# **How to Customize Your Canva Presentation**

**For Northeast SARE Grantees**

Follow these simple steps to customize your Canva presentation template with your research project’s images and text.

## **1. Access the Template**

* Click the link provided to open the Canva presentation.
	+ [Presentation](https://www.canva.com/design/DAGdznU_ESg/zPJm6DpwqOWu9xK-wjaWOw/view?utm_content=DAGdznU_ESg&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview)
	+ [Video Promo (Portrait)](https://www.canva.com/design/DAGe00rAbHU/geWWZ4_dpT9MwScsBYB8-A/view?utm_content=DAGe00rAbHU&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview)
	+ [Video Promo (Landscape)](https://www.canva.com/design/DAGdyjUeG_0/Im2fieP8amrkgNs_3x4M6g/view?utm_content=DAGdyjUeG_0&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview)
	+ [Video Promo (Square)](https://www.canva.com/design/DAGdy9fPpVA/AxrpgY9WhejJnu90NXkJmA/view?utm_content=DAGdy9fPpVA&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview)
* If you do not have a Canva account, create a free one.

## **2. Save a Copy**

* Select **“File” > “Make a Copy”** to create your editable version.
* Rename the presentation to reflect your project.

## **3. Replace Template Images with Your Own**

* Click on an image in the template.
* In the left-hand toolbar, select **“Uploads”**, then upload your project photos.
* Drag and drop your uploaded image onto the existing one—it will automatically replace it.
* Resize or reposition the image as needed by clicking and dragging.

## **4. Edit the Text**

* Click directly on any text box.
* Delete the placeholder text and type in your project’s details.
* Keep the formatting consistent by using the pre-existing text boxes.
* Adjust font size, color, or alignment if necessary, using the top toolbar.

## **5. Add More Slides (If Needed)**

* Scroll to the **last blank slide** in the presentation.
* Right-click and select **“Duplicate Page”** to create additional slides.
* Customize the new slide following the same steps for images and text.

## **6. Save & Download**

* Click **“Share”** in the top-right corner.
* Select **“Download”**, choose **PDF Standard** or **PowerPoint (PPTX)** for sharing.

## **7. Share Your Final Presentation**

* Upload your completed presentation to the required submission platform or email it to the Northeast SARE team as directed.

**Need Help?**If you have questions about how to use Canva, visit Canva’s Help Center: [www.canva.com/help](http://www.canva.com/help)
Or go to their YouTube channel: [www.youtube.com/@canva](http://www.youtube.com/%40canva)

Happy Editing!