

Canva Video Editing for Beginners:
Create Videos Like a Pro!
Quick Review Guide

HAMILTON
— COMMUNICATIONS, LLC —

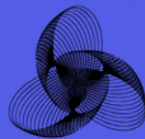


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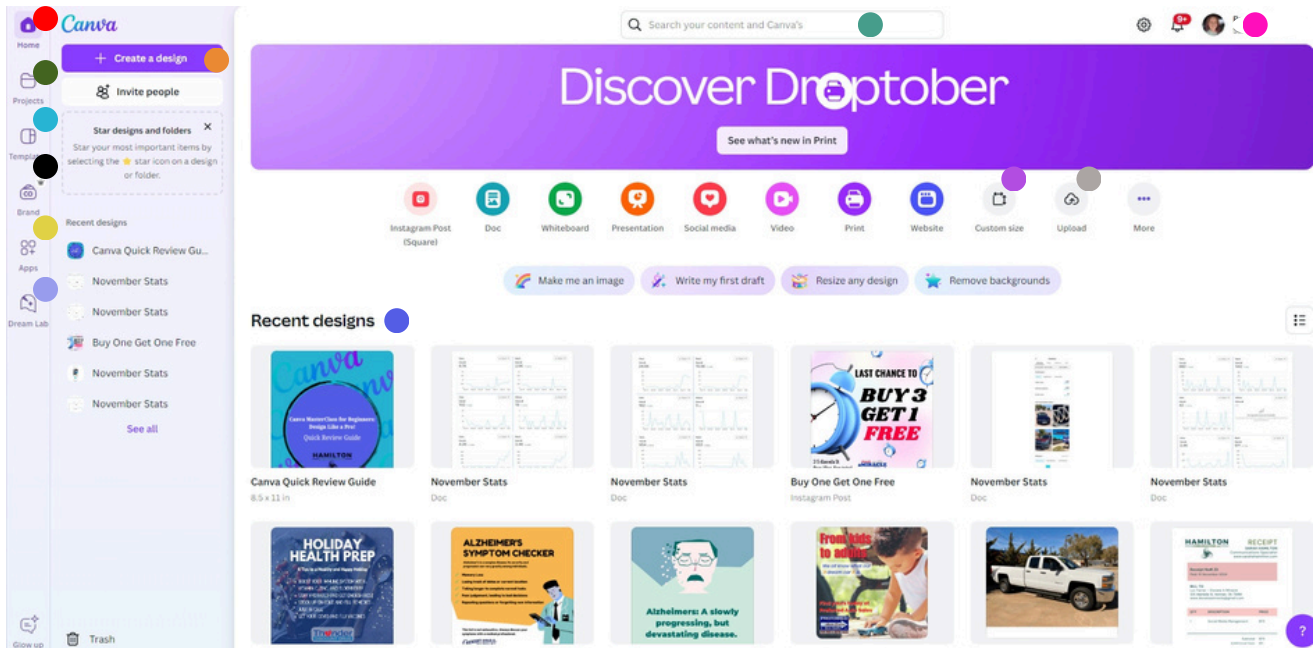
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Elements on the Home Page



Color Key:

- Click to Navigate to Home Screen (this is the home screen)
- Your Projects Tab: Designs you've worked on or saved.
- Templates Tab: Ready-made designs for various categories
- Brand Kit (**Pro**): Upload colors, fonts, logos, and more for consistent branding
- Apps Tab: Lots of cool apps to add extra detail to design
- Dream Lab: AI on Canva, creates designs for you, not always accurate
- Create a Design: Start a custom design (size or template)
- View all your recent designs or projects here
- Search bar for templates or your projects
- Create a custom sized design from scratch
- Upload files or folders. If photo you can directly open a photo editor
- Manage your account

Tool Bars Within Designs

Left-Hand Menu



Design

Find Templates using keywords that will fit your designs size



Elements

Search elements using keywords. Choose from a variety of graphics, stock photos/videos, audios, mockups, shapes, frames, and charts



Text

Add a text box by choosing from “Heading, Subheading, or Body”. Here you can also add page numbers and view font combinations that have already been created. Simply click on one to change the text as desired. There is also a Magic Write options that uses AI to help you brainstorm, come up with text, copywriting, etc.



Brand

Canva Pro. View all the elements, colors, and fonts used for your brand. FREE Canva users can add 3 colors to their brand kit but that’s it.



Uploads

By clicking “Upload Files” on this tab, you can upload photos, videos, logos, etc that you are wanting to use in your design. All the photos you upload will be visible in this tab on all designs. You can trash them by hovering your mouse over the image/video, and clicking the white box in the top left corner of it. At the bottom of the tab you will then have the option to add it to a file or trash it.



