Canva

Instagram Post Template
Editing Guide

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Template Editing Guide

Editing templates in Canva is easy! We'll cover the basics in this guide

CHANGING PHOTOS & ICONS →

CHANGING FONTS →

CHANGING COLORS →

EXPORTING POSTS →

Don't have a Canva account yet?

SIGN UP FOR A **FREE** ACCOUNT HERE →

Changing photos and icons

All templates come designed with professional stock photography; you're welcome to use this photography or replace it with your own!
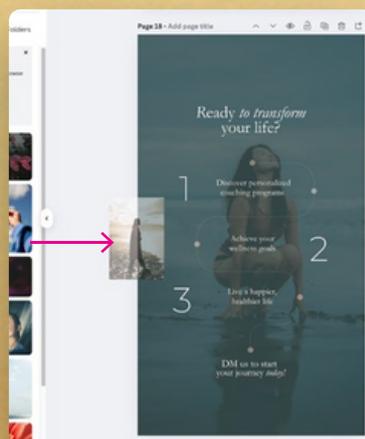
First, make sure you've uploaded your own photography, icons, and graphics to Canva. You can do this by clicking on Uploads > Upload Files.

Alternatively, you can search Canva's photo library by clicking on Elements > Photos/Graphics and searching for a replacement photo or graphic.
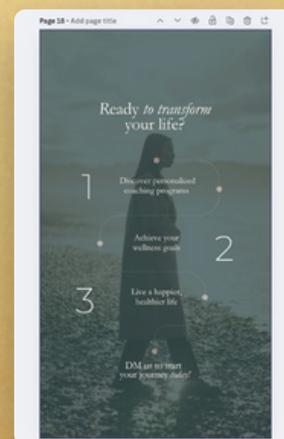
How to change photography:

1 Select the photo you'd like to replace by clicking on the photo, a border should appear around the photo.
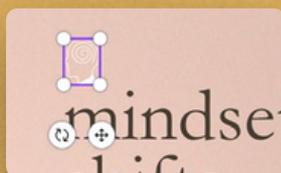
2 Drag your desired photo into the existing photo.

3 The new photo should snap into the existing photo box and replace it!
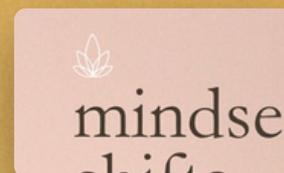
How to change icons/graphics:

1 Select the icon you'd like to replace by clicking on the icon, a border should appear around the icon.

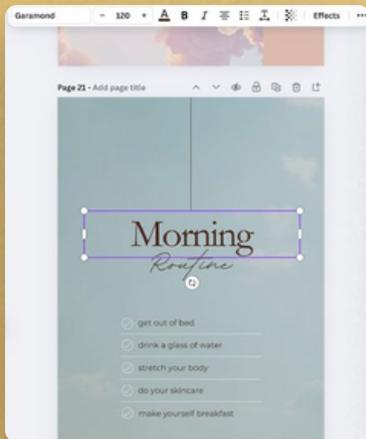**2** Drag your desired icon onto the template.

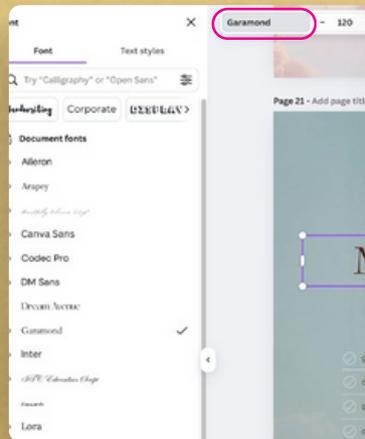**3** Resize, reposition and change the color as desired.

