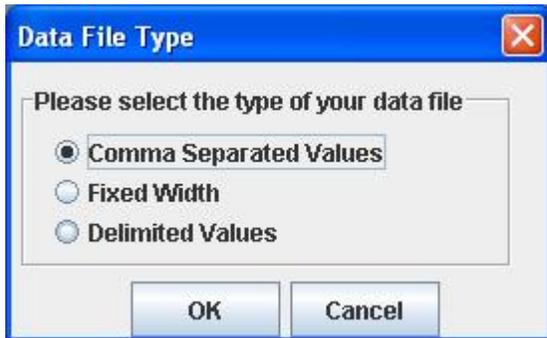
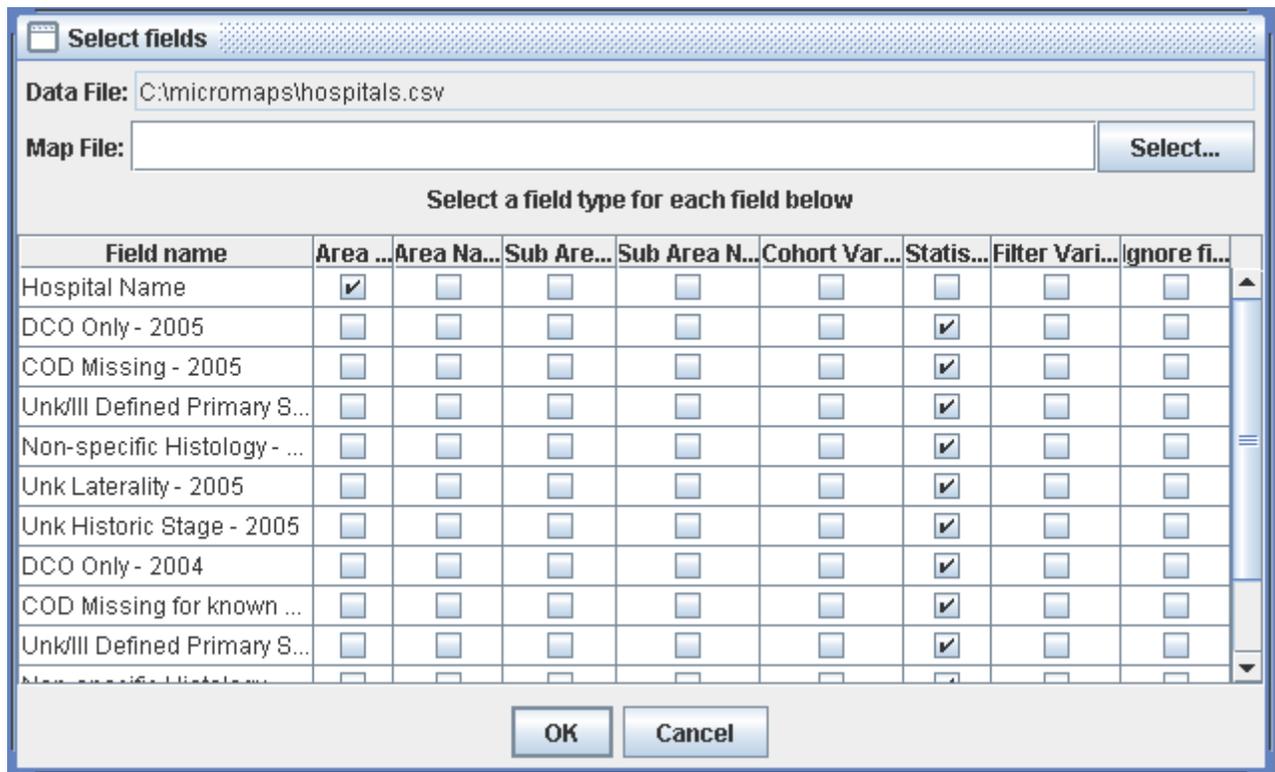


