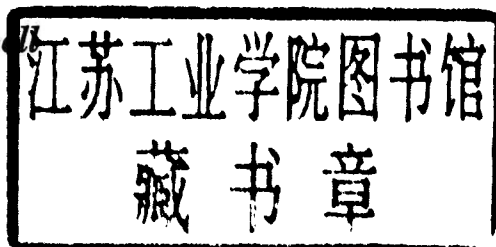# HARVARD GRAPHICS® 3.0

made Easy

Best-selling Author
Mary Campbell

- **Step-by-Step Approach for a *Fast Start***
- **Real-World Desktop Publishing Examples**
- **Creative Ideas for Designs and Layouts**

Harvard Graphics® 3.0
Made Easy

Mary Campbell

Osborne McGraw-Hill

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Harvard Graphics® 3.0 Made Easy

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Helen Kendrick at Software Publishing for providing the needed beta software.

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 drawing features allow additional flexibility in chart modification. In addition to freehand drawing, Harvard Graphics® 3.0 supports circular text, flipping, rotating, and magnifying images.

About This Book

Harvard Graphics® *3.0 Made Easy* is designed to meet the needs of the new Harvard Graphics user. 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.

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 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 eleven chapters and four appendixes. Each chapter is structures 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 XY Chart 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 area 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 charts, you can 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 slide, 3D, and linking.

Chapter 5 allows you to create text charts for slides or transparencies that you can use in your presentations. The bullet and table chart examples are included.

Chapter 6 makes it easy to create an organization chart after reorganization. This chapter provides examples for entry, editing, and printing of an organization chart.

Chapter 7 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 to add you own data with the features you will learn in this chapter.

Chapter 8 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.

Chapter 9 shows you how to create a presentation that combines text and analytical charts created in earlier chapters. You can substitute the names of your own charts if you have not create charts in earlier chapters.

Chapter 10 teaches you how to use a template when similar charts are created repetitively.

Chapter 11 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.

Appendix A provides the instructions you may need if Harvard Graphics is not already installed on your machine. Appendix B provides an overview of the procedure for importing and exporting data. Appendix C provides a list of accessories that you can use with Harvard Graphics. 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.

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.

## Learn More About Harvard Graphics

All Harvard Graphics uses, beginners and pros, will find useful the handy desktop resource *Harvard Graphics: The Complete Reference* (Osborne McGraw-Hill, 1990), by Carry Jensen, Ph.D., and Loy Anderson, Ph.D. This comprehensive volume provides step-by-step explanations of every Harvard Graphics feature, including its enhanced drawing tools and expanded interactive presentation capabilities. It covers all versions through 2.3.

>*Expand* *Your Skill Even More*

with help from our expert authors. Now that you've gained greater skills with **Harvard Graphics 3 Made Easy**, *let us suggest the following related titles that will help you use your computer to full advantage.*
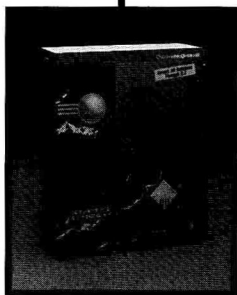
Harvard Graphics: The Complete Reference
by Cary Jensen, Ph.D. and Loy Anderson, Ph.D.

All versions of Harvard Graphics are explained in this comprehensive volume that provides step-by-step explanations of every Harvard Graphics feature, including its enhanced drawing tools and expanded interactive presentation capabilities. Jensen and Anderson, whose training services are recommended by representatives of Software Publishing Corporation, also include two major bonuses: five chapters on effective chart design, plus a comprehensive alphabetical reference section that tells you how to use the range of Harvard Graphics settings.
$27.95p ISBN: 0-07-881621-1, 1073 pp., 7 3/8 X 9 1/4
Covers All Versions Thru 2.3
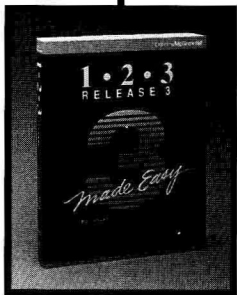
1-2-3® Release 3 Made Easy
by Mary Campbell

An ideal resource for first-time and experienced 1-2-3® users alike, this book takes you step-by-step from the basics of spreadsheet organization to the more advanced functions, including multi-level three-dimensional spreadsheets and macros. Learn to use the program's many new and improved features, such as enhanced graphics and printing options, that can quickly result in increased productivity.
$19.95p ISBN: 0-07-881541-X, 600 pp., 7 3/8 X 9 1/4
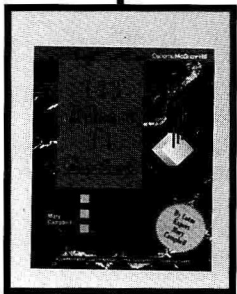
1-2-3® Release 3.1: The Complete Reference
by Mary Campbell

