

GETTING STARTED WITH MEKKO GRAPHICS  
GUIDE FOR OFFICE 2007 AND OFFICE 2010 USERS

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# CHAPTER 1

## GETTING STARTED

### WHAT IS MEKKO GRAPHICS?

Mekko Graphics is a professional tool designed to provide powerful business charting capabilities in one simple package that works seamlessly with Microsoft PowerPoint™. Mekko Graphics offers powerful features and flexibility that make outstanding, eye-catching charts more quickly and efficiently, and can be individually customized to adhere to corporate standards and design. With Mekko Graphics, your charts will leverage your data and present it clearly and effectively.

Mekko Graphics is the result of years of development incorporating new features suggested by you, our users. We have redesigned Mekko from the ground up, enabling you to make more distinctive, eye catching charts in less time. You will immediately see the difference! Here are just some of the new features you can expect.

#### What's New?

- Quick Launch Charts
- Growth Lines
- Automatic (Calculated Average Lines)
- Color Shades
- Multi-Chart Slide Layouts

Please see the [Appendix](#) at the end of this document for details on all the new features in Mekko Graphics 5.5.

## CHAPTER 2 INSTALLING MEKKO GRAPHICS

### SYSTEM REQUIREMENTS

To use Mekko Graphics, your computer system should include the hardware and software listed below.

#### Operating System Requirements:

MS Windows XP Service Pack 3 or  
MS Windows Vista or  
MS Windows 7 (32- or 64-bit)

#### Microsoft Office Version Requirements:

MS Office 2003  
MS Office 2007  
MS Office 2010 (32- or 64-bit)

MS .NET Framework 3.5 or higher is required.

#### Hardware Requirements

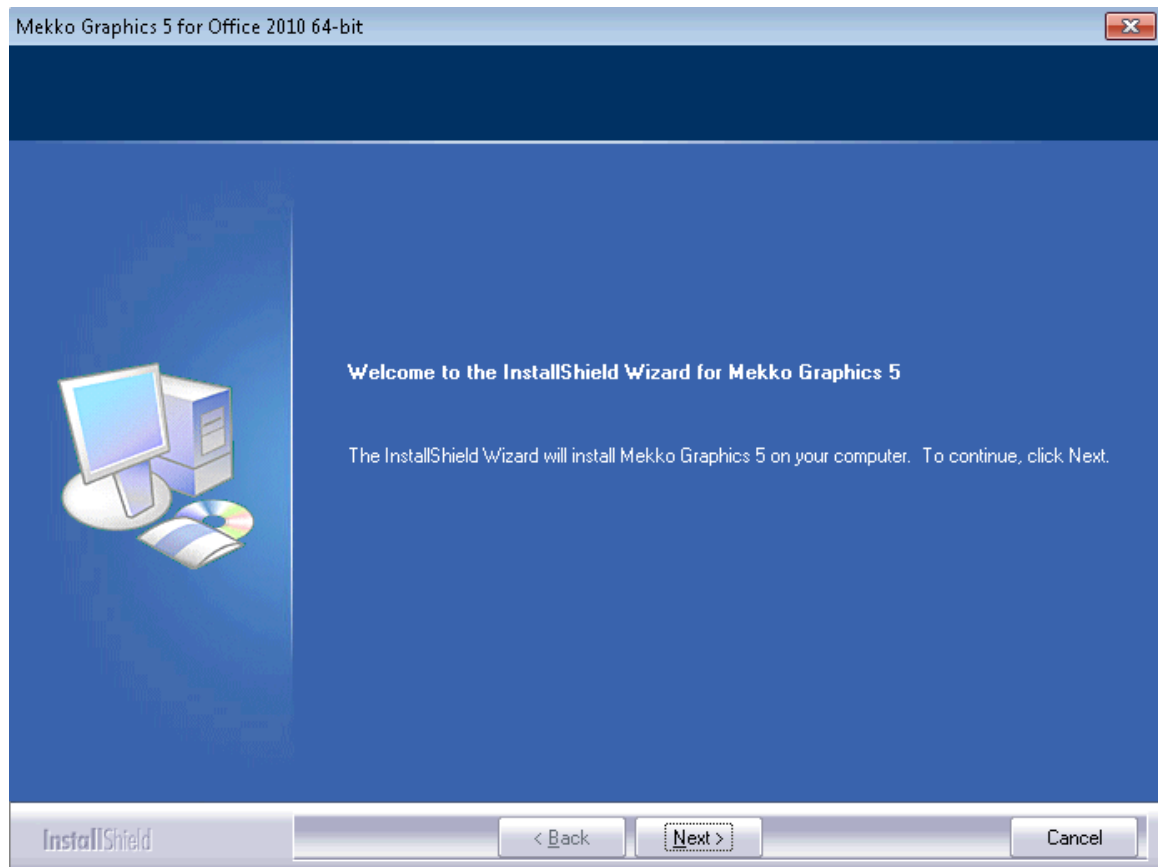
Component	Requirement
Computer and processor	1.0 GHz or higher CPU
Memory and Video	2 GB of RAM recommended, 1024x768 high-color 32-bit display
Hard disk	150 MB of available hard-disk space; optional installation files cache (recommended) requires an additional 200 MB of available hard-disk space

## INSTALLING MEKKO GRAPHICS

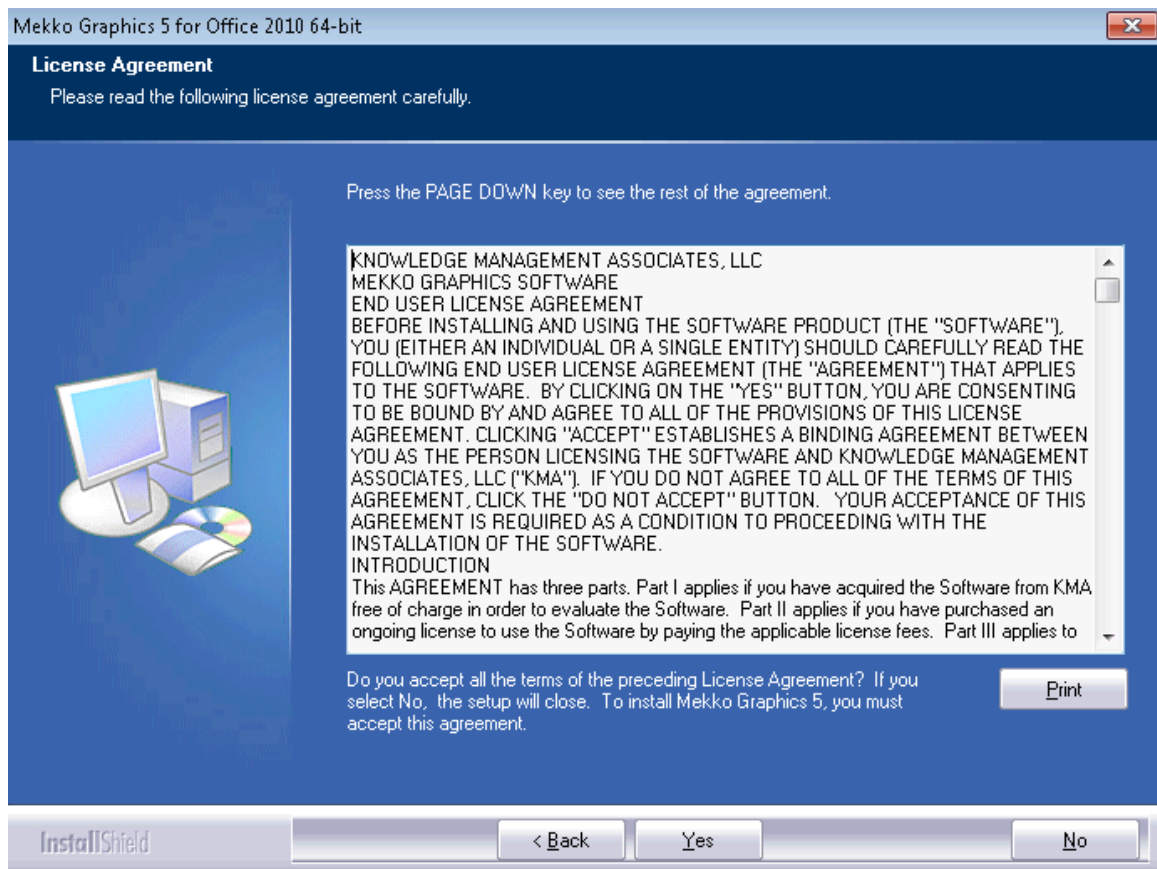
1. Close all programs.
2. Go to our website ([www.mekkographics.com](http://www.mekkographics.com)) and download the installation file MekkoGraphics5.exe to your computer.
3. Double click MekkoGraphics5.exe to begin installation.

