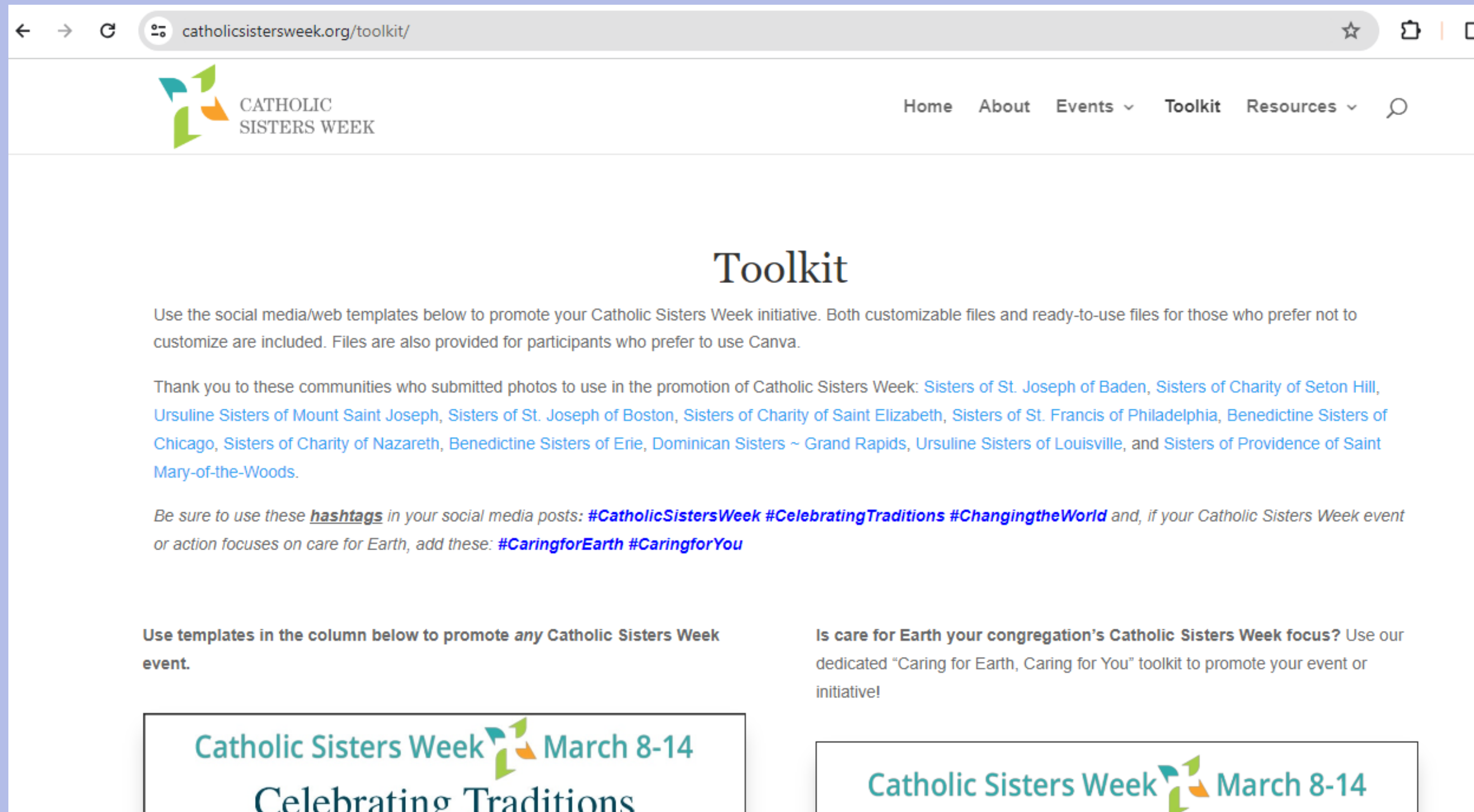


# **How to use the Canva Toolkit**

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**Catholic SistersWeek 2024  
Resource Walk-Through**

