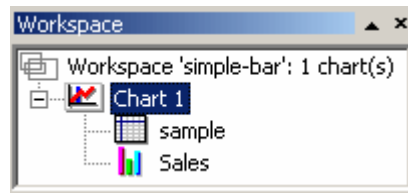


# Formatting Numbers

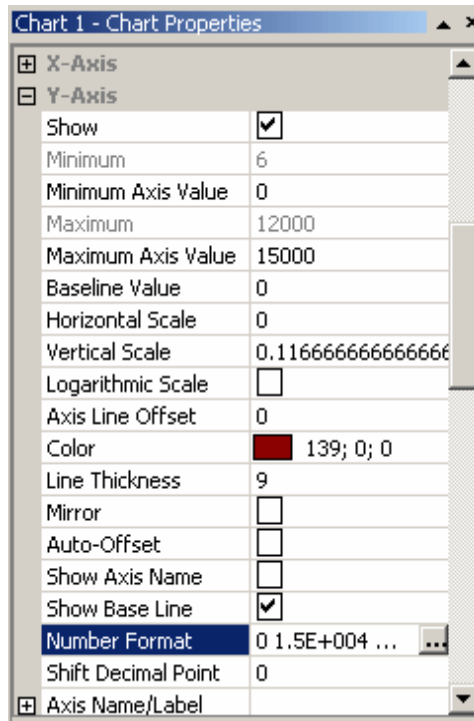
## Basic Formatting

Sometimes, you may see numbers appear on a chart which look like “1.5E+004” when you expect to see 15000. This is because of the number format being used. You can change the number format using the “Number Format” property for a chart axis.

First, make sure you have selected your chart in the workspace; it should be highlighted, as “Chart 1” is in this example:



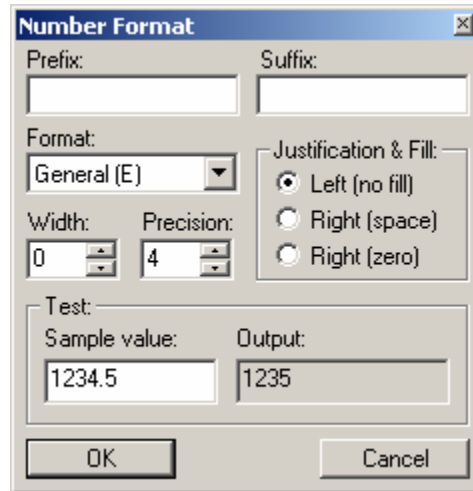
Next, look for the “Number Format” property in the chart’s property list, under the heading for the appropriate axis. In this example, it’s under the “Y” axis.



Note that when you select the “Number Format” property, a “...” button appears at the right:



When you click the “...” button, the “Number Format” dialog appears (as shown below):



You can use the number format to do various things such as:

- Add a prefix (such as a currency symbol) to appear to the left of the number
- Add a suffix (such as “M” to denote millions) to appear to the right of the number
- Select between “Normal”, “Exponential”, and “General” formats
- Specify the width (minimum total number of characters in the number including decimal point and/or minus sign)
- Specify the precision (number of digits to the right of the decimal point)
- Select justification and “fill” options (“Left” is appropriate for almost all situations)

The number format dialog includes a “test” area which you can use to see how the current settings will format a given number. To use the test area, simply type a typical number from your data into the “Sample value” box and see what appears in the output box as you make format adjustments.

## ***Formatting Options***

### **Normal**

“Normal” format is good for most general situations you might encounter in business charting.

### **Exponential**

“Exponential” format always produces the “**1.5E+004**” style of number format. It is often suitable for scientific charting, but usually not appropriate for business.

### **General**

“General” format will automatically select between “Normal” and “Exponential” depending on the value and the selected width and precision.

## **Width**

“Width” specifies the minimum number of characters to appear in the formatted number. When using “left” justification, width should usually be set to zero

## **Precision**

“Precision” specifies the number of digits to appear to the right of the decimal point. . When using “General” formatting, the precision setting also controls the point when exponential format will be selected instead of “normal” format.

## ***Shifting the Decimal Point***

Sometimes, you will want to display a number as “**3M**” instead of “**3000000**” (often used in business and financial charting). rChart offers a way to do this with the “Shift Decimal Point” property (appears directly below the “Number Format” property). As numbers are being formatted, the decimal point is shifted left by the number of places specified (normally none).

To display “3000000” as “3M”:

1. Set the “Shift Decimal Point” value to 6 (move the decimal point 6 places to the left)
2. Add the suffix “M” to the number format.

You can move the decimal point to the right also. For example, to display the value .005 as “5”, simply set the “Shift Decimal Point” value to -3.