



first can you combine the new intro with the full sop revision so i can download the whole thing combined

Here's the full SOP with the new intro already merged in, ready for you to copy into your file or download as one combined document.

Canva Video Automation SOP

AOWork2Live system guide for 2-scene social tip videos

Hey there, fellow business-builder.

If you ever find yourself spending more time copying and pasting into Canva than actually running your business (or enjoying your life), this SOP is for you. This is the behind-the-scenes version of the blog you just read—the step-by-step checklist that turns “That sounds smart” into “Wow, this is actually done.” [\[1\]](#) [\[2\]](#)

Inside, you'll see exactly how to:

- Lock in a 2-scene Canva template with a fixed intro and five repeating tip slots
- Set up a simple sheet where each row becomes its own finished video
- Use Canva's Bulk Create to turn those rows into a batch of branded, ready-to-post clips without rebuilding anything from scratch [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[1\]](#)

Use this like a control panel for your system. Follow it once slowly, and then keep reusing it every time you want to load up a new week (or month) of content—so you can get back to the part of AOWork2Live that matters most: actually living. [\[1\]](#) [\[2\]](#)

1. Purpose and best use

Purpose

This SOP shows you how to create short 2-scene Canva videos where the intro stays fixed and the five tip lines change from a spreadsheet. The goal is to reduce manual copy and paste, keep branding consistent, and make recurring social video production faster so you can get your time back. [\[2\]](#) [\[1\]](#)

Best use cases

- Weekly social media tip videos

- Wellness, fitness, or business coaching tips
- “5 quick tips” content series
- Short educational reels, shorts, or stories
- Lead-magnet or mini-training snippets
- Repeatable brand awareness videos for AOWork2Live themes ^[1] ^[2]

2. System overview

The workflow has three core parts: ^[2] ^[1]

- **Canva video template** – Controls design, layout, timing, fixed text, and brand styling
- **Spreadsheet (Canva Sheets or Google Sheets)** – Holds one row per video and five variable tip lines
- **Bulk Create** – Connects spreadsheet columns to Canva text boxes and generates videos in bulk ^[3] ^[4]

Canva’s Bulk Create feature connects one data field to one element, and Canva Sheets can start Bulk Create directly from a selected range and generate one design per row. ^[4] ^[3] ^[1]

3. Template requirements (2-scene video)

Page 1 – Fixed intro (3.5 seconds)

Use this page for the reusable opening scene. ^[1] ^[2]

- **Background:** Static AOWork2Live brand image
- **Text:** Fixed intro text that never changes (example: “5 quick tips to simplify your day”)
- **Duration:** 3.5 seconds
- **Data mapping:** None

Recommended intro text ideas:

- “5 quick tips to simplify your day”
- “AOWork2Live automation tip”
- “Build systems. Save time. Work lighter.” ^[1]

Page 2 – Variable tip content

Use this page for the content that changes from post to post. ^[2] ^[1]

- **Fixed titles:** Tip 1, Tip 2, Tip 3, Tip 4, Tip 5 (not mapped to data)
- **Variable lines:** Five separate text boxes underneath the fixed titles
- **Data mapping:** Tip1, Tip2, Tip3, Tip4, Tip5

Each changing line must be its own text box, because Canva connects one data field to one element. Add the text boxes first, then connect them to data.^[3] ^[1]

4. Spreadsheet structure

Create one row per finished video.^[2] ^[1]

Column names

- PostName (optional): Internal name for the video or topic
- Tip1: Line under the first fixed title
- Tip2: Line under the second fixed title
- Tip3: Line under the third fixed title
- Tip4: Line under the fourth fixed title
- Tip5: Line under the fifth fixed title ^[1] ^[2]

Example row

- PostName: Save Time
- Tip1: Batch one content type
- Tip2: Reuse one template
- Tip3: Keep copy in a sheet
- Tip4: Check once, export many
- Tip5: Improve the system weekly ^[2]

Writing rules for tip lines

- Keep each tip short enough to fit the design
- Use sentence case for readability
- Use active verbs (“Batch,” “Pick,” “Turn off”)
- Keep all five tips parallel in style
- Review spelling in the sheet before generating videos ^[1] ^[2]

5. Preferred workflow – Canva Sheets inside Canva

Use this when you want to stay inside Canva and minimize tool-switching.^[4] ^[2] ^[1]

Setup

1. Open Canva and create/open a Canva Sheet.
2. Add columns: PostName, Tip1, Tip2, Tip3, Tip4, Tip5.
3. Add one row per video idea.
4. Review for spelling and length. ^[1]

