

Instructions for adding a photo from your nonprofit to the “Save the Date” graphic:

[Canva](#) is an online photo-editing program, free for nonprofit use. If you have not used it before, you can quickly sign up for an account. If you have access to other photo-editing tools, you may be able to use them in a similar way.

To edit the graphic in Canva:

- Download the graphic to a location on your computer
- Go to “create a design” and select custom dimensions
- Enter the size 1200 x 630 pixels (px) and then “Create design”
- On the left hand navigation, click “Uploads”, then button at top “Upload an image or video”. Select the file you downloaded.
- You will see it appear as an upload. Drag it into your working view and resize (by dragging the corners) to fit your 1200 x 630 space.
- Return to “Uploads” and follow the same process for selecting the photo from your nonprofit that you’d like to add to the graphic. Drag it to fill the space occupied by the white box at left.
- Once you are finished, download your new graphic (Download at top left)