



SETUP GUIDE

YOUR SAVE THE DATE WEBSITE



Your template link is in the second PDF of your order.

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BEFORE YOU START

A free Canva account is all you need. Six things worth knowing first.

1 **Don't move or resize anything**

I have already set the spacing so everything sits beautifully on a phone. Move things around and that can fall apart. Change words, pictures and colours freely — if it ever looks wrong on a phone, something has been moved, so put it back.

2 **Deleting a page breaks its links**

The three pages point to each other. Page 9 shows how to reconnect them.

3 **Can't click something? It's underneath**

Click any element on the page first — the toolbar only appears once something is selected. Then click Position, open the Layers tab, and choose the one you want from the list of everything on that page.

4 **A gold crown means it costs money**

Everything in this template is free. If Canva asks for payment when you publish, it means a font or graphic you added yourself is a paid Pro one — Canva marks those with a small gold crown. Find it, swap it for one without a crown, and the prompt goes away.

When you browse fonts or elements, filter by Free and you will only see ones you can use.

5 **Choose your web address carefully**

Canva sets the address the first time you publish, and every site you publish from that account sits under it. You can rename it later from your account profile → Web domains → Domain managed by Canva → Edit, but every link you have already sent out stops working. Pick one you are happy with now and you will not have to.

6 **Start again any time**

If the design ends up in a state you cannot untangle, or you simply want to start over in a different direction, open the template link from your order again. Canva gives you a fresh copy, exactly as it was when you bought it. Your earlier version stays in Projects as a separate design, so nothing is lost either way.

FREQUENTLY ASKED QUESTIONS

Can I change the colour of the envelope, the wax seals or the flowers?

I would not recommend it. They are images rather than flat graphics, so choosing a new colour shifts the existing tone instead of replacing it — you may not land on the shade you had in mind. If you want to try, click the image and a colour circle appears in the toolbar above it.

The picture inside the envelope is a video. Can I use a photo instead?

Yes. Drag a photo onto it and the photo replaces the clip.

Can I write it in another language?

Yes. Type in any language you like. Canva also has a built-in translator.

Can I send different versions to different guests?

Yes. Duplicate the design, change the copy, and publish that as well.

The first part of the web address stays the same for every site from that account. Each new one gets a word added after a slash — **`yourname.my.canva.site/guests`**.

How do I send it once it's published?

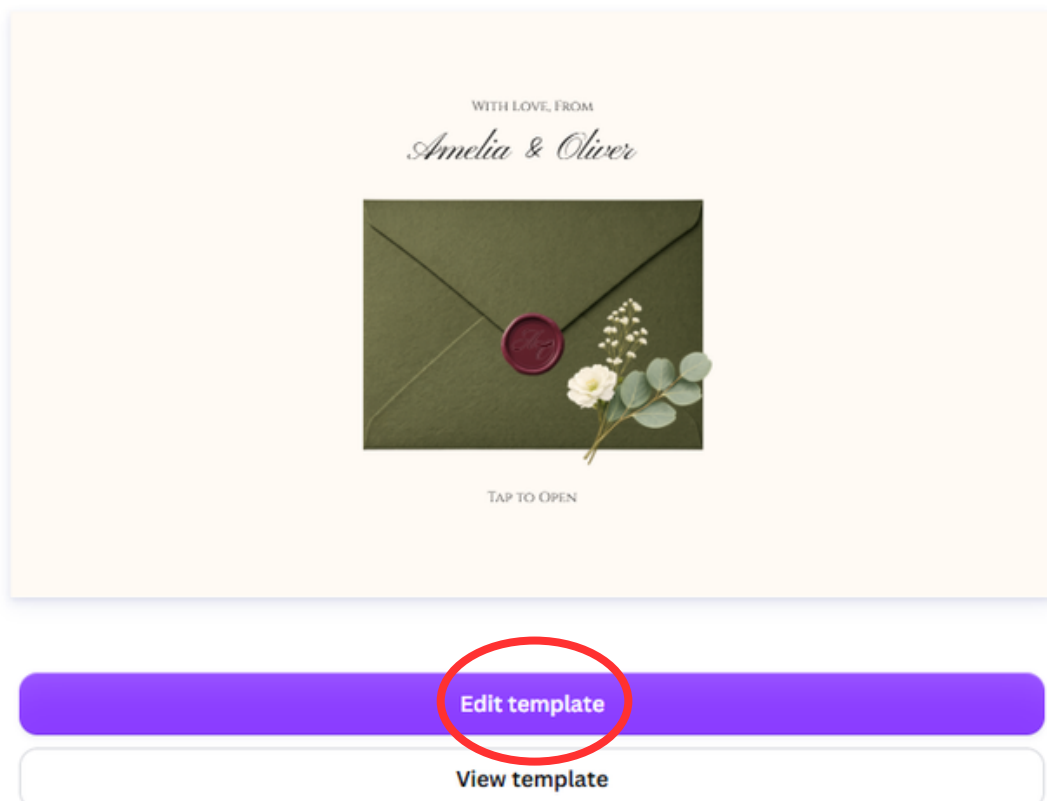
You get one link. Send it by email or message, or turn it into a QR code. Page 15 has wording you can copy.

