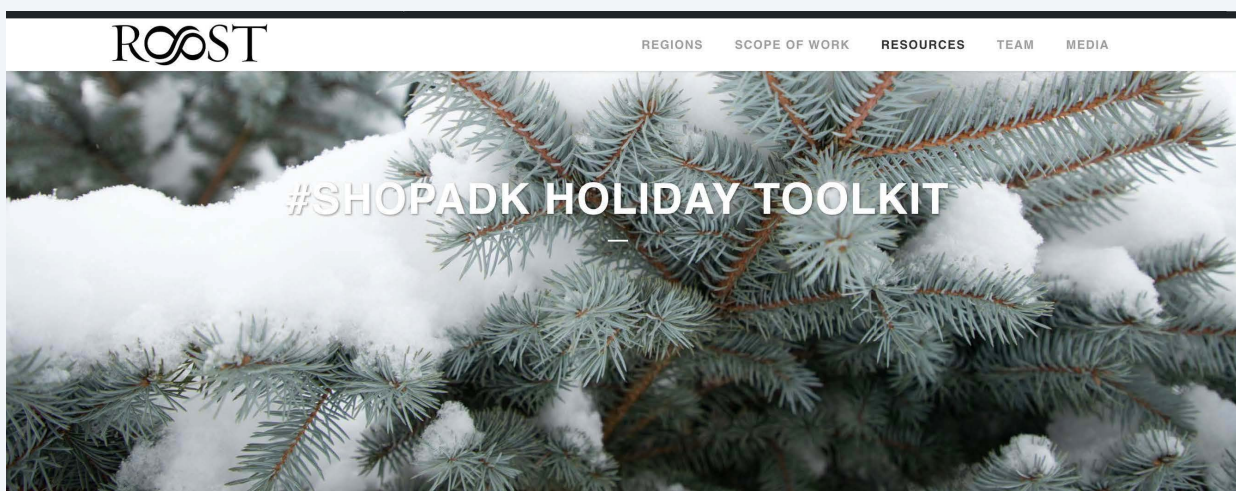


Quick Start Guide: How to Customize and Download the #ShopADK Canva Templates.

- 1 Navigate to www.RoostADK.com/ShopADK



#SHOPADK TOOLKIT (HOLIDAY EDITION)

Through the holiday season and beyond, we are challenging our communities to make a big impact by shopping small and shopping ADK. In doing so we will be supporting our friends and neighbors, helping keep money within our region, and ensuring that our local businesses end the year on a strong note.

Scroll down to the Customizable #ShopADK Resources section to find the Canva templates

CUSTOMIZABLE #SHOPADK RESOURCES (CANVA TEMPLATES)

Unlock professional quality instantly. Our Adirondack-specific Canva templates are the key to maximizing the #ShopADK campaign, helping you save time and guarantee a polished look for all your holiday promotions.

What They Are: Pre-designed, branded graphics created specifically for the Adirondacks, available directly in your free Canva account.

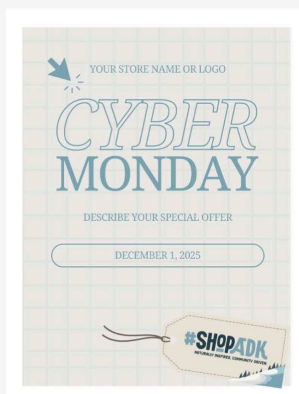
How to Use Them: Simply click the link, customize the template with your own photo and specific details (hours, offers, etc.), and download the finished graphic. No design experience is required! New to Canva? [Use our quick start guide](#)



