How to use the Canva Toolkit

Catholic SistersWeek 2024 Resource Walk-Through
Start by visiting the Toolkit page on the CSW website.

**Link:** Catholic Sisters Week Toolkit
Scroll down to the bottom of the page, and locate the blue boxes.
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.
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.
To begin customizing the template **start by deleting the included image.**
Do the Same with the text, reading “Your logo here”.

Personalize your template with your congregation’s logo.
On the left side bar, click on “uploads”.

Upload a photo and logo here by clicking “upload files”.
To finish customizing:

Place your chosen image in the circular frame.

Place your logo into the bottom left corner.
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/
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