## Tutorial A – Hospital Point Graph without Gen File or Shape File

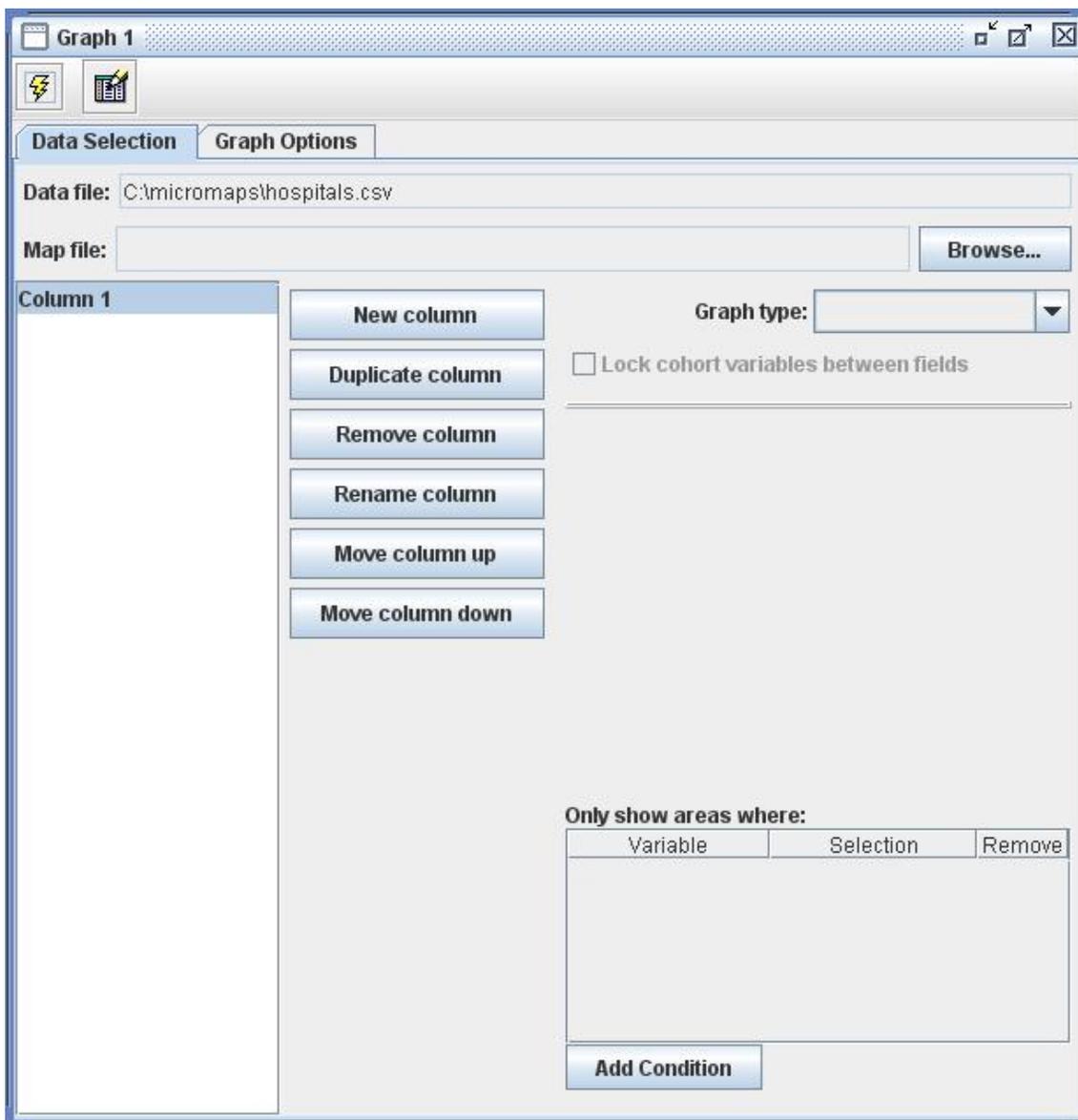
1. Run **Micromaps**.
2. Go to **File > New Session**



3. Select **Comma Separated Values** (if it is not selected already) and click **OK**.
4. Select the data file (the file browser will look initially in the same directory as the Micromaps.exe file): **hospitals.csv** and click **Open**.
5. Then the **Select Fields** screen will appear.

