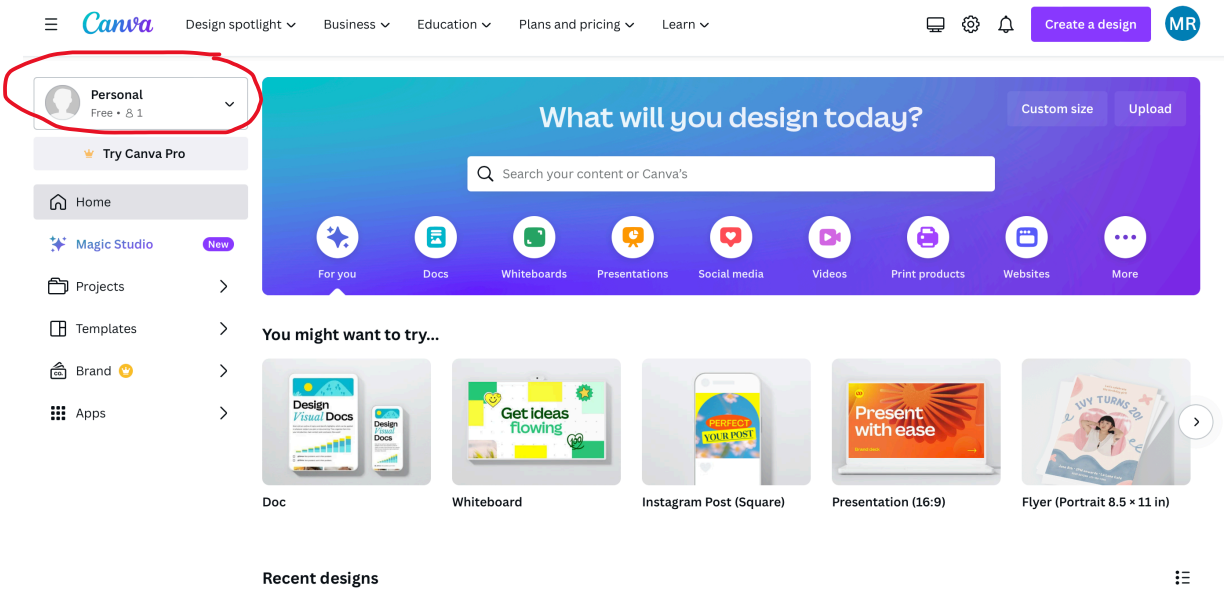
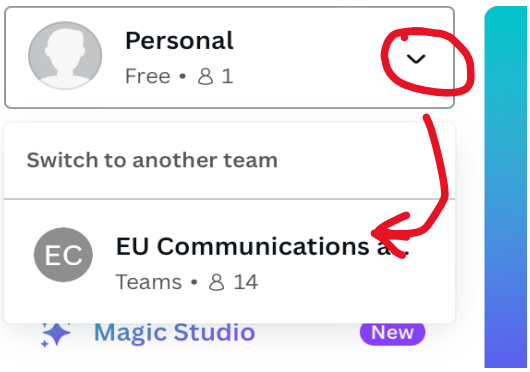
Emory University Communications and Marketing Canva Instructions

1. You will receive an invitation from Canva in your Emory Outlook inbox with directions on how to create a Canva account. Once your account is created, you will log in.
2. When you have successfully logged in to your account, you might see the page below. This page is your personal space where you can create different designs BUT without Canva Pro access. Whatever you create in your personal space will NOT be automatically shared with other people.

