



# How to Create a Business Card in Canva Using a Template

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## 1. Log in to Canva

- Visit [www.canva.com](http://www.canva.com) and sign in or create a free account.

## 2. Search for “Business Card” Templates

- In the search bar, type “**business card.**”
- Choose from **standard size (3.5" x 2")** or explore vertical/rounded designs.

## 3. Select a Template

- Browse through professionally designed templates.
- Choose one that fits your brand’s look and feel.

## 4. Customize Your Information

- Click on text fields and replace the placeholder content with:
  - **Your name**
  - **Title or role**
  - **Business name**

- **Phone number, email, website**
- **Social media handles**
- **Business address** (if applicable)

## 5. **Add Your Logo and Brand Colors**

- Upload your logo via the **Uploads** tab.
- Replace template colors with your brand palette using the top color toolbar.

## 6. **Change Fonts to Match Your Brand**

- Select text and choose your brand's font or one that reflects your business identity.

## 7. **Design the Back of the Card**

- Click "**Add page**" or use the existing back of card template.
- Add a logo, QR code, tagline, or design elements for branding.

## 8. **Check Layout and Alignment**

- Use Canva's alignment guides to ensure everything is centered and balanced.
- Keep important elements away from the edges (leave margin for cutting).

## 9. **Download for Printing**

- Click **Share > Download**.
- Choose **PDF Print**.
- Check “**Crop marks and bleed**” for commercial printing.
- Click **Download**.

## 10. **Print Your Cards**

- Upload the file to a commercial printer like Vistaprint, Moo, Staples, or a local print service.
- Or order directly through **Canva Print**.