Note: MS .NET Framework 3.5 or higher is required.

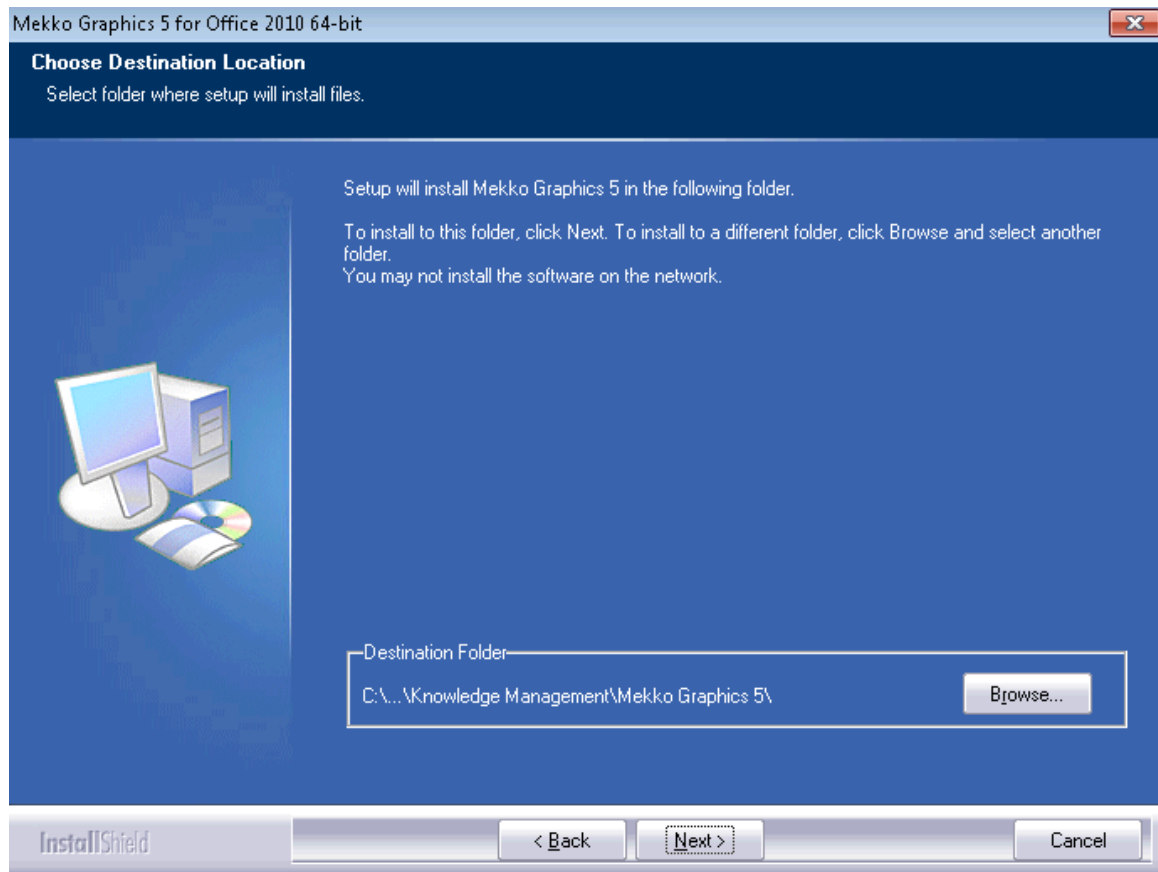
4. At the Welcome screen, click  to begin installation.


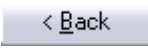


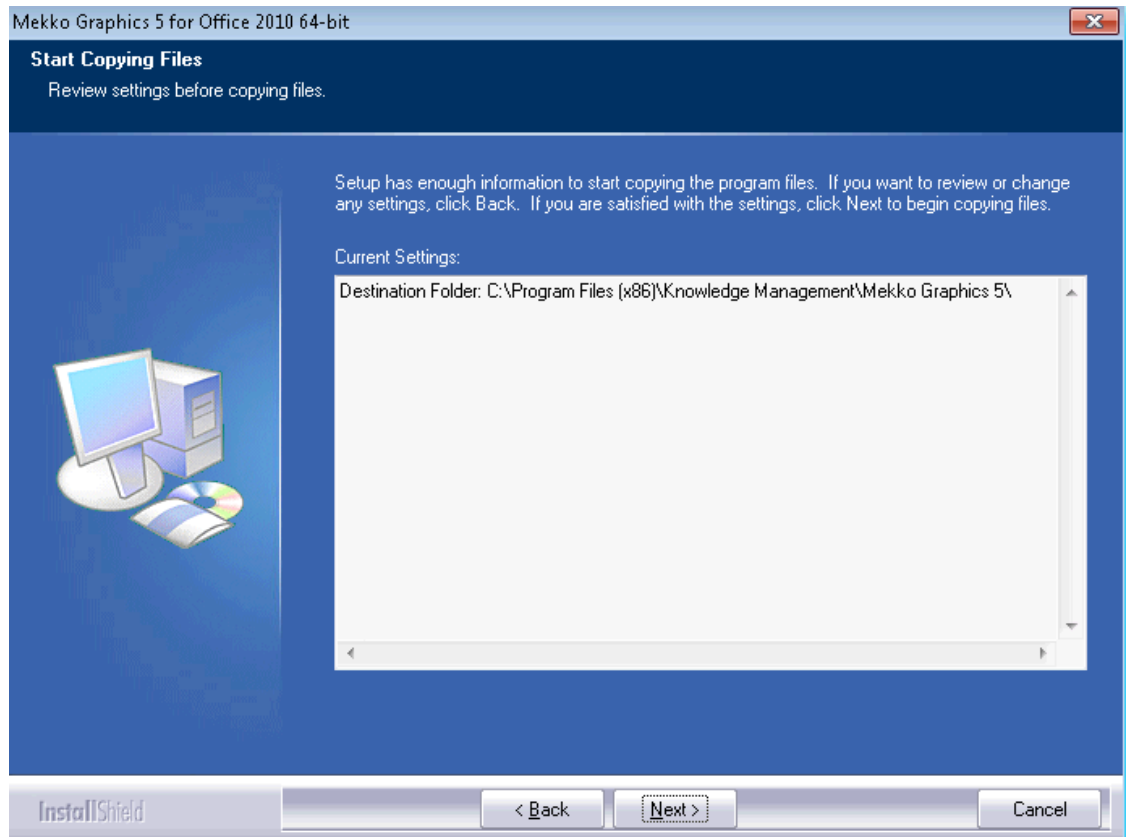
5. Read and click  to accept the License Agreement and continue. You must accept this Agreement to continue.



