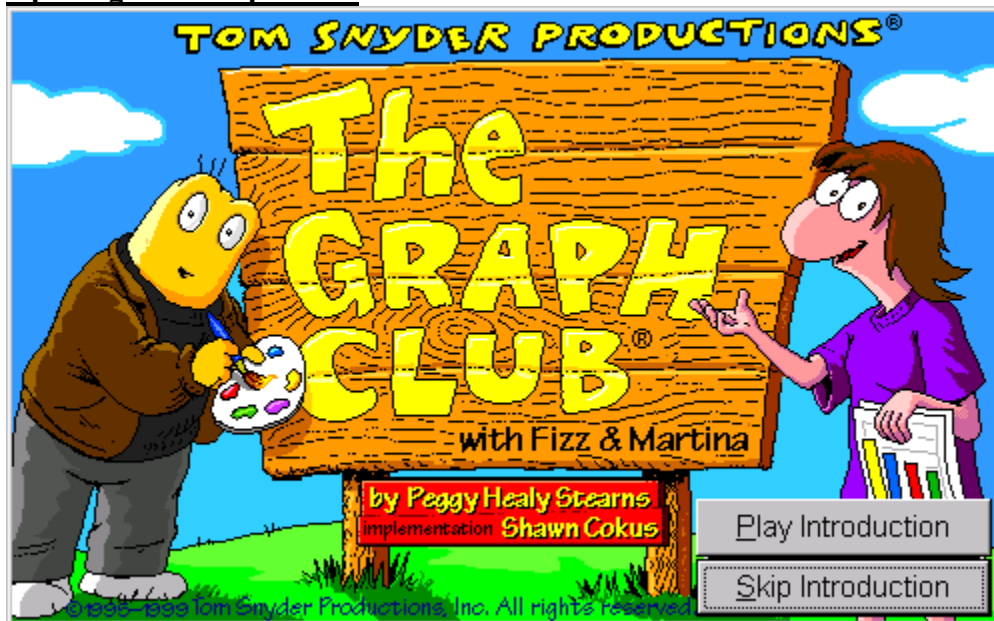


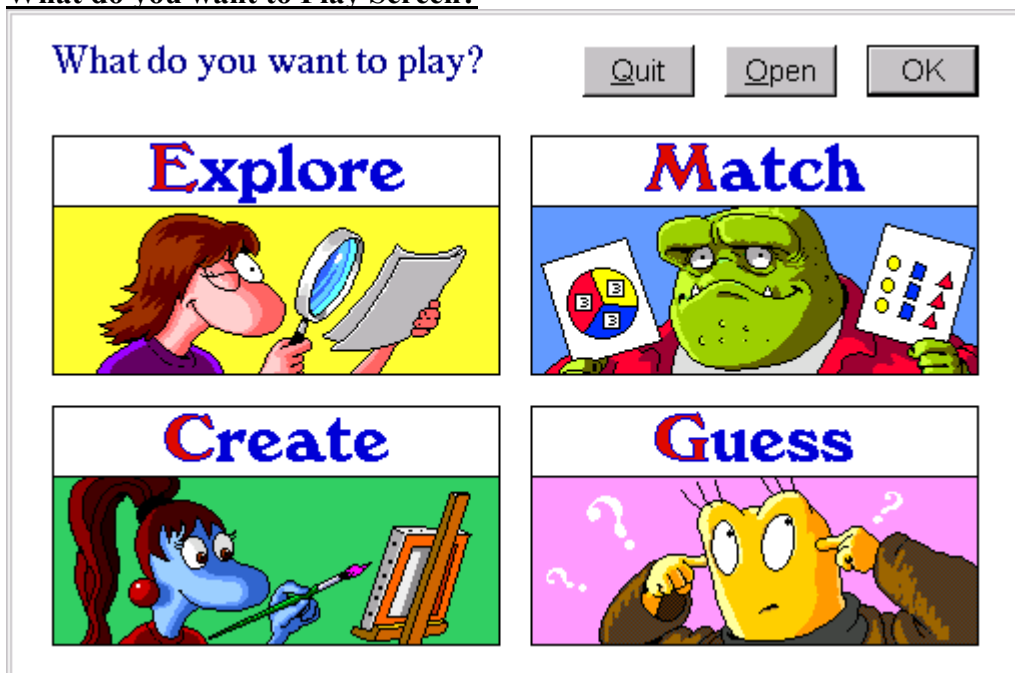
Using The Graph Club 1.5

Opening The Graph Club



