



Canva

Search Video Templates

Animate

# Canva

## Video Editing

### Step-By-Step Guide



# What We Will Cover

2 ways to create a video in Canva and when you should use each

What resources can you put in your videos?

Demo 1 - A video using 1 clip, add text, music and your logo

Demo 2 - A video made up of multiple clips add text, music and graphics / effects

Demo 3 – A video where someone is speaking and you want to add footage, music, text

How to upload and download videos using the Canva App

# Why use Canva to edit videos rather than Filmora or Inshot?

# Canva



## Filmora



## InShot

### Main benefits ...

- You can use the one tool to design all your images and edit your videos. All your marketing designs and videos are in the one place
  - Canva has brilliant text options and text effects including animations
  - Canva has amazing graphics to choose from
  - Canva has a large free stock image library and a limited free video library (huge image and video library if you use Pro)
- 
- **It is free to make videos in Canva – you need to buy a license for Filmora (around €100) and Inshot, otherwise there is a watermark on your video.**

# Why use Canva to edit videos rather than Filmora or Inshot?

# Canva



## Filmora

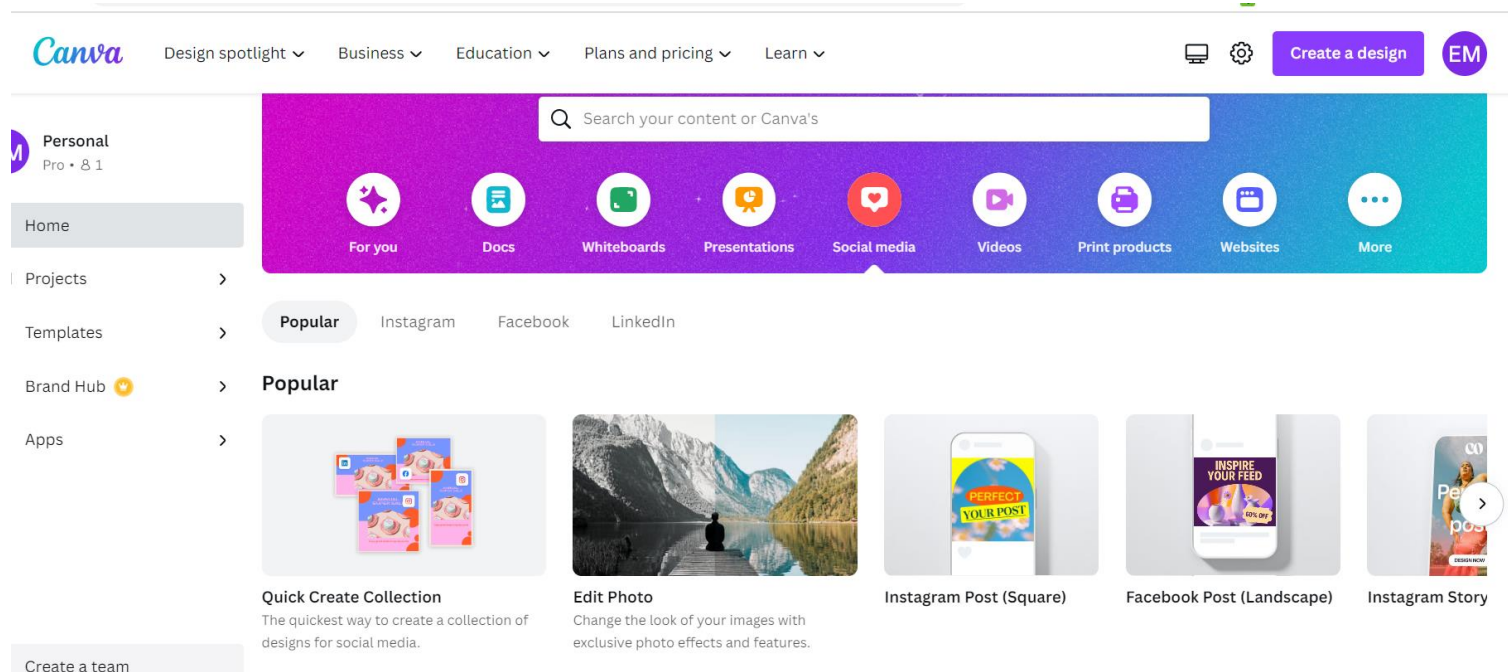


## InShot

### Plus ....

- You can easily upload videos from your phone to Canva and then edit them on the desktop version of Canva or you can edit them on the Canva app
- Once you edit your video using the desktop version you can easily open the app on your phone and download it – so it is simple to design on desktop and share the videos to social media from your phone

# 2 ways to create a video in Canva

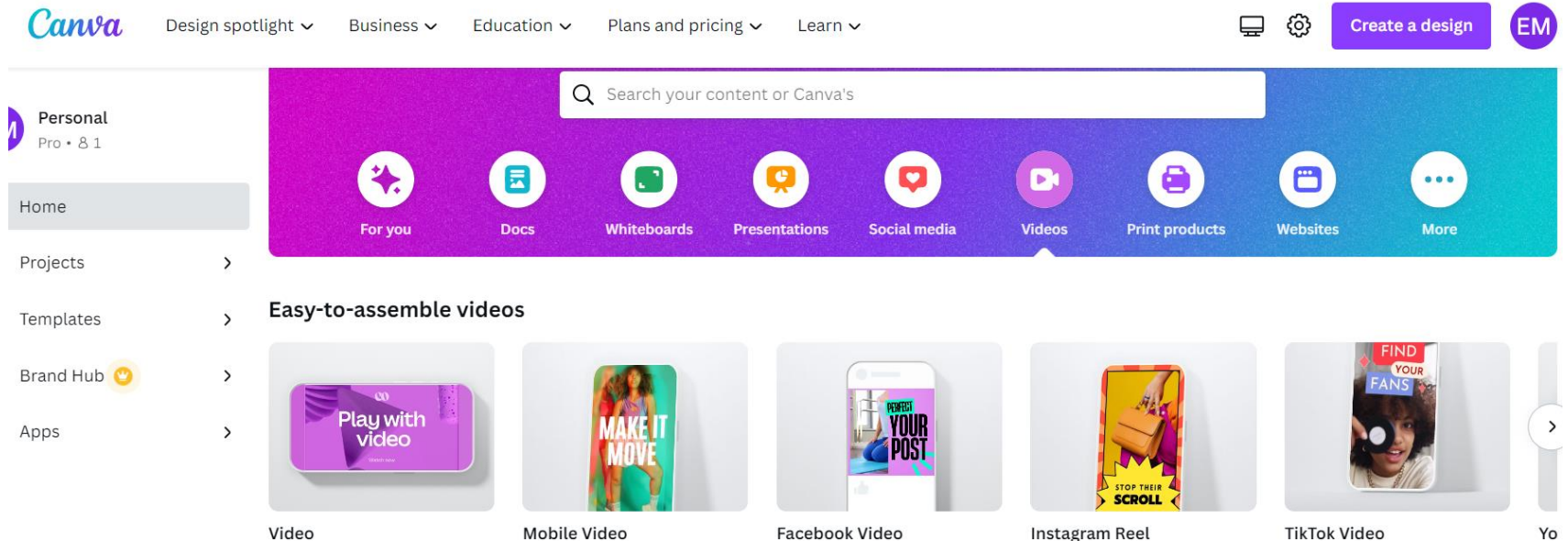


## Option 1: Choose Instagram post (Square) or Instagram Story (Portrait)

Choose a canvas in the same way that you do when designing a square or portrait image. However, this is not the best way to create videos in Canva because ...

- You don't get a video timeline
- You can't split your videos into sections
- You can't adjust the timings of text and graphics

# 2 ways to create a video in Canva



## Option 2: Choose one of the options in the Video section

Choose a canvas based on your objective e.g. Video (Landscape) or Reel / TikTok (Portrait)  
This is the best way to create videos in Canva because ...

- You get the full feature video timeline
- You can split your videos into sections
- You can adjust the timings of text and graphics
- You can add multiple audio

# What We Will Cover

**How to design graphics using Canva.com website.**

2 ways to create a video in Canva and when you should use each

**What resources can you put in your videos?**

Demo 1 - A video using 1 clip, add text, music and your logo

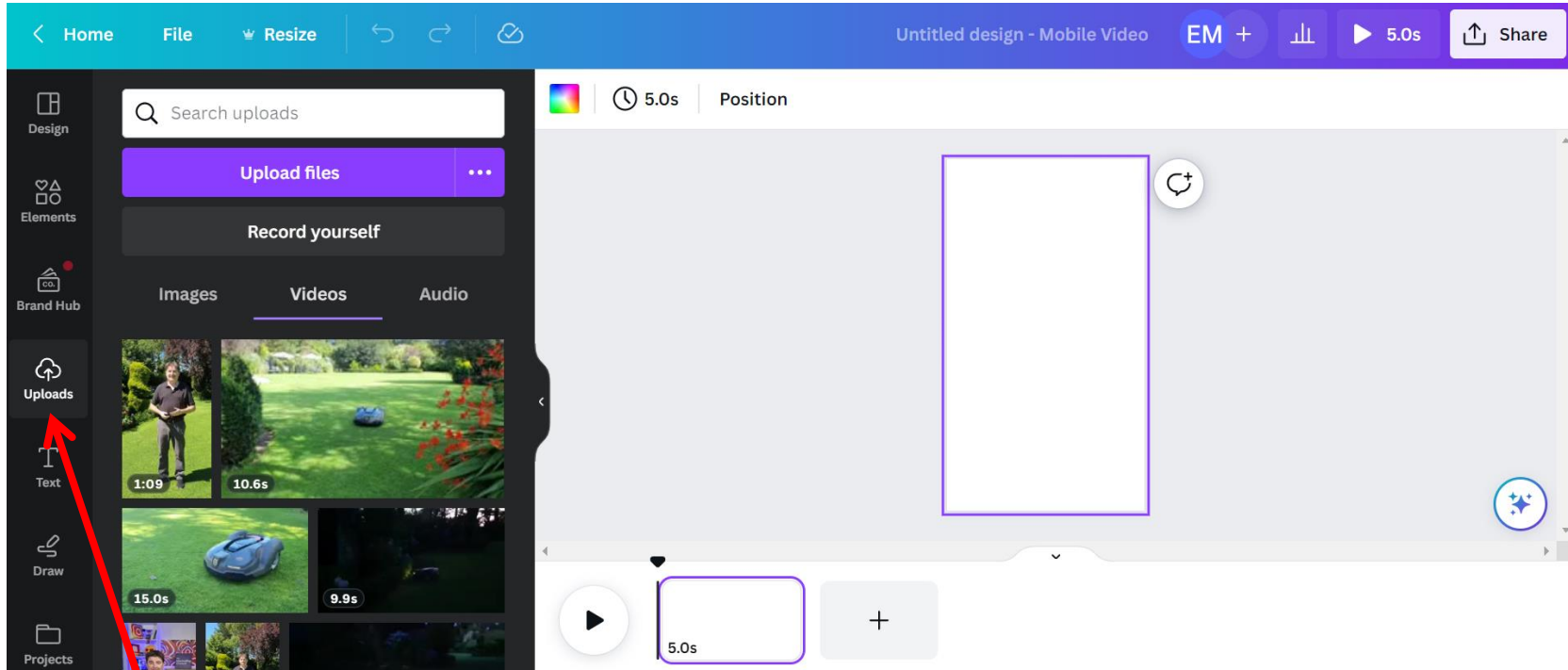
Demo 2 - A video made up of multiple clips add text, music and graphics / effects

Demo 3 – A video where someone is speaking and you want to add footage, music, text

How to upload and download videos using the Canva App



# What can you use in your videos?



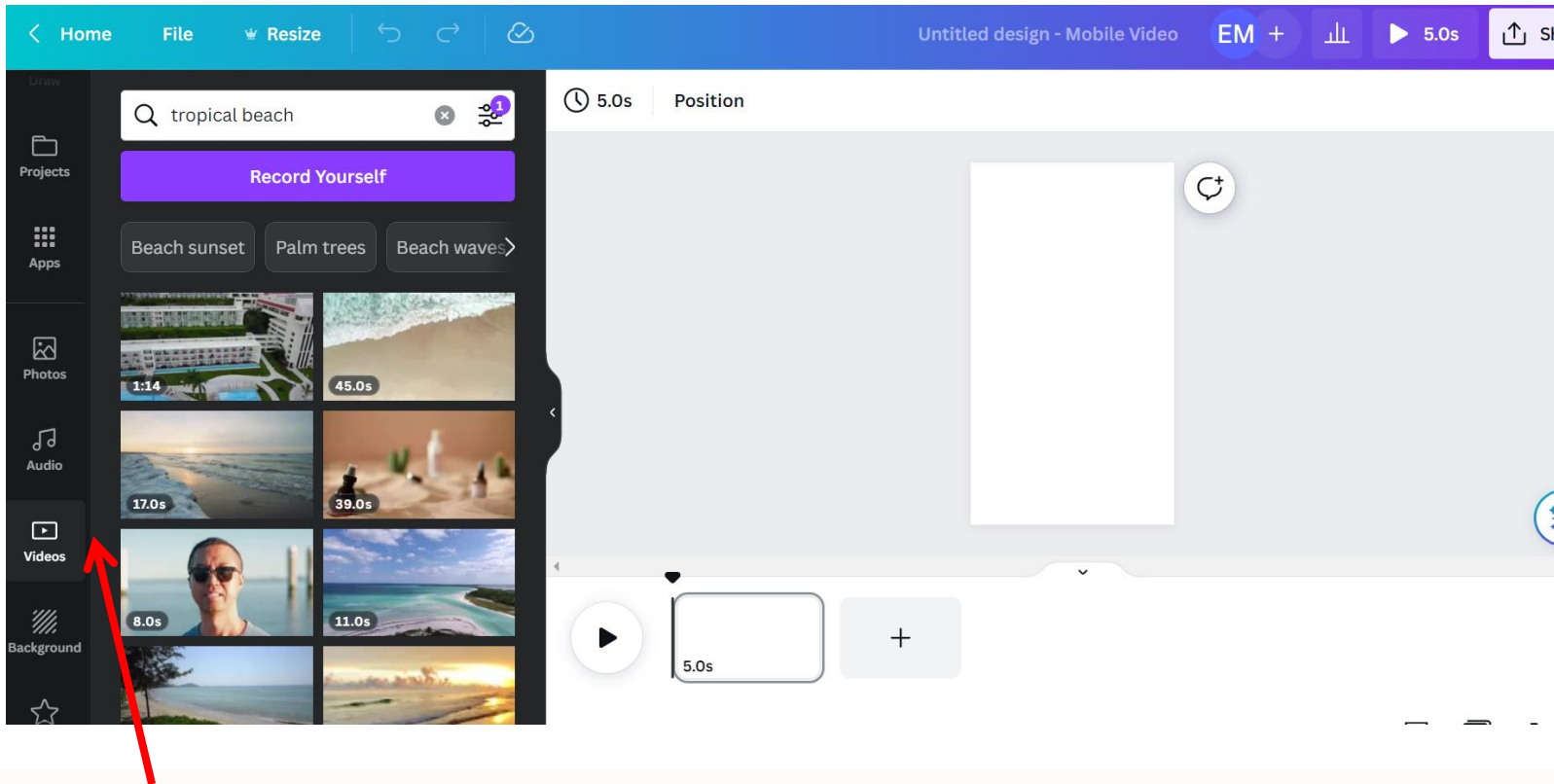
## Upload your own videos

Click on upload on the left hand menu

Upload your videos. They will now be available in the upload section



# What can you use in your videos?



## Use videos from Canva's video library

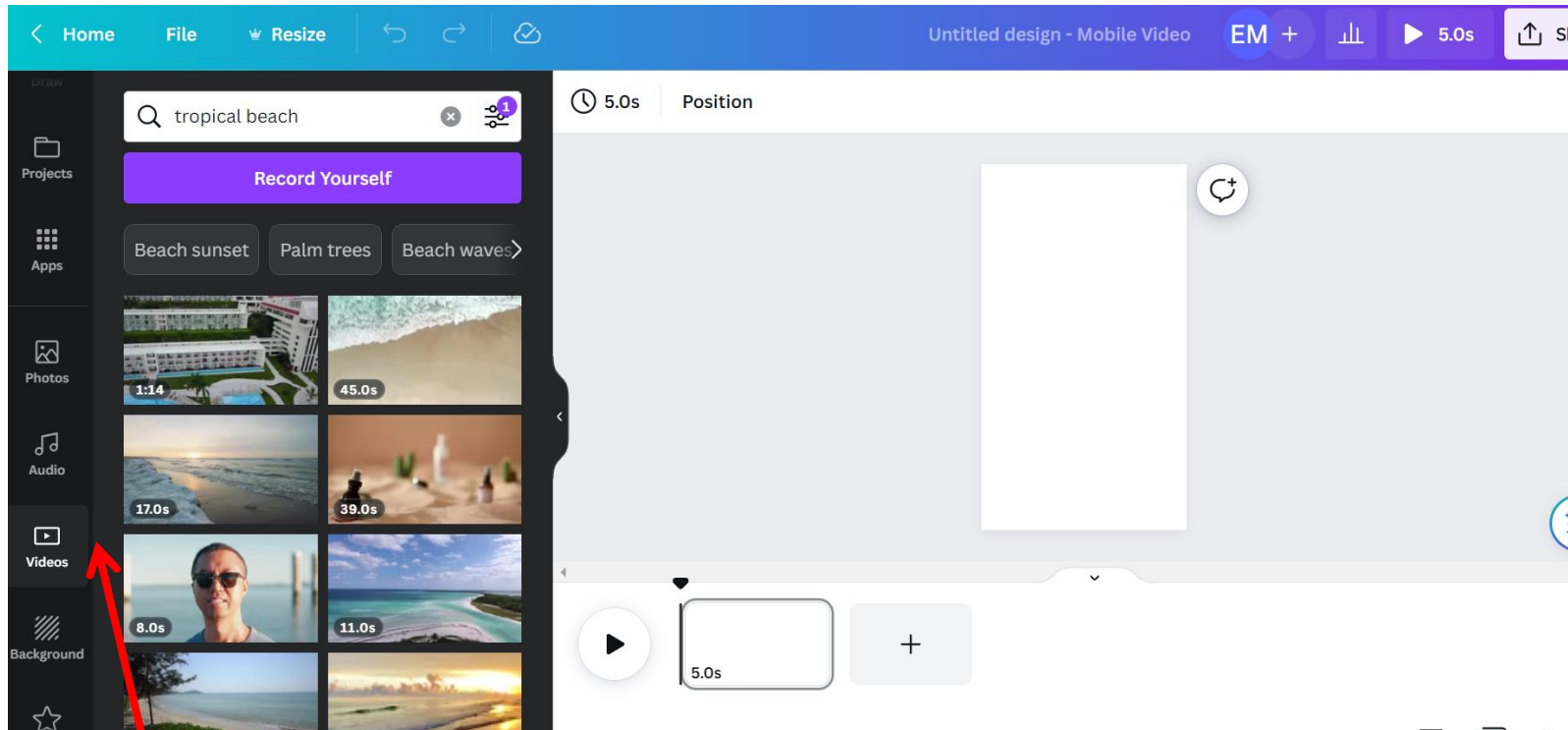
Click on videos

Search for videos – type in a topic

You can also filter for free videos.

