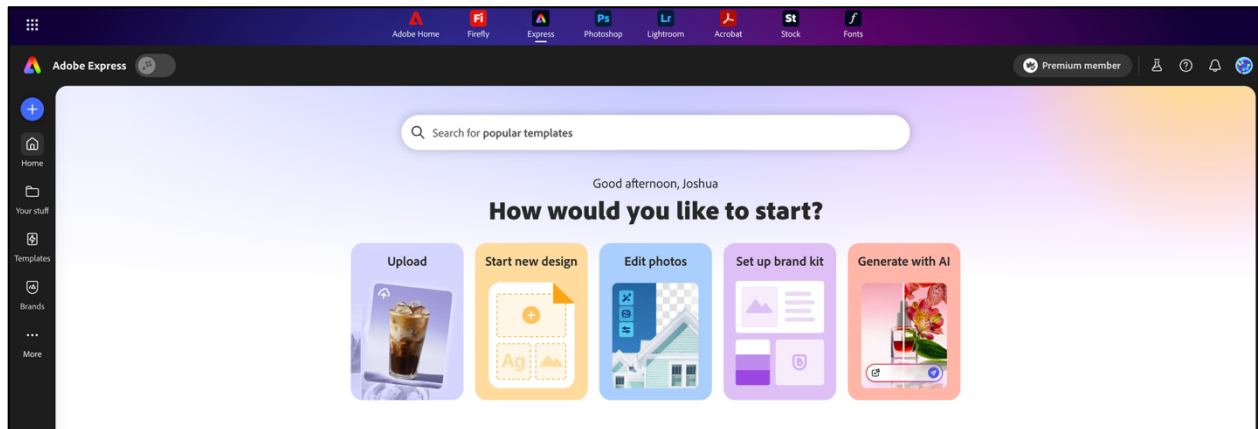
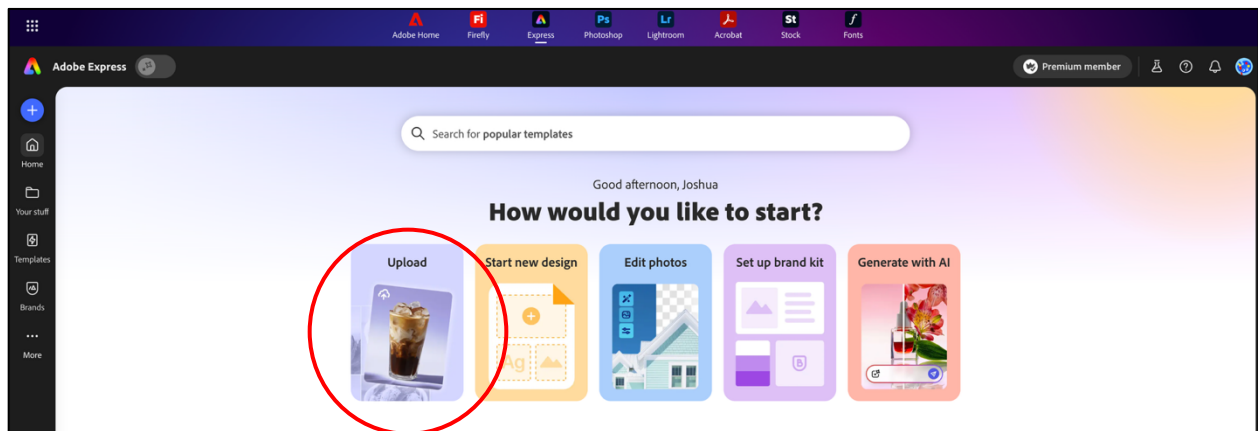


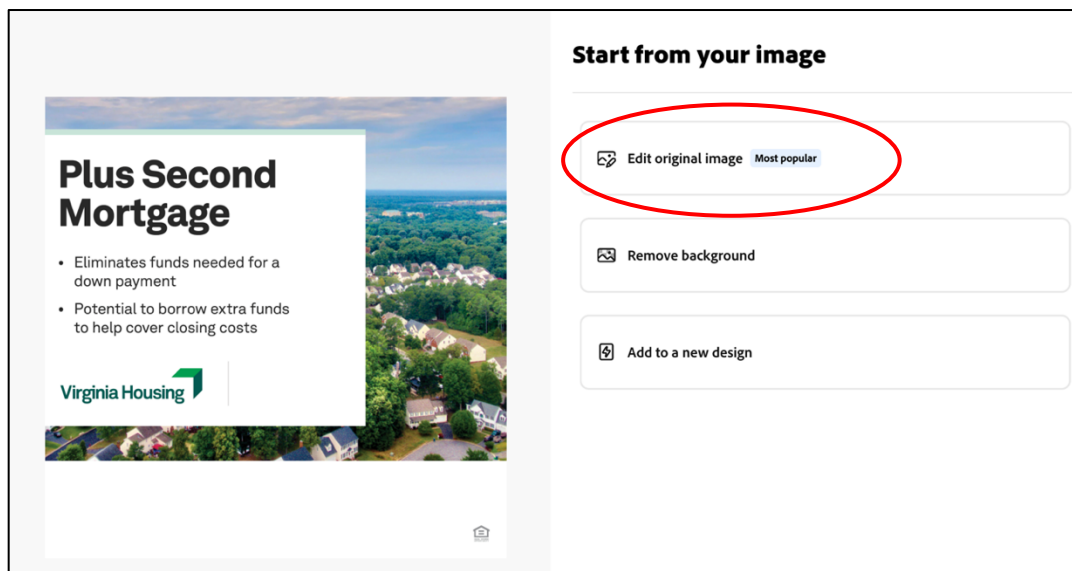
Step 2: Once logged in, your screen will look like this.