1



The screenshot shows a web browser at the URL [catholicersistersweek.org/toolkit/](https://catholicersistersweek.org/toolkit/). The page features the Catholic Sisters Week logo (a stylized cross with four colored arrows) and a navigation menu with links to Home, About, Events, Toolkit, and Resources. The main heading is "Toolkit". Below this, a paragraph explains that the page provides social media/web templates for promoting the initiative, including customizable files and ready-to-use files for those who prefer not to customize. It also mentions that files are provided for participants who prefer to use Canva. A thank-you message follows, listing various communities who submitted photos for promotion, including Sisters of St. Joseph of Baden, Sisters of Charity of Seton Hill, Ursuline Sisters of Mount Saint Joseph, Sisters of St. Joseph of Boston, Sisters of Charity of Saint Elizabeth, Sisters of St. Francis of Philadelphia, Benedictine Sisters of Chicago, Sisters of Charity of Nazareth, Benedictine Sisters of Erie, Dominican Sisters ~ Grand Rapids, Ursuline Sisters of Louisville, and Sisters of Providence of Saint Mary-of-the-Woods. A section titled "Be sure to use these **hashtags** in your social media posts:" lists **#CatholicSistersWeek**, **#CelebratingTraditions**, and **#ChangingtheWorld**, and adds **#CaringforEarth** and **#CaringforYou** for those focusing on care for Earth. At the bottom, there are two columns. The left column, titled "Use templates in the column below to promote any Catholic Sisters Week event.", shows a template for "Catholic Sisters Week March 8-14 Celebrating Traditions". The right column, titled "Is care for Earth your congregation's Catholic Sisters Week focus? Use our dedicated 'Caring for Earth, Caring for You' toolkit to promote your event or initiative!", shows a template for "Catholic Sisters Week March 8-14".

**Start by visiting the Toolkit page on the CSW website.**

**Link: [Catholic Sisters Week Toolkit](https://catholicersistersweek.org/toolkit/)**

2

Scroll down to the bottom of the page, and locate the blue boxes.

Instagram Templates



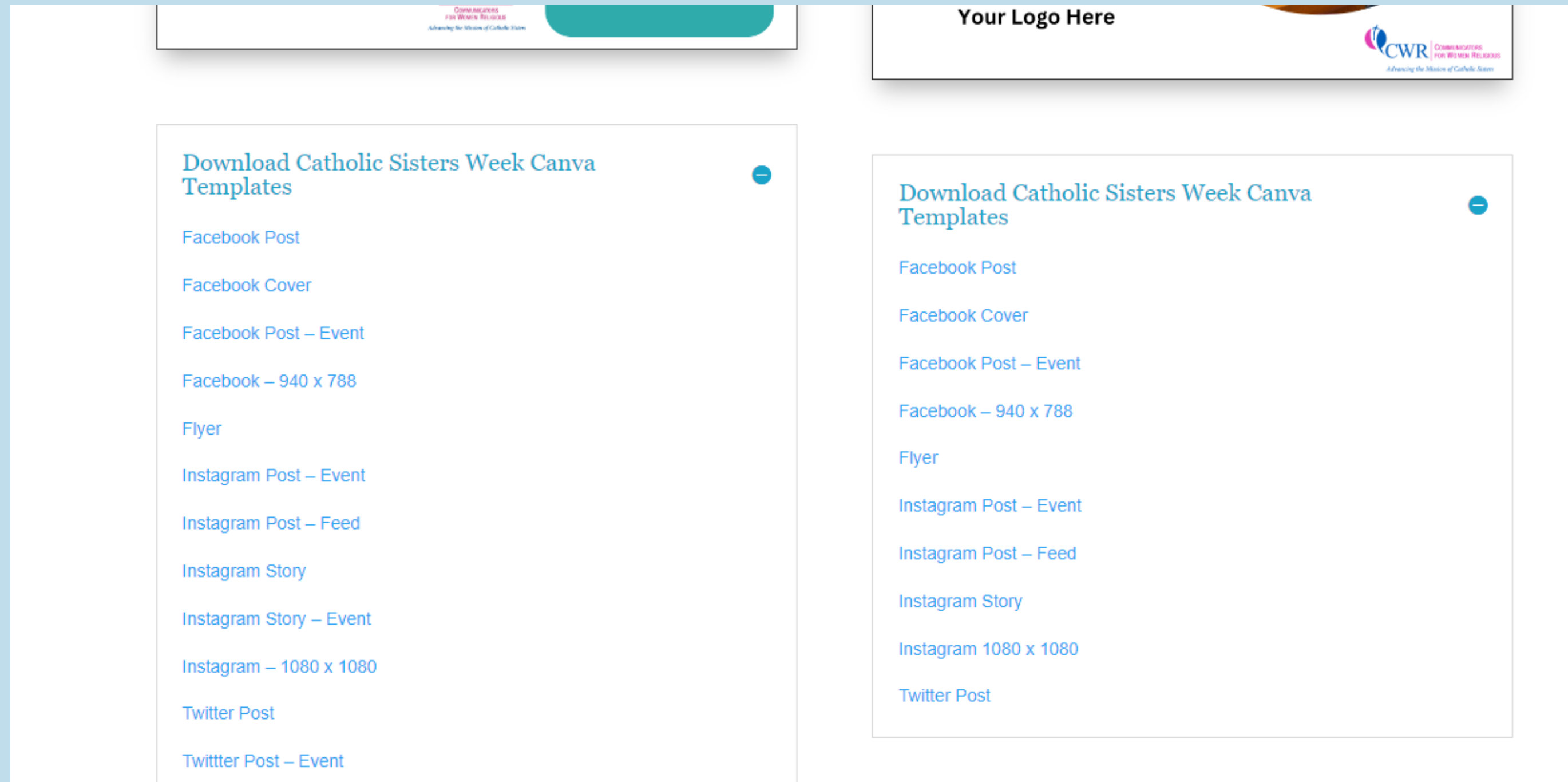
Download Catholic Sisters Week Canva Templates

