

# Vennage Tips and Tricks

## How to Print an Infographic

In order to print, you must first download your infographic as a PDF to your computer and then print from there.

To download as a PDF select the download icon, the arrow in the top right corner, and then select PDF

## Make Sure to Share

Make sure to share any infographics you create. To do this:

Click the share icon at the top right, it looks like this



Select share privately

Select “shared” under the “Shared with Class” heading

## What You See Isn’t Always What You Get (Caution with Saving)

Vennage will automatically save your infographics. However, what you see as the saved infographic doesn’t necessarily always show up as what the infographic actually looks like. It may appear different, but don’t worry the changes you have made did save.

## Using the Template

There is a Berea College template that has been created and shared with the class. If you select copy while hovering over it, you can copy the template and start a new infographic.

## Save Your Colors

If you find a color you like, make sure to add it to your swatches by clicking the plus sign located to the right of the color swatches. This helps to ensure that you get the exact hue as before when you go to color something else with the same color.

Caution: Sometimes the colors will get removed from the swatches, but you can always add them back by re-selecting the object of that color and then clicking the plus sign again.

## Selecting a Color

Select colors by repositioning the two smaller circles in the color pane. The outer one (in the ring) controls color and the inner one (in the square) controls the shade. You can also adjust the opacity to add a see-through effect to certain icons.

Bonus Tip: The default color for text isn’t the darkest black. Sometimes it is best to adjust it to make the text as clear as possible.

## **Copying Between Infographics**

You can copy things between infographics by using the typical copy function (just use CTRL + C) but be prepared to adjust what you copy. Sometimes things that are in front will get moved to the back and vice versa.

You can also copy an entire infographic using the copy option under settings (the gear icon at the top right).

## **Textbox Pitfalls**

Sometimes when you copy a textbox and then re-type something in it the text inside will appear as though it has not changed. To remedy this, re-click inside the textbox and then click enter.

If you delete the text in a textbox this doesn't delete the textbox. You must delete the textbox as a whole to get it to go away.

## **Alignment Help**

Gridlines can help with lining up objects. To turn on gridlines click the checkered box in the top left corner. Click it again to turn them off.

## **Better Viewing Space**

If you need more space to work you can collapse the object pane on the right of the screen by clicking the three parallel lines in the upper left-hand corner of the pane.

## **Using Text Displays**

Under the text drop-down, the first few options are normal textboxes. However, the rest are text templates that show different ways to display text. These templates work well as examples, but I recommend using icons to recreate them on your own. This way you can change the size of the graphics, the shape of them, and make them your own by adding new elements.

You can use a text display template as is, but some of these are quite large. When you go to change the size the image will get distorted. To prevent this, hold the SHIFT key as you decrease the size and the proportions should stay the same. Then all you have to do is adjust the font size.

## **Use the Grouping Function**

Whenever you have created an object you should group all the components so that they stay together and are easier to move around the infographic.

## **Layering Objects**

On Venngage you can put objects on top of one another. To do this use the series of arrows located at the top of the screen. The double arrows move things all the way back or all the way forward, while the single arrows move them up one level or back one level. Sometimes you might have to click off of the object to get the effect to take place.

Bonus Tip: If layering text onto something make sure that you add the text last so you can easily change it if needed (you don't want something like a border to be layered over it because then you have to move it to get to the text).

## **Tips for Making Maps**

Sometimes it is best to not use the exact data as the source. For a map showing where students come from it might be best to just enter the data as 1 for students and 0 for no students. This keeps the color scale in the appropriate range as the actual data would skew it too much, making it hard to see.

Also, the legend that will be given might not have the values that you want. Simply cover the text with a white box and then put a textbox over top with the values that you want.

## **Using the Help Feature**

Venngage does offer a help feature that you can use if you have questions. A dialog can be started by clicking the blue circle with a white question mark that appears in the bottom right-hand corner of the screen. You can then ask questions and it will attempt to help you get the answer.

## **Using the Publish Feature**

The Publish feature allows you to publish your infographics to the community. It is the eye icon at the top right of the page. You need to publish an infographic in order to obtain a link to post your infographic to another website.

## **Icons vs. Pictograms**

Icons are shapes and images that you can add to your infographic. You can change their color and size.

A pictogram is a series of icons used as a representation of data. For instance, if you wanted to say one in every five students... then you would use a pictogram. You could color one student blue, and then the rest gray.

## **Icon Charts**

You can use an icon to create an icon chart. To do so:

Select the icon and then click the semicircle drop-down next to the colors at the top

Select a number, this number will be the percentage of the icon that is filled with the color on the left. The remaining percent will be filled with the color on the right.

To add even more clarity, add a text box showing the percentage you wish to convey

## **Tricks For Making Graphs/Charts**

### **How to add 100% to the Y-axis**

You cannot actually change how the numbers on the scale are written. So, to add the percent symbol you have to use a box the same color as your background to cover up the original, and then place a textbox with the appropriate label over top of it.

Similarly, adding labels to a graph doesn't always work as you can't make them a percent. So, to make a label with the percent symbol you have to use individual textboxes.

### **How to make a double bar**

Enter your data all in one bar chart (so if there are five years of data for two categories then the chart will have ten bars). Then use dividing lines to separate the years. You will also have to remove the x-axis to fix the labels. After that, add another line from the icon section and then use textboxes to label each section of the chart.

### **How to make the scale fit what you want it to**

Vennage will pick its own scale for graphs. Sometimes you can adjust the minimum value or the step increments to fix the scale, but others times you cannot. So, if you want a scale to go from zero to 100 then you might have to enter a higher value to move the scale upward. Then, to cover up the additional bar make it white and then place a white box over the extra axis that will be added.

### **How to add a Goal Line**

Use multi series chart and then use an icon of a line to lengthen the goal line