

## Turning Multiple Charts into a PDF or Word Document

Frequently during the development of EPDC reports, we want to create and save a particular graph for each country, and then compare them all side by side. There is not one way of doing this that is ideal in every situation. I will cover three different options. All of these options assume that you've already run an Excel macro to save a collection of charts as images (although with the Word option, you can also paste charts directly from Excel).

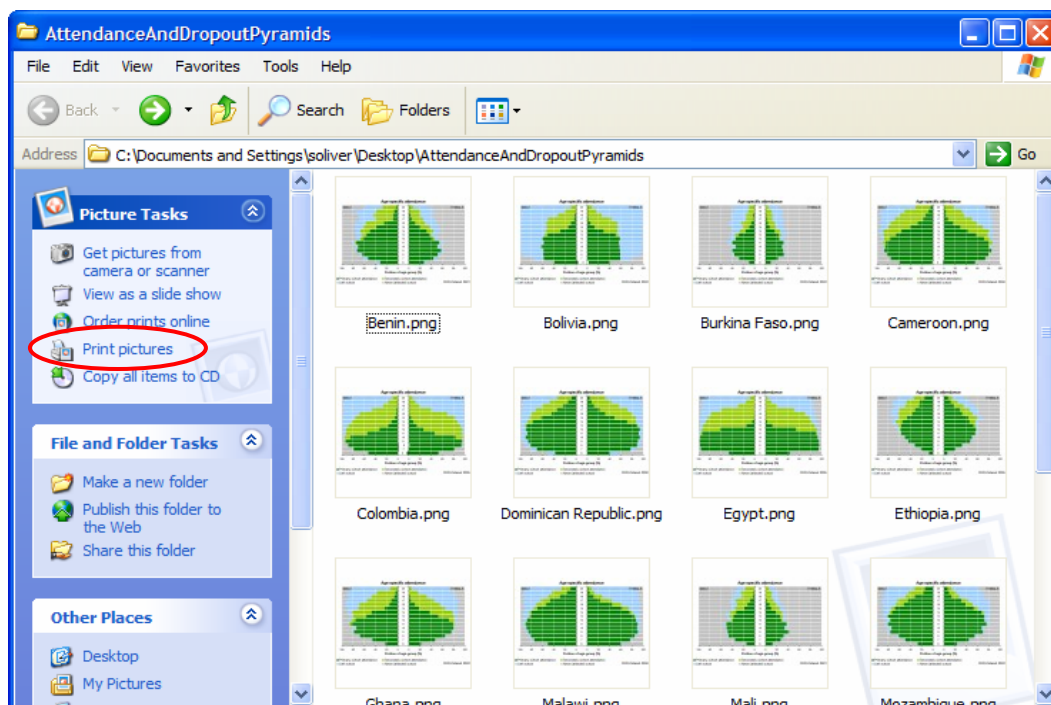
**Photo Printing Wizard** – the fastest and easiest way to create a report with many graphs, but with very little customization.

**Word** – requires manually pasting graphs into a Word document, which can be slow, but for a relatively small number of graphs, it's manageable. Provides the most options for customization.

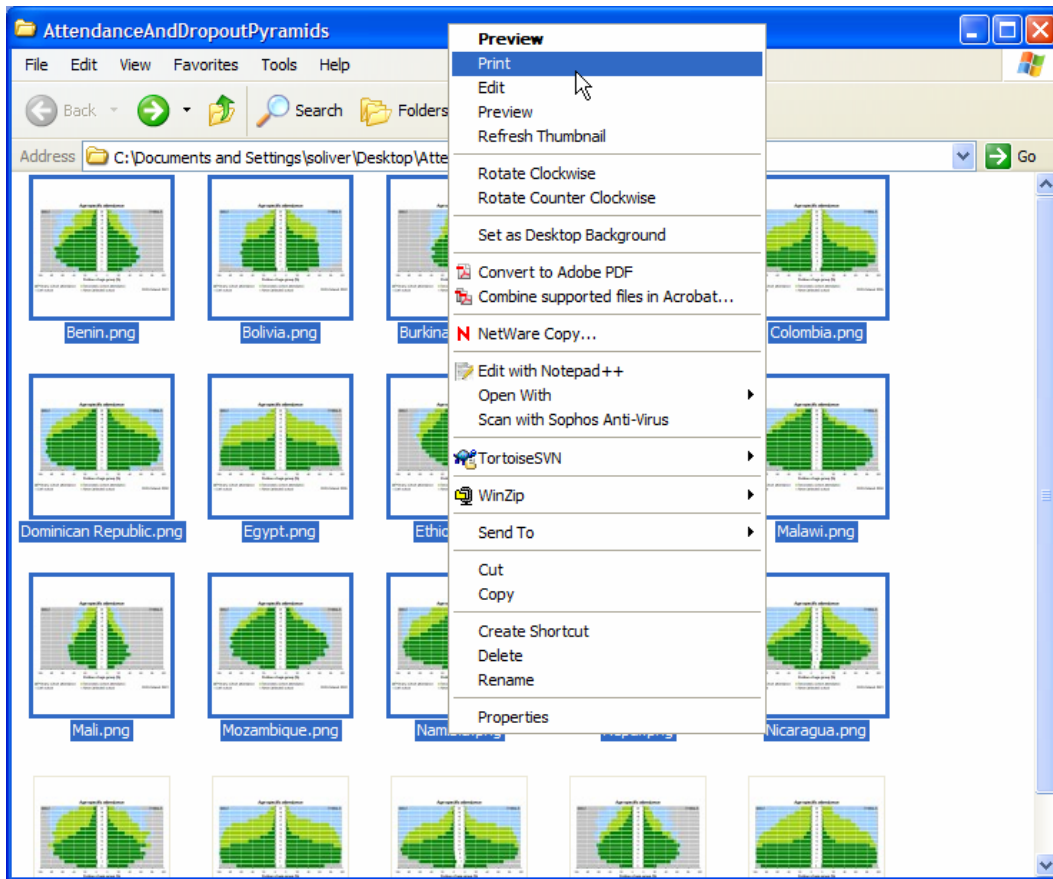
**IrfanView** – a free piece of software that allows you to make contact sheets similar to Photo Printing Wizard, but with more options for sizing the graphs and adding captions.

### ***Photo Printing Wizard***

Open the file containing all of the graphs for your report. If the folder only contains image files, then on the left you should see a section called "Photo Tasks," which contains the item "Print pictures." Select the charts that you want to print, and click on "Print pictures" to start the Photo Printing Wizard.

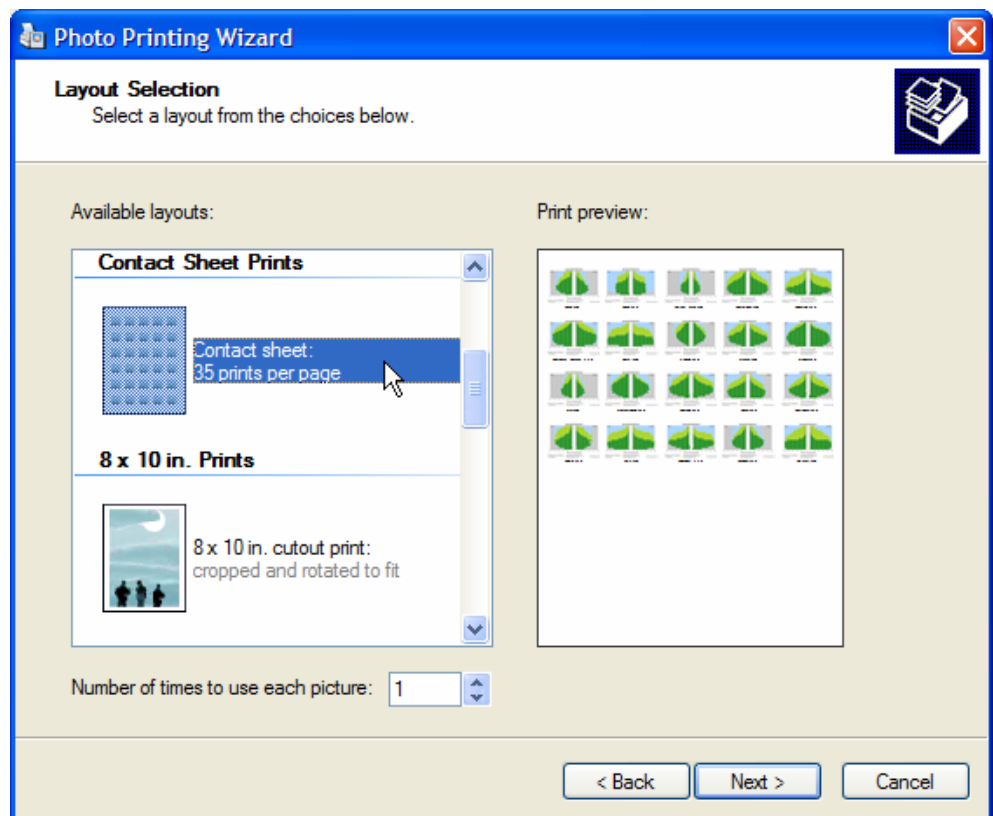


If you don't have your computer set up to show common tasks in the left-hand bar, you can still use the Wizard by selecting the charts, right-clicking, and choosing "Print" from the context menu.



In Photo Printing Wizard, you can check or uncheck boxes to select the charts you want to print, but since it doesn't show you the file names, it's easier to do this selection before you start the wizard. For a printer, you can choose Adobe PDF unless you actually want to print the document. If Adobe PDF is not an option in your printer list, you might not have a full version of Adobe Acrobat. EPDC owns one copy of Acrobat 9, which you can install.

Next you can choose how many charts you want on a page. One option is to make a contact sheet, which fits 35 charts on a page, along with their file names (although there is no way to get rid of the extensions, so the captions will be something like "Namibia.png"). Another option that may be useful is



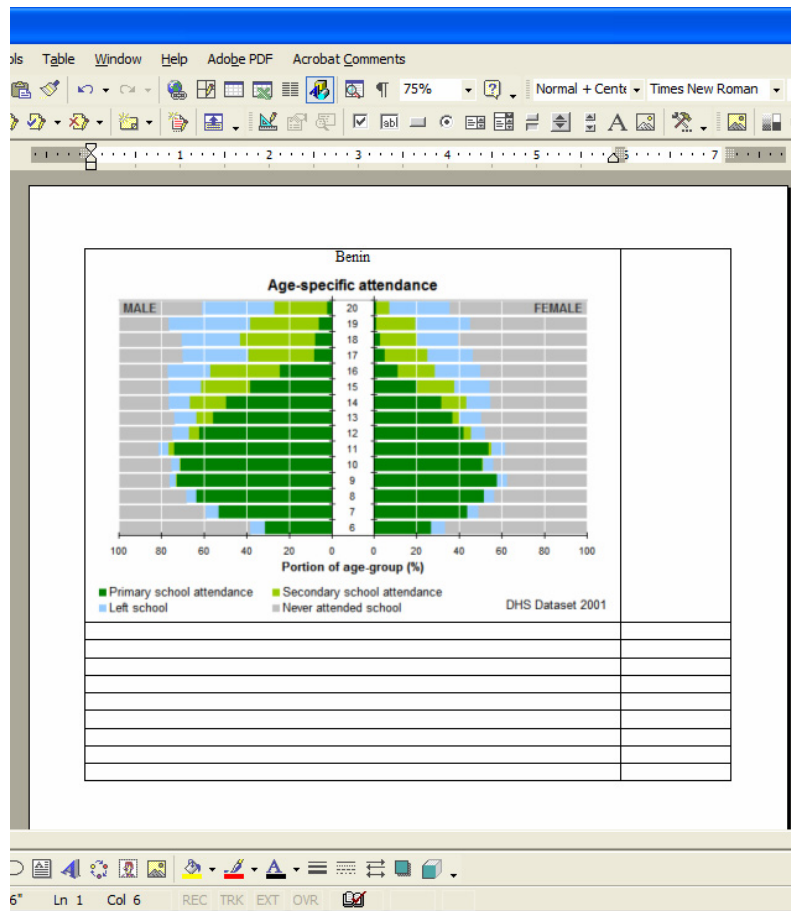
wallet prints, although this results in horizontal graphs being rotated and cropped, and there are no captions. Once you've made your selection, continue through the wizard and select a directory in which to save the PDF.

## Word

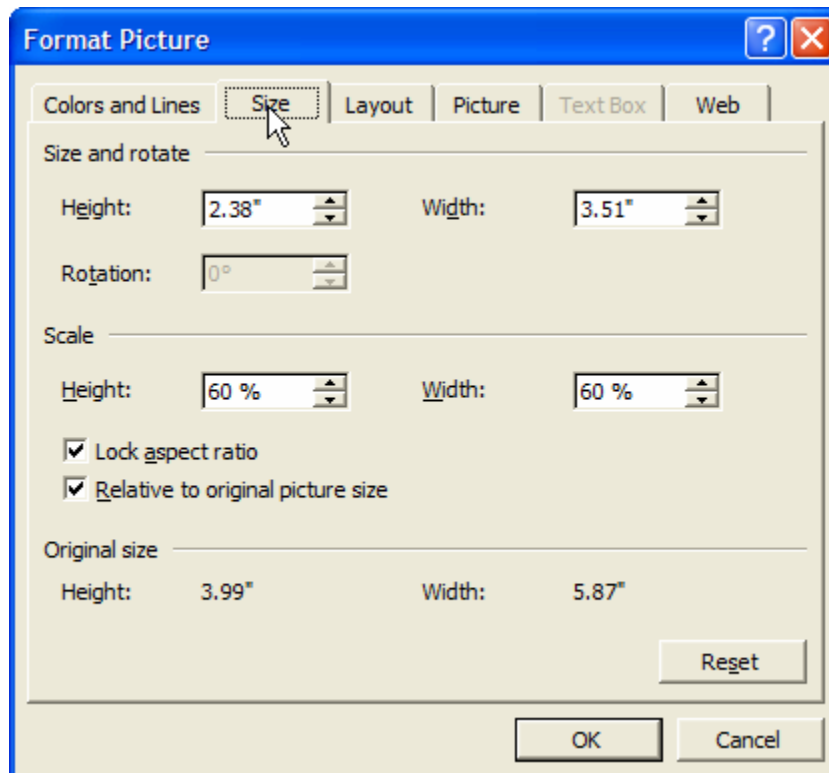
Pasting charts into Word can be time-consuming, especially if the charts go through several design iterations. However, this method does provide the most control over formatting.

First, decide how many columns of charts you want, and count how many total charts you have. Create a table in a Word document by going to *Table* → *Insert* → *Table...* and entering the number of columns and rows that will accommodate all of your charts.

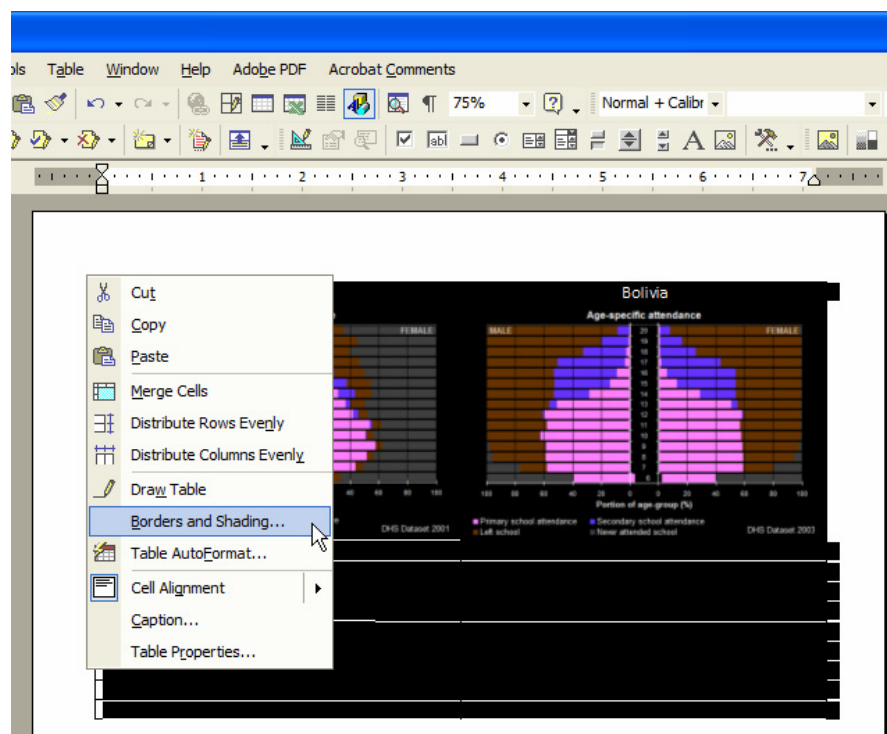
Put your cursor in the first cell. Go to *Insert* → *Picture* → *From File...* and browse to the folder with your charts. Pick the first chart (you probably want to go in alphabetical order). The chart will probably be larger than you want:



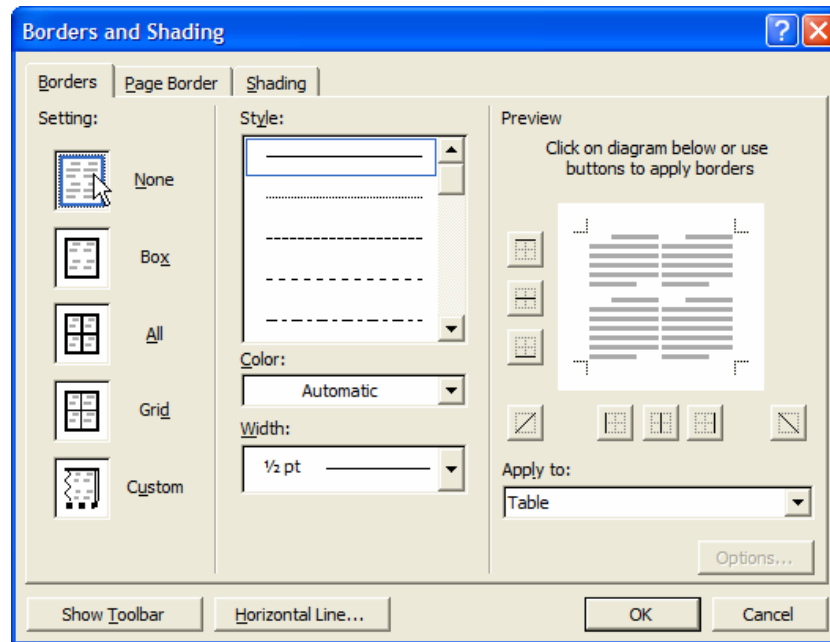
Unless your charts have country names embedded into them, you should add the names as you go. To resize the chart, click on it and drag one of the corners until it looks about the right size. Add a second chart to the next cell. You want all of the charts to be the same size, so double-click on the first chart to see how much you shrank it:



Note the scale settings—in this case, the picture is 60% its original size. Click OK, and double-click on the second chart, go to the size tab, and change its scale to be 60% also. Add the rest of the charts in this way. You can leave the black border on the table, or you can change the border to be invisible. To do this, right-click on the plus sign in a box that appears at the upper left-hand corner of the table (if you don't see the box, hover your mouse over the table and it should appear). Select *Borders and Shading...*:



And choose None:



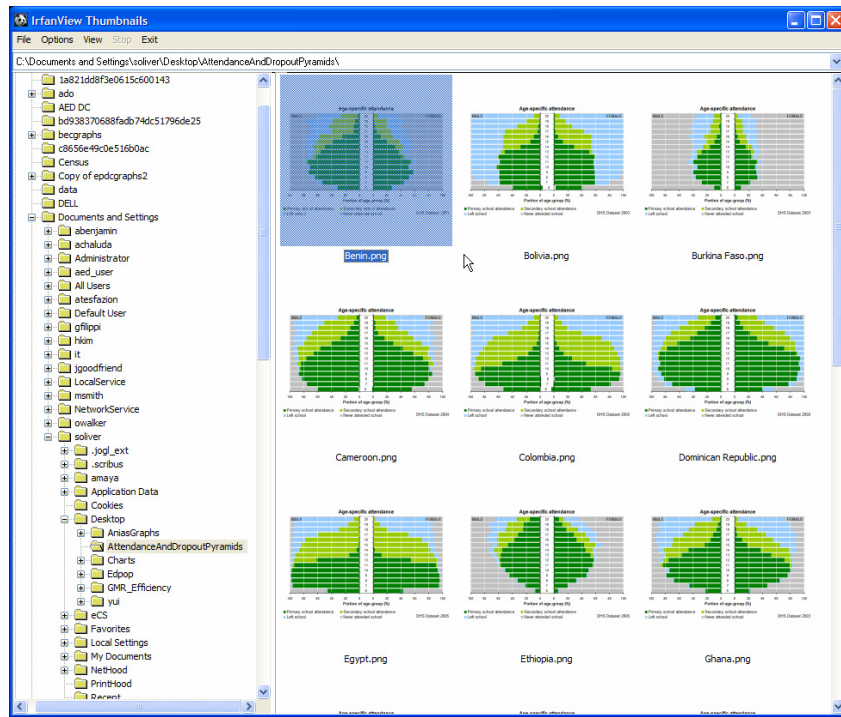
There will still be grey borders around the table, but these will not be visible when the document is printed.

