

XEROX

Xerox ViewPoint

VP Data-Driven Graphics Training

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VP Data-Driven Graphics Training

610E10290
Version 2.0

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Publication 610E10290

Printed in the United States of America

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

This book was created on the Xerox 6085 Professional Computer System.

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1.

Getting started

Xerox ViewPoint Data-Driven Graphics is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Data-Driven Graphics, you can construct a chart based on data from a table.

When you finish this training guide, you will be able to do the following:

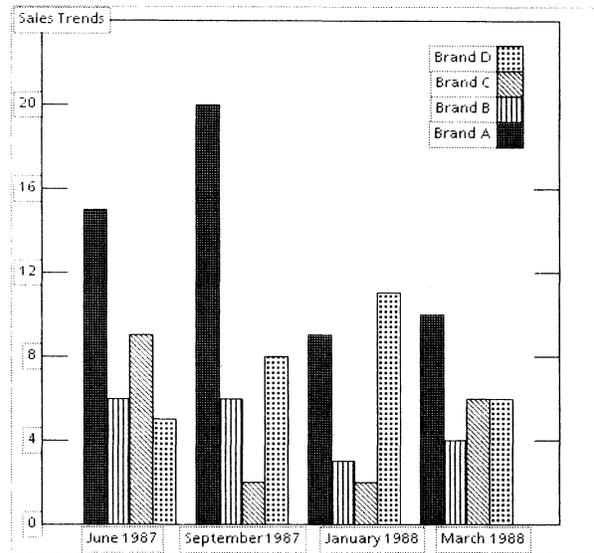
- Prepare a chart.
- Insert the data that drives the chart.
- Customize the chart.
- Update the chart.

This training guide assumes that you have completed the *VP Document Editor: Document Creation Training* guide and *VP Document Editor: Tables Training* guide and their prerequisites. If you have not yet worked through those guides, complete them now before continuing with this guide.

Training guide exercises

This training guide provides exercises that illustrate typical ways of working with VP Data-Driven Graphics. In these exercises, you build a bar chart that shows sales comparisons of four products.

The bar chart you create looks like this.



You can apply the techniques presented here when constructing any type of chart using VP Data-Driven Graphics. For complete information on VP Data-Driven Graphics, refer to the *Graphics Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a Standalone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.

- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - VP Data-Driven Graphics

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] in the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

4. **Log off** your workstation.

This is required to enable the Graphics Special keyboard for the VP Data-Driven Graphics software. This keyboard is used in the training exercise for this guide.

5. **Log on** your workstation using your user name and password and **continue** with this chapter.

Training exercise document



To assist you in completing the training exercises, a training folder named "Training: VP Data-Driven Graphics" accompanies this training guide. This folder is located on the floppy disk titled "VP Training Exercises."

If the training folder and exercise document are not already on your desktop, copy them there now. If you need help, refer to the following procedures.

Copying the training folder to the desktop

1. **Insert** the "VP Training Exercises" disk in the floppy disk drive, and **close** the door.



2. Open the Floppy Drive icon.

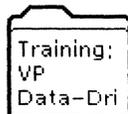
The Floppy Drive window lists the contents of the floppy disk.

If you do not have a Floppy Drive icon on your desktop, refer to the *General User Reference* volume for the procedure to copy the icon, or ask your system administrator.

- 3. Select** the "Training: VP Data-Driven Graphics" folder, and **press** <COPY>.
- 4. Select** a location on the desktop.
- 5. Select** [Close] in the Floppy Drive window header.
- 6. Remove** the floppy disk from the floppy disk drive, and **put** it in a safe location.

Copying the exercise document to the desktop

Do not work with the exercise document inside the training folder. Copy the exercise document to the desktop.



- 1. Open** "Training: VP Data-Driven Graphics," and **select** the document in the folder.
- 2. Press** <COPY>, and **select** a location on the desktop.
- 3. Select** [Close] in the "Training: VP Data-Driven Graphics" folder window header.



The exercise document is now on the desktop.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the *QuickFind Reference* volume.

You are now ready to start training.

2.

