

How to Use the Canva Creative Template

A step-by-step guide for high school partners

This guide will walk you through accessing the Canva template, customizing it with your school's logo, photos, and information, and exporting your final creative as a PNG image or MP4 video for upload to the portal.

Before You Begin

Make sure you have the following ready before getting started:

- A free Canva account — visit canva.com to sign up if you don't have one
- Your school logo file (PNG or JPG format works best)
- Any photos or images you want to include
- Your school name and any other text you'd like to customize
- The Canva template link provided by your NextGrad contact

Note: *You do not need a paid Canva subscription. A free account is all you need.*

Step 1: Access the Template

You will receive a Canva template link from your NextGrad contact. Here's how to open it:

1. Click [here](#) to access the Template.
2. Click the blue "Use template" button in the top right corner.
3. If you already have an account, the template will automatically open in your workspace once you're signed in.
4. This is your personal editable copy. Changes you make will not affect the original template.

Note: *If the link doesn't work, copy and paste it directly into your browser's address bar.*

Step 2: Customize the Template

Upload Images and/or the School Logo

5. Click "Upload files."
6. Select the file you want to upload from your computer.
7. To place it into the template, drag it to reposition, and drag the corner handles to resize.

Note: For the best quality, use a PNG file with a transparent background for your logo.

Edit Text

8. Click "Text" on the left and pick a Text type (Title, Subheading, Heading, Subheading)
9. Type in your text in the box directly on the template
10. Adjust fonts, colors, and other formatting options via the bar at the top of the template.
11. When finished, deselect.

Note: Try to keep text within the pre-outlined margins.

Step 3: Download Your Finished Creative

Once you've finished customizing, you'll export your design. Follow the instructions below based on your output type.

Exporting as a PNG (Flat Graphic)

Use this option if your creative is a static image with no animation or motion.

12. In the top right corner, click "Share".
13. Click "download" and in File Type, select PNG from the dropdown.
14. The PNG file will save to your computer's Downloads folder.

Exporting as an MP4 (Video)

Use this option if your creative includes animation, motion, or video elements.

- 15. In the top right corner, click “Share”.**
- 16. Click “download” and in File Type, select MP4 Video from the dropdown.**
- 17. The MP4 file will save to your computer's Downloads folder.**

Note: Video files are larger than images and may take a minute or two to process before downloading.

Step 4: Upload Your File to the Portal

- 18. Type creatives.nextgrad.com in your browser.**
- 19. This was provided on the postcard you received. If you can't find it, use the "Forgot ID" link on the page.**
- 20. to upload your PNG or MP4 file.**
- 21. once the upload is complete.**

Note: Be sure you're uploading the correct file type — PNG for flat graphics, MP4 for videos.

Need Help?

If you run into any issues, we're here to help. Reach out to your NextGrad contact or visit creatives.nextgrad.com for additional resources, including a step-by-step walkthrough video.