

How to Use and Customize Canva Graphics

Step 1: Make Your Own Copy (Required to Make Edits)

1. In the top left corner, click "File" and then select "Make a copy"
2. Add a page title at the top with your state
3. The design will be saved to our Canva account
4. You can now fully edit the copied file

Step 3: Make your edits

1. Scroll down to page 2
2. Fill in the information (X) for your program
3. Delete this first page

Step 3: Download Your Finished Graphic

1. Click Share → Download
2. Choose your file type: PNG, JPG and PDF
3. Select page number, click done and then download