

# A How-To Guide: Photos/Captions and Infographics

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## Photos/captions

### Searching

- Follow directions on the back side of the assignment guidelines (“Graphics / Photo Editor Job Description”)
- The image for each story should reflect the basic idea of the story.
- Find images from Google using [https://www.google.com/advanced\\_image\\_search](https://www.google.com/advanced_image_search) [choose “free to use, share, or modify” in “Usage Rights” menu at bottom of page]
- Image size should be at least 800 x 600; usage rights: “free to use, share or modify”

### Printing

- Print two images on one page of paper. Print each image at least 3 x 4 inches. (If a group of three, you can use more than one piece of paper.)
- Credit where the image came from in the lower left-hand corner of the image. (Just “Wikimedia Commons,” for example, is fine for what is published on the actual newspaper page; for the images the graphics / photo editor prints, the image credit must be given to the full URL, such as [https://en.wikipedia.org/wiki/File:Illustrated\\_London\\_News\\_-\\_Christmas\\_Truce\\_1914.jpg#/media/File:Illustrated\\_London\\_News\\_-\\_Christmas\\_Truce\\_1914.jpg](https://en.wikipedia.org/wiki/File:Illustrated_London_News_-_Christmas_Truce_1914.jpg#/media/File:Illustrated_London_News_-_Christmas_Truce_1914.jpg))
- Write a caption that is printed below the image. Follow the sample caption for your writing style. Captions should be two sentences, describing what is going on in the image (sentence one – present tense) and then giving some background (sentence two – past tense) to explain more about this event.

### Emailing

- Download each image file and share the two (or three) images as attachments in an email sent to your design editor. Include in that email the captions and the photo credit (such as “Wikimedia Commons”).

### Example:



Image from Wikipedia

Soldiers from England and Germany exchange gifts on Christmas Eve, 1914. Soldiers also played football, sang Christmas carols and buried their dead.

## Infographic

An infographic is “a *visual image* such as a chart or diagram used to *represent information or data.*”

Types:

- Lists
- Survey results
- Pie charts
- Profile of a person / object / group
- Fast facts

Size should be smaller than the image that accompanies the story. Design editor should tell you the size. If you would like to get started, though, you can create infographics that are about 2½ inches tall and 3 inches wide, and you can adjust the infographics size as needed.

We suggest that you use **Google Drawings**, an online Google tool that gives you many of the tools of Adobe PhotoShop but is easy to use and powerful enough for what you need to do to make an infographic. You could also use some other online tool that you could use in class. If you would like to use PhotoShop or Illustrator, you must bring a laptop into class with the program each day we are working on this project, as we must see you in class working on the infographics and space fillers.

### **Printing**

- Print two infographics on one page of paper. Print each infographic at least 3 x 4 inches, so that the writing is legible. (If a group of three, you can use more than one piece of paper.)
- You do not need to credit where photos come from (like you did for photo captions).
- Be sure to indicate on the printed page which story accompanies each infographic.

### **Emailing**

- Download each infographic file and share the two (or three) infographics as PDF or JPG attachments in an email sent to your design editor.

Below are sample infographics on the Christmas truce:



*Created in Canva*



*Created in Google Drawing*