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# How to Customise the Canva Article Template

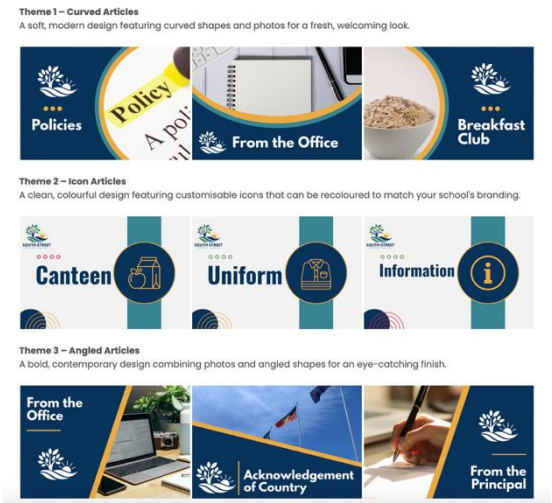
Creating eye-catching graphics for your school website and eNews is quick and easy with our ready-made Canva templates!

Simply visit our website, choose from our three professionally designed templates and request your free template link.

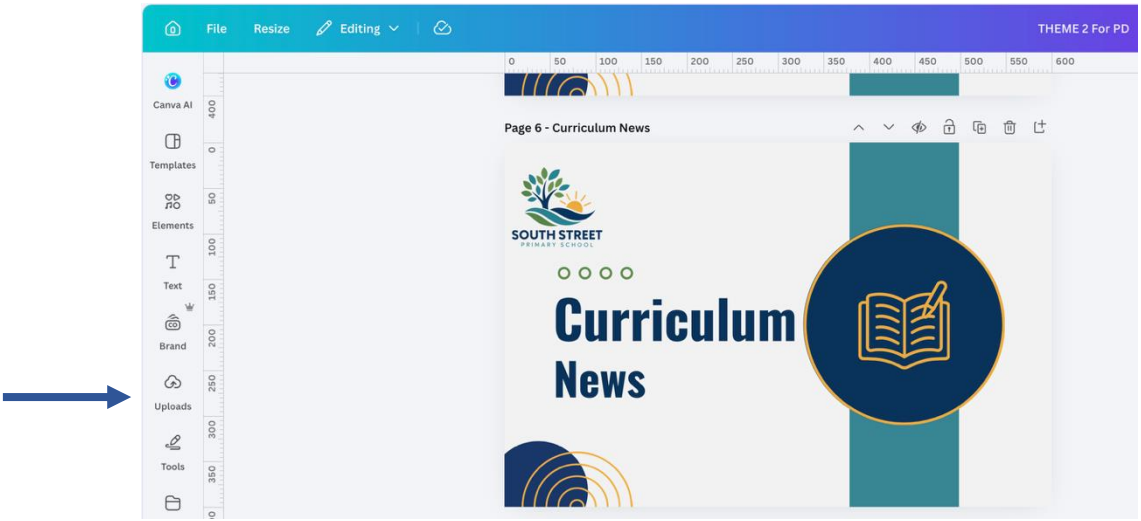
This cheat sheet will guide you through personalising your chosen template with your school's logo, colours, headings and images or icons.

Once customised, you can reuse your template again and again, creating a consistent, professional look for your school's Recent News and eNews articles. No design experience needed!

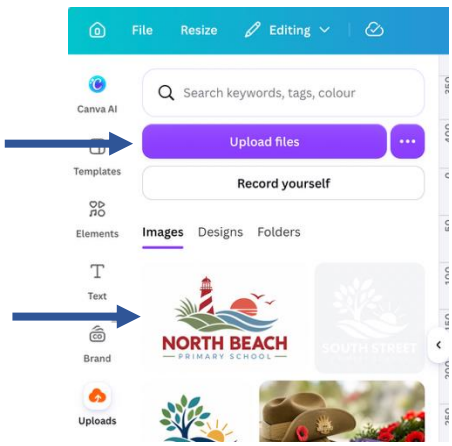
- Go to https://www.updat-ed.com.au/page/498
- Fill out the form for your chosen theme of article images
- We will send you a template link



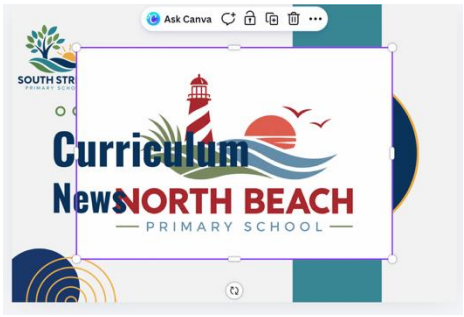
- Click on the template link and it will take you to canva, ready to customise the theme to your school branding.



