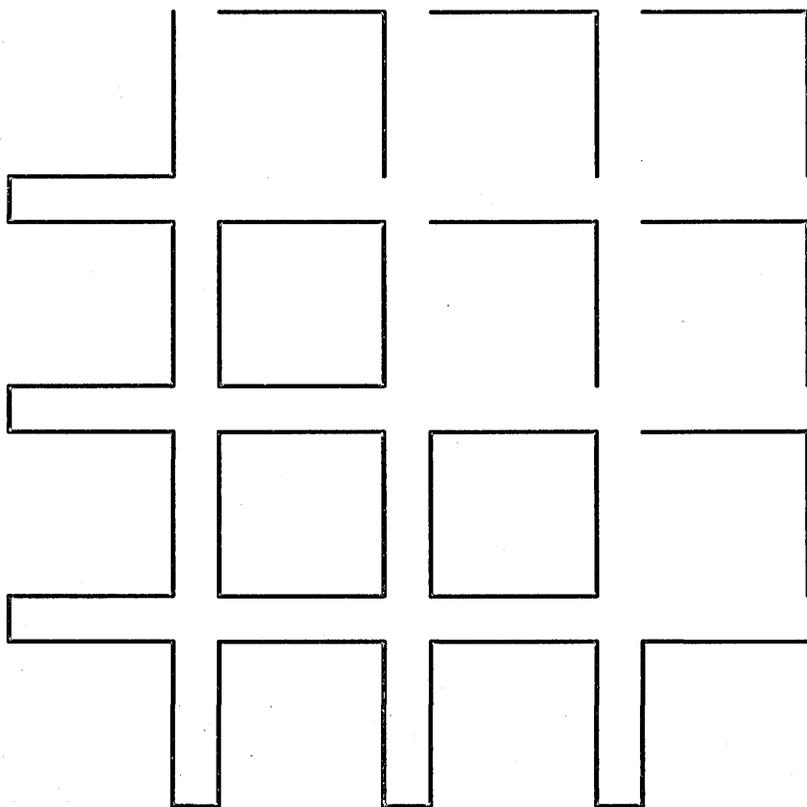


GETTING STARTED

Charts



Getting Started with Charts

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BEFORE YOU BEGIN

To use this booklet you will need the following:

- the Chart Designer software installed on your system
- Extended Multiplan software installed on your system
- a Graphics Module
- a workstation configured for printing or plotting (see the Chart Designer Release Notice for instructions)
- a Mouse

Left-handed people: Plug the Mouse into the left port on the keyboard.

Right-handed people: Plug the Mouse into the right port on the keyboard.

If you are using Extended Multiplan version 2.0 (or less), follow these steps to make Extended Multiplan run successfully with the Art Designer or Chart Designer software:

1. Copy the file [sys]<sys>BGP.run to a new file, give it a new name, and set the new file aside as a backup copy.

(If you have not previously run Extended Multiplan with BGP, skip this step.)

2. Copy the file [sys]<sys>ArtDesigner.run to [sys]<sys>BGP.run, overwriting BGP.run.

(If you are using the Chart Designer, follow these steps but copy [sys]<sys>ChartDesigner.run to [sys]<sys>BGP.run).

3. Leave [sys]<sys>BGP.run as it is. Do not rename it.

If you need help with these steps, ask your system administrator for assistance.

Getting Started with Charts

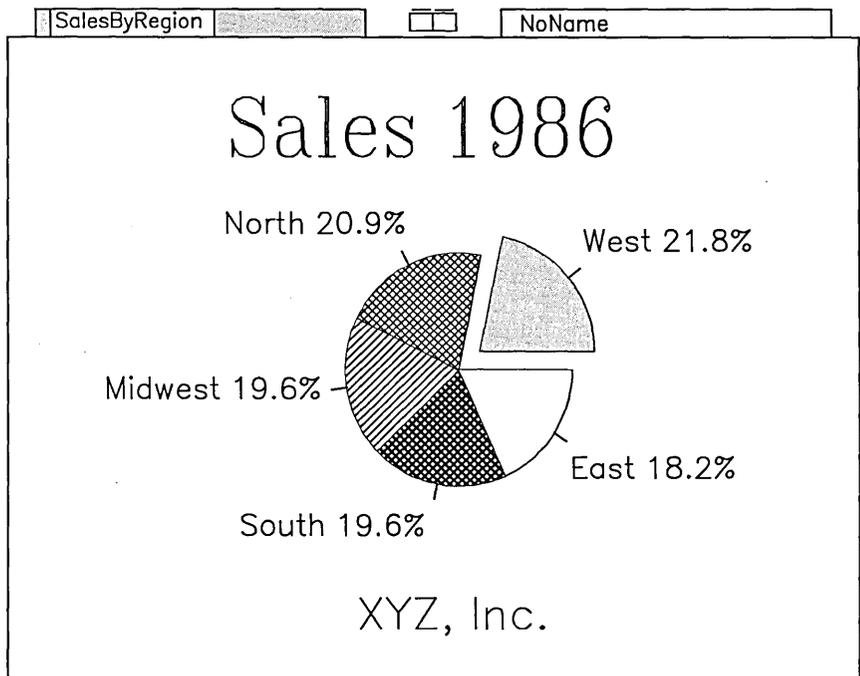
This booklet assumes that you are familiar with Extended Multiplan and have some experience creating and using worksheets.

If not, work through Getting Started with Extended Multiplan before doing this lesson. It teaches you the basics of creating worksheets.

The Chart Designer

The Chart Designer is a sophisticated graphics program that enables you to create business charts and graphs using data from Extended Multiplan worksheets.

The best way to learn the Chart Designer is to use it. In this booklet you will learn to make a finished chart like this one:



Charts Begin in Extended Multiplan

A chart is a visual representation of data from an Extended Multiplan worksheet. You create the worksheet in Extended Multiplan; when the data is sent to the Chart Designer it appears on the screen as a graph.

The Chart Designer turns Extended Multiplan data into a bar, line, or pie chart. You choose the kind of chart you want when you graph the worksheet and use the Chart Designer to produce the finished chart.

Once you are in the Chart Designer, you can add or alter text, change the lines and patterns, or redesign the size and layout of the chart.

When you exit the Chart Designer you return to Extended Multiplan.

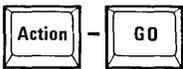
Entering Extended Multiplan

You can enter Extended Multiplan in one of two ways:

- through the Context Manager
- through the Executive

Action-Go

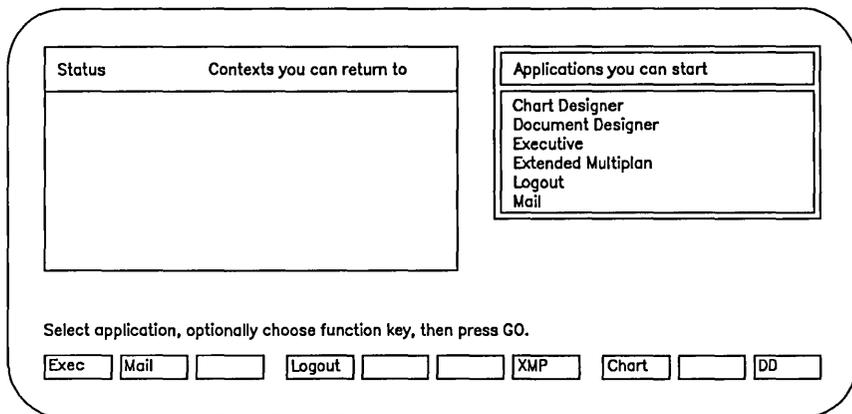
To see if you have the Context Manager, press the **Action** key and hold it down while you press **Go**.



Pressing **Action-Go** makes the Context Manager screen appear.



The Context Manager screen looks like this:



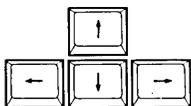
If you don't have the Context Manager, it will not appear when you press **Action-Go**. If this is the case, you must enter Extended Multiplan through the Executive. See "Entering Through the Executive" below.

Entering Through the Context Manager

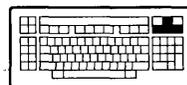
If the Context Manager is on your system, follow these steps to enter Extended Multiplan:



- ▶ If the highlight is not already in the "Applications you can start" box, press the **Right Arrow** key to move the highlight to it.



- ▶ Use the **arrow** keys to move the highlight to Extended Multiplan.



- ▶ Press **Go**.

**Entering
Through the
Executive**

If the Context Manager is not on your system, follow these steps to enter Extended Multiplan through the Executive:

▶ Type **Extended Multiplan** in the command line (or simply type **e m**)



▶ Press **Go**.

