EDIT IMAGES & ART WITH CANVA
YOUR GUIDE TO USING eDESIGN

The Canva integration with eDesign boosts your creativity! You can remove image backgrounds in a snap and edit images with fun filters and effects. Plus, you can enhance your pages with an extensive collection of customizable artwork, backgrounds, text, graphics, charts and graphs.

WHAT YOU CAN DO IN eDESIGN WITH CANVA

EDIT YOUR IMAGES
- Perform image adjustments
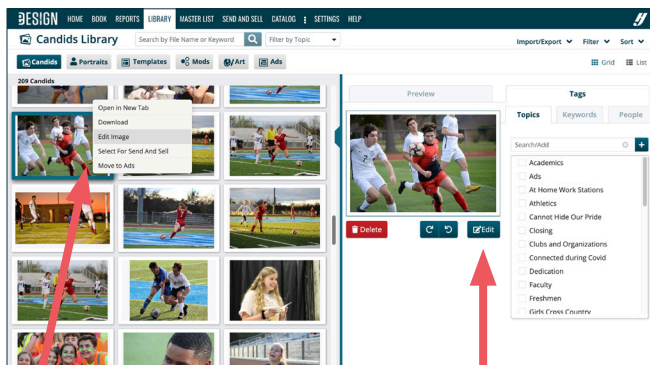- Apply filters
- Apply effects
- Remove backgrounds

SEARCH, CUSTOMIZE AND IMPORT CANVA ARTWORK
- Clip art
- Text graphics
- Charts and graphs
- Backgrounds

WHERE YOU GO TO EDIT AN IMAGE

WHEN YOU ARE IN THE IMAGE LIBRARY
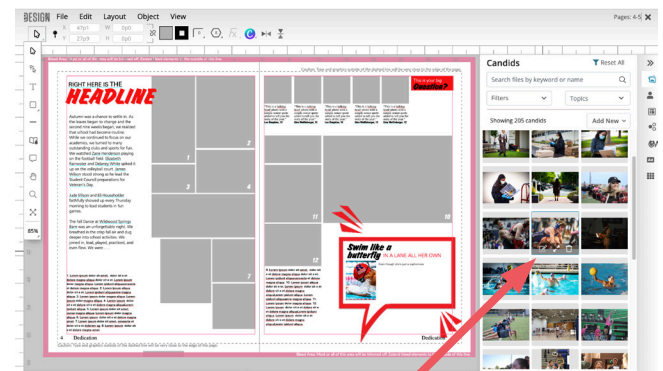Select the image you want to edit, and open it in Canva's image editor in one of two ways:

1. Right click on an image and choose EDIT IMAGE.

2. Or go to the preview panel and click the EDIT button.

WHEN YOU ARE ON A PAGE
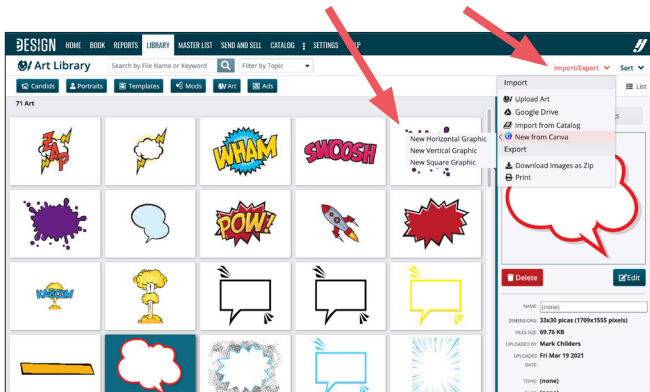First open the image preview panel. Then hover over the image and click the EDIT icon.