Download Catholic Sisters Week Canva Templates



3

**Click on the blue boxes to expand and reveal the *different template options*. Select your option by clicking on the link.**



**Left graphic theme:**  
Celebrating Traditions,  
Changing The World.

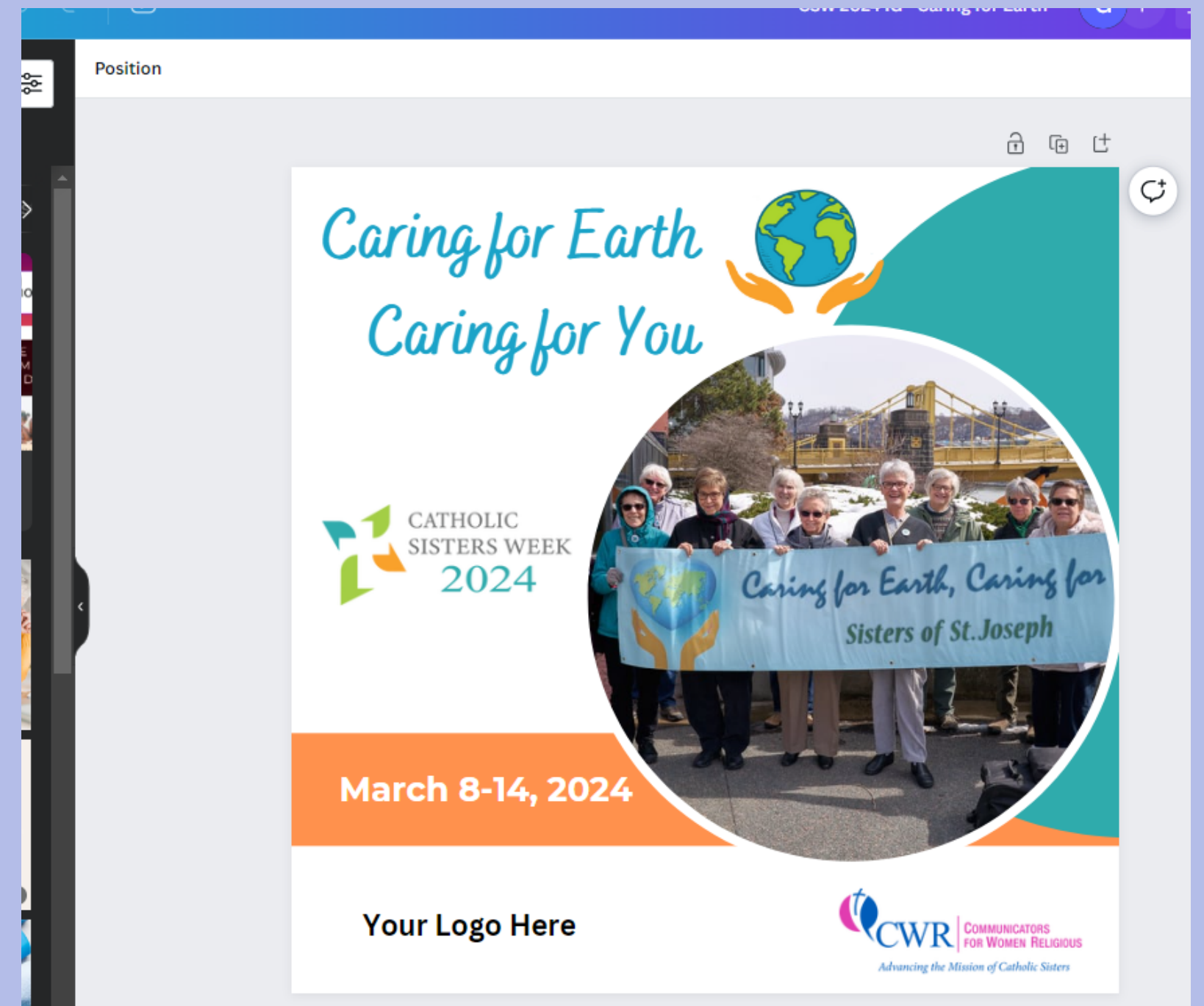
**Right graphic theme:**  
Caring for The Earth,  
Caring for You.

4

The link will bring you to a page like this. Click the purple “**edit template**” box.

