THRIVE
LENDING

CANVA
GUIDE

Welcome to Your Canva Guide

Introduction

Welcome to your comprehensive guide for using Canva! This guide will help you navigate through the basics of editing your marketing templates on Canva. We've made the process simple with three easy steps: editing text, uploading your headshot/body shot, and placing property images.

This guide will cover:

- Official Brand Colors & Logo
- Accessing your Canva Account
- Accessing your templates
- Editing the templates
- Adding your personal images
- Finalizing and saving your designs
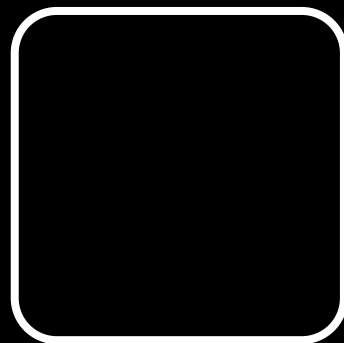
THRIVE LENDING
BRANDING COLORS

To maintain a consistent and professional look across all marketing materials, we use a specific set of branding colors. Below are our official brand colors, along with their HEX codes for digital use. Please ensure that all designs align with these colors for a cohesive brand identity.
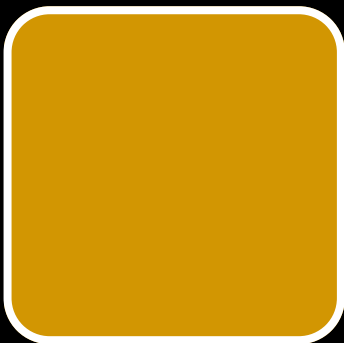
#D29602   #008FD5   #000000

DOWNLOADING OUR OFFICIAL LOGO

To ensure consistency in branding, always use the official Thrive Lending logo. You can download the high-resolution version from the link below:
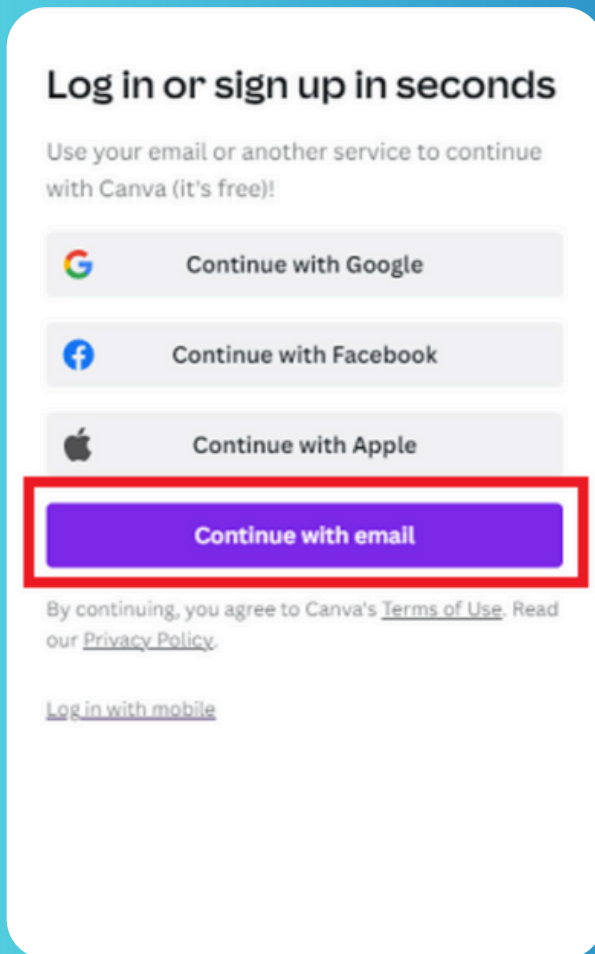
Download the Thrive Lending Logo in Black

Download the Thrive Lending Logo in White

Getting Started with Canva

Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free)!

G   Continue with Google

f   Continue with Facebook

🍎   Continue with Apple

Continue with email

By continuing, you agree to Canva's Terms of Use. Read our Privacy Policy.

Log in with mobile

ACCESSING YOUR CANVA ACCOUNT

- Your Canva account has already been created for you.
- Check your email for the account details and login information.
- Go to the Canva's login page and log in using the provided credentials.

