

How to Share a Canva File for Editing

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1. Navigate to the Share Menu

The Share Menu is located in the top right corner of your window. Click on this to access the sharing settings.

2. Configure Your Sharing Settings

There are two methods to share your Canva document from this menu:

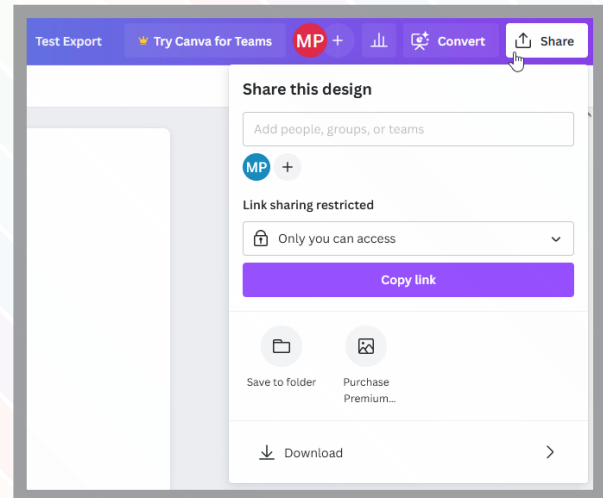
• Creating a Shared Link

It is recommended to create a shared link when sharing a Canva document for editing. The benefit of sharing in this way is that anybody with the created link can edit the document without requiring the owner to individually add editors or have users request access. For this method, locate the drop down menu under "Link Sharing Restricted" and change "Only you can access" to "Anyone with the link" and make sure the second drop down menu says "Can edit." When you click the "Copy Link" button, your shared link will be copied to your clipboard and be ready to share.

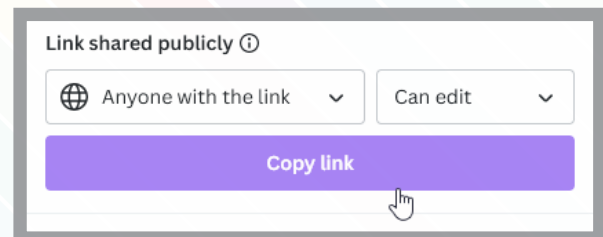
• Adding Editors

At the top of this menu, there is the option to "Add people, groups, or teams." If you want to add a specific user as an editor, type their email into this box and make sure the option next to their email address says "Edit." For McCabe's Printing Group, this email address is Print@McCabesPrinting.com.

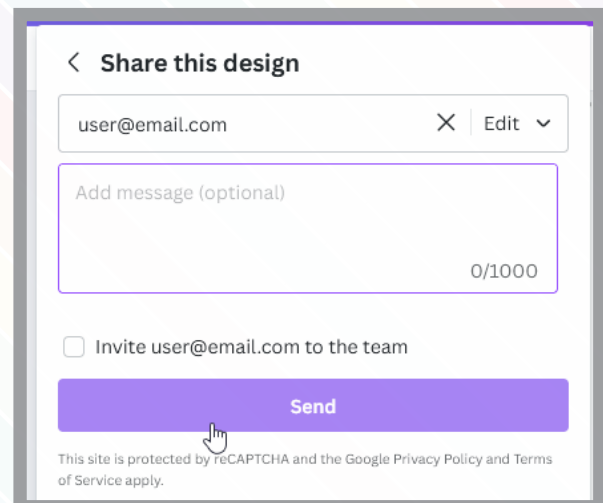
This method is less recommended because it is sometimes necessary to switch user accounts during the setup and production process and any additional user accounts would have to request access or be manually added before the production process can be started.



The Sharing Menu



Creating a Shared Link



Adding Editors