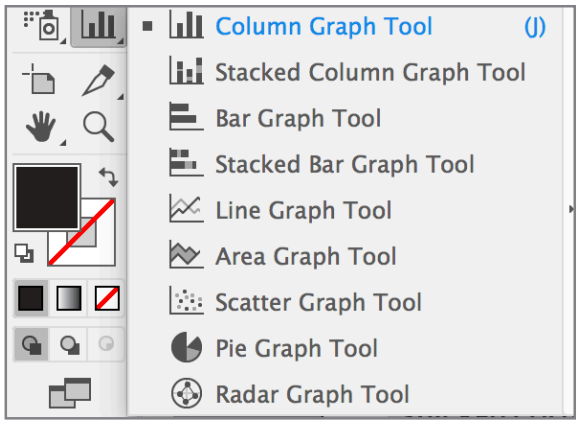
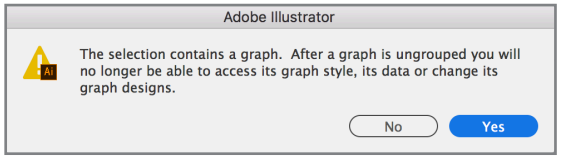
Illustrator Graph Tools

MAKING A NEW GRAPH



1. Press down on the graph tool to choose the basic graph type from seven options. (The only difference between "column" and "bar" is whether it's horizontal or vertical.)
2. Drag across the area on the artboard where you want the graph to be.
3. The **Data** window will come up. Type or paste in the values, and press the check mark ✓ to apply.
4. This graph is now "live", which means it's still connected to the numerical data. To bring back the data window and make changes, either right-click on the graph and choose **Data...**, or go to **Object > Graph > Data...** in the menu
5. **Breaking the Graph:** The graph will remain live until you choose to break the connection to the data and have Illustrator stop treating it as a special graph object. To do this, just select the graph and **ungroup** it (Object > Ungroup, or ⌘-shift-G)



MODIFYING A GRAPH

You can get the graph menu options by right-clicking on a live graph, or going to **Object > Graph:**



Type: Switch between different graph types (for example, convert a pie graph to a bar graph), and modify a few settings for each type.

Data: The spreadsheet view with numbers.

Design, Column, Marker: Use your own art to stack or stretch on a bar or line graph

Visually Editing Graphs

While the graph is still live, you can:

- Move individual pieces with the Direct Selection or Group Selection tools (white arrow)
- Change colours and typography
- Transform it with the Object > Transform menu, or the Scale, Rotate, Reflect or Shear tools

But watch out: all these changes might be lost if you go back and change data. It's a good idea to get all your data and numbers set up first, and then work on the visual style after.

A live graph can NOT:

- be aligned with the Align tools
- be sized or rotated with a normal bounding box
- be used as a clipping mask, be changed with Shape Builder or Pathfinder, or be saved in Symbols

DATA

Import: Spreadsheets made in another program like Excel need to be saved as "tab delimited text". Importing files can be tricky, and it's often easier to just copy/paste the data.

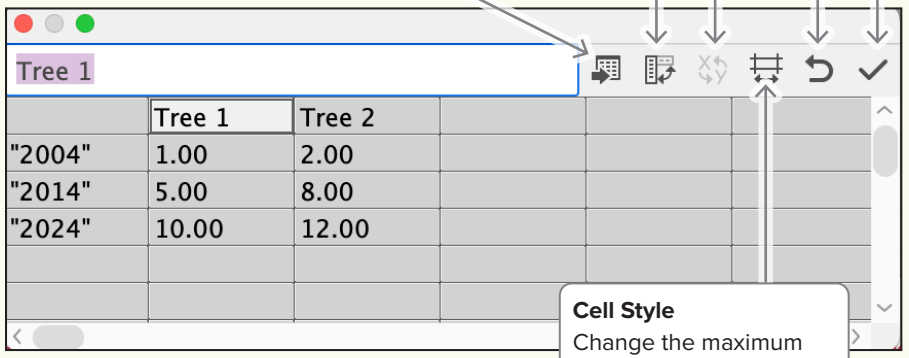
Transpose Row/Column and Switch X/Y
If the graph looks "backwards", try these.

Revert

Apply

If your category label is a **number** (for example, years), and you don't want it to be counted mathematically along with your other numbers, put it in quote marks.

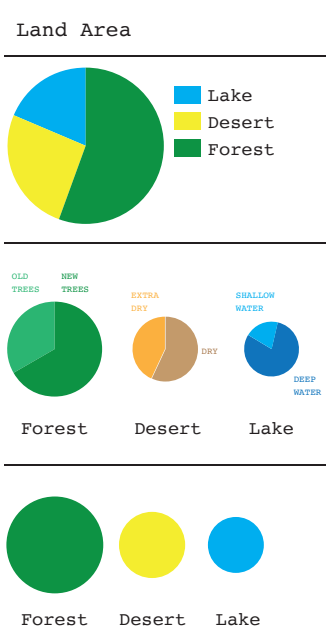
Numbers can have decimals, but they ***cannot*** have commas or extra spaces.