Preparing a chart

To begin creating a chart, you insert a graphics frame into a document, enlarge the frame, insert a chart into the frame, and adjust the size of the chart. The procedures in this chapter apply to all types of charts.

Inserting a bar chart into a document

If you need a refresher on any of the procedures for working with graphics frames, refer to the *ViewPoint QuickStart Training* guide.

Inserting an anchored graphics frame into the exercise document



1. **Open** exercise document ★★DDG 1★★.

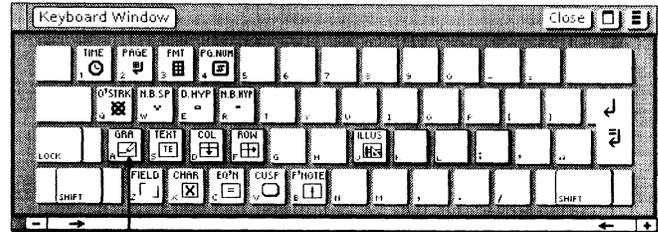
The exercise document appears.

	Brand A	Brand B	Brand C	Brand D
June 1987	15	6	9	5
September 1987	20	6	2	8
January 1988	9	3	2	11
March 1988	10	4	6	6

2. **Select** [Edit].

3. **Select** [Show Structure] in the document auxiliary menu.
4. **Select** the table anchor.
5. **Hold down** <KEYBOARD>, **press** <Special>, and **press** <Show> to display the Document Special keyboard.

The Document Special keyboard appears.



GRAPHICS FRAME

6. **Press** <A> to insert an anchored graphics frame; then **release** <KEYBOARD>.
7. **Select** [Close] in both keyboard window headers.
8. **Select** [Simple Paginate] in the document auxiliary menu to paginate the document.

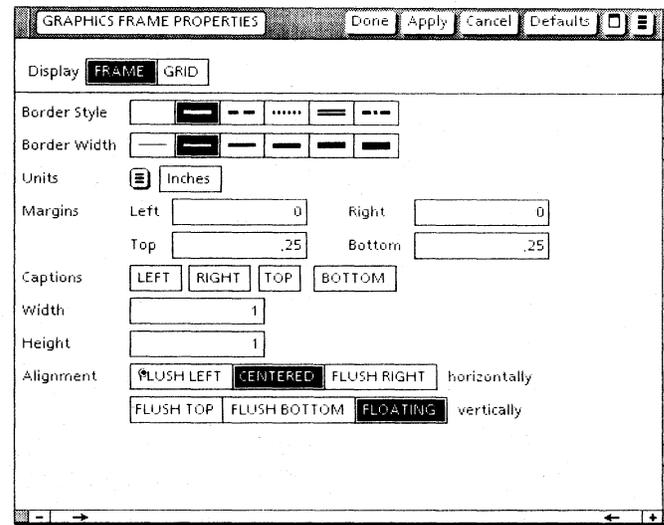
The frame appears above the table.

The frame appears below the table.

	Brand A	Brand B	Brand C	Brand D
June 1987	15	6	9	5
September 1987	20	6	2	8
January 1988	9	3	2	11
March 1988	10	4	6	6

Modifying the frame properties

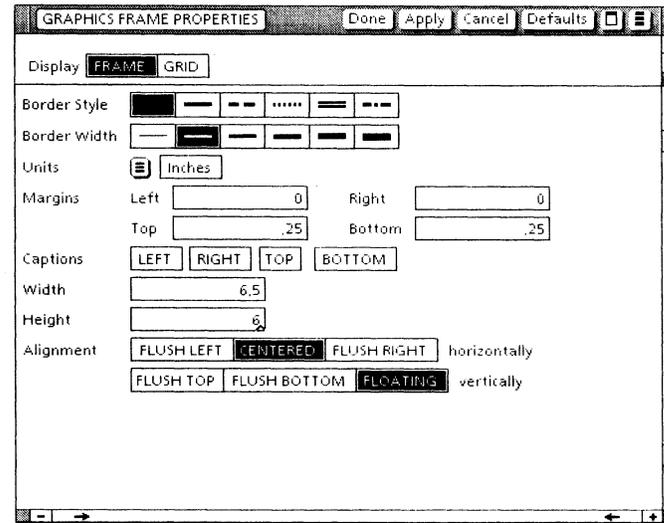
1. Select the graphics frame.
2. Select <PROP'S> to display the Graphics Frame Properties sheet for the frame you just inserted.