The Executive screen looks like this:

Executive 10.0 (OS t1C1strifsMp-9.6)

User name: alison

Path: [d0]<Alison>

Mon Feb 9, 1986 5:22 PM

Command

1136-002A

**The Extended
Multiplan Work
Screen**

When you enter Extended Multiplan a blank worksheet like this one appears on the screen:

#1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

COMMAND: Alpha Blank Copy Delete Edit Format Help Insert Jump Lock
Move Name Options Print Quit RDB Sort Transfer Value Window Xternal
Select option or type command letter

R1C1 100% Free Multiplan: TEMP

1138-003

Opening a File

Before you can create a chart you must have data from a file. You can place the file "SalesByRegion" into your worksheet in one of two ways:

- use the Transfer Load command in Extended Multiplan
- create "SalesByRegion" by following the directions in Appendix A

To load "SalesByRegion" using the Extended Multiplan Transfer Load command:

- ▶ Press **T** for Transfer.
- ▶ Press **L** for Load.
- ▶ Type **SalesByRegion**
- ▶ Press **Go**.

When you load "SalesByRegion," it should appear on your screen. If it does not appear, see "What if my file doesn't load?" below.

What if my file doesn't load?

If you use the Transfer Load command in Extended Multi-plan and the file "SalesByRegion" fails to load, one of the following has occurred:

- *The file is in your system, but in a different directory.*
- *The file is not in your system.*

To determine which of these is the reason the file does not load:

Try the Transfer command again, but this time:

- ▶ *Press **O** for options.*

When the Transfer Options parameter appears,

- ▶ *Use the **Tab** key to move to the **path** field.*
- ▶ *Type **[sys]<sys>***
- ▶ *Press **Go**.*

*You are now pathed to the directory **[sys]<sys>**.*

- ▶ *Try the Transfer Load command again.*
- ▶ *Type **SalesByRegion***
- ▶ *Press **Go**.*

If "SalesByRegion" is in your system, it is now loaded into your worksheet.

If these steps don't work, "SalesByRegion" is not in your system. Turn to Appendix A and create "SalesByRegion."

**A Completed
Pie Chart**

When you have successfully loaded or created
"SalesByRegion," your worksheet looks like this:

#1	1	2	3	4	5	6	7
1		1983	1984	1985	1986		
2	East	23	32	38	41		
3	Midwest	28	37	42	44		
4	North	32	44	40	47		
5	West	33	38	44	49		
6	South	35	42	41	44		
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

COMMAND: Alpha Blank Copy Delete Edit Format Help Insert Jump Lock
Move Name Options Print Quit RDB Sort Transfer Value Window Xternal

Select option or type command letter

R1C1

100% Free

Multiplan: TEMP

1136-004

Extended Multiplan presents three choices for the kind of graphs you can make: bar, line, or pie.

The example in this booklet is a pie graph.

To make a pie graph, select the Pie Graph option:

- ▶ Press **G** (for Graph)
- ▶ Press **P** (for Pie)

NOTE

In the following procedure, if you are using a Color Monitor you must change the Format File from "ColorPie" to "Pie.fm" to successfully complete this booklet.

Tab to the Format File field, and type **[sys]<sys>pie.fm**

If you are using a monochrome monitor, you do not need to change the format file.

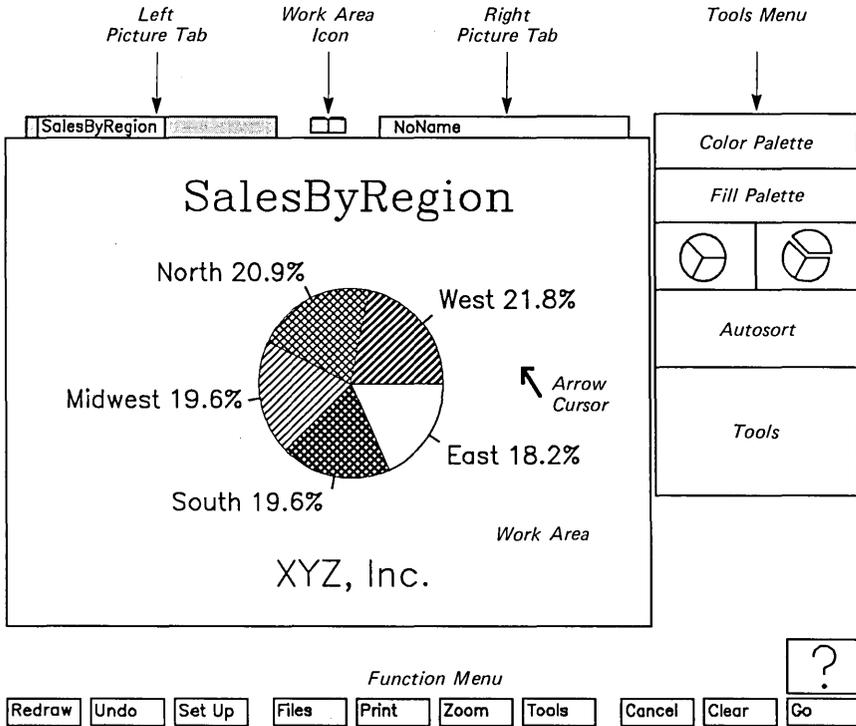
Enter the following information when these prompts appear:

- ▶ GRAPH PIE segment labels: **C1**

To get to the next field, press **Tab**.

- ▶ Values: **C5**
- ▶ Press **Go**.

The Chart Designer Screen "SalesByRegion" is sent to the Chart Designer and the Chart Designer screen appears.



1134-006

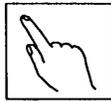
The Cursor

The arrow you see in the middle of the work area is the arrow cursor. You use it to work on your chart, and to select items from the Tools menu (located to the right of the the work area) and the Function menu (at the bottom of the screen).

The Menus

Two Tools menus can be displayed on the screen. The one that you see now is the Chart menu.

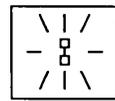
You select a tool from the Chart menu to make changes to a chart.



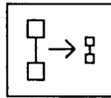
Pick



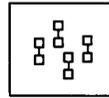
Unpick



Highlight



Scale and Move



Copy



Delete

1136-006

Use the Function menu, located at the bottom of the screen below the work area, to select a new Tools menu, to clear the screen, and to perform other tasks in the Chart Designer.



1135-005A

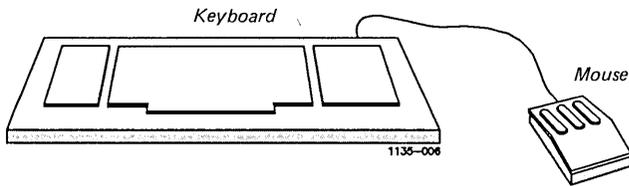
Making a Selection

Choosing a tool from the Tools menu, or picking a function label from the Function menu, is called "making a selection." You select a tool or function before you use it.

A selection is made by placing the cursor on the desired tool or function, and pressing a button on the Mouse.

The Mouse

The Mouse is an electronic device that plugs into your keyboard. It sits on your desk. Moving the Mouse across the desk top moves the cursor on the screen.



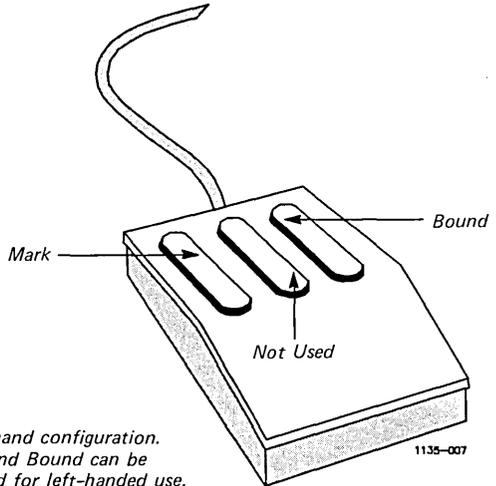
What if I don't have a Mouse?

The Chart Designer can be used without a Mouse. If you do not have a Mouse, refer to the Art Designer: Charts and Drawings manual for information on how to use the keyboard (instead of the Mouse) to work with charts.

The Mouse Buttons

The Mouse has three buttons. Two of these buttons, **Mark** and **Bound**, are used to carry out all the operations you perform in the Chart Designer.

The second (middle) Mouse button is not used.



*Right hand configuration.
Mark and Bound can be
reversed for left-handed use.*

1135-007

What if I'm left-handed?

