# ONSO CANTO TEMPLATE INSTRUCTIONS

**InterVarsity**

All templates can be found [here](#). Templates can only be customized via a desktop/laptop computer.

1. Click on the template you wish to customize. It will open to show the template larger.

2. Click on the **"Edit"** button in upper right corner. The template will open.

3. If the template has a customizable image, click on the image to select it.

4. Click on the **"Change Image"** button in bottom right corner.

5. On the left, you will see a drop down menu. Make sure that "Upload" is selected. Then click **"Choose"** to navigate to the image you want to use on your computer.

6. After selecting your image, click "open". Then click **"Upload"** button underneath the drop down menu.

7. Your image should now appear in the template. Resize and move it around as needed.

8. To customize text, double click on the text you want to change. (Most will say "Click here").

9. Type in your customized text. Note: If your text is too long for the space provided, the template will cut off your text. You can backspace to revise your text and the text size will readjust as you type.

10. Double check your spelling and image placement.

11. Click **"Save"** in the top bar area.

12. Click **"Download"** in upper right corner, select **"JPEG"**.

13. Your final file will download to your computer!