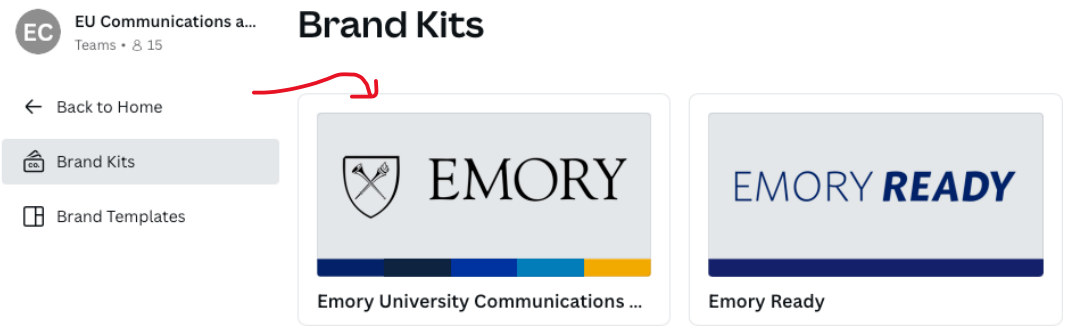


3. You will need to click on the drop-down on the left-hand side where it says personal to switch to a new team (EU Communications and Marketing). This will take you to all of the Emory-branded templates and guides.

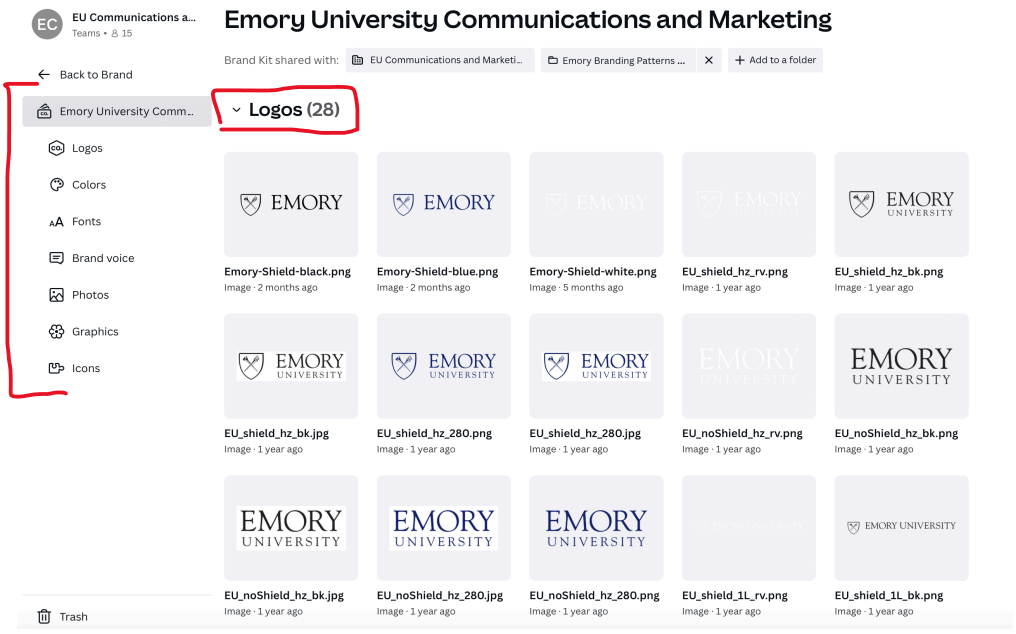


4. Once you are in the EU Communications and Marketing team, you will be able to access the brand kit. Anything you create or upload here will be private to you by default. You have to actively share files for them to be visible to others on your team.

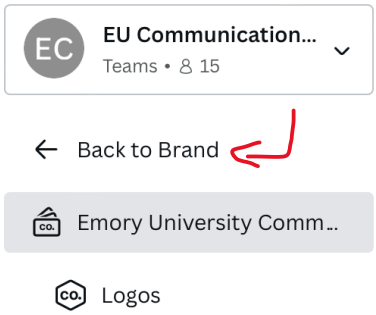
5. Here is where you will see two different brand kits; Emory University Communications and Marketing and Emory Ready (which is an example of a custom Canva brand kit that we could help you create). For now, you will only need to go into the Emory University brand kit (left).