The Mouse is generally set up for right-handed people. However, it is easy to change it for left-handed use.

If, while doing this procedure, you feel you need more information about the Mouse, turn to the next page and read the sections "Using the Mouse" and "Using the Mouse Buttons." Then return and complete this procedure.

To set up the Mouse for your left hand:

▶ *Plug in the Mouse on the left side of the keyboard (in the left port).*

▶ *Plug in the keyboard cable on the right side (in the right port).*

Undo Set Up Files

▶ *Move the cursor to the **Set Up** Function label.*

▶ *Click (press down and immediately release) the button on the far left (the **Mark** button for a right-handed person).*

Mouse Hand	
<input checked="" type="checkbox"/>	Right Handed
<input type="checkbox"/>	Left Handed
Grid	
<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>	Invisible
Grid Snap	
<input type="checkbox"/>	On
<input checked="" type="checkbox"/>	Off
Grid Size	
3	↑ ↓
GO	

*A menu appears above the **Set Up** label. It says **Mouse Hand**.*

▶ *Place the cursor on the blank box next to **Left Handed**.*

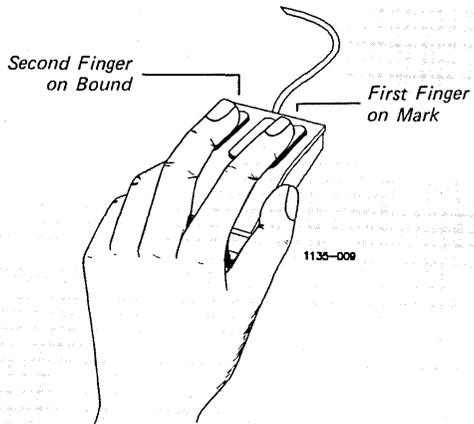
▶ *Click the button on the far left.*

Mouse Hand	
<input type="checkbox"/> Right Handed	
<input checked="" type="checkbox"/> Left Handed	
Grid	
<input type="checkbox"/> Visible	
<input checked="" type="checkbox"/> Invisible	
Grid Snap	
<input type="checkbox"/> On	
<input checked="" type="checkbox"/> Off	
Grid Size	
3	↑ ↓
GO	

Notice that the box next to **Left Handed** is filled.

- ▶ Move the cursor to the bottom of the menu, on the word **Go**.
- ▶ Click the button on the far left again. When the menu disappears, the Mouse buttons are set up for left-handed use.

In the left-hand configuration, **Mark** is the button farthest to the right; **Bound** is the button farthest to the left. The middle button is not used.

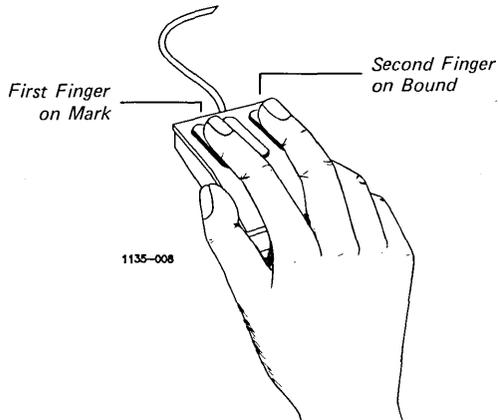


Using the Mouse

When using the Mouse, keep your hand relaxed. Create enough room on your desk to move the Mouse freely.

Then follow these steps:

- ▶ Place your hand on the Mouse.
- ▶ Put your first finger on the **Mark** button, and your second finger on the **Bound** button.



- ▶ Move the Mouse around on your desk and watch the cursor move on the screen.
- ▶ Now pick up the Mouse and set it down in another place on your desk.

Notice that when you pick up the Mouse, the cursor stays in the same place on the screen.

If you run out of room on your desk, pick up the Mouse and set it down in a different place. Then move the Mouse again. In this way you can move the cursor on the screen without using much space on your desk.

- ▶ Practice moving the cursor by making very short sweeps with the Mouse across your desk. At the end of each sweep, pick up the Mouse and set it down where you started. Sweep the Mouse across the desk top several times, and watch how the cursor moves on the screen.

Once you feel comfortable using the Mouse, you can do anything in the Chart Designer easily and quickly.

Using the Mouse Buttons

To do anything in the Chart Designer you use the Mouse buttons in one of these two ways: click and press and hold.

Click means press down a button and release it immediately.

To practice this:

- ▶ Click the **Mark** button once, and move the Mouse in any direction.
- ▶ Now click the **Bound** button one time.

Press and Hold means press a button and hold it down while you move the Mouse.

To practice this:

- ▶ Press and hold the **Mark** button.
- ▶ While still holding down the **Mark** button, move the Mouse in any direction.

When you are finished moving the Mouse, release the button.

Charts are Considered Objects

An object is any character, line, or form considered by the Chart Designer as a single unit. A worksheet created in Extended Multiplan is considered to be a single unit because the data and values for it are sent to the Chart Designer as a unit.

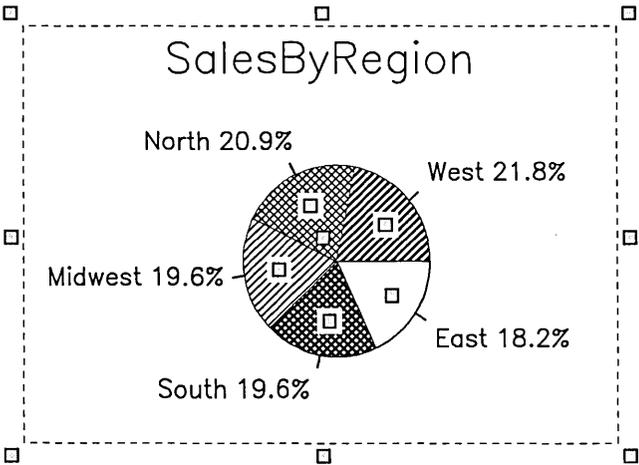
Handles

Every worksheet sent to the Chart Designer from Extended Multiplan appears in the work area as a full-size chart.

However, you are not restricted to working with a chart of only one size. You can enlarge, reduce, or move a chart by "grabbing" one of the handles.

Handles automatically appear around a chart when it is sent to the Chart Designer from Extended Multiplan (as shown in the figure below).

These handles are associated with the Scale and Move tool. It is the Scale and Move tool that allows you to change the size and dimensions of your chart.



1136-007

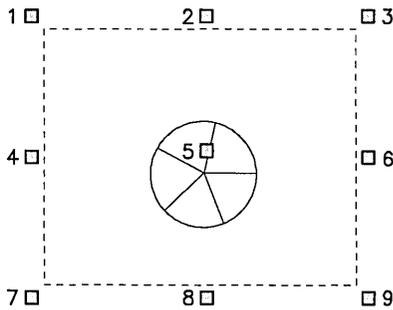
Altogether there are nine handles around a chart. These are called Scale and Move handles.

For the purpose of illustration, the Scale and Move handles are numbered one through nine. (These numbers are not displayed on the Chart Designer screen.)

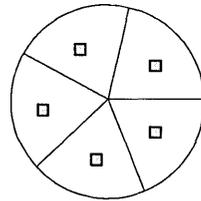
Eight of the Scale and Move handles appear on the perimeter of the chart, as shown below.

The last handle, which is designated as handle 5, appears in or near the center of the chart.

When you are working with a pie chart and you select Scale and Move, additional handles appear in each pie segment. These are called segment handles. Segment handles are used to work with the individual pie segments.



Scale and Move Handles



Segment Handles

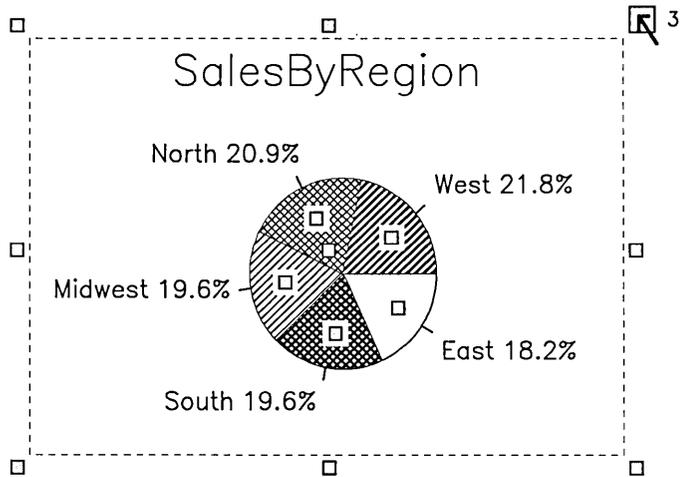
1138-008

Changing the Size of Your Chart

Now you are going to scale the chart. This means that you are going to change its size, without changing its proportion.

