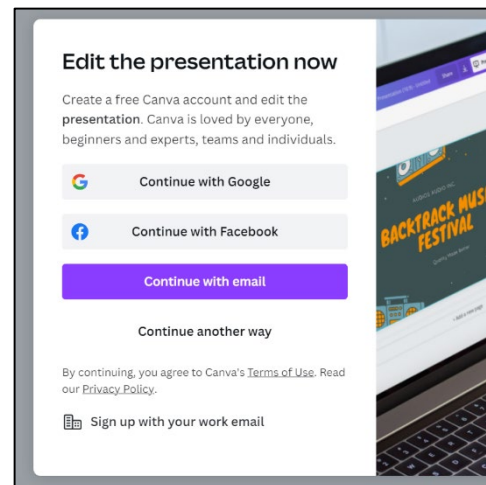
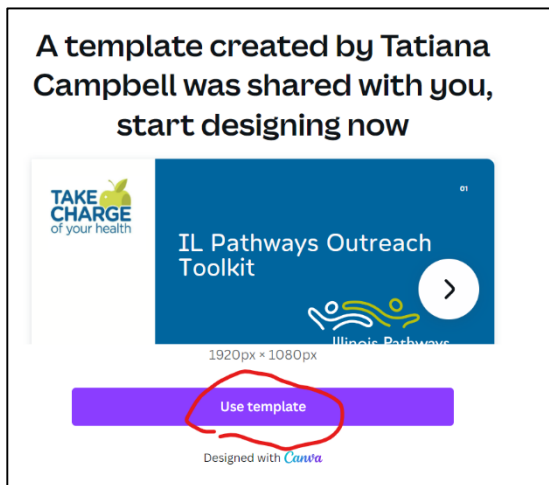


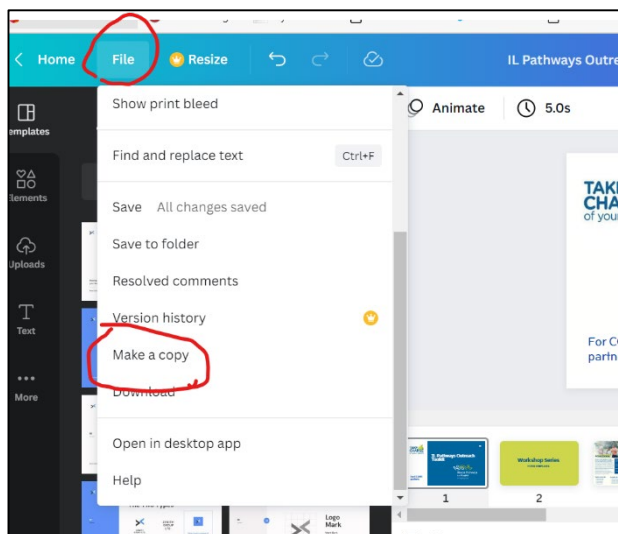
## Canva User Guide

### To use the ILPTH Toolkit:

- If you do not already have a Canva account, create one at the following link: <https://www.canva.com/>
- [Click Here](#) to access the Toolkit. Click on “Use Template” and login using your username and password.