Note – if you have a Pro account there are thousands of stock videos you can use

# What can you use in your videos?



## Use music and sounds from Canva's audio library

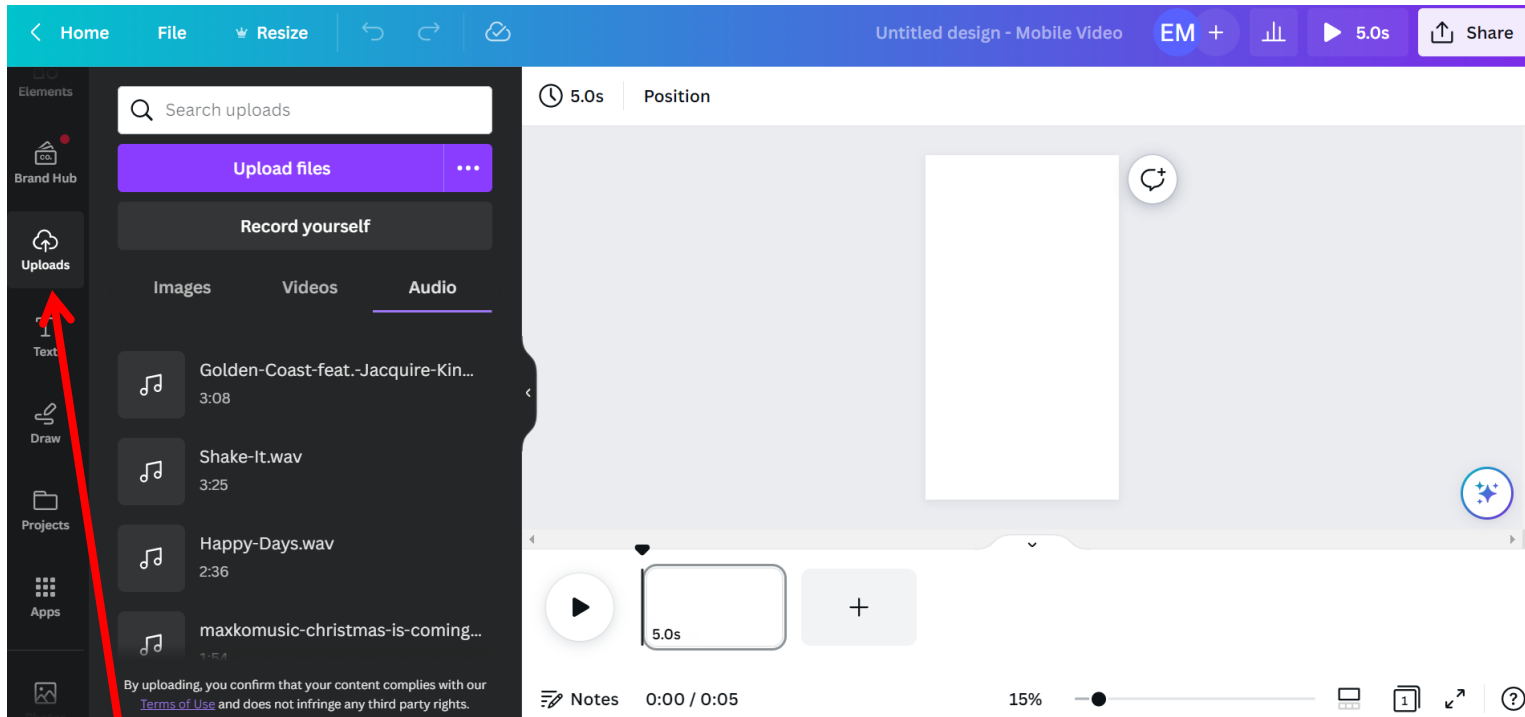
Click on audio

Search for songs or sounds

You can also filter for free songs / sounds

Note – if you have a Pro account there are thousands of stock music tracks you can use.

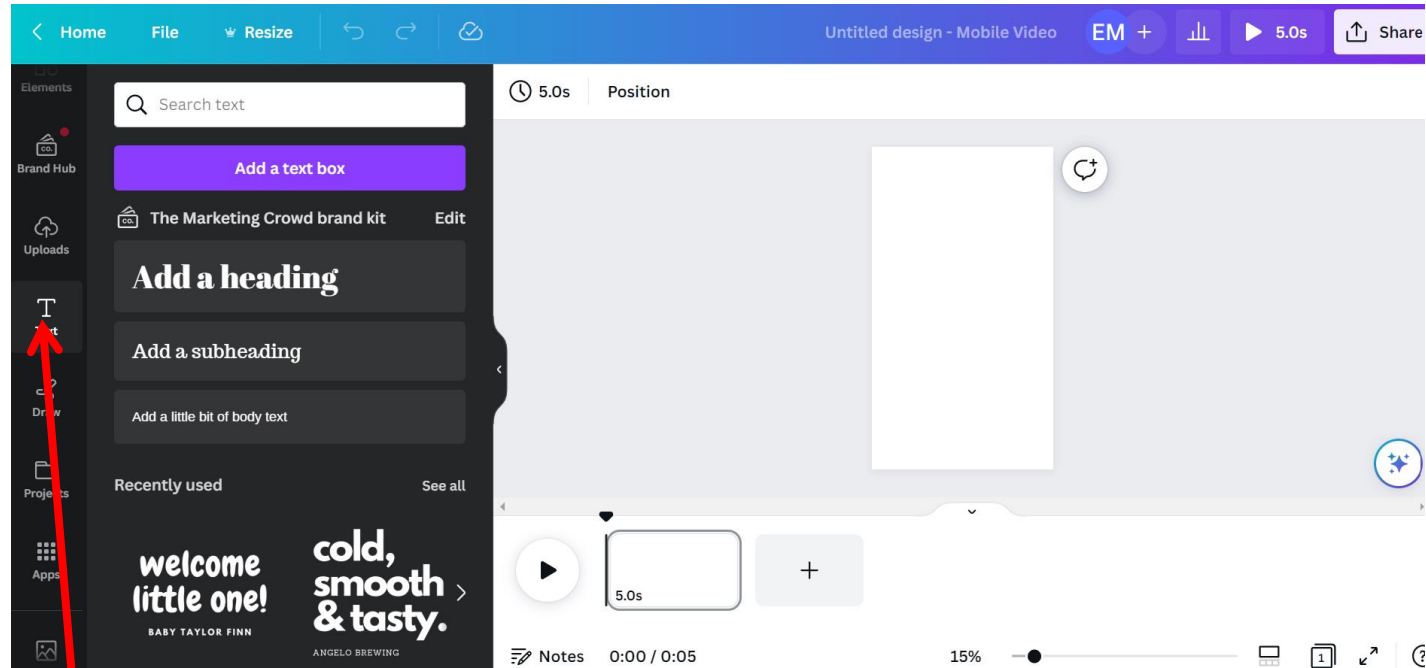
# What can you use in your videos?



## Upload music from your PC

Click on upload on the left hand menu  
Upload your music files

# What can you use in your videos?



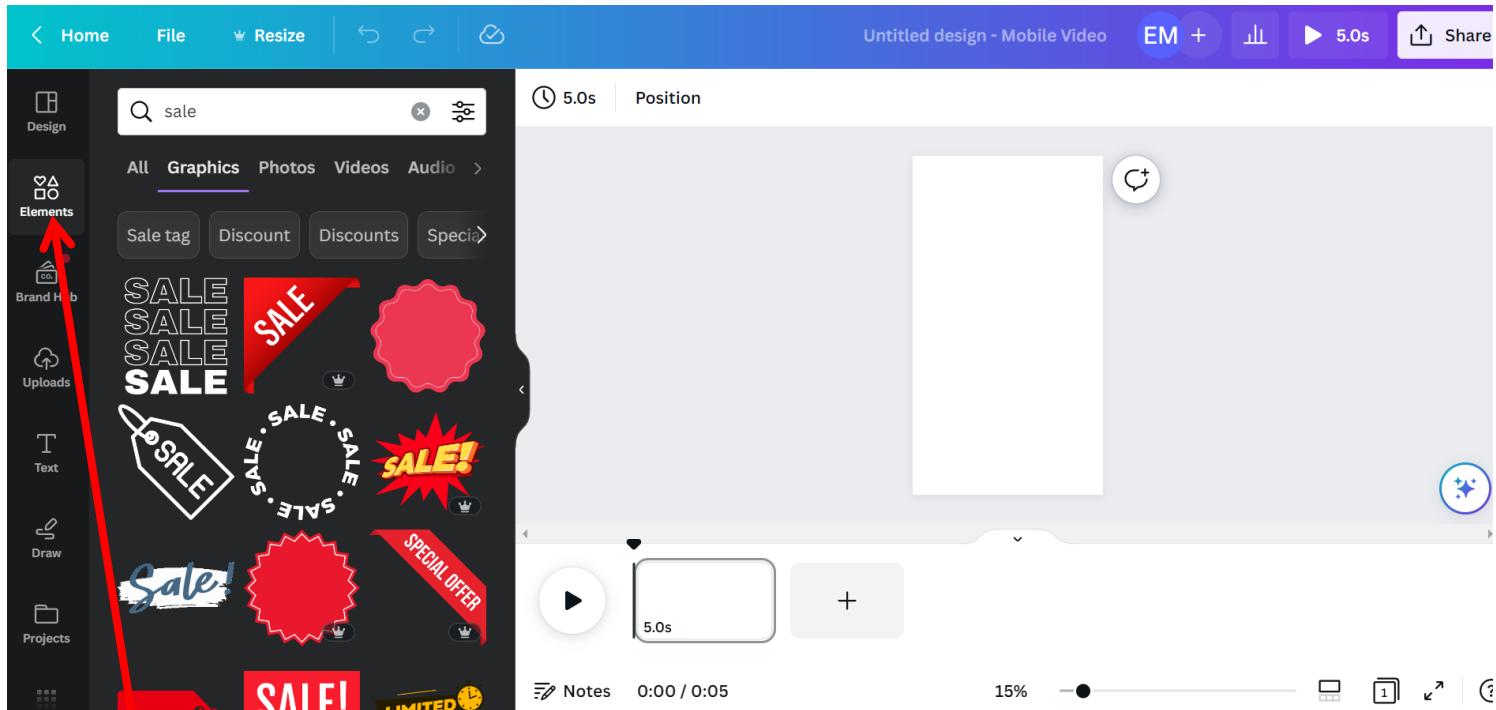
## Use Canva's Text and effects

Click on text

Select heading / subheading or browse through their pre-designed text option

You can also add effects to the text and animate the text

# What can you use in your videos?



## Use Canvas graphics

Click on elements

Type in a topic e.g. sale

Click on graphics – you now have lots of graphics you can overlay on your video

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**Demo 1 - A video using 1 clip, add text, music and your logo**

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How to upload and download videos using the Canva App

# Demo 1



You have one video clip and you want to create a video for Instagram Reels or TikTok (portrait video)

You want to ...

