VENNGAGE

**View Current Designs**

Click on Logo

Description automatically generated at top of page, and your designs will appear

Graphical user interface, application, website

Description automatically generatedCreate a Design

Select ‘Create New’ then select ‘design’

**Remove a Design**

Goto ‘Home’

Icon

Description automatically generatedClick on the upper-right corner (which reveals a cog)

Graphical user interface, text, application, chat or text message

Description automatically generatedthen select ‘make a copy’ or ‘delete design’

Graphical user interface, application

Description automatically generated

**Change the name of a Design**

In ‘Home’, select and type over its name

Graphical user interface, application

Description automatically generated**Edit or Preview a Design**

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

A picture containing text

Description automatically generated**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

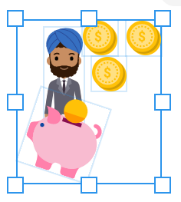
You can select, copy and paste a group of items onto another page

Icon

Description automatically generated**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*



Graphical user interface

Description automatically generated with medium confidence**Lock Items in Place**

Select items, then click on the lock button

You can’t lock grouped items

**Manipulating an Item**

A picture containing diagram

Description automatically generatedRight-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

A picture containing graphical user interface

Description automatically generated**Icons** – include lines, borders, shapes and pictures

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

Icon

Description automatically generatedPull on its toggles to adjust its dimensions. The circular toggle rotates the image

Icon

Description automatically generatedClick 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

A picture containing text, furniture, screenshot, file

Description automatically generated

*Graphical user interface

Description automatically generated with medium confidence*

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

Graphical user interface, text, application, chat or text message

Description automatically generatedIf 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. 

**Graphical user interface, text, application, chat or text message

Description automatically generated**

**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.

Graphical user interface, text, application, chat or text message

Description automatically generated

**Photos**

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

A picture containing text

Description automatically generated

**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.

A picture containing mammal, koala, close

Description automatically generated

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

*Graphical user interface, application

Description automatically generatedDraw 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.

Graphical user interface, text, application

Description automatically generatedSelect, 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.

Graphical user interface

Description automatically generated with medium confidence

*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**

A picture containing graphical user interface

Description automatically generatedClick 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.

A green rectangle with white text

Description automatically generated with low confidenceOnce 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 A picture containing logo

Description automatically generated, 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:

* A picture containing icon

  Description automatically generatedClick on the background of your infographic.
* Got ‘Background’, then in Swatch colors, click ‘Add color’.
* A picture containing shape

  Description automatically generatedThis 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.

A screenshot of a computer

Description automatically generated with low confidence

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

A picture containing background pattern

Description automatically generated

**Background**

This is the background to the whole infographic.

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

Under Background > Swatch Colors, click Icon

Description automatically generated 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 Shape

Description automatically generated

Graphical user interface

Description automatically generated

**Templates**

Logo

Description automatically generated with medium confidenceFor pre-designed infographics, click on ‘Templates’

at the top of the screen.

Then select from templates in a range of categories.

Graphical user interface, text, application, chat or text message

Description automatically generated

**Download Finished Product**

Click ‘Download’ button at upper right

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

Then click ‘