of the page which will appear once you are clicked into a text box.

To duplicate, delete and add pages.

1. Click on the two squares with a plus sign icon above the page to duplicate it.
2. Click on the trash can to delete a page.
3. Click on the square with a plus sign icon above the page to add a page.



When you are done editing and ready to download:

1. Click Share > Download > File Type: PNG > Download.
2. Upload to your social media!

