

TEMPLATE ACCESS

US LETTER SIZE
(8.5x11 inches)

DIRECT LINK

Planner 2022

DIRECT LINK

Calendar 2022



TEMPLATE ACCESS

A4 SIZE
(210x297mm)

DIRECT LINK

Planner 2022

DIRECT LINK

Calendar 2022

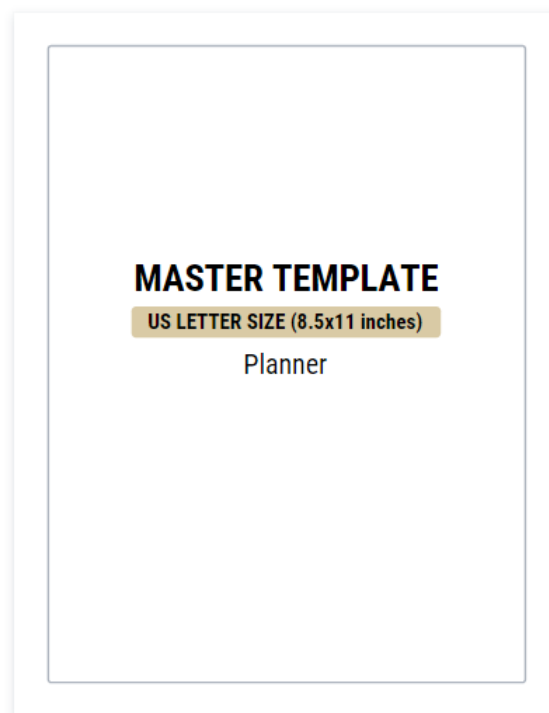


How to customize your Canva template

Quick guide

The links in this document will take you directly to the master template.

**A template created by 3.14&Co
was shared with you, start
designing now**



8.5in × 11in

Use template

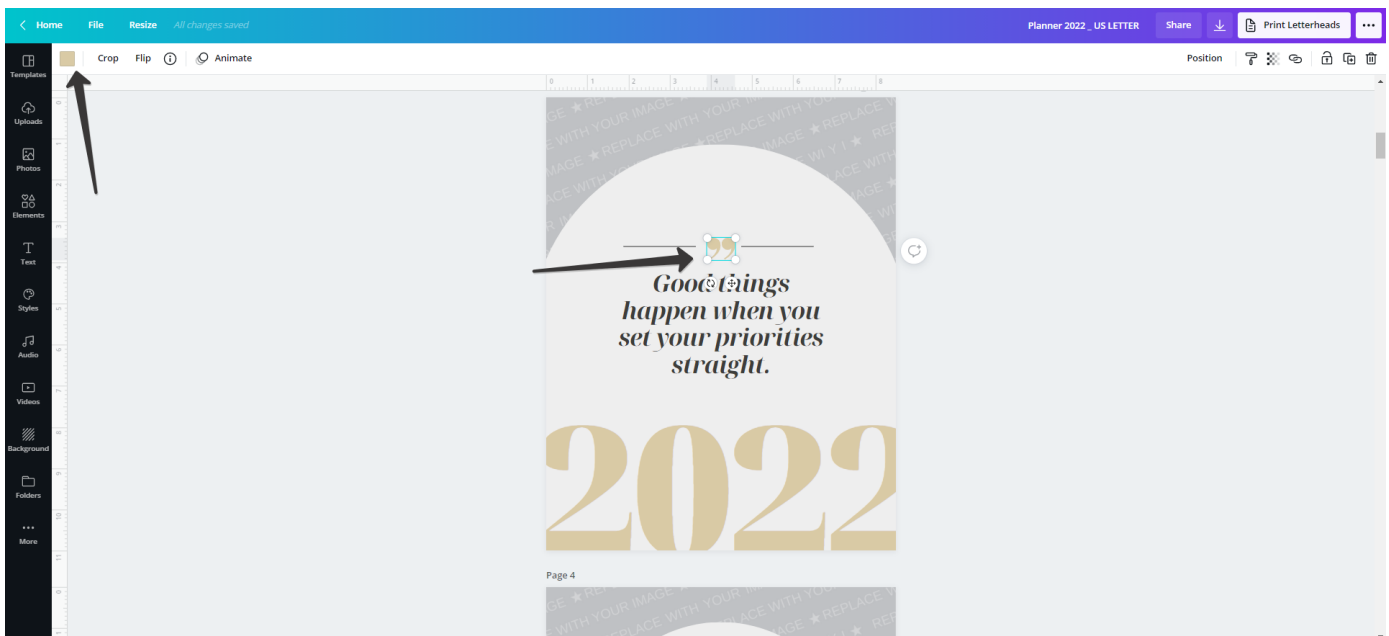
Designed with *Canva*

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COLORS

Select the shape you wish to modify so that it is outlined as seen below. Navigate to the top left-hand corner to select the Document Colors palette, where you can select a default color, a brand color, or begin creating your own color. Then, press “Enter.”



