

Program Information

Insert background information about your program here such as purpose of the program, eligibility criteria, etc.

Number of Children Referred

XX,XXX



Number of Children Served

XX,XXX

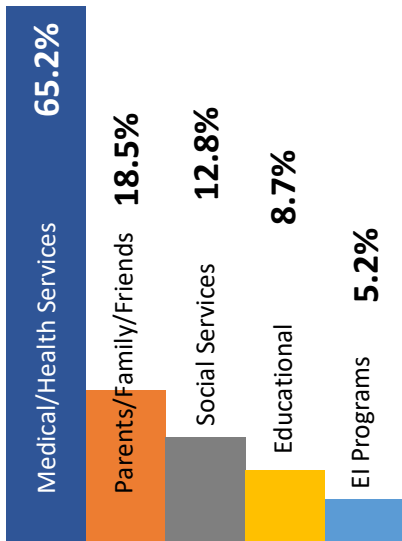


Number of Family Visits

XX,XXX

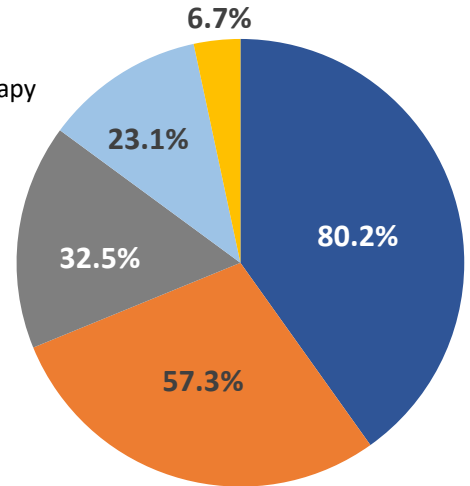


Referral Sources

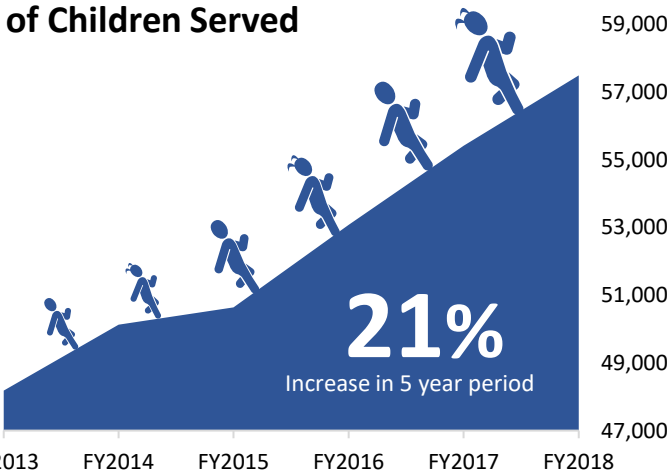


Planned Services

- Developmental Skills
- Speech Language Therapy
- Occupational Therapy
- Physical Therapy
- Nutrition



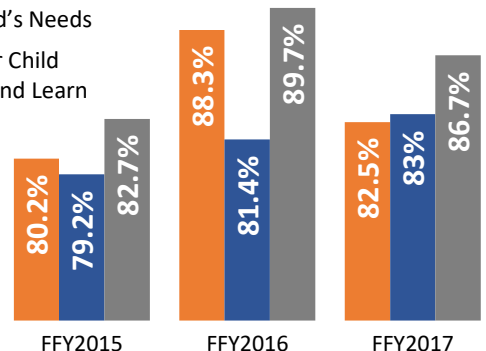
Increase in Number of Children Served



Family Outcomes

Percent of Families Who Report That EI Services Have Helped the Family:

- Know Their Rights
- Effectively Communicate Their Child's Needs
- Help Their Child Develop and Learn



Early Intervention Data Infographic Editing Instructions

This document was created so agencies can give background information and present data from their intervention program.

General Information

The document is:

- In PowerPoint.
- Uses the Calibri font, which is standard on all Windows operating systems.
- Is letter size.
- Has no margin when viewed in PowerPoint or saved as a PDF.
- Has a margin when the document is printed so the information will not be cut off.

Instructions to Make Edits

Below are instructions on how to customize the document using your organization's logo and data.

Changing the Title

- Click on the title and a box with a dotted line will appear.
- Place the cursor on the text to be edited, then type new or additional text.

Inserting Your Logo

- Click on the text "Insert your logo here".
- Click on the dotted line that appears as the edge of the text box.
- Hit the delete key.
- Click on Insert on the top menu bar.
- Click on Pictures, find your logo file on your computer, highlight the file and click the Insert button.
- If PowerPoint inserts the logo in the middle of the page, click on the logo and move it to the right-hand side of the blue title bar.
- To resize your logo **always** left-click with your mouse on a **corner point**, and while holding down your left-click mouse button, move your mouse to enlarge or shrink the logo. Using a corner point keeps your logo (or any image) proportional so it won't look distorted. If you click and move one of the horizontal middle or vertical middle points, then your logo will become distorted and look strange.

Editing Program Information

- Click on the text box containing the title Program Information.
- Highlight the text "Insert background information about your program here such as purpose of the program, eligibility criteria, etc." and hit the delete key.
- Type in your program information.
- If text is entered using the "cut and paste" function, the font size will become too large for the box. Change the font size by highlighting the text, then in the Home menu bar find the font size box and use the drop-down menu to choose 10.5 point for the font size.

