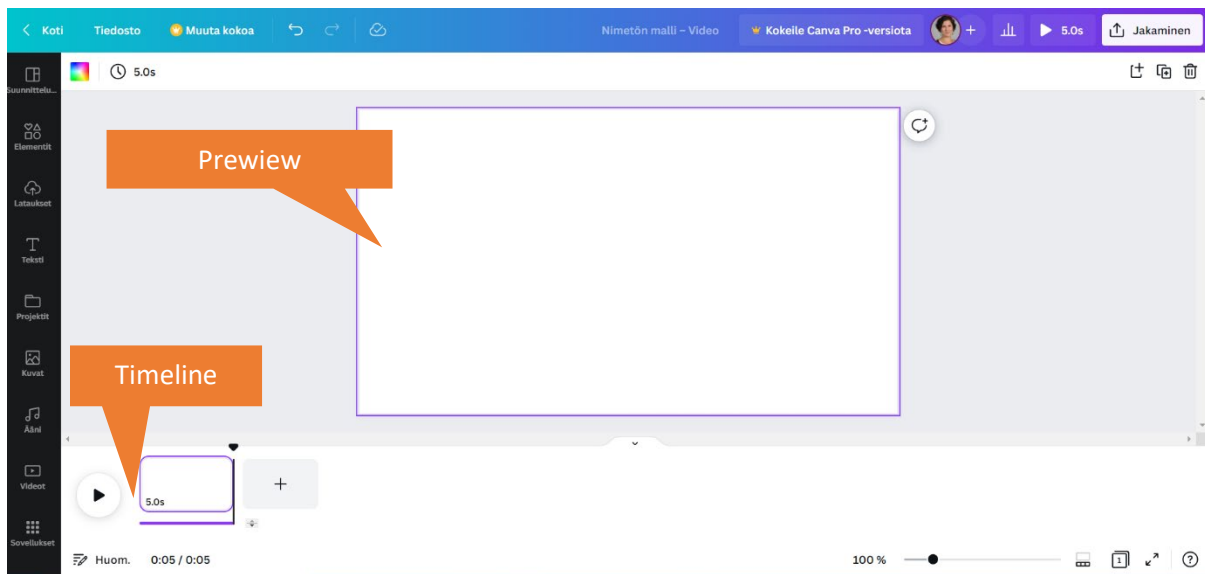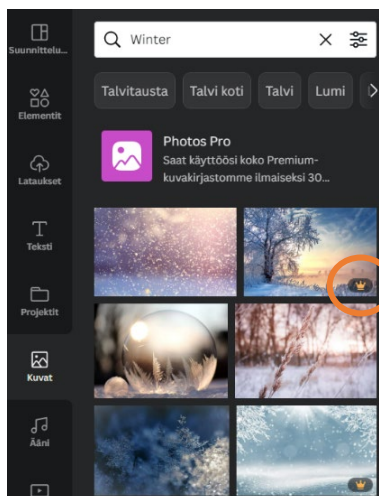# Illustrated instructions on how to edit videos in Canva

The images in these instructions are taken from Canva but can also be applied to other video editing programs.

1. **Sign in to the video editor** you want to use to edit your video.

2. **Create a new video and give it a name**. The video editor opens. At the bottom of the editor is a timeline where you can create and organise the materials you want. The folders of the program are on the left, where you can find the elements, text templates, images, audio files and others available in the program.
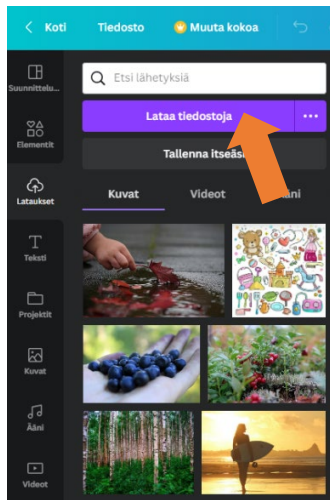
In the preview, you can see the images and elements placed on the timeline of the video. You can preview and listen to the edited video by clicking the start button on the left of the timeline. .