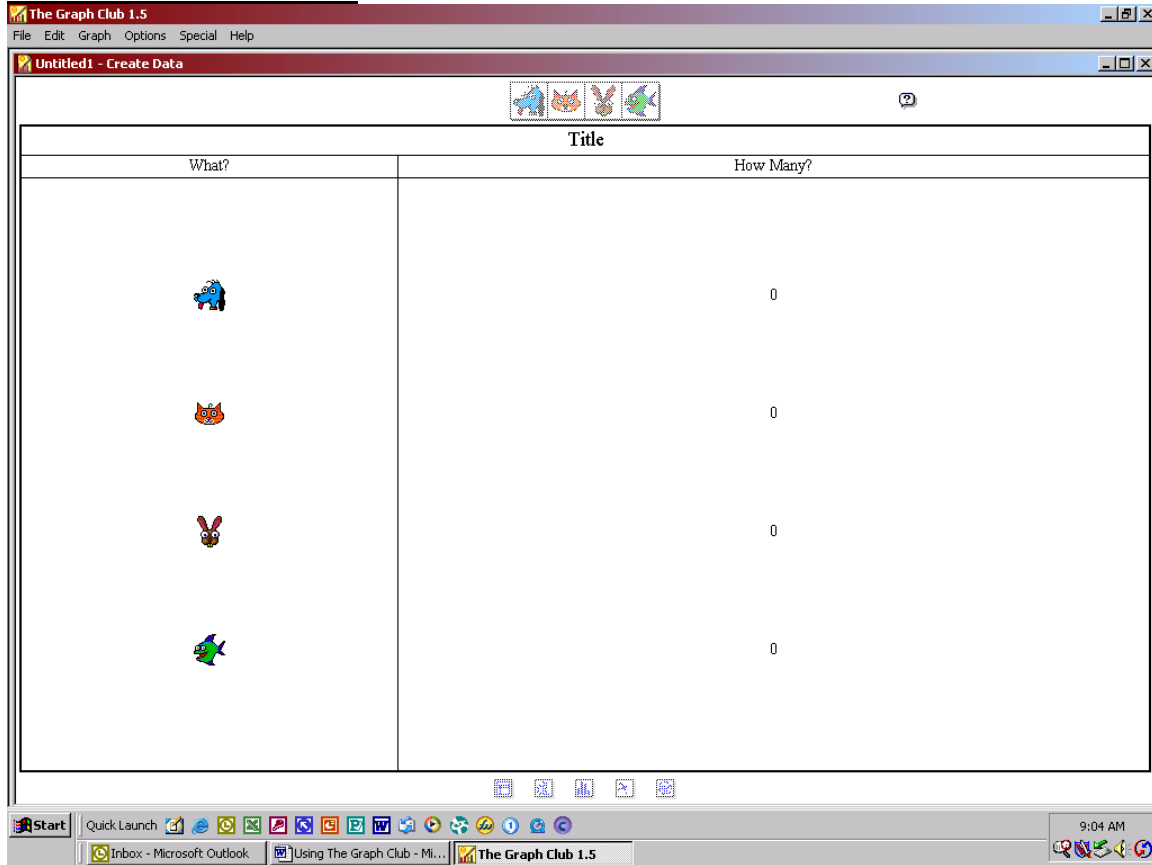
- Click on the button that reads “Skip Introduction”.

What do you want to Play Screen?



