



Disclosure Management

Linked images

Author: Marc Kuipers

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Introduction

Linked images are graphics rendered from a table range in Microsoft Excel and linked to Microsoft Word or Microsoft PowerPoint. Linked images can only be used in Microsoft Word documents and Microsoft PowerPoint presentations. They are rendered at 600 Dots Per Inch (DPI) and may slightly differ from the original image.

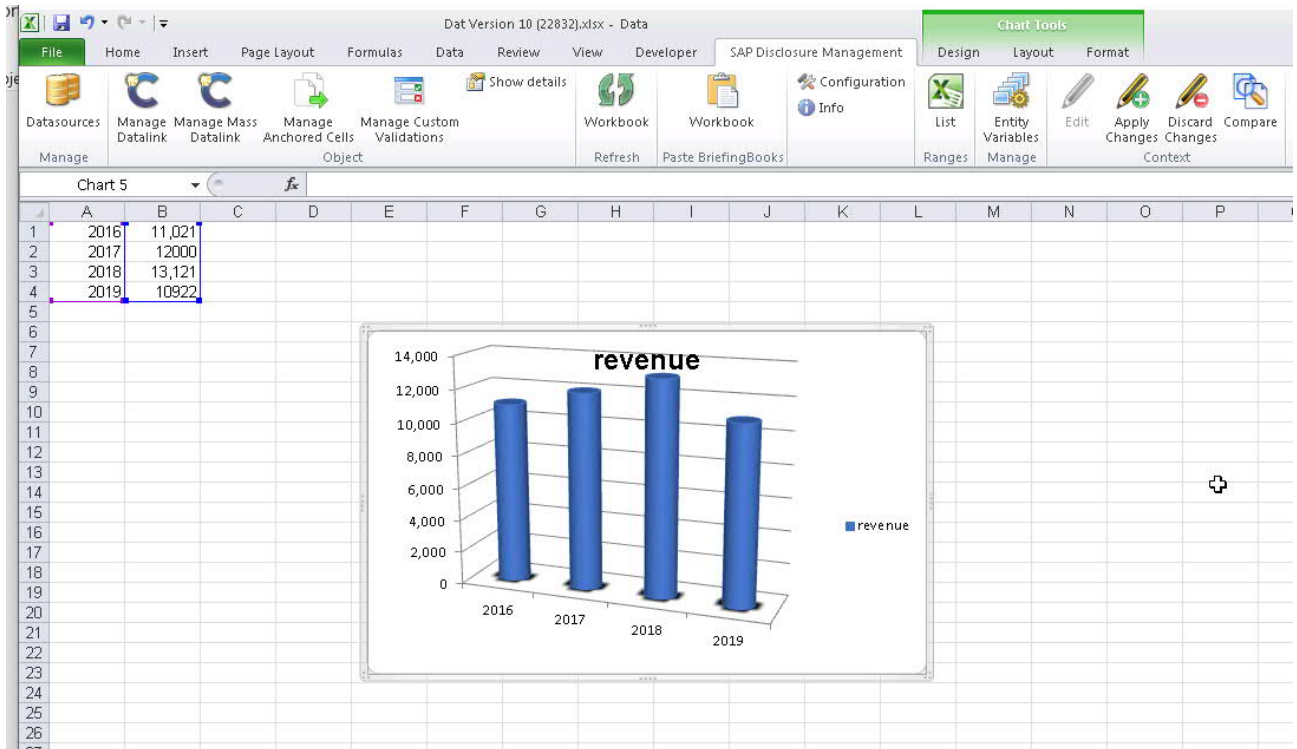
This document will outline the setup of linked images.