Hover over the image and click the EDIT icon.

eDESIGN

WHERE YOU GO TO ACTIVATE AND CUSTOMIZE CANVA ARTWORK

WHEN YOU ARE IN THE ART LIBRARY
Click on IMPORT/EXPORT, and then choose NEW FROM CANVA. A fly-out menu will prompt you to choose horizontal, vertical, or square.
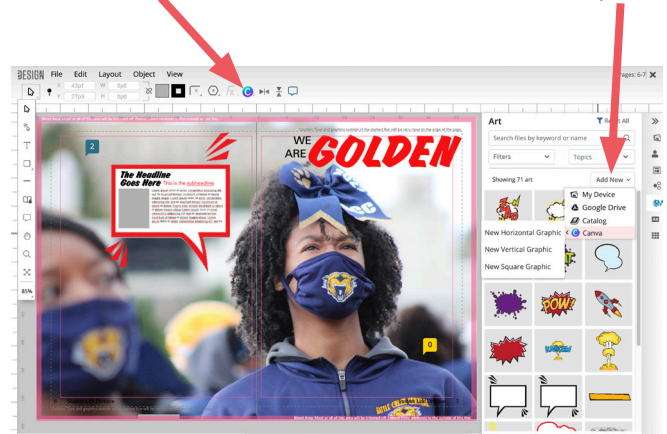
WHEN YOU ARE ON A PAGE
You can open a blank canvas in two ways. You can launch a blank canvas from the control panel up top or from the art preview panel:

1. Go to the control panel, click the CANVA ICON, and select horizontal, vertical or square from the menu.

2. Or go to the art preview panel, and choose ADD NEW > CANVA. Then choose horizontal, vertical or square.
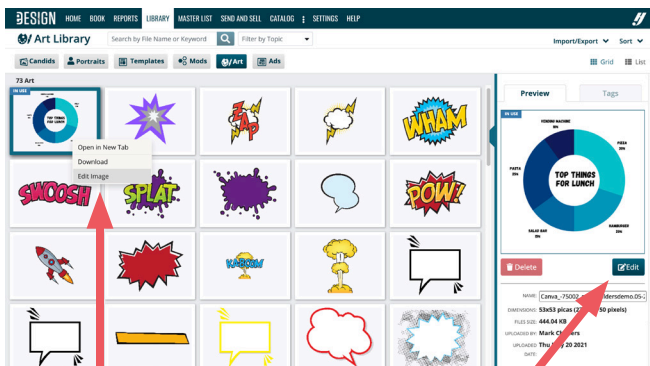

WHERE YOU GO TO EDIT YOUR CANVA ART
After you have created a graphic in Canva, you can modify it or create alternate versions of it by editing it in the same way you edit images.

WHEN YOU ARE IN THE ART LIBRARY
When you are in the art library, select the artwork you want to edit. Then open it in Canva in one of two ways:
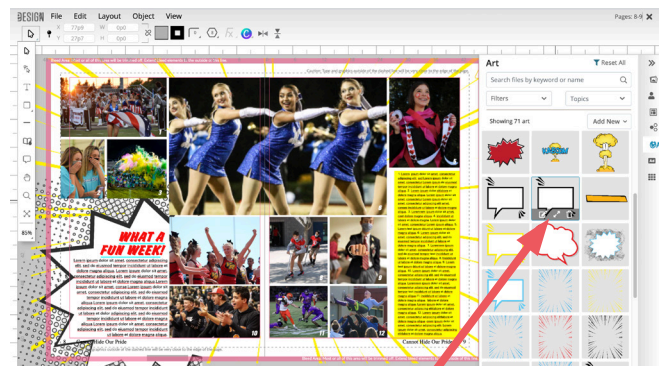

1. Right click on the artwork and choose EDIT IMAGE.

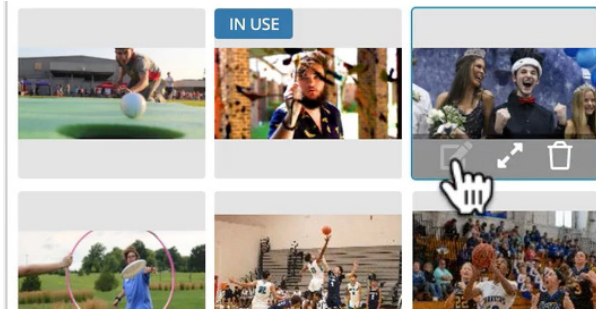2. Or go to the preview panel and click the EDIT button.

