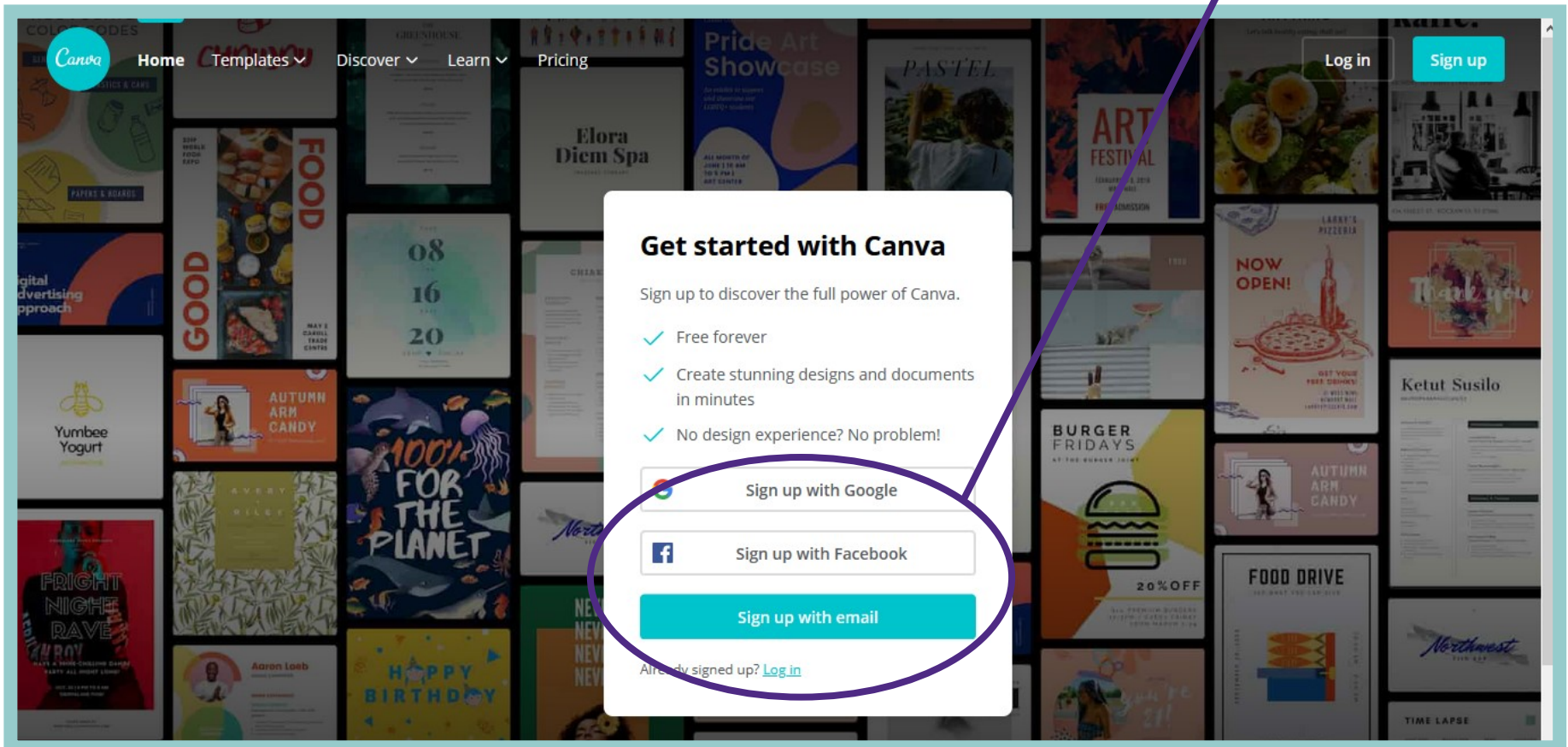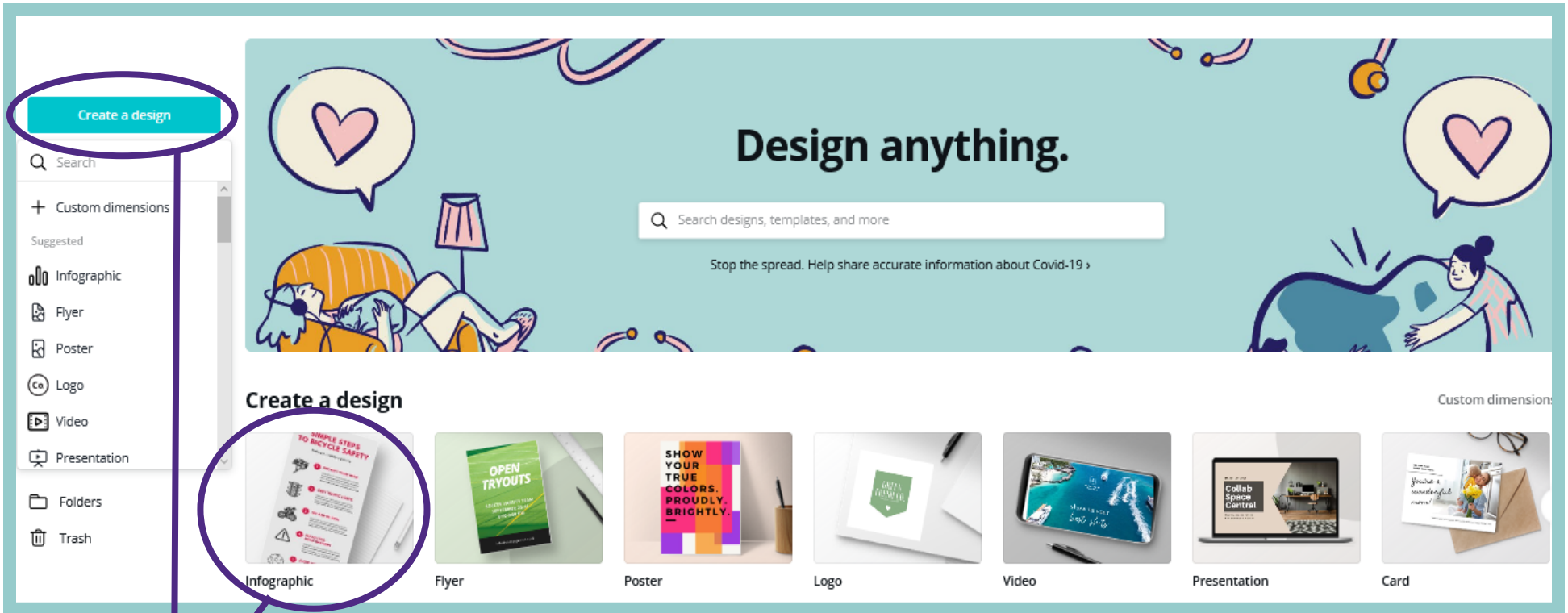# Canva Infographic Tutorial

