

the ultimate
WEDDING
DAY - OF
BINDER
TEMPLATE

50+ PAGES

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HELPFUL INFORMATION

TO ADD AN IMAGE:

1. Click Uploads at the left menu bar, choose Upload From Device and select a photo to upload. (Or drag your photo from the local device and drop it to Uploads)
2. Click the existing photo and press Delete
3. Drag and drop the photo into the frame and use the bounding box to resize the image.

UNDERSTANDING ELEMENT LAYERS:

1. When added to your design, elements are on layers. Front layers show up on top of layers at the back (or the "bottom"). To change the layer position, click to select the element you want to move and click 'Position' at the top of the page.
3. To change layers, click Forward to move it up, or Backward to move it down.

TO DOWNLOAD:

1. Click Download or down arrow icon at the top menu bar.
2. Choose a file type (PNG, JPG) for your download.
3. Check the box 'All Pages' or only select the pages you want to download.

TO RESIZE:

1. Click Resize on the top menu bar. Enter the size dimension and choose the type.
2. Click the Resize or Copy & Resize to finish.

If you have any questions, please do not hesitate to contact me:

preludetoakiss@photography

UNDERSTANDING THE CANVA TOOL BAR

LOCK FUNCTION

Use the Lock functions to avoid making unintentional changes while you edit other parts of your design.

- Click to select the element you want to lock. You can also hold Shift on your keyboard, and click on multiple elements to select them.

Click Lock or the padlock icon on the top right corner of the toolbar.

To unlock, click to select the locked elements, and click the padlock icon again

TRANSPARENCY

Create or open an existing design.

Click to select the element that you want to edit.

- Click the Transparency or checkerboard icon on the top toolbar. If you don't see it, it is under the three dots icon

Drag the slider to the left to increase transparency, or to the right to increase opacity.

LETTER AND LINE SPACING

- Tap the text box you want to edit.
- Click on the spacing icon on the toolbar above the editor
- Drag the Letter spacing and Line height sliders to adjust text appearance.

GROUPING AND UNGROUPING ELEMENTS

Grouping elements allow you to move, align, or lock them together.

- Click and drag your cursor over the elements you want to group. You can also hold Shift on your keyboard, and click on multiple elements to select them.

On the toolbar above the editor (or right click the elements), click Group.

To ungroup, click to select the group, and click Ungroup from the toolbar above the editor

ROTATE

Click the element, textbox, image, or video that you want to rotate.

- Click and hold the rotating arrows that appear outside the border of the selected element. Drag left or right to rotate.

Click outside of the selected element to finish.

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