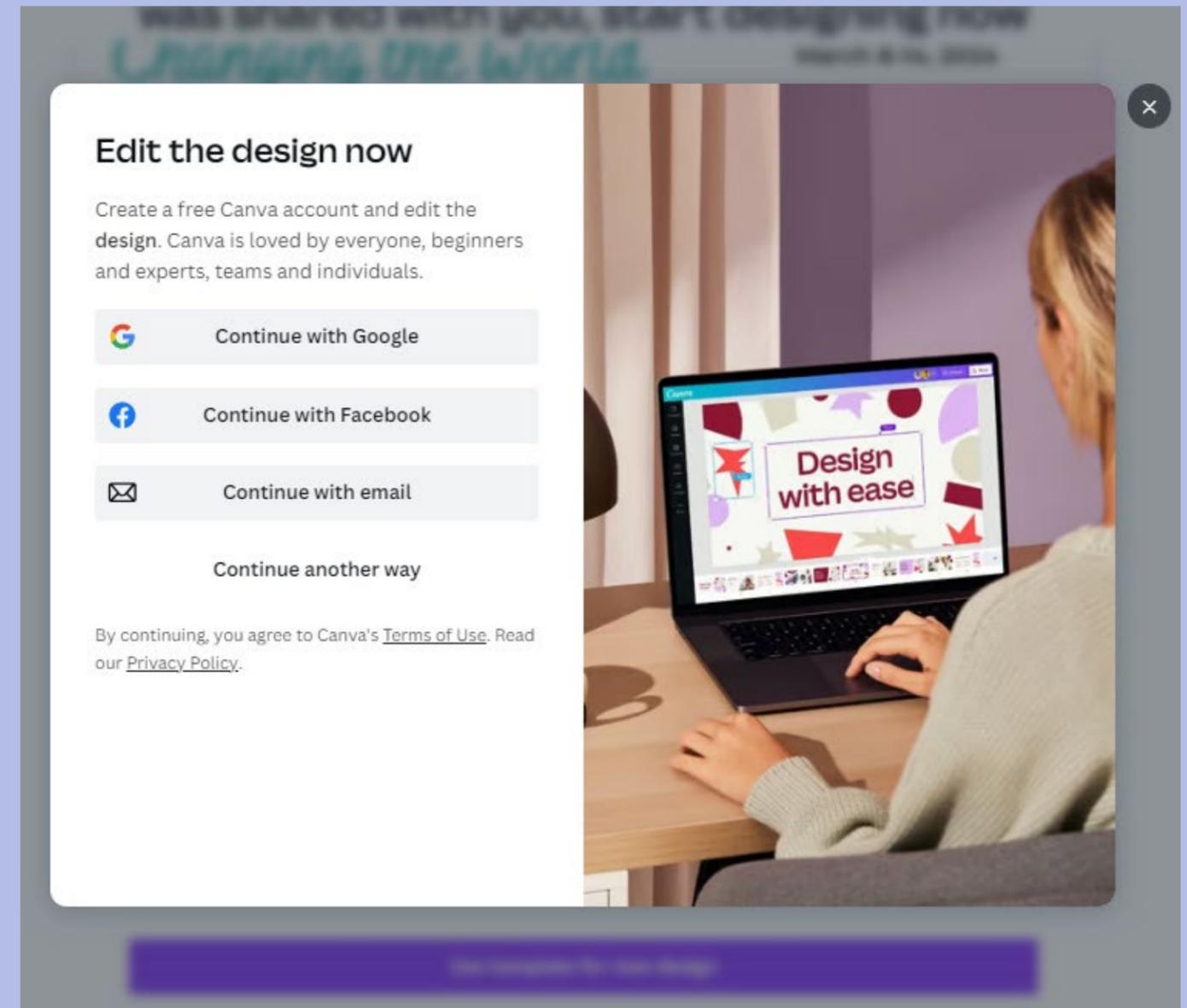


How to use the Canva Toolkit

Catholic SistersWeek 2024
Resource Walk-Through

If you click on the purple ***“edit template”*** box, and are ***not brought directly into a new editable copy***, you will want to ***open your own Canva account*** if you don't already have one.



