

Inserting Your Information Into Canva Templates

The Austin Board of REALTORS® is putting together a library of helpful "one-pagers" that a Realtor can easily insert their information into, without the ABoR logo. Follow these steps to insert your headshot, brokerage information, and contact information onto an ABoR educational template.

1

Register for a Canva Account

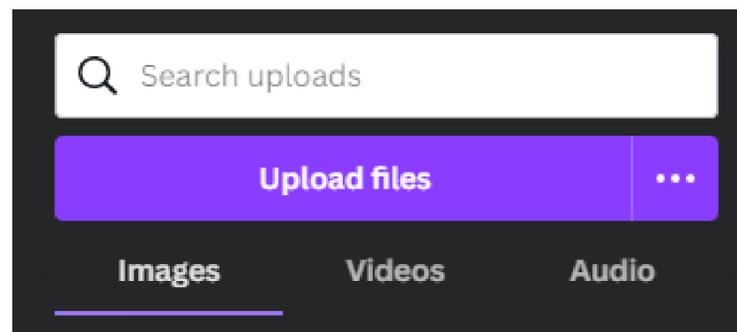
To edit a document in Canva, you must create an account by clicking "Sign-Up" at Canva.com. You will be emailed an authorization code and steps to finish creating your account.

2

Upload Your Headshot to Canva

To insert your headshot, you must first upload it to Canva. To do this, locate the sidebar on the left of the screen. Then select "Uploads." Select "Upload files," and locate your headshot file. Click on it, and Canva will automatically upload it.

You only need to do this step once. Once you have created a Canva account and have uploaded an image, Canva will save the image.



3

Insert Your Headshot and Information

Locate the frame pictured below. Simply drag your headshot from "Uploads" into the frame. Then double-click on the text boxes to insert your information.



Name Here

Brokerage
Contact Info

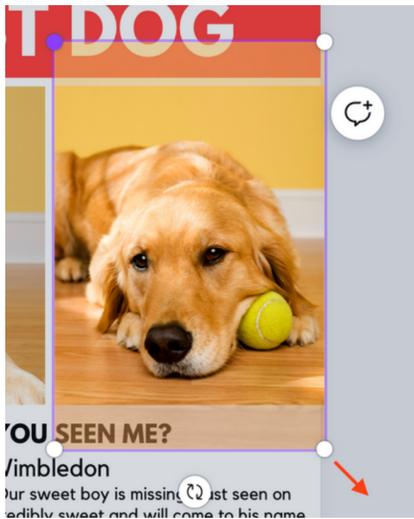
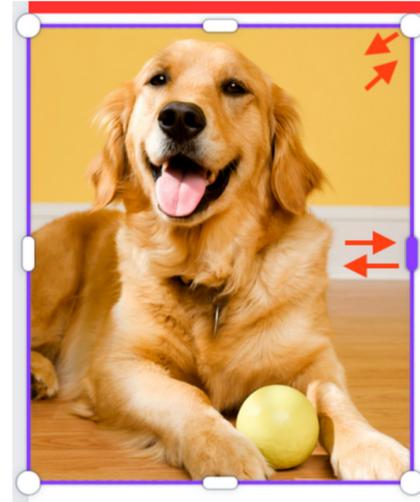
4

Formatting Your Headshot

See the following steps for information regarding formatting your photo.

My photo is the wrong shape for this template.

- Click the photo frames and adjust the size by dragging. Using the "delete" or "return" button on your keyboard to get rid of boxes you aren't using.



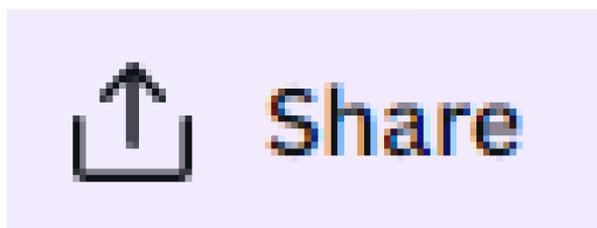
My picture is too zoomed out.

- No problem. Double-click your photo to crop the image within a photo box. Press enter to finish.

5

Export Your Document

Now that your information has been uploaded, you can export the document by selecting "Share" at the top right of your screen. Here you can copy the link, or download the document as a PDF and JPEG among many other options.



Have More Questions?

Click [here](#) for more information on how to use Canva