

How to Edit the IMTEX FORMING 2026 Email Signature Using Canva

Please follow the steps below to customize your **email signature** using the Canva template shared by **IMTEX FORMING 2026**.

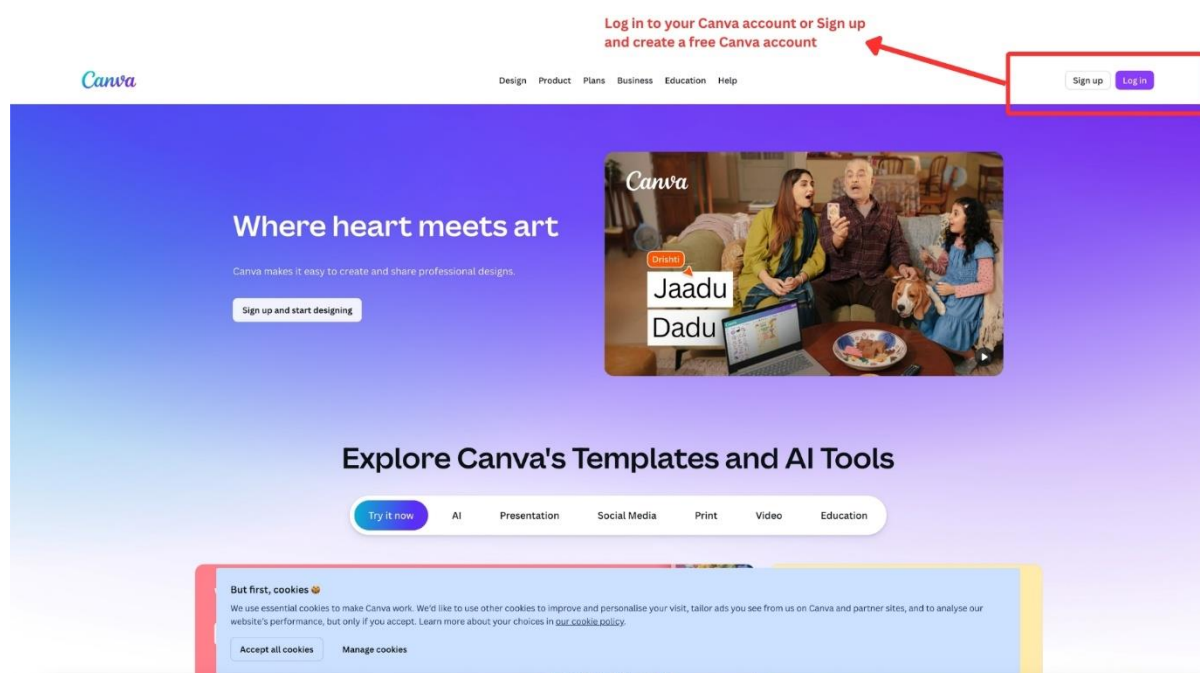
Step 1: Open the Canva Template Link

Click on the link below to access the email signature template:

https://www.canva.com/design/DAG84oDz9Ic/_biMebKtW6csFjFX-6fsvA/edit

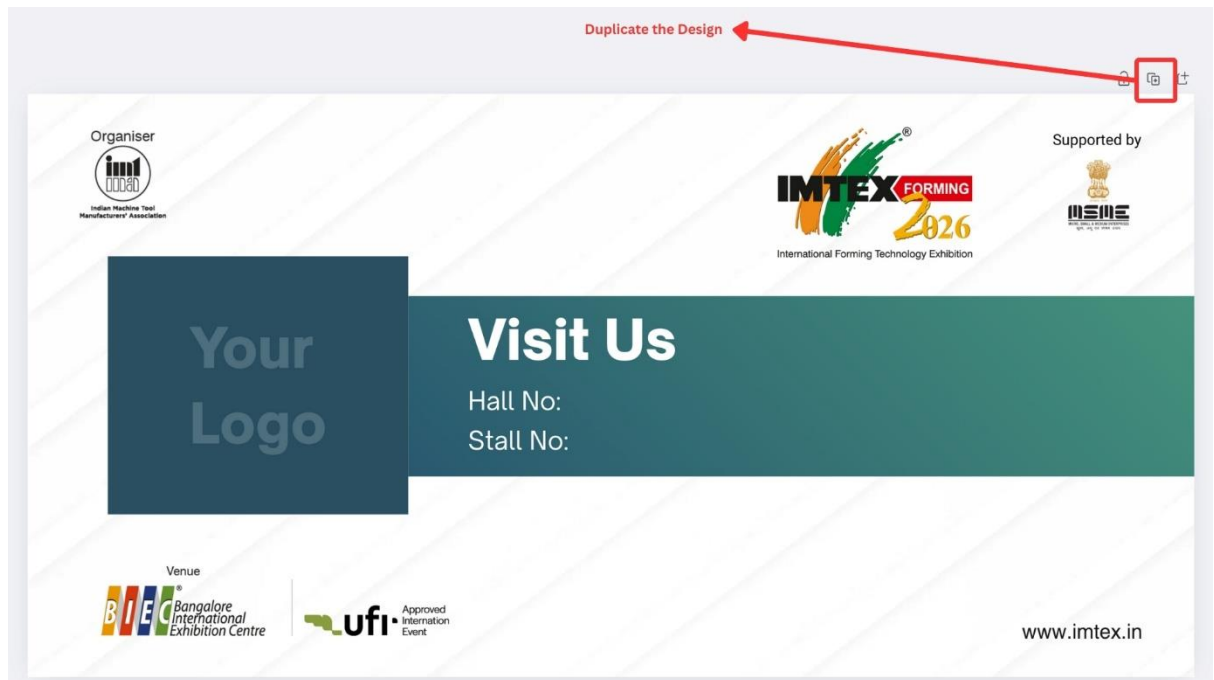
Step 2: Log in or Sign up on Canva

- Log in to your Canva account.
- If you do not have an account, click **Sign up** and create a **free Canva account**.



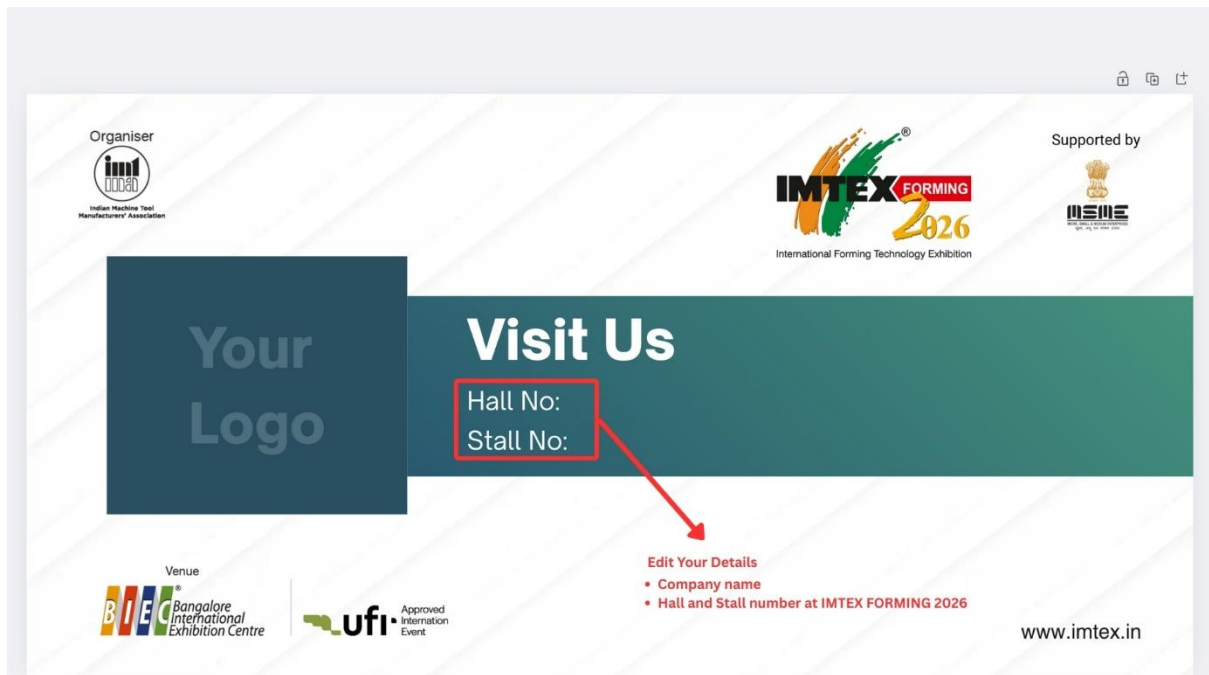
Step 3: Duplicate the Design (Important)

- Once the design opens, click **File** (top-left corner).
- Select **Make a copy**.
- A duplicate version of the email signature will be created in your Canva account.
☞ Please ensure you edit only the duplicated file and not the original template.



Step 4: Edit Your Details

- Click on the text fields in the duplicated design.
- Update the following details:
 - Company name
 - Hall and Stall number at **IMTEX FORMING 2026**