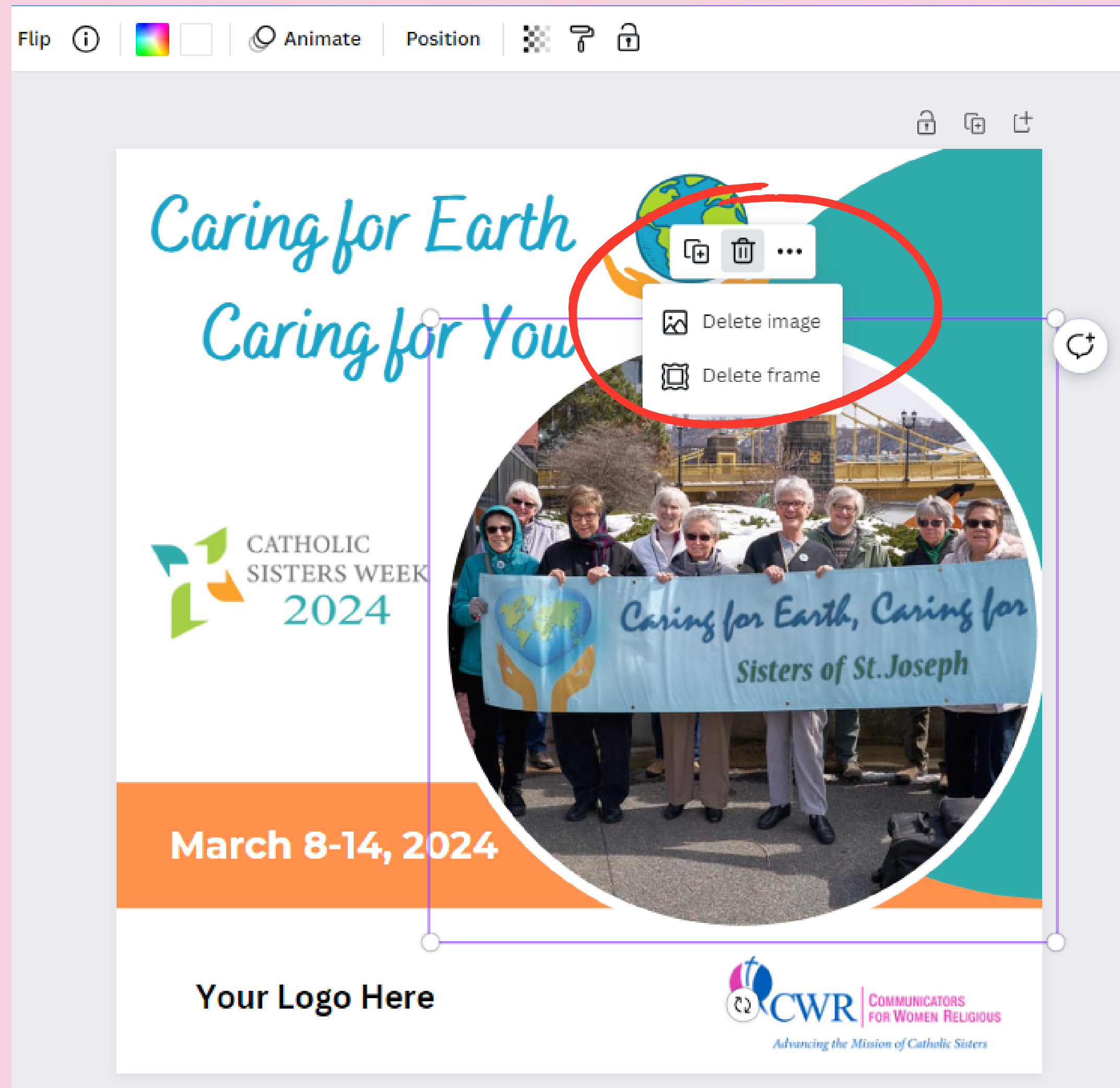


You will then be brought into Canva to edit your copy of your **chosen template**.