If the material has a crown icon or Pro marking on it, the material can only be used in the paid version.
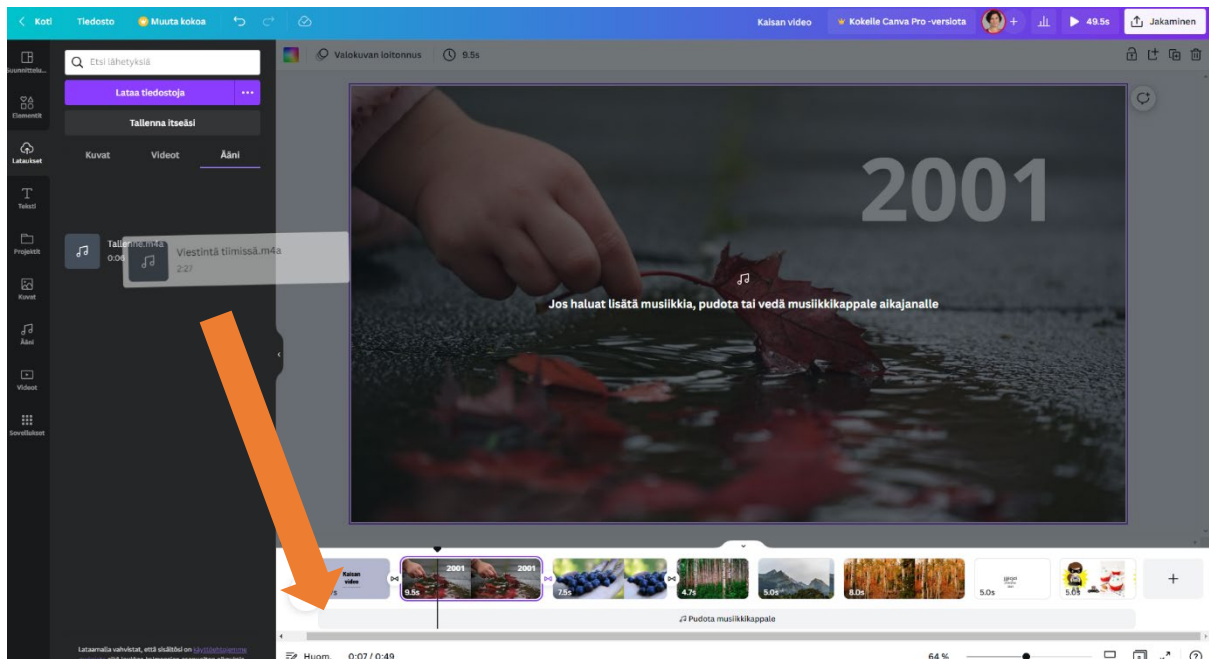
3**. Import data from your computer** under Downloads – import files (videos, audio, images).
