



## How To Create Chart Templates (Office 2007 And Later)

### Problem

You have a standard graph format that you wish to automatically apply using Q. You are creating your graphs in Microsoft Office 2007 or later (PowerPoint, Word or Excel).

### Steps to solve

This *How To* relates entirely to Microsoft Office (i.e., the resulting templates are employed by Q, but are created in PowerPoint, Word and Excel).

1. Go to PowerPoint.
2. Select a chart that you wish to set as a template.  
  
It is a good idea to ensure that you use a chart that has not had any “manual” formatting (e.g., do not manually drag anything on the chart and do not change the scale of any axes).
3. From the **Design** ribbon, select **Save As Template**.
4. Give the template a name. It is a good idea to make the name descriptively accurate so you can recognize it later.
5. Press **Save**.

### Additional reading

*How To Apply Chart Templates (Office 2007 And Later) When Exporting Charts; How To Transfer Office 2007 Chart Templates Between Computer; 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) .