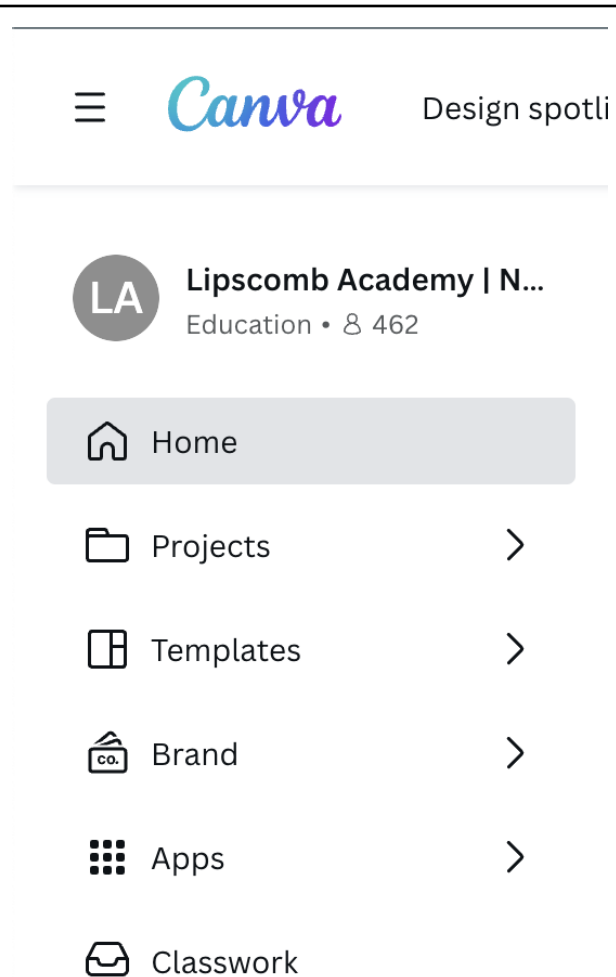


Canva Signature Creation

Last updated September 18, 2023

This is a brief guide on how to create a signature using Canva. The marketing team has created templates to allow easy access and editing abilities.

The first thing you need to do is go to canva.com and make sure you are a part of the Lipscomb Academy team. From there you will click on “brand” which is located on the left side of the website.



Once brand is opened various templates that can be chosen from will appear.

Brand templates

Folder ▾

Owner ▾

Category ▾

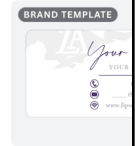
Date modified ▾



Shield Gray | LA Email Signatu...
Email Signature



Shield Purple | LA Email Signa...
Email Signature



Gray Mustang | LA E...
Email Signature

Click on the template you want to use then click “use this template”. From there it will create a new document that can be edited with various information.

Gray Mustang | LA Email Signature Template

Email Signature 400 px × 200 px



By Libby Barker

On Aug 29, 2023

Use this template

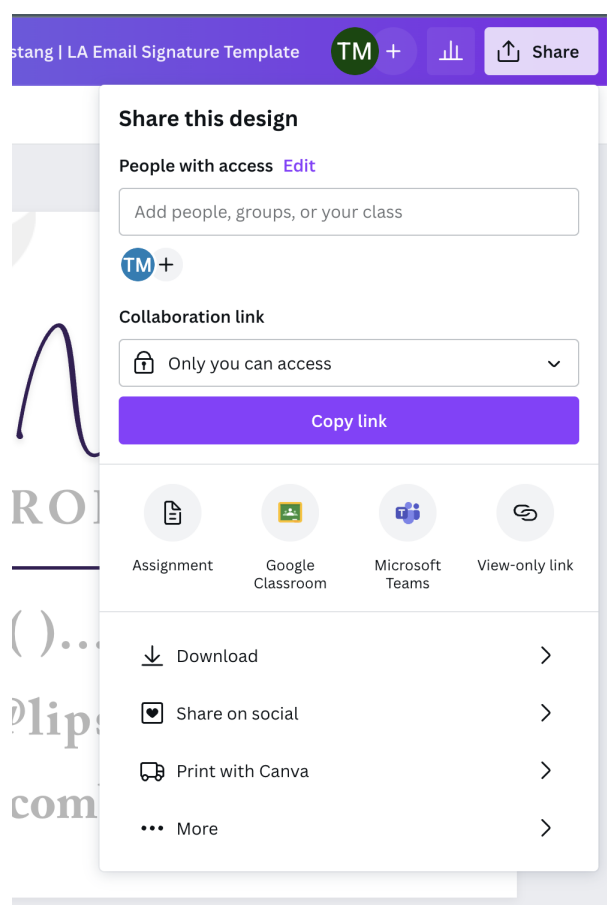
Open original

Share template

<https://www.canva.com/design/DAFs8zpLrtU/v>

Copy

Once the information has been filled out go to the top right corner of the screen and click share. After the share is clicked it will bring a drop where you can click download and the file type. I suggest either jpg or png.



Once the file is downloaded it can be uploaded in gmail for a signature. Here is a link to a video on how to do that.

<https://youtu.be/2UywSe6xECE?si=cGUxLK3ajY86nCH2>