

Course Module: Working with Images & Elements

1. Uploading and Using Your Own Images

Learning Objectives:

- Learn how to upload personal photos or graphics.
- Use uploaded files in any design.

Uploading:

- Click on "Uploads" in the left toolbar.
- Upload images from your device, Google Drive, or Dropbox.
- Supported formats: JPG, PNG, SVG, GIF.

Using Uploaded Images:

- Drag and drop into the canvas.
- Resize, crop, and apply filters.

Image Suggestion: Screenshot of the upload panel.

Caption: "Bring your own media into Canva with the Uploads feature."

2. Searching for and Adding Canva Stock Images

Learning Objectives:

- Find high-quality stock images without leaving Canva.
- Incorporate free and Pro images into designs.

Searching:

- Click "Photos" in the left toolbar.
- Use the search bar with keywords (e.g., 'business meeting', 'sunset').

Adding:

- Drag image onto the canvas.
- Replace placeholders in templates.

Tip: Check license type—Pro images require a Canva Pro subscription.

Image Suggestion: Canva photo search screenshot.

Caption: "Access millions of images without leaving your design."

3. Using Elements: Shapes, Icons, Lines, Frames

Learning Objectives:

- Enhance designs with visual elements.
- Learn how to combine shapes and icons effectively.

Shapes:

- Use for backgrounds, highlights, or decorative blocks.

Icons:

- Add symbolic visuals to emphasize points.

Lines:

- Use for separation, underlining, or decoration.

Frames:

- Place images inside shapes for creative effects.

Image Suggestion: Example design using shapes, icons, and frames.

Caption: "Elements add structure, style, and meaning to your designs."

4. Applying Filters and Adjusting Image Settings

Learning Objectives:

- Customize images for a cohesive look.
- Understand basic image adjustment tools.

Filters:

- Apply built-in styles for quick edits.

Adjust Settings:

- Brightness, contrast, saturation, tint, blur, and vignette.

Advanced:

- Use "Edit Image" for extra effects like duotone, shadows, or background removal (Pro).

Image Suggestion: Side-by-side comparison of an unedited and edited image.

Caption: "Filters and adjustments bring consistency and mood to your work."