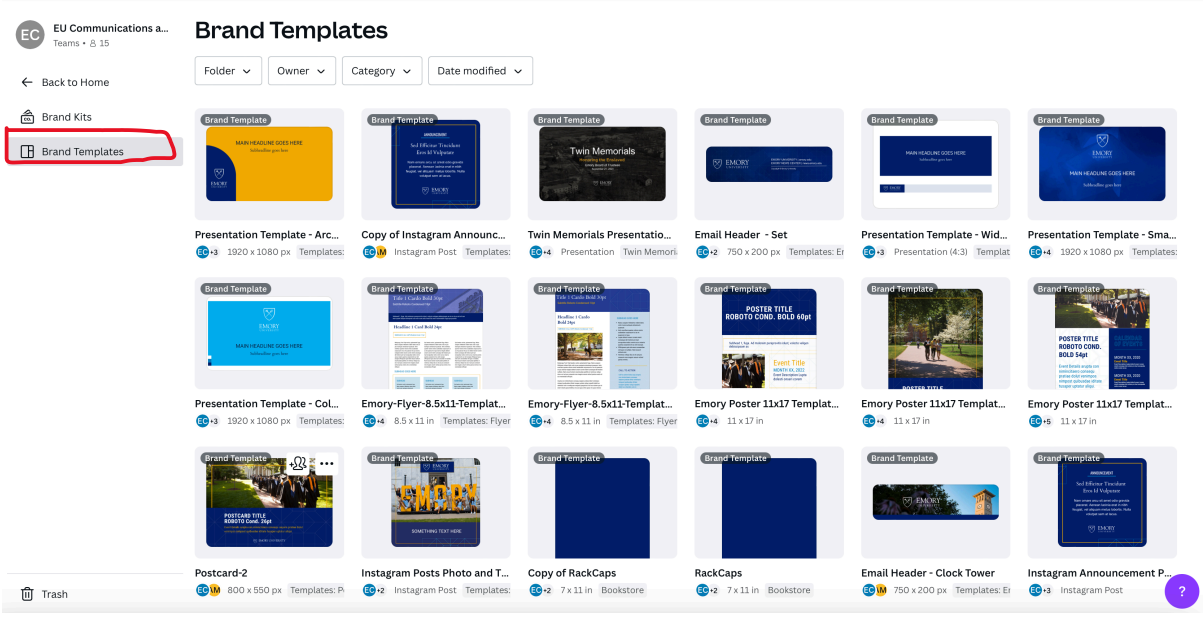
6. When you open this brand kit up, you will see different sections on the left-hand side. You can either scroll down on the page to find what you need or select one of the sections from the left to automatically get you there.



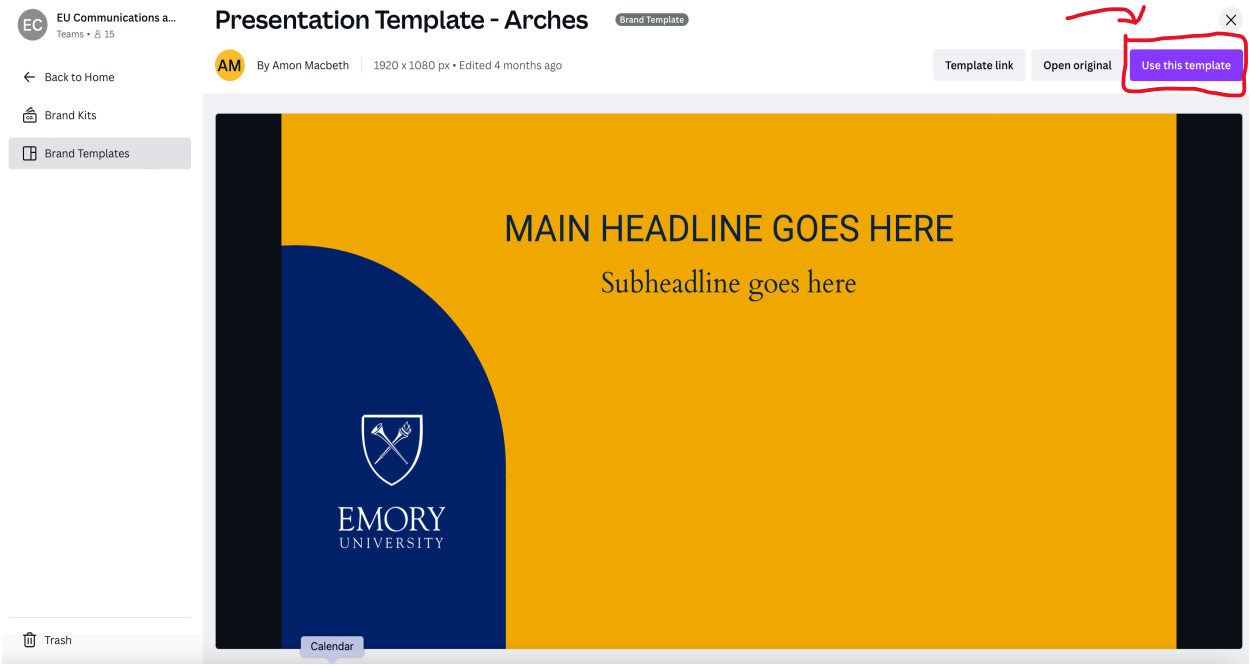
7. To find actual templates, you will need to go click ‘Back to Brand’ at the top of the left side bar navigation.



