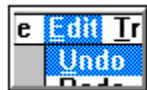
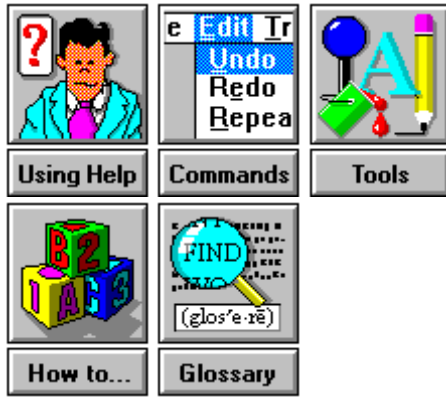


CorelCHART Help Contents

Help topics for CorelCHART are divided into five categories represented by the icons below.

To select a category with the mouse, point to its icon, then click. With the keyboard, press Tab to highlight the category you want then press ENTER. For more information on using Help, choose the Using Help icon. To return to this screen, select the Contents button at the top of the Help window.



Command Menus

Chart View

- File
- Edit
- Gallery
- Chart
- Arrange
- Window
- Help

Data Manager

- File
- Edit
- Data
- Window
- Help
- Text Ribbon tool

File Menu

<u>N</u> ew	opens a dialog box for creating a new chart.
<u>O</u> pen	opens a dialog box to select an existing CorelCHART.CCH file from any drive.
C lose	removes the active chart and its window from the screen.
S ave	saves the current chart.
<u>S</u> ave As	saves the current chart under a new name and/or in a new directory.
A pply Template...	assigns template information such as chart type, colors, element placements and typographic attributes to a new set of data or an existing chart.
<u>P</u> lace...	used to import graphic files (typically bitmaps) to a chart for use as annotations.
<u>E</u> xport...	save a chart in a file format used by other applications.
P rint...	prints the current chart according to the standard Windows options you specify.
P age Setup...	controls the page dimension, orientation and margins.
P rint Setup...	accesses Windows printer setup facilities and printer drivers.
E xit	ends the current CorelCHART session and returns the user to the Windows Program Manager.

Edit Menu

Undo	cancels the last action only if the annotation is still selected.
Cut	removes the selected annotation(s) and places it onto the clipboard.
Copy	places a copy of the selected annotation(s) onto the clipboard.
Paste	places a cut, copied or deleted annotation(s) from the clipboard onto the current chart.
Clear	removes the selected annotation(s), but does not save it to the clipboard.
Duplicate	makes a copy of an annotation(s) and adds it to the annotation layer slightly offset from the original object.
Copy Chart	copies the entire chart to the clipboard where it can be pasted into another Windows application or into a client application. The chart should contain solid colors only, not effects such as fountain fills.
Edit Chart Data	transfers you to the Data Manager window.

Gallery Menu

- [Vertical Bar](#)
- [Vertical Line](#)
- [Vertical Area](#)
- [Horizontal Bar](#)
- [Horizontal Line](#)
- [Horizontal Area](#)
- [Pie](#)
- [3D Riser](#)
- [3D Floating](#)
- [3D Connect Series](#)
- [3D Connect Group](#)
- [3D Surface](#)
- [3D Scatter](#)
- [Scatter](#)
- [High-Low-Open-Close](#)
- [Spectral Mapped](#)
- [Histogram](#)
- [Table Charts](#)

Chart Menu

The Chart menu will vary depending on the type of chart in use. Choose the type of chart from this list to view the accompanying Chart menu.

- [Vertical/Horizontal Bar](#)
- [Vertical/Horizontal Line](#)
- [Vertical/Horizontal Area](#)
- [Pie](#)
- [3D Riser/Floating](#)
- [3D Connect Series/Group](#)
- [3D Surface](#)
- [3D Scatter](#)
- [Scatter](#)
- [High-Low-Open-Close](#)
- [Spectral Mapped](#)
- [Histogram](#)
- [Table Charts](#)

Arrange Menu

The Arrange menu is used to manipulate annotations.

To Front	places the selected annotation to the front of all other annotations.
To Back	places the selected annotation to the back of all other annotations.
Forward One	moves the selected annotation layer forward one level.
Back One	moves the selected annotation layer back one level.
<u>Align</u>	aligns selected annotations with the first selected annotation.
<u>Align Inside Edges</u>	aligns selected annotations by their inside edges with the first selected annotation.
Center On Page	centers the selected annotation(s) on the page.
Make Same Size	makes the selected annotation(s) the same size as the first selected annotation.
<u>Join</u>	joins selected annotations into one object.
Size to Picture	creates an annotation rectangle or ellipse than will be used as a background for a picture.

Window Menu

Redraw Window	immediately redraws the whole chart to update any changes.
Auto Update	if activated, the program will update the chart after each change.
Cascade	makes all open windows overlap each other so that the title bar of each window is visible.
Tile Vertically	sets up two or more CorelChart windows in equal frames arranged vertically.
Tile Horizontally	sets up two or more CorelChart windows in equal side-by-side frames arranged horizontally.
Arrange Icons	used to line up icons representing CorelCHART files that have been minimized.
Close All	closes all active CorelCHART windows but leaves CorelCHART running.

Help Menu

Contents displays the CorelCHART HELP contents. Click on a topic for help.

About CorelCHART displays which version of CorelCHART you are using.

File Menu (Data Manager)

- Close Data** returns you to Chart View.
- Import Data... allows you to import a data file directly into the Data Manager.
- Exit** ends the current CorelCHART session and returns you to the Windows Program Manager.

Edit Menu (Data Manager)

Undo	cancels the last action.
Cut	removes the selected object(s) and places it onto the clipboard.
Copy	places a copy of the selected object(s) onto the clipboard.
Paste	places a cut, copied or deleted object(s) from the clipboard onto the current chart.
Paste Link	sets up a dynamic link with a data range in an existing spreadsheet application file. Pastes data or text from the other spreadsheet into the clipboard.
Clear	removes the selected object(s), but does not save them to the clipboard.
<u>Insert</u>	inserts whole row/columns or multiple rows/columns.
Delete	removes cells and their contents. You can delete a whole row, multiple whole rows, a whole column or multiple whole columns.

Data Menu (Data Manager)

<u>Data Orientation...</u>	specifies whether the data series are rows or columns.
Alignment	allows you to align the data as General (left/right justified), Left, Right or Center.
Number Format...	allows you to select a specific format for numeric data from the Number Format dialog box.
<u>Exchange...</u>	exchanges the contents of full columns or rows.
<u>Sort...</u>	sorts rows or columns of the data range by key.
Go to Cell...	go to a specified cell in the Data manager. Shortcut for moving in a very large data range.

Window Menu (Data Manager)

Cascade	makes all open windows overlap each other so that the title bar of each window is visible.
Tile Vertically	sets up two or more CorelChart windows in equal frames arranged vertically.
Tile Horizontally	sets up two or more CorelChart windows in equal side-by-side frames arranged horizontally.
Arrange Icons	used to line up icons representing CorelCHART files that have been minimized.
Close All	closes all active CorelCHART windows, but leaves CorelCHART running.

Help Menu (Data Manager)

Contents displays the CorelCHART HELP contents. Click on a topic for help.

About CorelCHART displays which version of CorelCHART you are using.

Keyboard Help

The following menu commands have keyboard short-cuts:

File menu

Open...	Ctrl+O
Save	Ctrl+S
Print...	Ctrl+P
Exit Chart	Ctrl+X

Edit menu

Undo	Alt+BkSp
Cut	Shift+Del
Copy	Ctrl+Ins
Paste	Shift+Ins
Clear	Del
Duplicate	Ctrl+D

Arrange menu

To Front	ShiftPgUp
To Back	ShiftPgDn
Forward One	PgUp
Backward One	PgDn

Window menu

Redraw Window	Ctrl+R
Cascade	Shift+F5
Tile	Shift+F4

Chart Menu for Vertical/Horizontal Bar Charts

Category Axis	Displays a fly-out menu with toggle switches. You can control the location of the category axis and its attached text, and you can specify grid lines, autofitted text and staggered text.
Data Axis	Displays a fly-out menu with toggle switches. You can control the location of the numeric axis and its scale, and you can specify a linear or log scale, an ascending or descending scale, as well as autofitted text and staggered text. You can specify Scale Range, Numeric Format and Grid Lines in the appropriate dialog boxes.
2nd Data-Axis	Contains the same options as the Data Axis. Only available for dual-axis charts.
Axis Assignment...	Displays a dialog box that controls which series are assigned to primary and secondary axes in dual-axis charts.
Data Reversal	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
<u>Data Analysis...</u>	Select scientific and financial statistical procedures.
Base of Bars	Option to display data From Zero Line or From Scale Minimum.
Bar Thickness	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Bar-Bar Spacing	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Marker Shape	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Show as Pictograph	Select a bar first, then click on this option to activate it. A pictograph (.wmf file) can then be selected from the vector option in the Fill Tool fly-out menu or the <u>Quick Pick</u> tool.
Display as Line	Select a bar then click on this option. The data for that bar will display as a line.
Emphasize Bar	Click on a bar that you wish to emphasize and click on this option. The outline and fill of the bar can then be modified.
Legend...	A dialog box is displayed with options that control the legend. Click on a box (place a check mark) to activate that option.
Display Status...	A dialog box is displayed with various options that control the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Vertical/Horizontal Line Charts

Category Axis	Displays a fly-out menu with toggle switches. You can control the location of the category axis and its attached text, and you can specify grid lines, autofitted text and staggered text.
Data Axis	Displays a fly-out menu with toggle switches. You can control the location of the numeric axis and its scale, and you can specify a linear or log scale, an ascending or descending scale, as well as autofitted text and staggered text. You can specify Scale Range, Numeric Format and Grid Lines in the appropriate dialog boxes.
2nd Data Axis	Contains the same options as the Data Axis. Only available for dual-axis charts.
Axis Assignment...	Displays a dialog box that controls which series are assigned to primary and secondary axes in dual-axis charts.
Data Reversal...	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
<u>Data Analysis...</u>	Select scientific and financial statistical procedures.
Show Markers	Toggle switch to display/hide a marker at each data point on the line.
Marker Shape	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Marker Size	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Display as Bar	Select a line and click on this option. The data for that line will display as a bar.
Legend...	A dialog box is displayed with options that control the legend. Click on a box (place a check mark) to activate that option.
Display Status...	A dialog box is displayed with options that control the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Vertical/Horizontal Area Charts

