Infographics:
Visual Representation of Data

Course objectives:
- Create new infographics
- Customise layouts
- Edit content using text, images, media, charts and maps
- Publish, Present and Print

Student Training and Support

Phone: (07) 334 64312
Email: askus@library.uq.edu.au
Web: https://web.library.uq.edu.au/library-services/training/

Staff Training (Bookings)

Phone   (07) 3365 2666
Email   staffdev@uq.edu.au
Web   http://www.uq.edu.au/staffdevelopment

Staff may contact their trainer with enquiries and feedback related to training content. Please contact Staff Development for booking enquiries or your local I.T. support for general technical enquiries.

Table of Contents

Venngage

Venngage is a web application, for creating a range of data visualisations including infographics, posters, reports, and promotions. The basic version of the Venngage application is web based and does not require an installation. You do, however, need a free account to start creating your own visualisations. As a UQ student you are able to use your academic mailbox to create an educational licence.   There are also additional paid membership options which can be investigated at https://Venngage.com/pricing/
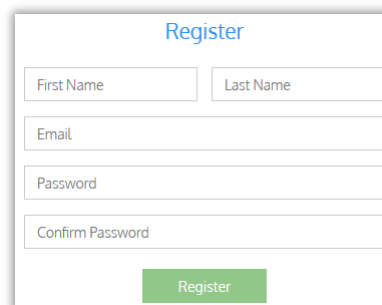
Exercise 1.	*Create a Venngage account*

Preferred browser for using Venngage is Google Chrome

> ⚠️ This material is based on using a premium licence.
> If you only sign up for a Free Licence this will limit your access to some of the tools required for these exercises.

1. Complete the registration form

   DO NOT use the same **password** as your UQ account.

2. Click on **Register**

Register

First Name | Last Name
Email
Password
Confirm Password

Register

Creating a Data Visualisation

The process in five easy steps

1. **Discover** your infographic *Story*	What do you want your creation to say?
2. Choose a **Template**	• Infographic • Poster • Presentation • Report
3. Get the **Relevant Data**	This can be your own data, original research or from other data sources such as journals, databases or websites
4. **Design** your infographic	• Visualisations • Layouts/shapes • Colours/Fonts
5. **Promote** your Infographic	Publish by sharing online or downloading to print

Additional resources

- VENNGAGE: 5 Infographic Best Practices You Should Follow - https://venngage.com/blog/infographic-best-practices
- VENNGAGE: Make Education Easier - https://venngage.com/blog/elearning-infographics

The Venngage interface

Venngage is actively being developed and the interface and features may change from time to time.
The templates area provides a range of predefined layouts that can be reused.
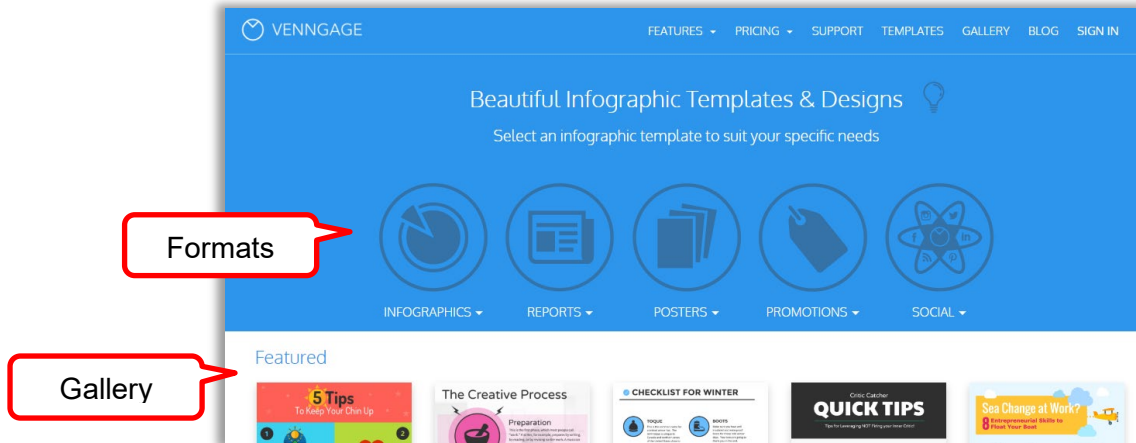
Venngage has a range of sections from the home screen:

• Help	A help centre to assist with enquiries
• Templates	Access templates to assist with new creations of any format.
• Gallery	A gallery of published infographics from Venngage users
• Blog	Blog posts to assist users with their creations