Generate designs

1. Select the full data range (no blank or disjointed rows).^[4] ^[1]
2. Click **Actions** → **Bulk Create designs**.
3. Choose your 2-scene video template.
4. In the template, select each variable text box on Page 2.
5. Use **More (...)** → **Connect data**.
6. Map each column:
 - Tip1 → first variable line box
 - Tip2 → second variable line box
 - Tip3 → third variable line box
 - Tip4 → fourth variable line box
 - Tip5 → fifth variable line box^[2] ^[1]
7. Open **Advanced settings** if needed:
 - Choose individual designs per row or one multi-page file
 - Choose output folder and naming pattern
8. Click **Create designs**.^[4] ^[1]

Canva Sheets Bulk Create requires a contiguous range and puts generated design links in a new column next to your selection.^[4] ^[1]

6. Fallback workflow – Google Sheets → Canva

Use this if you or your team prefer planning in Google Sheets.^[3] ^[2] ^[1]

Setup

1. Create a Google Sheet.
2. Add columns: PostName, Tip1, Tip2, Tip3, Tip4, Tip5.
3. Add one video per row and review the copy.
4. Go to **File** → **Download** → **CSV or XLSX**.^[3] ^[1]

Upload and map in Canva

1. Open the 2-scene video template in Canva.
2. In the side panel, open **Apps** → **Bulk create**.
3. Choose **Upload data** and upload your CSV/XLSX.
4. Select the sheet and range if asked.
5. Click **Continue**.
6. Select the first variable text box on Page 2 and click **Connect data** → **Tip1**.

7. Repeat for Tip2–Tip5.
8. Click Continue → Generate designs.
9. Open the generated folder and review results.^[3] ^[1]

7. Quality control checklist

Spreadsheet check

- Every row has Tip1–Tip5 filled in
- PostName clearly identifies the video
- Tip lines are short enough for the layout
- No spelling errors or accidental duplicates
- Copy matches AOWork2Live tone ^[2] ^[1]

Canva template check

- Page 1 intro image and text are correct
- Page 1 duration is 3.5 seconds
- Page 2 titles are fixed and not mapped to data
- Each variable line has its own text box
- Text boxes are aligned and readable on mobile
- Fonts, colors, and logo match AOWork2Live branding ^[1] ^[2]

Bulk Create mapping check

- Tip1–Tip5 each map to the correct text box
- PostName is only mapped if intentionally visible
- One test row was generated before a large batch ^[2] ^[1]

Final video check

- Intro scene plays correctly at 3.5s
- Scene 2 text is readable and not blocked by UI elements
- No text overflows or awkward line breaks
- Each video matches its sheet row
- Export settings fit the platform (Reels, Shorts, TikTok, etc.) ^[3] ^[1] ^[2]

8. Naming convention and cadence

File naming

Use a consistent format so finished videos are easy to find.^[1]

Example:

- AOW2L_[Series]_[PostName]_[YYYY-MM-DD]
- AOW2L_AutomationTips_SaveTime_2026-05-08^[1]

If available, set naming in Canva's Advanced settings during Bulk Create.^[4] ^[1]

Weekly batch rhythm

- Day 1: Write or paste 5–10 rows of tip content
- Day 2: Review and tighten copy
- Day 3: Run Bulk Create and review videos
- Day 4: Export and schedule
- Day 5: Track performance and note what worked ^[1]

Monthly maintenance

- Refresh the template for brand updates
- Check if text boxes need more room
- Refresh the intro image if the campaign changes
- Save backup copies of the template and sheet ^[1]

9. Troubleshooting

Common problems and quick fixes:^[3] ^[4] ^[1]

- **Bulk Create not appearing:** Selection is empty or not contiguous → Reselect a full, continuous range with data.
- **Tip text in wrong place:** Column mapped to wrong box → Reconnect the correct column.
- **Text cut off:** Tip line too long or box too small → Shorten copy or expand box.
- **Titles changed:** Fixed titles were mapped by mistake → Remove data connection from title elements.
- **Files hard to find:** Output folder/naming not set → Use Advanced settings before generating.
- **Upload fails:** Wrong format or sheet range → Use CSV/XLSX and check the selected sheet. ^[1]

10. AOWork2Live positioning

Use this SOP as a live example of the AOWork2Live promise:^[2] ^[1]

Build the system once. Reuse it every week. Spend less time repeating tasks and more time actually living.

This workflow is not about making your content generic; it is about making production lighter so your best ideas have room to breathe.^[2] ^[1]

To turn this into a downloadable asset, you can paste this text into your doc editor (or GHL), save as a PDF, and link it to the CTA in your blog.

Do you want the next asset to be a one-page “Template Setup Checklist” or a starter “Content Idea Bank” layout that matches this SOP?

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1. [canva-video-automation-sop.md](#)
2. [aowork2live-canva-video-automation-blog.md](#)
3. <https://www.canva.com/help/bulk-create/>
4. <https://www.canva.com/help/bulk-create-from-sheets/>