



## GETTING STARTED WITH MEKKO GRAPHICS 5 GUIDE FOR OFFICE 2003 USERS

# CONTENTS

Chapter 1 Getting Started .....	3
What is Mekko Graphics? .....	3
What's New in Mekko Graphics? .....	3
Chapter 2 Installing Mekko Graphics .....	5
System Requirements .....	5
Installing Mekko Graphics .....	6
Chapter 3 Starting Mekko Graphics .....	12
Using the Trial Version .....	14
Activation .....	15
Registration .....	22
Chapter 4 Using Mekko Graphics .....	24
Chapter 5 Getting Help.....	28
Technical Support .....	28

### **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 IN MEKKO GRAPHICS?**

#### **MEKKO GRAPHICS 5.0**

##### **Fully compatible with MS Office 2010 (32 bit)**

In addition to MS Office 2003 and MS Office 2007, Mekko Graphics 5 is now fully compatible with MS Office 2010.

##### **New User Interface including Ribbons**

We've added ribbons to the Mekko Graphics application. The new User Interface will help you find what you need more quickly and efficiently, and has the look and feel of the latest in Office applications.

##### **Custom Colors inside Mekko Graphics**

Now you can add custom colors to your charts on the fly, right inside the Mekko Graphics application

##### **Increased Stability and Speed**

We have greatly improved the speed and stability of Mekko Graphics by the inclusion of a new spreadsheet control that allows you to launch Mekko Graphics charts faster and switch back and forth between Mekko Graphics and Microsoft Excel more seamlessly

### **Improved Preference Manager**

Newly added are the option to set your No Shading Color, the ability to set a default chart color style, set default pattern settings, customize your Gantt chart color options, and more!

## CHAPTER 2 INSTALLING MEKKO GRAPHICS

### **SYSTEM REQUIREMENTS**

To use Mekko Graphics 5, 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)

#### **Mekko Graphics 5 is compatible with the following Microsoft Office Versions:**

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

MS .NET Framework 3.5 is required.

#### **Hardware Requirements**

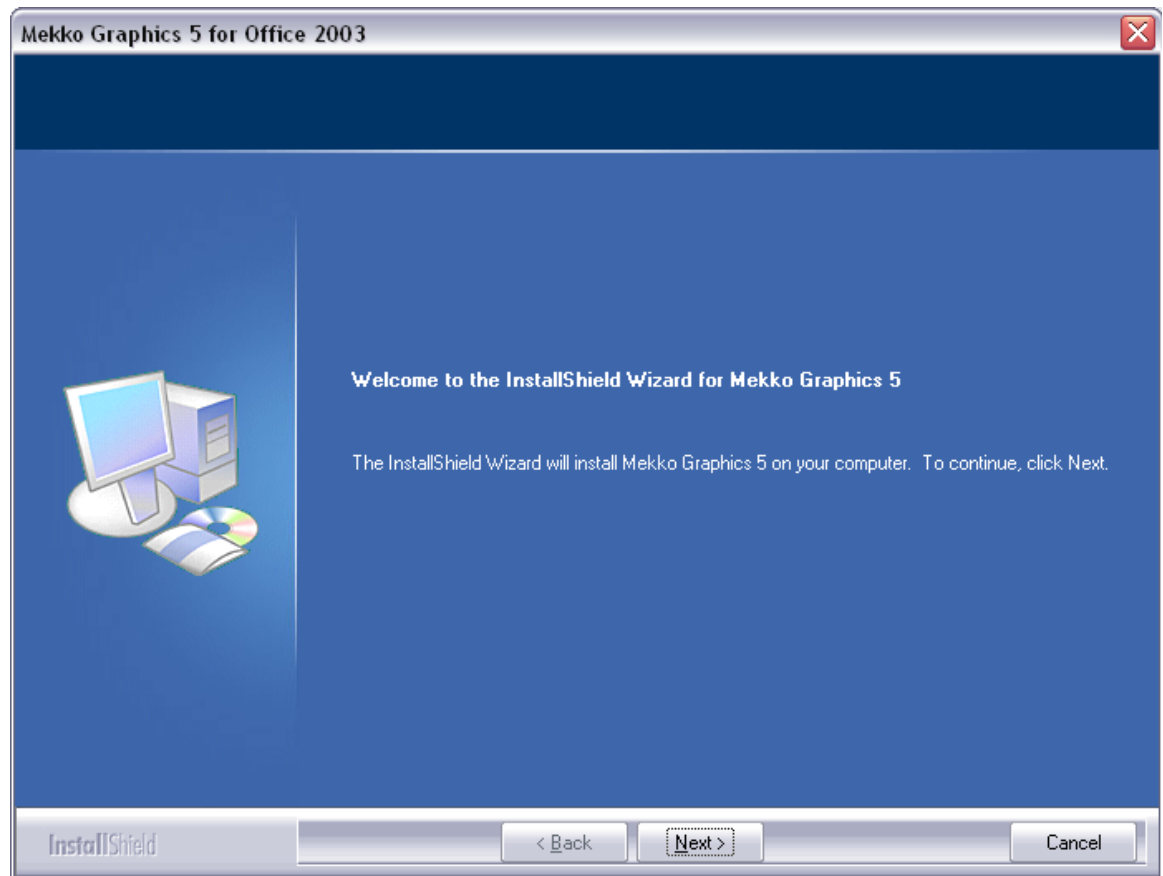
<u>Component</u>	<u>Requirement</u>
Computer and processor	1.0 GHz or higher CPU
Memory and Video	2 GB of RAM recommended, 1024x768 high-color 32-bit display
Hard disk	150 MB of available hard-disk space; optional installation files cache (recommended) requires an additional 200 MB of available hard-disk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

