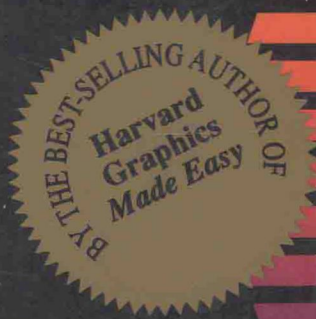


HARVARD[®]

GRAPHICS 2.3



Made Easy

Mary Campbell

BONUS – FREE COMPLEMENTARY DISK! Includes one 5 1/4" Disk
Containing A Tutorial and Sample Programs

Harvard Graphics® 2.3

Made Easy

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Harvard Graphics® 2.3 Made Easy

To my husband Dave

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INTRODUCTION

Harvard Graphics is the best-selling graphics presentation package. It supports the creation of both text and analytical charts. Business users find that the features of this package allow them to communicate their goals and ideas in a more persuasive format. The package supports many customization options and allows the automation of charts with macros or templates. The graphs can be output to a printer, plotter, or 35-millimeter film. It is also possible to create a slide show with graph images. New symbols included with the package allow the creation of professional-looking output, custom tailored to your need. The new Draw Partner utility provided with the package allows additional flexibility in chart modification. In addition to freehand drawing, Draw Partner supports circular text, flipping, rotating, and magnifying images.

ABOUT THIS BOOK

Harvard Graphics 2.3 Made Easy is designed to meet the needs of the new Harvard Graphics user. Although this book covers all the new features of Harvard Graphics 2.3, you will also find it useful if you are working with the more limited features of a prior release. You will find everything you need, from simple installation instructions to step-by-step examples, to create all types of charts and more sophisticated features like templates and macros.

The disk at the back of your book contains a demo that you can use to learn Harvard Graphics basic features, even if you do not as yet have the Harvard Graphics software on your system. This disk also contains macros

and templates that you can use to explore these more advanced features. The disk contains a file called README that you can display on your screen or print on your printer. Place the disk in drive A or B and use the DOS PRINT or TYPE command to look at README for a complete description of the disk contents.

If you have not installed Harvard Graphics on your machine, start with Appendix A for step-by-step instructions that will ensure your success.

If you have already installed Harvard Graphics on your system, you can start with Chapter 1 to learn about the wide variety of chart types that you can create with Harvard Graphics. After completing the overview chapter, feel free to select whichever chapter will help you complete the task you are working on. If you want to learn about all the features of the product, you can proceed through the chapters from the beginning and add new skills with each chapter you complete. Although the sequential approach ensures that you will learn about all aspects of the product, feel free to jump ahead at any time if you need a feature in a later chapter. If you decide not to proceed sequentially, look though Appendix C for examples of chart types to help you select the appropriate chapter.

If you have already mastered the basics of Harvard Graphics, you will still find this book beneficial. Since most users initially master the features on a trial-and-error basis, there are probably many features that you have not used. You can learn about these additional options by proceeding sequentially through the chapters. You can also use the table of contents to help you select topics you want to add to your basic skills set.

ORGANIZATION OF THIS BOOK

This book is organized into 13 chapters and 4 appendices. The demo disk included at the back of the book provides a tutorial on basic Harvard Graphics features, as well as macro and template examples. Each chapter is structured to be completed in a single session. As you finish each chapter you will have added a new chart-building skill. Each chapter, is self-contained, so you can complete the later chapters without the need for entering the exercises in the early chapters.

Chapter 1 provides a perspective on the features offered by Harvard Graphics. You are shown a variety of analytical and text charts created with the product, and can use these images to help you select a chart type to meet your needs. Unlike the other chapters, it is not designed for hands-on practice.

Chapter 2 introduces the Chart Data form for the entry of information to a bar chart. The various components of a graph, such as the X- and Y-axes, are introduced. The use of different X-axis types and their effect on a graph are also discussed. Other enhancements to the basic bar graph are covered, and a completed graph is saved and printed.

Chapter 3 provides an opportunity to look at three new chart types. In addition to the basic line and area chart types, you create a high/low/close graph.

Chapter 4 teaches you how to create a pie chart that gives a different perspective than the other graph types. Pie charts are ideal for showing the components of a whole, whether it is budget dollars, sales units, or head count. The examples provide an opportunity to create and print a pie graph and to use options such as color, removing a slice, 3D, and linking.

Chapter 5 teaches you how to import data in several formats, including ASCII, Lotus 1-2-3, and Microsoft Excel. These options eliminate the duplicate efforts required to type data into the package.

Chapter 6 allows you to create text charts for slides or transparencies that you can use in your presentations. Title, bullet, table, and free-form chart examples are included. The use of multiple charts with text and graphics is also covered.