ACCESSING THE TEMPLATES

- Once logged in, you will find the templates already set up for you in your Canva account.
- Navigate to your Canva homepage.
- Click on the **'Projects'** tab as outlined below.
- Inside the Projects tab, you will find the template file
- There are 12 templates available:
- **3 Under Contract Templates**
- **4 Clear-to-Close Templates**
- **4 Just Closed Templates**
- **1 Local Hero Program Flyer**
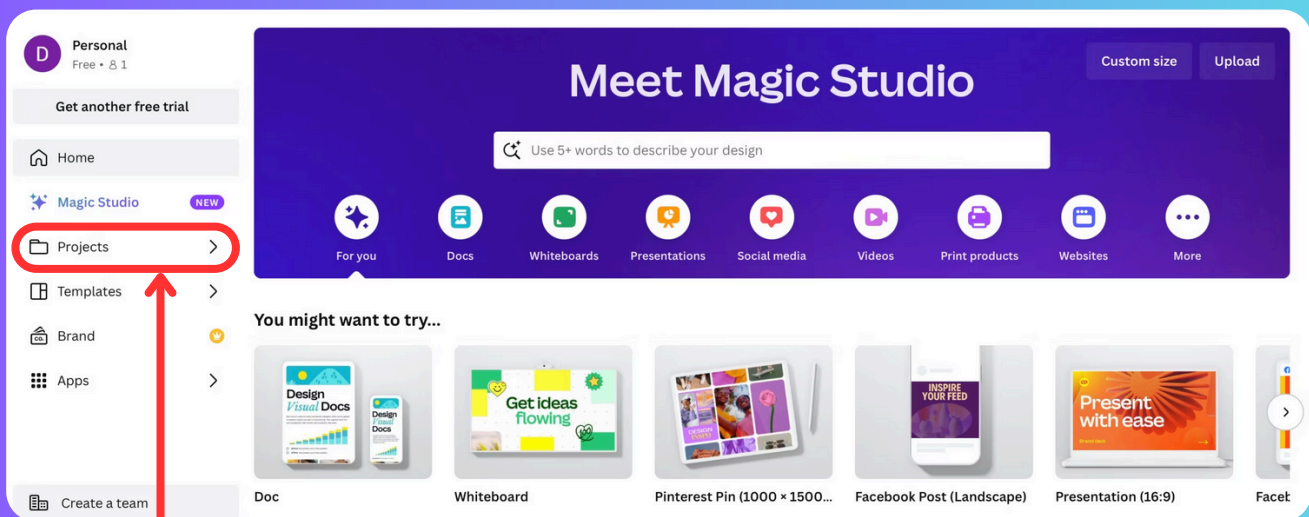
'Click' here

Before You Edit

CREATE A BACKUP OF YOUR TEMPLATE

- Before making any changes, click on the "Duplicate Page" button located at the top of the template page. This will create a copy of the original template.

- Duplicating ensures you have a backup in case you need to revert to the original version.

- Once you're satisfied with your edits, you can remove the duplicated page, leaving the original template untouched and ready for future use.
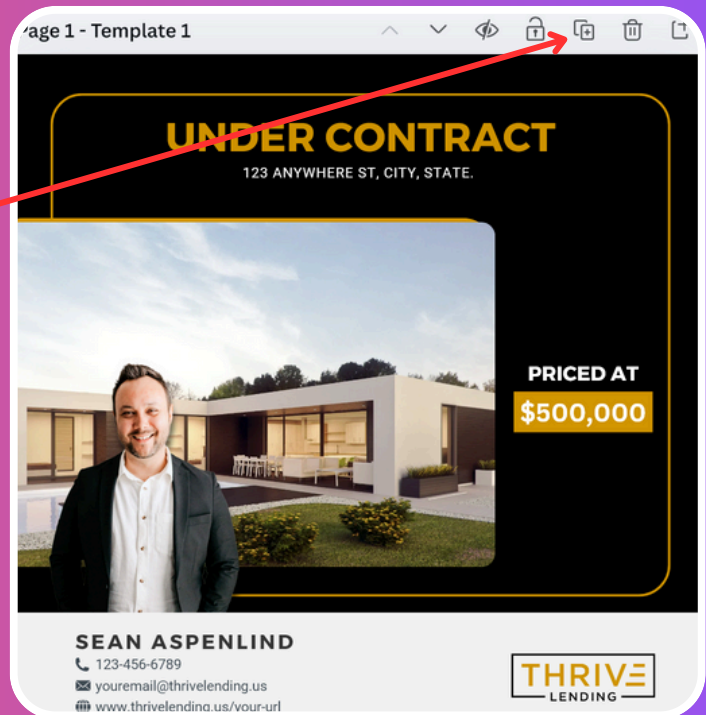
Tip: Make all your changes on the duplicated page rather than the original.

