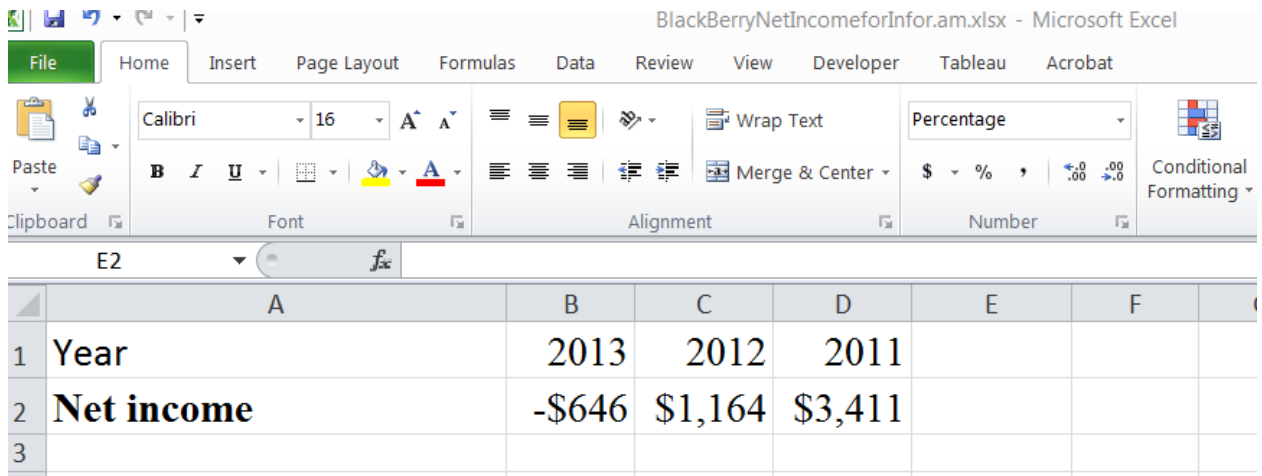


Instructions for Infogr.am

- 1) Create an Excel workbook that contains the numbers you want to display as a chart.
- 2) Let's stick with the BlackBerry example I used in the [DocumentCloud tutorial](#).
- 3) Put the numbers upon which your story is based (the number that is probably in your lead) into an Excel worksheet.