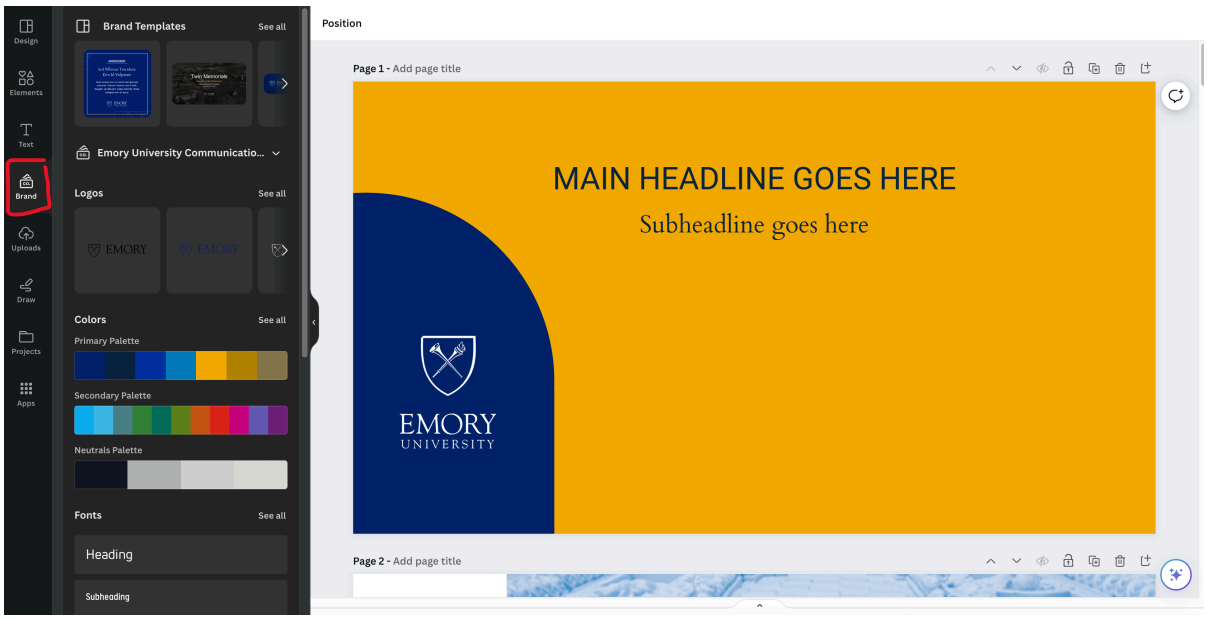
8. Click brand templates to show all the different templates you can choose from. There are many different templates to choose from. Invitations, email headers, presentations, social media posts, etc.



