

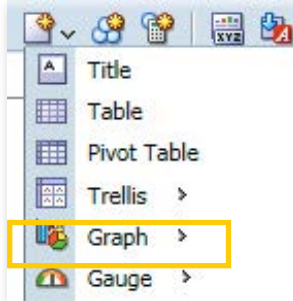
## Insight Quick Reference | Develop and Customize Graphs

### Develop and customize graphs to:

- Provide a visual representation of data and statistics
- Create a more dynamic view of data
- Illustrate the relationship between two or more unique data elements
- Tailor the graph to highlight key information

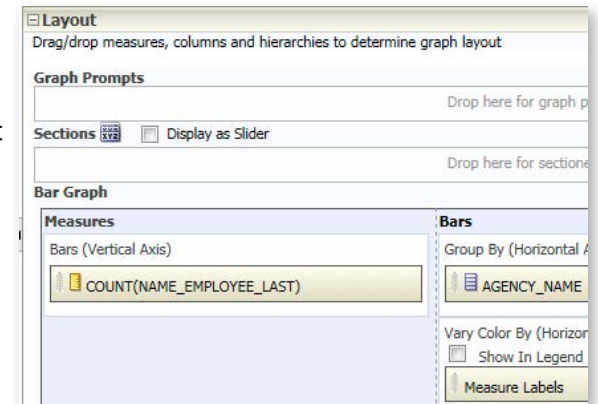
### 1 Create a Graph in a Report

1. Navigate to the **Results** tab of the *ad hoc report editing* page.
2. Click the **New View** icon from the **Results** tab navigation bar.
3. Select **Graph** from the drop-down menu, and select the desired graph type.
4. View the new graph component at the bottom of the report.



### 2 Edit the Structure of a Graph in a Report

1. Click the **Edit View** icon within the graph component of the report.
2. Within the **Layout** pane, customize the structure of the graph by dragging data elements to the following shelves:
  - **Graph Prompts:** Creates a prompt that will manipulate the data reflected in the graph.
  - **Sections:** Creates individual graphs for each value within the targeted data element or creates a slider bar.
  - **Vary Color By:** Defines the data elements that will display in the legend.
  - **Excluded:** Excludes certain data elements from the graph.

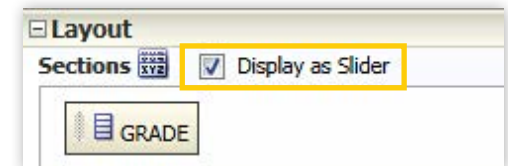


**NOTE:** The edits available within the **Layout** pane will change depending on the type of graph.

### 3 Create a Slider

1. Drag a data element into Sections from the **Layout** pane within the Results tab.
2. Click the **Display as Slider** check box.
3. View the updated graph with the Slider.

**NOTE:** The Slider marker value (indicated in red text below the Slider marker) changes based on the position on the Slider.

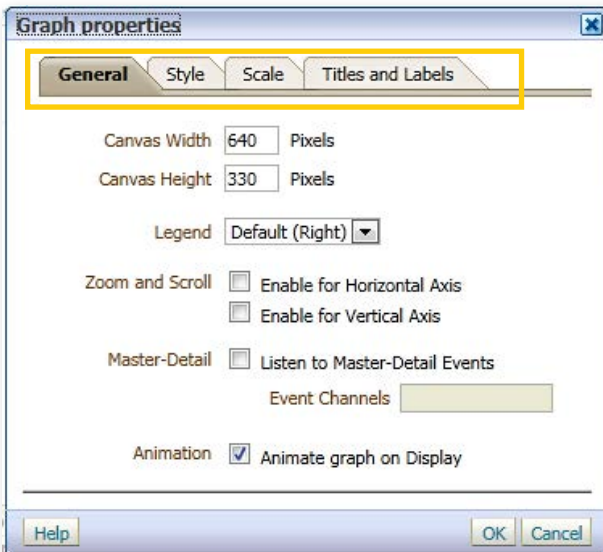


#### 4 Customize the Style and Formatting of a Graph in a Report

1. Click the **Properties** icon in the **Results** tab navigation bar with the **Layout** pane open.



2. Use the Graph properties window to customize stylistic properties of the graph. Edit a Graph with the following options:
  - **General:** Changes the position of the graph legend and enables/disables zooming on the graph.
  - **Style:** Customizes the graph's appearance, such as formatting the plot area, legend, and background.
  - **Scale:** Sets the scale and scale markers in the graph.
  - **Titles and Labels:** Edits the title, axis titles and graph labels.



#### 5 Share the Logic Behind a Report

1. Navigate to the **Advanced** tab from the ad hoc report editing page.



2. Highlight the XML code. Right-click and select **Copy**. Users can now share this XML code with other users to duplicate the report.
3. Click the **New** action link and select **Analysis** from the top navigation bar.
4. Select the desired Subject Area using the same Subject Area as the
5. XML report.
6. Navigate to the **Advanced** tab from the **ad hoc report editing** page. Paste the XML code within the Analysis XML section.
7. Click **Apply XML**.
8. Navigate to the **Results** tab of the **ad hoc report editing** page to view the result of the report.