3. Select the blank option for the Border Style property.
Make sure the Units property is set to [Inches].
4. Delete the entry in the box for the Width property, and type: 6.5.

5. **Delete** the entry in the box for the Height property, and **type: 6**.

The Graphics Frame Properties sheet now looks like this.



6. **Select** [Done].

The frame is black because it is still selected.

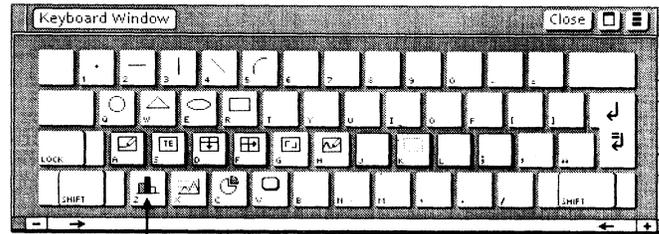
Inserting a bar chart using the Graphics Special keyboard

In the *ViewPoint QuickStart Training* guide, you inserted graphic objects into a document using the Basic Graphics Transfer Document. You now insert a bar chart from the Graphics Special keyboard, an alternate keyboard associated with graphics frames.

1. **Select** a location in the frame.

2. **Hold down** <KEYBOARD>, **press** <Special>, and then **press** <Show> to display the Graphics Special keyboard.

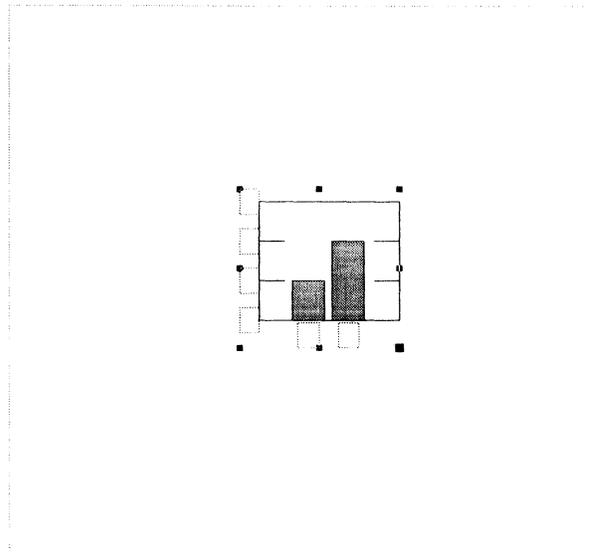
The Graphics Special keyboard appears.



BAR CHART

3. **Press** <Z> to insert the bar chart from the Graphics Special keyboard; then **release** <KEYBOARD>.

The bar chart appears in the frame. If the bar chart does not appear, you need to close your practice document, log off your workstation, and then log on again to enable the Graphics Special keyboard for the VP Data-Driven Graphics software.



4. **Select** [Close] from both keyboard window headers.
5. **Move** the bar chart so the upper left corner fits into the upper left corner of the frame.

The bar chart is already selected, as indicated by the eight control points that you see. Press <MOVE>, hold down the left mouse button, and slowly move the pointer so you can accurately position the bar chart. Make sure the whole chart remains inside the frame.

Enlarging the chart

Guiding point

1. **Select** the bar chart near the lower right corner.

The control point in the lower right corner becomes the **guiding point**, the largest control point. It is closest to the pointer and follows the movement of the pointer.

2. **Press** <Magnify>.

