

# Using Canva

If you haven't used Canva before, don't worry! It is free and very easy to use.



1

Start by clicking the poster or social media link in your promotional package. It will take you to Canva. Follow the prompts to make an account or sign in if you already have one.

2

Once you do that, it will open the template and you can change the details to match your drive. To edit the text, just double click the text box.

3

Make sure the location, duration, and your own contact information have all been changed from the default. If you would like, you can also change the text at the bottom of the poster to be a personal message or to describe the drive in your own words.

4

To download, press the share button in the top right corner and select your file type. For posters, choose PDF for easy printing. For social media, choose jpg or png.