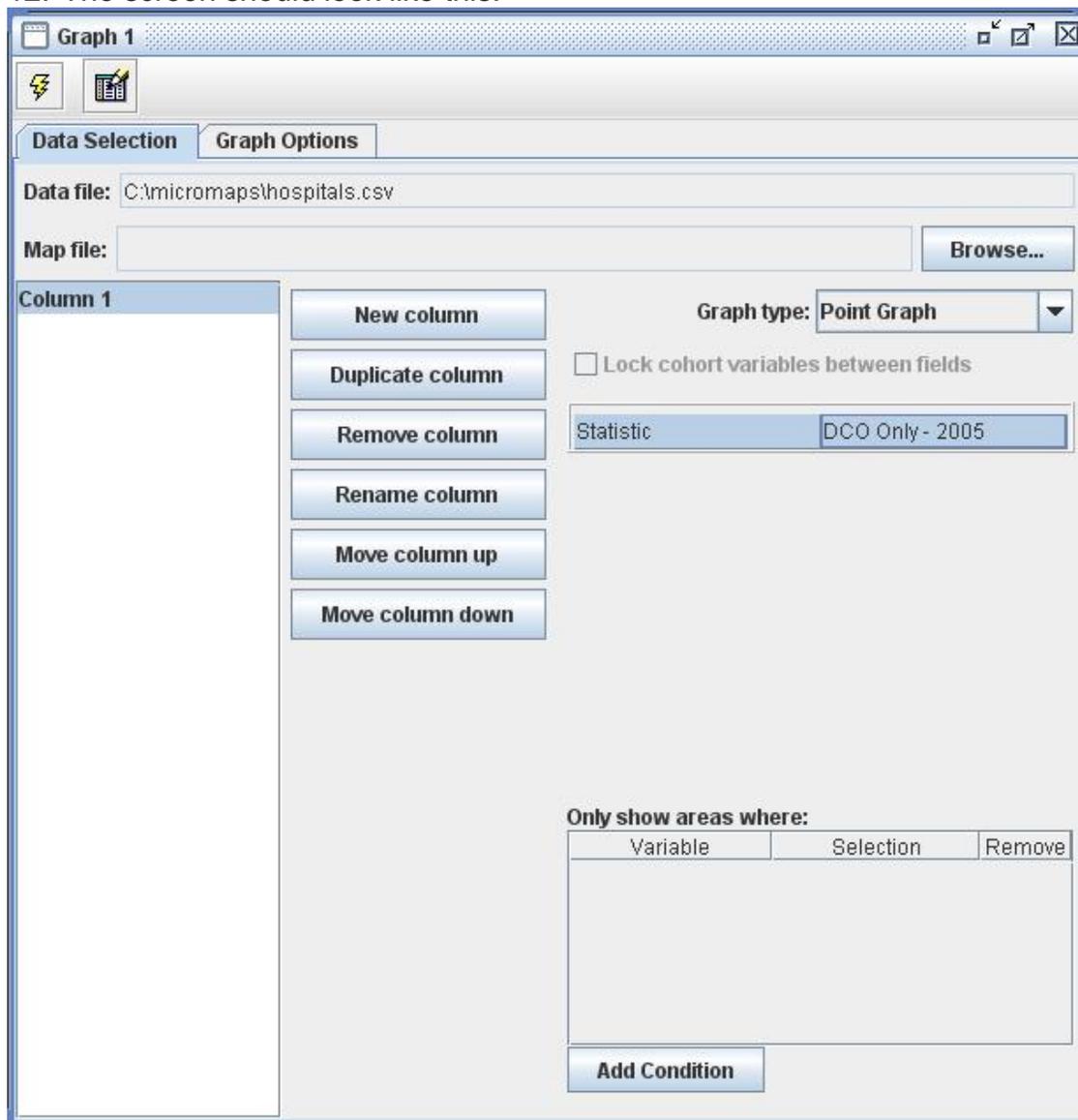


6. Please see Tutorial B or C for use with a map file.
7. Since this data only has one record per Hospital, the Cohort Variable column is blank.
8. Click **OK**.
9. You should have a screen that looks like this:



10. Select **Point Graph** from the **Graph Type** List Box.
11. Select **DCO Only – 2005** in the **Statistic** List Box

12. The screen should look like this:



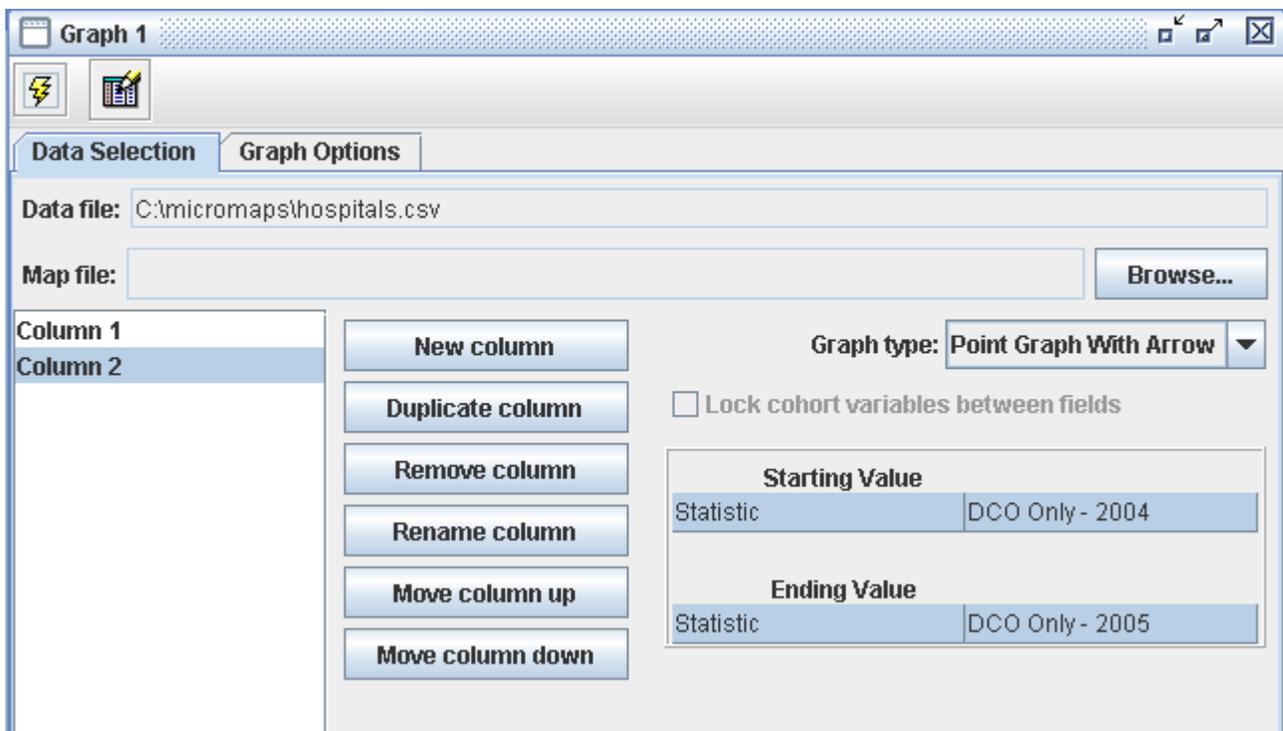