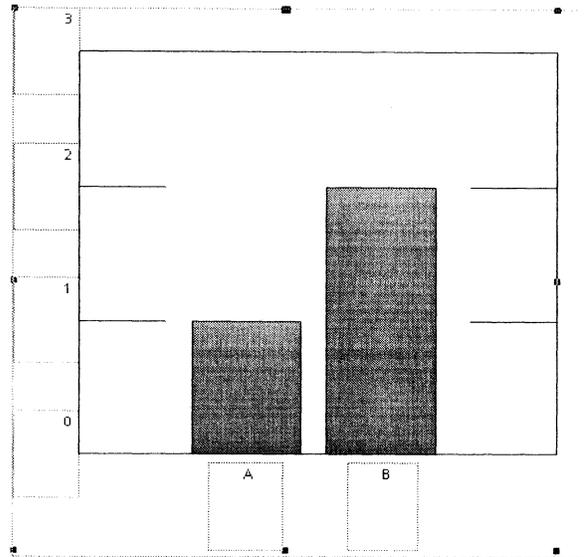
The graphics function keys displayed at the bottom of the desktop correspond to the top-row function keys on the keyboard.

3. **Hold down** the left mouse button, and slowly **move** the pointer down and to the right until the chart fills the frame.

Make sure all the chart elements fit within the frame.

4. Release the mouse button.

Your chart now looks like this.



If you need more information about selecting a chart and adjusting its size, refer to the *Graphics Reference* volume.

3.

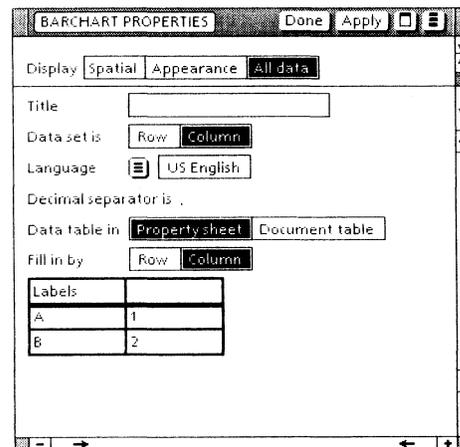
Inserting the data that drives the chart

To insert the data that drives the chart, you link the bar chart with a table that already exists in the document. To establish this link, you type the table name on the property sheet for the chart. The procedures in this chapter apply to all types of charts.

Giving the chart a title

1. **Select** the bar chart, if it is not already selected.
2. **Press** <PROP'S> to display the Bar Chart Properties sheet.
3. **Select** [All data] for the Display setting.

The property sheet looks like this.



4. **Select** the box for the Title property, and **type:** Sales Trends.
5. **Select** [Apply].

The title appears above the chart.

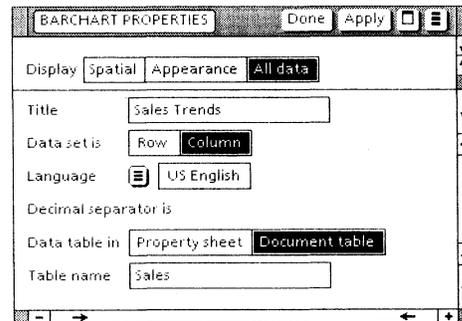
Linking the chart with a table in the document

1. **Select** [Document table] for the Data table in property.

The Fill in by property and the table on the property sheet disappear. The Table name property appears.

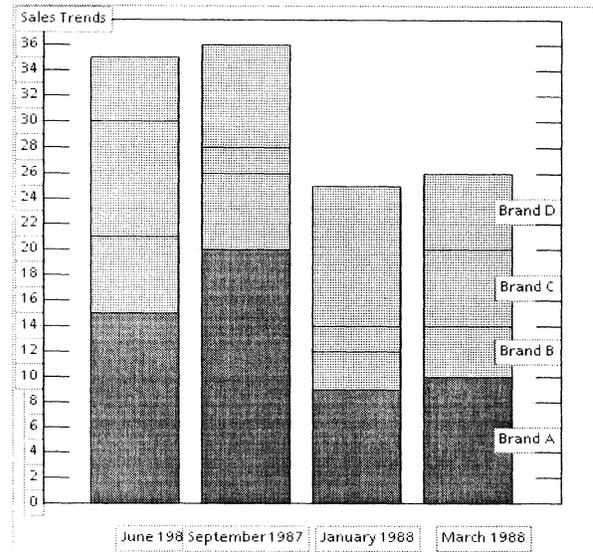
2. **Select** the box for the Table name property, and **type:** Sales.