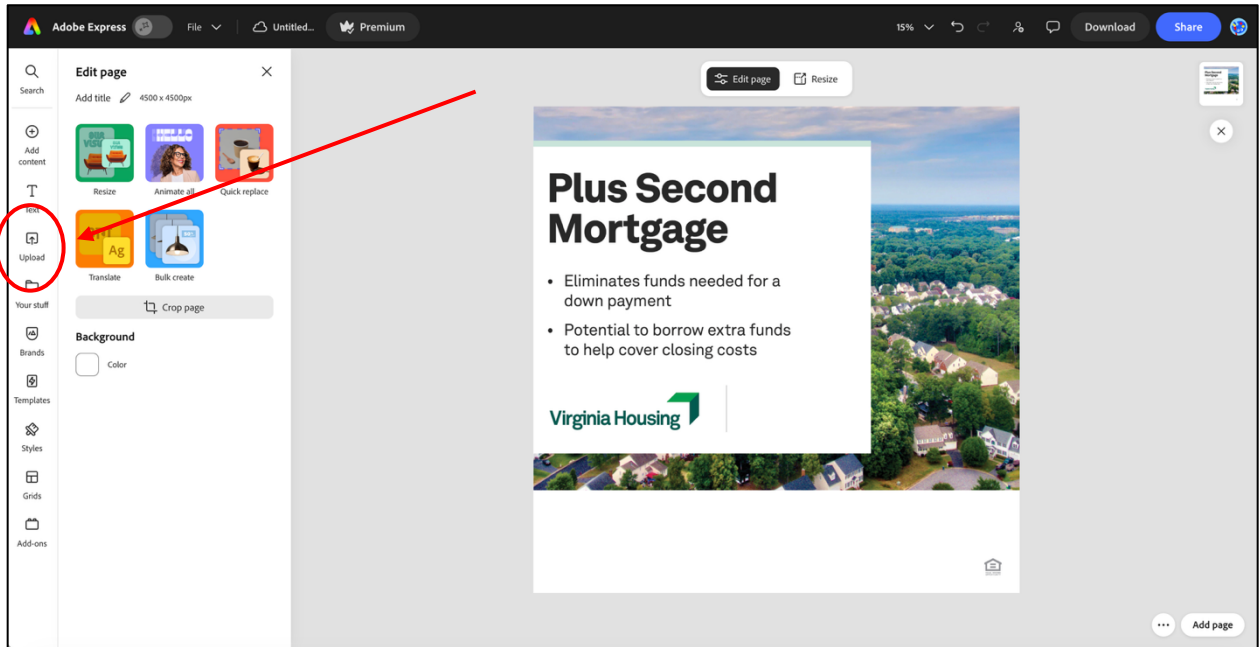
Step 3: Navigate to the folder where you saved the Virginia Housing co-branded social media graphic. Click the file, drag it to the “upload” widget and drop it.



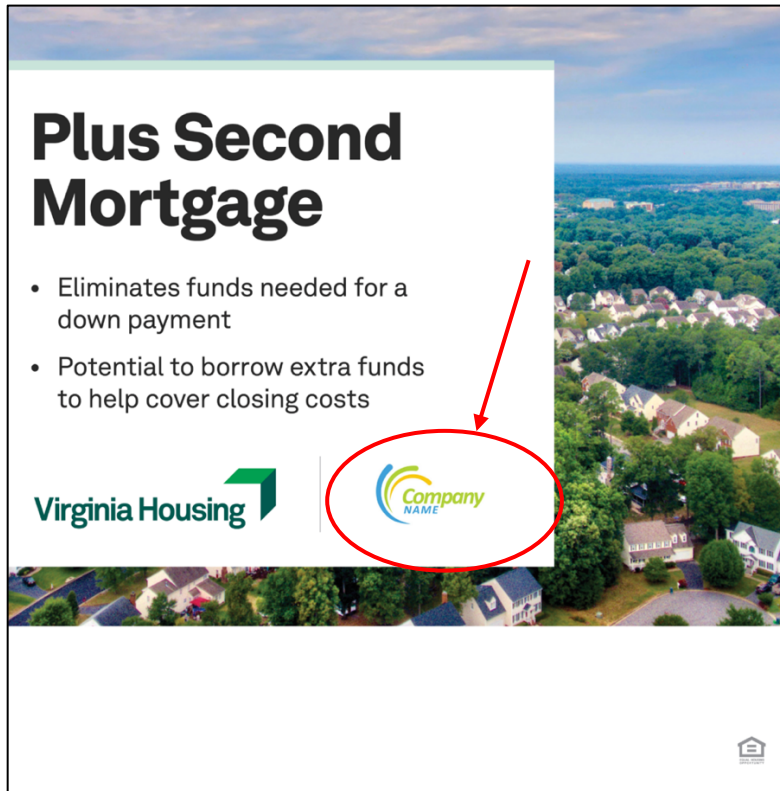
Step 4: Your screen will look like this. Select “edit original image.”



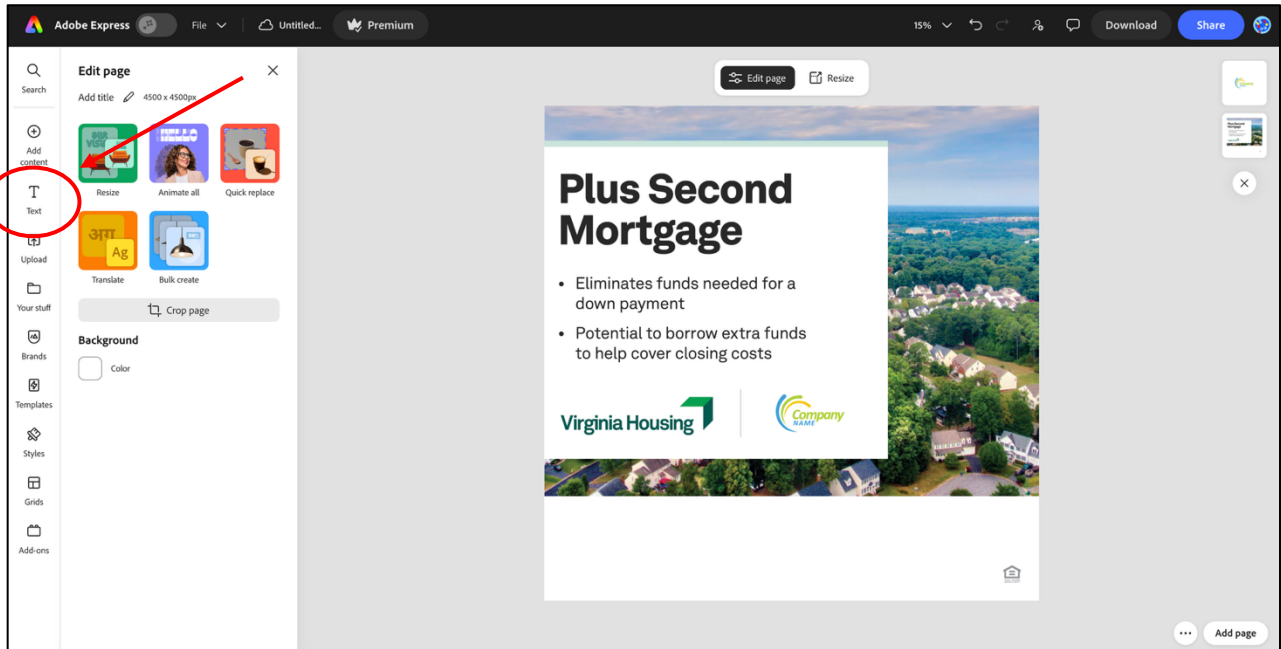
Step 5: The screen below will load. Select “upload” from the left-hand menu.



