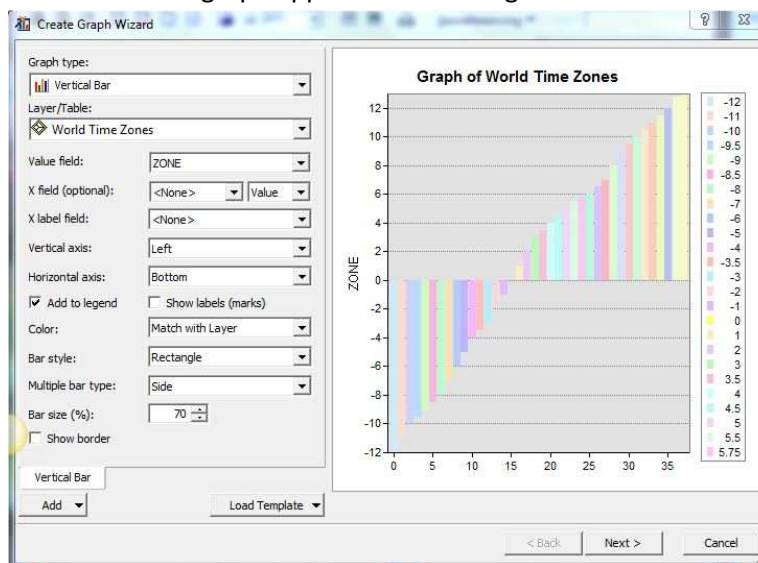


Adding Charts and Graphs to an ArcGIS Layout

1. Create the Graph

- a. Click the **Tools** menu, select **Graphs**, select **Create**.
- b. There are two customization screens. On the first one you primarily select the information to be represented. The second customizes the look of the graph.
 - i. **Select information** for your graph.
 1. **Type** (bar, line, area, etc)
 2. Select the **layer** that the data comes from.
 3. Choose the **value** field that you want to be displayed on the graph
 4. Click **Next**.
 5. **Add a title, footer, legend title, etc.**
 6. Click **Finish**. The graph appears in a floating window.



2. Add the Graph to your Layout

- a. Be sure the graph looks like you want it to look. The graph will be added to the layout, *“as is”*.
 - b. **Right-click** anywhere (except the X) on the floating **window** with the graph.
 - c. **Select Add to Layout**.
 - d. Now your graph is a graphic element on your layout that you can manipulate.
3. **Changing the Graph** – Perhaps you realize the first try at the graph isn’t exactly what you wanted. No worries. This gets saved as part of your map document. To edit this graph again.
- a. Click **Tools**, select **Graphs**.
 - b. **Select your graph** from the bottom of the menu. You get the floating window again.
 - c. Change the physical size of the window and you’ll change the data representation.
 - d. **Double-click** on the **window** to edit the data represented.
 - e. Add your updated graph to the layout and delete the previous one.