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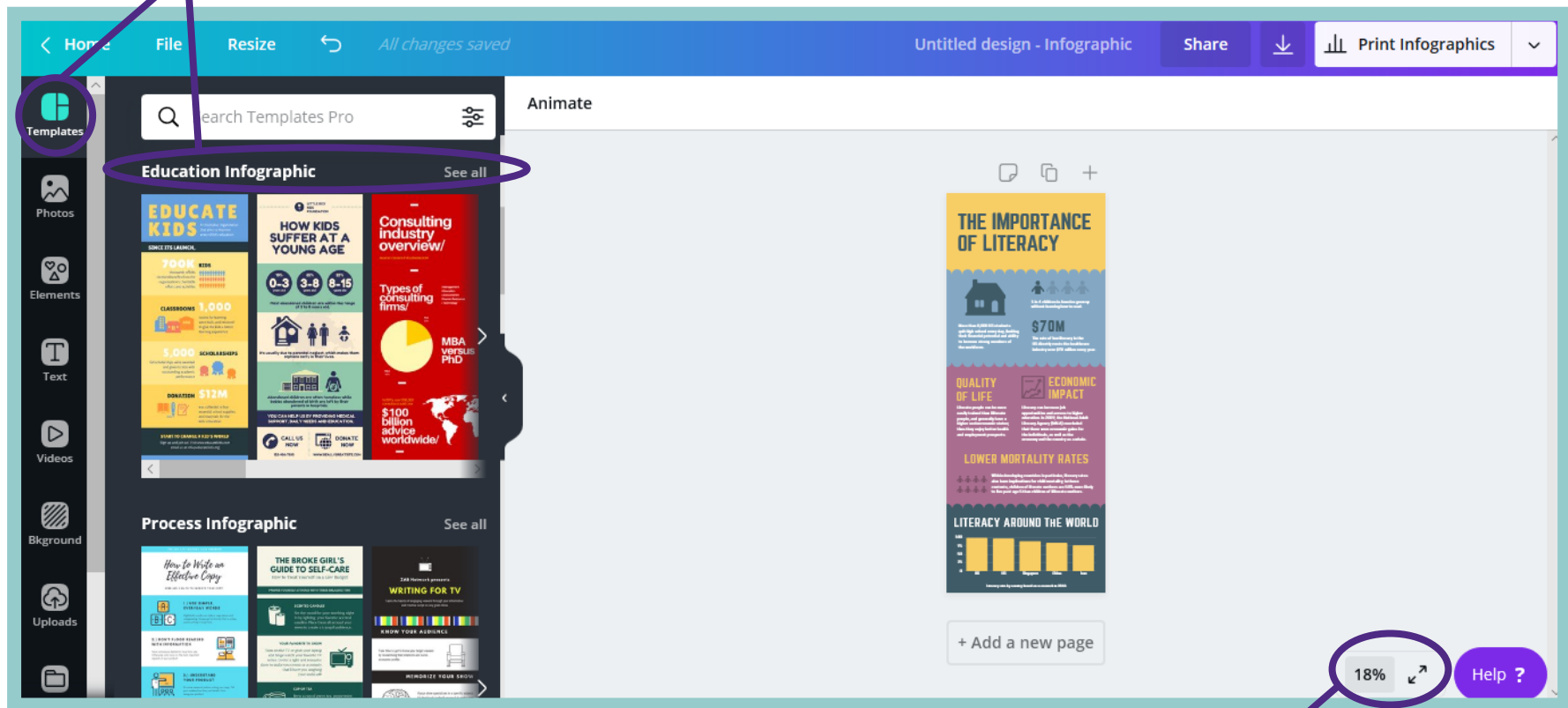
Login or sign up for free at www.canva.com.

