

2023 TAX FACTS PARTNER CANVA INSTRUCTIONAL GUIDE



1 **Click Here to Access the Tax Facts Flyer**

Link will direct you to Canva to the Tax Facts partner flyer to add partnership logo.

2 **Select Edit Design**

Click the **Edit Design** button on the bottom of page.



3 **Sign in to Canva or Create an Account**

Create a free Canva account **or** sign in to edit the design.

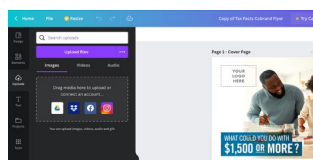
4 **Uploading Your Logo**

Once logged in Canva will automatically redirect you to a copy of the Tax Facts Partner Flyer.

On the far left side of the screen in black select the **Uploads** tab.

Within the Uploads tab click **Upload Files** and upload your logo from your device

Drag and drop the logo into the **"Drag media here to upload or connect an account"** box. Canva can connect to Google Drive, Dropbox, Facebook or Instagram.



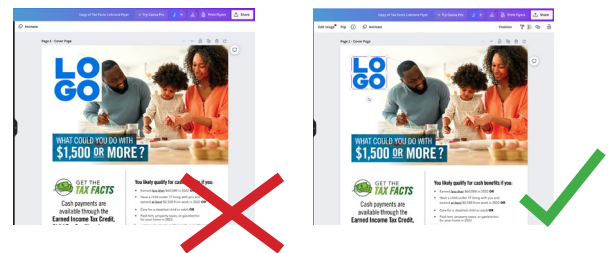
5 **Placing Logo Within Flyer**

- After uploading your logo into the Canva image library it will appear under **Images**.
- Then select the **Your Logo Here** box within design. It should highlight as shown here:



- Drag your uploaded logo into the selected box and the logo will drop into the selection.
- You may adjust your logo within the space by using the adjustment bars surrounding the box.

NOTE: Partnership logos cannot be larger than the bounding box and cannot touch imagery as shown here:



6 **Downloading Your Flyer**

- After adding your logo please select **Share** in the upper right corner.
- Within the Share popup in the lower portion of the screen click **Download**.
- Locate **File Type** and select your desired file type such as JPG, PNG, PDF standard, PDF Print, SVG, MP4 Video, or GIF.

NOTE: PDF Standard is a low-res PDF file best for emailing only. PDF Print is a high-res file type for printing.

- Please make size adjustments to your desired file type and then click **Download**.
- The Pages 1 and 2 will automatically download to your device.
- Feel free to create as many file types as needed. If other file types are needed later, a copy of the flyer will be saved for future use in **Recent Designs**.