WHEN YOU ARE ON A PAGE
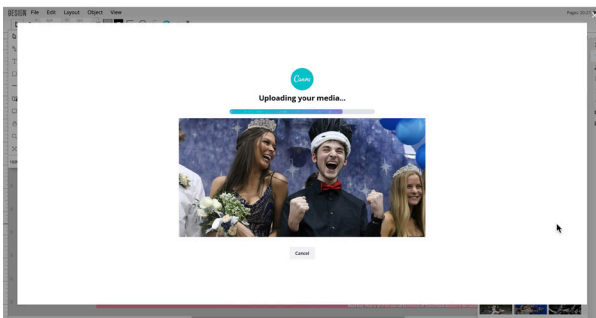First open the art preview panel. Then hover over the artwork and click the Edit icon.

Hover over the artwork and click the EDIT icon.
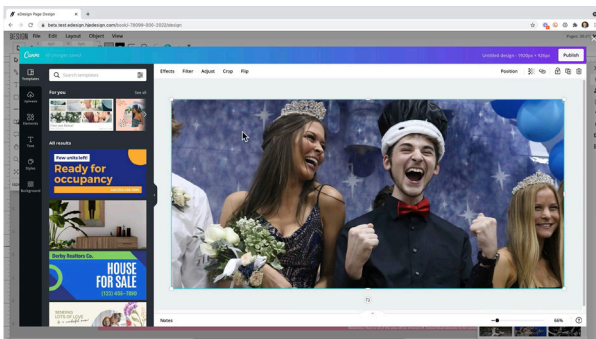
BESIGN

HOW TO APPLY FILTERS

1. **EDIT AN IMAGE** – Right click on the thumbnail in the library and choose "Edit Image" or click the Edit button in the preview panel.
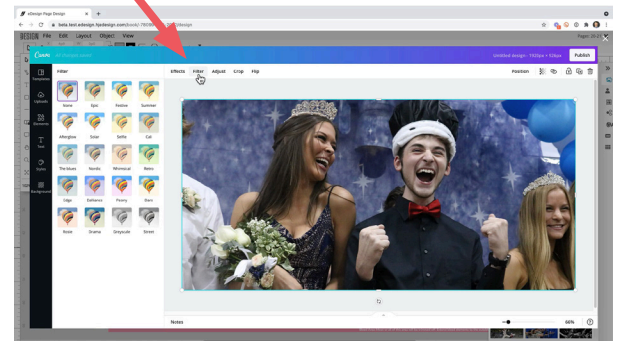

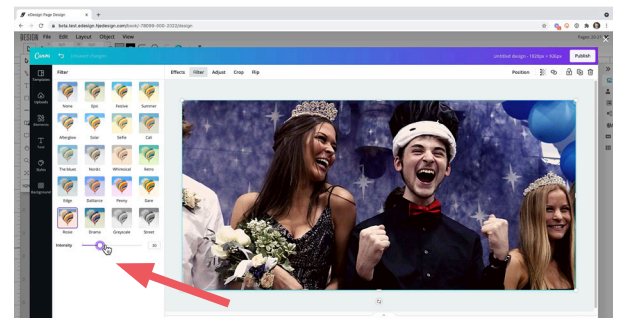2. **CANVA WILL LAUNCH** –That will open the image in Canva.

