

Lander's MarCom team provides both Canva and PowerPoint templates as a convenient and user-friendly way for faculty and staff to easily create rack cards for clubs and groups, programs, events and announcements while maintaining brand consistency.

To ensure we achieve this, we kindly ask that any locked design elements remain unchanged, and all university-branded materials follow the official style guide.

Thank you for partnering with us to keep our communications up-to-date and on brand!

Instructions for editing template in Canva

1. Click the Canva link [HERE](#). If you don't have a Canva account, you will need to create a (free) one.
2. When the page opens, select **"View Template" or "Edit Template."** A copy of the template will open.
3. You will see three templates, each on its own page. Click on and edit the template you want to use. Delete the other 2.
4. When finished, click **"Share" or "Download"** and save **only the rack card** you edited to your computer as a PDF, JPG or PNG.

Instructions for editing template in PowerPoint

1. Open the PowerPoint file [HERE](#). Select **File > Create A Copy** to create a copy of the file on your device. **Only make edits to your copy.**
2. You will see three rack card templates, each side on its own slide (total of 6 slides). Click on and edit the template you want to use.
3. Delete the slides you are not using.
4. Save **only** the rack card you edited in a PowerPoint or PDF file format for use.