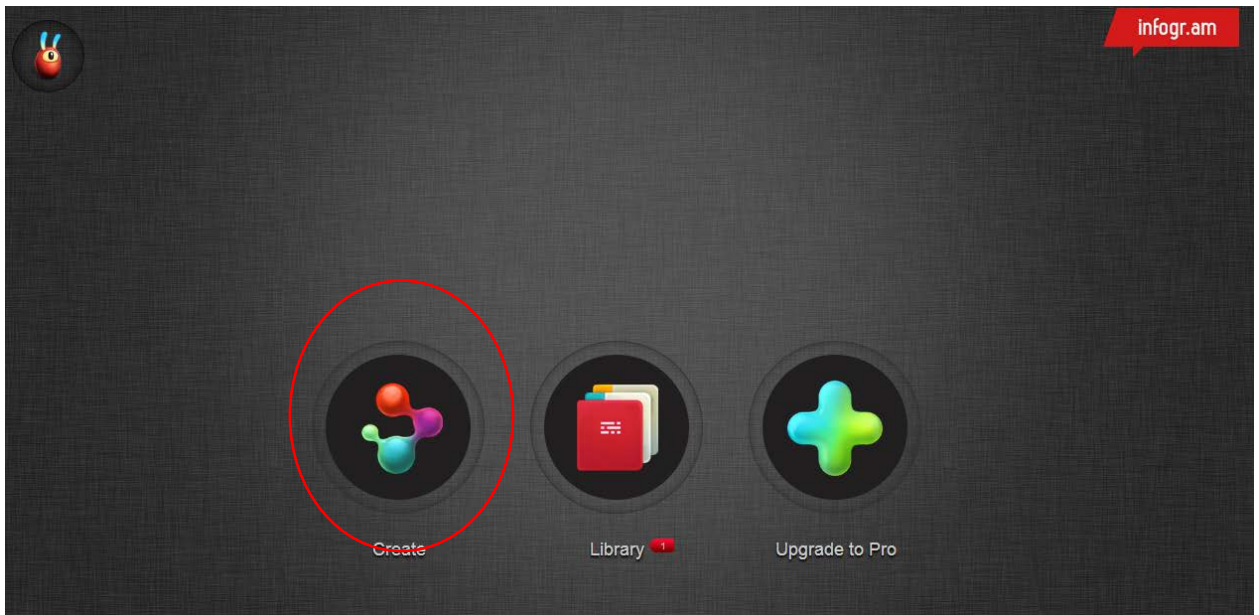


The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

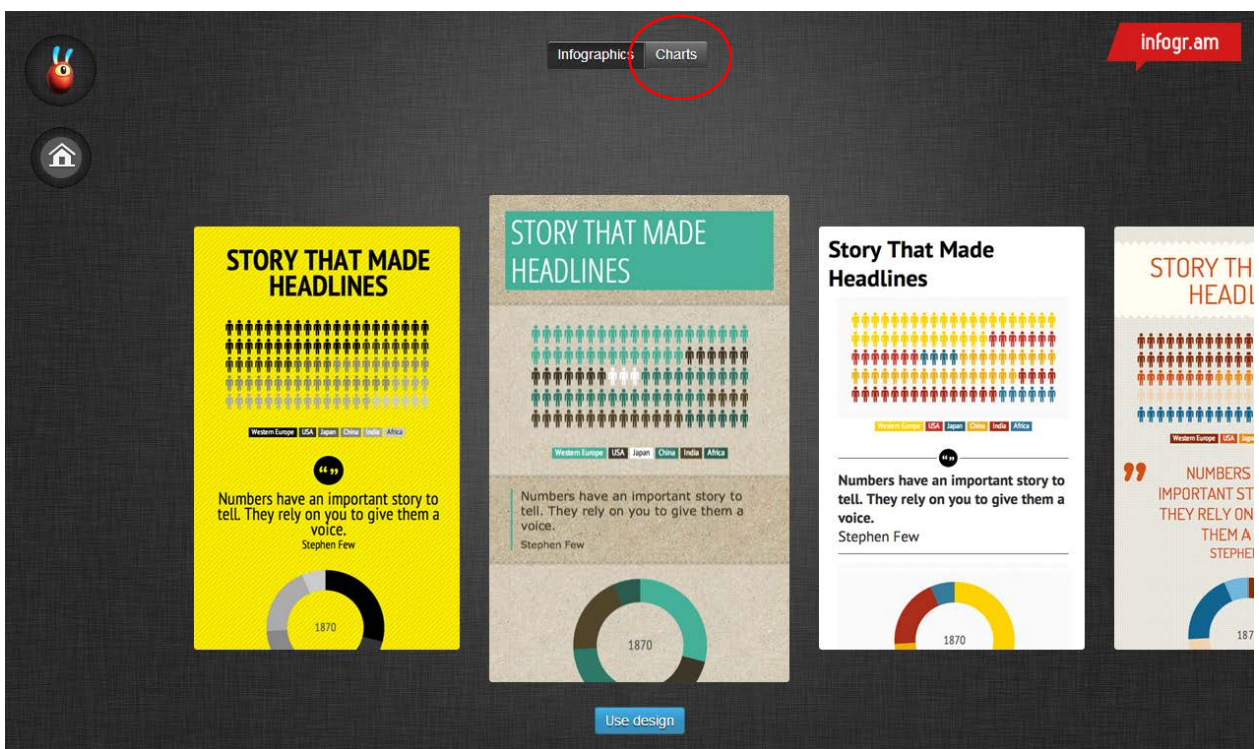
	A	B	C	D	E	F
1	Year	2013	2012	2011		
2	Net income	-\$646	\$1,164	\$3,411		
3						

- 4) Save the Excel file. Name the worksheet by right-clicking or double-clicking on the tab at the bottom. Type a name.
- 5) Sign in to [infogr.am](#) (No, it's not a typo!!)