HOW TO ADD BRAND COLORS

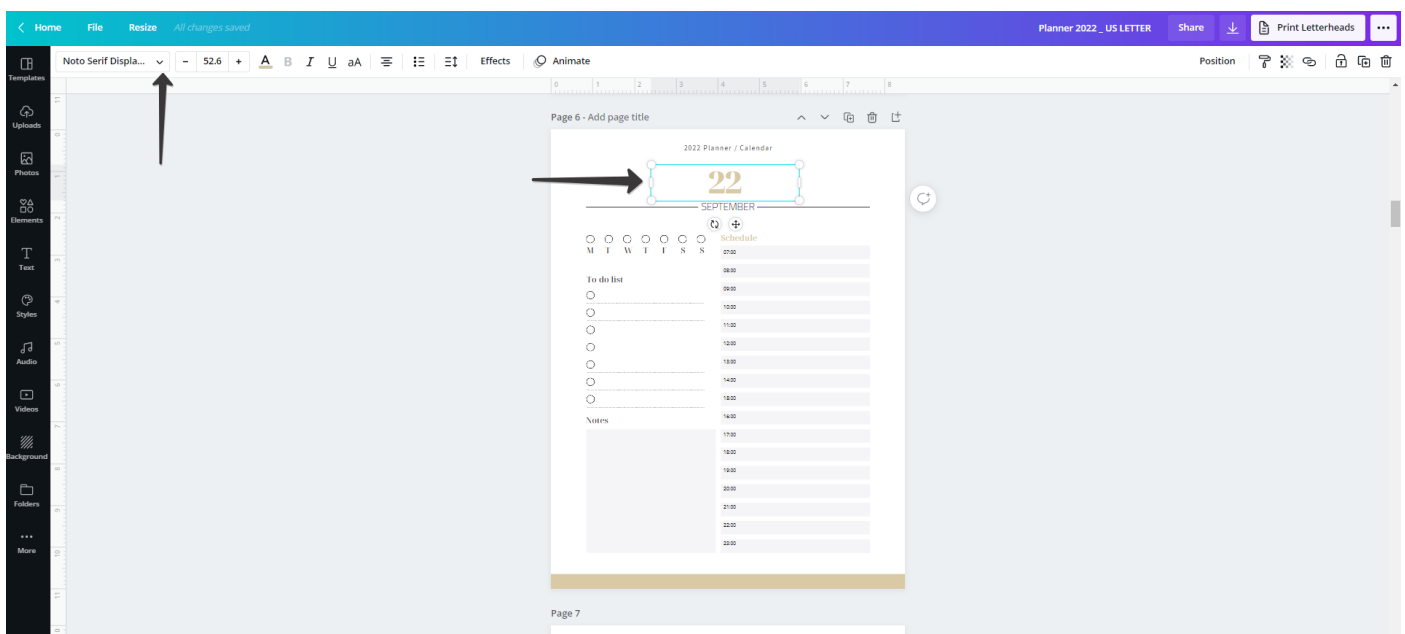
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Text

Select the text box that you wish to change. You will notice a menu of options appear at the top of your browser. Use the drop-down menus to select a font and text size. Select the color palette to change the color of the text.

The menu also contains options to make your text bold or italic, align it to the left, right or centre of the text box, and make it all-caps. You can also add bullets, or increase the spacing between the letters and the lines of text.