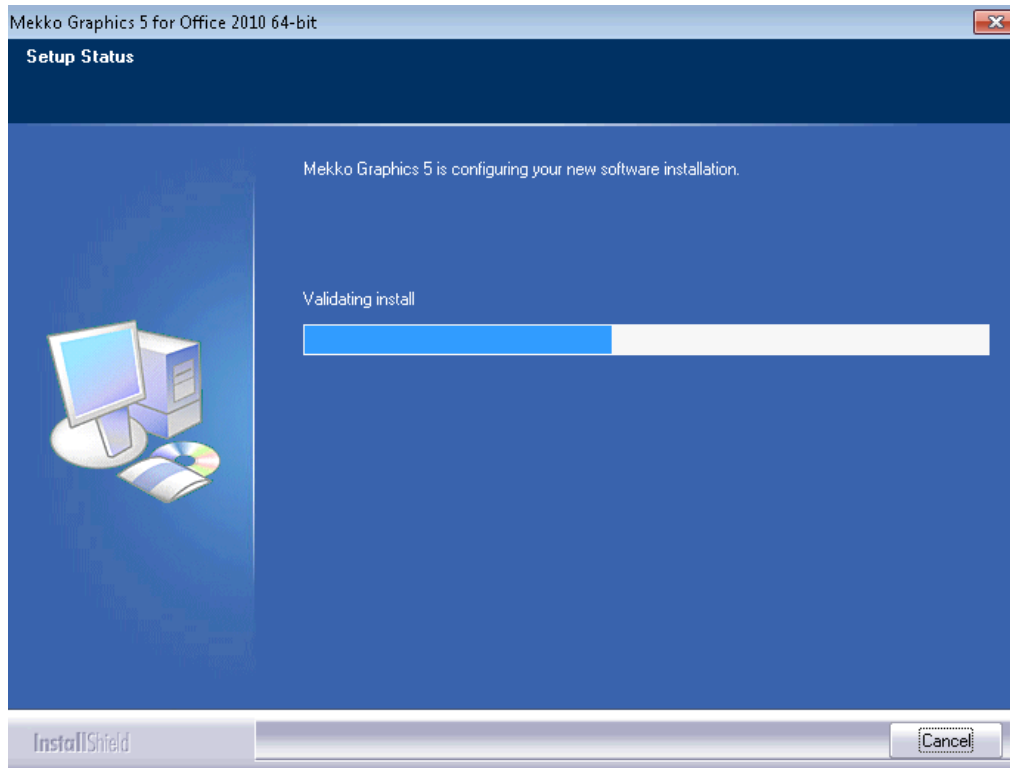
6. Select a destination folder for the installation. It is recommended that you install in the default location (C:\Program Files\Knowledge Management\Mekko Graphics 5). You may however, choose any location on your computer. You may **not** install the software on the network.



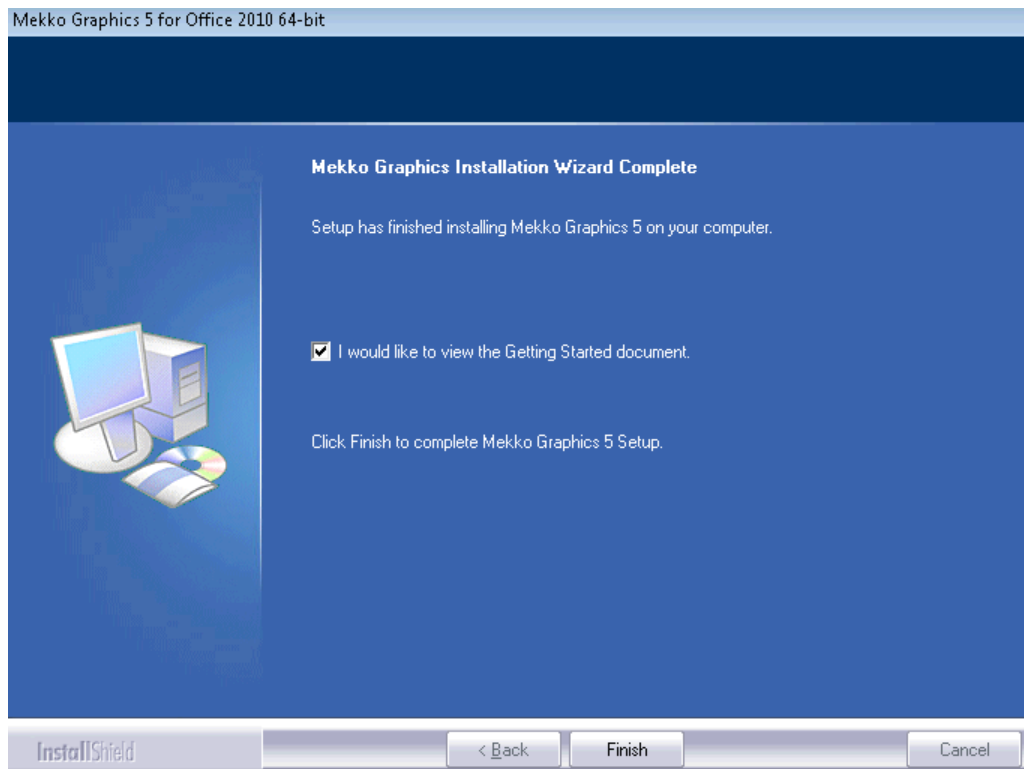
7. Review your settings and click  before continuing. Click  to make changes.



The installation process will begin.



8. Congratulations. The installation is complete. Click **Finish**.



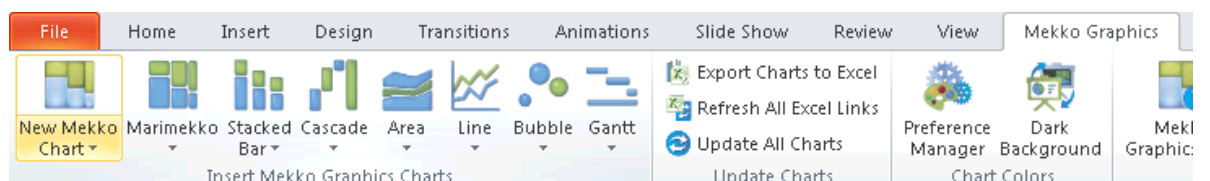
## CHAPTER 3 STARTING MEKKO GRAPHICS

1. Once installation is complete, you can simply launch PowerPoint to start Mekko Graphics. You will see the Mekko Graphics splash screen upon launching PowerPoint.