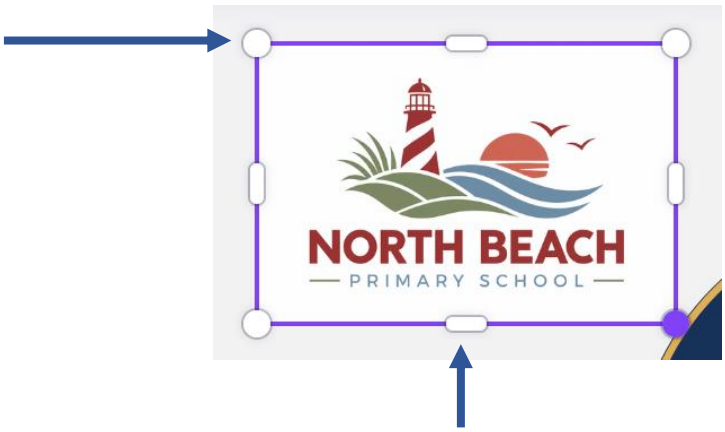

- Click on **Uploads** to upload a copy of your school logo.
- Click on Upload file and select your logo from your files, once uploaded it will land in the menu on the left.



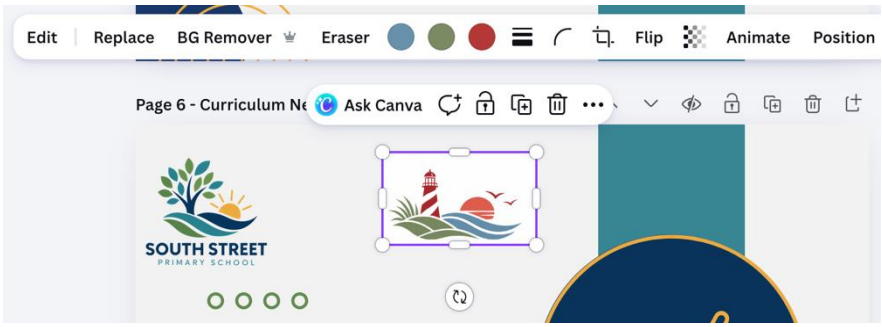
- If you click on your logo, it will drop the picture into the middle of the design.




- You can use the corners to reduce the size of the logo, and if you use the line around the edges, you can drag it in to remove some background (or even the school name).




- To remove the white background (if you have one) click on BG Remover while the image is selected



- To delete the template logo, click on it so a purple square surrounds it, and hit delete or backspace on your keyboard.
- Drag your logo into the correct position





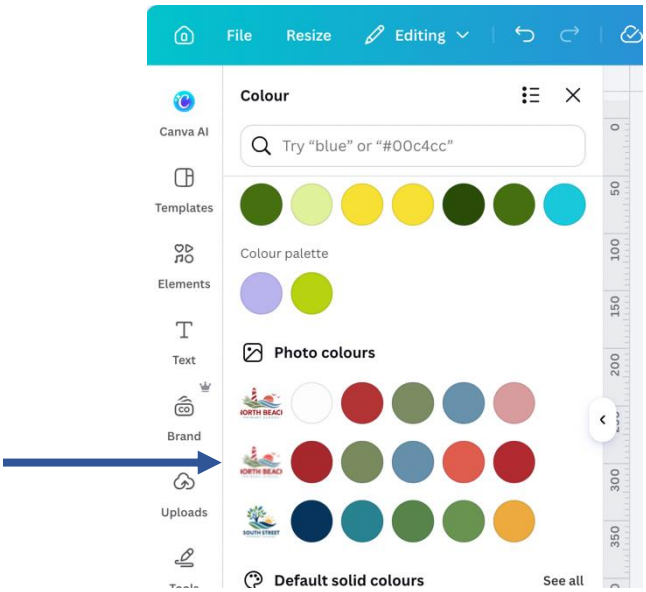


- To colourise, click on one of the elements, in this instance we will click on the vertical teal line.
- You will see a colour picker at the top, click on the circle with the colour.

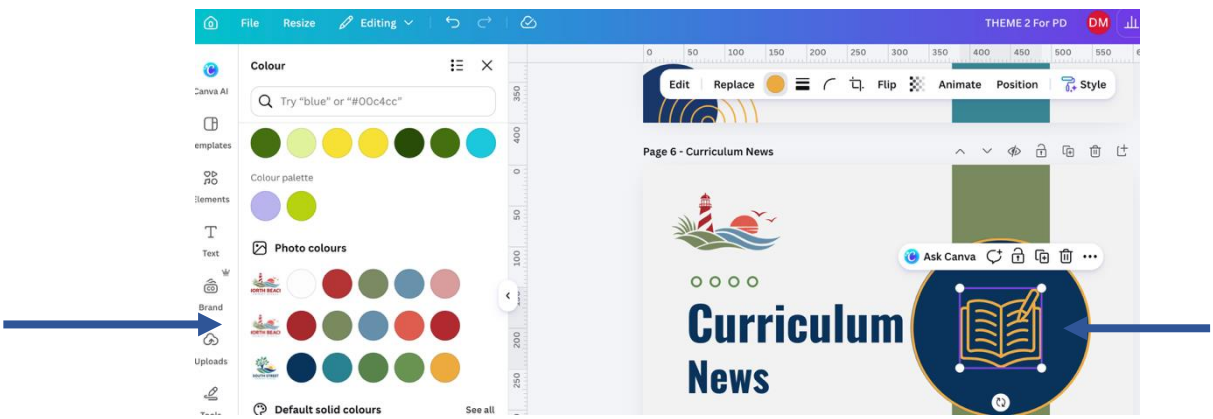



- It will open up a panel to the left, scroll down until you see the option **Photo Colours** and select one of your school colours.