Still stuck? Message me on Etsy.

ACCESS YOUR TEMPLATE

- 1 Open the link in the second PDF of your order.
- 2 Click **Edit template**, not **View template**.
- 3 Sign in, or create a free Canva account.
- 4 Your own copy opens. It stays saved under **Projects**.

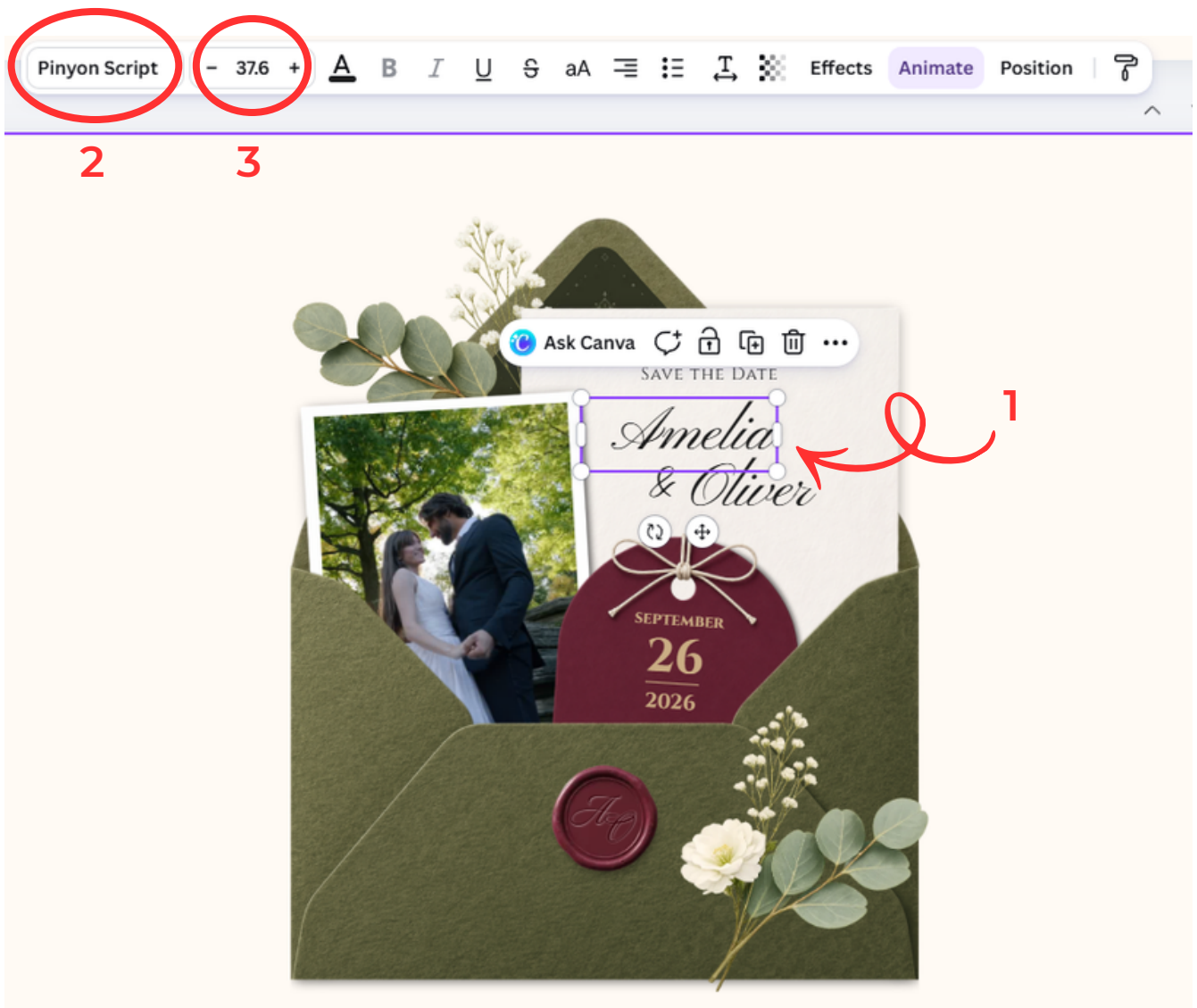
shared with you, start designing now



Use a PC or laptop if you can. It is much easier than editing on a phone.

EDITING TEXT

- 1 Double-click any text and type over it.
- 2 To change the font, click the text, then click the font name at the left of the toolbar. Search or scroll, and pick one. Fonts with a gold crown are paid — pick one without.
- 3 To change the size, use the – and + beside the font name, or type a number straight in.
- 4 If your words reach the edge of the screen, reduce the size — don't widen the box.