Adding Text for "Number of..." Areas

- Click on the text boxes with the xx,xxx and delete the Xs.
- Type in your data number for each area.

Changing the Data in the Graphs

All the graphs are edited using this process.

- Right-click on a graph.
- Chose Edit Data from the pop-up menu that appears. The data will open in an Excel pop-up box.
- Edit the graph data based on your organization's data. To delete a row of data that is no longer needed (such as a fiscal year), in the Excel pop-up box, right-click on the row of data that needs to be deleted. Choose delete from the menu that pops up.
- Click the X in the upper right-hand corner of the Excel pop-up box to accept data changes and close the box.
- The data will be changed, and the graph will adjust itself. This means a pie chart will adjust the pie slices based on the data, an area graph will become higher or lower, and a column graph will make the columns taller or shorter depending on the data. When these changes occur, the text boxes that contain the actual data numbers might now need to be repositioned a bit. Click on the text box that needs to be moved, wait for the move icon (4 arrows in a cross) to appear, then move the text box to its new position.

If the range in the vertical axis of the column graph needs to be made larger or smaller in order to better present your data, here are the steps to change the range:

- Click on the graph.
- Click on the green + sign that appears and click on the Axes box. Now you will see vertical and horizontal axes on the graph.
- Right-click on the numbers in the vertical axis and choose Format Axis in the pop-up menu that appears. The Format Axis control box will appear on the right-hand side of the screen.
- In the Axis Options section, under Bounds, type in the minimum and maximum amounts you want to show in your graph and hit the Enter key.
- To remove the axes from view, click on the graph, click on the green + sign that appears, click on the Axes box to uncheck it.

Changing the percent amount in the Increase in Number of Children Served graph

The percent and text below the percent in the area graph in this section are in their own text boxes.

- Calculate the percent increase in number of children served for your organization.
- Click on the percent and type in the results.
- Click on the text box below the percent and change the number in the "Increase in X year period".

Moving the children figures in the Increase in Number of Children Served graph

Changing the data will make the graph line move higher or lower. The figures of the children are separate from the graph, so when the graph line moves, the children figures will either be above the line, or the line will cover the children figures. To move the children figures:

- Click on one of the child figures.
- In the toolbar, click on the Arrange icon, choose Ungroup from the drop-down menu. Now the children figures are ungrouped and can be moved separately.
- After you have moved the children figures to look like they are running up the graph, you will select and Group all the figures. Click on one figure, hold down the shift key, and click on each figure until all are selected.
- Click on the Arrange icon, choose Group from the drop-down menu.

General Helpful Functions

CHANGING COLOR SCHEME

- Click on View in the top menu bar.
- Click on Slide Master.
- Click on Colors.
- Choose a new color scheme from the drop-down menu. The items in the document will be assigned a color based on Microsoft default programming.
- Click on the Close Master View in the top toolbar.

CHANGING COLOR ON INDIVIDUAL ITEMS

The color of individual items can be changed manually. However, if you then change the color scheme, those items will retain the color you manually chose for it.

- Right-click on the item.
- Choose Format Shape from the drop-down menu that appears.
- Click on the arrow next to the word Fill.
- Choose the Solid fill option.
- Choose a color from the drop-down menu that appears.
- Click anywhere on the page to deselect the item.

GROUP

If you have objects that need to be moved as one unit, select all the items and Group them together.

- Select each item by clicking on one item.
- Hold down the Shift key and select the other items you want in the group.
- If you mistakenly select an item you don't want in the group, continue to hold the Shift key down, click on the unwanted item again to unselect it, then continue selecting the items you want in the group.
- Once all the items are selected, click on the Arrange icon in the toolbar at the top of the page.
- Choose Group from the drop-down menu that appears.

UNGROUP

- Click on the grouped item.
- Click on the Arrange icon in the toolbar.
- Choose Ungroup from the drop-down menu that appears.

ALIGN OBJECTS

- Click one item.
- Hold down the Shift key.
- Click on each item you want to align with the first item.
- Click on the Arrange icon in the toolbar.
- Choose Align in the drop-down menu that appears.
- Choose the alignment you want when the Align drop-down menu appears.

SPACING OBJECTS

- Click one item.
- Hold down the Shift key.
- Click on each item you want to space evenly with the first item.
- Click on the Arrange icon in the toolbar.
- Choose Align in the drop-down menu that appears.

- Choose either Distribute Horizontally or Distribute Vertically depending on how you want the items spaced out from one another.

INSERTING A PICTURE

- Click on Insert on the top menu bar.
- Click on Pictures, find the picture you want to insert, highlight the file and click the Insert button.
- Move the picture to the area where you want it to go.
- To resize your picture **always** click on a **corner point**, and while holding down your left-click mouse button, move your mouse to enlarge or shrink the picture.
- If the area where you want the photo to go and the size of the photo do not fit well together, then you can crop the photo. It is best to **not** resize the photo to fit the area by pulling on a side point. That will distort the photo, so the image will look stretched or squished. Crop the picture instead.
 - Right-click on the picture.
 - Choose Crop from the pop-up menu that appears.
 - Thick black edges will appear on the sides and the corners of the picture.
 - Hover over a black edge until your cursor turns into a cropping icon, then left-click your mouse onto that new icon.
 - Move your mouse and the picture will show how the crop will look.
 - Click off the photo once you have the photo cropped as you wish.