Editing Your Templates

EDITING TEXT

- Click on the text box you want to edit.
- Type in your new text.

UNDER CONTRACT
123 ANYWHERE ST, CITY, STATE.

PRICED AT
$500,000

SEAN ASPENLIND
📞 123-456-6789
✉ youremail@thrivelending.us
🌐 www.thrivelending.us/your-url

THRIVE LENDING

- Use the toolbar at the top to change the font size, if needed.

| Roboto ⌄ | − 17 + | A **B** *I* U S̶ aA | ☰ ☷ ☰↕ | Effects | ◎ Animate | Position | ⠿ 🖌 🔒 |

Tip: All texts are pre-formatted for you. All you have to do is just enter your text and adjust the size if needed.

UPLOADING YOUR HEADSHOTS/BODY SHOTS

- Click on 'Uploads' in the left sidebar.
- Select 'Upload files' and choose your headshot/body shot file from your computer.
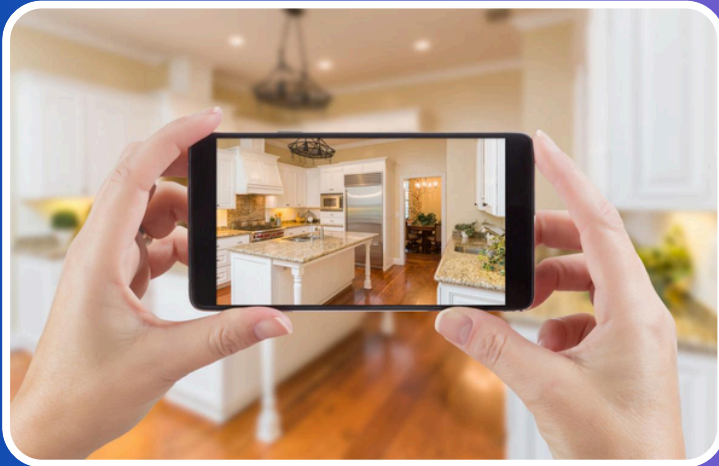- Image files will be provided to you
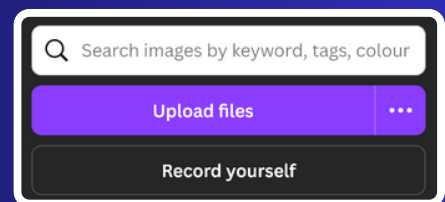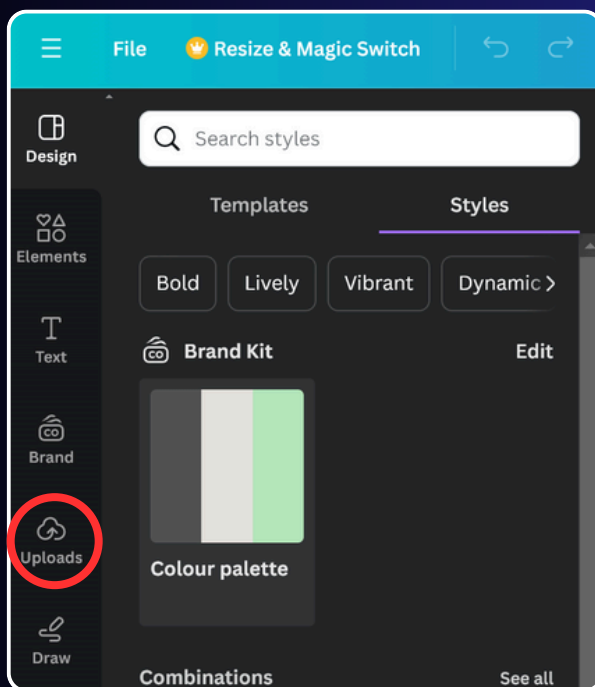
REPLACING PLACEHOLDER IMAGES

