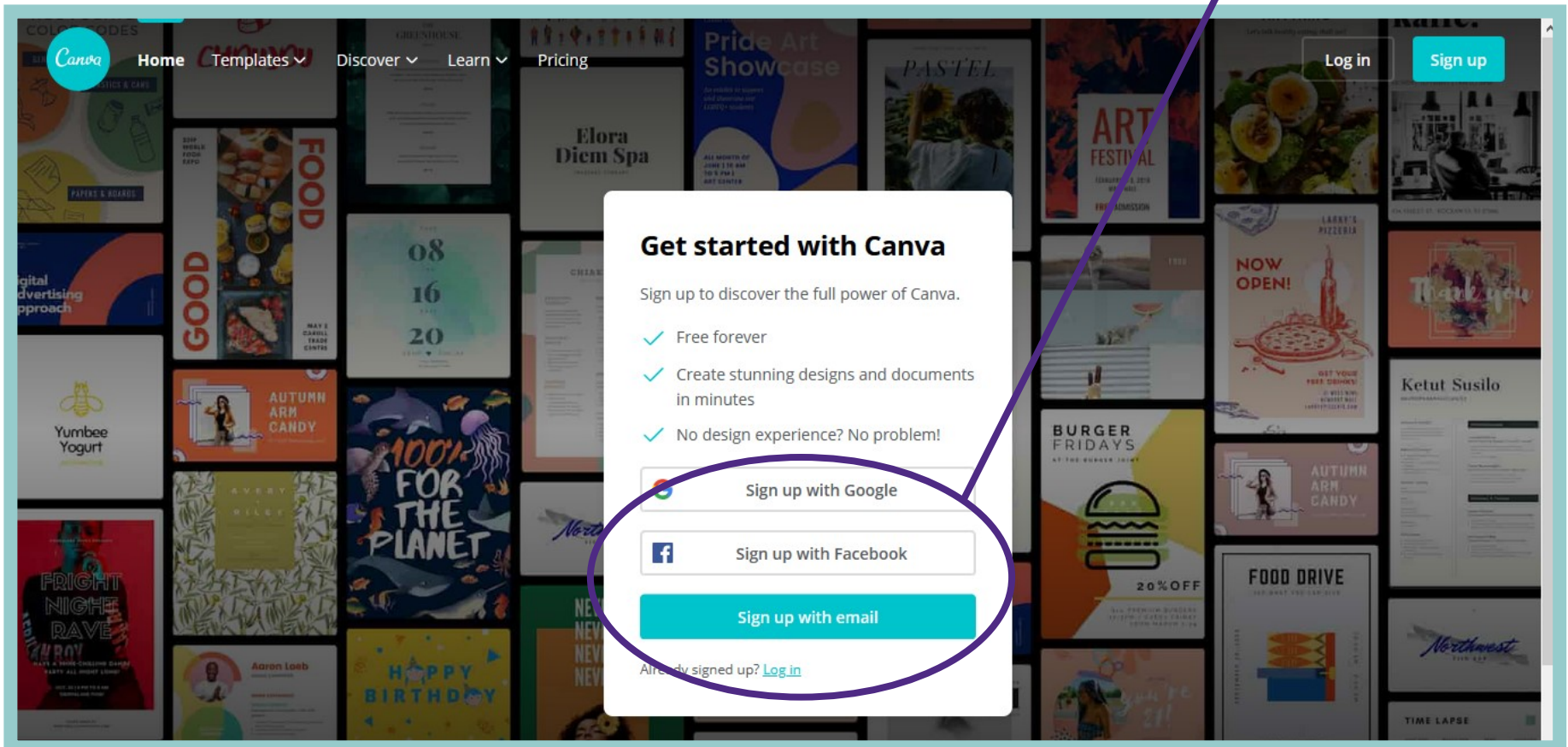


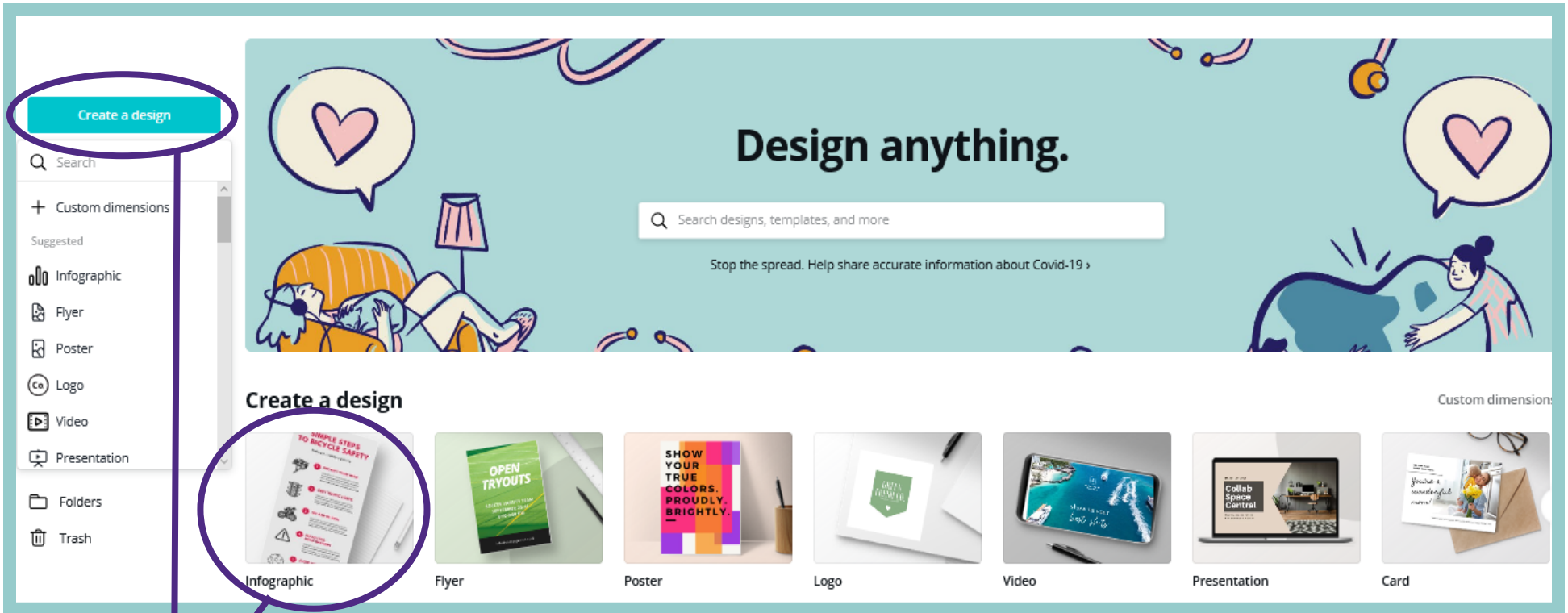
Canva Infographic Tutorial



Follow the steps in this tutorial to create an infographic from your program progress reports. The infographic in the tutorial shows one way program data may be presented; choose information that best tells your program's story.

