

## How to modify a template in Canva

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### BEFORE YOU START

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

### TO ACCESS THE TEMPLATE

1. Follow this link provided
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 document 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](mailto:manderi@accessola.com)