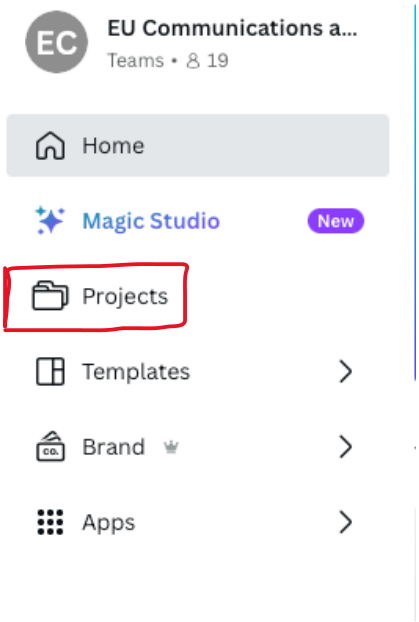
9. When you click on a template, you will see a purple button that says, ‘Use this Template.’ This will create a copy of the template that you can fill out with the information you need.



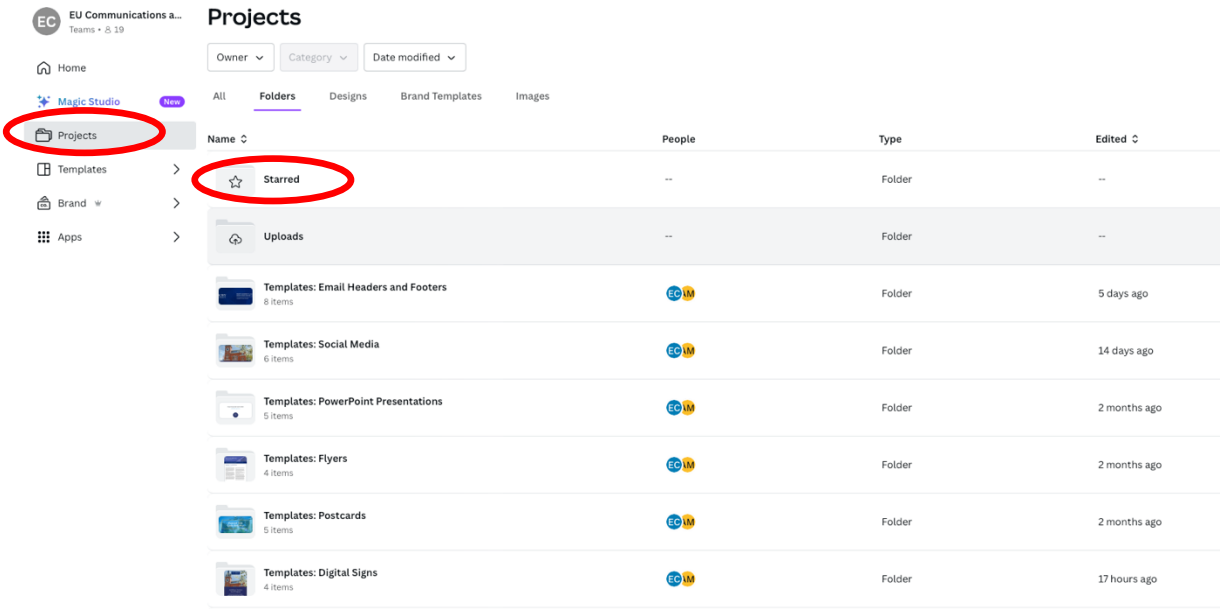
10. When you open the template a dark side bar will open on the left side. Here you can see the Brand and refer to the brand toolkit when you are creating your designs.