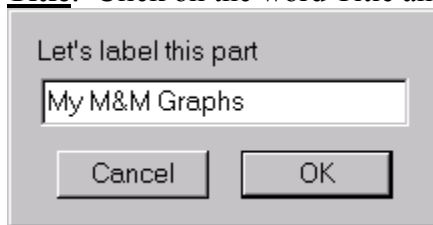
- Double click on the Create Graphic

The Create Data Window



Entering Data (all graphs need to have data in order for a graph to be displayed and/or created)

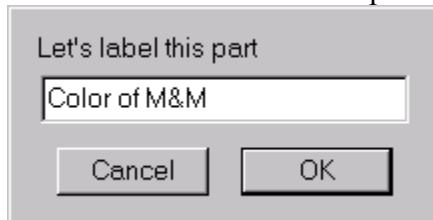
Title: Click on the word Title and type in the title for the graph.



- Click OK

The What Description

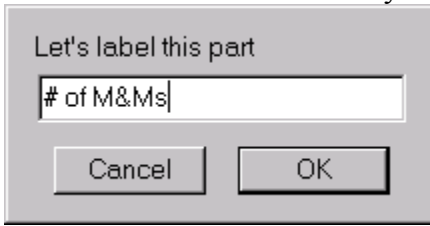
Click on the word What? to provide a description of what you are graphing.



- Click OK

The How Many Description

Click on the words How Many? to describe the amount for each item graphed.



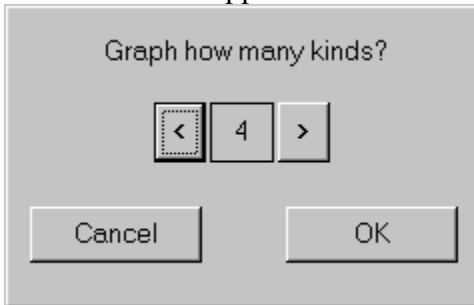
- Click OK

The Menu Toolbar



How Many Items to be graphed

- Click on Graph from the menu toolbar
- If you are graphing 1-5 items, click on the appropriate selection (Graph 1 Kind, Graph 2 Kinds, etc.)
- If you are graphing more than 5 items, click on the words that read “Graph More Kinds”. The following window appears

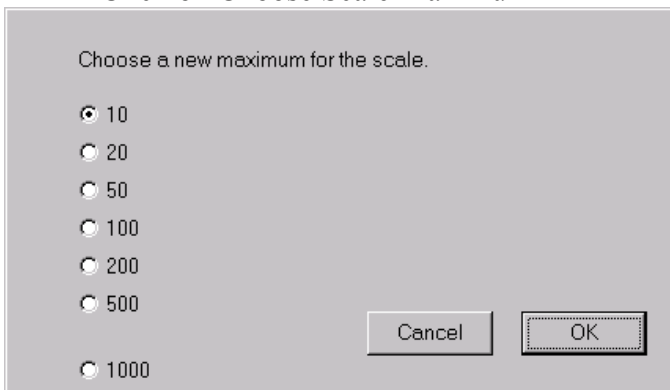


- Click on the right or left arrow keys to move the number to the desired number of graphed items.
- Click OK

Choosing a Scale Maximum

The default scale maximum is 10. If you know a total vote may be more than 10, you will need to change the scale maximum.