PHOTOS AND VIDEO

The picture inside the envelope is a short video clip in a frame.
You can put a photo there instead.

- 1 You can simply drag your own photo or video clip from your desktop onto it. It takes the shape of the frame.
- 2 Double click to crop or reposition what shows.
- 3 Drop the new file **onto** the old one. Deleting the old one first loses the frame with it.

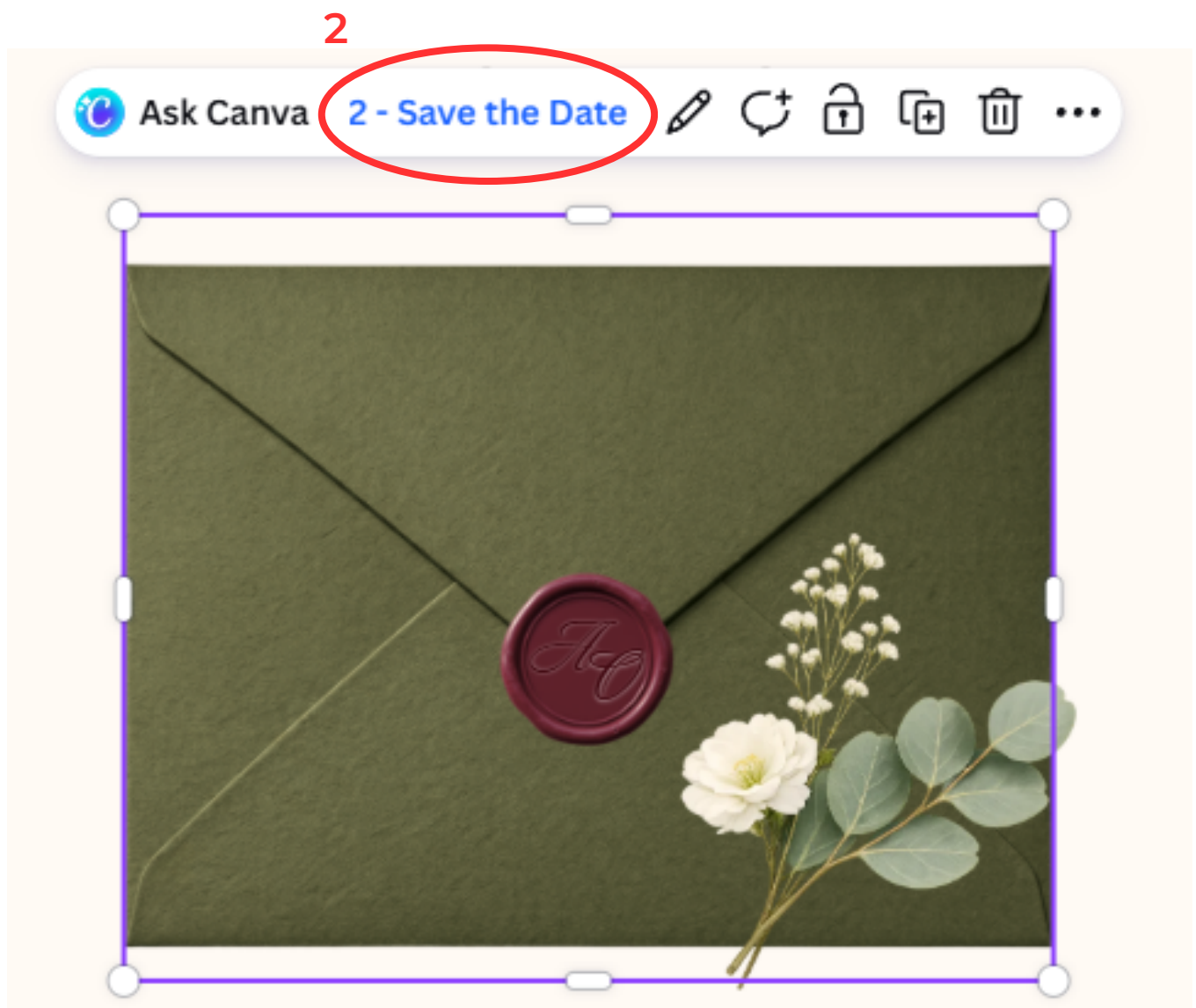


Keep video files small. A large one is slow to load the first time a guest opens the page.

