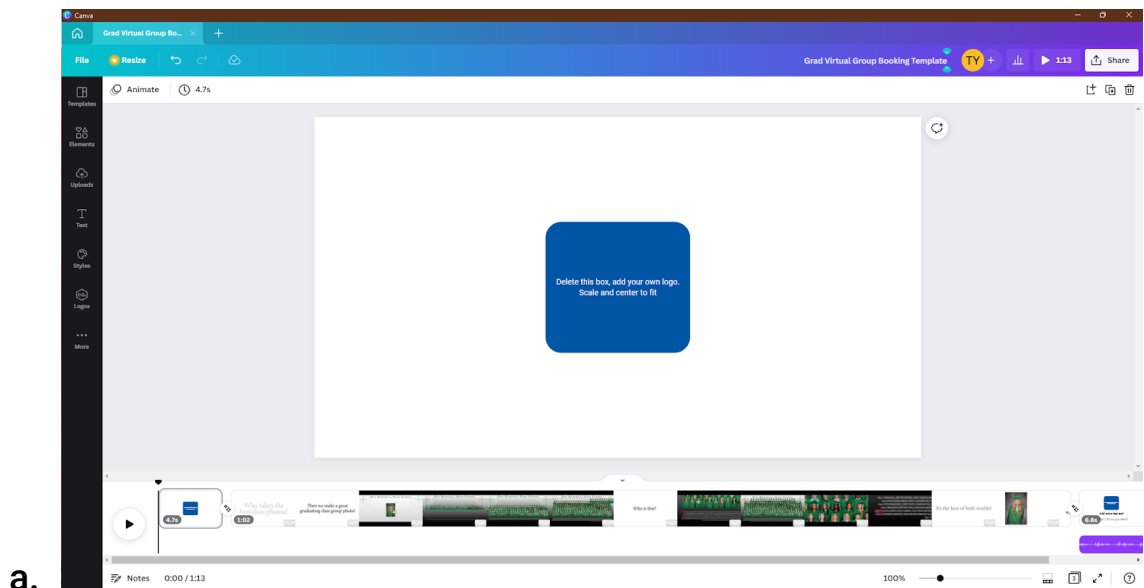
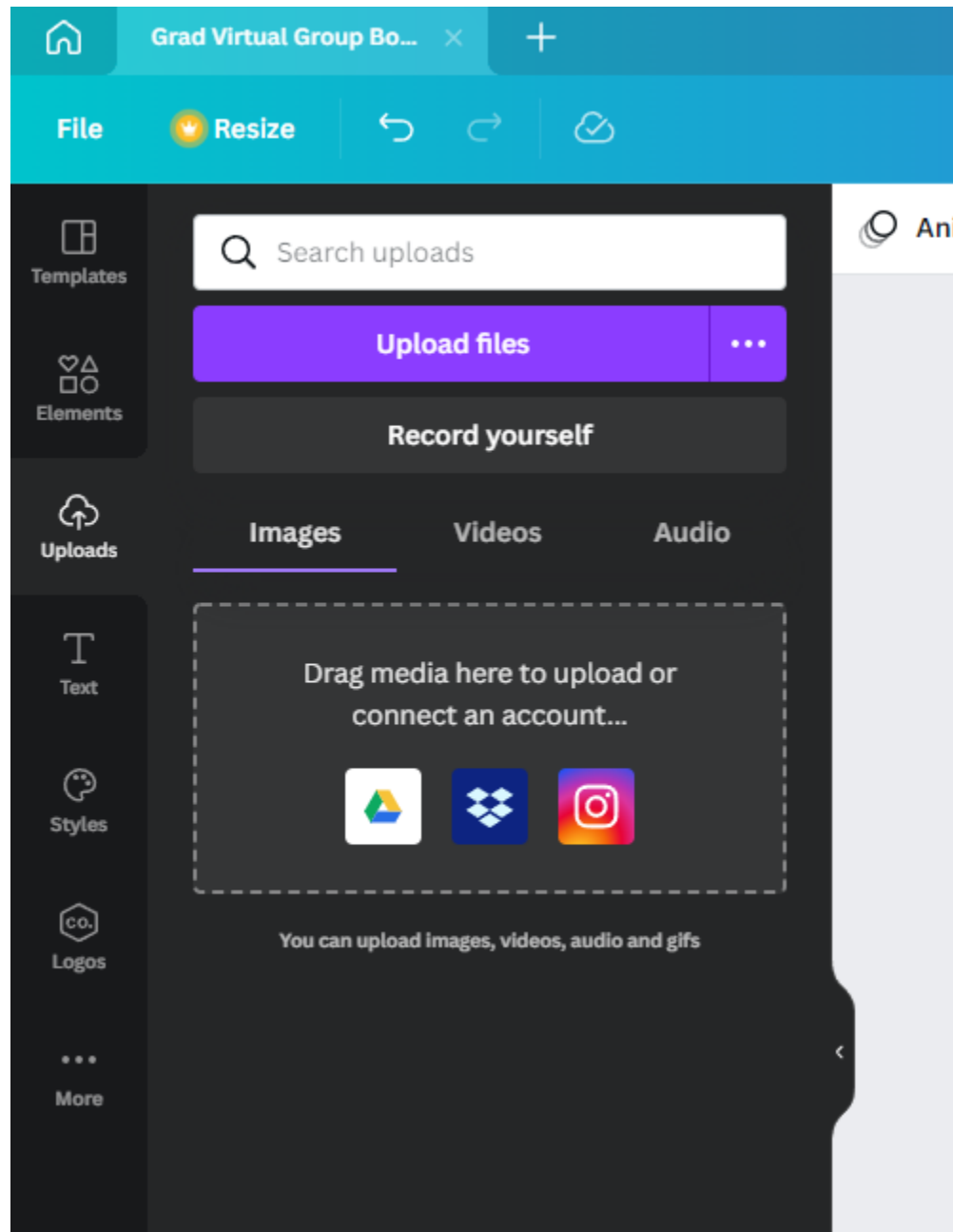