3. **CLICK ON THE IMAGE** – This will reveal the editing options. If you don't see any editing options, that simply means you need to click on the image to activate the options.
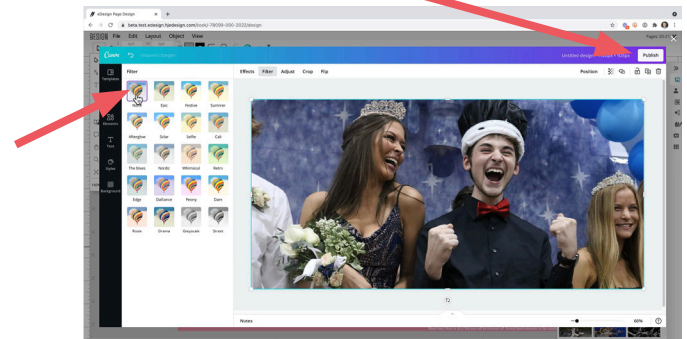

4. **SELECT "FILTERS"** – This is second option up top.

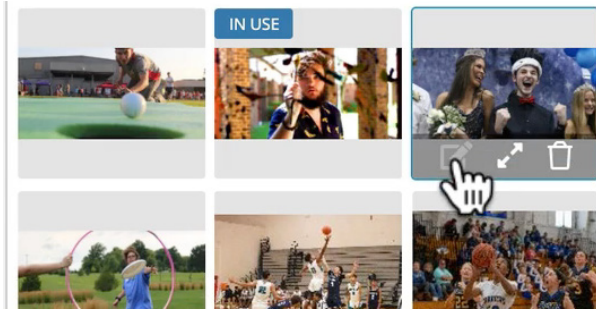5. **SELECT & ADJUST A FILTER** – Adjust intensity with the slider.

6. **CLICK NONE OR PUBLISH** – Click the "None" icon if you don't want a filter applied or the "Publish" button when you are finished and want to save the image into your eDesign library.
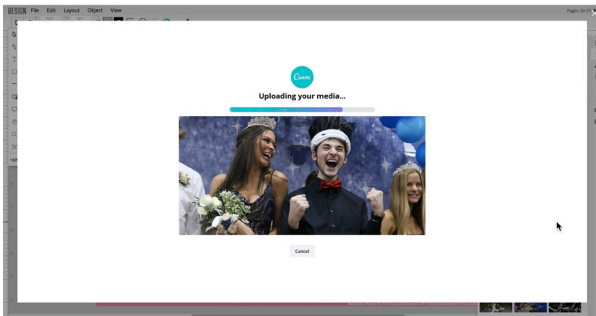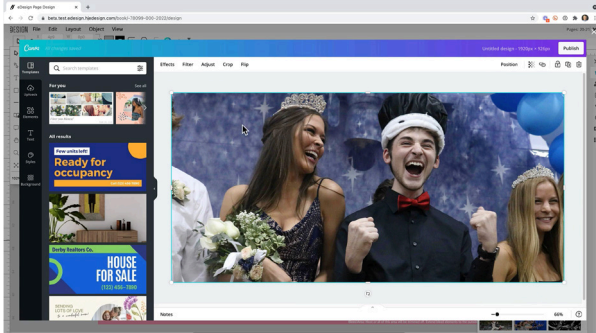
EDESIGN

HOW TO APPLY EFFECTS

1. **EDIT AN IMAGE** – Right click on the thumbnail in the library and choose "Edit Image" or click the Edit button in the preview panel.
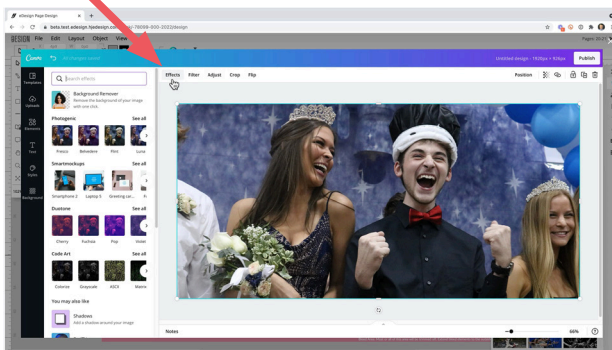

