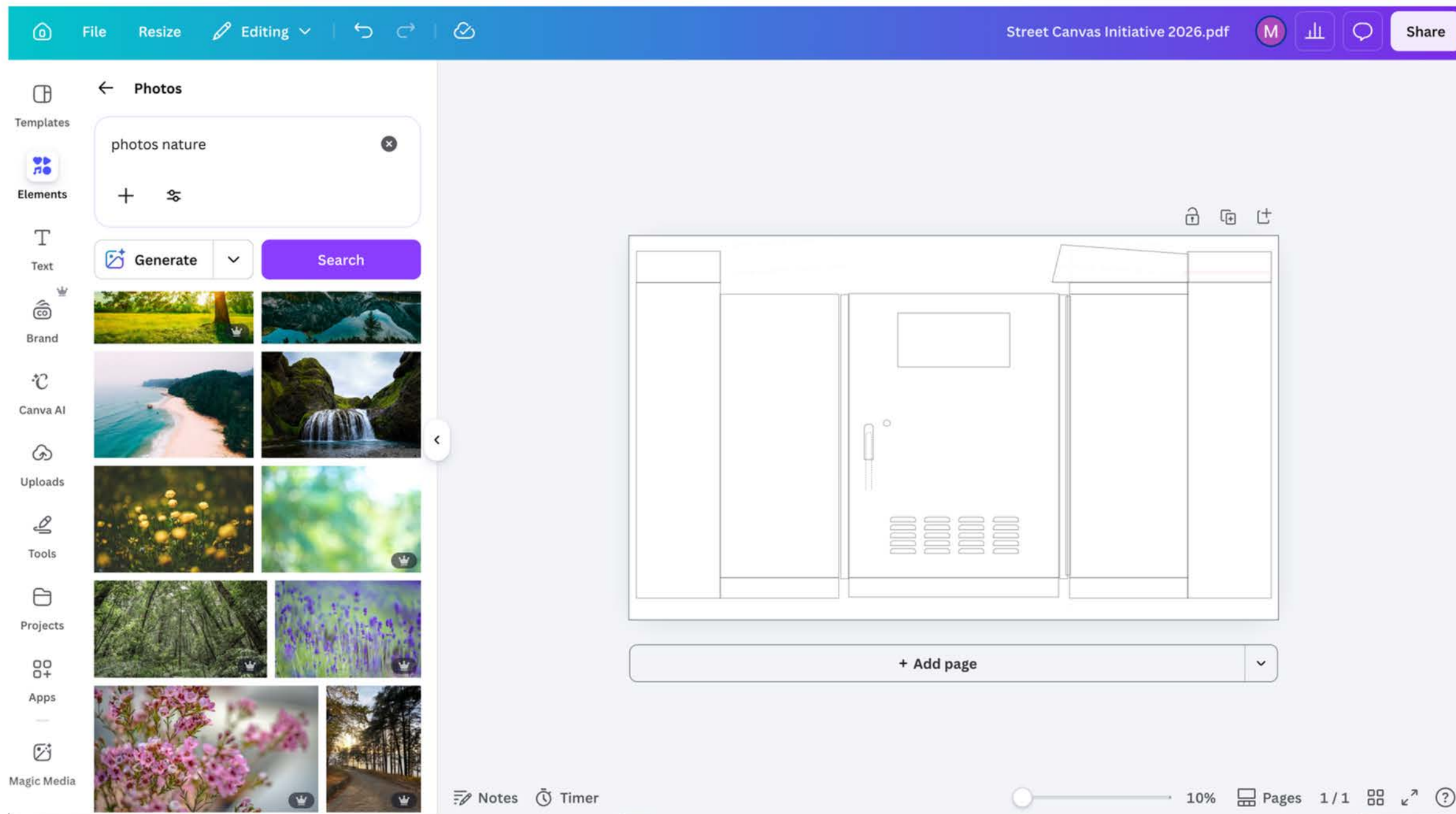


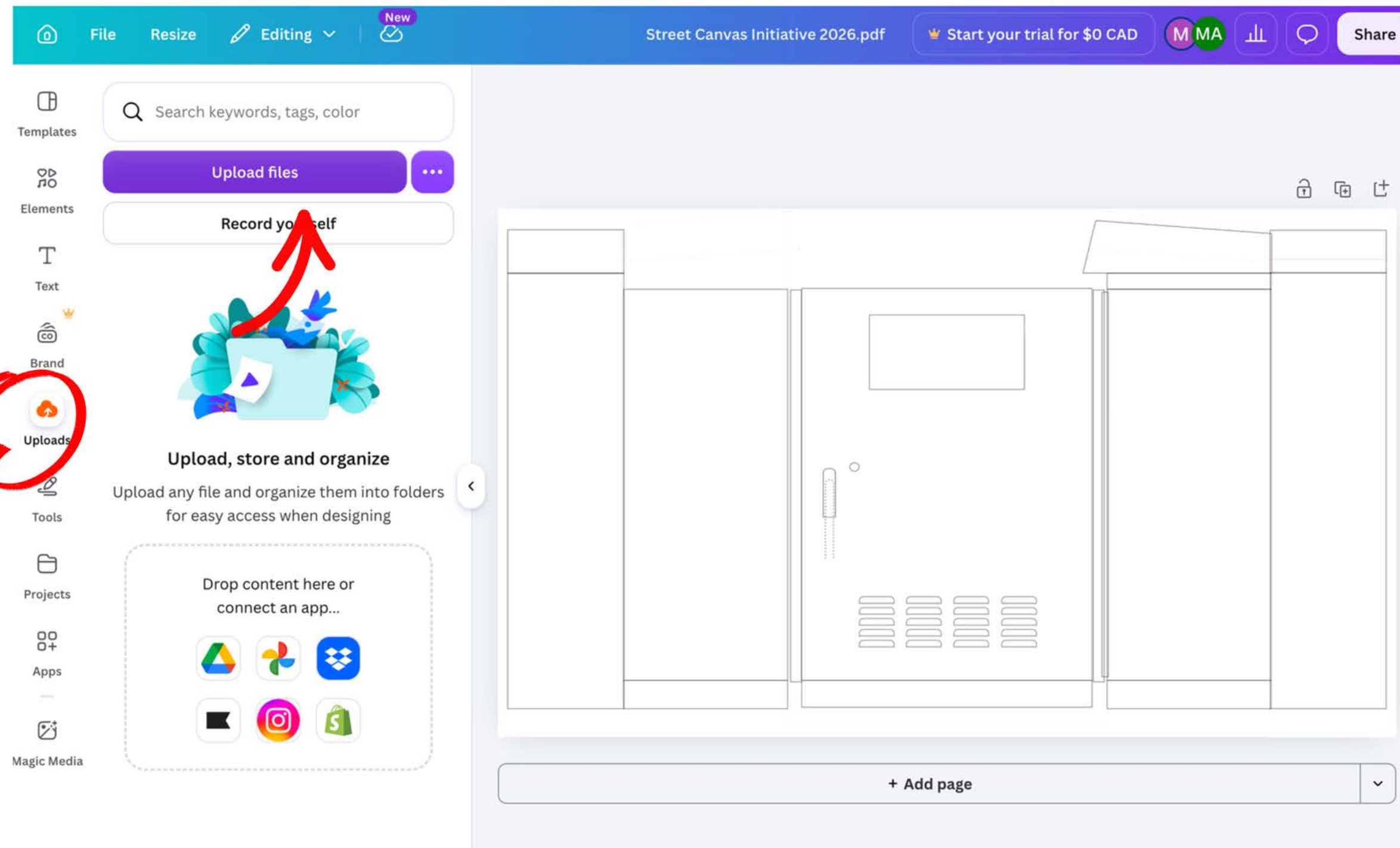
1. Access the template

Click the provided link to open the utility box template. You will be prompted to log in or create a free Canva account to continue.