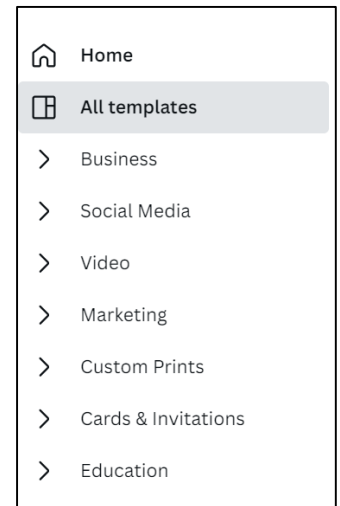
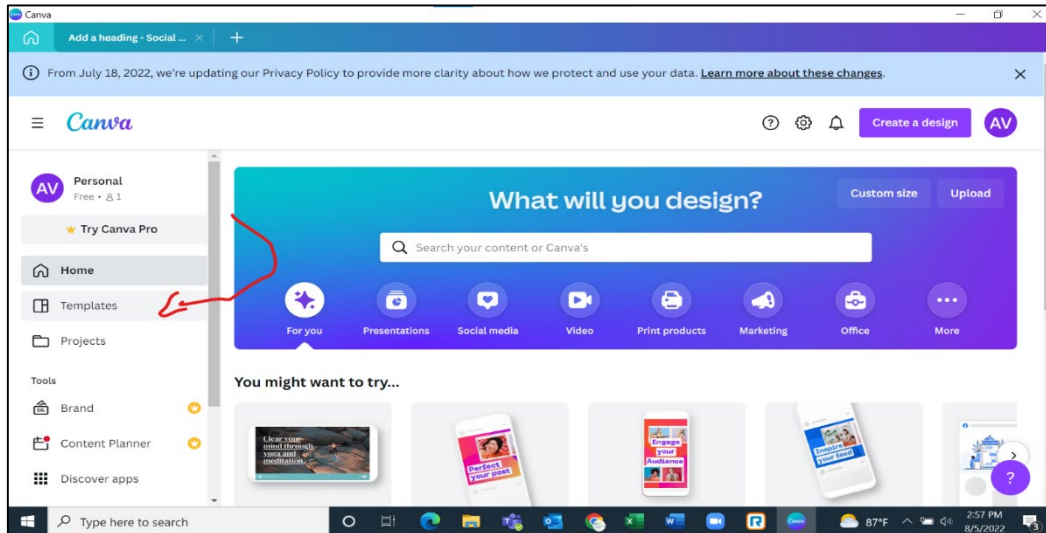
- Once the toolkit has been accessed, make a copy of the toolkit for your own Canva profile. Click on “File” and “Make a Copy.”



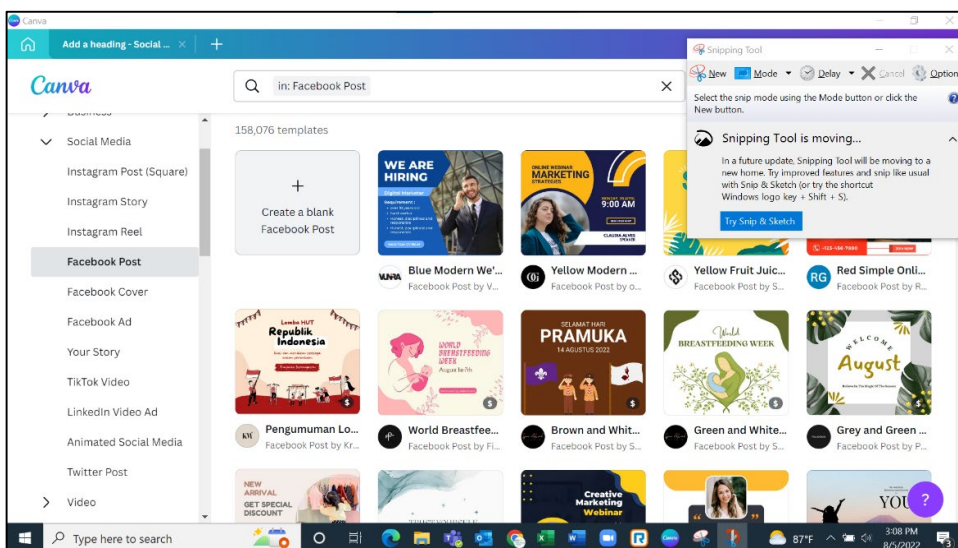
- You can then edit the slides to create your flyer, poster, social media post, etc.