Use Template

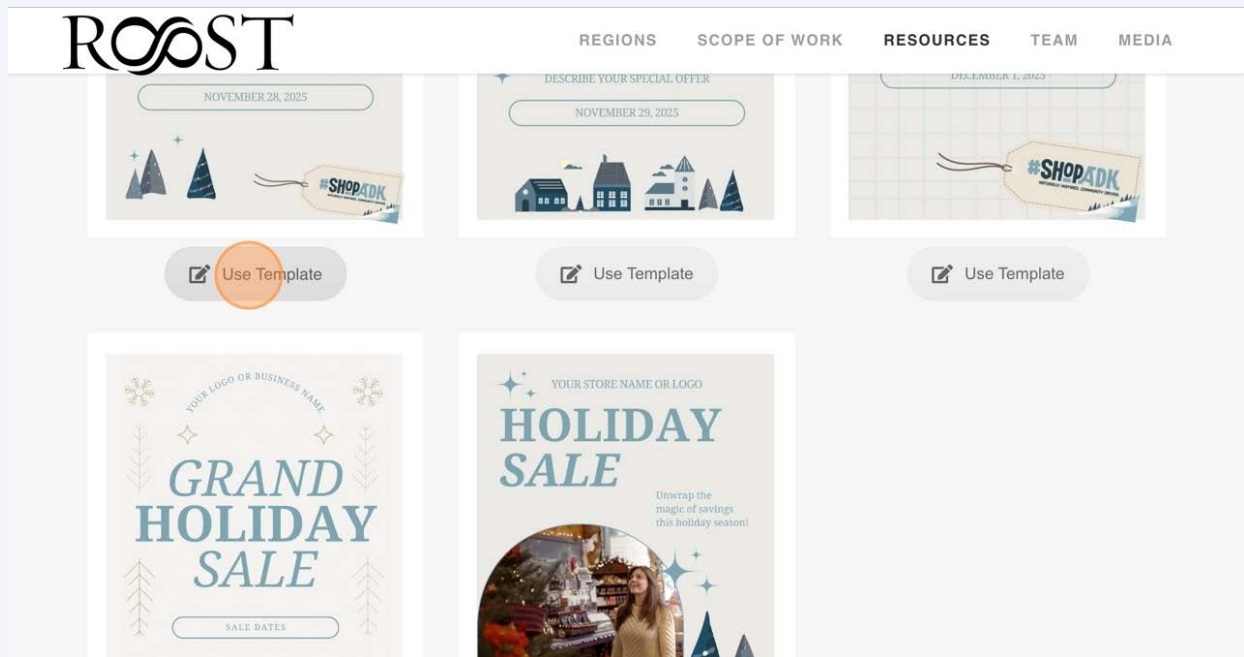


Use Template

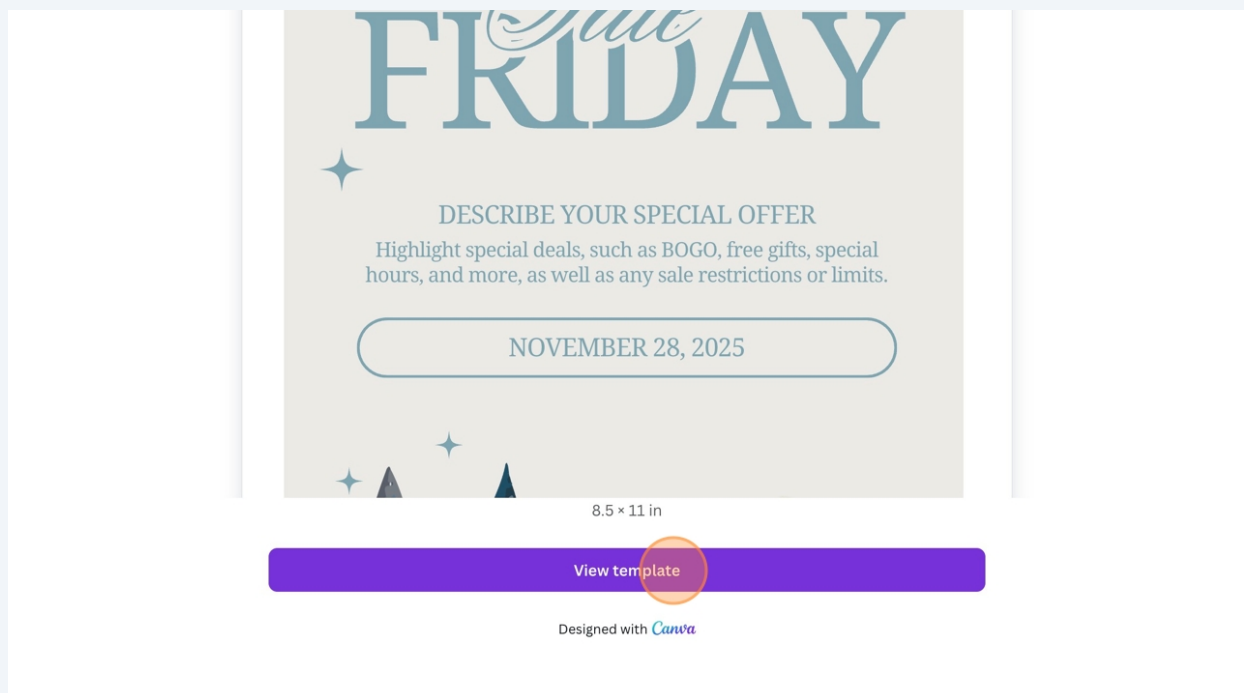


Use Template

- 2 Review the templates and click "Use Template" for the one you want to customize.

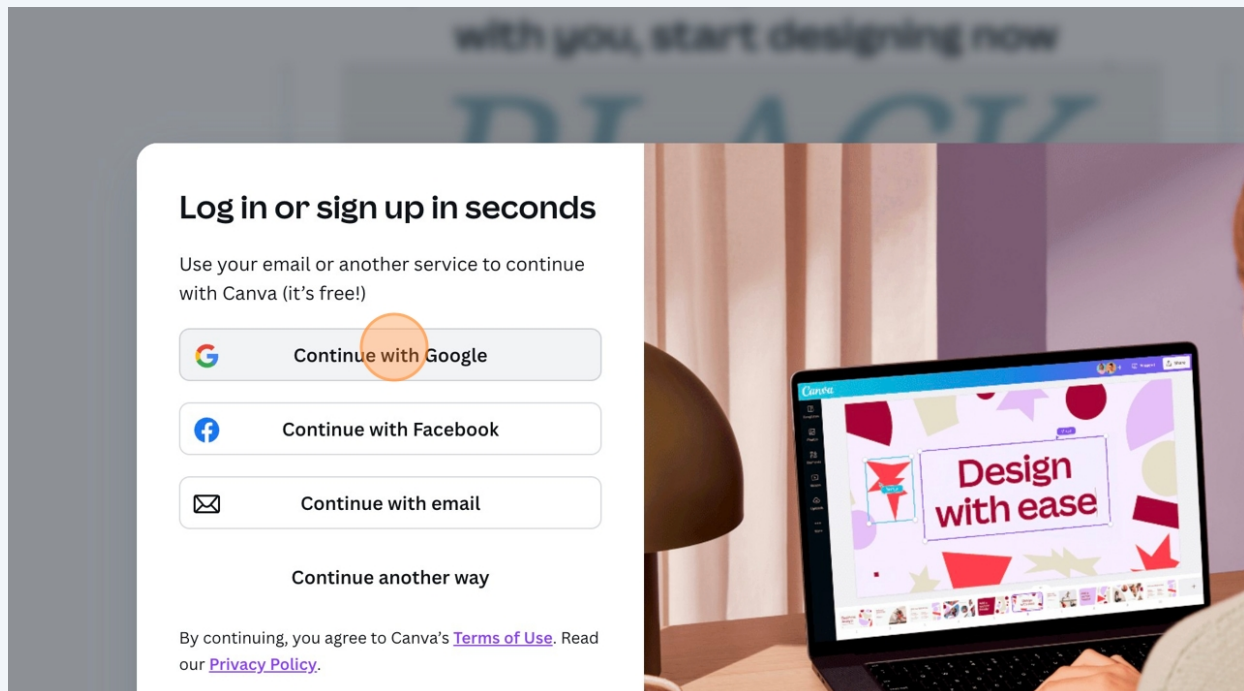


- 3 A new tab will open with a larger view of the flyer. Click "View template" to begin.

