



Infographics:

Displaying Data for Easy Interpretation

Course objectives:

- Create new infographics
- Customise block and 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 <http://www.library.uq.edu.au/library-services/training>

Service Points

St Lucia: Main desk of the SSAH, ARMUS and DHESL libraries
Hospitals Main desk of the PACE, Herston and Mater libraries
Gatton: Level 2, UQ Gatton Library

Library services provide the student I.T. Helpdesk service in the UQ Library. They can assist with general enquiries and IT support. This includes computing help and training for UQ students in: Study Management Applications like my.UQ and Learn.UQ (Blackboard), Microsoft Office and I.T. fundamentals like file management, printing and laptop setup.

Staff Training and Support

Phone (07) 3365 2666 (Bookings Only)

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

Piktochart.....	4
Exercise 1. Create a Piktochart account	4
The Piktochart interface	5
Creating a Data Visualisation	5
Getting Started.....	6
Exercise 2. View featured Piktocharts.....	6
Exercise 3. Choose a template	6
Exercise 4. Set Dimensions	8
Visual Elements	9
Exercise 5. Add Blocks	9
Exercise 6. Remove Cut-Off line on screen	9
Adding Content	10
Exercise 7. Add Text.....	10
Exercise 8. Rename your Piktochart.....	10
Exercise 9. Working with Graphics	11
Edit graphics	13
Exercise 10. Masking	13
Exercise 11. Upload Images	13
Exercise 12. Insert Images.....	13
Grouping.....	14
Exercise 13. Grouping related elements.....	14
Exercise 14. Ungrouping	14
Interactive elements.....	15
Exercise 15. Insert charts.....	15
Exercise 16. Add Hyperlinks	17
Exercise 17. Add a map	17
Exercise 18. Add Video	19
Exercise 19. Acknowledgments.....	19
Publish, Present and Print your Piktochart	20
Exercise 20. Publish your infographic.....	20
Exercise 21. Preview a Piktochart	21
Exercise 22. Present a Piktochart	22
Exercise 23. Download your Piktochart	22
Exercise 24. Print your Piktochart	23
Permissions and house keeping	23
Exercise 25. Delete a Piktochart	23



Piktochart is one product amongst many that provide Data Visualisation and Infographic capabilities. Others are listed in the table below. Feel free to investigate others and choose those you like better.

Application	Free Account	Download Function on free account	Sharing			Resources Available				
			Hidden	Public	Specific	Library size	Maps	Charts Graphs	Data Import	Upload images
1 https://piktochart.com/	✓	Yes	✓Premium	✓	✓Premium	Unlimited	All	14	Survey Monkey	40MB
2 https://infogr.am/	✓	No	✓Premium	✓	✓	Max 10	2 free	34	Multiple Sources	Max 10
3 https://venngage.com/	✓	No	✓	✓		5	2 free	27 free	Charts from google drive	Max 6
4 http://www.easel.ly/	✓	Yes	✓	✓		Unlimited	2 free	4 free		Unlimited
5 https://www.canva.com	✓	Yes		✓	✓	Unlimited	3	25+		Unlimited



Piktochart

Piktochart is a web application, for creating a range of data visualisations including infographics, posters, reports, and promotions. The basic version of the Piktochart application is web based and does not require an installation. You do, however, need a free account to start creating your own visualisations. There are also paid and educational membership options which can be investigated at <https://piktochart.com/pricing/education/>

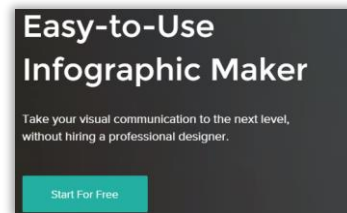
Exercise 1.

Create a Piktochart account

1. Go to <http://piktochart.com>

Note Piktochart works best in Google Chrome or Firefox

2. Click on **START FOR FREE**



3. Complete the registration form
DO NOT use same password as UQ account
4. Click on **CREATE MY ACCOUNT**

Username

Sxxxxxxx@uq.edu.au

Password

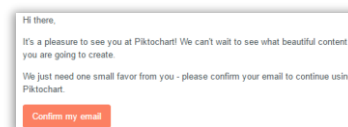
CREATE MY ACCOUNT

Already have an account? [Login here.](#)

A dialogue box will open to indicate a confirmation has been sent to your email.



5. Open your mail
6. Click the **Confirm my Mail** button



7. Sign in with your details
8. Click **LOGIN**

Success! Your account was successfully confirmed. You can now sign in.