## To use other Templates:

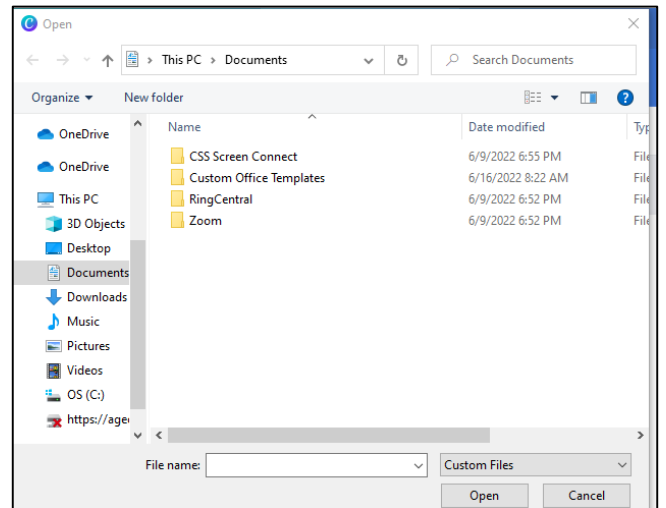
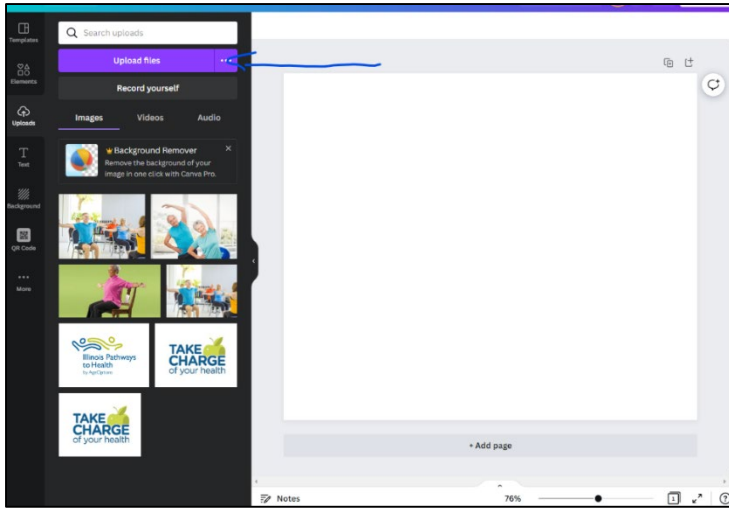
- Click on “Templates”. You will see a variety of them to choose from. (The ones with the crown next to them can only be accessed with a premium subscription.)



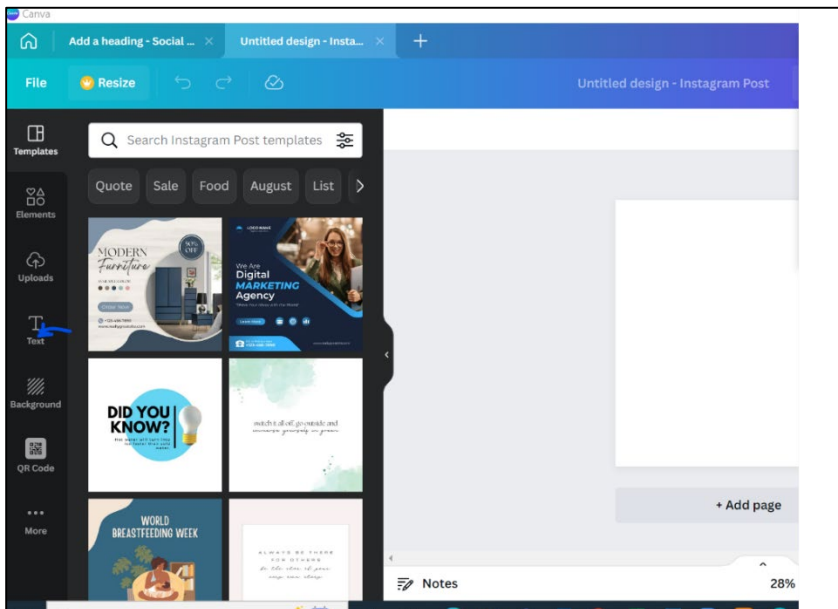
**Social Media:** This will be one of the more common selections used, outside of creating actual flyers. There will be variety of premade formats such as Facebook (which is the format that is preferred for posting flyers on sites like LinkedIn due to their similar web designs). Click on the template format that is most fitting for your post.



**Uploading:** Create your own template by uploading your own pictures. Click on the “Upload files” option on the left-hand side of your screen, and upload a picture to your chosen template. This is preferable for those who already have a template premade.



**Text:** The text could be changed and altered by clicking the “T” on the left-hand side of the screen. This allows you to adjust the text to what you find appropriate for your flyer. Adding text to the flyer can make it more informative for the reader and could assist in shortening what could potentially be a lengthy email.



Below are the types of textbox options to choose from:

