



Customizing a Common Measures Impact Report

The following are typical edits used to customize a Common Measures Impact Report.

Edit	Instructions
Add Text	You may wish to provide additional information about your program that was not present in the Qualtrics data. This is an easy change to make. Place your cursor where you wish to add text and begin typing.
Add Text Box	You may also want to add some information that will stand out from normal flow of text by adding a text box . Place your cursor at the location of where the text box is to be placed, click insert, choose text box from the ribbon. You may resize and move the text box by clicking on the box and grabbing the handles. To change the text flow click on the text box, click on the floating layout options button that appears beside and it and choose a text wrapping option.
Add Image	Place your cursor at the location of where you wish to place the image, click Insert, choose Pictures, select an image file and click insert. You may resize or move the image. To change the text flow around the image click on the image then click on the floating layout options button that appears beside and it and choose a text wrapping option. You may choose an image style from the Picture Styles ribbon.
Charts/Graphs	The charts/graphs in the document can also be customized according to your needs. You can edit a chart title by clicking on the title of the chart. You may change format the font. You can resize the chart by clicking on it and dragging the handles. You can resize the plot and legend by clicking on each and dragging the handles.
Floating Chart Elements	Click on the chart and select the Floating Chart Elements (+) beside the chart. This will show the elements of the chart that are enabled. You can choose what elements will appear on the chart.
Chart Style	Quickly apply a predefined layout and style to your chart: Click on chart and choose the floating Chart Style button (paintbrush).
Move Chart	To move a chart : Click on chart and when four way handles appear, click and drag to where you wish the chart to appear in the document.
Text Flow	Change the text flow around a chart: Click the chart, then click the floating Layout Options button and choose a text wrapping option
Chart Colors	To change chart colors : Click on the chart, make sure you are in the Design tab, then select Colors. This will open a pop-up that allows you to pick other color schemes rather than the 4-H default.

Advanced Options

To customize the chart style further: Right click on the chart and select Format Chart Area. This contains options for the chart background and border types. You may choose Fill and change the background. You may also create a border around the chart by clicking Border. You may choose the color and width of the border.

Data Set Alteration

Alteration to Data Set:** this may be needed if additional program data came from another source that was not in your initial Qualtrics data set or if you wish to alter the name of one of the legend entries. Right click your chart's plot area and select Edit Data. This will open the data set of your chart in a new pop-up window resembling a Microsoft Excel spreadsheet. Here you will see the data of the chart and its legend labels. If you wish to update the legend label entry, click the cell and type the new information. **BE CAREFUL EDITING YOUR DATA.** Once you are done editing, click the X in the top right corner for your changes to be saved. *Consider re-exporting from Qualtrics.***

Add Data to Chart/Graph

You may wish to **add additional data** that was not present in your Qualtrics data set and have it reflect in the chart. Right click your chart's plot area and select Edit Data. This will open the data set of your chart in a new pop-up window resembling a Microsoft Excel spreadsheet. In the next available blank column on the top row you will add your legend label for the series and in the row below you will add the data that corresponds to it. At this time you may also make adjustments to the existing data in the chart that may need to be modified to reflect the new data. The colored rectangles around the cells indicates the active cells that the chart is drawing data from. To encompass data, drag one edge of the colored region and drag it to encompass your new data (i.e. drag the legend label box to encompass the new legend label and/or drag the data box to encompass the new data). Click the X in the upper right of the pop-up window and your graph will update.

Data Label of a Series

To change the **data label of a series** in a graph: Right click the label, choose Format Data Label, go into the Number setting and choose the format

The reports are fully editable in Microsoft Word. You may make any customizations allowed within the Microsoft Word software.

CONTACT INFORMATION & MORE RESOURCES

For more information about Common Measures, Lesson Study, and the Learning Modules please visit 4-h.org/commonmeasures or contact any of the following team members!

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