

Quick tips for using the CES Insert Templates in Canva



1. Branded fonts and colors are pre-built into the template to ensure consistency and ease of use.
2. Some Canva assets are locked into position to maintain theme consistency and NMSU branding.
3. Canva does not have a grammar tool; spell check your text before pasting it into a text box.
4. Make sure your text reads correctly and is not hidden from view. The columns are separate text boxes, so text does not flow automatically.
5. Check that the main header is centered evenly within the crimson block.
6. To insert an image into a locked photo frame, upload your image, then drag and drop it into the space.
7. Additional infographics can be downloaded from the free icon library at fontawesome.com.



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