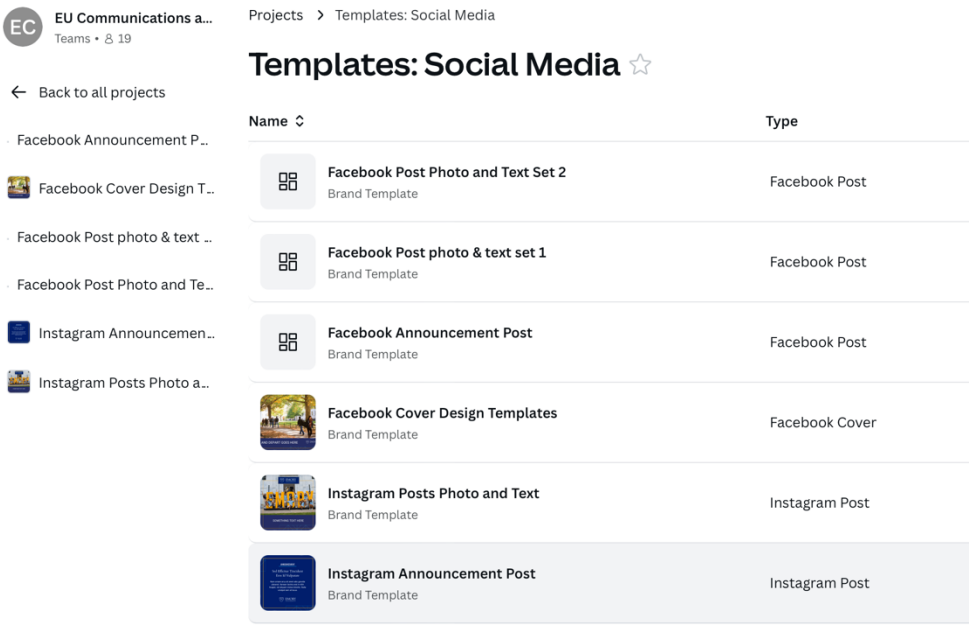


11. Another way to find templates that are organized into different folders is to go to the projects tab.

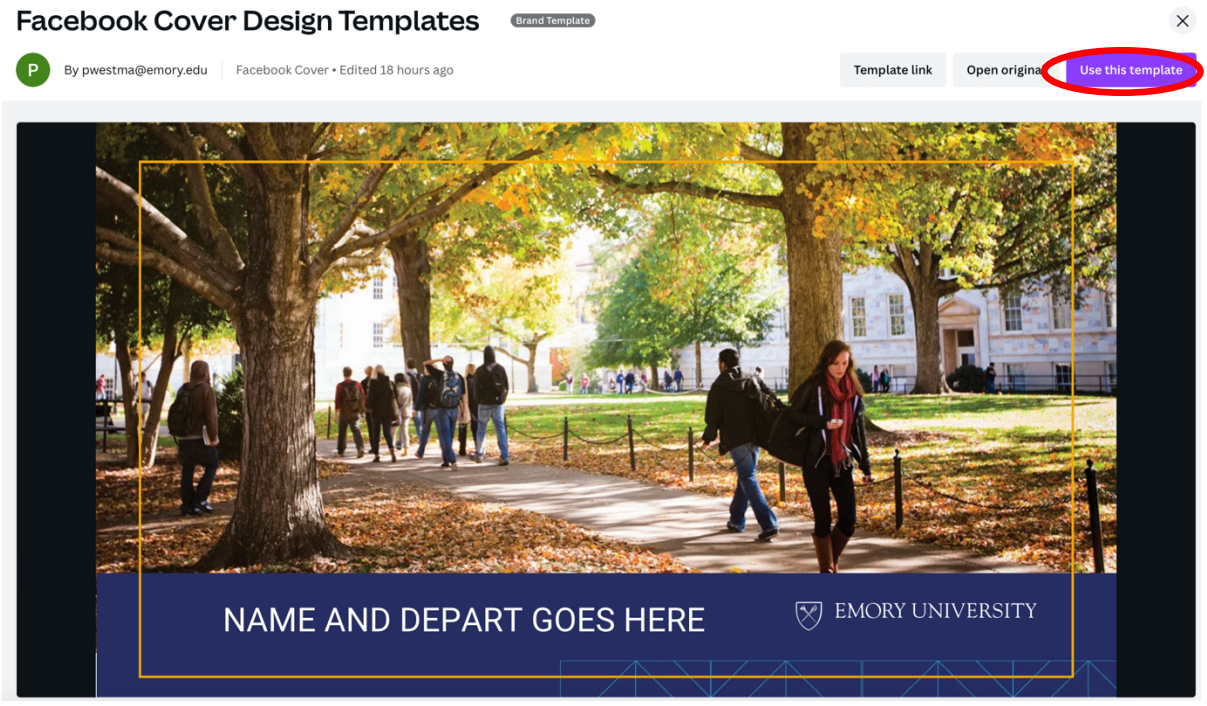


12. Projects tab will show all the folders that you have access to. These will include all of the templates for different collateral (flyers, social media, PowerPoint, etc.) If there are a few templates