<https://www.canva.com/>

1

The screenshot shows a web browser window with the address bar displaying catholicersistersweek.org/toolkit/. The page header includes the Catholic Sisters Week logo and a navigation menu with links for Home, About, Events, Toolkit, and Resources. The main heading is "Toolkit".

Use the social media/web templates below to promote your Catholic Sisters Week initiative. Both customizable files and ready-to-use files for those who prefer not to customize are included. Files are also provided for participants who prefer to use Canva.

Thank you to these communities who submitted photos to use in the promotion of Catholic Sisters Week: [Sisters of St. Joseph of Baden](#), [Sisters of Charity of Seton Hill](#), [Ursuline Sisters of Mount Saint Joseph](#), [Sisters of St. Joseph of Boston](#), [Sisters of Charity of Saint Elizabeth](#), [Sisters of St. Francis of Philadelphia](#), [Benedictine Sisters of Chicago](#), [Sisters of Charity of Nazareth](#), [Benedictine Sisters of Erie](#), [Dominican Sisters ~ Grand Rapids](#), [Ursuline Sisters of Louisville](#), and [Sisters of Providence of Saint Mary-of-the-Woods](#).

Be sure to use these **hashtags** in your social media posts: **#CatholicSistersWeek** **#CelebratingTraditions** **#ChangingtheWorld** and, if your Catholic Sisters Week event or action focuses on care for Earth, add these: **#CaringforEarth** **#CaringforYou**

Use templates in the column below to promote any Catholic Sisters Week event.

Is care for Earth your congregation's Catholic Sisters Week focus? Use our dedicated "Caring for Earth, Caring for You" toolkit to promote your event or initiative!

Two social media templates are shown as examples:

- Template 1: Catholic Sisters Week  March 8-14
Celebrating Traditions
- Template 2: Catholic Sisters Week  March 8-14

Start by visiting the Toolkit page on the CSW website.

Link: [Catholic Sisters Week Toolkit](http://catholicersistersweek.org/toolkit/)

2

Scroll down to the bottom of the page, and locate the blue boxes.

Instagram Templates

CATHOLIC SISTERS WEEK 2024
Celebrating Traditions
Changing the World
March 8-14, 2024