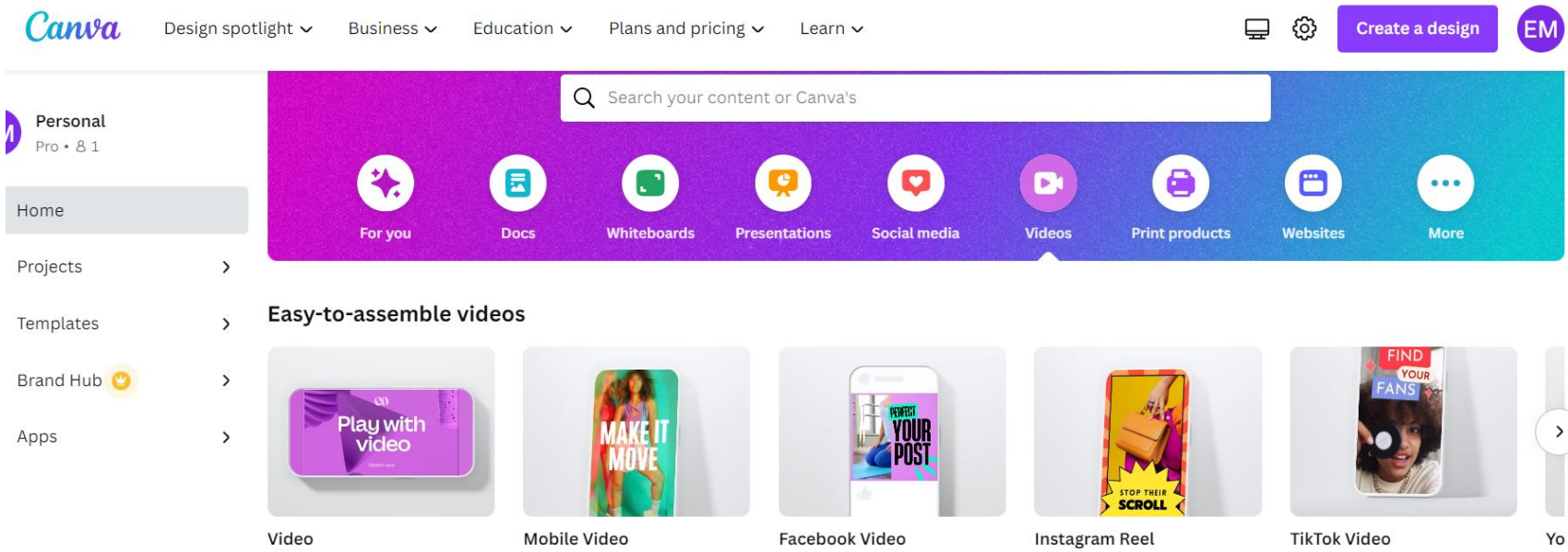
Add music

Add text

Add your logo

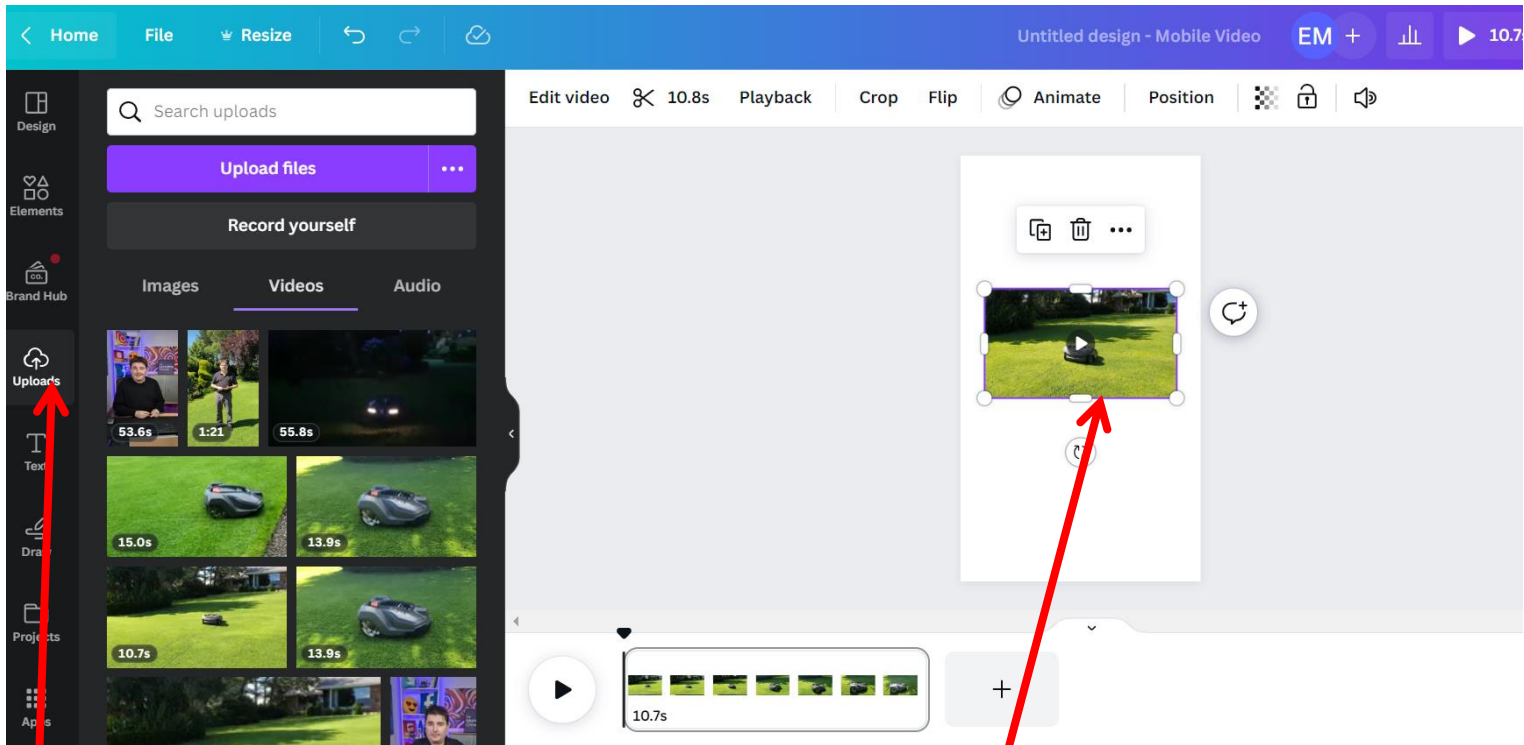


# Demo 1



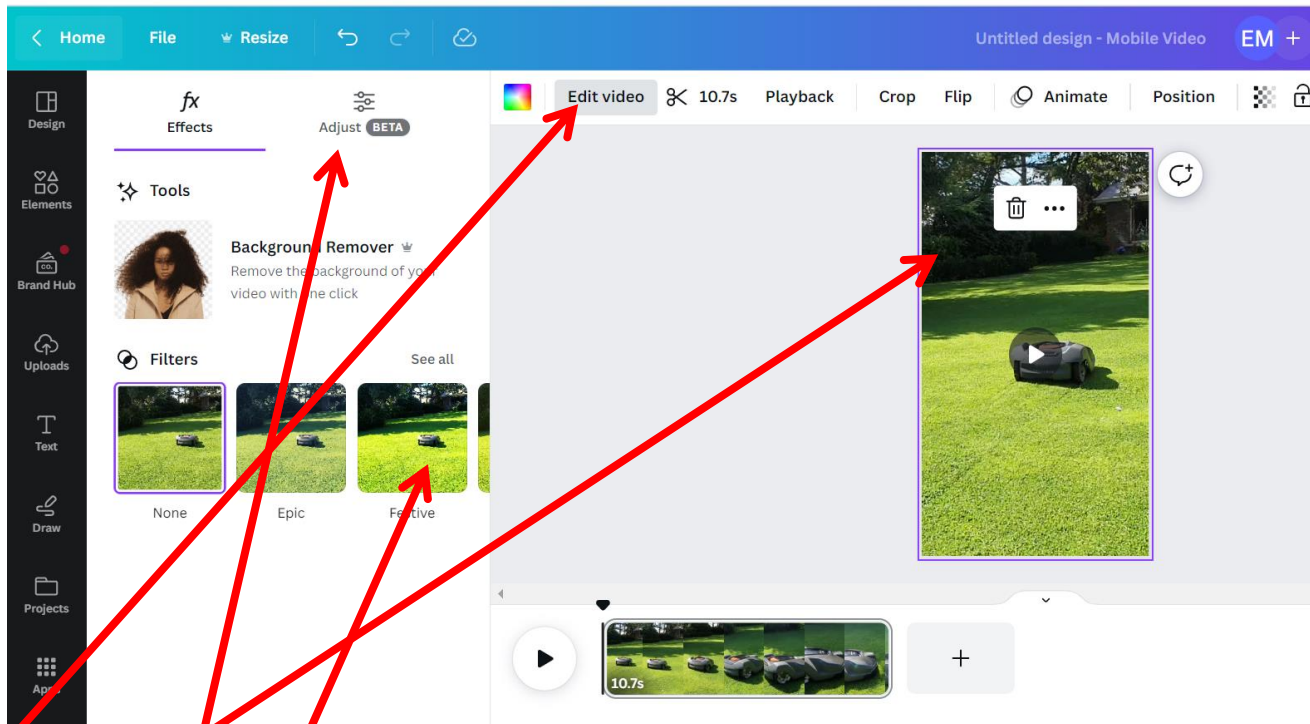
On the homepage click on Video  
Then click on Instagram Reels or TikTok – both will allow you to create a portrait video.

# Demo 1



- Click on Uploads
- Upload your video
- Click on your video and it will appear on the page
- Right click on the video on the page and select set video as background

# Demo 1



Click on your video and a menu will appear at the top

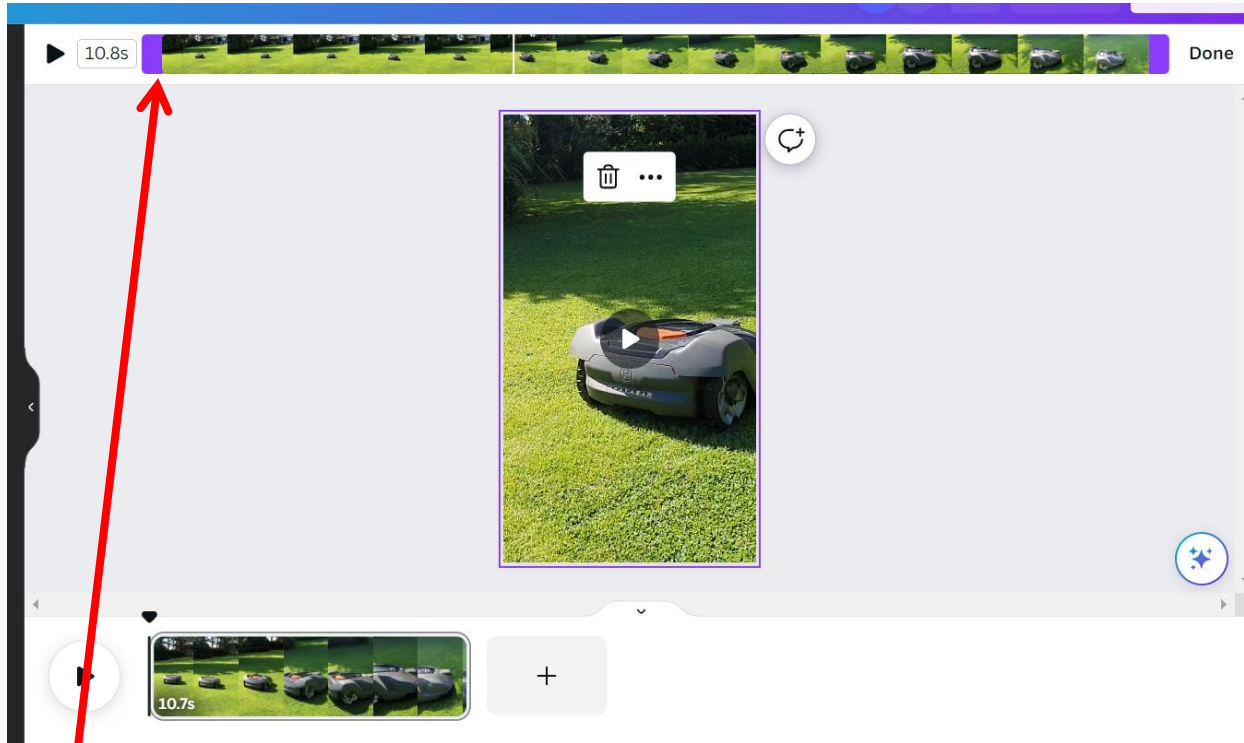
Click on Edit video

You can now apply a filter

You can also adjust the brightness, saturation by Clicking on adjust

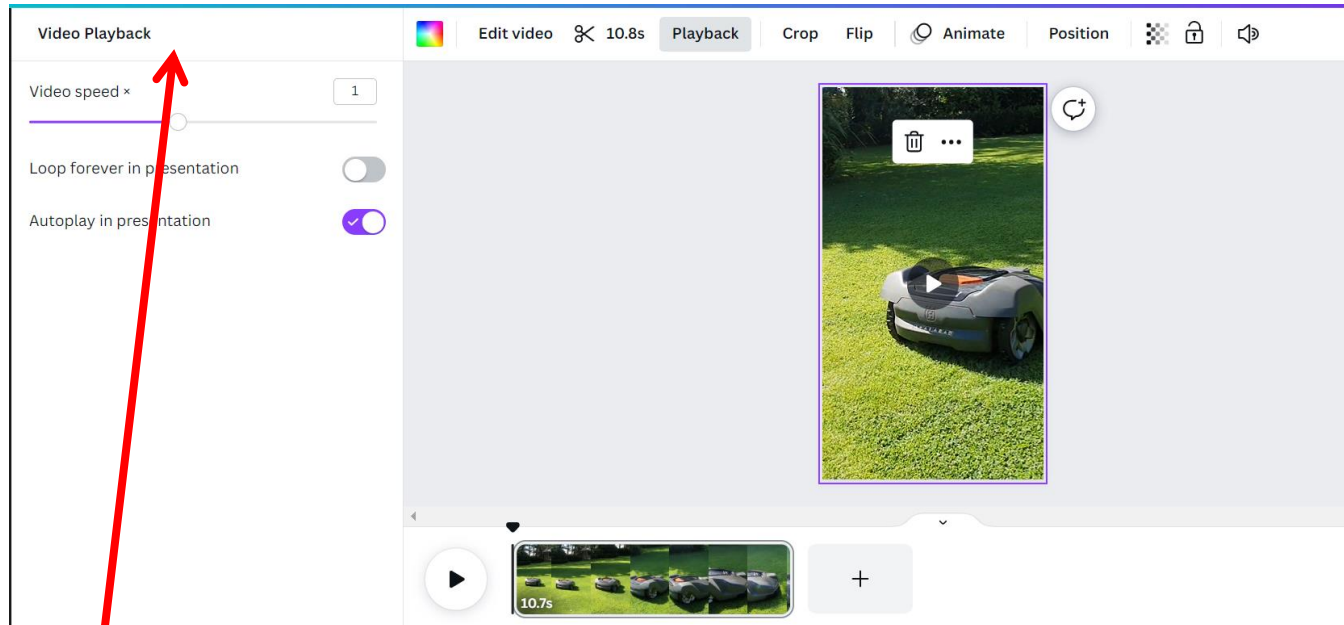
If you have the Pro version of Canva you can remove the background from a person or object in the video

# Demo 1



Click on the Scissor to cut / adjust the length of a clip  
Drag the sliders from the left or right to choose the length you want

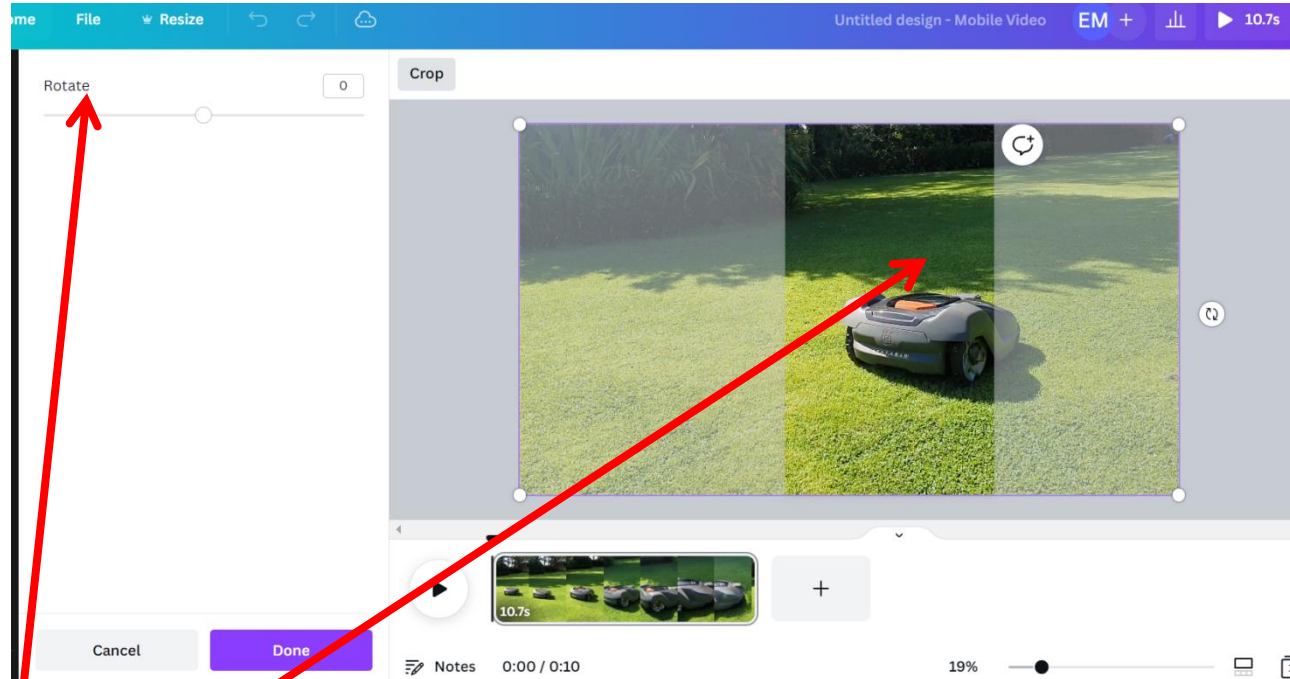
# Demo 1



Click on Playback

You can now adjust the speed of the clip – from 0.25 times the speed (slow motion) to 2x the speed

# Demo 1

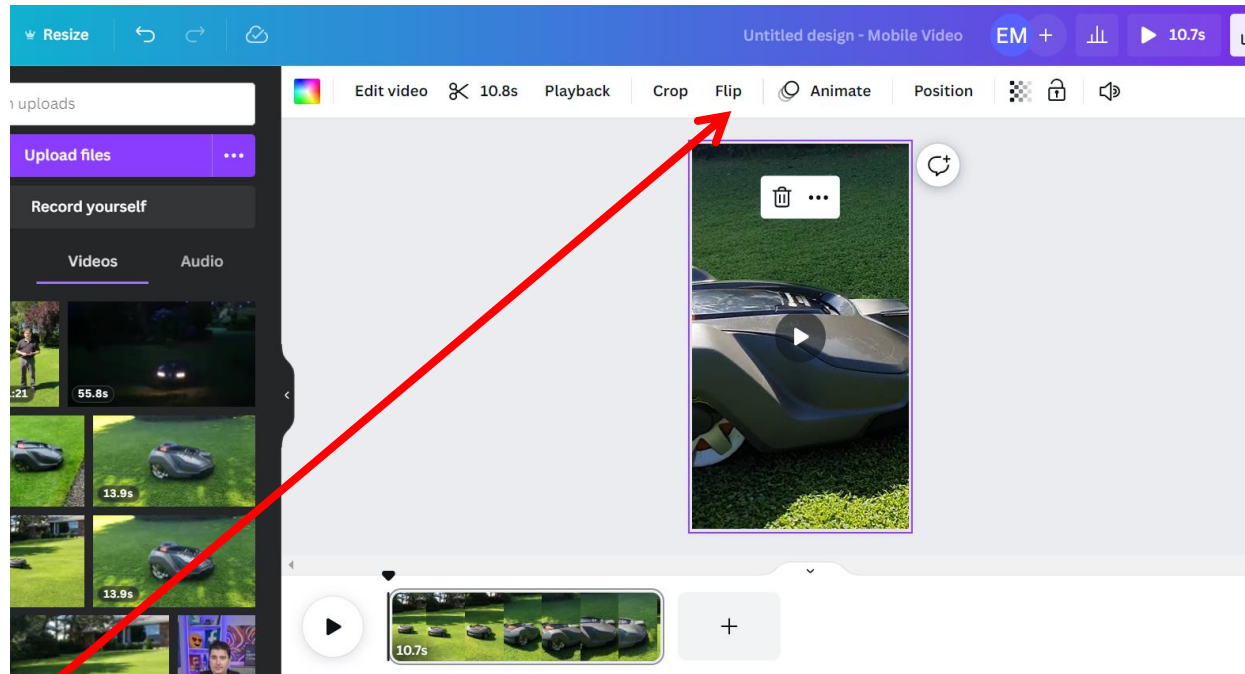


Click on Crop

You can now crop your video i.e. click on the bright area and drag it left or right to choose the part you want in the video

If your video is tilted an angle you can rotate the video clip

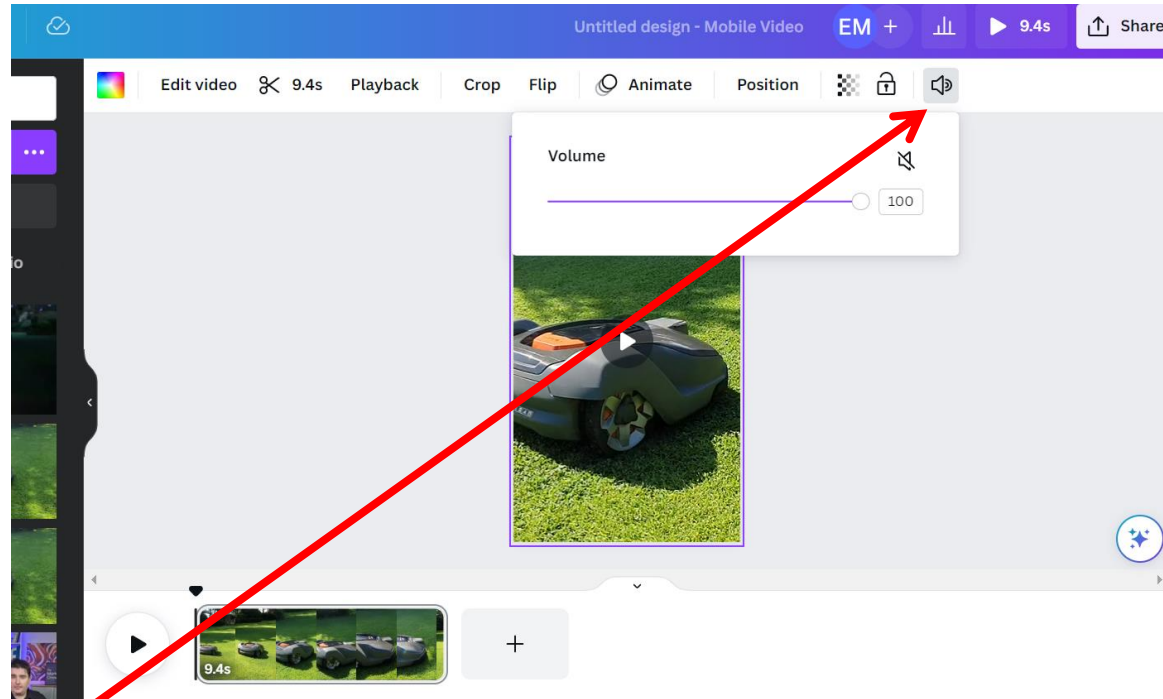
# Demo 1



Click on Flip – to flip your video horizontally. Handy if you shot the video with a selfie camera  
Click animate – to add an animation to the video e.g. Zoom  
Click transparency – to add transparency to the video  
Click volume / sound icon – to adjust the volume in your video.