You'll find every release 3.1 feature, command, and function listed and described in this comprehensive reference for all 1-2-3 users, beginner and expert. Each entry is explained in detail and demonstrated in practical business applications. You'll quickly find the information you need on new 3.1 features such as the interactive WYSIWYG (what you see is what you get) environment, formatting capabilities, graph enhancements, working with Impress, the new presentation graphics add-on, and more.
$29.95p, ISBN: 0-07-881699-8, 1008 pp., 7 3/8 X 9 1/4

► _____Osborne **McGraw-Hill** ■ Available at local book and computer stores.
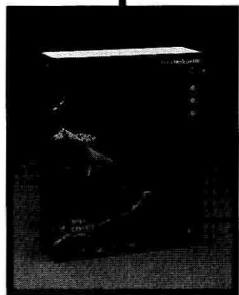
1-2-3/G®: The Complete Reference
by Mary Campbell

1-2-3/G® is Lotus's popular spreadsheet program adapted to IBM's new OS/2® Presentation Manager™ operating environment. *1-2-3/G®: The Complete Reference*, by leading 1-2-3® expert Mary Campbell, is a timely guide to everything 1-2-3/G has to offer. Campbell provides detailed descriptions of 1-2-3/G features and functions, so that beginners can start creating spreadsheets of their own. At the same time, she enables millions of users experienced with 1-2-3 under DOS to move to 1-2-3/G without missing a beat.
$24.95p ISBN: 0-07-881651-3, 1400 pp., 7 3/8 X 9 1/4
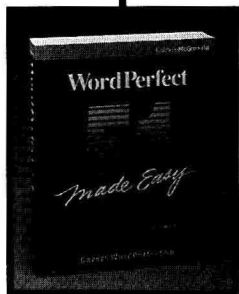
WordPerfect® 5.1 Made Easy
by Mella Mincberg

Mincberg, the author of two previous editions of *WordPerfect® Made Easy* that met with great success, has now published a volume on WordPerfect® Release 5.1. Follow these hands-on lessons and practical applications and you'll soon be producing reports, and other professional-looking documents. Learn to use all the improved WordPerfect 5.1 capabilities including desktop publishing features, mail-merge features, the ability to create better tables and handle complex equations. Mincberg also covers WordPerfect 5.0.
$19.95p ISBN: 0-07-881625-4, 1071 pp., 7 3/8 X 9 1/4, Covers Releases 5.0 and 5.1
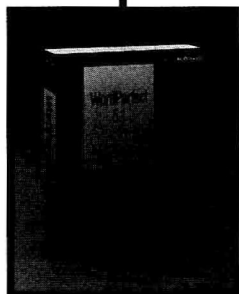
WordPerfect® 5.1: The Complete Reference
by Karen L. Acerson

Every WordPerfect® 5.1 user will want to have this fabulous reference handy. Commonly referred to as the "WordPerfect Bible," Acerson's book covers every WordPerfect 5.1 feature, message, and menu item from A–Z. Each topic includes keystrokes, tips and hints, and several applications where the features can be used. Also included are chapters on installation, WordPerfect basics to help you get started, desktop publishing with WordPerfect, and details on integrating WordPerfect with other programs.
$24.95p ISBN: 0-07-881634-3, 1327 pp., 7 3/8 X 9 1/4
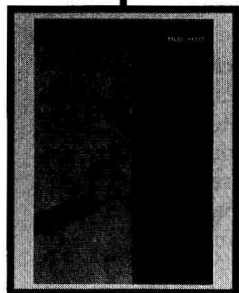
Simply DOS
by Kris Jamsa

Here's the ideal book for everyone who needs to learn the basics of DOS. DOS expert Kris Jamsa makes learning DOS simple, short, and painless. Clear, step-by-step instructions introduce the most essential DOS commands that you need for everyday DOS tasks. All versions of DOS are covered. Filled with helpful illustrations and examples, you'll find a great bonus that makes this book even easier to use—it has a special binding that lays flat when you open to any chosen page.
$14.95p, ISBN: 0-07-881715-3, 200 pp., 5 7/8 X 8 3/4
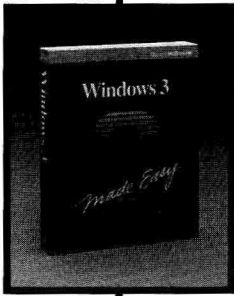
Windows 3 Made Easy
by Tom Sheldon

