



DELTA UPSILON

INTERNATIONAL FRATERNITY

CANVA TEMPLATE INSTRUCTIONS

1. [Click this link](#) to access DU's Canva templates.
2. If you have a Canva account already, sign in. If not, create an account. You can create either a free account or a paid account.
3. Use the arrows to scroll through designs and select the template you'd like to use.
4. Click the **“Use template for new design”** button. DO NOT select **“Edit Template.”** You will be directed to Canva, where you will need to sign in or make a free account before accessing the template. Once you're logged in, a copy of the graphic will open in Canva.
5. You can use the graphic as is or edit it. Canva has a great YouTube playlist on editing basics: https://www.youtube.com/watch?v=SGmmiq70uk4&list=PLATYfhN6gQz8GiTG_nUxVar8ycrt9hJxL&index=1.
6. To edit text, double click on the text box you want to change and start typing. Or you can add a new text box by clicking the Text icon on the left sidebar. When you select a text box, a toolbar will appear at the top with options to change font, color, size and more. Click the three dots on the right to show more options.
7. To add your own photos, click the Upload icon on the left and drag the photo in. To add a photo to the graphic, drag it from the upload section to where the current photo on the graphic is; it should replace that photo and fit inside the shape (called a frame on Canva). To adjust how it fits in the frame, double click on the photo and move it or scale its size.
 - a. To change the background photo (if there is a blue overlay), click and drag the background to move the transparent blue layer to the side. Select the now-exposed background photo and click delete. You can now drag a new photo to the graphic and adjust it to fit the square. Click **“Position”** in the top toolbar and select **“To Back,”** then you can drag the blue overlay back into place.
8. Click on the Elements tab on the left to add different design elements (shapes, clipart, stock photos, etc.) to the graphic. Use the search bar to look for what you want, and when you find one you like, either click on it or drag it on to the graphic. You can use the top toolbar to edit the element.
9. If none of our templates fit your needs, you can click on the Design icon on the left and search through thousands of other design templates created by Canva.
10. To download the graphic, click Share in the top right corner. Click Download, then select PNG as the file type, select 1,080 x 1,080 px as the file size, and click Download.