


1. Create a spreadsheet
2. Select the cells containing the data (numbers and/or text) which is to be included in the chart or graph by clicking in the first cell to be included then, keeping the left mouse button held down, drag across all the other cells to be included, releasing the mouse when your selection is completed.
3. Click on the 'Chart' button  to open the 'Chart' window. A chart or graph containing the selected data will automatically appear on the page.
4. Change the displayed chart or graph by clicking on different graph types within the 'Chart' window.

	a	b
1	Red	10
2	Yellow	8
3	Green	3
4	Blue	4
5	Purple	7
6		

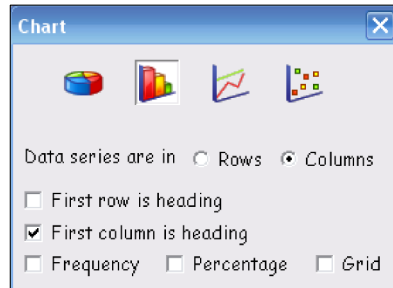
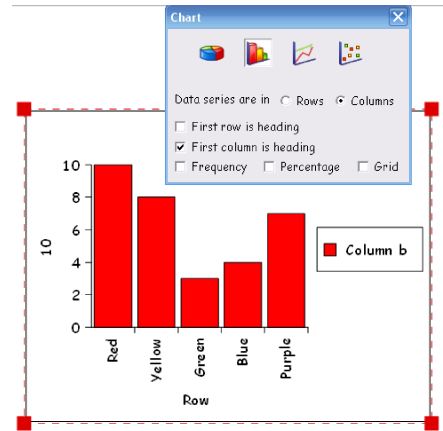


Chart window

graph types

Data series



Changes can be made to existing graphs at any time by selecting them with a single click, then opening the 'Chart' window

Change the Data Series

Depending on which data is selected from within the spreadsheet the graph or chart will be organised in rows or columns. To organise the chart in a different way (by changing the 'data series') click next to the word 'Rows' or 'Columns'.

(In the pictured example I selected 'Rows')

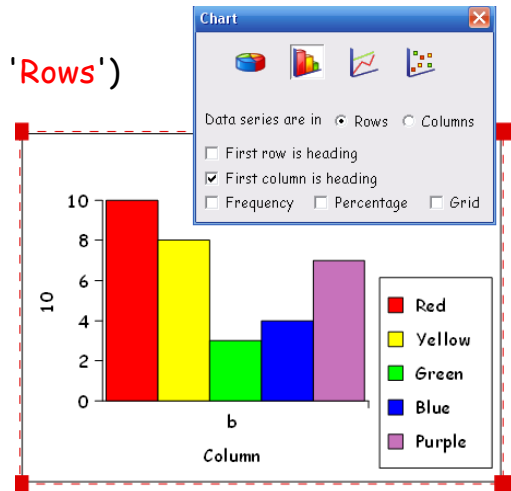
Include Column and Row Headings

If the first row or column of the selected data is a heading rather than a value to be included in the chart tick the box 'First row is heading' or 'First column is heading'.

You can also

- Add a **grid** to the chart background
- Display the data as a **percentage**
- Display the **frequency** data occurs

Tick the box 'Frequency', 'Percentage' and/or 'Grid' if you want any of these options.



Charts can be resized and moved around the page just like other objects in Textease can.

Edit the chart text in the same way as text within other Textease software.

Add another chart or graph to the same page using the same data by clicking anywhere on the page and selecting the 'Chart' button 