Changing fonts and font colors

All templates are designed with thoughtful font pairings, but if you'd like to customize the fonts and font colors tobetter align with your brand, here's how to easily change them:
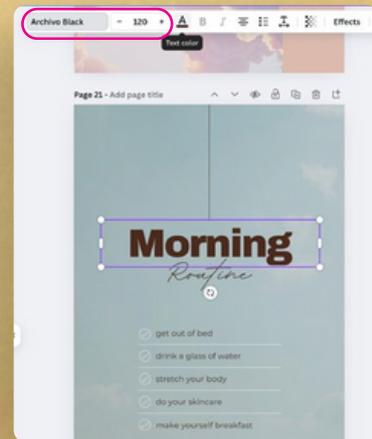
How to change fonts:

1 Select the text you'd like to change by clicking on the text box, a border should appear around the text.
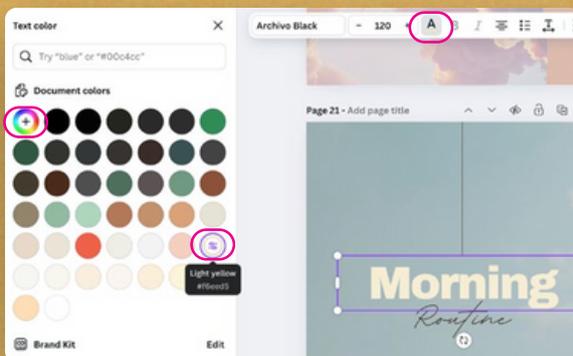
2 The existing font will be displayed, in this case its Garamond. Click on the font displayed and the Font panel will appear to the left.

3 Click on a new font from the Font panel and the text will update! You can also adjust the font size as needed.
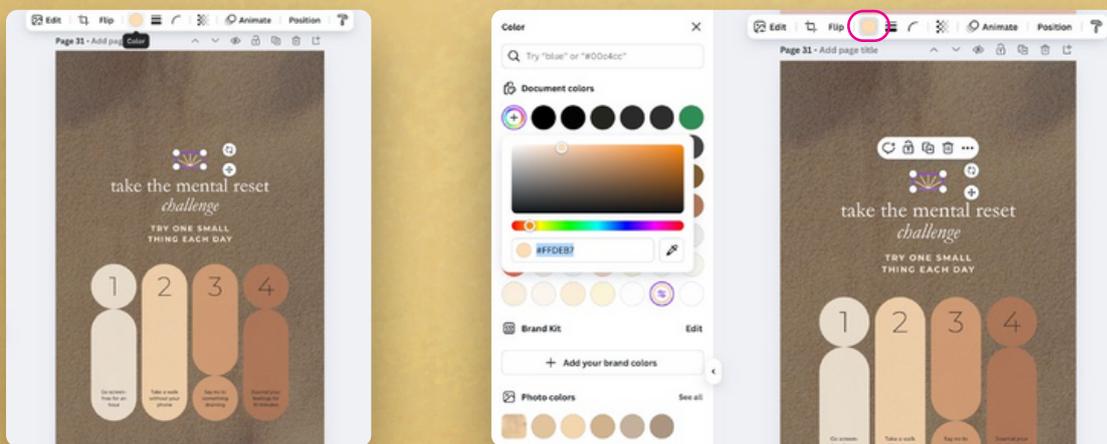
How to change font colors:

1 Changing font colors is quick and easy! Simply select the text box you'd like to change the font color of and then select the "A" next to the font size dropdown.

2 A Text Color panel will appear to the left, select from existing document colors or create your own new color swatch by clicking on the "**Add a new color**" wheel.

Changing template colors

All templates are designed with a harmonious color palette, but if you'd like to customize the overall template colors to better align with your brand, here's how to easily change them:
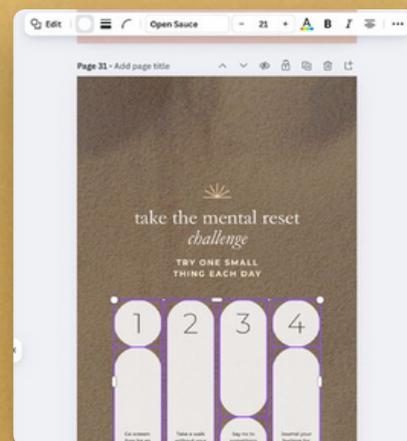
How to change colors of graphics:

1 Select the graphic you'd like to change the color of by clicking on the graphic, a border should appear around the graphic.

2 Click on the color swatch, a Document Colors panel will appear to the left. Customize the color as desired.

1 You can change the color of multiple graphic elements by selecting all the elements you'd like to change the color of at one time. A border will appear around all elements.

