

# TIPS AND TRICKS FOR VT DOC INTERACTIVE DASHBOARDS

## ZOOM SETTINGS

To best see the dashboard, set your computer/browser zoom to 100%. You can use the keyboard shortcut by pressing the CTRL (windows)/Command (Mac) key and either + (plus sign) or - (minus sign). Use the zoom feature within the dashboard to zoom in on the dashboard. Click fit-to-page to automatically zoom to fit the dashboard within the page.



## FULL-SCREEN MODE

If you want to see the dashboard in full screen mode, click the double arrow icon in the bottom right corner of the dashboard. You can click the two arrows pointing toward each other in the bottom right corner of the dashboard or press your keyboard ESC button to close full-screen mode.



## PAGE NAVIGATION

Some dashboards have multiple pages of information. Pages will be displayed as buttons with the name of the page. Navigate by clicking on the various pages listed. The active page will be indicated with a different background/text color combination than the other pages.



## CLICK AROUND

Interactive dashboards are created for... interaction! Click buttons, graphics, and icons to get the most out of the report. Many dashboards have buttons or sliding bars to filter information to help find exactly what piques your interest. In addition to the filters, you can filter information on some dashboards by clicking within a visual (e.g., selecting sentenced legal status within a bar chart). You can always refresh your browser or click Clear All Filters to get the report back to the original form.



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## EXPLORE ICONS

Need instructions for dashboard interaction, data definitions, or analysis methodology? Hover over the **?** and **i** icons to get more information about the dashboard and data elements. For example, some **?** icons display the data from the figure in a table format. Some dashboards have narratives explaining data/trends when you hover over the visual.



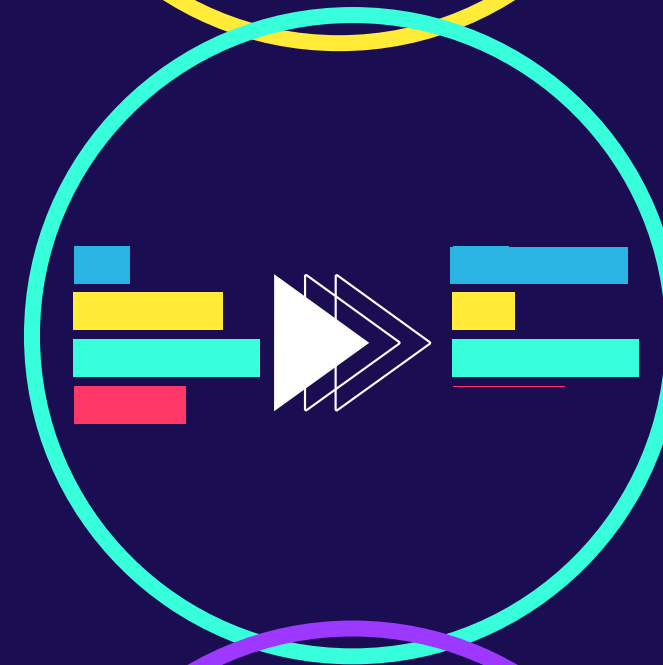
## FIGURE TITLES

All dashboard figures have appropriately named titles. Pay attention to these titles to best understand the included population and analysis provided.



## LEGENDS & AXES

As you interact with a dashboard by using filters (e.g., buttons, sliding bars), the axes on the graph might change due to changes in the population size of interest. Additionally, filters may limit the population, changing legends or the availability of what can be displayed for confidentiality concerns. Pay attention to these changes to best understand the information provided.



## DATA SUPPRESSION

Data may be suppressed to avoid disclosure of confidential information. You can see this represented in a dashboard with either: the word "Suppressed", the abbreviation "Supp.", or by a blank figure/parts of a figure. Press the Clear All Filters button to include all data in the visuals.



## RESEARCH & DATA TEAM

To find data reports and dashboards produced by the VT DOC Research & Data Team, go to their [page on the DOC website](#).