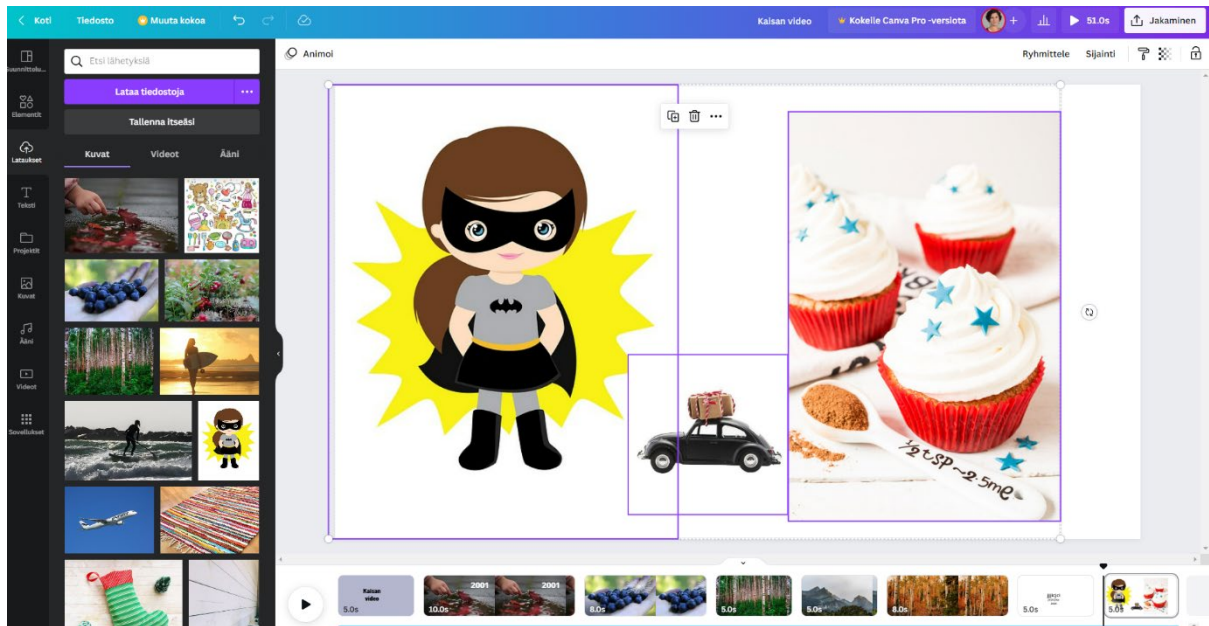

You can import more than one file at the same time: press the Ctrl key on your keyboard and click on those images in the file folder that you want to import into the video editor. If you want to select all the files in the folder, press Ctrl + A. The selected files will be transferred to the program. The program also sorts your files into their own tab (videos, audio, images).

4. First, **place voiceover on the timeline**: Select an audio file from the uploaded files that contains your recorded voiceover. Hover over the file, press and hold the left mouse button, and drag the audio file to its own track in the editor view.
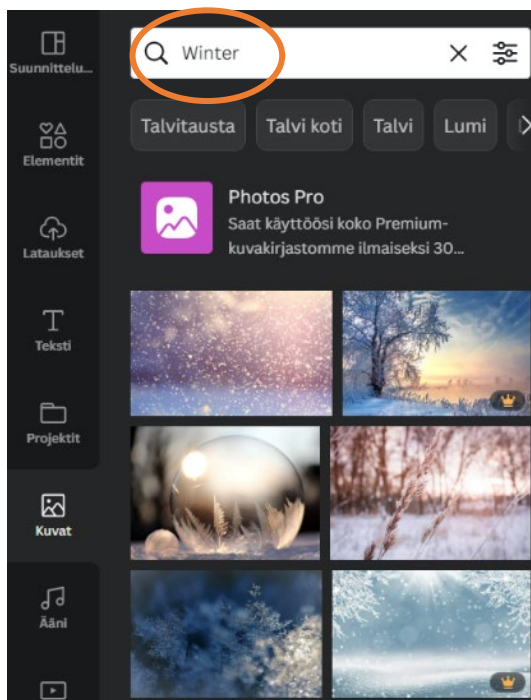
5. **Place the images on the timeline.** Select the image you want to add to the timeline from the uploaded files. To add an image, either click on the image or drag it to the timeline. Drag to move the position of the images. When the image is on the timeline, a time (e.g. 5.0) appears on the edge of the image. This tells you how long the image will be visible in the video.