13. Click the **New Column Button**

14. Select **Point Graph With Arrow** from the **Graph Type** List Box.

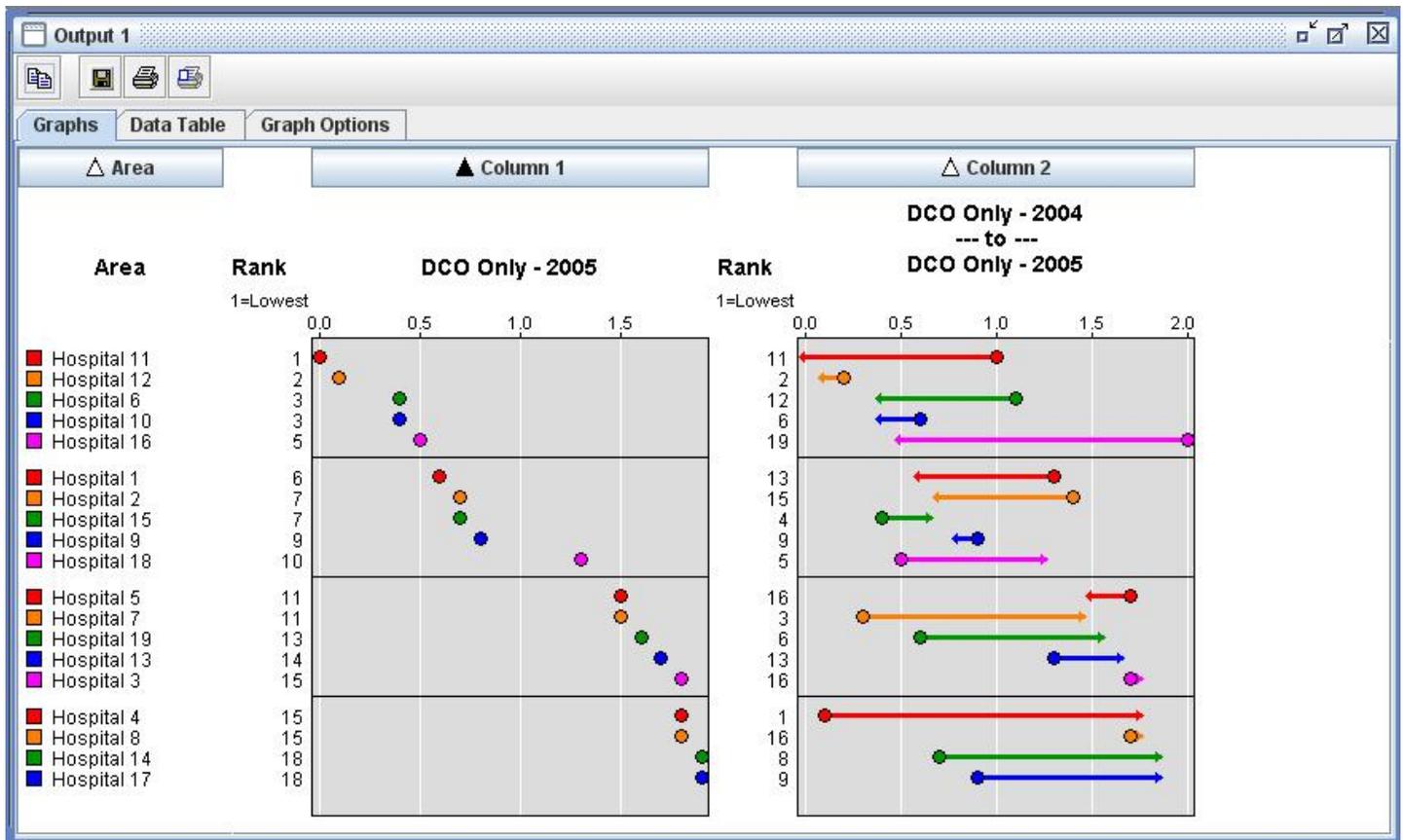
15. Select **DCO Only – 2004** in the **Starting Value** List Box