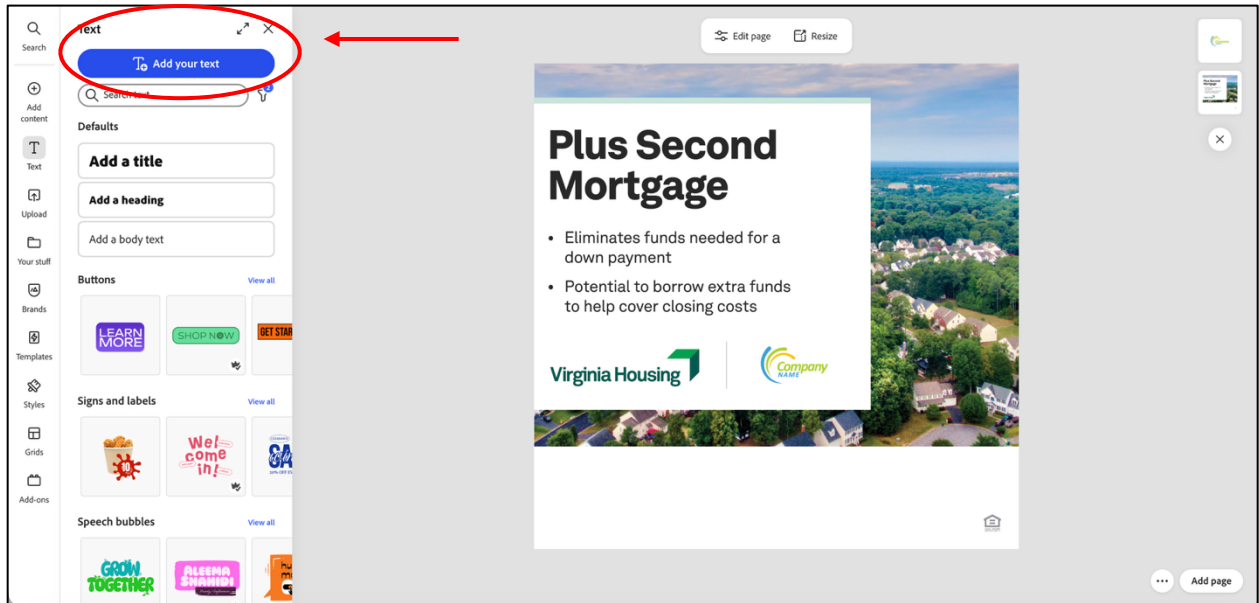
Step 6: Select your logo file from your computer. Drag and drop it so that it sits parallel to the Virginia Housing logo.



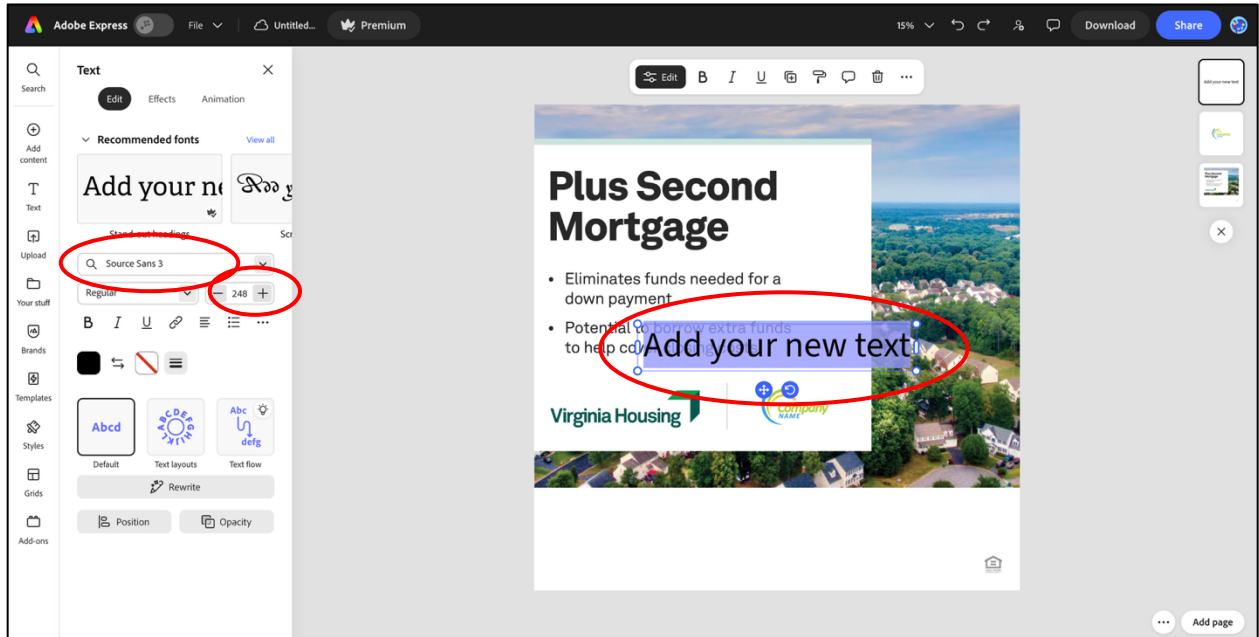
Step 7: Select “text” from the left-hand menu.



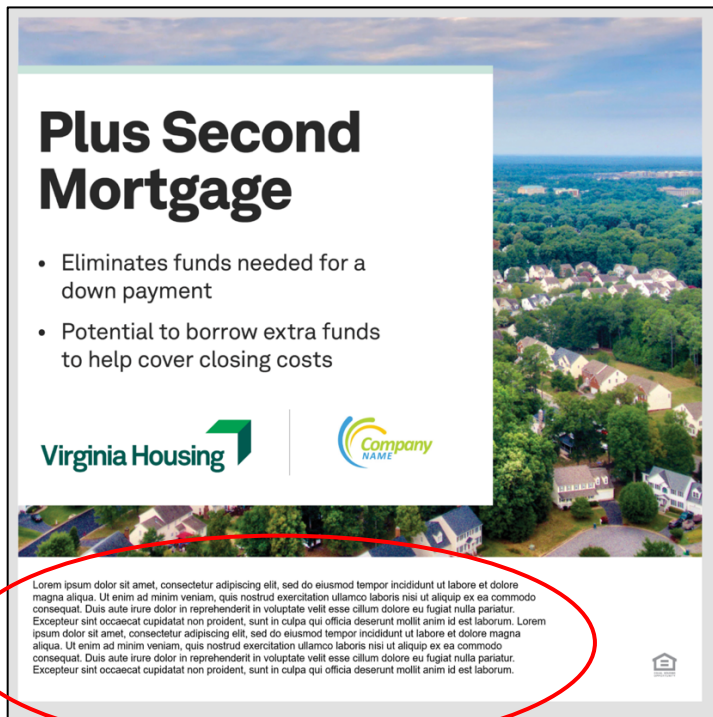
Step 8: Click “add your text.”



