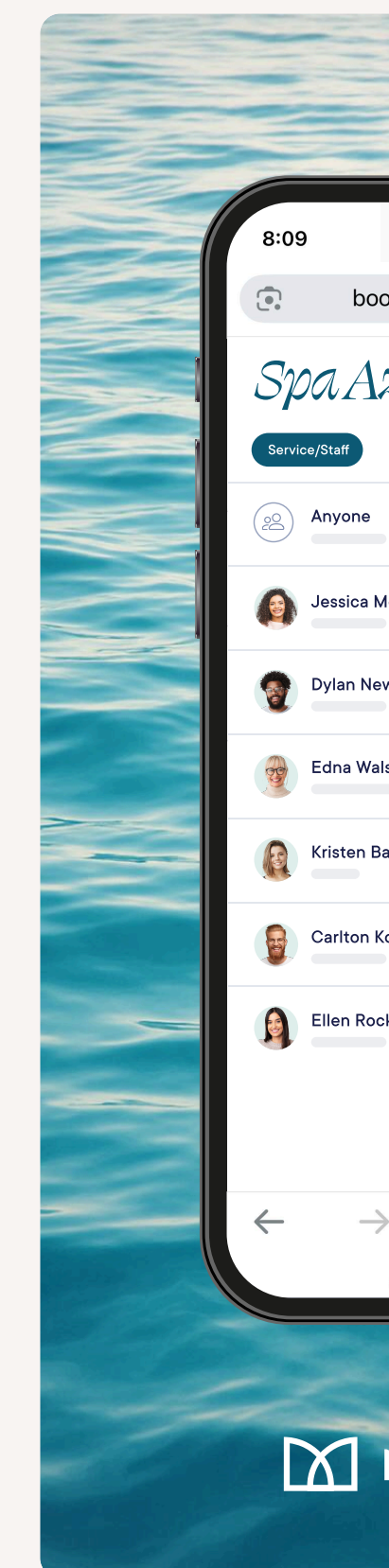
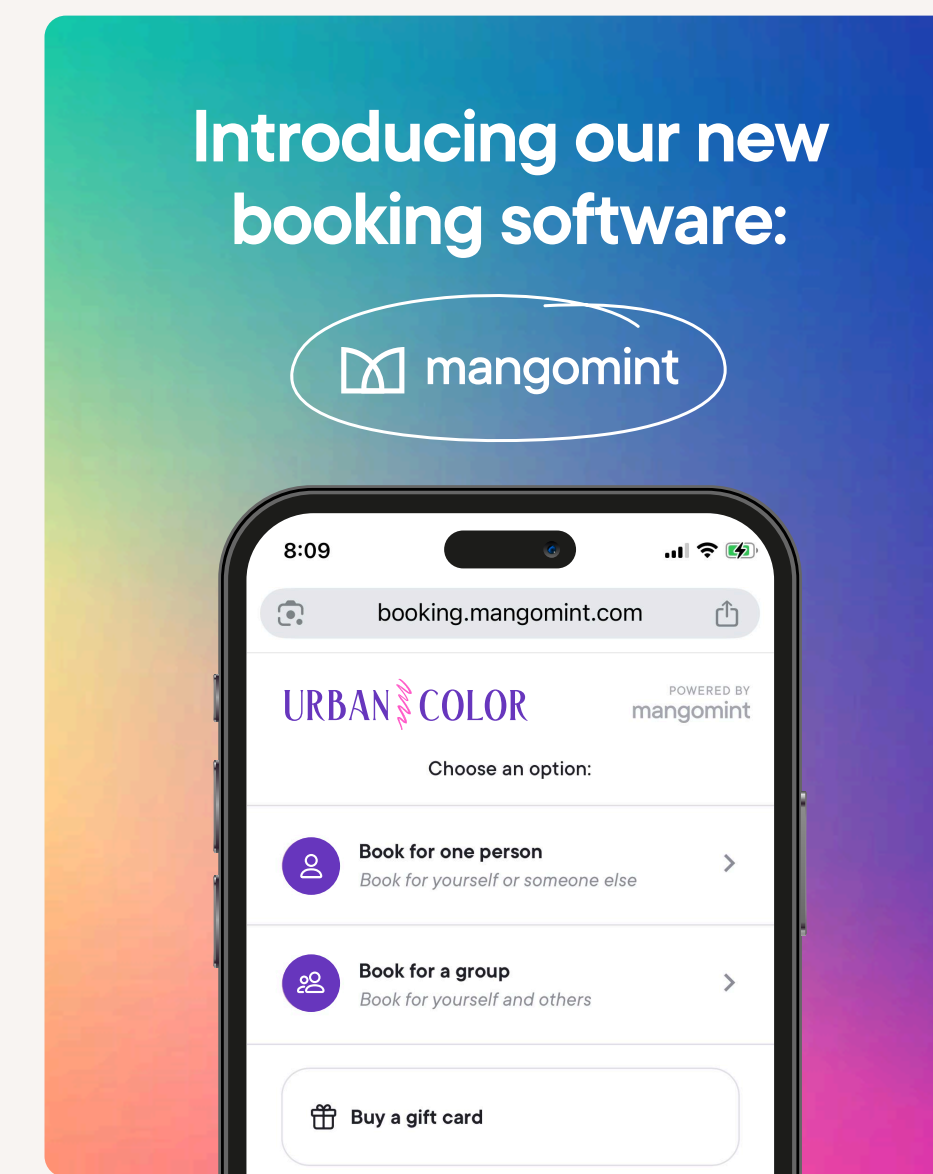