Go to the Start menu  and launch PowerPoint

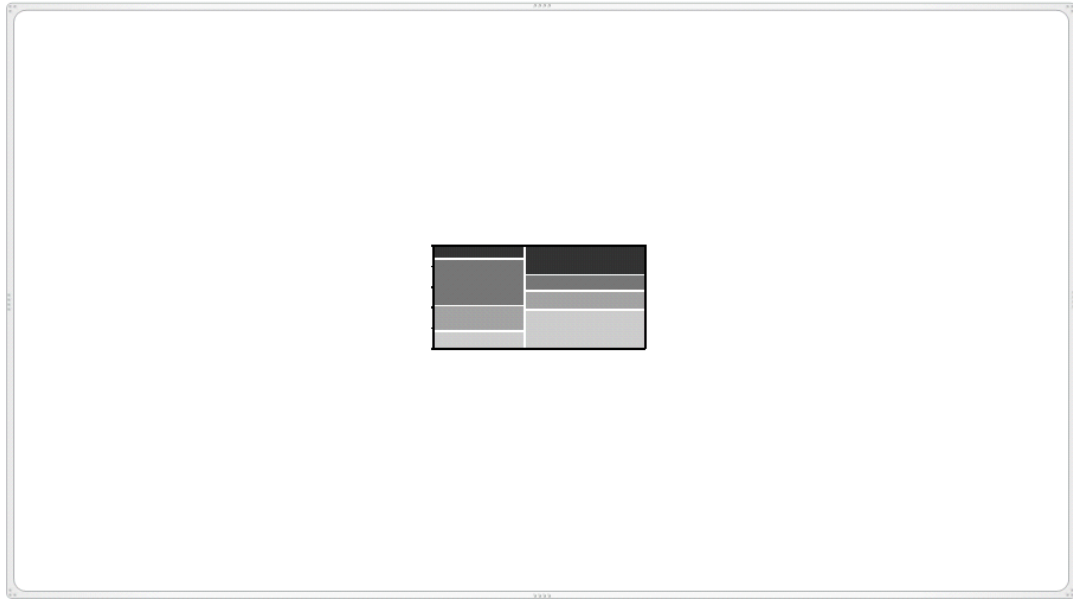


2. Create a new presentation or open an existing presentation  
If there are no slides in your presentation, insert a new slide
3. Select the Mekko Graphics tab from the PowerPoint ribbon and choose "New Mekko Chart"



4. Double click the chart object on the page.

## One Chart Slide

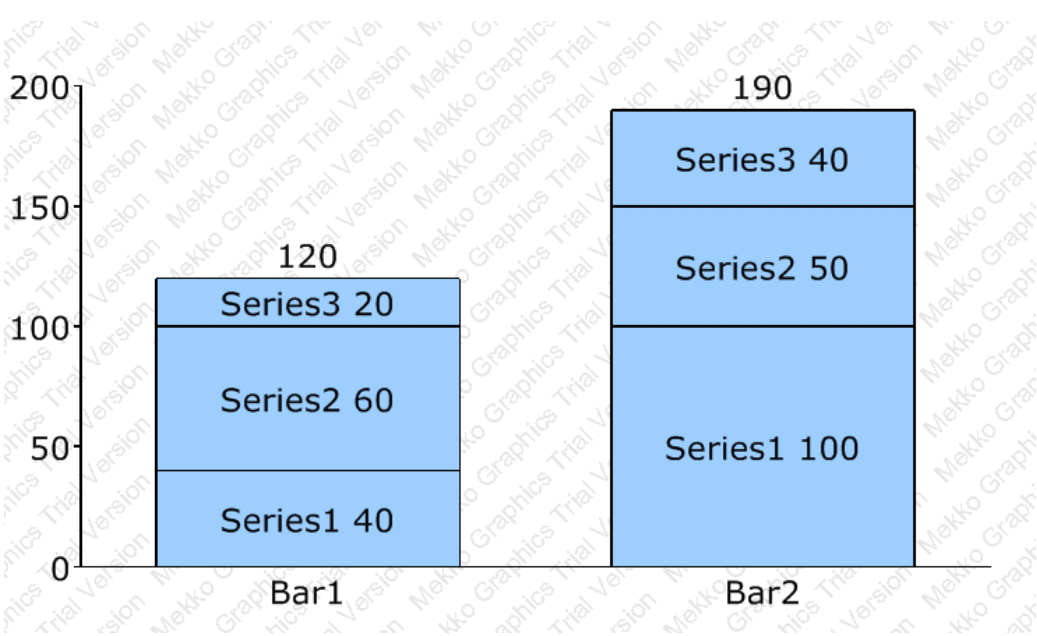


### **USING THE TRIAL VERSION**

When you install Mekko Graphics, the product is a 10-day trial version until you activate the software. It is very important to activate the software within 10 days of installing. Once the 10 days have passed, you will be unable to use the software unless you activate it. To use the trial version, select the second radio button and click **Continue**.



While you are in trial mode, all charts will have a watermark on them, both in Mekko Graphics and in PowerPoint. When you purchase and activate the software, the watermark is removed.



## ACTIVATION

The activation process verifies your product serial number and license. You have two methods of activation: Automatic and Manual (browser-based) activation. Activation of our software is good for one year from date of purchase. If your subscription has expired, Mekko Graphics will be deactivated on your machine and you will no longer be able to edit Mekko Graphics charts.