LINKS

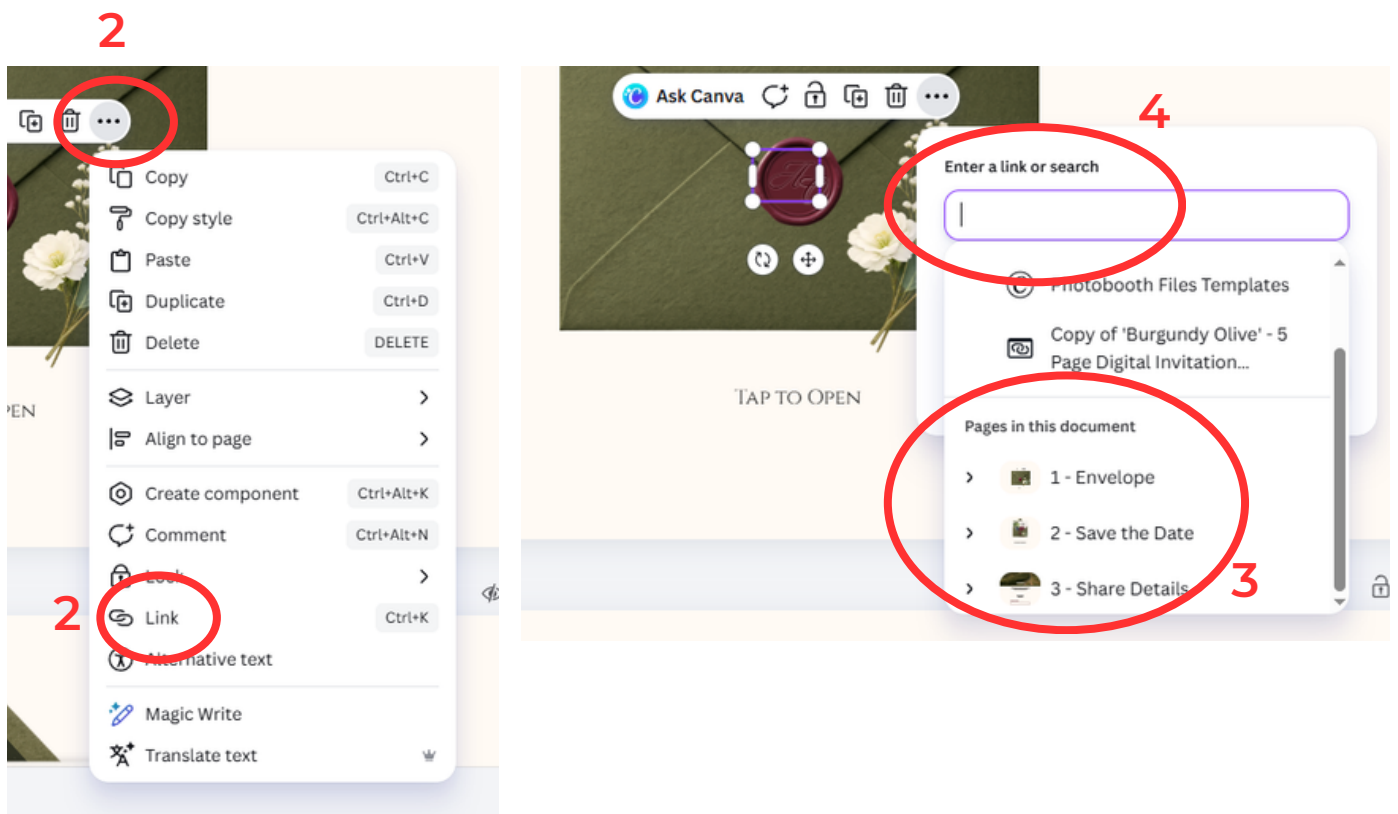
What's already linked

- 1 On page one, the words Tap to Open, the envelope and the flowers are all linked to page two. Everywhere else that needs a link across all pages is linked already.
- 2 To check any element, click it. A small box floats up above it, and a linked element shows the page it opens there, in blue.
- 3 Links come loose if you backspace a text box empty, or delete a picture instead of dropping the new file onto it.



ADDING AND FIXING LINKS

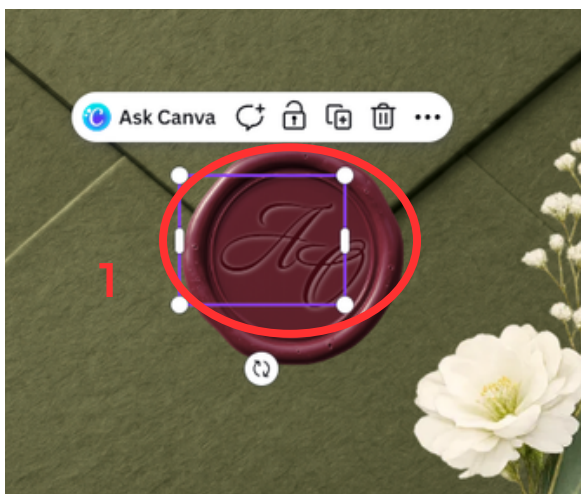
- 1 Click the element you want to link.
- 2 Click the **three dots** in the toolbar, then **Link**.
- 3 Under **Pages in this document**, click the page you want.
- 4 If that list isn't showing, type the page number into **Enter a link or search**. *To link to a website, paste the URL address into that same box instead.*



THE WAX SEAL INITIALS

The two letters on the seal are separate from each other, which is what lets them overlap. That is the one thing to watch.

