

The graphs

Graphs are very useful diagrams when it comes time to visually express statistics. You will find them very useful for producing, for example, financial statements.

CREATING A GRAPH

- To create a graph, first select one of the nine available graph tools. You will be able to change the type of graph a posteriori if desired.
- Then draw on the work plane the area you want the graph to occupy. You can also simply click on the art-board and specify the desired width and height settings.
- Enter the necessary data in the Graph Data window. The order of the data will vary depending on the type of graph chosen. Choose a cell and enter the desired value in the text capture field.
- You can also copy and paste data from a spreadsheet such as Excel into the Graph Data window.
- In addition, the first icon in the Graph data window allows you to import data from a spreadsheet file, If you reverse the values of the graph by mistake, the second icon allows you to reverse them.
- To apply the data to the graph, tap the icon depicting a checkmark.

Labels

Labels categorize values using text or numbers allowing them to be compared. The first cell in each row will create a group while each of the columns will list the values. A legend will be automatically created.

To modify the positioning or the appearance of the elements of the graph, you can use the Direct Selection tool. To modify the type of graph, choose in the **OBJET / GRAPH / ATTRIBUTES** menu.

To create a line break in the labels, use a vertical bar (ALT on Mac).

Adding symbols or images to graphs

You can customize the value bars with images. To do this, it is then a matter of selecting the desired image and creating a new symbol by choosing in the OBJECT / GRAPH / SYMBOL menu. Click on Create then rename the symbol.

To apply the symbol to a value bar, select the graph, right click, and choose Bar.

In the Bar window, select the desired symbol. The drop-down menu will allow you to choose whether you want the symbol to stretch, repeat, etc.