### **For those users who purchased Mekko Graphics before February 1, 2012**

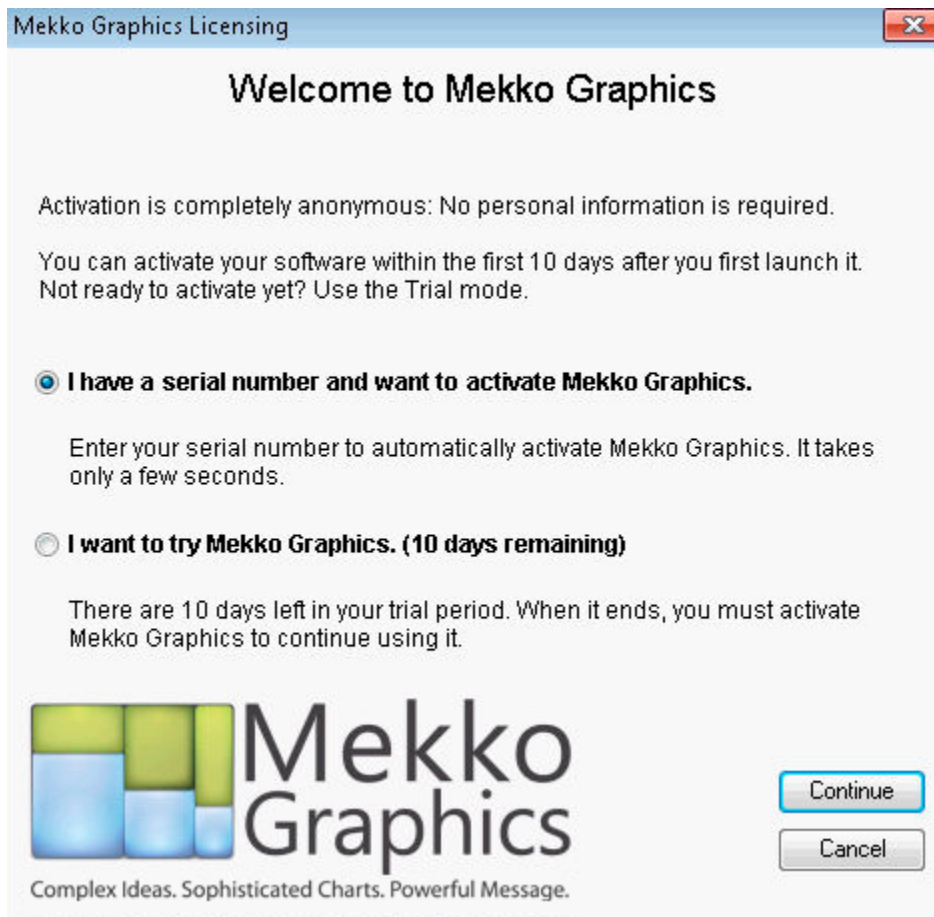
Customers who purchased Mekko Graphics before February 1, 2012 will be able to download and install new upgrades free of charge until December 31, 2013.

### **For those users who purchased Mekko Graphics after February 1, 2012**

Customers who purchased Mekko Graphics after February 1, 2012 will be able to download and install new upgrades free of charge for one year from date of purchase.

### **Automatic Activation**

1. After double-clicking on the chart object in PowerPoint, the **Mekko Graphics Licensing screen** appears.



2. Choose the first radio button and click **Continue** to activate your software.

3. Choose the first radio button for Automatic Activation and enter your serial number. (*The product serial number is provided to you in your purchase confirmation email*). To avoid typos in entering, we recommend copying and pasting from your purchase confirmation email). Click **Continue**.
4. The activation process begins. When the process is complete, a message appears stating that the software was successfully activated.



See the [Registration Section](#) to learn how to register your software.

## Manual (Browser-Based) Activation

1. If you are unable to activate using automatic activation, enter your serial number (located in your purchase confirmation email), select the **Manual (Browser-based) Activation** radio button and click **Continue**.

Mekko Graphics Licensing

### Enter your product serial number

Type your product serial number on the screen to activate your software.

**Where is my product serial number?**

The product serial number is provided to you in your purchase confirmation e-mail.

Automatic Activation

Automatic activation is the most efficient activation method. Some firewalls may block automatic activation; in this case you must use manual (browser-based) activation.

Manual (browser-based) Activation

Use manual activation if you experience any problems with automatic activation.

Click [here](#) to purchase a new license.

**Mekko Graphics**  
Complex Ideas. Sophisticated Charts. Powerful Message.

Continue

Cancel

2. The **Mekko Graphics Manual Activation** screen will appear. (Your Serial Number and Activation Number will be pre-filled in the appropriate fields below). Click on the link "**Activate Mekko Graphics**" specified in Step 1 of the below screen. Note: You can print this screen if necessary.



### MEKKO GRAPHICS MANUAL ACTIVATION SCREEN

- Once you navigate to the web page (below), copy both your *Serial Number* and *Activation Number* from Step 2 of the **Mekko Graphics Manual Activation** page and paste to their respective fields on the activation screen. Also fill out the bottom fields to register your software.



### Mekko Graphics Product Activation and Registration

Please Copy and Paste your Serial and Activation numbers to receive your Authorization code.

Serial Number:

Activation Number:

Register

First Name:

Last Name:

Email:

Phone:

Company Name:

Street:

City:

State/ Province:

Zip Code/ Postal Code:

Country:

You must register your software to receive technical support and information on new releases and upgrades. We will not share your registration information with others. We will only use it to provide you with support and with news and information about Mekko Graphics.

Finally, press "Create" to submit this information. We will then generate your Authorization code. Please copy and paste this code into the Mekko Graphics Manual Activation form.

4. Click . An Authorization Code is generated



**Your Authorization code (for activation) has been successfully generated:**

**To complete your activation, copy the above Authorization code, and paste it into your manual activation screen.**

**For your information:**

**Your Serial number is:**

**Your Activation number is:**

**First Name:**

**Last Name:**

**Email:**

**You may wish to print and save this page for your records.**

- Copy the **Authorization Code** from the webpage, and paste it into Step 3 of the **Mekko Graphics Activation** screen and click **Continue**.



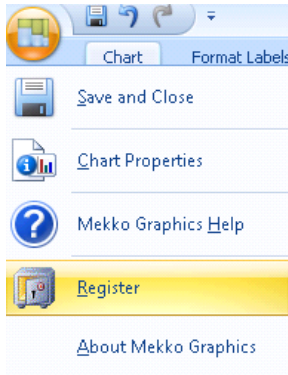
MEKKO GRAPHICS ACTIVATION SCREEN

- Your software will be successfully activated.



## REGISTRATION

If you have not yet registered, **please register your copy of Mekko Graphics.** Under the Mekko Graphics button, select "**Register**".



Type in your name and e-mail address and click **Register**. Fields in red are required. A web page appears and confirms your registration. Registration is required and needs to be accurate in order to receive technical support. We do not sell or use this information in any way except for support purposes and to send you updates and news about Mekko Graphics.

A screenshot of the 'Mekko Graphics Licensing' window, titled 'Register Mekko Graphics'. The window contains a registration form with the following fields: First Name, Last Name, Email, Phone, Company Name, Street, City, State/Province, Zip Code/Postal Code, and Country. The 'First Name', 'Last Name', and 'Email' labels are in red. Below the form, there is a privacy statement: 'We will not share your registration information with others. We will only use it to provide you with support and with news and information about Mekko Graphics.' At the bottom left is the Mekko Graphics logo with the tagline 'Complex Ideas. Sophisticated Charts. Powerful Message.' At the bottom right are 'Register' and 'Cancel' buttons.

## CHAPTER 4 USING MEKKO GRAPHICS

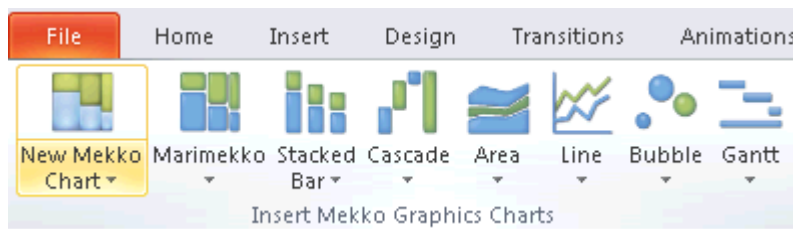
Once you have installed, activated and registered your software, you are ready to begin creating charts! There are two basic methods to insert charts: **Standard Method** and **Quick Launch Method**.

