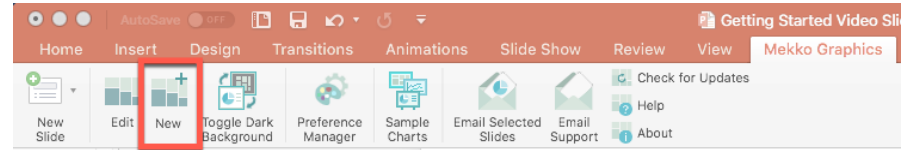


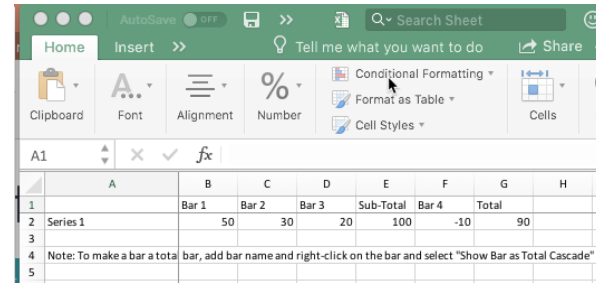
# Getting Started on a Mac

## Four Steps to Create a Chart

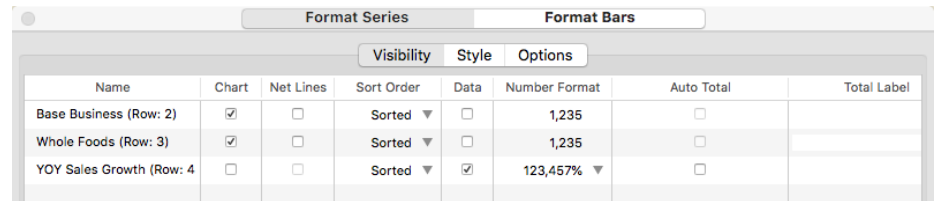
1. **INSERT CHART** From Microsoft PowerPoint. Go to the Mekko Graphics menu, choose **New** and then select a chart type.



2. **ADD DATA** Replace the data in the Excel sheet with your own data by typing or pasting it in.



3. **BARS AND SERIES** Determine how you want your data to be displayed on the chart. Click **Edit** in the Mekko Graphics ribbon, choose **Series** to designate series as data rows, bars as total bars, data or CAGR columns.



Name	Chart	Net Lines	Sort Order	Data	Number Format	Auto Total	Total Label
Base Business (Row: 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sorted	<input type="checkbox"/>	1,235	<input type="checkbox"/>	
Whole Foods (Row: 3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sorted	<input type="checkbox"/>	1,235	<input type="checkbox"/>	
YOY Sales Growth (Row: 4)	<input type="checkbox"/>	<input type="checkbox"/>	Sorted	<input checked="" type="checkbox"/>	123,457%	<input type="checkbox"/>	

4. **FORMAT CHART** Customize your chart by right clicking on any chart element. Choose **Chart** in the ribbon to see the most used format options including labels and values. Insert an axis title or axis break by right clicking on the axis. Add analytical enhancements, like a bar comparison or average line, in the **Chart** dropdown menu.

