

How to Canva: Editable Shared Document

Canva.com offers free marketing tools for Nonprofits. Create social media posts, presentations, infographics, websites, reports, posters, flyers and signage.

- Open link.
- Create a free account or login.
- Be kind! Make a copy! A shared document stored in “Shared with you” when edited changes for everyone.
 - In the opened document click on “File” and “Make a copy”.
- Edit your document labeled “Copy of...” which is stored in “All your designs”.
 - Edit as needed. You can edit text, move boxes, and change images.
- Download as an image or pdf.
- Need more help? Try these short videos: <https://designschool.canva.com/tutorials/getting-started>.


Step 1: Open Link


- Example: [Freely accessible Alabama PreK-12 online resource flyer](#)
- Select “Edit design”

Step 2: Create a free account or login.

Edit the design now

Create a free Canva account and edit the design. Canva is loved by everyone, beginners and experts, teams and individuals.

 Sign up with Google

 Sign up with Facebook

[Sign up with email](#)

Already signed up? [Log in](#)



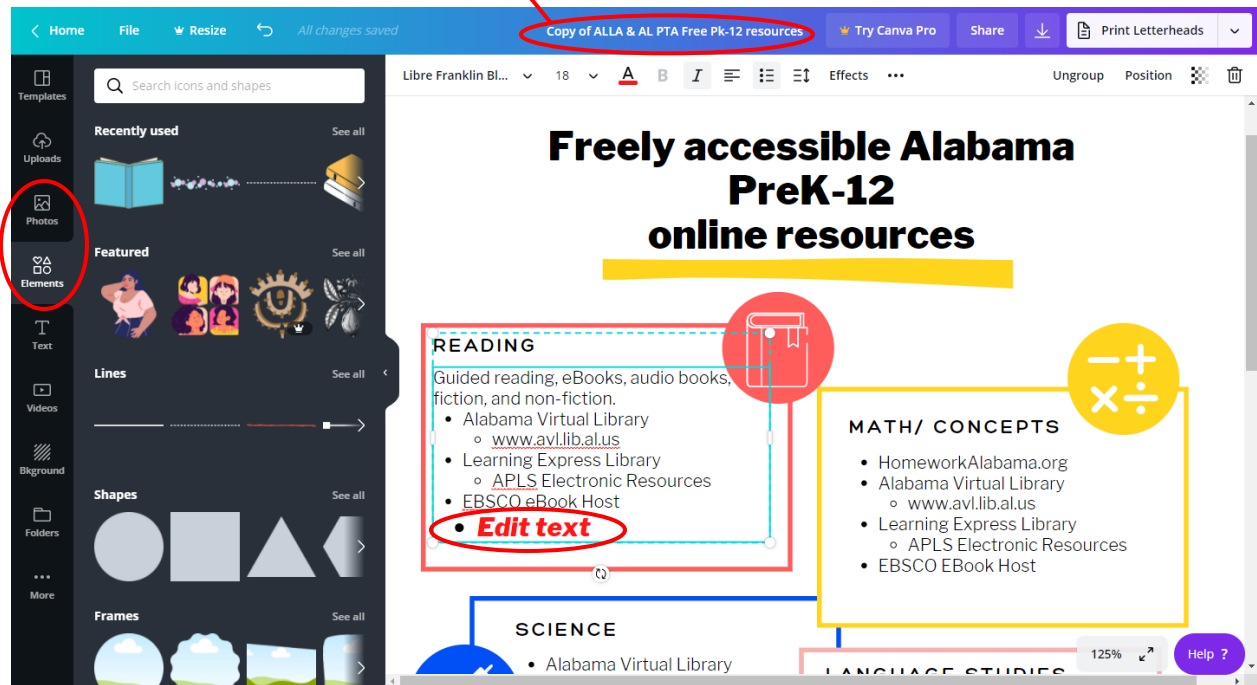
21cm x 29.7cm

[Edit design](#)

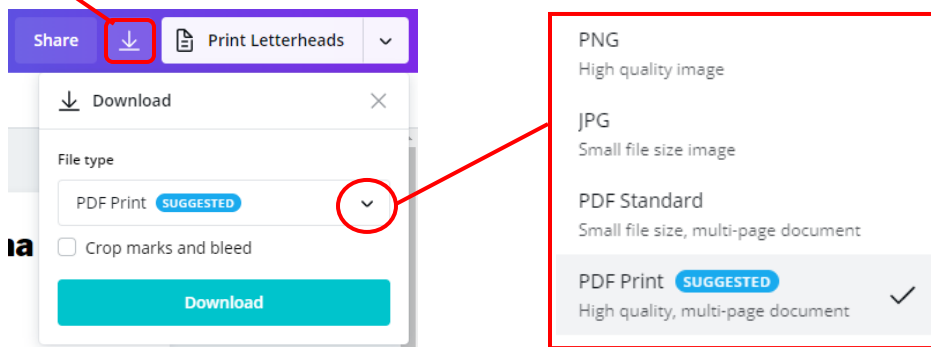
Designed with [Canva](#)

Step 3: In the opened document click on “File” and “Make a copy”.

Step 4: Edit your document labeled “Copy of...” You can edit text, move boxes, and change images.



Step 5: Download as an image or pdf.



Step 6: Help is always in the right bottom corner. Need more help? Go to the “Home” page.

