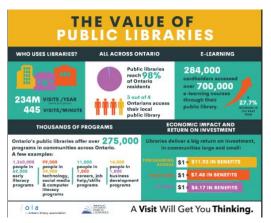# Using the Value of Public Library Postcard Template and Canva

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BEFORE YOU START:

In order to edit the Value of Public Library template postcard, you will need to have a Canva account. It is free. You can create an account here: https://www.canva.com/

TO ACCESS THE VALUE OF PUBLIC LIBRARY POSTCARD TEMPLATE:

1. **Follow this link:** http://bit.ly/ValueofPLTemplate
2. Click "Use Template"
3. If you are not logged you will be prompted to enter your information.

It's that easy! You can edit the postcard directly on Canva with information about YOUR public library.

Want to learn more about how to edit elements within Canva? Check out the links at the bottom of this page.

TO DOWNLOAD YOUR DESIGN:

Once you're happy with the result, download your designs in a range of file types, such as PDF, PNG, JPEG, and more.

1. **Click** the downward facing arrow on the top right of the toolbar.
2. Select **Download**.
3. Click the dropdown to choose a file type.
4. If your design has multiple pages, select the pages you want to download from the dropdown, and click **Done**.
5. Click **Download** to finish.

The design will be saved to your device's assigned download folder.

RESOURCES:

New to Canva? Learn the basics to get the most out of Canva here: https://support.canva.com/

Fast-track your ability to create amazing designs. Canva's tutorials have all the tools you need for your creative journey: https://designschool.canva.com/tutorials/

Have questions? Contact Meagan Anderi at manderi@accessola.com