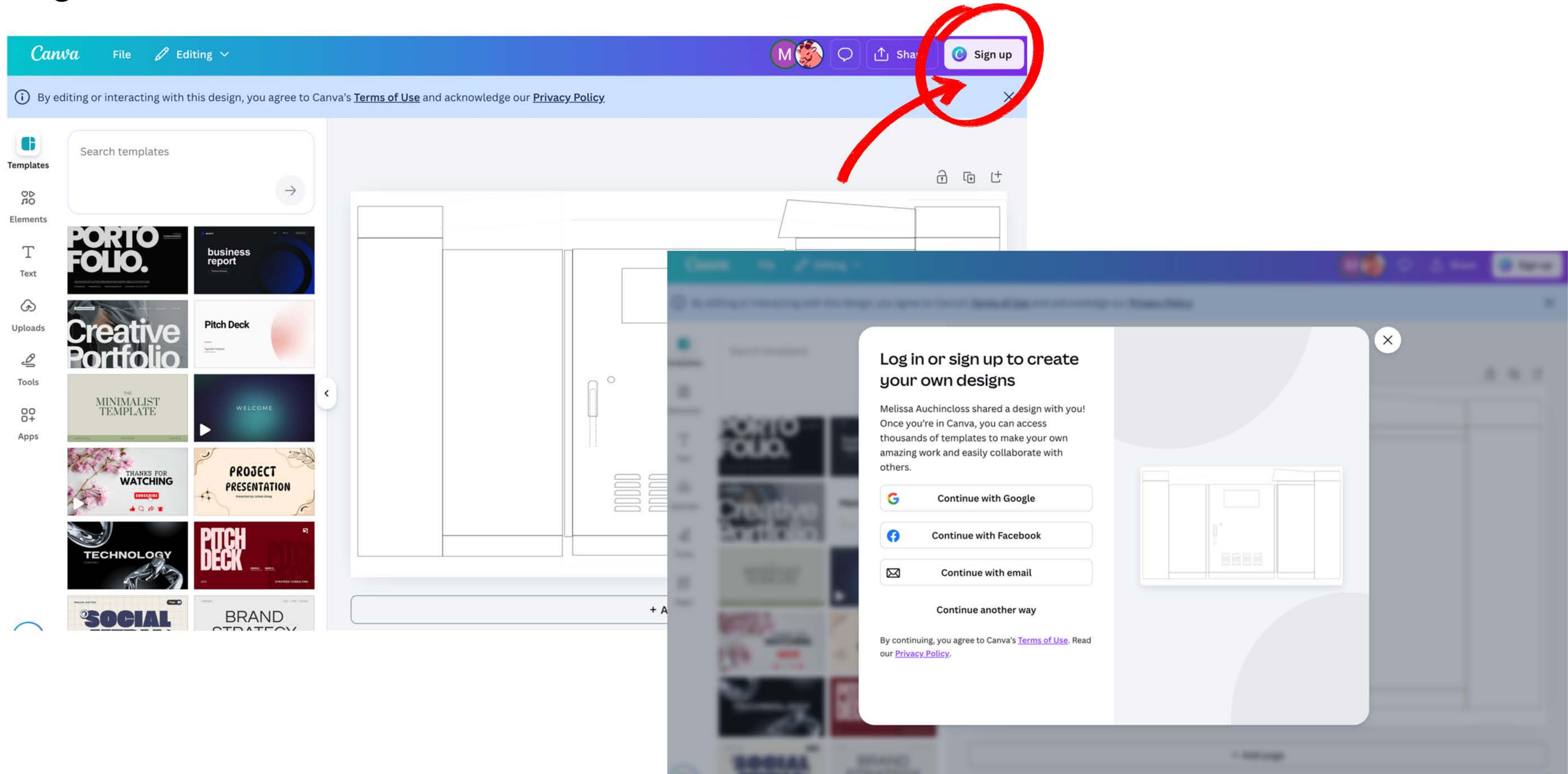
2. Upload your artwork

On the left side of the screen, click Uploads, and then click the Upload files button to select your design. Once uploaded, your image will appear in the uploads panel.



4. Create Your Free Canva Account

Log In to access a free canva account.

