# a quickstart guide to using Rooted in Life Templates





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# **ROOTED IN LIFE CANVA GUIDE**

### SERVICE | LEGACY 2 UNITY



# etting Start

Once you receive this guide you will be ready to start accessing the Rooted in Life templates on Canva.

This step-by-step guide is designed to help you quickly begin creating your own Rooted in Life content.





Click the following images to direct you to their design file.

To open files in a new tab: (for Windows) hold "Ctrl" key while clicking, (for Mac) hold "Command" key while clicking.









# **STANDARD BANNER**



# **RACK CARD**

# (FRONT AND BACK)



# **SOCIAL MEDIA**



# STEP 2 Creating a Canva Account

Click "Use template for new design."

You will be prompted to either log in or create a Canva account.

 If you already have an account, please log in and proceed to Step 3. If you don't have a Canva account, complete the following steps to set one up.

# A template created by Theartofericjefferson was shared with you, start designing now



15.2 × 10.2 cm

Use template for new design



# STEP 2 CREATING A CANVA ACCOUNT



Click "Sign up with your work email."

# Enter your work email.

# UNITY | SERVICE | LEGACY





# Enter your name.

# STEP 2 CREATING A CANVA ACCOUNT



Enter the code that was sent to your email.

# UNITY | SERVICE | LEGACY 7

**Place Your** Logo Here Save Lives through organ donation. African Americans are 3x more likely to need an organ transplant. "Text" Learn how Name  $\rightarrow$   $\overrightarrow{$  is Rooted in Life  $\rightarrow$   $\overrightarrow{$  is Rooted in Life  $\rightarrow$ www.rootedinlife.org



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You should now see the chosen design.



Following these steps will get you started adding your own photos, logos and text to the designs.

Begin by choosing a design. Remember, if you scroll through each template, there are various color options to choose from!

Page 1 - Add page title

5

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# Save lives through organ donation.

African Americans are 3x more likely to need an organ transplant.

"Text" "Text"



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# STEP 3EDITING A DESIGN



Upload files first so they are ready for the next steps.

# Upload your logo file and images.

 Click on "Uploads" on the left side of the page.

- Navigate back to the design.
- Select and delete logo placeholder.



# STEP 3EDITING A DESIGN



# Click your logo to add it to the design.

Resize using the corner handles of the logo.



# EDITING A DESIGN

Page 1 - Add page title



# Save Lives through organ donation.

African Americans are 3x more likely to need an organ transplant.

"Text" "Text"

# Learn how Name $\rightarrow$ $\overrightarrow{\text{Bigs}}$

- Drag into place.
- It is centered when faint pink lines appear.



# Select and delete the silhouette.

- Navigate back to the design.
- Select and delete logo placeholder.

# EDITING A DESIGN



Add your photo.

Resize photo to fill the area.

## UNITY | SERVICE | LEGACY 12



# Enter name and other information.



# STEP 3 EDITING A DESIGN



Page 1 - Add page title



African Americans are 3x more likely to need an organ transplant.

"There are too many of us dying while waiting for a lifesaving transplant- the NCHP organizations are here to change that."

# Double click placeholder text edit.

# Enter your text.

### UNITY | SERVICE | LEGACY 13

# Save Lives through organ donation.



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All done!

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 Following these steps will get your design ready to be sent to your printer.

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African Americans are 3x more likely to need an organ transplant.

"There are too many of us dying while waiting for a lifesaving transplant- the NCHP organizations are here to change that."

Learn how Name → ■語 is Rooted in Life → ■語





# STEP 4 **EXPORTING DESIGN FOR PRINT**

Copy of RIL Rack Card Front

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age 3 - Add page title





Then click "Download."

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# STEP 4EXPORTING DESIGN FOR PRINT

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	RGB (best for digital use)		Page 3	
	Preferences		Page 4	
	Save download settings			
	Download		Done	

Check "Crop marks and bleed."

Select the page you designed.

# UNITY | SERVICE | LEGACY 16

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	□ Flatten PDF ③
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эу к	Select pages
	Page 3 (Current page)
	Color profile
	RGB (best for digital use)
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	Save download settings
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Ser la	

# Click download.



# STEP 4 **EXPORTING DESIGN FOR PRINT**

You now have a PDF that is ready to be sent to your printer.

Open up the file to ensure it is the correct design and proofread the document.

If your design is 2-sided, follow these same steps for the back of your design.

# UNITY | SERVICE | LEGACY 17



African Americans are 3x more likely to need an organ transplant.

"There are too many of us dying while waiting for a lifesaving transplant- the NCHP organizations are here to change that."





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# Additional Resources how to use canva: a beginner's guide how to get the most out of canva

**ROOTED IN LIFE CANVA GUIDE** 