Remember to spell the table name on the Bar Chart Properties sheet as it appears on the corresponding Table property sheet. The table in the exercise document is named "Sales." The Bar Chart Properties sheet now looks like this.



3. Select [Apply].

Your chart now looks like this.



You can also create a table within the property sheet itself. Refer to the *Graphics Reference* volume for more information.



Select [Row] for the Data set is property, select [Apply], and look at how the chart changes. Then re-select [Column] and [Apply]. Be sure to leave the Bar Chart Properties sheet open for the next exercise.

4.

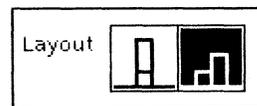
Customizing the chart

Now that you have created a basic chart, you can modify its layout, select various shadings and textures for each bar set, and adjust the size and position of each individual chart element. The procedures in this chapter apply to all types of charts.

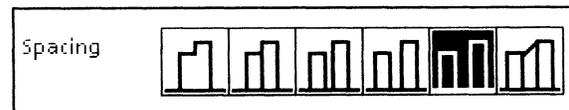
Specifying the layout of the bar chart

Selecting [Spatial] for the Display setting on a chart property sheet enables you to control the layout of the chart. You can also select an explanatory key for the chart.

1. **Select** [Spatial] for the Display setting.
2. **Delete** the value in the Units property, and **type:** 4.
3. **Select** the side-by-side placement for the Layout property.



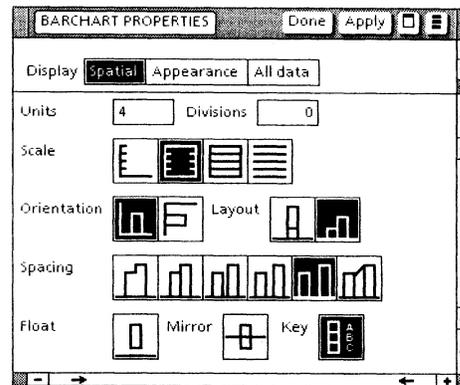
4. **Select** the fifth Spacing option.



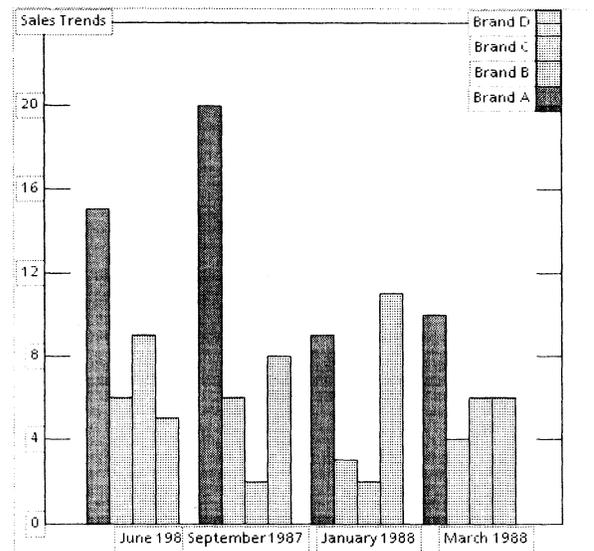
5. **Select** [Key].

6. Select [Apply].

The property sheet looks like this.



In addition, your chart now looks like this.





Select the horizontal Orientation property, apply the change, and see what happens to the chart. Then select the vertical Orientation property once again.

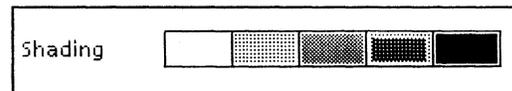
For information on each spatial property, refer to the *Graphics Reference* volume.

Specifying the appearance of the bar sets

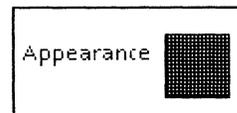
Appearance properties let you specify the shading and texture of each bar set.

