


# How to Customize the Template

- 1** Access the template through **Canva** app 
- 2** Fill in

  - + Perks bullets
  - + Special perks
  - + Agency info here, e.g. agency link, recruitment event info, additional benefits, contact info, address, phone #
- 3** To add your logo and QR code, drag and drop them into the template and position them as desired
- 4** How to quickly swap out an image

  - + Select the photo you want to replace on your canvas
  - + Go to the **Uploads** tab on the left sidebar to add your own image, or click the **Elements** tab to search for free stock photos
  - + Drag and drop the new image directly onto the old one. The new photo will automatically snap into the existing frame or layout
- 5** How to Change Element or Text Colors

  - + Select the text, shape, or graphic you want to change
  - + Click the **Color** square in the top editor toolbar
  - + Under **Document Colors** or **Default Colors**, click the color you want to apply
  - + To add a specific, custom color, click the + (**Add a new color**) button at the top of the panel
  - + Type in a Hex code (e.g., #FFFFFF) or drag the slider across the color spectrum
- 6** In the menu bar, click **File / Download** and choose the file type **PDF Print**

