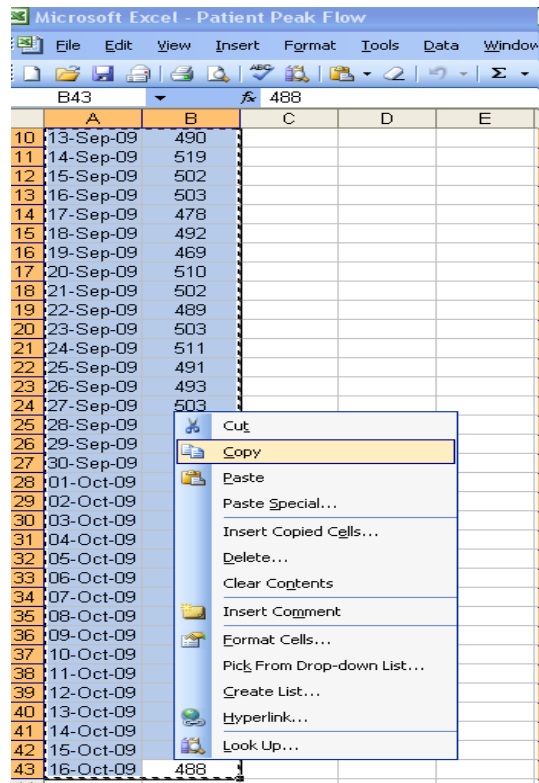## BaseLine© Examples

C. Create a set of charts from time series data that is accompanied by a date/ time in a 2nd column – in a format acceptable to BaseLine©
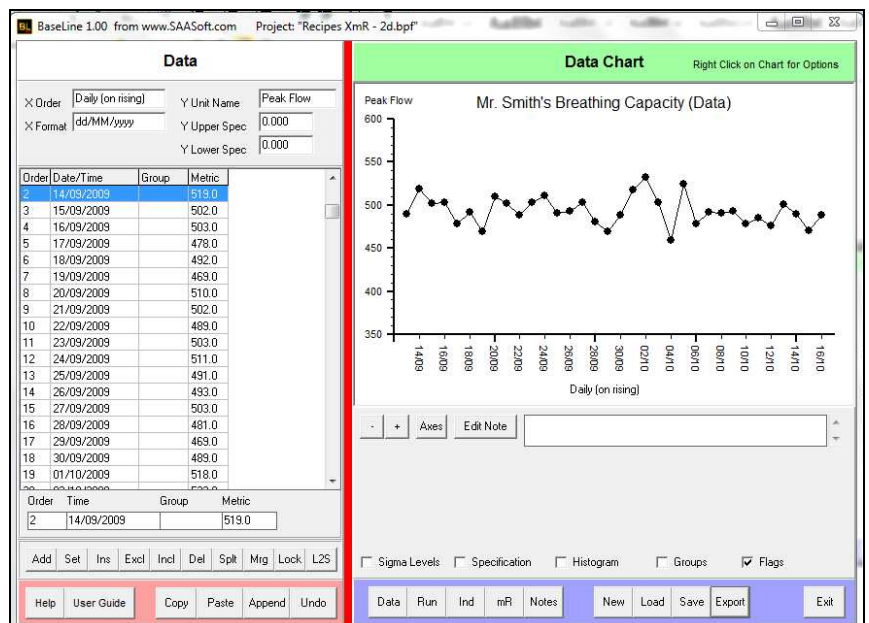
1. Open your spreadsheet and outline BOTH the column of metric data in which you're interested, AND the identifier column – in this case the event date corresponding with each piece of data that's been recorded by a patient.

2. Select the **Edit** menu and the **Copy** option to copy the data to the Clipboard.

3. Start BaseLine© and click the **Paste** button to paste the data from the Clipboard into the data table.

4. BaseLine© will instantly create the chart – presenting it as a **Data Chart**, and using the data in the table to automatically scale the horizontal and vertical axes.
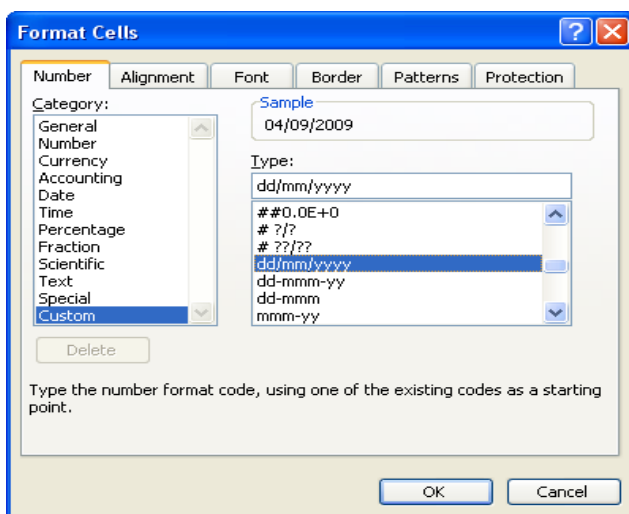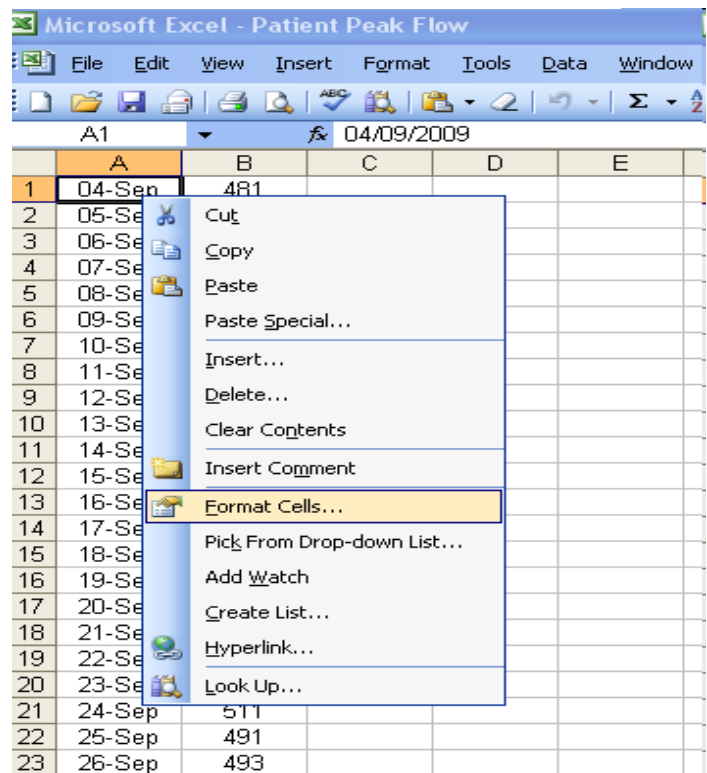
Note: For the magic of this copy n' paste procedure to work, the date/time information you provide needs a date/time format that BaseLine© can recognise because it converts it to an "event" before sorting the data and labelling the chart.