Join us for:
Event Name
XXXday, March XX, 2024
xxx am - xxx pm
at Site Name

Your Logo Here

CATHOLIC SISTERS WEEK 2024
Caring for Earth
Caring for You
March 8-14, 2024

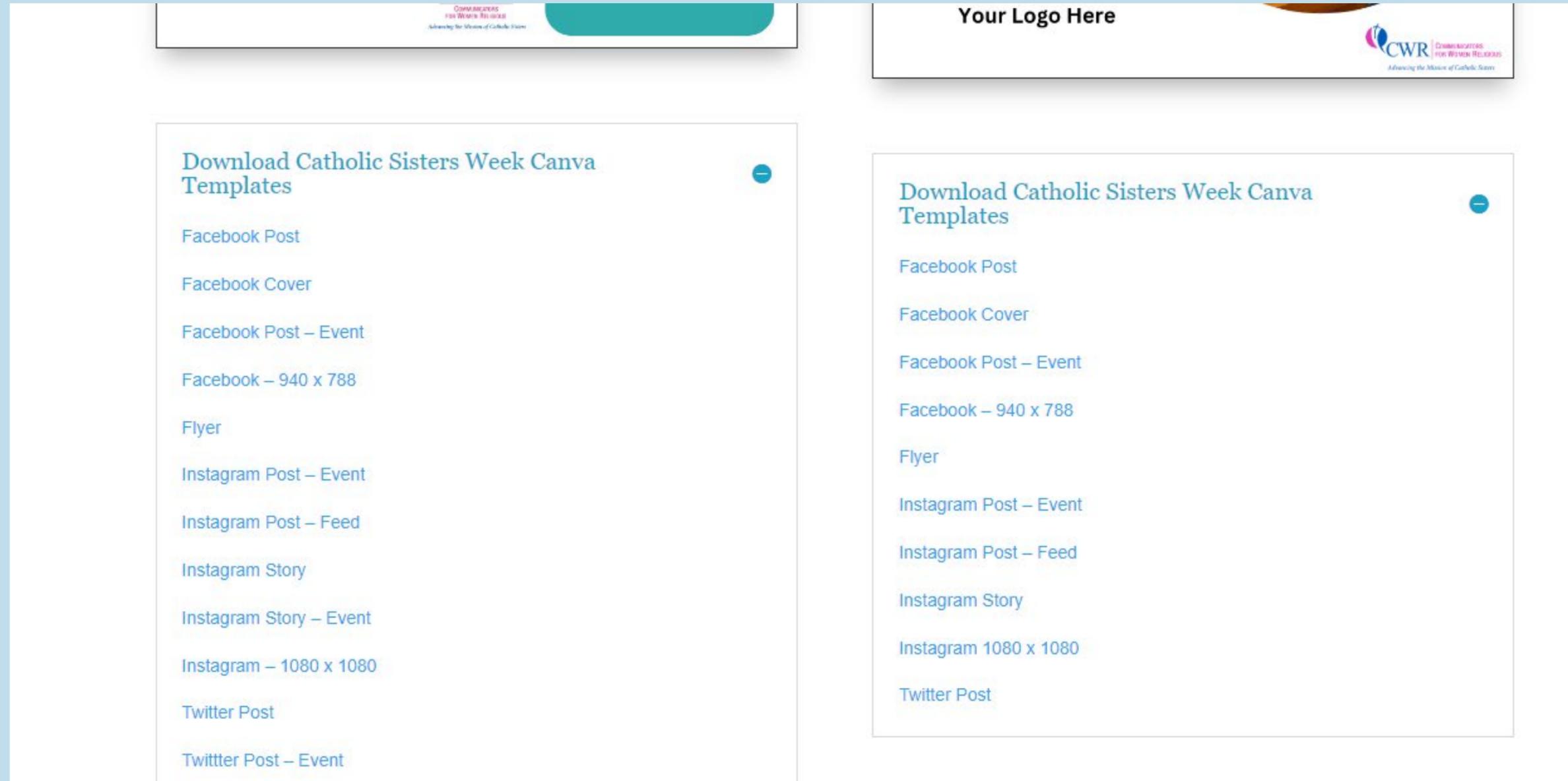
Your Logo Here

Download Catholic Sisters Week Canva Templates

Download Catholic Sisters Week Canva Templates

3

Click on the blue boxes to expand and reveal the different template options. Select your option by clicking on the link.



Left graphic theme:
Celebrating Traditions,
Changing The World.