that you think you'll use consistently, star them and they will appear in the 'Starred' folder for easy access. When you open a folder, a list of templates will appear.

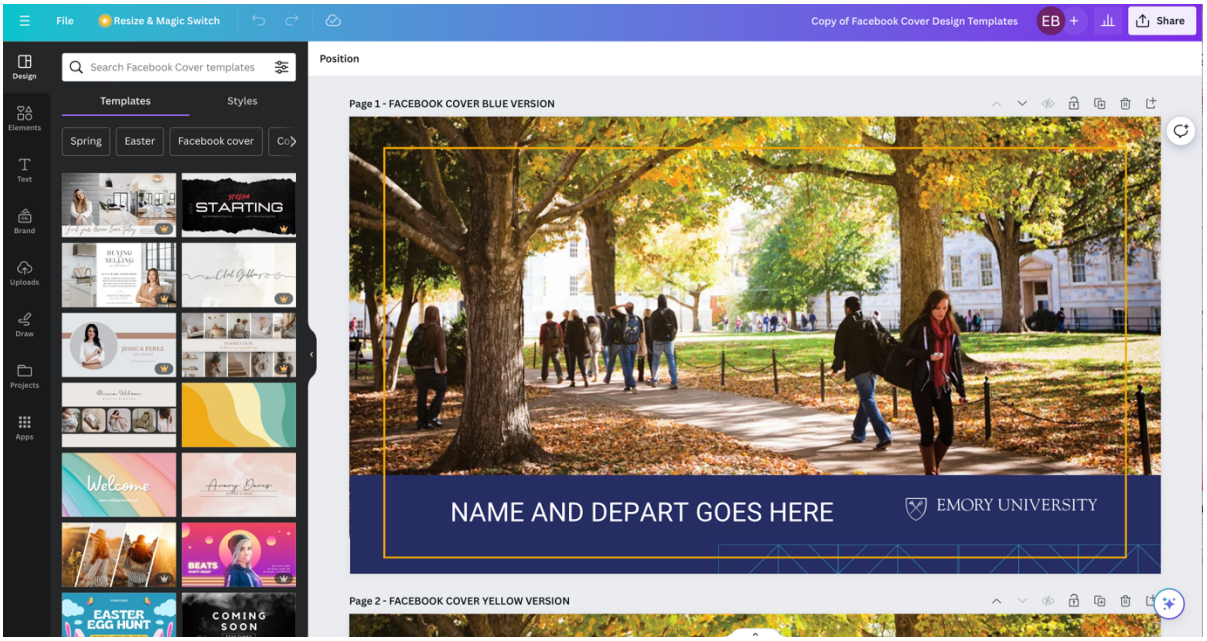




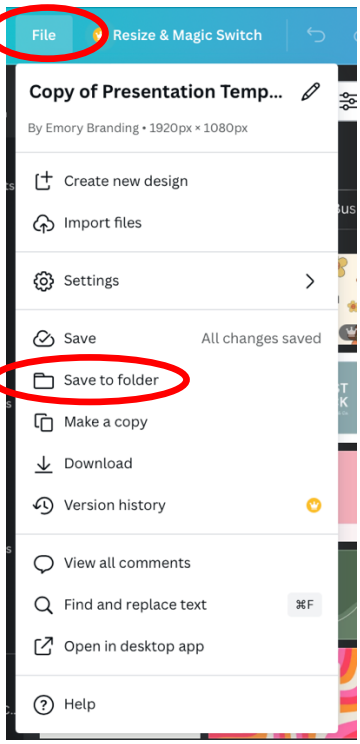
13. When you click on a template you will see the image below. From here you will click on the purple ‘Use this template’ button.