Handle Microsoft®'s newest version of Windows effectively and creatively with the skills you learn from *Windows 3 Made Easy*. If you're just beginning to use Windows, Tom Sheldon takes you through all the fundamentals step-by-step, including how to install it and get a fast start. If you're already using Windows, you'll learn all the newest features of the recently released version 3 and how to apply these capabilities through customizing Windows, transferring information between Windows, and more.
$19.95p, ISBN: 0-07-881537-1, 500 pp., 7 3/8 X 9 1/4
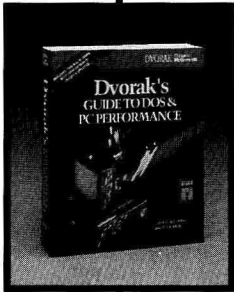
Dvorak's Guide to DOS and PC Performance
by John C. Dvorak and Nick Anis

John Dvorak, the world's most widely read computer columnist, and Nick Anis, author and programming ace, offer all PC owners a wealth of knowledge and experience about IBM-compatible PCs and the DOS operating system, plus a collection of top commercially available DOS-based PC utilities. Whether you want to add a command to your AUTOEXEC file or to install a new motherboard, Dvorak and Anis give you the context, examples, and specific instructions you need for peak PC performance.
$49.95p, ISBN: 0-07-881658-0, 850 pp., 7 3/8 X 9 1/4, Dvorak*Osborne/McGraw-Hill
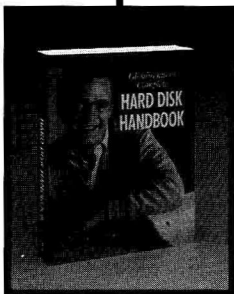
Glossbrenner's Complete Hard Disk Handbook
by Alfred Glossbrenner and Nick Anis
Foreword by John C. Dvorak

This comprehensive volume covers everything from buying a hard disk to installing, loading, organizing, and "tweaking" it for maximum performance. *Glossbrenner's Complete Hard Disk Handbook* also includes two diskettes packed with tutorials, software tools, and utilities. You'll savor the lively style and amazing ability to organize information that Alfred Glossbrenner has brought to dozens of books and articles on computers and software.
$39.95p, ISBN: 0-07-881604-1, 450 pp., 7 3/8 X 9 1/4,
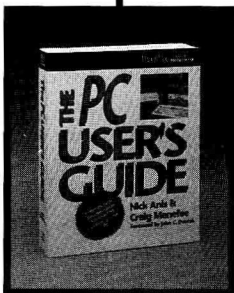
The PC User's Guide
by Nick Anis and Craig Menefee

The PC User's Guide offers comprehensive readable documentation for your IBM PC or PC compatible computer. The book begins by acquainting you with personal computer hardware and how to set it up, before delving into operating system software, applications software, and storage media. You'll also learn about servicing your computer system, optimizing its performance, and adding to or upgrading it. From unpacking to tweaking, from BASIC to BIOS, *The PC User's Guide* is your one-stop source for answers and information.
$29.95p, ISBN: 0-07-881670-X, 700 pp., 7 3/8 X 9 1/4, Dvorak*Osborne/McGraw-Hill

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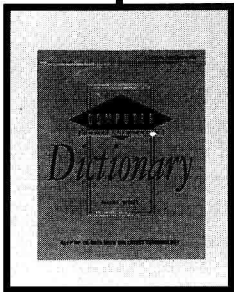
Computer Professional's Dictionary
by Allen Wyatt

For the largest selection of technical terms, concise definitions, and the latest computer jargon, this is the resource to choose. Written with the experienced computer user in mind, over 3,000 terms from "Abbreviated addressing" to "Zmodem" are included covering virtually every aspect of computing. You can quickly locate the meaning or use of a particular word, acronym, or abbreviation. Wyatt gives all programmers, MIS managers, and computer experts a dictionary that truly enlightens.
$19.95p, ISBN: 0-07-881705-6, 350 pp. 7 3/8 X 9 1/4
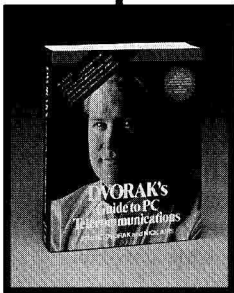
Dvorak's Guide to PC Telecommunications
by John C. Dvorak and Nick Anis