To scale the chart:

- Move the cursor to the upper-right corner of the work area and place it on handle 3.



1136-009

Notice that the handle becomes slightly larger when you place the cursor on it.

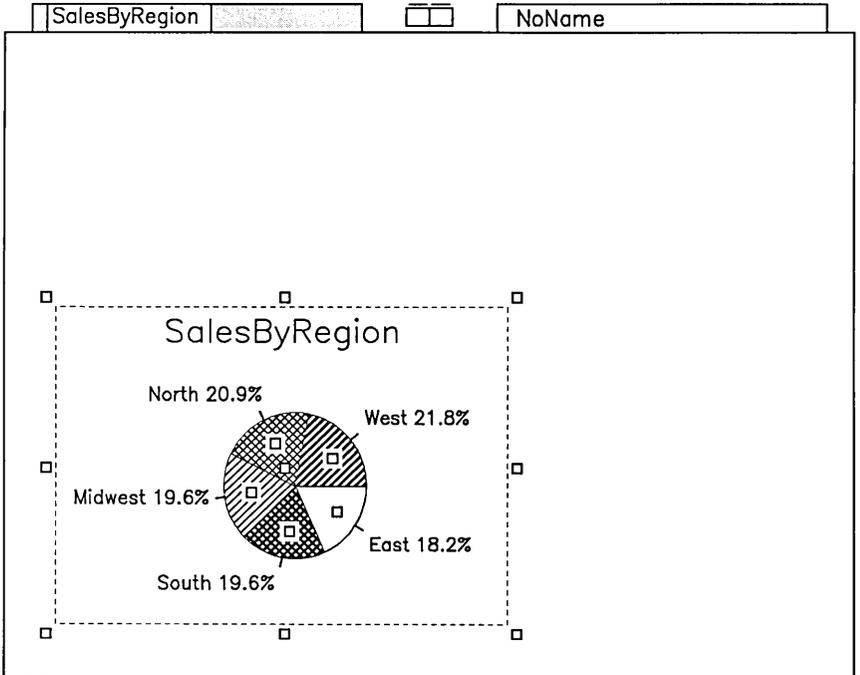
- ▶ Press and hold the **Mark** button. (This is called grabbing the handle.)

When you grab the handle the chart disappears from the screen.

- ▶ Move the cursor diagonally toward the lower-left corner of the work area. A line representing an outline of the chart appears. When the chart is about one-third its original size, release **Mark**.

The message "**scaling.....**" appears on the screen.

Your chart then reappears on the screen:

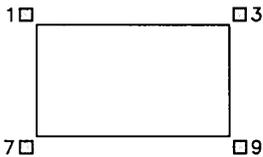


1136-010

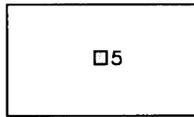
Practice with Handles

Now that you have scaled the chart using handle 3, practice using the other handles.

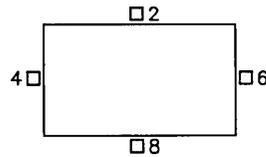
Grab a handle and pull it in any direction. Handles 2, 4, 6, and 8 are used to stretch the chart; 1, 3, 7, and 9 are used to scale it; handle 5 is used to move the chart to a new position on the screen.



Corner Handles Scale



Center Handle Moves



Side Handles Stretch

1136-011

Practice with the handles as long as you like. Nothing you do can damage your chart or the software.

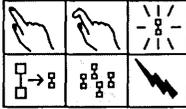
When you feel comfortable using the Scale and Move tool, bring the chart back to its full size and continue with this lesson.

Picking a Chart A chart that is chosen to be worked with is said to be picked. Picking an object instructs the Chart Designer that you want to work with that object.

Charts created in Extended Multiplan appear in the Chart Designer already picked.

To work with a different object, you must first unpick the current chart. Then pick the object you want to work with next.

Unpicking the Chart



Before you pick the label, you must unpick the chart:

- ▶ Move the cursor to the Unpick tool.
- ▶ Click **Mark**.

Notice that the handles surrounding the chart disappear. Notice also that the cursor changes to the hand cursor.

When the hand cursor appears you are able to pick another object.

Labels are Objects, Too

The next object you are going to pick is the label. A label is the text that appears on a chart to define your data. A label can be both a part of a chart, and a separate object.

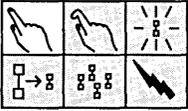
Labels are considered a part of a chart because each label is created in an Extended Multiplan worksheet. When the worksheet is sent to the Chart Designer, the labels are part of the chart.

However, labels are also considered separate objects, because they can be modified independently of a chart. Labels are moved, copied, altered, or deleted using the Text menu.

If you delete a label, it is no longer considered a part of the chart. Retyping the label restores it to the screen, but the label is not included when you pick the chart.

Picking a Label

To pick the label "SalesByRegion":



- ▶ Move the hand cursor to the Pick tool.
- ▶ Click **Mark**.

The Pick tool is now selected. The hand cursor remains on the screen, and the Pick tool is highlighted.

- ▶ Move the hand cursor to the label "SalesByRegion" just above the chart in the work area.
- ▶ Press and hold **Mark**.
- ▶ Move the cursor in any direction.

Notice that a box grows out of the point where you pressed **Mark**. This box is part of the hand cursor and is used to pick the label.

Crossing the edge of any letter in the label picks the entire label.

- ▶ Cross the edge of any of the letters in the label with the box, and release **Mark**.



1136-012

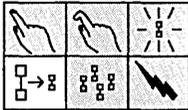
When you pick the label, a box appears around it that looks like this:



Return to Scale and Move

Now that you have picked the label, select the Scale and Move tool to enlarge the label. Changing the size of a label can enhance the appearance of a chart.

To select the Scale and Move tool:



- ▶ Move the hand cursor to the Scale and Move tool.
- ▶ Click **Mark**.

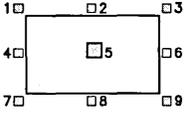
The Scale and Move tool is highlighted.

Notice that the hand cursor changes to the arrow cursor, and that handles appear around the label.



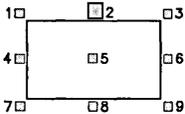
Enlarging the Label

To enlarge the label:

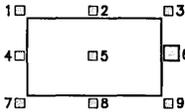


- ▶ Grab handle 5 on the label.

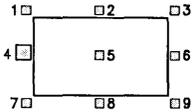
- ▶ Move the label down in the work area approximately one inch, so that it is close to the top of the chart, and release **Mark**.



- ▶ Grab handle 2 and stretch the label toward the top of the screen.

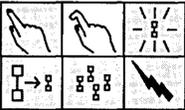


- ▶ Grab handle 6 and stretch the label toward the right side of the work area.



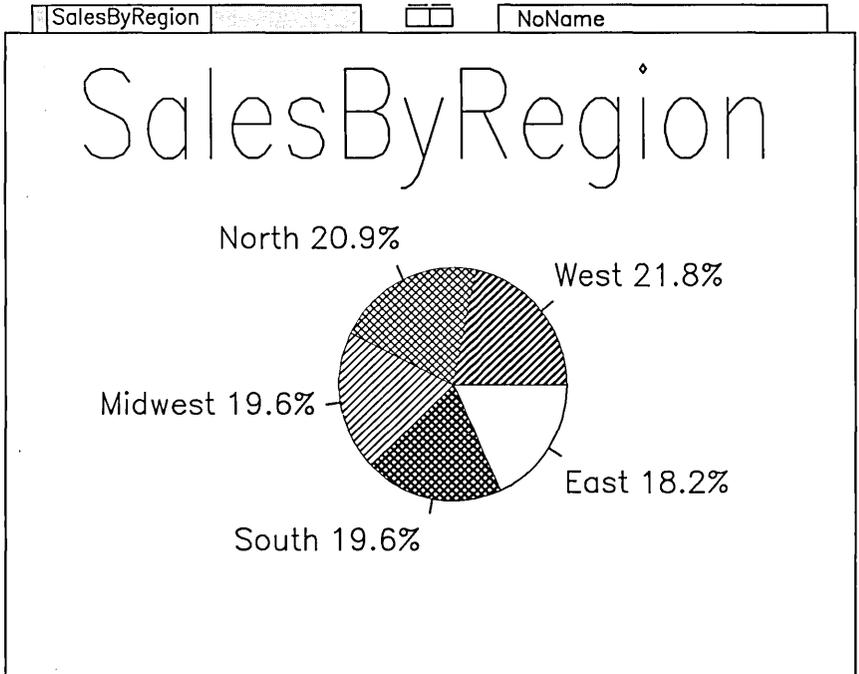
- ▶ Grab handle 4 and stretch the label toward the left side of the work area.

