SankofaPOWER Canva and Heyzine e-Magazine - Instructions

**How to access the Canva Template**

1. Click on the [Canva template link](https://www.canva.com/design/DAGre_VGAdc/_lx7h_pTj8kXx_f0Ra7dMg/view?utm_content=DAGre_VGAdc&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview).
2. Log in to your Canva account. If you don’t have an account, create one at [www.canva.com](http://www.canva.com).
3. Once the template page opens, click on “View template”, then “Open in Editor” at the top right corner of the pop-up screen.
4. This will create a copy of the template in your own Canva account for you to edit.
5. Customize the template as needed. Your design will save automatically as you make changes.

**How to Change the File Name**

1. Open your design in Canva.
2. Click on the current file name at the top of the page.
3. Type in your new file name.
4. Press Enter to save the new name.

**How to Export**

1. With your design open, click the “Share” button at the top right corner.
2. Select “Download” from the dropdown menu.
3. Choose PDF Standard file type
4. Click the “Download” button to save the file to your computer.

**How to Create a Heyzine Account**

1. Go to [www.heyzine.com](http://www.heyzine.com).
2. Click on “Sign up” at the top right corner.
3. Enter your email and create a password, or sign up using an email address.
4. Verify your email if prompted to complete account creation.

**How to Upload the eMagazine**

1. Log in to your Heyzine account.
2. Click on “New Flipbook” button from the Dashboard
3. Select the exported PDF file from your computer by clicking the “Browse File”.
4. Wait for the upload and processing to complete. You will see a preview of your eMagazine.
5. You can customize settings, such as the title, background, flip sound, or adding interactive links, as needed.

**How to Add Videos**

1. In the editor sidebar, find and click on “Video” under the Interactions menu.
2. Draw a rectangle on the page where you want the video to appear
3. Select YouTube (or Vimeo), paste the video’s URL, then configure settings like autoplay or mute as needed.
4. Click “Save” at the Top left of the screen to save the change.

**How to Share the eMagazine on a WordPress Website**

1. Once set, go to your flipbook dashboard in Heyzine or if you are at the editor.
2. Click on the flipbook you want to share and click “Share” and choose “Embed”.
3. Copy the embed code provided.
4. Go to your website editor.
5. Paste the embed code into the HTML section or embed widget where you want the eMagazine to appear.
6. Save and publish your website updates.