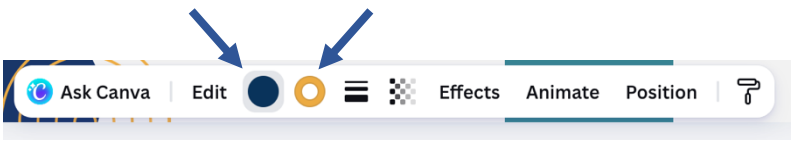
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- Next, select the icon, and change to one of your school colours.




- When you select the circle, you will see there are two colours that you can adjust. Stroke colour is the edges of the circle. Colour is the inside of the circle. When changing colours make sure you flip between the two options.






- Repeat the process for all elements on the page, including highlighting the text and changing the font colour and/or font.



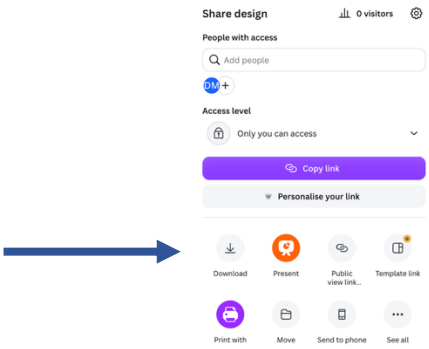

- If you want to change the background colour, select somewhere in the background and you will see the colour circle can click on a choose a background colour from the palette.



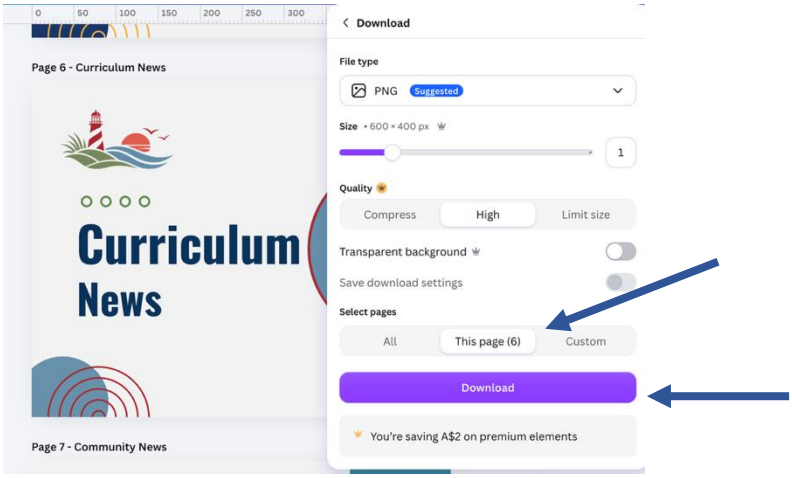

- When you are happy with your design you can download it to your computer.
- Click on the “Share” button at the top of the design




- Choose "Download"




- Click on the "Download" you will have options to all, this page or custom pages, choose the best option (in this instance we'll just download this page.




- The design will be saved on your computer to use for articles and eNews!

**Want to use this template for other Article images? That's simple!!!**

- In the top right corner of your design you will see a "Duplicate Page" button. Click on this and you will have a copy of this design as the next page.




- You can change the page name by typing the name of the new icon into page name.



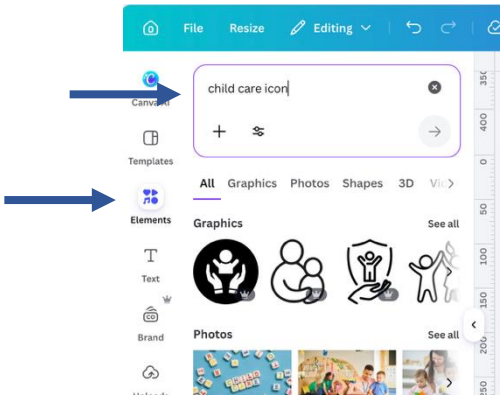

- Click into the headings on your design and change the text to label your new design



- Delete the icon in the centre of your circle, by selecting it (purple box around it and click backspace or delete on your keyboard.




- To search for a new icon, click on Elements tab on the left and search for the theme icon that you need




- Resize, position and colourise your icon to suit your style.
- Creating a bank of these after you have made the template will take no time, and your site will look fabulous!