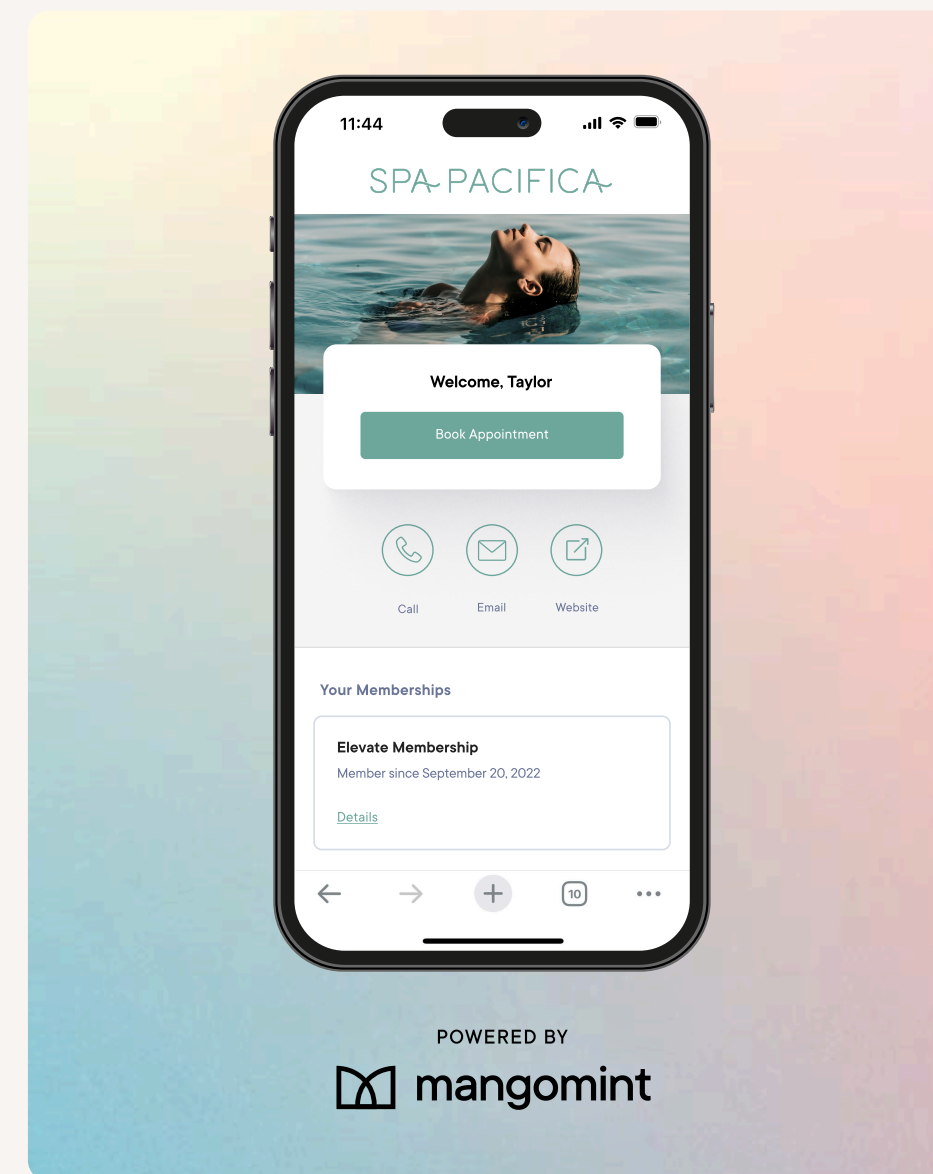