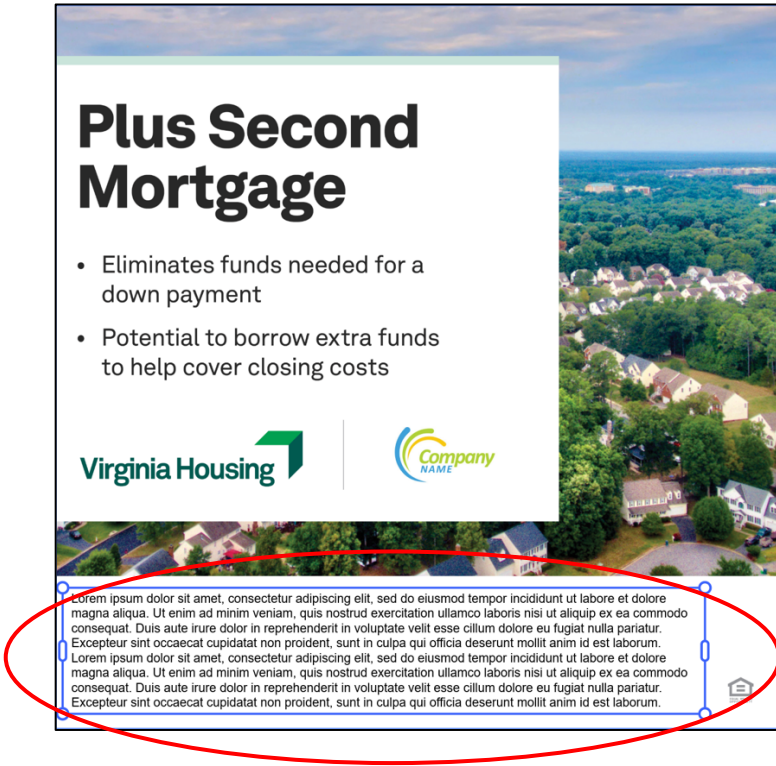
Step 9: A box will appear on the graphic. With the text in the box selected, go to the dashboard on your left and resize the font to 50. Change the font type to Arial.



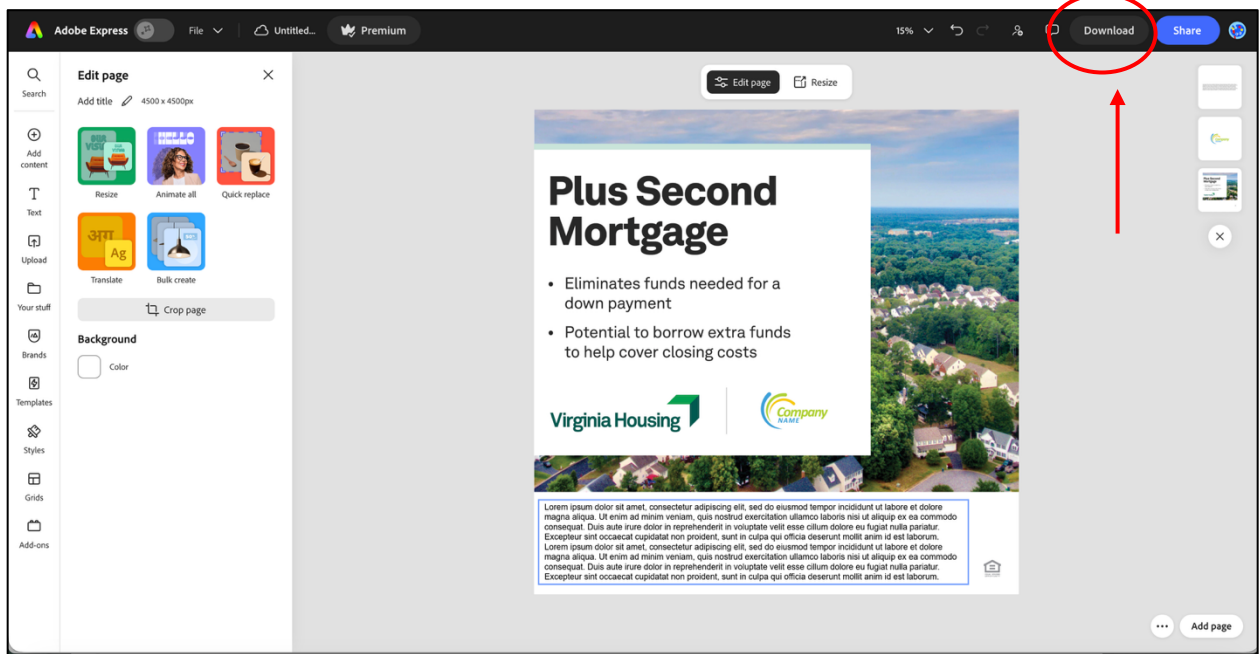
Step 10: Paste your company's disclaimer text. Drag the box to the bottom of the graphic. Ensure the text is left-aligned.



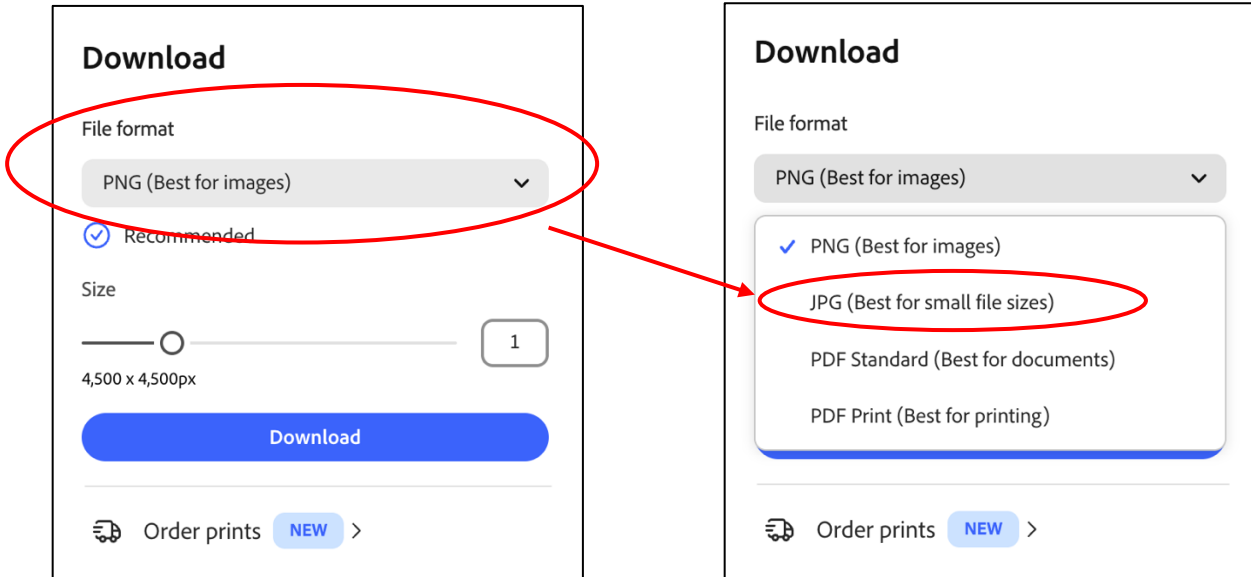
Step 11: Click and stretch the text box until it's almost at the Equal Housing Opportunity logo at the bottom right.