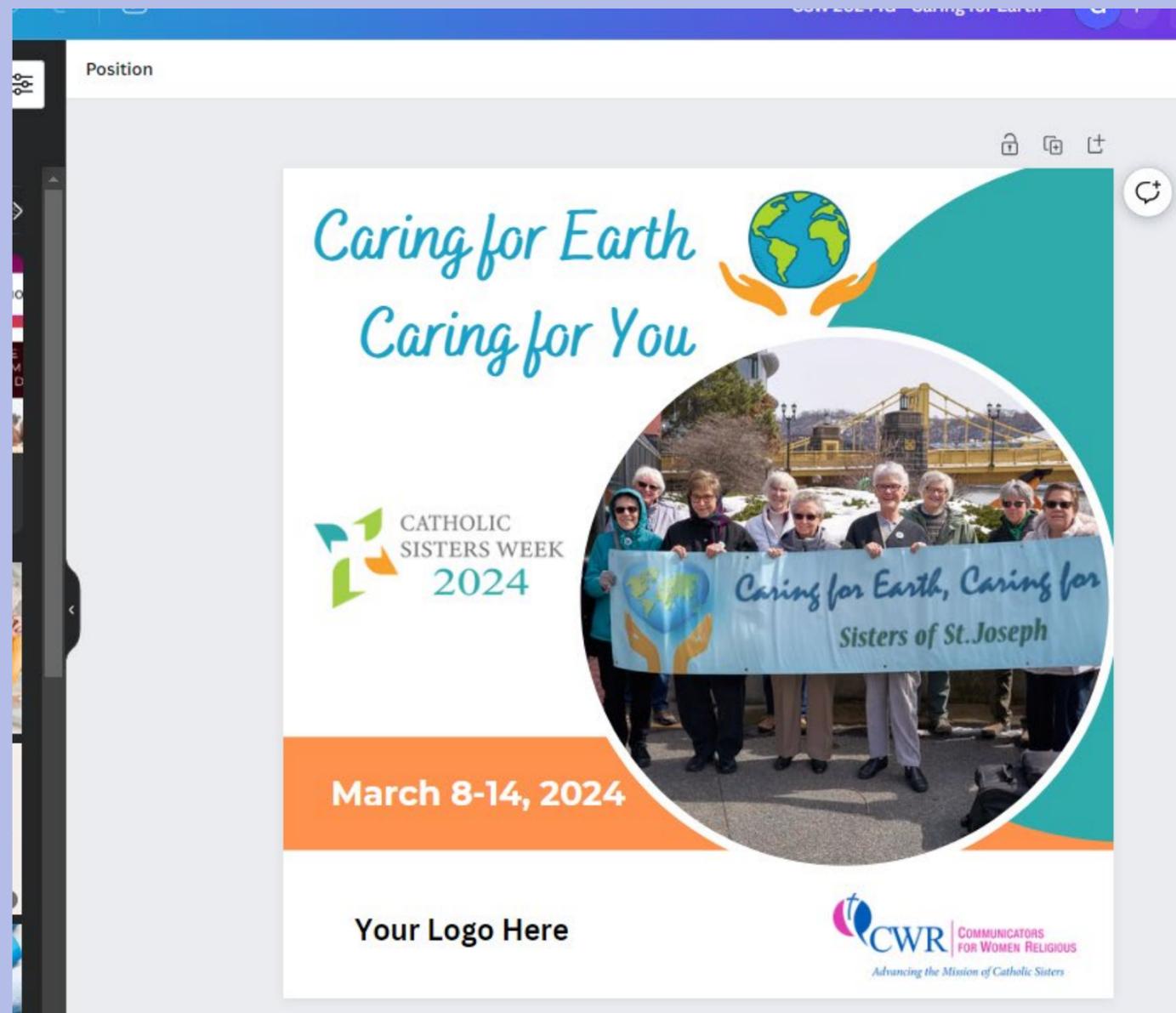
Right graphic theme:
Caring for The Earth,
Caring for You.

4

The link will bring you to a page like this. Click the purple “**edit template**” box.

