

Toolkit: Election Facts Label

Election officials often need a fast, clear way to share accurate election information with their communities. That's why the U.S. Election Assistance Commission created the Election Facts Label Toolkit, a customizable infographic that makes election facts "easy to digest" for everyone.

This toolkit includes instructions and links for editing and downloading several template designs using Canva.

Using Canva to Edit the Templates

Canva is a free online graphic design tool. Below you will find a step-by-step guide on accessing, updating, and customizing the graphics in this toolkit to support your office's needs. You must create a free Canva account to access and personalize graphics.

1. Click the link for the template you want to edit in Canva

Find links in the "Templates" section of this document, below.

2. Click "Use Template for New Design"

By clicking the "Use Template for New Design" button, you'll be directed to a copy of the graphic that you can access within your Canva account.

Note: The preview image may appear to be cut off, but the full image will be available once you click "Use template for new design."

3. Edit the design

Click on the item within the graphic that you'd like to edit. This can be text, background, icons, etc. When you select an item, you will see the options at the top portion of Canva to change. If you select a text box you will see fonts, size, etc. If you select a background color, you will see a color box appear where you can change the color of the graphic.

You can edit all fields and add or remove elements to meet your needs. For example, if you'd like to include Provisional Ballot information, consider adding a line under the Post-Election Review section, or to include the number of Drop Boxes, consider adding a line under the Voting Locations section. In all cases, be sure to check your graphics for accessibility and include alternative text describing the information provided in the images.

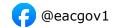
Note: Any change you make to the file will be saved only to your Canva library. It will not affect the original template graphic, and others will not be able to see the updates made unless you choose to share the file with them.

4. Save and download

When all edits are complete, click the share button in the top right corner. Select the file type you would like to download the image as. We recommend PNG or JPEG for social media posts, and PDF (Print) for printed graphics. Then click download to save the image to your device.











Templates

1. Basic Infographic

Customize and re-size to meet your needs for social media or printing.

• <u>Template (8.5" x 11")</u>

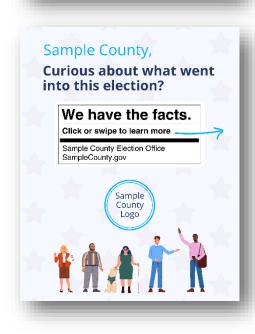
Sample County November XX, 20XX Election	
Ballots Counted	123,456
Election Day ballots	45,124
Early voting ballots	36,212
Mail ballots	42,120
Voter Participation	
Registered Voters	200,000
Turnout %	61.7%
Voting Locations Ope	n
Early voting locations	3
Election Day voting loca	ations 10
Election Security	
Voting system tested for	r accuracy 🗸
Locks & seals checked	
Storage areas controlle	d & monitored
Post-Election Review	
Ballot count matches vo	oter count
Custody of ballots & ma	aterials verified 🗸
Post-election audits cor	· · · · · · · · · · · · · · · · · · ·
Election results reviewe	ed & certified
Transparency	
Pre-election testing ope	en to the public 🗸
Voting locations open to	·
Review & audits open t	o the public 🗸
Personnel Involved	
Bi-partisan election wor	
Election officials & staff	
Staff hours worked	450
Bi-partisan post-election	n review teams
Training	
Election worker training	
Election personnel fully	<u> </u>
Training covered voting election security, laws 8	

2. Cover Graphic

Can be customized & posted together with the *Basic Infographic Template* as a lead-in. Available templates for social media:

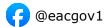
- Horizontal Post (10:9) 940 x 788 px
- Horizontal Post (16:9) 1600 x 900 px
- Vertical Post (4:5) 1080 x 1350 px

To determine the best format for the social media platform(s) you use, search for "[social media platform] image size" using your web browser.













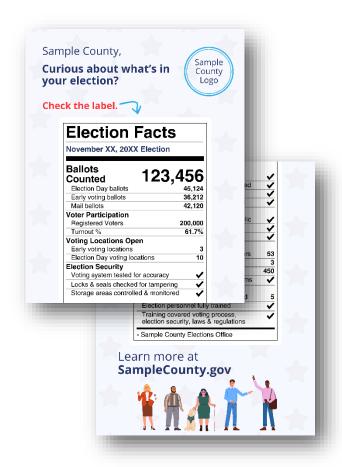
3. 2-Image Template

Customize and publish on social media.

Available templates:

- Horizontal Post (10:9) 940 x 788 px
- Horizontal Post (16:9) 1600 x 900 px
- Vertical Post (4:5) 1080 x 1350 px

To determine the best format for the social media platform(s) you use, search for "[social media platform] image size" using your web browser.



4. Print Version

Customize and print to standard paper sizes:

- Letter (8.5" x 11")
- Legal (8.5" x 14")