Category Axis	Displays a fly-out menu with toggle switches. You can control the location of the category axis and its attached text, and you can specify grid lines, autofitted text and staggered text.
Data Axis	Displays a fly-out menu with toggle switches. You can control the location of the numeric axis and its scale, and you can specify a linear or log scale, an ascending or descending scale, as well as autofitted text and staggered text. You can specify Scale Range, Numeric Format and Grid Lines in the appropriate dialog boxes.
2nd Data Axis	Contains the same options as the Data Axis. Only available for dual-axis charts.
Axis Assignment...	Displays a dialog box that controls which series are assigned to primary and secondary axes in dual-axis charts.
Data Reversal	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
<u>Data Analysis...</u>	Select scientific and financial statistical procedures.
Base of Areas	Option to display data From Zero Line or From Scale Minimum.
Legend...	A dialog box is displayed with options that control the legend. Click on a box (place a check mark) to activate that option.
Display Status...	A dialog box is displayed with options that control the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Pie Charts

Pie Tilt	Use the visual selector to determine the amount of tilt.
Pie Thickness	Use the visual selector to control thickness.
Pie Rotation	Use the visual selector to determine the degree of rotation. Each selection starts from zero degrees.
Pie Size	Use the visual selector to determine the size.
Pies per Row...	Enter a number in the dialog box.
Detach Slice	Click on a slice to select it, then click on this option and use the visual selector to control detachment.
Delete Slice	Deletes the selected slice.
Restore All Slices	Restores the pie chart to its original appearance.
Slice Number Format...	Select a numerical format from the dialog box. The pie chart must be a ring pie for this function to work.
Slice Feeler Size...	Click on a black node in the dialog box and move it to achieve the desired result.
Hole Size	Select a numerical format from the dialogue box. The hole number option must be checked in the Display Status dialog box.
Data Reversal	Toggle switch to Reverse Series or Reverse Groups.
Legend...	A dialog box is displayed with options that affect the legend. Click on a box (place a check mark) to activate that option.
Display Status...	A dialog box is displayed with options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for 3D Riser / Floating Charts

Preset Viewing Angles	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Show 3D View Tool</u>	Special tool for manipulating 3D charts.
AutoShade Cube	When checked, the floor and walls of the 3D chart are automatically colored to give the effect of a light source illuminating the chart. Disable this option if you wish to use a pictograph or special effect to fill a selected floor or wall area.
AutoShade Risers	When checked, the risers of the 3D chart are automatically colored to give the effect of a light source illuminating the chart.
Vertical [Z] Axis	Allows you to select a linear or log scale, manipulate scale range and specify number format.
Data Reversal	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
3D Grid Lines...	Displays a dialog box with options to control gridlines for walls, floor and risers.
3D Text Options...	Once a 3D text element is selected, the text can be autofitted so that it is sized automatically according to the available space. All headers can be made the same size or the headers can be made to change as the perspective changes.
Base of Bars	Controls whether 3D risers rise from the floor or rise/fall from the zero plane. From the Zero Plane: Emphasizes the difference between positive and negative values by having bars rise and fall from an invisible floor which is level with the zero value. The "zero plane" itself never displays (unlike the zero line in 2D charts). From the Floor: All bars rise from the floor.
Riser Sizing	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Riser Colors</u>	Options for coloring risers.
Display Status...	A dialog box is displayed with various options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for 3D Connect Series / Group Charts

Preset Viewing Angles	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Show 3D View Tool...</u>	Special tool for manipulating 3D charts.
AutoShade Cube	When checked, the floor and walls of the 3D chart are automatically colored to give the effect of a light source illuminating the chart. Disable this option if you wish to use a pictograph or special effect to fill a floor or wall area.
AutoShade Risers	When checked, the risers of the 3D chart are automatically colored to give the effect of a light source illuminating the chart.
Vertical [Z] Axis	Allows you to select a linear or log scale, manipulate scale range and specify number format.
Data Reversal	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
3D Grid Lines...	Displays a dialog box with options to control gridlines for walls, floor and risers.
3D Text Options...	Once a 3D text element is selected, the text can be autofitted so that it is sized automatically according to the available space. All headers can be made the same size or the headers can be made to change as the perspective changes.
Base of Bars	Controls whether 3D risers rise from the floor or rise/fall from the zero plane. From the Zero Plane: Emphasizes the difference between positive and negative values by having bars rise and fall from an invisible floor which is level with the zero value. The "zero plane" itself never displays (unlike the zero line in 2D charts). From the Floor: All bars rise from the floor.
Riser Sizing	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Riser Colors</u>	Options for coloring risers.
Riser Type	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Display Status...	A dialog box is displayed with various options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for 3D Surface Charts

Preset Viewing Angles	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Show 3D View Tool...</u>	Special tool for manipulating 3D charts.
AutoShade Cube	When checked, the floor and walls of the 3D chart are automatically colored to give the effect of a light source illuminating the chart. Disable this option if you wish to use a pictograph or special effect to fill a floor or wall area.
Vertical [Z] Axis	Allows you to select a linear or log scale, manipulate scale range and specify number format.
Data Reversal	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
3D Grid Lines...	Displays a dialog box with options to control gridlines for walls, floor and risers.
3D Text Options...	Once a 3D text element is selected, the text can be autofitted so that it is sized automatically according to the available space. All headers can be made the same size or the headers can be made to change as the perspective changes.
Base of Bars	Controls whether 3D risers rise from the floor or rise/fall from the zero plane. From the Zero Plane: Emphasizes the difference between positive and negative values by having bars rise and fall from an invisible floor which is level with the zero value. The "zero plane" itself never displays (unlike the zero line in 2D charts). From the Floor: All bars rise from the floor.
Riser Sizing	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Riser Colors</u>	Options for coloring risers.
Display Status...	A dialog box is displayed with various options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for 3D Scatter Charts

Preset Viewing Angles	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
<u>Show 3D View Tool...</u>	Special tool for manipulating 3D charts.
AutoShade Cube	When checked, the floor and walls of the 3D chart are automatically colored to give the effect of a light source illuminating the chart. Disable this option if you wish to use a pictograph or special effect to fill a floor or wall area.
Data Reversal	Toggle switch to Reverse Series or Reverse Groups. Provides a different view of the data.
3D Grid Lines...	Displays a dialog box with options to control gridlines for walls, floor and risers.
3D Text Options...	Once a 3D text element is selected, the text can be autofitted so that it is sized automatically according to the available space. All headers can be made the same size or the headers can be made to change as the perspective changes.
Data-point Size	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Data-point Shape	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Tie Lines	Drops perpendicular lines from the data-points to the left wall, right wall, floor or neighbor. You can also have a line drawn between points in a series. Each series can have different drop lines.
Data Point Colors	You can choose to color the points by:face, series, group, or by their distance from the left or right wall or the floor.
Display Status...	A dialog box is displayed with various options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Scatter Charts

X-Axis	This option allows you to display the axis at the top or bottom. You can specify linear or log scale, scale range, number format, gridlines, ascending scale and autofitted or staggered scales.
Y-Axis	Displays a fly-out menu with toggle switches. You can control the location of the numeric axis and its scale, and you can specify a linear or log scale, an ascending or descending scale, as well as autofitted text and staggered text. You can specify Scale Range, Numeric Format and Grid Lines in the appropriate dialog boxes.
2nd Y-Axis	Options for the second vertical axis line (same as Y-axis options).
Axis Assignments...	Displays a dialog box that controls which series are assigned to primary and secondary axes in dual-axis charts.
<u>Data Analysis...</u>	Select scientific and financial statistical procedures.
Marker Shape	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Marker Size	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Legend...	A dialog box is displayed with options that control the legend. Click on a box (place a check mark) to activate that option.
Display Status...	A dialog box is displayed with options that control the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for High-Low-Open-Close Charts

Category Axis	Displays a fly-out menu with toggle switches. You can control the location (top or bottom) of the category axis and its attached text, and you can specify grid lines, autofitted text and staggered text.
Data Axis	Displays a fly-out menu with toggle switches. You can control the location of the numeric axis and its scale, and you can specify a linear or log scale, an ascending or descending scale, as well as autofitted text and staggered text. You can specify Scale Range, Numeric Format and Grid Lines in the appropriate dialog boxes.
2nd Data Axis	Contains the same options as the Data Axis. Only available for dual-axis charts.
Axis Assignment...	Displays a dialog box that controls which series are assigned to primary and secondary axes in dual-axis charts.
Data Reversal...	Toggle switch to Reverse Series data within groups or Reverse Groups along the non-numeric axis.
<u>Data Analysis...</u>	Select scientific and financial statistical procedures.
Bar Thickness	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Open & Close Width	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Legend...	A dialog box is displayed with options that control the legend. Click on a box (place a check mark) to activate that option.
Display Status...	A dialog box is displayed with options that control the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Spectral Mapped Charts

X-Axis	This option allows you to display the axis at the top or bottom, show gridlines and specify autofitted or staggered text.
Y-Axis	This option allows you to display the axis on the left or right, show gridlines and specify autofitted or staggered text.
Data Reversal	Toggle switch to Reverse Series or Reverse Groups.
Spectrum	Fly-out menu options that allow you to choose between linear or log scales, alter the scale range and number format and change the scale to ascending or descending. The Color Range dialog box can be accessed to select the start and end colors for categories displayed in the chart. The number of divisions controls the number of color fills between the start and end colors.
Marker Shape	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Display Status...	A dialog box is displayed with options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Histograms

Interval Axis	This option allows you to display the axis at the top or bottom, specify a linear or log scale, select number format and gridlines and specify an autofitted or staggered scale.
Data Axis	This option allows you to display the axis at the left or right, specify a linear or log scale, adjust the scale range, select number format and gridlines and specify an ascending, autofitted or staggered scale.
Intervals...	Specify the number of intervals on the x axis. The dialog box allows you to enter the number of intervals manually or CorelCHART will set them automatically.
<u>Data Analysis...</u>	Select scientific and financial statistical procedures.
Marker Shape	Hold down the mouse button and move down the fly-out menu. A graphic of each option is displayed. Release the mouse button to make selection.
Show as Pictograph	Select an object first, then click on this option to activate it. A pictograph (.wmf file) can then be selected from the vector option in the Fill Tool fly-out menu or the <u>Quick Pick</u> tool.
Display Status...	A dialog box is displayed with options that affect the appearance of the chart. Place a check mark in the box to activate that option.

