Glossary (Charts)

Click a word to display a description in a pop-up box. You can also click the browse buttons (**<<** or **>>**) to display descriptions in the Help window.

attribute
axis lines
axis parts
axis titles
axis subtitles
chart
chart components (list)
chart title
chart title parts
data points
gallery of chart layouts
gallery of chart types
grid lines
InfoBox (Charts)
legend
legend parts
note
note parts
pie chart components (list)
pie slice
pie slice labels
plot
series
series labels
series labels parts
series parts
Style panel
tick marks
tick mark labels
x-axis
y-axis
2nd y-axis

Attribute

A specific visual characteristic of an object. Attributes determine the appearance of text, lines, and the interiors of objects in charts.

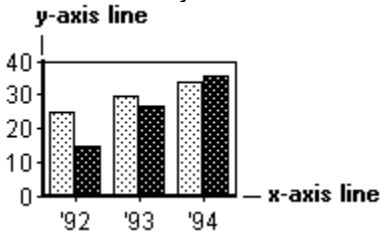
Text attributes include color, font, alignment, and numeric format.

Line attributes include color, line style, and shadow.

Fill attributes include color and pattern.

Axis Lines

Lines that form a frame of reference for the chart's data. Most charts have an x-axis and a y-axis. You can also add a 2nd y-axis for data that requires a different scale.

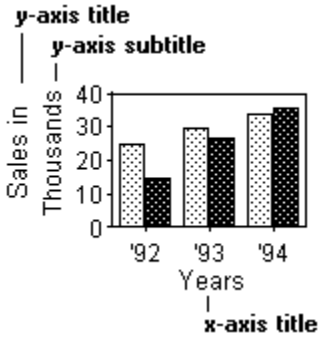


See also

Axis Line Settings

Axis Titles

A title for an axis in a chart. The text may indicate the type of data plotted or the axis units.

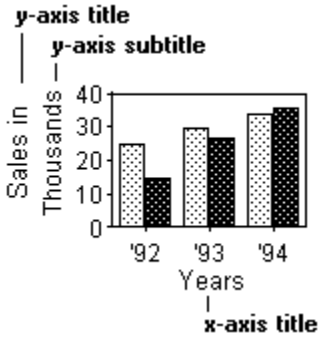


See also

Axis Title Settings

Axis Subtitles

A second line of text displayed under or next to an axis title. The subtitle on a numeric axis may represent units for numbers displayed on that axis, for example Thousands or Millions. The subtitle automatically appears in a chart when the numbers in the chart are greater than 1000. You can also manually control the text for the subtitle.



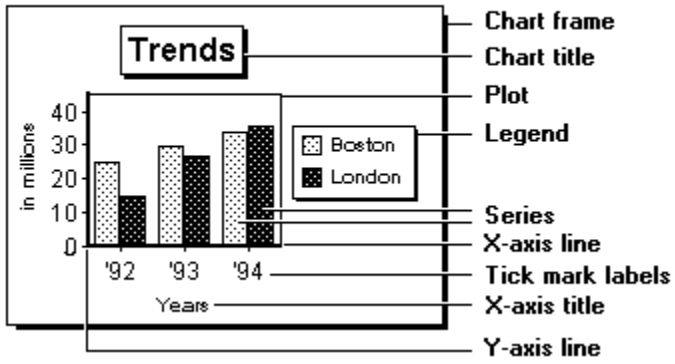
See also

Axis Subtitle Settings

Chart

A graphic representation of data. A chart includes the components illustrated below. Chart types include area, bar, high-low-close-open (HLCO), line, mixed, pie, and scatter (XY).

Default Chart Components

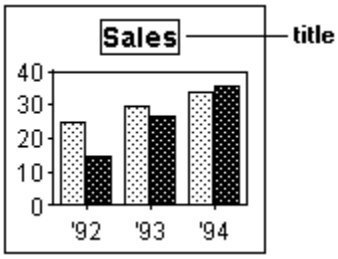


See also

Chart Types

Chart Title

Text in a chart that describes the main idea illustrated by the chart.

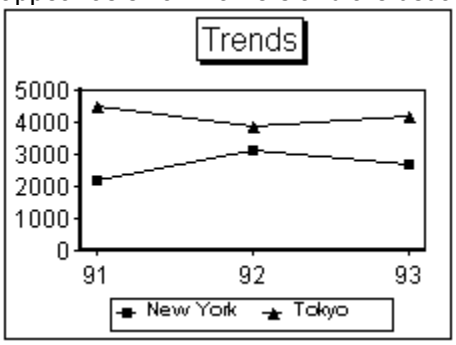


See also

- Title Settings

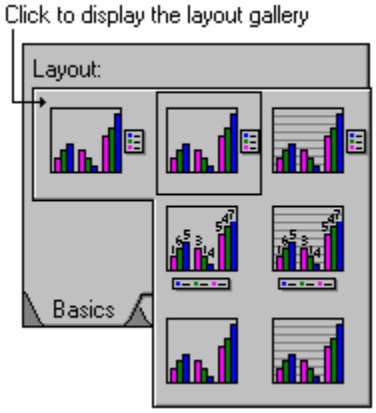
Data Points

The points plotted in a line chart, XY chart, HLCO chart, or on lines in a mixed chart. Data points can appear as small markers and are usually connected by line segments.



Gallery of Chart Layouts

Use the InfoBox to change the chart layout. When you change the chart layout, you are changing the settings for some of the chart components. For example, different chart layouts change the position of the legend, display grid lines, and display series labels.

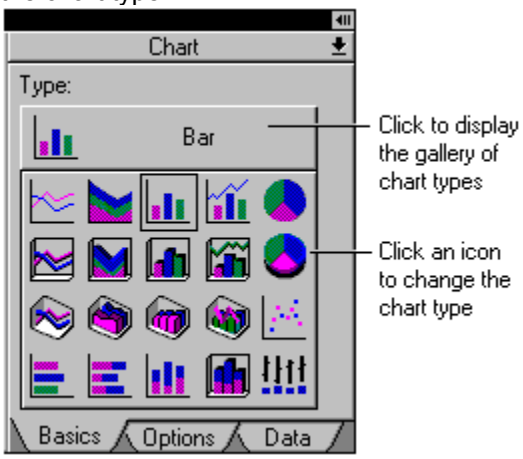


See also

- Changing the Chart Layout

Gallery of Chart Types

The InfoBox contains a group of icons that you use to change the chart type. Chart types include area, bar, high-low-close-open (HLCO), line, mixed, pie, and scatter (XY). Click icons in the gallery to change the chart type.

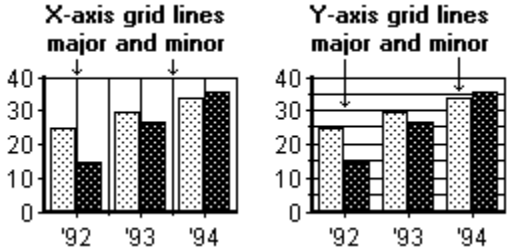


See also

Chart Types

Grid Lines

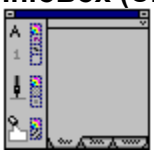
Horizontal and vertical lines that span the plot area from any axis beginning at the tick marks. **Major** grid lines extend from the major tick marks. **Minor** grid lines appear between the major grid lines and extend from the minor tick marks. You can display grid lines with or without the corresponding tick marks.



See also

Major and Minor Grid Line Settings

InfoBox (Charts)



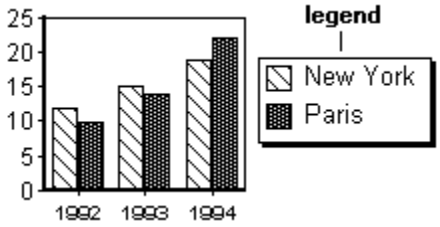
The InfoBox is a window in which you change all chart settings. The InfoBox contains a Style panel and one or more settings panels. Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display additional settings.

See also

- Opening the InfoBox
- Using the InfoBox
- Using the Style Panel

Legend

A box containing symbols and text that explains what each data series represents. Each symbol is a color, pattern, or marker that corresponds to one data series in the chart.

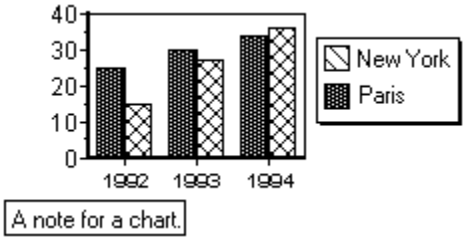


See also

Legend Settings

Note

One or two lines of descriptive text you can add to a chart. You can use a note to describe or emphasize data in a chart. Each chart can have one note containing up to 255 characters.

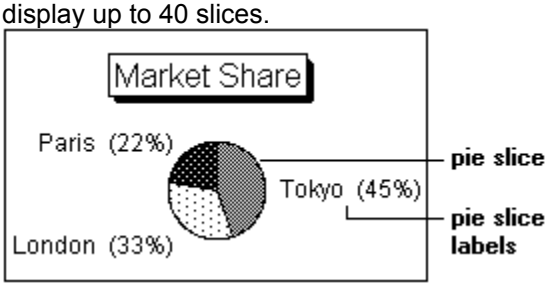


See also

Note Settings

Pie Slice

A pie chart uses one data series, and each slice represents one value in the series. A pie chart can display up to 40 slices.

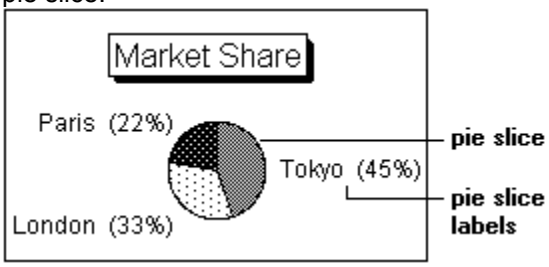


See also

Changing Pie Slices

Pie Slice Labels

Labels that identify the data in a pie chart. You can assign labels that are the actual values in the data series, the percentage of the whole that each slice represents, or descriptive text from the legend to each pie slice.

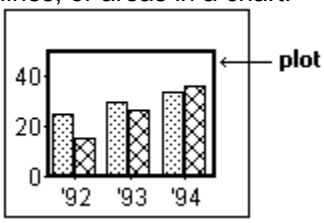


See also

Pie Slice Label Settings

Plot

The area, bounded by the axes, where data is plotted in a chart. By default, the plot contains the bars, lines, or areas in a chart.

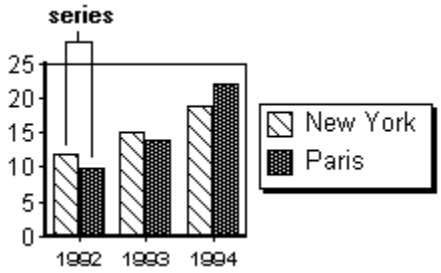


See also

Plot Settings

Series

A set of values plotted on a chart. All chart types, except pie charts, can display up to 23 data series. Pie charts use one data series, and each slice represents one value in the series. A pie chart can display up to 40 slices.

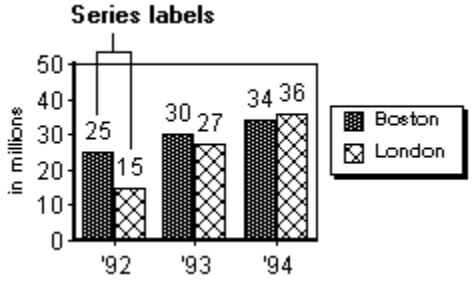


See also

Series Settings

Series Labels

Labels that identify each value plotted in a series. You can assign labels that are the actual values in the data series, or the percentage of the whole that each value in a series represents.



See also

Series Labels Settings

Style Panel

The Style panel is a part of the InfoBox that contains icons for changing the attributes of a chart component. Click icons in the Style panel to change text colors, fonts, and formats; line colors, styles, and shadows; and fill colors and patterns.

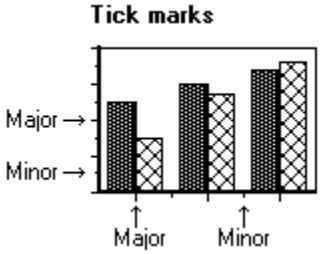
See also

- Opening the InfoBox
- Using the InfoBox
- Using the Style Panel

Tick Marks

Short lines marking major and minor intervals on a chart axis.

Major tick marks indicate major intervals on the axis. Labels or values are usually displayed next to the major tick marks on each axis. **Minor** tick marks appear between the major tick marks and do not have labels.

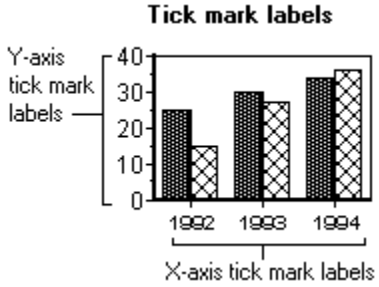


See also

Major and Minor Tick Mark Settings

Tick Mark Labels

Text that identifies values associated with an axis. The tick mark labels appear next to the major tick marks on an axis.

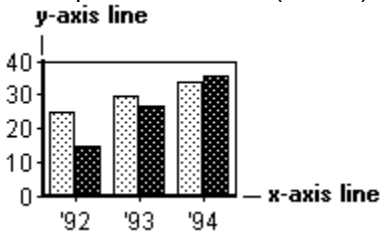


See also

Tick Mark Labels Settings

X-axis

A reference line marked in regular intervals with descriptive labels. In an XY chart, the intervals on the x-axis represent numeric (scaled) values, not labels.

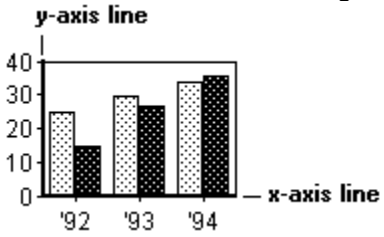


See also

Axis Components

Y-axis

A reference line marked in regular intervals with numeric values.

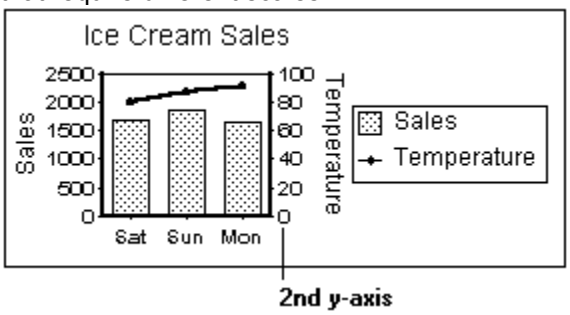


See also

Axis Components

2nd Y-axis

Like the y-axis, the 2nd y-axis is a reference line marked in regular intervals with numeric values. The 2nd y-axis is displayed on the right side of the chart. Use a 2nd y-axis when you want to compare data series that require different scales.



See also

Axis Components

Axis Parts

The InfoBox for the x-axis, y-axis, and 2nd y-axis contains the following list of axis parts. Click the scroll bar in the InfoBox to see all of the parts. Click a part to select it.

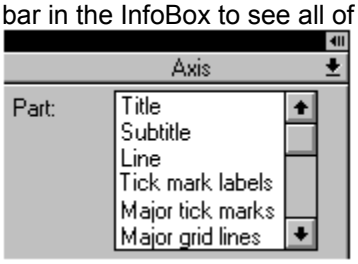


Chart Components (List)

The InfoBox for a chart contains the following list of components. Click a component to select it.

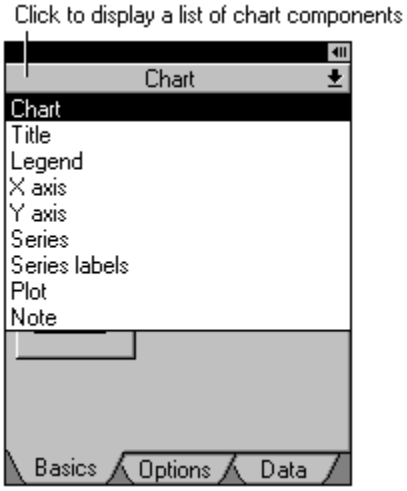


Chart Title Parts

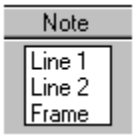
The InfoBox for a chart title contains the following list of title parts. Click a part to create it, or to select it.

Legend Parts

The InfoBox for the legend contains the following list of legend parts. Click a part to select it.

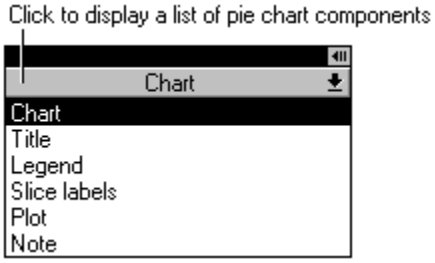
Note Parts

The InfoBox for a note contains the following list of note parts. Click a part to create it, or to select it.



Pie Chart Components (List)

The InfoBox for a pie chart contains the following list of components. Click a component to select it.



Series Parts

When you select a series, the InfoBox displays a list of names for each series in the chart. Click a name to select that series.

Series Labels Parts

When you select a series, the InfoBox displays a list of names for each series in the chart. Click a name to select that series.

Lotus Chart Credits

Will Blanchard
Martin Broekhuysen
Ed Cohen
Linda Czerwinski
Dana Garcia
Kathy Irwin
Mike Jones
Smitty Kirsten
Raj Laad
Greg Mancusi
Ellen Rieman
Mark Sashihara
Janet Smith
Patricia Stimpson
Dave Titus

Using the InfoBox

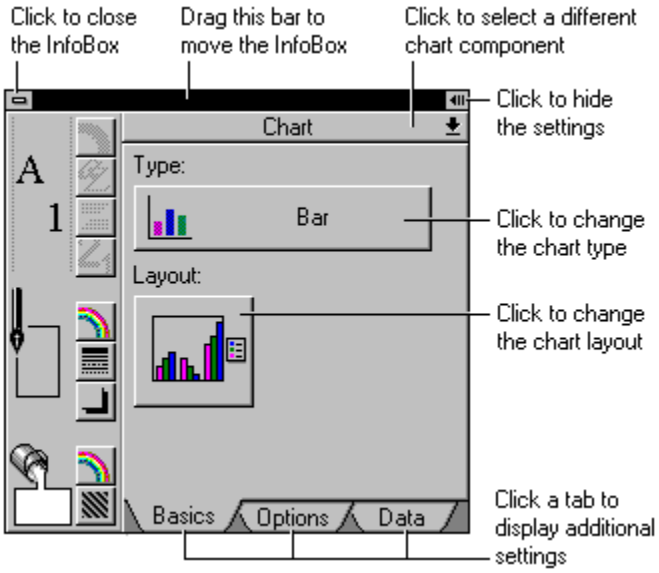
The InfoBox is a window in which you change all settings for the selected chart or chart component.

Procedure: Opening the InfoBox

More about the InfoBox

The InfoBox

The InfoBox contains the Style panel and one or more settings panels. Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.



See also

- Chart InfoBox Settings
- Opening the InfoBox (Shortcuts)
- Selecting in Charts
- Using the Style Panel

More About the InfoBox

You can leave the InfoBox open as you work with a chart.

- When the InfoBox is open, you can select a different component. The InfoBox always displays settings for the selected component.
- When you change a setting, the selected chart component changes immediately to reflect the new setting.
- To get Help on the settings when the InfoBox is open, press F1 (HELP).

See

Using the InfoBox for more information.

Using the Style Panel

Use the Style panel in the InfoBox to change colors, patterns, and styles for chart components. To change styles:

1. Select the chart or chart component you want to change.
2. Click or choose Style from the menu.
3. Click icons in the Style panel to change the attributes for the selected component.
4. To change another component, click a component and repeat Step 3.
5. To change settings other than styles, click in the top right corner of the Style panel to display more InfoBox settings.

The Style Panel

Text Styles
Color
Font
Alignment
Numeric Formats
Line Styles
Color
Style
Shadow
Fill Styles
Color
Pattern

See also

- Changing Colors
- Changing Text Colors and Fonts
- Changing Text Formats
- Emphasizing Data in a Chart
- Using the InfoBox

Chart InfoBox Settings

You use the InfoBox to change all chart settings.

The Help topics below describe all settings you can change for each chart type and chart component.

Settings for Chart Types

Area Chart Settings
Bar Chart Settings
High-Low-Close-Open (HLCO) Chart Settings
Line Chart Settings
Mixed Chart Settings
Pie Chart Settings
Scatter (XY) Chart Settings

Settings for Chart Components

Axis Settings
Chart Title Settings
Legend Settings
Note Settings
Pie Slice Label Settings
Plot Settings
Series Settings
Series Label Settings

Settings for Axis Components

Axis Line Settings
Axis Subtitle Settings
Axis Title Settings
Major and Minor Grid Lines Settings
Major and Minor Tick Marks Settings
Tick Mark Labels Settings

See also

- Opening the InfoBox
- Using the InfoBox
- Using the Style Panel

Area Chart Settings (List)

Area Chart Settings

Area Chart with Depth Settings

3-D Area Chart Settings

Bar Chart Settings (List)

Bar Chart Settings
Horizontal Bar Chart Settings
Stacked Bar Chart Settings
Horizontal Stacked Bar Chart Settings
Bar Chart with Depth Settings
Stacked Bar Chart with Depth Settings
3-D Bar Chart Settings

Line Chart Settings (List)

Line Chart Settings

Line Chart with Depth Settings

3-D Line Chart Settings

Mixed Chart Settings (List)

Mixed Chart Settings

Mixed Chart with Depth Settings

3-D Mixed Chart Settings

Pie Chart Settings (List)

Pie Chart Settings

3-D Pie Chart Settings

Area Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Area Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Areas:

Negative values color:

Data

Assign series:

See also

- Area Chart Uses
- Using the InfoBox
- Using the Style Panel

Area Chart with Depth Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Area Chart with Depth InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Areas:

Negative values color:

Data

Assign series:

See also

- Area Chart Uses
- Using the InfoBox
- Using the Style Panel

3-D Area Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

3-D Area Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Areas:

Rotation:

Elevation:

Platform:

Lighting:

Negative values color:

Data

Assign series:

See also

- Area Chart Uses
- Using the InfoBox
- Using the Style Panel

Bar Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Bar Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Gap%:

Overlap%:

Negative values color:

Data

Assign series:

See also

- Bar Chart Uses
- Changing the Chart Type
- Using the InfoBox
- Using the Style Panel

Horizontal Bar Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Horizontal Bar Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Gap%:

Overlap%:

Negative values color:

Data

Assign series:

See also

- Horizontal Bar Chart Uses
- Using the InfoBox
- Using the Style Panel

Stacked Bar Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Stacked Bar Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Gap%:

Negative values color:

Data

Assign series:

See also

- Stacked Bar Chart Uses
- Using the InfoBox
- Using the Style Panel

Horizontal Stacked Bar Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Horizontal Stacked Bar Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Gap%:

Negative values color:

Data

Assign series:

See also

- Stacked Bar Chart Uses
- Using the InfoBox
- Using the Style Panel

Bar Chart with Depth Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Bar Chart with Depth InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Bars:

Gap%:

Negative values color:

Data

Assign series:

See also

- Bar Chart Uses
- Using the InfoBox
- Using the Style Panel

Stacked Bar Chart with Depth Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

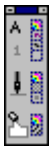
Stacked Bar Chart with Depth InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Gap%:

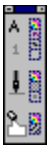
Negative values color:

Data

Assign series:

See also

- Stacked Bar Chart Uses
- Using the InfoBox
- Using the Style Panel



Lotus Chart Help Contents

Click a topic below to learn about working with charts, or click the **Search** button to find more information.