- Click on Graph
- Click on Choose Scale Maximum

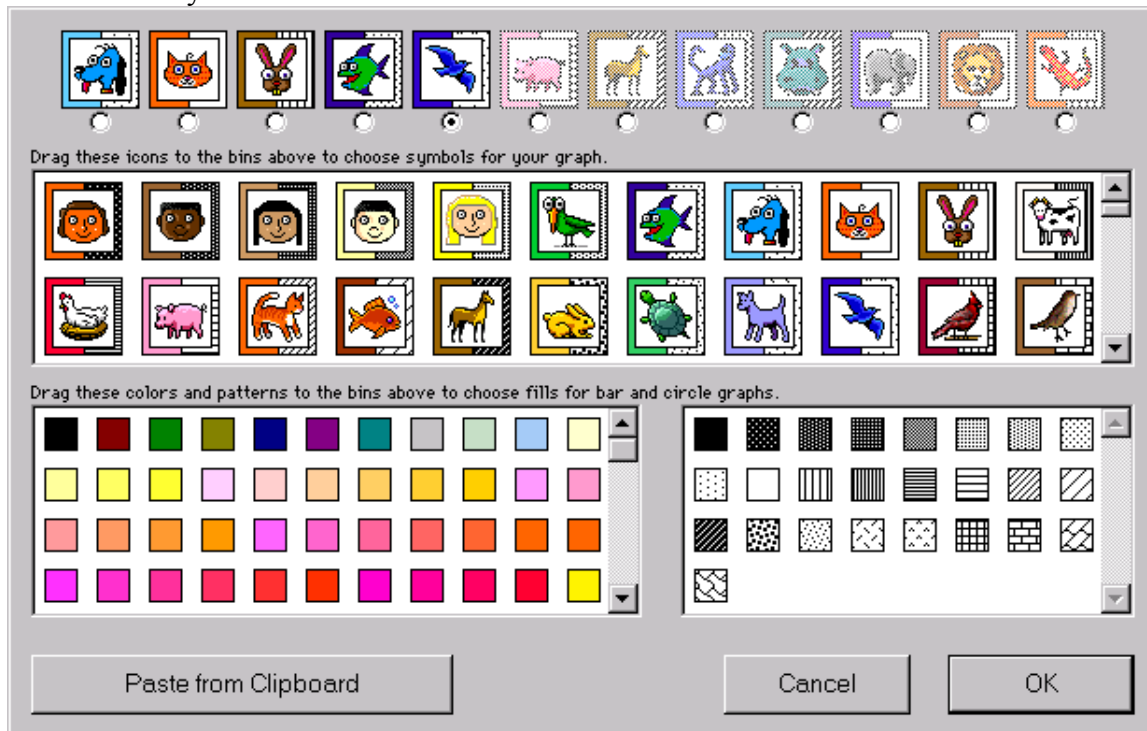


- Click on the number that you want for the scale maximum.
- Click OK

Choosing Symbols

- Click on Graph
- Click on Choose Symbols

The Choose Symbol Window



The top row

- This shows you how many symbols are to be graphed. In the graphic above, there are 5 symbols chosen. The other symbols are grayed out. If you wanted to add more symbols to be graphed, then click on the radio button below the grayed out symbols.
- The symbols have a border around them that is split in half. The left part of the border around the symbol represents the fill color of the symbol when a bar chart or circle chart is created.
- The right part of the border around the symbol represents the fill pattern of the symbol when a bar chart or circle chart is created.

To change the symbols for the graph.

- Click on the symbol in the list and drag it up to the symbol list in the top row. That symbol now appears in the top row.

To change the fill color of the symbol

- Click on a fill color square from the fill color area and drag it to the symbol on the top row.
- You might want to make sure the fill color for each symbol is distinct so that a circle or bar chart will show the different colors.

To change the fill pattern of the symbol

- Click on a pattern square from the pattern area and drag it to the symbol on the top row.

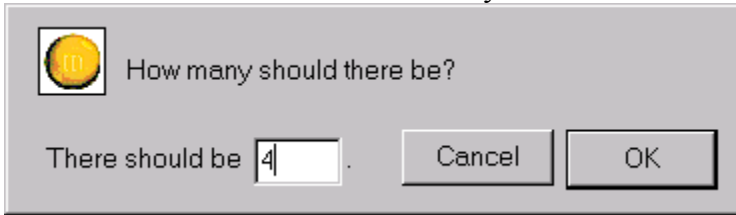
Paste from Clipboard Button

If you cannot find a symbol from the symbol list, then you can paste a graphic from the computer's clipboard.
SEE THE HANDOUT ENTITLED STEPS TO COPY AND PASTE CLIPART INTO THE GRAPH CLUB.

- When complete with symbols and fill colors and fill patterns, click OK
In the create data window, the symbols appear in the left column (what you are graphing)

Entering the Data (How Many or Number of.)

