

Canva Instructions

Whether you're speaking at one of our Mental Health First Aid (MHFA) Summit breakout sessions or you'll be in the audience, soaking up all the great information, we've created social media frames to help you spread the word. Follow the directions below and don't forget to use #MHFASummit when you post on your social media pages.

1. Save the MHFA Summit social media frame from the NatCon25 [Spread the Word page](#).
2. Visit [Canva.com](https://www.canva.com) and sign up for a free standard account.
3. Select "Create a design" when you are ready to start.
4. Choose "Instagram Post (Square)" regardless of what platform you wish to use.
5. Once a new window opens, select "Uploads" in the left-hand side bar, then select the "Upload media" button.
6. Upload the social media frame you just downloaded and whichever photo you want to include in the frame.
7. Drag and drop the social media frame image into the blank design space. If it doesn't automatically fill up the space, drag a corner of the photo to fit the space.
8. Repeat this process by dropping the photo you'd like inside the frame into the design space. However, do not let the image automatically fill up the space. If it does, try again and slowly drag a corner of the photo to fit the space instead.
 - Your photo will appear in front of the social media frame image. Follow these steps to put the frame in front of your photo:
 - i. Select your photo.
 - ii. Select "Position" in the toolbar above the design space.
 - iii. Select the "Arrange" tab, then click the "To back" icon. This will send your photo back "behind" the social media frame.
9. Adjust the size of your photo as desired behind the social media frame by dragging the corners of the image.
10. Once finished, select the "Share" button in the upper right-hand corner, then select the "Download" button.
11. Make sure the File type is "PNG," then click "Download."
12. The file should go to your Downloads folder.