Getting Started with Charts	Read this first to learn about creating and enhancing charts
How Do I? (Charts)	Lists specific procedures for working with charts
Chart Types	Lists types of charts and suggested uses
Using the InfoBox	Explains how to use the InfoBox to change all chart settings
Chart InfoBox Settings	Describes all settings you can change for every chart type and chart component
Glossary (Charts)	Defines terms and illustrates chart components
Using Help	Explains how to find information in Help

3-D Bar Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

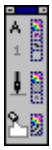
3-D Bar Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Bars:

Gap%:

Row gap%:

Rotation:

Elevation:

Platform:

Lighting:

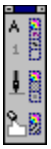
Negative values color:

Data

Assign series:

See also

- Bar Chart Uses
- Using the InfoBox
- Using the Style Panel



Getting Started with Charts

To work with Lotus Chart, you need to know how to do the following three things:

- Create a chart
- Select a chart or chart component
- Change the chart settings

The Documentation contains:

- Procedures for creating different types of charts
- Examples of different chart types
- Information on how data is plotted in a chart

Chart Help contains:

- Procedures for selecting charts and components
  See Selecting in Charts
- Procedures for changing all chart settings
  See How Do I? (Charts)
  See Using the InfoBox
- Descriptions of all the things you can change in a chart
  See Chart InfoBox Settings

See also
Lotus Chart Help Contents

High-Low-Close-Open (HLCO) Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

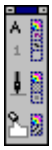
High-Low-Close-Open (HLCO) Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

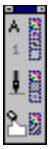
Negative values color:

Data

Assign series:

See also

- High-Low-Close-Open (HLCO) Chart Uses
- Using the InfoBox
- Using the Style Panel



Opening Chart Help

To open Chart Help, do one of the following:

- Choose Chart Help from the Help menu.
- Select a chart or chart component and press F1 (HELP).
- Select a chart or chart component, open the InfoBox, and press F1 (HELP).

When you press F1 (HELP), Help describes the settings you can change for the selected chart or chart component.

Tip To keep the Help window open and visible while you work, choose **Help Always on Top** from the menu in the Help window.

See also

Using Help

Line Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

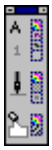
Line Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Lines:

Negative values color:

Data

Assign series:

See also

- Line Chart Uses
- Using the InfoBox
- Using the Style Panel

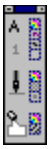
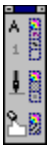


Chart Types

Different types of charts convey different messages. The following icons represent the types of charts you can create. The default chart is a bar chart.

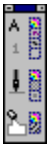
Procedure: Changing the Chart Type

Area Charts: Uses



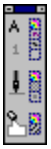
Area

Area with Depth

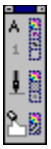


3-D Area

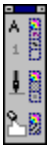
Bar Charts: Uses



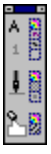
Bar



Horizontal Bar



Stacked Bar



Horizontal Stacked Bar

Bar with Depth

Stacked Bar with Depth

3-D Bar

High-Low-Close-Open (HLCO) Chart: Uses

High-Low-Close-Open (HLCO)

Line Charts: Uses

Line

Line with Depth

3-D Line

Mixed Charts: Uses

Mixed

Mixed with Depth

3-D Mixed

Pie Charts: Uses

Pie

3-D Pie

Scatter (XY) Chart: Uses

Scatter (XY)

See also

- Creating a Chart
- Chart InfoBox Settings
- How Do I? (Charts)

Line Chart with Depth Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

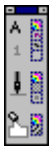
Line Chart with Depth InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Lines:

Negative values color:

Data

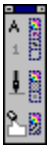
Assign series:

See also

- Line Chart Uses
- Using the InfoBox
- Using the Style Panel

Parts of a Chart

A chart is an illustration of numeric data.



By default, each chart you create contains a title, legend, axes (except for pie charts), axis titles, one or more series, tick marks, and tick mark labels. Use the InfoBox to add chart components or to change chart settings.

You can add the following components to a chart.

Axis subtitles

Grid lines

Minor tick marks

Note

Pie slice labels

Series labels

2nd y-axis

See also

- Adding Chart Components
- Chart Types
- How Do I? (Charts)
- Using the InfoBox

3-D Line Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

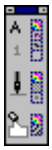
3-D Line Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Lines:

Rotation:

Elevation:

Platform:

Lighting:

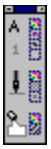
Negative values color:

Data

Assign series:

See also

- Line Chart Uses
- Using the InfoBox
- Using the Style Panel

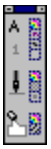


Area Chart Uses

Area charts show trends in data over time by emphasizing the area under the line created by each data series. Like line charts, area charts deemphasize individual values and emphasize trends and totals.

Use area charts to see relationships between sets of data, rather than the individual data points.

For example, use an area chart to see trends in costs for training and salaries over a five year period.



Bar Chart Uses

Charts with vertical bars are good for comparing individual values. The height of each bar indicates the value at a single point in time, and the left-to-right orientation of the chart gives the viewer a sense of movement with time. Bar charts can also illustrate a frequency distribution.

For example, use a bar chart to show

- House sales from January to June (values at different points in time)
- Number of employees that fall within different age ranges (frequency distribution)

Mixed Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

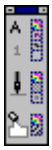
Mixed Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Bars:

- Gap%:
- Overlap%:

Lines:

Areas:

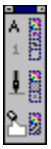
Negative values color:

Data

Assign series:

See also

- Mixed Chart Uses
- Using the InfoBox
- Using the Style Panel



Horizontal Bar Chart Uses

Horizontal bar charts are best for comparing values at a single point in time. The length of the bars quickly indicate how the values compare to each other.

For example, use a horizontal bar chart to show

- The return on investment for ten mutual funds in 1991
- The number of cars sold by color in 1992

Mixed Chart with Depth Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

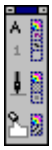
Mixed Chart with Depth InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Bars:

Gap%:

Lines:

Areas:

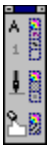
Negative values color:

Data

Assign series:

See also

- Mixed Chart Uses
- Using the InfoBox
- Using the Style Panel



Stacked Bar Chart Uses

Use a stacked bar chart when you want to compare totals, as well as individual values, for different time periods or categories of data. A bar in a stacked bar chart represents a total, and the segments in each bar represent the values that add up to the total.

For example, use a stacked bar chart to compare

- The costs of salaries and benefits over five years
- Sales of three different products during four quarters

High-Low-Close-Open (HLCO) Chart Uses

High-Low-Close-Open (HLCO) charts are also called "stock market charts." Use HLCO charts to track data that fluctuates over time, such as the prices of stocks, the supplies of commodities, air temperature, and currency rates.

For example, use a HLCO chart to show

- The changes in a stock price over a 30-day period
- The daily temperature range in August for Juneau, Alaska

3-D Mixed Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

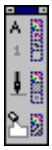
3-D Mixed Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Lines:

Areas:

Bars:

- Gap%:
- Row gap%:

Rotation:

Elevation:

Platform:

Lighting:

Negative values color:

Data

Assign series:

See also

- Mixed Chart Uses
- Using the InfoBox
- Using the Style Panel

Line Chart Uses

Line charts trace the changes in sets of data over time. Each point along a line represents a value at a particular time period or point in time, and each line represents a category of data. Line charts are often the best choice for time series data, especially when you have a lot of data points.

For example, use a line chart to show

- Daily sales over two months
- Average salaries for engineers compared to average salaries for other professionals charted by age

Pie Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

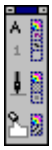
Pie Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles



Settings

Basics

Type:

Layout:

Options

Explode slices%:

Start angle:

Data

Assign series:

See also

- Changing Pie Slice Labels
- Pie Chart Uses
- Pie Slice Label Settings
- Using the InfoBox
- Using the Style Panel

3-D Pie Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

3-D Pie Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Explode slices%:

Start angle:

Elevation:

Shadow:

Lighting:

Data

Assign series:

See also

- Changing Pie Slice Labels
- Pie Chart Uses
- Pie Slice Label Settings
- Using the InfoBox
- Using the Style Panel

Mixed Chart Uses

Mixed charts can combine parts from a line chart, a bar chart, and an area chart. This lets you plot data in two or three forms on the same chart.

For example, use a mixed chart to show the relationship between revenues, expenses, and profits over a five-year period. You can plot profits and expenses as bars, and revenues as a line.

Pie Chart Uses

Pie charts show the relationship of parts to the whole. Each data value is represented by a slice of the pie, and the size of the slice corresponds to the percentage of the total that it represents. Use a pie chart when you want to compare five or six values in a single data series to the total.

For example, use a pie chart to show

- Sales of five different cars made in a given year
- Percentages of employees in a company by different age groups

Scatter (XY) Chart Settings

You use the InfoBox to change all chart settings.

Procedure: Opening the InfoBox

Scatter (XY) Chart InfoBox Settings

Click icons in the Style panel to change chart attributes. Click the tabs at the bottom of the InfoBox to display other chart settings that you can change.

Styles

Line styles

Fill styles

Settings

Basics

Type:

Layout:

Options

Negative values color:

Data

Assign series:

See also

- Scatter (XY) Chart Uses
- Using the InfoBox
- Using the Style Panel

Scatter (XY) Chart Uses

Scatter charts, also called XY charts, are used to see if there is a correlation between large sets of data. If the data points cluster around an imaginary line, then a correlation exists. The more the points approach the line, the stronger the correlation is.

For example, use a scatter chart to determine if there is a correlation between

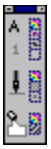
- Daily sales of frozen yogurt and the average daily temperature during July
- Personal income and years of education

Bar Chart Uses (List)

Bar: Uses

Horizontal Bar: Uses

Stacked Bar: Uses



Menu Commands

Use the menu commands to display the InfoBox, the Style panel, or the Lotus Chart Data window.

Note These Chart menu commands are not available in Lotus Notes ViP. Use the chart right-click menu and the InfoBox to change chart settings, style, and data source.

