

How to Edit a Canva Template and Download Your Image - Facebook and Instagram Profile Picture

- 1. Open the Canva Template** – Choose the template you want to use from your Canva dashboard.
- 2. Upload Your Image** – Go to the Uploads section, then click Upload Files to add your image from your computer or device.
- 3. Add Your Image to the Template** – After the image uploads, click on it, then drag it to replace the existing photo on the template. The new image should automatically replace the old one. *If the image doesn't replace automatically, click on the existing photo, delete it, and then drag your new image into the frame.*
- 4. Download Your Image** – Click on Share in the upper-right corner, then select Download from the dropdown menu.
- 5. Download Only Your Edited Image** – Under the Select Pages section, choose the specific page or image you edited to avoid downloading the entire design file. *You can also select your preferred file type (JPG or PNG) before downloading.*
- 6. Ready to Use** – Your image is now downloaded and ready to be shared on your social media platforms.

How to Edit a Canva Template and Download Your Image - Image Overlays (Instagram Post, Instagram Story, Facebook Post)

- 1. Open the Canva Template** – Choose the template you want to use from your Canva dashboard.
- 2. Remove the Existing Image** – Since the image is locked, click on the small thumbnail in the left-hand corner of the template to select it, then delete it by pressing the Delete key or using the trash can icon.
- 3. Upload Your Image** – Go to the Uploads tab, then click Upload Files to add your image from your computer or device.

4. Add Your Image to the Template – Once the image has uploaded, click on it and drag it into the template. Then right-click on the image and select Set Image As Background to position it correctly within the template's design.

5. Download Your Image – Click Share in the upper-right corner, then select Download from the dropdown menu.

6. Download Only Your Edited Image – Under Select Pages, choose the specific page or image you edited to avoid downloading pages you didn't edit. *You can also select your preferred file type (JPG or PNG) before downloading.*

7. Ready to Use – Your image is now downloaded and ready to be used on your social media platforms.