After sign-in there are more options available

• My Designs	Your personal library of creations.
• My Brand	Branding available for business accounts only
• Account	This allows you to change your account settings or sign out

Data Visualisation: Infographics

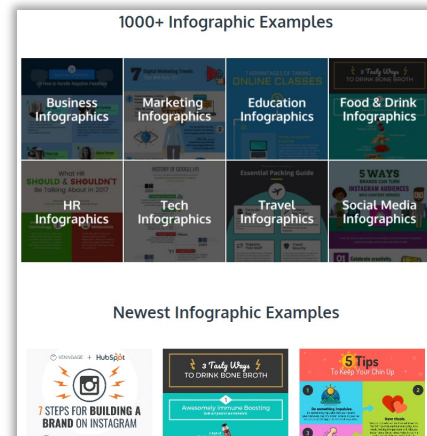## *Getting Started*

Exercise 2.	*View featured Venngage creations*

1. Click the Venngage logo to go to the Home page

2. Click **Gallery**
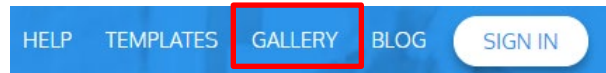
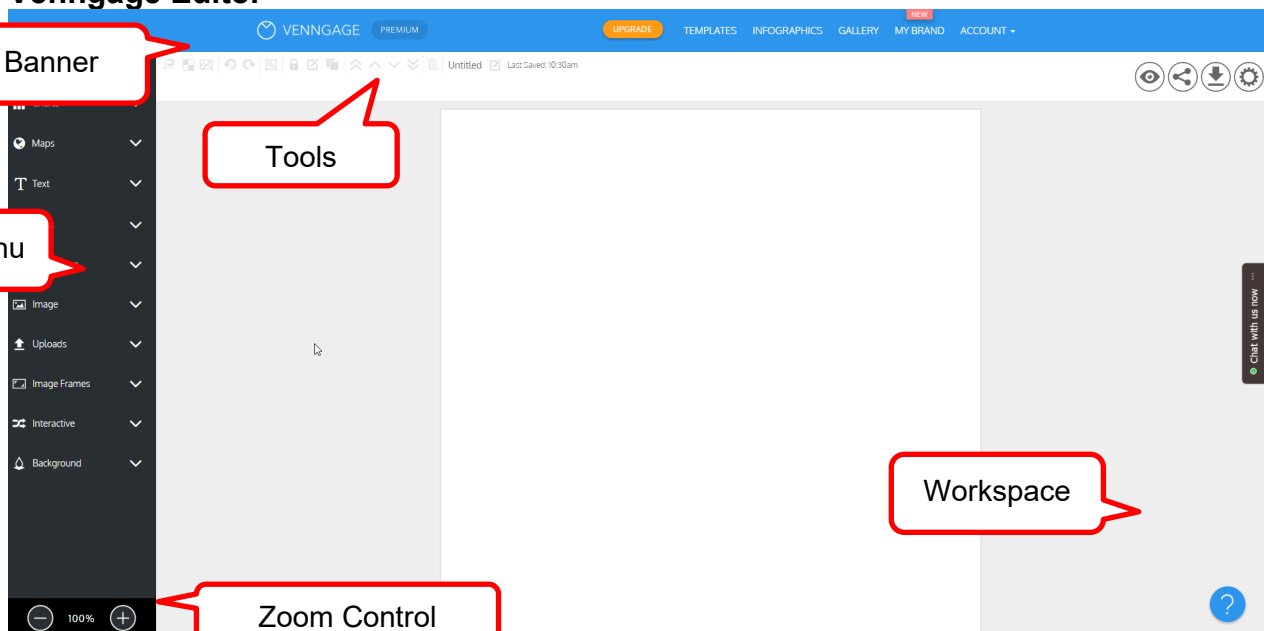3. Click on any category or recent examples

Exercise 3.	*Choose a template*

Templates are pre-made visualisations with frames that you can edit with your content. Use templates to get a feel for how Venngage works best or to get started quickly.