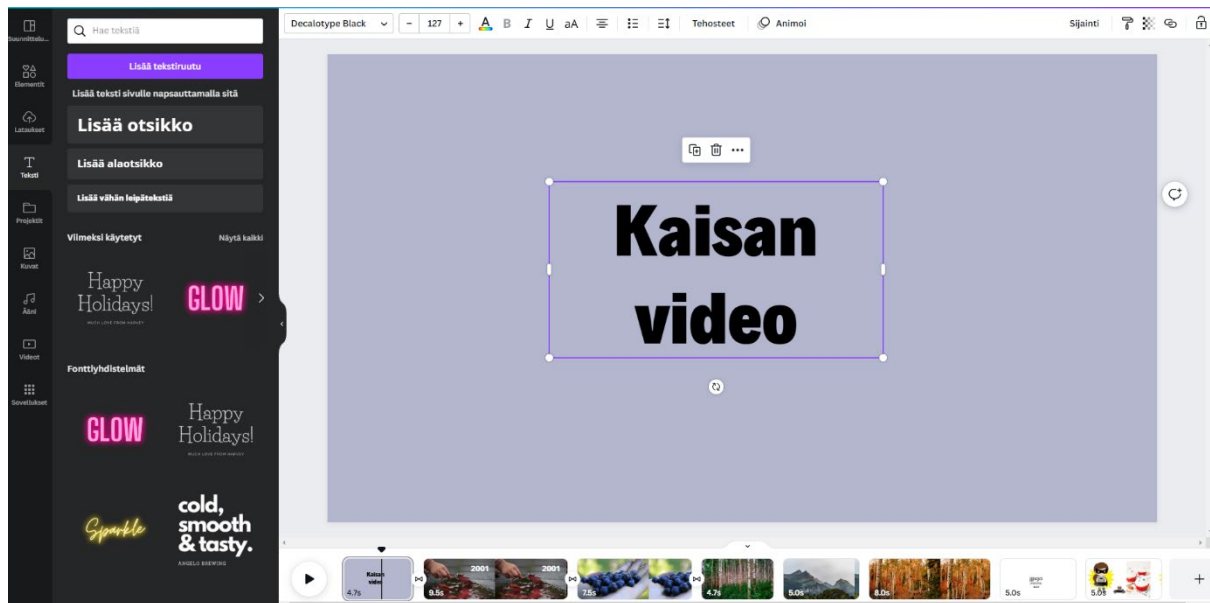
You can edit the image settings by clicking on the three dots. In the settings, you can remove the image from the background (= the image is not the size of the entire page). If you want more than one image on the same page, click on the desired images on the page and change the size if necessary. Especially in portrait images, you may need to edit the image so that it is fully visible on the page.
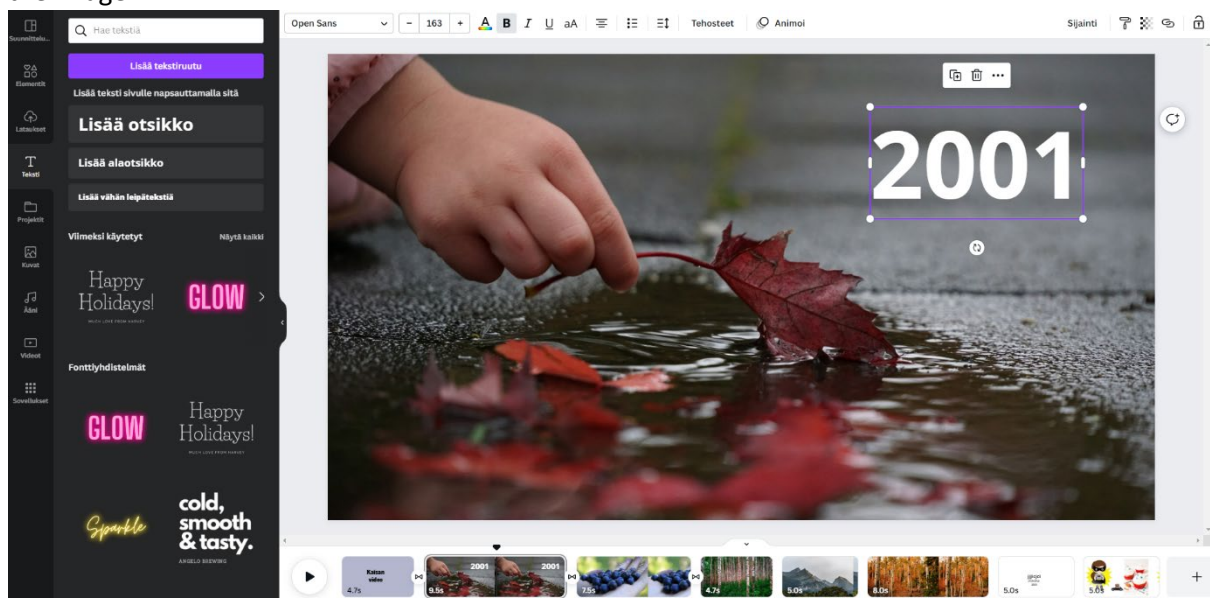

You can also use the images and videos available in the program. You can use the search function to search for images and videos by typing a topic.