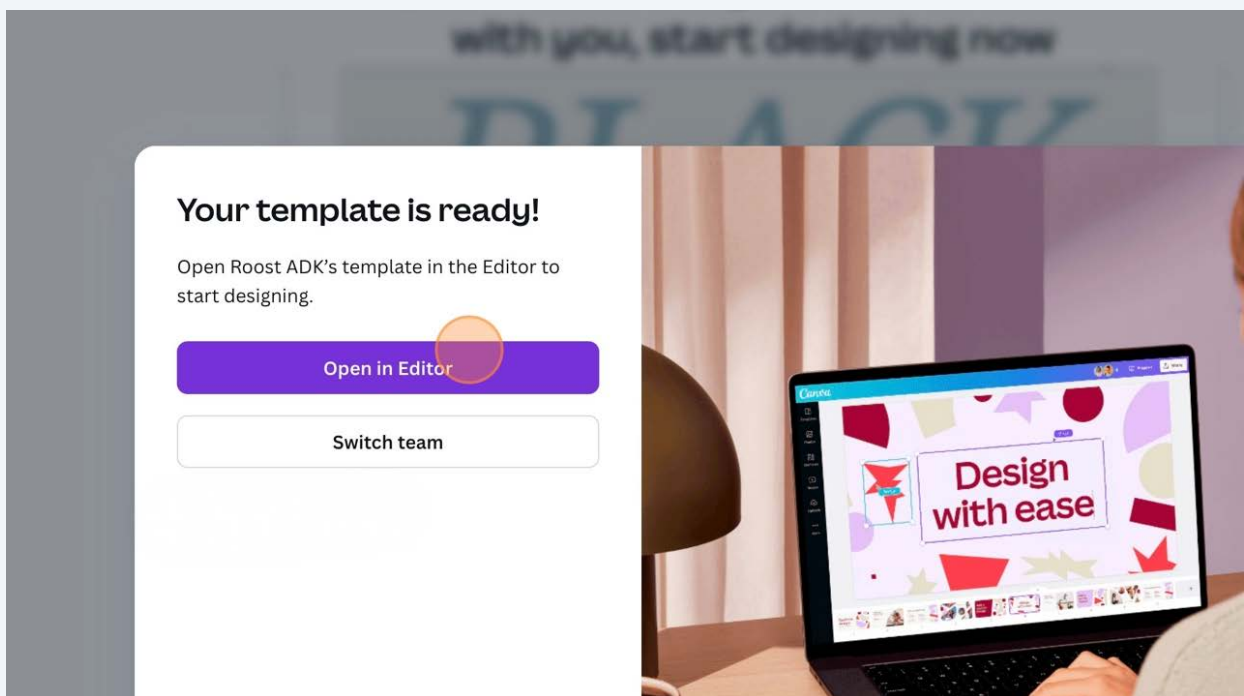


4 Log into Canva or sign up for free.

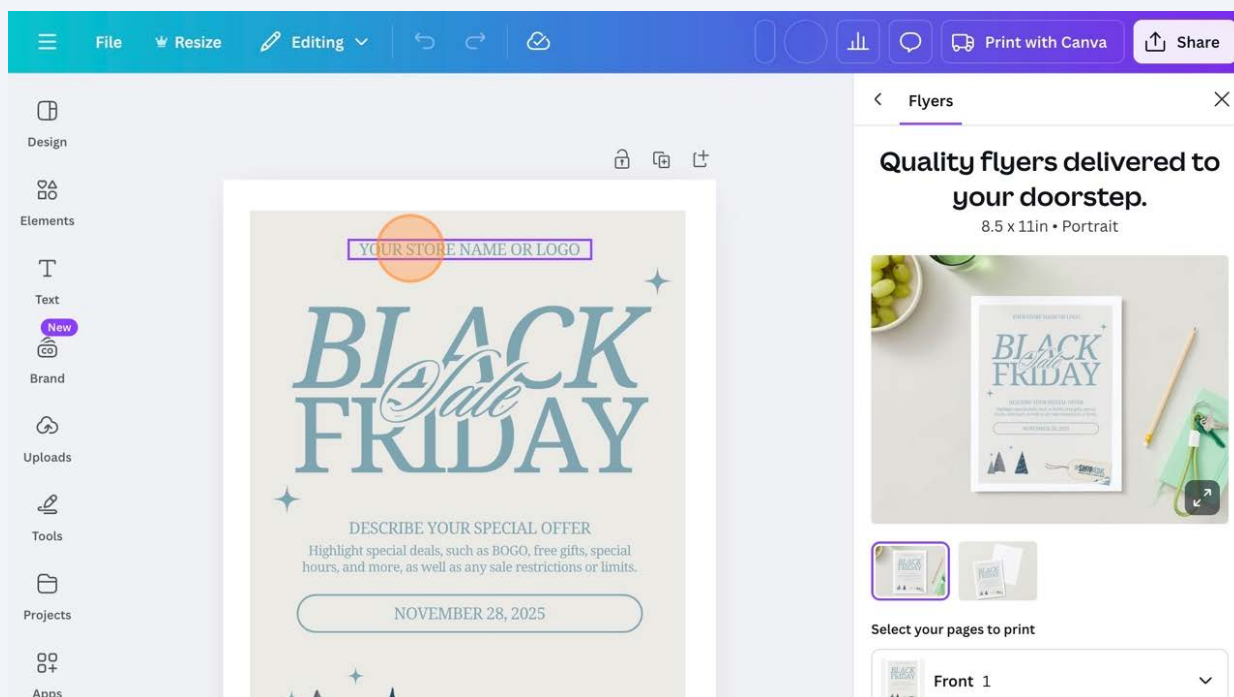
You do **NOT** need to purchase an account to use these templates.