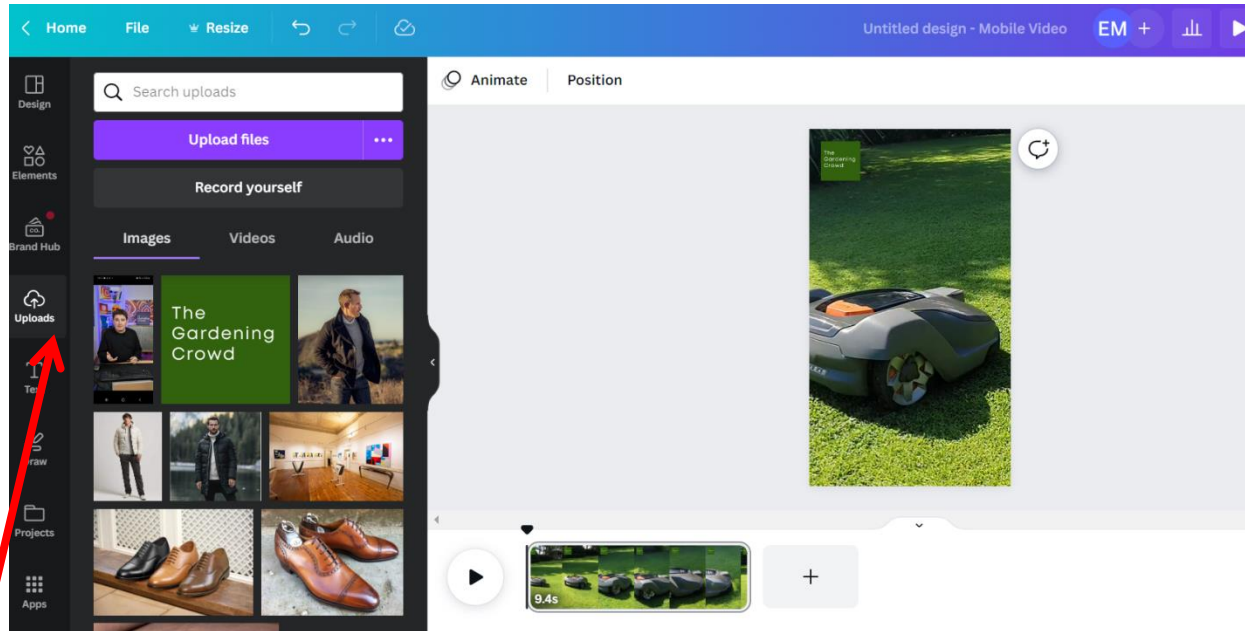


# Demo 1



Click volume / sound icon – to adjust the volume in your video.

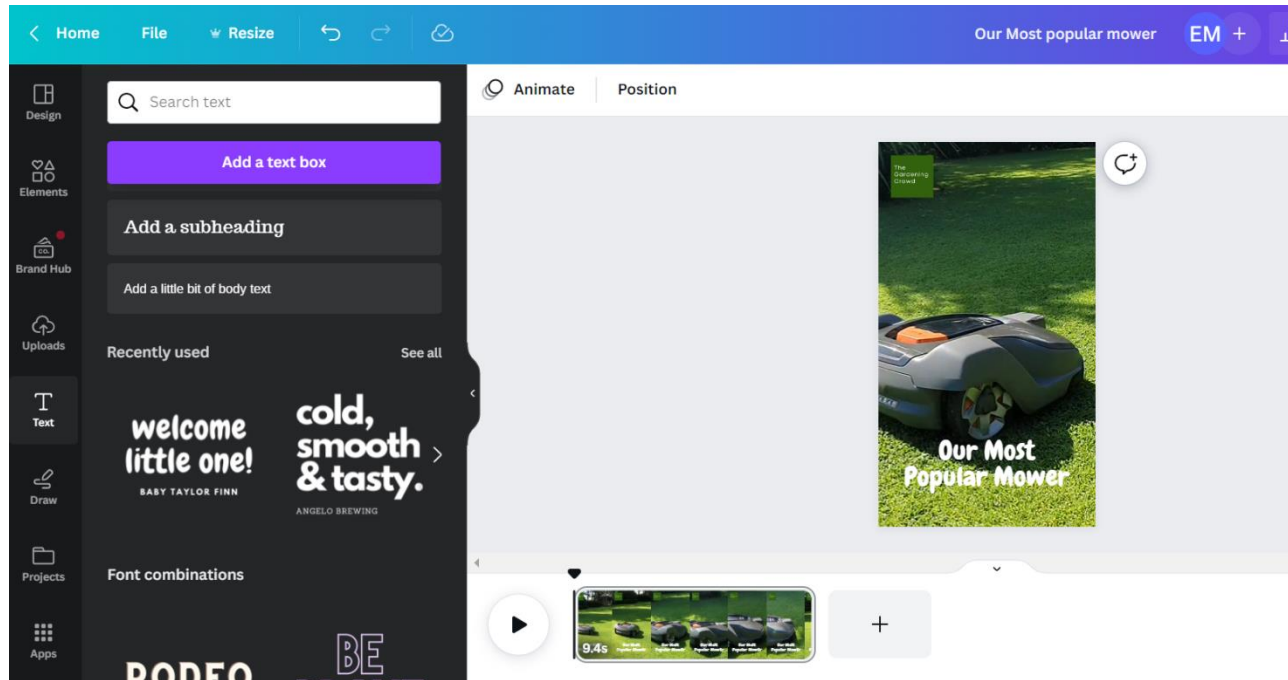
# Demo 1



## To add your logo to the video

- Go to uploads
- Upload your logo
- Click on it and it will appear on the video
- Drag a corner to resize it
- Position where you want it to appear on your video

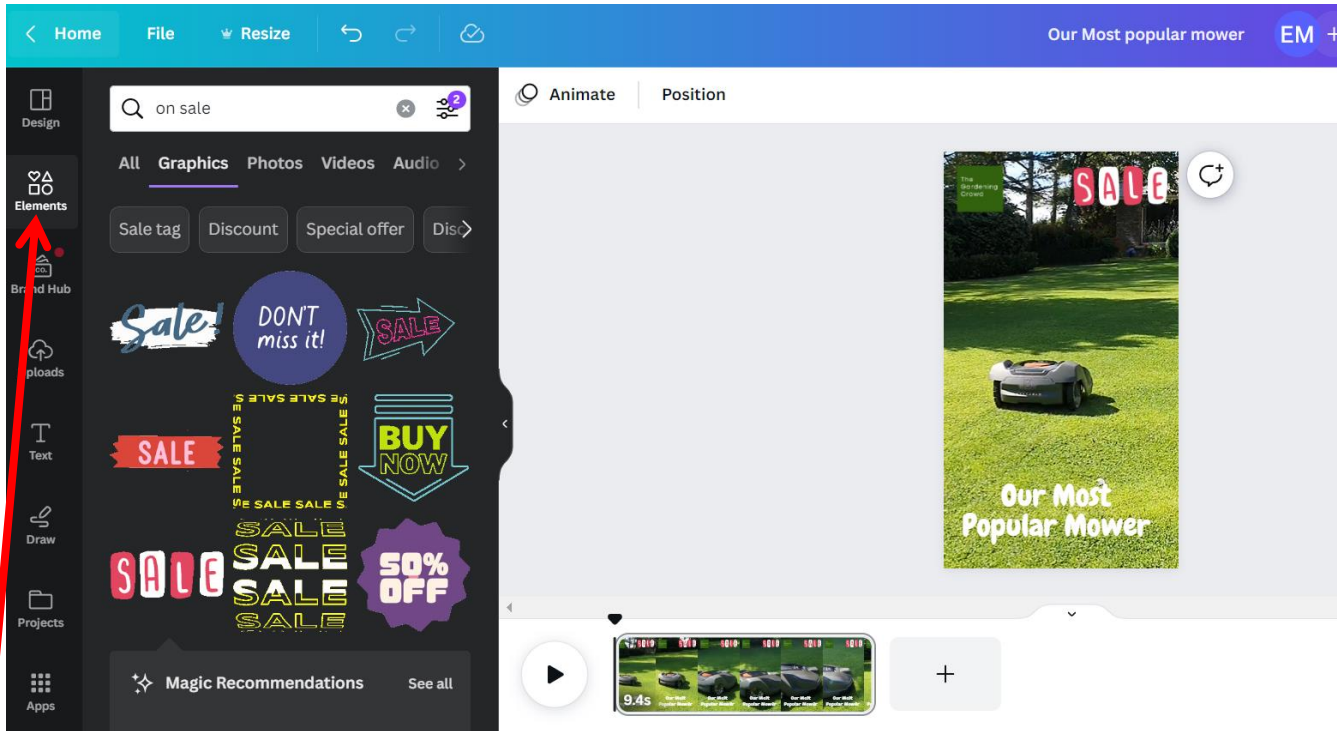
# Demo 1



## To add text – add text just like you would to an image

- Go to Text
- Either add a heading / sub heading or choose preformatted text
- Type your text on the video
- Move it where you want it to appear
- Click on the text and you can then change colour, font, add animation etc.

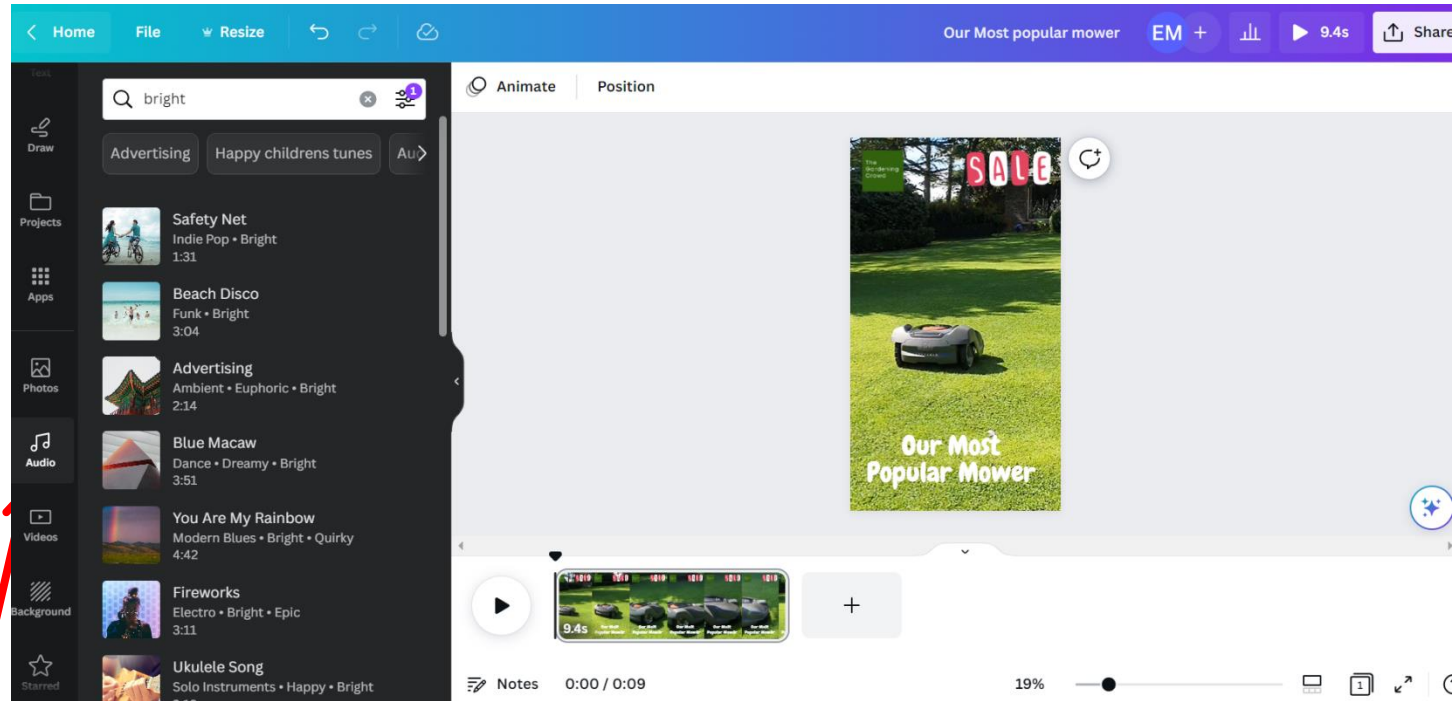
# Demo 1



**To add a graphic – add graphic just like you would to an image**

- Go to Elements
- Search for the topic you want e.g. Sale
- Click on graphics
- You can also filter to only show free ones and animated one
- Click on the graphic and it will appear on the video. Resize and position it

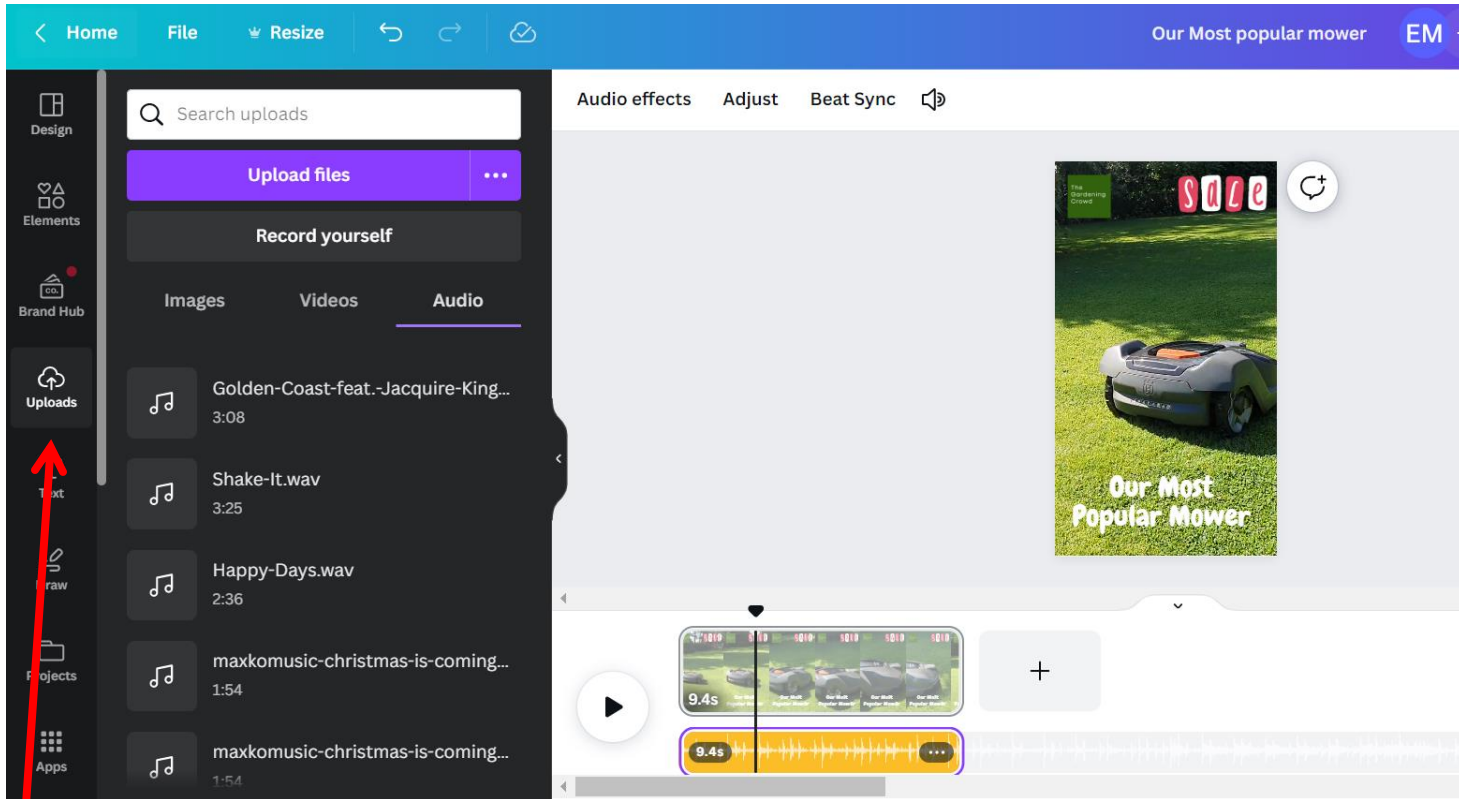
# Demo 1



## To add music – option 1 – use Canva's music library

- Click on audio
- Type in a mood e.g. Bright, upbeat, happy
- You can filter to only show free music
- Click on a track to listen to it
- To add the music to the video drag it onto the video