Setup of Linked images

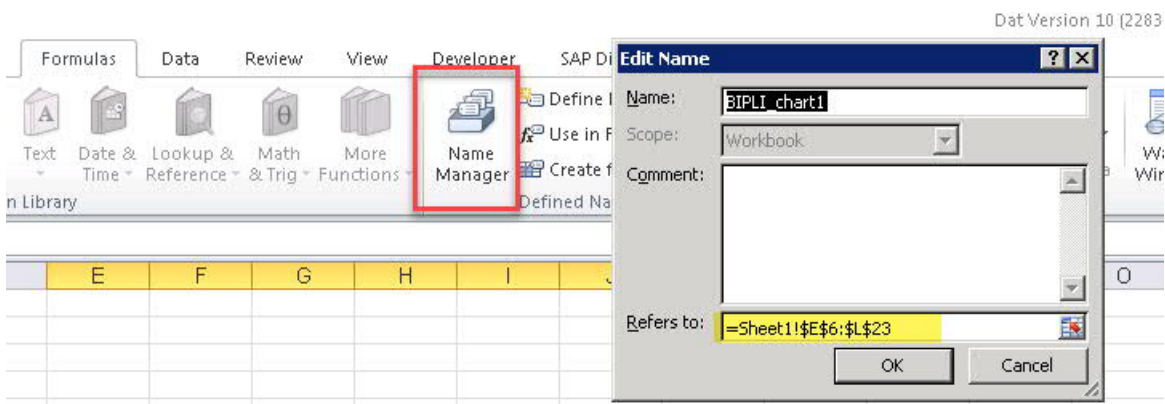
Linked images can only be inserted in Word and PowerPoint chapters. However, they need to be linked to cell ranges in Excel. Similar to normal BIP cell ranges in Excel data-cache, these ranges need to start with BIPLI (LI=linked image)

This cell range needs to 'cover' the area that is used for the graph/image in Excel.

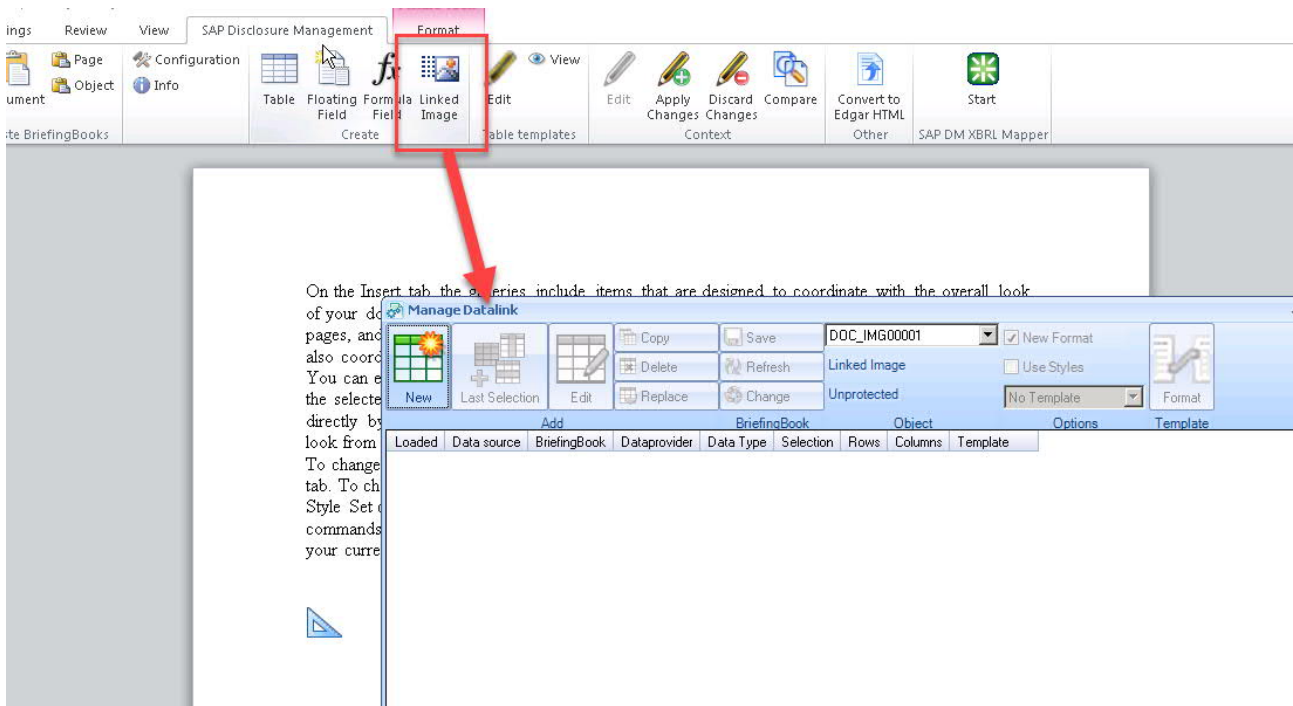
So, for example, in Excel we have a graph defined (in this case a bar-chart, but this can be any type of image)



