

## How to use NVW Canva graphics:

### 1. How to Create a Copy of a Canva Design

- Open the shared Canva link.
- In the top-right corner, click the **“File”** menu.
- Click **“Make a copy”**.
- Canva will open a duplicate design in a new tab.
- This copy is now saved to **your own Canva account**, and you can edit it without affecting the original.

### 2. Why You Need to Make a Copy

- The original design is shared with others (e.g., members of other clubs).
- **Editing the original will change it for everyone** who has access.
- Making a copy ensures:
  - You don't accidentally change the starting graphic for everyone.
  - You can personalise the design safely.
  - You have your own version stored in your Canva account.

### 3. How to Save a Graphic from Canva to Your Computer

- In your Canva design, click the **“Share”** button in the top-right.
- Select **“Download”** from the dropdown.
- Choose your preferred **file type** (e.g., PNG or JPG for images, PDF for documents, I usually go with JPG)
- Select the **page** you need (the one you designed), then click **“Download”**.
- The file will save to your **Downloads** folder.

**LINK TO YOUTUBE VIDEO:** <https://youtu.be/0LZZhqx6gjU>