Email

Password

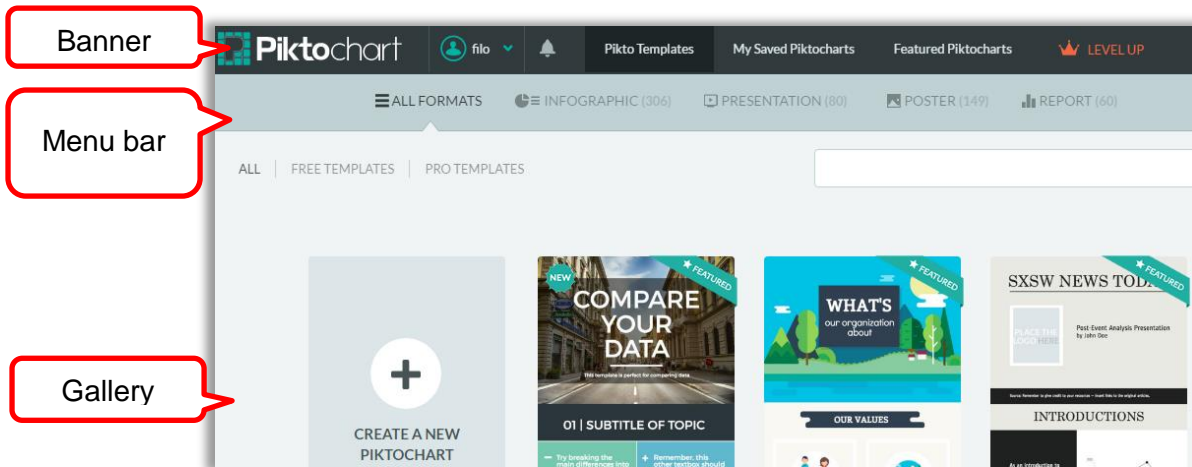
LOGIN

New here? [Create an account.](#)



The Piktochart interface

Piktochart is being actively developed and the interface and features may change from time to time.



Piktochart has three main sections:



1. Pikto Templates	Access templates to assist with new creations. When you're logged in this will be the default screen.
2. My Saved Piktocharts	Your personal gallery of creations. With a free licence you can create an unlimited number of data visualisations.
3. Featured Piktocharts	Be inspired by the Piktochart community. Browse the gallery of creations from other users.

Creating a Data Visualisation

The process in five easy steps

1. Discover your infographic Story	What do you want your creation to say?
2. Select your Template format	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Visualisations• Blocks & Layout• Colours/Fonts
5. Promote your Infographic	Publish by sharing online or downloading to print



Getting Started

Exercise 2.

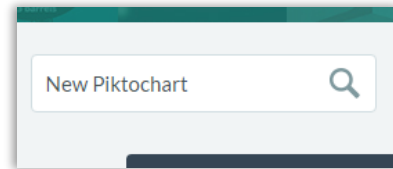
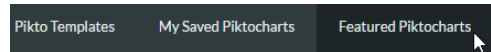
View featured Piktocharts

1. Click **Featured Piktocharts**
2. Enter a title to search: **Star Wars**

Or

3. Click on any displayed creation

Use the arrows at the left and right of the screen to navigate or scroll through the creation



Exercise 3.

Choose a template

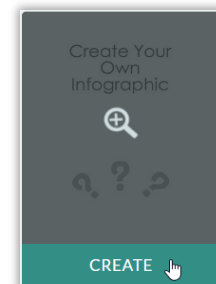
Templates are pre-made Piktocharts with empty frames for your content. Use templates to get a feel for how Piktochart works best or to get started quickly.

1. Click **Pikto Templates**
2. Click the **INFOGRAPHIC** format
3. Click the **FREE TEMPLATES** option

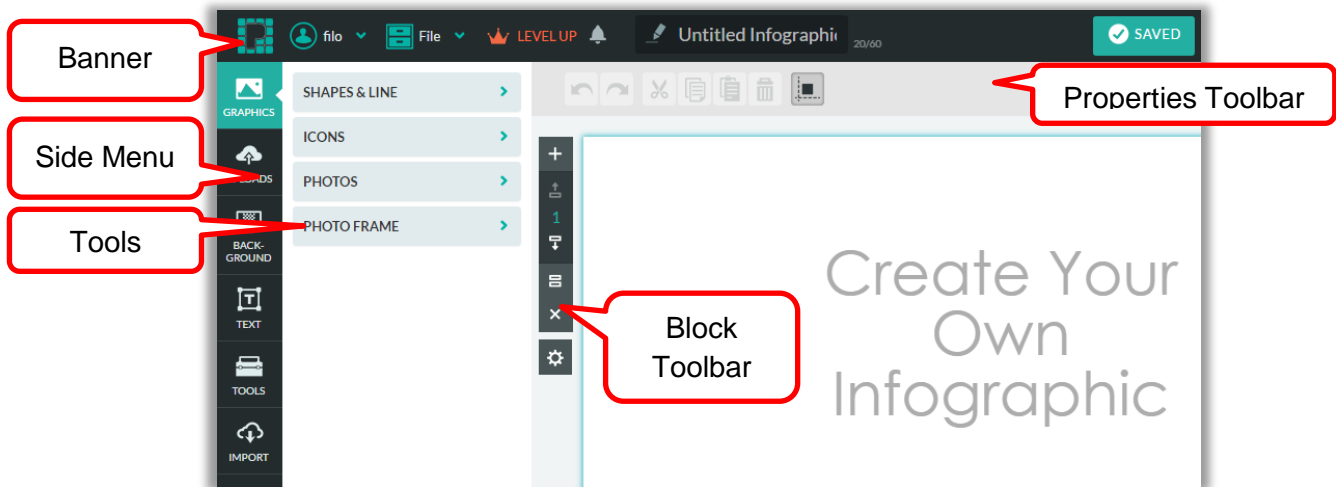


4. Click on the **Create**

This will open the editor on the **Create Your Own Infographic** template. If you click on the magnifier a preview of the template will display.