5

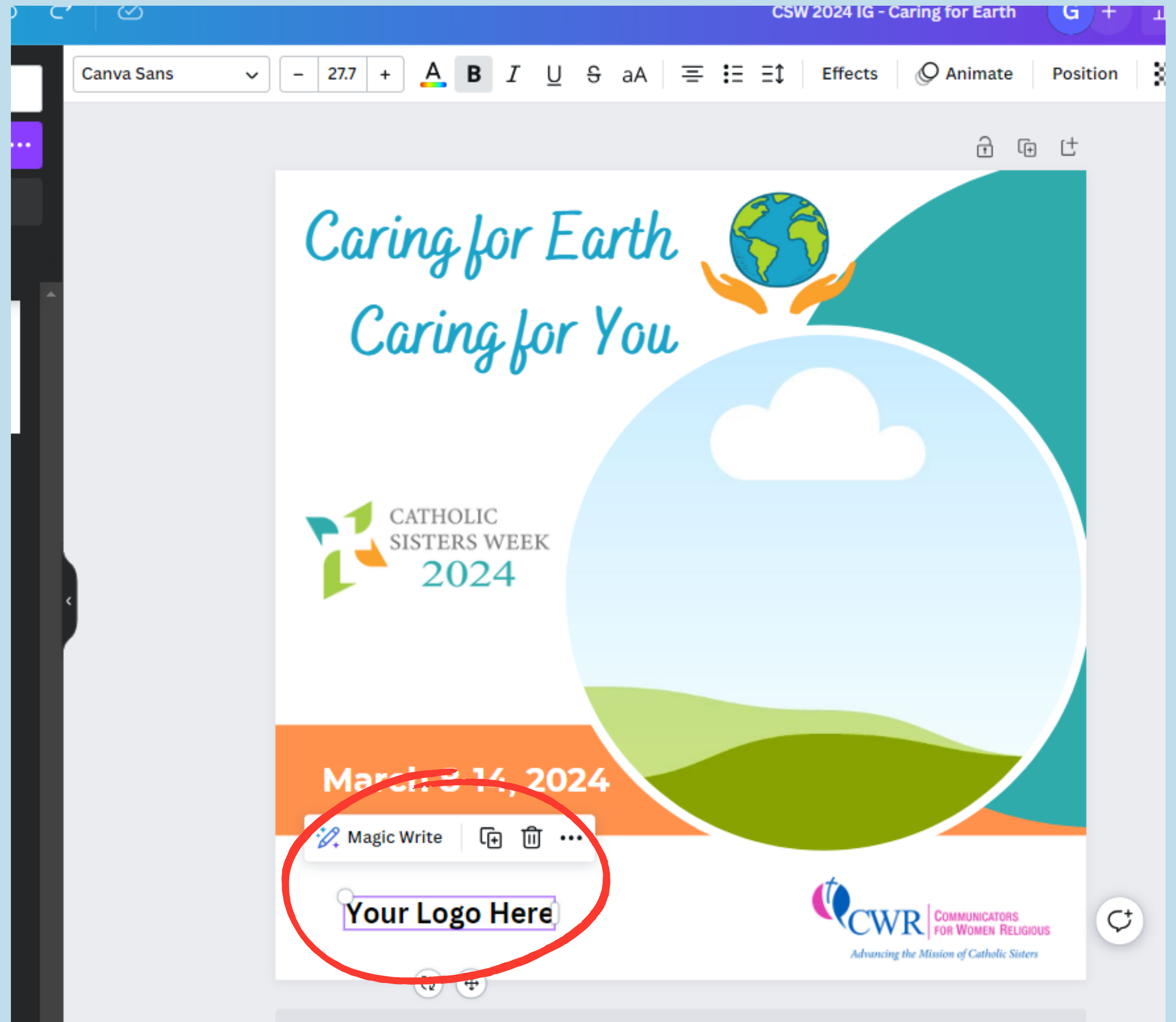
To begin customizing the template **start by deleting the included image.**