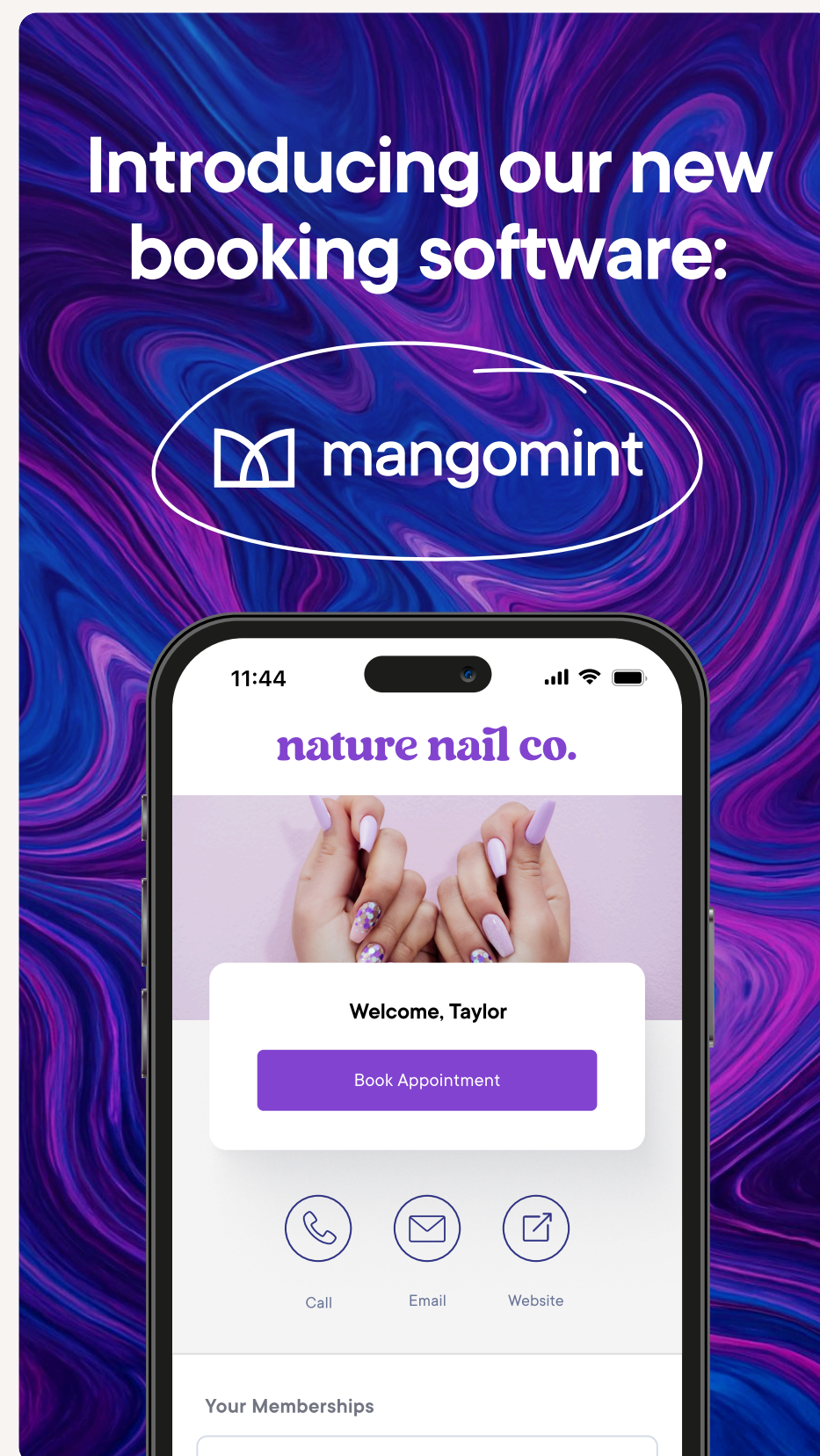
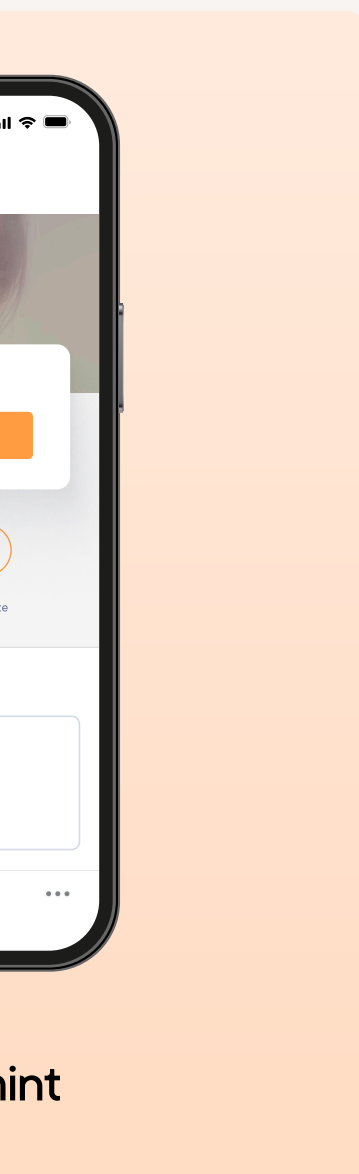