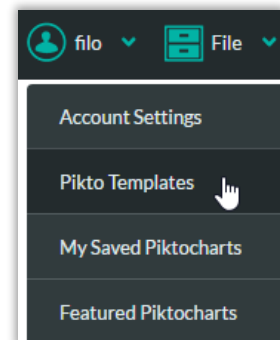


Piktochart Editor

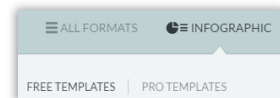


Use a new template

1. Click on your username in the banner
2. Select **Pikto Templates**



3. Filter to show Infographic free templates

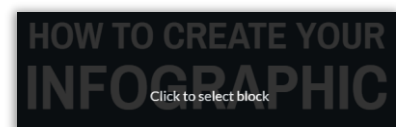


4. Hover on the Business Basic Template
5. Click on the **Create**

This will open the editor on the **Business Basic** template. If you click on the magnifier a preview of the template will display.



The template will be available for you to edit. Simply click on any block 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. This can be done after working but you need to ensure content is resized to retain layout and proportions.

Poster dimensions - Pixel measurements

Print Quality - 300 dpi			Screen Quality - 72ppi	
Page Size	Width px	Height px	Width px	Height px
A4	2480	3508	595	848
A3	3508	4962	842	1191
A2	4962	7017	1191	1684
A1	7017	9933	1684	2384

Size - the height and width of blocks will always be measured in pixels

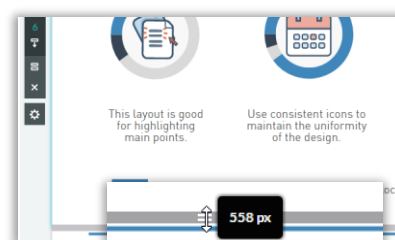
Height

1. Click on **block 6**

There will be a white semi-transparent bar at the bottom defining the boundary between the blocks.

2. Hover your mouse-over this bar.
3. Click and drag to **resize the block** height to **approx. 850px**.

A tiny black box will appear to show you the size height to guide you as you resize.



Height and width

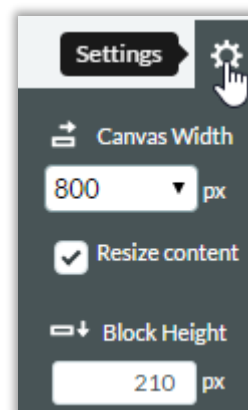
1. Click on **block 3** to select it.
2. Click the **cog** button for Settings.

It opens up a menu to change the width and height.

Piktochart provides pre-set width e.g. 600, 800, and 1280 pixels. Please note that changing the width on any block will apply the changes to all blocks.

You can also input your desired height (in pixels) for the selected block. Please search online for a free inch to pixel calculator to help determine this.

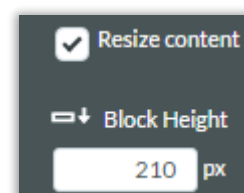
Please keep your Piktochart under 30,000 pixels for height. In addition, try not to exceed 1980 pixels for width as most machines are currently not sufficient to handle this large a file.



Resize Content

If **"Resize Content"** is **ticked** all objects within the selected block act accordingly as the block size changes. If the infographic block size is reduced, all objects will shrink accordingly. Changing each object's size separately will not be needed, saving precious time!

If **'Resize Content'** is **unticked**, any changes made on the selected block size will only affect the block, and all objects remains untouched. Note that the width changes will take place from the right side of the block!



Visual Elements

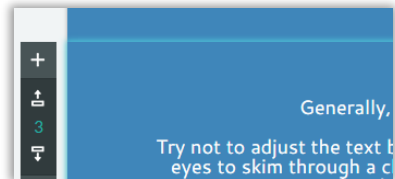
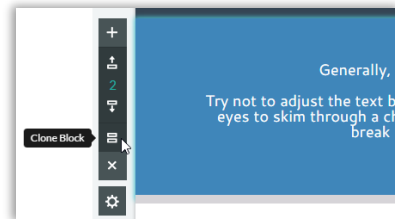
Exercise 5.

Add Blocks

1. Click on **block 2**

2. Click the clone button  in the block toolbar

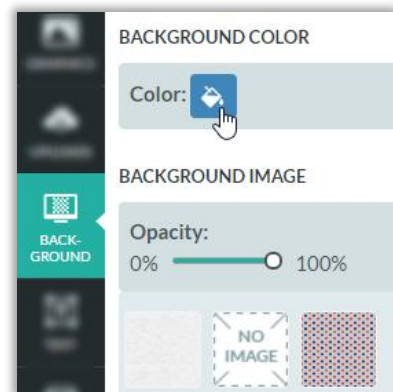
Block 3 will be added immediately below the original.