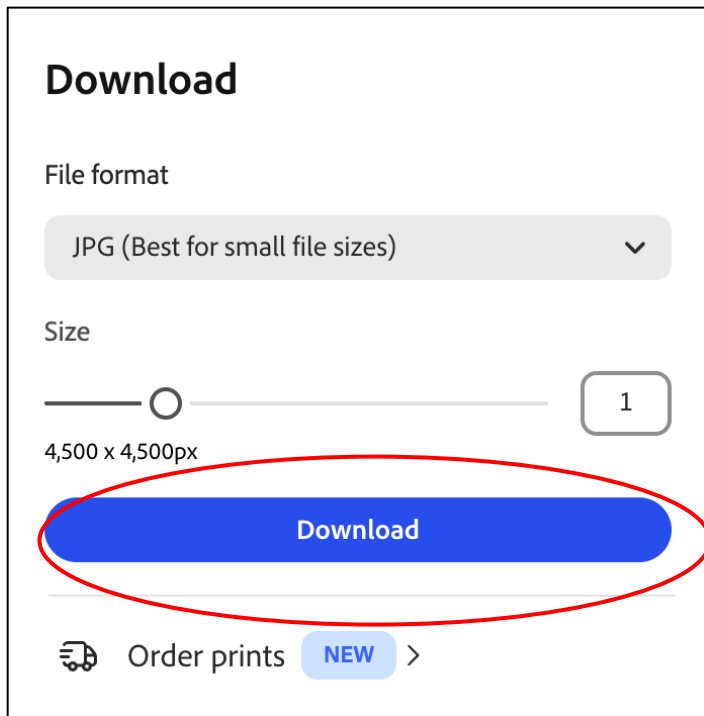
Step 12: Next, export the document by clicking “download” in the top right of your screen.



Step 13: A download menu will appear. Under the “file format” dropdown, select “JPG.”



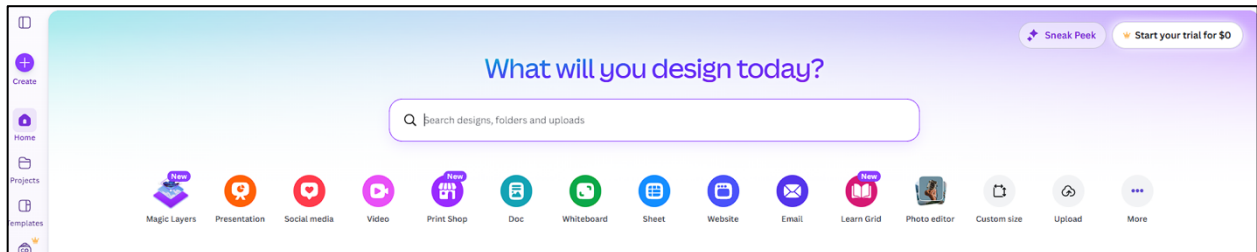
Step 14: Click “download.”



Canva Instructions

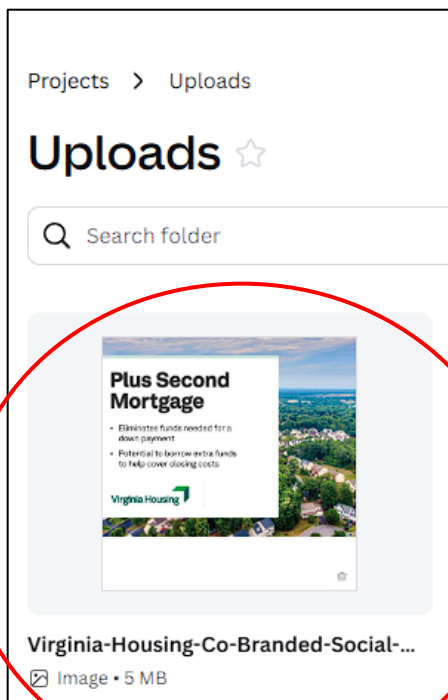
Step 1: Open your preferred browser and go to canva.com. If you don't have an account, create one following [these instructions](#).

Step 2: Once logged in, your screen will look like this.

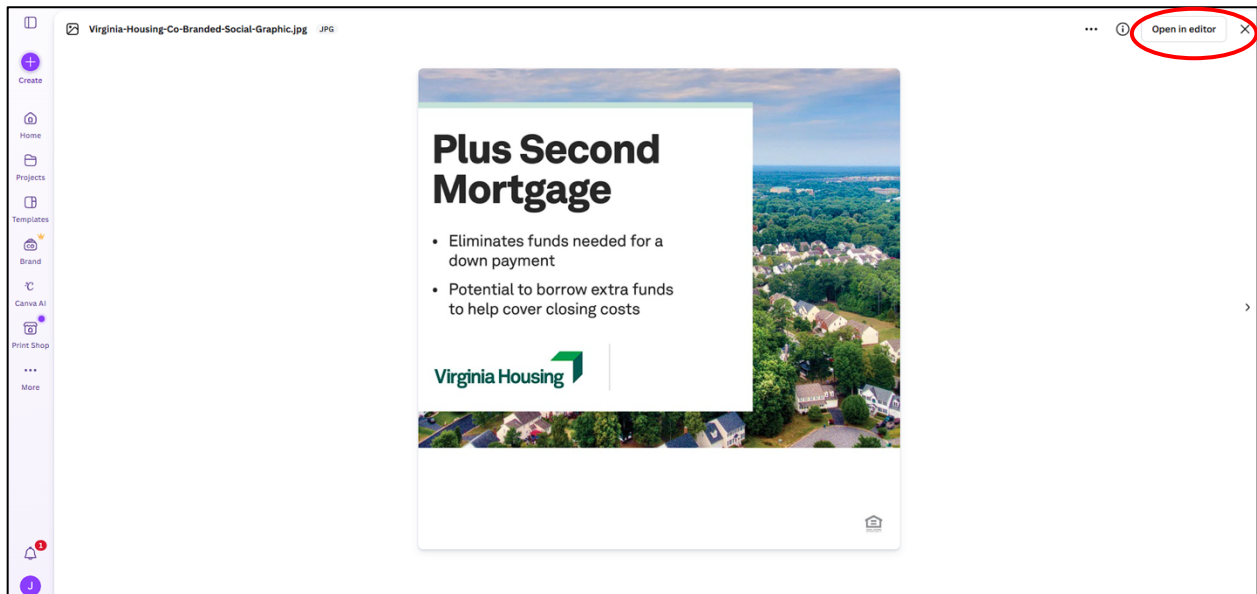


Step 3: Navigate to the folder where you saved the social media graphic. Click the file, drag it to the center of your screen and drop it.