# Canva Template How-To

Easily create Instagram assets to announce your switch to Mangomint!





## STEP 1

# Open the template in Canva

Links to Instagram post and story templates are below.  
Advanced users can download individual assets as well.

[Instagram post template](#)

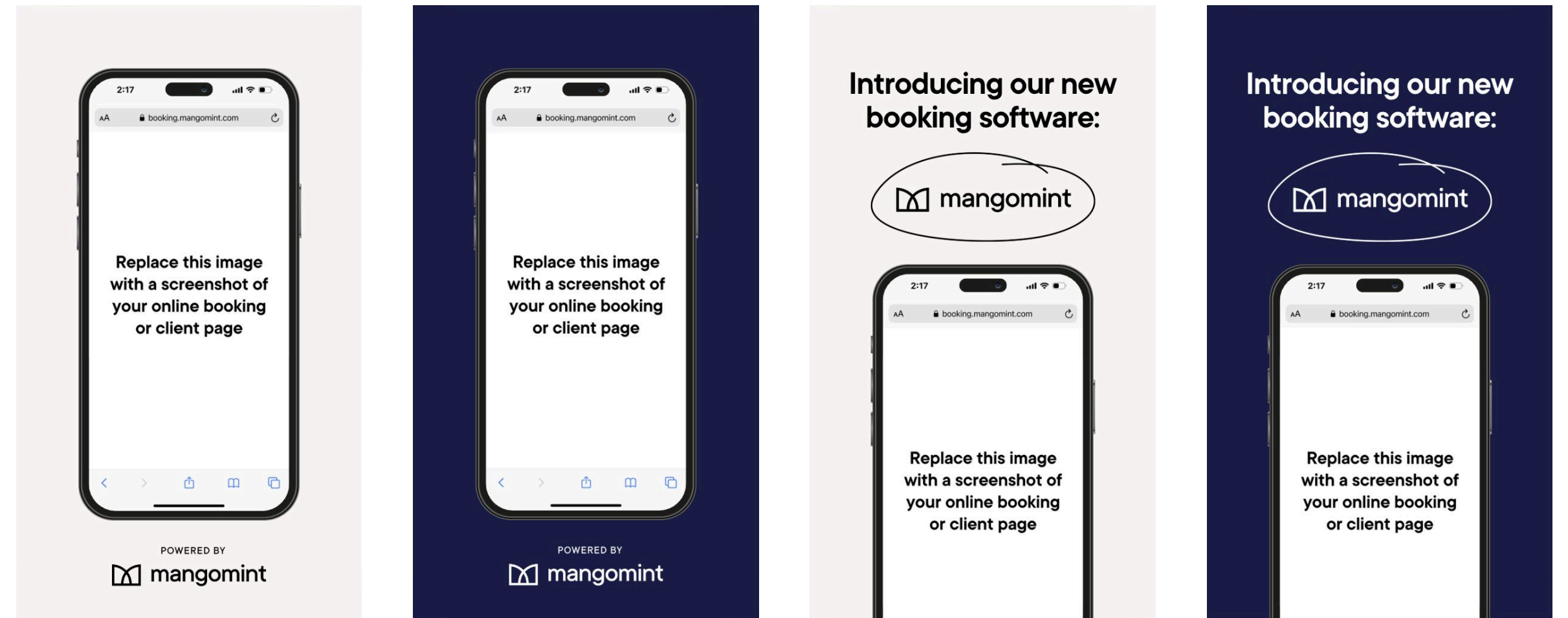
[Instagram story template](#)

[Individual assets](#)

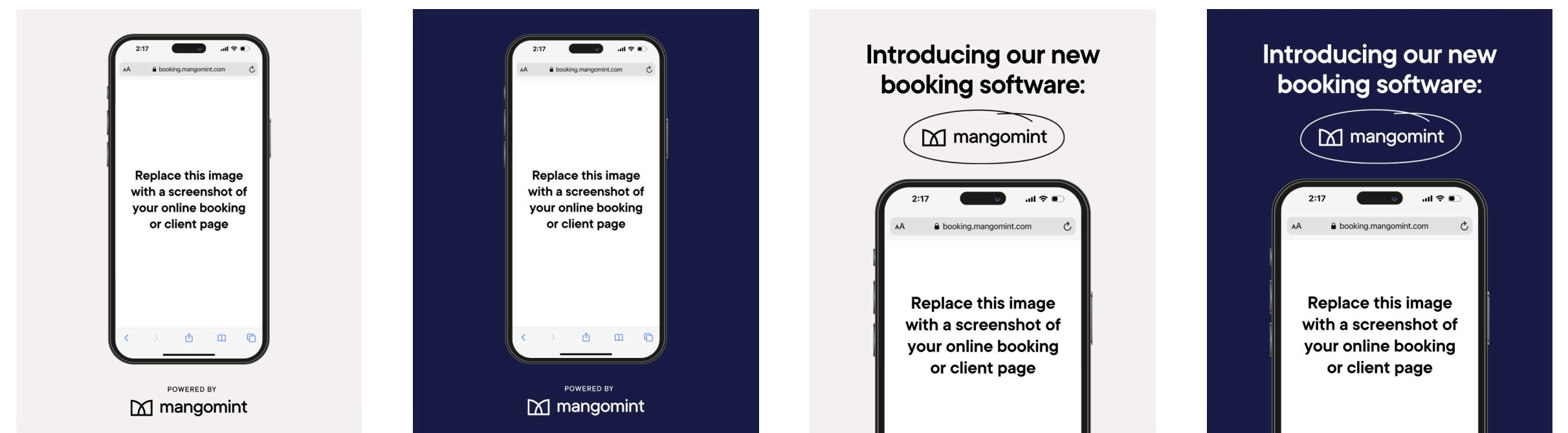
Please note you will need a **paid Canva account** to use these templates. Canva also has a 30 day free trial option.

Once the file is open, there are two layouts with dark and light versions for each. You can see all the pages by scrolling or clicking the **pages** button at the bottom of the screen.