16. Select **DCO Only – 2005** in the **Ending Value** List Box

17. Your screen should look like this:

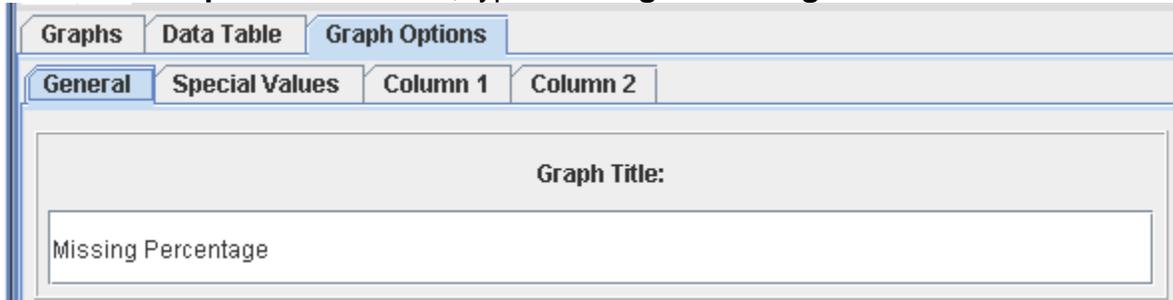


18. Then Click the **Lightning Bolt/Execute** Button.
19. Your result should look like this:

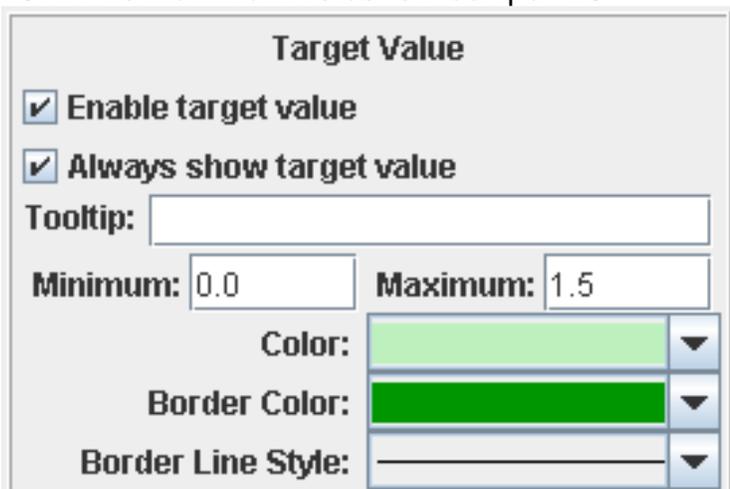


20. You will notice the left panel is a point graph and the right panel is an point graph with arrow. The point is located at the DCO Only - 2004 Percentage and extends to the 2005 value.

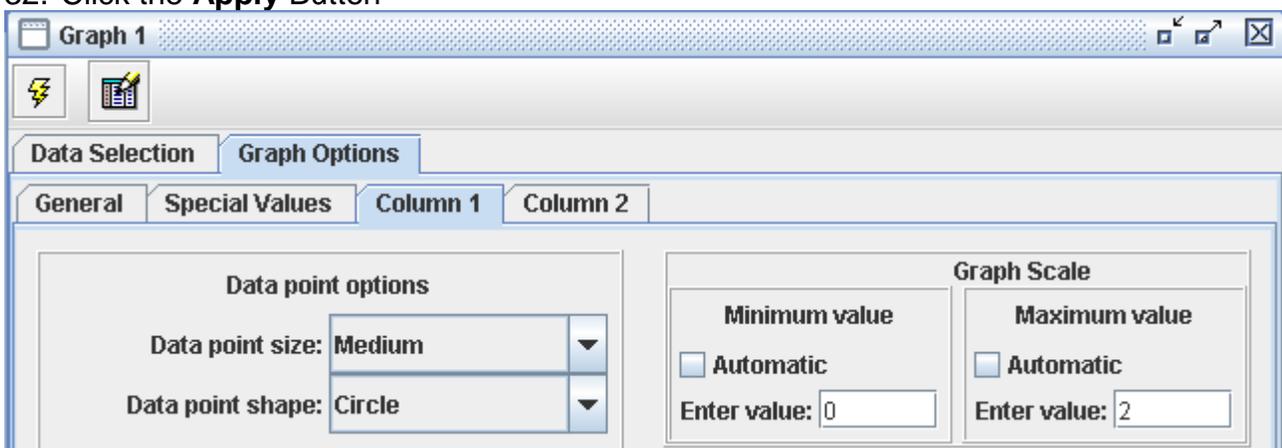
21. You may also notice the scales are not the same on the panels. To make them the same you can either modify the scales for the session or just on this output.
22. Go to the Menu bar and Select **Window – Graph 1**.
23. Select the **Graph Options** tab
24. In the **Graph Title** Text Box, type **Missing Percentage**



25. Click the **Column 1** tab.
26. Click the **Enable target value** checkbox
27. In the **Minimum** value text box put **0**
28. In the **Maximum** value text box put **1.5**