Chart Menu for Table Charts

Divisions...	<p>Displays the Table Chart Divisions dialog box allowing you to specify no color divisions, color by row or columns and whether headers are included.</p> <p>Specifying the number of rows/columns between grid lines allows you to divide or combine blocks of rows or columns. The number of rows or columns per color can be specified as well as the number of colors to use. For example, if there are three columns, close the dialog box first, then click on each column and select three different colors (one for each column) from the color palette.</p>
Grids & Borders...	<p>A dialog box is displayed showing a map of possible grid lines. Click on a grid line to have it displayed in the table chart.</p>
Uniform Cell Width	<p>This option gives all cells a uniform width. The Autofit Table switch must not be checked in order to implement this option.</p>
Uniform Cell Height	<p>This option gives all cells a uniform height. The Autofit Table switch must not be checked in order to implement this option.</p>
Autofit Table	<p>Check this box to have CorelCHART automatically control table dimensions.</p>
Display Status...	<p>Dialog box allowing you to select the Title, Subtitle and Footnote for inclusion in the chart.</p>



CorelCHART Tools

Listed below are tools available in the toolbox. Select a tool to view information about its function.



Data Manager Icon



Rectangle Tool



Pick Tool



Ellipse Tool



Pop-up Menu Tool



Text Tool



Zoom Tool



Outline Tool



Pencil Tool



Fill Tool

The Text Ribbon tool contains menus and buttons used to control the font, size and other typographic attributes of text.


The **Chart menu** for 3D charts contains a special 3D View Tool used to alter the different three-dimensional charts.

The **Color Palette** is displayed across the bottom of the screen. To change the color of most elements, highlight the element with the pick tool, then click on a color swatch in the color palette.

The Data Manager Icon

Click on this icon to access the Data Manager to enter data or text for your chart.

NOTE: Only one Data Manager may be open at a time.

To return to the chart view, click on the Chart icon  from the Data Manager.

The Pick Tool

Selects, moves or alters objects in a chart.

Use the Pick Tool to interactively move, stretch and scale objects as well as select text for modification. After you select an object, you can use commands in the menus or the toolbox to alter the object.

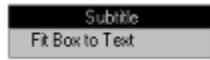
To select an object:

1. Click on the object or its outline.
 2. When an object is selected, a highlighting box with eight handles appears around the object (in some cases only a highlighted box appears).
 3. To stretch an object, click on and drag a corner handle of the highlighting box.
 4. To move an object, click anywhere on the highlighting box where there is no handle and drag the object.
- Holding down the control key while moving an object will force the object to move along its axes vertically or horizontally.
 - Pressing the space bar while using drawing tools activates the Pick Tool.
 - Pressing the space bar while the Pick Tool is selected activates the last drawing tool used.

The Pop-up Menu Tool

The Pop-up Menu Tool allows direct access to menus relevant to a particular chart item.

For example, clicking on the **Subtitle box** with the Pop-up Menu tool displays the following menu selection.



NOTE: You can also activate the Pop-up Menu tool by selecting an object and clicking on the extra mouse button.

The Zoom Tool

Changes the size of the viewing window.

Click on the Zoom Tool icon and move the cursor along the fly-out menu to select the required view, then release the mouse button. The fly-out options include:







- fit-in-window size
- 25% of actual size
- 50% of actual size
- 100% of actual size
- 200% of actual size
- 400% of actual size.

The Pencil Tool

Draws lines, polygons, curves, and arrows.

Click the mouse button on the Pencil Tool icon to display a fly-out menu that lets you choose the desired drawing option.

-  To draw a straight line, click on the option, move to where you want to start the line and click the mouse button. Hold the button and drag the mouse to where you want the line to end. Release the button.
-  To draw a polygon, click on the option, move to where you want to start the polygon and click the mouse button. Release the mouse button and move to another location and click again. Repeat this process until you have the desired shape and then double click to close the polygon.
-  Used for free-hand drawing. Click on the option, move to where you want to start the line and click the mouse button. Hold the mouse button down while drawing.
-  To draw an arrow, click on the option, move the cursor to where you want the arrow to originate and click the mouse button. Hold and drag the mouse to where you want the point of the arrow to be, then release the button. Use the Pop-up Menu tool to select **Arrow Style**. Click on the arrow with the Pop-up Menu tool to select the style you want from the fly-out menu.

NOTE: Lines, curves and arrows drawn with the Pencil Tool are automatically assigned the current default outline color and thickness attributes. Use the Outline Tool to modify these attributes.

The Rectangle Tool

Draws rectangles and squares.

Click on the Rectangle Tool and move the cursor to where you want to start the rectangle. Click and drag the mouse until you have the desired rectangle, then release the mouse button.

Holding down the control key while drawing the rectangle will draw a square.

- Objects drawn with the Rectangle Tool are automatically assigned the current default fill and outline attributes.
- To switch between the Rectangle Tool and the Pick Tool, press the space bar.

Use the Pop-up Menu tool to select **Corner Roundness**. Click on the rectangle with the Pop-up Menu tool to select the amount of rounding you want from the fly-out menu.

The Ellipse Tool

Draws ellipses and circles.

Click on the Ellipse Tool and move the cursor to where you want to start the ellipse. Click and drag the mouse until you have the desired object, then release the mouse button.

Holding down the control key while drawing the ellipse will draw a circle.

- Objects drawn with the Ellipse Tool are automatically assigned the current default fill and outline attributes.
- To switch between the Ellipse Tool and the Pick Tool press the space bar.

The Text Tool

Adds text for annotations.

After clicking on the Text Tool, the cursor will change to a crosshair cursor. Move the cursor to where you want the text to begin then click and drag to create a rectangle where you can type the text. Release the mouse. When the cursor changes to a blinking I-bar shape, type in your text.

To alter titles, subtitles and footnotes, select the Text Tool then move the cursor to the text you want to edit. Once the I-bar cursor appears, you can format the text by highlighting it, then choosing the applicable commands in the text ribbon.

The text ribbon displays the typeface and size of the text string.

To change the text's outline and fill attributes, highlight the text, then choose the applicable attributes from the Fill Tool and Outline Tool menus or the on-screen Color Palette

The Outline Tool

Displays a fly-out menu from which you can select outline thickness, and color. You can also select outline colors from the on-screen Color Palette.

Menu Icons

Outline Pen

Displays a dialog box where you can enter a value for the outline thickness.

None

Removes outlines from the selected object(s).

Line Widths

Selects line thicknesses ranging from 1/4 (hairline), 1/2, 1, 2, 4, 8, 12, 16, 20 and 24 points.

Color Dialog Box

Opens the [color dialog box](#) to select or create colors for the outline fill. The Color Palette at the bottom of the screen cannot be used to change the outline color of an object.

White, Black, Gray

Selects white, black and successive shades of gray for the outline fill.

Color Dialog Box

Use this dialog box to specify the outline or fill color of the selected object.

You can create colors by specifying percentages in the text boxes for Hue, Saturation and Luminence, or values for Red, Green and Blue. Colors can also be specified by dragging the color-adjustment markers with the mouse in the color selection area.

After you create a color, CorelCHART applies the color to the selected object, but does not add it to the palette unless you choose **Add to Custom Colors**.

- You can also select fill colors from the on-screen Color Palette.
- If you are using a color monitor, remember that the colors you see will not match the printed colors exactly.
- Colors previewed on monochrome monitors and printed on black & white printers will appear as appropriate shades of gray.

The Fill Tool

Displays a menu with a variety of icons for specifying an object's fill. You can fill an object with a uniform color, fountain fill, pattern, shade of gray or leave it empty. You can select and modify fills with the Quick Pick persistent tool as well as selecting colors from the on-screen palette.

Menu Icons

Color Dialog Box

Displays the color dialog box. Choose this icon if you want to select or create a uniform color fill.

Quick Pick Tool

Displays the Quick Pick persistent tool for quick access to various fills, patterns and pictographs. It is possible to edit effects before applying them to the chart item.

None

Makes the selected object transparent allowing objects behind it to show through.

Vector Fill

Displays an Open file dialog box enabling you to access directories containing pictograph files. These files must be in Windows .WMF format.

Bitmap Effect

Displays the Bitmap Effect dialog box from which you can choose a bitmap pattern fill.

Fountain Fill

Displays the Fountain Fill dialog box for specifying fills.

Patterns and Solid

Selects white or black solid fills and various patterns.

Text Ribbon Tool

The Text Ribbon tool is displayed across the top of the main screen and below the menu bar.

List Boxes



- **typeface** selection of different fonts recognized by Windows or a font manager program such as Adobe Type Manager.
- **point size** for text and numbers.

Buttons



- modification of text with the **Bold**, *Italic* or Underline buttons. Highlight a section of text and click on the appropriate button.
- determination of the **alignment** of multiple lines of text. The four buttons represent left-justified text, centered text, right-justified text and text justified left and right.



- selection of tighter or looser **letter spacing** between characters and control of tighter and looser **line spacing**.

3-D View Tool



The 3-D view tool is a persistent tool activated from the *Chart menu*. It is used to:

- alter size, scale and perspective
- modify length of axes and thickness of walls
- rotate the chart.

Click on a red arrow and hold the mouse button down until you achieve the desired result.

3-D Movement



Moves the chart vertically or diagonally forward and backward.

3-D Zoom



Makes the chart larger or smaller without changing its position on the page.

2-D Pan moves the chart vertically or diagonally anywhere on the page without changing the size of the chart.

3-D Perspective controls the chart's perspective by making part of the chart appear closer and larger and part of the chart appear further away and smaller. The less parallel the lines of the chart are, the more distorted the chart is. The chart can become very distorted as though seen through a "fish-eye" lens or have very little distortion as seen through a "telephoto" lens. Increasing distortion can give the chart a dramatic look and emphasize data by placing it closer to the viewer.

3-D Box Proportions



Changes the length of any of the axes.

3-D Rotation



Tilts the chart in three dimensions.

Show Graph

Unchecking the box leaves a wire frame outline reflecting changes in the original chart.

Undo

Undoes the changes you have made and returns you to the chart window.

Redraw

Redraws the chart to show changes.

Bitmap Effect dialog box

This dialog box provides access to bitmaps (.bmp) in the CorelCHART bitmap directory.

Dialog Box Options

Preview

Displays an image of the bitmap.

Effect Info

Allows you to select the bitmap from the *Picture Name* list box. The *Picture Flipping* and *Picture Scaling* options allow you to manipulate the orientation of the bitmap.

Presets

Allows you to scroll through a list of existing bitmap effects. These names are the picture names that also appear in the Quick Pick tool. The corresponding filename (.BMP) is displayed in the *Picture Name* box in the **Effect Info** box above. Click on the effect name to see it in the *Preview* area.

New, Save As

Use these buttons to access the **Save Effect As** dialog box where you can save the newly altered bitmap with a new name.

Delete

Deletes the current bitmap effect from the list.

Save

Updates the current bitmap effect with the same name.

Fountain Fill Effect dialog box

This dialog box allows you to create, edit, and save fountain fills. You can also use a fill that has already been created. The fill can then be applied to a chart object.

The Fountain Fill options can also be accessed from the [Quick Pick](#) tool.

