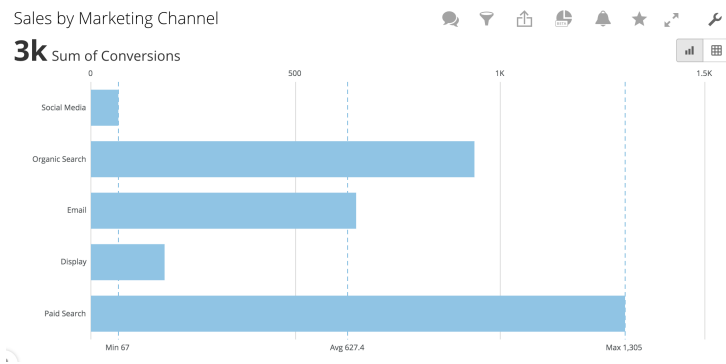




BAR CHART CLEANUP CHECKLIST

Let Your Data Story Cut Through the Clutter

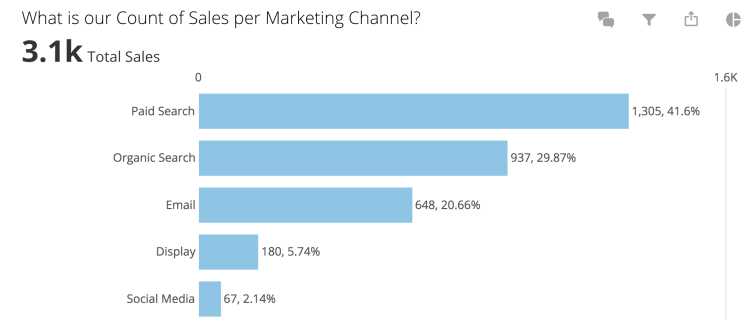
BEFORE:



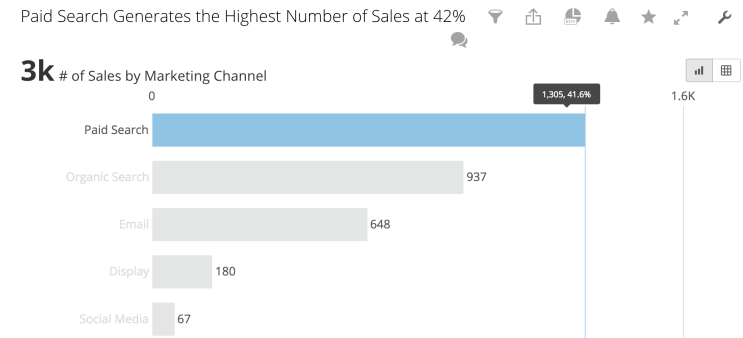
- General —> **Font Size = Largest**, Sort on Totals —> Descending (for most important metric 1st) **NOTE: DO NOT** sort bars that represent time, such as months. Time must be represented linearly.
- Bar Settings —> **Height / Width Percentage = 75**
- Grid Lines —> **Zero Line Color = Transparent**, Check **Remove Min/Max/Avg lines**
- Data Label Settings —> **Text = %_VALUE, %_PERCENT_OF_TOTAL** (if displaying composition)
- Value Scale (X for horizontal, Y for vertical bars) —> **Max Gridlines = 0, Value Scale Max = 1.25 X highest bar value**
- Hover Text Settings —> **Text = %_VALUE, %_PERCENT_OF_TOTAL**
- Colors - Use **neutral blue or gray palettes** (avoid red and green)
- Phrase the card title in the form of a question, or clearly data points and time frame
- Change the summary number to reflect the business question answered at the highest level of aggregation
- Bonus tip:** Pull a highlighted chart offline by hovering over your selected data point and grabbing screenshot

AFTER: BAR CHART DETOX

Final Results



With highlighted story emphasis:



Find the related blog post by Lea Pica, Director of Data Visualization + Storytelling, [HERE](#).