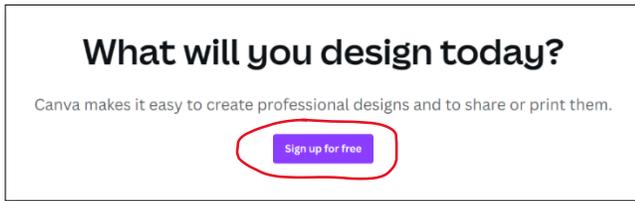


IL Pathways Outreach Toolkit User Guide

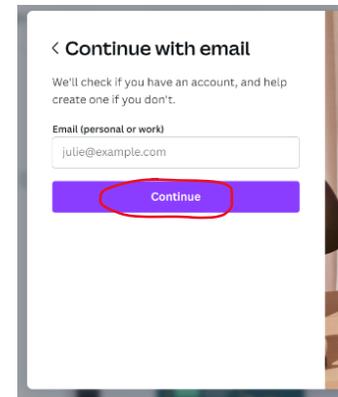
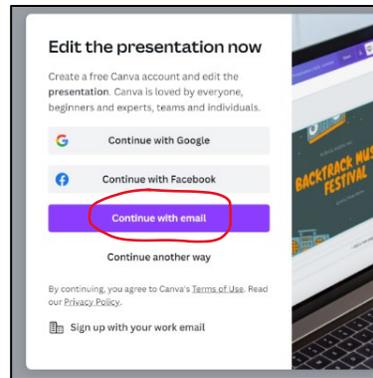
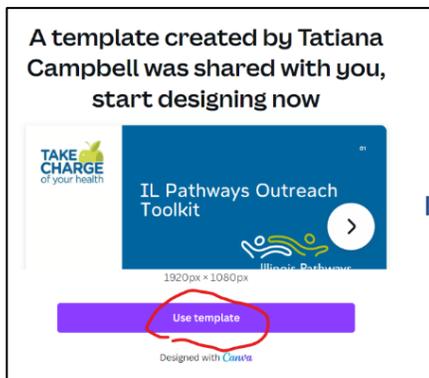
To use the IL Pathways Outreach Toolkit, you **must** have a Canva account.

- If you do not already have a Canva account, create a free account using this link: <https://www.canva.com/>
- Click “Sign up for free” and follow directions to create a free Canva account.



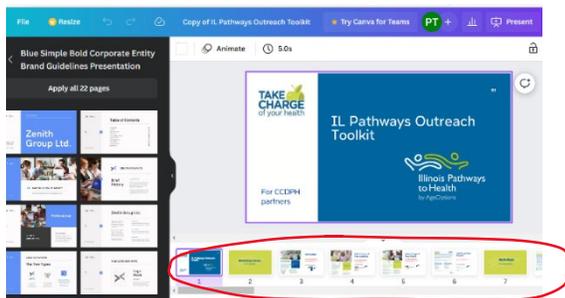
[Click here](#) to access the IL Pathways Outreach Toolkit.

- Click “Use Template.”
- Click an option, “Continue with Google, Facebook or Email.”
- Login using your username and password and click “Continue.”



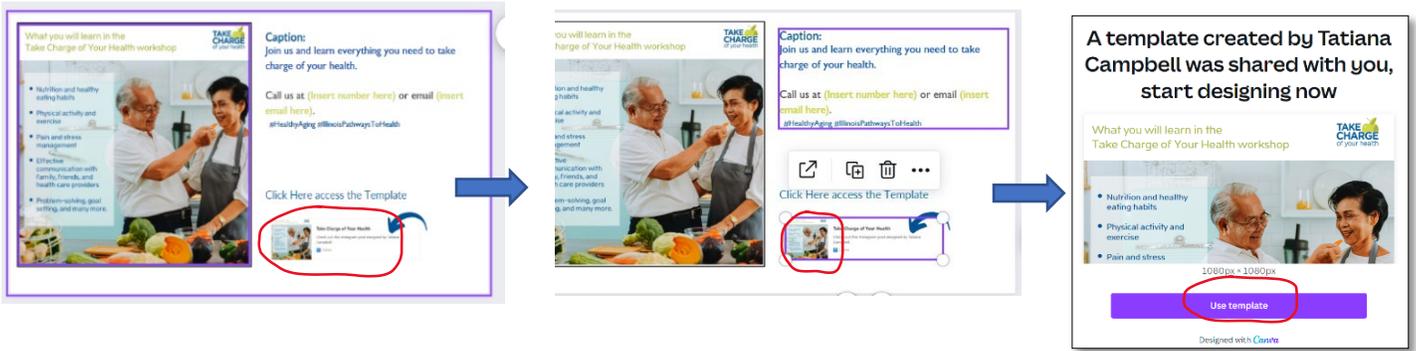
Pick a template to use.

- Once you have accessed the toolkit, note there are several different flyer and social media templates from which to choose located across the bottom of the screen.
- Click through the bottom of the screen and choose a template you want to use.



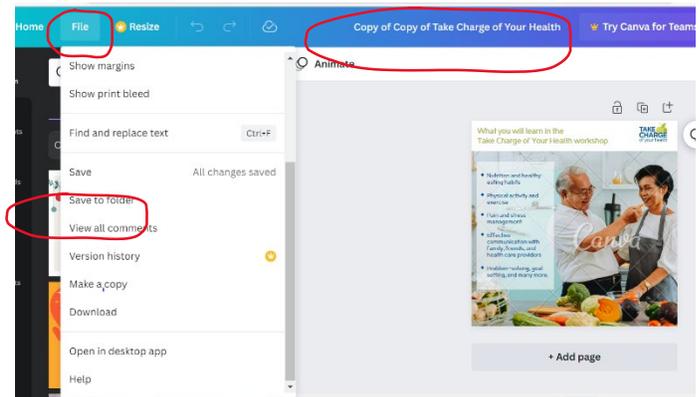
Access the template.

- Once you have chosen a template, click on the area as indicated by the blue arrow.
- Images will appear with icons and ellipses. Click the square icon with arrow.
- Click “Use template”.



Save a copy to your Canva account.

- Click on “File” in the upper left-hand corner.
- Scroll down and click “Make a copy.”
- Highlight “Copy of Take Charge of Your Health” and rename the template.
- Now you can edit the text on the template to coincide with your workshop, i.e., date/time, location, contact information, etc.



If you have any questions or need assistance with accessing the IL Pathways Outreach Toolkit, please contact the Health Promotion Team at (708)383-0258 or email info@ilpathwaystohealth.org.