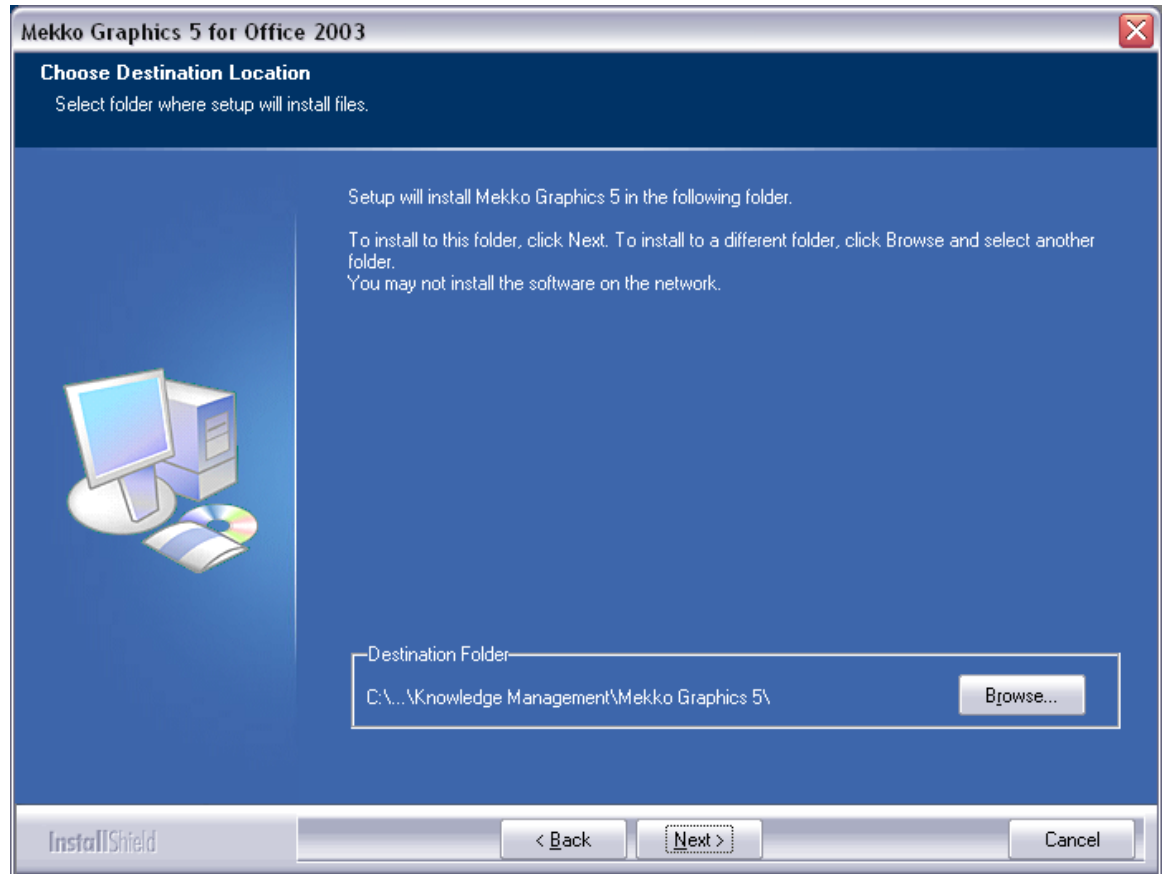
4. At the Welcome screen, click  to begin installation.


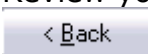


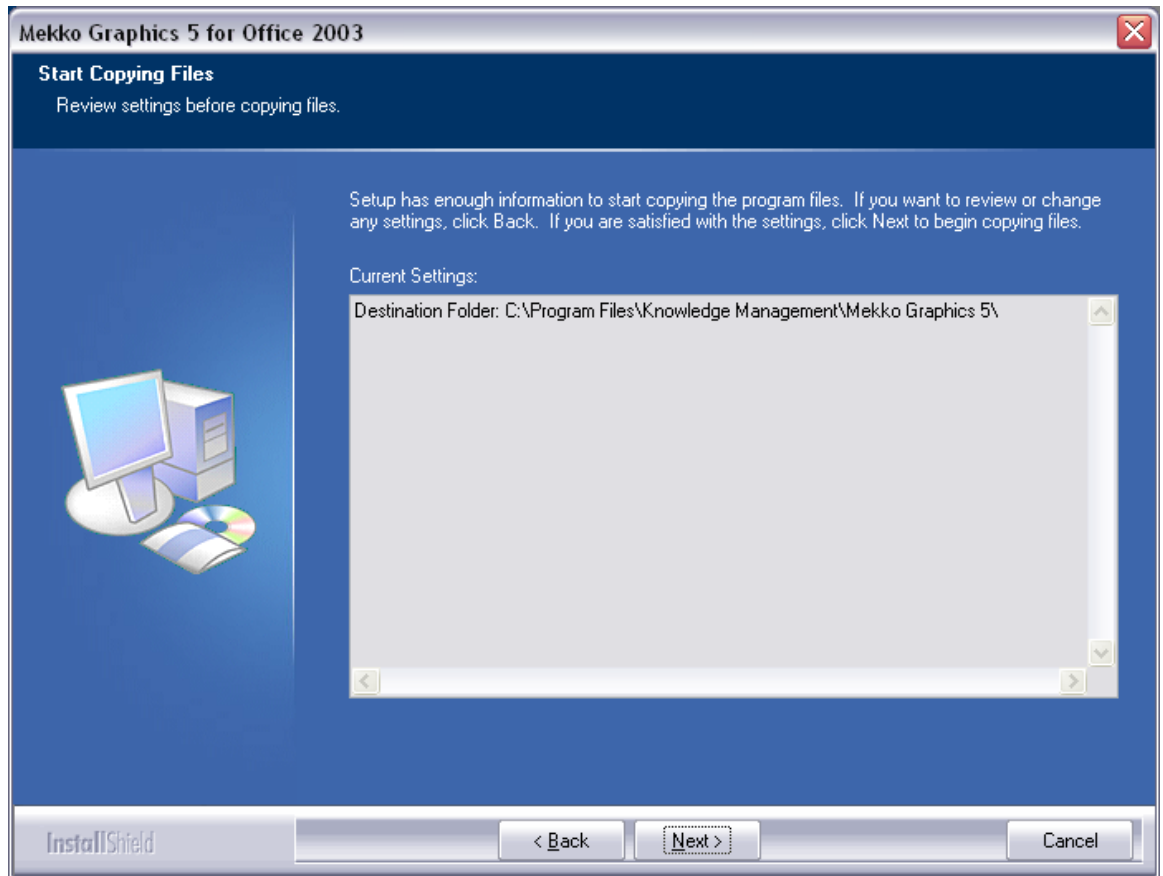
5. Read and click  to accept the License Agreement and continue. You must accept this Agreement to continue.