- Drag your uploaded headshot/body shot from the 'Uploads' tab and drop it into the placeholder image area in the template.
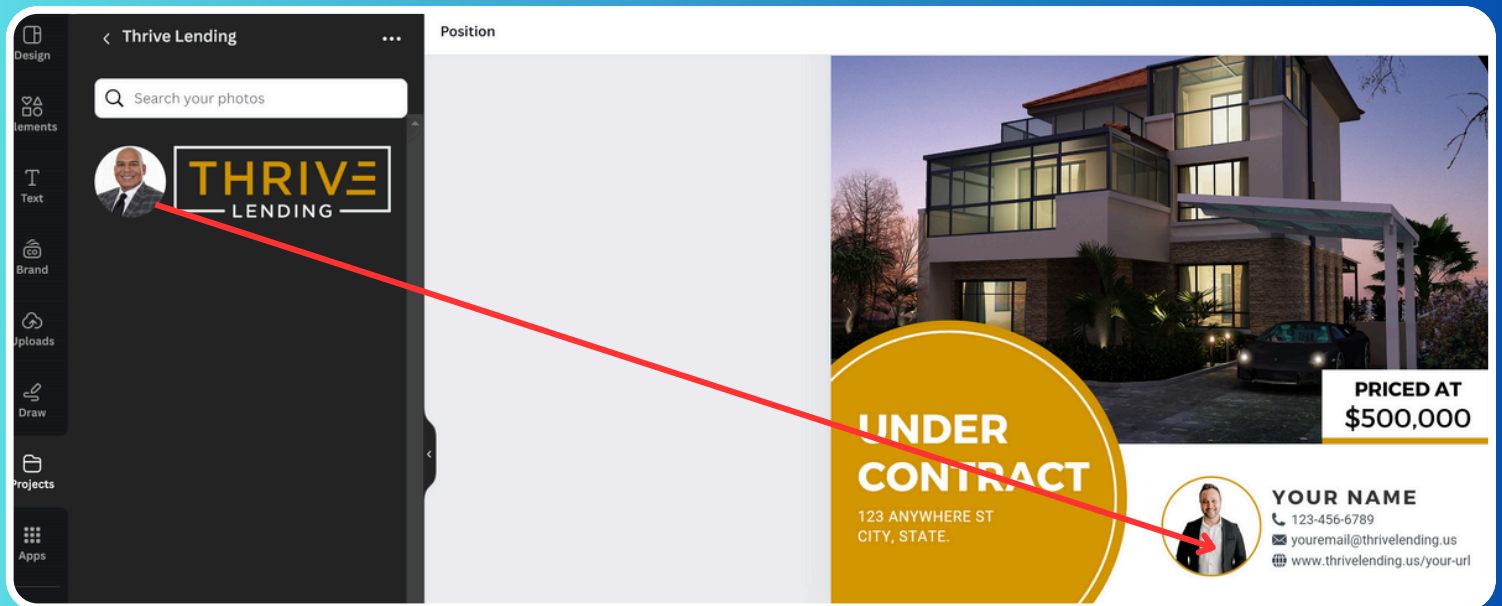
Tip: Do not use the rounded headshot image file provided to you in place of body shot place holder.

Adding Property Images

TIPS FOR HIGH-QUALITY PROPERTY PHOTOS

- Use natural light when possible.
- Keep the camera steady to avoid blurry images.
- Shoot in landscape mode for wide-angle shots, or portrait mode for tall features.