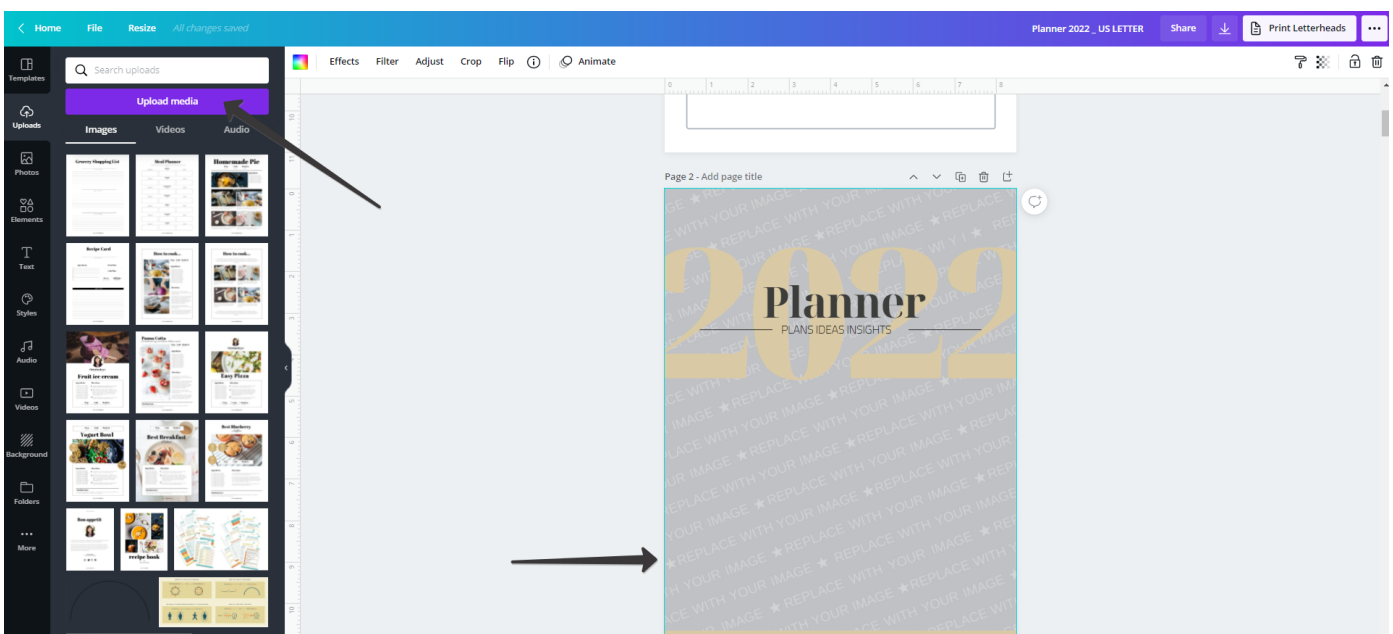
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Images

To add an image to your templates, select the “Upload” button from the sidebar, click the “Upload your own images” button, and select the new image in it’s location on your computer.

Click and drag the image from the sidebar into the image frame. To adjust the position of your image once it’s in the frame, double-click the image frame, scale and adjust to your liking, then click the “check” icon to set it in place.