Settings

Displays the InfoBox settings for the selected chart or chart component. The InfoBox includes the icons in the Style panel and other chart settings. Use the InfoBox to change chart settings. See Using the InfoBox.

Style

Displays the Style panel. Use the icons in the Style panel to change chart attributes. See Using the Style panel.

Data Source

If you are using Lotus Approach, this command displays the Chart Data Source Assistant, in which you select database fields to plot a chart. See your Lotus Approach documentation for information about the Chart Data Source Assistant.

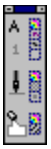
Otherwise, this command displays the Lotus Chart Data window, in which you can enter or edit data to create a chart. See Using the Lotus Chart Data Window.

If you are using a spreadsheet program, you will not see the Data Source command or the Chart Data window. You use data in the spreadsheet to create a chart.

Note You can also open the Style panel and the InfoBox by clicking  , or by double-clicking a chart or chart component that is not text.

See also

How Do I? (Charts)



Using the Lotus Chart Data Window

The Lotus Chart Data window is a window in which you enter and edit data for a chart. If you are using a spreadsheet program, Lotus Approach, or Lotus Notes ViP, you will not see this window. You use data in a spreadsheet, database, or Notebook data object to create a chart.

Procedure: Opening the Lotus Chart Data Window

More About the Lotus Chart Data Window

The Lotus Chart Data Window

The top half of the Lotus Chart Data window contains a preview area. The bottom half of the window is a data entry form where you enter the following:

- data for the chart
- the chart title
- the legend
- the x-axis tick mark labels

As you enter data, the preview area displays the chart. Your chart is automatically created as a bar chart, but you can change the chart type after you enter the data.

When you finish entering data, click OK to create the chart in your application. Use the InfoBox to change the chart type and all other chart settings. Use the Data Source command to reopen the Lotus Chart Data window and edit your data.

See also

- How Do I? (Charts)
- Using the InfoBox
- Using the Style Panel

More About the Lotus Chart Data Window

Use the arrow keys on your keyboard to navigate in the Lotus Chart Data window. You can also use the following special features:

Flip

Reverses the chart orientation so that the data series (for example, bars, lines, or areas) are drawn from rows in the data entry form instead of columns (or vice versa).

Click the button again to return to the previous chart orientation.

Preview

Mark this option to see the chart representing the data above the data entry form.

Unmark this option to remove the chart preview area and show more of the data entry form.

Example

Mark this option to see the data entry form with example data and show the corresponding chart in the preview area. You cannot enter or work with your data when this option is marked.

Unmark this option to enter and work with your own data.

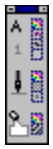
Opening the Lotus Chart Data Window

The Lotus Chart Data window opens automatically when you create a chart, unless you are working in a spreadsheet, Approach, or Notes ViP application, in which case this window is not available.

To open the Lotus Chart Data window for an existing chart:

1. Select a chart
2. Choose Data Source from the menu.

   The Lotus Chart Data window displays the data for the selected chart.



Legend Settings

You use the InfoBox to change legend settings.

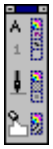
Procedure: Opening the InfoBox

Legend InfoBox Settings

Example: Legend

Procedure: Changing Legend Settings

Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.

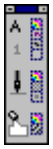


Styles

Text styles

Line styles

Fill styles



Settings

Basics

Part:

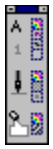
Layout:

Place inside plot area

Visible

See also

- Using the InfoBox
- Using the Style Panel



Note Settings

You use the InfoBox to change note settings.

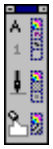
Procedure: Opening the InfoBox

Note InfoBox Settings

Example: Note

Procedure: Adding a Note

Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.

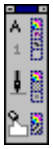


Styles

Text styles

Line styles

Fill styles



Settings

Basics

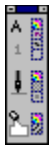
Part:

Layout

Visible

See also

- Changing Text Colors and Fonts
- Editing Text
- Using the InfoBox
- Using the Style Panel



Pie Slice Label Settings

You use the InfoBox to change pie slice settings.

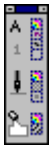
Procedure: Opening the InfoBox

Pie Slice Label InfoBox Settings

Example: Pie slice labels

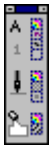
Procedure: Changing Pie Slice Labels

Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.



Styles

Text styles



Settings

Basics

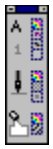
Show value labels

Show percent labels

Use legend text as labels

See also

- Changing Pie Slices
- Changing Text Colors and Fonts
- Editing Text
- Using the InfoBox
- Using the Style Panel



Plot Settings

You use the InfoBox to change plot settings.

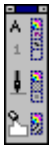
Procedure: Opening the InfoBox

Plot InfoBox Settings

Example: Plot

Procedure: Changing the Plot Settings

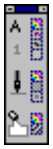
Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.



Styles

Line styles

Fill styles



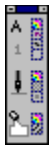
Settings

Basics

Default plot position and size

See also

- Using the InfoBox
- Using the Style Panel



Series Settings

You use the InfoBox to change settings for the series. Each series in a chart appears as bars, lines, areas, or data points. A pie chart contains one series and each value is a slice.

Procedure: Opening the InfoBox

Series InfoBox Settings

Example: Series

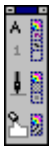
Procedures: Changing Series Settings

Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.

Styles

Line styles

Fill styles



Settings

Basics

Part:

Plot against 2nd y-axis

Mixed type

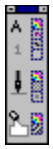
Marker

Connect points

Visible

See also

- Changing Pie Slices
- Using the InfoBox
- Using the Style Panel



Series Labels Settings

You can display a label for each data point in a chart. You use the InfoBox to change settings for series labels.

Procedure: Opening the InfoBox

Series Labels InfoBox Settings

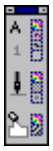
Example: Series labels

Procedures: Adding Series Labels

Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.

Styles

Text styles



Settings

Basics

Part:

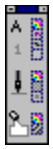
Show value labels

Show percent labels

Layout:

See also

- Changing Pie Slice Labels
- Changing Text Colors and Fonts
- Editing Text
- Pie Slice Label Settings
- Using the InfoBox
- Using the Style Panel



Title Settings

You use the InfoBox to change settings for the title.

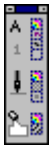
Procedure: Opening the InfoBox

Title InfoBox Settings

Example: Title

Procedure: Editing the Title

Click icons in the Style panel to change attributes or click options in the InfoBox to change other settings.

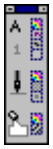


Styles

Text styles

Line styles

Fill styles



Settings

Basics

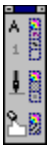
Part:

Layout:

Visible

See also

- Changing Text Colors and Fonts
- Editing Text
- Using the InfoBox
- Using the Style Panel



Axis Components

Each axis can have the following components:

Grid lines

Line

Title

Subtitle

Tick marks

Tick mark labels

Use the InfoBox to change attributes and other settings for the selected axis component, or to change the axis scale. See the following topics to learn about the settings for a specific component.

Major and Minor Grid Lines Settings

Axis Line Settings

Axis Title Settings

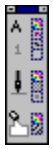
Axis Subtitle Settings

Major and Minor Tick Marks Settings

Tick Mark Labels Settings

See also

- Changing the Axis Scale
- Changing Axis Settings
- Using the InfoBox
- Using the Style Panel



Axis Line Settings

The axis lines (x-axis, y-axis, and 2nd y-axis) form a frame of reference for the data plotted in a chart. You use the InfoBox to change settings for the axis line.

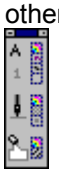
Procedure: Opening the InfoBox

Axis Line InfoBox Settings

Example: Axis lines

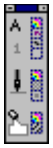
Procedure: Changing Axis Settings

Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other settings that you can change.



Styles

Line styles



Settings

Parts

Line

Visible

Scale

Scale type:

Scale manually:

- Maximum:
- Minimum:
- Major ticks:
- Minor ticks:
- Intercept:

Units:

Notes

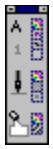
Hiding an axis line also hides the following components for that axis: the axis title, axis subtitle, tick marks, and tick mark labels.

Four of the Scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for major or minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also

- Using the InfoBox
- Using the Style Panel



Axis Title Settings

The axis title is a component of a chart axis. You use the InfoBox to change settings for the axis title.

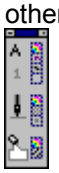
Procedure: Opening the InfoBox

Axis Title InfoBox Settings

Example: Axis title

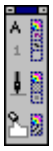
Procedure: Changing Axis Settings

Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other settings that you can change.



Styles

Text styles



Settings

Parts

Title

Visible

Scale

Scale type:

Scale manually:

- Maximum:
- Minimum:
- Major ticks:
- Minor ticks:
- Intercept:

Units:

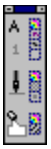
Notes

Four of the scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for major or minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also

- Adding Axis Subtitles
- Changing Text Colors and Fonts
- Editing Text
- Using the InfoBox
- Using the Style Panel



Axis Subtitle Settings

The axis subtitle is a component of a chart axis. When you create a chart and the values on a numeric axis are greater than 1000, Lotus Chart automatically creates an axis subtitle to indicate the units used for that axis.

You use the InfoBox to change settings for the axis subtitle.

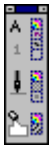
Procedure: Opening the InfoBox

Axis Subtitle InfoBox Settings

Example: Axis subtitles

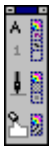
Procedure: Adding Axis Subtitles

Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other settings that you can change.



Styles

Text styles



Settings

Parts

Subtitle

Text:

Automatic

Manual

Layout:

Visible

Scale

Scale type:

Scale manually:

- Maximum:
- Minimum:
- Major ticks:
- Minor ticks:
- Intercept:

Units:

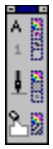
Notes

Four of the Scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for Major or Minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also

Changing Text Colors and Fonts



Major and Minor Grid Lines Settings

Grid lines are components of a chart axis. You use the InfoBox to change settings for the grid lines.

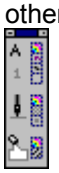
Procedure: Opening the InfoBox

Grid Lines InfoBox Settings

Example: Grid lines

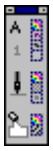
Procedure: Adding Grid Lines

Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other settings that you can change.



Styles

Line styles



Settings

Parts

Major grid lines or

Minor grid lines

Visible

Scale

Scale type:

Scale manually:

- Maximum:
- Minimum:
- Major ticks:
- Minor ticks:
- Intercept:

Units:

Notes

Four of the Scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for major or minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also

- Using the InfoBox
- Using the Style Panel

Major and Minor Tick Marks Settings

Tick marks are components of a chart axis. You use the InfoBox to change settings for the tick mark settings.

Procedure: Opening the InfoBox

Major and Minor Tick Mark InfoBox Settings

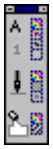
Example: Tick marks

Procedures

Changing the Axis Scale

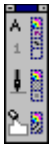
Changing Axis Settings

Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other settings that you can change.



Styles

Line styles



Settings

Parts

Major tick marks or

Minor tick marks

Layout:

Scale

Scale type:

Scale manually:

- Maximum:
- Minimum:
- Major ticks:
- Minor ticks:
- Intercept:

Units:

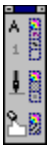
Notes

Four of the Scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for major or minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also

- Tick Mark Labels Settings
- Using the InfoBox
- Using the Style Panel



Tick Mark Labels Settings

Tick mark labels are components of a chart axis that appear next to the tick marks. You can set how many labels appear next to the tick marks, and you can display labels on a numeric axis in different formats.