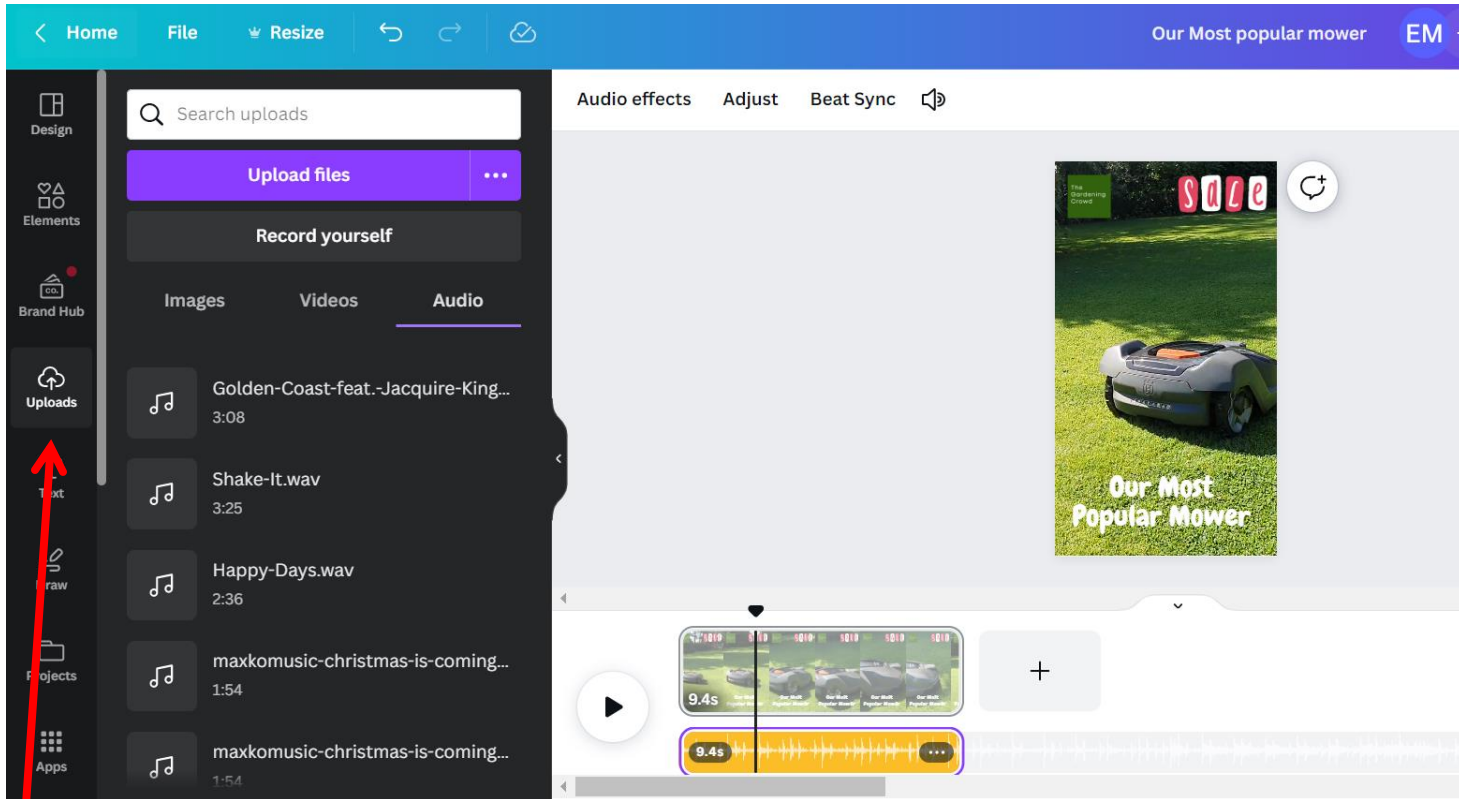
# Demo 1



## To add music – option2– Upload music

- Click on upload and then audio
- Upload your music track from your PC
- To add the music to the video drag it onto the video

# Demo 1

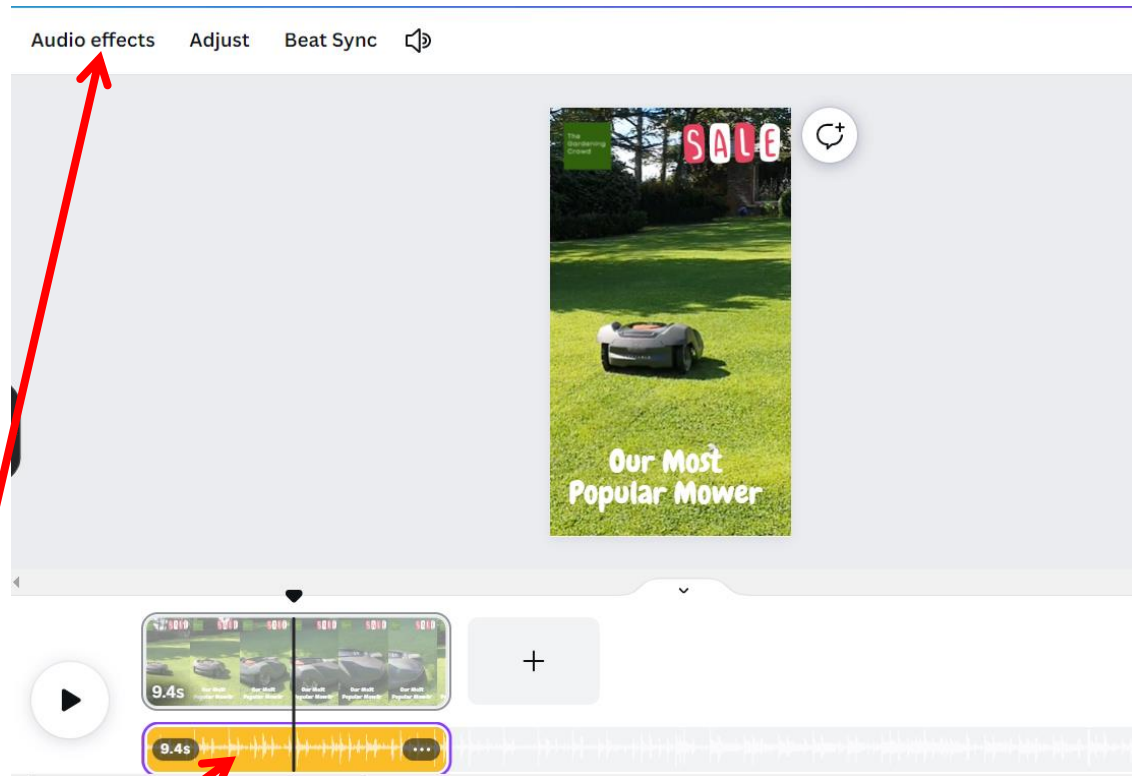


## To add music – option2– Upload music

- Click on upload and then audio
- Upload your music track from your PC
- To add the music to the video drag it onto the video



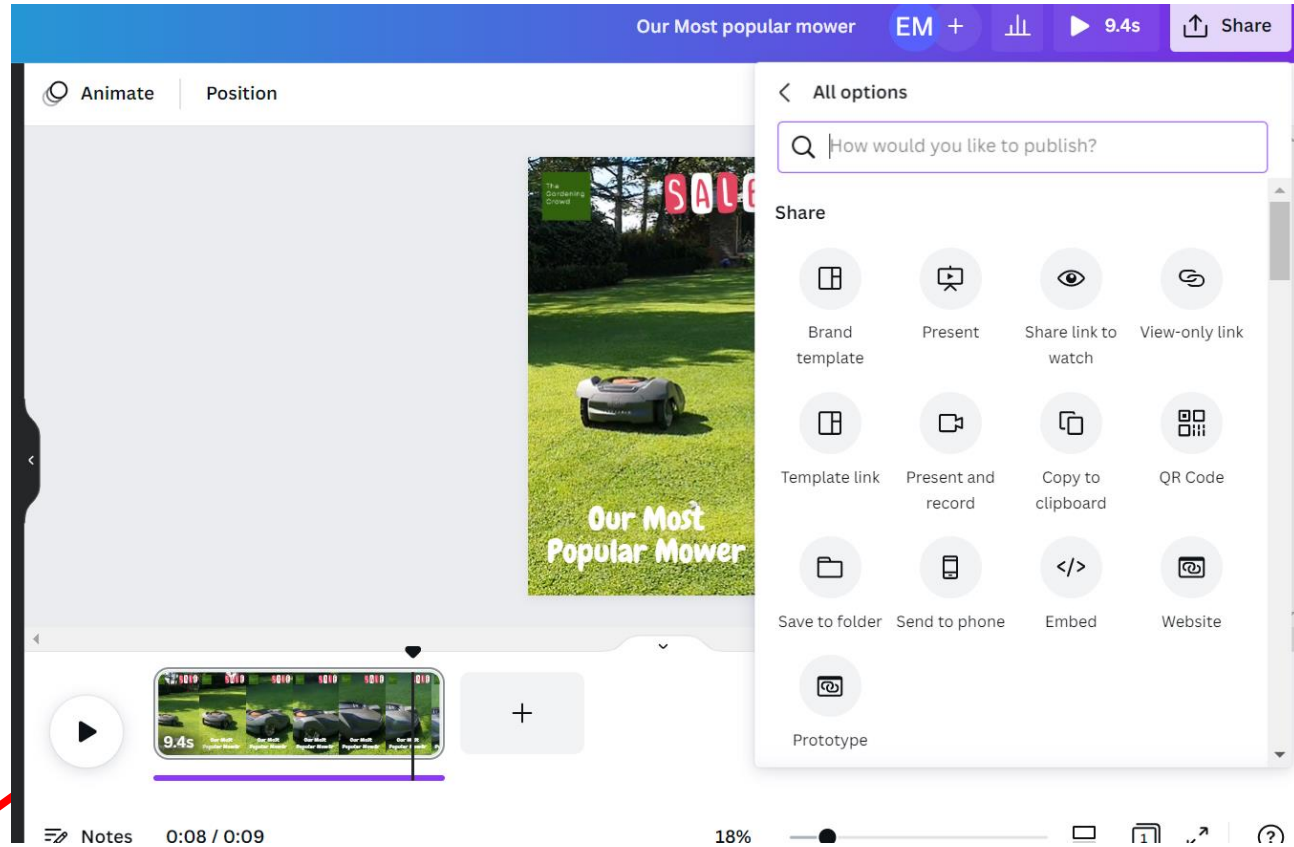
# Demo 1



## To adjust the music ...

- Click on the music (the orange element below the video on the timeline)
- You will now see a menu at the top.
- Click audio effects to fade the music in and out
- Click adjust and you can choose a different part of the music track but the same length as the video clip
- Click the volume button ... you can adjust the volume of the music

# Demo 1



## To download the video

- Click on the Share
- Click download to download the file to your PC

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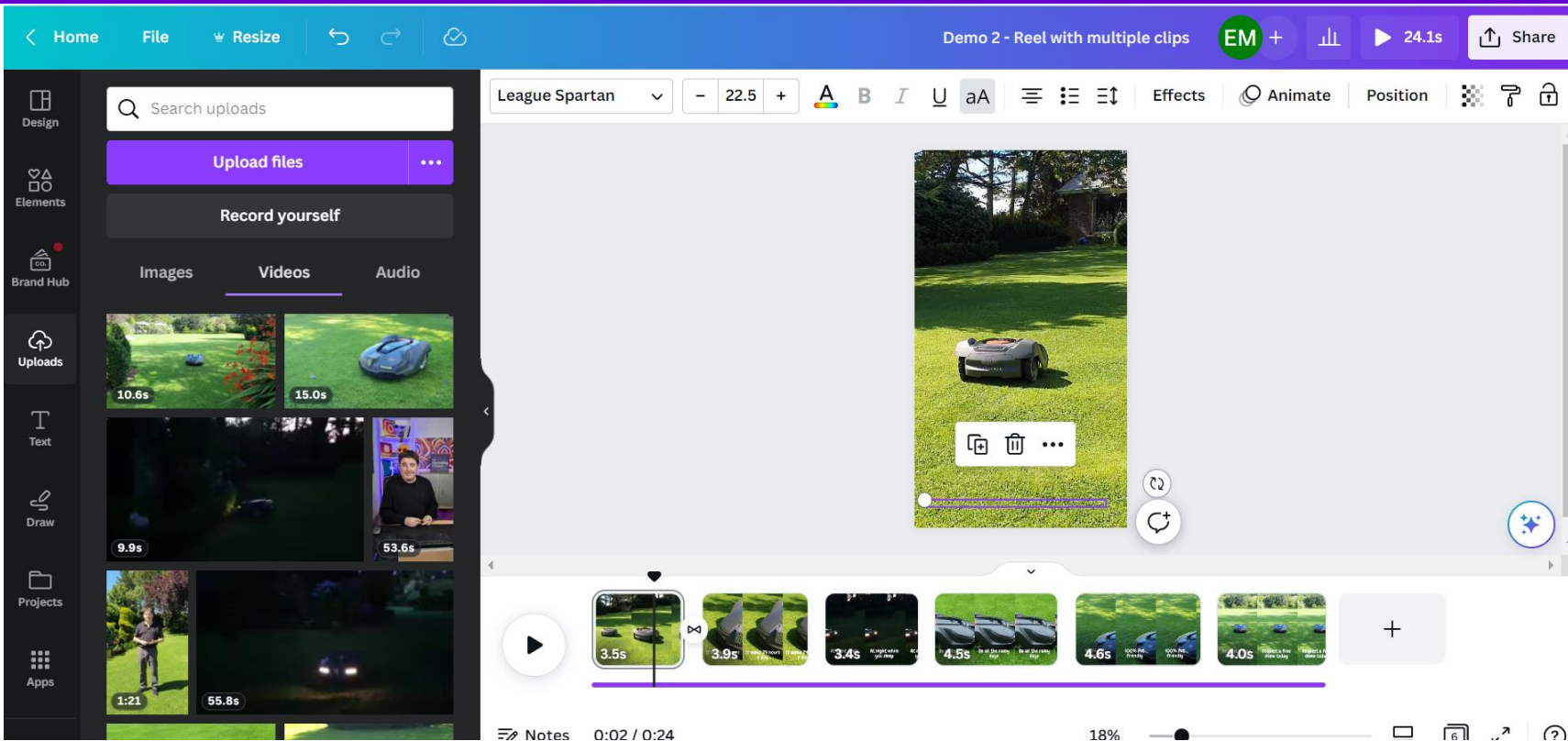
## Demo 2



You have more than one video clip and you want to

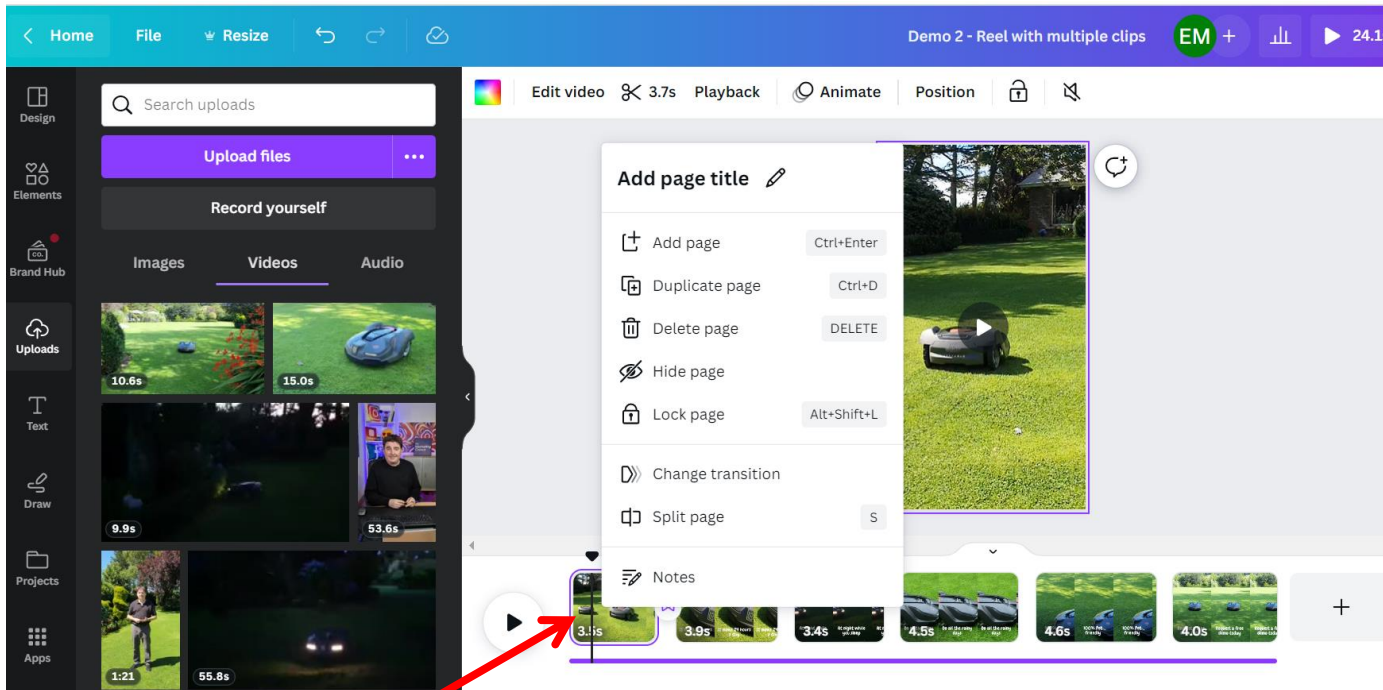
- Add and edit multiple clips
- Add music
- Add text