Background

1. Click on **block 2**
2. Click **Background** in the menu
3. Click on a **background image**
4. Slide the **opacity**
5. Click the **colour** button
6. Select a **background colour**

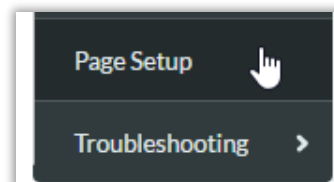
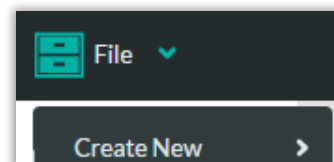
Click and drag to adjust opacity further if necessary



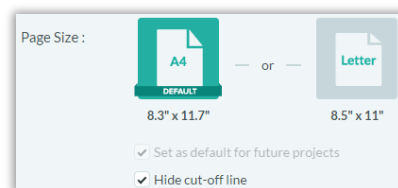
Exercise 6.

Remove Cut-Off line on screen

1. Click on **File** in the editor
2. Select **Page Setup**



3. Click checkbox alongside **Hide cut off line**



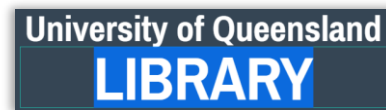
Adding Content

Exercise 7.

Add Text

a. Text placeholders

1. Double-click **Placeholder 1** in block 1
2. Add **University of Queensland**
3. Double-click **Placeholder 2** in block 1
4. Add **LIBRARY**

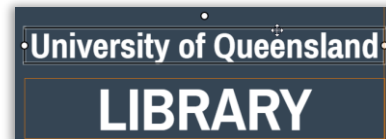


5. Click **placeholder 1**

A dark outline with handles will appear.

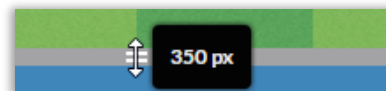
6. Drag this object up to re-position

Orange alignment guides will display onscreen.

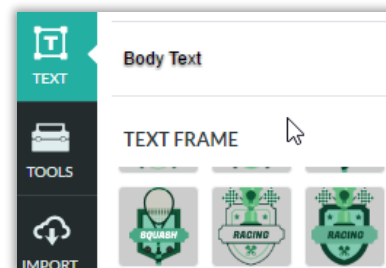


b. Text frames

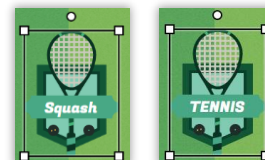
1. Click on **block 2**
2. Resize to approx. 350px



3. Click **Text** in the side menu
4. Click on a **Text Frame**



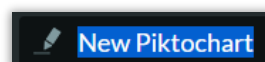
5. Double-click **text** to edit
6. Add new text: **TENNIS**
7. Drag and Drop to resize and reposition



Exercise 8.

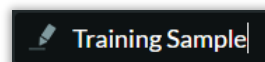
Rename your Piktochart

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



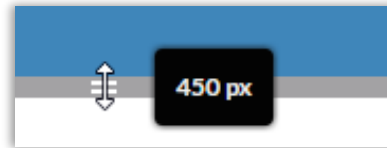
3. Click on **Save** button in the banner

Piktochart will **auto-save** to ensure you don't lose content unexpectedly but you can click save at any time.

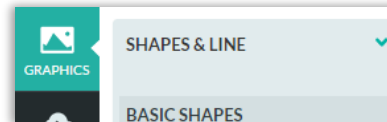


Exercise 9.**Working with Graphics****a. Shapes and lines**

1. Resize **block 3** to approx. 450px



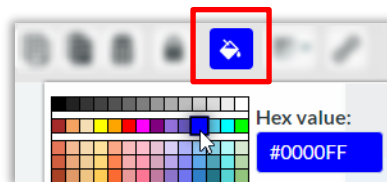
2. Click on **Graphics** in the side menu
3. Click on **Shapes & Line**
4. Click **Add Line** button
5. Click and drag line to resize



6. Click on a basic shape
Repeat for 2 other shapes
7. Click and drag to align shapes under line



8. Select a line or shape
9. Click on the **Colour** tool in the properties toolbar
10. Select a colour
Repeat for other shapes
11. Click in block to close tool palette

**b. Icons**

1. Click **Icons** bar in the **Graphics** side menu



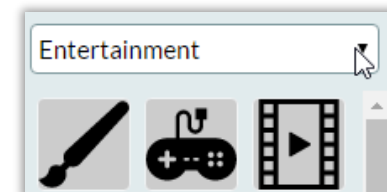
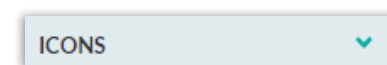
2. Click the category field

A drop down list will appear

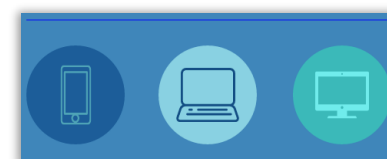
3. Select a category

A range of icons will appear. Hover over an icon to see a magnified view.