### Standard Method

There are 5 basic steps to creating a chart in Mekko Graphics.

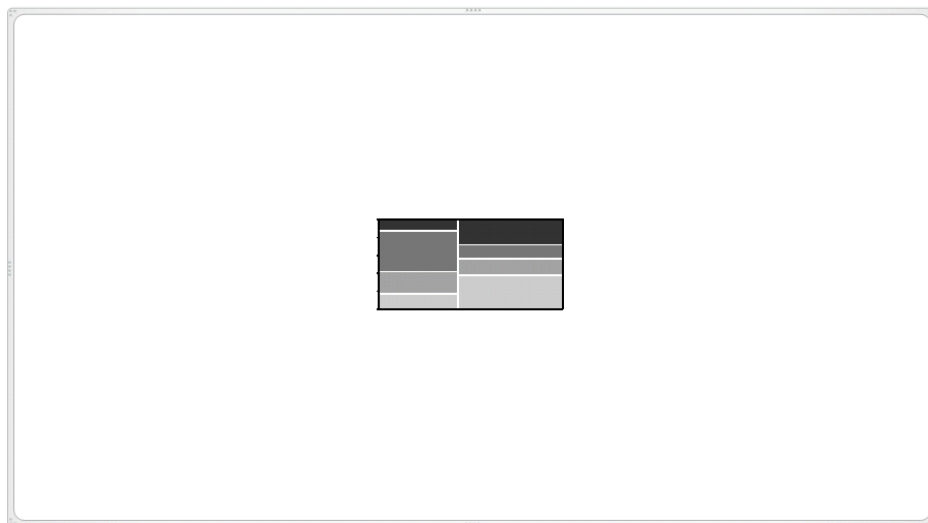
#### 1. Insert a Mekko Chart.

From Microsoft PowerPoint™, go to the **Mekko Graphics** menu, and choose **New Mekko Chart**.

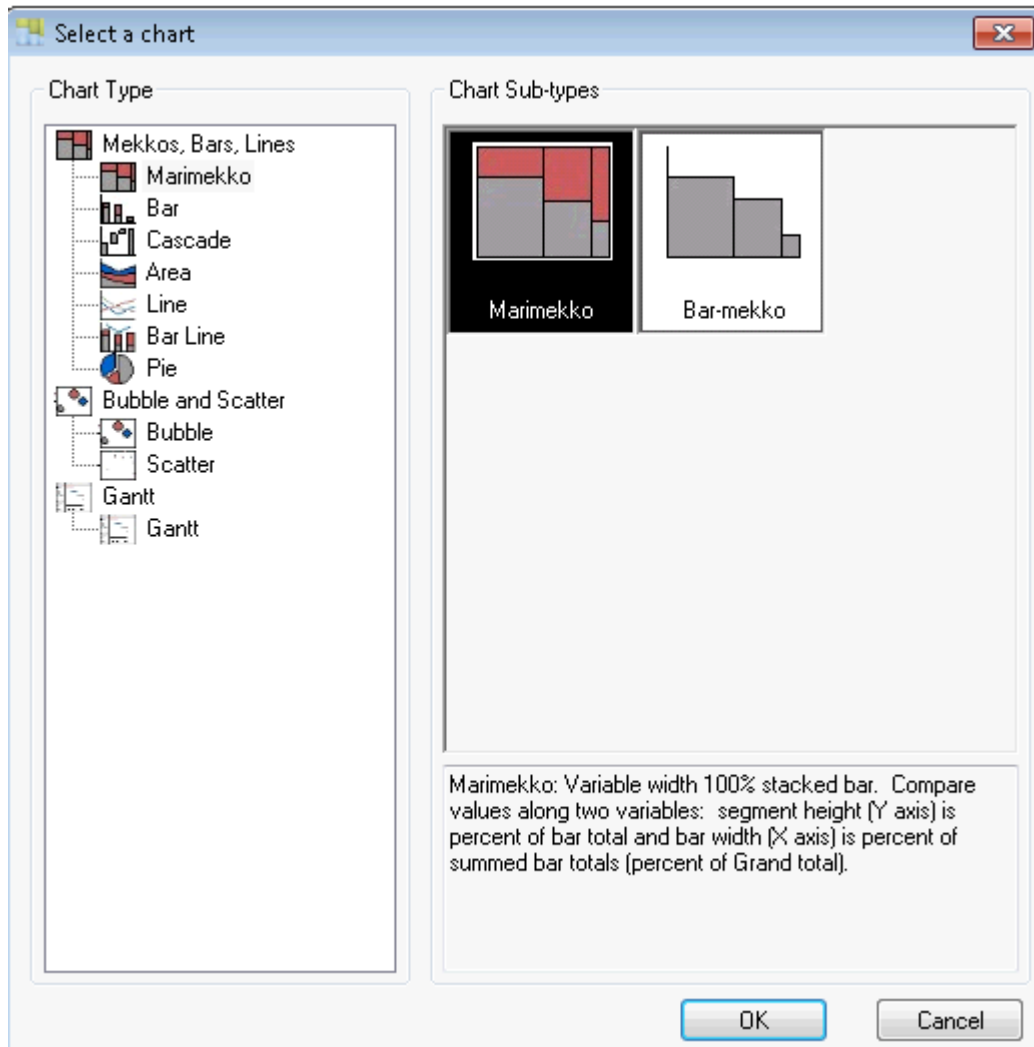


A chart object will appear on your slide in PowerPoint. Double click the chart object.

## One Chart Slide



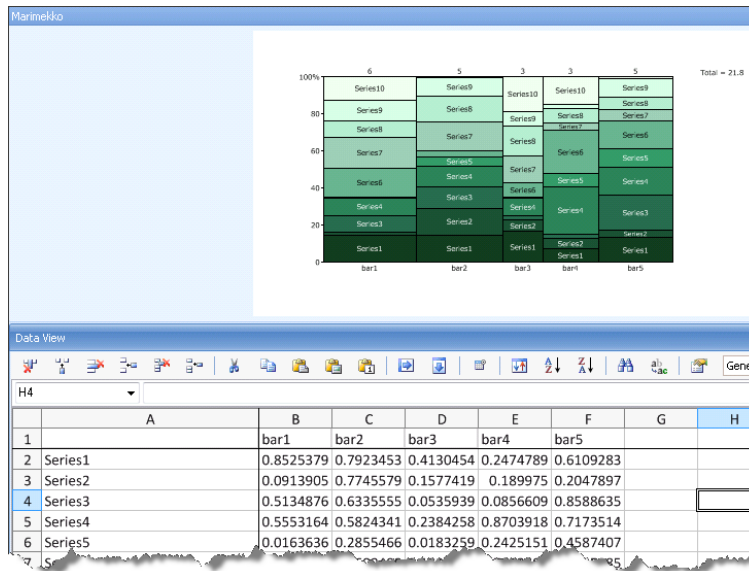
## 2. Choose chart type.



Choose the Chart Type you wish to create. There are three main categories of chart types: **Mekko, Bars, Lines, Bubble and Scatter, or Gantt**. After choosing the chart type, you will be prompted to select a Chart Sub-Type. (For more information on the chart types and subtypes, a brief description of the chart will appear below the selected chart). Click OK.