You use the InfoBox to change settings for the tick mark label settings.

Procedure: Opening the InfoBox

Tick Mark Labels InfoBox Settings

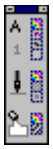
Example: Tick mark labels

Procedures

Changing the Axis Scale

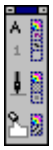
Changing Axis Settings

Click icons in the Style panel to change attributes. Click the tabs at the bottom of the InfoBox to display other settings that you can change.



Styles

Text styles



Settings

Parts

Tick mark labels

Overlapping labels

Place labels every *nnn* ticks

Shorten to *nnn* characters

Visible

Scale

Scale type:

Scale manually:

- Maximum:
- Minimum:
- Major ticks:
- Minor ticks:
- Intercept:

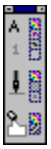
Units:

Notes

Four of the Scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for major or minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also



How Do I? (Charts)

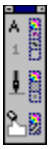
If you do not find what you are looking for in the following list, click the **Search** button to find more information in Help.

How do I	Procedure
Create a chart	Creating a chart Getting started with charts Opening the Lotus Chart Data window Using the Lotus Chart Data window
Change the chart type or layout	Changing the chart type Changing the chart layout Changing how data is assigned
Add or change text	Adding a note Adding axis subtitles Adding series labels Adding a subtitle Changing pie slice labels Changing text colors and fonts Changing text formats Editing text Editing the title
Change colors, lines, shadows, and fill patterns	Changing colors Using the Style panel
Add chart components	Adding chart components Adding axis subtitles Adding grid lines Adding a note Adding series labels Adding a 2nd y-axis
Change other chart settings	Changing axis settings Changing legend settings Changing pie slices Changing series settings Changing the axis scale Changing the plot settings

	Emphasizing data in a chart
	Exploding pie slices
Delete, hide, move, select, and size chart components	Changing the size
	Deleting a chart and components
	Hiding and displaying chart components
	Moving chart components
	Selecting in charts
Use the InfoBox	Opening the InfoBox
	Opening the InfoBox (Shortcuts)
	Using the InfoBox
	Using the Style panel

See also

Chart InfoBox Settings



Adding Chart Components

Use the InfoBox to add the following components to a chart:

Axis subtitles

Grid lines

Minor tick marks

Note

Series labels

2nd y-axis

Procedures for adding components are described in these How Do I? topics:

Adding axis subtitles

Adding grid lines

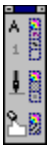
Adding a note

Adding series labels

Adding a 2nd y-axis

See also

- Axis Components
- How Do I? (Charts)
- Parts of a Chart

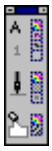


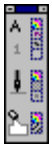
Adding a Note

A note adds descriptive text to a chart. Each chart can have one note containing up to 255 characters. Use the InfoBox to add a note and to change note styles and settings.

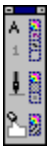
Example: Note

To add a note:

1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the selection bar to display a list of chart components.
4. Select Note from the list.

   The InfoBox displays the parts of a note and the note settings.



5. To create a note, click Line 1 in the parts list.

   A note placeholder appears in the chart.
6. Type a note and press ENTER.
7. To add a second line, click Line 2 in the parts list and repeat Step 6.

Tips

To delete one line of text in a note containing two lines, double-click the line of text you want to delete, press BACKSPACE to delete all of the text, and press ENTER.

To hide the note, uncheck the Visible option box.

See also

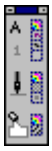
- Changing Text Colors and Fonts
- Editing Text
- How Do I? (Charts)
- Note Settings

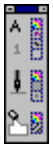
Adding a 2nd Y-Axis

The default bar chart contains an x- and a y-axis. If you need to plot another data series using a different scale, you can add a 2nd y-axis to your chart.

Example: 2nd y-axis

To add a 2nd y-axis:

1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the selection bar to display the list of chart components.
4. Select Series from the list.

   The InfoBox displays a list of the series in the chart and the settings.
5. Select the series you want to plot on a 2nd y-axis.
6. Check the Plot against 2nd y-axis option box.
7. Click the Mixed type option to change the series to a set of areas, bars, or a line in the chart.

Use the InfoBox to change other 2nd y-axis settings.

Note You can not add a 2nd y-axis to a high-low-close-open chart because the 2nd y-axis is reserved for the fifth data series.

See also

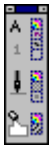
Axis Components
How Do I? (Charts)
Using the InfoBox

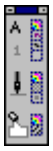
Adding Axis Subtitles

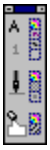
The axis subtitle is a second line of text displayed under or next to an axis title. The subtitle appears automatically if the axis subtitle text is set to Automatic and the numbers plotted are greater than 1000. You can manually add a subtitle for each axis.

Example: Axis subtitles

To add an axis subtitle:

1. Select an axis.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Select Subtitle from the list box to display the settings for the axis subtitle.



4. Click Manual under Text. A subtitle placeholder appears in the chart.
5. Type the subtitle text, and press ENTER.

See also

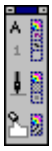
- Axis Components
- Changing Text Colors and Fonts
- Editing Text
- How Do I? (Charts)

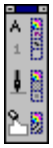
Adding Grid Lines

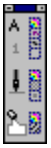
Grid lines are optional lines that span the plot area, starting at the chart axis. In most vertical charts, vertical grid lines extend from the x-axis and horizontal grid lines extend from the y-axis.

Example: Grid lines

To add grid lines:

1. Select an axis.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Select Major grid lines or Minor grid lines from the list box.



4. Check the Visible option box to display grid lines for the selected axis.
5. To display grid lines for a different axis, select that axis and repeat Steps 3 and 4.

Note To hide grid lines, repeat this procedure and uncheck the Visible option box.

See also

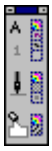
- Axis Components
- Grid Line Settings
- How Do I? (Charts)
- Parts of a Chart

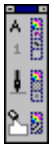
Adding Series Labels

Use the InfoBox to add series labels to a chart. You can display series labels in all charts except charts with depth and 3-D charts. In pie charts, you can add labels to each pie slice.

Example: Series labels

To add series labels:

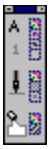
1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the selection bar to display a list of chart components.
4. Select Series labels from the list.

   The InfoBox changes to display the settings for series labels.
5. Select a series from the Part list.
6. Click the type of label you want to display in the chart.
   - Check the Show value labels option box to display values for each data point in a series.
   - Check the Show percent labels option box to display percentages for each data point in a series.

See also

- Changing Pie Slice Labels
- Changing Text Colors and Fonts
- How Do I? (Charts)
- Series Labels Settings



Changing Axis Settings

Use the InfoBox to change the attributes and settings for different axis components. Each axis can have the following components:

Title

Subtitle

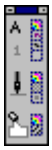
Line

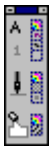
Tick mark labels

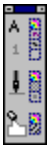
Tick marks

Grid lines

To change axis settings:

1. Select an axis.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Select the component you want to change from the list.



   The InfoBox displays the settings for the selected component.
4. Click icons in the Style panel to change attributes, or click options in the InfoBox to change other axis settings.

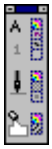
See also

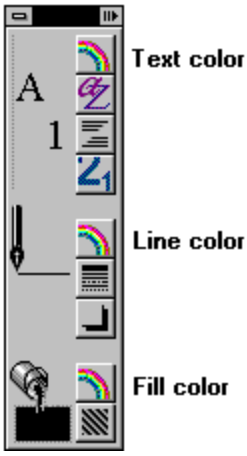
- Axis Components
- Changing How Data Is Assigned
- Changing the Axis Scale
- How Do I? (Charts)
- Using the Style Panel

Changing Colors

You can change text, line, and fill colors for different chart components using the Style panel. You can also change the color of negative numbers in a chart by changing a setting in the InfoBox.

To change text, line, and fill colors:

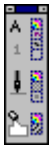
1. Select the component you want to change.
2. Click  to open the InfoBox.
3. Click color icons in the Style panel to change text, line, and fill colors.



Note You can also change the color of a part of a component. To select one of the following parts, point to it, press CTRL and then click.

- A single area, bar, 3-D line, line with depth, grid line, or marker
- In charts with depth, parts of the plot (the back wall or side wall), or the platform
- In 3-D charts, parts of the plot (the back wall or side wall), or parts of the platform (the front or side faces)

To change colors for negative values in a series:

1. Click the chart frame to select the entire chart.
2. Click  to open the InfoBox.
3. Click the Options tab at the bottom of the InfoBox.
4. Check the Negative values color box to display negative values in the color indicated.
5. To change the color, click the color box and choose a different color.

Note To reset the color of negative values to match the series, uncheck the Negative values color box.

See also

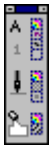
Changing Text Colors and Fonts

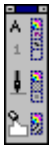
How Do I? (Charts)
Using the Style Panel

Changing How Data Is Assigned

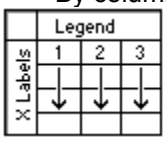
You can control whether data is plotted by columns or by rows, and how legend text and x-axis labels are assigned to the chart. Use the InfoBox to change how data is plotted in a chart.

To change how data is assigned:

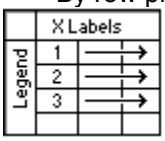
1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the Data tab.
4. Click  next to Assign series to plot data by columns or by rows.
   - In all charts except pie charts:

   By column plots each column of data as a series.

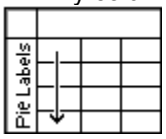


   By row plots each row of data as a series.

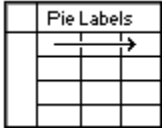


   - In pie charts:

   By column plots each value in the column as a pie slice.



   By row plots each value in the row as a pie slice.



Most charts can display up to 23 series. A pie chart can display up to 40 slices.

See also

Your documentation for information on creating charts and assigning data

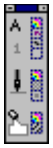
How Do I? (Charts)

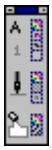
Changing Legend Settings

Use the InfoBox to change legend settings.

Example: Legend

To change the legend:

1. Click the legend text or frame.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click icons in the Style panel to change attributes, or click options in the InfoBox to change other legend settings.

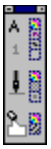
Notes

To edit text in the legend, double-click the text you want to change and begin typing.

The legend symbols represent the series. Changing the colors or patterns for the legend symbols also changes the colors or patterns for the data series.

See also

- Changing How Data Is Assigned
- Editing Text
- How Do I? (Charts)
- Legend Settings



Changing Pie Slices

You can change the arrangement and attributes of slices in a pie chart.

Example: Pie slice

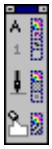
To change pie slice styles:

1. Double-click a pie slice to select it and open the InfoBox.
2. Use the Style panel to change the attributes for the selected slice.

To explode one pie slice:

Use the mouse to drag the slice away from the center of the chart.

To explode all pie slices:

1. Select a pie chart.
2. Click  to open the InfoBox.
3. Click the Options tab.
4. Do one of the following:

- Click  next to Explode slices % and choose a setting.
- Type a number between 1 and 100 in the box to explode the pie slices.
- Type 0 to display a pie chart without exploded slices.

