skyswitch

Sign up & Edit With Canva

1 Sign up for a free Canva account

- Go to canva.com and click the "Sign up" button and follow the instructions to create a free Canva account. See **image 1**.

2 Open the branded asset

- Go to the asset you wish to brand. A list of brandable assets is available in the Knowledgebase here: **https://docs.skyswitch.com/en**
- Click the "Make a copy" button.
- Rename the asset in the field at the top of the screen. The copy will be saved to Your Projects.

3 Add your logo

- Click on the placeholder logo and icon within the design like **image 2** and click the "delete" button.
- On the left side of the screen you will see an "upload" button. Upload your logo and/or icon to Canva.
- Once uploaded, drag and drop your logo into your design.

4 Add your own text/contact info

- All text within each template is editable. Double-click on the text that you would like to edit like **image 3**.
- Change the text with your preferred text.

5 Add further customization

- If you'd like to edit other elements of the assets (colors, copy, images, etc.), please refer to Canva documentation here: **https://www.canva.com/help/**
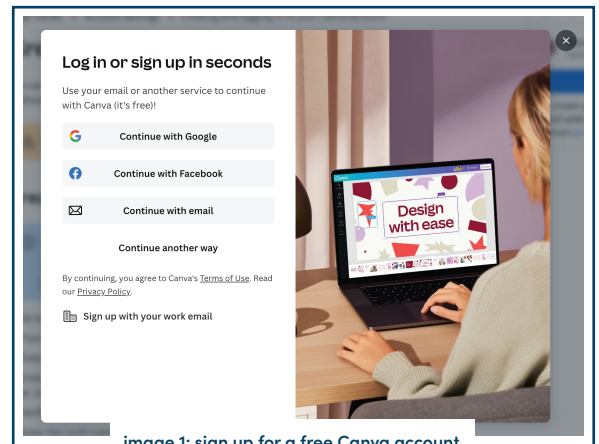
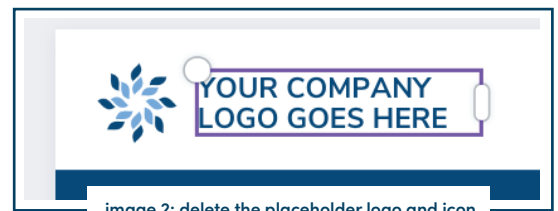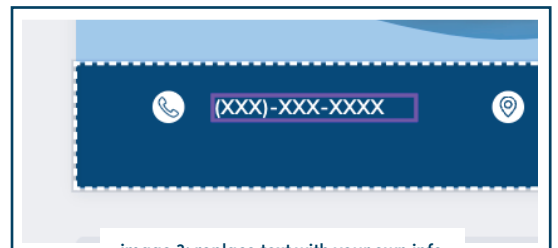image 1: sign up for a free Canva account

image 2: delete the placeholder logo and icon

image 3: replace text with your own info.