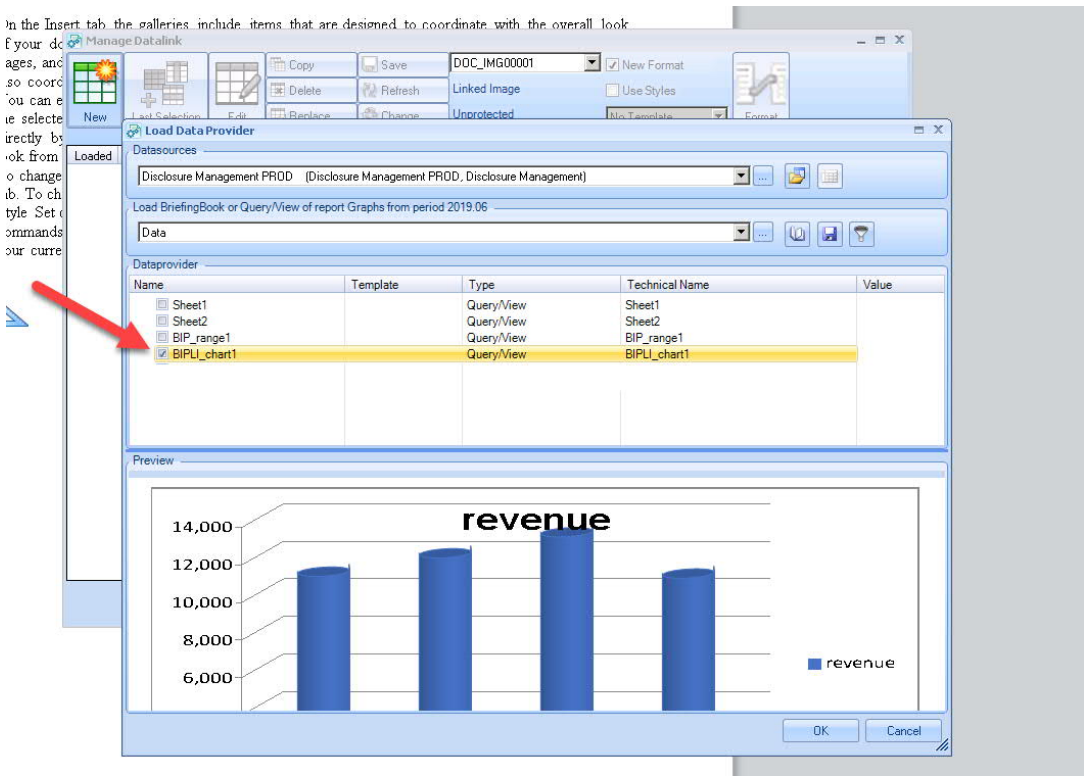
Then, a BIPLI range is created. In this example it is called BIPLI_chart1 on the cell range [E6...L23]
 Note: you can verify this is the Name Manager



