

So You Want to Create a Fact Sheet

The purpose of a fact sheet is to disseminate research-based information to the general community. Fact sheets span a variety of topic areas, are generally 2-5 pages long, and are available both online and as a PDF for printed handouts.

Pick a Topic

Topics are determined by the author, with input from peers. Consider the target audience when choosing your topic and be sure it is rooted in research-based information.

STEP
01



Submit for Review

Submit your fact sheet for review using the **Fast Tracks system***. You'll need to choose 3 reviewers who will provide feedback. After reviews are complete and uploaded into the system, an email will alert you that the edits are ready to be completed. Then, you will complete the final manuscript based on your reviewers' input and upload a final version into Fast Tracks (for tracking purposes). *<https://csue.expressacademic.org>

STEP
02

Write Your Fact Sheet

Keep ease of reading in mind when writing your content. A 10th grade level or lower is recommended. Use Word's "Flesch Reading Ease Test" feature to check as you go.

STEP
03



Format the Fact Sheet

Now, the fun part of formatting begins! Formatting is done via the fact sheet template within Extension's Canva account (under 'Team Templates'). If you have not yet accessed Canva, you'll need to contact your admin/support staff for login information. The template is designed to create cohesion across fact sheets, with some locked elements such as the title placement and "Quick Facts" sidebar, but the rest of the document is up to you! Add photos, graphs, and more (if it aligns with your topic and information).**

STEP
04



Publish!

Once the fact sheet is formatted and ready, you will need to email an exported PDF from Canva to Ruth Willson (ruth.willson@colostate.edu) so she can publish it to the website. Now your fact sheet is complete... Great job!

STEP
05



COLORADO STATE UNIVERSITY
EXTENSION

***If you are unable to complete the formatting on your own using the Canva template, email ruth.willson@colostate.edu for assistance.*