

# EDITING THESE GUIDES

Fortunately for you, these documents were created to be relatively easy to update. Firstly, you should know that Canva is used instead of Microsoft Word. The reason for this is that Canva makes it simple to move images and text across multiple pages.

The process is like so:

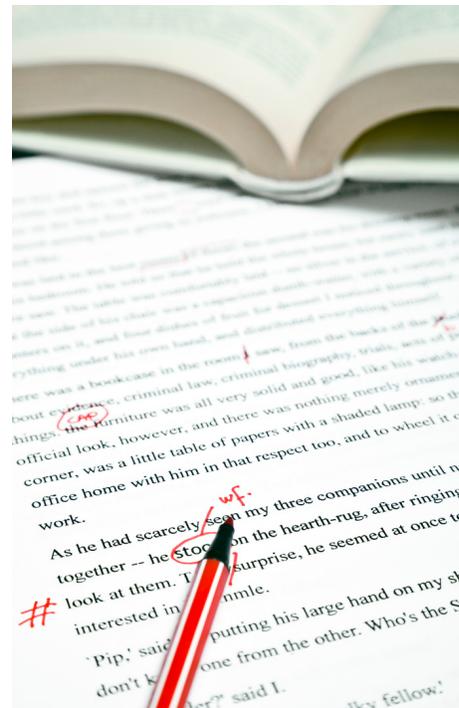
- (1) Edit on [Canva.com](https://www.canva.com)
- (2) Once finished, download the PDF
- (3) Send an email to Mick / IT who will replace the documents on the website

This guide contains all the basic information anyone would need to edit the guides. Be sure to read the tips, as many may apply to you!



COLDWELL BANKER

BULLARD  
REALTY



# Getting Started on Editing

See the manual on Canva to learn more.

## Step 1: Open Canva

Go to [Canva.com](https://www.canva.com) and sign in. The up-to-date login info should be in the instructions about Canva. Don't share with agents.

