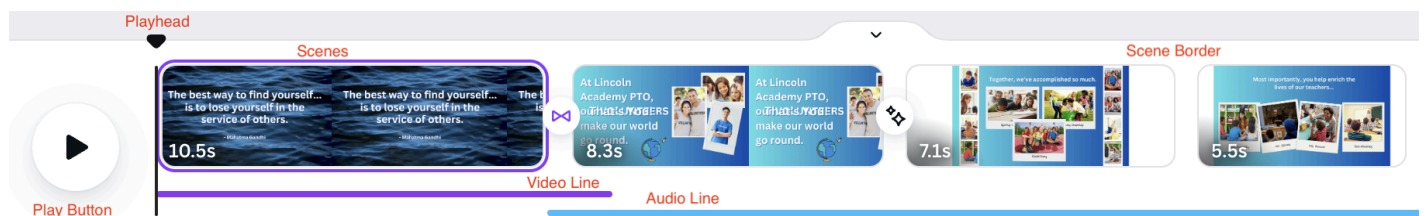


Editing the Volunteer Week Video on Canva

Thanks for showing gratitude to your volunteers with this free Canva template from MoneyMinder! We hope you enjoy it.

How it Works

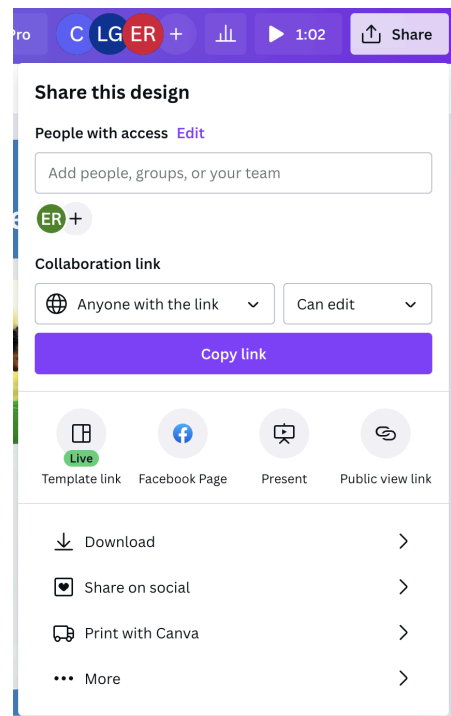
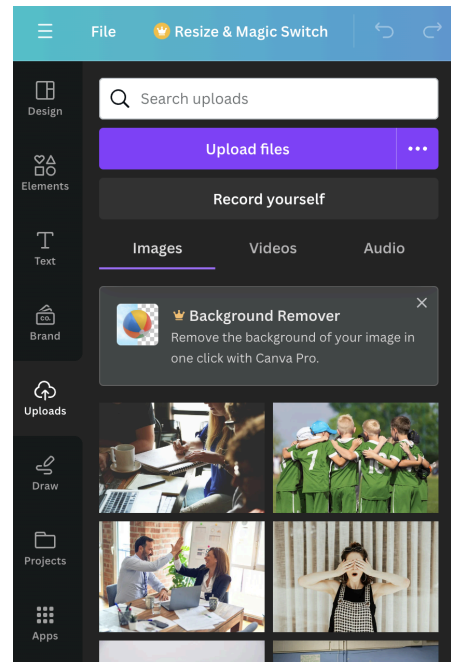
1. [Click here to access the file](#). You will be directed to the template on Canva. A Free or Paid Canva account is required to edit the file.
2. The file will be edited on your own Canva account. Any changes you make will only be visible to you unless and until you share it with someone else (see #5). Changes you make to the file will not be reflected in the original template design.
3. Using the Video Timeline (the row of “scenes” below the main video screen):



- i. Scenes - Drag any scene to rearrange the timeline.
 - ii. **Note:** The first very short video scene will be used as the thumbnail (the static image wherever you share the video), so don't forget to add photos there.
 - iii. Playhead - Rewind or fast-forward by dragging the the Playhead (the vertical black line with a triangle at the top)
 - iv. Video - the purple line which can be clicked to expand.
 - v. Audio - the blue line which can be clicked to expand.
 - vi. Scene Border - Increase and decrease the time of a scene by dragging the right border.
 - vii. Previewing: Note that some of the elements in the main video screen might look jumbled together when you aren't seeing the full animation effects. Before you edit or delete, press the triangular “Play” button to the left of the timeline to preview the video.
4. Edit elements of the file by clicking on the text, images or other elements to change text, fonts and colors. All elements can be changed or deleted.



- a. Photos — to upload a photo, click the Uploads tab on the left, or drag it to the black bar. To change a photo, simply click on the photo.
 - b. Text — to change text, simply click on the text and delete and type what you want. Once you click on a text box, tools will appear in the top bar to edit the font, color, size and other effects of the text.
 - c. Video — to upload a video, click the Uploads tab on the left, or drag it to the black bar. Or select from stock video by clicking Elements and using the search bar. Drag a video to a scene in the timeline to replace an existing background video.
 - d. Colors — to edit the color of any element, click it and then click the square color icon in the top navigation.
 - e. Elements — search for Canva elements such as shapes, graphics, stickers and photos to add them to your video.
-
5. If you'd like to share your design with another Canva account to collaborate, click "Share" > Click the dropdown under "Collaboration Link" > Click "Anyone with the link" and then choose whether a user can view, comment or edit.
 6. When you're happy with your design, you can click "Share" on the top right corner of Canva and then "Download". Then choose a file type such as MP4 Video, and click the purple "Download" button. You can also click "Share on social" to spread your amazing volunteer love to the world!



Be sure to follow [@getmoneyminder](#) or [@moneyminder](#) and tag [#moneyminder](#) on [Instagram](#), [Facebook](#), [Twitter](#), [Pinterest](#), [YouTube](#) and [LinkedIn](#). We'll be sharing some of the videos on our website and social media!