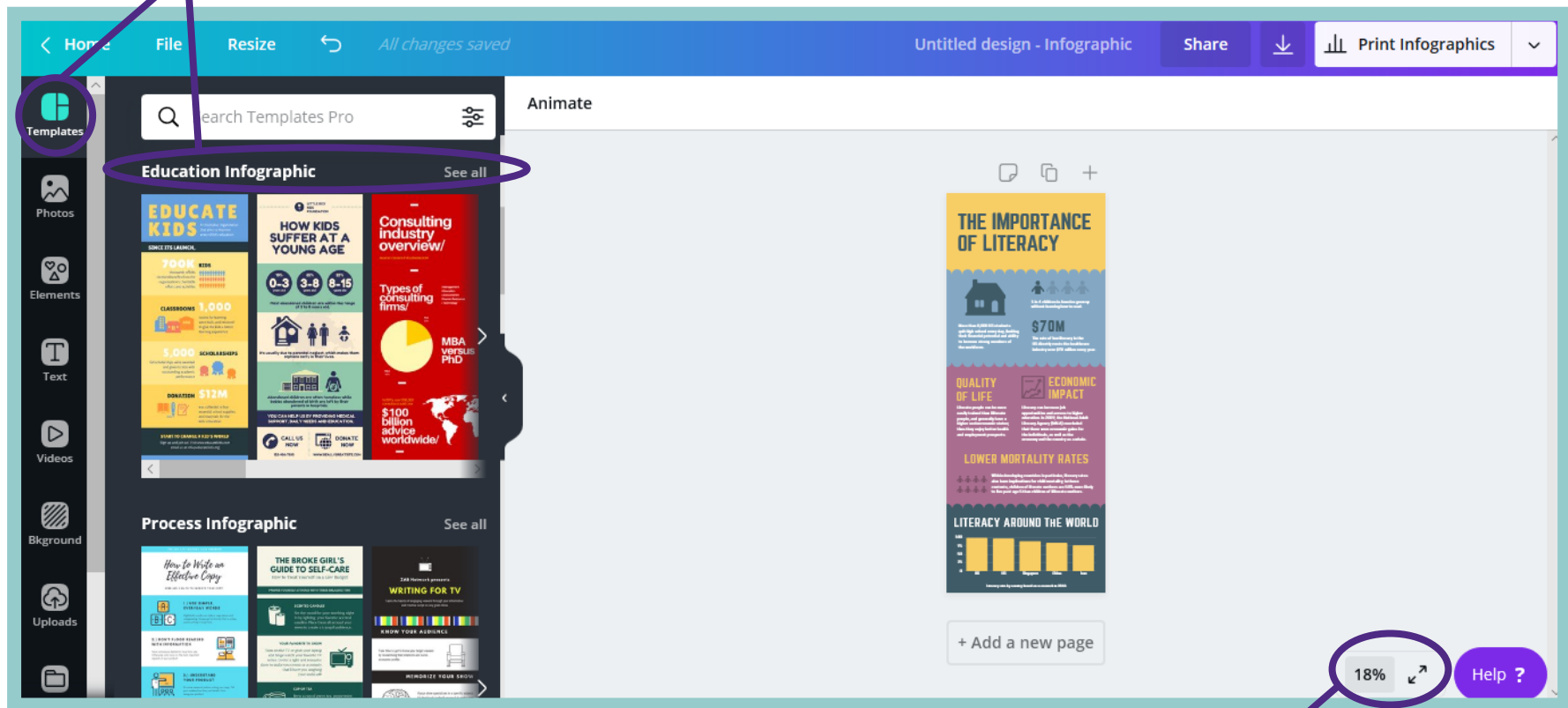
Login or sign up for free at www.canva.com.





Click **Create a design** on the upper left side of the webpage and choose **Infographic** from the dropdown box, or click on the picture of the infographic to begin.

Under the **Templates** tab, scroll to the selection under **Education Infographic**. Click **See all**, and find the template with the title, "The Importance of Literacy".



Click the **zoom** button for a closer view of the infographic as needed. The **full screen** button doesn't allow for editing, but may be helpful as a print preview.

Click the title, "The Importance of Literacy", and change the title by typing your program's name and the reporting period(s) your data is from. The text box size can be edited by dragging any of the white tabs on the box outline.

The font size may need to be changed to fit the text on the page.

Paragraph alignment can be changed here.