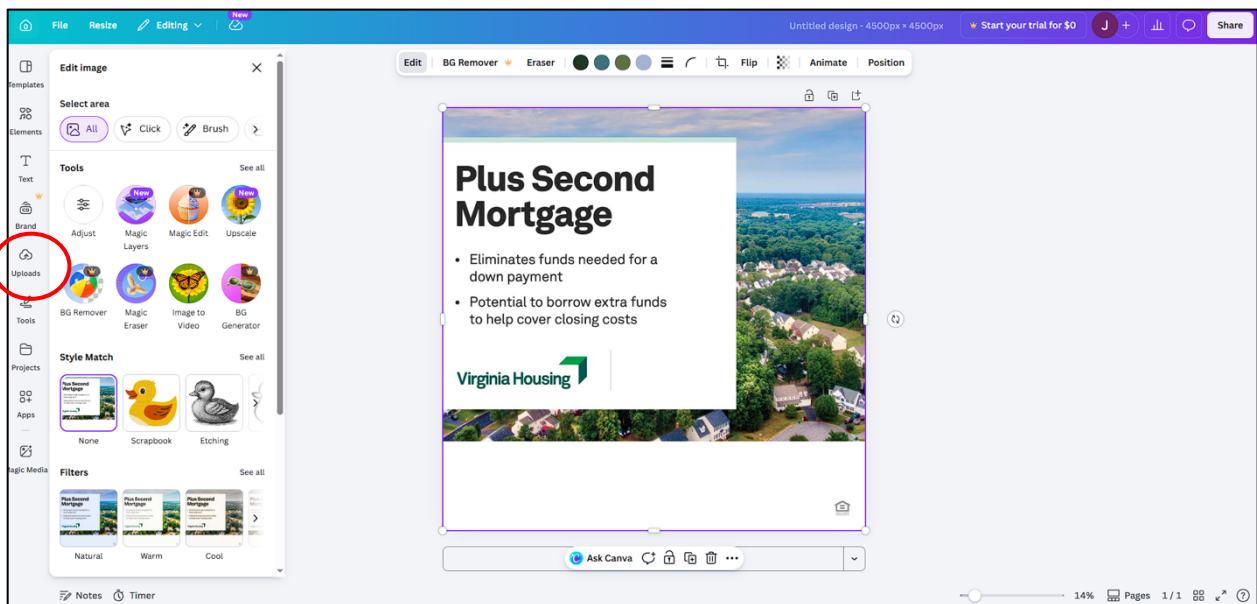
Step 4: You will be automatically redirected to the "Uploads" library page. The file will be located at the top left of your library.



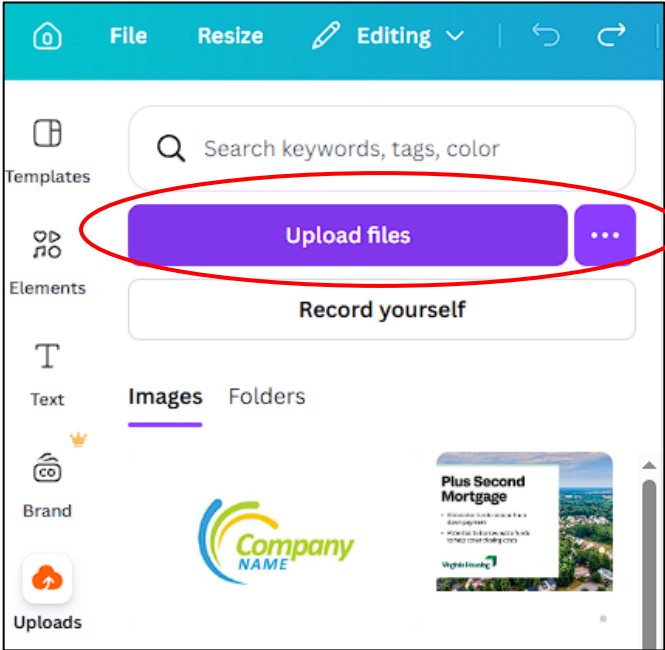
Step 5: Click the file. A new screen will load. Click “open in editor” in the top right.



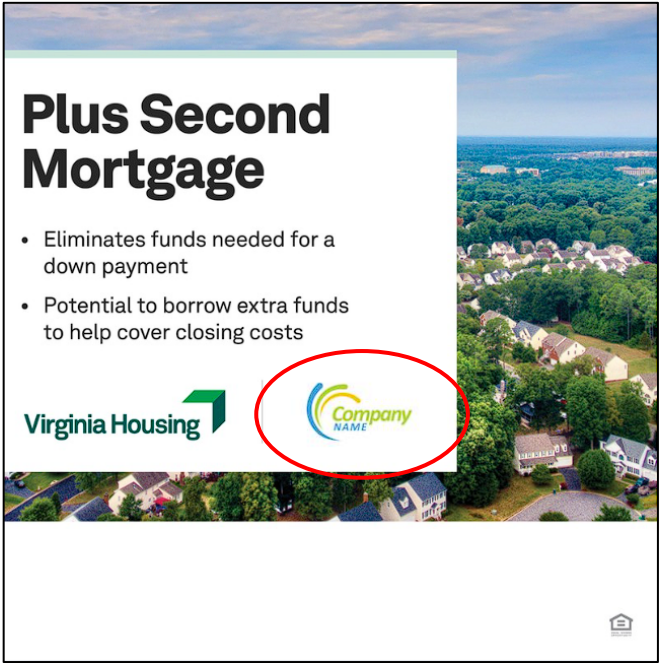
Step 6: You will be redirected to the Canva editor. Select “upload” from the left-hand menu.



