

CANVA

TEMPLATE GUIDE

Welcome

Thank you for downloading
one of my templates

Inside you'll find simple
step-by-step instructions for
your editing, customizing, and
printing your design.



Created with Love *Selene by Marialyn*

Canva Beginner's Guide

For the Best Editing Experience

While Canva is available on smartphones and tablets, I recommend editing your template on a desktop or laptop computer whenever possible. The desktop version offers additional features and makes customizing your design much easier.

Editing Text

1. Click the text box you'd like to edit.
2. Type your new text.
3. Use the toolbar at the top of the editor to customize:
 - Font
 - Font size
 - Text color
 - Alignment
 - Letter spacing
 - Line spacing
 - Effects (optional)

Adding Your Own Photos

1. In the left sidebar, click Uploads.
2. Select Upload Files and choose your photo.
3. Click the existing photo and press Delete.
4. Drag your uploaded image into the photo frame.
5. Double-click the image to reposition or resize it within the frame.

Changing Colors

1. Select the element you'd like to change.
2. Click the Color tile in the top toolbar.
3. Choose one of Canva's suggested colors or select your own custom color.

Downloading Your Design

When your design is complete:

1. Click Share in the upper-right corner.
2. Select Download.
3. Choose your preferred file type:
 - PDF Print – Best for professional printing
 - PNG – Great for texting, emailing, or social media
 - JPG – Smaller file size for everyday use
4. Select the pages you'd like to download.
5. Click Download.

Adjusting Transparency

1. Select the element you'd like to edit.
2. Click the Transparency (checkerboard) icon in the toolbar.
 - If you don't see it, click the ••• More menu.
3. Drag the slider:
 - Left = More transparent
 - Right = Less transparent

Letter & Line Spacing

1. Select the text box.
2. Click Spacing in the toolbar.
3. Adjust:
 - Letter Spacing
 - Line Height

These settings can help your text fit perfectly within your design.

Rotating Elements

1. Click the element, image, or text box.
2. Grab the rotation handle beneath the selected object.
3. Drag left or right until it reaches your desired angle.

Grouping Elements

Grouping allows you to move multiple items together.

1. Hold Shift and click each element you'd like to group.
2. Click Group in the toolbar or right-click and choose Group.
3. To separate them later, select the group and click Ungroup.

Locking Elements

Lock elements to prevent accidentally moving or editing them.

1. Select the element (or multiple elements).
2. Click the Lock (padlock) icon.
 - If you don't see it, click the ••• More menu.
3. Click the padlock again to unlock when you're ready to edit.

Duplicating Pages

Need another invitation with a different name?

1. Click the page you'd like to copy.
2. Select the Duplicate Page icon.
3. Edit the duplicated page as needed.

Need a Little Help?

If you run into any issues using your template, feel free to reach out. I'm always happy to help!

Thank you for supporting Selene by Marialyn. I hope your celebration is filled with beautiful memories.

Frequently Asked Questions

Do I need a Canva account?

Yes! A free Canva account is required to access and edit your template. You can create one in just a few minutes at www.canva.com.

Do I need Canva Pro?

No. Most of my templates are designed using Canva's free elements and work perfectly with a free Canva account.

If Canva prompts you to upgrade, it's usually because you've added a Pro element while editing. Simply replace it with one of Canva's free alternatives.

Why won't the template open?

Be sure you're clicking the template link while logged into your Canva account. If you're still having trouble, try opening the link in a different browser or on a desktop computer.

Can I edit the colors, fonts, or wording?

Absolutely! Every template is fully customizable. Feel free to personalize the colors, fonts, wording, and layout to make it your own.

Can I add my own photos?

Yes! You can easily upload your own photos by selecting Uploads in the Canva sidebar and dragging your image into the photo frame.

What's the best file type to download?

- PDF Print – Best for printing at home or through a professional print shop.
- PNG – Perfect for texting, emailing, or sharing on social media.
- JPG – A smaller file size for everyday use.

Can I print these at home?

Yes! You can print your invitations on your home printer or have them professionally printed at your favorite local or online print shop.

Can I use these templates for my business?

These templates are for personal use only. They may not be resold, shared, redistributed, or used to create products for sale.

If you'd like to use one for commercial purposes, please contact me first.

Can I share the Canva template link with friends?

Please don't share the template link directly. Instead, I'd love if you shared the link to my blog so others can download their own copy.

Your support helps me continue creating free resources for everyone.

I accidentally deleted part of the design. What should I do?

Don't worry! If you make a mistake, you can:

- Use Undo (Ctrl/Cmd + Z)
- Reopen the original template link to create a fresh copy

I'm having trouble editing my template.

If you're stuck, don't hesitate to reach out! I'll do my best to help you get everything working so you can enjoy your printable.

Still Have Questions?

I'd love to help!

Visit *Selene by Marialyn* for more free printables, party inspiration, and cozy everyday ideas.

Thank you so much for supporting my little corner of the internet. I hope your celebration is absolutely wonderful! 🧡

Marialyn