

Figure 11

One More for Fun

Let's look at one more view of your sample graph just to explore one or two more of the many features of GRAPH IT! Click on the mouse button to return to the Data Display Window if you have not already done so.

Go to the TYPE menu and select Area. Now for a new feature: Go to the FORMAT menu and select Border Options. This will allow you to have a different border surrounding your chart. Click on Pattern One. In the LABELS menu, choose Edit X-Axis and type **Dollars 000**. Don't worry about the characters to the right of the cursor. Those are ignored when you press **RETURN**. Next, move the pointer to the Select All Box centered at the bottom of the Data Display Window and click on it.



Now press the Graph Quick Keys **ⓐⓑ** to look at this new version of your graph. As you can see, GRAPH IT! provides a wide variety of ways in which to look at your data. Do some more exploring of the many powerful features of this program on your own and enjoy.

Getting Help

No Quick Start would be complete without an introduction to the HELP menu, so let's pull that one down next. Click on the topic you have questions about and information will appear.

When you are done with the Help screen, click on CONTINUE and the Data Display Window will reappear.

Closing a File

Okay, now you've got the idea. It's time to relax and celebrate your new-found abilities. Pull down the **FILE** menu and click on **CLOSE**. When the Close File Dialog Box appears, click on **CLOSE** again because you won't want to save the changes you've made since you last saved the file. This way your **FIRSTGRAPH** file will be there for you anytime you want to review or to experiment more. Finish the session by using the Quick Keys to leave the program:  .

4 CREATING, SAVING AND PRINTING GRAPHS

There are two primary reasons for graphing data. The first is to try and determine just what the data means. The second is to help convey that meaning to others. This chapter will guide you through the many decisions to be made in determining how to best achieve those ends.

Determining the Size of Your File

Before you can begin work you *must* make two basic decisions about your file: What is the size of the file (i.e., how many pieces of information will it contain) and where will the information be coming from.

GRAPH IT! has a capacity of 400 pieces of data which can be arranged in any combination of rows and columns. You can specify data one row deep by 400 columns wide, 10 rows deep by 40 columns wide or any other combination as long as it doesn't exceed 400 total items.

What you choose depends on the nature of the information you wish to graph. Remember, 400 is the maximum—your file can be much smaller depending on your needs.

One factor in deciding the size of your file is whether you will want to add data at a later date. For example, say that you wish to chart the sales performance of six salesmen over a one-year period. Rather than sizing your file to 6 rows (one for each salesman) and 12 columns (one for each month), you may consider opening up 8 to 10 rows in case you add more salesmen. Or you may open up additional columns in case you decide to track them over a longer period of time.

WARNING: Make your sizing decision carefully. Once you specify a file's size, it cannot be changed.

When you must specify a file's size depends on how you plan to enter the actual data into your file.

Determining the Information Source

GRAPH IT! gives you two ways to enter data in your file. You can enter it manually through the Data Display Window or you can place data directly into your file by opening it with an AppleWorks (or other) text file. Which method you choose is entirely up to you. The only effect either choice has is in determining

1. How you first open or create your file and
2. How much typing you have to do before you can begin graphing your data.

Let's learn how to create a GRAPH IT! file using each data entry method.

Creating a GRAPH IT! File for Manual Data Entry

Move the pointer to the FILE menu, click on it and drag down until New... is highlighted. Release the mouse button. A Specify Size Dialog Box like the one below will appear on your screen.

