Posting ShopLocalCHQ graphic with your logo in place: Open the file

ShopLocaladdLogo in Canva

Scroll through the 6 pages to choose which background best suits your business.

MAKE A COPY OF THE FILE BEFORE GOING ANY FURTHER, AND <u>EDIT ONLY THE COPY.</u>

Uploading your logo:

In the left hand panel, click on Uploads. From Upload Files button at top of panel, navigate to your desktop to upload png or jpg file. Keep file size small – roughly 450px x 450px.

Placing your logo:

On the left hand panel, find your logo in the Uploads folder or Brand kit. Click on the logo in left hand panel and it will appear on page. Click and drag handle on logo box to resize as needed within white space.

Sharing your post directly from Canva:

On the top corner, click Share.

Click Share on Social

Select the app you want to use.

If this is your first time using the app with Canva, click Connect and log in.

Depending on app you are using, add a caption or message.

Select the page to upload which has your logo.

Publish or schedule your design to finish.

Download your post to share on social media:

On the top corner, click Share.

Click the Download button.

Select PNG for file type.

Select the page where you have placed your logo in the graphic by checking the box on the right in dropdown.

Click download.

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