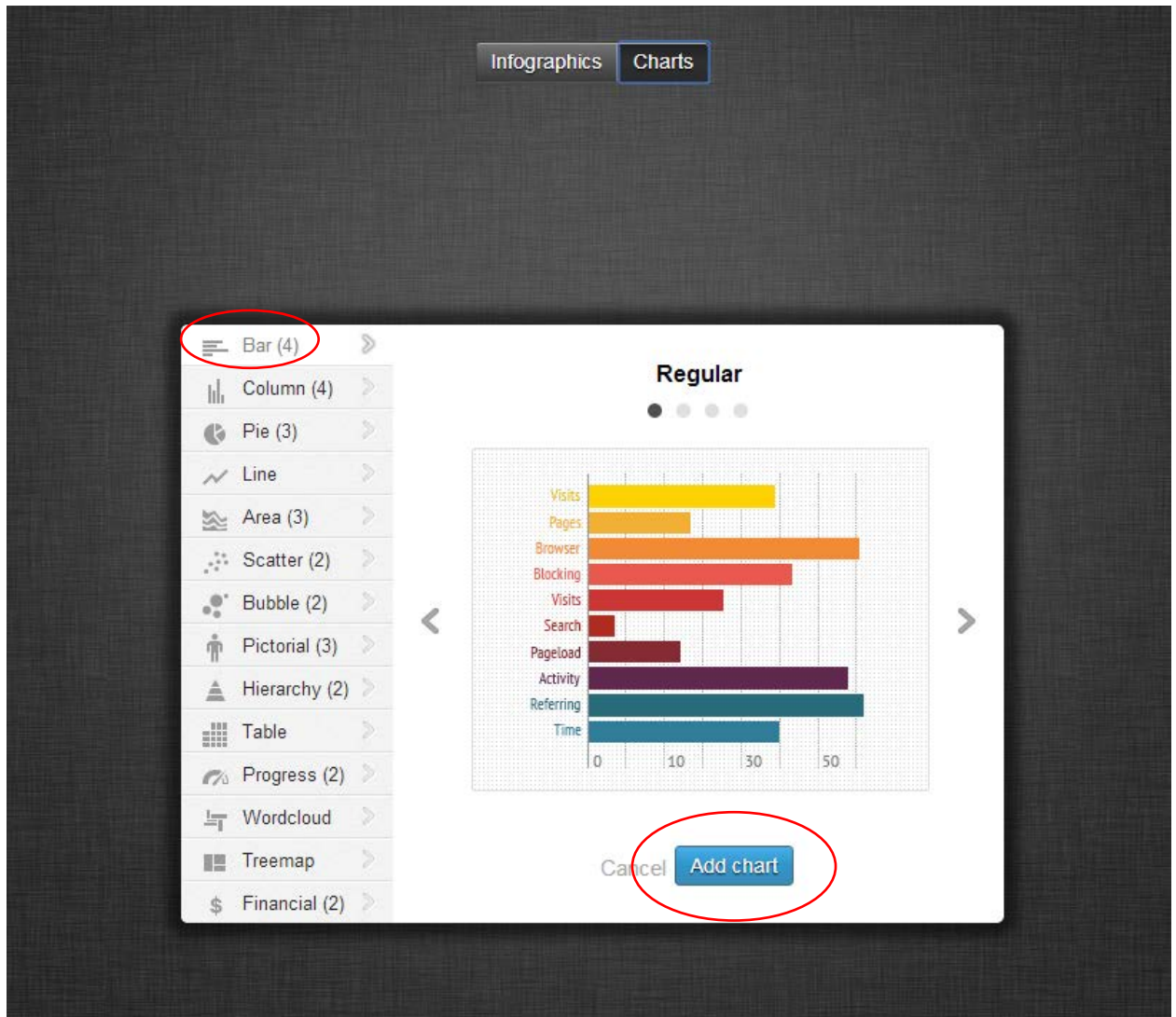
6) Once you have your user name and password, you're ready to go.



7) Select the "Create" option.