6. **Place texts on the timeline**: it is a good idea to start the video with a title. First, create a blank page on the timeline where you can select a predefined title template or format the title with the font, size, and colour you want. The background colour of the title page can be changed from the upper corner of the preview. At the end of the video, it is also good to have end credits that tell you the author of the video, possible sources and the year.
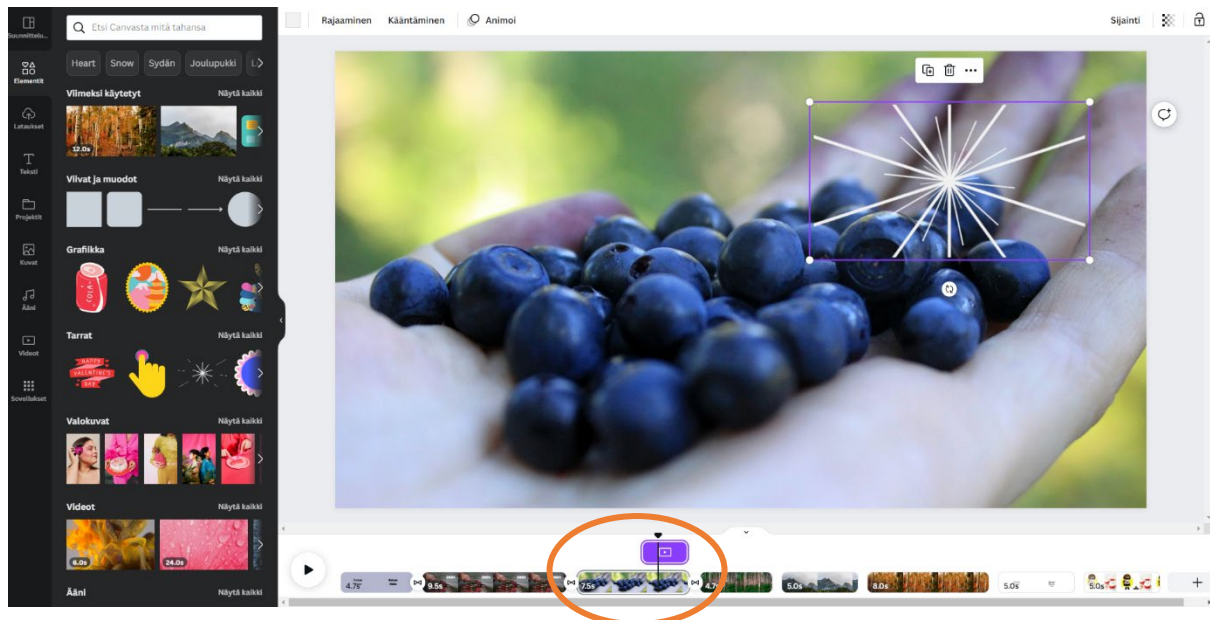

You can also add text to the images. In this case, the text will appear in the video at the same time as the image.