This guide will cover the basics of using a Canva template provided to you by Candid Color Systems. The only media you need to supply is a high-resolution (at least 2000px across the long edge) .PNG file of your business logo, and we handle the rest.

1. First, open the template of the video you want to brand for your business. For the purpose of this guide we'll link to an example – [Grad or Senior Class Virtual Group Booking Template](#).
2. Delete the blue box on the first clip. It serves as a placeholder for your logo

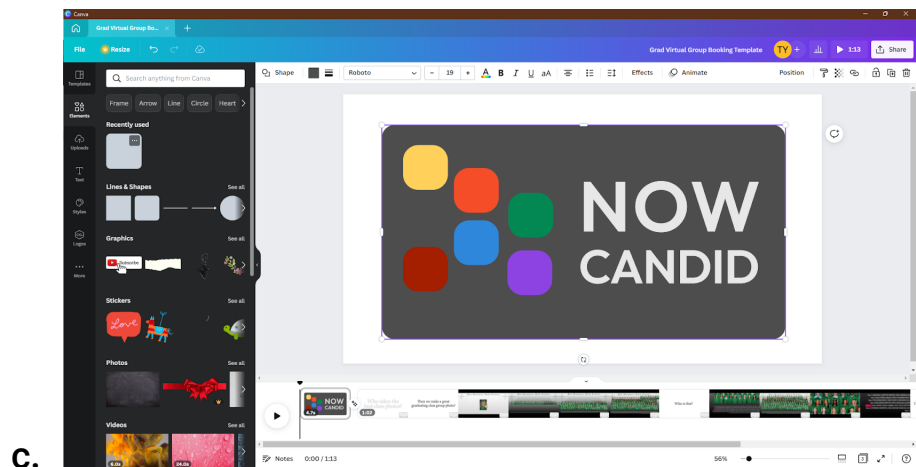
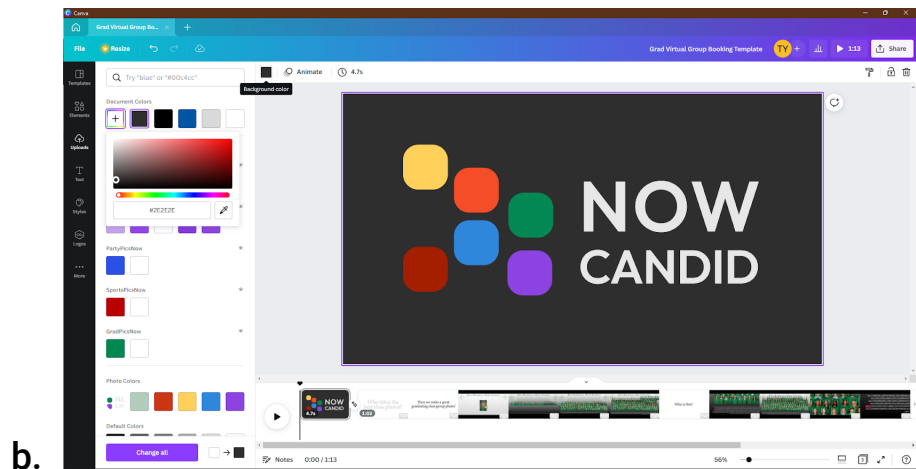
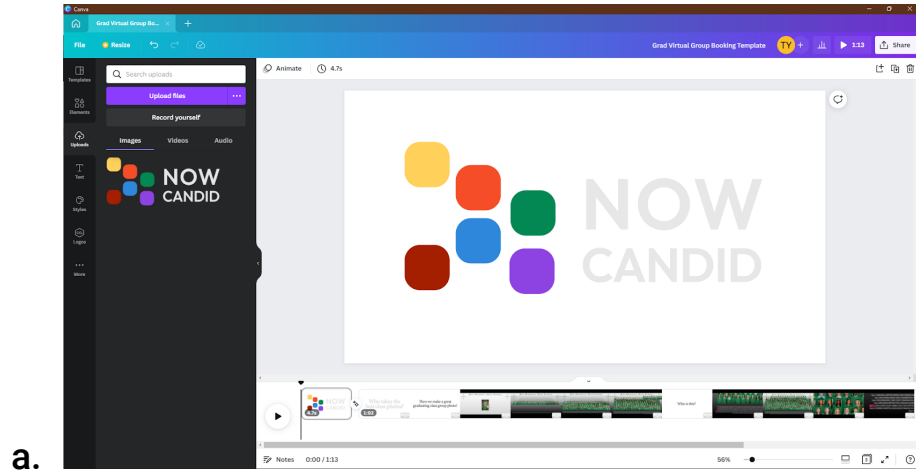