Specifying the appearance of the Brand A bar set

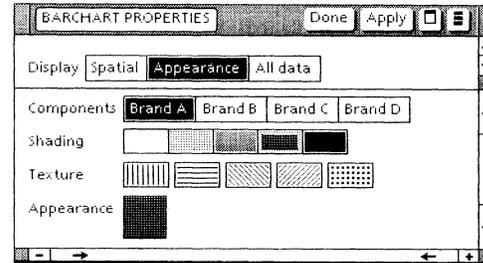
1. **Select** [Appearance] for the Display setting.
2. **Select** [Brand A] for the Components property, if it is not already selected.
3. **Select** the fourth choice for the Shading property.



The Appearance box shows the effect of your selections.

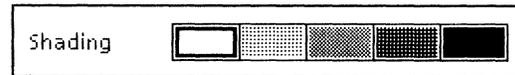


The property sheet now looks like this.

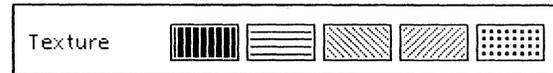


Specifying the appearance of the Brand B bar set

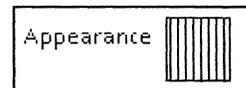
1. **Select** [Brand B] for the Components property.
2. **Select** the first Shading choice.



3. **Select** the first Texture choice.

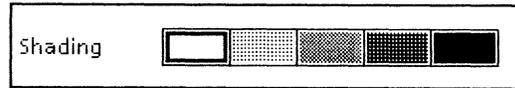


The Appearance box shows the effect of your selections.

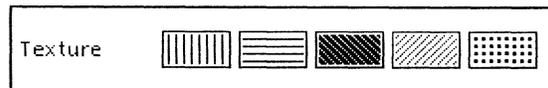


Specifying the appearance of the Brand C bar set

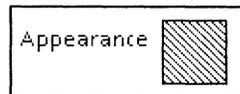
1. Select [Brand C] for the Components property.
2. Select the first Shading choice.



3. Select the third Texture choice.

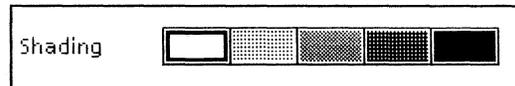


The Appearance box shows the effect of your selections.

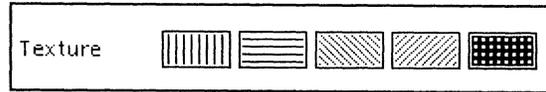


Specifying the appearance of the Brand D bar set

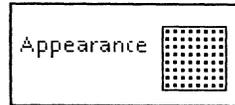
1. Select [Brand D] for the Components property.
2. Select the first Shading choice.



3. Select the fifth Texture choice.

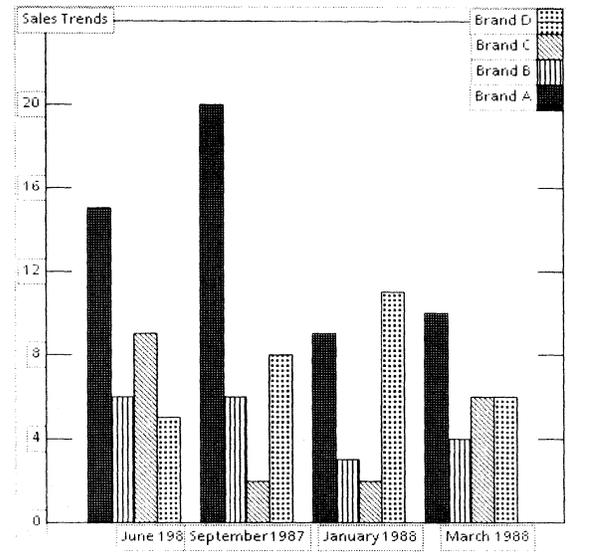


The Appearance box shows the effect of your selections.



4. Select [Done] to close the property sheet.

Your chart now looks like this.