5 Click "Open in Editor"

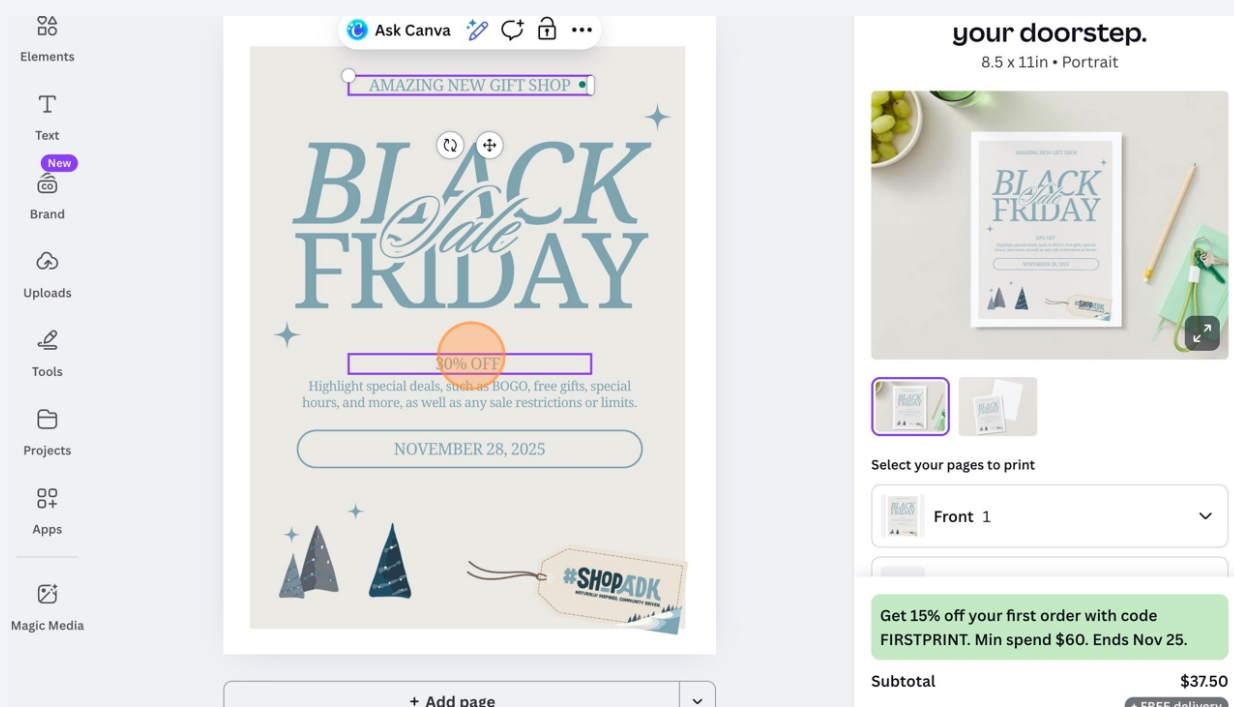


6 You are ready to start editing by clicking on the boxes and typing.



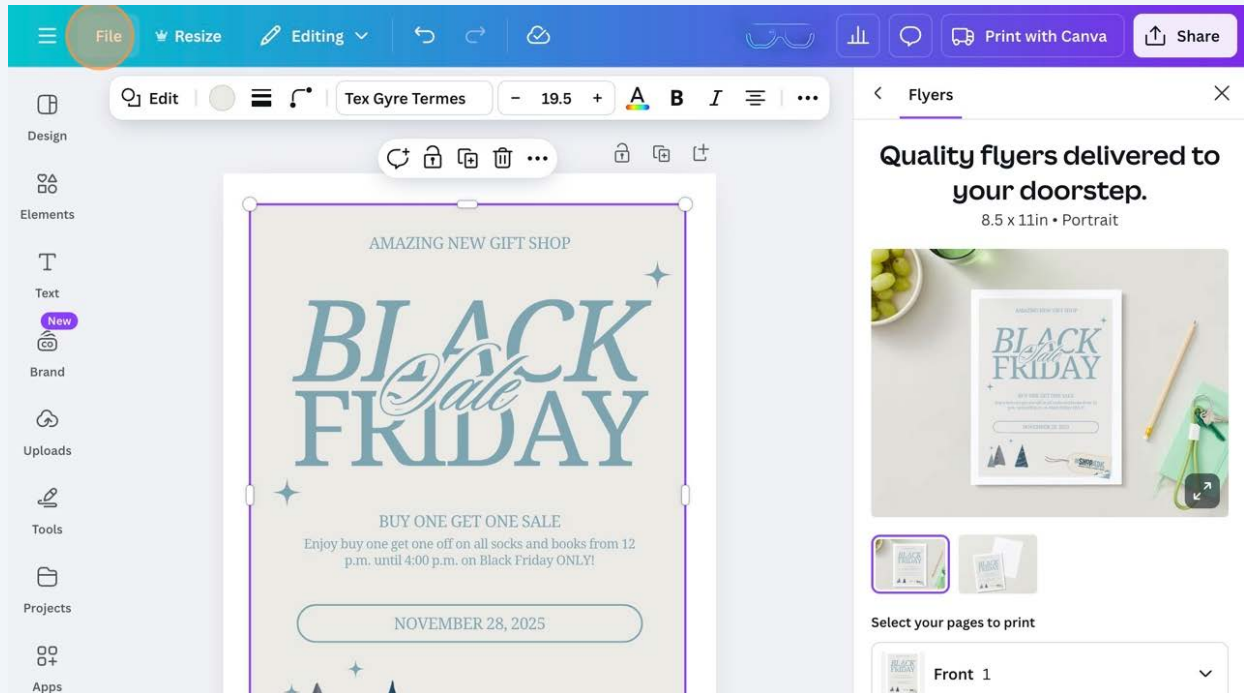
NOTE: If you are looking to add your logo, see page 11 of this document for detailed instructions.
See page 8 to learn how to replace an image.

7 Continue to edit the file to best fit your businesses needs



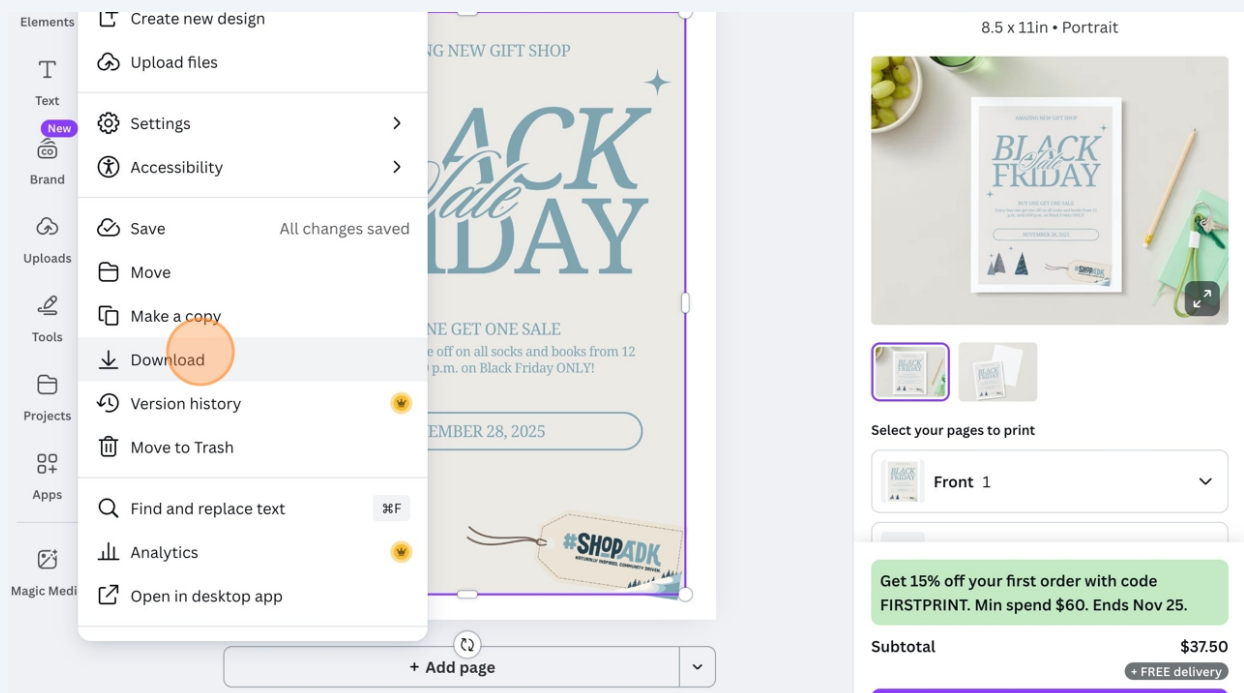
8

When you are happy with the changes, now you are ready to download and save to your computer to print or share digitally. To begin go to "file" on the main menu.