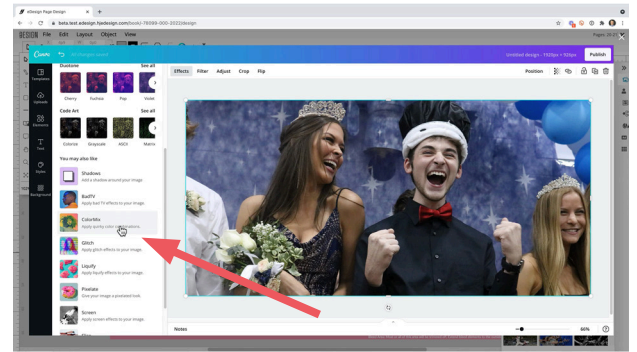2. **CANVA WILL LAUNCH** –That will open the image in Canva.

3. **CLICK ON THE IMAGE** – This will reveal the editing options.
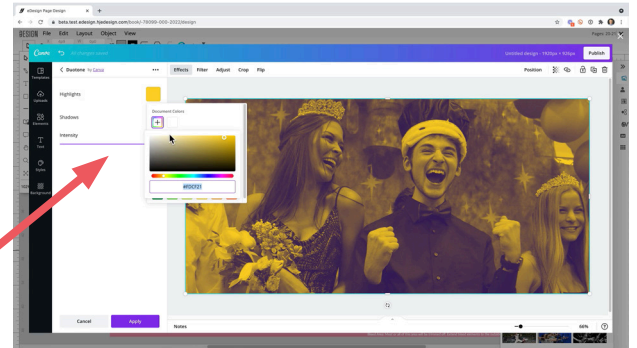

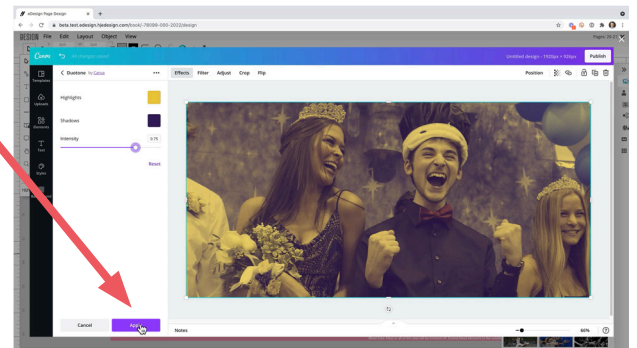4. **SELECT "EFFECTS"** – This is the first option up top.
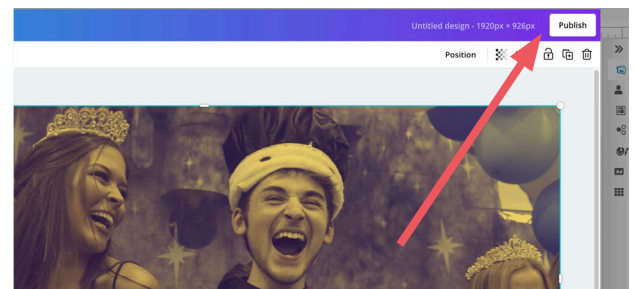

5. **CLICK TO ACTIVATE THE EFFECT YOU WANT TO USE** .

6. **CLICK ON THE SLIDER TO ACTIVATE CONTROLS**.

7. **CLICK "APPLY" OR "CANCEL"** – Click "Apply" to keep the effect. You can undo it by clicking "Cancel, the back arrow, or Undo.
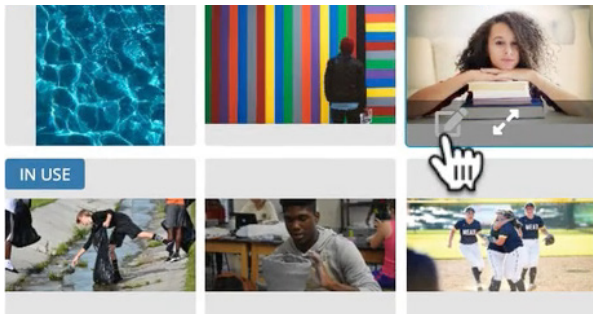