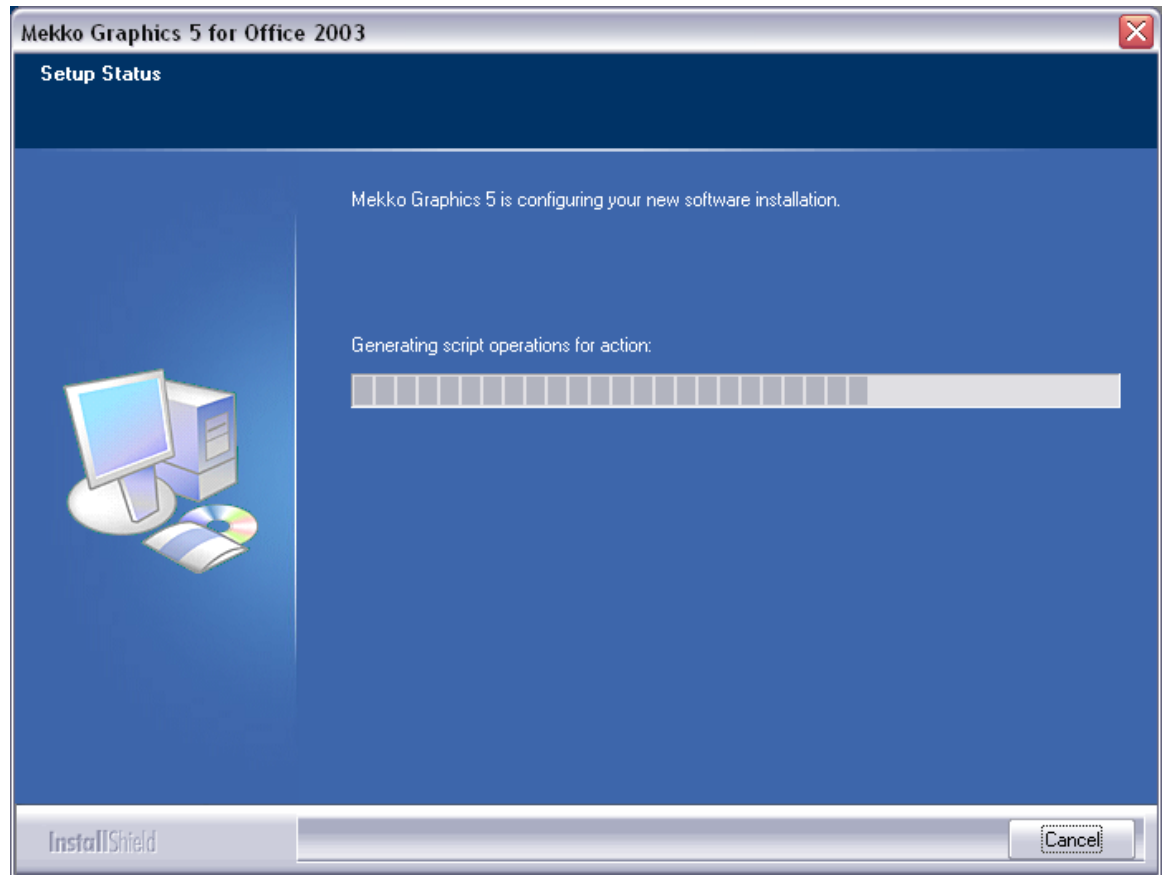
6. Select a destination folder for the installation. It is recommended that you install in the default location (C:\Program Files\Knowledge Management\Mekko Graphics 5). You may however, choose any location on your computer. You may **not** install the software on the network.