- 1 Double-click one letter and type yours. Then click the other and do the same. The letters carry an effect that makes them look pressed into the wax, so type straight over them — if you delete them, that effect goes too.
- 2 Nudge them towards each other until they just touch, the way the original pair does.
- 3 The same initials appear on the seal on page two, and in the monogram at the foot of page two and the top of page three. Change all of them.



If a letter ends up crooked, undo rather than dragging it back — it is quicker than lining it up by hand.

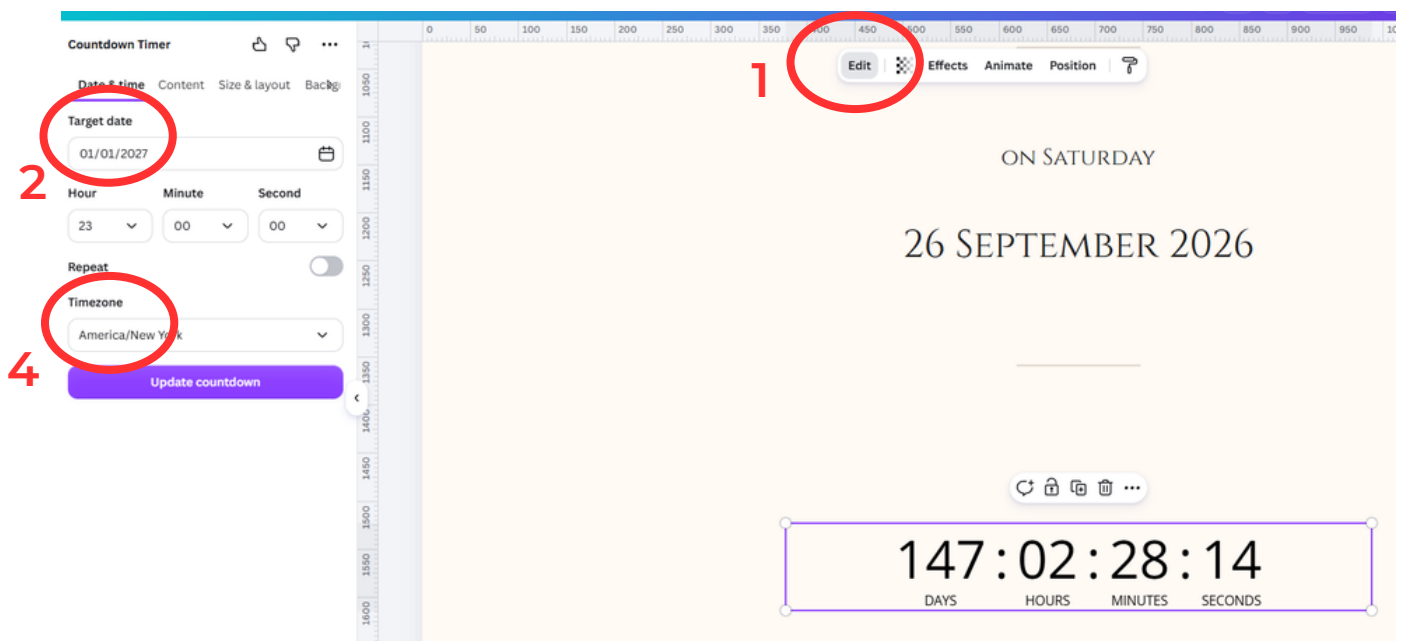
THE COUNTDOWN

The countdown runs from the date and time set inside it, not from the date written on the page. Set both, or the two will disagree.

- 1 Click the countdown, then click Edit in the toolbar. The Countdown Timer panel opens on the left.
- 2 On the Date & time tab, set your Target date.
- 3 Set the Hour, Minute and Second underneath. These decide what time on that day the countdown reaches zero. Use the time your ceremony starts — for example, a three o'clock ceremony is 15 : 00 : 00. Left at 00 : 00 : 00, the countdown ends at midnight.

The Content, Size & layout and Background & border tabs are already set to suit the design. Leave them alone unless you have a reason.
After you click Update countdown, the countdown may shift out of place. Drag it back to where it was.

