

VCF Social Templates

Using the Templates

create a free [Canva account](#) and access our [Email Graphics Template](#)

Exporting the Email Graphics

Export when all changes are final

1. Click the **Publish** drop down and select **Download**
2. Select **PNG**
3. Select specific pages if applicable
4. Click the **Download** button

Have Questions?

VISIT CANVA SUPPORT

Uploading, Adding, and Cropping a Photo

Use Canva's photography

1. In the left sidebar, select the Photos tab
2. Search for your subject matter and select a free photo

OR

Add your own photos to customize the templates

*Free photography can be found on [unsplash.com](#) or [pexels.com](#). **DO NOT use photos from google or other photos with copyrights.***

1. In the left navigation, select **Uploads**
2. Click the **Upload an image or video** button OR drag and drop your image file to the uploads section
3. Drag your image from the uploads section over the image you would like to replace

TO CROP:

Double click your image in the design and adjust the circles on the corners of the image

