**Edit charts: Example using a clustered bar chart**

In this video I’m going to show you how to use the Chart Editor in SPSS, and the example I’m going to use is a clustered bar chart. Now to open up the Chart Editor you can either right-click, choose ‘edit content’ and in separate window or you can just double click, and when the Chart Editor is open you’ll see behind you that your graph is hashed out, and that means that the Chart Editor is open, so make sure to close this when you’re finished. Now what we want is the properties window, and mine’s closed at the moment, so if you choose this white icon, it will show. Now because nothing is selected, the only two tabs I see is Chart Size and Variables and the first thing I usually do change is the chart size because this is far too large to put into document. So I’m going to change this to about 275. As long as you maintain aspect ratio, you don’t need to change the width, it will automatically change. Then click ‘apply’.

The next thing you can do is change the colours of your bars, so anytime you’re doing anything in SPSS, always single click, never double click or you won’t get anywhere. So first, single click somewhere on your graph, and you’ll notice all the bars are highlighted and when that that happens, if I were to go to ‘fill and border’, you’ll see that my fill and my pattern are locked because I can’t change the colour of both to be the same, so if I want to edit one colour, I need to select one of the colours individually. So I’m going to select the green ones first, single click, and now I can choose a colour here from the right. So now I’m going to go ahead and choose red and click ‘apply’ and any changes you make, you need to click apply and now if we single click on the blue ones, so that they’re the only ones highlighted. I’m going to go ahead and change that pattern and I’m going to go and change it to this diagonal stripe. Click ‘apply’.

Now the next thing to do is to change the font size. Now you’ll notice this font is quite small, and if I were to put this into a document, and if I needed to make this any smaller, like shrink the picture down, it would make my font nearly illegible, so if I single click on my male/female, my text style tab automatically is selected and you have a preferred size and a minimum size, so SPSS is saying What do you want the font size to be? Well I’d prefer it to be size 10, and then it says at the smallest, what can it be? I don’t want it to be any smaller than a size 8, so SPSS will try to make it a size 10 but if my graph is too small, it will make it no smaller than a size 8. Click ‘apply’. And you’ll notice that my labels here are a little bit bigger in font, and you can do that to any of your labels or titles that you want to.

The next thing I want to do is change one of my labels, so if I single click, I’m going to change count to say frequency. So now its selected, it’s got the yellow border, I’m going to single click again and I’m going to change it to say ‘frequency’…Now that’s changed. You can also add a chart title if you want to, and that would be up here with this icon. I don’t want a title with mine, I’m going to put a title within my document so I’m going to leave that as it is, and the last thing I want to look at doing is changing my frequency scale, so if I single click here, and if I go to the scale tab, I can choose to have a custom, minimum and maximum value. I can also choose what my major increment is. So if I want it to go up by 5 instead of 10, I could do that as well. Now my minimum value has changed to 30. I don’t want it to be 30, I want it to be 0, so I’m going to go ahead and change that. Click ‘apply’. Now a unit of 5 from my major increment is far too cluttered here so probably don’t want that, maybe I’ll change that.

Now you also have something called a margin. You have a lower and a upper margin, and usually in a bar graph it only gives you an upper margin my default and this is how much extra spaces above your maximum values. My maximum is 60 but I still have a bit of space above, so if I change that you can see what happens. Now 60 is at the very top so usually it’s good to have your 5 or 10% margin.

Now if you make any mistakes while editing your graph, you can use the ‘undo’ feature, to undo them and go back. However, once you close this box, if you open it again in the Chart Editor, you can see that you can no longer make any undos, you can still click ‘edit’. So I can click on here and change anything that I’ve done already but I can’t undo any of the things I’ve already did, so once you close this that’s kind of final and you can’t go back.

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