

How to Use Your Canva Template

For Individuals/Staff Supporting Nebraska Catholic Day of Giving (NCDG):

You don't need to be a designer to use [these NCDG templates](#)! Just follow the steps below to update your Canva template, personalize it for your organization, and share it on social media.

Step 1: Open the Template

1. Click the link in the email — it will open the template in Canva.
 2. If you don't already have a free Canva account, you'll be asked to sign up.
 - It's totally free and only takes a minute!
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Step 2: Edit the Text

1. Click directly on any text box you want to update.
 2. Highlight the sample text and start typing your own words.
 - For example, change “[Org Name Here]” to your organization's name.
 3. You can also adjust the font size, color, and style using the toolbar at the top.
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Step 3: Add or Change a Photo

1. On the left menu, click “**Uploads.**”
 2. Click “**Upload files**” and choose a photo from your device.
 3. Drag and drop your photo onto the design.
 4. If it replaces an existing photo, great! If not, just delete the old one by clicking on it and hitting **Delete**.
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Step 4: Move or Resize Things (Optional)

1. Click on any item (text, image, logo, etc.).
2. Drag to move it, or drag a corner to resize.

3. If you mess something up, just hit **Undo** (arrow in the top left) or press **Ctrl + Z**.
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Step 5: Download Your Finished Design

To share as an image:

1. Click **“Share”** in the top right, then **“Download.”**
2. Under “File Type,” choose **PDF, PNG** or **JPG**.
3. Click **Download** — the image will save to your device.

To share as a video (if the template includes movement/animation):

1. Click **“Share”** → **“Download.”**
 2. Choose **MP4 video** as the file type.
 3. Click **Download**.
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Step 6: Share on Social Media or send to Print

On Facebook:

1. Go to your Facebook profile or your team’s page/group.
2. Click **“What’s on your mind?”**
3. Upload your image or video, add a caption, and hit **Post!**

On Instagram:

1. Open the Instagram app on your phone.
2. Tap the **+** button to add a post or Reel.
3. Choose your image or video.
4. Add a caption, hashtags, and hit **Share**.

 **TIP:** Tag your local Catholic organization and use hashtags like #NCDG2026, #[YourOrgName], and #GiveCatholicDoMore.

Send to Print:

Send your downloaded PDF file to your local printer and they can print it out for you as a 4.25”x5.5” postcard.

