easel.ly.PNG Getting Started with Easel.ly

**Sign up for a Free Account at** [**www.easel.ly**](http://www.easel.ly)

**Login to create a new Infographic**. Click the blue box that says “Start fresh” under “Public Visuals.”

**Start from scratch and clear the canvas.** At the top of the page, click on the Clear dropdown to clear the canvas.

**Choose a Vheme.** Click Vhemes (Visual + themes) and scroll through the choices. When you find one, click and drag to the canvas. If you choose not to use a vheme, clear the canvas and add a Background by click and drag.

**Save Canvas.** After selecting a vheme or background, click Save and name your canvas. **You must save periodically.** Click Home and leave the creation tool to see your canvas. Click on your visual to continue.

**Change Background color.** You can change the background color by clicking on the Background button and clicking on color. You can also click on portrait, landscape or mobile orientation.

**Add and Delete Objects.** Click the Objects button and hover over Choose category. Different categories are listed in alphabetical order. Choose a category and drag the object you want to the canvas. Change the size of the object by clicking on the object and pulling on the corners.

* Delete an object by clicking on the object and then the trash can in the upper left corner.
* Layer objects using the position buttons on the gray bar.
* Adjust the opacity using the slider on the gray bar.
* Lock an object into place by clicking on the lock next to the trash can.

**Add Shapes.** Click the Shapes button. Click and drag the shape you want to add.

Change the size by clicking on the shape and pulling the corners. You can also change the color of the shape.

**Add a hyperlink.** Be sure to add the http(s):// to the URL.

**Add text.** Click the Text button. Click and drag to canvas.

Text.PNG

Double click text to edit. Change font, font size, color, make the text bold or add a hyperlink.

**More features.** You can zoom in or out, add gridlines for proper alignment, and undo. You can share and download into a PDF. You can add your own images by clicking on Upload.

**Logout of Easel.ly.** Make sure to save before exiting. Click on Home and Leave. Click on your name and Logout.

**Login to Edit Existing Infographic.** Login and click on the infographic thumbnail under “My visuals.”

The PRO account contains more vhemes, backgrounds and objects. An educator can get the PRO account for $18.00 a year.

Log into your account.

Go to <https://easel.ly/coupon>

Enter **Student** into the coupon code box.

Hit the Go Pro button.