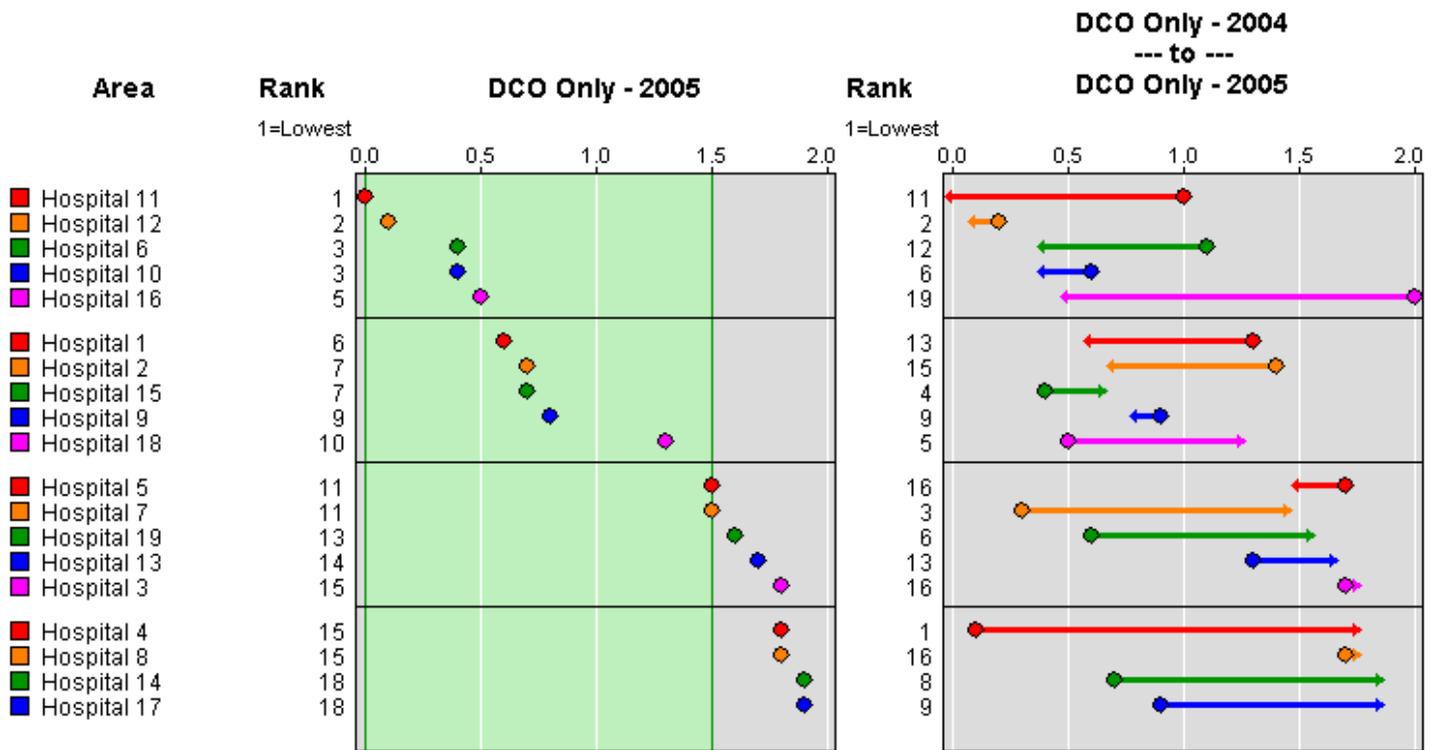


29. In the **Graph Scale** Option Group, uncheck the check box for **Automatic** for the **Minimum Value**, and enter a **“0”** in the **Enter value** box.
30. In the **Graph Scale** Option Group, uncheck the check box for **Automatic** for the **Maximum Value**, and enter a **“2”** in the **Enter value** box.
31. Repeat steps 29-30 for Column 2.
32. Click the **Apply** Button



33. To save the session, go to the **File Menu – Save Session As** option.
34. Click the **Lightning Bolt/Execute** Button and a new graph should appear with the same scale. (see next page)

## Missing Percentages



35. To save the graphic, click the **Disk Icon**.