Venngage Editor

Banner

Tools

Side Menu

Workspace

Zoom Control

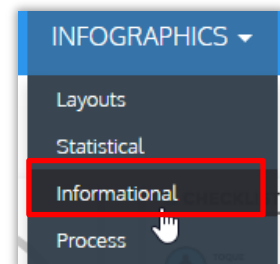Data Visualisation: Infographics

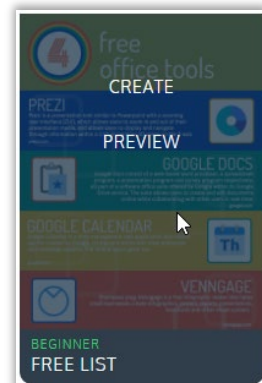## Use a new template

1. Click TEMPLATES in the banner

2. Select **Informational** under INFOGRAPHICS

3. Hover on the **Free List** template

4. Click on the **Create**

This will open the editor on the *Free List* template. If you click on preview the template will display.

The template will be available for you to edit. Simply click on any element to edit, reposition, duplicate, resize or remove.

Exercise 4.   *Set Dimensions*

The format and size of the template you choose will have an impact on its output. To ensure your offline creations can be viewed and printed set the pixel dimensions when you begin.
It is important to set your dimensions before you start, elements you place in your infographic will not be resized automatically if you change the dimensions later.

| Page Size	Width px	Height px
Letter	816	1056
Legal	816	1344
Tabloid	1056	1632
A3	1122	1588
A4	794	1122
A5	560	793

Poster dimensions - Pixel measurements

1. Click on Settings (Top Right)

2. Select A4 or Letter for Page Size

3. Click the **Add Page** button

If you select a **Page Size** of letter or A4 you can simply add additional pages to make your Infographic longer.

Please keep your Venngage infographic under 30,000 pixels for height. In addition, try not to exceed 1980 pixels for width as most machines are currently not capable of handling a file this large.
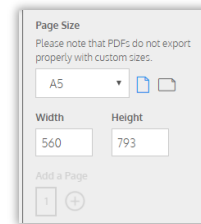
| Exercise 5. | *Rename your Visualisation* |

1. Click in the **name field** in the banner
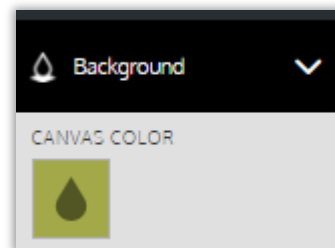2. Enter a new name: i.e. **Training sample**

Adding Content

| Exercise 6. | *Change Background* |

1. Click on Background
2. Click on the colour sample

3. Click anywhere in the colour wheel

4. Drag the saturation target to alter the depth of colour (optional)

5. Drag the opacitiy to change the transparency (optional)

You can also add a colour using the hexadecimal code or using the Red, Green, Blue and Alpha RGBA references.(Alpha is the transparency)
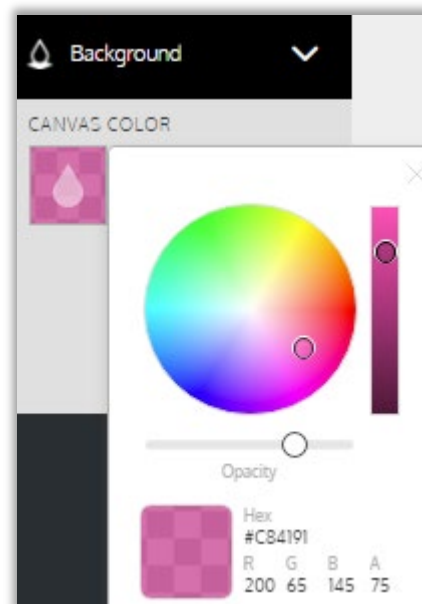
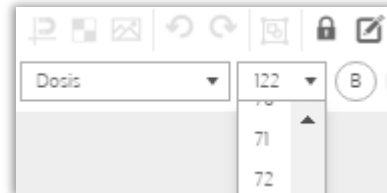6. Click **Add Color** icon ⊕ to add colour to palette
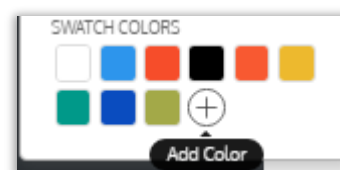
a. Text placeholders
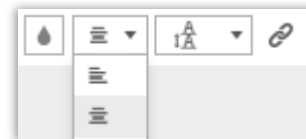
1. Double-click free
2. Add University of Queensland
3. Click the Size drop down
4. Select 72

1. Double-click **office tools**
2. Add LIBRARY
3. Click the **Alignment** drop down
4. Select centred alignment

If your headings are grouped, you may need to ungroup your headings

1. Click the **Heading** placeholder

A dark outline with handles will appear.

