

Tutorial step by step

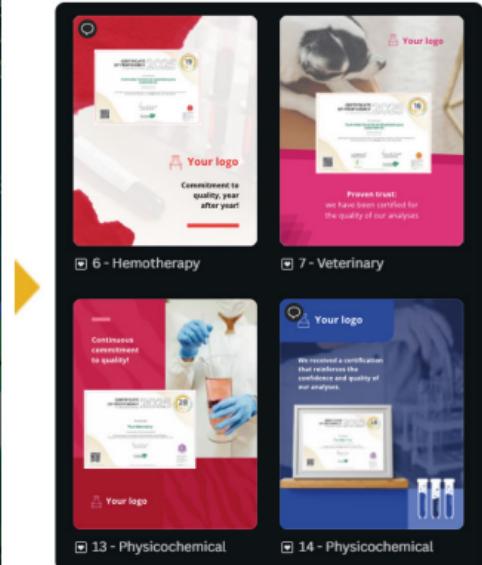
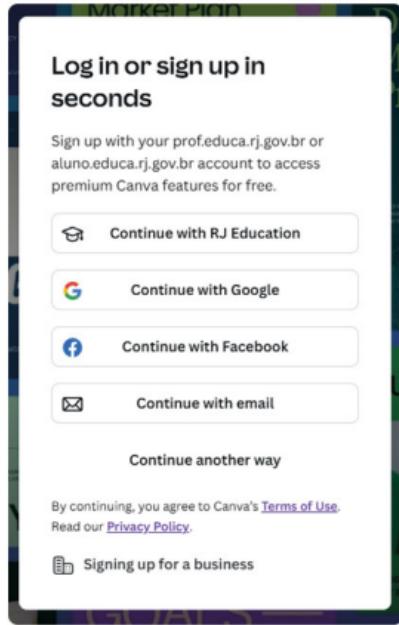
How to use the certificate template in Canva



Accessing the template

1. Click on the template link provided by Controllab.
2. The link will open the Canva login page.
3. You can sign up using email, Google, or Facebook.
4. After logging in, Canva will automatically open the template.

Note: when you open the template via the link, Canva creates an editable copy of the model. The original template will not be changed.



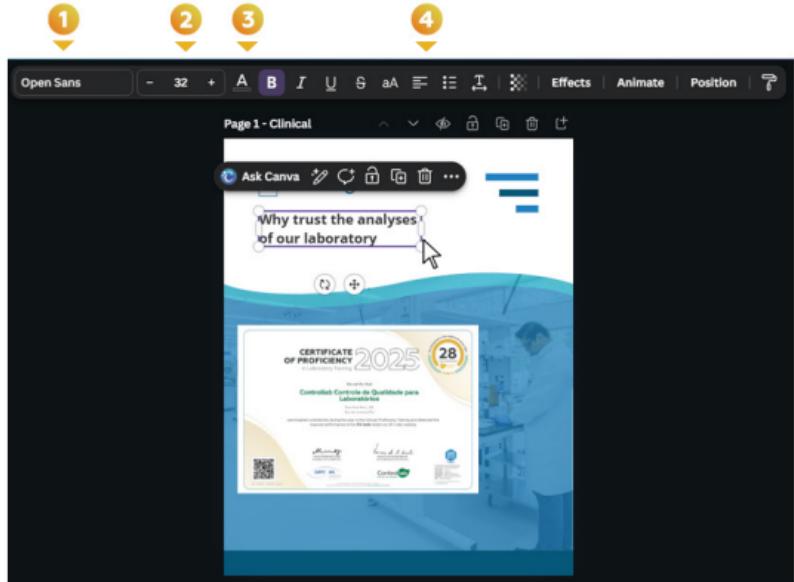
Editing the template texts

1. Click directly on the text you want to edit.
2. The text will be selected and a cursor will appear.

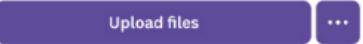
On the top bar, you can:

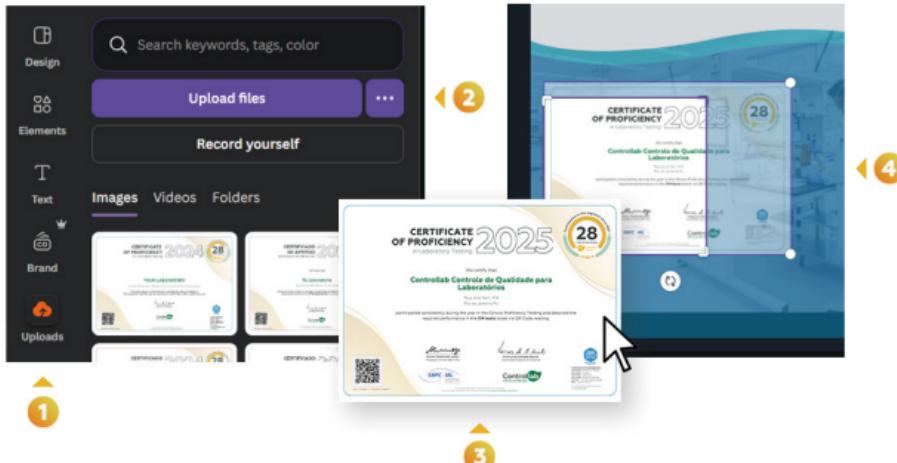
- 1 Change the font
- 2 Adjust the text size
- 3 Change the color
- 4 Center, align, etc.

Tip: To preserve the visual appearance of the template, avoid modifying the other elements.



Replacing the sample certificate

- 1 On the left sidebar, click on **Uploads**. 
- 2 Click on **Upload files** 
- 3 Drag your certificate over the sample certificate.
- 4 Adjust the size by dragging the corners until it fits correctly.



Inserting the laboratory logo

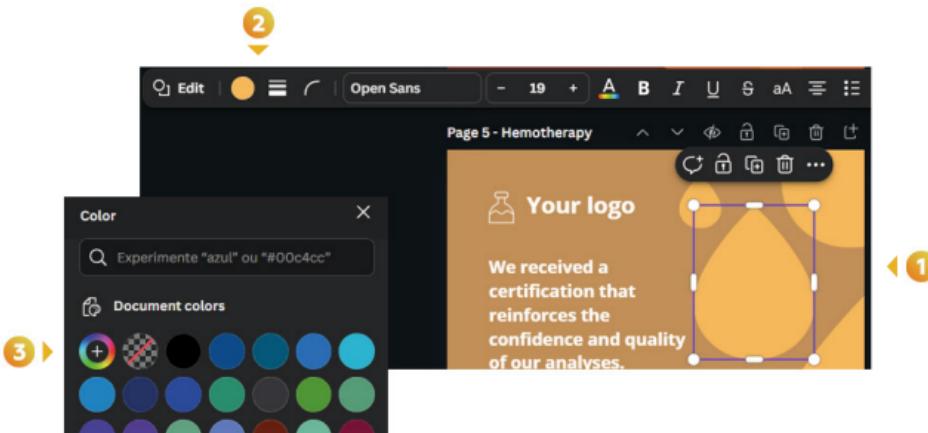
- Just like the certificate, upload the logo in the **Uploads** tab.
- Click on the logo to insert it into the layout.
- Prefer **PNG** files.

Changing colors

To change colors:

- 1 Click on the desired element (background, band, shape, or text).
- 2 On the top bar, click on the color icon.
- 3 Choose a new color or enter the institutional color code.

Recommendation: avoid excessive use of colors or elements to keep the layout clear and professional.



Download

- 1 Click on Share (top right corner). 
- 2 Click on Download. 
- 3 Choose the desired format: PNG/JPG.