Draw

Draw: If you want to hand draw your design you can do so here. Options include changing your brush type, thickness, color, and an eraser option.



Projects

Projects: View all of your past projects, images, videos, and folders here. You can choose to add old projects to your new design by clicking on your desired one and adding it as a new page or replacing the current page.



Apps

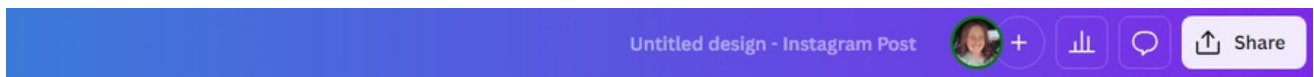
Apps: Same as on the Home screen. Available for those that are needing some extra help and inspiration.



Top Menu
















- **File:** Lots of options including creating a new design, uploading files, changing this design's settings (bleed, margins, etc), making a copy, and more.
- **Resize(Pro):** If you need to resize a design click here to choose another pre-formatted option or a custom size. Please note that when resizing, the elements on your design will have to be adjusted to fit the new sized design.
- **Editing:** Here you can choose if you want to edit, leave a comment on the design, or put it into view mode only.
- **Undo/Redo:** Undo Edits you did and redo them.



- **Changing Title of Design:** Click on the Title to change it.
- **Sharing Design Access:** If you want someone else to be able to view or edit your design, click here, and enter their email address. Then, click the dropdown menu where you entered the email and choose if you want the person to be able to edit, comment, or just view. Then hit share. If you have Canva for teams, you can also select the option to add them to your team.
- **Share:** Lots of options here. Main one is to download. After clicking you can choose your file type, the size of it, and if you have **Canva Pro** you can choose other options like transparent background and file compression.

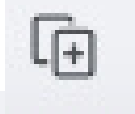
Pop-Up Tool Bar For Selected Elements

**Please note that this tool bar will vary based on what element you have selected at the time (photo, graphic, text, background, etc.).

 Edit Edit for photos, videos, and graphics. Can add filters or adjust brightness, contrast, etc.	 BG Remover Removes background of photos or videos.	 Border Border weight & style.	 Corner rounding.	 Copy style.
Position Click on this to see your layers and move elements forward or backward.	Effects TEXT ONLY. Different effects to make your text stand out or curve.	 Animate Create animations out of your elements.	 Change background color to solid color or gradient.	
 Flip Flip elements horizontal or vertical.	 Transparency. Adds more depth to your graphics.	 Crop photos and videos.	 Change text color.	
<div data-bbox="167 1356 414 1409">Noto Serif Ethio...</div> Change your font. Default is usually Canva Sans.	<div data-bbox="651 1356 854 1409">- 42 +</div> Change text size.	<div data-bbox="987 1356 1325 1409"> B <i>I</i> <u>U</u> ABC aA </div> For text only. Bold, Italics, Underline, Strike through, and Upper/lowercase		
 For text only. Change alignment, add bullet points, or change line and letter spacing.	 14.6s Trim your video.	Audio Adjust volume on your video if it has audio.	Playback Video playback speed.	

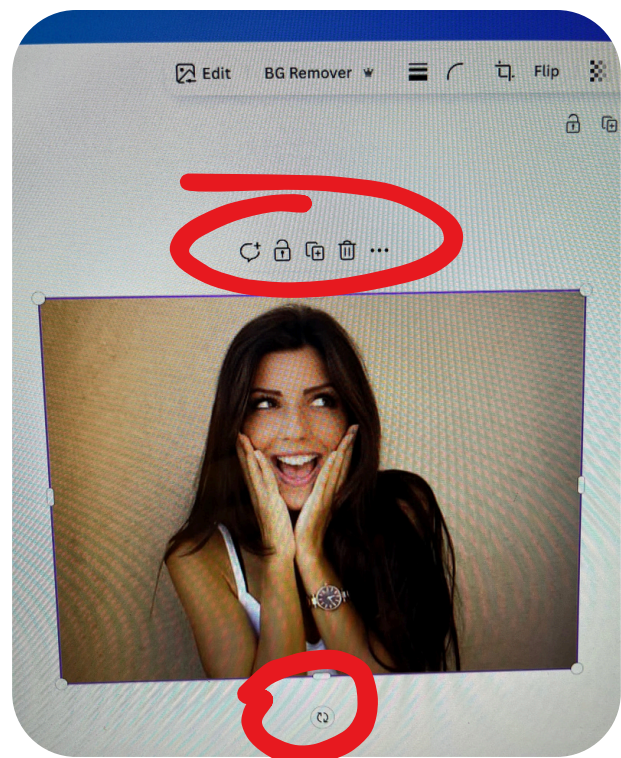
Other Important Tools

- Lock pages or elements to prevent further edits
- Duplicating pages or elements
- Hide page from viewers
- Adding a new page
- Zoom page in or out
- Thumbnail view (Ideal for videos) VS. Scroll View (Ideal for graphics)