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.
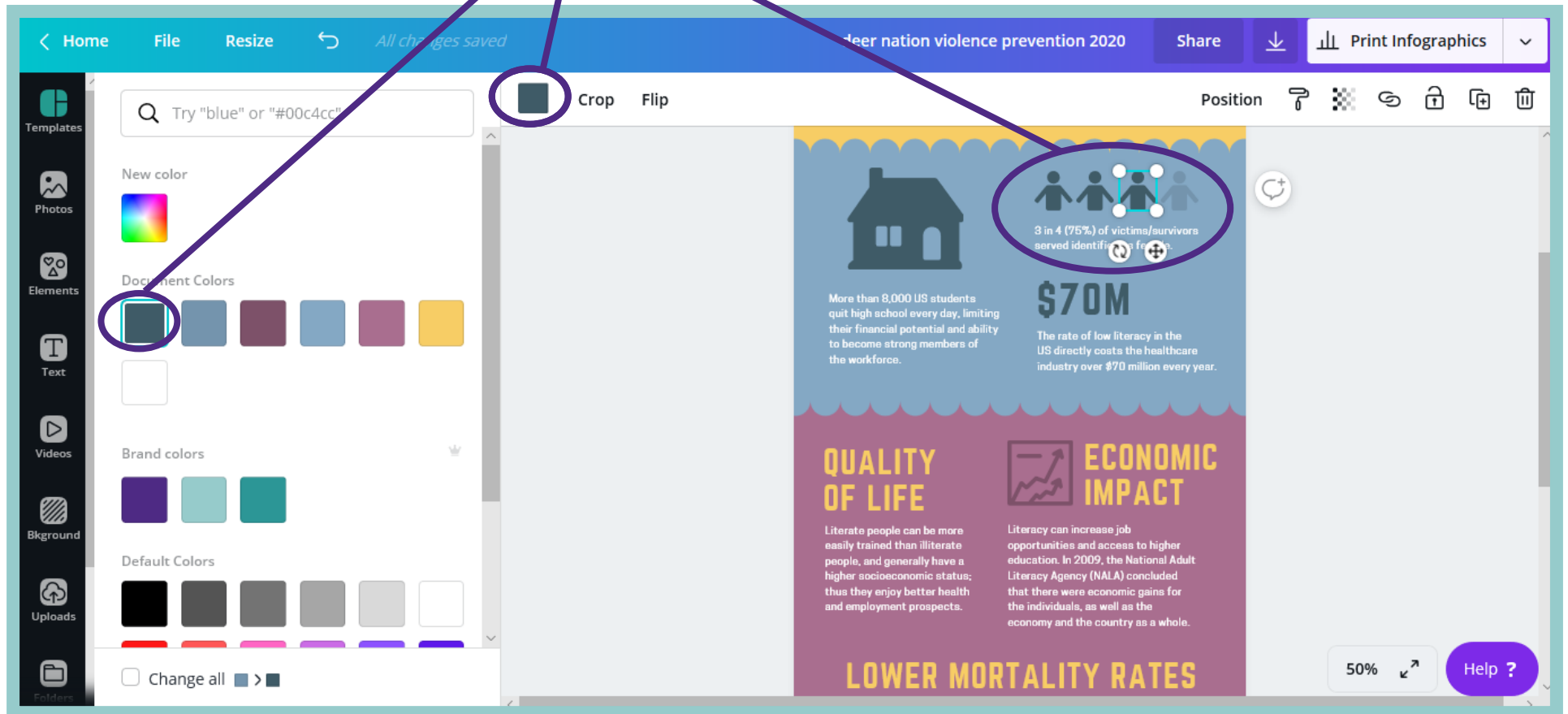
Paragraph alignment can be changed here.