3. Using the “uploads” menu on the left of the screen, upload your logo

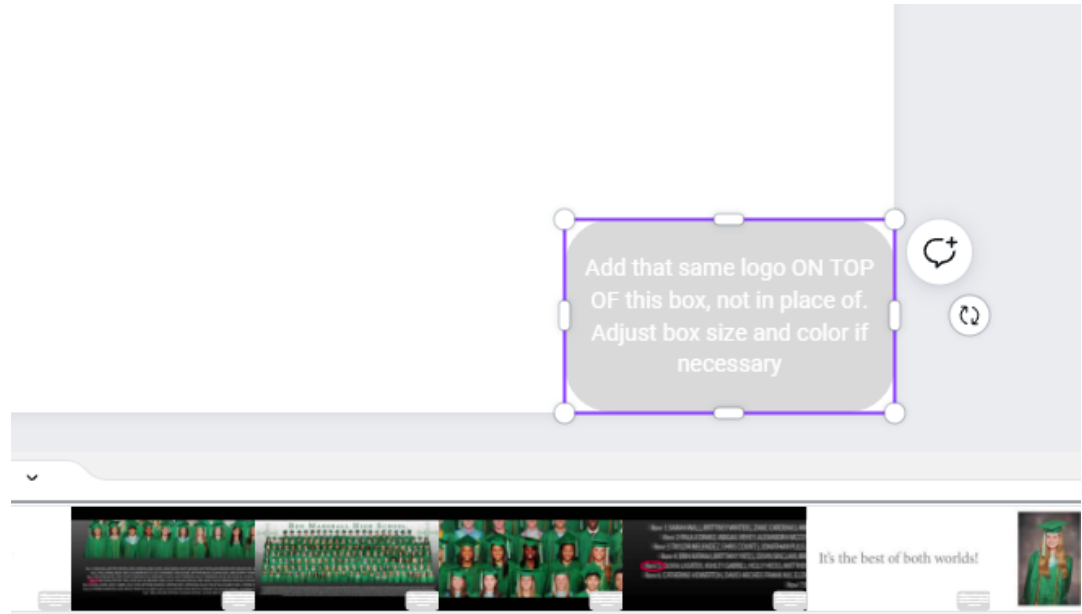


a.

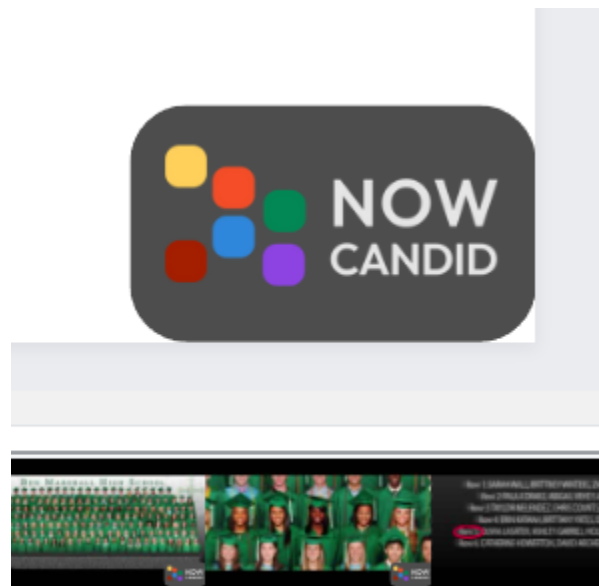
4. Drag and drop your logo onto the first tile. When you click and drag the image around you will see guides that allow you to center the image within the tile. If your logo is difficult to see like in figure 4a, consider changing the color of the background (4b) or adding a box behind the logo (4c)