INTERIOR

EXTERIOR

UPLOADING AND PLACING PROPERTY IMAGES

- Click on 'Uploads' in the left sidebar.
- Select 'Upload files' and choose your property images from your computer.
- After uploading, drag the uploaded property image into the placeholder area in the template.
- Double-click the property image to adjust the size and position as necessary.
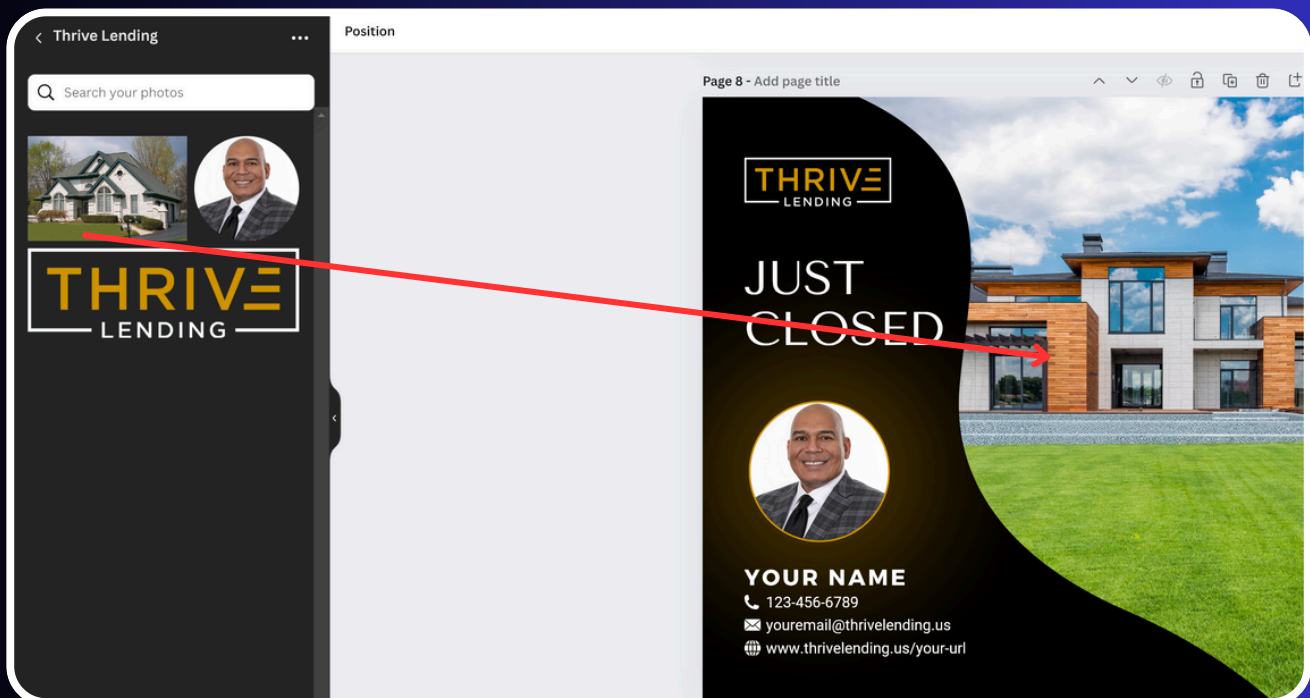
Finalizing and Saving Your Designs

- Reviewing Your Design
- Ensure all text is correct and free of typos.
- Check that your headshot/bodyshot and property images are properly placed and not distorted.
- Verify that all necessary information is included.

SAVING AND EXPORTING

- Click on the 'Share' button at the top right corner of the screen.
- Click on download
- Choose your preferred file type (PNG or JPG for online use).
- Select only the current page you want to download from the 'Select pages' dropdown menu
- Click 'Download' to save the file to your computer.
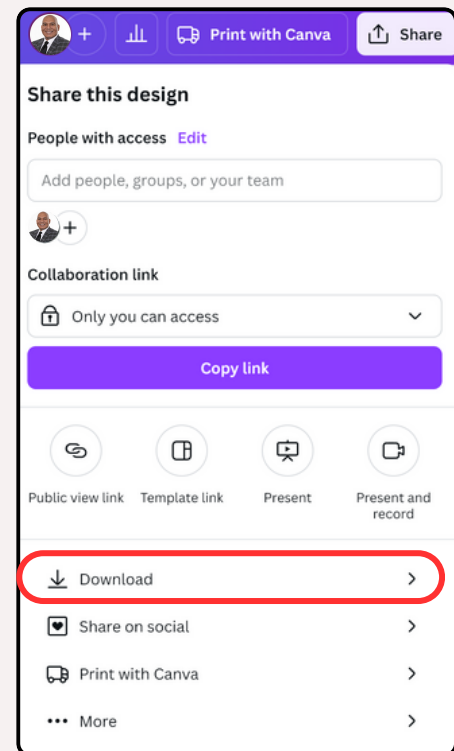
< Download

File type

PNG **Suggested**

Size ×

1,545 × 2,000 px

Transparent background

Compress file (lower quality)

Select pages

All pages (11)

Preferences

Save download settings

Download

< Download

File type

PNG **Suggested**

Size ×

1,545 × 2,000 px

Transparent background

Compress file (lower quality)

Select pages

Page 11 (Current page)

Preferences

Save download settings

Download