- Click on the zero next to the symbol and enter the number for that symbol.



Four yellow M&M's.

- Click OK

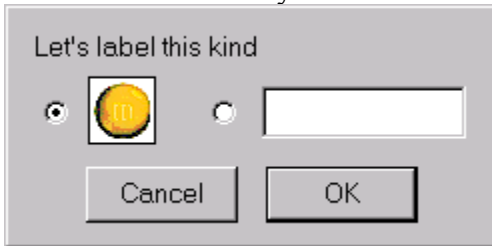
Repeat this for each symbol.

Symbol vs. Text

In the left hand column of the Create data window (what is being graphed) you can choose to either have the symbol appear OR you can type in text.

Text for the symbol

- Click on the symbol

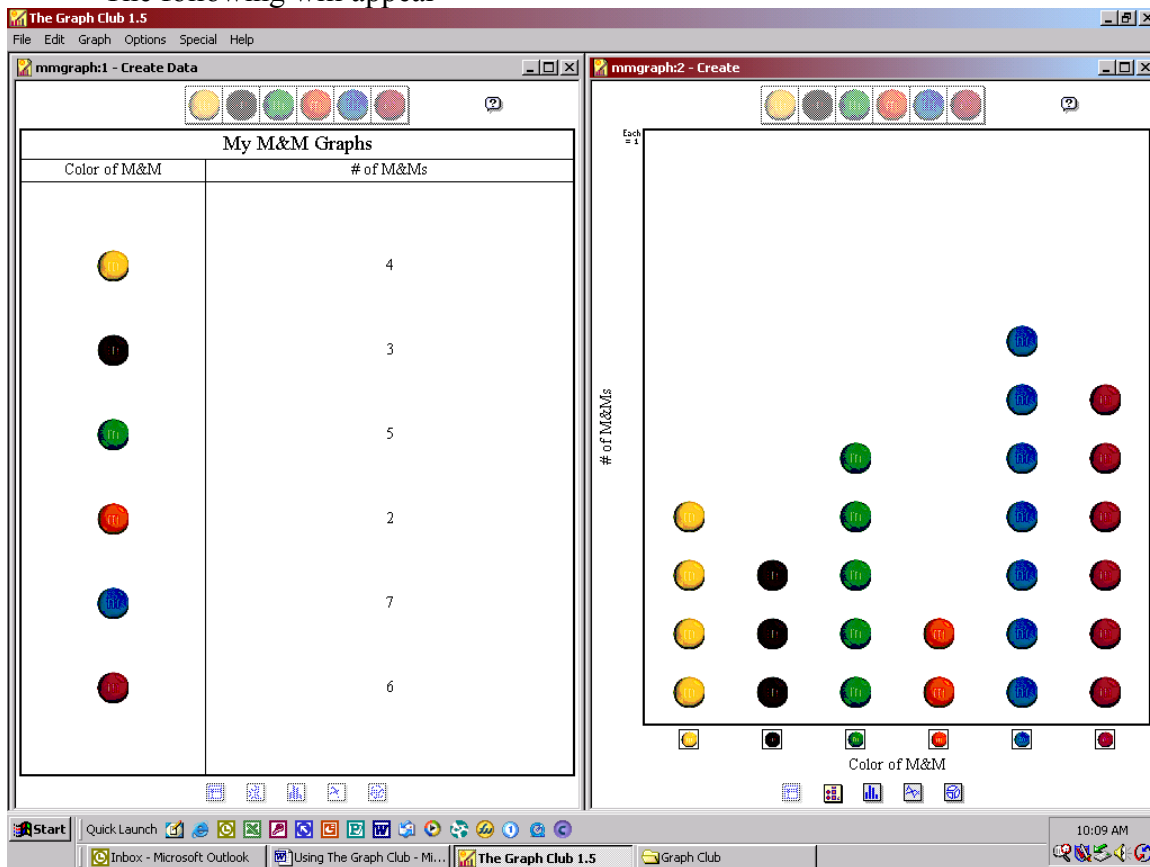


- Click in the box and type in a word for the symbol
- Click OK

NOTE: You cannot have both the symbol and text.

