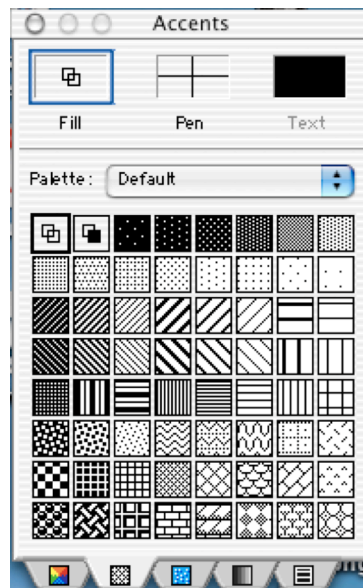
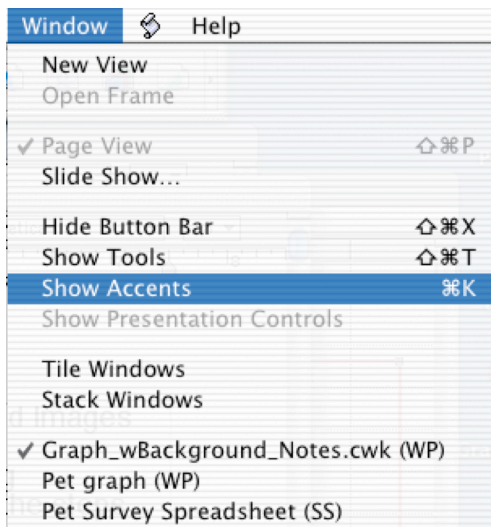


# Notes on Creating Graphs with Background Images

Making graphs with background images using AppleWorks™ is not difficult to do. Below are the steps needed to create such a document:

1. Make the simple spreadsheet using the spreadsheet component of AppleWorks™. Make any design enhancements you like to the graph (see the “Creating a Graph from a Spreadsheet” lesson, also on this website, for details).
2. Once the elements of the graph are the way you want them, click in the center of the graph once, then pull down the **Window** menu to **Show Accents**.

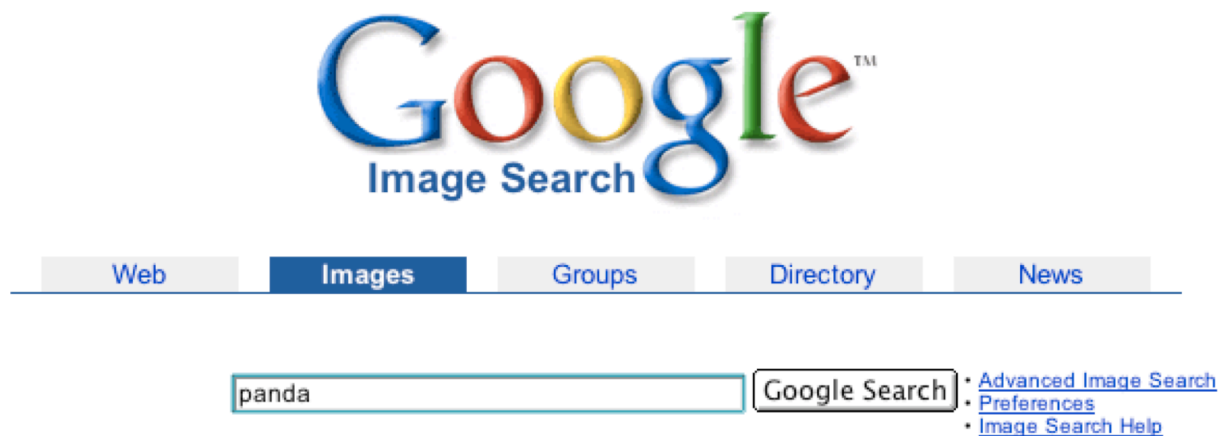


The Accents window appears. Make sure that the

fill box is selected above, the pattern tab below, and finally, the transparent overlapping squares (the first choice in the upper left of the patterns available) has been clicked.

Now the background of the graph is transparent.

3. **Open Internet Explorer™** and type “google” in the address bar and press the **return** key. (On a Mac, the **www.** and the **.com** need not be typed, as Explorer will fill those in for you.)
4. Click on the **Images** tab above the search field on the Google screen. Type in a word for the type of picture you are looking for.