2. Drag this object up to re-position
3. Green alignment guides will display onscreen.

b. Text frames

1. Click **Text** in the side menu
2. Add a **Text Frame** by dragging it into position below the heading

3. Resize to fit
4. Double-click text frame content to edit
5. Add new text: **2017**
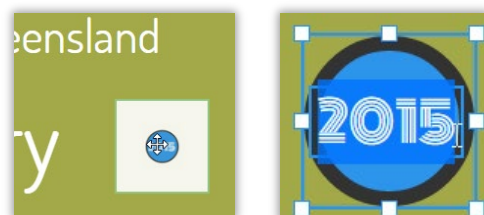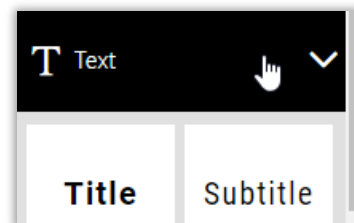
Data Visualisation: Infographics

a. Shapes and lines

1. Click on **Icons** in the side menu

2. Click on **Lines & Borders**

3. Drag a **Line** button to page

4. Click and drag line to resize

5. Click on **Shapes & Symbols** and insert a shape

6. Click and drag to position

7. Click **Copy** twice

8. Select a line or shape

9. Click on the **Colour** tool in the properties toolbar

Not all shapes will have the option to change colour

10. Select a colour

Repeat for other shapes
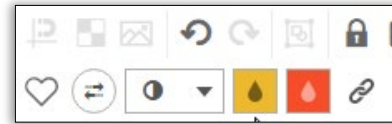
11. Click on infographic to close tool palette
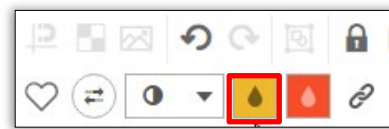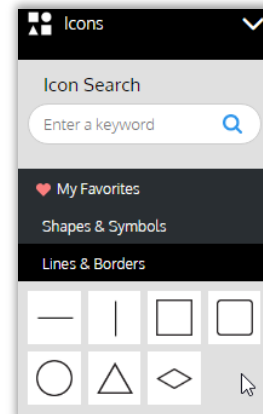
b. Icons

1. Click icons in the side menu

2. Select a **topic** in the icons list

A range of icons will appear

3. Drag an icon to the page
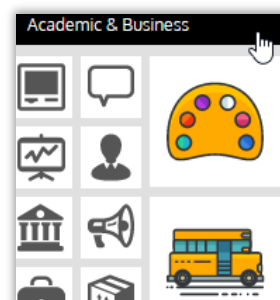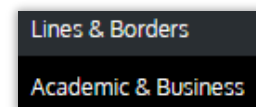
4. Click on the **Colour** tool in the toolbar

5. Select a colour

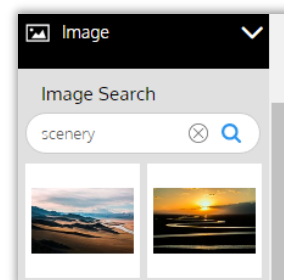6. Click in block to close tool palette

c. Images and Image Frames

Resize text frames to provide space on screen for new images.

1. Click the **IMAGE FRAMES** option

2. Drag a frame to the page

3. Resize and reposition

4. Click **IMAGE** in the side menu

5. Enter a search term

6. Drag and Drop a photo

7. **Click and drag** the photo into the Image Frame

8. The image will be bound by the frame already in place.

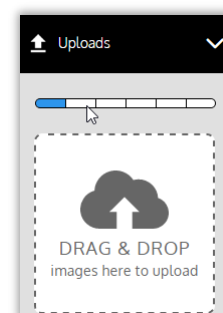**Note**: If you drag beyond the frame the image will appear independently.
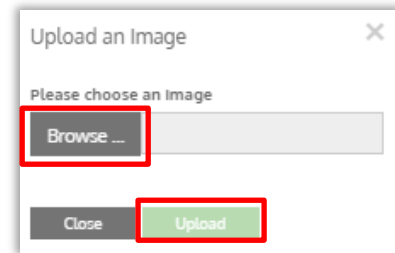
Edit graphics

Exercise 9.	*Upload Images*

1. Click on **Uploads** in the side menu

2. Click DRAG & DROP images here to upload
or
Upload Image button

3. Click on **Browse**

4. Navigate to the required image file
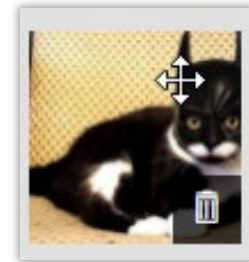
5. Click on **Upload**

Make sure to use an image that is **free to use or share, even commercially**

Exercise 10. *Insert Images*

1. Go to **UPLOADS** in the side menu

2. Drag and drop an image on the page

3. Resize and Reposition

Grouping

Objects can be selected together to edit or can be grouped to manage in a frame are automatically grouped. This means they rescale or will be deleted if you change or delete the frame. Grouping also links objects.