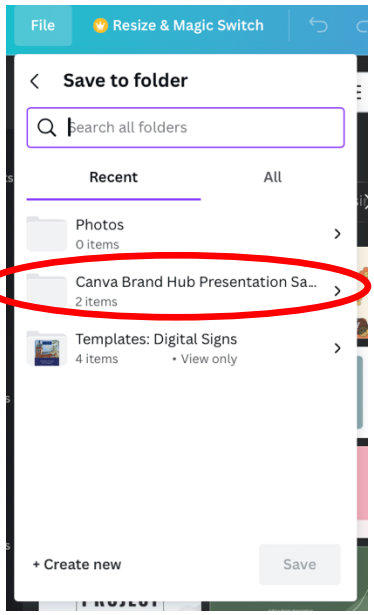


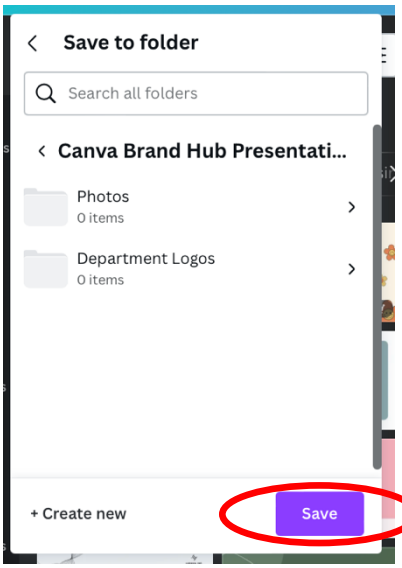
14. This will open a copy of the template. From here you can edit the text, change images, change logos, remove elements, etc.

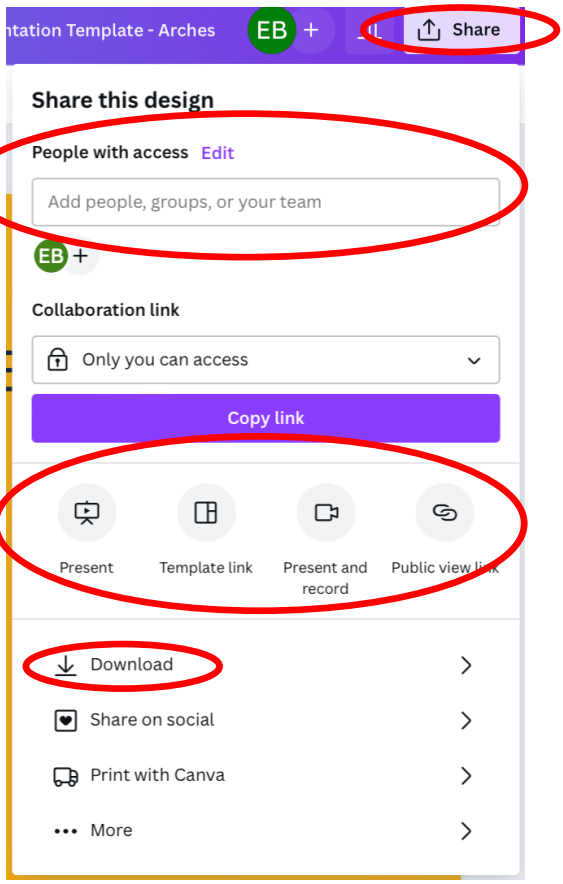


15. After you make all your edits, you will save your design into your respective folder. You can also share and download your designs which are in the upper right-hand corner.





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