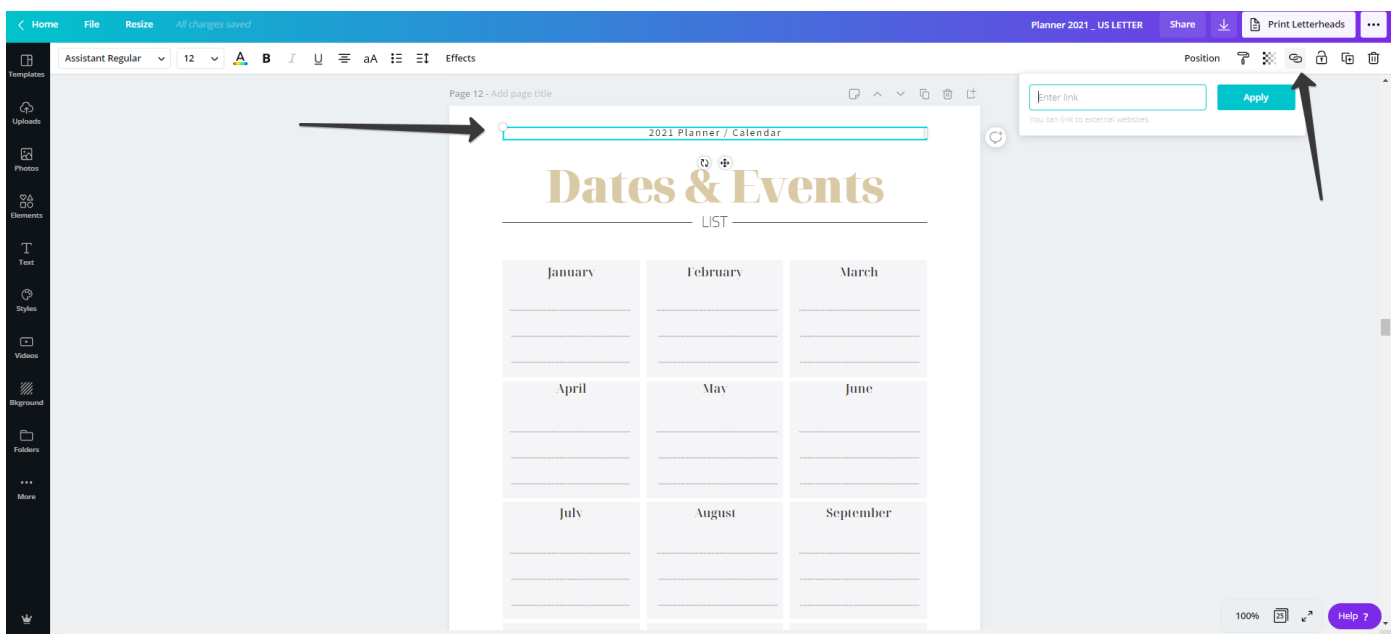


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Hyperlinks

Click to select the element you want to add a link to.
Click the Link button or the chain icon on the toolbar above the editor.
Enter the website link.
Click Apply.

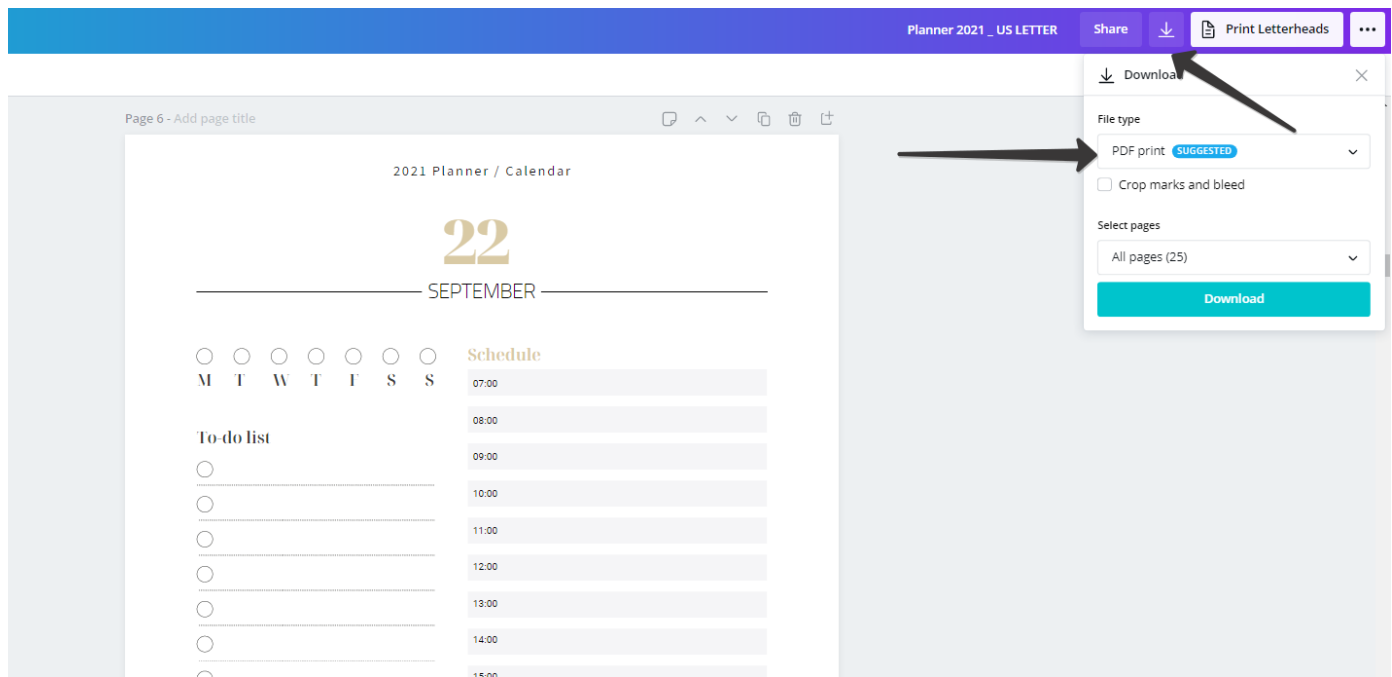


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Quick guide

Exporting

Click the “Download” button in the top right-hand corner of your browser, select PDF as the file format, and proceed to download all or just some of the pages.