Modifying individual elements of the bar chart

Cluster A permanent collection of objects is called a *cluster*. A chart is a type of graphics cluster. Each chart element is either a graphic object--such as a line or rectangle--or a text frame. You can split the chart into its component elements and modify each one individually. If you change the property sheet after you modify individual elements, the changes to the property sheet return the individual elements to their default values.

Splitting the chart into its individual elements

1. **Select** the chart, if it is not already selected.
2. **Press** <JOIN>.

The following message appears: "The chart has been split."

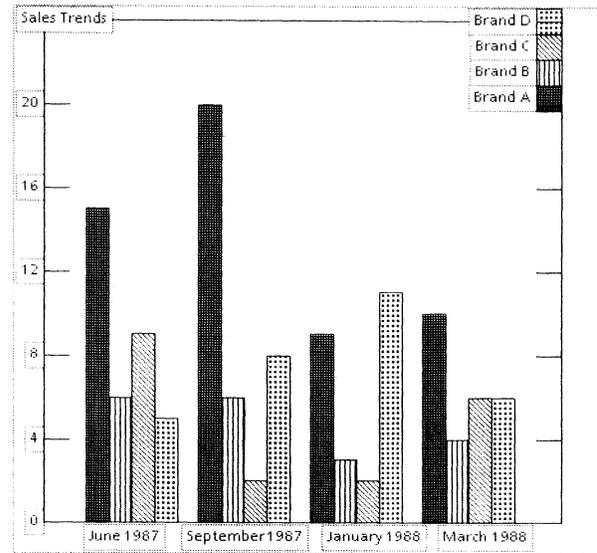
Moving the label text frames to make them fully visible

1. **Move** the text frame containing "June 1987" to the left, so its contents are visible.

Because the text frames overlap, selecting the text frame containing "June 1987" also appears to select part of the text frame containing "September 1987." As you move the frame, you see that you have selected only the one frame.

2. Repeat step 1 for any other overlapping text frames.

Your chart now looks like this.



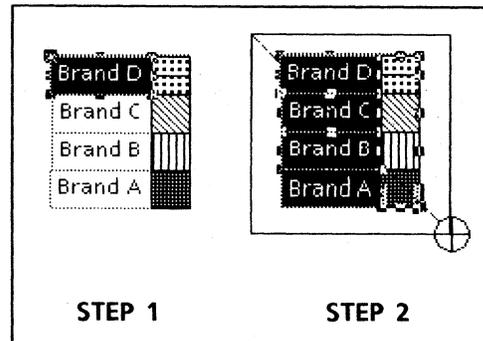
Moving the key onto the chart

The key to the chart is in the upper right corner, partially off the chart. In this exercise, you move the key onto the chart, using the draw-through method of extended selection.

- 1. Select** the upper left corner of the key, using the left mouse button.
- 2. Move** the pointer slightly above and to the left of the upper left corner of the key.
- 3. Hold down** the right mouse button.

4. **Move** the pointer diagonally to the lower right corner of the key until the rectangular selection area outlines the entire key.

As you “draw through” the key, you extend your selection to all elements of the key, so you can move the key as a whole.



5. **Release** the right mouse button.

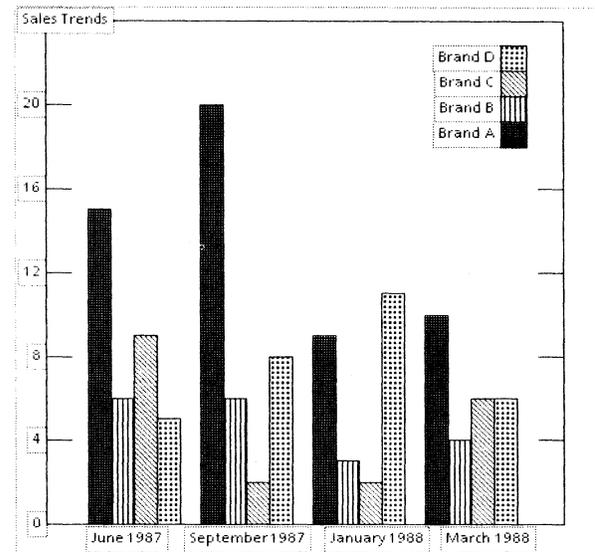
Now the whole key is selected.