Exercise 11. *Grouping related elements*
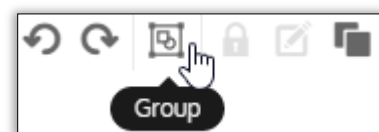
a. **Temporary grouping**

1. Click and drag across the objects to group
   or
   Hold **Shift** and click objects

2. Click and Drag to reposition

b. **Permanent grouping**

1. Click and drag across the objects to group
   or
   Hold **Shift** and click objects

2. Select **Group** on the tools bar

3. Click and drag to reposition

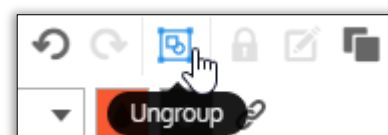Note: Grouped items will always proportionally resize.

Exercise 12. *Ungrouping*

Optional

1. Select **Ungroup**

Data Visualisation: Infographics

Exercise 13. *Lock Objects*

1. Click on any object

2. Click on the **padlock** button

Note Groupings cannot be locked. The padlock will change to red when an object is locked.

Exercise 14. *Unlock Objects*

1. Click on a locked object on the page

2. Click on the red **padlock** button

Interactive elements

If you intend to use a digital version of your infographic you can add charts, hyperlinks, interactive maps and media clips.

Exercise 15. *Insert pictograms*

1. Go to **Pictograms** in the side menu

2. Click on a topic heading

3. **Click and drag** any icon on to the page

A 5 by 5 pictogram will automatically be added to the page. It will also highlight a 13% difference in results
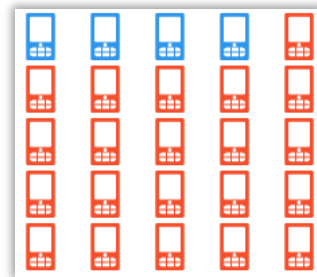
a. **Change the number of row and columns**

1. Click the **icon/row** button

2. Select a number for rows

3. Click the **icon/column** button
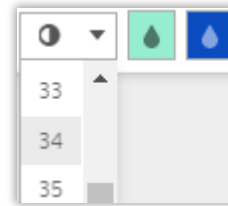
4. Select a number for columns

b. **Colours**

1. Click the **color one sample** in the toolbar

2. Select a new colour

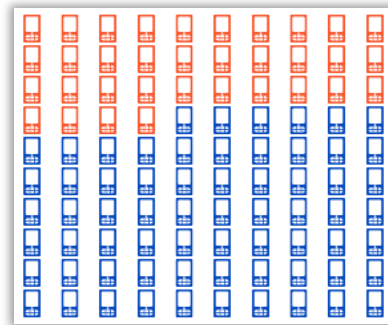3. Click into page to confirm change

4. Repeat for color two
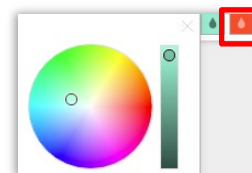
c. **Representation**

1. Click the **fill %** button

2. Select a fill number to represent a percentage

Note: color one will change to represent the fill value. To add information explaining pictogram add text frames.

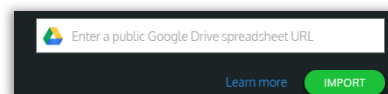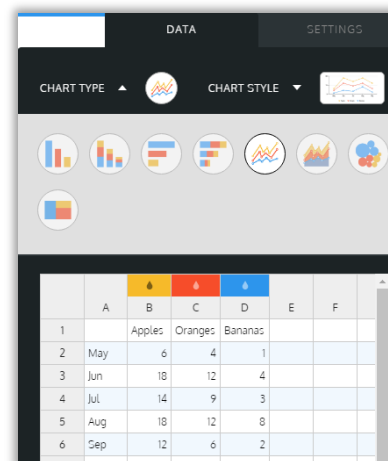## Exercise 16.   *Insert charts*

a. **For Data**

1. Go to **Charts** in the side menu

2. **Click and drag** the desired chart into the project

3. Resize and reposition as necessary

A popup window will appear if you **double click the chart**, displaying:

