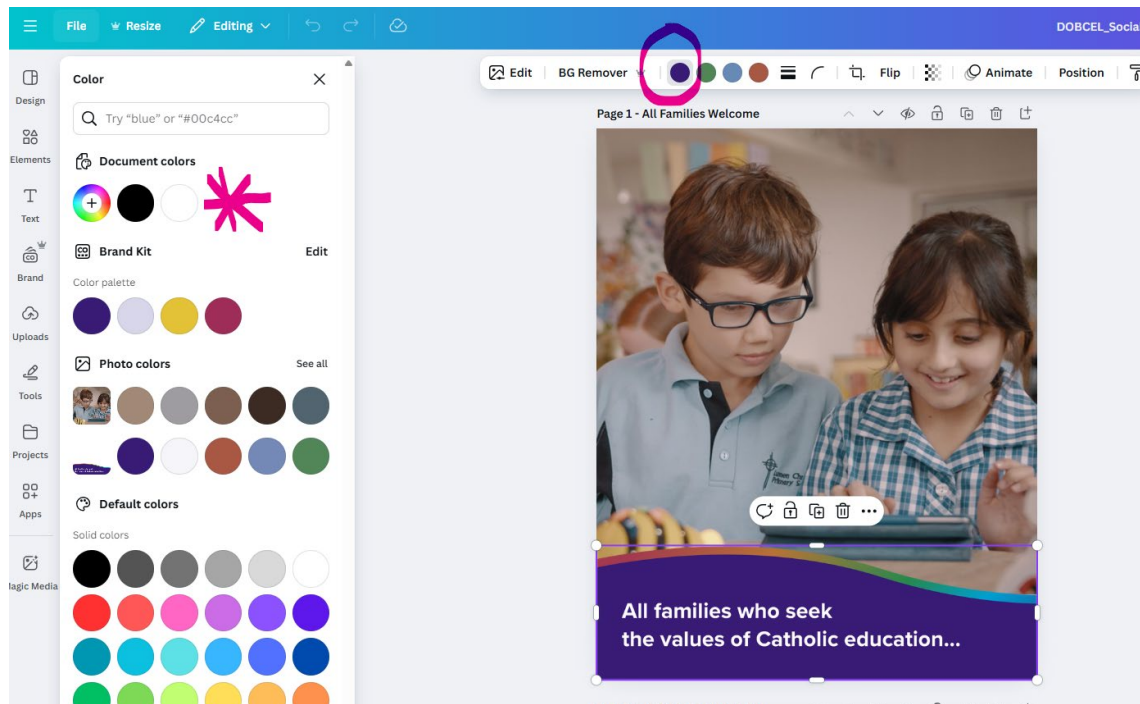
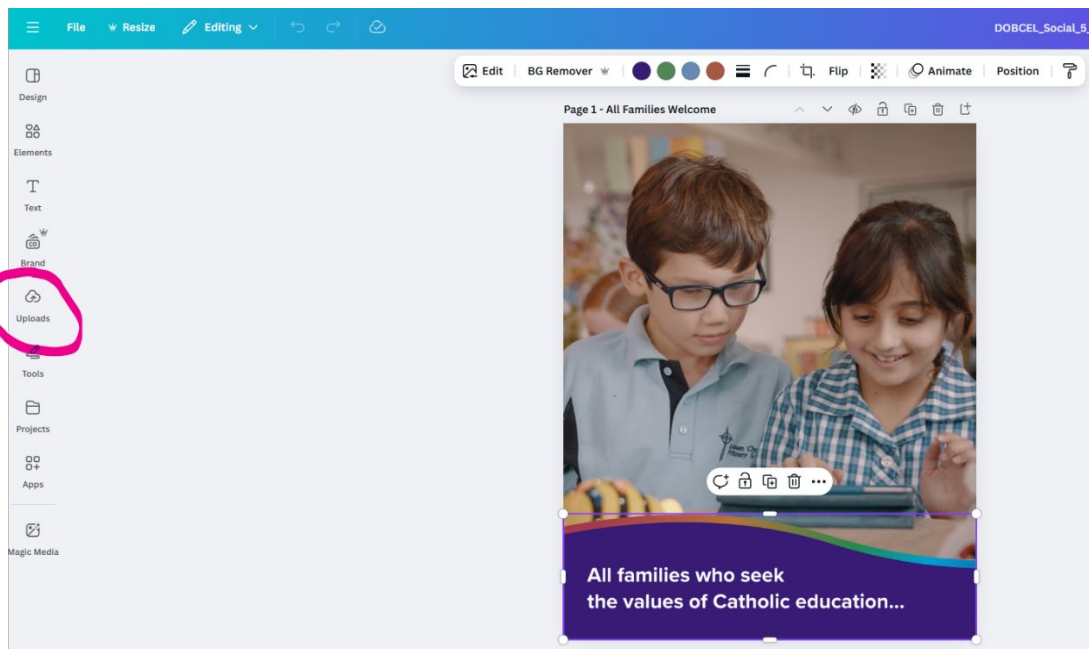


## Canva Template Guidelines

1. Open the Canva template via the links shared for [Facebook](#) and [Instagram](#) to see and edit the social media assets
2. To change the colour from the DOBCEL purple to your own school colour, click on the first circle in the colour palette **ONLY**. The wave line colours should not be changed
3. The **Colour Selection** options will then appear on the left-hand side where you can either write in your HEX colour or select the Document colour circle



4. **TEXT:** To update the text, simply click near the text and the textbox will appear. You will then be able to edit the text within the textbox to align it with your own school context
5. **UPLOAD IMAGE:** To add a new image, select 'Uploads' on the left-hand side and click the purple 'upload files' button to proceed with uploading an image file



6. The image should appear under the 'upload files' button and you'll be able to drag the image onto the tile
7. Once the image is on the tile, simply check the best image positioning and select 'position', then select the 'backward' position under Arrange
8. **SAVE:** Once you're happy with the social media tile updates, click 'Share' on the top right-hand corner and click download