Chapter 7 makes it easy to create an organization chart after a reorganization. This chapter provides examples for entry, editing, and printing of an organization chart.

Chapter 8 introduces you to chart galleries. Rather than perform all the steps needed to create a custom chart, you can select an appealing image from a chart gallery and add your own data with the features you will learn in this chapter.

Chapter 9 shows you how to use the draw features, even if you are not an artist. Geometric shapes, arrows, and lines can be added to the screen automatically. The features of the new Draw Partner software included with the package are accessible with Harvard Graphics. In this chapter, you will also learn how to integrate Harvard Graphics' many symbols into your chart.

Chapter 10 shows you how to create a slide show that combines text and analytical charts created in earlier chapters. You can substitute the names of your own charts if you have not created charts in earlier chapters.

Chapter 11 teaches you how to define the defaults for text size and other option settings. You can use a template when similar charts are created repetitively. You will learn how to create a chartbook for storing templates.

Chapter 12 covers basic macro concepts and techniques. Short but productive examples are used to prove what a time-saver a macro can be for repetitive tasks. You will find the macros in this chapter on the disk at the back of the book.

Chapter 13 covers the accessory products that Harvard Graphics supports. These include additional symbols and templates. You can look through this chapter to help you select products that will add to your chart-building options. This chapter is also of interest to users of previous releases who use accessory products.

Appendix A provides the instructions you may need if Harvard Graphics is not already installed on your machine. Appendix B covers output options other than a printer. Devices such as plotters and the Polaroid Color Palette are also supported and are discussed here. Appendix C provides a sampler of different graph types. Each example indicates the changes made to the default settings to achieve the results shown. Appendix D shows you what each symbol in the various symbol files looks like. This appendix is a handy reference when you want to select a symbol and do not know which file it is in.

The demo disk at the back of the book introduces you to Harvard Graphics 2.3 screens and features. It is informative even if you have not as yet installed Harvard Graphics. Everything you need to run the demo is already on this disk, and it also contains macro and template files.

CONVENTIONS USED IN THIS BOOK

Several conventions have been used throughout this book to expedite your mastery of Harvard Graphics and make the learning process as easy as possible.

- Entries that you must make to duplicate examples in this book are shown in boldface within numbered steps.
- The word “select” is used to indicate a choice you must make from a Harvard Graphics menu.
- The word “type” is used to indicate information you must type from the keyboard.
- Uppercase letters are used for all file names, although you may use either upper- or lowercase letters in your entries.

ADDITIONAL HELP FROM OSBORNE/McGRAW-HILL

Osborne/McGraw-Hill provides top-quality books for computer users at every level of computing experience. To help you build your skills, we suggest

that you look for the books in the following Osborne series that best address your needs.

The "Teach Yourself" Series is perfect for people who have never used a computer before or who want to gain confidence in using program basics. These books provide a simple, slow-paced introduction to the fundamental uses of popular software packages and programming languages. The "Mastery Skills" format ensures your understanding of concepts thoroughly before you progress to new material. Plenty of examples and exercises (with answers at the back of the book) are used throughout the text.

The "Made Easy" Series is also for beginners or users who may need a refresher on the new features of an upgraded product. These in-depth introductions guide users step-by-step from the program basics to intermediate-level usage. Plenty of hands-on exercises and examples are used in every chapter.

The "Using" Series presents fast-paced guides that cover beginning concepts and quickly move on to intermediate-level techniques and some advanced topics. These books are written for users already familiar with computers and software, who want to get up to speed with a certain product.

The "Advanced" Series assumes that the user has reached at least an intermediate skill level and is ready to learn more sophisticated techniques and refinements.

The "Complete Reference" Series provides handy desktop references for popular software and programming languages that list every command, feature, and function of the product along with brief but detailed descriptions of how they are used. Books are fully indexed and often include tear-out command cards. The "Complete Reference" Series is ideal for both beginners and pros.

The "Pocket Reference" Series is a pocket-sized, shorter version of The "Complete Reference" Series. It provides the essential commands, features, and functions of software and programming languages for users of every level who need a quick reminder.

The "Secrets, Solutions, Shortcuts" Series is written for beginning users who are already somewhat familiar with the software, and for experienced users at intermediate and advanced levels. This series provides clever tips, points out shortcuts for using the software to greater advantage, and indicates traps to avoid.

Osborne/McGraw-Hill also publishes many fine books that are not included in the series described here. If you have questions about which Osborne books are right for you, ask the salesperson at your local bookstore or computer store.

OTHER OSBORNE/MCGRAW-HILL BOOKS OF INTEREST TO YOU

We hope tht *Harvard Graphics 2.3 Made Easy* will assist you in mastering this fine product and will pique your interest in learning more about other ways to better use your computer.