- A list of available chart types.
- A preview of the chart
- A spreadsheet for inserting or importing your data

4. Change the data as shown:
representing 90% of population change data

5. Go to the **Settings** tab

6. Switch on Show **Title**

7. Click Show Title arrow

8. Enter Title Smart Phone Usage

9. Switch off **Legend**

10. Click Background Colour sample

11. Select a colour

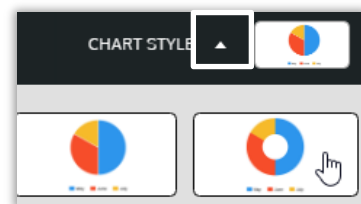12. Adjust the opacity
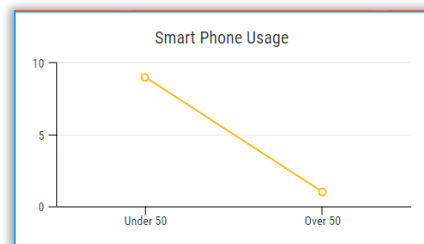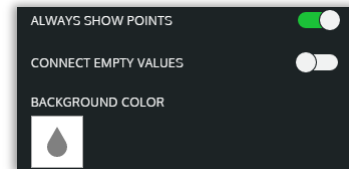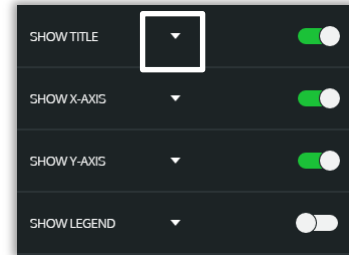
13. Resize and reposition as necessary

b. **For effect**

1. Go to **Charts** in the side menu

2. Select the **Pie Chart** and drag to desired location

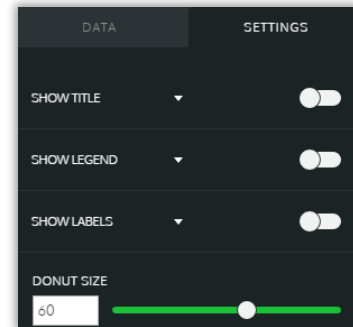3. Double click on the Pie Chart
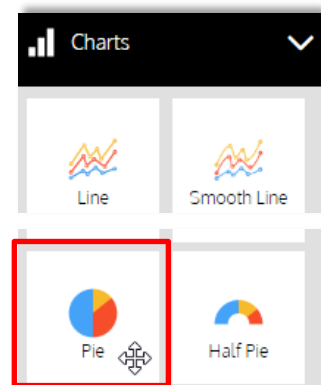
4. Click the **Chart Style** arrow

5. Select the **donut** chart

6. Change the data as shown—

7. Click the colour samples on the side of the data to change **individual colours**
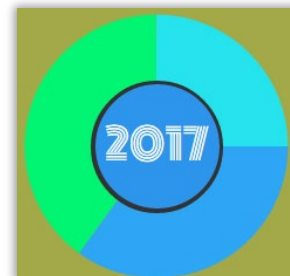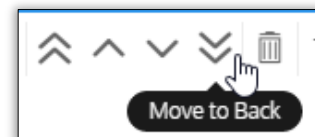
8. Click **Settings** tab

9. Switch off the **Legend**

10. Change the **Donut Size** to 60

Layering is necessary to locate a chart behind an image or icon for effect.

11. Select the **Pie Chart**

12. Click **Move to back** button

13. Resize and reposition as necessary

The chart will be positioned behind the relevant object.

Exercise 17.	*Add Hyperlinks*

You can include hyperlinks to sites on the internet by entering the URL. Note that these hyperlinks will only become active in preview mode, if you choose publish, view the infographic online, embed the infographic to a website or download it as an Interactive PDF. Links will not work if you export to JPEG or PNG.
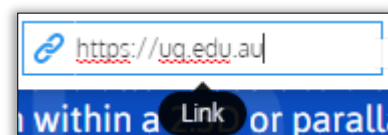
1. Select the object or text you would like to hyperlink on your Venngage.

