



Social Media — Custom Graphic Instructions

Below you'll find instructions for how to edit and download social media graphics with your company's booth number. These graphics can be posted on social media platforms (Facebook, LinkedIn, X and Instagram) alongside sample copy provided in a separate document.

You are welcome to tag NAPEO in your posts or promote our posts. Here are our handles:

- Facebook: @NAPEO
- LinkedIn: NAPEO - The National Association of Professional Employer Organizations
- X: @NAPEO
- Instagram: @NAPEO_HR

How to Add Your Booth Number to Graphics

1. Open the design in the Canva webpage or app.
 - a. [Custom Design #1](#)
 - b. [Custom Design #2](#)
2. **Double click the booth number text box** and type in your booth number.
3. Tap the **Share** button in the top right corner.
4. Select **Download**.
5. Choose the file type (**PNG** is recommended for graphics).
6. Tap **Download** and wait for the file to finish exporting.
 - a. **Desktop:** The image will be saved to your computer's Downloads folder (or your browser's default download location).
 - b. **Mobile:** When the download is complete, tap **Save Image** (or **More** → **Save to Photos**, depending on your device). Open your **Photos** app to confirm the image has been saved to your Camera Roll.
 - i. If prompted, allow Canva permission to access your Photos.