# 6

**Do the Same with the text, reading “Your logo here”.**

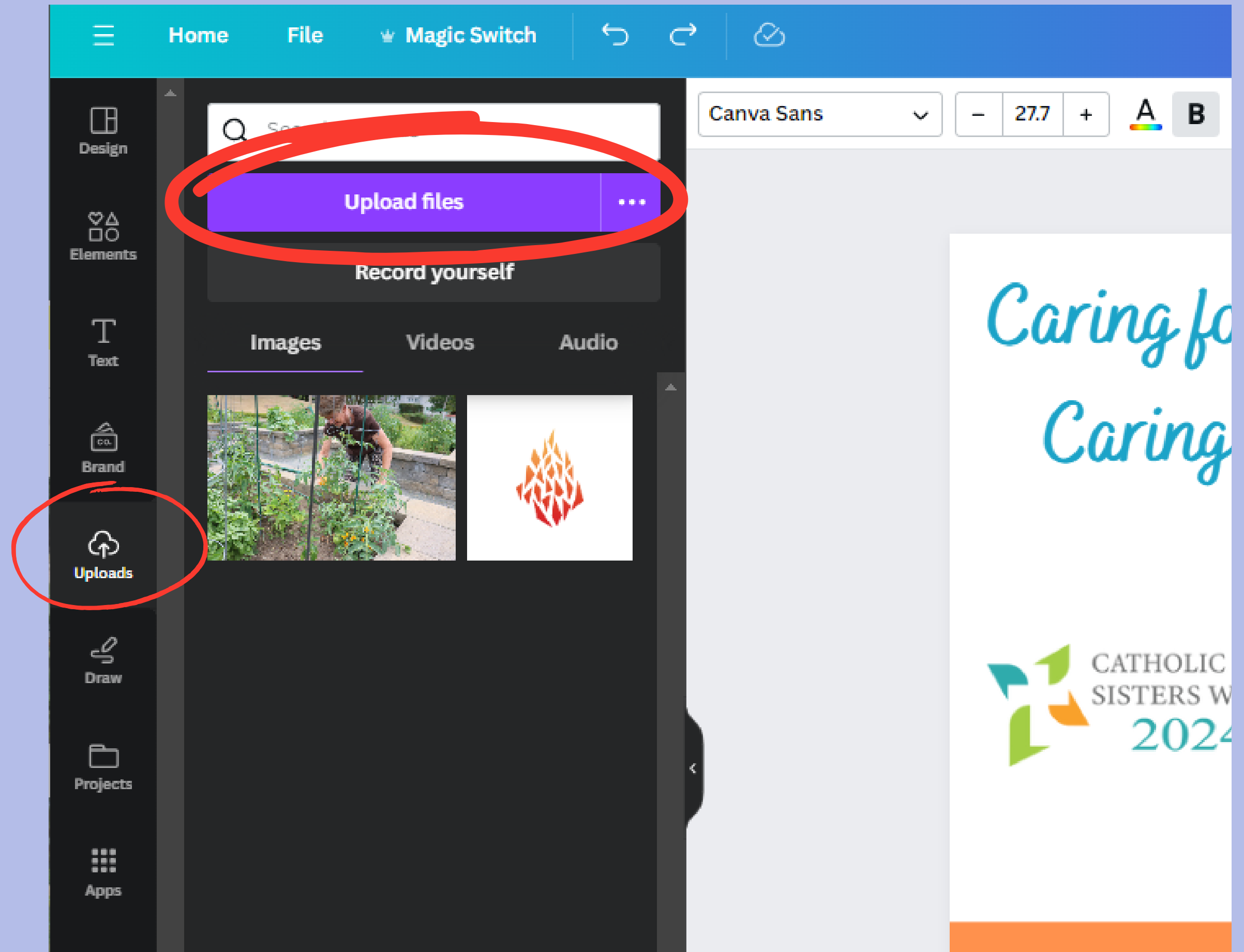
Personalize your template with your congregation’s logo.



7

On the left side bar, click on “**uploads**”.

Upload a photo and logo here by clicking “**upload files**”.





# 8

**To finish customizing:**

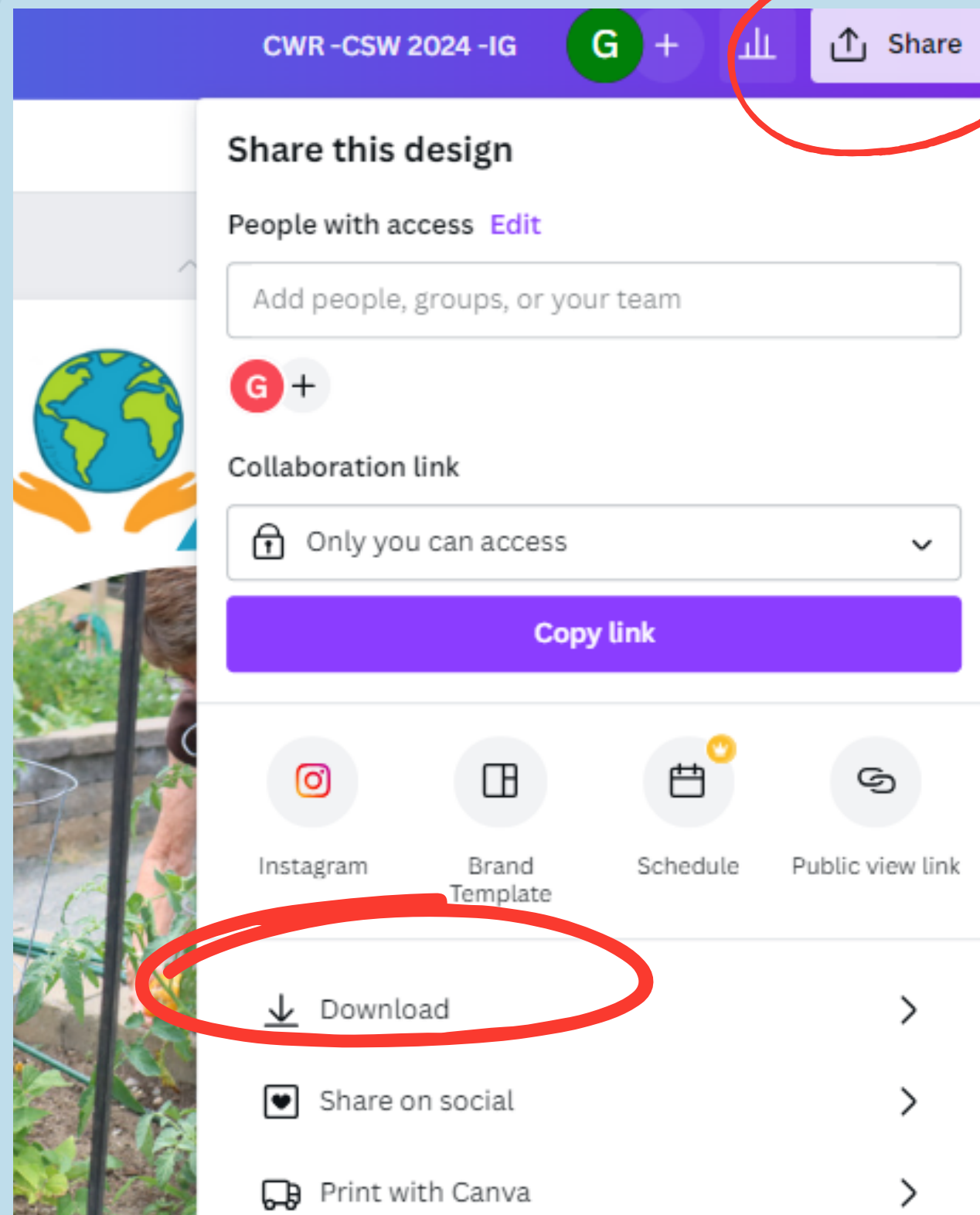
Place your chosen image in the circular frame.