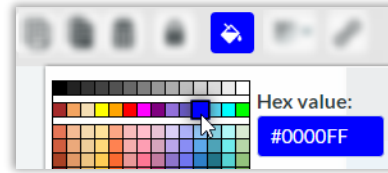
4. Click an icon to add it to the active block



5. Resize and reposition over an existing shape

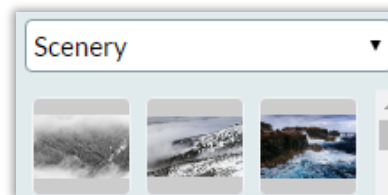
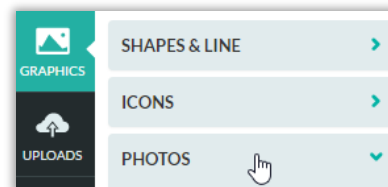
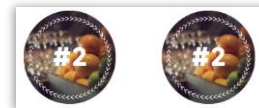


6. Click on the **Colour** tool in the properties toolbar
7. Select a colour
8. Click in block to close tool palette



c. Photos and Photo Frames

1. Click on **block 4**
2. Adjust the height to approx. 675px
3. Click the **PHOTO FRAME** bar
4. Click on a frame from the gallery
5. Resize and reposition inside active block
6. Copy and paste the frame
(use CTRL C + CTRL V)
7. Reposition along block
8. Double-click on the number on each photo frame to edit
9. Change the numbers into sequence
10. Click **PHOTOS** in the **Graphics** side menu
11. Select a category
12. **Drag and Drop** a photo over a frame
13. 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 10.

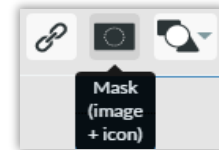
Masking

The masking tool is used to "cut" an image into the shape of an icon.

1. Add an icon and image to a block in your infographic
 2. Select both these objects
- For best results, use a single coloured icon. To select two images at one time, hold the shift key as you click to select.



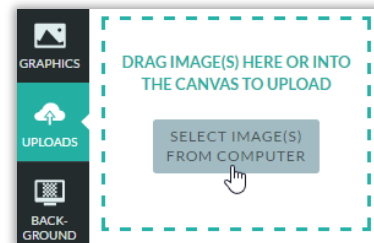
3. Click on the mask button from the menu at the top.
4. Double click to reposition your image within the icon.
5. Click and drag to resize and reposition



Exercise 11.

Upload Images

1. Click on **Uploads** in the side menu
2. Click **Select image(s) from computer** button
3. Navigate to the required image file
4. Double-click to **upload**

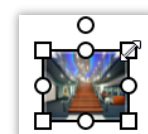
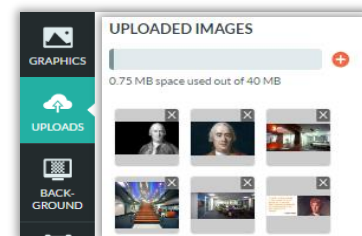


Exercise 12.

Insert Images

a. To a block

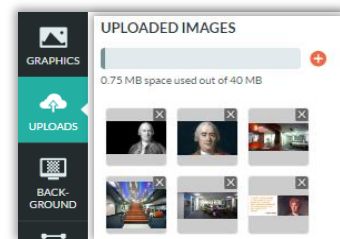
1. Click on any block to activate
 2. Go to **UPLOADS** in the side menu
 3. Click on any uploaded image
- The active image will be placed into the block



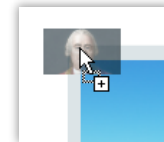
4. Resize and reposition as necessary

b. To a placeholder

1. Go to block 5
2. Go to **UPLOADS** in the side menu
3. Drag and drop an image over a placeholder



4. Release when image fills the placeholder
5. Double-click to edit image position within frame



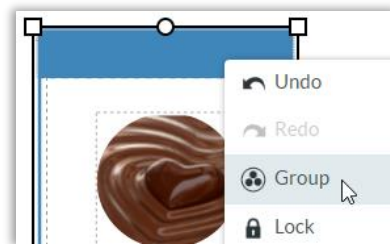
Grouping

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

Exercise 13.

Grouping related elements

1. Go to **Block 7**
2. Click and drag across one panel to select all the elements.
3. Right click on **Selected elements**
4. Select **Group**
5. Click and drag to reposition
6. Repeat for the other panel

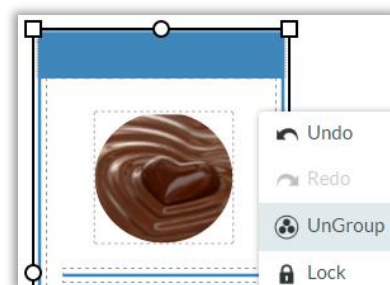


Exercise 14.

Ungrouping

Optional

1. Right click the object
2. Select **Ungroup**



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 charts

a. For Data

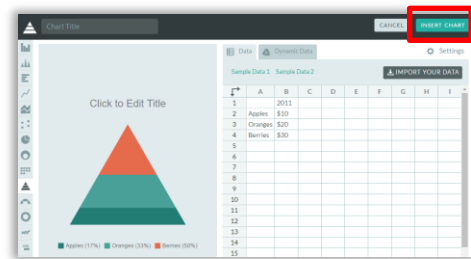
1. Go to **Block 6**
2. Extend block to approx. 1100px



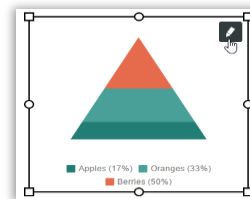
3. Go to **Tools** in the side menu
4. Click on the **Charts** icon.

