

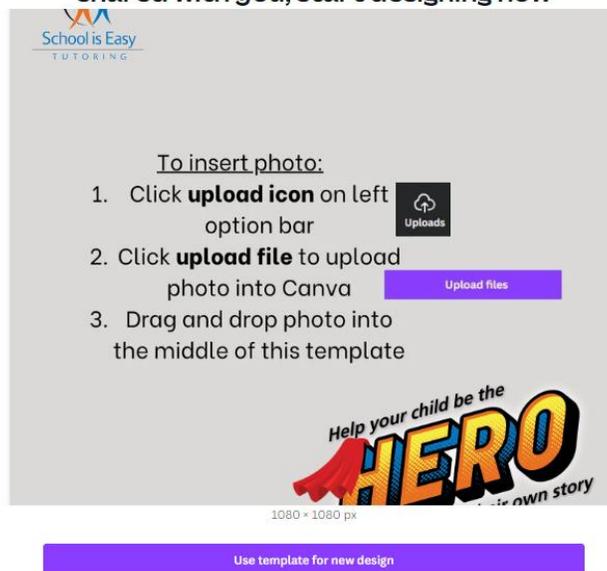
Guide to Using Canva Templates

1. **Log into Canva** - If you already have an account make sure you log in. If this is your first time using Canva, create an account. (It can be the free version)
2. **Click the template link** – Click the link to the template that you want to use. (links are located at the bottom of this guide)

It will direct you to this screen.

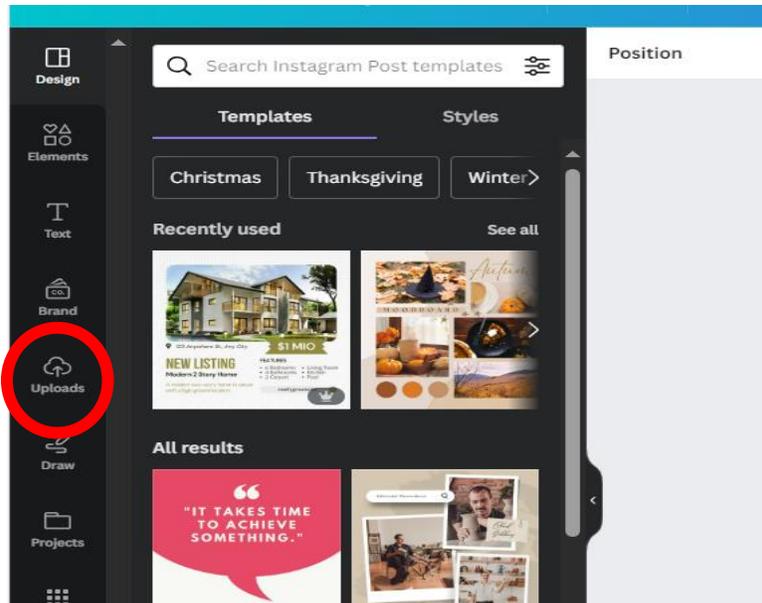
Click the purple box that says, “use template for new design.”

A template created by the Marketing Team was shared with you, start designing now