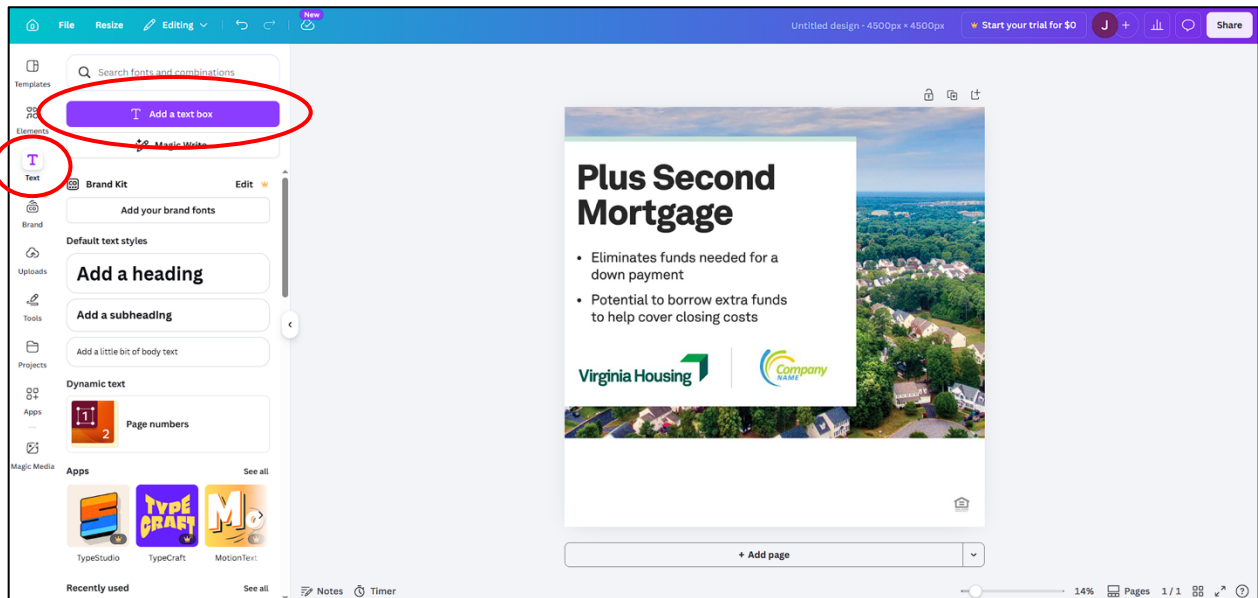
Step 7: A sub-menu will appear. Click “upload files” and select your logo file from your computer.



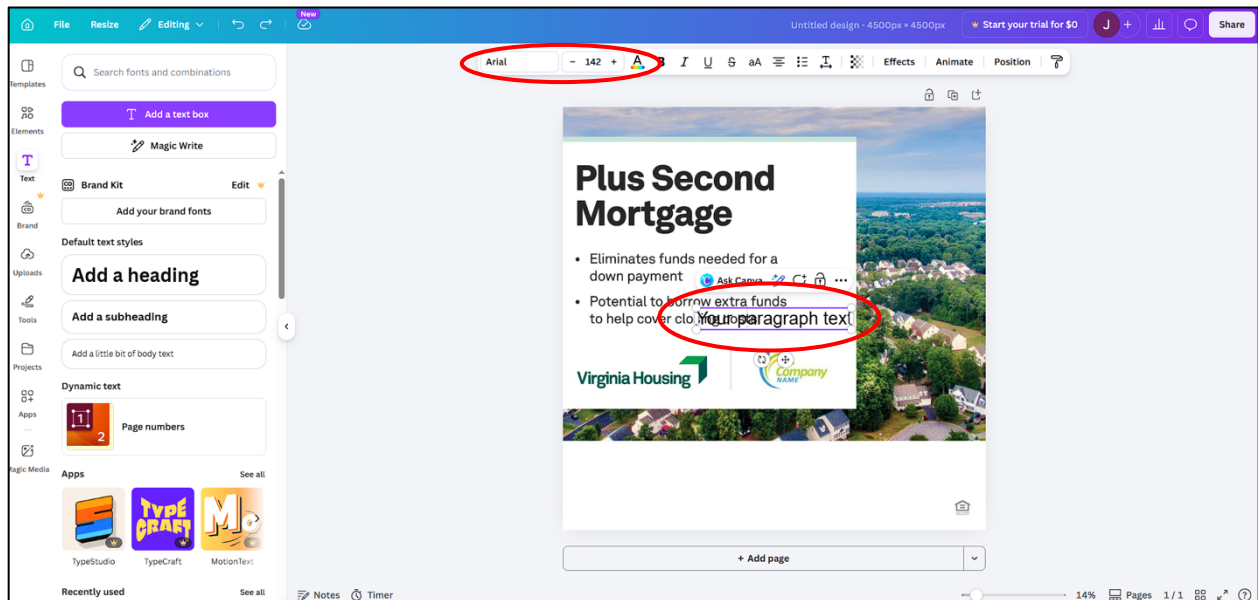
Step 8: Drag and drop the logo so that it sits parallel to the Virginia Housing logo.



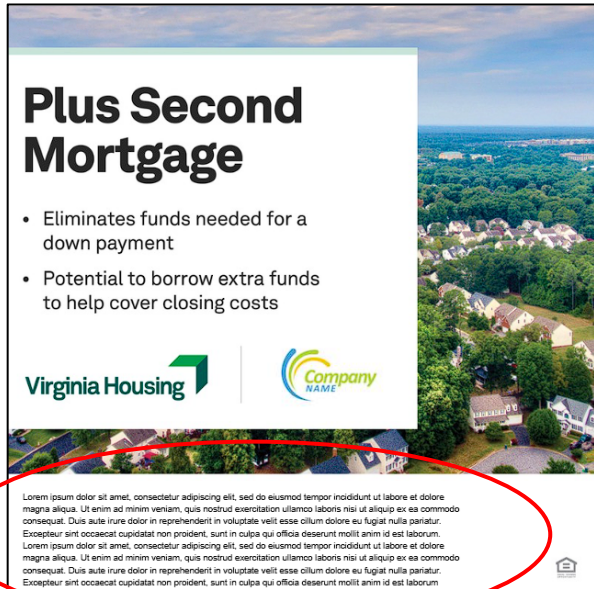
Step 9: Next, select “text” from the left-hand menu. Then click “add a text box.”



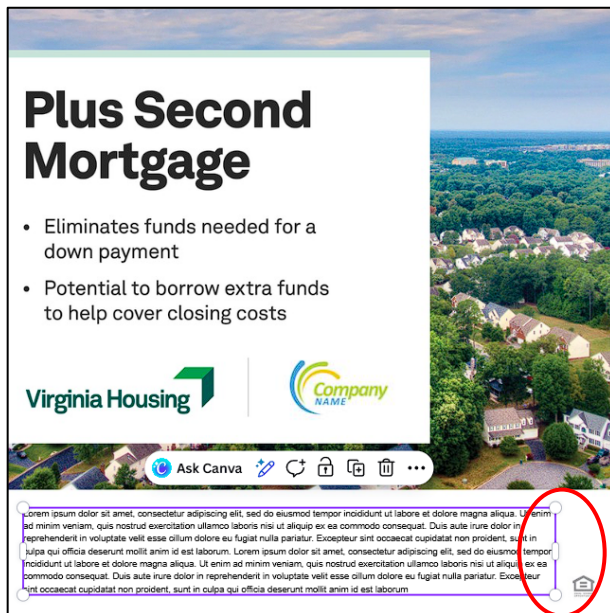
Step 10: A box will appear on the graphic. With the text in the box selected, go to the dashboard at the top of your screen and resize the font to 50. Change the font type to Arial.