A popup window will appear displaying:

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



5. Click on the **Insert Chart** button
6. Resize and reposition as necessary



7. Click on the **edit** icon



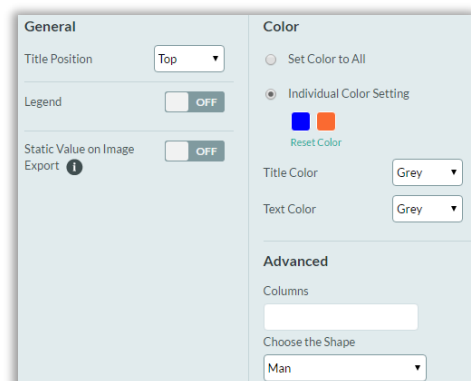
8. Select the **icon matrix** chart



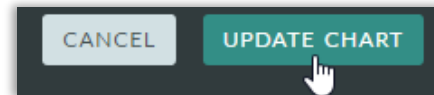
9. Change the data as shown:
representing 90% of population change data

1		2016
2	Under 50	9
3	Over 50	1

10. Click the **settings** button
11. Switch off **Legend**
12. Change **Individual Colour Setting**
13. Choose a **shape**
14. Enter a **Chart Title**, sample "**Smart Phone Usage**"

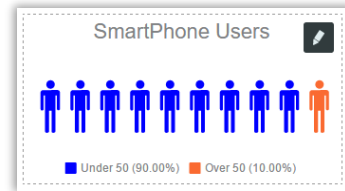


15. Click **Update Chart**



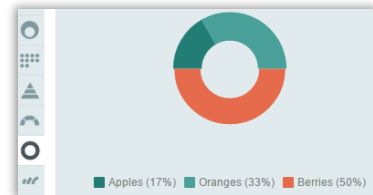
The matrix charts will be displayed on screen

16. Resize and reposition as necessary

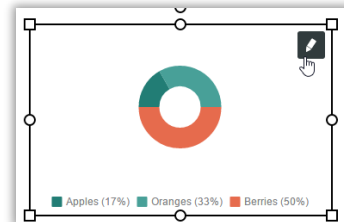


b. For effect

1. Go to **Tools** in the side menu
2. Click on the **Charts** icon.
3. Select the **Doughnut Chart**
4. Click on Insert Chart



5. Click on the edit icon



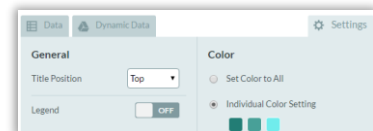
6. Change the data as shown

	A	B	C	D
1		2011		
2	Apples	25		
3	Oranges	35		
4	Berries	40		

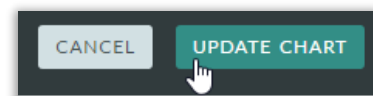
7. Click **Settings**

8. Switch off the **Legend**

9. Change the **Individual Colour Setting**

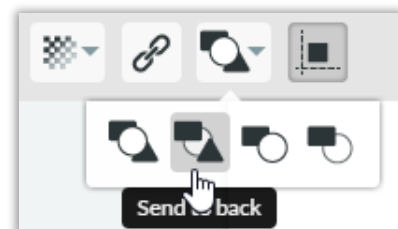


10. Click on **Update Chart**

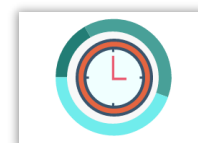


Layering is necessary to locate a chart behind an image or icon for effect.

11. Hover over **Arrange** button
12. Click **Send to back** button
13. Resize and reposition as necessary



The chart will be positioned behind the relevant object.



Exercise 16.**Add Hyperlinks**

You can include hyperlinks to sites on the internet by entering the URL. Note that these hyperlinks will only become active if you choose Publish and either view the infographic online or embed the infographic to a website. Links will not work if you export to JPEG or PNG.

1. Select the object or text you would like to hyperlink on your Piktochart.

References, icons and images are great for hyperlinking.



2. Click the link icon in the top menu



3. Enter the **URL**.

Remember to include http:// for the hyperlink to work.

4. Click on **OK**

Set hyperlink to object :

OK CANCEL REMOVE LINK

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

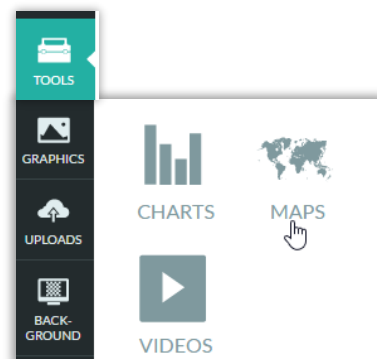
There will be no indication of the link other than the Hyperlink Hand

**Exercise 17.****Add a map****a. Insert a new map**

1. Click **Tools** in the side menu

2. Click Maps icon

You have the choice of working with Countries or Regions



3. Click on **Countries**

4. Enter a country name

5. Click on the result displayed

Countries Regions

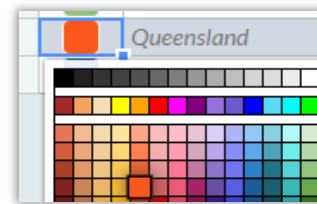
A

Australia

6. Click on **EDIT MAP**



7. Edit the colour for each map element



8. Change the population heading to
UQ Student Attendees

9. Enter details for each state

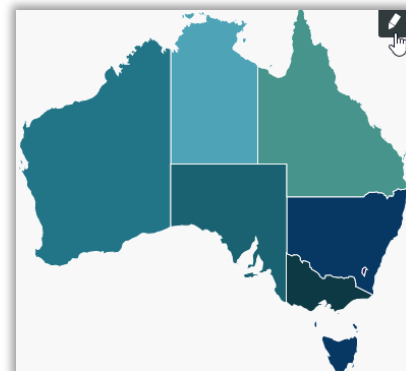
Please note: the data that you include has captions available (on Hover) with the online (url /published) shared version. However, no static data will appear for the downloaded version.