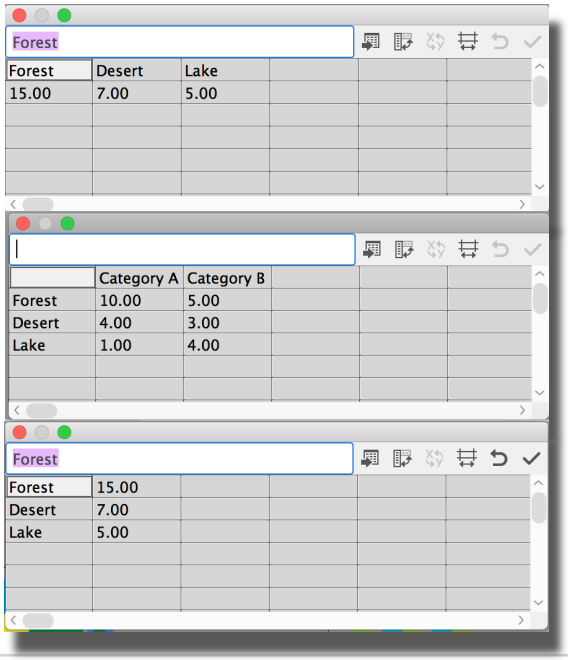


Cell Style
Change the maximum number of digits and decimal places

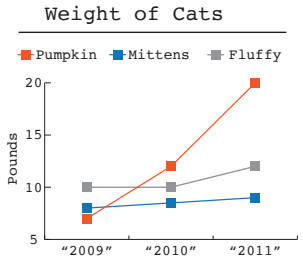
The proper way to arrange the data in rows and columns depends on the type of graph (examples on page 2 of this document)

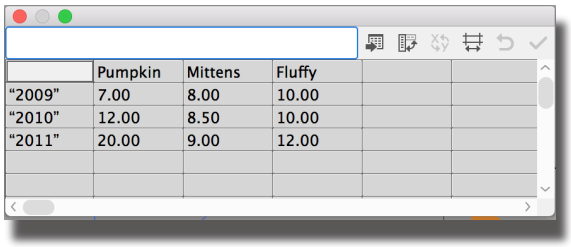
PIE GRAPHS Percentage of a total, or a set of proportionately sized circles



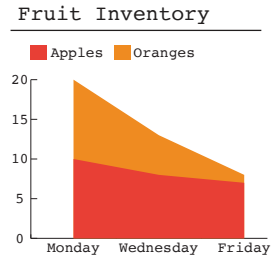


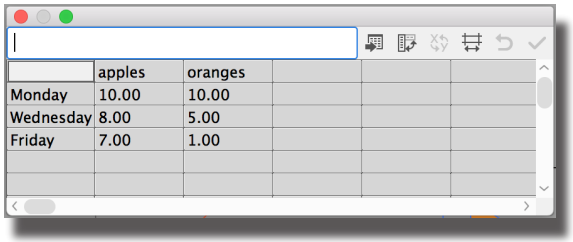
LINE GRAPHS Trends over time, progressions, continuous comparisons, paths



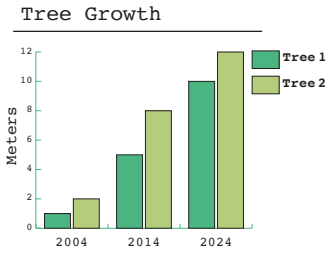


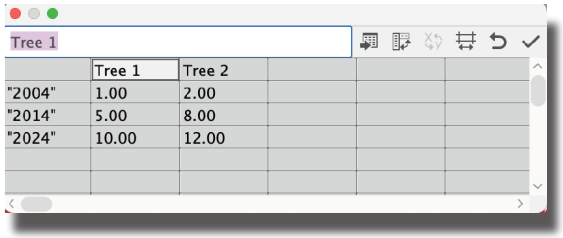
AREA GRAPHS Proportions of combined totals, irregular polygons



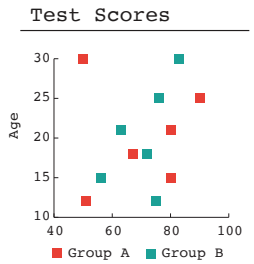


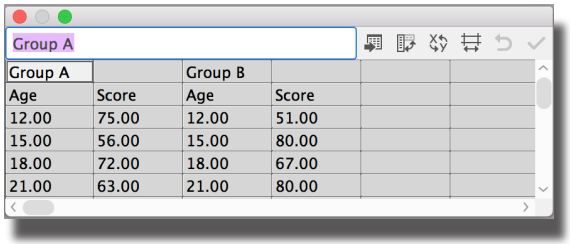
COLUMN + BAR GRAPHS Category comparison, height, length, rectangles



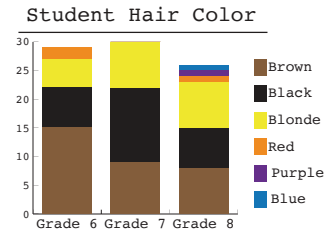


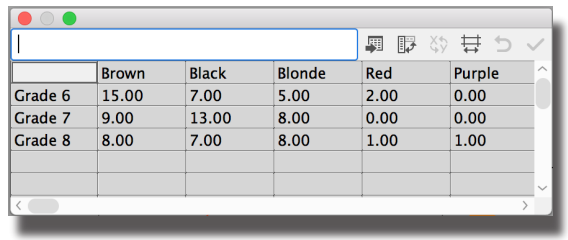
SCATTER GRAPHS Non-linear relationships between variables, coordinates





STACKED COLUMN + BAR GRAPHS Proportions of totals, stripes





RADAR GRAPHS Values in relation to a center point (zero), outliers