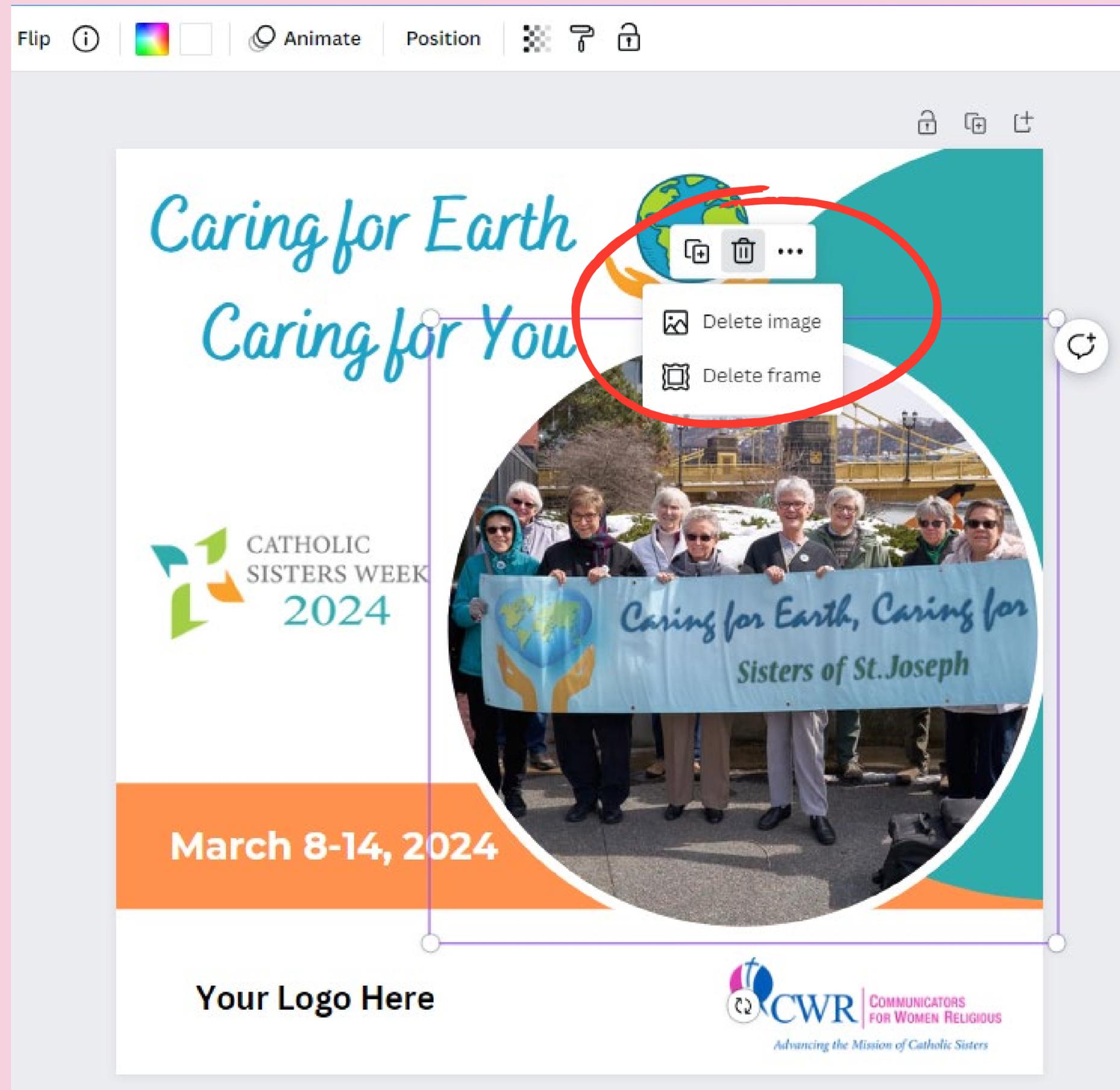


You will then be brought into Canva to edit your copy of your **chosen template**.



5

To begin customizing the template **start by deleting the included image.**



6

Do the Same with the text, reading "Your logo here".