## Instagram story (1080x1920px)



## Instagram post (1080x1350px)



## STEP 2

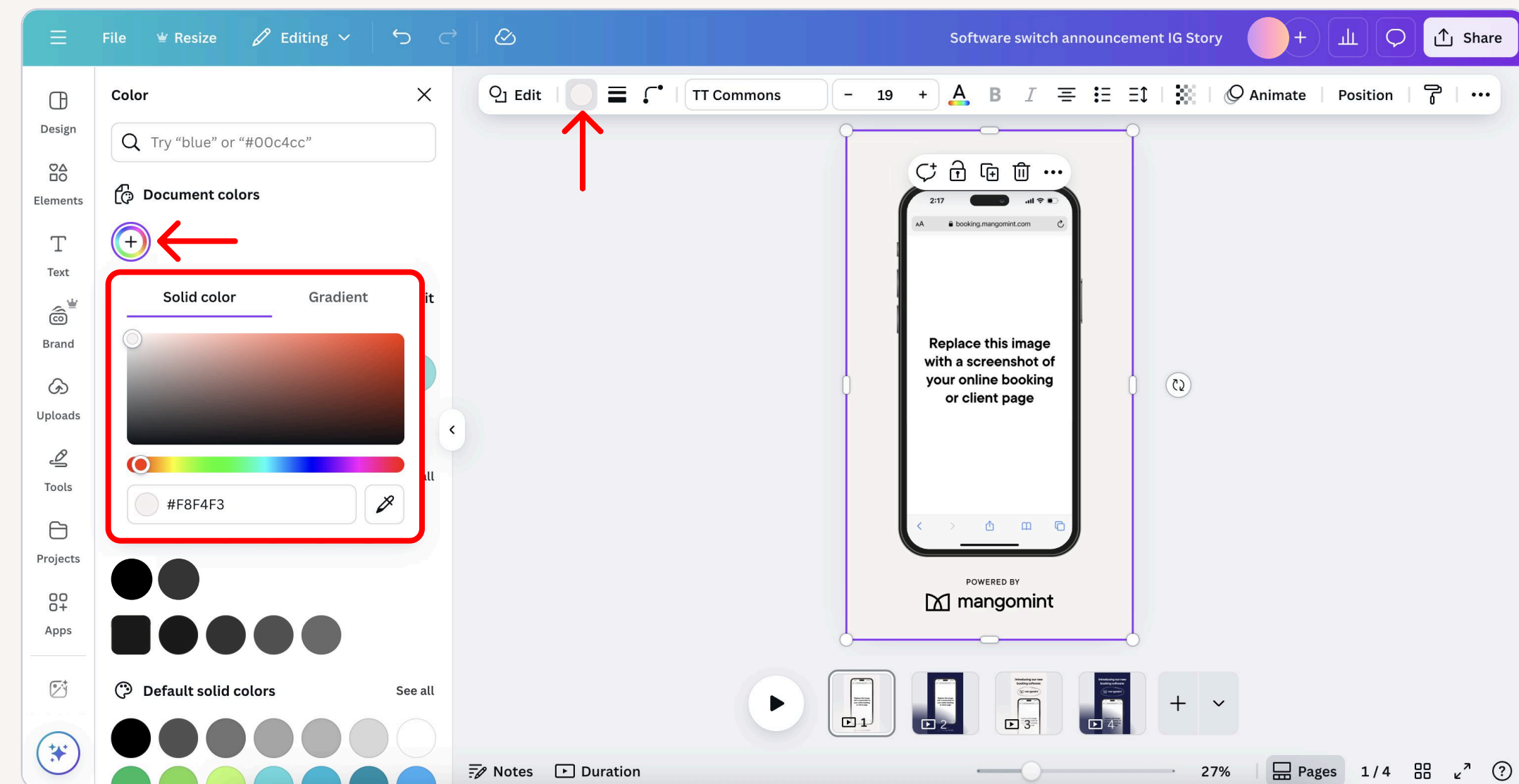
# Select your brand colors

If you want the background to be a **solid color or gradient**, select the background and click the color icon above. The left sidebar will expand and you can pick your colors.