If struggling, try one of the following formats:

dd/mm/yyyy

yyyy-mm-dd

dd mmm yy

dd-mmm-yy

dd/mm/yyyy hh:mm

hh:mm:ss

5. If your data is currently collected in a format that's not accepted by BaseLine©, place your curser over the first date cell, then right click and opt for "**Format Cells…**"

6. Then in "**Custom**" you can scroll up or down until you find an acceptable data format.

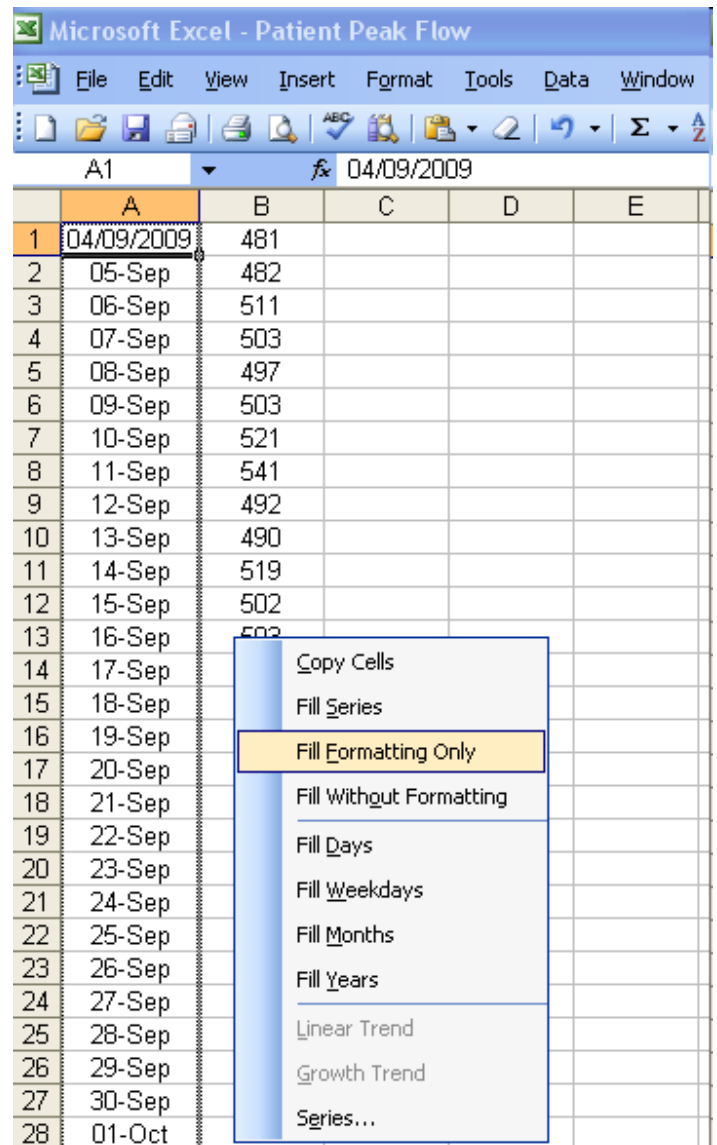In this case **dd/mm** is being converted to **dd/mm/yyyy**

Click "**OK**" and then double check to see that the data has been properly picked-up and is in time-sequence order.

7. Now you have converted the format for the first cell, you will need to copy that format to all of the others in your column.

Highlight that first cell, then hold your curser over the bottom left hand corner of the cell until "**+**" appears. Right click and drag until the whole column of data is covered.

Release your curser and a dialogue box will appear. Click on the "**Fill Formatting Only**" option.

Your column of data will now be converted.

8. If you wish to overwrite the already automatically entered scaling parameters, click on the **Axes** tab and uncheck the tick boxes.

You can also amend the date **Format** if you need the X axis identifier presented differently to the given default.
In this example the default is **dd/mm/yyyy**, but **dd/mm** has been preferred.

9. Click "**Accept**" and check to see your chart is displayed to your liking.