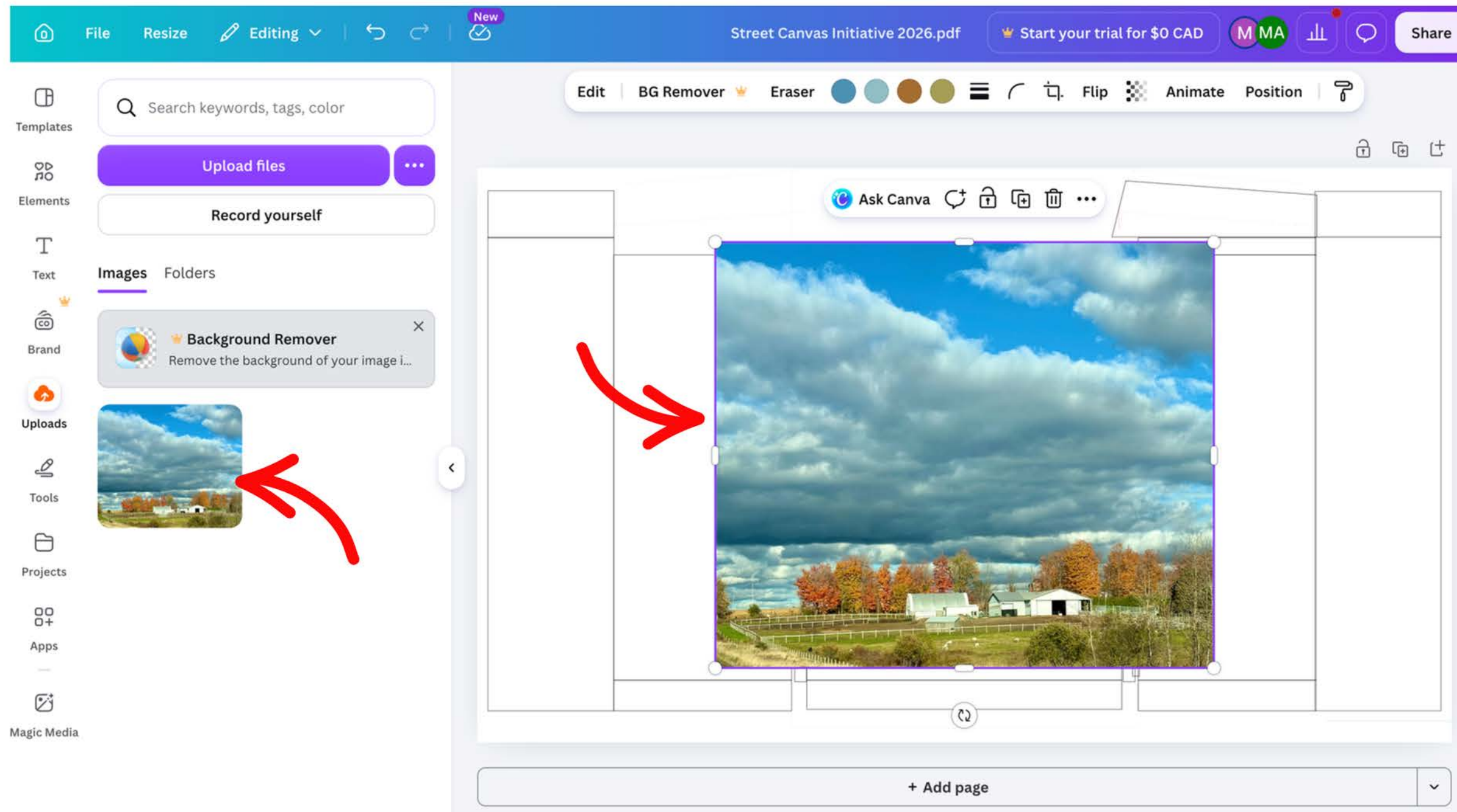


The image shows the Canva website interface. At the top, the navigation bar includes the Canva logo, 'File', 'Editing', and a 'Sign up' button which is circled in red. Below the navigation bar, a notification bar states: "By editing or interacting with this design, you agree to Canva's [Terms of Use](#) and acknowledge our [Privacy Policy](#)".

The main content area is divided into a left sidebar with categories like 'Templates', 'Elements', 'Text', 'Uploads', 'Tools', and 'Apps', and a central design editor. A modal dialog box is overlaid on the design editor, titled "Log in or sign up to create your own designs". The modal contains the following text: "Melissa Auchincloss shared a design with you! Once you're in Canva, you can access thousands of templates to make your own amazing work and easily collaborate with others." Below this text are three buttons: "Continue with Google", "Continue with Facebook", and "Continue with email". At the bottom of the modal, there is a link for "Continue another way" and a disclaimer: "By continuing, you agree to Canva's [Terms of Use](#). Read our [Privacy Policy](#)."