Creating Graphs

- Click on Graph from the menu toolbar
- Click on the words that read “Make Another Graph”
- The following will appear




The window on the left is the data table.


The window on the right will allow you to view a pictograph, bar graph, line graph, or circle graph.

Viewing the graphs

- Click on the graph icons near the bottom of the right hand window.

 - Picture Graph

 - Bar Graph

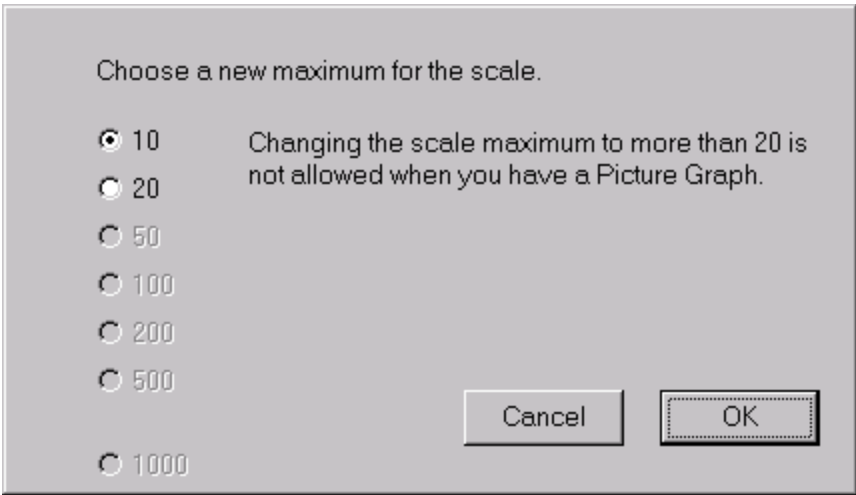
 - Line Graph

 - Circle Graph

Pictograph

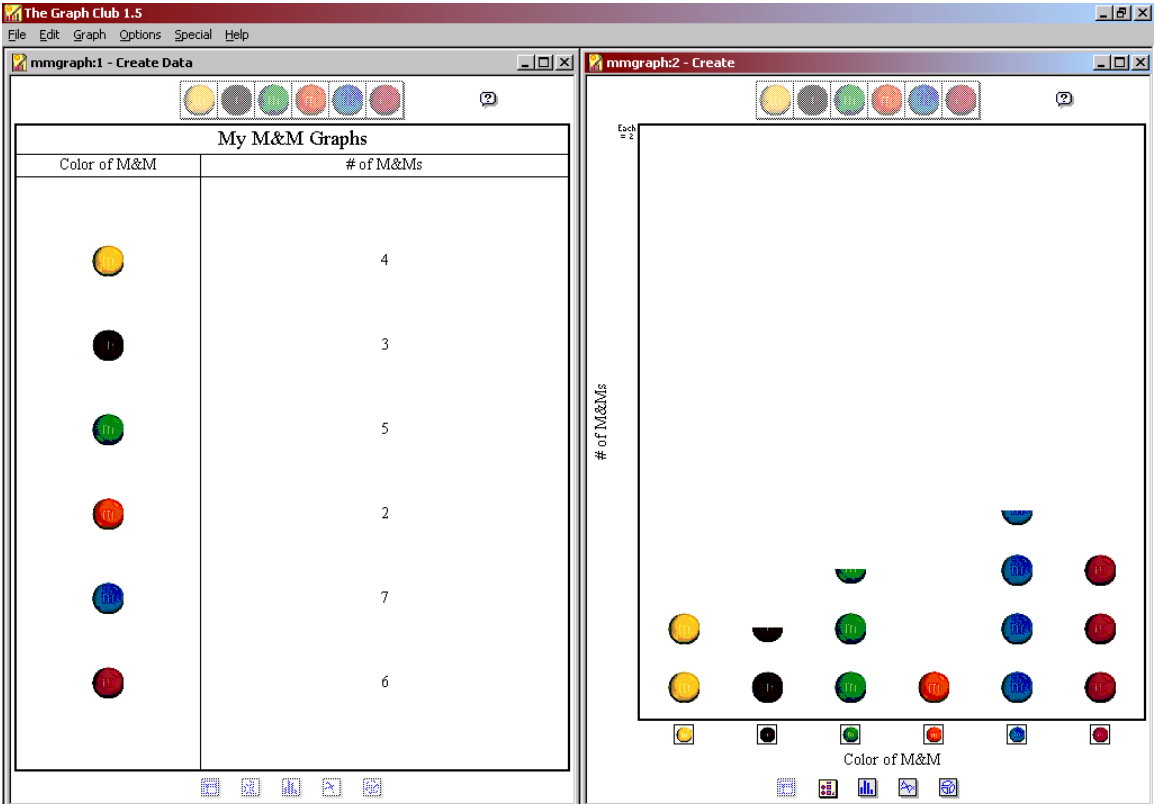
Changing the Scale Maximum

- Make sure you are viewing the Picture Graph
- Notice that each symbol equals 1
