VENNGAGE

**View Current Designs**

Click on  at top of page, and your designs will appear

Create a Design

Select ‘Create New’ then select ‘design’

**Remove a Design**

Goto ‘Home’

Click on the upper-right corner (which reveals a cog)

then select ‘make a copy’ or ‘delete design’



**Change the name of a Design**

In ‘Home’, select and type over its name

**Edit or Preview a Design**

Hover over the design then select ‘Edit’ or ‘Preview’

**Moving Items**

Select item > click middle (so cross with arrows appears) and hold mouse > move it

Select several items with shift key held down, then move them all

You can select, copy and paste a group of items onto another page

**Grouping Items**

Select several items, with shift key down, or by dragging mouse around them, then click group button.

*If you alter the size of grouped items, all items will change size to the same extent*



**Lock Items in Place**

Select items, then click on the lock button

You can’t lock grouped items

**Manipulating an Item**

Right-click on the item, then select from list of options: copy, paste, delete, move forward/back, lock

**To change the size or orientation of the page**

Click ‘Settings’ button at upper right >

then select page size and orientation

**Icons** – include lines, borders, shapes and pictures

Drag and drop line, border, shape or icon onto the page, and it will appear

Pull on its toggles to adjust its dimensions. The circular toggle rotates the image

Click on color button to select its color

Click on ‘mirror’ icon to flip the image

*Lines* - The menu above offers options for thickness, type of line, color



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*Shapes* – For shapes, the menu at the top of the screen offers options for color and alignment.

If you want a border around some text and images, but wish to give it a background color, then choose a shape, give it a background color and send it backward, so that the text and images will appear above your shape.

*Pictures*: Select a category from the shapes/symbols list or use the search function

*Favorites*: Select the icon then click on the heart-shaped button at the upper part of screen.

To remove from favorites, click on icon in favorites section, then click on the red heart. 

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**Maps**

A few maps are shown. To find others, use the search box.

If you double-click on a map with states – such as the Australian map – a table will appear allowing you to assign values to each state, which will then be reflected in the color intensity of each state on the map.



**Photos**

Select ‘Photos’ from list at left and enter a keyword.



**Image Uploads**

Select ‘Image Uploads’ then upload an image from your computer.

The image will appear at the left-hand side, below, and remain there.

Click on the image and it will appear on the screen.



*Remove an uploaded image*: hover over it and a bin will appear. Click on the bin to delete it.

*Draw an image (e.g.: a gender symbol)*

Draw it in Word or Excel (e.g.: Insert > Illustrations > Shapes).

Make the background the same as in the infographic background.

Select, copy and paste special-picture the image into Word.

Select the image in Word > Save as picture > and for file type select PNG.

Then upload that image into Venngage.

*For photos and image uploads*, the menu offers an option ‘Frame type’, if a photo is selected on the screen. It will impose variously-shaped frames upon the selected photo.

You can crop an image upload or photo, but not an icon or chart – bc they are designed to look as they are.

To replace an image, double click on it.



*Adjusting photos (from Venngage) and image uploads*

Select the image > click on ‘Edit Image’ in the upper screen > then adjust colour, saturation, brightness and border shadow in the dialogue box

**Charts**

Click on a chart type.

A chart and table to install data for the chart, appear.

In the ‘Data’ tab of the table, type in the data and category names required for your chart, and select the chart type and *style* – which are sub-categories of each chart type.

You can also select the color of each bar, at left.

In the ‘Settings’ tab, select the background color, legend, gridlines, bar width etc.

Once done, click ‘at the upper right hand side of the table.

To make further changes, double click on the chart.

*Alternately:*

Create a chart in excel, select the chart, then , choosing PNG as the image type.

Then import the resulting PNG image, using ‘Image Uploads’.

To make background of chart, in Excel, the same as for your infographic:

* Click on the background of your infographic.
* Got ‘Background’, then in Swatch colors, click ‘Add color’.
* This will display the color of your current background including the red, green and blue settings. Note the R, G, B, A numbers
* In Excel, select outside of chart > under 'Fill' select 'Solid fill' > for 'Color' select 'More colors'. Then, set the color levels for Red, Green and Blue to match the background of your infographic.
* Select chart > Save as Picture > Chose PNG > use ‘Image Uploads’ to import it to Venngage.

**Text**

Click any text box – it makes no difference – and the text box appears.

Type in the text, or copy from Word.

Select the text box, and the menu will offer options for the front type, size, color, alignment etc.



As with any box, you can select the text box to copy, delete, move to front or back



**Background**

This is the background to the whole infographic.

At the left, you can choose colors, gradients and textures.

Under Background > Swatch Colors, click  sign to create a new color. (This will show the red, green and blue numbers – worth noting, in case you later may need to match a chart background to it). It will appear among your selection of swatch colors.

To delete a swatch color, hover over it and click the cross sign at its corner 



**Templates**

For pre-designed infographics, click on ‘Templates’

at the top of the screen.

Then select from templates in a range of categories.



**Download Finished Product**

Click ‘Download’ button at upper right

Chose which pages to download and the format (PNG or PDF)

Then click ‘