When the label is in the desired position:



- ▶ Move the cursor to the Unpick tool, and click **Mark** to unpick the label.

Your chart now looks like this:



1136-015

**Unpick Does
Not Change the
Selected Tool**

Notice that the Scale and Move tool is still selected. When you unpick an object the tool that you are using is not unpicked.

This allows you to change objects as often as you like, without losing the tool you are using.

Similarly, you can change tools without unpicking the object you have selected.

**Change the Fill
Pattern in a
Pie Segment**

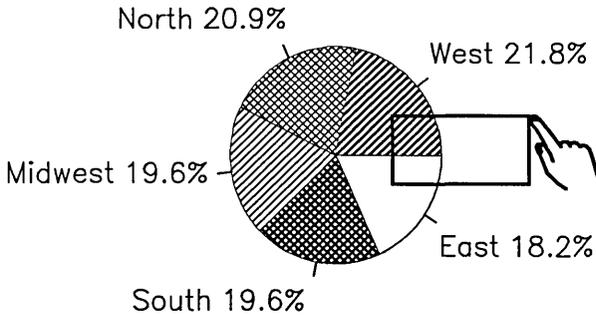
Now you are going to change the fill pattern in a segment of the chart.

A fill pattern is a pattern that fills a segment in a chart.

To change the fill pattern, follow these steps:

- ▶ Pick the chart by moving the hand cursor across any edge of the chart.

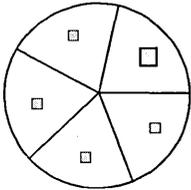
SalesByRegion



1136-016

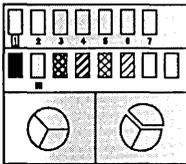
Notice that the Scale and Move handles reappear around the chart. Notice also that each segment of the pie has its own handle.

These handles, called segment handles, are used to pick individual pie segments. Although each segment is not an independent object, you can change the fill pattern of each segment.



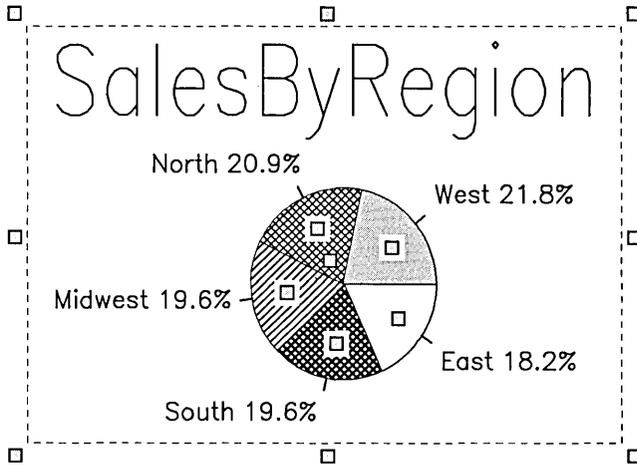
- ▶ Move the cursor to the pie segment labeled "West."
- ▶ Place the cursor on the segment handle and click **Mark**.

The handle inside the segment becomes larger. The fill marker on the Fill Palette moves beneath the pattern of the segment you have chosen.



- ▶ Place the cursor on any pattern at the left of the Fill Palette that does not already appear in the chart, and click **Mark**.

Notice that the pie segment changes to the pattern that you have just selected.



1136-017

NOTE

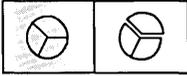
If you have a Color Monitor you can also select a color from the Color Palette. The Color Palette is located above the Fill Palette on the Chart menu.

For more information, see the Art Designer: Charts and Drawings manual.

**Make an
Exploded Pie**

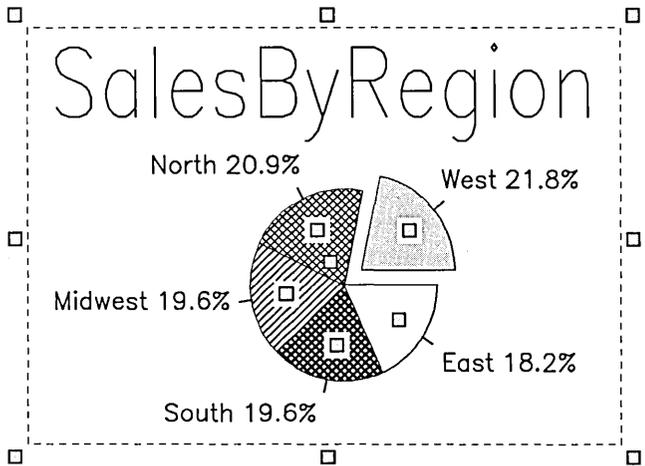
You may also want to emphasize certain information in a chart. One way to do this is to use the Exploded Pie option.

To explode the pie segment labeled "West":

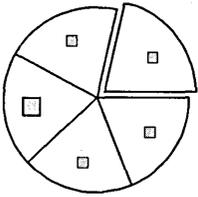


- ▶ Move the cursor to the Exploded Pie option on the Charts menu, and click **Mark**.

The screen goes blank momentarily while the chart is being redrawn. When the chart reappears on the screen, the segment labeled "West" is exploded from the pie.



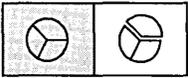
1136-018



Now explode a second segment from the pie.

- ▶ Place the cursor on the handle for the segment of the pie you want to explode.
- ▶ Click **Mark**.

The handle in the segment becomes larger, and the highlight moves back to the Regular Pie option.



- ▶ Place the cursor on the Exploded Pie option, and click **Mark**.

The pie segment is exploded.

To place the exploded pie segment back into the pie:

- ▶ Pick the Regular Pie option.

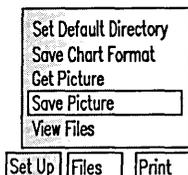
The segment is returned to the pie.

Saving Often Is a Good Idea

Now that you have changed the pie chart by altering the labels, segments, and patterns, it's a good idea to save before you go any further.

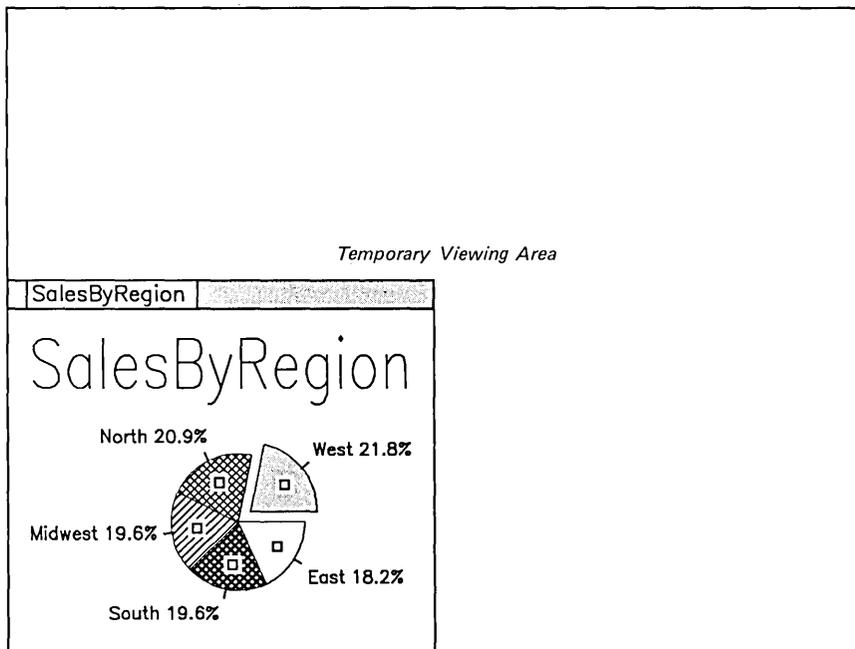
Saving your chart stores it on disk, but does not remove it from the screen.

To save your chart:



- ▶ Select the **Files** Function label.
- ▶ Select **Save Picture** from the menu that appears.

The screen displays your chart in a temporary viewing area at the lower-left corner of the screen, along with an entry line located just above the function labels.



Type a picture filename and press GO to execute.

SalesByRegion_

Entry Line

1136-010

The entry line reads "SalesByRegion" because that is the name of the worksheet in Extended Multiplan. Your pie chart has the same name.