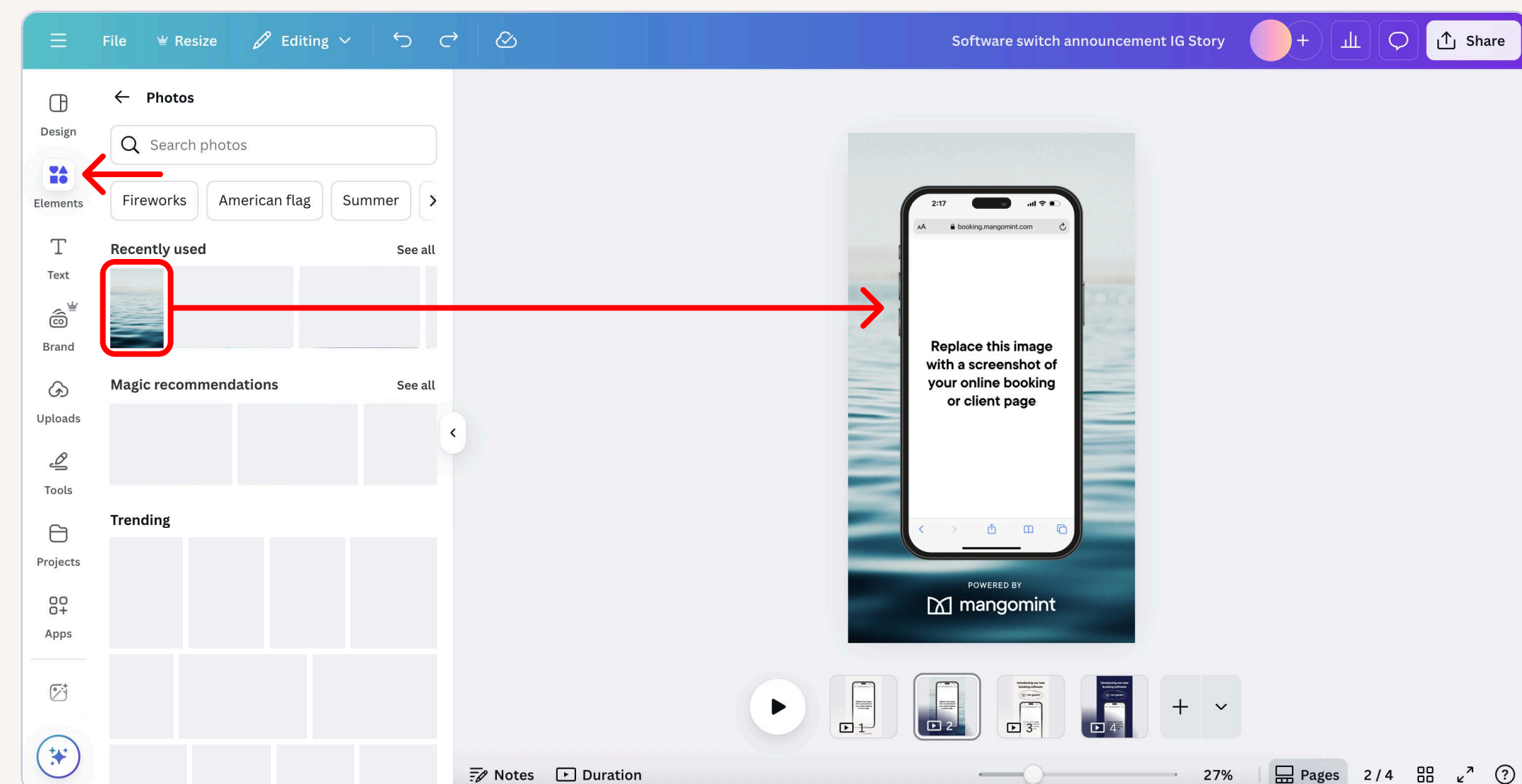
You can also use a **background image**. To do this, select the background, delete it, and you'll find a placeholder image behind it. Then, click **elements** on the left, scroll down to photos, and **drag** an image into the background. It will automatically populate in place of the existing one. You can also upload your own photo by clicking the **uploads** button and following the same directions.

If the template has **text**, you can change the color by selecting the text and clicking on the text color icon above.

## Background color



## Background image







### STEP 3

## Customize your phone screen

First, take a **screenshot** on your phone of your online booking or client page. Here's how:

**iPhone:** Simultaneously press the **power** button and **volume up** button.

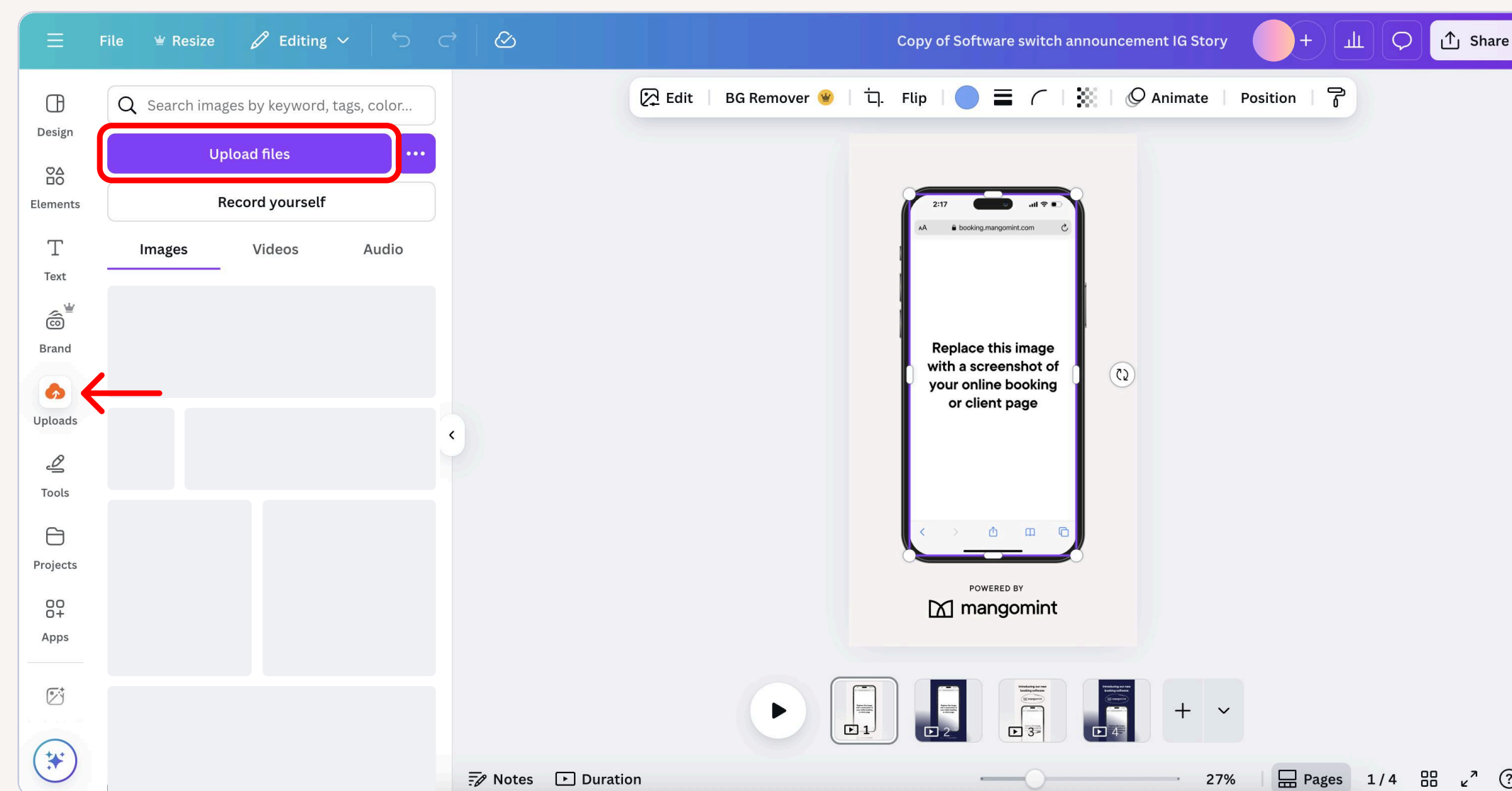
**Android:** Simultaneously press the **power** button and **volume down** button.