10. Click **Insert Map** button

	States	U Q Attendees
1	Jervis Bay Territory	
2	Northern Territory	Less than 1%
3	Western Australia	2%
4	Australian Capital Territory	5%
5	New South Wales	9%
6	South Australia	12%
7	Victoria	15%
8	Queensland	54%
9	Tasmania	2%

b. **Edit an existing map**

1. Click on **Edit icon**



2. Right click on a row number

3. Select **Hide**

4. Click on **Update Map**

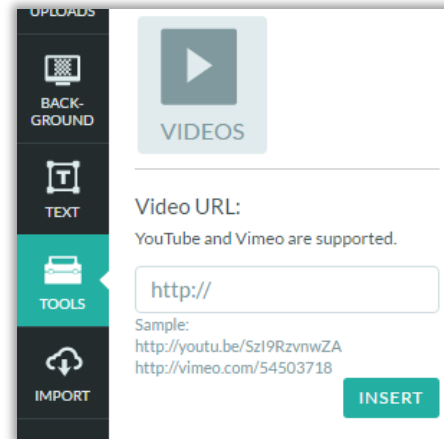
Show Selected States			
<div> <div>HIDE</div> <div>SHOW</div> </div> <div>Search For States</div> <div> <input type="text"/> <input type="button" value="Q"/> </div>			
	Color	States	Uq student att
1		Jervis Bay Territory	
2		Northern Territory	Less tl
3		Western Australia	

Exercise 18.**Add Video**

You can add a YouTube or Vimeo 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 Piktochart as JPEG, PNG, or PDF.

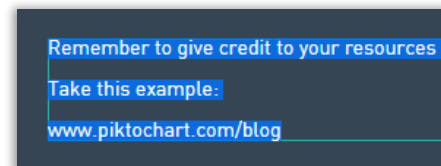
1. Select a block
2. Click on **Tools** in the side menu
3. Select the Video icon.
4. Paste the video URL
5. Click **Insert**
6. Resize and reposition as necessary

The video will not play when you are editing or previewing your infographic. It will only play once you choose Publish.

**Exercise 19.****Acknowledgments**

It is important to include attribution for the sources used in creating your infographic. These can be added to the last block in your creation.

1. Go to **Block 9**
2. Double Click to edit text



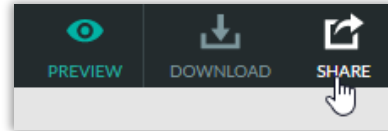
Publish, Present and Print your Piktochart


Exercise 20.

Publish your infographic

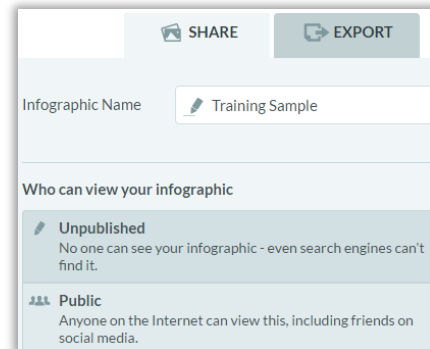
Share online via Edit Mode

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



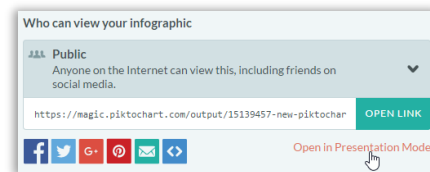
2. Click the expand arrow  beside **UNPUBLISHED**, if necessary

3. Click on **public**

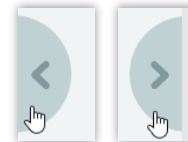


4. The URL of your creation will display.
This can be copied to add to web pages, blogs and presentations.

5. Click on **Open in Presentation Mode**

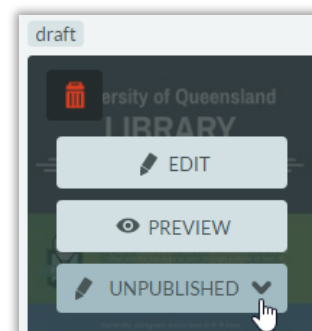


Each block will be displayed full screen
Use the arrows at the left and right of the screen to navigate



Share online via My Saved Piktocharts

1. Click on **Unpublished**

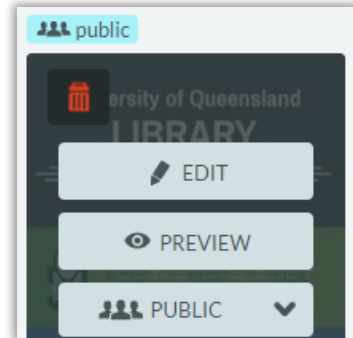
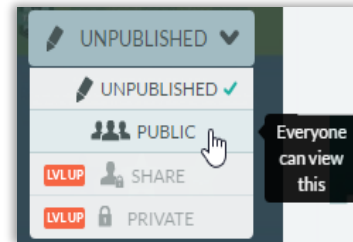


2. Click on **Public**

The status of your creation will update. It will now be published and is available to anyone using the URL or searching.

