Thank you for your purchase!

Scrum Desktop Organizer

Scrum Desktop Organizer Canva Template: [https://www.canva.com/design/DAE-pea6Bq4I/YUdY066CUJyCVZMO9_beoA/view?utm_content=DAEpea6Bq4I&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton&mode=preview](https://www.canva.com/design/DAEpea6Bq4I/YUdY066CUJyCVZMO9_beoA/view?utm_content=DAEpea6Bq4I&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton&mode=preview)

- You will be taken to a page that says, "A template created by Elba Flamenco was shared with you, start designing now." Click on the "Use Template" button.

- The pop-up window will prompt you to log into your Canva account. If you don't have a Canva account, click on one of the sign-up buttons to create an account.

- Once you're logged in, you'll have full access to the template. You can change everything: text, images, colors, shapes, layouts, etc.

- Once you customize your template, you can download it by clicking on the "Download" button in the upper right-hand corner. You have several download options but PNG is recommended for this template. Select your settings and click the "Download" button.

- Navigate to your desktop and right click the screen. Click on the "Personalize" option, in this window choose your background picture as the picture you just downloaded. Make sure the "Stretch" fit is selected.
  - **MAC users** can follow these directions for changing your background image: https://support.apple.com/en-au/HT207703

Folder Icons

Folder Icon Canva Template: https://www.canva.com/design/DAEpesgfTtw/9sdujNU5uVQ-rO0_lpa9AVA/view?utm_content=DAEpesgfTtw&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton&mode=preview

- You will be taken to a page that says, "A template created by Elba Flamenco was shared with you, start designing now." Click on the "Use Template" button.

- The pop-up window will prompt you to log into your Canva account. If you don't have a Canva account, click on one of the sign-up buttons to create an account.

- Once you're logged in, you'll have full access to the template. You can change everything: text, images, colors, shapes, layouts, etc.

- Once you customize your template, you can download it by clicking on the "Download" button in the upper right-hand corner. You have several download options but PNG is recommended for this template. Select your settings and click the "Download" button.

- After your zip file downloads, make sure to unzip the file so that your PNG images are available for the next step.

- **If you're a MAC** user, follow these instructions for changing your folder icons
  - https://support.apple.com/en-au/guide/mac-help/mchlp2313/mac

- **If you're a PC user**, you'll need to use an online converter tool that can change PNG files to ICO format. You can use any website that you'd like. Here's what I used for my icons: https://icoconvert.com/

  - Upload your PNG(s) and then click on the "Convert ICO" button to convert the file(s).

  - Navigate back to your desktop and right-click on the folder that you'd like to change and click on "Properties."

  - Click on the "Customize" tab and navigate to the "Folder icons" section and click on the "Change icon..." button.

  - Click on the "Browse" button and look for the PNG image that you'd like to use. Click "OK" and click on "OK" again before closing the window.

  - The changes should have applied and the folder on your desktop should be the new PNG image you created.

Please contact us directly via the message portal if you have any issues accessing your new files. Thank you and we hope you enjoy them!