

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.

Note: For accessibility, consider using the .docx or .pdf versions.

- [Template \(8.5" x 11"\)](#) – Canva
- [Template \(8.5" x 11"\)](#) – Word (.docx)
- [Template \(8.5" x 11"\)](#) – Adobe PDF

| Election Facts | |
|--|----------------|
| 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 Open | |
| Early voting locations | 3 |
| Election Day voting locations | 10 |
| Election Security | |
| Voting system tested for accuracy | ✓ |
| Locks & seals checked for tampering | ✓ |
| Storage areas controlled & monitored | ✓ |
| Post-Election Review | |
| Ballot count matches voter count | ✓ |
| Custody of ballots & materials verified | ✓ |
| Post-election audits completed | ✓ |
| Election results reviewed & certified | ✓ |
| Transparency | |
| Pre-election testing open to the public | ✓ |
| Voting locations open to observers | ✓ |
| Review & audits open to the public | ✓ |
| Personnel Involved | |
| Bi-partisan election worker volunteers | 53 |
| Election officials & staff | 3 |
| Staff hours worked | 450 |
| Bi-partisan post-election review teams | ✓ |
| Training | |
| Election worker training classes held | 5 |
| Election personnel fully trained | ✓ |
| Training covered voting process, election security, laws & regulations | ✓ |
| For more information visit SampleCounty.gov | |

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.



| Election Facts | |
|--------------------------------------|----------------|
| 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 Open | |
| Early voting locations | 3 |
| Election Day voting locations | 10 |
| Election Security | |
| Voting system tested for accuracy | ✓ |
| Locks & seals checked for tampering | ✓ |
| Storage areas controlled & monitored | ✓ |

| | |
|--|---|
| Election personnel fully trained | ✓ |
| Training covered voting process, election security, laws & regulations | ✓ |
| - Sample County Elections Office | |

| | |
|-----|----|
| ed | ✓ |
| ✓ | |
| ✓ | |
| ✓ | |
| lic | ✓ |
| ✓ | |
| ✓ | |
| rs | 53 |
| 3 | |
| 450 | |
| ms | ✓ |
| ✓ | |
| d | 5 |

4. Print Version

Customize and print to standard paper sizes:

- [Letter \(8.5" x 11"\)](#)
- [Legal \(8.5" x 14"\)](#)

Sample County,
Curious about what's in your election?

Check the label. →

Sample County Logo

Learn more at
[SampleCounty.gov](#)

Election Facts
General Election - November XX, 20XX

| | |
|--|----------------|
| 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 Open | |
| Early voting locations | 3 |
| Election Day voting locations | 10 |
| Election Security | |
| Voting system tested for accuracy | ✓ |
| Locks & seals checked for tampering | ✓ |
| Storage areas controlled & monitored | ✓ |
| Post-Election Review | |
| Ballot count matches voter count | ✓ |
| Custody of ballots & materials verified | ✓ |
| Post-election audits completed | ✓ |
| Election results reviewed & certified | ✓ |
| Transparency | |
| Pre-election testing open to the public | ✓ |
| Voting locations open to observers | ✓ |
| Review & audits open to the public | ✓ |
| Personnel Involved | |
| Bi-partisan election worker volunteers | 53 |
| Election officials & staff | 3 |
| Staff hours worked | 450 |
| Bi-partisan post-election review teams | ✓ |
| Training | |
| Election worker training classes held | 5 |
| Election personnel fully trained | ✓ |
| Training covered voting process, election security, laws & regulations | ✓ |

- Sample County Elections Office