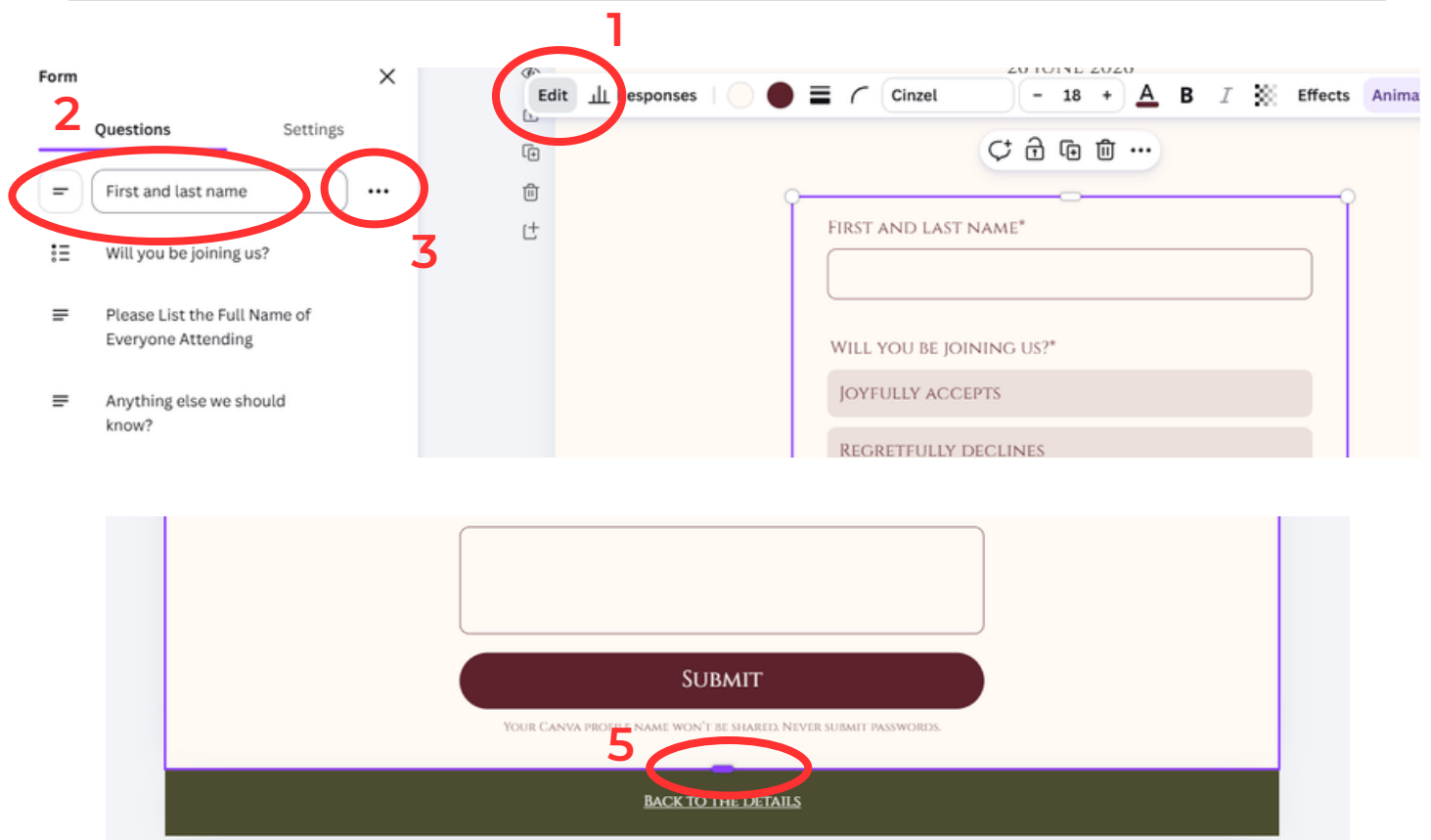
- 4 Choose your Timezone. Leave this wrong and the numbers will be out by hours.