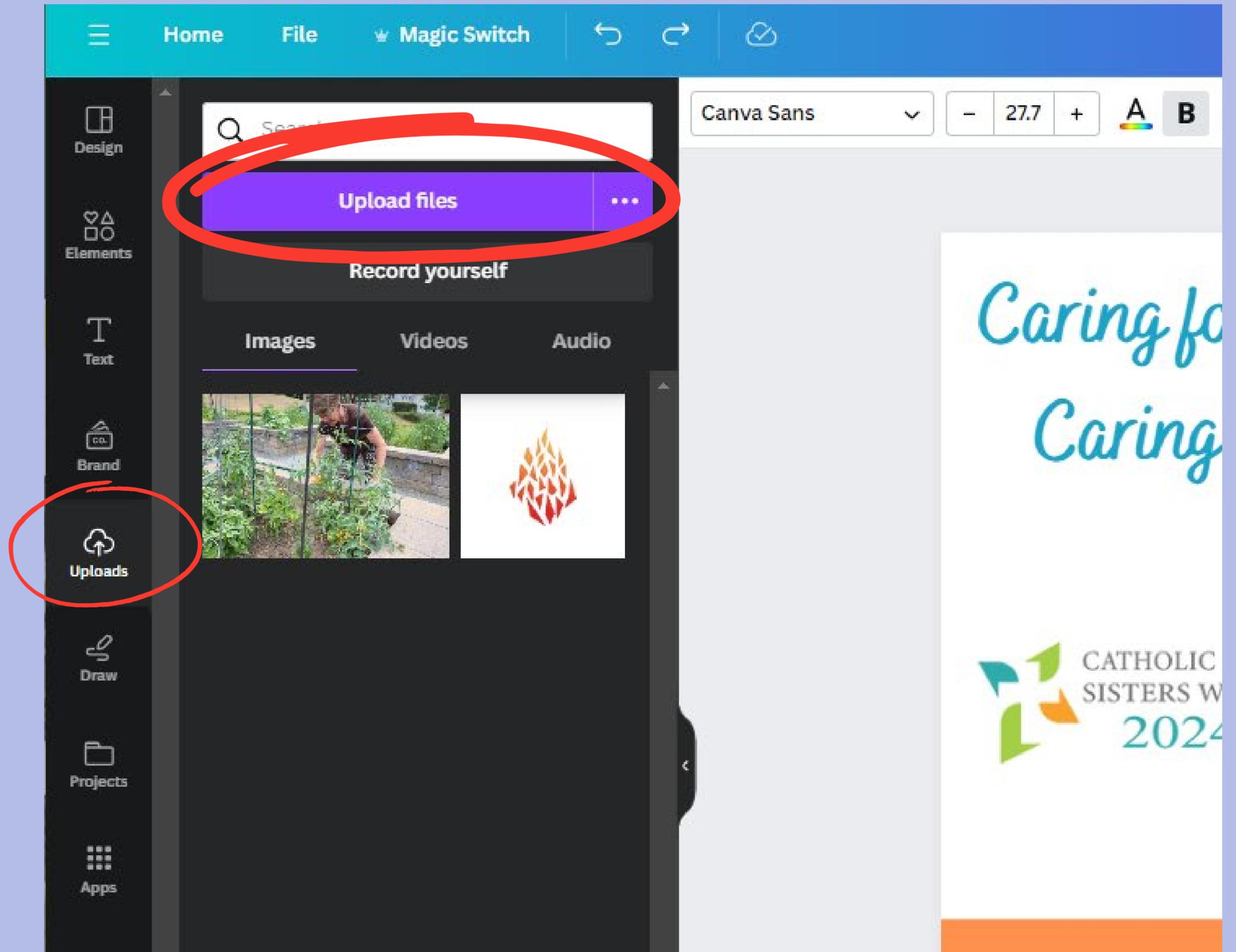
Personalize your template with your congregation's logo.



7

On the left side bar, click on “**uploads**”.

Upload a photo and logo here by clicking “**upload files**”.