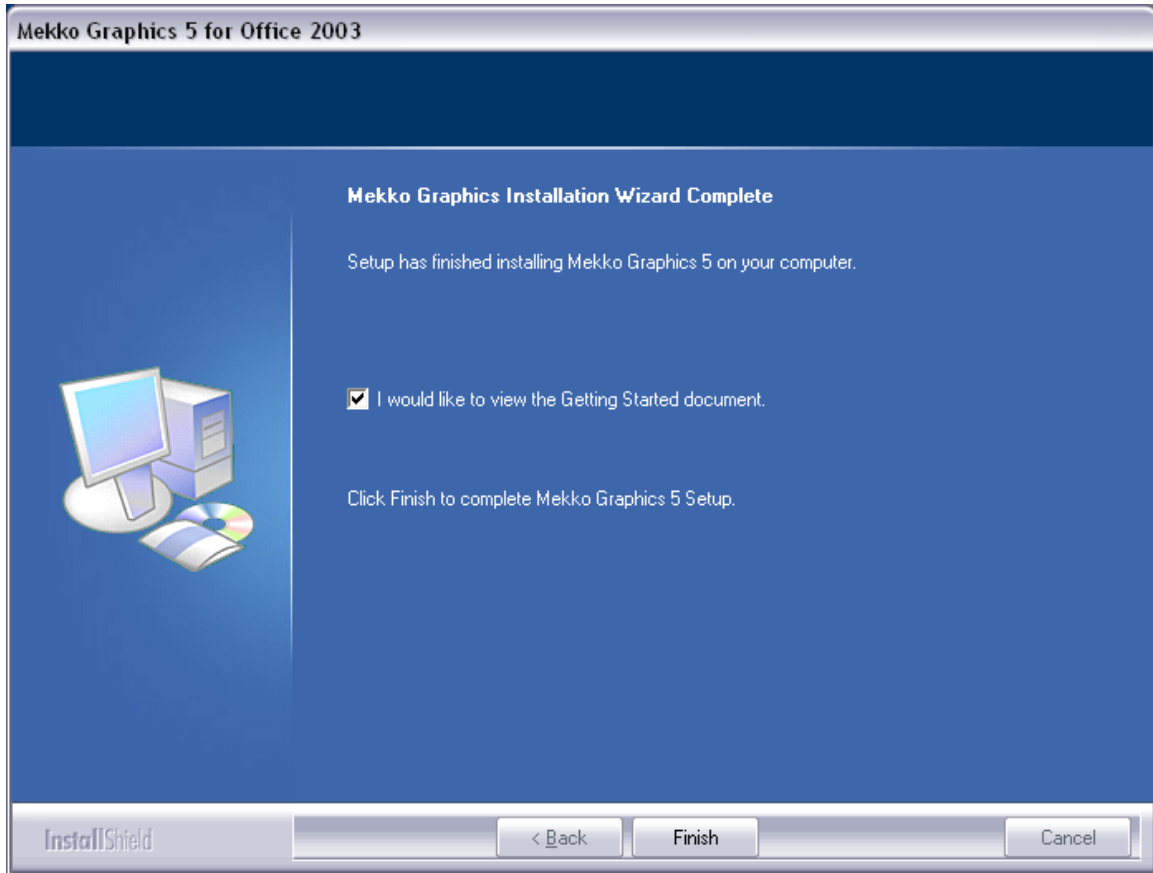
7. Review your settings and click  before continuing. Click  to make changes.



8. The installation process will begin.



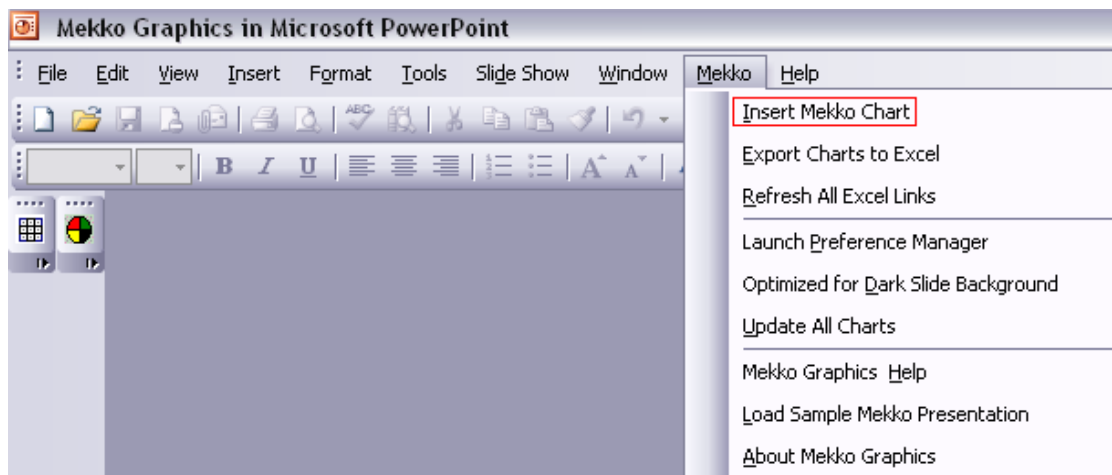
Congratulations. The installation is complete. Click Finish.



## CHAPTER 3 STARTING MEKKO GRAPHICS

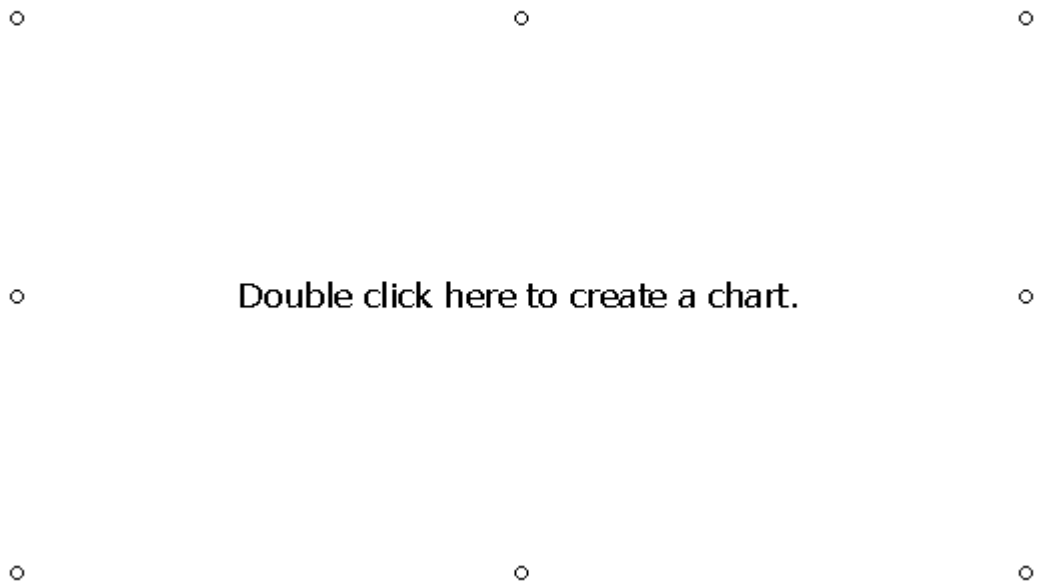
Once installation is complete, you can simply launch PowerPoint to start Mekko Graphics. You will see the Mekko Graphics splash screen upon launching PowerPoint.