Dialog Box Options

Preview

Displays an image of the fountain fill.

Effect Info

Allows you select the *Fill Type* and *Fill Direction*. Clicking on the *Start* and *End* buttons provides access to the **Color** dialog box where you can select the beginning and end colors for the fill.

Presets

Allows you to scroll through a list of existing fountain fills. Click on the fill name to see it in the *Preview* area.

New, Save As

Use these buttons to display the **Save Effect As** dialog box where you can save the newly created fill with a new name.

Delete

Deletes the current fill from the list.

Save

Updates the current fill with the same name.

Vector File selection

This option allows you to use a Windows .WMF file as a fill for an object. Clicking on an object and then selecting the pictograph will fill the entire object with that pictograph. Chart risers can display the pictographs in another way. Select the *Show as Pictograph* option from the *Chart Menu* for bar charts and many smaller versions of the pictograph will fill the object (for example, a bar in a bar chart will display a pictograph for each division of the numeric scale).

The **Open** dialog box allows you to access different directories containing collections of .wmf files.

The vector option can also be accessed from the Quick Pick tool; however, the directory path to the .wmf files must be specified in the (Vector_Path=) line in your *Corelcht.ini* file.

Quick Pick tool

This persistent tool provides access to various WMF files and effects for filling objects.

Controls

Select by Name

Click on the arrow on the right to display a list of the files and effects you can choose from or use the browse buttons under the display box.

Pattern Fill

Select a pattern and click on the *Edit* button to access the **Color** dialog box for color selection. Click on the *Apply* button to see your result on the selected chart item.

Fountain Fill

Select a fountain fill and click on the *Edit* button to access the Fountain Fill Effect dialog box. Click on the *Apply* button to see your result on the selected chart item.

Bitmap Effect

Select a bitmap and click on the *Edit* button to access the Bitmap Effect dialog box. Click on the *Apply* button to see your result on the selected chart item.

Vector

Select a pictograph (vector) from the file box or click on the *Select* button to access the **Choose Directory** dialog box to locate other .wmf files. Click on the *Apply* button to see the result on the selected chart item.

Browse Buttons



Click on these buttons to browse through the collections of patterns, fountain fills, bitmaps, or pictographs (vectors). Click on the the double arrowhead once to cycle through all the selections or click on the single arrowhead to move through one at a time. An image will appear in the display box.



How To...

- Create a chart
- Enter information in the Data Manager
- Use pictographs in your charts
- Modify the CORELCHT.INI file
- Exchange information with other applications

Creating a chart

1. Select **New..** from the File menu to open the **New** dialog box.
2. Select a chart type (bar, pie, 3D surface etc.) from the **Gallery** box.
3. Select a chart from the examples displayed in the **Graph Types** preview box.
4. **MAKE SURE** the **Use Sample Data** box has a check mark in it.
5. Double click on the selected chart or click on the OK button. The chart is displayed in the Chart view window.
6. Click on the Data Manager icon  located at the top left corner of the tool bar to display the Data Manager window.
7. Move the cursor to various data cells in the Data Manager spreadsheet to replace the existing data with your own numbers and titles.
8. Click on the Autoscan button. This is done so that the Data Manager can update changes to the data range and various text headers.
9. Click on the Chart view icon  located at the top left corner of the tool bar to see the changes to your chart.
10. Save the chart with a new name using the **Save As...** command from the File menu.

Entering information in the Data Manager

The Data Manager is similar to a spreadsheet. It is where you enter or import text and numbers and then assign "tags", or labels, to cells of text and numbers to determine what part of the chart they will become.

Tagging cells manually:

1. Click on a cell to select it and enter a number or text. Use the arrow cursor keys to move out of the cell.
Select non-contiguous cells by holding down the Control key and clicking on each desired cell.
2. With a cell(s) selected, go to the drop-down chart element list to the right of the **Set** button, and click on the scroll arrow. A list of chart elements will drop down. Select the desired tag name, then click on the **Set** button. The cell(s) has been tagged.
3. To see which cells have been assigned tags, click on the scroll arrow on the chart elements list. Select Title in the list, then click on the **Show** button. Repeat this procedure for the other tags.
4. Click on the Autoscan button.

To import data into the data manager :

1. Click on a cell and use the **Import Data..** command in the File menu to import an external file.

Autoscan

The **Autoscan** button scans a new or revised chart. **Autoscan** looks for a large block of cells comprised of numbers. It assumes that the top row of cells in that block are the column headers, and the left-most column in the block are row headers. The rest of the block is scanned as the data range. The cell below that, if it contains text, is scanned as a subtitle, and the cell below that is scanned as the footnote.

Autoscan works for titles, subtitles, footnotes, row headers, column headers and the data range. If you are using axis titles, you will have to tag them manually.

Using pictographs in your charts

This option allows you to use a Windows .WMF file as a fill for an object. You can access this option in the Fill Tool fly-out menu using the Quick Pick tool or the **vector icon**.

1. Click on the **Show as Pictograph** option from the Chart Menu for bar charts.
2. Click on a bar riser.
2. Click on the vector icon in the **Fill Tool** fly-out menu. This displays an Open file dialog box, enabling you to access directories containing pictograph files.
3. Choose a .WMF file. Many smaller versions of the pictograph will fill the object (for example, a bar riser will display a pictograph for each division on the numeric scale).

OR

1. Click on the **Show as Pictograph** option from the Chart Menu for bar charts.
2. Click on a bar riser.
3. Click on the **Quick Pick** tool icon in the **Fill Tool** fly-out menu. This displays the Quick Pick persistent tool enabling you to click on the vector icon to access directories containing pictograph files.
4. Select a pictograph (vector) from the file box or click on the **Select** button to access the **Choose Directory** dialog box to locate other .WMF files. Click on the **Apply** button to see the result on the selected chart item.

Hint: Although the **Show as Pictograph** option is only available from the Chart menus for bar charts and histograms, the pictograph option will remain active even though you change to another chart type by using the Gallery menu. Experiment to produce unusual pictograph effects on your charts. Hi Lo charts will not work with pictographs.

Exchanging information with other applications

Importing & Exporting

- Exporting graphics for use in other programs
- Importing graphics from other programs

Exchanging Information

- Linking your chart to a CorelDRAW file
- Setting up a Dynamic Data Exchange link with a spreadsheet
- Copying and cutting annotations to the Clipboard

Exchanging information with other applications

Importing and Exporting

CorelCHART includes a variety of file format filters which allow you to exchange graphics between CorelCHART and other applications.

Importing gives you access to graphics created in other illustration programs and presentation packages, as well as clipart and scanned images.

Exporting saves CorelCHART files in formats used by other programs. This lets you create graphics for many popular desktop publishing and word processing programs.

Because each format handles information in a graphics file differently, it is not always possible to precisely translate the contents of one format to another. The amount of variation depends on the graphic and the format used to import or export it.

Using the Clipboard

The Clipboard is a temporary storage area used to transfer text, graphics and other information between Windows applications. In CorelCHART, the Clipboard is a convenient way to move objects from one chart file to another.

You transfer information to the Clipboard using the **Cut**, **Copy** and **Paste** commands in the Edit menu.

The information you place on the Clipboard remains on the Clipboard until you exit Windows, or replace it with other information.

Exporting graphics for use in other programs

1. Open the CorelCHART file you want to export.
2. Choose File **Export**.
3. From the **List Files of Type** box, choose the export format you want.
4. Do one of the following:
 - Accept the name displayed in the **File Name** box for the graphic you are exporting.
 - Type a new name in the **File Name** box.
 - Select an existing name from the **File Name** list.

CorelCHART automatically adds the extension that corresponds to the export format you selected.

If you want to save the file in a different directory, select the drive from the **Drives** box and the directory from the **Directories** box.

5. Choose OK.
Depending on the format selected, another dialog box may appear. Select the options you want from this dialog box, then choose OK.

Importing graphics from other programs

To import graphic objects into your chart:

1. Choose **Place...** from the File Menu.
2. From the **List Files of Type** box, choose the import format you want.
The **File Name** box shows files in the current directory with the chosen format's extension. If the file you want is in another directory, select the drive from the **Drives** box and the directory from the **Directories** box.
4. In the **File Name** box, type or select the data you want to import.
5. Choose OK.

To import a data file into the Data Manager:

Note: All data currently in the Data Manager will be erased when you use this option.

1. Select **Import Data...** from the Data Manager File menu.
2. Select the type of file format to import.
3. Double-click on the file name you want to import.
4. The data file will be displayed in the Data Manager.

Cutting and copying annotations to the Clipboard

The Clipboard is a temporary storage area used to transfer text and graphics between Windows applications. You can also use the Clipboard to move annotations between CorelCHART files.

To place a copy of an annotation on the Clipboard:

1. Select the annotation you want to copy.
2. Choose Edit **C**opy.
3. Open the CorelCHART file or other application you want to copy the annotation into.
4. Choose Edit **P**aste.

To cut an annotation from a chart and place it on the Clipboard:

1. Select the annotation you want to cut.
2. Choose Edit **C**ut.
3. Open the CorelCHART file you want to place the annotation into.
4. Choose Edit **P**aste.

Linking your chart to a CorelDRAW file

1. Open the file that you want to link to CorelDRAW.
2. Select the **Copy Chart** option from the Edit menu. This copies the entire chart to the Windows clipboard.
3. Select **Exit** from the File menu to Exit CorelCHART.
4. Open CorelDRAW.
5. Open the CorelDRAW file with which you want to link your chart.
6. Select **Paste Special** from the Edit menu.
7. Select Corel Chart as the file type from the **Paste Special** dialog box, then click on **Paste Link**. Your chart will now appear in CorelDRAW as an object with handles.

Note: This procedure will only work properly if you are using a chart that is made up of *solid colors* only. Fountain fills and vector fills cannot be used.

Setting up a dynamic data exchange link with a spreadsheet

To set up a dynamic data exchange link with a Windows spreadsheet that supports this type of linking:

1. Have CorelCHART running with the Data Manager open.
2. Open the spreadsheet application.
3. Open the appropriate data file.
4. Select the range of cells in the spreadsheet.
5. Select the **Copy** command from the spreadsheet Edit menu.
6. Click on CorelCHART or use the Switch To command from the Task Manager to make it the active window.
7. Place the cursor at the cell location in the Data Manager where you want the linked data to begin.
8. Select **Paste Link** from the Edit menu.

The chart data is now linked with the source file. The data in your chart file will be updated automatically whenever the spreadsheet data is updated.

Modifying the CORELCHT.INI file

The **corelcht.ini** file specifies path names to various directories and subdirectories containing sample charts, bitmap files and vector files. This file is automatically created during the installation procedure. CorelCHART reads this file and displays these directories when opening files or displaying files in special tools like the Quick Pick tool.