8

To finish customizing:

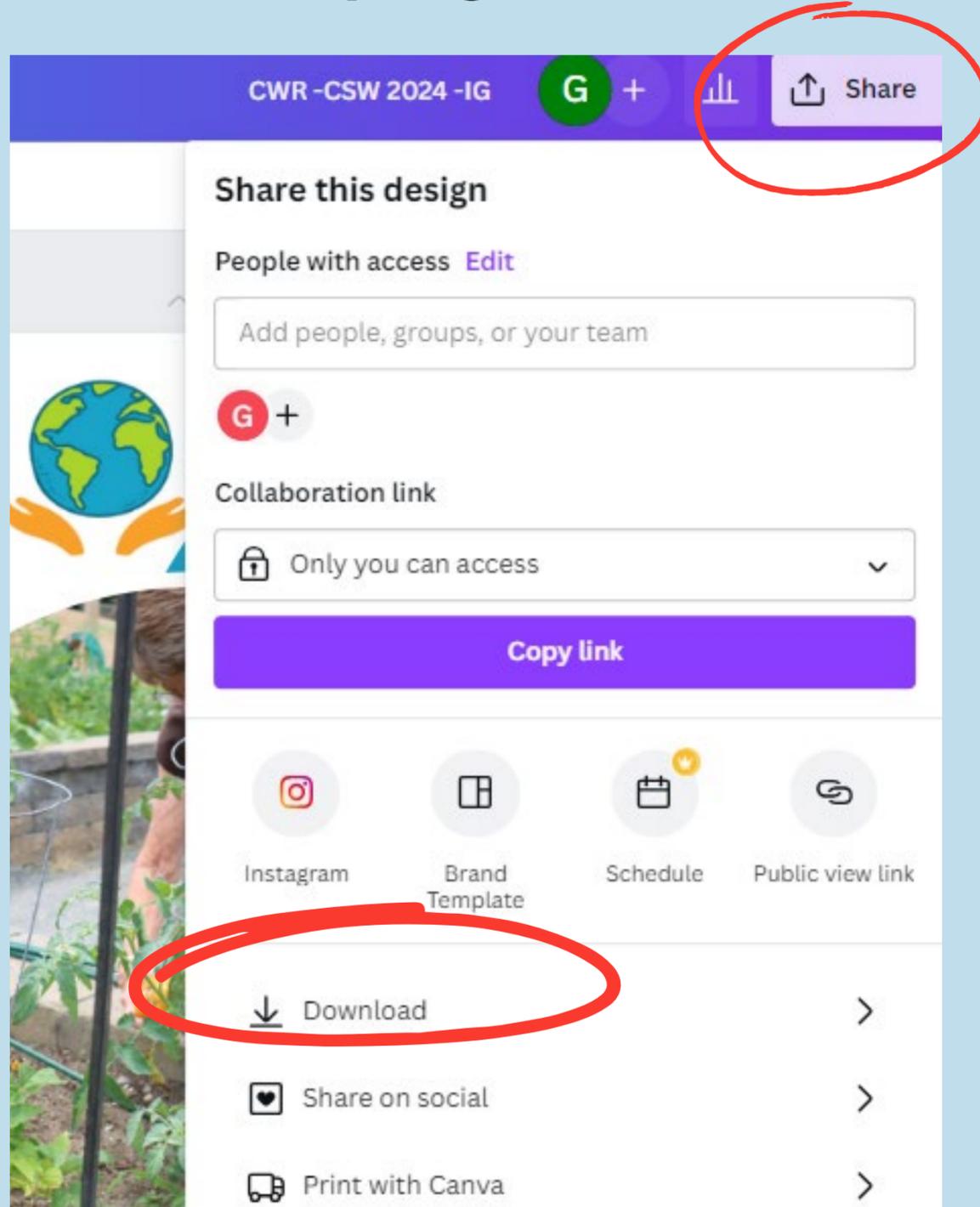
Place your chosen image in the circular frame.

Place your logo into the bottom left corner.



