Pictochart How to Guide

Visit www.piktochart.com

Create a login using the Gmail account the school has provided for you.

Your email is the following format:

First initial last name high school graduation year @ bhpsnj.org

For example tclayton99@bhpsnj.org.

P.S. the password for this email account is your lunch code and the letters BH

For example 123456BH

Next, decide which format and template you would like to start with

You may choose: Report, or Presentation

****You may not use the banner format****

Scroll down past the featured templates to see more templates

Each format allows for different templates that you may use as a starting point

Templates with the PRO banner require a paying account so they are unavailable to you.

You may also create a piktochart from scratch

Be sure to select a piktochart that will allow you to fit all of the information and picture required

After you have selected your template it is time to start designing your piktochart.

(The website may take a little time to load the template BE PATIENT 😊)
Designing your piktochart

The template is just a starting point. You may add, delete, and edit any part of it.

First you must select the block you want to work in. The piktochart is divided into several blocks.

After you have selected the block you can start to edit the contents of that block.

All items in the block are clickable for editing

Menu options

You may insert pre-loaded shapes/icons and graphics using this menu.

This menu allows you to copy blocks, move blocks, and delete blocks.

You may upload pictures using this menu.

First find the images on Google and save them onto your computer, then drag them in from your folder.

*****Mouse over an icon at anytime to find out what that button does**********
To add a video: Locate a video on Youtube and then copy the link into box.

To add a chart, click on chart, which will open this window.
Select the type of chart on the left (pie bar etc)
Input your data (stats) in the cells
Input your title and axis titles on top.

******BE SURE TO CLICK SAVE OFTEN JUST IN CASE *******
How to submit your project to your teacher.

Click download in the upper right hand corner

This window will open

Select for print

Select portrait

Select JPEG or PNG

Your pictochart will download and save to your desktop.

Rename the file to your name

Attach this picture and your list of sources in an email to your teacher.