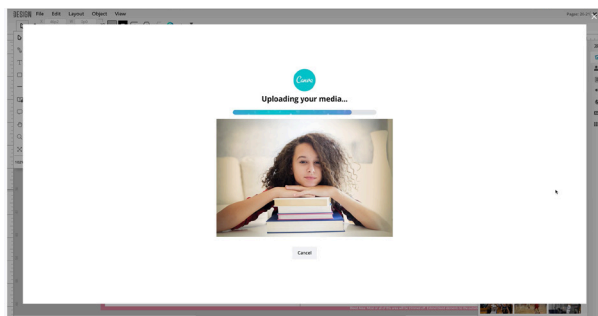8. **PUBLISH** – When you want to save the image, click Publish.
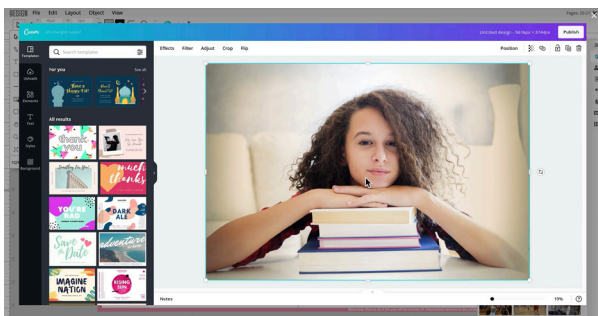
BESIGN

HOW TO REMOVE BACKGROUNDS

1. **EDIT AN IMAGE** – Right click on the thumbnail in the library and choose "Edit Image" or click the Edit button in the preview panel.
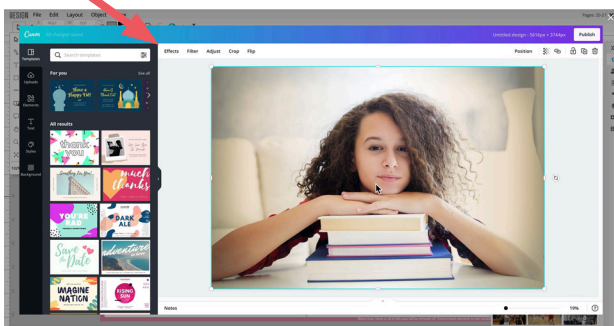

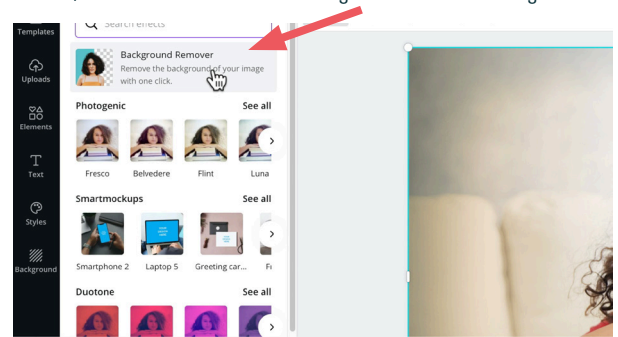2. **CANVA WILL LAUNCH** –That will open the image in Canva.

3. **CLICK ON THE IMAGE** – This will reveal the editing options.

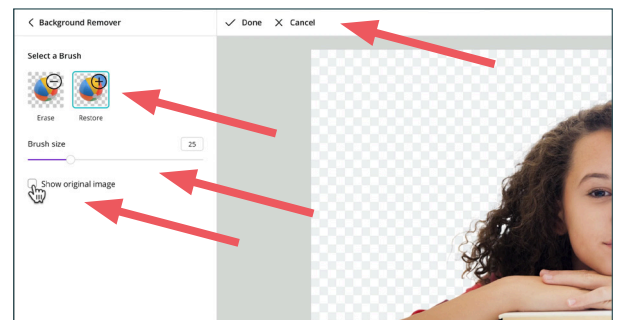4. **SELECT "EFFECTS"** – This is the first option up top.