References, icons and images are great for hyperlinking. Not every object will show the hyperlink symbol.
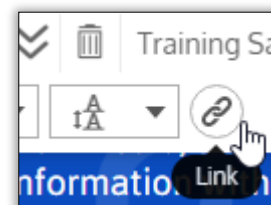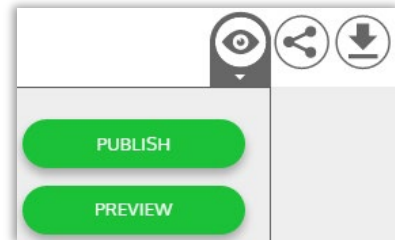
2. Click the link icon in the top menu

3. Enter the **URL**.

4. Hit Enter

Note: Links won't be active until published.

Data Visualisation: Infographics

5. Click on **Publish** button

6. Click on **Preview** to check link

There will be no indication of the link other than the Hyperlink Hand

Exercise 18.   *Add a map*

a. **Insert a new map**

1. Click **Maps** in the side menu
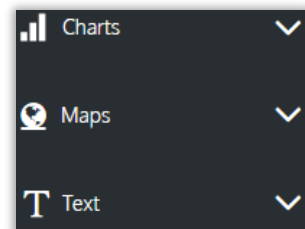
2. Drag the **Country** desired onto your Infographic
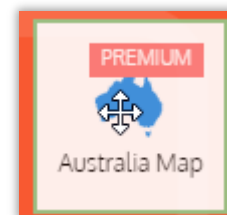
3. Double click to edit the **MAP**

4. Enter details for each state

	A	B
1	New South Wales	25
2	Northern Territory	11
3	Queensland	50
4	South Australia	4
5	Tasmania	1
6	Western Australia	2
7	Victoria	7

Data Visualisation: Infographics

5. Click **Settings** tab

6. Click colour samples to adjust the colours for the minimum and maximum data values.
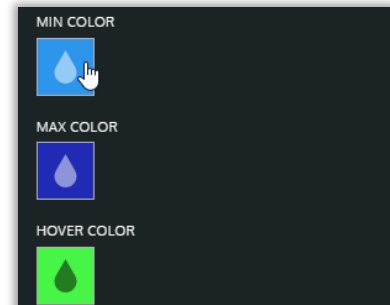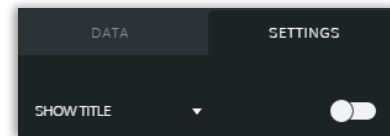
Note: Other values will display in gradients of colour

7. Click **Save** button

Note: The Map will only be interactive when published. **T**he data that you include has captions available (on Hover) with the online (url /published) shared version. However, no static data will appear for the downloaded version.

Exercise 19.	*Add Video*

You can add a YouTube video to an infographic. Note, however, that videos will only work when opened with the provided URL or when the infographic is embedded in a website. Videos will **not** work if you choose to export your Venngage as JPEG, PNG, or PDF.

1. Click on **Interactive** in the side menu

2. Drag the **YouTube** icon to desired location

3. Paste the video URL

4. Click **Send**

5. Resize and reposition as necessary

To resize or move, make sure you click on the boundary of the video

Data Visualisation: Infographics
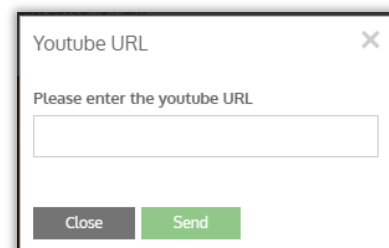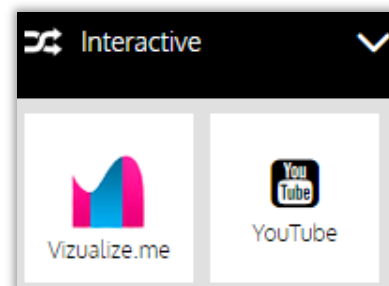
Exercise 20.   *Acknowledgements*

It is important to include attribution for the sources used in creating your infographic. These can be added to the last section in your creation.
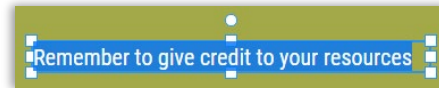
1. Insert **Text**
2. Click to edit text

Remember to give credit to your resources

Publish, Present and Print your Venngage

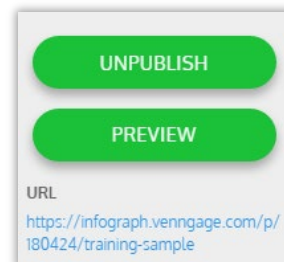## Exercise 21.   *Publish your infographic*

Share online via Edit Mode

1. Click on **Publish** in menu bar

This will make your Infographic public and visible on the **Community** page. You will be given a link to your infographic.