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.

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."

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".

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Templates
Photos
Elements
Text
Videos
Bkground
Uploads
Folders

location

Crop   Flip   Position

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

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

57

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

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

50%   Help ?

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.

CRISIS INTERVENTION

43 victims/survivors received crisis intervention in person and/or over the telephone. This services was provided 59 times.

COUNSELING SERVICES

28 victims/survivors received individual or group counseling or support provided by a volunteer, peer, or professional. This service was provided 76 times.

CIVIL LEGAL ADVOCACY

68 victims/survivors received civil legal advocacy, and this services 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

LITERACY AROUND THE WORLD

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.

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Bar chart

2017	112
2018	186
2019	214

Edit   12.9   A   B   I   Position

CIVIL LEGAL ADVOCACY

68 victims/survivors received civil legal advocacy, and this services 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

| 2017 | | 2019 |

Grant number:_____

Paste data from spreadsheet

+ Add a new page

50%   Help ?

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.
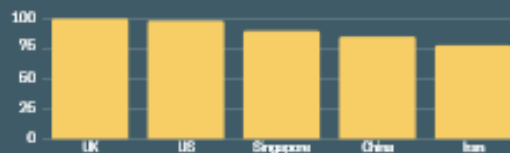
ECONOMIC IMPACT

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 50% more likely to live past age 5 than children of illiterate mothers.

LITERACY AROUND THE WORLD

UK | US | Singapore | China | Iran

Literacy rate by country based on a research in 2010.

Before and After

DEER NATION VIOLENCE PREVENTION 2020

3 in 4 (76%) of victims/survivors served identified as female.