5. **CLICK ON "BACKGROUND REMOVER."** – Once you click the button, Canva will remove the background from the image.
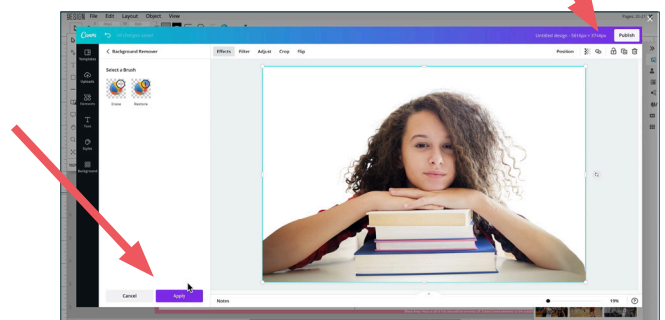

6. **REFINE THE IMAGE WITH "ERASE" AND "RESTORE."** – You can make adjustments to the image by erasing more of the image or restoring it as you'd like.

   • Check the box next to "Show Original Image" to see what you can bring back and/or erase.

   • You can adjust the brush size to make larger or smaller refinements as desired.

   • When you are finished, click "Done" to keep the changes. If you don't want to keep the changes, click "Cancel" or use the back arrow or the Undo/Redo options.
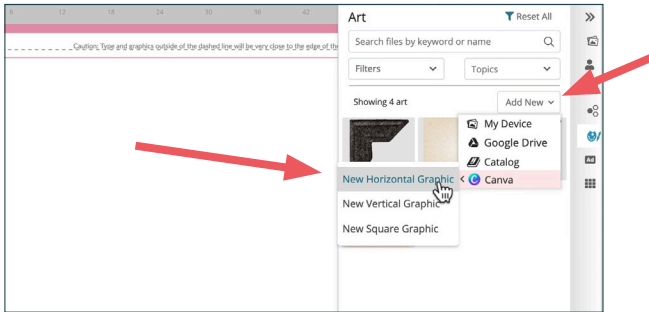

7. **CLICK "APPLY" AND THEN "PUBLISH."** – Click "Apply" to keep the effect. If you don't want to keep it, click one of three options: "Cancel," the back arrow, or the Undo options. When you want to save it into eDesign's image library, click "Publish."
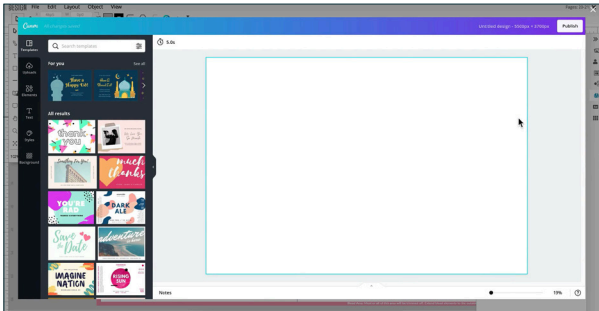
ƎDESIGN

HOW TO CREATE A NEW GRAPHIC IN CANVA

1. **LAUNCH A NEW CANVA** – From a page, go the art preview panel, and click on "Add New." Choose "Canva," and then select the size of art you want to create – horizontal, vertical or square.
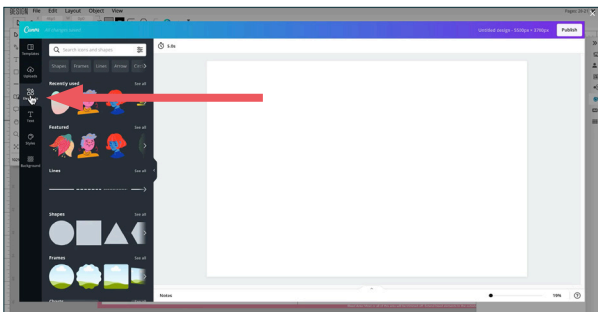