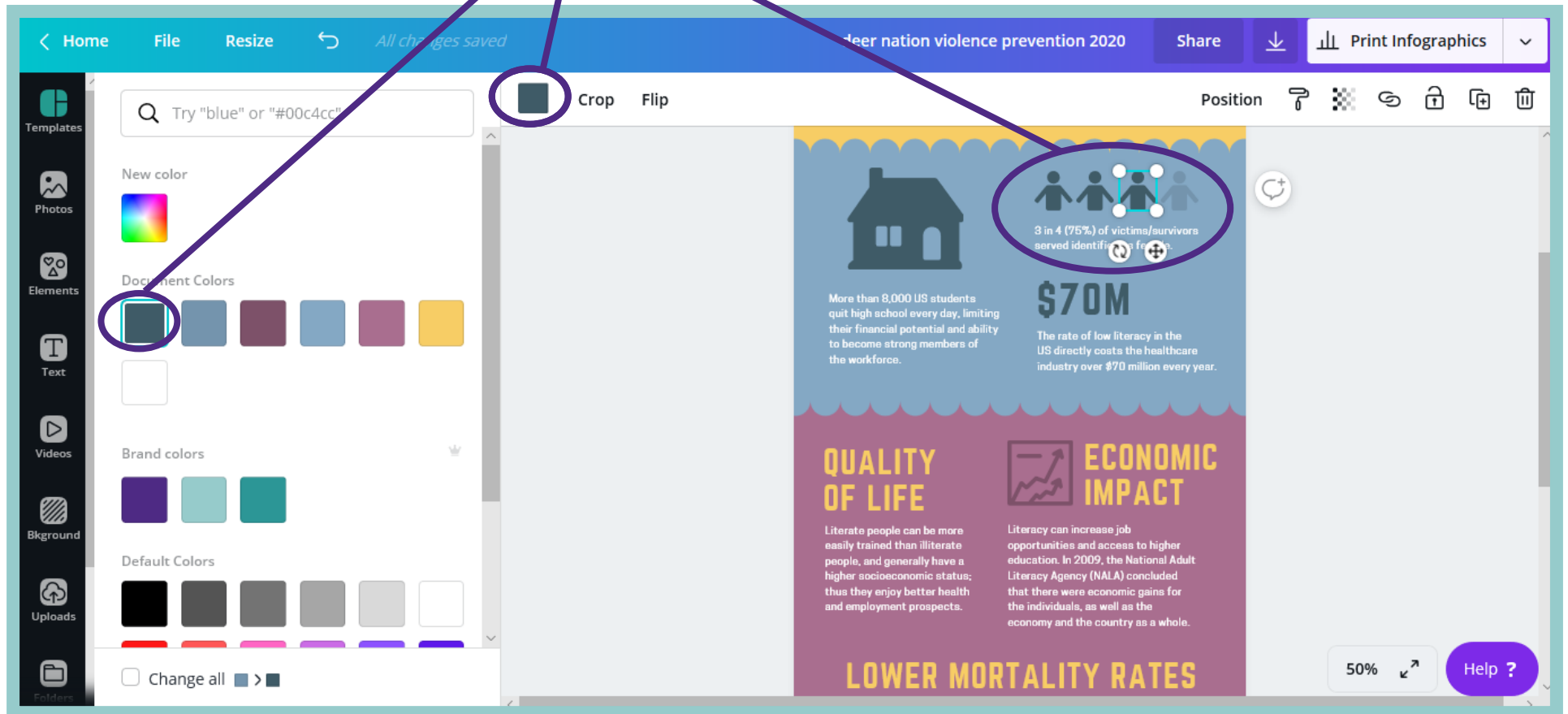
The screenshot displays the Canva infographic editor interface. At the top, a teal navigation bar includes 'Home', 'File', 'Resize', and 'All changes saved'. The main header area shows the current infographic title 'deer nation violence prevention 2020', a 'Share' button, a download icon, and a 'Print Infographics' dropdown menu. Below this is a toolbar with a font family dropdown set to 'Norwester', a font size dropdown set to '56', and icons for bold (B), italic (I), underline (U), and paragraph alignment (left, center, right, justified). The infographic itself has a yellow top section with the title 'DEER NATION VIOLENCE PREVENTION 2020' in large, bold, dark blue letters. Below the title is a blue section with a house icon and the text '1 in 4 children in America grow up without learning how to read.' Further down, it states 'More than 8,000 US students quit high school every day, limiting their financial potential and ability to become strong members of the workforce.' and '\$70M The rate of low literacy in the US directly cost the healthcare industry over \$70 million every year.' The left sidebar contains a 'Templates' panel with categories like 'Education Infographic' and 'Process Infographic'. A bottom right corner shows a zoom level of '50%' and a 'Help ?' button.