To customize entries in the corelcht.ini file:

1. Exit CorelCHART.
2. Load the **corelcht.ini** file into a text editor or word processor.
3. Change the directory or subdirectory path name to point to where the appropriate files are stored.

For example:

```
[CorelChart]
```

```
GATO_PATH=C:\CORELDRW\CHART
```

```
F3DF_BAR=C:\CORELDRW\CHART\BAR
```

```
F3FX_PICTONARY=C:\CORELDRW\CHART\BITMAPS
```

```
Vector_path=C:\CORELDRW\CHART\VECTORS
```

```
WindowState=NORMAL
```

4. Save the corelcht.ini file.
5. Start CorelCHART.

Data Analysis...

This dialog box lets you fit curves and statistical lines to your data.

- Mean
- Standard Deviation
- Connected Line
- Smooth
- Linear Regression
- Common Log Regression
- Natural Log Regression
- Exponential Regression
- Polynomial Fit
- Moving Average
- Moving Average, Financial
- Moving Average, Scientific
- Order Box
- Smooth Box
- Show Formula
- Show Correlation Coefficient

Connected Line

Draws a line connecting the data values of bar risers in a selected group.

Riser Colors

Color by Face: All risers turn the same color.

Color by Series: Risers in a series have the same color. This emphasizes series data.

Color by Group: Risers in a group have the same color. This emphasizes group data.

Color by Height: Create a fountain fill effect on the risers. Use the "Color Range" dialog (Chart: Riser Colors) to specify the beginning color (bottom of riser), end color (top of riser), and number of increments to control the number of colors in between (this affects the "gradation" of the fill).

Color by Angle: Most often used for surface charts. Surfaces are colored by their angle from the viewer.

Color Range: Dialog box that controls color range for coloring by height or by color. Specify the beginning color, end color, and the number of colors in between. In specifying the number of increments, a small number (eg. "5") will produce a collection of colors, and a high number (eg. 200) will produce a smooth color fill. The number of colors that will display is limited to what your computer hardware can produce.

New command (File menu)

Opens a window so that you can begin a new chart.

To begin a new chart:

1. Select a sample chart from the **Gallery** box.

A small picture of the chart will be displayed in the **Graph Type** box.

The location and written description of the chart is displayed below the **Graph Type** box.

2. Click on the **Use Sample Data** check box if you wish to have the sample data loaded with the chart.
3. Click on the **OK** button.

Open command (File menu)

Opens an existing .CCH chart from any drive.

To open a file:

1. Select "Open" . The **Open Chart** dialog box is displayed.
2. Select a chart (.CCH file) from the **Directories** and **File Name** boxes by clicking on the file name with the mouse.

The **Preview** window will display a small picture of the chart, along with a description if available.

3. Double-click on the file name or click on the **OK** button.

Save As command (File menu)

Saves a new CorelCHART (.CCH file) to a specified directory.

To save a new chart:

1. Select "Save As". The **Save Chart** dialog box is displayed.
2. Select a directory if required from the **Directories** box and a file type from the **List Files of Type:** box.
3. Enter a filename in the **File Name** box.
If you use an existing name and do not change the directory, the existing chart file will be updated.
If you use the existing name but change the directory, the changes will be saved to a new file in the specified directory and that chart will be displayed. The original chart will be closed without being updated.
If you enter a new name, whether or not the directory is changed, the file changes will be saved to a new file with the specified name. The new chart will be displayed and the original chart will close without being updated.
4. Enter an optional description of the chart in the **Description** box.
5. Click the **OK** button.

Place command (File menu)

Imports a graphic file into a chart.

To import a graphic file:

1. Select **Place...** to display the dialog box.
2. Select the desired directory and file.
3. Click on the **OK** button.

Graphics with the following file formats can be placed in CorelCHART:

- CorelTRACE! (*.EPS)
- CorelPHOTO-PAINT! (*.PCX, *.PCC)
- Windows Metafile (*.WMF)
- Windows Bitmap (*.BMP)
- AutoCAD DXF (*.DXF)
- CompuServe Bitmap (*.GIF)
- Computer Graphics Metafile (*.CGM)
- GEM File (*.GEM)
- HP Plotter HPGL (*.PLT)
- IBM PIF (*.PIF)
- Illustrator 88, 3.0 (*.AI, *.EPS)
- Lotus PIC (*.PIC)
- Macintosh PICT (*.PCT)
- Paintbrush Bitmap (*.PCX, *.PCC)
- TARGA Bitmap (*.TGA)
- TIFF 5.0 Bitmap (*.TIF)

Export command (File menu)

Saves a chart file in a file format that can be used by other applications.

Select a directory and enter a file name in the Export Chart dialog box.

A chart may be exported in the following formats:

- CorelPHOTO-PAINT! (*.PCX, *.PCC)
- Windows Metafile (*.WMF)
- Windows Bitmap (*.BMP)
- AutoCAD DXF (*.DXF)
- CompuServe Bitmap (*.GIF)
- Computer Graphics Metafile (*.CGM)
- GEM File (*.GEM)
- HP Plotter HPGL (*.PLT)
- IBM PIF (*.PIF)
- Illustrator 88, 3.0 (*.AI, *.EPS)
- Macintosh PICT (*.PCT)
- Matrix/Imapro SCODL (*.SCD)
- Paintbrush Bitmap (*.PCX, *.PCC)
- TARGA Bitmap (*.TGA)
- TIFF 5.0 Bitmap (*.TIF)
- Word Perfect Graphic (*.WPG)
- Encapsulated PostScript (*.EPS)

Vertical/Horizontal Bar

A chart that uses bars to show the magnitudes of several categories. Bars travel vertically or horizontally. A numeric scale travels in the same direction as the bars.

Vertical/Horizontal Line

A chart that uses lines to show the magnitudes of several categories. A numeric scale is perpendicular to the lines.

Vertical/Horizontal Area

A chart that uses area risers to show the magnitudes of several categories. A numeric scale is perpendicular to the areas.

Pie Charts

Pie charts display the relative sizes of the data-points, compared to the sum of the data-points. The slices show proportions, not the absolute values. Slice labels name the slice and can include the slices's percentage or its absolute value.

3D Riser Charts

Charts that represent data with 3-dimensional bars or other riser shapes that rise from the floor of the chart.

3D Floating Charts

Charts that represent data with 3-dimensional cubical or spherical areas.

3D Connect Series

Markers or data-points in a series are connected to form 3-dimensional floating "lines" or areas. "Ribbon" and "Step" lines let you see below them, while "Areas" rise from the floor.

3D Connect Group

Markers or data-points in a group are connected to form 3-dimensional floating "lines" or areas. "Ribbon" and "Step" lines let you see below them, while "Areas" rise from the floor.

3D Surface

Data-points are connected to form a net. The areas between the points are planes that can be colored to make the net look like a solid surface rather than a wireframe. For large amounts of data, surface charts help show "hot spots" in the data -- both high and low areas.

A 3D surface with contour lines can be made by activating grid lines for the riser and making the edges of the riser surface transparent.

3D Scatter

3D scatter chart data is random along all three axes. Unlike the other 3D charts, the data is not spaced evenly along the floor (X and Y axes).

Since the data-points are floating in space, there are several visual methods to help gauge their values:

- *Color by* distance from floor, left wall, or right wall
- *Tie* lines to the floor, left wall, right wall, or neighbour.

Scatter Charts

2D scatter charts are useful for charting two magnitudes (on the X and Y axes).

High-Low-Open-Close

This is a traditional stock market chart type. Vertical lines indicate the highest and lowest values, while horizontal bars protrude to indicate the opening and closing values.

Spectral Mapped

Spectral maps are specialized charts that indicate how a variable changes over an area.

Histogram

Histograms display the distribution of data. The difference between the largest and smallest data values is broken into equally-spaced intervals. The histogram displays a count of the number of data-points in each interval. The shape of the chart is often the traditional Gaussian or bell-shaped normal distribution curve.

Table Charts

Table charts display data in columns and rows. This format is often used for data that is difficult to chart in any other way.

Align command (Arrange menu)

This dialog box allows you to align chart objects in different ways.

- Left** Align one or more objects to the left edge of the first selected object.
- Right** Align one or more objects to the right edge of the first selected object.
- Top** Align one or more objects to the top edge of the first selected object.
- Bottom** Align one or more objects to the bottom edge of the first selected object.
- Align Center Horiz.** Align one or more objects horizontally to the center of the first selected object.
- Align Center Vert.** Align one or more objects vertically to the center of the first selected object.

Align Inside Edges command (Arrange menu)

Make the first selected object act like a magnet which attracts the second selected object. The second object moves up against the closest side of the first object.

Center on Page

Center selected objects on the page.

Make Same Size

Changes the sizes of all the selected objects to the same size as the first selected object.

Join command (Arrange menu)

Join Horizontal

When selecting two or more objects, "Join Horizontally" makes the first selected object attract the other selected object(s) and lines them up horizontally next to the first object, making them as tall as the first object so that their top and bottom edges align.

Join Vertical

When selecting two or more objects, "Join Vertically" makes the first selected object attract the other selected object(s) and lines them up vertically next to the first object, making them as wide as the first object so that their side edges align.

Join Both

When selecting two or more objects, "Join Both" makes the first selected object attract the other selected object(s) vertically for the first object and horizontally for the next object.

Show 3D View Tool

A special 3D tool menu that has several icons for controlling different 3D modifications.

Click on one of the small icons to have a larger version of the icon displayed below it. Make changes by clicking and holding on a red icon arrow until the desired effect is achieved.

Import Data command (File menu)

Import data from other software in several formats:

- CSV Data (*.CSV)
- SSV Data (*.TXT)
- TSV Data (*.TXT)
- dBase (*.DBF)
- DIF (*.DIF)
- Excel (*.XLS)
- Harvard (*.CH?)
- Lotus (*.WK?)

Insert command (File menu)

Insert a whole row, multiple whole rows, a whole column or multiple whole columns.

To insert a new row:

1. Select a row by clicking on the **row number** located on the left side of the Data Manager.
2. Choose "Insert" (Edit menu).
The selected row and all rows below it move down and a row of empty cells (with default formats) is inserted.

To insert multiple rows:

1. Select the number of rows to be inserted; drag the cursor through the row numbers. The new rows will appear above the top selected line.
2. Choose "Insert" (Edit menu).
The selected rows and all rows below them move down by the number of rows selected. New rows of empty cells (with default formats) are inserted.

To insert a column:

1. Select the column to the right of the insert location by clicking on the column letter.
2. Choose "Insert" (Edit menu).
The selected column and all columns to the right of it are moved right one and a column with empty cells is inserted.

