

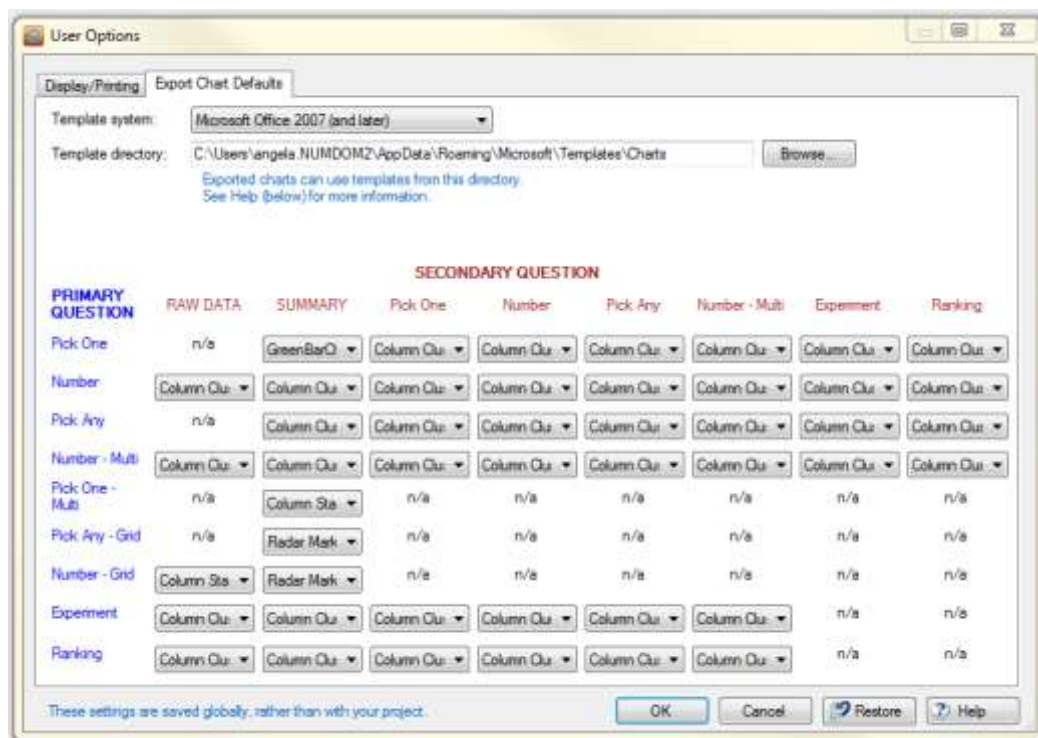


## How To Use Templates When Exporting Multiple Charts

### Problem

You have created templates in PowerPoint, Excel or Word and you wish to set up Q so that it automatically selects the correct templates when you export a large batch of tables.

1. Ensure that you have set up templates. See the references below for relevant *How To* documents.
2. In Q, go to the **Edit** menu and select **User Options...** and **Export Chart Defaults**.
3. Ensure that you have selected the **Template system** that corresponds to the templates you have created.
4. Select appropriate default templates for each combination of question type. For example, the image below shows that a **SUMMARY** of a **Pick One** question will be outputted using the **Template** called **GreenBarChart1**. Note that the standard chart types are shown in addition to your templates. Press **OK** when you are finished.



5. If you have created a *Report* and you wish to over-ride the defaults for some of the tables in the report:
  - Select the table(s) you wish to change the defaults for.
  - Go to the **Edit** menu

- Select **Table Options....**
- On the **Exporting** tab select the name of the template you want from the **Chart** drop-down menu.

#### Additional reading

*How To Create Chart Templates (Office 2007 And Later); How To Apply Chart Templates (Office 2007 And Later) When Exporting Charts; How To Transfer Office 2007 Chart Templates Between Computers; How To Create Microsoft Graph Templates; How To Transfer Microsoft Graph Templates Between Computers; How To Apply Microsoft Graph Templates When Exporting 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) .