Telecommunications just got SIMPLE—all you need is your computer, a modem, and this exciting book and disk package. Internationally renowned John C. Dvorak, the world's most widely read computer columnist joins forces with programming wiz and author, Nick Anis, to present the most compelling reason for discovering telecommunications. Packaged with this comprehensive guide are two disks jam-packed with reliable, easy-to-use utilities, interactive tutorials, communications software, and special discounts from the major on-line services.
$49.95p ISBN: 0-07-881551-7, 1053 pp., 7 3/8 X 9 1/4, Dvorak*Osborne/McGraw-Hill
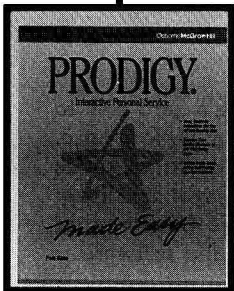
Prodigy® Made Easy
by Pamela Kane

This is THE book to help you learn to take full advantage of the popular telecommunications service that takes care of practically all your needs —shopping, weather reports, banking, sports scores, airline tickets, car rentals, games for kids of all ages, and much, much more. This guide begins with the basics and teaches you how to use all the services. You'll also discover tips and shortcuts for using Prodigy more effectively. Jam-packed with illustrations and hands-on examples, this is the first book to reach for after the software is out of the box.
$19.95p, ISBN: 0-07-881708-0, 448 pp., 7 3/8 X 9 1/4
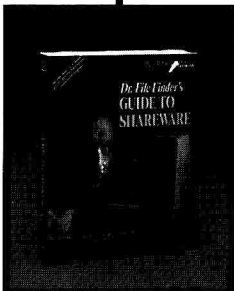
Dr. File Finder's Guide to Shareware (Includes Three 5 1/4" Disks)
by Mike Callahan and Nick Anis Foreword by John C. Dvorak

Nobody knows Shareware like the illustrious Dr. File Finder, known off-line as Mike Callahan. Now, you can learn about dozens of leading Shareware programs, including where and how to get them, and how to access collections found on bulletin board services. Dr. File Finder discusses in detail the very best Shareware available in 17 different software categories. In the true spirit of Shareware, this book/disk package includes three disks full of top programs that you can try out yourself before registering.
$29.95p ISBN: 0-07-881646-7, 750 pp., 7 3/8 X 9 1/4 Dvorak*Osborne/McGraw-Hill

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Harvard Graphics® 3.0 Main Menu

Main Menu Selection	Tasks You Can Perform
Create chart	Create a new text, pie, XY, or organization chart, or a new drawing.
Edit chart	Change the current chart data, text options, or chart elements.
Draw	Add an object, or move, rotate, or size an object.
File	Get or save a chart or template, or import/export data.
Output	Print or plot a chart or presentation. Record a chart on film, print notes or chart data, preview output, or reset the print spooler.
Presentation	Create, edit, display, save, or check the spelling of a presentation.
Macros	Load, run, or record a macro.
Setup	Establish default settings for the program or a chart.
Application	Temporarily exit Harvard Graphics to run another application program.
Exit	Return to the DOS prompt.

Harvard Graphics Speed Keys

Keys	Action
TAB	Moves to next field
CTRL-B	Insert symbol or foreign character
CTRL-E	Edit current chart data (P)
CTRL-G	Get chart
CTRL-H	Hide subordinates (O)
CTRL-J	Jump to file (P)
CTRL-J	Jump to new location (I)
CTRL-L	Switch left (O)
CTRL-M	Activate mouse (P)
CTRL-N	Edit notes
CTRL-P	Print chart
CTRL-R	Switch right (O)
CTRL-S	Save file
CTRL-T	Display Titles/Footnotes pop-up
CTRL-U	Show subordinates (O)
CTRL-V	Display version
CTRL-Z	Add text to box (O)
CTRL-UP ARROW	Move up one line
CTRL-UP ARROW	Move up one file or template (P)
CTRL-DOWN ARROW	Move down one line
CTRL-DOWN ARROW	Move down one file or template (P)
CTRL-RIGHT ARROW	Move cursor to the following word
CTRL-LEFT ARROW	Move cursor to the preceding word
CTRL-HOME	Move cursor to first field
CTRL-HOME	Move to beginning of file (I)
CTRL-END	Move cursor to last field
CTRL-END	Move to bottom of file (I)
CTRL-INSERT	Insert line
CTRL-INSERT	Insert file (P)
CTRL-INSERT	Insert subordinate (O)
CTRL-DELETE	Delete line
CTRL-DELETE	Delete file (P)
CTRL-DELETE	Remove box or group (O)

(I)   indicates option is only available in Import mode
(O)   indicates option is only available in Organization charts
(P)   indicates option is only available in Presentations