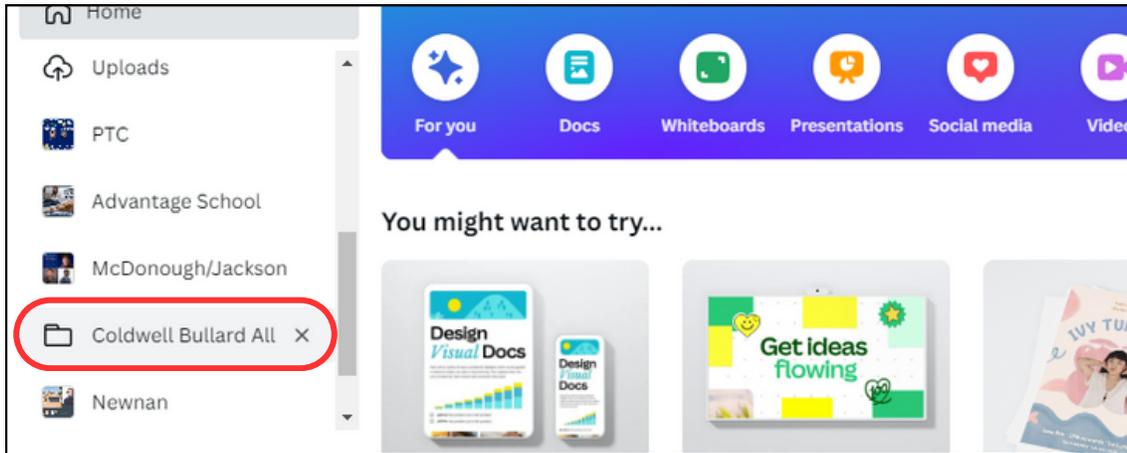
bullard.steve@cbbullard.com

Coldwell30236

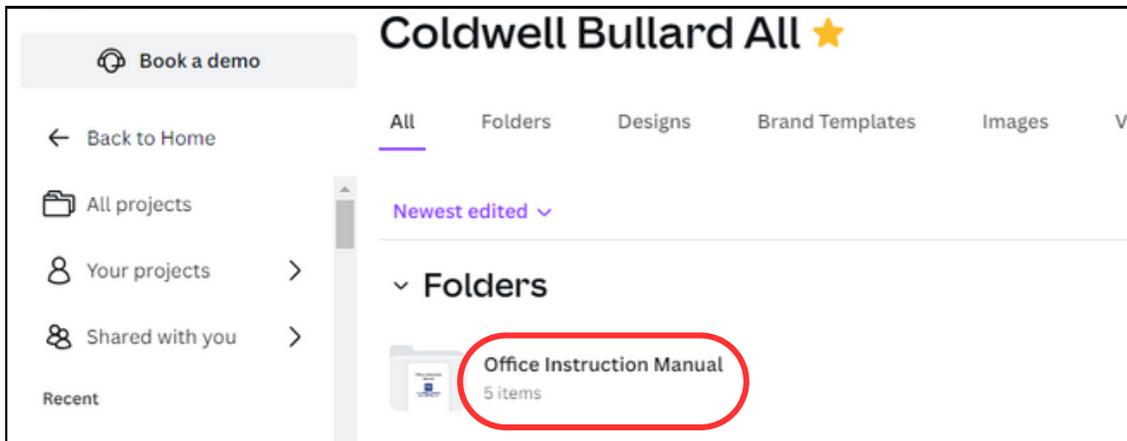
**Step 2 is on the next page**

## Step 2: Open a Document

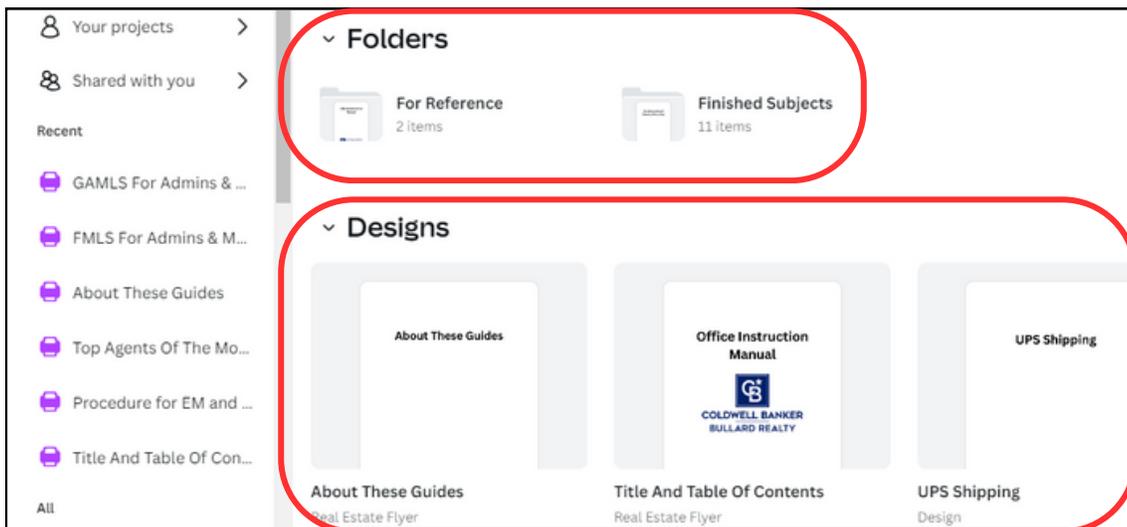
(1) Click 'Coldwell Banker All' to the left.



(2) Click 'Office Instruction Manual'



(3) Click to open a document. They might be in folders.

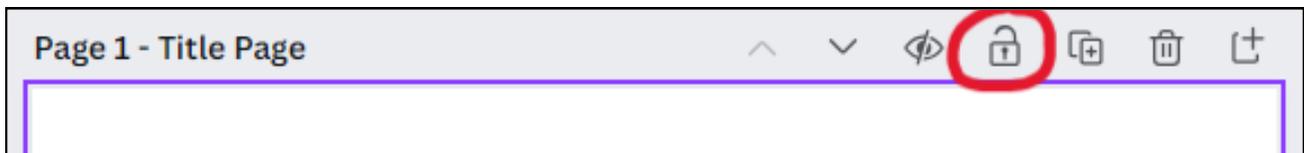


## Step 3: Make Edits

The next pages will provide tips on editing the manuals. Once you're finished editing, continue to the next step. See the manual on Canva to learn more.

### Tip #1 - Unlock

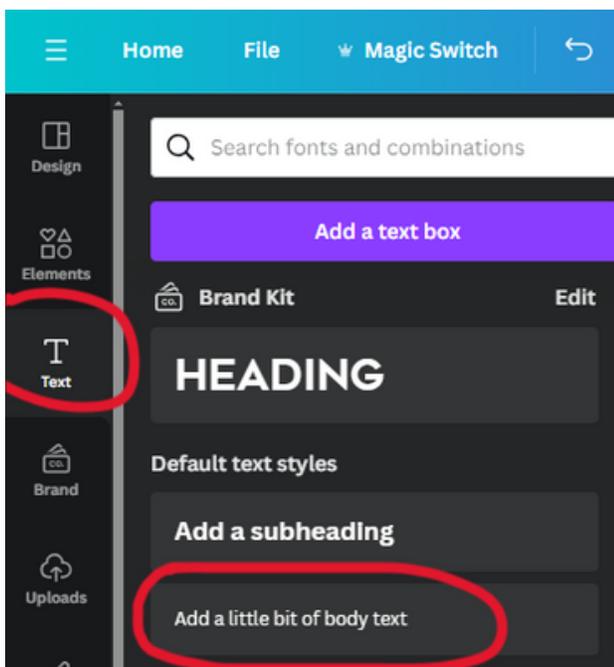
In order to make changes, you'll have to unlock the page. Click this button multiple times until it appears unlocked. The pages were locked to prevent accidental changes. Remember to lock afterwards!