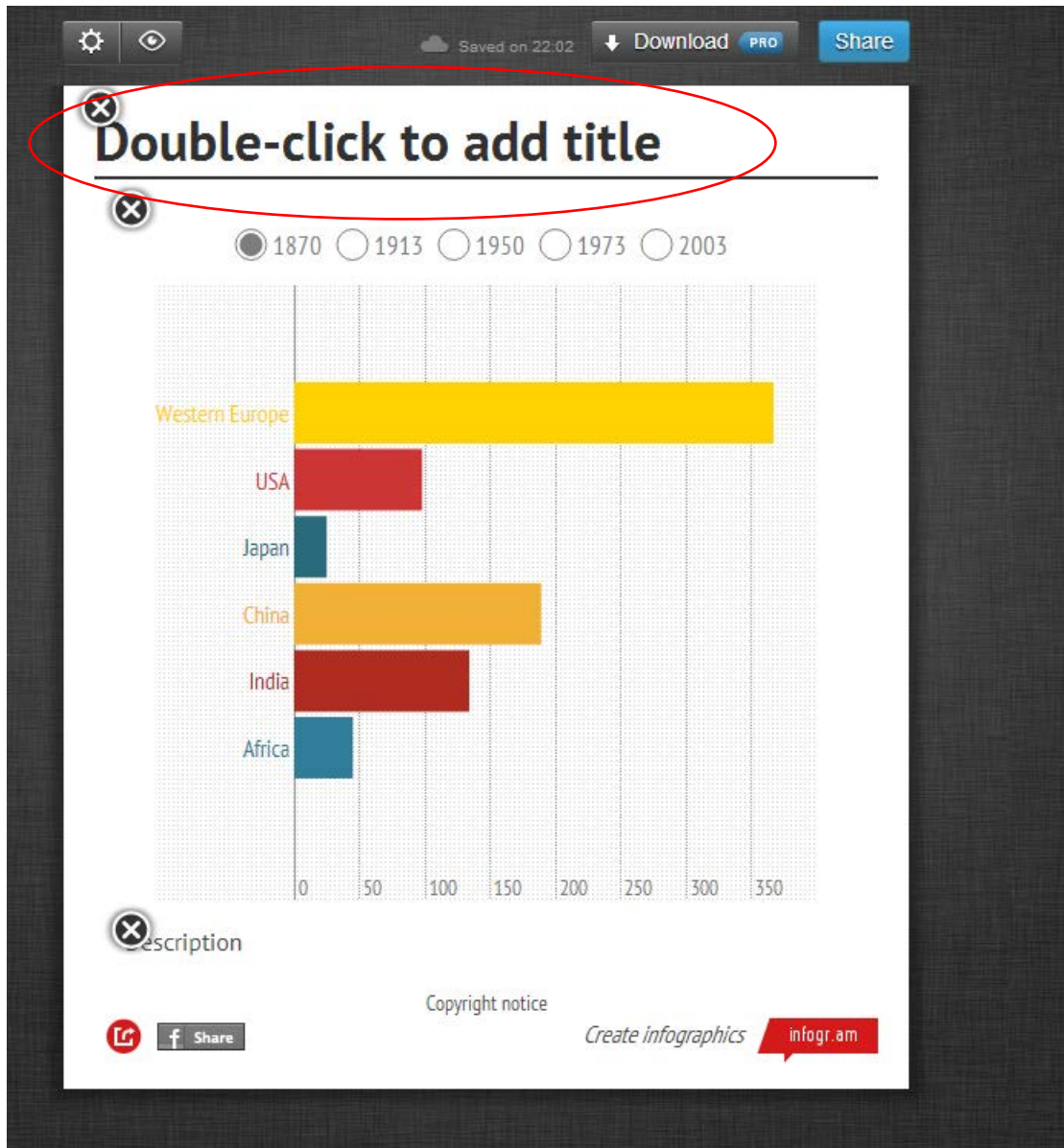


8) And then, “Charts”.



9) Select the kind of chart you want from the menu on the left-hand side. If you’re just comparing a few numbers for successive years or quarters, a bar chart may be best. (NOTE: Keep the numbers simple.) Select the “Bar(4)” option, and then the blue “Add chart”

tab.



- 10) Double click on the "... add title" prompt at the top to give the chart a name.

- 11) Double click on the chart area to begin the process of uploading your data.

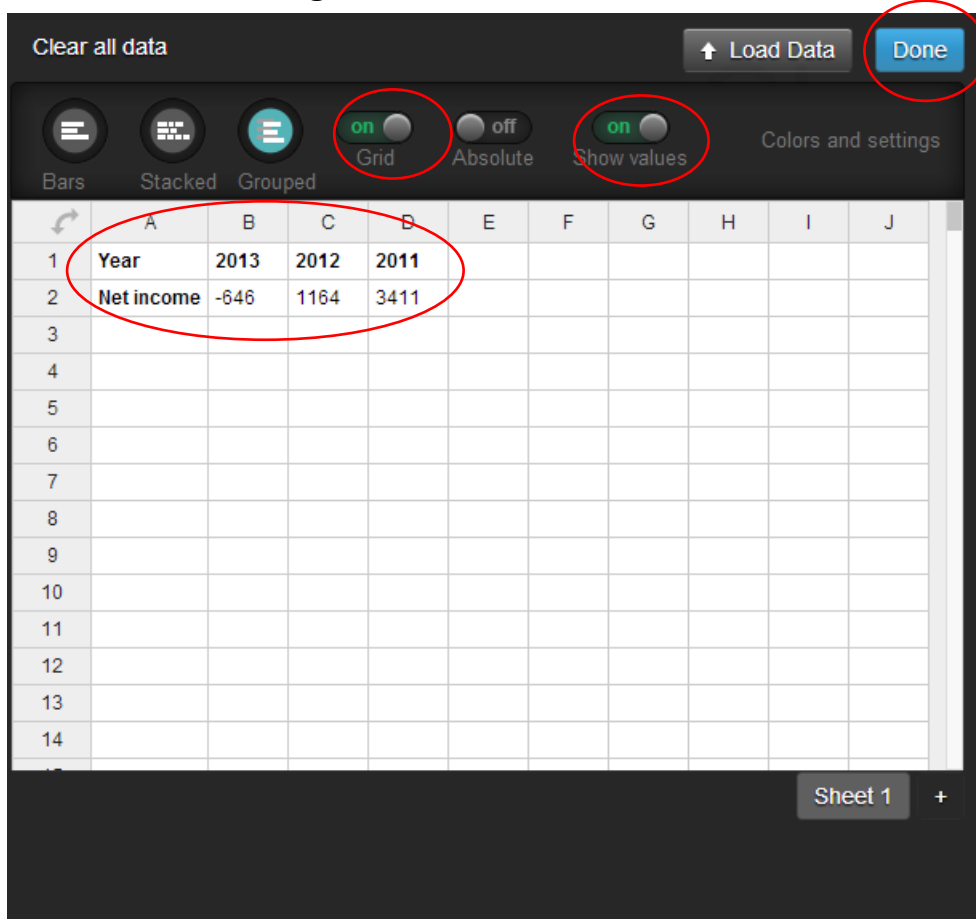
The screenshot shows the Infogr.am interface. On the left, there is a data table with the following content:

	A	B	C	D	E	F	G	H	I	J
1	Past GDP	1870	1913	1950	1973	2003				
2	Western Europe	367	902	1396	4096	7857				
3	USA	98	517	1455	3536	8430				
4	Japan	25	71	160	1242	2699				
5	China	189	241	244	739	6187				
6	India	134	204	222	494	2267				
7	Africa	45	79	203	549	1322				
8										
9										
10										
11										
12										
13										

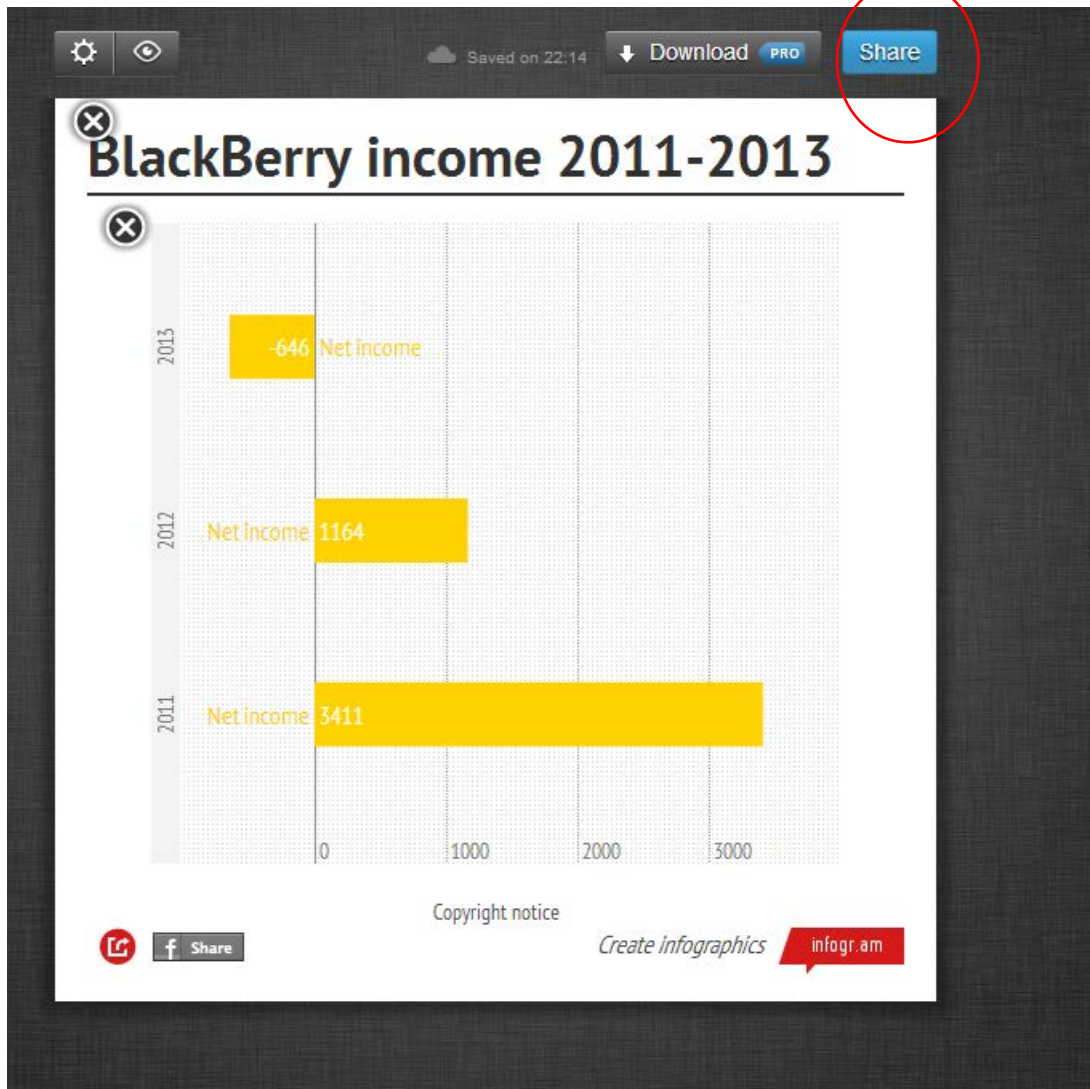
On the right, there is a chart area with a title "add title" and a legend showing years 1950, 1973, and 2003. The chart displays horizontal bars for each year. The x-axis has values 150, 200, 250, 300, and 350. The "Load Data" button is circled in red.

