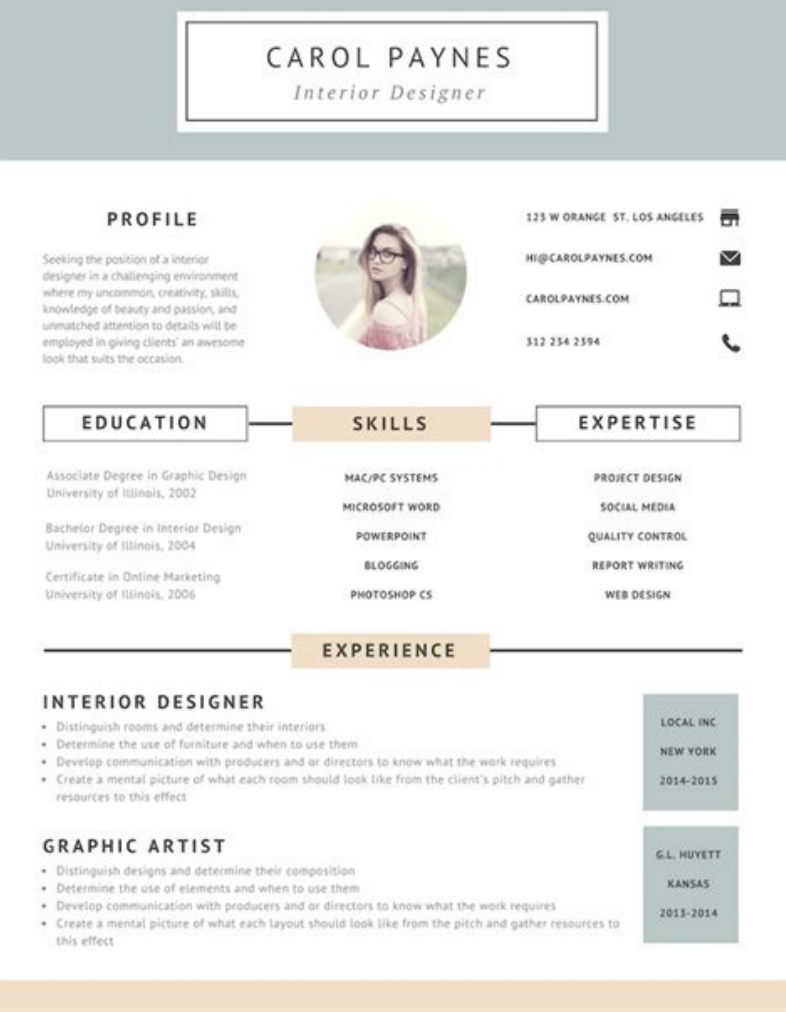


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Find a template you want to use, then select it to open the design screen. Select elements to open a toolbox and change them.Create your own template: Select Folders > Create New > Create Folder. Drag and drop a template into it and select Use As Template.To copy a design, select the ellipses in the corner of the image, then select Make a Copy. Canva is a fully functional graphic design tool that allows you to create invitations, flyers, social media graphics, and more, all in one platform. To make designing even easier regardless of your skill level, Canva gives you access to a range of design templates and the option to create and customize your own. The Canva Home screen shows you all of your designs from the past, designs shared with you, and access to the Trash for deleting old designs you no longer need. Also on the Home page, you'll find all of the available Canva templates for creating new designs. To get started with Canva, you'll first need to sign up for a free account. Once you log in, you'll see your Home screen, full of interesting and useful templates to choose from. To get started, use the template slider to scroll through the available templates until you find one that fits your design needs. Or, to search for a template, use the search bar located at the top of your Home page. Once you locate a template you wish to use, select it to open the design screen. To truly personalize your design, select Custom Dimensions, located on the left side of the Home screen, to choose your own width and height for your design. From here, you can get started customizing and creating. On the left side of your screen, select Templates. You'll see a menu of other design templates you can choose from to jumpstart your design. To use one of these options, drag-and-drop it onto your blank template. To change any of the elements in the design, simply select them to open the toolbar at the top of your design screen. You can delete elements, change their color, font, etc. Once you're satisfied with your design, either download it or select Home in the upper left corner of your screen to navigate back to your Home page. There are many reasons why you might want to consider creating your own Canva design templates. For example, it's helpful to have a template when you want to create a social media post each week instead of recreating it each time. Or, you might want to create different versions of your logo for later use. Whatever the case may be, before you create your own templates from an existing design, you'll need to create a Canva folder to store them in. To create your Canva folder, navigate to the Home screen and select Folders from the menu on the left. Next, select Create New on the far right side of your screen. Enter a folder name and choose whether or not you want to share your folder with anyone else. Give your folder a specific name that's easy to understand to keep your designs organized. You can even create multiple folders for different templates such as "Social Media Templates" or "Blog Templates". Select Create Folder. This will open your new folder and show you a list of all your folders on the left side of your screen. Decided you want to share your template folder with others after all? Select Share, located in the top right of your folder's main screen. Locate the design you wish to use as a future template from your list on the Home page, then drag-and-drop it into the folder on the left side of your screen. Open your new folder and your design will be there, ready to go. You can also select the ellipses on your design, then select Move to Folder. When you're ready to create a template from the design, select it to open the design's info window. On the right side, select Use As Template and Canva will open the design as a copy. You can now make any necessary changes. Make sure to rename your new design. Select the field to the right of Upgrade in the toolbar at the top of the design screen. If you simply wish to copy an existing design without creating a template, it's easy to do from the Home screen. Locate the design you wish to copy, select the ellipses in the corner of the image, then select Make a Copy. Canva will duplicate the design without opening a new design screen. Some of the template options Canva offers to individuals and freelancers include: LogosPostersFlyersInstagram, Twitter, and Facebook postsPresentationsCards and invitationsAI documents and letterheadsMenusBrochures Thanks for letting us know! Tell us why! Free resume templates might sound like something a creative professional might want to avoid using, especially if you're a graphic designer. But that's not actually the case, for two reasons. 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