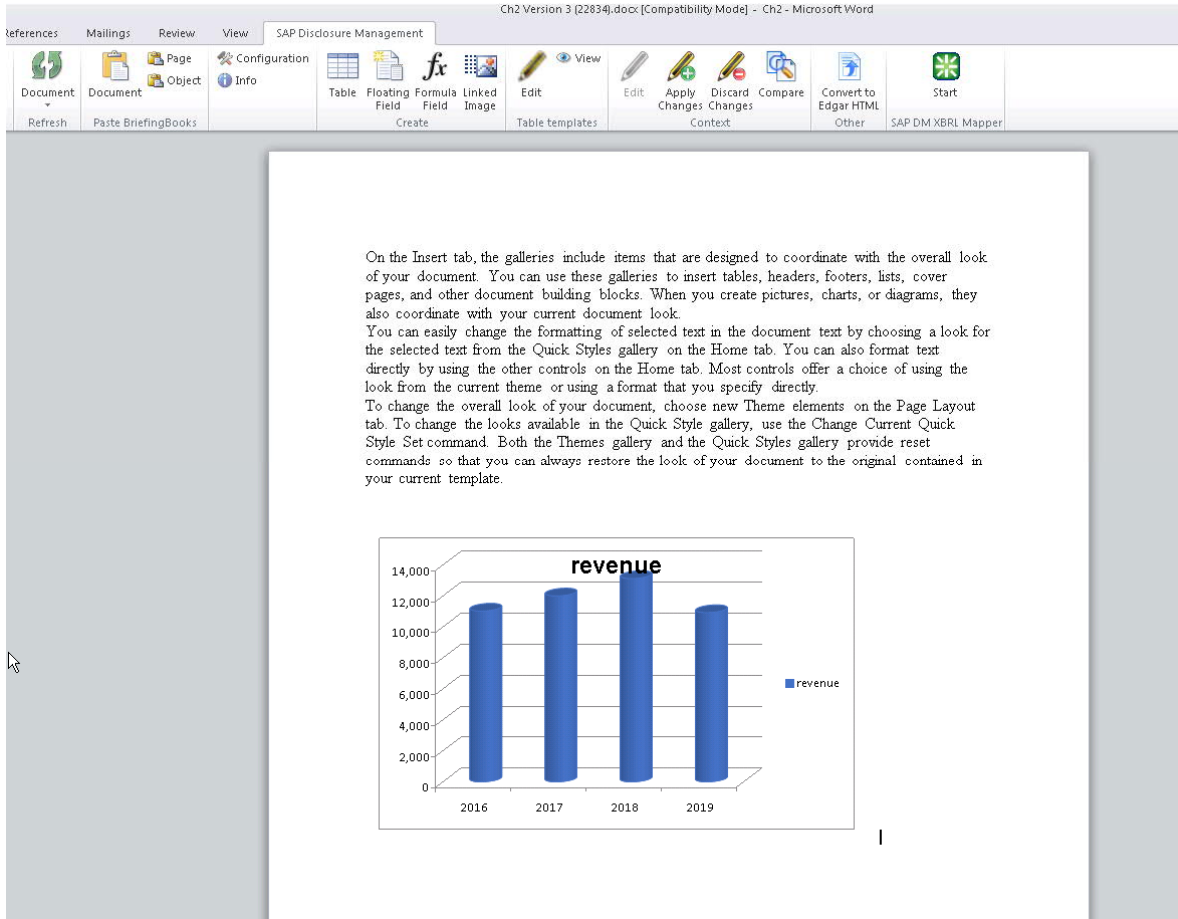
In the Word chapter, there is a new option in the Disclosure Management client ribbon, called “Linked Image”
 Once you click this, the (normal) Manage Datalink dialog box will open.



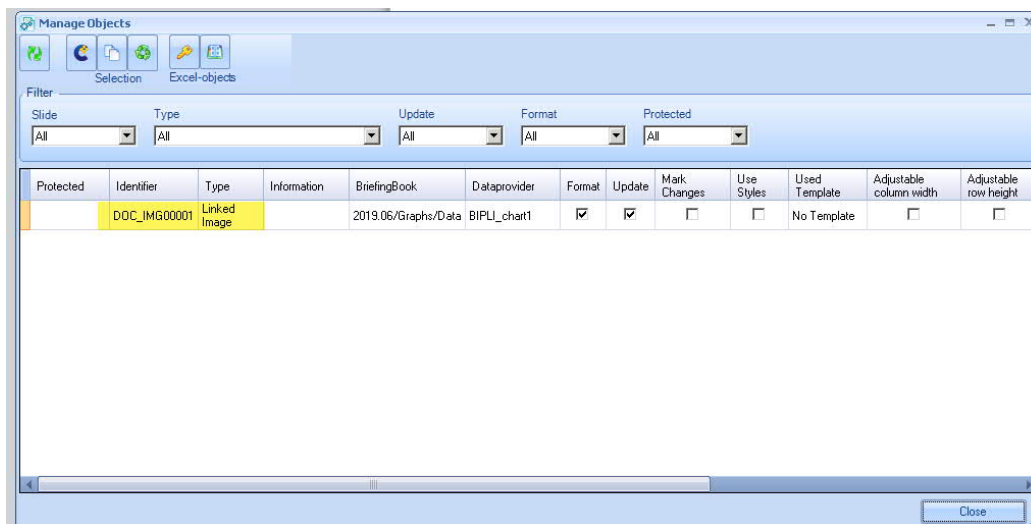
Select the BIPLI_query/view (in this example, the BIPLI_chart1 from previous steps)