## ***IrfanView***

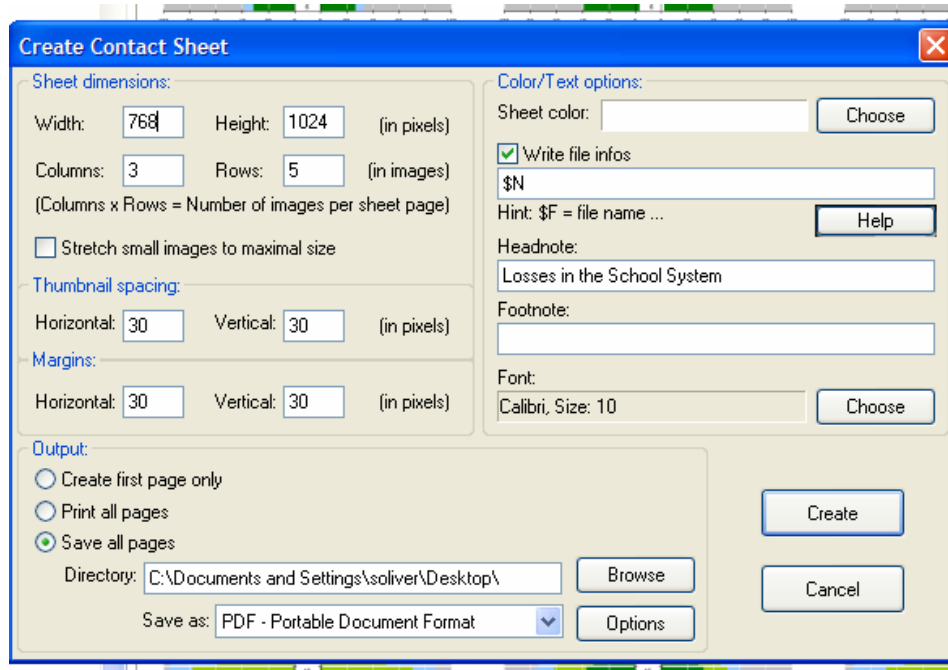
IrfanView takes a little work to set up, but once you have it working, this is probably the best way of making multi-chart reports. It's not automated, but it comes closer than the other methods.

First you need to download and install the latest version of IrfanView from their website, <http://www.irfanview.com/>.

Once the program is installed, open it up. Go to *File* → *Thumbnails*. Browse to the folder containing your charts. It should look something like this:



Select the charts for the report with your mouse or by typing Ctrl A. Now go to *File* → *Create contact sheet from selected files*. You will get a dialog box like the one below. Change the settings accordingly (width and height, number of columns and rows, etc.). If you want captions, check the box labeled “Write file infos” and type \$N in the box below it. This will cause the filename (but not extension) to appear beneath each chart. For more caption options, click Help. For Output options, choose Save all pages with PDF as the document format. When you’re finished, click Create.



Confusingly, IrfanView opens a “preview” window with the last page of your report, but this is not your PDF, and you can safely close it. Go to the folder where you specified that the file should be saved, and you should see one or more PDF documents, probably labeled Sheet\_001.pdf, Sheet\_002.pdf, etc. One of the shortcomings of IrfanView is that it seems to create a separate document for each page. You can open the pages in Adobe Acrobat and combine them into a single document by going to Document → *Insert Pages*.