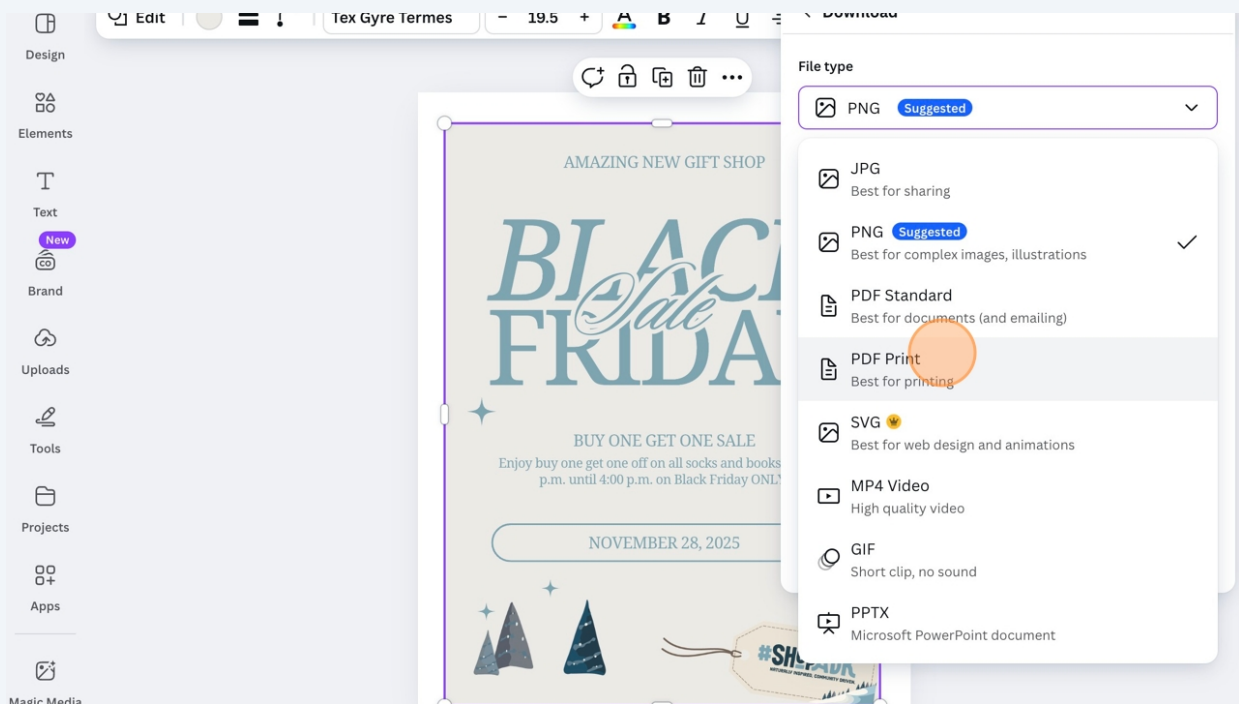


9

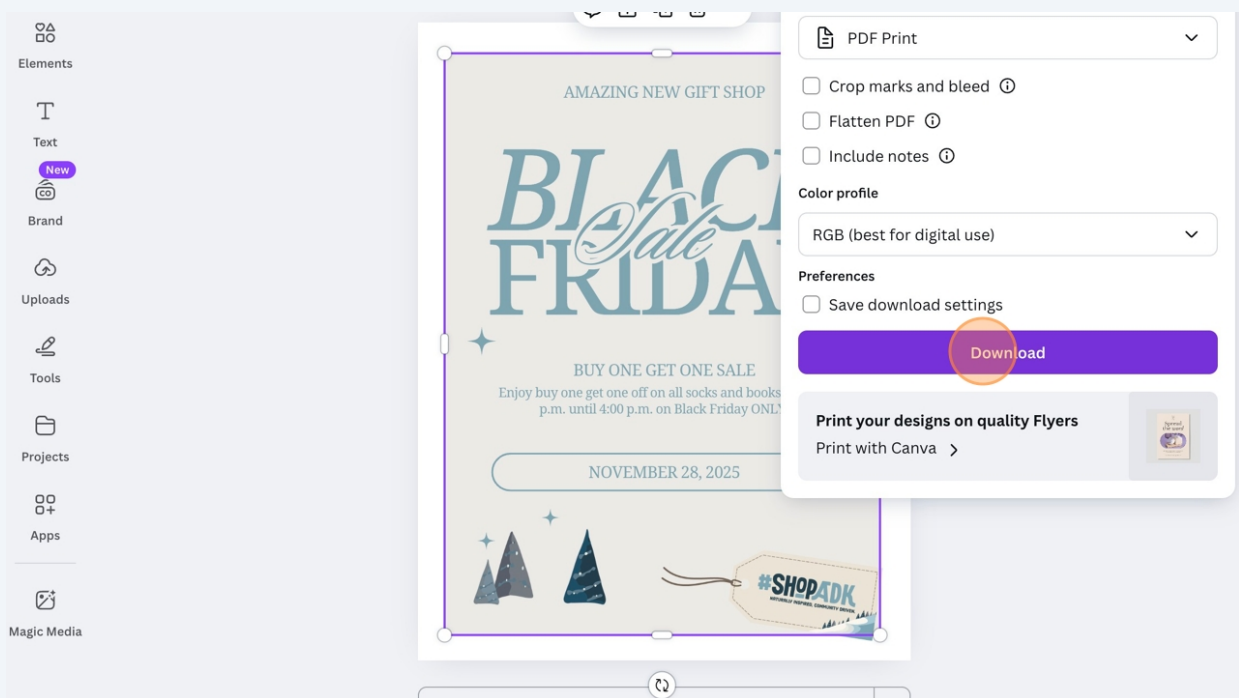
Click "Download"



10 Here you will find various file types



11 Click "Download"

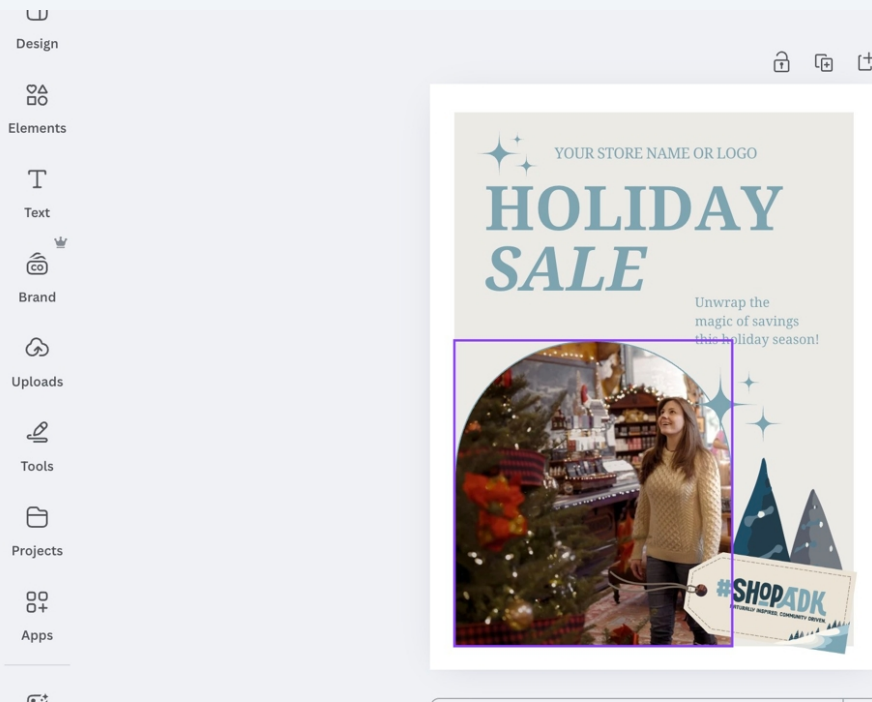


- 12 Now you have the file on your computer to print and share.