See also

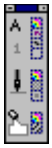
Changing Pie Slice Labels
How Do I? (Charts)
Pie Chart Settings
3-D Pie Chart Settings

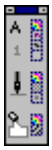
Changing Pie Slice Labels

Use the InfoBox to display numbers, percentages, or text next to the slices in a pie chart.

Example: Pie slice labels

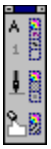
To change pie slice labels:

1. Select a pie chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the selection bar to display a list of pie chart components.
4. Select Slice labels from the list.
5. Check any or all of the following:
   - Show value labels to display values.
   - Show percent labels to display percentages.
   - Use legend text as labels to display text.

See also

Changing Pie Slices
How Do I? (Charts)
Pie Chart Settings
3-D Pie Chart Settings

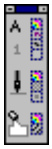


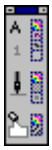
Changing Series Settings

Each data series in a chart appears as bars, lines, areas, or data points. A pie chart contains one data series and each value in the series is a slice. Use the InfoBox to change settings for a data series, and to create mixed type charts.

Example: Series

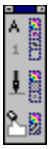
To change the series settings:

1. Select a series in a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Select a series from the list.
4. In the InfoBox, change one or all of the following settings for the selected series:
   - Plot against 2nd y-axis
   - Mixed type
   - Marker
   - Connect points
   - Visible
5. To change the settings for a different series, repeat Steps 3 and 4.

See also

Adding a 2nd Y-Axis
Adding Series Labels
Changing Pie Slices
How Do I? (Charts)
Series Settings



Changing Text Colors and Fonts

Use the Style panel to change the colors and fonts of selected text.

You can change colors and fonts for the following text in a chart:

Axis titles

Axis subtitles

Chart title

Legend text

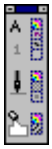
Note

Pie slice labels

Series labels

Tick mark labels

To change text color and font:

1. Select the text you want to change.
2. Click  to open the InfoBox.
3. Click icons in the Style panel to change text attributes.

The new attributes are applied to your chart immediately.

See also

- Adding Chart Components
- Changing Text Formats
- Editing Text
- How Do I? (Charts)

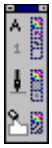
Changing Text Formats

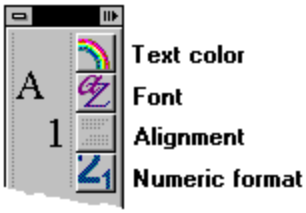
Use the Style panel to change the format of labels on a numeric scaled axis or value labels in a pie chart. Examples:

Pie slice labels

Y-axis tick mark labels

To change the text format:

1. Select the tick mark labels you want to change.
2. Click  to open the InfoBox.
3. Click the Numeric Format icon in the Style panel.



The new format is applied to the labels immediately.

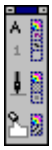
See also

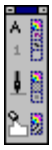
- Adding Chart Components
- Changing Text Colors and Fonts
- Editing Text
- How Do I? (Charts)

Changing the Axis Scale

When you create a chart, Lotus Chart sets the scale for the axes. You can use the InfoBox to change the scale for a numeric axis. In most charts, only the y- or 2nd y-axis are numeric. In scatter (XY) charts, the x-axis is also numeric.

To change the axis scale:

1. Select a numeric axis.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected axis.
3. Click the Scale tab at the bottom of the InfoBox to display the scale settings.
4. Change one or more of the following settings:

   Scale type

   Scale manually:

   - Maximum
   - Minimum
   - Major ticks
   - Minor ticks
   - Intercept
   - Units

Notes

Four of the scale settings (Maximum, Minimum, Major ticks, and Minor ticks) are interrelated, so that changing one of these settings may affect the other settings.

If the value you enter for major or minor tick intervals does not divide evenly into the Maximum value, Lotus Chart will rescale the Maximum value.

See also

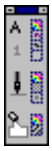
- Axis Components
- Changing Axis Settings
- How Do I? (Charts)

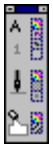
Changing the Chart Layout

You can change the arrangement of chart components by choosing a different chart layout.

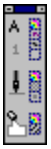
If you have manually changed the chart by moving and sizing different chart components, choosing a chart layout from the gallery will set the chart components according to the layout you selected.

To change the chart layout:

1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the chart sample below Layout to display a gallery of chart layouts.

   The example below shows the layouts for a bar chart.



4. Click a different layout to add or rearrange chart components.

When you change the chart layout, you are changing the settings for some of the chart components. For example, some chart layouts change the position of the legend, display grid lines, and display series labels. The layout choices vary, depending on the type of chart you created.

Note You can also change the chart layout by hiding, moving, and sizing chart components.

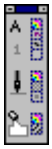
See also

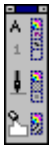
- Changing How Data Is Assigned
- Changing the Chart Type
- How Do I? (Charts)
- Hiding and Displaying Chart Components
- Moving Chart Components

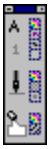
Changing the Chart Type

The default chart type is a bar chart. Use the InfoBox to change the chart type.

To change the chart type:

1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the box below Type: to display the gallery of chart types.

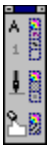


4. Click an icon in the gallery to change the chart type.

When you click an icon, the chart changes immediately. The Type box displays the icon and the type of chart you selected.

See also

- Changing the Chart Layout
- Chart Types and Uses
- Creating a Chart
- How Do I? (Charts)

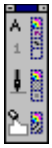


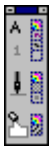
Changing the Plot Settings

Use the InfoBox to change the plot attributes and to reset the size and position of the plot.

Example: Plot

To change the plot:

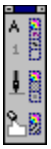
1. Select a chart.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the selected chart.
3. Click the selection bar to display a list of chart components.
4. Select Plot from the list.
5. Use the InfoBox to change the following plot settings.
   - To change the plot line attributes and the color of the plot area, click icons in the Style panel.
   - If you have manually sized or move the plot, click the Default plot position and size box to reset the plot.

Note Use the mouse to move and size the plot.

See also

Changing the Size
How Do I? (Charts)
Plot Settings



Changing the Size

Use the mouse to change the size of a chart or chart component. You can size the chart, the plot, and the frame around the title, legend, and note.

To change the size:

1. Click the component you want to change.

   Handles (small boxes) appear on the frame around the selected component.
2. Drag a handle to change the size of the selected component.

See also

How Do I? (Charts)

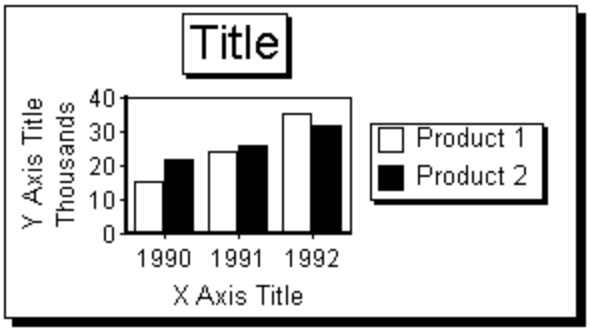
Creating a Chart

The procedure you use for creating a chart depends on the application in which you are working.

- In a spreadsheet application, you enter chart data directly in the spreadsheet.
- In Lotus Notes ViP applications, you use a data object to provide data.
- In Lotus Approach, you use the Chart Assistant to create a chart from fields in the database. You can also create a chart directly from an Approach crosstab view.
- In other types of applications, you enter data in the Lotus Chart Data window.

In the example below, the sample data will produce the following chart:

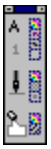
	Product 1	Product 2
1990	15000	22000
1991	24000	26000
1992	35000	32000



Once you create a chart, you can edit and add text, change the chart type, change the colors, change the size, add or hide components, and change many other chart settings. You use the InfoBox to change all chart settings.

See also

Your documentation for specific procedures on creating different types of charts
Changing How Data Is Assigned
Chart InfoBox Settings
Getting Started with Charts
How Do I? (Charts)
Using the InfoBox



Deleting a Chart and Components

You can delete a chart from your application. You cannot delete chart components, but you can hide them.

To delete a chart:

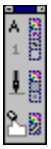
1. Select the frame of the chart you want to delete.

   When you select a chart, handles (small boxes) appear on the frame.
2. Do one of the following:
   - Choose Edit Delete from the menu.
   - Press DELETE.

The chart is deleted from your application window.

See also

Hiding and Displaying Chart Components
How Do I? (Charts)



Editing Text in a Chart

You can edit the following text in a chart:

Axis titles

Axis subtitles

Chart title

Legend text

Note

Pie slice labels

Tick mark labels

To edit text in a chart:

1. Double-click the text you want to edit.
   The text appears in an edit box.
2. Begin typing to enter new text, or use the following editing keys to change the text.
   Use the DELETE, BACKSPACE, HOME, END, and arrow keys to move within text and edit it.
3. To complete your edits, press ENTER or click a different chart component.

Notes

To edit text, you can also click the text and begin typing, or select the text and press F2 (EDIT).

To cancel your edits, press ESC before you press ENTER or choose Edit Undo.

See also

- Adding Chart Components
- Changing Text Colors and Fonts
- How Do I? (Charts)

Editing the Title

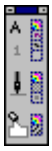
When you create a chart, the word "Title" appears with a frame as a placeholder for the chart title.

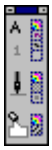
Example: Title

To edit the title:

1. Click the word "Title."
2. Type a new title and press ENTER.

To add a subtitle:

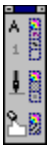
1. Select the title.
2. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display additional settings for the title.
3. Click Line 2 in the Parts list.

   The subtitle placeholder appears under the title in the chart.
4. Type a subtitle and press ENTER.

See also

- Changing Text Colors and Fonts
- Editing Text
- How Do I? (Charts)
- Title Settings



Emphasizing Data in a Chart

Use the InfoBox to change colors, lines, patterns, and other settings to emphasize specific components in a chart.

See the following Help topics for more information:

How Do I? (Charts)
Using the InfoBox
Using the Style Panel

In any chart:

- Choose a chart type that best illustrates the relationship between different data series
- Add a note to emphasize data in the chart
- Change text, line, or background colors
- Change the color for negative values in a series

In a bar chart:

- Change the space between the bars or clusters of bars
- Change the colors or patterns of bars

In a pie chart:

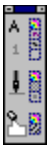
- Change the color or pattern of a slice
- Explode one pie slice or the entire chart

In a chart with axes:

- Change the color of bars, lines, or markers
- Change the width or color of a grid line
- Change the axis scale

In a 3-D chart:

- Change the platform or lighting settings to add depth
- Rotate the chart or change the elevation to view the chart from a different perspective



Hiding and Displaying Chart Components

You cannot delete a chart component, but you can hide it by changing settings in the InfoBox

To hide a chart component:

1. Select the chart component you want to hide.
   When you select a chart component, handles (small boxes) appear around that component.
2. Do one of the following:
   - Choose Edit Delete from the menu.
   - Press DELETE.
   - Open the InfoBox and uncheck the Visible option box.

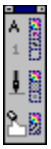
To display a hidden chart component:

1. Select the chart with a hidden component.
2. Open the InfoBox.
3. Click the selection bar at the top of the InfoBox to display a list of chart components.
4. Select the hidden component from the list.
5. Check the Visible option box.