# Demo 2



Click on upload and upload the videos you want to use  
Drag them down into the video timeline. You can change the order of them by dragging one left or right

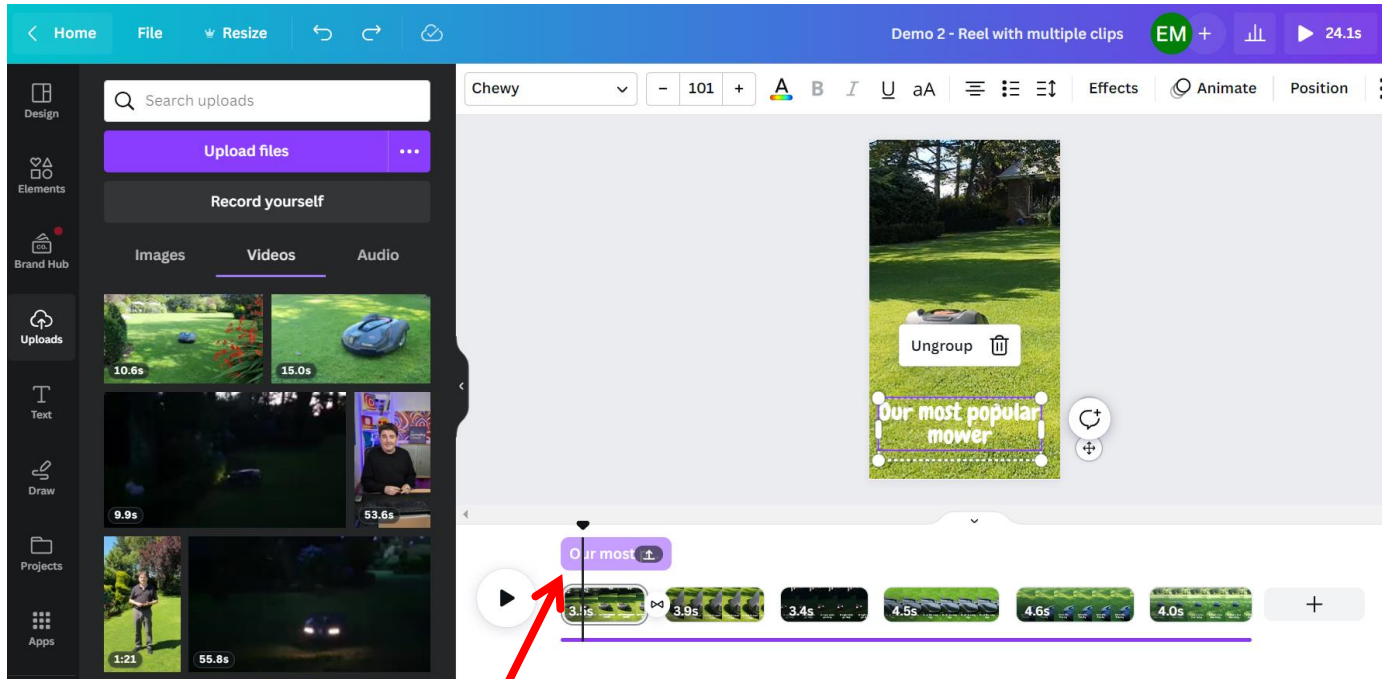
# Demo 2



To choose the parts of the clips you want and remove the parts you don't want ...

1. Drag the sliders on the left or right hand side of any of the boxes
2. Or Click play and pause where you want to split the clip. Then right click and choose split. Delete the part you don't want.

# Demo 2



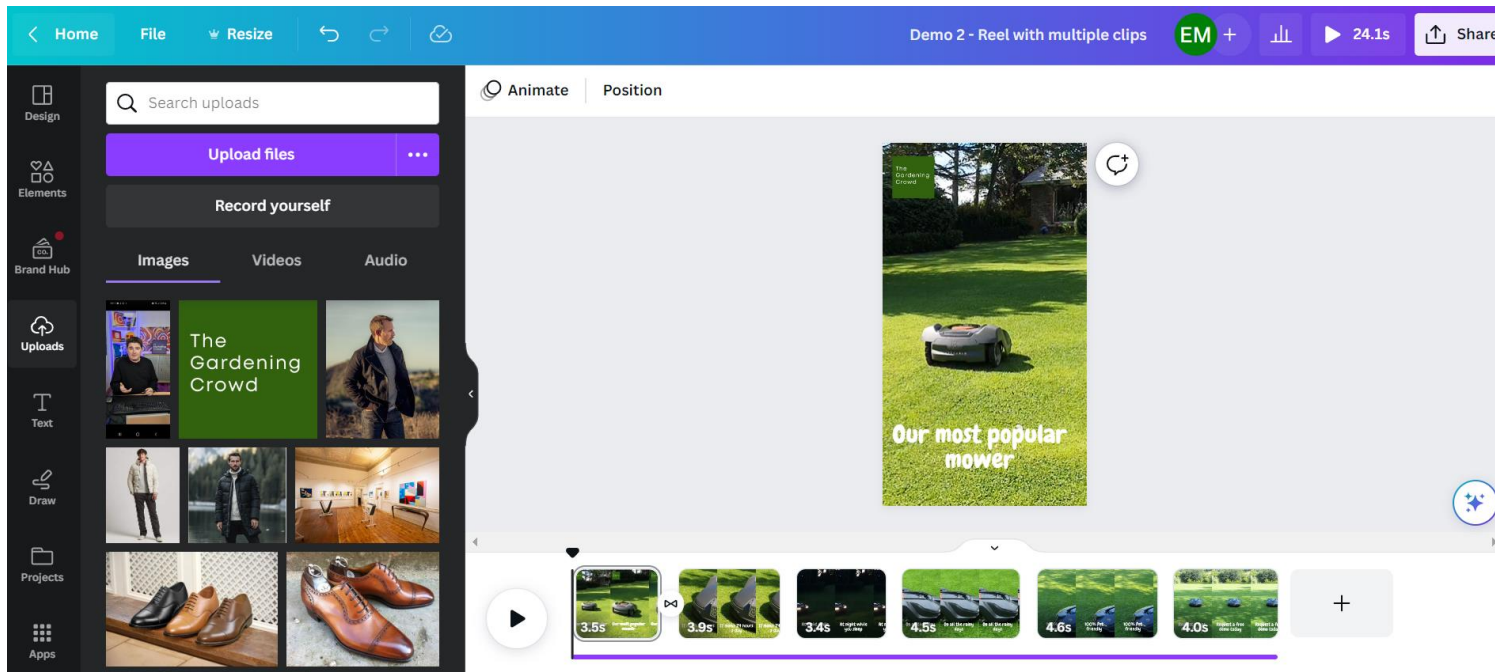
Add text to some or all of the video clips

1. Add text in the same way that we did in demo 1. Choose to add animations if you wish
2. You can indicate how long you want the text to be on the video by right clicking on the text box and select show timing
3. You can then drag the sliders left and right to choose the length

**Note: You cannot have text run over multiple clips. Text can only run the length of one clip (page) However, a workaround is – copy the text on page 1 (ctrl c) and go to the next clip (page) and paste – ctrl v. The text will paste into the exact same spot on all clips. However, for this to look good you cannot add an animation to the text**



# Demo 2



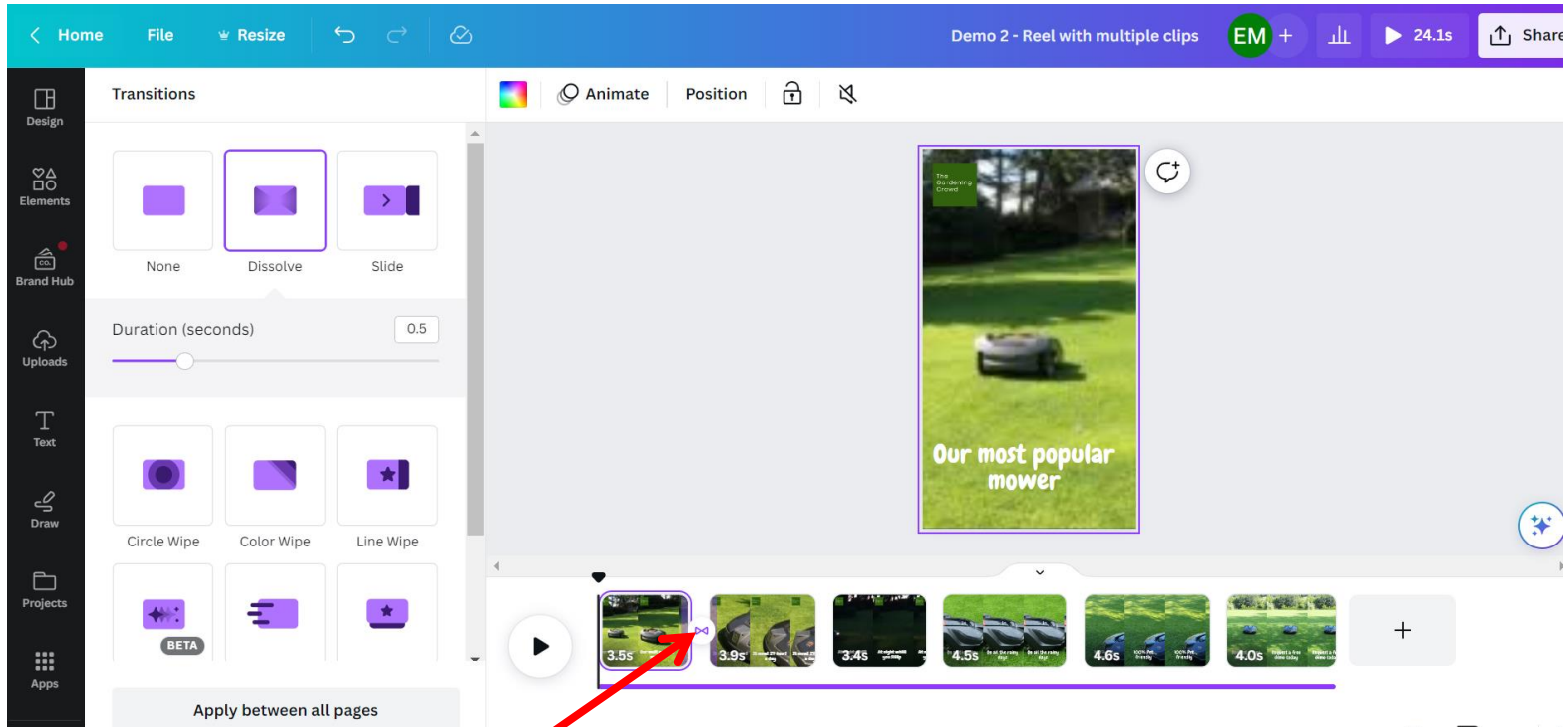
Add your logo

1. Add your logo in the same way that we did in demo 1

**Note: You cannot have an image like your logo run over multiple clips. An image can only run the length of one clip (page)**

**However, a workaround is – copy the logo on page 1 (ctrl c) and go to the next clip (page) and paste – ctrl v. Do this for all the pages (clips) and the logo will paste into the exact same spot on all clips**

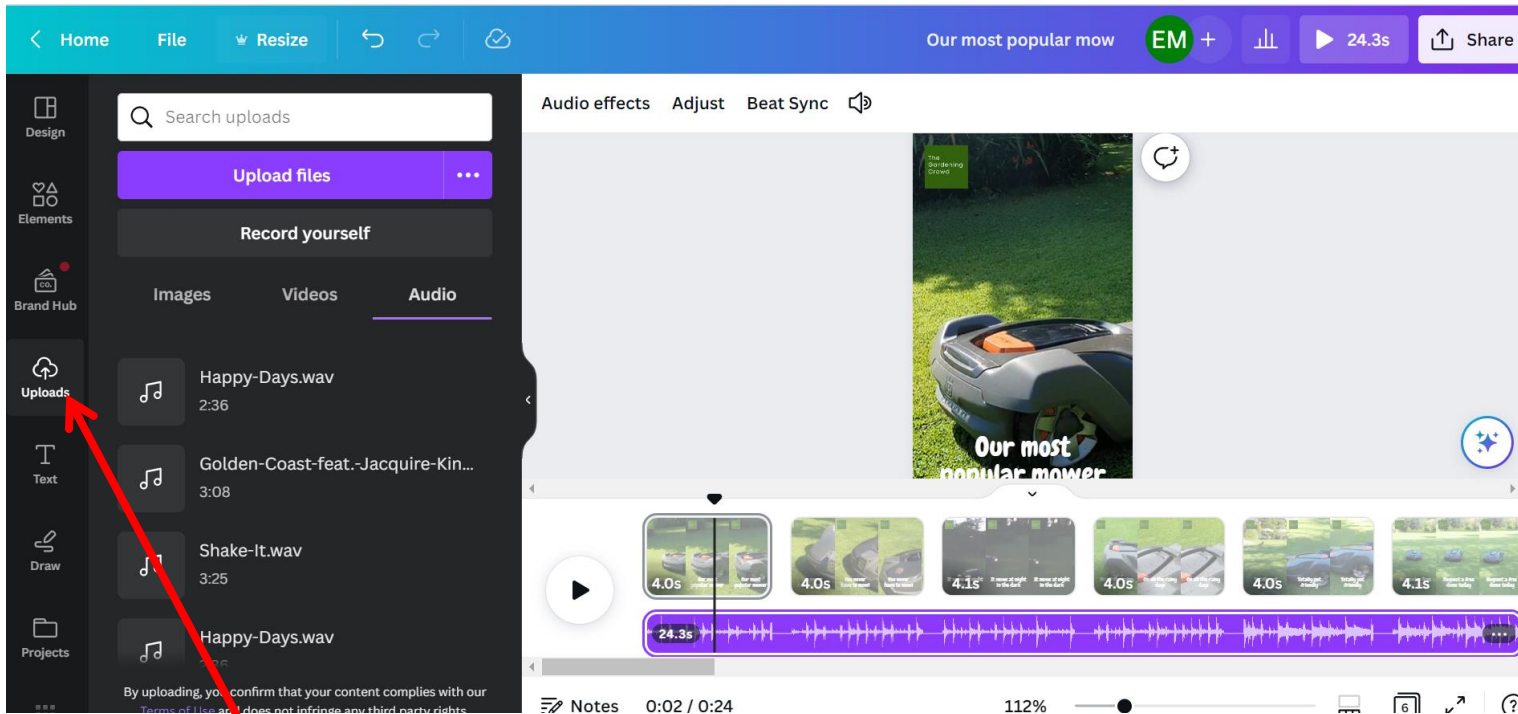
# Demo 2



Choose whether you want to add a transition between clips

1. To add a transition, click on the icon between 2 clips
2. You can then choose a transition from the option on the left.
3. You can also choose the duration (speed) of the transition and also whether you want it applied to all pages (clips)

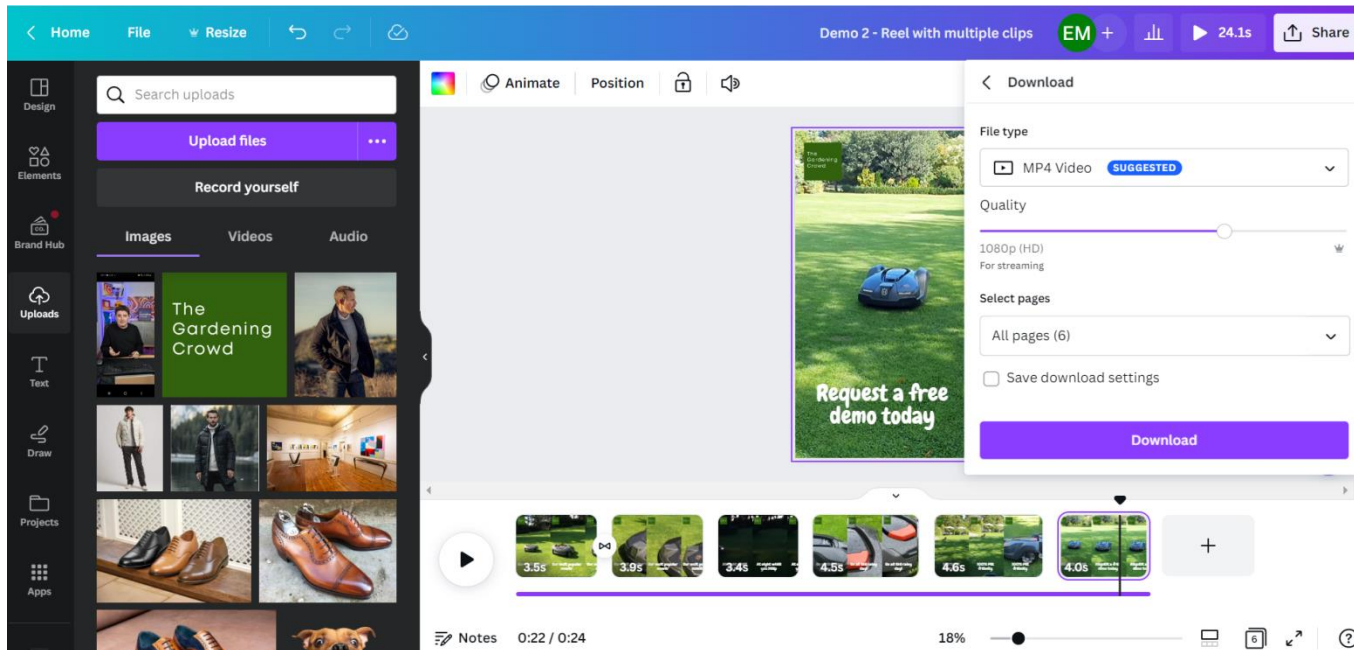
# Demo 2



## Add music

1. Either choose music from Canva's music library or upload your own
2. Then follow the same process as in demo 1

# Demo 2



Save your video

**1. Download your video in the same way we did in Demo 1**

Click Share top right and then download.