Click uploads on the left, then click **upload files**, and select your screenshot, which will appear in the expanded sidebar.

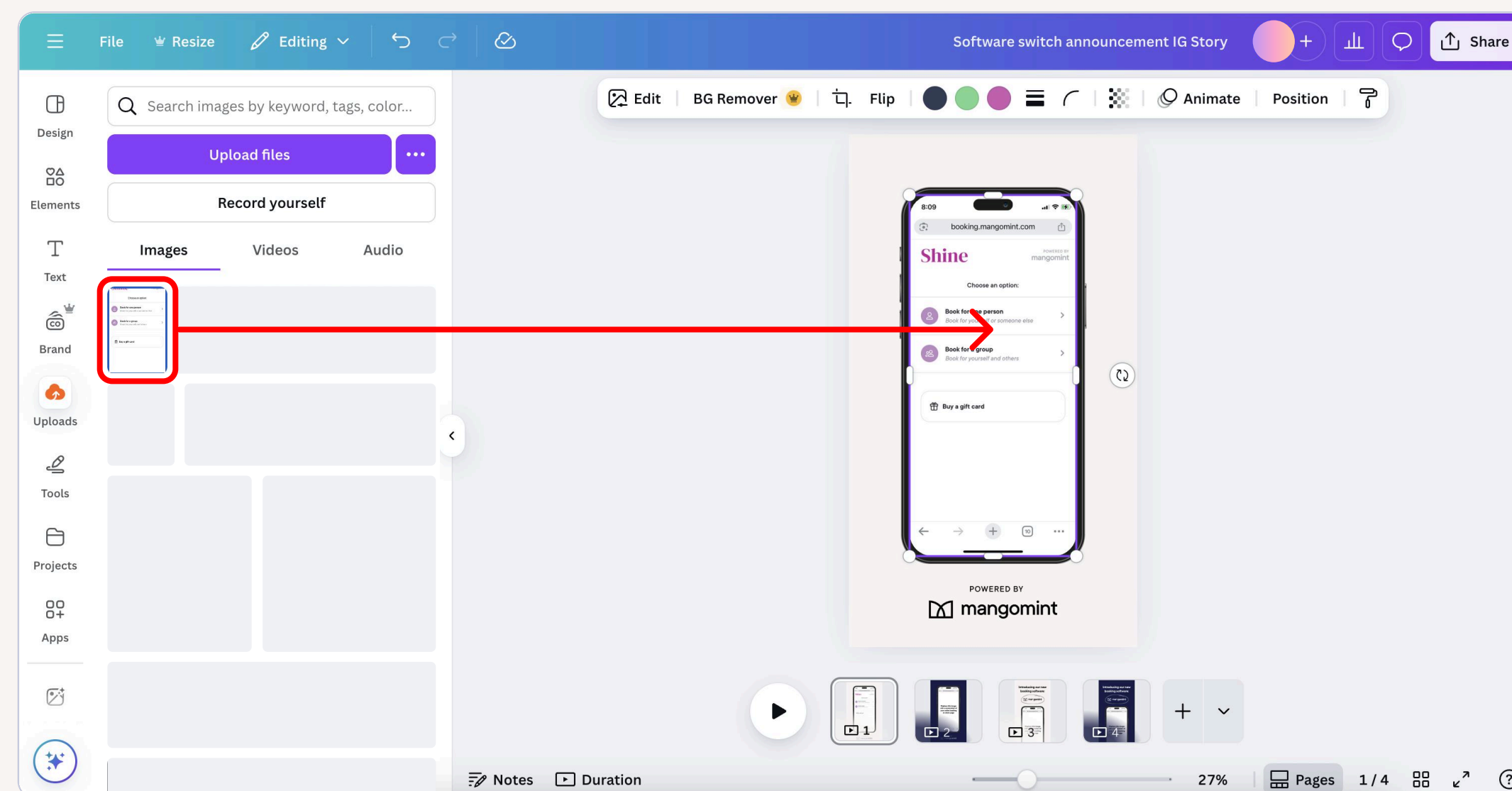
**Drag** the screenshot into the phone screen. It will automatically populate in place of the existing one.