Cancel Clear Go

- ▶ Select the **Go** function label (or press **Go** on the keyboard).

The following message appears above the entry line as your chart is saved to disk:

Saving ...

SalesByRegion

1138-019A

The temporary viewing area disappears and your chart returns to its previous size.

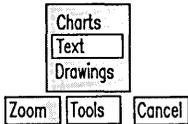
Manipulating Text

Manipulating Text Is Easy

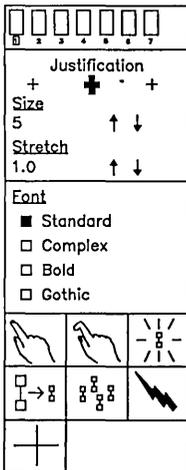
Now that you have sized your chart, changed the labels, and worked with fill patterns and pie segments, you are going to refine the content and appearance of the text in the chart using the Text menu.

The Text menu enables you to enter and modify text, select different font styles, set justification, and change the size and proportion of labels.

To access the Text menu:



- ▶ Select the Tools Function label.
- ▶ Select the Text option from the menu that appears.

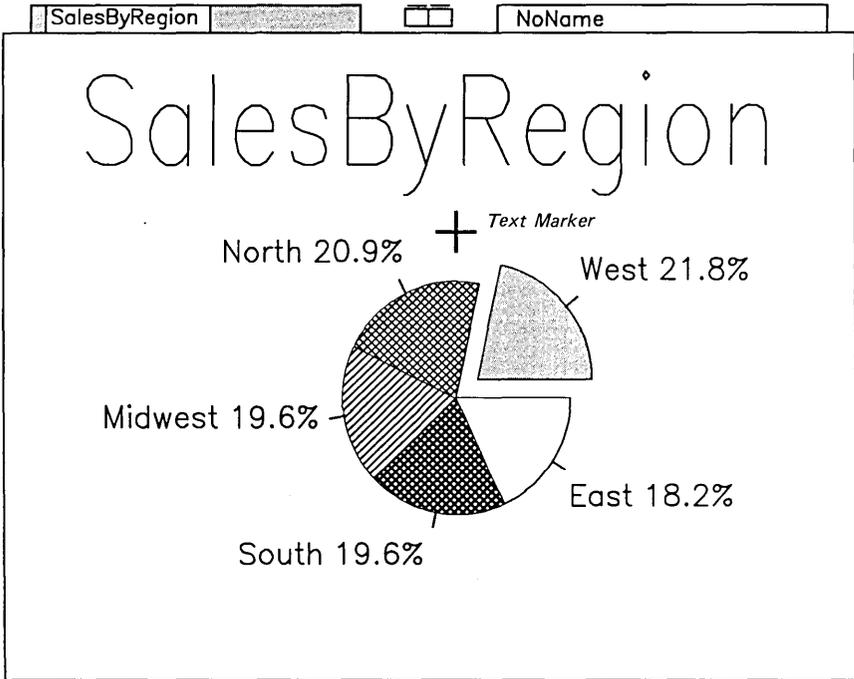


The Chart menu disappears. The Text menu displays, along with the text entry line.

**The Text
Marker**

When the Text menu is displayed, the active tool is the Text Marker tool.

Text entered in the text entry line appears in the work area at the location of the Text Marker. The Text Marker is the cross that appears in the upper portion of the screen, as shown below.



1136-020

Text entered at the Text Marker can be left-justified, right-justified, or centered.

SalesByRegion SalesByRegion
+ +
SalesByRegion
+

1136-020A

Left-justified text lines up with the text marker on the left. Right-justified text lines up with the text marker on the right. Centered text extends evenly in both directions, with the text marker in the center.

To set justification, select the appropriate justification option from the Text menu before entering your text.

Justification is currently set to centered; there's no need to change it for the "SalesByRegion" label.

Modifying a Label

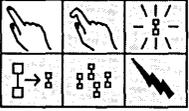
Modifying a label is an easy way to change the content of the text in your chart.

For example, you may want to change the wording of a label. Note that you don't need to return to Extended Multiplan to change a label.

Instead, modify the label by picking it and entering new text in its place.

Now you are going to modify the label "SalesByRegion" to make it read **Sales 1986**.

To modify the label:



- ▶ Select the Pick tool.

Notice that the entry line disappears from the screen, and the Text Marker disappears from the work area.

- ▶ Move the cursor to the label "SalesByRegion" and pick it.



1136-0208

A box appears around the label, called the text placement box.



1136-021

Notice that the entry line reappears below the work area. The following message is displayed above the entry line:

Modify text here and press Go to execute.



- ▶ Backspace over the words **ByRegion**, so that the only text left in the entry line is **Sales**.

As you backspace, the text placement box becomes empty and decreases in size.



1136-022

- ▶ Type **1986** into the text entry line following **Sales**.

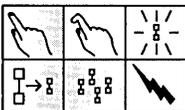
Modify text here and press GO to execute.

Sales 1986_

1136-023

- ▶ Press **Go**.

Notice that the text is once again visible on the screen.



- ▶ Select the **Unpick** tool and unpick the text.

Next you are going to place the **Text Marker** so that you can enter new text.

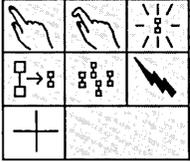
Adjusting the Text Marker

When you place the **Text Marker**, you may find that you want to change its placement.

Experiment with the placement of the **Text Marker** by moving the cursor and clicking **Mark** several times. (This will not affect your chart.) Notice that the **Text Marker** jumps to a position at the tip of the cursor.

Placing the Text Marker

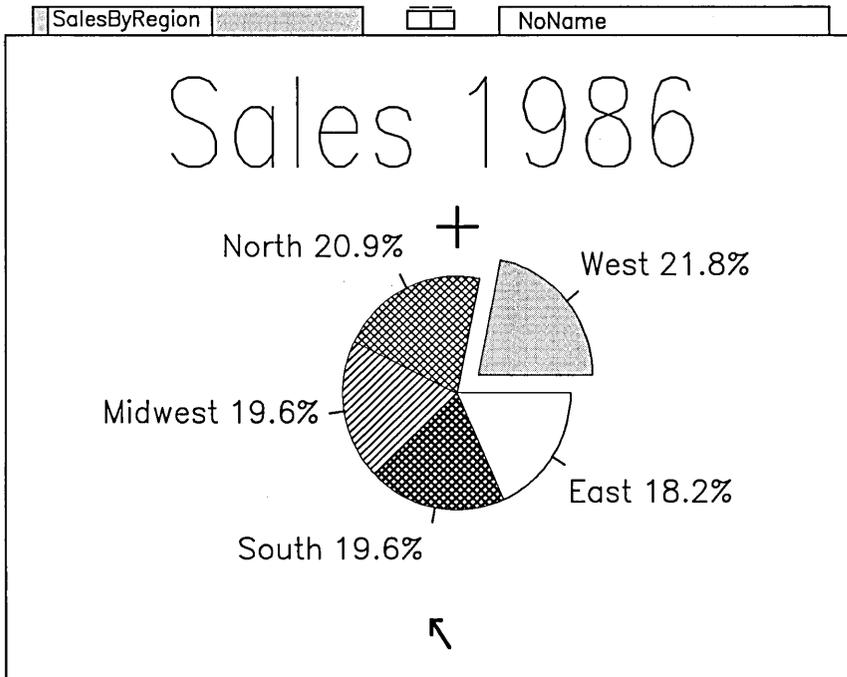
When you are finished experimenting with the Text Marker, move the Text Marker to the bottom of the screen and type in the new text.



- ▶ Select the Text Marker tool.

The text entry line and Text Marker reappear on the screen.

- ▶ Place the cursor as shown.