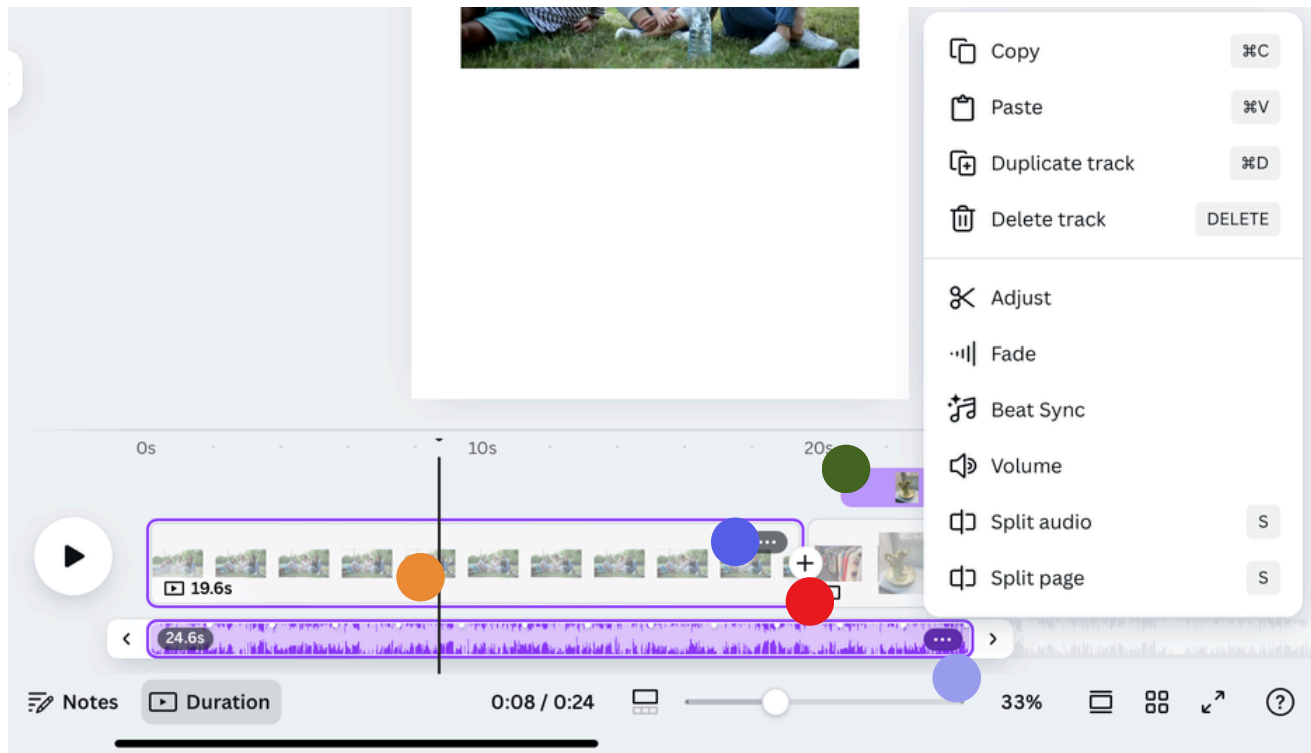


Clicking Elements to Get More Options

When you want to move, resize, or adjust an element on your page, click on it. A small circular arrow will show up, by clicking and dragging you will rotate your image. You can also lock a single element, duplicate the element, or delete it. You can also access several other tools by clicking the 3 dots next to the trash can symbol.