1. Go the Start menu and choose Programs → Microsoft PowerPoint
2. Create a new presentation or open an existing presentation
3. If there are no slides in your presentation, insert a new slide
4. Select the Mekko Graphics tab and choose “New Mekko Chart”



5. Double click the box entitled "Double click here to create a chart"

## Inserting a Mekko Chart

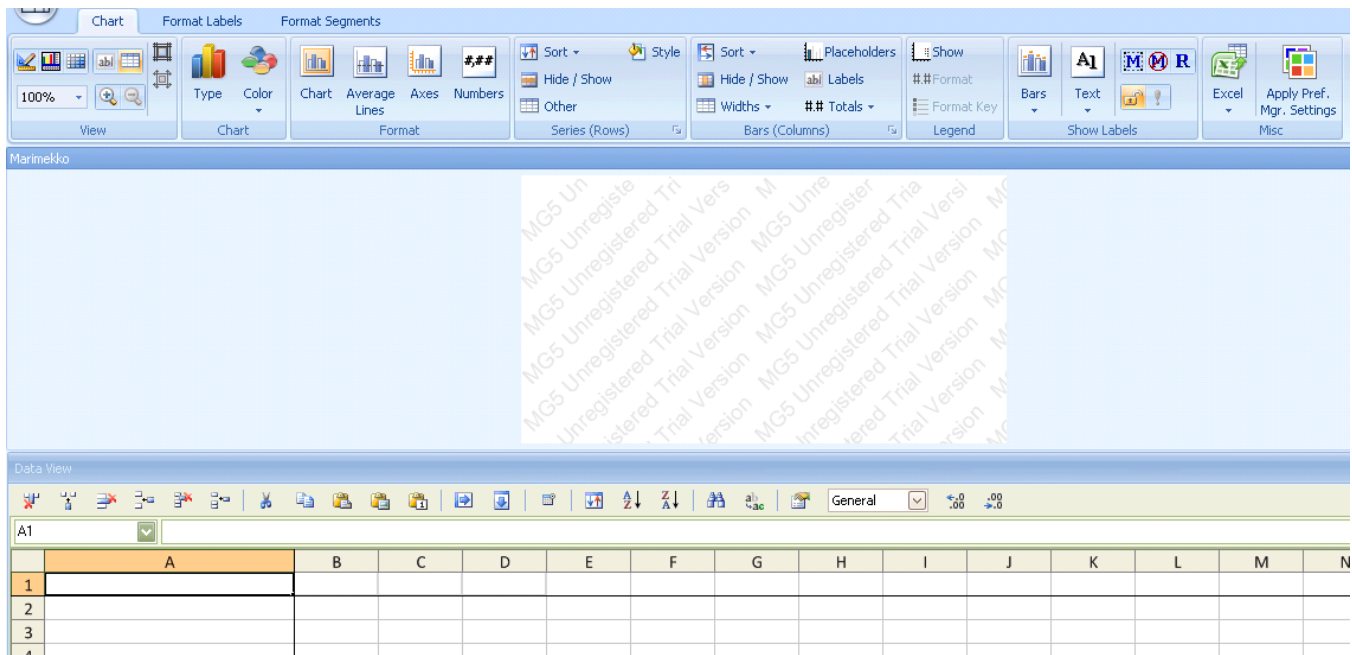


## USING THE TRIAL VERSION

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.



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



## ACTIVATION

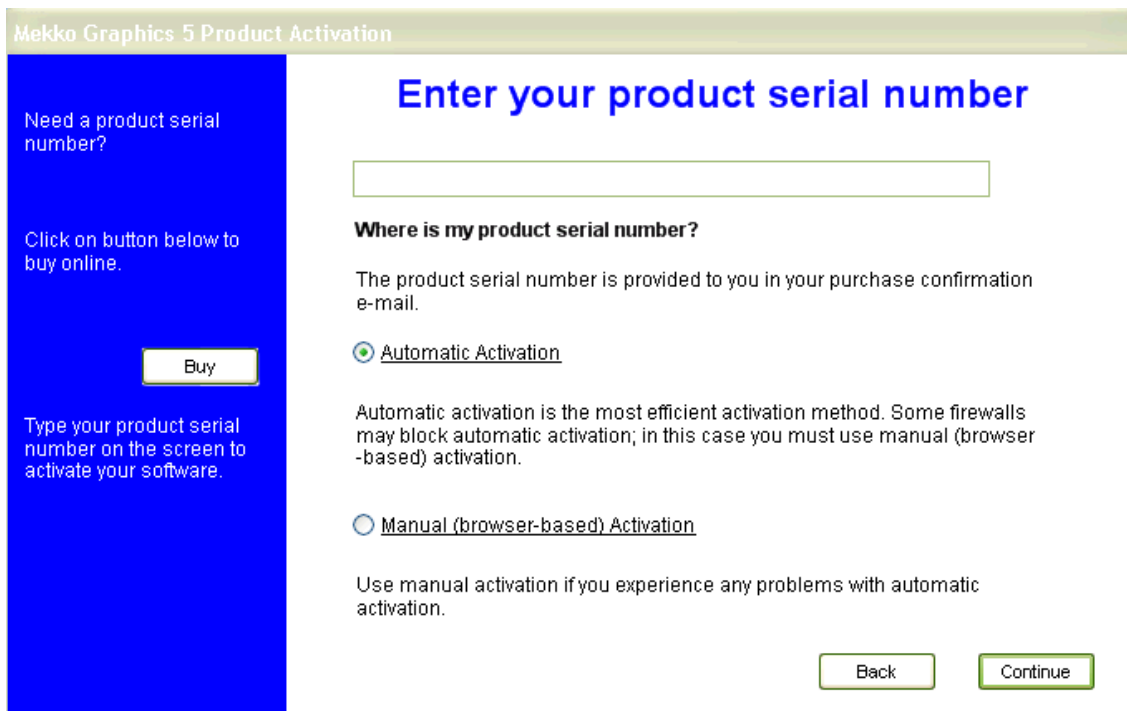
The activation process verifies your product serial number and license. You have two methods of activation: Automatic and Manual (browser-based) activation.