- 12) Select the "Load Data" tab

- 13) Once you've uploaded the Excel file, double click on the chart area once again to edit the data.

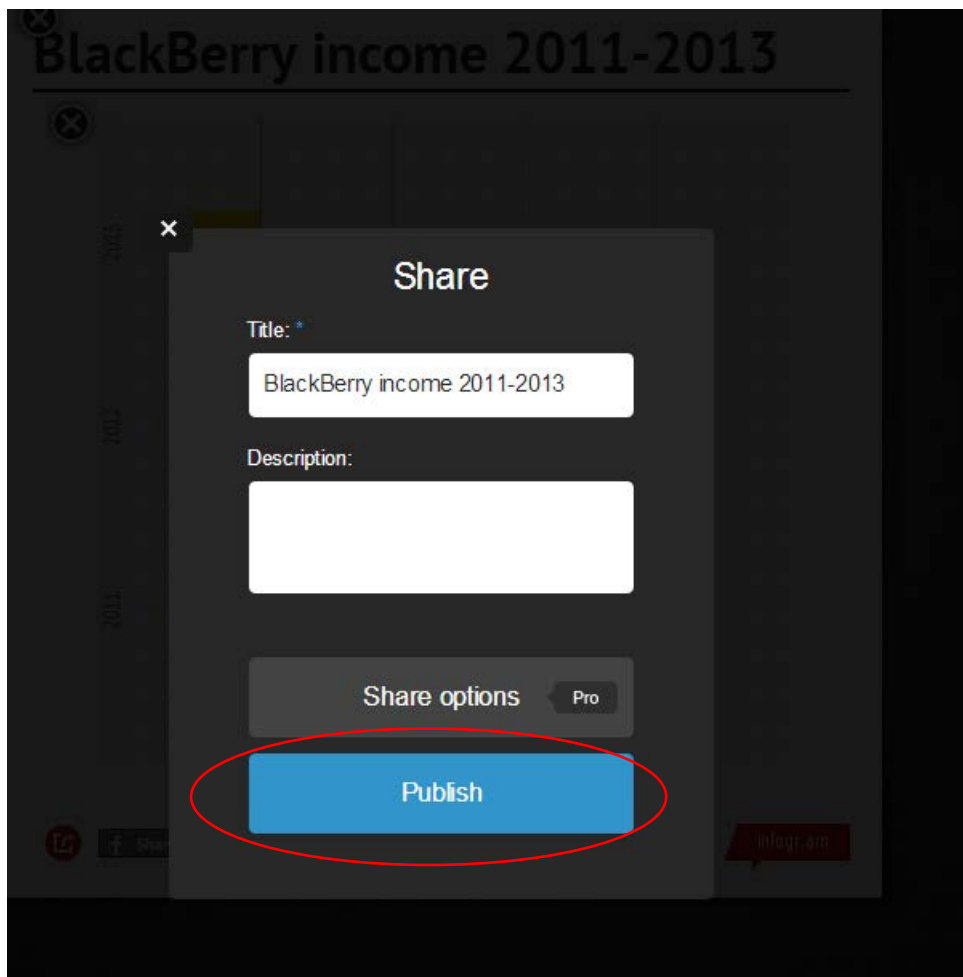


- 14) This data is fairly clean with the "Year" and "Net income" values clearly defined rows. If they weren't, I could change them by double clicking inside the appropriate cell. Select the "Grouped" and "Show values" radio buttons at the top so that the values for each year appear in the chart. I'm satisfied with this result, so I'll select the "Done" tab.