### Tip #2 - Editing text

To edit text, simply double-click on a text box. Use your mouse or arrow keys to move the cursor.

### Tip #3 - Adding text



To make a new text box, here are two methods:

1. **Copy & paste an existing text box:** right-click an existing text box, then choose Copy, then right-click anywhere and choose Paste.
2. **Add text from the menu on the left.**

## Tip #4 - Modifying text

To change font style, increase size, make bolder, italicize, use the menu on top.



## Tip #5 - Numbering steps

As the author of these manuals, I've found that spelling the steps in the following way is preferable over basic numbering because it allows for white space & images.



Recommended

Step 1 - Title  
Optional details

Step 2 - Title  
Optional details

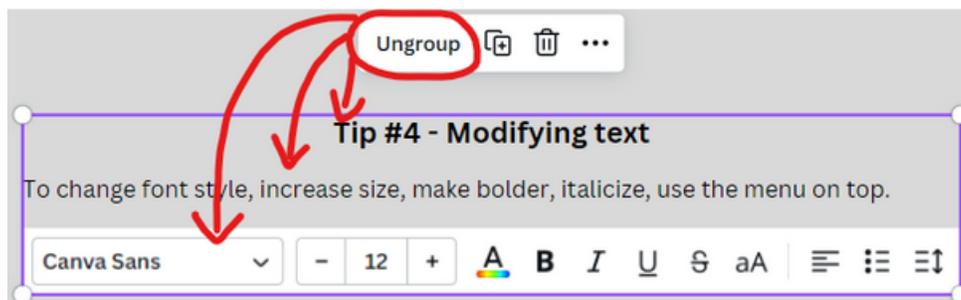


Not often preferred

1. Description  
2. Description - Optional details  
3. Description  
    a. Optional details

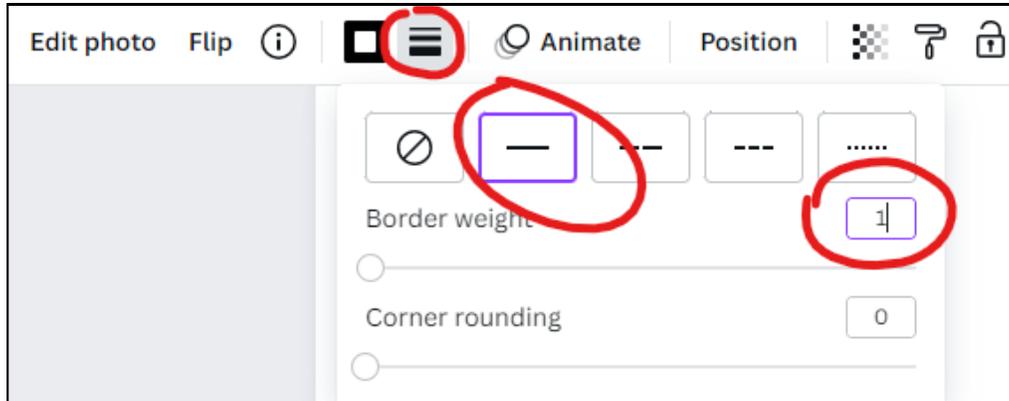
## Tip #6 - Ungrouping

Most elements on the manuals are grouped together for convenience. But if you want to move individual elements, you'll first have to click the ungroup button. What happens is that the title, text, and accompanying images will be separated. Remember to group afterwards!



## Tip #7 - Border around screenshot

Occasionally, adding a border to a screenshot could make the manual easier on the eyes to follow. First, click the photo in Canva. Then, make the border options like so.



## Tip #8 - Take a screenshot of entire screen

On the keyboard, press PrintScreen (near the number pad), then right click to Paste in Canva.

## Tip #9 - Take a screenshot of a section

On the keyboard, press these keys together:

Windows Key (in the lower left corner) + SHIFT + S

Then move the mouse to select an area.

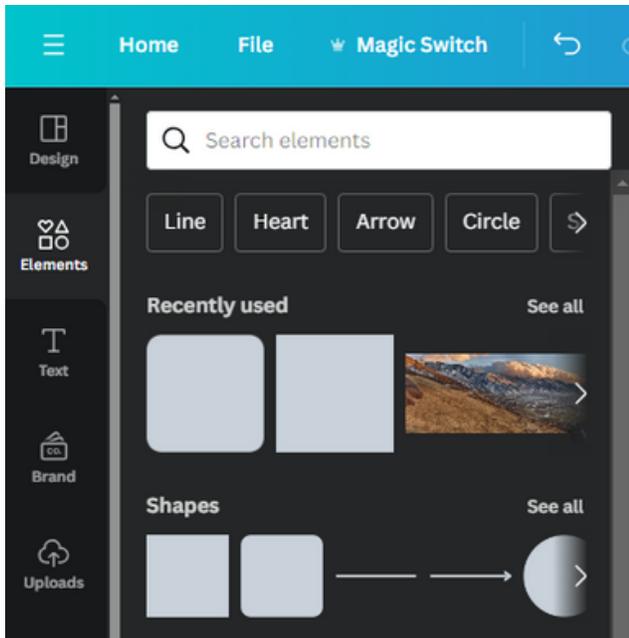
Then, click on the notification that appears in the corner of your screen. And click Save As (looks like this).



Then drag the photo file into Canva.

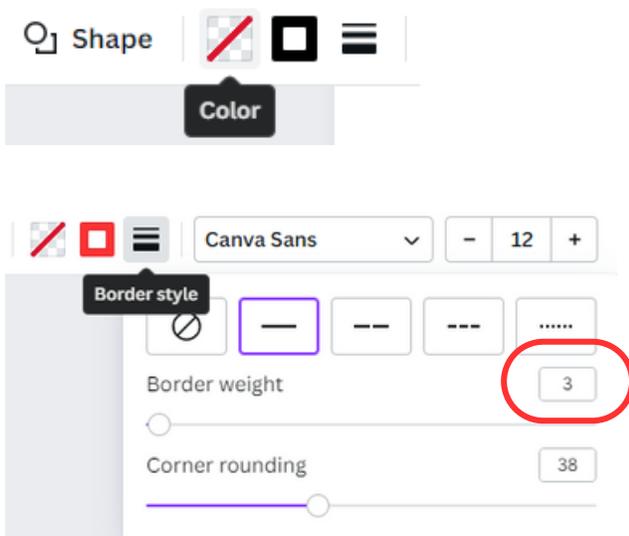
## Tip #10 - Drawing circles & arrows over images

It's possible to edit/draw on images by opening the photo and choosing to edit, but you can also do this on Canva by adding arrows and red circles.



Step 1 - Click the Elements tab on the left

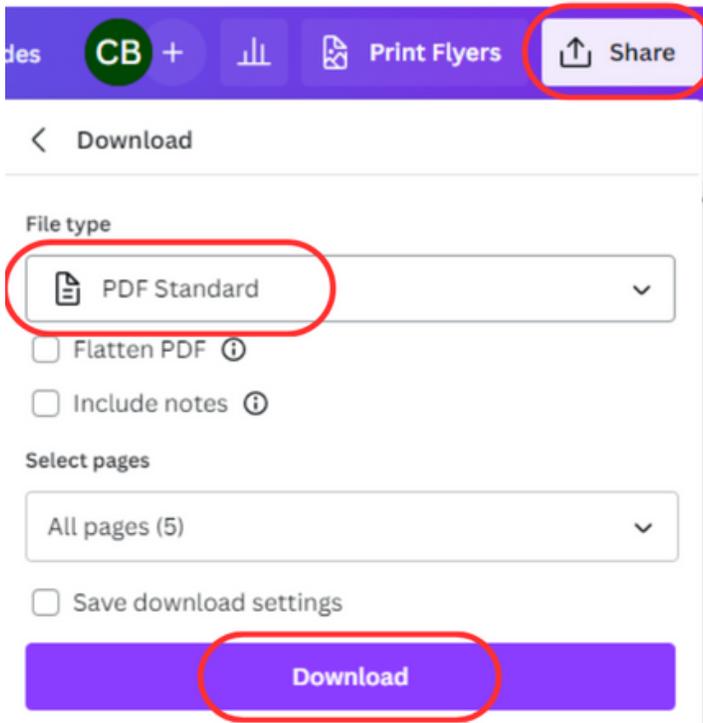
Step 2 - Choose a circle, arrow, or rounded square



Step 3 - With the shape selected:  
Change color to none,  
The border thickness to 3 pts,  
And the border color to red.

## Step 4: Download PDF

- Click Share in the upper-right corner
- Click Download
- Change **File Type** to **PDF Standard**
- Click Download again



## Final Step 5: Replace the old manual on the website with Mick's help.

- Send the PDF to Mick via email, and he'll add it to the website.