In this example, the first section (blue rectangle) of the infographic will have demographic information from a fictional program.

Click the image of the people, then click **Ungroup** to edit the individual images.

The screenshot shows a design tool interface for creating infographics. The main workspace displays a multi-section infographic. The top section is blue and features a house icon and the text: "More than 8,000 US students quit high school every day, limiting their financial potential and ability to become strong members of the workforce." Below this is a yellow section with a large "\$70M" and the text: "The rate of low literacy in the US directly costs the healthcare industry over \$70 million every year." The bottom section is purple and divided into two columns: "QUALITY OF LIFE" and "ECONOMIC IMPACT". The "QUALITY OF LIFE" column states: "Literate people can be more easily trained than illiterate people, and generally have a higher socioeconomic status; thus they enjoy better health and employment prospects." The "ECONOMIC IMPACT" column states: "Literacy can increase job opportunities and access to higher education. In 2009, the National Adult Literacy Agency (NALA) concluded that there were economic gains for the individuals, as well as the economy and the country as a whole." A callout box points to a group of four people icons in the blue section, with the "Ungroup" button in the top toolbar highlighted. The toolbar also includes "Position", "Crop", "Flip", and "Print Infographics". The sidebar on the left shows template categories: "Education Infographic" and "Process Infographic".

This type of image can represent percentages. By clicking on the individual people, the color can be changed to match another color in the document. The colors of the people have been changed to represent 3 in 4 people (victims/survivors). The text below the image has been edited to say, "3 in 4 victims/survivors served identified as female".



Consider a demographic to highlight. This text was edited to highlight the number 57, which now says below, "The number of victims/survivors served who were 60+ years old."

The screenshot shows the Canva editor interface for an infographic titled "deer nation violence prevention 2020". The infographic is divided into several sections:

- Top Section:** Features a house icon and the text "More than 8,000 US students quit high school every day, limiting their financial potential and ability to become strong members of the workforce." To the right, it says "3 in 4 (75%) of victims/survivors served identified as female." Below this, a large number "57" is displayed, with a text box below it stating "The number of victims/survivors served who were 60+ years old." A purple circle highlights the number 57, and a purple arrow points from the text in the top purple box to this circle.
- Bottom Section:** Divided into two columns: "QUALITY OF LIFE" and "ECONOMIC IMPACT".
- Bottom Center:** A large yellow banner with the text "LOWER MORTALITY RATES".

The editor interface includes a top navigation bar with "Home", "File", "Resize", and "All changes saved". A search bar for "Search Templates Pro" is visible on the left. The right side of the editor shows a toolbar with text formatting options (bold, italic, underline, link, unlink, text color, background color) and a "Print Infographics" button. A zoom level of "50%" and a "Help ?" button are also present.

If a large number of victims/survivors live in rural areas, that might be information for a program to share. The picture of the house was selected and deleted. To insert an image, click the **Elements** tab on the far left. Search for an image by clicking and typing in the search bar. Some images allow color editing.

This image and text was edited to say, "182 out of 214 victims/survivors served live in rural areas".



This purple section can be used to describe particular victim services. The literacy sections were edited to describe the number of victims/survivors who received “Crisis Intervention”, “Counseling Services”, and “Civil Legal Advocacy”, and the number of times each service was provided.



The images for literacy were deleted and replaced with images from the **Elements** tab. The scale can be found under the search term, “law”, and the hands/heart can be found under “help”.

This section will compare the total number of victims/survivors served by year. The section title was edited from “Literacy Around the World” to “Total Served By Year”. Click on the **bar chart**. The option to edit the chart will appear. Click **Edit**. The names of countries were changed to years, which will be the labels on the horizontal line. The numbers reflect how many victims/survivors were served each year.

