

Activity 6: Explore publishing options

In this activity, we will also look at how you can publish a chart to the web. You'll try publishing the chart only and set it to dynamically update when your spreadsheet changes.

Complete the following steps:

1. Open the sheet that contains the chart you created earlier. Select **Publish chart**.
2. To publish the chart only, select the chart name from the drop down menu on the Publish to the web card.
3. To allow viewers to see values and additional chart information, select **Interactive**.
4. To allow for dynamic updates, expand **Published content & settings** and check to enable **Automatically republish when changes are made**.
5. Click **Publish**, copy the link, and open it in a new browser tab to see your chart.
6. Click **Stop publishing**. Test the link again in a new browser tab. Can you see the chart now?
7. You can now close your OTR regional sales spreadsheet.