4: Creating, Saving and Printing Graphs

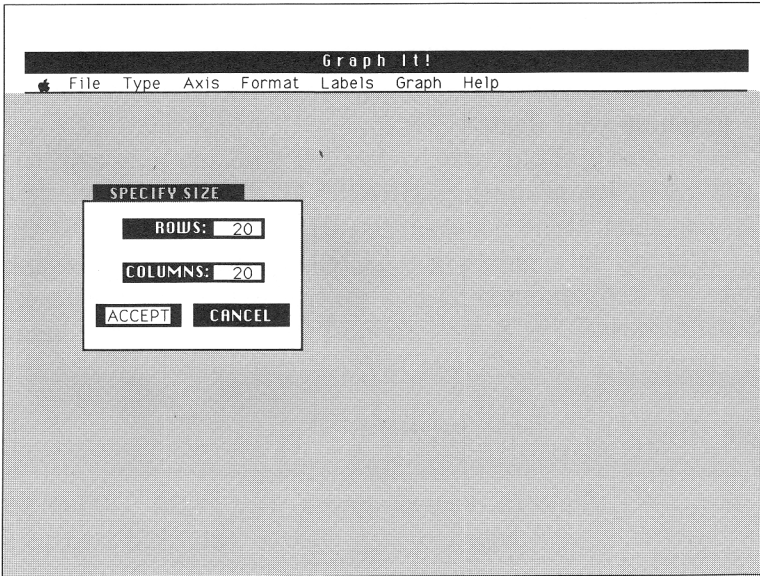


Figure 12

If this is the first time you've created a new file, the box will show the default values of 20 rows and 20 columns. If you've already worked through the Mini-manual, it will show 4 rows and 6 columns.

To enter the number of rows, position the pointer anywhere in the Rows Box and click. A flashing cursor will appear just to the right of the number. Press **DELETE** to change it to zero (you may have to press it twice), type in the number of rows and press **RETURN**. Follow the same procedure for the Columns Box. Move the pointer to the ACCEPT button and click on it.

The Data Display Window will appear on your screen, and you are now ready to begin entering the information to graph. Just click on the first cell and enter your data; then click on the next until you're done.

Entering Names and Data

Legend and Category names are limited to a maximum length of nine characters each and can be any combination of letters, numbers and spaces.



When entering data, only four significant digits will be displayed. Therefore, if you enter 123.456, GRAPH IT! will display it as 123.4. Similarly, -456.789 will displayed as - 456.7. As you can see, GRAPH IT! truncates the additional digits and does not round.

Numbers greater than 999 and less than 1 are displayed in what is called exponential notation. Please see Chapter 6 for a complete explanation of how this works.

To enter negative numbers, begin the entry with a minus sign (-).

Creating an AppleWorks* Text File for use in GRAPH IT!

You can use AppleWorks to create a text file which you can then use to create a GRAPH IT! data file. In many instances, you'll be starting with a spreadsheet, but you could also use a data base or even word processing file to create this text file.

AppleWorks allows you to select a range of data and save it to disk in a standard text file using the AppleWorks   command. Your AppleWorks manual gives you details on how to do this.


If you are creating a text file from an AppleWorks spreadsheet, it is very important that you select your range of data in a valid format for GRAPH IT! You must also note exactly how many rows and columns of the data were selected. The easiest way to remember the size is to incorporate it into the text file name, i.e. SALES.15X25 for a file of sales data that is 15 rows deep by 25 columns wide.

■ Valid AppleWorks Text File Formats

Selecting data from your AppleWorks spreadsheet to print to a text file for use with GRAPH IT! is very simple. Exactly how you select data depends on whether you wish to include Legend and/or Category names along with your numeric data.

For numeric information only: If the very first cell of selected data is a number, then all of the selected cells will be treated as numbers. Any alphabetic characters will be converted to zeros.

To include labels: The very first cell must either have alphabetic contents or be blank. Then you can choose to highlight only row names (which will become Legend names), only column names (which will become Category names) or both. If you choose to include both row and column names, the first row label must also be alphabetic.

NOTE: Blank rows, columns or cells will be treated as zeroes. This can cause blank spots in your graphs. Blank rows and columns in the middle of your file must be included when you specify the size of your file. One way around this is to use the AppleWorks  command to delete a blank row or column. Additionally, any alphabetic (non-numeric) cells in the middle of your data will be treated as zeroes.

Using Other Text Files to Create a GRAPH IT! File

Any properly formatted text file may be used with GRAPH IT! no matter where it came from. This capability gives great flexibility for data entry and editing to the savvy user. Text files are created by many programs, like VisiCalc, MultiPlan, AppleWriter,* etc.

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