When on a page, you can also click on the Canva icon in the control panel. When in the library you can click Import/Export.
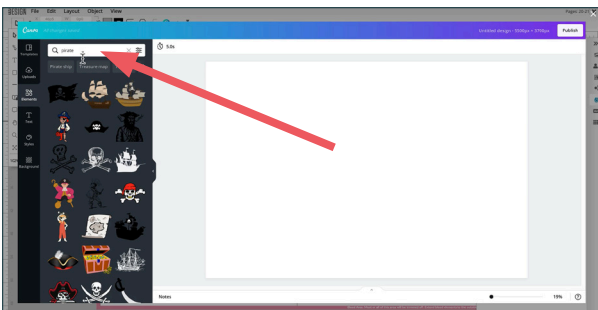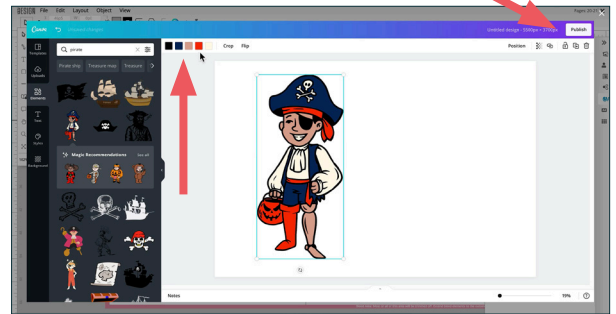
2. **CANVA WILL LAUNCH** –That will open a blank canvas.

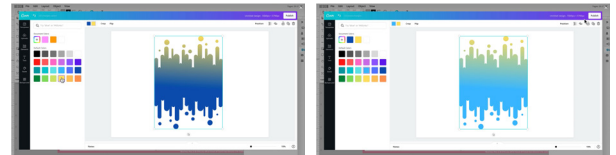3. **CLICK ON "ELEMENTS"** – To see the collection of pre-made elements, click on the "Elements" button.

4. **BROWSE OR SEARCH CATEGORIES OR ART** – There is a wide variety of searchable items to choose from.
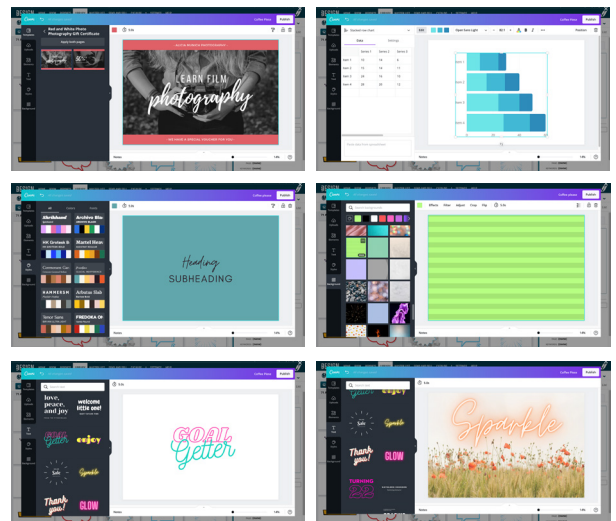

5. **DRAG/DROP ART ON CANVAS, CUSTOMIZE & PUBLISH IT.** After you drop the artwork onto the canvas, you can reposition and resize it as you wish. If colors pop up top, you can click on the swatches to change the colors. When you are finished and want to save it into eDesign's art library, click "Publish."

6. **MAKE MULTIPLE VERSIONS IF YOU'D LIKE.** – You can edit the art you just created to open it again in Canva. Then you can change the colors and save another version into the art library.

7. **EXPLORE TEXT, BACKGROUNDS CHARTS AND TEMPLATES.** There are many creative options in Canva! Use the principles explained above to choose text art, background, charts and templates and then customize them as you'd like. Plus, you can combine and layer elements to make all kinds of fun creations!

The Undo/Redo button in the top left corner will be a big help to you as you explore options. You can also click on an element on the canvas to delete it.

As always, when finished, click "Apply" and then "Publish" to save your art into eDesign.