The result is, that the image is inserted in the Word report



Note: this image is an object with an Identifier "DOC_IMGxxxx"



Because this object is linked to a data-cache, it can be refreshed in a ‘content refresh’ on the server side

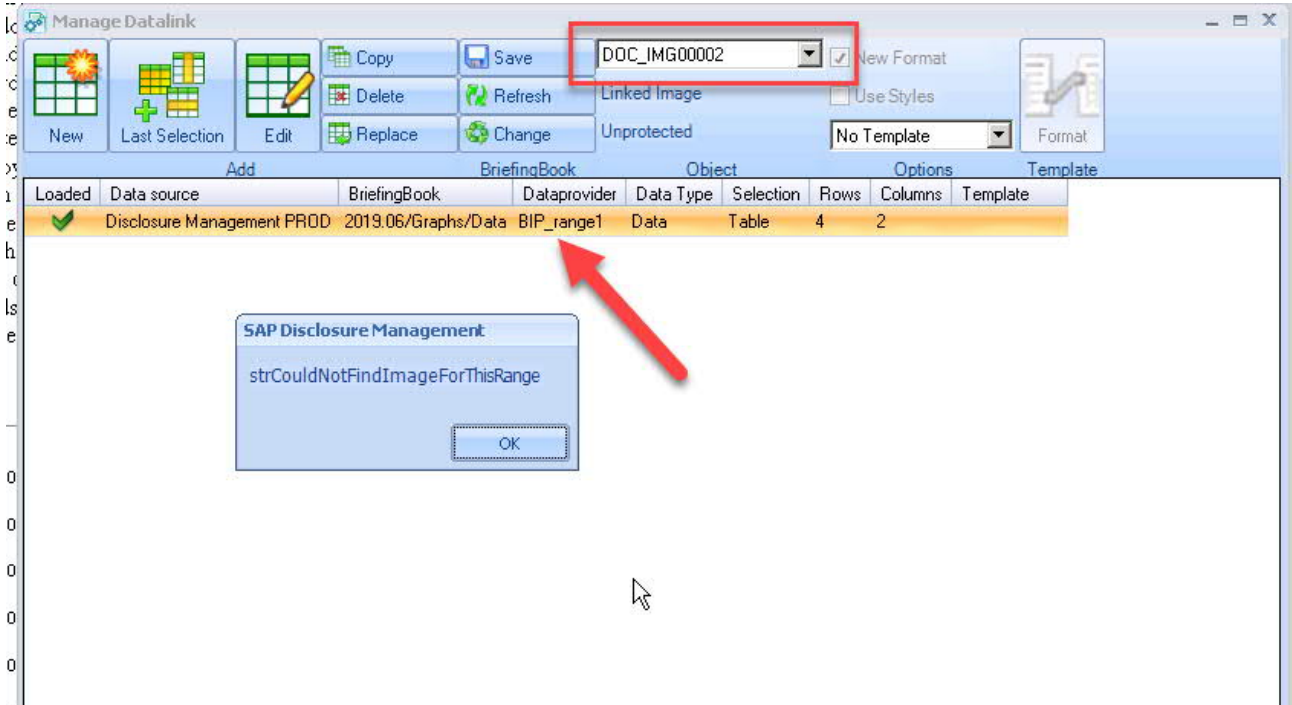
Note: prior to linked images, this was not possible

