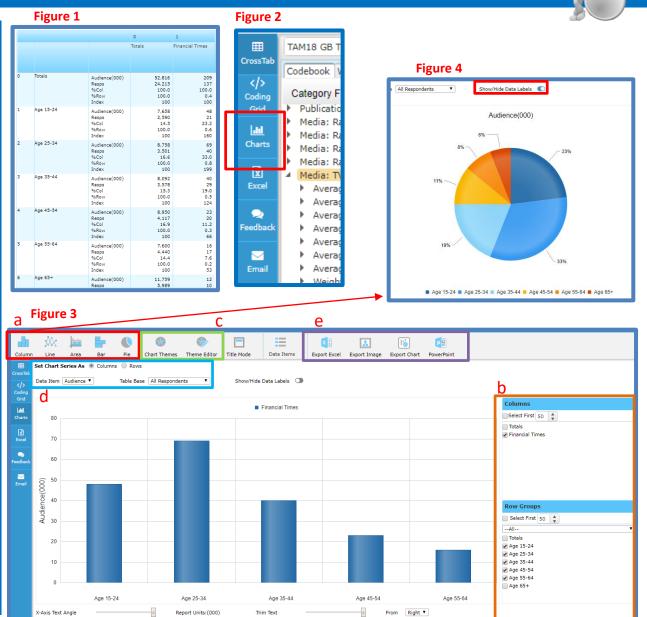
HOW DO I create a chart in SurveyTime

The **Charts** screen in SurveyTime allows you to convert your Crosstab results into different types of charts.

Source: TAM18 GB TGI 2018 Q3 (April 2017-May 2018).

- a) Open SurveyTime and select the survey you want to use. Create a crosstab run. In this example, we have run the publication Financial Times in Columns, against Age Groups in Rows (figure 1).
- b) Once the crosstab run has been created, go into Charts which can be found on the left hand side of the screen (figure 2).
- c) Within Charts, you can decide to see your data as either a Column, Line, Area, Bar or Pie chart (figure 3a). In figure 3, we are viewing the data as a column graph.
- d) Ensure that 'Select First 50' is ticked, if you want all rows/columns shown in the graph (figure 3b).
- e) There are options to change and edit the chart theme, which can be found in the tool bar at the top of the page (figure 3c).
- f) It is possible to change the chart series between columns and rows. Additionally, the data item displayed can be changed, e.g., from Audience to Index (figure 3d).
- g) There are a range of chart export options, including to Excel, as an image, and to PowerPoint (figure 3e).
- Financial Times readership is shown as a pie chart in figure 4, with each slice representing an age group.
 Show/Hide Data Labels allows the data to be put on or taken off the chart.



Need further help? Call our helpdesk: + 44 (0) 20 7467 2575

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