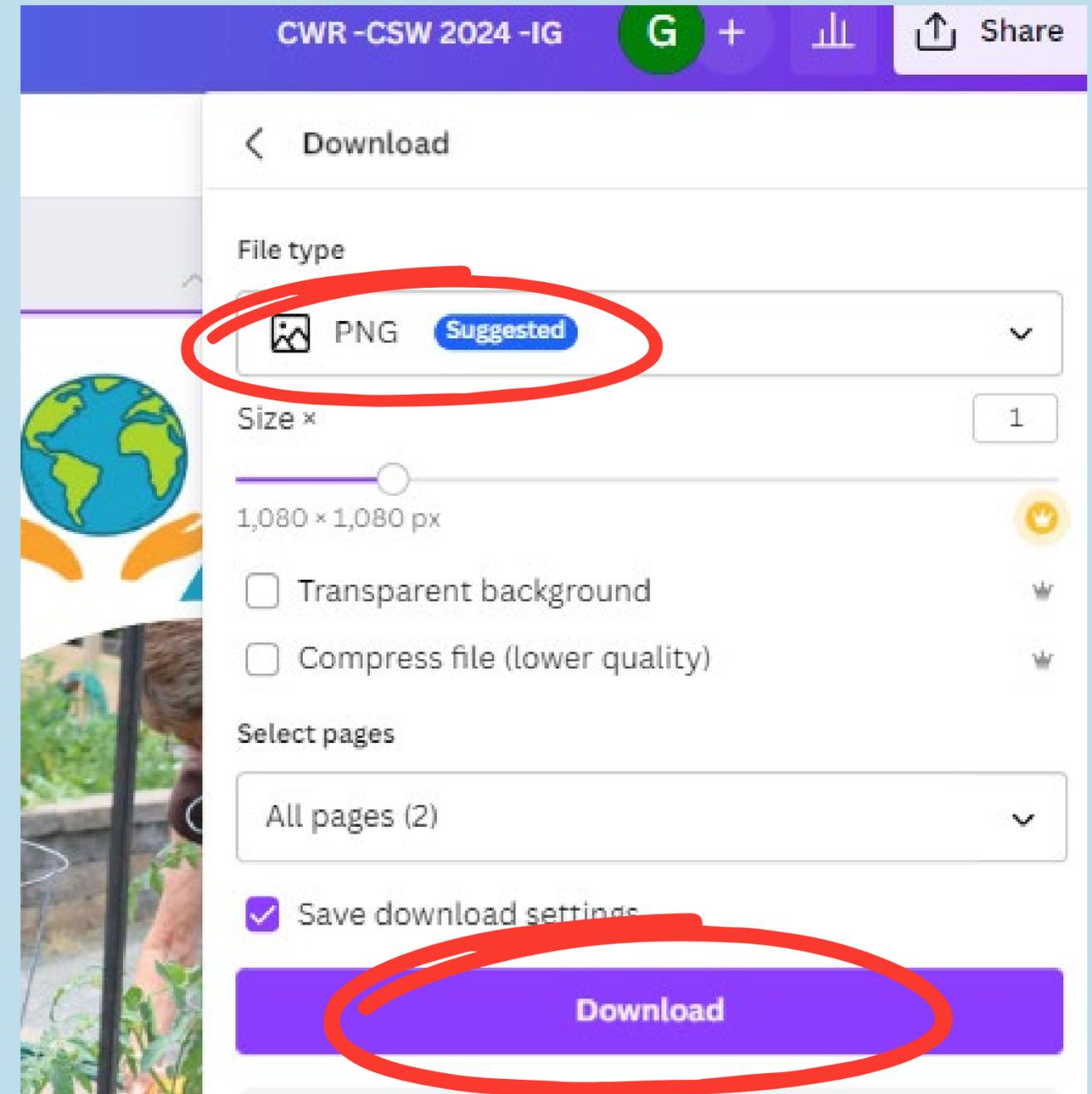
9

**1. click on the "share" button
in the top right corner when ready to share**



2. Click "download"

**3. Save file
as PNG**



4. Click "download"

Catholic Sisters Week 2024 Resource Walk-Through

LINK:

[Catholic Sisters Week Toolkit](https://catholicsistersweek.org/toolkit/)

<https://catholicsistersweek.org/toolkit/>