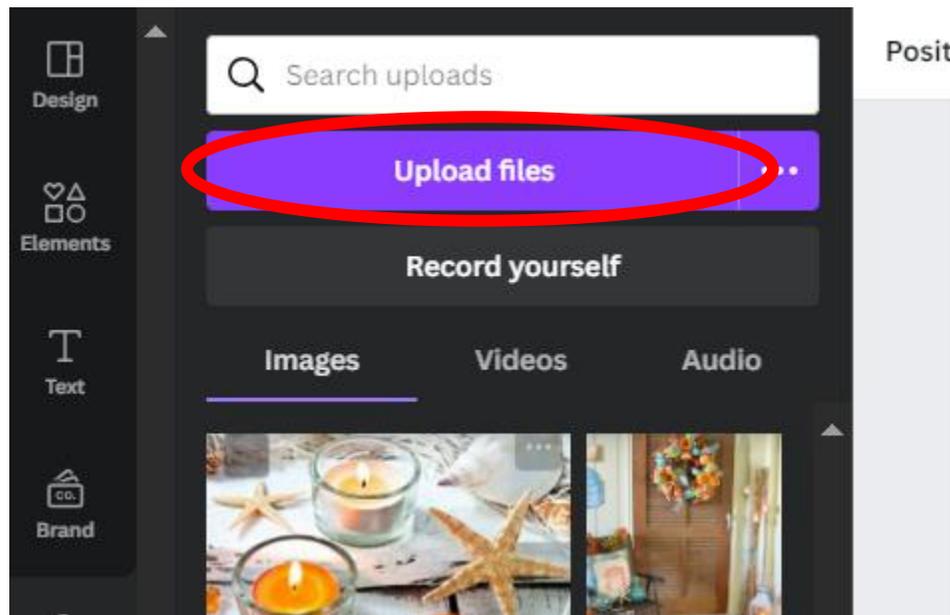


You will be directed to your editing workspace.

3. **Input a photo of your choice into the Canva uploads section** – On the left side, there are tabs. Click the tab that says upload.

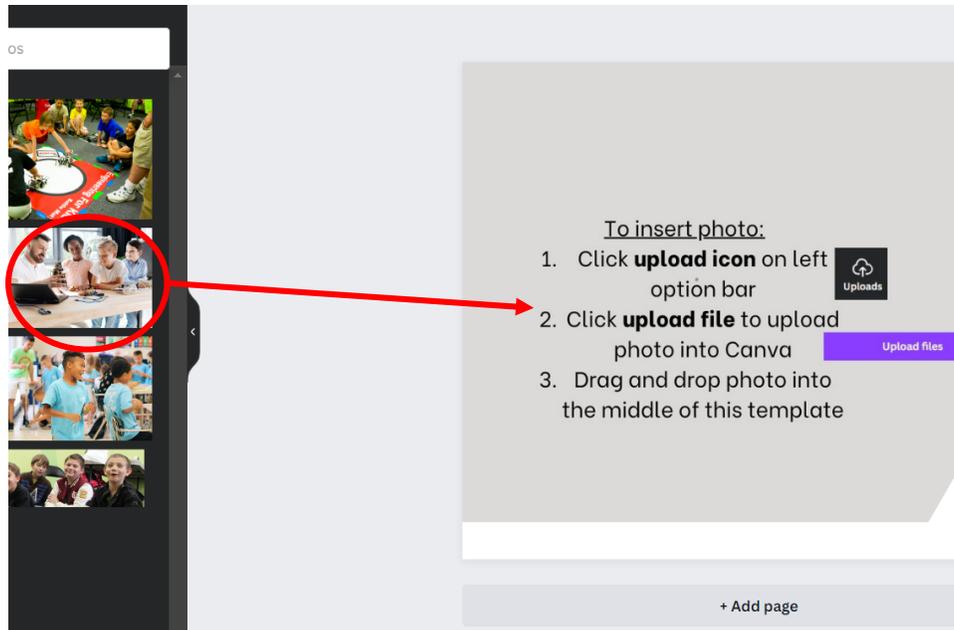


Your side panel will direct you to an area where you upload your graphics.



Click the *Upload files* button and select photos to add.

4. **Drag and drop a photo into the graphic** – Select the photo you are adding to the graphic and drag and drop it in the photo frame in the template.



5. **Editing graphic** – Edit the size and shape of the graphic to your liking. Add any titles, subheadings, or blurbs needed or leave the graphic or leave it in template format.

6. **Download graphic** – Once you have finished your design, click the share button at the top right corner of the editing workspace. Towards the bottom of the drop-down menu, click *Download*. Click the *Download* purple button and your graphic will be saved to your computer.

School is Easy Social Media Templates

[SIE Hero Brand Graphic](#)

SIE Logo in the top left corner and Hero slogan on the bottom right.



[SIE Brand Graphic](#)

Brand Logo top left



[SIE Review Template](#)

Add a review from your location's Google Business page in the text box in the template.



I am absolutely so thankful for SIE. My son is in grade 6 and has ADHD, he had lost all self confidence in himself with math, and hated it. He Started tutoring with SIE and within a few months, my son was receiving B's and even an A! he is excited to go to tutoring, and has gained back his confidence. It is so nice to see the smile on his face again. Thank you!

A & W