If you're interested in expanding your skills so you can be even more "computer efficient," be sure to take advantage of Osborne/McGraw-Hill's large selection of top-quality computer books that cover all varieties of popular hardware, software, programming languages, and operating systems. While we cannot list every title here that may relate to Harvard Graphics and to your special computing needs, here are just a few books that complement *Harvard Graphics 2.3 Made Easy*.

DOS Made Easy, by Herbert Schildt, provides a thorough, step-by-step introduction to using both PC-DOS and MS-DOS up through version 3.3, the popular operating system for the IBM PC and compatible personal computers. If you are a beginning computer user or want to brush up on your DOS skills, this book provides plenty of exercises and examples that enable you to grow from a beginner into an intermediate DOS user. *DOS 4 Made Easy*, also by Herbert Schildt, provides the same format and covers MS-DOS and PC-DOS version 4.0

If you're looking for an intermediate-level book, see *Using MS-DOS*, by Kris Jamsa, which covers all versions through 3.3. A fast-paced, hands-on guide, this book is organized into 15-minute sessions that quickly cover basics before discussing intermediate techniques and even some advanced topics. If you have DOS version 4.0, see *Using DOS 4*, also by Kris Jamsa.

For all PC-DOS and MS-DOS users (from beginners who are somewhat familiar with the program to veteran users) with any DOS version up to 3.3, see *DOS: The Complete Reference, Second Edition*, by Kris Jamsa. This book provides comprehensive coverage of every DOS command and feature. Whether you need an overview of the disk operating system or a reference for advanced programming and disk management techniques, you'll find it here.

If you're looking for the best way to get started in telecommunications or to get more out of the on-line services available today, see *Dvorak's Guide to PC Telecommunications*. This book/disk package, written by the internationally recognized computer columnist John Dvorak with programming whiz Nick Anis, shows you how to instantly plug into the world of electronic databases, bulletin boards, and on-line services. The package includes an easy-to-read comprehensive guide plus two disks loaded with outstanding free software, and is of value to computer users at every skill-level.

















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Harvard Graphics 2.3 Command Card

MAIN MENU FUNCTION KEYS

Command Keys	Main Menu Options	Function
	Create new chart	Creates a new text or analytical chart
	Enter/Edit chart	Enters or changes chart data or other chart options
	Draw/Annotate	Adds drawings, symbols, or text any place on a chart
	Get/Save/Remove	Gets, saves, or removes a chart or template, or converts a chart or template file
	Import/Export	Transfers files between programs
	Produce output	Creates output on a printer, plotter, or film recorder
	Slide show menu	Creates, displays, or modifies a slide show
	Chartbook menu	Creates or edits a chartbook
	Setup	Changes default options
	Exit	Exits to DOS
	Help	Help
	Draw chart	Draws current chart
	Applications	Lists applications accessible from Harvard Graphics
	Spell check	Checks spelling in current chart
	Size/Place	Sizes and places chart on screen
	Options	Sets current chart options for orientation, borders, font, and palette

Harvard Graphics 2.3 Command Card

CREATING NEW CHARTS

Command Keys

Function



Creates a Text chart



Creates a Pie chart



Creates a Bar/Line chart



Creates an Area chart



Creates a High/Low/Close chart



Creates an Organization chart



Creates a Multiple chart



Creates a chart from a template by selecting a model graph in the gallery



Creates a chart by deleting data in the current chart

SETUP MENU

Command Keys

Function



Establishes default settings



Selects printer 1 from a list



Selects printer 2 from a list



Selects plotter from a list



Selects film recorder from a list



Sets screen option



Sets color palette options





















Adds other programs or Harvard Graphics accessories used within Harvard Graphics

Harvard Graphics 2.3 Command Card















IMPORT/EXPORT

Command Keys

Function

		Imports Lotus graph
		Imports Lotus data
		Imports ASCII data
		Imports delimited ASCII data
		Imports Excel chart
		Imports Excel data
		Imports CGM metafile
		Exports current chart as a picture file in Professional Write, HPGL, or encapsulated PostScript format
		Exports CGM metafile

PRODUCING CHART OUTPUT

		Prints current chart
		Plots current chart on plotter
		Sends current chart to film recorder
		Prints the data for current chart
		Prints slides in current slide show
		Plots charts in current slide show
		Records charts in current slide show on a film recorder

Harvard Graphics 2.3 Command Card

PRODUCING CHART OUTPUT (cont.)

Command Keys

Function



Prints practice cards you create for slide show notes



Prints list of charts in a slide show

SLIDE SHOW MENU



Creates new slide show



Edits existing slide show



Adds ScreenShow effects for transitions



Displays ScreenShow



Creates practice cards for notes



Makes slide show active

CHARTBOOK MENU



Creates new chartbook



Edits existing chartbook



Makes chartbook active



Creates a chart from template in a chartbook