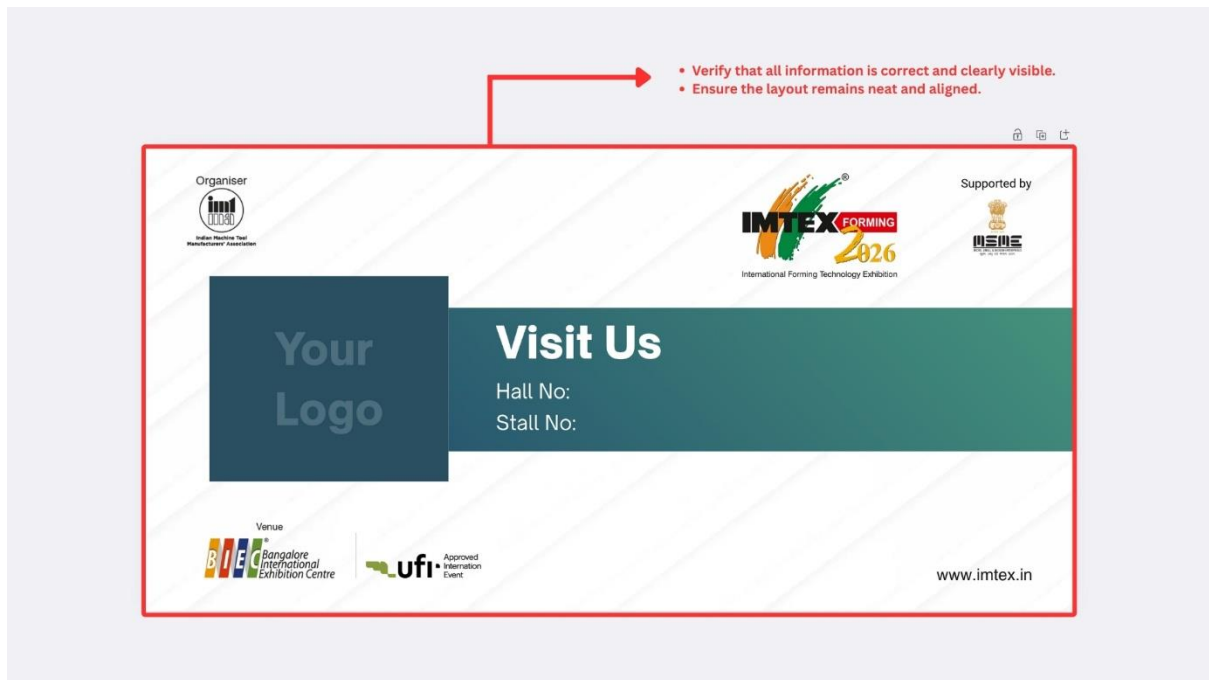
Step 5: Upload and Replace Your Logo

- Click on **Uploads** in the left-hand panel.
- Select **Upload files** and upload your company logo.
- Drag and place the logo into the designated area.
- Resize and align it properly.



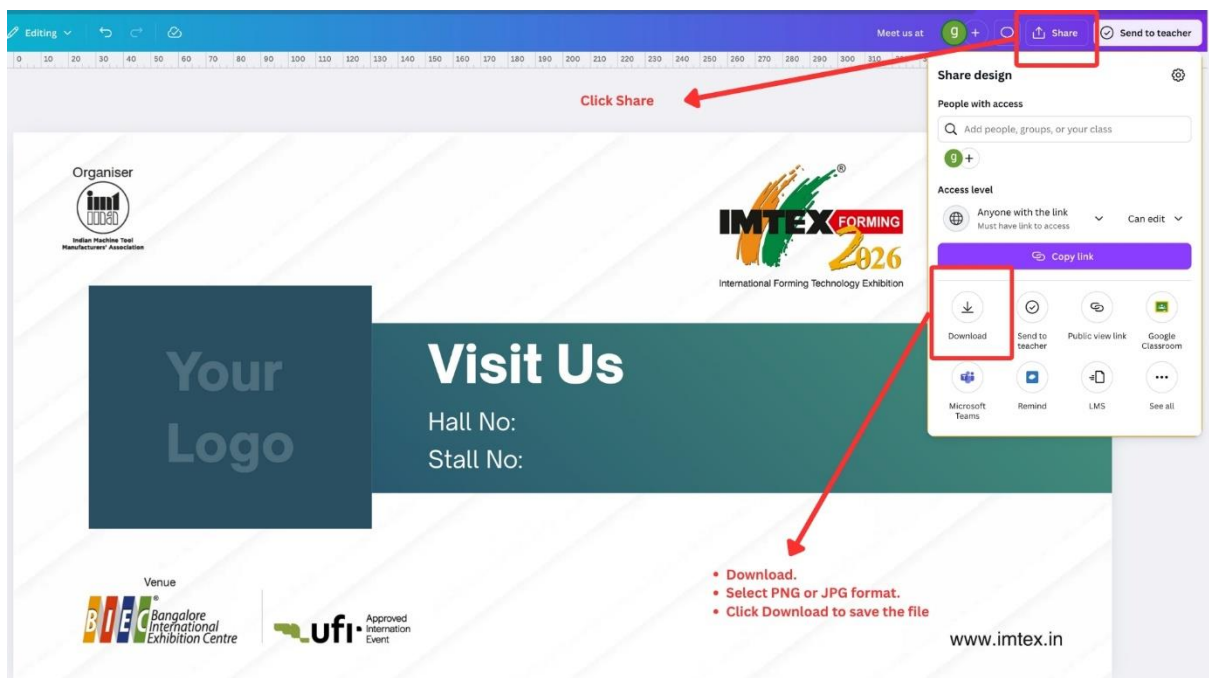
Step 6: Review the Signature

- Verify that all information is correct and clearly visible.
- Ensure the layout remains neat and aligned.



Step 7: Download the Email Signature

- Click **Share** → **Download**.
- Select **PNG** or **JPG** format.
- Click **Download** to save the file.



Step 8: Add the Signature to Your Email

- Open your email settings (Gmail, Outlook, or other email client).

- Insert or upload the downloaded image into your email signature section.
- Save the changes.