**District 123**Working With Canva Templates

**Selecting Canva Templates**

1. Select the desired Canva link supplied in the Canva template list on the District 123 website, Public Relations page, [www.toastmasters123.org/resources/publicrelations-newsletter-brand-library-canva-templates](http://www.toastmasters123.org/resources/publicrelations-newsletter-brand-library-canva-templates), under the Canva Templates section.
2. Select the desired Canva template by clicking on the Canva link supplied.
3. The Canva template will open in “View” mode.

**Copy Template for Personal Use**

1. Click on "File" from the top menu to open the "File Menu".
2. Click "Make A Copy" from the "File Menu".

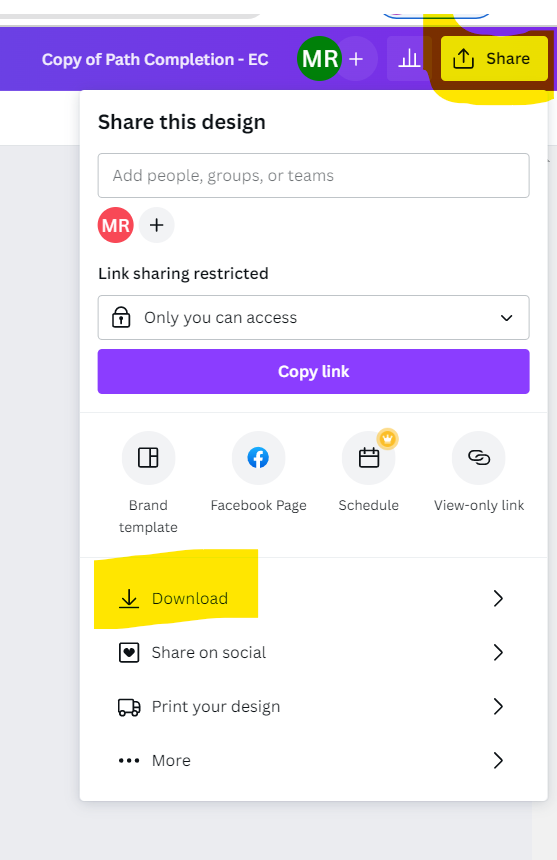


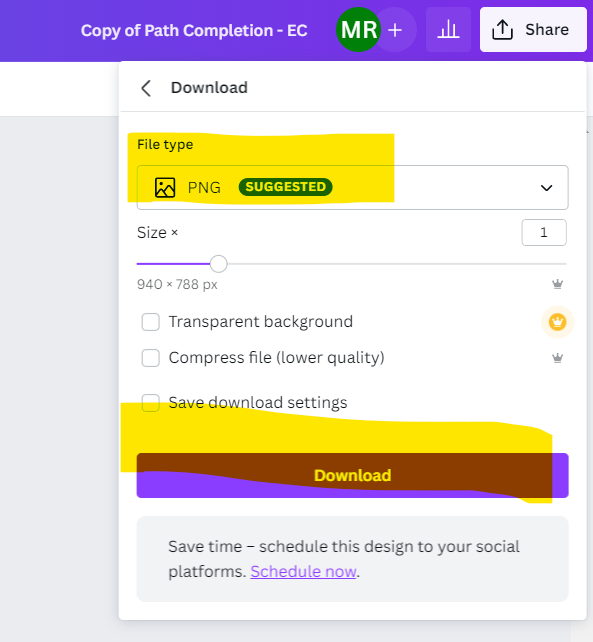
**Edit Template for Personal Use**

1. Edit your copy with your own changes.

**Download File For Use**

1. . To Download as .png or .jpg or .pdf, select "Share" from the top right-hand side of the Canva screen.
2. . Select "Download".





1. Download File Type “.png” to post on Facebook, “.jpg” for other graphics uses,”PDF” for posters, anything you would print.
2. Close window when finished with the file.
3. Saving is automatic but for peace of mind or if you are faster than the automatic save, select “File” and “Save” to save your file.