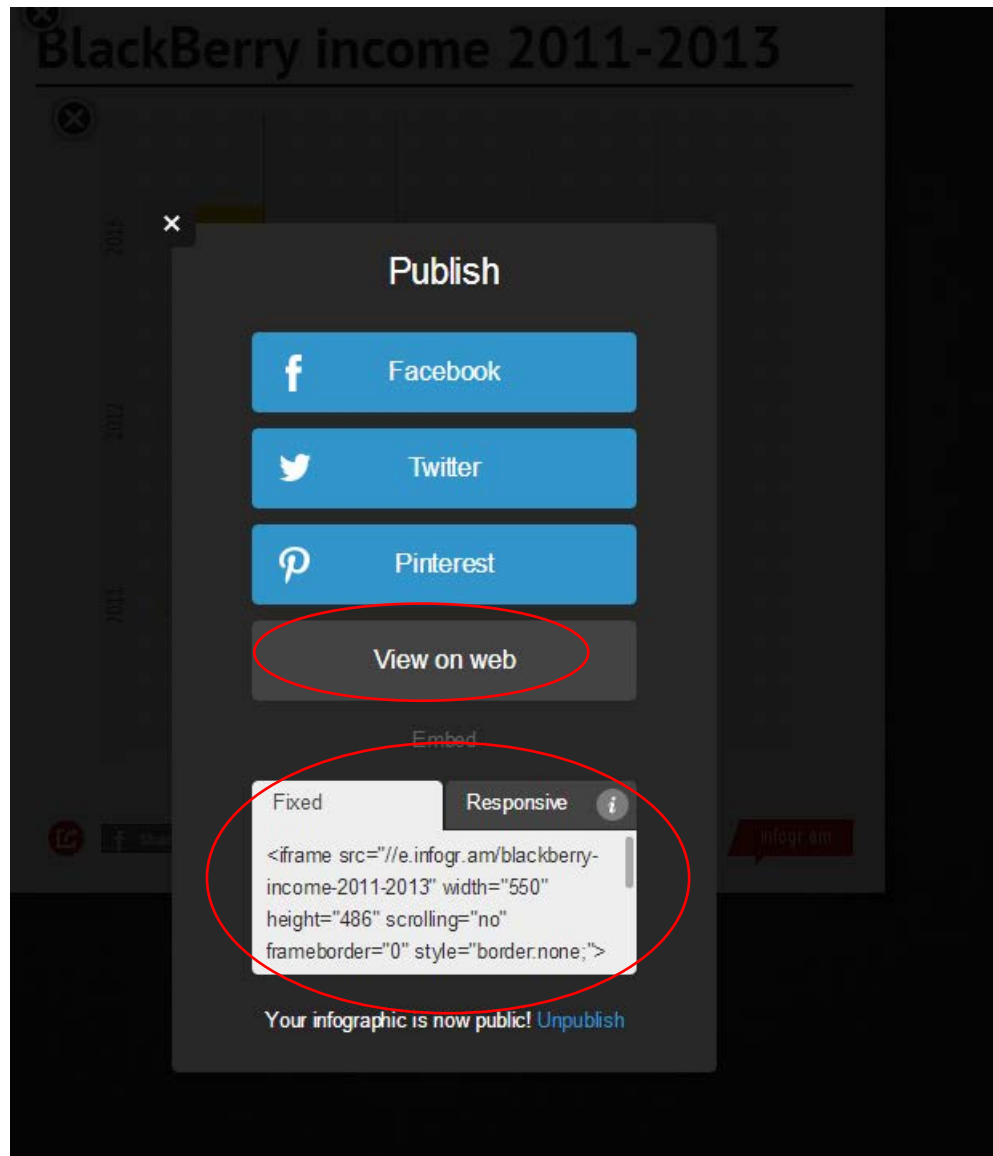


15)

- 16) If you're happy with this simple visualization, select the "Share" tab at the top right of the chart.



- 17) Type a description if you wish, and then select the "Publish" tab.



18)

19) You can select the “View on web” tab to see how the chart appears online.

20) If you’re happy with the result, select and copy the embed code, and paste it into your WordPress post’s “Text” viewer.

Make sure you copy the entire code.