Notes

- To hide tick marks, select tick marks when the InfoBox is open, and choose None.
- Hiding an axis line also hides the following components for that axis: the axis title, axis subtitle, tick marks, and tick mark labels.

See also
Adding Chart Components
How Do I? (Charts)
Using the InfoBox



Moving Chart Components

You can move the following chart components:

Chart

Chart title

Legend

Note

Pie slice

Plot

To move a chart or chart component:

1. Select a chart or chart component.
   When you select a component, handles (small boxes) appear around that component.
2. Drag the chart or the component to a new location.

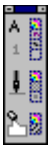
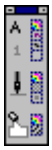
Note You can also rearrange chart components by selecting a different chart layout from the InfoBox.

See also

- Changing the Chart Layout
- How Do I? (Charts)
- Using the InfoBox

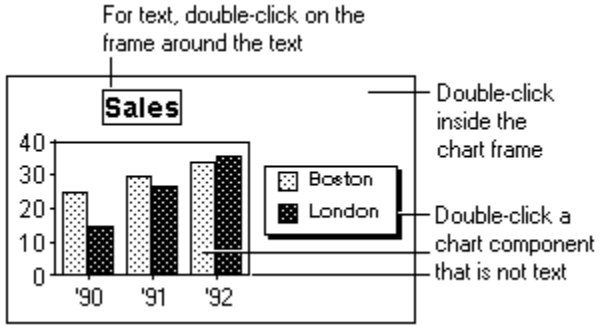
Opening the InfoBox

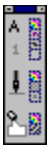
1. Select the chart or component you want to change.

   Handles (small boxes) appear around a selected chart or component.
2. To open the InfoBox, do one of the following:
   - Click 
   - Choose Settings from the menu
3. If only the Style panel opens, click  in the top right corner of the Style panel to display more settings.

Shortcut Double-click the chart frame or any chart component that is not text to open the InfoBox and display the settings.

Opening the InfoBox (Shortcuts)





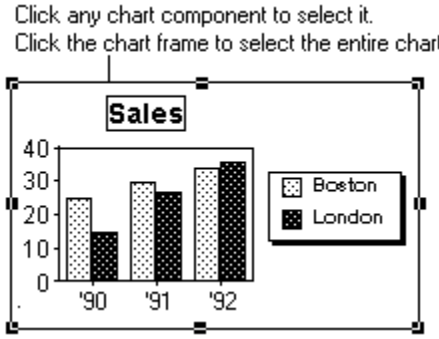
Selecting in Charts

You must select a chart or a chart component before you can change its settings. When you select a chart or chart component, handles (small boxes) appear around that component.

Selecting using the mouse: Click the chart frame to select the entire chart, or click a chart component to select it. See More about selecting using the mouse.

Selecting using the InfoBox: Open the InfoBox and select a chart component from a list. The list of components changes, depending on what you have selected. See More about selecting using the InfoBox.

Selecting Using the Mouse (More)



You can also select parts of components. To select one of the following parts, point to it, press CTRL and then click.

- A single area, bar, 3-D line, line with depth, grid line, or marker
- In charts with depth, parts of the plot (the back wall or side wall), or the platform
- In 3-D charts, parts of the plot (the back wall or side wall), or parts of the platform (the front or side faces)

When you select a chart or chart component, handles (small boxes) appear around that component.

Note You must use the InfoBox to select and redisplay chart components that you have hidden.

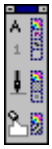
See also

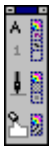
How Do I? (Charts)
Parts of a Chart
Selecting Using the InfoBox (More)

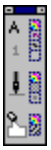
Selecting Using the InfoBox (More)

You can select a chart or a chart component using lists in the InfoBox The InfoBox displays different lists of components, depending on what you have selected.

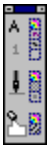
When a chart is selected:

1. Click  to open the InfoBox.

   If only the Style panel opens, click  in the top right corner of the Style panel to display the whole InfoBox.
2. Click the selection bar at the top of the InfoBox to display the following lists of chart components.
   - When any chart (except a pie chart) is selected, the InfoBox display the following list:



   - When a pie chart is selected, the InfoBox displays the following list:



3. Click a component on the list to select it.

   The InfoBox changes to display the settings for the component you selected.

When one of the chart components listed above is selected...

The InfoBox displays a list of related parts. The following examples show the lists of related parts for each component.

Axis Parts

Legend Parts

Note Parts

Series Parts

Series Labels Parts

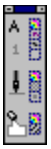
Title Parts

Note You must use the InfoBox to create chart components that do not appear in the default chart (such as a note) and to display chart components that you have hidden.

See also

How Do I? (Charts)

Parts of a Chart
Selecting Using the Mouse (More)



Using Help

How do I...	Procedure
Find Help on a specific topic	When Chart Help is open, click the **Search** button and type a word in the text box, or double-click a word in the list.
Keep Help open while you work	When Chart Help is open, click Help in the Help window menu, and choose Always on Top.
Navigate in Help	Click underlined text to jump to a related Help topic. Click text with a dotted underline to display a pop-up Help window. Click the **Back** button to go back to topics you have read. Click **<<** and **>>** (browse buttons) to browse through Help.
Print the current Help topic	When Chart Help is open, click File in the Help window menu, and choose Print Topic.
Close Help	Choose File Exit or press ESC.

See also

Opening Chart Help

A Related Help Topic

When you click text that has a solid underline, Help jumps to another topic.

Click underlined text to read related Help topics.

Click the **BACK** button to go back to previous Help topics.

See also

- Using Help

Pop-up Help Window

When you click text that has a dotted underline, Help pops up in a window.

A pop-up Help window usually displays a definition or an illustration. Click anywhere in the Help window to make a pop-up window disappear.

Text Styles (Style Panel)

Use icons in the Style panel to change text color, font, and numeric format. Select the text you want to change, and click an icon to display the text attributes.

Note Format settings are available for labels on a scaled axis. Alignment settings are not available for text in a chart.

MORE

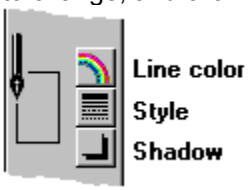
Text Styles (Style Panel) (MORE)

You can change text attributes for the following chart components:

- Axis titles and subtitles
- Chart titles and subtitles
- Legend text
- Note
- Pie slice labels
- Series labels
- Tick mark labels

Line Styles (Style Panel)

Use icons in the Style panel to change line color, style, and shadow. Select the chart component you want to change, and click an icon to display the line settings.



Note The shadow settings are available for the following chart components: the frame around the chart, the legend, the note, or the title.

MORE

Line Styles (Style Panel) (MORE)

You can change the line attributes for the following chart components:

- The frame around a chart, legend, note, or chart title
- The axis lines, grid lines, tick marks, or plot; and the lines in a chart
- The lines around the areas, bars, pie slices, and 3-D lines in a chart

Fill Styles (Style Panel)

Use icons in the Style panel to change colors and patterns inside chart components. Select the chart component you want to change, and click an icon to display the fill settings.

Fill color

Pattern

Note When you display the pattern settings, the top left choice represents None (no pattern). The choice to its right represents a solid pattern (a single color).

MORE

Fill Styles (Style Panel) (MORE)

You can change the fill colors and patterns of the following chart components:

- The area inside the frame around the chart, the legend, the note, or the chart title
- The area inside the plot
- The bars, pie slices, or areas representing a data series
- The lines in a 3-D line chart or a line chart with depth
- The walls and floor in a 3-D chart

Areas Options

Controls whether the areas for different data series are displayed as overlapped, as stacked, or in rows. The Area options are dependent on the type of chart you created.

Click  next to Areas to display and choose options.

MORE

Areas Options (MORE)

Overlapped

Plots one area in front of the preceding one. If one data series hides another, choose a different option.

Stacked

Stacks one area above the previous one. The chart stacks positive and negative numbers separately. Positive numbers are stacked above the axis line and negative numbers are stacked below the axis line.

In rows

(for 3-D area, Area with depth, 3-D mixed, and Mixed with depth charts only)
Creates a sense of depth by arranging areas in rows, one behind the other.

The default setting for area and area with depth charts is Stacked. The default setting for 3-D area charts is In rows.

Assign series

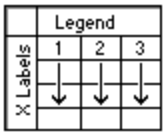
Determines whether data is plotted by column or by row, and how legend text and x-axis labels are assigned to the chart.

MORE

Assign series (MORE)

By column

In all charts except pie charts, by column plots each column of data in the selected range as a data series.

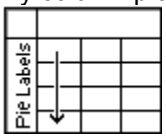


By row

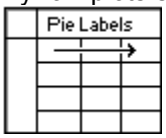
In all charts except pie charts, by row plots each row of data in the selected range as a data series.

In pie charts,

By column plots each value in the selected column as a pie slice.



By row plots each value in the selected row as a pie slice.



See also

Your documentation for more specific information on how data is plotted in a chart

Axis Subtitle: Layout

Determines the position of the axis subtitle in relation to the axis title.

You can display the axis subtitle in two positions: below the axis title or adjacent to the axis title.

Axis Subtitle Text: Automatic

Displays a label that identifies the units for numbers plotted on a numeric axis. Automatic is the default setting.

For example, if the numbers are in the thousands, the axis subtitle automatically displays as "Thousands" when you create the chart, and the axis tick mark labels are in units representing thousands.

Axis Subtitle Text: Manual

Lets you manually add a subtitle to an axis.

To create an axis subtitle, check Manual. When the placeholder text appears in the chart, type a subtitle, and press ENTER.

Axis Tick mark labels: Place labels every *nnn* ticks

Determines how many tick mark labels are displayed. Type a number in the box to indicate which tick marks should have labels, and press ENTER.

For example, to label every tick mark, enter 1. To label every other tick mark, enter 2, and so on.

Axis Tick mark labels: Overlapping labels

Changes the arrangement of the tick mark labels on a non-numeric axis.

Auto

Displays the labels to avoid overlapping them.

Stagger

Displays the labels staggered on two lines.

Vertical

Displays the labels vertically (rotated 90 degrees).

Axis Tick mark labels: Shorten to *nnn* characters

Determines how many characters are displayed for each tick mark label. Type a number in the box, and press ENTER.

For example, to display only the first five characters for each label, enter 5.

Bars Options

Controls whether the bars for different data series are displayed as clustered, as stacked, or in rows. The Bars options are dependent on the type of chart you created.

Click  next to Bars to display and choose options.
MORE

Bars Options (MORE)

Clustered

Arranges bars next to each other in groups.

Stacked

Stacks one bar above the previous one. The chart stacks positive and negative numbers separately. Positive numbers are stacked above the axis line and negative numbers are stacked below the axis line.

In rows

(for 3-D bar, Bar with depth, 3-D mixed, and Mixed with depth charts only)
Creates a sense of depth by arranging bars in rows, one data series behind the other.

Tip To change the amount of space between bars, change the settings for Gap% or Row gap%. The option available depends on the type of bar chart you created.

Chart Layout

Displays examples of the selected chart type showing different arrangements of chart components such as legends, grid lines, and series labels. To change the chart layout, click an example in the layout gallery.