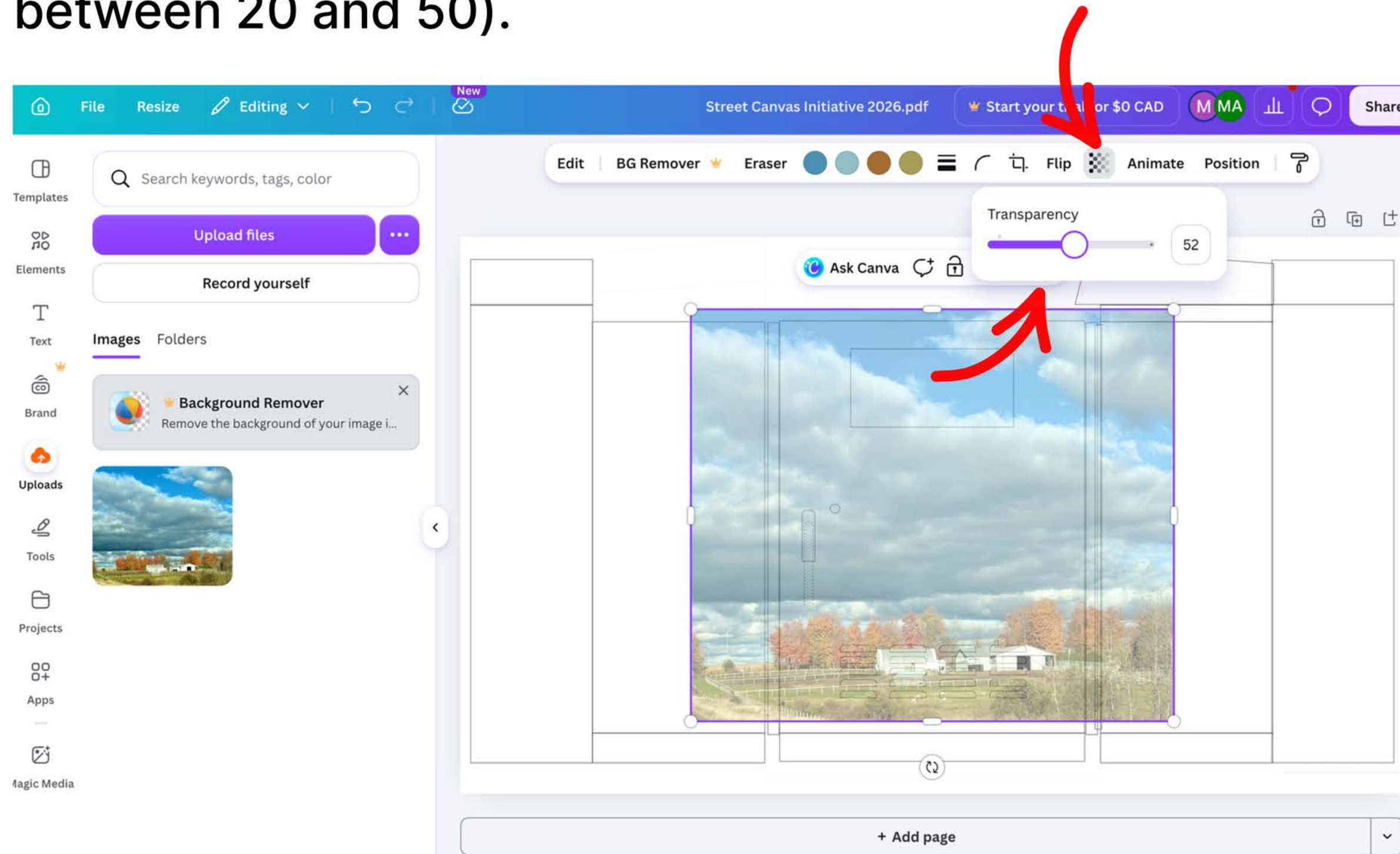
4. Add the artwork to your canvas

Click on your uploaded artwork to add it directly to the artboard.



