

Canva Basics

A simple guide to customizing your real estate marketing template in Canva.

Canva makes editing your new template simple. This guide covers the basics so you can quickly add your photos, update text, customize colors, and prepare your design for printing with Umedia.

[Access Your Template Here](#)

Please note: For the best editing experience, we recommend opening your Canva template on a computer using Google Chrome. Some templates may not display or function correctly on certain mobile devices or browsers.

Customizing Your Template

You can personalize the template with your own property photos, logo, listing details, colors, fonts, and other information.

Adding Your Photos in Canva

To add your personal photo, logo, and property photos:

- Click the **Uploads** icon on the left side of the Canva editor.
- Click **Upload files** or the available upload button and select the images you want to use.
- Once the images are uploaded, drag and drop each photo over the existing image you want to replace. Canva will automatically place it into the existing photo frame.

Editing Photos

To adjust a photo, double-click it. From there you can:

- Zoom in by resizing the image within its frame.
- Reposition the image to control which part of the photo is visible.
- Continue adjusting until the photo is framed exactly the way you want.

Removing Elements You Don't Want

You can remove template elements you do not need, such as text, icons, or other graphics. Click the element you want to remove, then use the trash/delete option in Canva.

Be careful not to delete the entire page. If you remove something by mistake, simply use Undo.

Made a Mistake? Just Undo

Mistakes are easy to fix in Canva. Use the Undo arrow at the top of the editor to reverse your most recent actions. You can undo multiple steps and use Redo if you want to restore an action.

Editing Text

Click the text you want to change. Canva's toolbar will give you options to customize the text.

- **Font:** Select the font menu in the toolbar and choose the style you prefer.
- **Size:** Increase or decrease the font size as needed. After changing the size, check the alignment and spacing.
- **Color:** Use the text color control to choose a different color that matches your branding.

"Change All" Option

When you change a font, text color, or the color of certain design elements, Canva may offer a **Change All** option. If you want the same change applied throughout the template, select it to update matching elements at once.

Downloading Your Finished Design

Once you have finished customizing the template, review every page carefully and make sure all photos, text, contact information, and listing details are correct.

When your design is ready, click **Share** in the upper-right corner of Canva, select **Download**, and export the finished design in the appropriate format.

When you're ready to print, send your completed design to **Umedia** and we'll take care of the printing for you.

We hope you enjoy your template. If you have any questions about preparing your design or printing your finished materials, please contact Umedia.

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