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**Demo 3 – A video where someone is speaking and you want to add footage, music, text**

How to upload and download videos using the Canva App

# Demo3

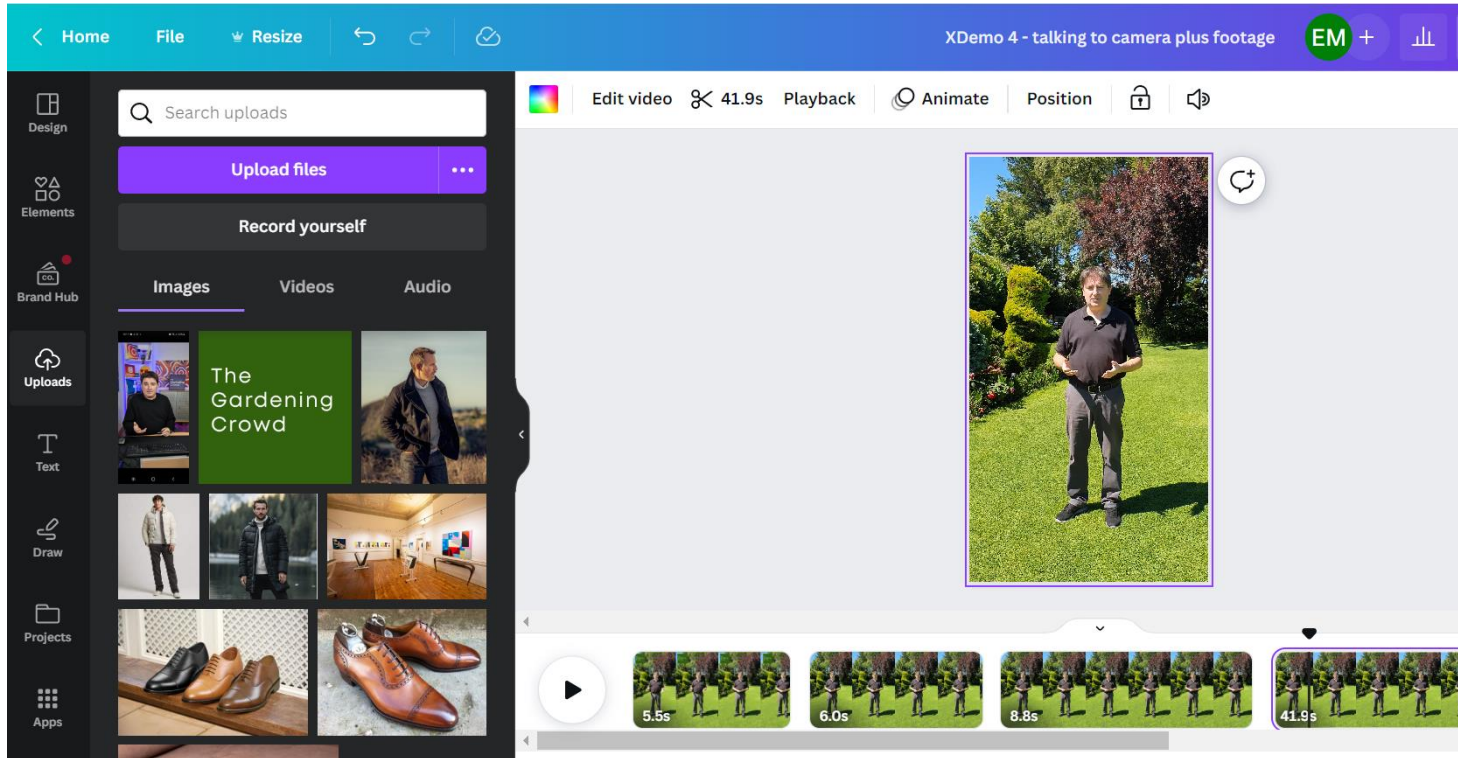


Someone is speaking in the video and you want to show footage

- Add a video of someone speaking
- Overlay footage clips
- Add music
- Add text
- Add your logo



# Demo3



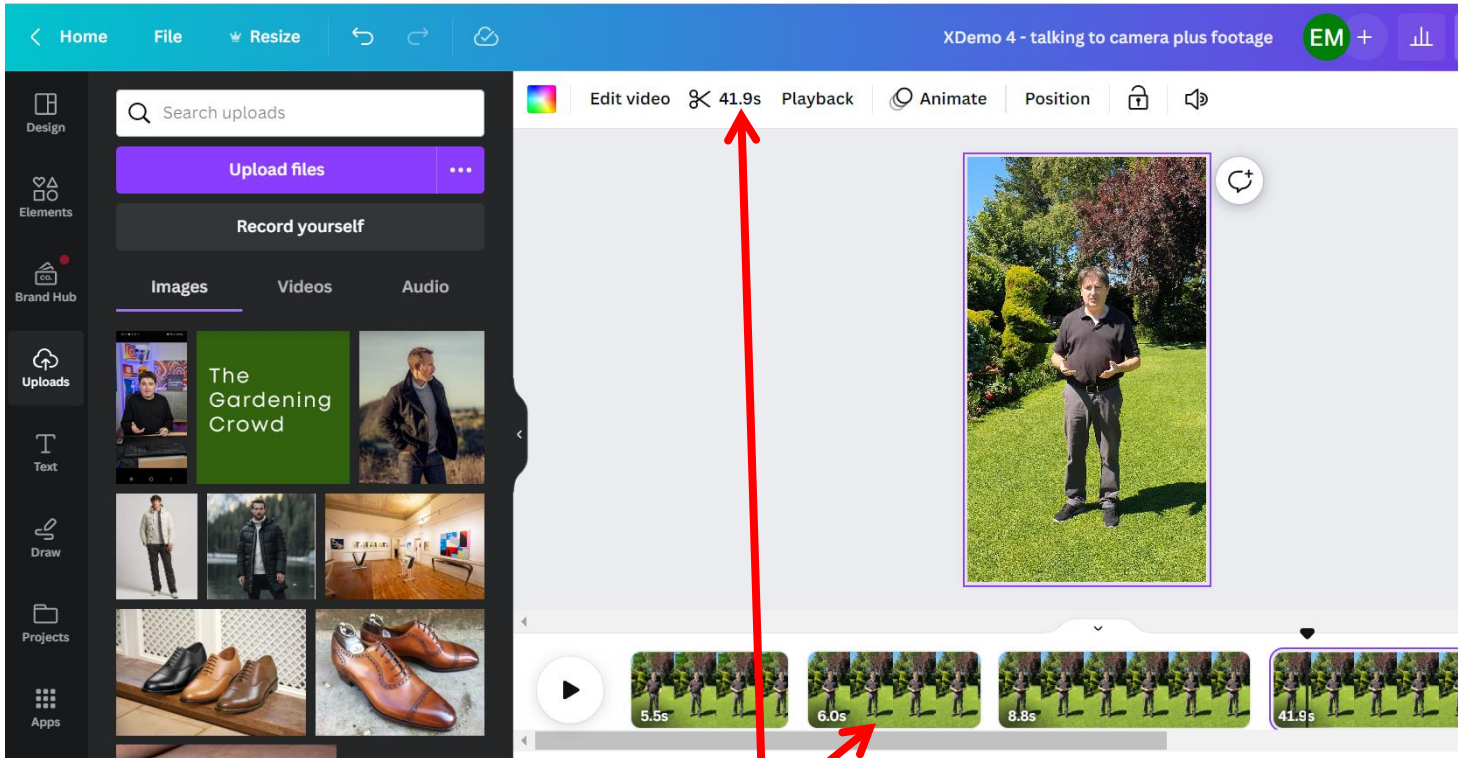
Upload your video clips

Drag the clip of someone speaking over to the timeline

Cut out parts of the clip that you don't want – right click and select split (as per demo 2)



# Demo3



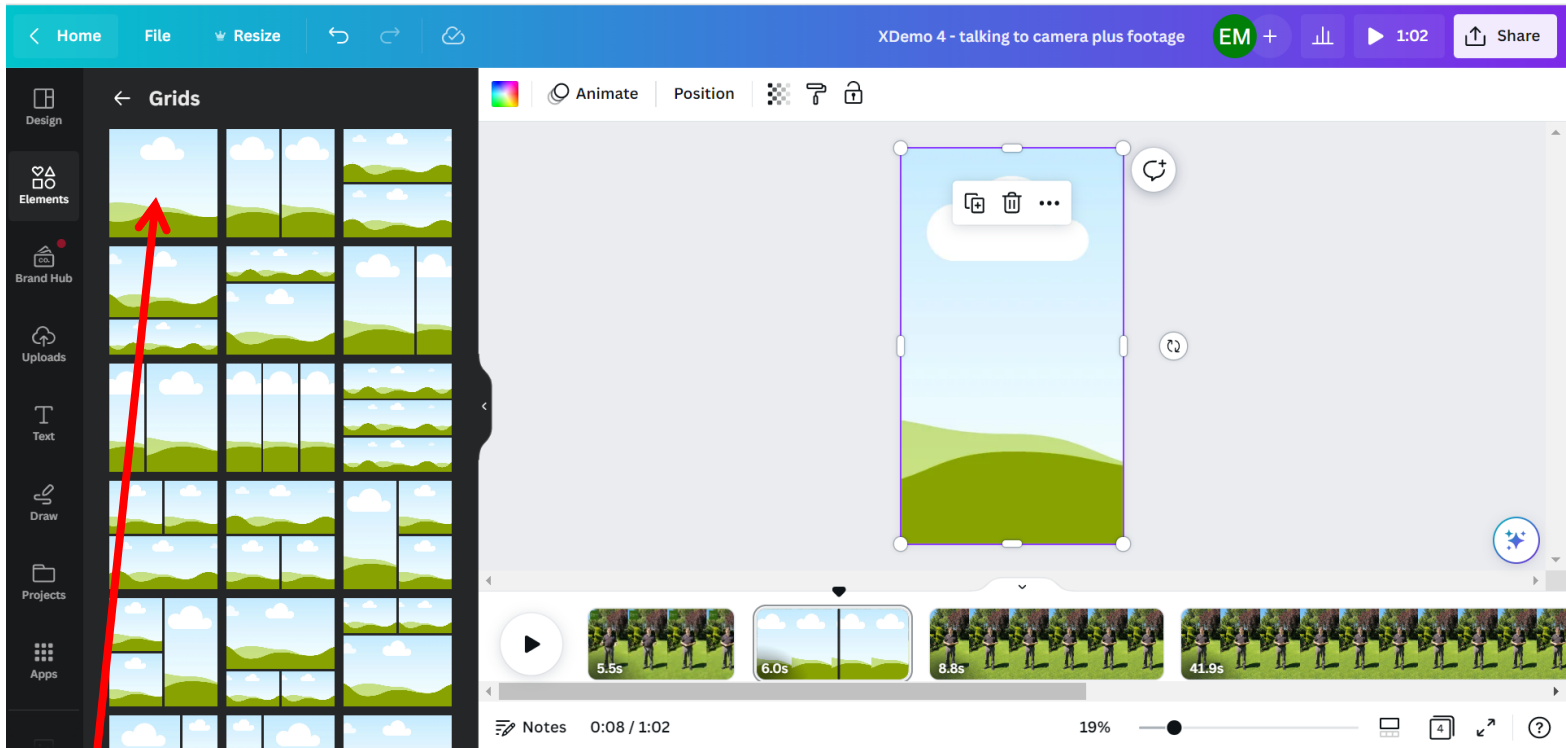
## How to overlay footage

Note: Canva's video editor doesn't have the facility to overlay footage like can in editors like Filmora and Inshot. However, this is a workaround that will allow you to achieve the same result

Step 1 – Decide where you would like to overlay the footage and then split the clip at the start and end of that section. This is now it's own clip (page)

Click on the clip and note the exact length of it e.g. 6 seconds

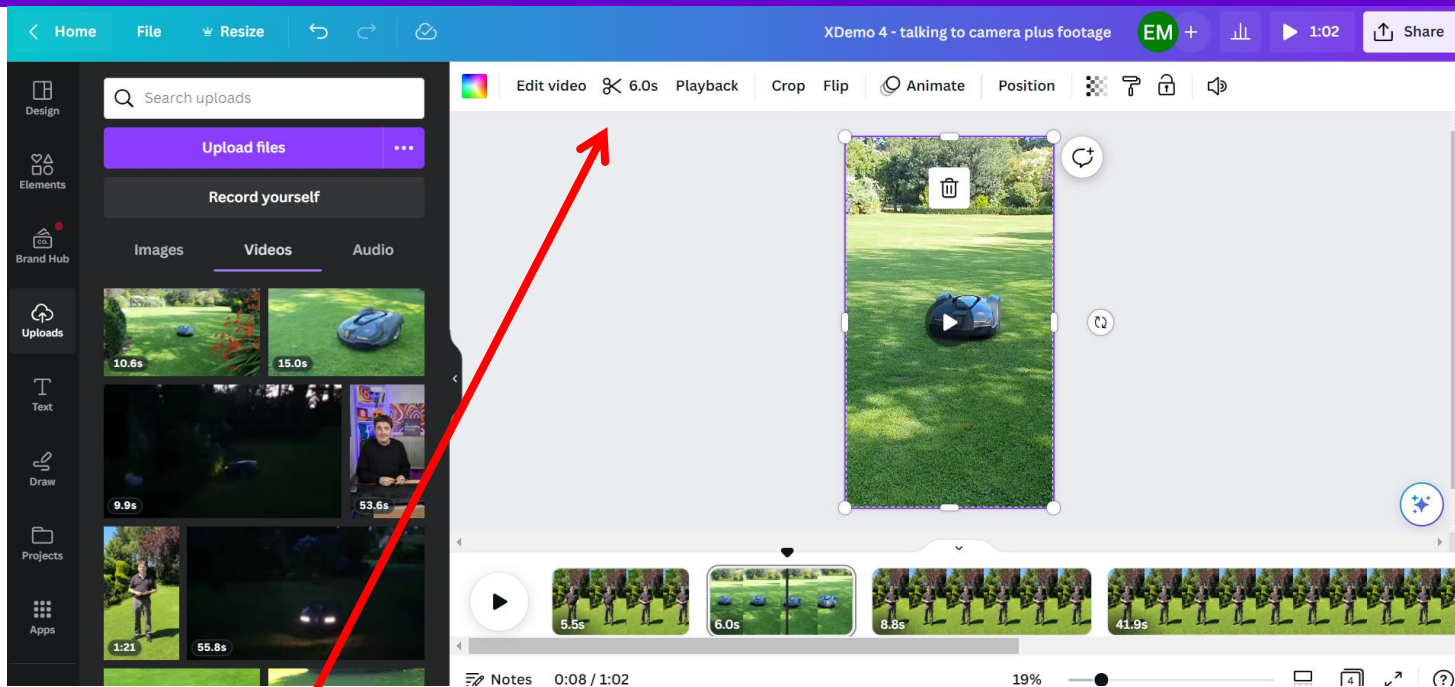
# Demo3



Step 2: Go to Elements and then Grids.  
Click on the first grid which is made up of one grid  
Drag this grid on the video clip. It will snap into place