THE FORM

Changing the questions

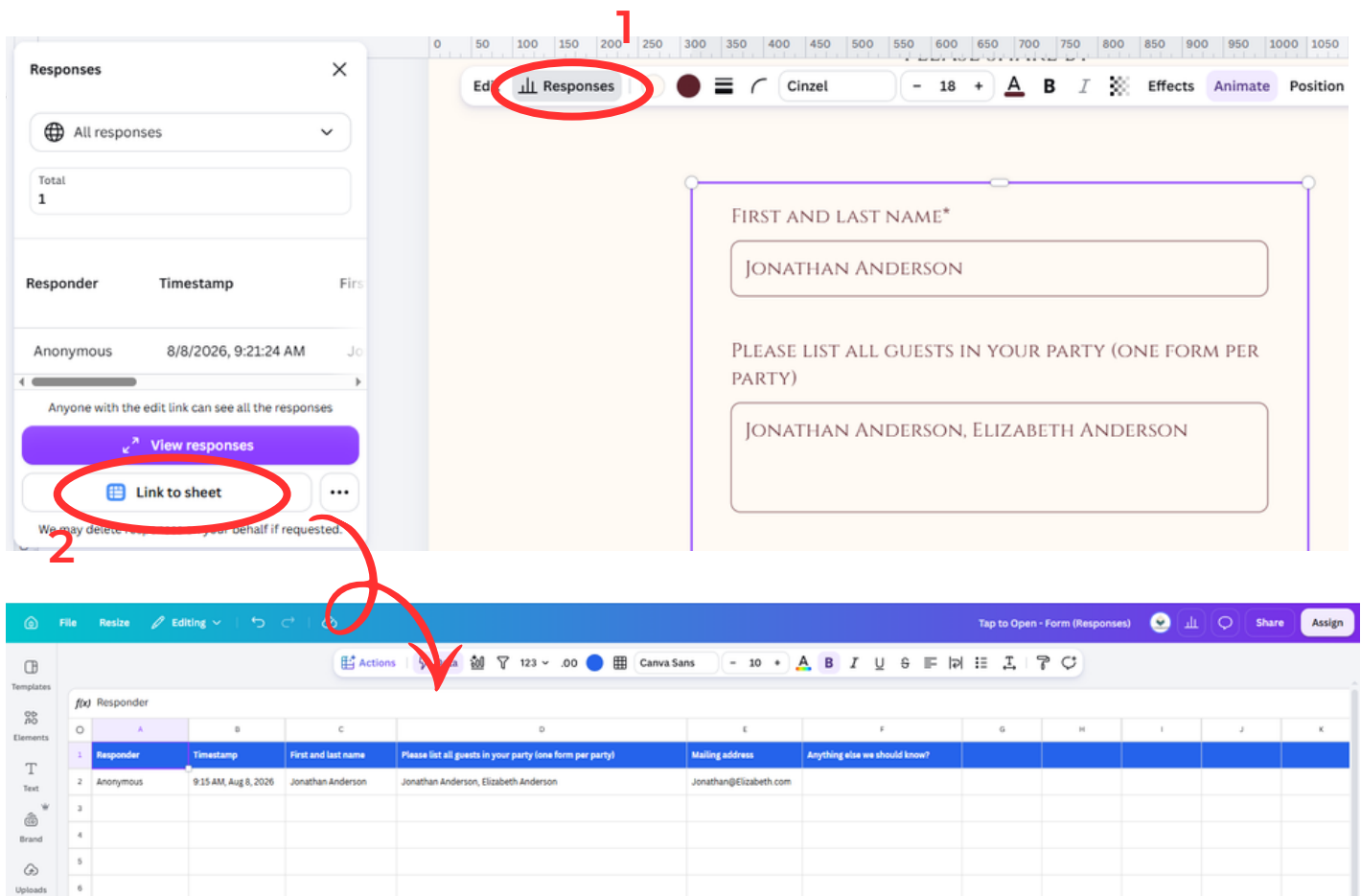
- 1 Click the form, then click **Edit**. The Form panel opens with two tabs, Questions and Settings.
- 2 Under Questions, reword a question, change its answers, or add and remove questions. Use the icon in front of a question to **drag** it up or down and change the order.
- 3 Click the three dots beside a question and tick **Required question** if you want it filled in. That is what puts the star next to it, and guests cannot submit until those are done. The same menu is where you **delete** a question you don't want.
- 4 To **add** one, scroll down to Add question and pick the type — short answer, long answer, multiple choice, checkbox, email, number and more.
- 5 If you add enough questions that they run past the section, click an empty part of the section and **drag** its edge down until everything fits.



READING THE REPLIES

Where the answers go

- 1 Click the form, then open the **Responses** tab.
- 2 Everything your guests have sent appears there. Click **Link to sheet** and Canva builds a separate sheet from it — the button then changes to **Open in linked sheet**, which takes you straight to it. New replies land in the sheet on their own, so it stays up to date. The sheet is saved on your Canva home page, so you can open it again whenever you like.
- 3 Be careful with the three dots inside that panel. One of the options is Reset all responses, which wipes every reply you have collected, and there is no way to get them back.
- 4 Anyone holding your Canva edit link can read every address submitted. Send guests the published link, never the edit link — the next page shows you which one that is.



The screenshot displays the Canva interface for managing form responses. The top panel shows the 'Responses' tab selected (circled in red with a red '1'). The bottom panel shows the 'Link to sheet' button circled in red with a red '2'. A red arrow points from the 'Link to sheet' button to the 'Responses' tab in the top panel.

The 'Responses' panel on the left shows a list of responses with columns for Responder, Timestamp, and First name. The 'Link to sheet' button is highlighted. The 'Responses' tab on the right shows the form fields: FIRST AND LAST NAME* (JONATHAN ANDERSON), PLEASE LIST ALL GUESTS IN YOUR PARTY (ONE FORM PER PARTY) (JONATHAN ANDERSON, ELIZABETH ANDERSON), and Mailing address (JonathanAnderson@Elizabeth.com).