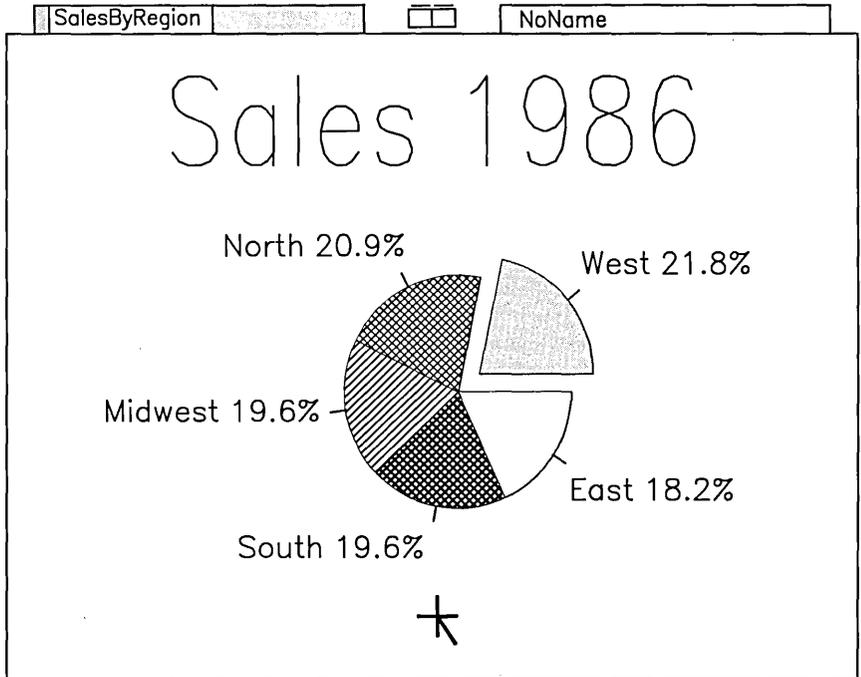


Position text cursor, type in text, and press GO to execute.

1136-025

► Click **Mark**.

The Text Marker moves to the location of the cursor.



1136-026

Set Text Size

When you type text into the entry line, it appears on the screen as a text placement box.

The text placement box (with handles) appears on the screen at the Text Marker. As you type in text, the text placement box grows.

Before you type in new text, set the text size in advance.

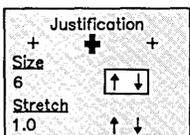
The text size is the numerical value shown in the upper portion of the Text menu. The number displayed is the size of the text you last worked with (in this case, the size of the label "Sales 1986").

NOTE

The text size is a relative measurement that does not correspond to standard printing measurements such as points, picas, or inches.

However, the font size is consistent within the Chart Designer. When printed to a standard 8 1/2" x 11" sheet of paper, the proportion of the text size to the work area size remains consistent.

To set the text size:



- ▶ Move the cursor to the Size option on the menu.
- ▶ Set the text size to 6. If the number in the Size option is larger than 6, place the cursor on the **Down Arrow** and click **Mark** until you reach 6.

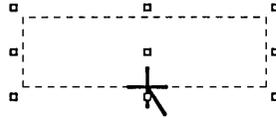
If the number is smaller than 6, place the cursor on the **Up Arrow**, and click **Mark** until you reach 6.

Entering Text

Now you are ready to enter text.

- ▶ Type **XYZ, Inc.**

Notice that the text placement box expands at the location of the Text Marker.



1136-02B

- ▶ Press **Go**.

"XYZ, Inc." appears in the work area, centered at the Text Marker position.

Scale and Move the Label

If you want to change the placement of text once you have entered it, use the Scale and Move tool to move it to a new position.

If you are satisfied with the text placement, skip to the next step.

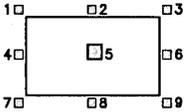
If you want to reposition the label "XYZ, Inc.":

- ▶ Select the Scale and Move tool.

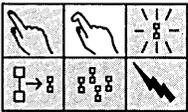
The text entry line disappears and the Scale and Move tool is highlighted.

-
- ▶ Pick the text.

Handles appear around the text, and "XYZ, Inc." reappears in the text entry line.



- ▶ Grab handle 5 and move the text to the new position.



- ▶ Select the Unpick tool, and unpick the text.

Your text is now in the correct position.

What if I want to enter additional text?

Text entered at the text entry line does not wrap around to the line below like word-processed text. Instead, the text marker jumps down to the line below, where you enter the additional line of text.

Each line of text is considered to be a separate object by the Chart Designer, and is handled as a single object. For more information on entering multiple lines of text, see the Art Designer: Charts and Drawings manual.

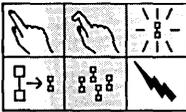
Delete the Text

Another way to reposition your text is to delete it and reenter it at a new position.

You delete an object in the same way that you pick an object, except that you use the delete cursor instead of the hand cursor.

The Chart Designer considers all text entered on one line to be a single object. To delete a single object, you must cross the edge of the object with the delete cursor.

To delete text:



- ▶ Move the cursor to the Delete tool.
- ▶ Click **Mark**.

A lightning bolt appears on the screen. This is the delete cursor.

- ▶ Move the delete cursor to the text.

XYZ, Inc.



1136-029

-
- ▶ Press and hold **Mark**.
 - ▶ Move the delete cursor across any part of the text.



1136-030

- ▶ Release **Mark**.

The text is deleted. Notice that all of the text is deleted even though you included only part of the text inside the delete cursor.

Return the Deleted Text to the Screen

Now that you have deleted the text, you are going to return it to the screen.

Since you have already positioned the text correctly, you do not need to reenter it.

To restore the text to the screen, use the Undo function label. Undo restores to the screen the last object that you deleted.

NOTE

To return a deletion to the screen, you must use **Undo** immediately after deleting. If you do anything else before using **Undo**, the **Undo** command will not work.

Redraw Undo Set Up

- ▶ Move the delete cursor to the Undo function label.
- ▶ Click **Mark**.

The text returns to the screen.

What if Undo doesn't restore the text?

*If **Undo** doesn't restore the text to the screen, you have pressed another key, or carried out another function before using **Undo**. Reenter and reposition your text, following the steps above.*

Fonts Can Be Altered, Too

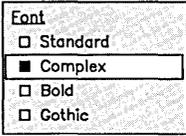
Now that text is entered in the chart, you can change the font style to enhance the visual appeal of your chart.

There are four font styles to choose from: Standard, Complex, Bold, and Gothic.

In the "Sales 1986" chart you're going to use the Complex font style. To change the font style of **Sales 1986**:

- ▶ Select the Pick tool.
- ▶ Pick **Sales 1986**.

Notice that the text entry line appears below the work area.

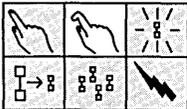


- ▶ Move the cursor to the **Font** option on the Text menu.
- ▶ Select **Complex**.

Sales 1986 now appears in Complex lettering, as shown:



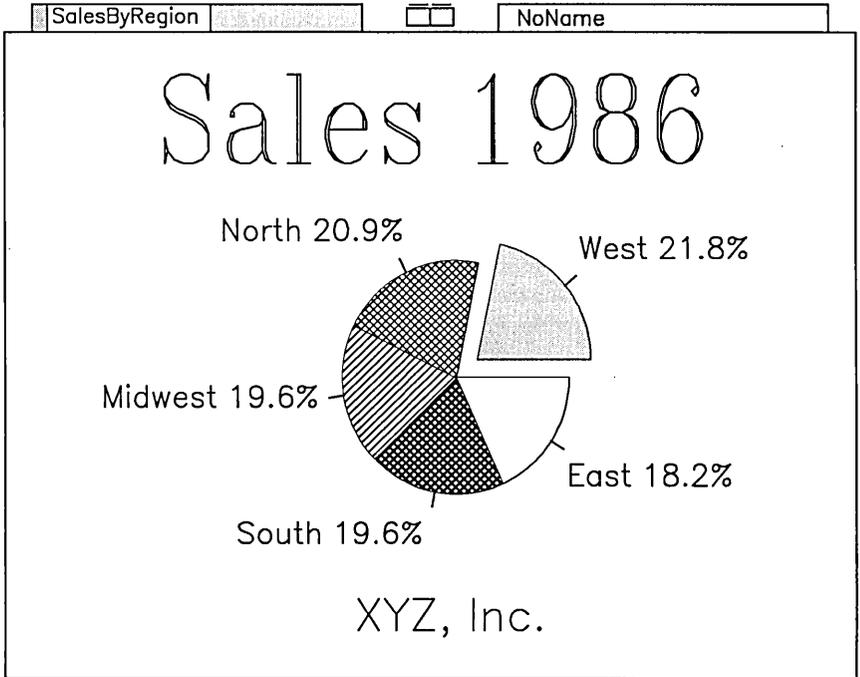
Notice that the label remains picked. Experiment with the different font styles, by selecting each one in turn. When you have reviewed the different font styles, return to Complex.



- ▶ Select the Unpick tool and unpick **Sales 1986**.

A Finished Chart!

Congratulations! You have successfully created and edited your first chart.



Be sure to save your chart now that you are finished. Your chart is not safely stored on disk until it is saved.

