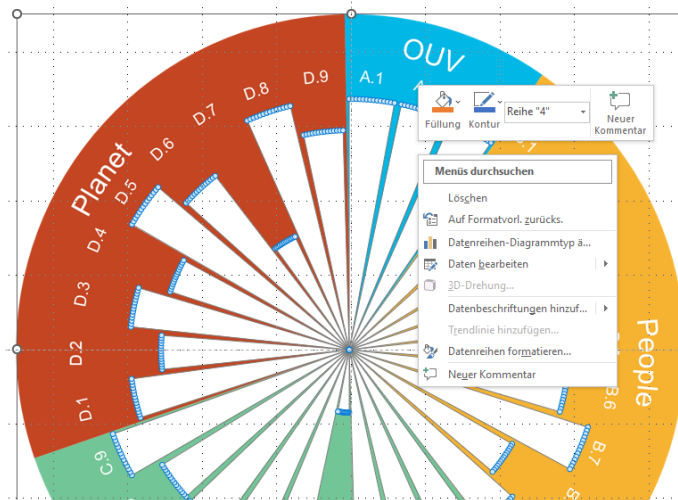
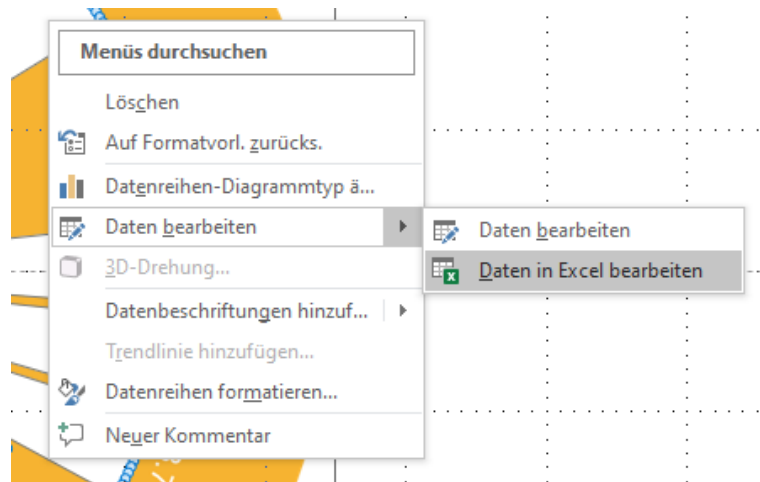


Customise graphic:

1. Unzip the zip file completely to a local location (hard disk, USB stick, etc.).
2. Open the PowerPoint file (if necessary, click on 'Activate editing' in the yellow banner).
3. Right-click on the halo (do not click in the middle) so that dots appear at its ends. The context menu opens:



4. In the context menu at the point 'Edit data' direct the cursor to the small arrow on the right and then select the point 'Edit data in Excel':





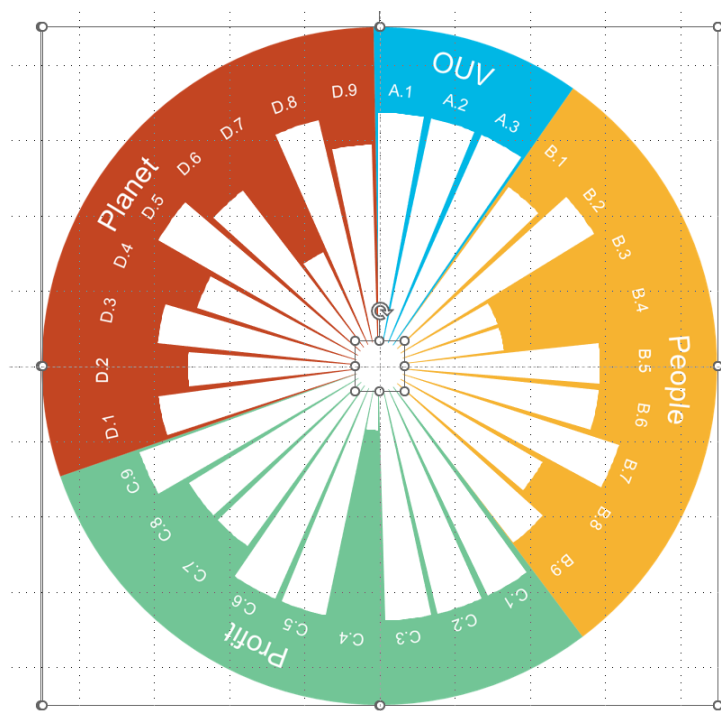
- In the Excel table that opens automatically, enter the corresponding values (1-5) in the column provided:

Werte aus den Aussagen	Werte hier eintragen	trifft zu
		trifft zu
		trifft zu
		trifft zu
		trifft zu
	Aussage	
	4,0	
	4,0	
	4,0	
sehr positiv	3,5	
neutral	4,0	
sehr negativ	2,0	

As soon as the rays have the intended lengths, the graphic can easily be exported from PowerPoint as an image; e.g. if you want to use it in another PowerPoint presentation.

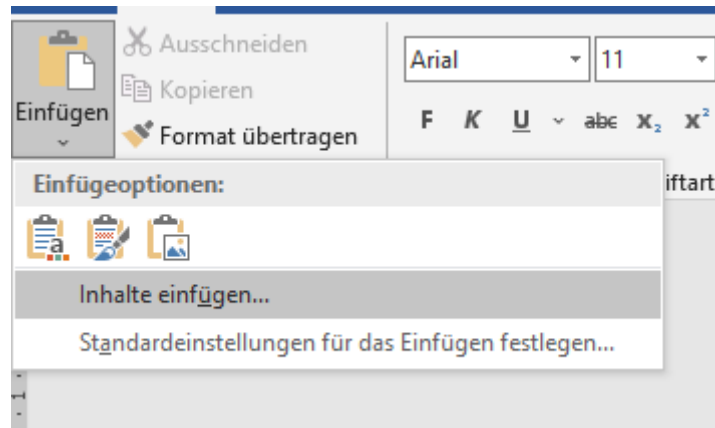
Export graphic:

- In the PowerPoint file, make sure that nothing is selected. Then use the key combination Ctrl + A to select everything on the slide. Borders appear around all the graphic elements:

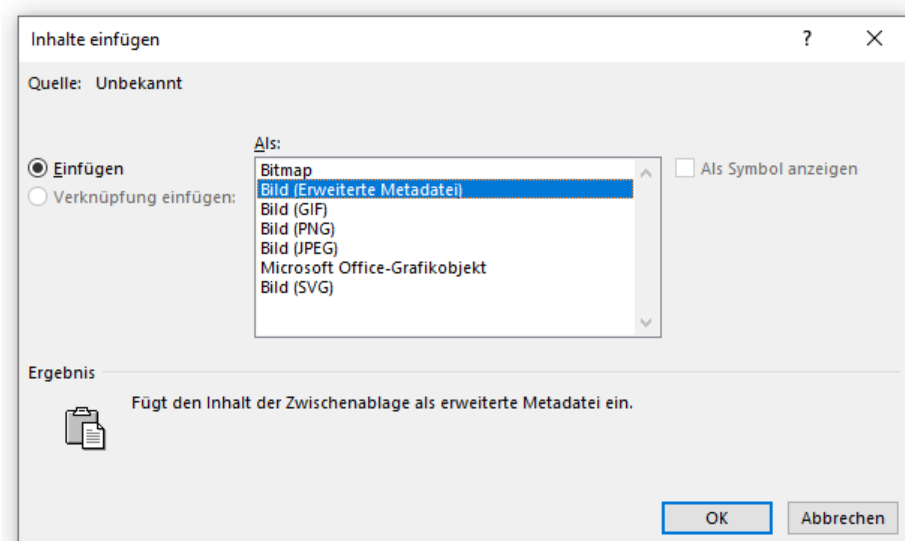


- Copy the elements to the clipboard with the key combination Ctrl + C.

3. In Word or PowerPoint, click on the arrow in the 'Start' tab under the 'Paste' icon and then select 'Paste content':



4. Click on Image (Advanced Metafile):



Done! It is also possible to open the graphic as a single element in an image editing programme (Gimp, Paint, Photoshop). Simply open the corresponding programme after step 2 and then use the key combination Ctrl + V there.