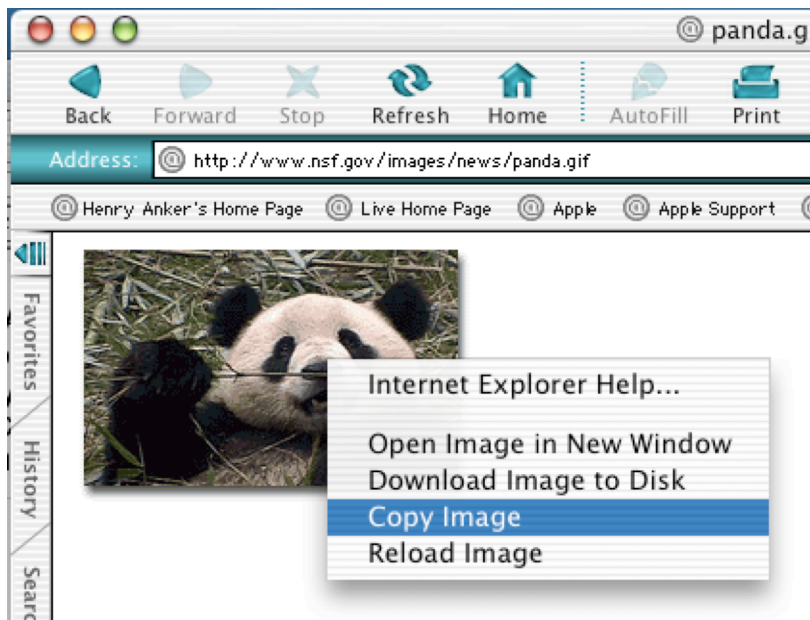


**The most comprehensive image search on the web.**

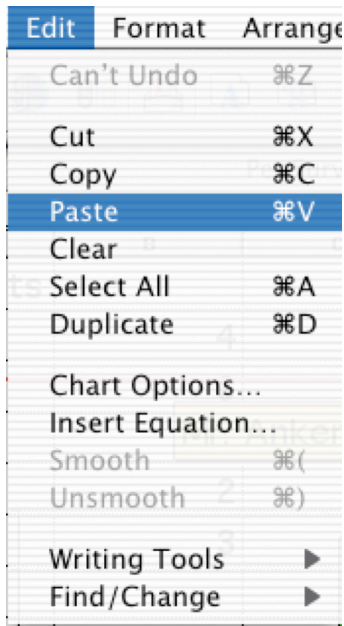
5. Browse through the images available. Try to choose one that is wider than tall, so that you will not have to do much resizing to make it the same size as the graph.
6. Click on the image you like and the image will open at the top of the window. Click on the image once

more, and it will open in its own window.

Now, under Mac OS 9, hold down the mouse button on the image until a menu appears. Under Mac OS X, hold down the Control key while clicking and holding the mouse button down on the image. You will see a menu appear at the point of the mouse arrow. Pull down to **Copy Image**.



7. Release the mouse button. Switch back to your AppleWorks spreadsheet document. Pull down the **Edit** menu to **Paste**.



- The graphic will appear on top of the graph. Resize the graphic until it has the same dimensions as the graph underneath.

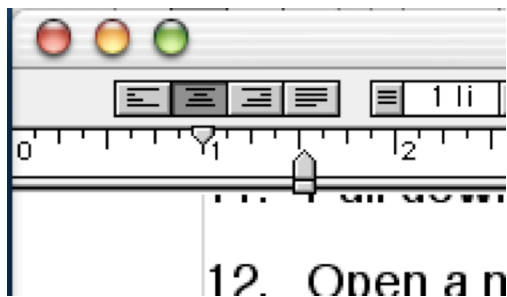
Once the graphic has been resized, make sure it has the selection handles around it. Pull down the **Arrange** menu to **Move to Back**. The graphic will move behind the graph.



- Now you will make sure to select both objects.

Hold down the **Shift** key, and click on the graph, which should now be on top. (You should now see two sets of handles in the corners.)

10. Pull down the **Arrange** menu to **Group**. (Now you should see only one set of handles, as the items have been “Grouped.”)
11. Pull down the **Edit** menu to **Copy**.
12. Pull down the **File** menu to **Open a New AppleWorks™ Word Processing** document.
13. Move the insertion point to the center of the top line of the page by clicking on the centering button in the ruler. (The second of the four alignment buttons.)



14. Pull down the **Edit** menu to **Paste**. The graph with the graphic behind it should appear at the top of the page.

Press **return** twice, then select a size of text you'd like to use. Type your title, e.g. “Summary”, as the graph probably already contains a title, such as “Favorite Pets”.

Press **return** twice again to move down and skip a line. Move the insertion point back to the left with

the left alignment button in the ruler. (The first of the four alignment buttons.)

15. Save your work and continue typing....