You can now place your footage video or image into this grid

# Demo3

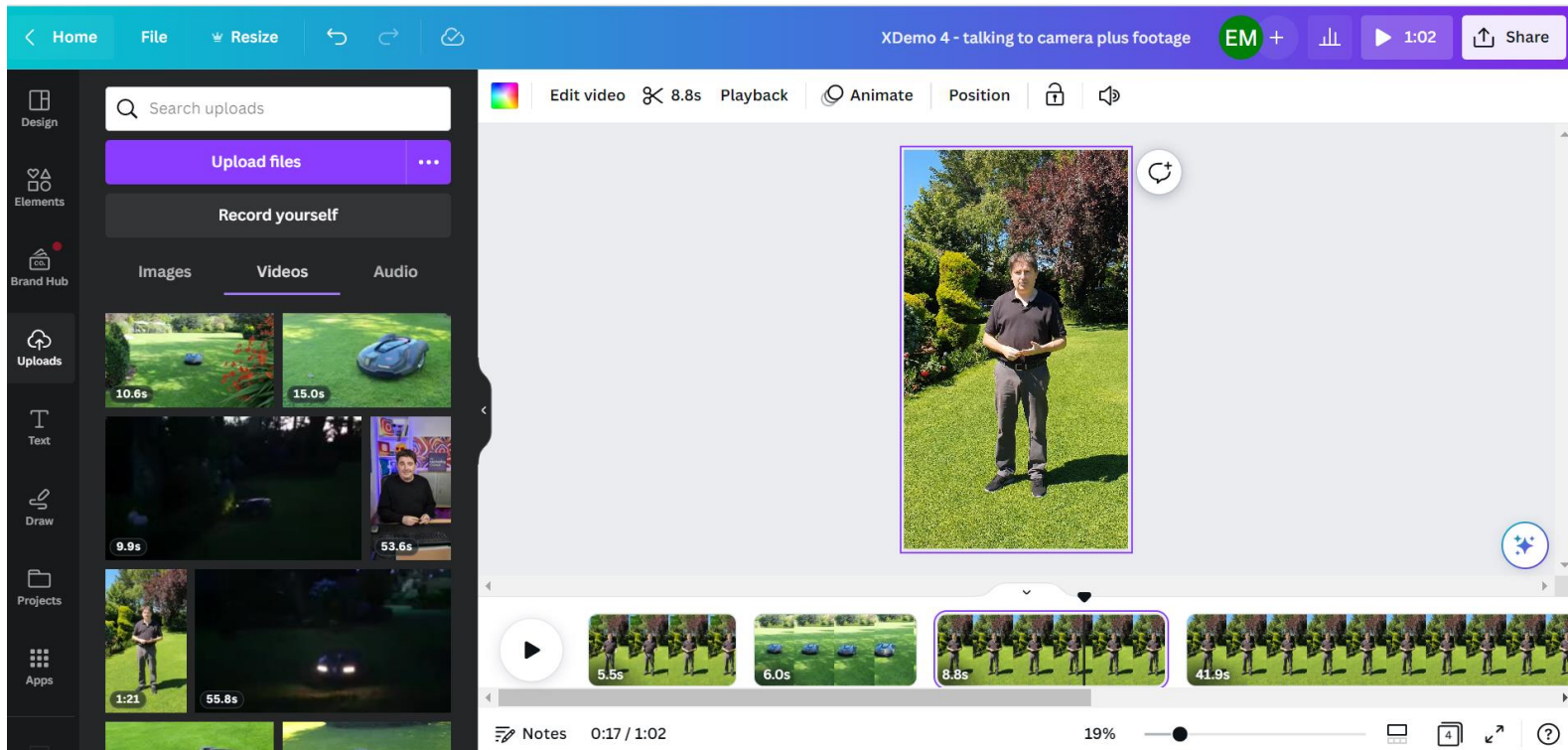


Step 3: Go to uploads and upload your footage clip  
Drag the footage video clip onto the grid. It will snap into place

Important! – You now need to change the length of the footage clip to exactly match the length of the clip it is going on top of e.g. 6 sec

That's it! You have now added footage onto top of your main video. Repeat this process for all other footage clips.

# Demo3



Then add text as we did in earlier demos

Add your logo if you wish but you will need to copy and paste it into all clips after the first clip

Download your video as we covered in previous demos

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Demo 1 - A video using 1 clip, add text, music and your logo

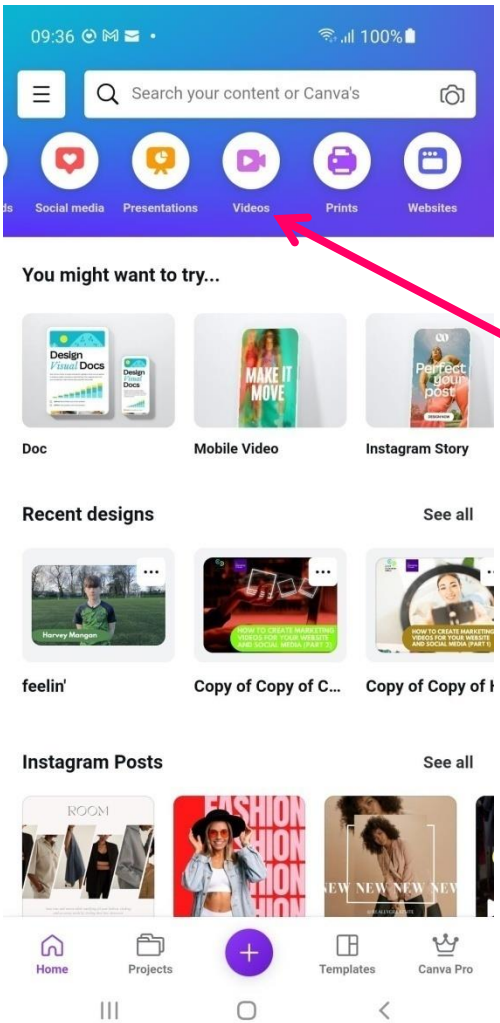
Demo 2 - A video made up of multiple clips add text, music and graphics / effects

Demo 3 – Using a video project - A video made up of multiple clips add text, music and effects

Demo 4 – Using a video project - A video where someone is speaking and you want to add footage, music, text

How to upload and download videos using the Canva App

# How to upload a video

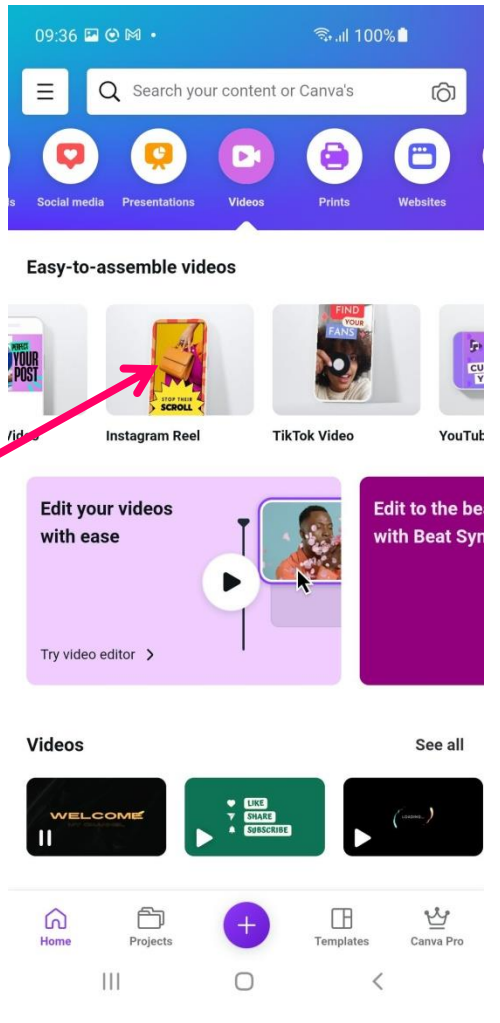


Install the Canva app on your phone

Login with the same username and pw as you did on desktop

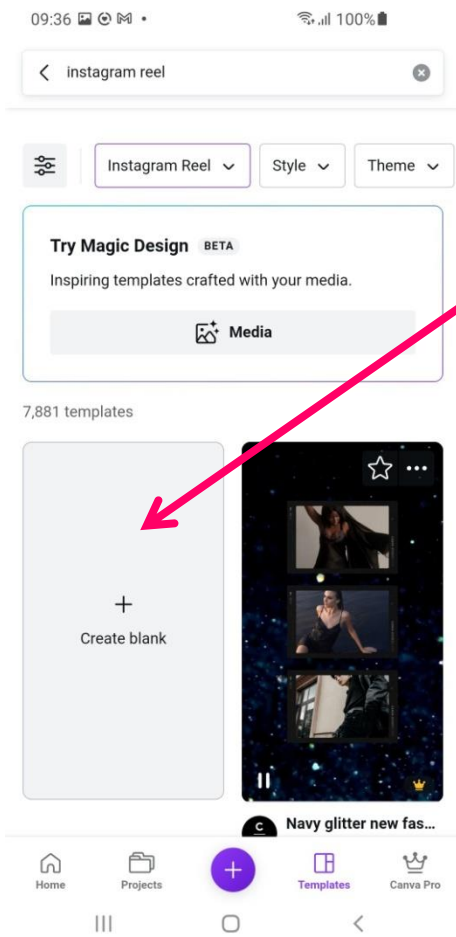
Tap on video

Select a YouTube or Reels video project





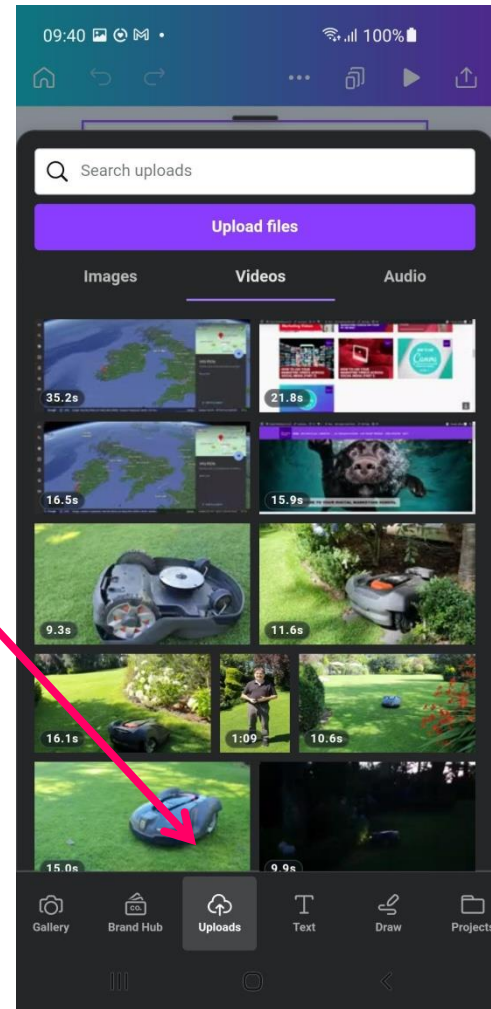
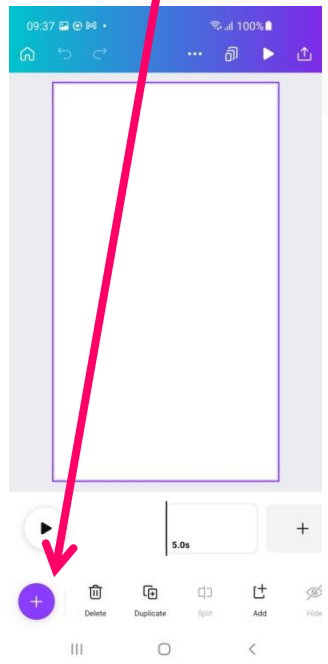
# How to upload a video



Tap create blank

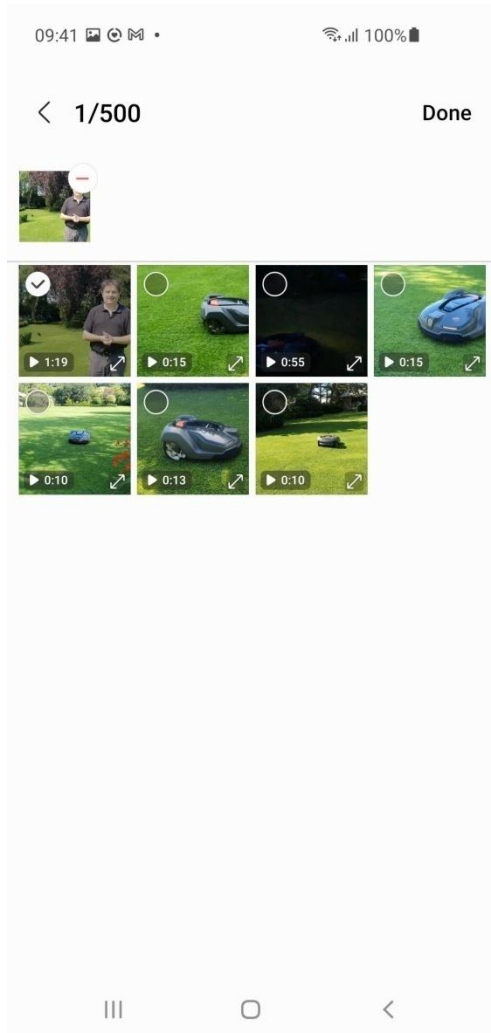
Then tap +

Then tap uploads – you want to upload a video





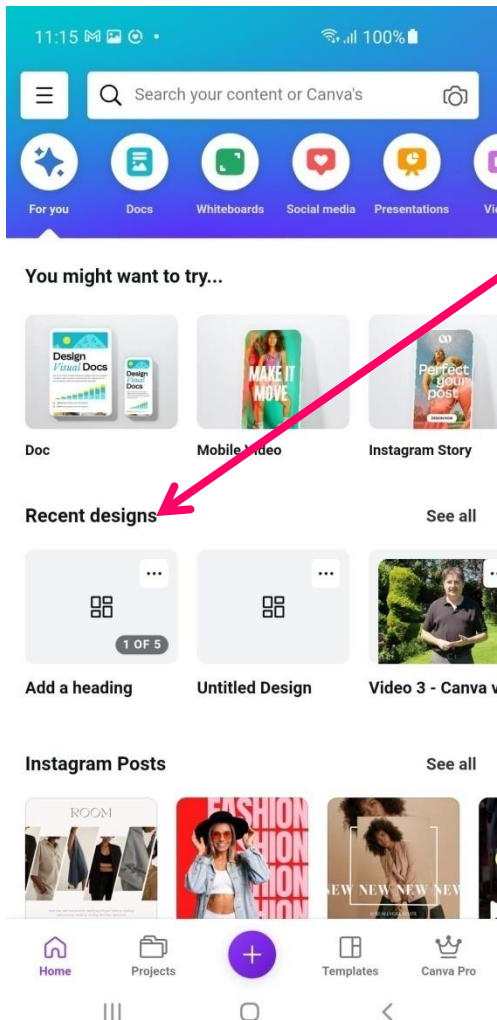
# How to upload a video



Select the video or videos from a folder in your phone

They will then uploads and will appear in the uploads folder

# How to Download a video to your phone that you have created (on desktop)

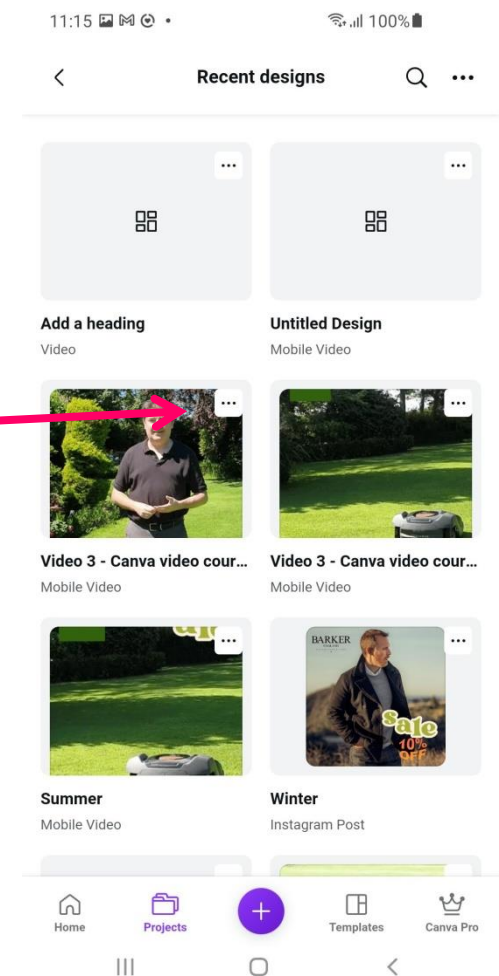


Open the app

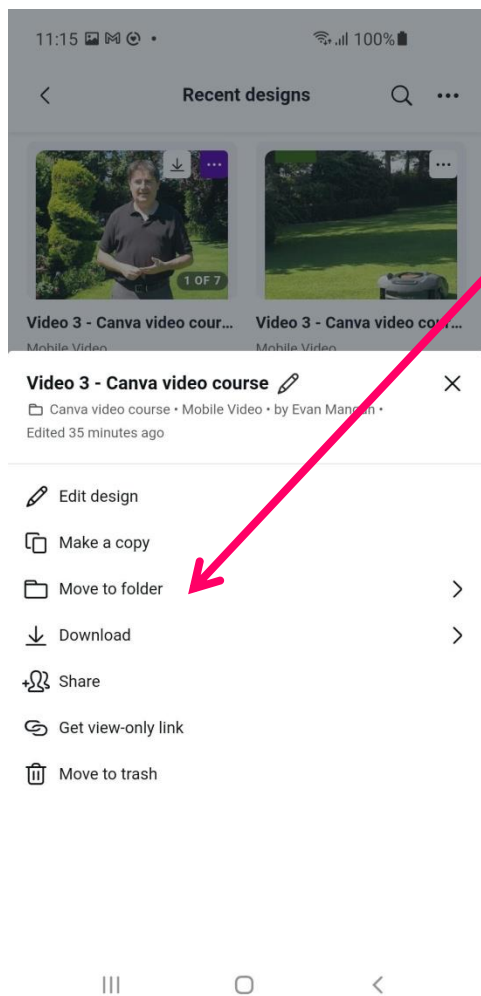
You will see a section called Recent designs

Tap see all

Find you video and tap the 3 dots top right



# How to Download a video to your phone that you have created (on desktop)



Then tap download