



# HOW DO I create a chart in SurveyTime

The **Charts** screen in SurveyTime allows you to convert your Crosstab results into different types of charts.

Source: TAM18 GB TGI 2018 Q3 (April 2017-May 2018).

- Open SurveyTime and select the survey you want to use. Create a crosstab run. In this example, we have run the publication **Financial Times** in **Columns**, against **Age Groups** in **Rows** (**figure 1**).
- Once the crosstab run has been created, go into **Charts** which can be found on the left hand side of the screen (**figure 2**).
- Within Charts, you can decide to see your data as either a Column, Line, Area, Bar or Pie chart (**figure 3a**). In **figure 3**, we are viewing the data as a column graph.
- Ensure that 'Select First 50' is ticked, if you want all rows/columns shown in the graph (**figure 3b**).
- There are options to change and edit the chart theme, which can be found in the tool bar at the top of the page (**figure 3c**).
- It is possible to change the chart series between columns and rows. Additionally, the data item displayed can be changed, e.g., from Audience to Index (**figure 3d**).
- There are a range of chart export options, including to Excel, as an image, and to PowerPoint (**figure 3e**).
- Financial Times readership is shown as a pie chart in **figure 4**, with each slice representing an age group. **Show/Hide Data Labels** allows the data to be put on or taken off the chart.

**Figure 1**

			0	1
			Totals	Financial Times
0	Totals	Audience(000)	52,816	209
		Repps	24,215	137
		%Col	100.0	100.0
		%Row	100.0	0.4
		Index	100	100
1	Age 15-24	Audience(000)	7,658	48
		Repps	2,950	21
		%Col	14.5	23.2
		%Row	100.0	0.6
		Index	100	160
2	Age 25-34	Audience(000)	8,758	69
		Repps	3,501	40
		%Col	16.6	32.0
		%Row	100.0	0.8
		Index	100	199
3	Age 35-44	Audience(000)	8,092	40
		Repps	3,578	29
		%Col	15.3	19.0
		%Row	100.0	0.5
		Index	100	124
4	Age 45-54	Audience(000)	8,950	23
		Repps	4,117	20
		%Col	16.9	11.2
		%Row	100.0	0.3
		Index	100	66
5	Age 55-64	Audience(000)	7,600	16
		Repps	4,440	17
		%Col	14.4	7.6
		%Row	100.0	0.2
		Index	100	53
6	Age 65+	Audience(000)	11,759	12
		Repps	3,989	10