### Automatic Activation

1. After double-clicking on the "Double Click Here to Create Chart" object in PowerPoint, the **Mekko Graphics 5 Product Activation screen** appears.
2. Choose the first radio button and click  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 .




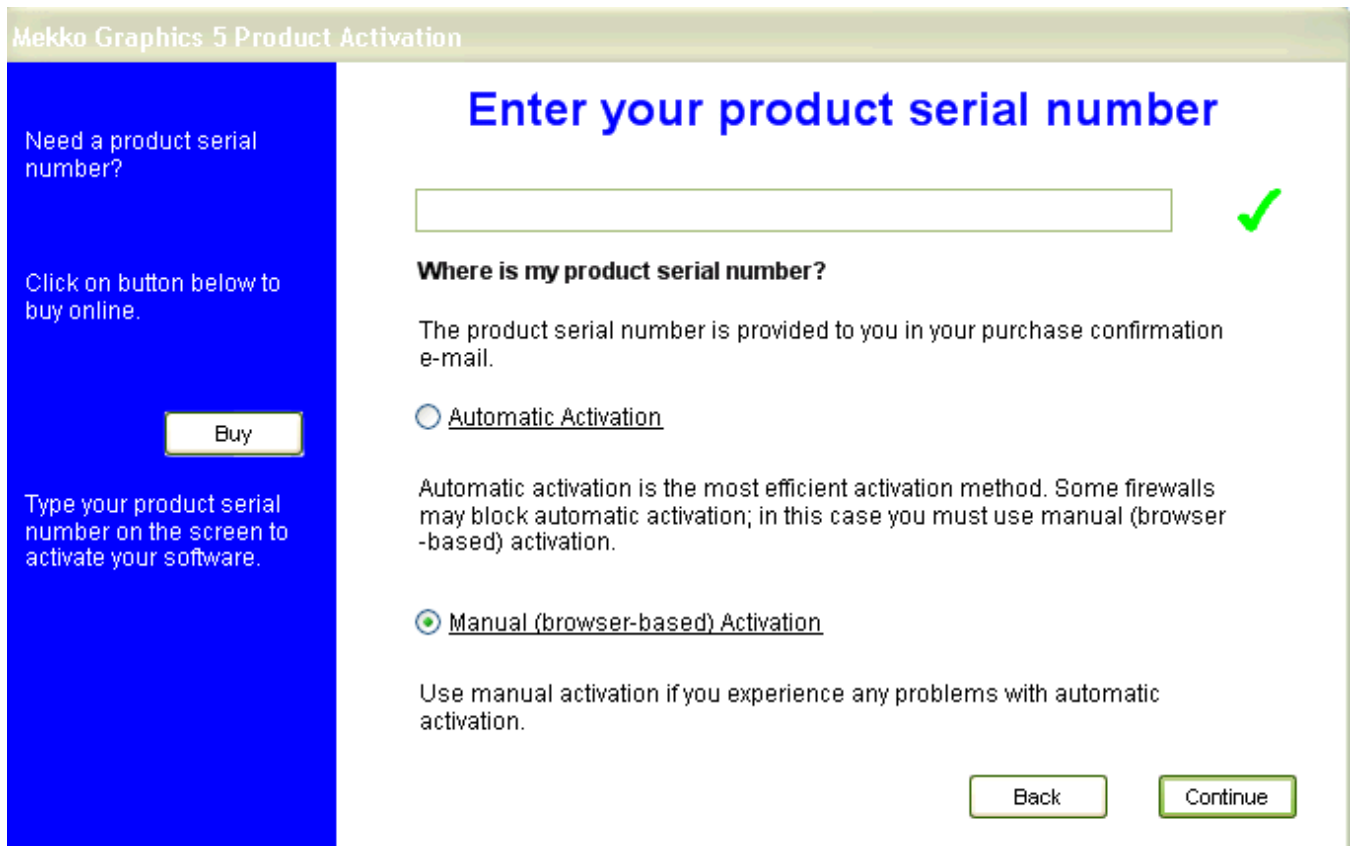
The activation process begins. When the process is complete, a message appears stating that the software was successfully activated.



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

## Manual (Browser-Based) Activation

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



Mekko Graphics 5 Product Activation

### Enter your product serial number

Need a product serial number?

Click on button below to buy online.

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.

