

Step-by-Step Guide: Creating a Presentation Video in Canva

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Define Your Video Purpose

- Identify the message you want to convey. Are you creating an announcement, a sermon highlight, an event invitation, or an educational piece?
- Consider your audience—parish members, online viewers, or a broader community—and tailor the content accordingly.
- Keep your message clear, concise, and visually engaging.

Gather Your Resources

- Collect equipment and materials necessary for your video. If recording a voice-over, ensure you have a microphone or a quiet space for clear audio.
- Gather photos and images, including those from your church community, past events, or relevant graphics. If using personal or community photos, ensure you have permission to use them.
- If including music, choose copyright-free tracks or church-approved hymns that align with your message, or utilizing Canva collections.
- Prepare any scripts or key points for your video narration or text overlays.

Create a Storyboard Outline

- Sketch out scenes to visualize your video's flow. This helps maintain a structured and engaging narrative.
- List each slide or section, noting what visuals, text, or animations will appear.
- Include transitions and timing considerations to ensure a smooth flow between slides.
- Determine where voice-overs or background music will enhance the presentation.

Establish a Production Schedule

- Plan timelines to ensure timely video completion. Consider breaking the process into stages:
- **Preparation:** Gathering resources, outlining the storyboard.
- **Designing in Canva:** Creating and customizing slides.
- **Recording Voice-overs & Adding Music:** Ensuring proper alignment with visuals.
- **Review & Adjustments:** Watching the preview and making final refinements.
- **Exporting & Sharing:** Downloading and distributing the final video.
- Set realistic deadlines for each step, allowing time for revisions.

Open Canva and Select a Presentation Template

- Go to [Canva](https://www.canva.com) and log in or create an account.
- In the search bar, type "Presentation" and select a template that fits your needs.
- Click "Customize this template" to start editing.

Add Titles and Text

- Click on any text box to edit the text.
- To add new text, click "Text" in the left sidebar and choose a heading style.
- Adjust font, size, color, and alignment using the toolbar at the top.

Insert and Arrange Images or Graphics

- Click "Elements" in the left sidebar to find shapes, icons, and images.
- Use "Uploads" to add your own images, including church photos and graphics.
- Drag and resize elements as needed.

Time Each Slide for Video Playback

- Click on "Present and Record" at the top right.
- Select "Auto-play" and adjust the timing per slide (default is 5 seconds, but you can change it).
- Click "Apply to all pages" if you want the same timing throughout.

Add Voice-Over or Music

- Click "Uploads" > "Audio" to upload a voice-over.
- To record directly, click "Record Yourself" in the "Uploads" section.
- For background music, click "Elements" > "Audio" and select a track.
- Adjust volume and trim audio using the toolbar.

Preview and Adjust

- Click "Play" at the top to preview your presentation.
- Adjust any slide timing, text, or animations as needed.

Export as a Video

- Click "Share" > "Download."
- Select "MP4 Video" format.
- Click "Download" to save the video to your computer.

Share Your Video

- Upload it to YouTube, Facebook, or your website.
- Share via email or social media by providing the video link.

Additional Tips:

- Keep slides concise with minimal text for better engagement.
- Use high-quality images for a polished look.
- Ensure your audio is clear and volume levels are balanced.

Checklist for Creating a Presentation Video in Canva

Define Your Video Purpose

- ✓ Identify the message you want to convey (announcement, sermon highlight, event invitation, educational piece).
- ✓ Consider your audience (parish members, online viewers, or a broader community).
- ✓ Ensure the message is clear, concise, and visually engaging.

Gather Your Resources

- ✓ Collect equipment (microphone, quiet space for recording).
- ✓ Gather photos and images, including those from your church community and past events (ensure you have permission).
- ✓ Choose copyright-free music or church-approved hymns.
- ✓ Prepare scripts or key points for narration or text overlays.

Create a Storyboard Outline

- ✓ Sketch out scenes to visualize the video's flow.
- ✓ List each slide/section and its visuals, text, or animations.
- ✓ Plan transitions and timing for smooth flow.
- ✓ Determine where to place voice-overs or background music.

Establish a Production Schedule

- ✓ Set timelines for each stage:
 - **Preparation:** Gather resources, outline storyboard.
 - **Designing in Canva:** Create and customize slides.
 - **Recording Voice-overs & Adding Music:** Align with visuals.
 - **Review & Adjustments:** Preview and refine.
 - **Exporting & Sharing:** Download and distribute.
- ✓ Allow time for revisions.

Open Canva and Select a Presentation Template

- ✓ Go to [Canva](https://www.canva.com) and log in or create an account.
- ✓ Search for "Presentation" and select a template.
- ✓ Click "Customize this template" to start editing.

Add Titles and Text

- ✓ Click on any text box to edit.
- ✓ Add new text using "Text" in the left sidebar.
- ✓ Adjust font, size, color, and alignment.

Insert and Arrange Images or Graphics

- ✓ Click "Elements" to find shapes, icons, and images.
- ✓ Upload church photos and graphics using "Uploads."
- ✓ Drag and resize elements as needed.

Time Each Slide for Video Playback

- ✓ Click "Present and Record" at the top right.
- ✓ Select "Auto-play" and adjust slide timing.
- ✓ Click "Apply to all pages" if needed.

Add Voice-Over or Music

- ✓ Click "Uploads" > "Audio" to upload a voice-over.
- ✓ Click "Record Yourself" to record directly in Canva.
- ✓ Choose background music from "Elements" > "Audio."
- ✓ Adjust volume and trim audio as needed.

Preview and Adjust

- ✓ Click "Play" to preview the presentation.
- ✓ Adjust slide timing, text, or animations if necessary.

Export as a Video

- ✓ Click "Share" > "Download."
- ✓ Select "MP4 Video" format.
- ✓ Click "Download" to save the video.

Share Your Video

- ✓ Upload to YouTube, Facebook, or your website.
- ✓ Share via email or so