6. **Press** <MOVE>, **hold down** the left mouse button, and **move** the key down and to the left, inside the chart.

If you see that not all elements of the key are moving, return the elements to their original position. Then repeat the draw-through selection, this time selecting the lower left corner of the key and “drawing through” to the upper right corner. Then move the key inside the chart.

7. Release the mouse button.

Your chart now looks something like this.



Joining the chart

Now that your chart elements are in place, you can join them into one single graphic object.

1. **Select** a single chart element.
2. **Press** <Join>.

The following message appears: "The chart has been joined."

If you need more information about ways to create clusters of graphic objects, refer to the *Graphics Reference* volume.

5.

Updating the chart

After linking a chart to a document table, you can change the table and then easily update the chart. The procedures in this chapter apply to all types of charts.

Changing the table

Here you modify the table by deleting a row and then inserting a new row of information. For a refresher on modifying tables, refer to the *ViewPoint QuickStart Training* guide or the *VP Document Editor: Tables Training* guide.

Deleting the first row and inserting a new row

1. **Select** a cell in the first row of the table.

Remember that the header row contains the labels; the first row is the first row that has numbers.

2. **Select** another cell in the first row, using the right mouse button.

The first table row is selected.

	Brand A	Brand B	Brand C	Brand D
June 1987	15	6	9	5
September 1987	20	6	2	8
January 1988	9	3	2	11
March 1988	10	4	6	6

3. **Press** , and then **select** [YES] in the message area to confirm the deletion.

The row disappears.

4. **Select** the last cell in the table, and **press** <NEXT>.

A new row appears, and the caret appears in the first cell of the new row.

Inserting new information into the new row

1. In the first column, **type:** June 1988, and **press** <NEXT>.
2. **Type:** 12, and **press** <NEXT>.
3. **Type:** 7, and **press** <NEXT>.
4. **Type:** 8, and **press** <NEXT>.
5. **Type:** 15.

The table now looks like this.

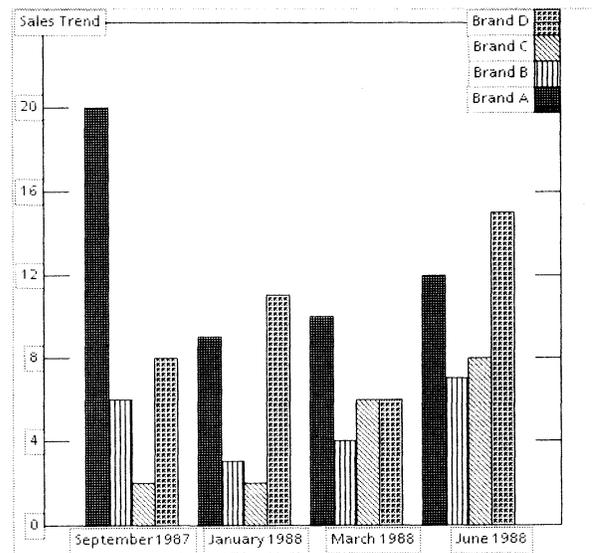
	Brand A	Brand B	Brand C	Brand D
September 1987	20	6	2	8
January 1988	9	3	2	11
March 1988	10	4	6	6
June 1988	12	7	8	15

Updating the chart

1. **Select** [Update Charts] in the content auxiliary menu (the menu to the right of the document auxiliary menu).

The following message appears: "Chart updating completed. 1 chart(s) found, 1 updated."

Your chart now looks something like the chart below. Note how the key and the labels have returned to their original positions.



2. **Select** [Close] in the exercise document header.



Now that you have completed a bar chart, you can try some of these other tasks for more practice.

- Practice inserting a line chart or a pie chart into a new document.
- Use graphics function keys on the charts.

- Create a table in the property sheet of a chart.
- Customize the chart and modify individual elements.

You're now ready to use VP Data-Driven Graphics to create your own charts for reports and presentations. For complete information on all the choices available for creating charts, refer to the *Graphics Reference* volume.

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