2. The **Mekko Graphics Product Manual (Browser-based) Activation** screen will appear. Your Serial Number and Activation Number will be pre-filled in the appropriate fields below. Navigate to the web page specified in Step 1 of the below screen. Note: You can print this screen if necessary.

Problems?

Please contact us at  
support@mekkographics.com

## Please follow the steps below:

1. Go to <http://www.mekkographics.com/KMAWebServices/MekkoActivation.aspx>

2. When prompted, please provide the following information:

Serial Number:

Activation Number:

3. When you receive the Authorization Code, enter it here:

Print

Back

Continue

- Once you navigate to the web page (below), copy both your Serial Number and Activation Number from the **Mekko Graphics Product Manual (Browser-based) Activation** page and paste to their respective fields on the Mekko Graphics 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:	<input type="text"/>
Activation Number:	<input type="text"/>
<input checked="" type="checkbox"/> Register	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Company Name:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
State/ Province:	<input type="text"/>
Zip Code/ Postal Code:	<input type="text"/>
Country:	<input type="text"/>

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.

[Create](#)

Problems?

Please contact  
support@mekko.com

4. Click [Create](#). 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.**

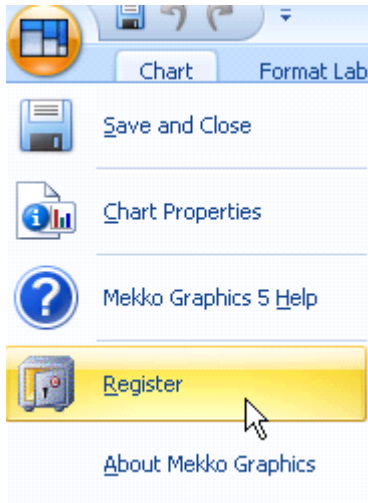
5. Now, copy the Authorization Code from the webpage, and paste it into the **Mekko Graphics Product Manual (Browser-based) Activation** screen and click



Your software will be successfully activated and registered.

## REGISTRATION

If you have not yet registered, **Register** your product. 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.

Mekko Graphics 5 Product Registration

Please Register

Please complete this form to register your Mekko Graphics 5 software. To provide you with product support, your software must be registered.

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 5.

### Register Mekko Graphics 5

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Company Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State/ Province	<input type="text"/>
Zip Code/ Postal Code	<input type="text"/>
Register Mekko Graphics 5	<input type="text"/>

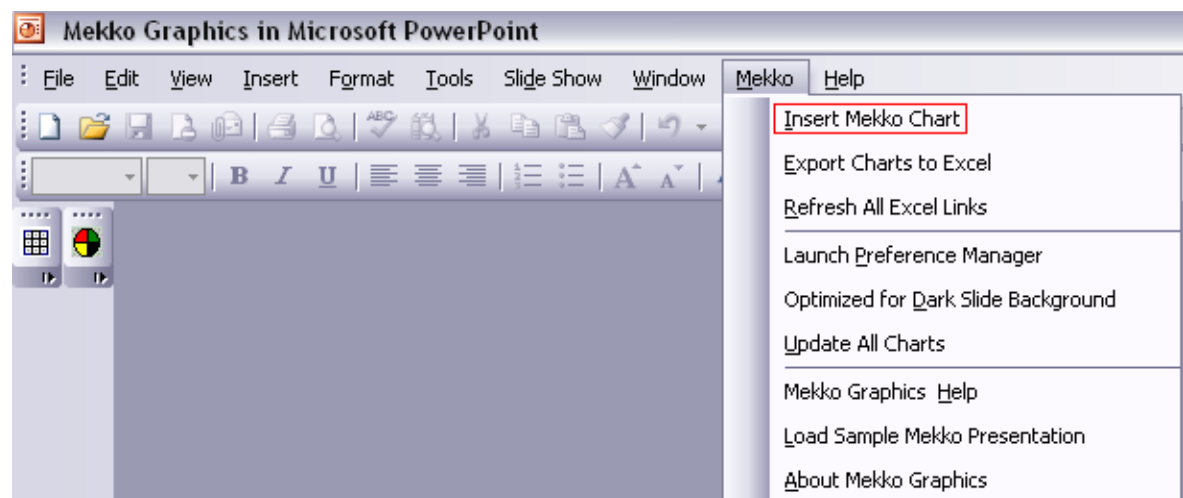
Cancel Register

## CHAPTER 4 USING MEKKO GRAPHICS

Once you have installed, activated and registered your software, you are ready to begin creating charts! There are 5 basic steps to creating a chart in Mekko Graphics.

1. Insert a Mekko Chart.

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



A chart object will appear on your slide in PowerPoint. Double click the "Double click here to create a chart"