To insert multiple columns:

1. Select as many columns as required by dragging the cursor through the column letter on the top.
2. Choose "Insert" (Edit menu).
The selected columns and all columns to the right of them move to the right (by the number of columns selected). New columns of empty cells (with default formats) are inserted.

Data Orientation command (Data menu)

Specify whether series data in the Data Manager will be represented by rows or columns.

If **Series are ROWS** is selected, each horizontal row in the data range contains a series of values; data within a column will represent group data.

If **Series are Columns** is selected, series cells in the data range are arranged vertically and data rows will represent group data.

Go to Cell...

Select "Go to Cell..." and enter the column and row designation of the destination cell in the dialog box. Click the "OK" button.

Exchange command (Data menu)

Exchanges the contents of full columns or rows.

To exchange contents of columns or rows:

1. Select **rows** in the Exchange dialog box.
2. Enter the number of the first row and then the number of the row with which it will be exchanged. Click on OK.

Follow the same procedure to exchange columns.

NOTE: You cannot exchange columns with rows.

Sort command (Data menu)

Sorts rows or columns of the data range according to the contents of a key row or column.

To sort data:

1. Select the row or column method.
2. Select ascending or descending order.
3. Key in letter or number representing the key row or column.

Curve Fit Correlation Coefficient

CorelCHART will calculate how closely a curve fit line intersects with the data-points it is charting. The number will be between zero and one; one is a perfect fit and zero is a poor fit.

Smooth

A curved line that is drawn through (or near) each data-point in a series. A smooth curve is created as a line connects points that have been evenly distributed between data-points. The more points added, the smoother the curve.

Smooth Box

To control smoothness, type in the number of points in the Smooth box. The higher the number, the smoother the curve (and the longer it may take to draw).

BiPolar Line

A horizontal line that goes through the center of a dual-axes chart, separating the chart into an upper half and a lower half. This allows charting of different data series on either side of the line.

Exponential Regression

A "least squares approximation" line of the form $y=a(x^b)$ or $y=a(b^x)$ for a selected series.

To create/delete an exponential regression curve fit:

1. Select a bar or data-point from the series.
2. Select the Data Analysis dialog box (Chart Menu).
3. Select "Exponential Regression" by clicking on its box.

To remove the line:

- Click on its checked box to remove the "x".

Linear Regression

A "least squares approximation" line of the formula $y = a_0 + a_1x$ for a selected series. This formula is equal to a polynomial fit with the Order set to "one".

To create/delete a linear regression curve fit:

1. Select a bar or data-point from the series.
2. Select the Data Analysis dialog box (Chart Menu).
3. Select "Linear Regression" by clicking on its box.

To remove the line:

- Click on its checked box to remove the "x".

Common Log Regression

A line that fits the data-points following the log regression formula: $y = a(\log x) + b$. This curved line is a "least squares approximation" of data for a selected series.

To create/delete a logarithmic regression curve fit:

1. Select a bar or data-point from the series.
2. Select the Data Analysis dialog box (Chart Menu).
3. Select "Common Log Regression" by clicking on its box.

To remove the line:

- Click on its checked box to remove the "x".

Natural Log Regression

Same as a common log regression but uses the base e .

Polynomial Fit

A line that curve fits to the data-points following the polynomial regression formula: $y = a_0 + a_1x + a_2x^2 + \dots + a_nx^n$

▣ where n = the order of the polynomial. Note that the order "0" draws a line at the mean of the data. This curved line is a "least squares" approximation of data for a selected series.

To create/delete a polynomial regression curve fit:

1. Select a bar or data-point from the series.
2. Select the Data Analysis dialog box (Chart Menu).
3. Select "Polynomial Fit" by clicking on its box.
4. Enter the Order value (e.g., 3rd order = 3).

To remove the line:

- Click on its checked box to remove the "x".

Mean

A horizontal or vertical line drawn at the mean of the data-points.

The "mean" equals the sum of the values divided by the number of values (eg. $[P1 + P2 + P3] / 3$).

To create/delete a mean average line:

1. Select a bar or data-point from the series.
2. Select the Data Analysis dialog box (Chart Menu).
3. Select "Mean" by clicking on its box. Click on the "x" to remove the line.

Moving Average

A line drawn at the moving average of the data-points. You must specify whether the average is Financial or Scientific and enter the number of periods used to calculate each moving average point.

By using moving averages (with the appropriate number of periods), you can eliminate cyclical, seasonal, or irregular patterns, and thus clearly see the moving trend. Unfortunately, you lose data at both ends of the series, and the program may calculate cycles or movements not present in the original data. Also, moving averages are easily affected by extreme values.

How a moving average is calculated:

If you enter "3" for "number of periods", the program averages the first 3 values (P1, P2, P3). It then shifts over one value to take another 3-value average (P2, P3, P4). This continues (in groups of 3) until it reaches the final value.

Moving Average (Financial)

A line drawn at the moving average of the data-points. You must enter the number of periods used to calculate each moving average point.

By using moving averages (with the appropriate number of periods), you can eliminate cyclical, seasonal, or irregular patterns, and thus clearly see the moving trend. Unfortunately, you lose data at both ends of the series, and the program may calculate cycles or movements not present in the original data. Also, moving averages are easily affected by extreme values.

How a moving average is calculated:

If you enter "3" for "number of periods", the program averages the first 3 values (P1, P2, P3). It then shifts over one value to take another 3-value average (P2, P3, P4). This continues (in groups of 3) until it reaches the final value.

When the program knows the average of each period, it plots the value at the **right** end of the period.

Moving Average (Scientific)

A line drawn at the moving average of the data-points. You must enter the number of periods used to calculate each moving average point.

By using moving averages (with the appropriate number of periods), you can eliminate cyclical, seasonal, or irregular patterns, and thus clearly see the moving trend. Unfortunately, you lose data at both ends of the series, and the program may calculate cycles or movements not present in the original data. Also, moving averages are easily affected by extreme values.

How a moving average is calculated:

If you enter "3" for "number of periods", the program averages the first 3 values (P1, P2, P3). It then shifts over one value to take another 3-value average (P2, P3, P4). This continues (in groups of 3) until it reaches the final value.

When the program knows the average of each period, it plots the value in the **middle** of the period.

Category Axis Grid Lines

Grid lines cross the chart along the category axis (perpendicular to the axis line: eg. if the category axis line is the bottom of the chart, the grid lines run horizontally). Since the category axis is non-numeric, tick marks are not an option and there are no minor grid lines.

Headers (2nd Category Axis)

Labels on the 2nd category axis that describe the charted data.

Headers are attached to the axis; they can not be moved apart from the axis.

Second Category Axis Title

A label that describes the 2nd category axis.

This title is entered in a Data Manager cell that you set as "2nd Category Axis Title". To edit the title, return to the Data Manager, select the cell, and change it in the edit line box.

Riser Bar

A bar on a 2D bar chart that represents the data. It rises from the group axis or a zero line to a data point.

Standard Deviation

Horizontal or vertical lines drawn at each standard deviation distance from the mean line (along the numeric axis). The program determines this distance and makes it the interval for drawing lines above and below the mean line (whether it is visible or not).

For instance, if the mean = 100 and the std. dev. = 6, the first range of deviation will draw lines at 106 ($100 + 6$) and 94 ($100 - 6$). The second range will draw lines at 112 and 88. The program will draw these pairs of lines until it runs out of room on the frame.

In most cases, 66% of the data points will fall between the first two lines (the first range). The second range will contain 95% of the points. The third will contain about 99% of the points.

Y-Axis

The vertical axis line (left and/or right) on histograms, XY scatter, high-low-close, and spectral map charts. The Y-axis is numeric and has a scale associated with it rather than headers.

To control where the axis and its scale display, select "Display on Left" (the default location), "Display on Right", both, or neither.

Select "Y-Axis" (Chart Menu) to change the Y-axis's scale and grid lines. Since major grid lines align with numbers on the numeric scale, specifying the number of major gridline divisions will affect the number of scale divisions.

2nd Y-Axis

The vertical axis line (right and/or left) on XY scatter charts. The 2nd Y-axis is numeric; it has a scale attached to it rather than headers.

Location of the 2nd Y-axis line (Chart menu: 2nd Y-Axis):

To control where the axis & its scale display, select "Display on Left", "Display on Right", both, or neither.

Grid lines and Scale:

Select "2nd Y-Axis" (Chart Menu) to change the 2nd Y-axis's scale and grid lines. Since major grid lines align with numbers on the numeric scale, specifying the number of major gridline divisions will affect the number of scale divisions.

To show/hide the 2nd Y-axis line:

Method 1: Show/hide axis line & scale

- Select "Display Status" (Chart menu).
- To show axis/scale: click on the "2nd Y-Axis & Scale" box. An "x" indicates that the axis line and its scale will show (at the default location: left side of the chart).
- To hide axis/scale: de-select the "2nd Y-Axis & Scale" box.

Method 2: Make axis line transparent (axis line only):

- Select the axis line.
- Make it transparent by clicking on the "transparency" button in the Outline tool.
- To re-display the line, click in the area where it is. When its handles appear, choose a color from the color dialog box.

Second Y-Axis Scale

The scale attached to the vertical 2nd Y-axis line.

Select "2nd Y-Axis" (Chart menu) to change the following:

- Location of 2nd Y-axis scale.
- The scale is attached to the axis. Select "Display on Right" (the common location) and/or "Display on Left", or neither.

To show/hide the 2nd Y-Axis scale and its axis line:

1. Select "Display Status" (Chart menu).
2. Click on the box labeled "2nd Y-Axis & Scale". An "x" in the box indicates that the scale will display.

To hide the scale and axis:

- Remove the "x" by de-selecting "2nd Y-Axis & Scale".

Second Y-Axis Title

A label that describes the 2nd Y-axis. The axis title can be moved anywhere on the chart, but it should be located near the axis it describes.

To create and edit the 2nd Y-axis title:

This title is entered in a Data Manager cell that you set as "2nd Y-Axis Title". To edit the title, return to the Data Manager, select the cell, and change it in the edit line box.

To show/hide the 2nd Y-axis title:

Select "Display Status" (Chart menu) to bring up dialog box. Click on the square next to "2nd Y-AxisTitle". An "x" means that the title will display.

Data Axis Major Grid Lines

Grid lines that split up the data axis into equal divisions. "Major grids" can cross the whole chart, be tick marks, or both.

To set the number of major divisions (grid lines):

- Select "Grid Lines" (Chart menu: Data Axis) and choose one of the following:
 - Automatic:** Let CorelCHART automatically divide the chart with grid lines.
 - Manual:** Specify the number of divisions, entering a number in the "**No. of Divisions**" box.