2. Click **Publish** in the submenu
3. Edit the Infographics **Name** if necessary
4. Click **Publish**
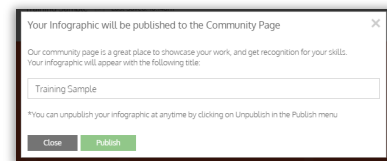
Note: The URL of your creation will display. This can be copied to add to web pages, blogs and presentations.
To remove you creation from the Community gallery click on **Unpublish**

PUBLISH   SHARE   DOWNLOAD

Your Infographic will be published to the Community Page

Our community page is a great place to showcase your work, and get recognition for your skills.
Your infographic will appear with the following title:

Training Sample

*You can unpublish your infographic at anytime by clicking on Unpublish in the Publish menu

Close   Publish

UNPUBLISH

PREVIEW

URL

https://infograph.venngage.com/p/
180424/training-sample

Share privately via Edit Mode

1. Click on **Share** in menu bar

PUBLISH   SHARE   DOWNLOAD
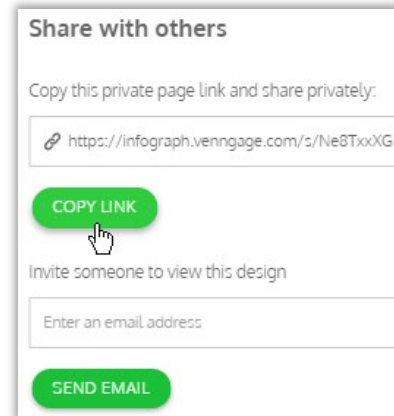
2. Click **COPY LINK**

Copying a link allows anyone to view the infographic from other locations such as a website.
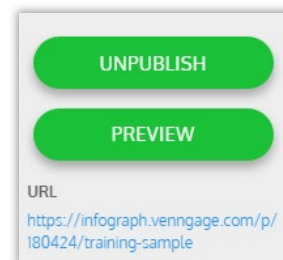
Or

3. Enter an email address

4. Click **SEND EMAIL**

Recipients sent an email invite from Venngage must have a Venngage account. This alos adds the publication to their "Shared with me folder"

5. The URL of your creation will display.

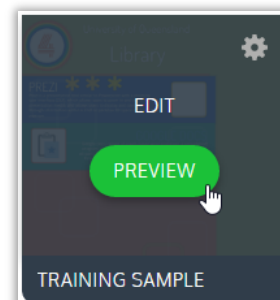This can be copied to add to web pages, blogs and presentations.

Exercise 22. *Preview a Venngage*

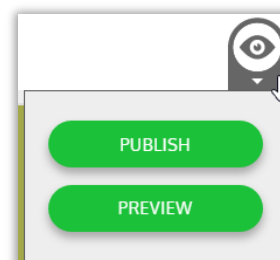a. **Preview via My Infographics**

1. Click Infographics
2. Hover mouse over a Venngage
3. Click on **Preview**

a. **Preview via Edit Mode – simply editing a creation will enable edit mode**

1. Click on **Publish**
2. Click Preview

This will open the Infographic in a new tab

Data Visualisation: Infographics

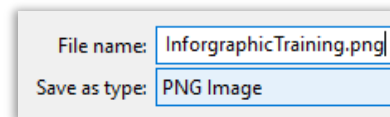## Exercise 23.   *Download your Venngage*

Go to **Infographics**

1. Click **Edit** button on chosen creation

2. Click Download

3. Select the download file type

4. Enter a filename for the download

5. Click on **Save**

Exercise 24.   *Print your Venngage*

Like most online infographic apps, Venngage **does not** include a built-in printing function. To print, you have to first download your infographic to your computer. This may not be available on a free licence.

1. Open the file using your computer's photo software, and print with that application.

   You may experience unexpected results if your printer cannot work with the infographic dimensions.
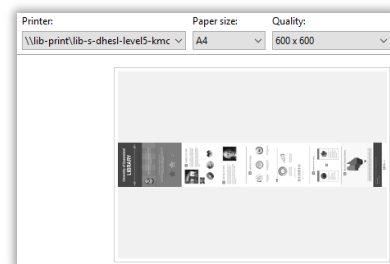
General house keeping

Exercise 25.	*Delete a Venngage*

1. Click **My Designs** in the toolbar

2. Click on the **Cog** icon on the Venngage thumbnail
3. Then click Delete Infographic

4. Click on the **Delete** button