## 3. Enter Data.

Enter data for your chart in our Data View. You can also import data from an existing spreadsheet by taking advantage of our Link to Excel feature. As you enter data into the spreadsheet, your chart will dynamically draw.

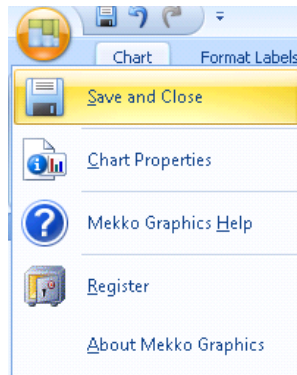


#### 4. Format chart.

Formatting your chart is likely where you will spend the majority of your time. You have several chart, series, segment, bar, axis, and label formatting options.

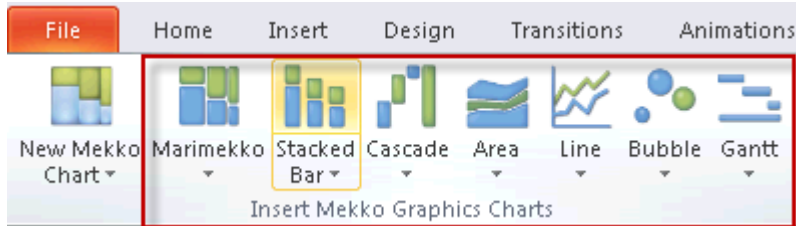
#### 5. Save and Close.

When you are satisfied with the look of your chart, choose **Save and Close** from the Mekko Graphics button to save your changes and insert your chart in PowerPoint.



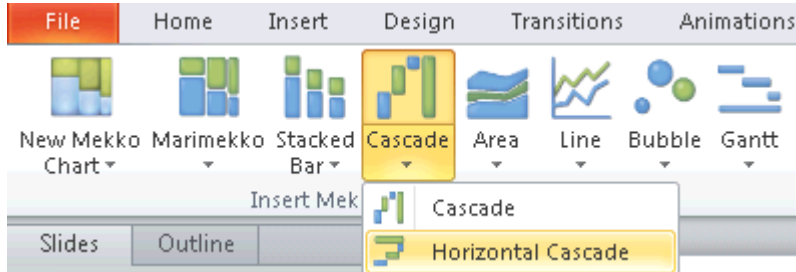
## Quick Launch Method

You can use the Quick Launch method to automatically create any desired Mekko Graphics chart. To use the Quick Launch method, go to the **Mekko Graphics** tab and choose your desired chart type from the list of drop down menu options.

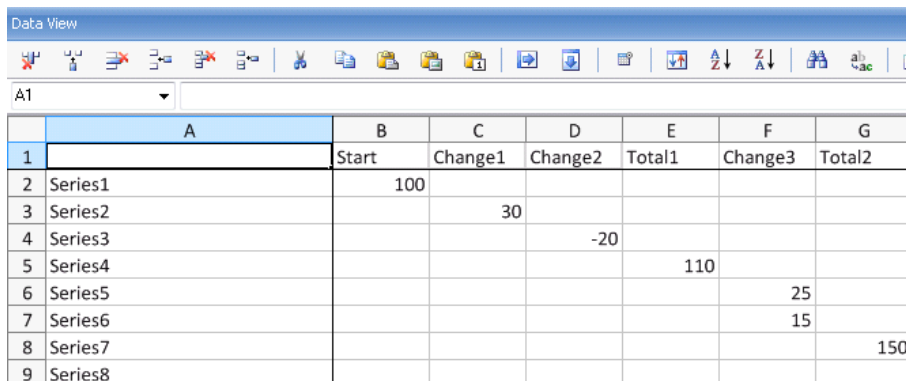


Once you choose your desired chart type, Mekko Graphics will automatically launch and create your chart with pre-populated data, that you can then replace with your own data. The quick launch method requires fewer clicks than the standard method, and is a faster and easier way to insert your desired charts. The "dummy data" that populates the chart allows you to quickly see how the chart utilizes the data. The quick launch method essentially eliminates the need for steps 1 and 2 of the standard method of creating charts.

1. Choose your Chart Type from any of the Quick Launch Menu dropdowns



2. Replace your data with your own in the Data View section



Data View							
A1							
	A	B	C	D	E	F	G
1		Start	Change1	Change2	Total1	Change3	Total2
2	Series1	100					
3	Series2		30				
4	Series3			-20			
5	Series4				110		
6	Series5					25	
7	Series6					15	
8	Series7						150
9	Series8						

You may use either the Data View or the Combo View to enter data in Mekko Graphics. Bar labels are generally listed across the top of the spreadsheet, and series labels are listed down the spreadsheet. The first row is designated for Bar names and first column for Series names. The first cell (A1) should be empty.

The chart dynamically draws as you enter data into these rows and columns. To enter data into the spreadsheet, you may do any one of the following:

- a. Enter data directly as you would in Excel
- b. Copy and paste from an existing Excel spreadsheet
- c. Link to Excel.

### 3. Format your Chart

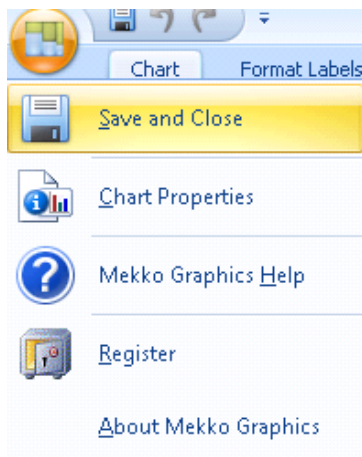
There are two views for formatting your chart -

Format View  and

Combo View .

Formatting your chart is likely where you will spend the majority of your time. You have numerous chart, series, segment, bar, axis, and label formatting options.

### 4. Save and Close

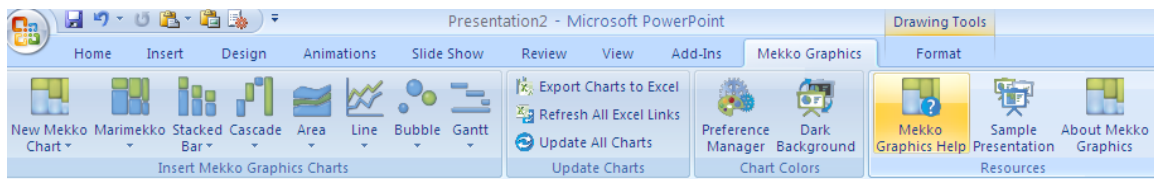


When you are satisfied with the look of your chart, select Save and Close from the Mekko Graphics button to save your changes and insert your Mekko Graphics chart into your PowerPoint slide.

## CHAPTER 5 GETTING HELP

Mekko Graphics includes a variety of resources to help you learn the program quickly and become proficient in creating your own charts.

Mekko Graphics Help includes comprehensive information about using all aspects of Mekko Graphics. To access Mekko Graphics Help, go to the Mekko Graphics tab in PowerPoint and choose **Mekko Graphics Help**.



The Mekko Graphics Support Center at [www.mekkographics.com](http://www.mekkographics.com) is updated regularly with the latest information on Mekko Graphics, including examples, updates, sample presentations, FAQs, and information on advanced topics.

