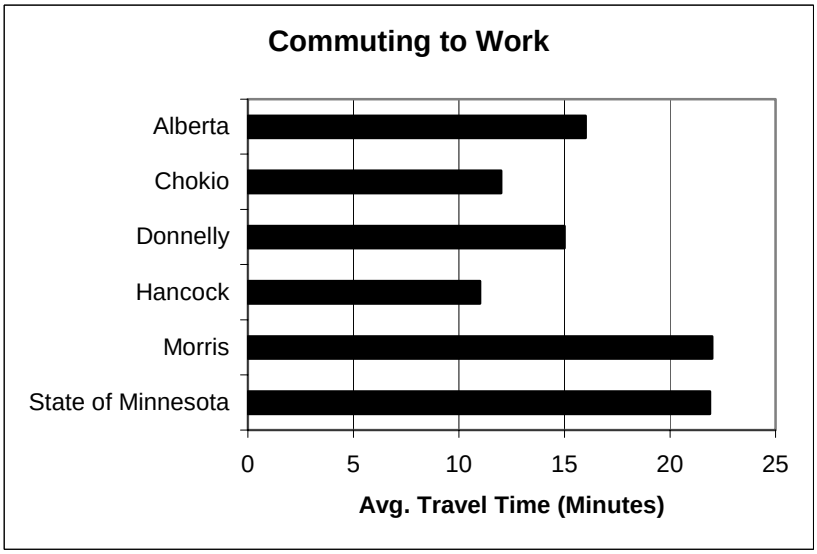
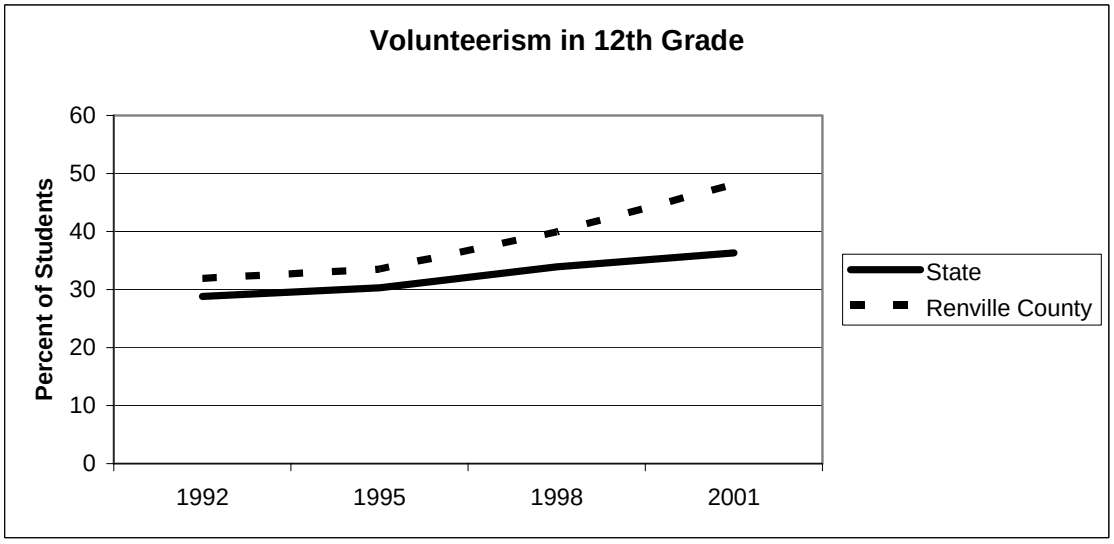
Statistics Civic Engagement Project
University of Minnesota, Morris
2004-05

Pointers for Making the Chart (for those already familiar with Excel)

1. The bar colors should be a **solid color** that will show up well when it is printed in black and white. For two bars, use black and white solid colors. For more than two bars, use solid black and white as well as shading patterns.
2. Remove the gray background color behind the bars. In Excel, double-click the background and in the box that appears, under AREA, select the white color.
3. If there is more than one bar or line, create a legend.



In this example, a line graph was used to compare the county with the state. Using separate colors can be helpful but there are issues when they are printed in black and white newspapers. Use dashes or dots to differentiate the different lines. In Excel, double click each of the lines to change their characteristics. Also, remove the gray background as in the example above.