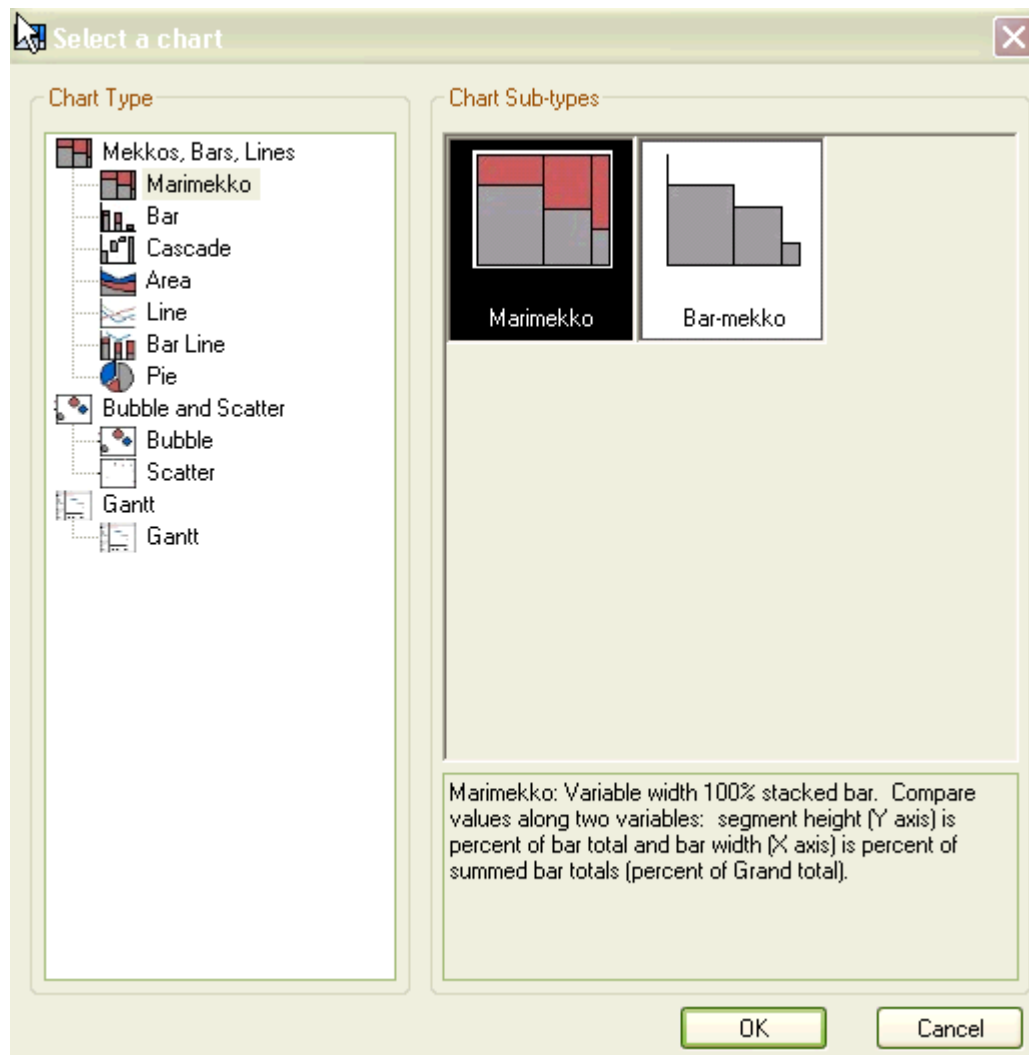
## Inserting a Mekko Chart

○ ○ ○

○ Double click here to create a chart. ○

○ ○ ○

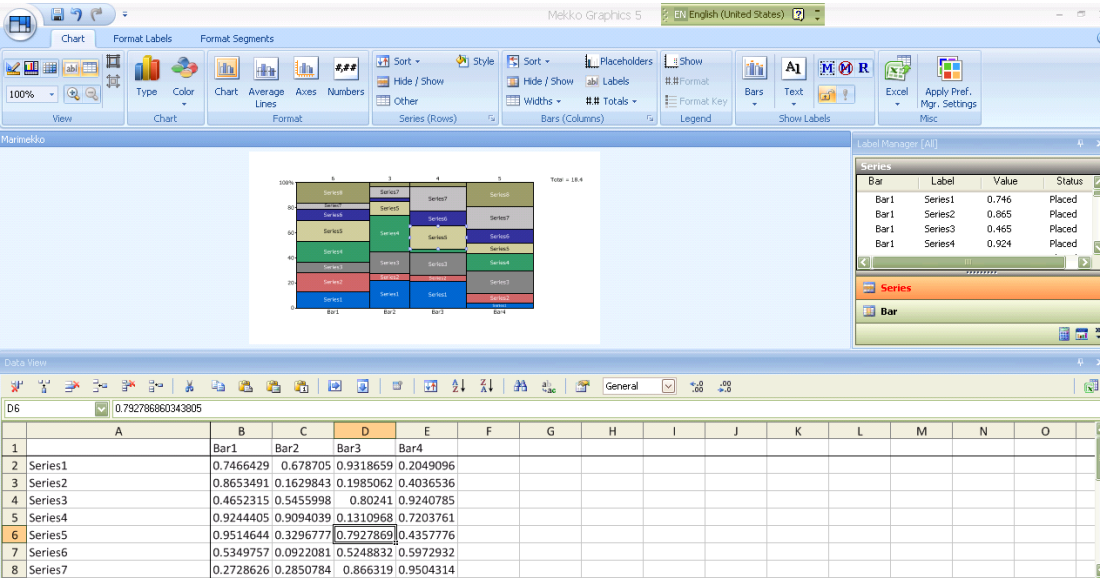
2. Choose chart type.



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.

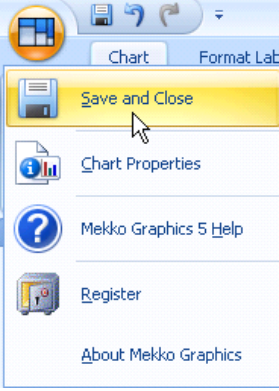


### 4. Format chart.

Formatting your chart is likely where you will spend the majority of your time. You have numerous 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.



## 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 view Mekko Help, open Mekko Graphics, and from the **Help** menu, select **Mekko 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.

<b>Email:</b>	<a href="mailto:support@mekkographics.com">support@mekkographics.com</a>
<b>Web Support:</b>	<a href="http://www.mekkographics.com/support">www.mekkographics.com/support</a>
<b>Mekko FAQ:</b>	<a href="http://www.mekkographics.com/product_faq">www.mekkographics.com/product_faq</a>