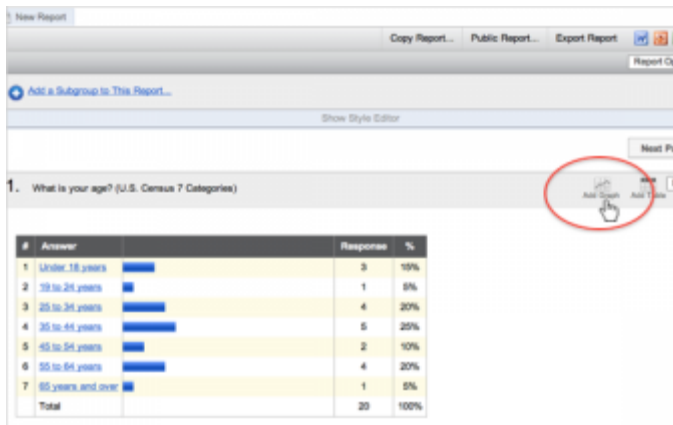


Add a Graph to any question in your report to easily display and analyze your survey data.

## To insert a Graph:

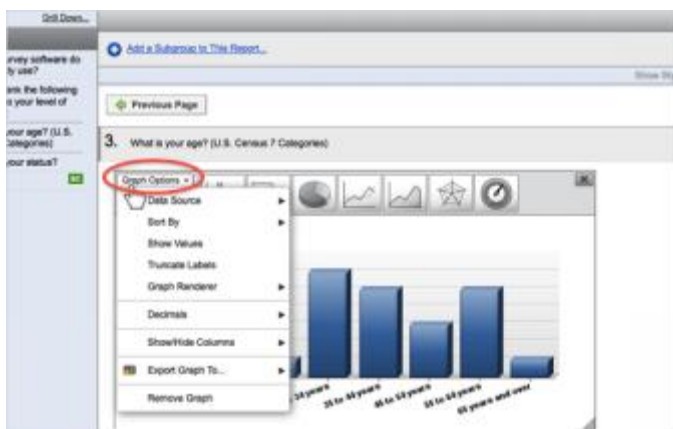
1. Click **Add Graph** at the top-right of your question in the report.



2. Hover your mouse over the graph to change the graph type and size.



3. If needed, select **Graph Options** to further customize the graph.



## Available Graph Options:

- **Change Graph Type:** Hover your mouse over the graph images to choose a vertical or horizontal bar graph, a pie chart, a line graph, an area chart, a radar chart or a speedometer graph.
- **Change Graph Size:** Click and drag the gray triangle on the bottom right of the graph to make it larger or smaller.
- **Data Source:** Choose whether the graph should reflect counts, percentages, or means.
- **Sort By:** Sort your graph by either the order of the choices or by the number responses for each choice.
- **Show Values:** Toggle the values of each choice to be displayed or hidden on the graph.
- **Graph Renderer:** Choose between the default image graph, and the interactive flash version of the graph.
- **Decimals:** Choose how many decimal points to be displayed in your graph data.
- **Show/Hide Columns:** Toggle choices in your graph to be displayed or hidden.
- **Export Table:** Save your graph to Word, PowerPoint, Excel, or PDF.
- **Remove Graph:** Delete the graph from your report. Alternatively, hover your mouse over the graph and click the X on the top right.