Title: How to Create a Web Page in Canva

Audience: Anyone that wishes to create an easy webpage

Length: 4.5 minutes

Images/Graphics: Courtesy of Canva.com

Learning Objective: After this video, the learner will be able to design and publish their own webpage.

Script/Audio (SA)	On Screen Text (OST)	Visuals	Animations/Flow of Video
In this video, I will show you how to create a web page in Canva.	How to Create a Web Page in Canva	Static image: hands near/on a computer with room for a title.	Background music fades in. Video begins with a picture of hands near/on a computer with room for the title. (OST) will appear in time with the (SA).
Canva is a great resource to create all sorts of different projects, but did you know you can use it to create a simple web page? Whether it be for work or personal use, you can have your own web page to share information… and it's FREE!	Work Personal FREE	Animated video: Computer/laptop with web page screen.	(OST) will appear in time with the (SA).

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In Canva, you can create beautiful, professional web pages, and it's easy! Let me show you how.		Four static images of Canva websites (first page).	Visuals appear one after the other during (SA).
First of all, if you're not familiar with Canva, I suggest you learn the basics before you tackle a web page.	I need to learn the basics first.	Static image of a person on a computer acting confused. Callout with (OST).	In time with (SA), callout will appear.
Let's begin!	Let's begin!	Static image of happy person on a computer. (OST) appears inside of a callout.	(OST) pops up on que with (SA) Background music fades out.
From the home page, click Create a Design. In the search box, type web, and select website.		Screencast of these instructions.	Video will align with (SA).
Here are some things to note when you are in your workspace. Each page shows down here below the current page. You can add new pages by clicking the plus sign. Up here you have a preview button. And this is where you can name your website.		Static image of the Canva website workspace area. Animated graphics: Circle Mouse clicks Arrow Smaller Arrow	Zoom and pan to the top right corner of the screen to show these steps up close. Graphics will appear on screen aligned with (SA) as follows: the area where pages show will be circled; a mouse clicks the plus sign when adding pages; a drawn

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			arrow points to the preview button; a smaller arrow points to the box where name is typed.
Let's give our website a name. I'm just going to call it practice website.		Screencast of typing: Practice Website in the title box.	Video aligns with (SA).
For your web page, you can use the templates that are here on the left or you can add your own content. For the sake of time, I'm going to use this template.		Screencast of scrolling down the template section and choosing a template. Animated graphic: arrow	Video aligns with the (SA). As timed with the (SA), the arrow points to the templates.
Like I mentioned earlier, the pages in your web page show down here, but if you click the upside down carrot, it hides these pages, and you will see them all consecutively in your workspace. If you need more room on a page, you can drag this little marker to make the page longer.		Screencast video of scrolling down the pages and stopping on one page to show button you can drag to make page longer. Animated graphics: Circle Small arrow	Screencast video will aligns with (SA). Visuals will appear on screen aligned with (SA) as follows: the area where pages show will be circled; a small arrow will point to the "upside down carrot."

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You can add navigation to your web page! To do that, you must give each page a title. To the left of the page, you will see this little pencil and paper icon. Click it and type the title of the page. I am going to name this page home since it's the first page the viewer will see when they visit my web page. You will need to repeat this step for each page that you want to show on your navigation.		Static image of Canva workspace. Animated graphic: small arrow Screencast video of typing in "home." Screencast video of scrolling down to the next page and typing in "welcome".	Scene begins with image of Canva workspace as small arrow points to pencil/paper icon along with (SA). Both Screencast videos will appear aligned with (SA).
At any time, you can preview your web page. Click the preview button to see what your web page will look like when it's published. You can see what your web page will look like on a desktop… or on a mobile device.		Screencast video of clicking the preview button, scrolling down the desktop previewer and then clicking the button to preview on a mobile device.	Video aligns with the (SA).
Here is your navigation which are the titles you entered for each page. You can also choose to not show navigation.		Screencast video of clicking a few navigation titles and selecting "without navigation" from the menu.	Video aligns with the (SA).

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When you are ready to publish your web page, click the publish website button up here in the top right. Make sure the check box is marked for resize on mobile. Choose if you want your web page to have navigation or not. Then publish to a free domain, unless you plan to purchase a domain or already have one. Click continue.		Static screenshot image of Canva workspace. Animated graphics: Check mark Arrow Circle	Pan and zoom to the discussed section. Animated graphics appear in time with the (SA).
Next, you'll need to come up with a sub domain. I recommend you choose one that relates to your web page. This part can be a bit tricky, so you may need to try a few different ways until Canva tells you the one you picked will work. In the last step, you will review your settings. If you want to add a description for your web page, write it here. You can also choose whether or not to have it password protected or be hidden from search engines. When you're ready, click publish!		Screencast video of typing in examples of subdomains. The first 2 or 3 do not work, but the last one is successful. Animated graphics: Circle Arrow Mouse click	Speed up the videos x2. Videos sync with (SA). Animated graphics appear in time with the (SA) as follows: description area is circled; arrow points to check boxes for password protection and hidden; mouse clicks publish button.
Voilà! You now have a published web page!		Screencast video of published web page with confetti (part of Canva).	

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Use this URL for sharing. It is quite long and may be difficult to remember. You can use a site like bit dot ly to shorten it and create a URL that you will remember.	bit.ly.com	The (OST) will appear in a callout with the tail pointing at the Canva URL.	Visual will appear in time with the (SA) reference.
Let's take a look at our web page! Our navigation appears at the top or we can just scroll down. Very nice!		Screencast video of scrolling down live web page. Animated Graphic: highlight(er) line	When the video first begins, the navigation will be highlighted upon (SA) reference. Then the video is sped up x2 as it shows the web page scrolling down. (SA) "very nice" sounds toward the end of the video shot.
If at any time you wish to make changes to your web page, it's very easy to do! Find your web page project from Canva's home page.		Screencast video of Canva home page, clicking project, and clicking the edit design button.	Scene begins with a video of clicking the web page project from Canva's home page and opening the workspace.
Canva locks web pages while they are live, so you will need to click the edit design button. Then you can make any changes you need to make.		Screenshot image of design workspace. Animated graphic: arrow	Using the image of the workspace, pan and zoom to the top right corner when (SA) says "you will need to click the edit design button." A small arrow points to the edit design button. Scene pans back out to full screen afterwards.

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Once you are finished with your changes, you will need to publish again. When you do this, all of your changes will automatically appear in your web page.		Screencast video of clicking the publish button and going through the process of being published.	Video aligns with (SA).
It's as easy as that!		Static image: Happy person on computer	Background music fades in. Visual appears in time with the (SA).
Now, you know how to create a beautiful, professional web page using Canva. Have fun creating!		Stock video: person on a computer	Video aligns with (SA) and fades out at the end of the last (SA). Background music fades out.