If you need to adjust the cropping, double click on the screenshot inside the phone and move as needed.

### Upload your screenshot



### Drag to replace





## STEP 4

## Download your assets

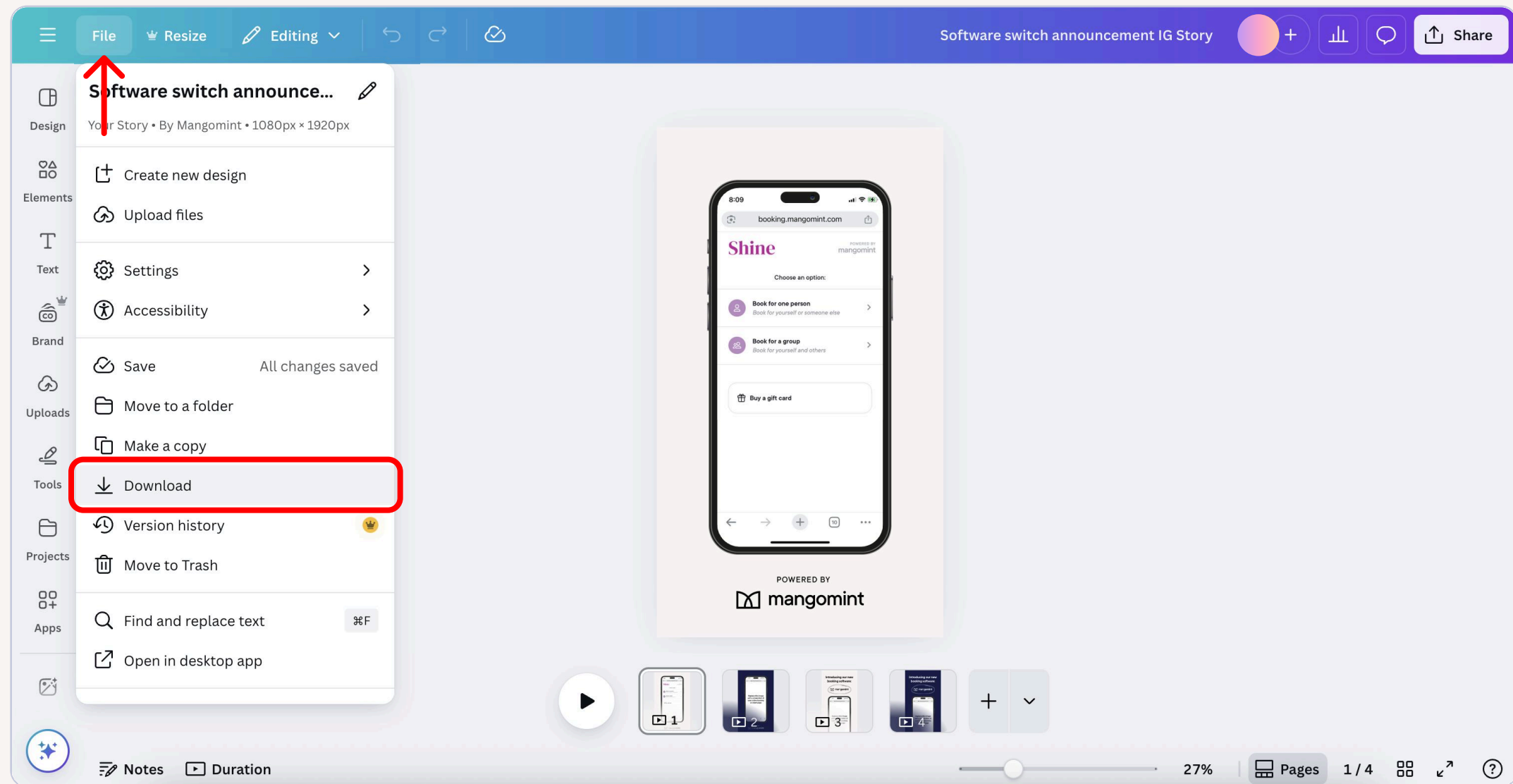
Finally, click on **File > Download** to start saving assets to your computer.

This will open a menu on the right where you can change the settings if needed. The **default settings** should work perfectly for Instagram.

You can also select which pages you want to download by clicking on **select pages**.

Then, click **download** and your file(s) will be saved to your computer and ready to share on Instagram!

### Download



### Settings and page selection