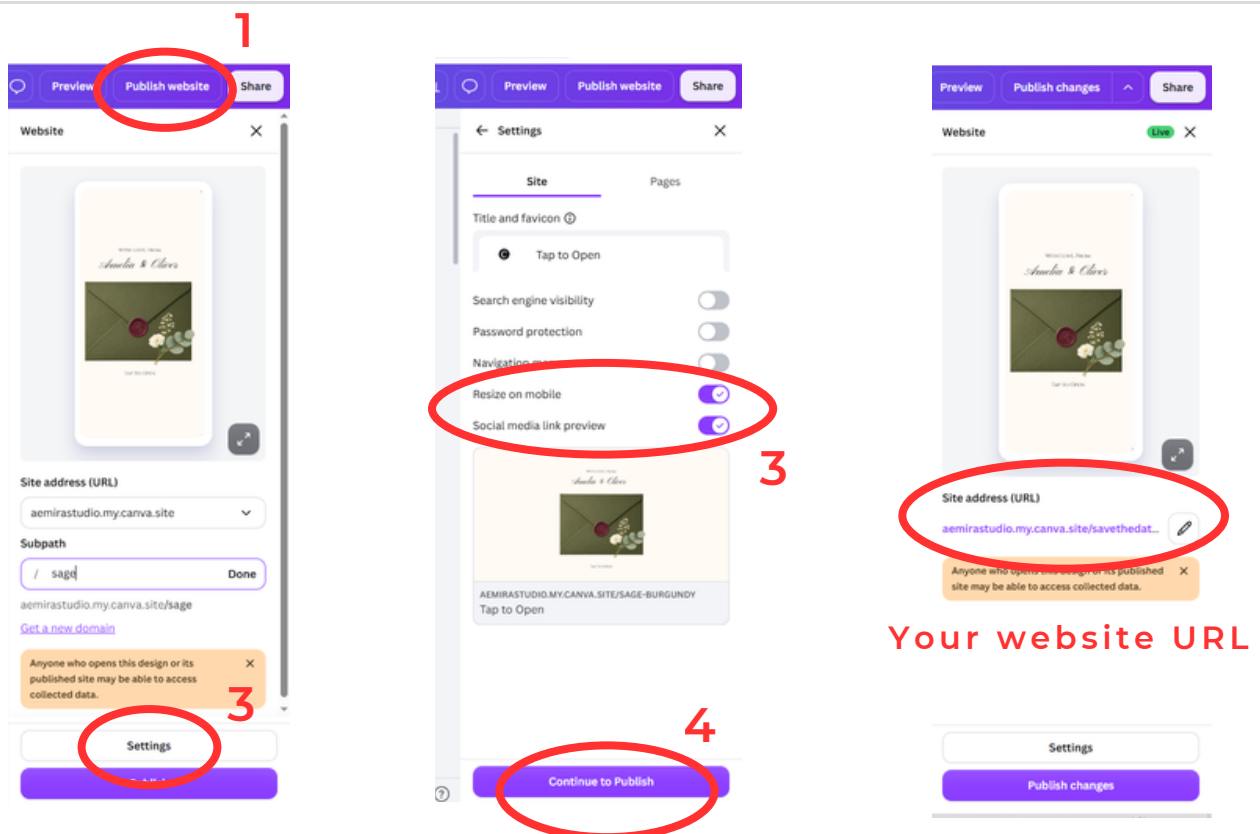
The 'Responses' tab on the right shows the form fields: FIRST AND LAST NAME* (JONATHAN ANDERSON), PLEASE LIST ALL GUESTS IN YOUR PARTY (ONE FORM PER PARTY) (JONATHAN ANDERSON, ELIZABETH ANDERSON), and Mailing address (JonathanAnderson@Elizabeth.com).

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PUBLISHING YOUR WEBSITE

Going live

- 1 Click **Publish website** at the top. The Website panel opens.
- 2 Site address (URL) is the first part of your link. Every site you publish from this account shares it, so **choose it carefully** — changing it later breaks any link you have already sent out.
- 3 Click **Settings**. Give the site a title, turn on **Resize on mobile** and **turn on Social media link preview** so a picture of your envelope shows whenever the link is shared, and leave *Navigation menu* **off** — the design looks cleaner without it.
- 4 Click Continue to Publish, then **Publish**.



Changing it afterwards

- 5 You can go back and edit whenever you like.
- 6 Click **Publish changes**. Nothing you edit reaches your guests until you do — the live site keeps showing the old version.

SENDING IT TO YOUR GUESTS

One link works everywhere — email, message, or a QR code for anything printed.

Before you send

- 1 Open your own link first and tap every button. Better you find a broken one than a guest does.
 - 2 For anything printed, turn your link into a QR code. Any free QR maker will do — paste the link in, download the image.
-

A message you can copy

Dear [names],

We're getting married, and we would love you there.
Open your envelope here: [your link]

While you're there, please let us know if you can make it. One form per household is plenty.

With love,
[your names]



THANK YOU

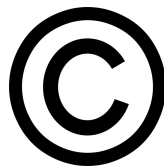
Thank you for choosing this template.
I hope your guests love opening it as much as I loved making it.

If you get stuck

If you have any questions or need a hand with anything, just message me on Etsy.

If it went well

If you enjoyed using this template, I'd absolutely love if you could **leave a review!** *Your support means the world.*



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