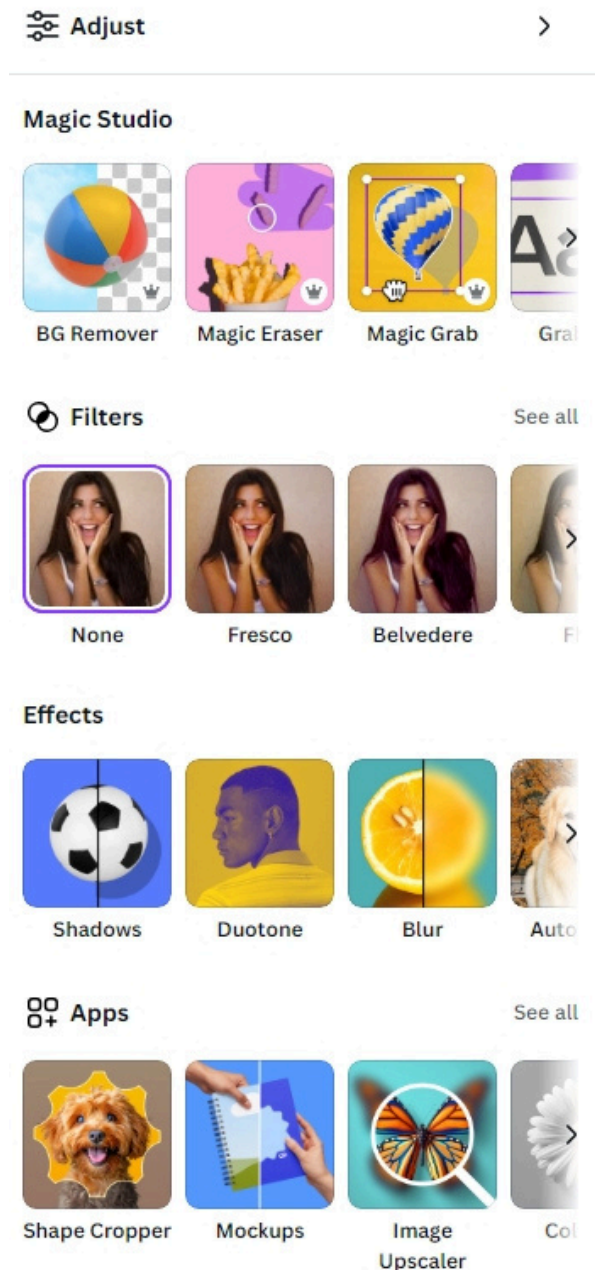
Video Editor Menu



- Click the 3 dots above to get this audio menu. From here you can split your audio, adjust the volume, use beat sync, and more.
- Click the + sign to add a transition in between pages or add a new page.
- Click these 3 dots to get more options for your pages including duplicating a page, splitting a page, and more.
- To get this purple section to pop up, you must click on an element. Once an element is clicked this will show up. Here you can adjust the timing of when an elements appears on the page.
- Drag this line to where you want to split a page, add an element, etc.

Photo & Video Editing

Photo Editing



- Select the photo or video on your design you would like to edit then click edit at the top left on the submenu
- Adjust feature: Edit your photo or video by having options like changing the saturation, brightness, contract, etc. OR have Canva edit it for you by clicking “Auto Adjust”
- You can also choose a filter by clicking on “See all Filters”

Other Effects for Photos Only

- **Shadows:** Add shadows to your image to give it more of an effect
 - **Duotone:** Make your photos only 2 colors of your choosing by using the highlights and shadows or pick out a preselected color combo.
 - **Blur:** Choose to Make an entire image blurred or use the brush tool to pick certain spots you need blurred (like the background). You can also choose your brush size and the intensity of the blur.
 - **AutoFocus:** This will automatically pick the part of your image to blur out and what to focus on. You can change where the focus of the image is and the blur intensity of the rest of the image.
- **Face Retouch:** Does exactly that. This feature will automatically touch up any photos including people. You can also adjust how much you want to smooth the skin.
 - Also there are apps at the bottom you can use to upscale your image, colorize B&W, etc.



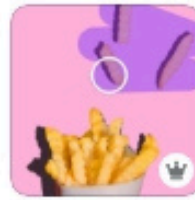
Canva Pro's Magic Studio

- **Background Remover:** Removes background for logos, images, or videos.
- **Magic Eraser:** Erase people, objects, or other distracting elements from your photos.
- **Magic Grab:** Similar to background remover except you can choose which things within your picture you want to grab.
- **Grab Text:** If there is any text on your photo, click this to separate the text from the photo.
- **Magic Edit:** AI edits to your photo. Click on the portion of the photo you would like changed, then enter your prompt, and hit go.
- **Magic Expand:** Uses AI to expand your image to cover the entire page, a certain portion, etc.
- **Highlights:** Takes your videos and picks out the best moments of each clip. You can then choose to add them in.

Magic Studio



BG Remover



Magic Eraser



Magic Grab



Grab Text

***The only Magic Studio options available for videos are BG Remover and Highlights.

AI Video Editing

Go to the Design Tab on the left hand menu. Then, click on the "Try It now" button. Select the clips you want to use, give the generator a prompt, and watch it create your video.

Very new feature so don't rely on it:)