### **TECHNICAL SUPPORT**

Contact our [Technical Support](#) department to get answers to questions not found on our web site. Installation and activation support is free. Please see our website for information about other support options.

[Email](#)

[Mekko Forum](#)

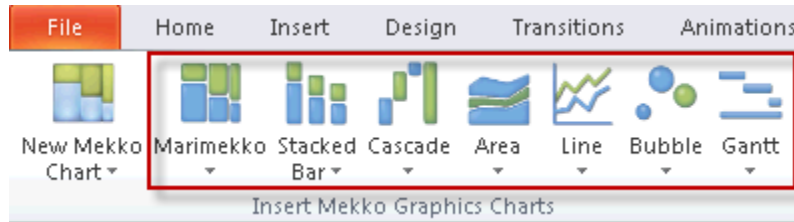
[Mekko FAQ](#)

[Mekko Graphics Webinar Demonstration](#)

## APPENDIX: WHAT'S NEW IN MEKKO GRAPHICS?

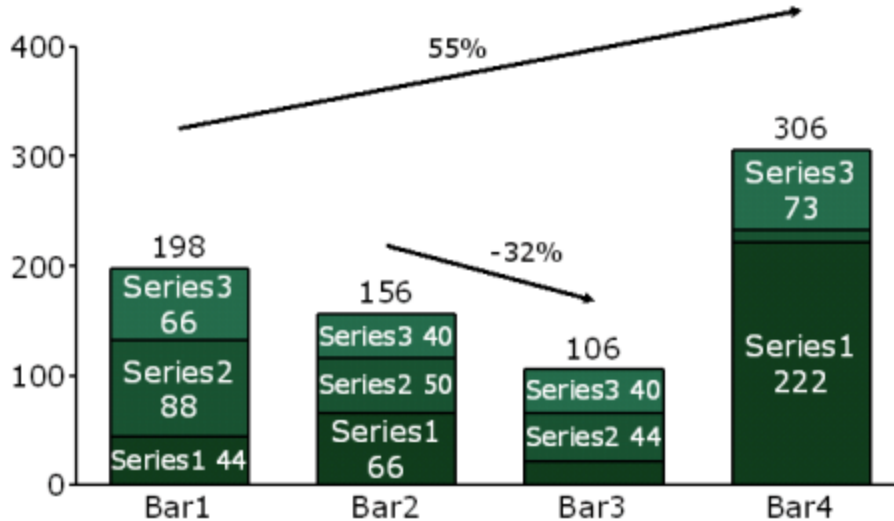
### QUICK LAUNCH CHARTS

You can use the Quick Launch method to automatically create any desired Mekko Graphics chart. To use the Quick Launch method, go to the Mekko Graphics tab in PowerPoint and choose your desired chart type from the list of drop down menu options. Mekko Graphics will automatically launch and create your chart with pre-populated data that you can then replace with your own data. The quick launch method requires fewer clicks than the standard method, and is a faster and easier way to insert your desired charts. The "dummy data" that populates the chart allows you to quickly see how the chart utilizes the data.



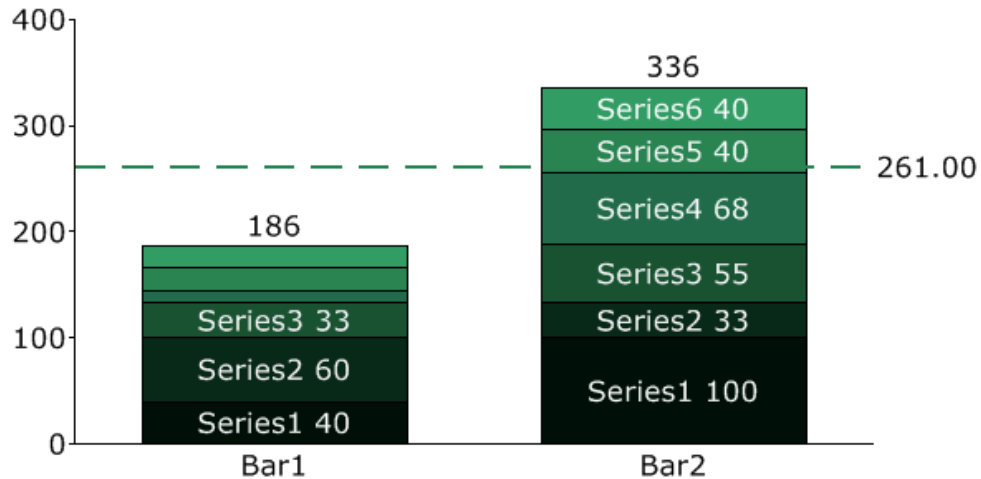
### GROWTH LINES

Growth Lines can be used in charts to visualize the difference typically between first to last bar, although it can be between any two bars (or between any two segments for cluster bar charts). The line is drawn from the start bar to the end bar with an arrow pointing in the direction of the growth.



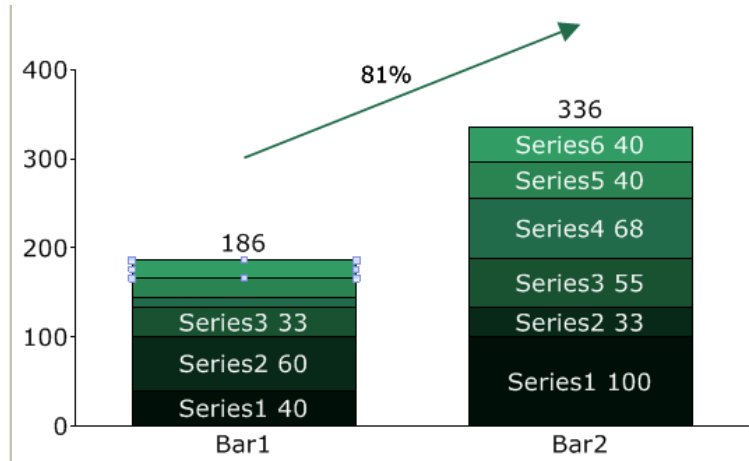
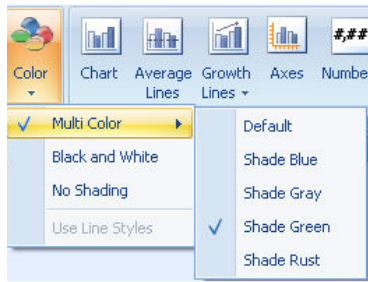
## AUTOMATIC (COMPUTED) AVERAGE LINES

Computed Average Lines automatically calculate and display the data average for a given chart, drawing a line across the entire chart at the calculated average value point on the Y axis. Note: For 2Y chart types, you have the option of displaying the average line on the Y or 2Y axis. Computed Average lines will automatically recalculate and adjust your average line if your data changes.



## COLOR SHADES FOR CHARTS

Mekko Graphics now provides new color palettes (color shades) for your charts. Color shades display gradations of a standard color for a new updated look in your charts.



## MULTI CHART SLIDE OPTIONS

Mekko Graphics now offers several new slide layout options, including multi-chart layouts and half page chart layouts.