To show/hide major grid lines:

Select "Grid Lines" (Chart menu: Data Axis) and click on the preferred style of "Major Grids"; choose grid lines or tick marks, or hide the lines by checking "No Grids".

Data Axis Minor Grid Lines

Grid lines placed between data axis major grid lines to offer more precise measurement. "Minor grids" can cross the whole chart, be tick marks on the axis line, or both.

To set the number of minor divisions (grid lines):

- Select "Grid Lines" (Chart menu: Data Axis) and choose one of the following:

Automatic: Let Chart automatically divide the chart with grid lines.

Manual: Specify the number of divisions, entering a number in the "**No. of Divisions**" box.

To show/hide major grid lines:

Select "Grid Lines" (Chart menu: Data Axis) and click on the preferred style of "Major Grids", choose grid lines or tick marks, or hide the lines by checking "No Grids".

Scatter Label (3D)

A label for a data point on an XYZ (3D) scatter chart.

To create/edit a scatter label:

These labels are created and edited in the Data Manager. Depending on how the data is arranged, the fourth row or column holds the label text. For instance, if the data is arranged by columns (column 1 holds X values, Column 2 holds Y values, column 3 holds Z values), then column 4 holds the labels. To create or edit a label, select the data point's cell that falls in the label column and enter the text.

Scatter Marker

Marker for a data point on a scatter chart.

Scatter markers are areas which accept colors and effects. The area has an edge line around it, and as with most lines, you can change its color and width.

Axis Gridlines

There are three axes in a 3D chart. Each one can have a set of grid lines. **Series** grid lines travel on the floor parallel to the left wall (along the X-axis). **Group** grid lines travel on the floor parallel to the right wall (along the 2nd Y-axis). **Z-axis** grid lines are the horizontal lines that travel across the two walls.

Left Z-Axis Scale

Numbers (or data-based text such as "Feb.") set at a fixed distance from each other along the end of the left wall (Z-Axis). By looking at a scale, you can see the value of a data point on a chart.

The Z-Axis scale can be modified by selecting "Vertical [Z] Axis" (Chart menu).

To show/hide the left Z-axis scale:

Select "Display Status" (Chart menu) and click on the box labeled "Left Z-Axis Scale". An "x" in the box indicates that the scale will display.

Left Z-Axis Scale Box

A box that can be placed behind a 3D-scale label on a 3D chart's left wall. If one left Z-axis label is boxed, all left Z-axis labels are boxed.

Left Z-axis scale boxes are areas which accept colors and effects.

Left Title

One of two titles that describes the vertical Z-axis. This one is placed adjacent to the left wall.

To create/edit a left title:

Within the Data Manager, select a cell, set it as the "Left Z-Axis Title", and type the title in the cell. To edit the title, return to the Data Manager, select the cell, and make changes in the edit box.

To show/hide a left title:

Go to "Display Status" (Chart Menu) and click on the "Left Scale Title" box. An "x" indicates that the left title will display. The title can not display if the left wall is turned off (hidden from view).

Left Title Box

A box that can be placed behind a 3D title for a 3D chart left wall.

The left title box is an area which accepts colors and effects.

3D Riser

A bar, pyramid, or other shape that represents data by rising from the floor (or an invisible "zero plane") to a data point on a 3D chart. Other shapes include octagonal and "cut-corner" bars.

Axis Riser Grids

Grid lines or tick marks on risers for any of the three axes ("Series" [X-axis] lines parallel to the left wall, "Group" [2nd Y-axis] lines parallel to the right wall, and "Z-axis" lines parallel to the floor).

Series Header

Descriptive label for a series of data on a 3D chart. Usually there is one group header for each data group. When the appearance of one series header is changed, all are changed.

To create/edit series headers:

Series headers are created and edited in the Data Manager in cells set as "Series Headers".

Series Title

The single title that describes what the series of data represent.

To create/edit a series title:

Within the Data Manager, select a cell, set it as the "Right Base Title", and type the title in the cell. To edit the title, return to the Data Manager, select the cell, and make changes in the edit box.

Series Title Box

A box that can be placed behind the 3D series title for a 3D chart.

Title boxes are areas; they accept colors and effects. The area has an edge line around it, and as with most lines, you can change its color and width.

Right Z-Axis Scale

Numbers or data-based text set at a fixed distance from each other along the end of the right wall (Z-Axis). By looking at a scale, you can see the value of a data point on a chart.

The right Z-axis scale can be modified by selecting "Vertical [Z] Axis" (Chart menu).

To show/hide the right Z-axis scale:

Select "Display Status" (Chart menu) and click on the box labeled "Right Z-Axis Scale". An "x" in the box indicates that the scale will display.

Right Z-Axis Scale Box

A box that can be placed behind a 3D scale label on a 3D chart's right wall. If one right Z-axis label is boxed, all the right Z-axis labels are boxed.

Right Title

One of two titles that describes the vertical Z-axis; this one is placed adjacent to the right wall.

To create/edit a right title:

Within the Data Manager, select a cell, set it as the "Right Z-Axis Title", and type the title in the cell. To edit the title, return to the Data Manager, select the cell, and make changes in the edit box.

To show/hide a right title:

Go to "Display Status" (Chart Menu) and click on the "Left Scale Title" box. An "x" indicates that the right title will display. The title can not display if the left wall is turned off (hidden from view).

Right Title Box

A box that can be placed behind the 3D right title for a 3D chart.

Scatter Line

Line that connects point-to-point in each series on a 3D scatter chart. Each data series is given a separate line.

Column Header Area

The top-most row in a table chart (not including the Subject Area cell); it contains all the column header cells.

Column Header Labels

The text within column header cells in a table chart.

Row Header Labels

The text within row header cells in a table chart.

To create row header labels:

1. Enter row headers in a column in the Data Manager.
2. Select the first (top) row header.
3. Select "Row Header" from the chart object list box.
4. Click on the "Set" button.

Row headers can be formatted and colored.

Row Title Label

A title that describes the row headers in a table chart. The row title label is located in the chart's top-left cell, known as the row title area.

The row title label can be formatted and colored.

Row Header Area

The left-most column in a table chart; it contains all the row header cells.

To create the row header area:

1. Enter row headers in a column in the Data Manager.
2. Select the first (top) row header.
3. Select "Row Header" from the chart object list box.
4. Click on the "Set" button.

The row header area accepts colors. The area has an edge line around it, and as with most lines, you can change its color and width.

Row Title Area

The top-left cell on a table chart that holds the row title. The title describes the row headers in the cells located below the row title area.

Bar (High-Low-Open-Close Chart)

A bar on a 2D High-Low-Open-Close chart that represents the data. Depending on which "High-Low-Close" chart type is chosen from the Gallery menu, a bar riser can have two lines extending from it (Open, Close). This chart type is commonly used for stock market charts.

Ellipse

An oval shaped circle. Ellipses are annotations. They can be any size.

Polygon

A series of connected straight lines that form a closed shape. Polygons are annotations.

Order Box

Determines the number of values within a period.

If you enter "3" for "number of periods", the program averages the first 3 values (P1, P2, P3). It then shifts over one value to take another 3-value average (P2, P3, P4). This continues (in groups of 3) until it reaches the final value.

Show Formula

Label (text) that presents the formula of a regression line (linear, log, exponential, etc). This label can be moved anywhere on the chart, but should be placed close to the line it describes. Only one formula per series can be shown.

Show Correlation Coefficient

CorelCHART will figure out how closely a curve fit line intersects with the data-points it is charting.

The number will be between zero and one; one is a perfect fit and zero is a poor fit. The coefficient will display as a label and should be placed near the line it references. Only one coefficient can be displayed.

Frame

The area bounded by the chart's axes. The data is charted within the frame, but many chart objects lie outside of the frame, including scales, axis titles, and headers (axis text). The frame accepts colors and effects. The color and width of the frame outline may be modified.

Footnote

The footnote of a chart usually indicates the origin of the chart data. It is often placed near the bottom of the chart, and displayed with a small font size. Footnote text can be formatted.

Title

The title of a chart is a label that describes the chart. It is normally displayed at the top of the chart and often has a large point size.

To show/hide the title:

Select "Display Status" (Chart menu) and click on the "Title" box. An "x" indicates that the title label will appear. Click on the "x" to hide the title.

Zero Line

The line on a chart that shows where numeric values equal zero. It serves as the base for the risers (if positive). Risers with negative values hang from the Zero Line.

Serves as a visual border between positive and negative values. It crosses the chart like a grid line but it is not formatted like one. A zero line will display over a grid line.

Category Header

The identification labels assigned to groups of data. There is usually a header for each data group. When the appearance of one group header is changed, all are changed. The labels usually describe group data, but will describe series data.

Headers are attached to the category axis and cannot be moved apart from the axis. The location of the axis/headers depends on whether you select "Display on Bottom/Left" and/or "Display on Top/Right" (or neither), and the chart orientation.

Headers are entered in the Data Manager but they can also be edited in the chart view. Header text can be formatted and colored.

Category Axis

An axis that has headers (text) rather than a numeric scale. The category axis line is a border line that can be displayed on two sides of the chart's frame.

Location options depend on the chart type orientation:

- Vertical bar, line, or area: bottom (the default location) and/or top.
- Horizontal bar, line, or area: left side (the default location) and/or the right side.
- Spectral Map: left side (the default location) and/or the right side.

Category Axis Title

A label that describes the category axis. The axis title can be moved anywhere on the chart, but it should be located near the axis it describes.

The category axis title describes the axis headers or special charting information. This title is entered in the Data Manager. To edit the title, return to the Data Manager, select the cell, and change it in the edit box.

Second Category Axis

An axis that has group or series header text rather than a numeric scale. This axis only occurs in spectral charts. The 2nd category axis line is a border line on one side of the chart. It usually has series headers.

X-Axis (2D Scatter Chart, Spectral Map)

X-Axis on a 2D Scatter Chart

An axis that has a numeric scale rather than headers (text). The X-axis line is the horizontal (bottom or top) axis line.

X-Axis on a Spectral Map

An axis that has headers (text) rather than a numeric scale. The X-axis line is the horizontal (bottom or top) axis line.

X-Axis Title

A label that describes the X-axis. The axis title can be moved anywhere on the chart, but it should be located near the axis it describes. This title is entered in the Data Manager.

X-Axis Scale (2D Scatter Chart)

An axis that has a numeric scale rather than headers (text). The X-axis line is the horizontal (bottom or top) axis line.

Y-Axis Title

A label that describes the Y-axis. The axis title can be moved anywhere on the chart, but it should be located near the axis it describes. This title is entered in the Data Manager as "Y-Axis Title".

Y-Axis Scale

The numeric scale attached to a Y-axis line.