5. At any time code within the second tile, double click the text within the small box so that you can delete the text. Then go back to uploads, and drag the SAME logo you used earlier onto the small box. Using the same asset is necessary for the snazzy transitions to work. Scale to fit, and adjust the box size/color if necessary

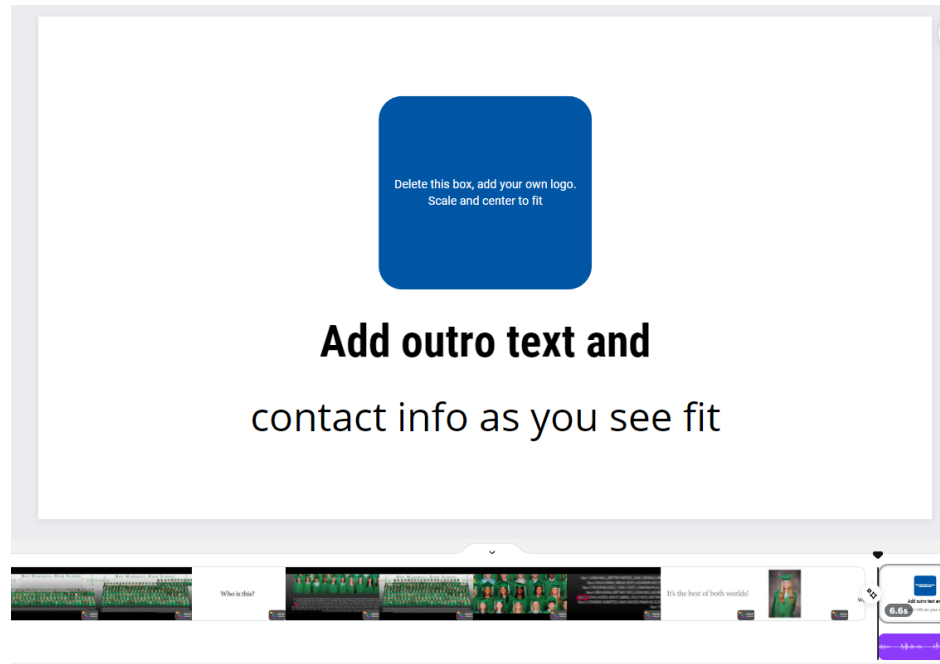


a.

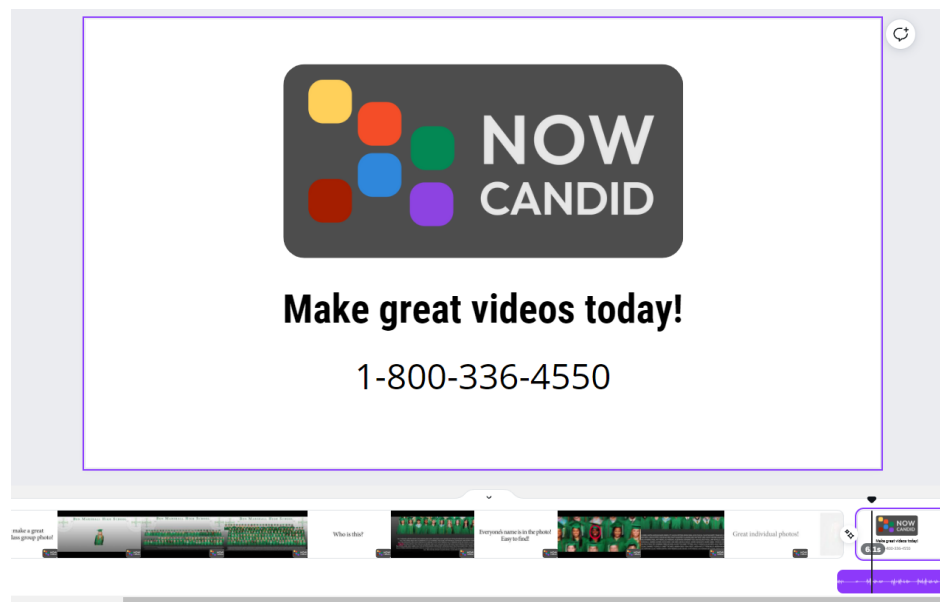


b.

6. Repeat steps 2 and 4 and add the same logo to the third and final tile. Double click the header and subheader text boxes to change their information, and voila!



a.



b.

Note that this specific template has audio after the video stops. If you adjust the timing of animations or clips, it will interfere with the timing of the audio track. Most videos will be silent during the intro and outro so this won't be a problem, but if you realize the timing is off simply Undo your changes until it sounds clean again.

Once you're ready to share, press the share button in the top right, click Download, and then download the video as an MP4. Now you have your own customized video, ready to upload to your company's YouTube channel or Vimeo and be distributed.

Email [trey.young@candid.com](mailto:trey.young@candid.com) for any questions, comments or concerns, and stay frosty.