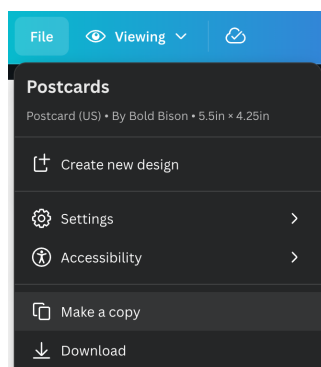


## Creating a Personal Canva File to Edit

If you receive a Canva template that is "**View Only**", you won't be able to make changes until you **make your own copy**. Follow these steps to create a personal, editable version in your Canva account:

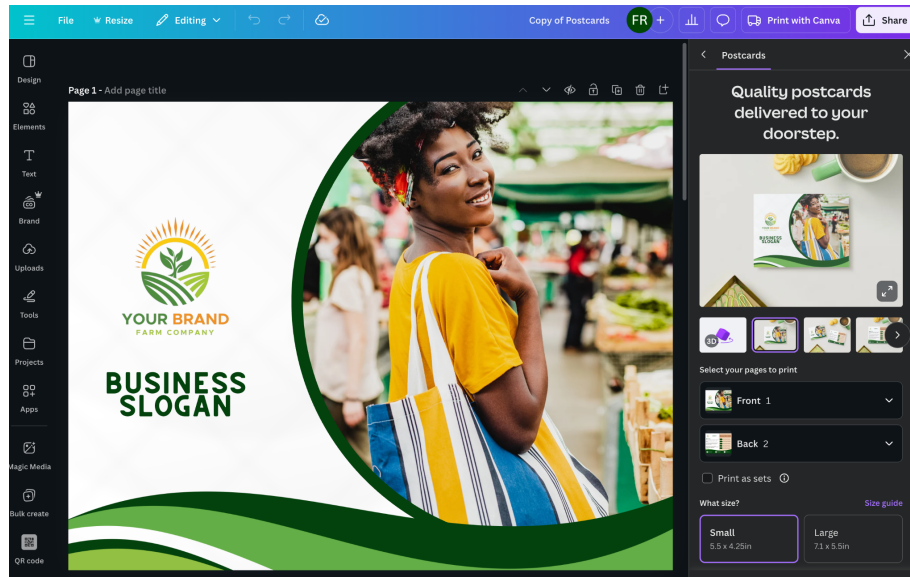


1. Open the Shared Template
  - a. Click the link to the Canva template that was shared with you.
  - b. The file will open in **View Only** mode.
2. Go to the **File** Menu
  - a. Found in the top left corner of the screen.
3. Make a Copy
  - a. From the file menu, scroll down and select "**Make a copy**."



#### 4. New Tab of Copied File

- a. Canva will automatically open a new tab with your **copied version** of the file.
- b. This new file is **completely separate** from the original and **fully editable**.



#### 5. Rename Your File

- a. The file will be automatically titled "**Copy of [Original File Name].**"
- b. To rename it: Click on the file name at the top of the screen. Type a new, clear title that will help you find it later.

Example: September 2025\_Postcards

#### 6. Start Editing

- a. You can now edit the file however you'd like.
- b. All changes will be saved to your personal Canva account.

