



# Copy designs or files before graduating

If you're graduating this year, you will lose access to your school email as well as access to your free Canva Education account. Take your designs with you on this next chapter of your life by copying your designs to your personal account.

\*\* If you don't have a personal account, you can create one by starting the graduation flow in your Settings, or by logging out and signing up with a new email address.

## Directions

1. From  **Projects**, look for the design that you want to copy.
2. Hover your mouse over its thumbnail, and click on  **More icon** that appears, and select  **Share**.
3. Enter the email address of the account you want to copy the design to.
4. Set permission setting to **Can edit**.
5. Click **Send**.
6. Log out of your current account and log into the one where you want to transfer the design.
7. Open the shared design from the email you received.
8. From the editor menu bar, click **File**.
9. Select  **Make a copy** to duplicate the design in the account you're on.

You'll find the copied design in the **Designs** tab under  **Projects**.