The Scale Range can be set automatically or manually. If set to "manual", you can set upper and lower values of the range, start scale at zero, and choose whether to display values that go beyond the range.

Formula (Regression Line Label)

Label (text) that presents the formula of a regression line (linear, log, exponential, etc). This label can be moved anywhere on the chart, but should be close to the line it describes.

Left Wall

The left-side vertical plane on a 3D chart (the left wall of the cube that holds the 3D chart). The left wall is shaped like a cube, with no more than three surfaces visible at a time (e.g., the top surface, the chart interior, and one side).

The wall surfaces can be automatically shaded, or you can manually give each surface a different color.

The left wall surfaces are areas; they accept colors and special effects.

Right Wall

The right-side vertical plane on a 3D chart (the right wall of the cube that holds the 3D chart). The right wall is shaped like a 6-sided cube, with no more than three surfaces visible at a time (eg, the top surface, the chart interior, and one side).

The wall surfaces can be automatically shaded, or you can manually give each surface a different color.

The right wall surfaces are areas; they accept colors and special effects.

Annotations

Annotation tools let you enhance charts with text, boxes, arrows and other "objects" that do not originate in the Data Manager. Typical uses include special explanations, arrows that point to items of interest, or circles that draw attention to important areas of a chart. Annotations can be colored and given special effects.

Area

Area refers to an Area Chart or Area Riser; or any chart object that has both an area and outline.

Areas can be modified using the Fill and Outline tools.

Ascending Scale

Values on the scale increase when moving higher on the scale. Most charts have an ascending scale.

Descending Scale

Values on the scale decrease when moving higher on the scale. Risers with positive values appear to drop from the chart's top border.

Attached

Indicates that two or more chart elements are linked, and cannot be separated from each other.

Example: Headers are attached to the category axis. A numeric scale is attached to the data and 2nd data axes.

Autofitting Text

Most text items (title, scales, headers, data text, etc.) can be autofitted. When activated, the program makes a best guess in selecting the font size. This prevents text from overlapping.

Autofit controls are found within sub-menu items under the Chart menu.

NOTE: Autofitting a text item overrides the Text Ribbon tool. Deselect "Autofitted" to manually control point size.

Axis

Axis lines are the outside edges of the chart's frame.

Examples:

On a vertical bar chart, the bottom-most line is the category axis and the left-side line is the data axis (by default). A dual-axes chart will have a category axis and two data axes.

Axis Text

Text that is "attached" to an axis line and cannot be moved apart from the line. On numeric axis lines (eg. Data, X, Y), the "text" will be a numeric scale. On a text-based Category Axis, the axis text will be the headers (eg. Jan., Feb., Mar.).

If the axis line is made longer or shorter, the axis text will move to accommodate the new length.

Category

When charting large masses of data, it helps to break down the data into categories. A category can be group data or series data.

On a bar, line, or area chart, the category axis has text labels that represent the categories.

Point Size

Point size is used to determine the height of type (text). There are approximately 72 points to an inch.

This text is set at 10pt.,

This text is set at 24pt.

Least Squares

A method of creating a "best-guess" straight line; one that best reflects a collection of data-points.

The program tries a vast number of straight lines to find the one line where the sum of $D_1^2 + D_2^2 + \dots + D_n^2$

(where D = the vertical distance between a data-point and the line) is the smallest number.

This method squares each distance (D) to alleviate negative values to calculate a more accurate sum of the distances.

Non-Numeric (Category Axis)

An axis that is text-based. Header labels are attached to the axis.

Note that numbers can be used in a non-numeric list, but they are labels and do not serve as numeric scales.

Numeric (Data, 2nd Data, X, Y) Axis

An axis that is number-based. A numeric scale is attached to the axis. The scale is displayed on the data axis (sometimes X & Y-Axis) line.

Examples of numeric scales:

"10, 20, 30," "\$50, \$100, \$150", "3.0e+2, 3.5e+2, 4.0e+2"

Riser

Bars, pyramids, or other shapes that stretch from an axis (or zero line) to a data point.

There are three basic types of 2D risers: bar risers, area risers, and High-Low-Close risers.

3D risers have more than one surface (eg. pyramids).

Scale

A set of numbers attached to a numeric axis that indicates the values of the data.

Header

A label for a category of data. In 2D charts, there are headers for groups. In 3D charts, there can be headers for groups and series.

Deselect

Turn off a menu command or dialog parameter by selecting it.

For menus, click on a checked item to remove the check.

For dialog check boxes, click on the "x" in the box to make it disappear.

Grid Lines

Horizontal or vertical lines that split up an axis into even divisions.

Numeric axes can display major and minor grid lines. Major grid lines line up with numbers on the numeric scale and minor grid lines are placed evenly between major grid lines.

Non-numeric axes have one set of grid lines, placed between headers.

Group

Groups can be viewed in two ways:

Within the Data Manager: in "Data Orientation", if "Data rows represent series" is chosen, group data is represented in columns. If "Data columns represent series" is chosen, group data is represented in the rows.

On a chart: a group contains one or more series (unless Exchange Series/Groups is active -- then groups are viewed in the legend). Example: there are 3 groups and 2 series for each group. A side-by-side bar chart would have 3 pairs of bars. Each pair is a group. A stacked bar chart would have 3 bars, each with 2 colors representing the 2 series. Each stacked bar is group.

Series

Series can be viewed in two ways:

Within the Data Manager: in "Data Orientation", series data is specified by choosing "Data rows represent series" or "Data columns represent series".

On a chart: a riser, line, or group of markers (data-points) (unless Exchange Series/Groups is active -- that changes data orientation). Example: there are 3 groups and 2 series for each group. A side-by-side bar chart would have 3 pairs of bars. The first bar of each pair belong to one series. A stacked bar chart would have 3 bars, each with 2 colors (eg. blue, red) representing the 2 series. The blue color in each group represents data within one series.

Staggered Text

Alternating labels are shifted down or sideways so that long labels (for headers and scales) do not overlap. Examples are shown below:

30 -
20 -
10 -
0

Nebraska Oklahoma
North Carolina West Virginia

Tick Mark

Tick marks are short lines that cross (or line up on) the axis line but do not go across the chart. They only appear on numeric (data, X, Y) axis lines.

Fountain Fill

A graduated change of one color to another. Several colors may appear as one color merges into another. The Fill tool *fountain fill effect* dialog box has a list of different fountain fills that may be applied to objects on the chart.

Data Manager

The **Data Manager** is a matrix, or type of spreadsheet, into which you enter or import *data and text* for charts. Whether you're just starting to build a chart, or changing an existing one, the Data Manager is the *only way* to get at the numbers that comprise that chart.

In the Data Manager, you can key in numbers and text yourself, or import spreadsheet and other data files. The Data Manager is where you assign "tags," or labels, to cells of text or data to determine what part of the chart they'll be: the title, a footnote, the legend, or the actual chart data.

Data Range

The data range is specified in the Data Manager. It represents the matrix of contiguous cells containing numeric data for the chart.

Bitmap

An image composed of a series of dots (pixels). Scanners and paint programs such as CorelPHOTO-PAINT generate this type of image. By contrast, CorelDRAW creates images using vector objects, shapes stored internally as mathematical equations.

Bitmap pattern

Fill composed of repeating bitmap images. CorelCHART supplies a collection of bitmap patterns to which you can add your own.

Checkbox

A square box in a dialog box used to turn options on or off. An option is on when an "X" or check mark appears in the checkbox, and is off when the checkbox is empty.

Constrain

Holding down the Ctrl key while moving an object with the mouse limits your movements. You can also use while drawing ellipses and rectangles.

Deselect

To indicate, by clicking on white space or selecting another object, that you do not want the next command or action to apply to the selected object.

Double click

To press and release the left mouse button twice in quick succession.

Handles

Small squares that appear on the corners and sides of an object's highlighting box when the object is selected. You use these handles to resize, an object.

Highlighting box

The invisible rectangle with eight handles that encloses a selected object. When you move, scale or otherwise transform an object, a dotted rectangle representing the highlighting box appears instead of the object.

Inter-character spacing

The amount of spacing between characters of text. Also called "letter spacing." You can adjust inter-character spacing interactively with the Text Ribbon tool.

Inter-line spacing

The amount of spacing between the baselines of text. Also called "leading." You can adjust inter-line spacing interactively with the Text Ribbon tool.

Menu bar

The bar near the top of the window that contains the names of the program menus.

Multiple select

A method of selecting multiple objects with the Pick tool by holding down the Shift key and clicking on the objects.

Palette

A collection of colors along the bottom of the CorelCHART screen and in the Uniform Color and Outline Color dialog boxes.



Glossary

- A -

Annotations
Area
Ascending Scale
Attached
Autofitting Text

Autoscan
Axis Gridlines
Axis
Axis Riser Grids
Axis Text

- B -

BiPolar (Axis) Line
Bitmap

Bitmap pattern

- C -

Category
Category Axis Grid Lines
Category Axis Title
Checkbox

Column Header Area
Column Header Labels
Constrain
Curve Fit Correlation Coefficient

- D -

Data Axis Major Grid Lines
Data Axis Minor Grid Lines
Data Manager
Data Range

Descending Scale
Deselect
Double click

- E -

Ellipse Tool
Exponential Reg. Line

Export

- F -

Fill Tool
Footnote
Formula (Reg. Line Label)

Fountain Fill
Frame

- G -

Grid Lines

Group

- H -

Handle
Header
Headers (Category Axis)

Headers (2nd Category Axis)
Highlighting box

- I -

Inter-character spacing
Inter-line spacing

Importing

- L -

Left Title
Left Wall
Left Z-Axis Scale

Linear Regression Line
Logarithmic Regression Line
Least Squares

- M -

Mean Average Line
Menu bar

Moving Average Line

- N -

Non-Numeric Axis

Numeric Axis

- O -

Outline Tool

- P -

Palette

Pencil Tool

Pick Tool

Point Size

Polygon

Polynomial Regression Line

Pop-up Menu Tool

- R -

Rectangle Tool

Right Title

Right Wall

Right Z-Axis Scale Box

Right Z-Axis Scale

Riser

Riser Bar

Row Header Area

Row Header Labels

Row Title Area

Row Title Label

- S -

Scale

Scatter Label (3D)

Scatter Line

Scatter Marker

Second Category Axis

Second Category Axis Title

Series

Series Header

Series Title

Series Title Box

Smooth Curve

Staggered Text

Standard Deviation Line

- T -

Text Tool

Text Ribbon Tool

Title

Three-D Riser

Three-D View Tool

Tick Mark

- Y -

Y-Axis Scale

Y-Axis Title

- Z -

Zero Lines

Zoom Tool