OPEN ON WEB: Displays the creation in a new tab.

PRESENT: Displays the creation directly in presentation mode

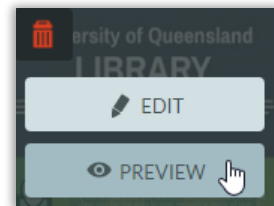


Exercise 21.

Preview a Piktochart

a. Preview via My Saved Piktocharts

1. Hover mouse over a Piktochart
2. Click on **Preview**

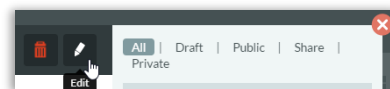


A sample will display, with a gallery of all creations

3. Click arrows to navigate to other creations

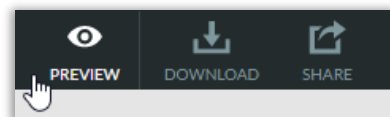


- a. Click trash icon to delete
- b. Click pencil icon to edit
- c. Click cross icon to close preview

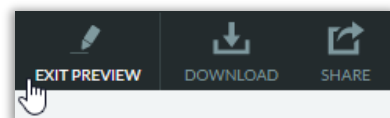


a. Preview via Edit Mode – simply editing a creation will enable edit mode

1. Click on **Preview**



2. Click on Exit Preview

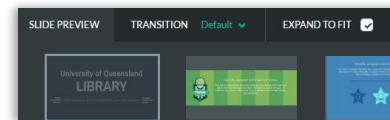
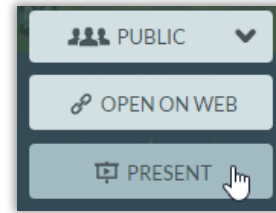


Exercise 22.**Present a Piktochart**

An infographic can be presented after it has been published. Please see **Exercise 20 on page 20**

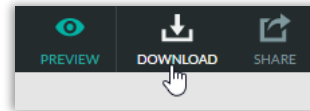
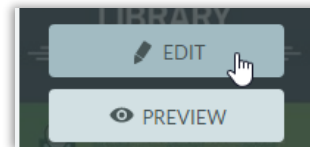
Go to **My Saved Piktocharts**

1. Hover mouse over a “public” infographic
2. Click on **Present**
3. Hover mouse over a navigation arrow to view full screen
4. Click arrows to navigate through infographic
Each block will be displayed full screen
5. Hover mouse over bottom edge of screen to display presentation tools or
6. Press **ESC**

**Exercise 23.****Download your Piktochart**

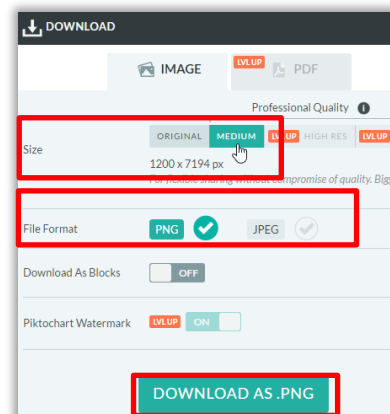
Go to **My Saved Piktocharts**:

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

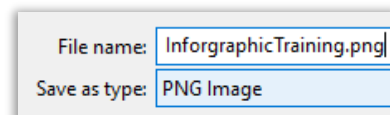


3. Select the download file settings
 - a. Size for quality
 - b. File Format
4. Click the **Download as .PNG** button

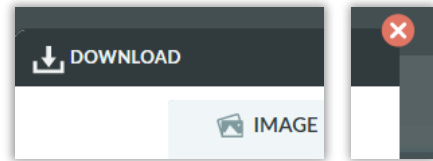
Remember to size your creation appropriately for print and screen output. Please see **Exercise 4 on page 8**



5. Enter a filename for the download
6. Click on **Save**



7. Click the **close** icon



Exercise 24.

Print your Piktochart

Piktochart does not include a built-in printing function. This is not recommended with a free licence as the output is limited. To print, you have to first download your infographic to your computer.

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.

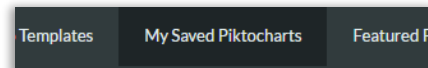


Permissions and house keeping

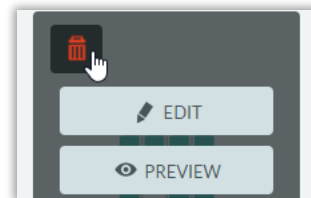
Exercise 25.

Delete a Piktochart

1. Click **My Saved Piktocharts** in the toolbar



2. Click on the **Delete** icon on the Piktochart thumbnail



3. Click on the **Delete** button