The screenshot shows a software interface for creating infographics. On the left, a table titled "Bar chart" contains the following data:

Year	Number of Victims/Survivors Served
2017	112
2018	186
2019	214

The main workspace displays a infographic titled "CIVIL LEGAL ADVOCACY" with a subtitle "TOTAL SERVED BY YEAR". The infographic includes a bar chart with three yellow bars representing the years 2017, 2018, and 2019. The y-axis ranges from 0 to 200. Below the chart, there is a "Grant number:" field. The interface also features a top navigation bar with options like "Home", "File", "Resize", "Share", and "Print Infographics". A purple callout box highlights the "Edit" button in the top toolbar, the data table, and the bar chart area. Another purple callout box points to the "Grant number:" field.

Remember to enter your grant number.

THE IMPORTANCE OF LITERACY



1 in 4 children in America grow up without learning how to read.

More than 8,000 US students quit high school every day, limiting their financial potential and ability to become strong members of the workforce.

\$70M

The rate of low literacy in the US directly costs the healthcare industry over \$70 million every year.

QUALITY OF LIFE

Literate people can be more easily trained than illiterate people, and generally have a higher socioeconomic status; thus they enjoy better health and employment prospects.



ECONOMIC IMPACT

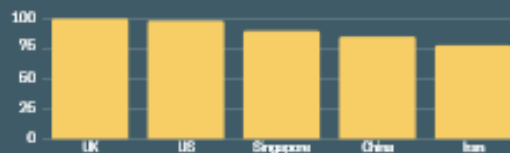
Literacy can increase job opportunities and access to higher education. In 2009, the National Adult Literacy Agency (NALA) concluded that there were economic gains for the individuals, as well as the economy and the country as a whole.

LOWER MORTALITY RATES



Within developing countries in particular, literacy rates also have implications for child mortality; in these contexts, children of literate mothers are 60% more likely to live past age 5 than children of illiterate mothers.

LITERACY AROUND THE WORLD



Literacy rate by country based on a research in 2010.

Before
and
After

DEER NATION VIOLENCE PREVENTION 2020



182 out of 214 victims/survivors served live in rural areas.



3 in 4 (75%) of victims/survivors served identified as female.

57

The number of victims/survivors served who were 60+ years old.

CRISIS INTERVENTION

43 victims/survivors received crisis intervention in person and/or over the telephone. This service was provided 69 times.



COUNSELING SERVICES

28 victims/survivors received individual or group counseling or support provided by a volunteer, peer, or professional. This service was provided 96 times.