- To change the symbol value
- Click on Graph from the menu toolbar
- Click on Choose Scale Maximum



For a Picture Graph the maximum scale can only be 20.

- Click in the radio bullet next to 20.
- Click OK



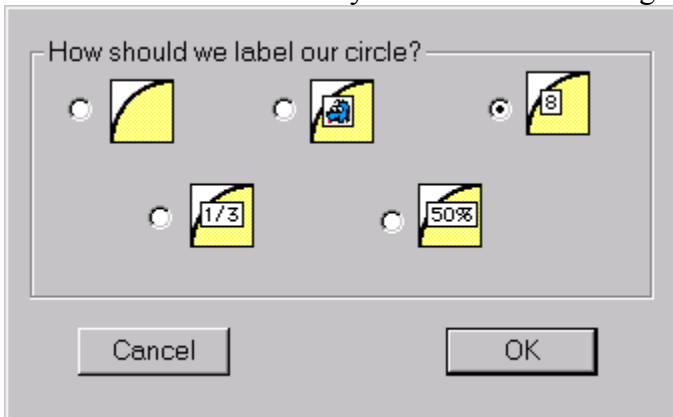
The picture graph now represents each symbol equalling 2 instead of one. The student will now have to interpret how many symbols are represented in the picture graph.

Circle Graph

Be sure you are viewing the Circle Graph

Changing the symbols of the wedges

- Double Click on any number inside a wedge



Label the circle options

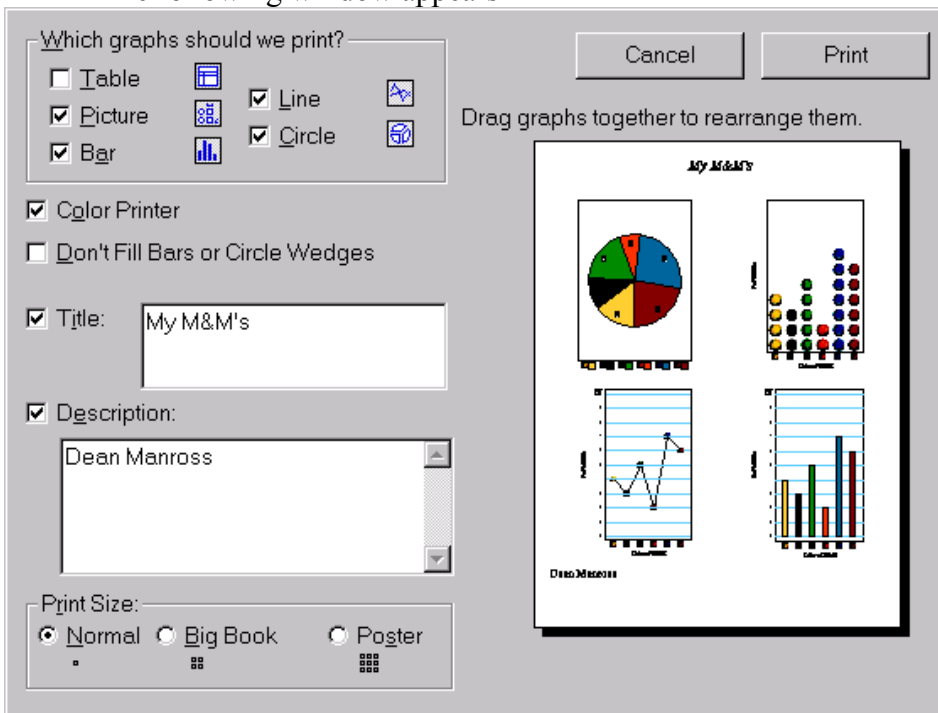
The default label is a number.

