**Using Canva templates**

We have provided link for a handful of Canva templates you are welcome to use or customise to suit your needs. Canva is a very user-friendly tool. We will need an account to use Canva, but can select the free account option. If you have a Canva Pro (paid) account, you will have access to more tools and features, but this is not required to use the templates.

1. Click on any of the shortcut links to the Canva templates in the Resource Centre folders

**CHANGING FONTS & COPY**

1. Select any text on the graphics by double clicking the text. Then, you can change the copy, font type and size, if desired.   
   A screenshot of a phone

   Description automatically generated

**ADDING/CHANGING COVERS**

Many templates will have either empty “frames” or pre-populated book covers you can easily change.

1. Start by uploading images of the covers you would like to use in your images
   1. You can find covers from several places, including your Libby digital collection website, [OverDrive’s content catalogue](https://www.overdrive.com/media/10868959/montgomery-bonbon) site (simply search in the upper right corner the title you would like to find) or in OverDrive’s Marketplace.
   2. Save the cover images you need
2. Select “Uploads” from the left-side menu in Canva
3. Upload the cover images you want to use in your graphic
4. Click the cover you would like to change or the empty frame you would like to fill and then from the “Uploads” menu, find the cover you just uploaded and drag it over on to the frame
5. Canva will automatically drop the image into the frame

**Troubleshooting Tips**

Please feel free to reach out to your Account Manager if you have any trouble with the templates or use Canva’s simple tutorials here: <https://www.canva.com/designschool/tutorials/getting-started/>