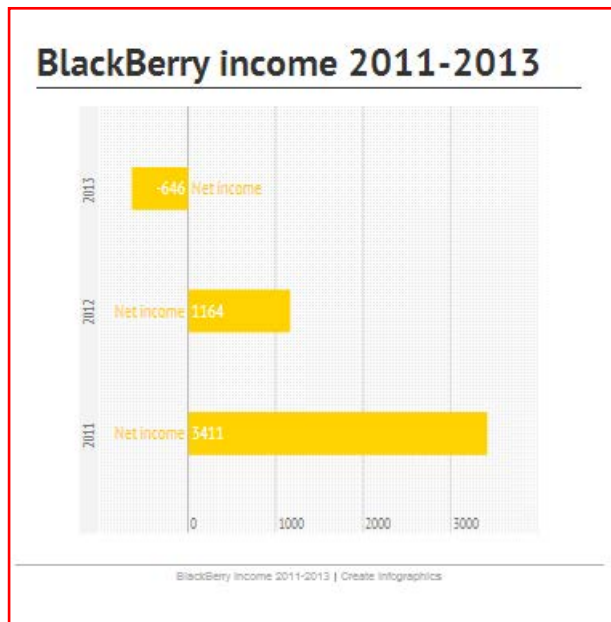
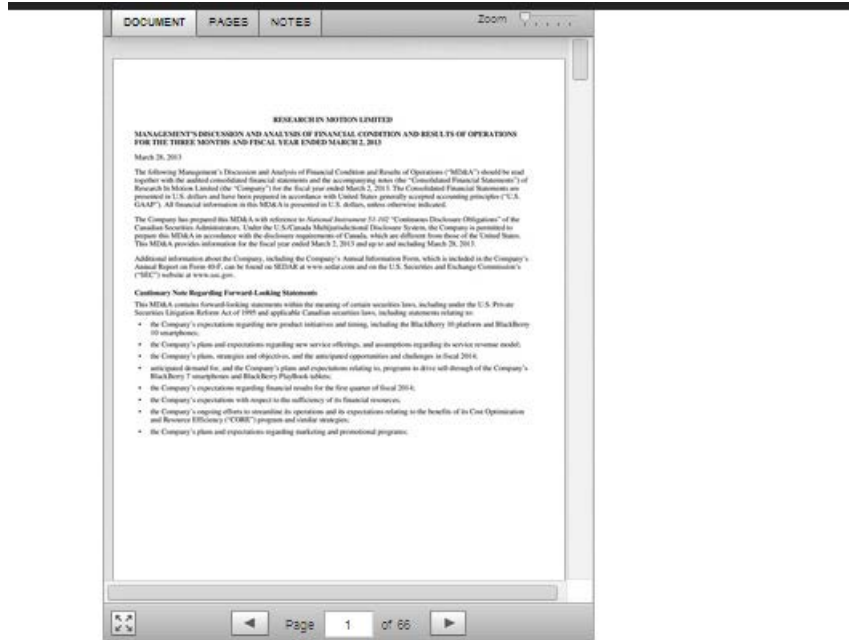
```
<script type= text/javascript >// <![CDATA[
  DV.load("//www.documentcloud.org/documents/1007075-2013-md-amp-
a.js", {
    width: 460,
    height: 600,
    sidebar: false,
    container: "#DV-viewer-1007075-2013-md-amp-a"
  });
// ]]></script>

<noscript>
  <a href="http://s3.documentcloud.org/documents/1007075/2013-md-
amp-a.pdf">2013 MD&#amp;a (PDF)</a>

  <a href="http://s3.documentcloud.org/documents/1007075/2013-md-
amp-a.txt">2013 MD&#amp;a (Text)</a>
</noscript>

<iframe src="//e.infogr.am/blackberry-income-2011-2013"
width="550" height="486" scrolling="no" frameborder="0"
style="border:none;"></iframe><div style="width:550px;border-
top:1px solid #acacac;padding-top:3px;font-family:Arial;font-
size:10px;text-align:center;"><a target="_blank"
href="//infogr.am/blackberry-income-2011-2013"
style="color:#acacac;text-decoration:none;">BlackBerry income
2011-2013</a> | <a style="color:#acacac;text-decoration:none;"
href="//infogr.am" target="_blank">Create infographics</a></div>
```

- 21) You'll notice that I've pasted the infogr.am code below the DocumentCloud code we saw in the [previous tutorial](#). Update the post, and then preview it. (NOTE: as was the case with Documentcloud, you won't see the chart in the "Visual" option, only in the preview that allows you to see the result online.)



22)

23) With this tutorial, you have learned to display the key numbers from your financial statement.