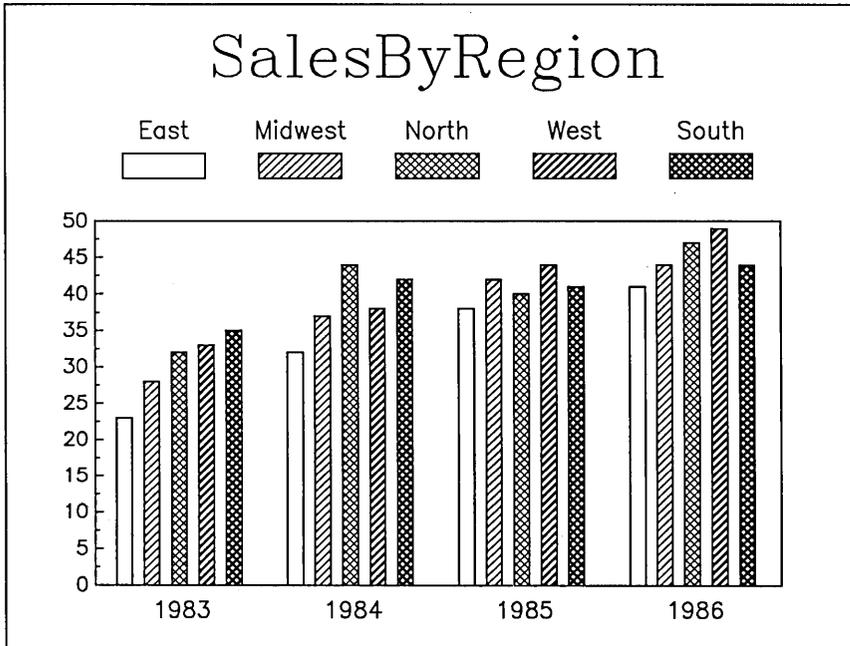
Printing or Plotting Your Chart

Now that you have completed your chart, you may want to print it to a dot matrix or laser printer, or plot it on a plotter. For more information on printing and plotting your charts, see the Art Designer: Charts and Drawings manual.

Other Ways to Graph the Chart

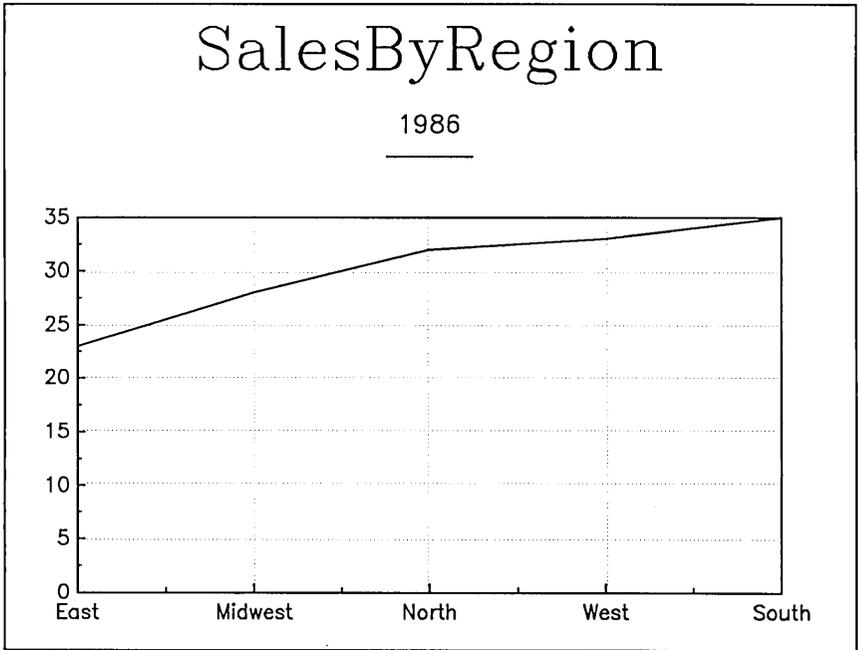
Pie charts are not the only way that you can graph the Extended Multiplan worksheet "SalesByRegion."

You can graph "SalesByRegion" as a Bar Chart:



1136-033

Or as a Line Chart:



1136-034

For more information about ways to graph a worksheet, see the Extended Multiplan User's Guide or the Extended Multiplan Reference Manual.

What other things can I do with the Chart Designer?

You can do a lot with the Chart Designer in addition to creating and modifying charts.

You might want to try the following:

- *Combine different kinds of charts (for example, a pie chart and a line chart).*
- *Change the values for the x and y axes in a bar chart or line chart.*
- *Add Art Designer drawings to a chart.*
- *Insert a chart in a Document Designer document.*

For more information on other features of the Chart Designer, see the Art Designer: Charts and Drawings manual.

For information on how to insert charts in a Document Designer document, see Getting Started: Integrating Objects in the Document Designer and the Document Designer Reference manual.

Appendix A: Creating "SalesByRegion"

To proceed with the lesson on creating and working on charts, you must have the worksheet called "SalesByRegion."

Entering the Column Heads

If you are not already in Extended Multiplan, invoke Extended Multiplan through the Context Manager or Executive as described under "Entering the Chart Designer."

- ▶ Use the **Arrow** keys to move the cursor to cell R1C2 (row 1, column 2).

Extended Multiplan uses the Alpha command to enter text. To invoke the Alpha command,

- ▶ Press **A**

The command line displays the prompt "ALPHA:" and a highlight cursor.

- ▶ Type **1983**

- ▶ Press **Return**.

The date 1983 appears in cell R1C2. If you make an error, simply invoke the Alpha command again, and retype the column head.

Use the Alpha command to enter the rest of the column heads:

- ▶ In cell R1C3, type **1984**
- ▶ In cell R1C4, type **1985**
- ▶ In cell R1C5, type **1986**

**Entering the
Labels**

The labels consist of the names of our fictional company's sales regions.

- ▶ Move the cursor to cell R2C1 (row 2, column 1).
- ▶ Press **A**
- ▶ Type **East** and press **Return**.

Follow the same procedure for the rest of the labels:

- ▶ In cell R3C1, type **Midwest**
- ▶ In cell R4C1, type **North**
- ▶ In cell R5C1, type **West**
- ▶ In cell R6C1, type **South**

Entering the Numbers

Now that the column headings and labels are entered, enter the sales figures for columns 1983 through 1986 (column 2-5).

You do not have to invoke the Value command to enter numbers in your worksheet. Typing any number automatically invokes the Value command.

To enter the numbers in the 1983 column,

- ▶ Move the cursor to cell R2C2.
- ▶ Type **23**

(As soon as you type the 2, the Value prompt appears.)

- ▶ Press **Return**.

The number appears in cell R2C2.

Repeat this procedure for the rest of the numbers in column 2:

- ▶ In cell R3C2, type **28**
- ▶ In cell R4C2, type **32**
- ▶ In cell R5C2, type **33**
- ▶ In cell R6C2, type **35**

**Enter the
Remaining
Numbers**

Now move the cursor to Column 3, where it says 1984. Repeat the procedure above, and enter the numbers for this column:

- ▶ In cell R2C3, type **32**
- ▶ In cell R3C3, type **37**
- ▶ In cell R4C3, type **44**
- ▶ In cell R5C3, type **38**
- ▶ In cell R6C3, type **42**

Enter the numbers for 1985 in Column 4:

- ▶ In cell R2C4, type **38**
- ▶ In cell R3C4, type **42**
- ▶ In cell R4C4, type **40**
- ▶ In cell R5C4, type **44**
- ▶ In cell R6C4, type **41**

Enter the numbers for 1986 in Column 5:

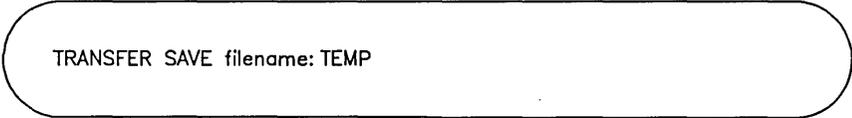
- ▶ In cell R2C5, type **41**
- ▶ In cell R3C5, type **44**
- ▶ In cell R4C5, type **47**
- ▶ In cell R5C5, type **49**
- ▶ In cell R6C5, type **44**

**Saving the
Worksheet**

You are now ready to save the worksheet, which is done with the Transfer Save command. To invoke the this command,

- ▶ Press **T**, then press **S**

The command line now reads



TRANSFER SAVE filename: TEMP

1136-041

The default filename "TEMP" is in the edit field. There is no need to erase it before you type the new name.

- ▶ Type **SalesByRegion**
- ▶ Press **Return**.

The worksheet is saved under the name "SalesByRegion." The command menu reappears. To resume the lesson, turn to the section titled "A Completed Pie Chart."

