




## How To Apply Microsoft Graph Templates When Exporting Charts

### Problem

You have created a charting template in PowerPoint using *Microsoft Graph*. This likely means that you or your colleague(s) are using Office 2003 or earlier, and you would like to apply these templates when exporting charts.

1. In Q, go to the **Edit** menu and select **User Options...** and **Export Chart Defaults**.
2. Select **Microsoft Graph** as the **Template system**.
3. Type the names of your templates in the **Templates** box to the right.
4. *Optional:* Set the new templates as default charts for the various question types below. See *How To Use Templates When Exporting Multiple Charts* for more information.
5. Click **OK**.
6. In the **Tables** tab create a table that you wish to export.
7. Press .
8. In the **Format** menu select **To PowerPoint as Microsoft Graph**.
9. In the **Chart** menu select the name of the template you want to apply to this chart.
10. Click **OK**.

### Additional reading

*How To Create Microsoft Graph Templates; How To Transfer Microsoft Graph Templates Between Computers; How To Use Templates When Exporting Multiple Charts*. Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

### What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .