

# Getting Started on a Mac

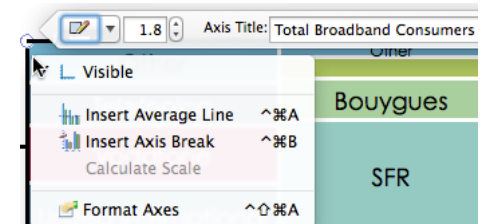
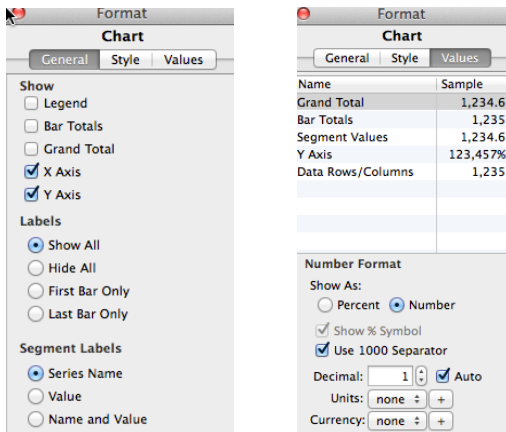
1. From Microsoft PowerPoint™, go to the **Mekko Graphics** toolbar, and choose the icon to create a new chart. Then choose your desired chart type.



2. Your chart will automatically appear in PowerPoint with prepopulated data. Replace the data in the spreadsheet with your own. Once you have entered your data, close the Data Editor.

	A	B	C	D	E
1		Americas	Germany	UK	Rest of I
2	YOY Change	0.12	0.007	0.043	-0
3	% of Total Units	23%	16%	9%	

3. Add an Axis title by right clicking on the axis and typing in the title in the floater menu.



4. Click on the **Chart** icon in the **Edit Chart** Toolbar and customize your chart features and label display. From the **General** tab, you may sort your bars or series, show or hide bar totals, or display your legend. From the **Style** tab, choose your color palette, axis style and font. From the **Values** tab, define your number format for all your labels.

5. Add final touches to customize your chart, including custom coloring series, adjusting your margins, and smartplacing any unplaced labels from the Label Manager. Click off the chart to save the chart into PowerPoint.