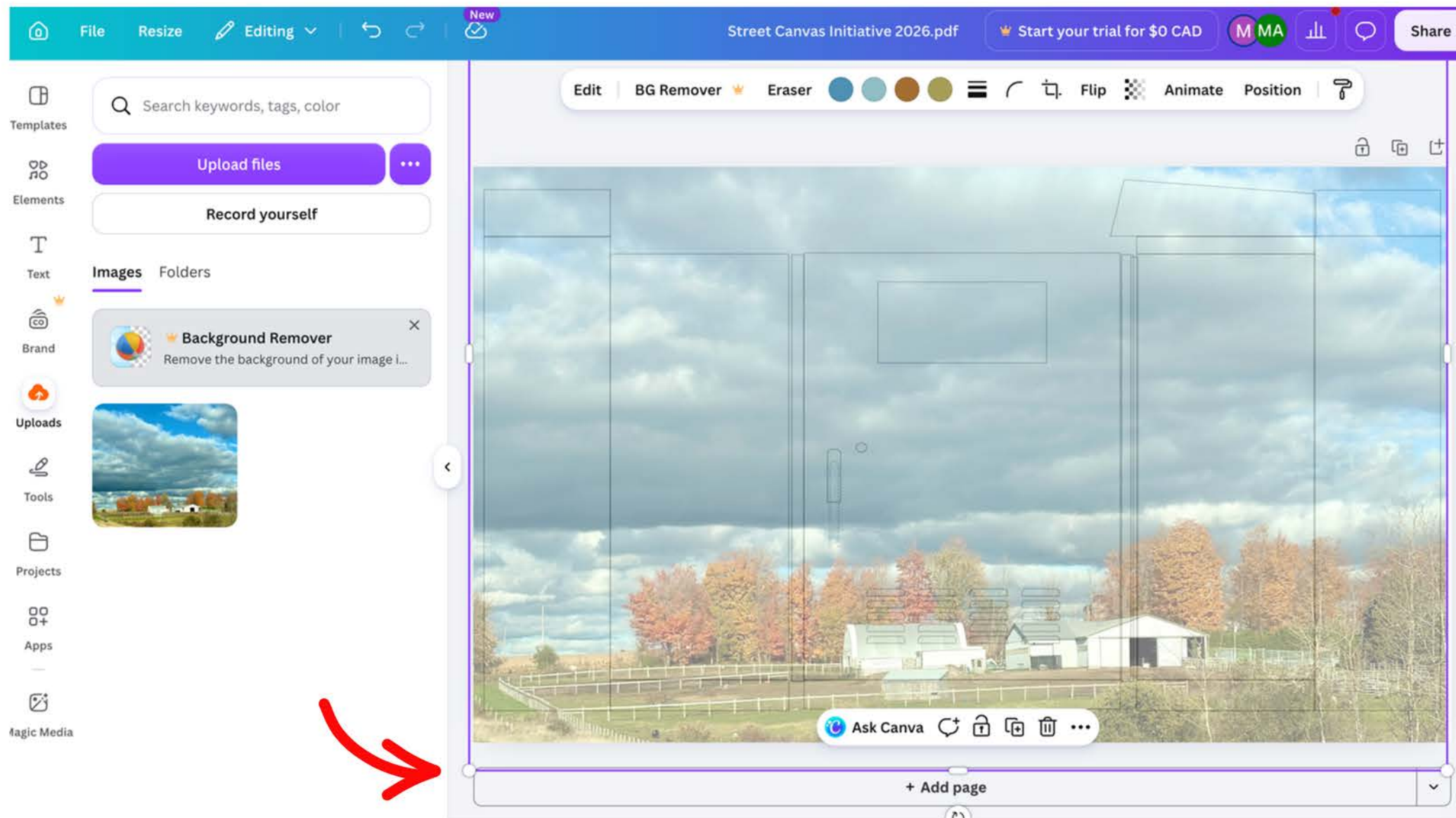
5. Adjust the transparency

To ensure your design lines up correctly, you need to see the utility box template underneath. Select your artwork, click the transparency icon at the top of the editor, and lower the transparency (we recommend setting it between 20 and 50).



6. Position and resize

Click and drag your artwork to position it exactly how it should be installed. You can adjust the size by dragging the corners of the image box. Your artwork must fill the entirety of the template. (Note: You can double-click the image box to adjust the artwork within the frame).



7. Download your finished file

Once you are satisfied with the placement, click Share in the top right corner of the screen. Select Download from the drop-down menu to save the file to your computer.

