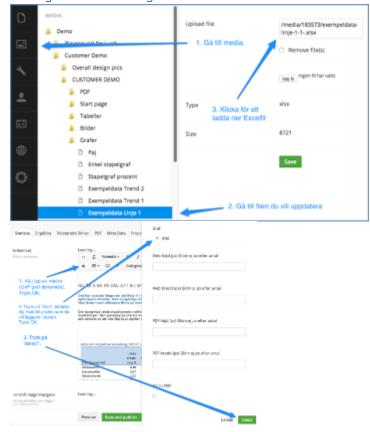


## MANUAL SV-SE

# Update or change data in an existing graph

- 1. Go to the media library.
- 2. Click on that link to download the Excel file.
- 3. Navigate to the file you want to update (ie the Excel file associated with your graph). You expand a folder by clicking on the blue triangle next to the folder. Select the file folder to be updated.



- 4. Enter new numbers and possibly new text in the excel file, save the file in a place where you know you can find it.
- 5. Go back to the media library, make sure you are in the correct folder
- 6. Click "choose file", locate the file you just updated,
- 7. Save.

Now you can go to the preview and update. The graph should now be updated with your new data.

# Resize existing graph

#### To resize the graph:

- 1. Go into content, find the page where the graph is embedded in the text.
- 2. Click once on the graph to be modified. (The graph is a box marked with a yellow frame and with the text Graph image.)
- 3. Then click the macro button.
- 4. In the box that appears, you can enter the desired pixel sizes for the graph.
- 5. When you are happy with the change, press "Save and preview" to preview. If it looks good, you can press "Save and publish".

### Place two graphs next to each other

1. Insert a graph table in content (with the insert graph table button



- 2. Insert a graph macro into each cell of the table.
- 3. Right-click on the table, reduce the width and height of the table to zero.
- 4. Save and publish. The two graph images thus appear parallel to each other.

# Change max/minimum value and tick interval on graphs

- 1. Go to the graph to be modified.
- 2. Click on Y-axis
- 3. Enter values for the graph.