The other options are a picture, fraction, or percentage.

- To change the label to a picture, click on the picture bullet
- To change the label to a fraction, click on the fraction bullet
- To change the label to a percentage, click on the percentage bullet.
- To change the label so that nothing is showing, click on the blank bullet. Choosing this option will not allow you to double click on the wedge or symbol to change the symbol. To reset the wedges back to the number, click on another type of graph and then click back on the circle graph.
- Click OK

Printing Graphs

- Click on File from the menu toolbar
- Click on Print Graphs
- The following window appears



Which graphs to print

- Click in the boxes next to the graphs to print. The ones that are checked will appear in the white sheet on the right hand side of the window.

Color Printer

- Click in the box next to Color Printer if you want the graph to be printed in color

Don't Fill Bars or Circle Wedges

- If you don't want the bars or circles to be filled with a color, place a check in the box. This would be for a student who wants to color in the bars or wedges.

Title

- Type in a title for the graph in this box.

Description

- Type in a description of the graph or type your name in this box.

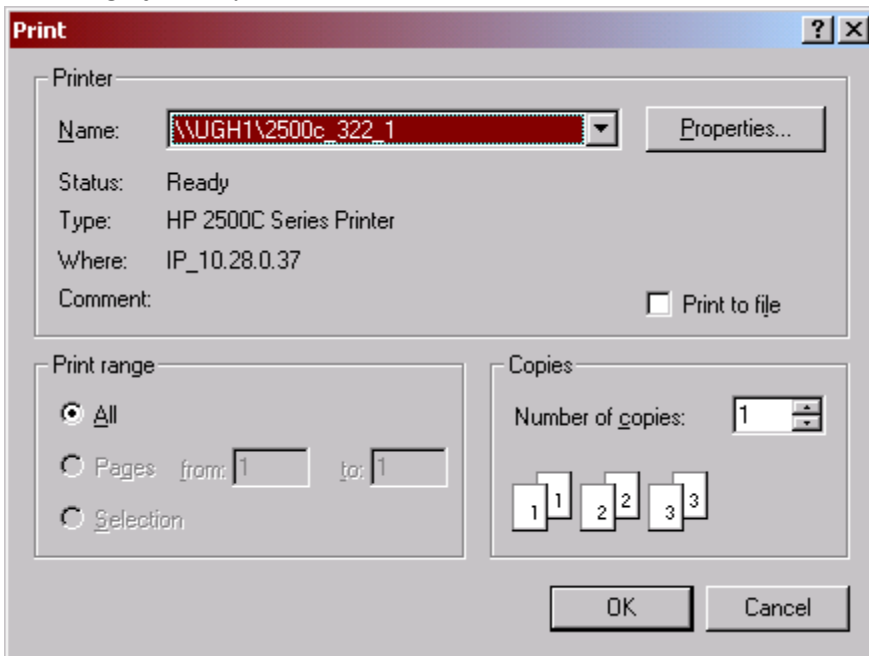
Print Size

Normal – will print on one sheet of paper

Big Book – will print on four sheets of paper

Poster – will print on nine sheets of paper

- Click Print



- If more than one printer is available, click on the drop down arrow next to the name and choose the name of the printer from the list.
- Click OK