Connect points
Displays or hides the lines connecting data points in a line chart.

Default plot position and size

If you have manually moved or sized the plot area of the chart, check this option to return the plot to its original position and size.

Elevation

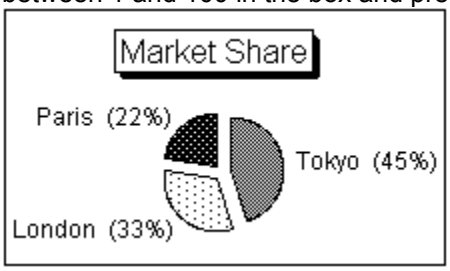
Changes the angle of the chart's elevation in relation to the viewer.

To tilt the chart up or down, click  next to Elevation and choose a setting, or type a number in the Elevation box and press ENTER.

Explode slices %

Controls how much pie slices are exploded from the center of a pie chart.

To set the percentage, click  next to Explode slices % and choose a setting, or type a number between 1 and 100 in the box and press ENTER. To display a pie chart without exploded slices, choose 0.



Gap%

Changes the space between bars in a chart, or between clusters of bars when the chart includes more than one data series.

To change the space between bars, type a number between 0 and 100 in the Gap% box and press ENTER. The size of the gap is a percentage of the width of a bar or cluster. Type 0 if you do not want a gap between bars.

Layout
Arranges the chart title, legend, or note around the plot area.

Legend: Part

Selects a part of the legend so you can change the settings.

Text

Selects the legend text.

Frame

Selects the legend frame.

Tip Double-click text in a legend to edit the text.

Lighting

Changes the direction of the light source in 3-D area, line, bar, and mixed charts. The light source determines which part of the chart appears to be shaded. In a 3-D pie chart, Lighting changes the size of the shadow below the chart if Shadow is set to Left or Right.

To change the lighting, click  next to Lighting and choose a setting.

Lines Options

Controls whether lines for different data series are displayed as overlapped, as stacked, or in rows. The Lines options are dependent on the type of chart you created.

Click  next to Lines to display and choose options.
MORE

Lines Options (MORE)

Each data series appears as a different line. The chart must contain more than one data series to display lines as overlapped, stacked, or in rows.

Overlapped

Plots each data series as a line in the chart.

Stacked

Stacks one line above the previous one. The chart stacks positive and negative numbers separately. Positive numbers are stacked above the axis line and negative numbers are stacked below the axis line.

In rows

(for 3-D line, Line with depth, 3-D mixed, and Mixed with depth charts only)
Creates a sense of depth by arranging lines in rows, one behind the other.

The default setting for a line chart is Overlapped. The default setting for 3-D line and line with depth charts is In rows.

Major and Minor tick marks: Layout

Sets the position of the tick marks in relation to the axis. You can place the tick marks Outside, Inside, or Across the axis.

Select None to hide the tick marks.

Marker

In line, mixed, and scatter (XY) charts, changes the shape of the marker representing each value in the data series. To change the marker, click the Marker symbol box to display the markers you can use. Click a different marker to select it.

When the marker box is checked, the marker is visible. When the box is not checked, the marker is hidden.

Mixed type

Plots the selected data series as areas, bars, or a line in the chart.

To change a series, click  next to Mixed type and choose Area, Bar, or Line. Selecting a different type changes the chart to a mixed chart.

Negative values color

Displays all negative values in the chart in a color that is different from the series colors. Use this setting to emphasize the negative numbers in the chart.

Check the box to display negative values in the color indicated. To change the color, click the color box and choose a different color. Uncheck the box to display negative values in the same color as the series.

Overlap%

Changes the amount by which the bars in each data series overlap the other bars in the same cluster. The amount of overlap is a percentage of the bar width.

To change the overlap, type a number between 0 and 100 in the Overlap% box and press ENTER. Type 0 if you do not want bars to overlap.

Part: Title and Note

Selects the part of a title or note you want to change. In a title, selecting Line 2 creates a subtitle. If you have not created a note, selecting Line 1 or Line 2 creates a note.

Line 1

Selects the first line of text in a title or note.

Line 2

Selects the second line of text (the subtitle) in a title, or in a note.

Frame

Selects the frame around the title or note.

Tip Double-click text in a title or note to edit the text.

Place inside plot area

Positions the legend inside the plot area. When this setting is checked, the Layout buttons for the legend change the position of the legend inside the plot area.

Platform

Changes the height of the platform, the area under a 3-D chart.

To change the height of the platform, click  next to Platform and choose a setting.

Plot against 2nd Y-axis

Plots a data series against a 2nd y-axis. Select a data series from the Part list box and check this option.

If the chart does not have a 2nd y-axis, checking this option creates one. Unchecking this option removes the 2nd y-axis from the chart if this is the last series plotted on the 2nd y-axis.

Note You cannot add a 2nd y-axis to a high-low-close-open chart because the 2nd y-axis is reserved for the fifth data series.

Rotation

Rotates a 3-D chart to the right by degrees, changing the perspective from which you view the chart. The default is 30 degrees.

To rotate the chart, click  next to Rotation and choose a setting, or type a number in the Rotation box and press ENTER.

Row gap%

Changes the space between bars in a 3-D bar chart or a 3-D mixed chart when the bars are arranged in rows.

To change the row gap, type a number between 0 and 100 in the Row gap% box and press ENTER. Type 0 if you do not want spaces between rows of bars.

Scale manually: Intercept

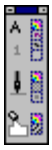
Sets the value where the x-axis and y-axis or 2nd y-axis cross.

MORE

Scale manually: Intercept (MORE)

The Intercept defines where the axes cross.

To change where the x-axis crosses the y-axis:

1. Select the x-axis.
2. Click  to open the InfoBox.
3. Click the Scale tab.
4. Check Intercept.
5. Type a number in the Intercept box, and press ENTER. The number you enter is the location on the y-axis where you want the x-axis to cross.

To change where the y-axis or 2nd y-axis crosses the x-axis in a scatter (XY) chart:

1. Select the y-axis or 2nd y-axis.
2. Open the InfoBox.
2. Click the Scale tab.
3. Check Intercept.
4. Type a number in the Intercept box, and press ENTER. The number you enter is the location on the x-axis where you want the y-axis or 2nd y-axis to cross.

To reset the Intercept to the default, uncheck the box.

Scale manually: Major ticks

Sets the interval between major tick marks on an axis. Click the Scale tab, check Major ticks, type a number in the box, and press ENTER.

For example, to display the major tick marks at intervals of 100, type 100 in the Major ticks box.

Uncheck the box to use the default setting.

Note If major tick intervals do not divide evenly into the maximum value, Lotus Chart will rescale the maximum value.

Scale manually: Minor ticks

Sets the interval between minor tick marks on an axis. Click the Scale tab, check Minor ticks, type a number in the box, and press ENTER.

For example, to display the minor tick marks at intervals of 50, type 50 in the Minor ticks box.

Uncheck the box to use the default setting.

Note If minor intervals do not divide evenly into the maximum value, Lotus Chart will rescale the maximum value.

Scale manually: Maximum

Sets the highest value for the axis scale. Click the Scale tab, check Maximum, type a number in the box, and press ENTER.

Uncheck the box to use the default setting.

Note If major or minor intervals do not divide evenly into the maximum value, Lotus Chart will rescale the maximum value.

Scale manually: Minimum

Sets the lowest value for the axis scale. Click the Scale tab, check Minimum, type a number in the box, and press ENTER.

Uncheck the box to use the default setting.

Scale type

Sets the scale for the y-axis, 2nd y-axis, or a numeric x-axis to Linear, Log, or 100%, and sets the scale direction as Ascending or Descending. Click the Scale tab, and click either one of the arrows below Scale type to display the settings.

MORE

Scale type (MORE)

The Scale type settings are:

Linear

Sets a scale in which the numbers increase or decrease by a fixed number of units for a fixed interval.

Log

Sets a scale in which the numbers increase or decrease logarithmically.

100%

Sets a percent scale which ranges from 0 to 100%.

Ascending

Displays values on the axis from lowest to highest.

Descending

Displays values on the axis from highest to lowest.

Scale: Units

Changes the unit scale for a numeric axis. The units are the measurements used for displaying tick mark labels on a numeric axis. Click the Scale tab to display the Units settings. Click  next to Units, and choose a setting.

Note If the axis Subtitle is set to Automatic, the subtitle text automatically displays the units you select here.

MORE

Scale: Units (MORE)

The Unit settings are:

Auto

Automatically sets the tick mark labels on a numeric axis based on the numbers plotted in the chart.

None

Displays the actual values as the tick mark labels.

Thousands, Millions,...,Thousandths, Millionths,...

Sets the scale according to the unit you select from the list.

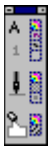
Other

Lets you set the scale to a power of 10 not listed above. Enter a number in the edit box next to Units.

The edit box displays a number representing the power of 10 used for the unit scale you chose. For example, if you chose Thousands, the number 3 appears in the box.

Series labels: Layout

Changes the placement of labels for each data series in a chart.

Select a series, click  next to Layout, and choose a position for the labels. You can place series labels above, below, to the right, or to the left of a series, or you can center the label on the series, depending on the type of chart you created.

Bar chart series labels are displayed only above or below the bars.

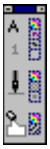
Stacked bar chart series labels are displayed only below the bars.

Charts with depth and 3-D charts do not display series labels.

Series Part

Displays names representing each data series in a chart. You can display up to 23 data series in a chart. To change the attributes or other settings for a series, select the series from this list box.

Shadow

Controls the shadow at the bottom of a 3-D pie chart. To change the position of the shadow, click  next to Shadow, and select a setting.

MORE

Shadow (MORE)

The Shadow settings are:

None

Removes the shadow.

Down

Displays the shadow directly below the pie chart.

Left

Displays the shadow to the left of the pie chart.

Right

Displays the shadow to the right of the pie chart.

Show percent labels

Displays labels that indicate what percent each value is in relation to the whole series. Select a series, and then check Show percent labels.

In a pie chart, Show percent labels displays the percent each value is to the whole chart. Click the selection bar at the top of the InfoBox to display a list of chart components, and select Slice labels from the list. Check Show percent labels.

Note For all charts except pie charts, click the Layout box to change the placement of these labels in relation to the series.

Show value labels

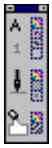
Displays labels that represent the values plotted in the selected series. Select the series, and then check Show value labels.

In a pie chart, Show value labels displays a value for each pie slice. Click the selection bar at the top of the InfoBox to display a list of chart components, and select Slice labels from the list. Check Show value labels.

Note For all charts except pie charts, click the Layout box to change the placement of these labels in relation to the series.

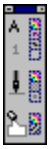
Start angle

Controls the angle in a pie chart at which the first pie slice is displayed. By default, the first pie slice is displayed at 0 degrees (12:00).

To set the start angle, click  next to Start angle and choose a setting, or type an angle in the box. The chart rotates clockwise as the angle increases.

Type

Click the Type icon to display the gallery of chart types.



Use legend text as labels

Adds text from the legend to each slice in the pie chart. By default, a pie chart displays values for each slice.

Visible

Hides or displays the selected chart component.

Click the Visible box to change this setting. When the box is checked, the chart component is visible. When the box is not checked, the chart component is hidden.