The screenshot shows the SAP Administrator interface for the 'Graphs' report. At the top, the user is logged in as 'Administrator Administrator (Admin) Units'. The navigation bar includes 'Report', 'Favorites', 'Monitoring', 'Settings', 'XBRL Factory', 'Transport', 'Security', and 'Administration'. The 'Report' dropdown is set to 'Graphs' and the 'Period' is '2019.06'. The 'Content refresh' tab is active, displaying a green success message: 'Content refresh done successfully. [View protocol](#)'. Below this, explanatory text states that content refresh creates a new revision and lists prerequisites: 1. Content must be linked to an SAP BW system, SAP ERP system or to a Disclosure Management Server; 2. The Disclosure Management client config-file must be uploaded to the server; 3. The chapter must be checked in. A 'Briefingbooks' section shows a table of available briefingbooks. At the bottom, there are buttons for 'Start refresh' and 'Show changes'.

Briefingbook	Datasource	Datasource type	Authentication type	Connected
2019.06/Graphs/Data	Disclosure Management PROD (external)	DM	Basic	Yes

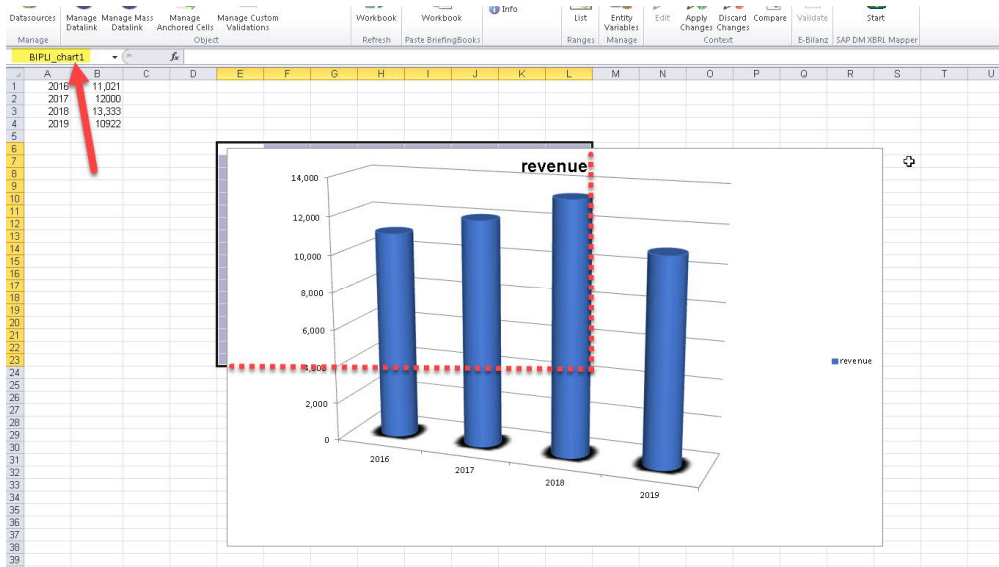
Some remarks

If you insert a Linked Image, but you link it to a BIP* query/view (and not a BIPLI range), you will get an error.

