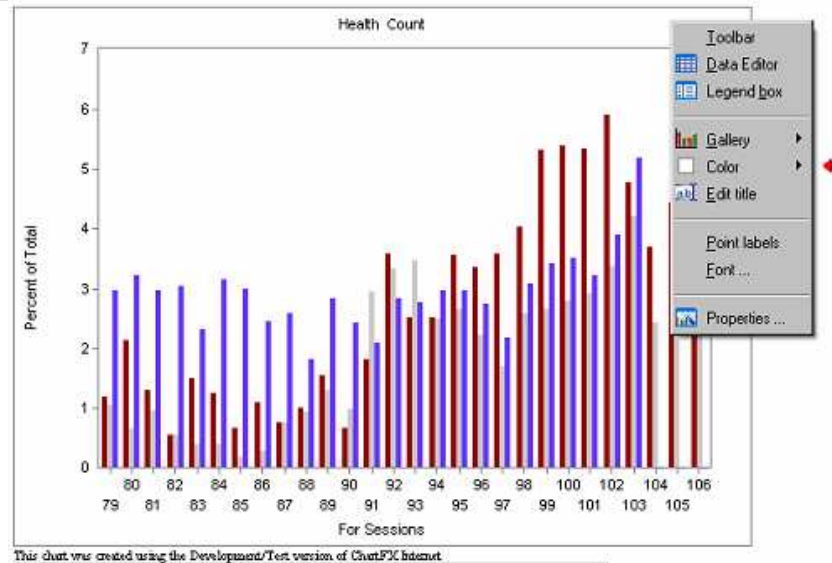


## Step-By-Step Example

# WORD ART

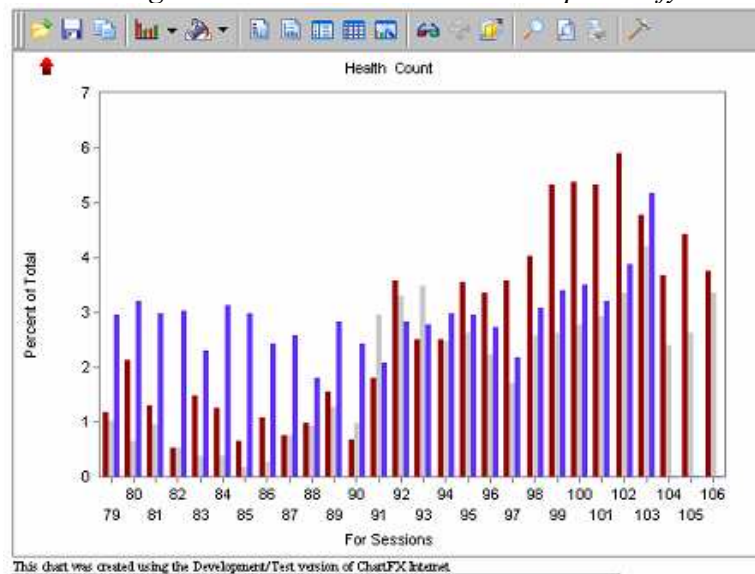
### BASIC FEATURES:

Right-click anywhere on the chart. A dialogue box containing several options will appear.

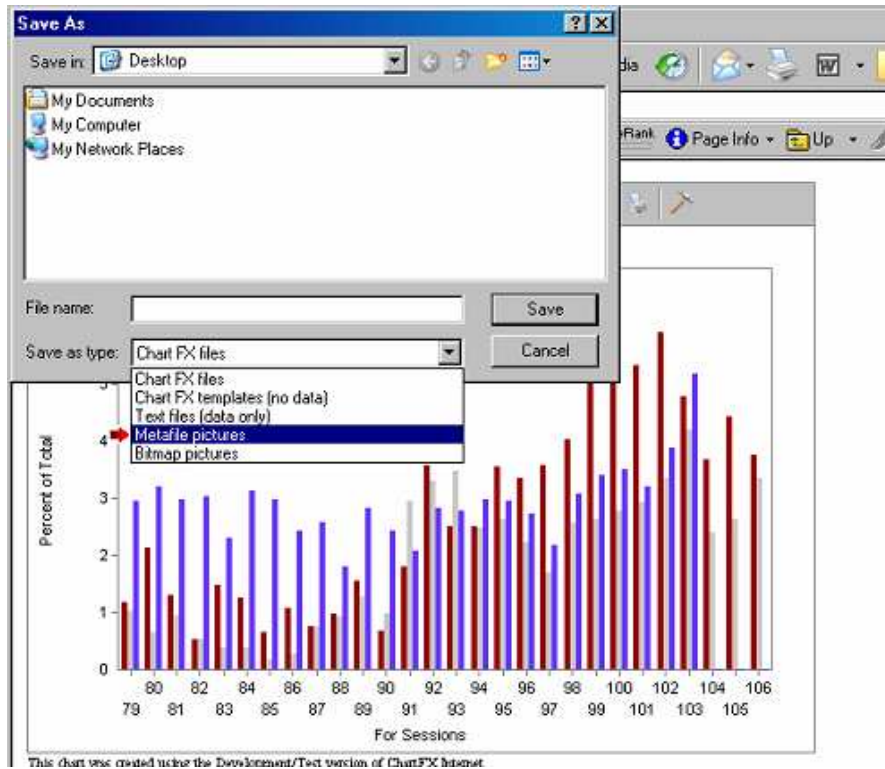


### Toolbar

Selecting "Toolbar" from the list of options will cause a toolbar with the options to appear at the top of the chart. The toolbar also contains the important icons for saving the chart to paste into other documents. Moving the **mouse** over an icon will help identify what that icon does.



**To save the graph to paste into another document later, select the disk icon to save chart. In the Save As dialogue box, click on the drop-down box “Save as type:” and select Metafile pictures.**



This will save the graph as a picture object that you can open for later use or insert into other documents.

NO	Items	files	Name	Fax
1	Themes	Themesbox	A-PDF	034-3332313

### Legend box

On the default graph the legend box does not appear. However, for multiple series, this feature is required to identify which line or bar represents which series. To get the legend box to appear, move the mouse over the word “Legend box” in the options dialogue box.

