





How to Edit Your Canva Files

Note: You do not need a paid account to access and edit files. You will need to setup a free account. No credit card required.

- Open the shared Canva link: Click on the link provided to you by Challenge to Change, Inc.
- Design will open up as view only. To be able to edit you must copy the design: In the top menu bar click on 'File's. Next, click on 'Make a copy'.
- Customize the graphic to your colors, fonts, and include your logo and change any pictures you see fit.
- After duplicating the design you will be able able to edit the new copy.
- Once you have made all your changes click on the 'Share' button located in the upper right hand corner. Next, click on download and select the file format you wish to save to.
- Note, to the left of the 'Share' button you will see the file name displayed. You may also change the file name to what you see fit.

You can add your logo to the graphic, but make sure to keep the Challenge to Change logo intact if it's on the graphic. If a graphic is given to you with our logo and you're requested not to remove it, please add your logo alongside ours. If you have any questions, feel free to contact Support@challengetochangeinc.com.