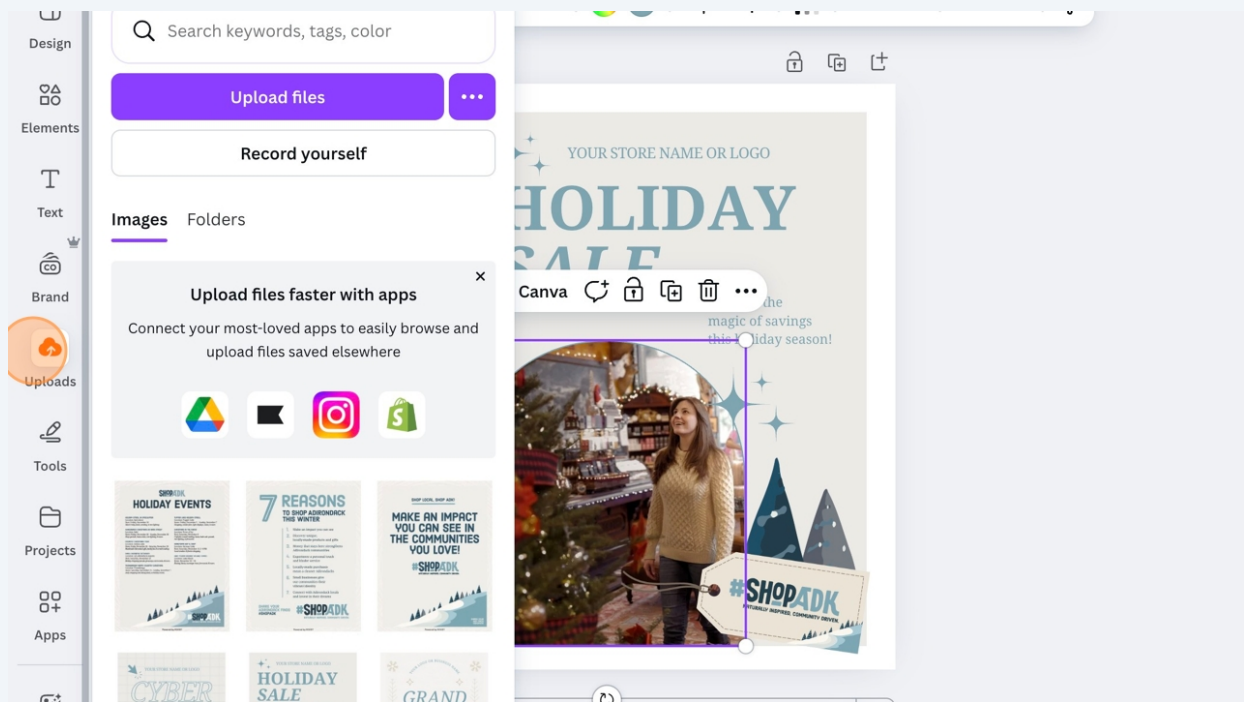


How to Upload & Replace an Image in Canva

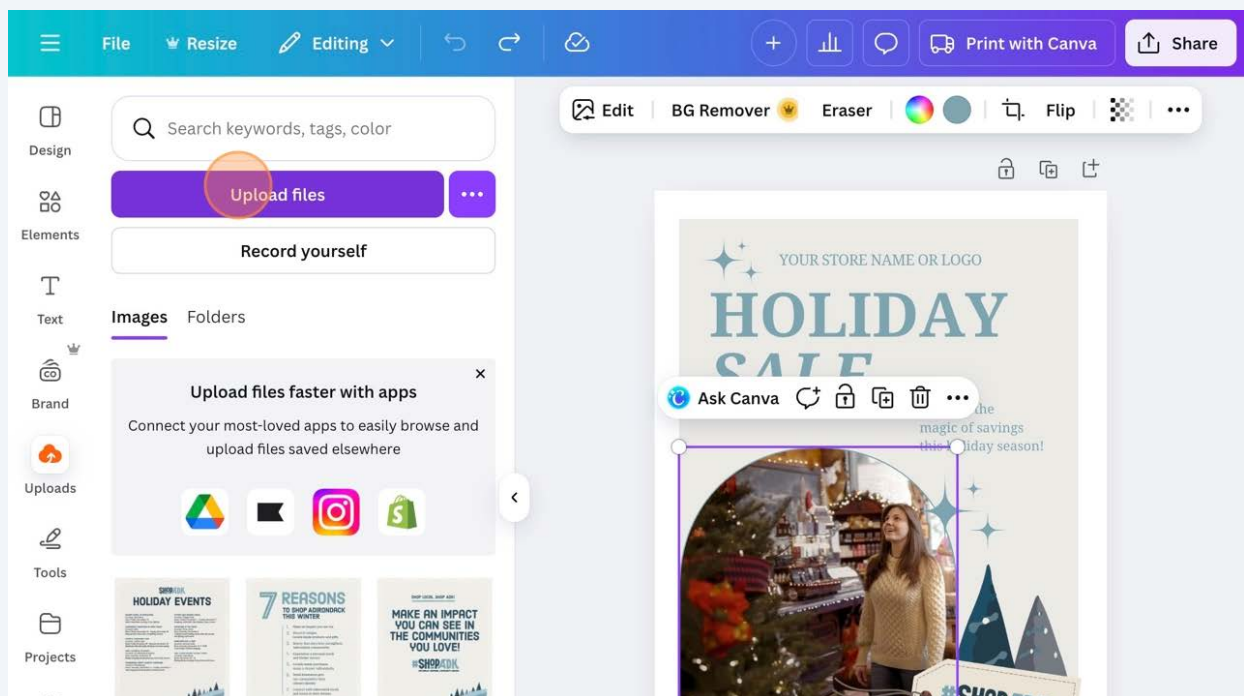
1 Identify the image you would like to replace.



- 2 Click on the "Uploads" icon on the left to expand the menu.

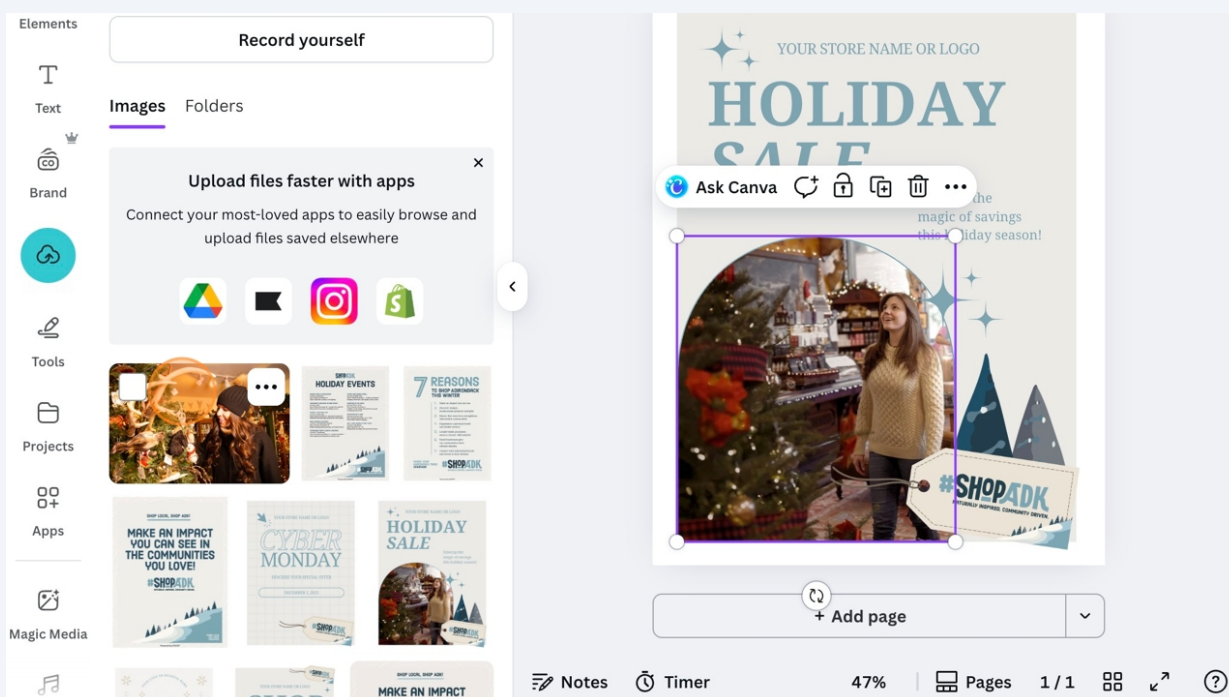


- 3 Click the purple "Upload files" to access your files on your computer. When it has uploaded it will appear in the images file below.