Place your logo into the bottom left corner.



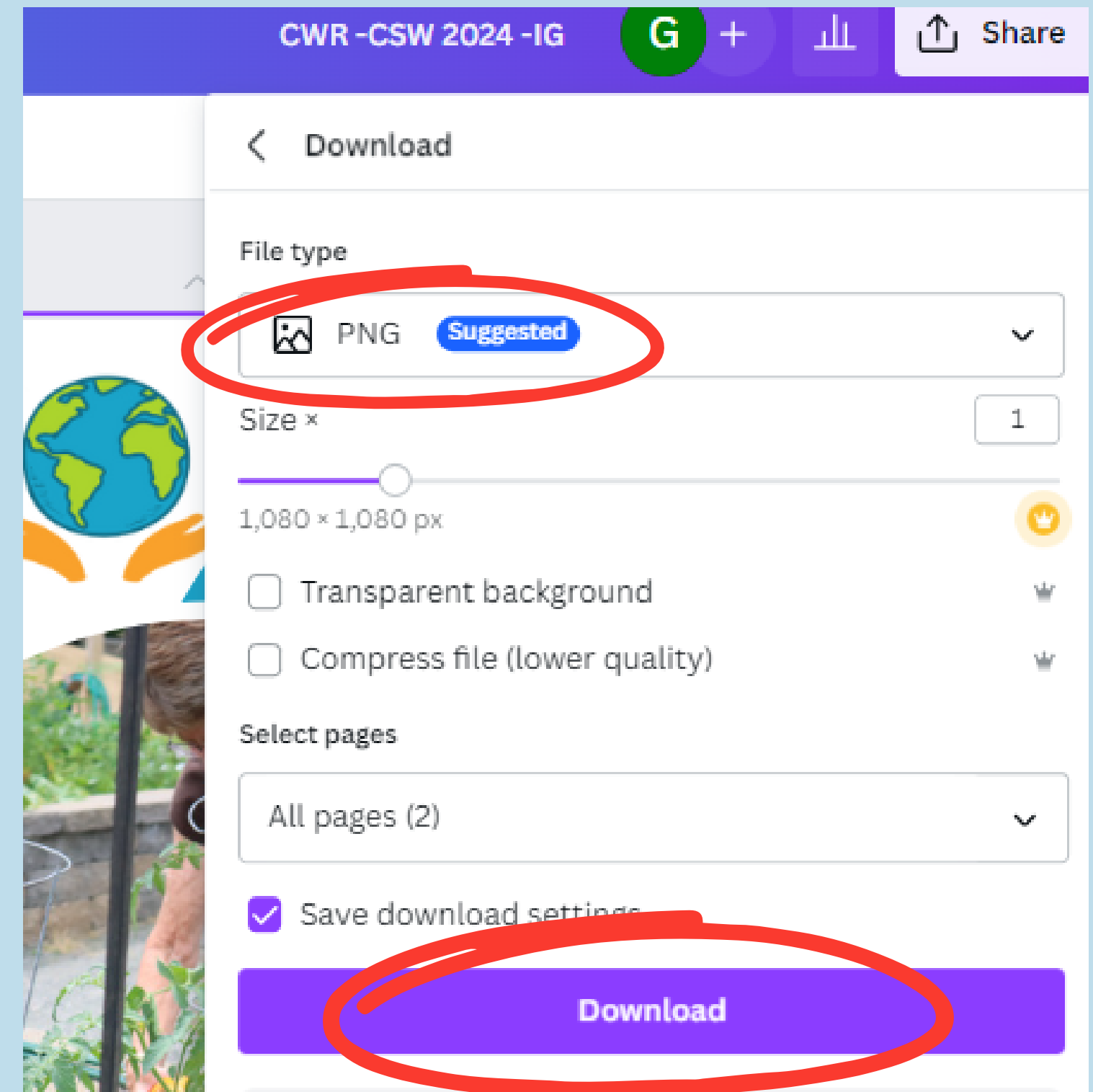
9

1. click on the “share” button  
in the top right corner when ready to share



2. Click “download”

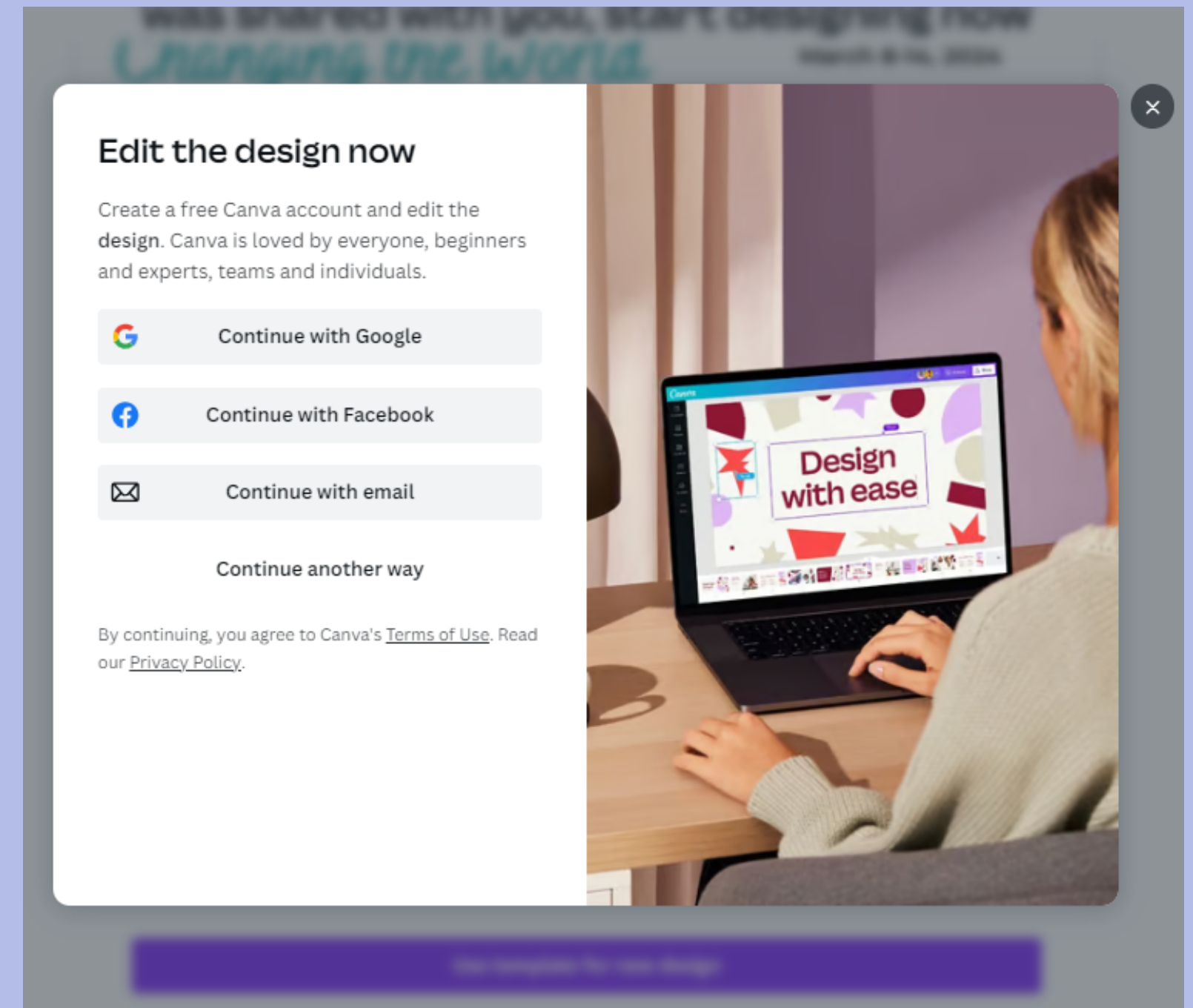
3. Save file  
as PNG



4. Click “download”



If you click on the purple “**edit template**” box, and are not brought directly into a new editable copy, you will want to **open your own Canva account** if you don’t already have one.



<https://www.canva.com/>

# Catholic Sisters Week 2024 Resource Walk-Through

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LINK:

Catholic Sisters Week Toolkit