



DIGITAL STORYTELLING (DST) STEP 4: DIGITAL PRODUCTION

DST4-4: USING CANVA FOR DIGITAL PRODUCTION AND EDITING

Phase 1) Start using Canva (free tool)

- Go to the [Canva website](#).
- **Sign in** with your Google account or register as user.
- **Choose the format of content:** social media, video, website, etc. **Select the right template** from the menu and open it.
- **Select what type of content** you want to create: post, story, etc.

Phase 2) Creating the content

- **Download your own materials** (pictures or videos) to Canva or use ready-made materials available in the program. Use the left-hand site navigation panels to create the content.
- **Drag and drop** your picture or video **to the template**. Canva will automatically resize your material to the right size. If you are using videos, you can drag and drop or add more videos by using the plus button in the editor. You can cut the material by scissors or by moving the cursor on the video to the right place at the beginning and at the end. You can also combine videos. Just click the plus button between the videos and press the arrow.
- **Click the text menu and select to have both headline and body text or only body text.** You can also choose other elements from the left-hand panel. **To add music**, click the left-hand side panel: Sounds. Choose the music genre and select your piece of music. You can edit the length of your music and add new pieces of music.
- If you want to **add emojis**, you can find them in the left-hand navigation panel.
- When your content is ready, **click the lock icon above the video to keep your video content together. To save the content**, go to the top navigation panel and file menu. Then save the file to folder.

Phase 3) Publishing the content

- **Save the pictures** in jpg format and videos in mp4 format.
- You can **share your content** by clicking the right-hand side of the top navigation panel: Sharing.
- You can **share with a link** and decide who has permission to access your content.
- You can also post your content on Instagram or **you can download the file** or print it.