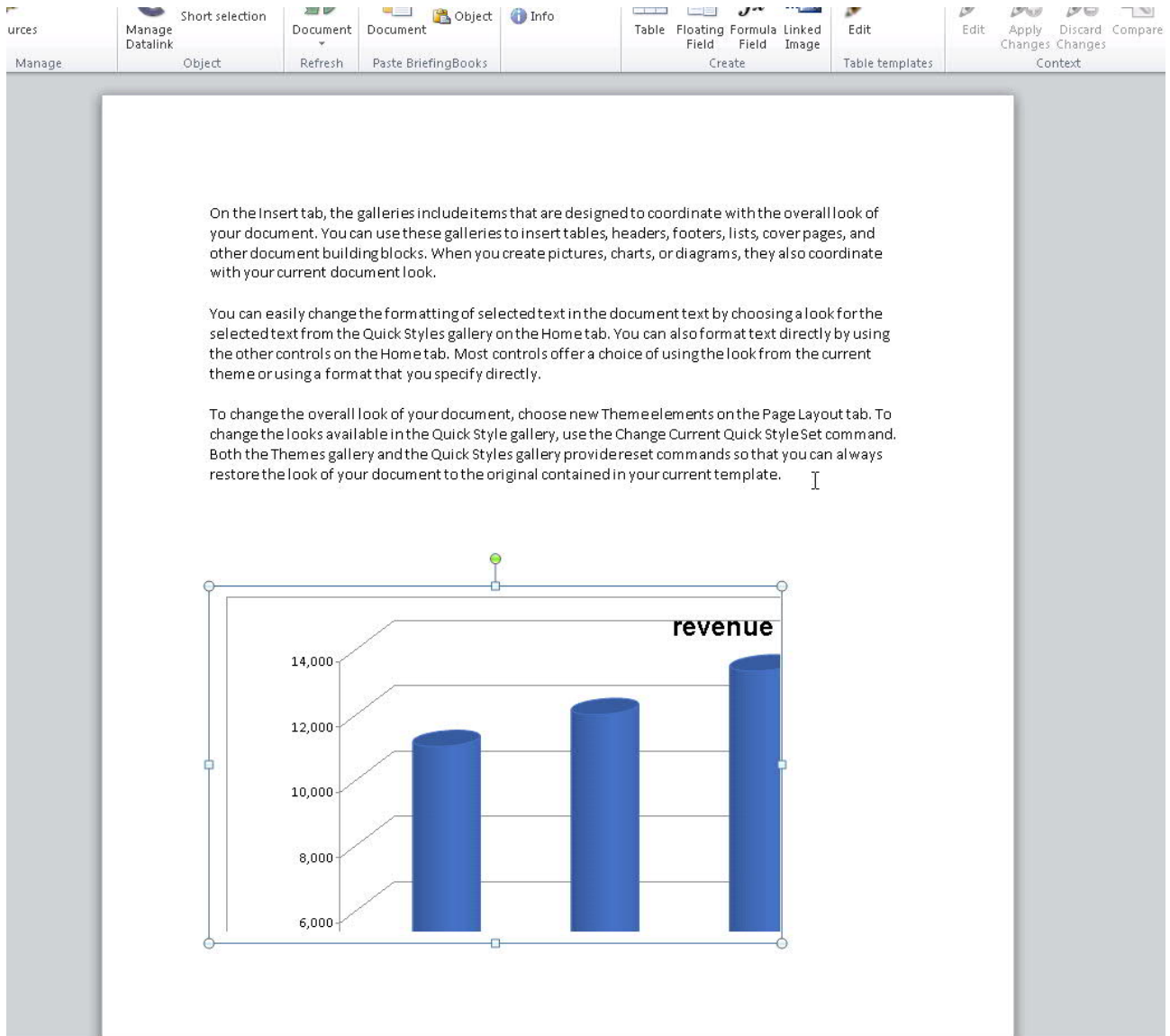


The image that is shown in Word, is exactly the area covered by the BIPLI range. Be aware that if the chart gets larger (e.g. more data is shown, it gets scaled up) the BIPLI range does not automatically change. This can lead to a situation like this:

The range is [E6...L23] but the image has become larger.



In the Word chapter, only the area covered by E6...L23 is rendered.



The screenshot shows the Microsoft Word ribbon with the following tabs visible: Sources, Manage, Short selection, Object, Document, Document, Object, Info, Table, Floating Field, Formula Field, Linked Image, Edit, Edit, Apply Changes, Discard Changes, Compare, Context. The document content includes three paragraphs of text and a 3D bar chart titled "revenue".

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick StyleSet command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Category	Revenue
1	11,800
2	12,800
3	14,000

Useful Resources and KBAs

[SAP Disclosure Management User Guide](#)

[2390993 - How to insert a dynamic chart \(the pre-Linked Image approach\)](#)

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