MATT BACAK'S CHECKLIST

Checklist 3: Create Your Canva Profile

Project Name: _____ **Date:** _____

	Yes	*No*
Click the drop-down arrow next to your name and select Personal Profile. **In top right corner click edit info button.**		
Edit Your Information		
Enter your name	☐	☐
Enter your tag i.e @marklaxton	☐	☐
Enter your website	☐	☐
Enter your Town	☐	☐
Enter your Country	☐	☐
Upload a profile image	☐	☐

Preferably upload a good quality picture of yourself. Find a picture of yourself from the folders on your computer, select the image and remember to save changes.

Notes

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MATT BACAK'S CHECKLIST

Checklist 3: Create Your Canva Profile

Have you shared your Canva profile on Social Media? ☐ ☐

You can share your profile on Facebook, Twitter or LinkedIn and you will see these options below your profile details.

Notes

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