Step 1) Visit <u>www.canva.com</u> and create a free account. Canva is a free platform that lets you easily edit images like Adobe Photoshop.

Step 2) After log-in, you'll be taken to your Home Page.



Step 3) Under "Create a design," click the appropriate social media platform. The "Unbranded for All Social Media" file will fit posts for Facebook, Twitter and Instagram (Feed and Stories).



Step 4) Click "Upload" at bottom left



Step 5) Click "Upload an image or video" at top left



Step 6) Download the image "Unbranded for All Social Media" from the Foster Win Toolkit. Upload to your Canva design page.



Step 7) Upload your organization's logo to your Canva design page.



Step 8) Use the corners of the campaign image to expand its size to fit the design square. Then, click on your logo. It should appear on top of the campaign image in the design square.



Step 9) Resize your logo and place it on the campaign image. We recommend placing it in the bottom-right corner.



Step 10) Click "Download" at top right. You have the option to download your design or directly share to your social media pages.

