Infographics:
Display Data for Easy Interpretation

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

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**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/](https://Venngage.com/pricing/).

### Exercise 1.  
**Create a Venngage account**

Preferred browser for using Venngage is Google Chrome

1. Go to [http://venngage.com](http://venngage.com)
2. Click on **SIGN UP FOR FREE**
3. Complete the registration form
   DO NOT use the same **password** as your UQ account.
   Email address has to be your UQ domain email address in order to get Premium. Example- s1234567@uq.edu.au
4. Click on **Register**

### Creating a Data Visualisation

The process in five easy steps

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

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

Venngage has six main sections:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Templates</strong></td>
<td>Access templates to assist with new creations of any format.</td>
</tr>
<tr>
<td>2. <strong>Infographics</strong></td>
<td>Your personal library of creations.</td>
</tr>
<tr>
<td>3. <strong>Community</strong></td>
<td>A gallery of published infographics from Venngage users</td>
</tr>
<tr>
<td>4. <strong>Blog</strong></td>
<td>Blog posts to assist users with their creations</td>
</tr>
<tr>
<td>5. <strong>Account</strong></td>
<td>This allows you to change your account settings or sign out</td>
</tr>
<tr>
<td>6. <strong>Support</strong></td>
<td>A help centre which is only available from certain screens</td>
</tr>
</tbody>
</table>
Getting Started

Exercise 2. **View featured Venngage creations**

1. Click **Community**

2. Click on any displayed creation

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**

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 resolution later.**

#### 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.

<table>
<thead>
<tr>
<th>Page Size</th>
<th>Width px</th>
<th>Height px</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td>816</td>
<td>1056</td>
</tr>
<tr>
<td>Legal</td>
<td>816</td>
<td>1344</td>
</tr>
<tr>
<td>Tabloid</td>
<td>1056</td>
<td>1632</td>
</tr>
<tr>
<td>A3</td>
<td>1122</td>
<td>1588</td>
</tr>
<tr>
<td>A4</td>
<td>794</td>
<td>1122</td>
</tr>
<tr>
<td>A5</td>
<td>560</td>
<td>793</td>
</tr>
</tbody>
</table>

### 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 opacity 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

Exercise 7.

Add Text

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

---

**Exercise 8.**

**Working with Graphics**

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 in block 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** the 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.**

<table>
<thead>
<tr>
<th>Grouping related elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Temporary grouping</td>
</tr>
<tr>
<td>1. Click and drag across the objects to group or Hold <strong>Shift</strong> and click objects</td>
</tr>
<tr>
<td>2. Click and Drag to reposition</td>
</tr>
<tr>
<td>b. Permanent grouping</td>
</tr>
<tr>
<td>1. Click and drag across the objects to group or Hold <strong>Shift</strong> and click objects</td>
</tr>
<tr>
<td>2. Select <strong>Group</strong> on the tools bar</td>
</tr>
<tr>
<td>3. Click and drag to reposition</td>
</tr>
<tr>
<td>Note: Grouped items will always proportionally resize.</td>
</tr>
</tbody>
</table>

**Exercise 12.**

<table>
<thead>
<tr>
<th>Ungrouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
</tr>
<tr>
<td>1. Select <strong>Ungroup</strong></td>
</tr>
</tbody>
</table>

**Exercise 13.**

<table>
<thead>
<tr>
<th>Lock Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on any object</td>
</tr>
<tr>
<td>2. Click on the <strong>padlock</strong> button</td>
</tr>
<tr>
<td>Note Groupings cannot be locked. The padlock will change to red when an object is locked.</td>
</tr>
</tbody>
</table>

**Exercise 14.**

<table>
<thead>
<tr>
<th>Unlock Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on a locked object on the page</td>
</tr>
<tr>
<td>2. Click on the red <strong>padlock</strong> button</td>
</tr>
</tbody>
</table>
**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
   5. Resize and reposition Pictogram if necessary

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
   a. Enter Title Smart Phone Usage
8. Switch off Legend
9. Click Background Colour sample
   a. Select a colour
   b. Adjust the opacity
10. 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 if you choose Publish and either 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.

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

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. 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.
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

Exercise 20. **Acknowledgments**

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
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 as needed
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 your creation from the Community gallery click on Unpublish

Share privately via Edit Mode

1. Click on Share in menu bar

2. Enter in the recipients email address
   Or
3. Click Enabled
4. Copy and share the address shown

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

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**

Venngage does not include a built-in printing function. 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.

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**General house keeping**

Exercise 25.  

**Delete a Venngage**

1. Click **Infographics** in the toolbar

2. Click on the **Cog** icon on the Venngage thumbnail

3. Then click **Delete Infographic**

4. Click on the **Delete** button