CIVIL LEGAL ADVOCACY



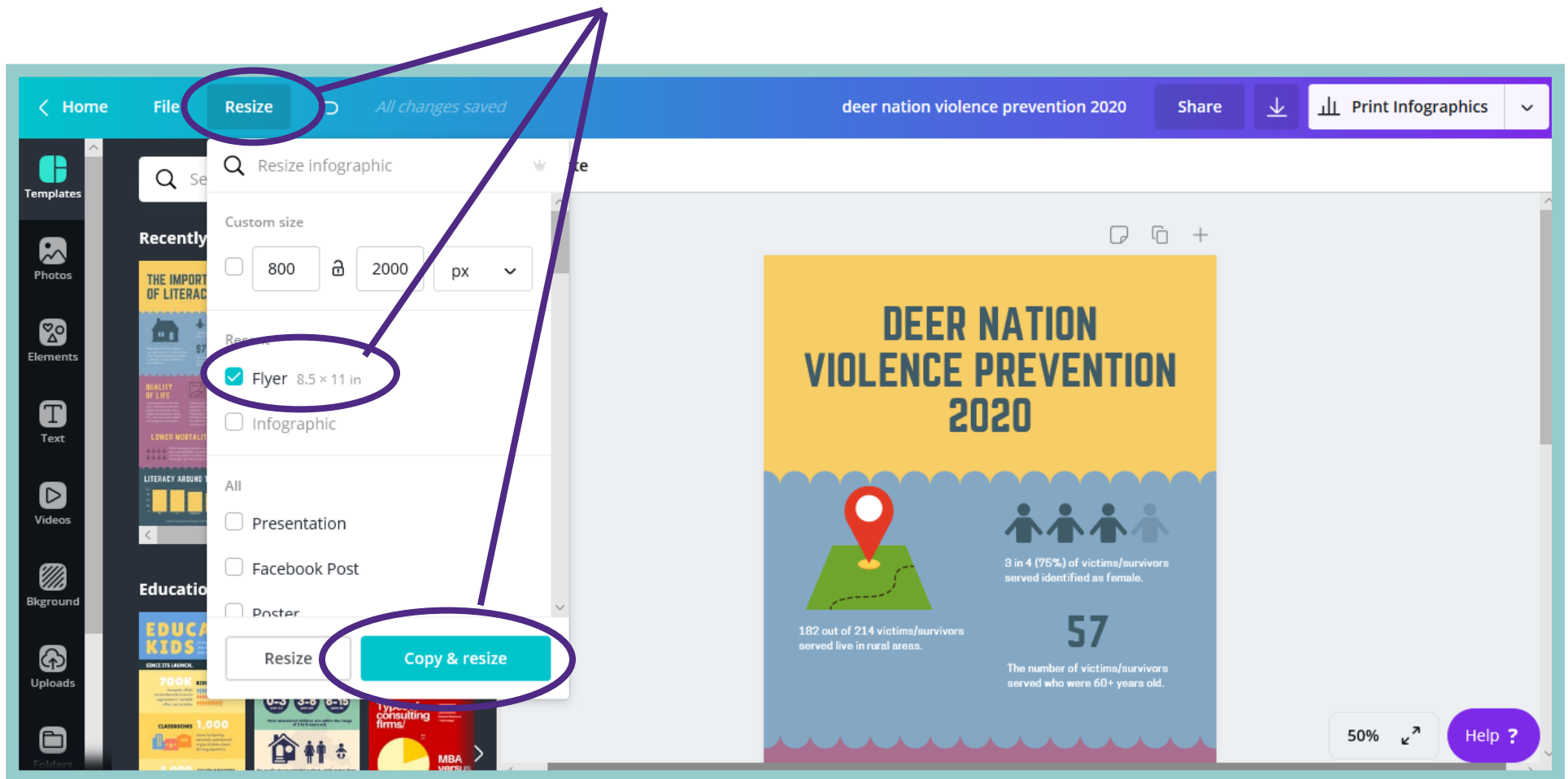
68 victims/survivors received civil legal advocacy, and this service was provided 89 times. Services included: preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system.

TOTAL SERVED BY YEAR



Grant number: _____

To resize the infographic to an 8.5"x11" document, click **Resize** on the top left corner. Select **Flyer**, then click **Copy & resize**. The document may still be downloaded and printed in the original size; however, the images and text may appear smaller. Note: You will need to edit all of your elements to make them fit the page after the document is resized.



To download the infographic, click the arrow at the top right side of the screen. The infographic can be downloaded as a PDF, or an image (PNG; JPG).

The screenshot displays the Canva editor interface. At the top, a navigation bar includes 'Home', 'File', 'Resize', and 'All changes saved'. The main workspace shows an infographic titled 'DEER NATION VIOLENCE PREVENTION 2020'. A 'Share' button with a download icon is circled in red, and a 'Download' menu is open, showing 'PDF Print' as the suggested file type. The infographic content includes statistics: '182 out of 214 victims/survivors served live in rural areas.', '3 in 4 (75%) of victims/survivors served identified as female.', and '57 The number of victims/survivors served who were 60+ years old.' The left sidebar contains various design tools like Templates, Photos, Elements, Text, Videos, Background, and Uploads. The bottom right corner shows a zoom level of 50% and a 'Help ?' button.

**Enjoy! And remember:
*Behind every piece of data is a person to
be honored.***

This project was supported by Grant No. 2018-TA-AX-K004 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this tutorial are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