2 Same as above, click on the color swatch, a Document Colors panel will appear to the left. Customize the color as desired.

Changing template colors

All templates are designed with a harmonious color palette, but if you'd like to customize the overall template colors to better align with your brand, here's how to easily change them:
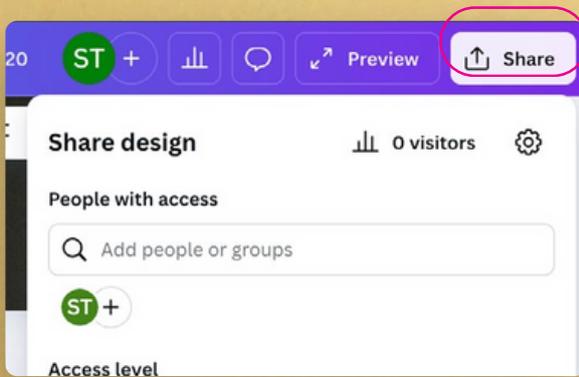
How to change the background color:

1 Changing background color is quick and easy! Click on the template background and then select the Background Color swatch. If a photo is covering the background, you may need to move it or Click + Command/ Shift to access it.

2 Same as changing the color for graphic elements, click on the color swatch, a Document Colors panel will appear to the left. Customize the color as desired.
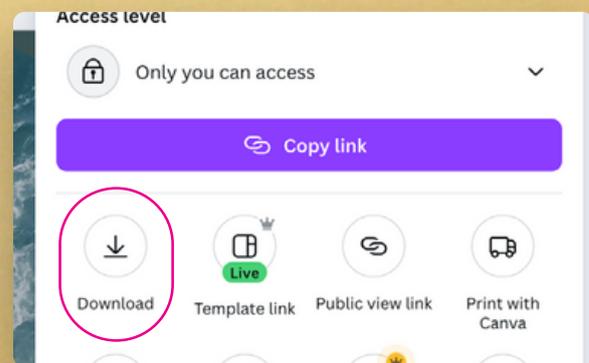
Exporting posts for sharing

When you're done customizing your posts, it's time to export them for sharing! Canva makes exporting quick and easy.
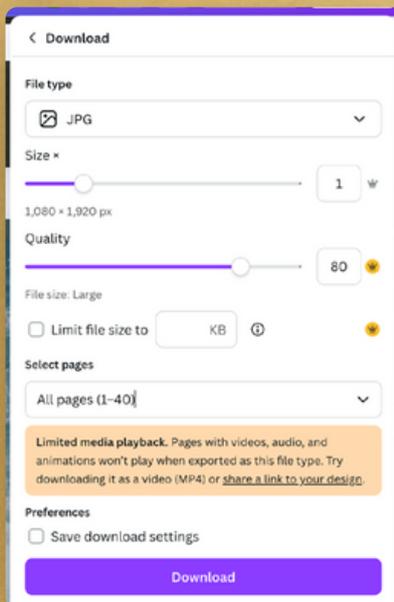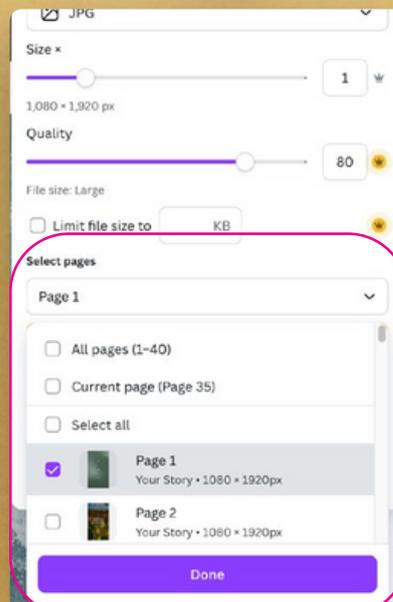
How to share your post:

1.   Click on **Share**.

2.   Click on **Download**.

3.   Select your **File Type**. It is recommend to opt for JPG if you're sharing on social media.

4.   You can export all pages at once, or select the page(s) you'd like to export. Click **Done** and your file will appear in your downloads folder.

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Thank you for your partnership!