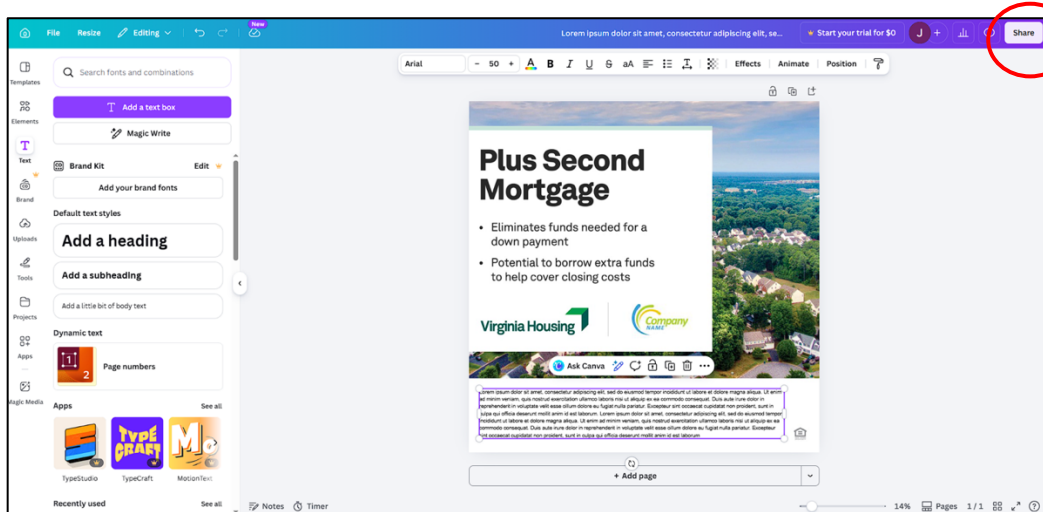
Step 11: Paste your company's disclaimer text into the text box. Drag the box to the bottom of the graphic. Ensure the text is left-aligned.



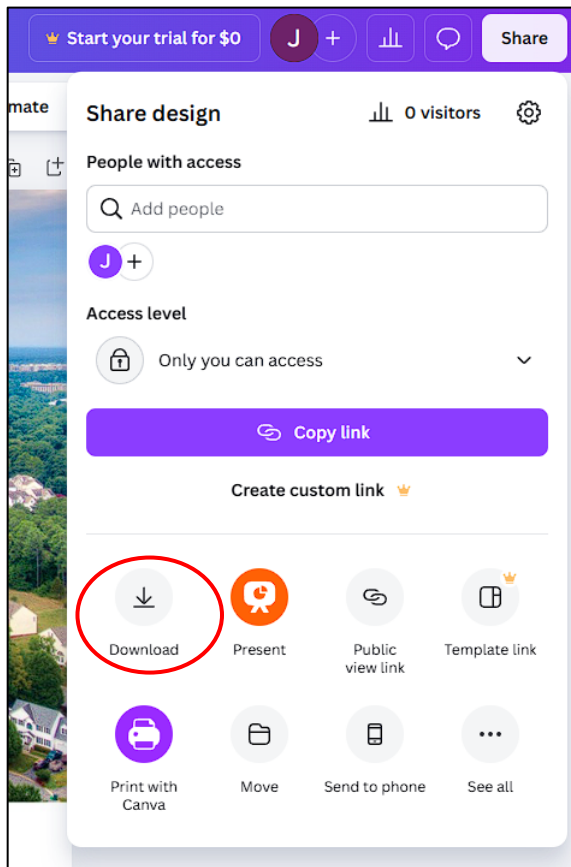
Step 12: Click and stretch the text box until it's almost at the Equal Housing Opportunity logo at the bottom right.



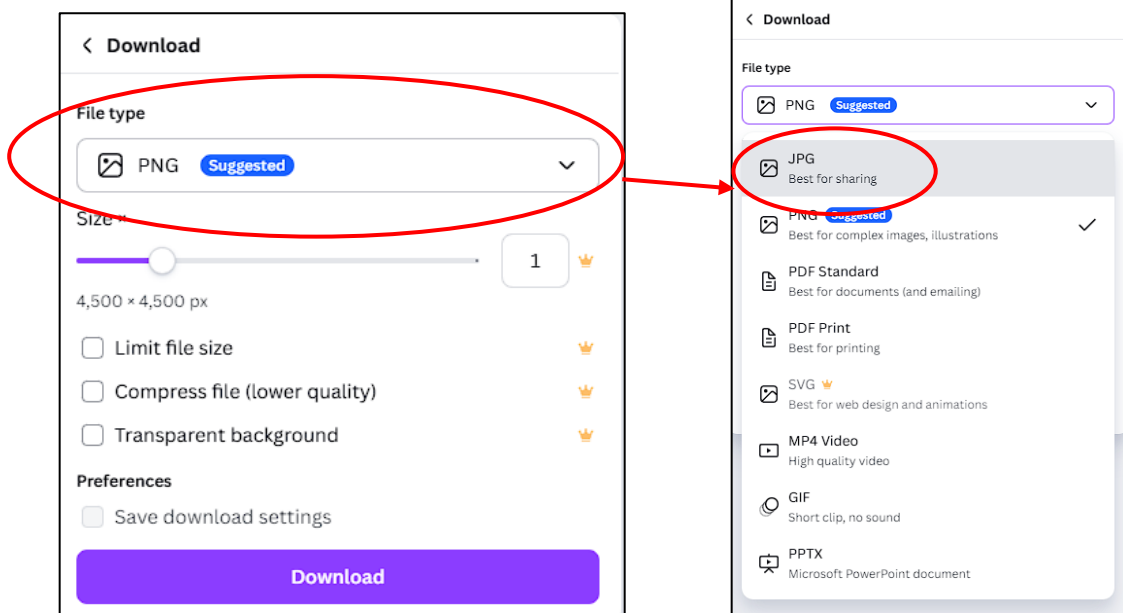
Step 13: Next, export the document by clicking “Share” in the top right of your screen.



Step 14: A menu will appear. Select “download.”



Step 15: A download menu will appear. Under the “File type” dropdown, select “JPG.”



Step 16: Click “download.”