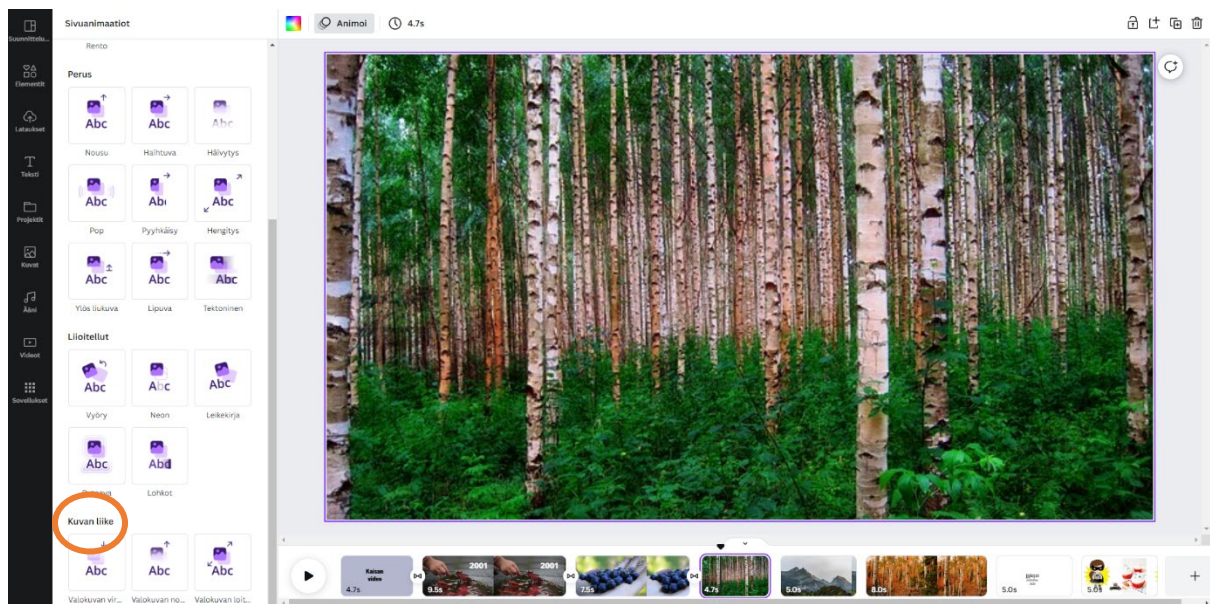
7. Place elements on images: You can place elements such as shapes, lines, graphics or stickers on top of the images. Determine the position and size of the element in the preview. You can also limit the display time of an element by clicking on the element's three dots. The element appears as a separate track on the timeline, and you can customise the duration by shortening or lengthening the element at its ends (double arrow).