SAVING IN CANVA

Mockup Images

The images that were used in the template mockups are available on Unsplash.com
You can find direct links in the PhotoLinks.txt (Included in your purchase)



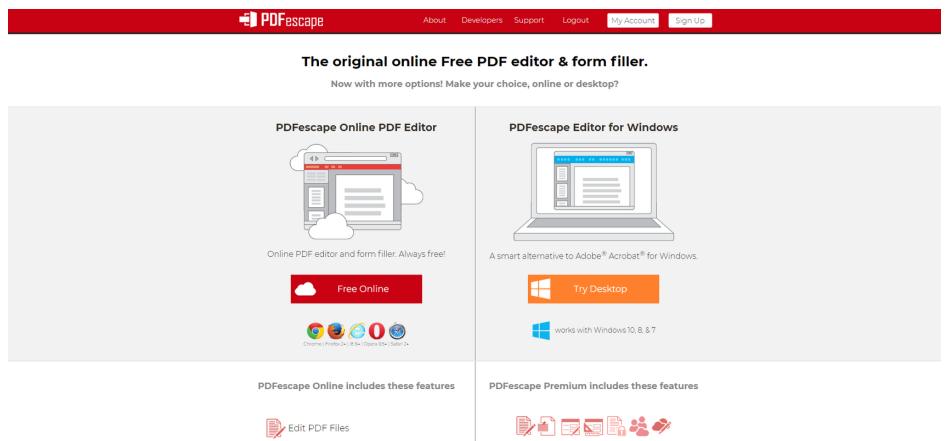
[Unsplash.com](https://www.unsplash.com)

How to create a fillable pdf?

There are several ways to create a fillable pdf but here's a super helpful website called [PDF Escape](https://www.pdfescape.com), which is a free online PDF editor.

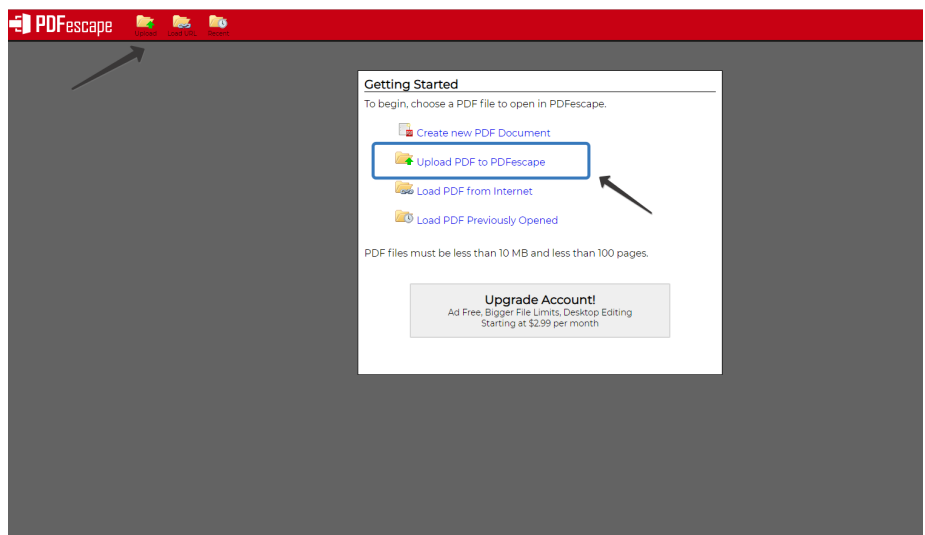
Step 1.

You start by going to www.pdfescape.com and then click on Free Online



Step 2.