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

57

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

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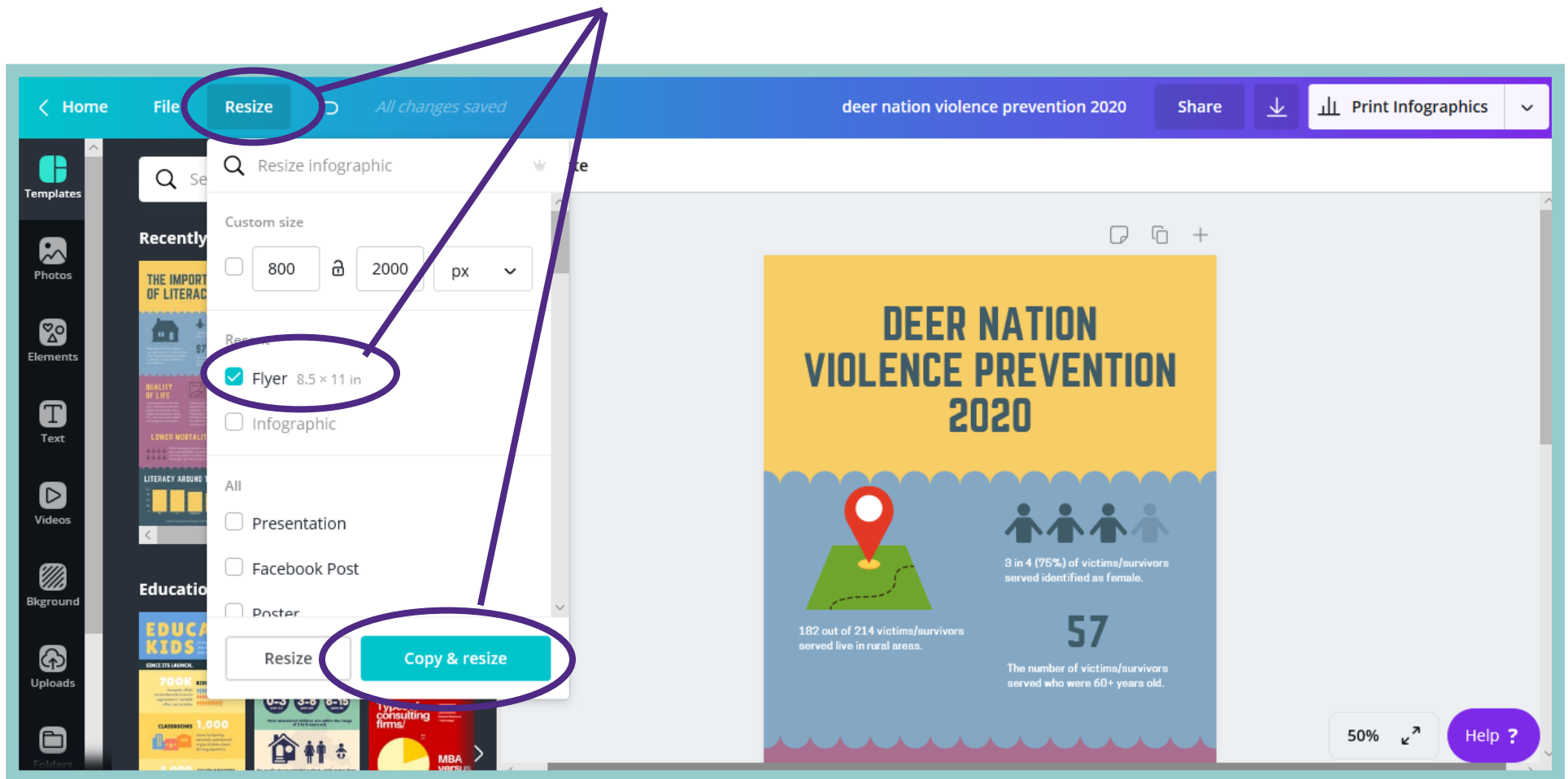
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TOTAL SERVED BY YEAR

2017 | 2018 | 2019

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).

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

Data Collection, Utilization, and Program Assessment Project