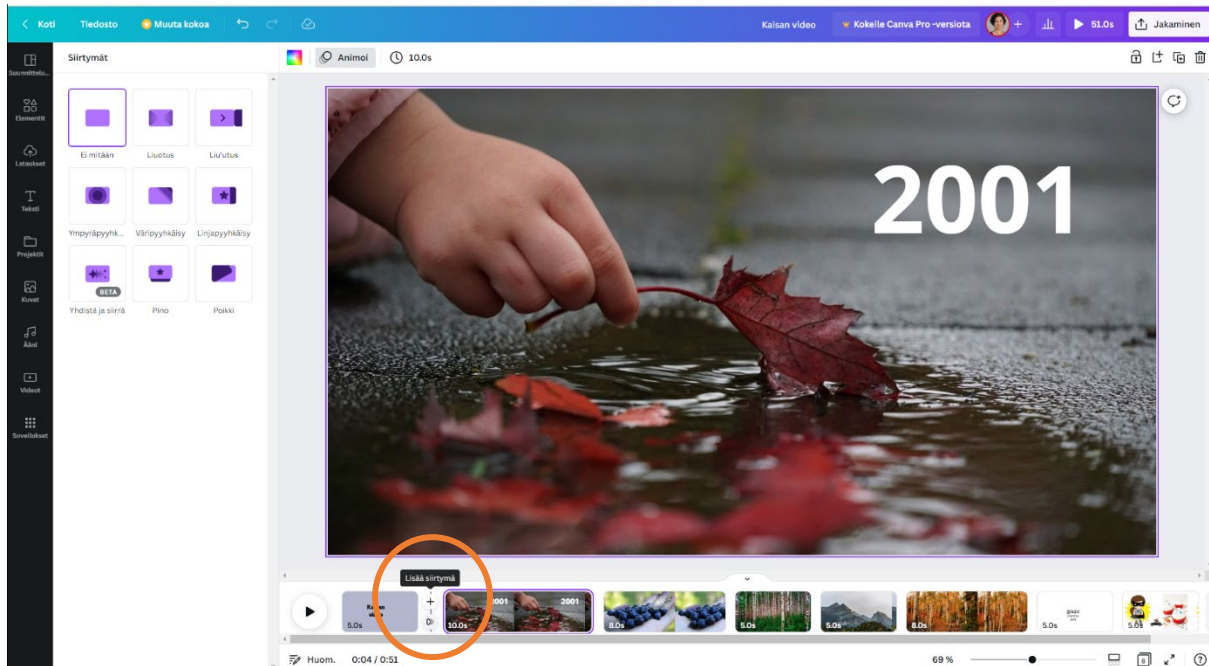

8. Image editing: you can add motion to images using the Animate button. The motion of the image can be from bottom up or from top down. It is also possible to zoom out. You can test the motion you want to add to the image in the preview.
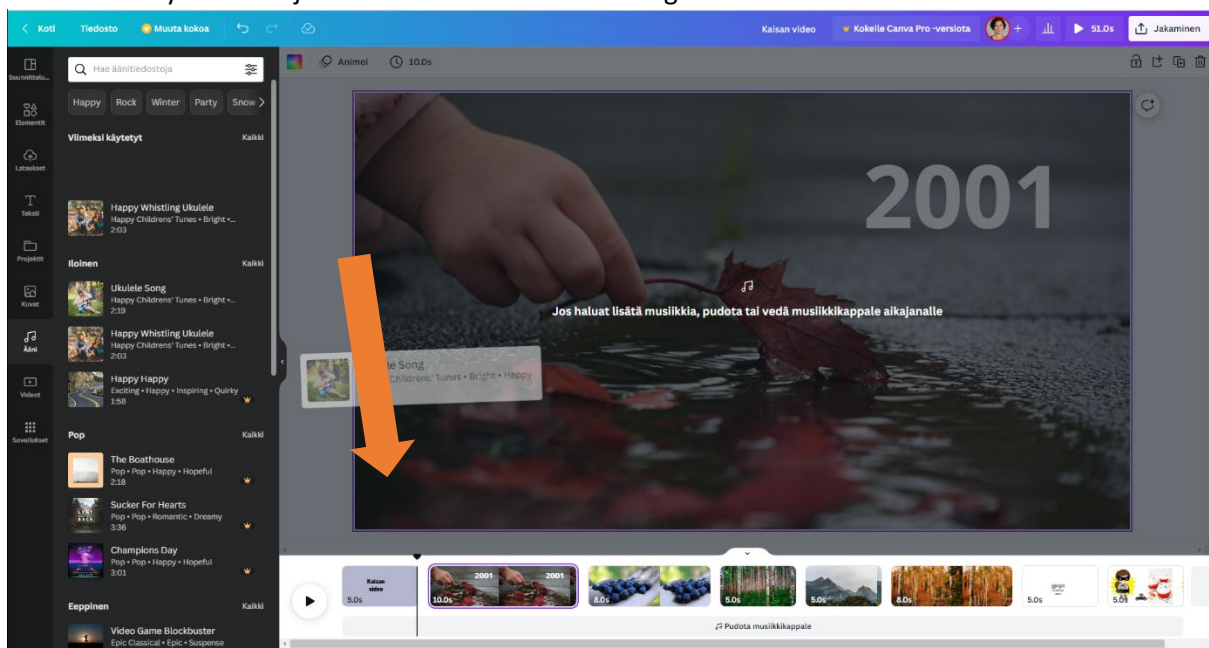
9. Transitions: You can add a transition between images in the timeline. Once you go to the timeline between two images, the transition icon appears. Click on Add transition, and a menu with various transitions will pop up to the left. You can see what the transitions look like in the preview. You can select the same transition between each image.