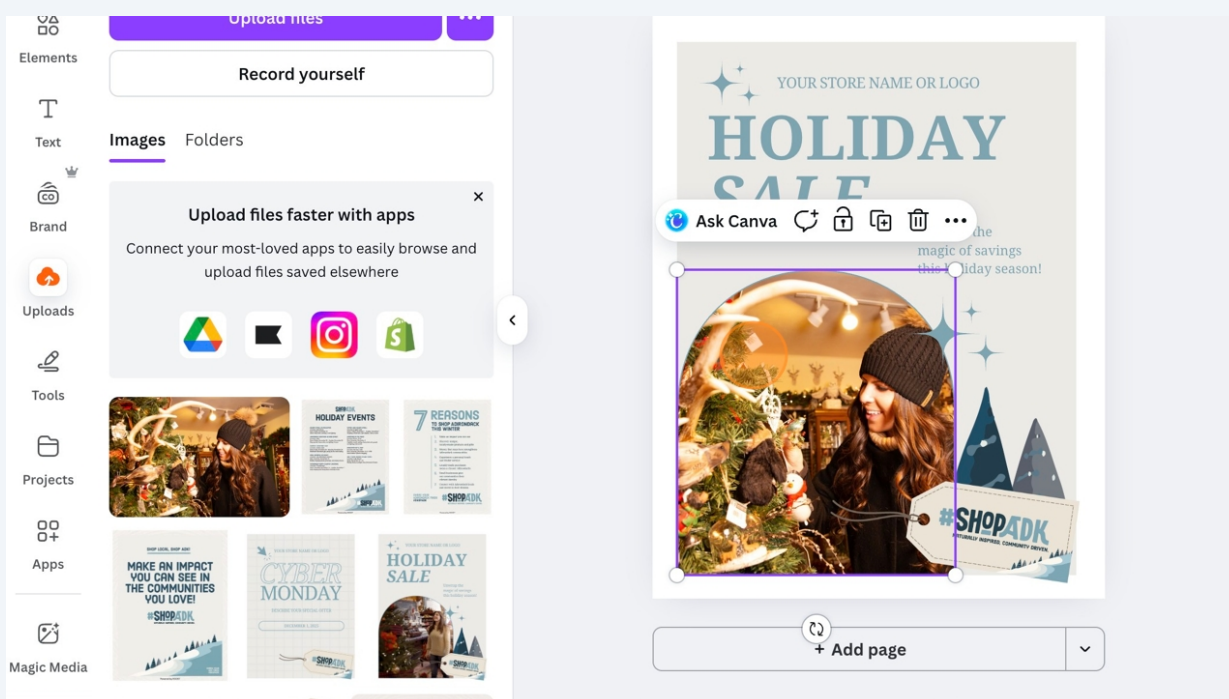
4

Now making sure the image you want to replace is still selected (this will have a purple box around it), drag the new image into it's place.



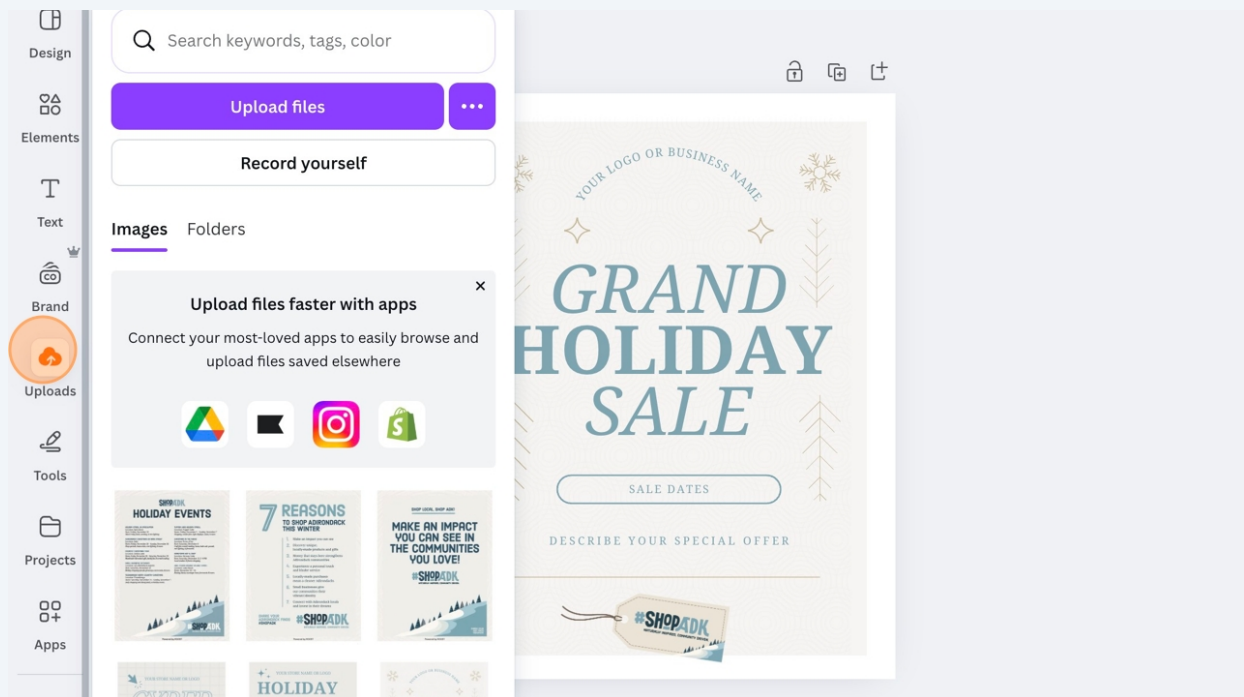
5

Drag and drop your image over the selected image for it to appear in the template.