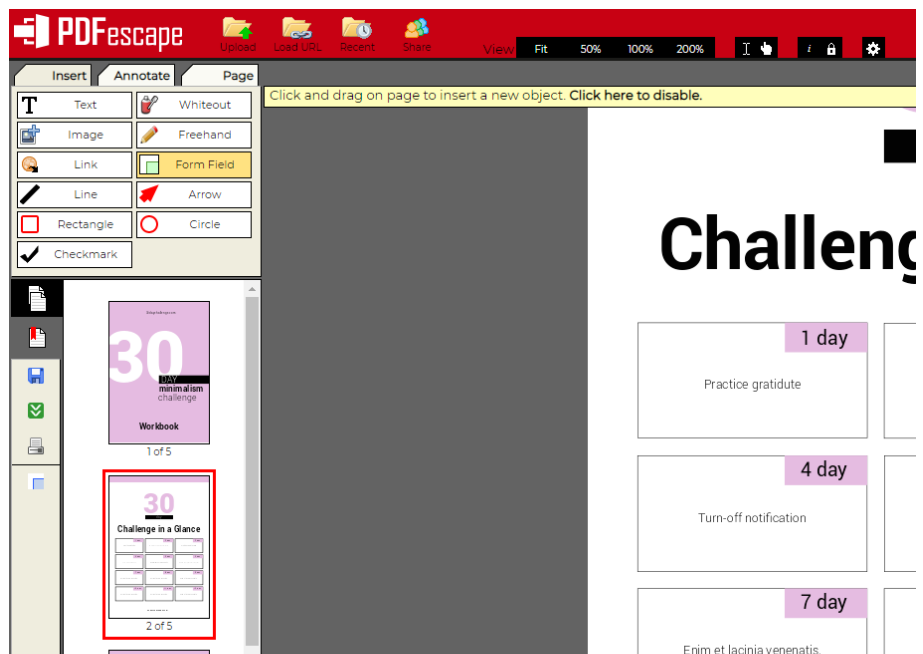
Upload Your PDF



How to create a fillable pdf?

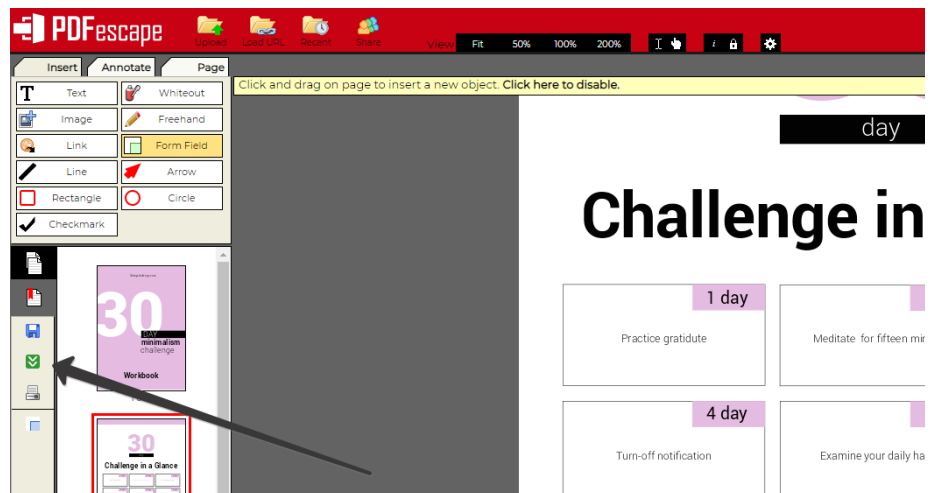
Step 3.

There are some options on top-left of the page. Choose the last one that says “Form Field”, and then from the popup that appears, select ‘text paragraph’ from the dropdown menu, and then click ‘select’. Now click and drag, so that your text paragraph box occupies the same space as the box you had previously created.



Step 4.

Save and download your fillable pdf



PDF Escape

How to merge several pdf files free and online?

There are several ways to merge several pdf files but here's a super helpful website called smallpdf.com, which is a free online PDF editor.

The screenshot shows the Smallpdf website interface. At the top, there is a navigation bar with the Smallpdf logo, a dropdown menu for 'All Tools' (containing Compress, Convert, Merge, Edit, Sign), and links for Pricing, Login, and a blue 'FREE TRIAL' button. The main heading is 'Merge PDF' with the subtitle 'The easiest way to combine PDF Files'. Below this is a large purple box containing a PDF icon, the text 'Drop PDF(s) here', a 'Choose file' link, and two options: 'FROM GOOGLE DRIVE' and 'FROM DROPBOX'. Underneath the purple box are three columns of information: 1. 'How to merge PDF files' with a lightbulb icon and text explaining the drag-and-drop process. 2. 'Secure PDF merging online' with a person icon and text stating that files are deleted within an hour. 3. 'Works for Windows, Mac and Linux' with a thumbs-up icon and text stating the web app is browser-based.

[Merge PDF files](#)