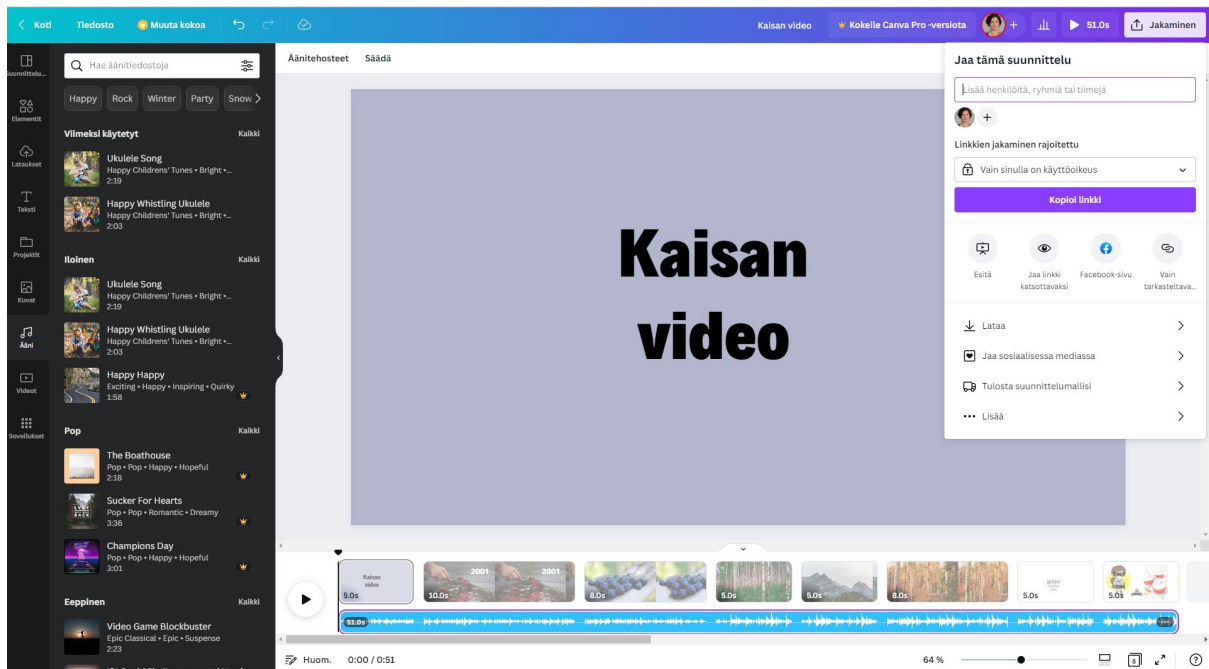
Note! Use different transitions carefully, as this may make the video a little restless. It is advisable to use one or two different transitions.

10. **To add music to a video**: Use the Audio button to select background music for your video and click on the selected file. You can listen to the song in the video. To adjust the volume of the background music, click the audio file on the track and press the right mouse button. This will open a menu where you can adjust the volume or delete a song.

11. **Video sharing**: You can share a link from Canva to watch the video. The user does not need to log in to the program to view the video. You can also download your video to your device as an MP4 file. If the video is edited by more than one person, the design template can be shared: click on the + sign next to your user image, enter the email address and define access rights.