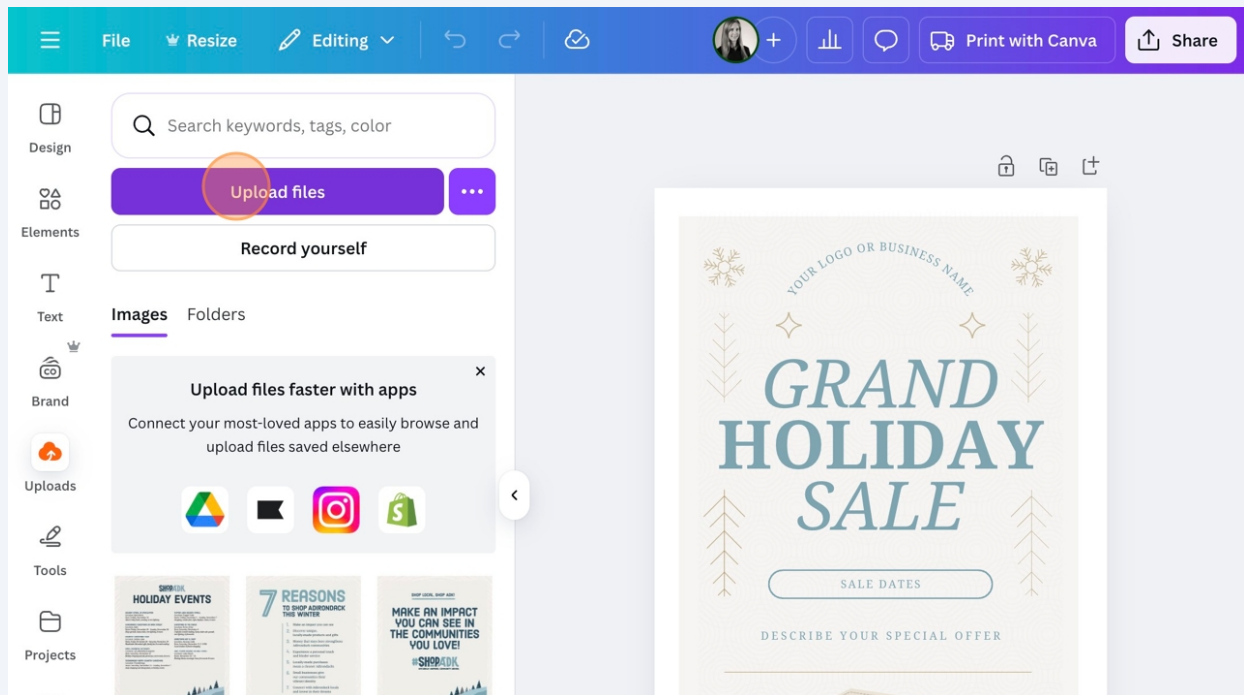


How to Add Your Logo in Canva

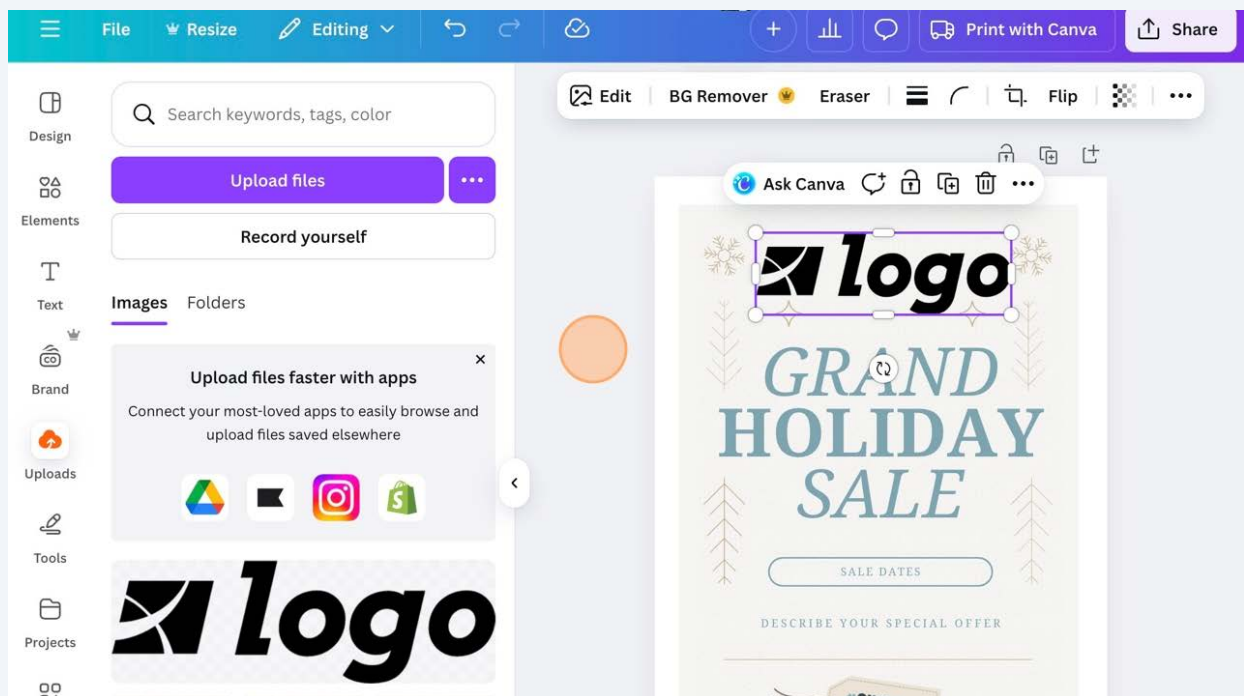
- 1 Use the "Uploads" icon on the left to expand your menu.



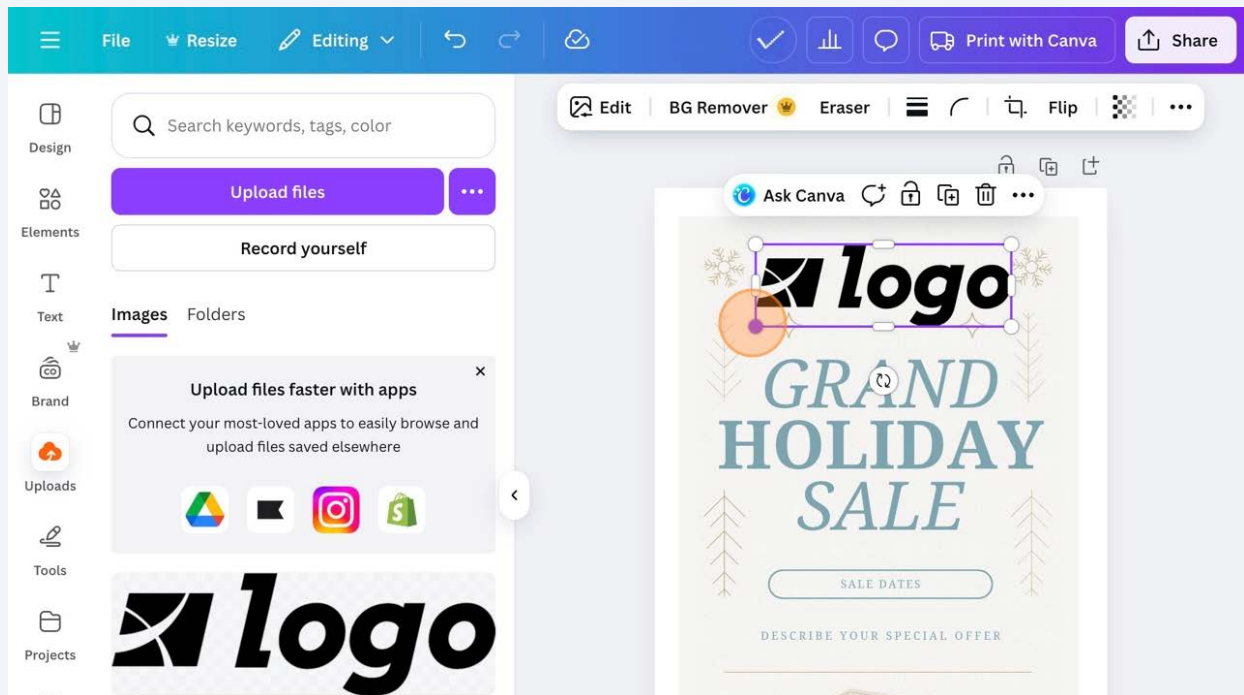
- 2 Upload the file from your computer using the purple "Upload Files" button.



- 3 Drag logo into the file where you would like to place it.



4 Resize and position the logo using the corners.



5 Sample of logo resized.

