

Athena Infographics: Adding an Infographic

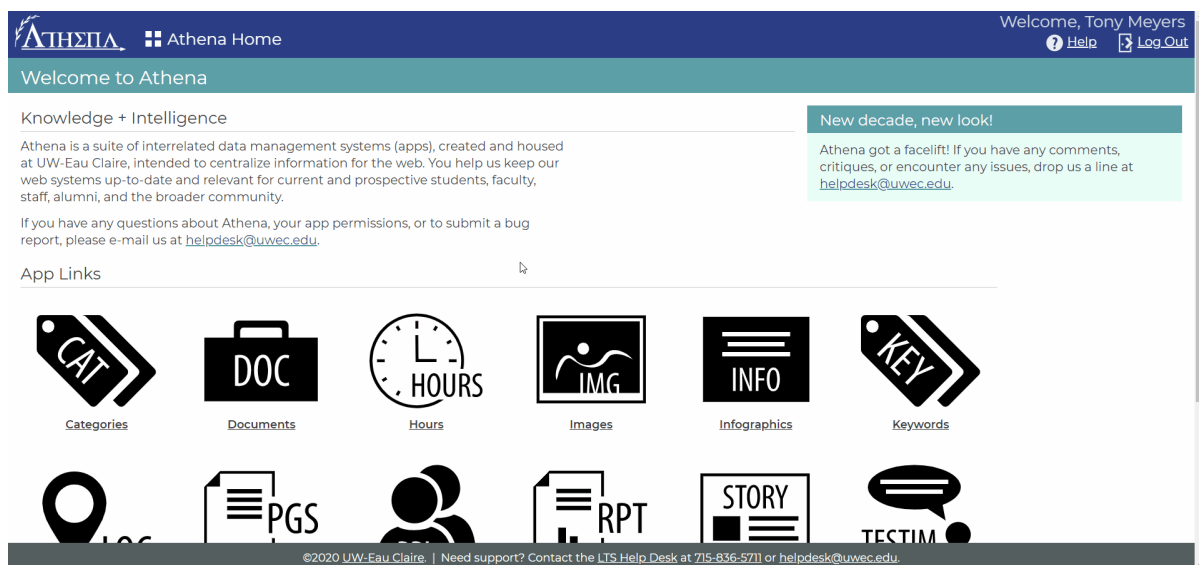
Last Modified on 04/22/2022 10:53 am CDT

Note: If you are looking to activate or deactivate an already created item [click here](#).

IMPORTANT NOTE: Before adding the infographic, please check existing infographics to ensure the infographic does not already exist or just needs to be updated. Infographics should be used sparingly and only for data that really communicates a message or important fact.

1. [Log in to Athena](#)
2. Select **Infographics** from the navigation menu.

NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.



The screenshot shows the Athena Home page. At the top, there is a dark blue header with the Athena logo and "Athena Home" on the left, and "Welcome, Tony Meyers" with "Help" and "Log Out" links on the right. Below the header is a teal banner that says "Welcome to Athena". The main content area is white and features a "Knowledge + Intelligence" section with a description of Athena and a link to the help desk. To the right of this section is a green box with the text "New decade, new look!" and "Athena got a facelift! If you have any comments, critiques, or encounter any issues, drop us a line at helpdesk@uwec.edu." Below this is an "App Links" section with a grid of icons for various services: Categories (CAT), Documents (DOC), Hours (HOURS), Images (IMG), Infographics (INFO), Keywords (KEY), Locations (LOC), Pages (PGS), People (PEOPLE), Reports (RPT), Stories (STORY), and Testimonials (TESTIM). At the bottom of the page, there is a footer with the copyright notice "©2020 UW-Eau Claire" and contact information for the LTS Help Desk.

3. Click **Add Infographic** in the upper right.
4. Enter at least one label text to describe the statistic. Labels can appear before, after, or surrounding the stat text.

Edit Infographic: \$475K+ Awarded in scholarships

Info

Organize

Usage

Stat + Label

Label text - before	Stat text \$475K+	Label text - after Awarded in scholarships
---------------------	----------------------	---

Please enter at least one label to describe the statistic. Labels can appear before, after, or surrounding the stat text.

Source Info

Source title

Source year

Make source title public
 Yes No

Internal Notes

BACK

SAVE

5. Enter **Stat text**.
6. Enter a source year and source title. If unknown, please leave blank.
7. Press save

NOTE: This information can be altered later

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.