**Piktochart**

Piktochart helps users create stunning infographics that provide short details and interesting data. Users can import videos and images.


2. Select a format. Pro formats are not available to free accounts. Once you locate a format, choose create.

3. Title your infographic. Click Untitled Infographic to change.

4. Double click to begin editing. Click on text to update. A toolbar appears to change the font, size and other formatting. When done, click on another item. Text should remain.

5. Double click a chart to update. Change the data in the new window. Click Update Chart.

6. Click a graphic or icon to reposition. To change an icon, click to select and choose the trash can from the toolbar deleting the item. Select Graphics from the left sidebar. Choose Icons or Photos.

7. Click and drag the icon to the canvas. Use the white handles to change the size of the icon.

8. Add more sections (blocks) to the canvas by choosing the + button. Delete sections (blocks) by clicking X.

9. Additional text can be added by choosing Text from the left sidebar. Choose the style and drag to the canvas. Click to edit.

10. Click Background in the left sidebar to edit. Choose a section (block) and choose a background image. Use the opacity slider to adjust the background transparency.
11. Add charts, maps and videos from Tools (left sidebar). Click an option and follow the prompts.

12. Finalize by choosing Publish. Click Publish Now. Once published, a link will appear. Copy and paste to share the link.

13. Print the infographic by choosing Download (left sidebar). Choose For Print. Determine portrait or landscape. Choose JPEG or PNG (either option will work). Save the file.

*Piktochart saves while you work. To save manually, choose File > Save or Save As.