

Adding a Chart to your WP document

....getting ready

1. Open your finished spreadsheet with a chart from your folder
2. While still in AppleWorks go to File, New, and select a new WP document
3. Save As, and name your new document *Last name - Topic WP*

....copying your chart

4. Go back (use Finder Menu) to the spreadsheet and select or click on the chart
5. Go back (use Finder Menu) to the wp document and paste* the chart
***BE SURE YOU HAVE THE ARROW SELECTED** before you paste
6. Click on the chart to select it and go to Options, Text Wrap and select Regular
7. Make the chart large enough to occupy the width of the page and to stop text from *creeping* around the chart.
8. Type an explanation of your chart following your teacher's suggestions.