Image Dimension Management in Microsoft Office Reports

You can download this tutorial by clicking here: "Image Dimension Management in Microsoft Office Reports".
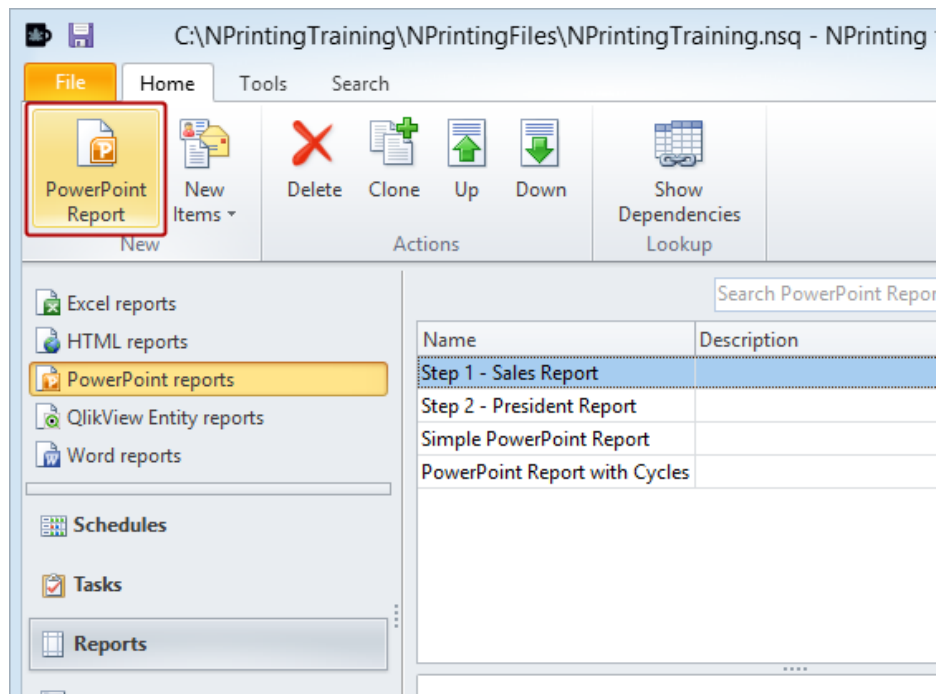
Excel, Word and Powerpoint hold image dimensions fixed as defined at the moment the image is dragged and dropped into the template. Later application of filters sometimes caused distortion in the final result due to changes in dimensions.

The Images node has a new "Stretch" property that can be set to:

- **Don't Fit**: (Default in Excel): embeds images exactly as they are exported from QlikView.
- **Fit Inside**: image height and width are the same as exported from QlikView or the height and width are reduced proportionally until both are smaller than the settings in the template. Image quality is not degraded.
- **Fit Width**: image width is the same width as exported from QlikView or the width set in the template, whichever is less. Image height is adjusted proportionally.
- **Fit Height**: image height is the same height as exported from QlikView or the height set in the template, whichever is less. Image width is adjusted proportionally.
- **Stretch**: (Default in PowerPoint and Word): image dimensions are increased or decreased proportionately until one is the same as set in the template and the other is less than the corresponding dimension.

If you unlock the aspect ratio of an image when making adjustments to dimensions, the image may become distorted, but the image in the generated report will have the original aspect ratio.
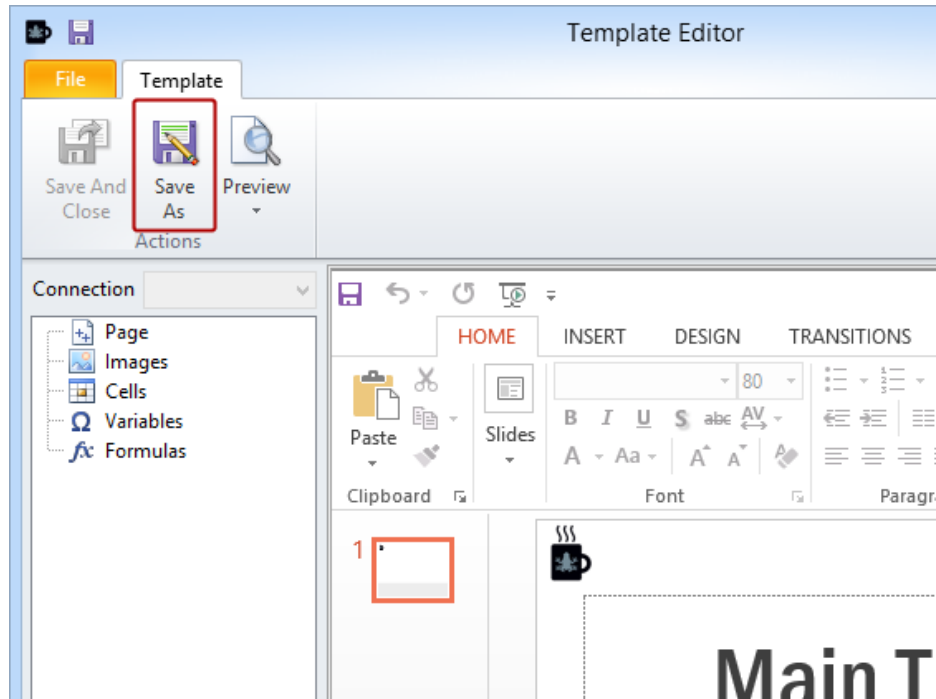
Create Microsoft Office Report

This tutorial is relevant to Excel, PowerPoint, and Word reports. Image Dimension Management will be illustrated creating a PowerPoint report template.
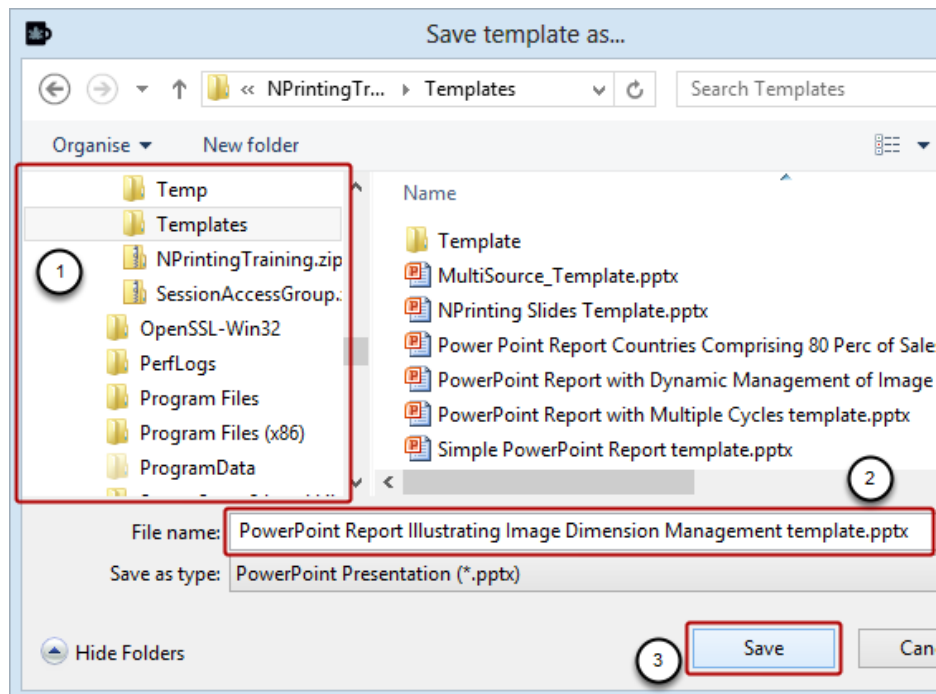
See: How to Create Excel Reports , How to Create PowerPoint Reports, or How to Create Word Reports as is appropriate for your report template type.
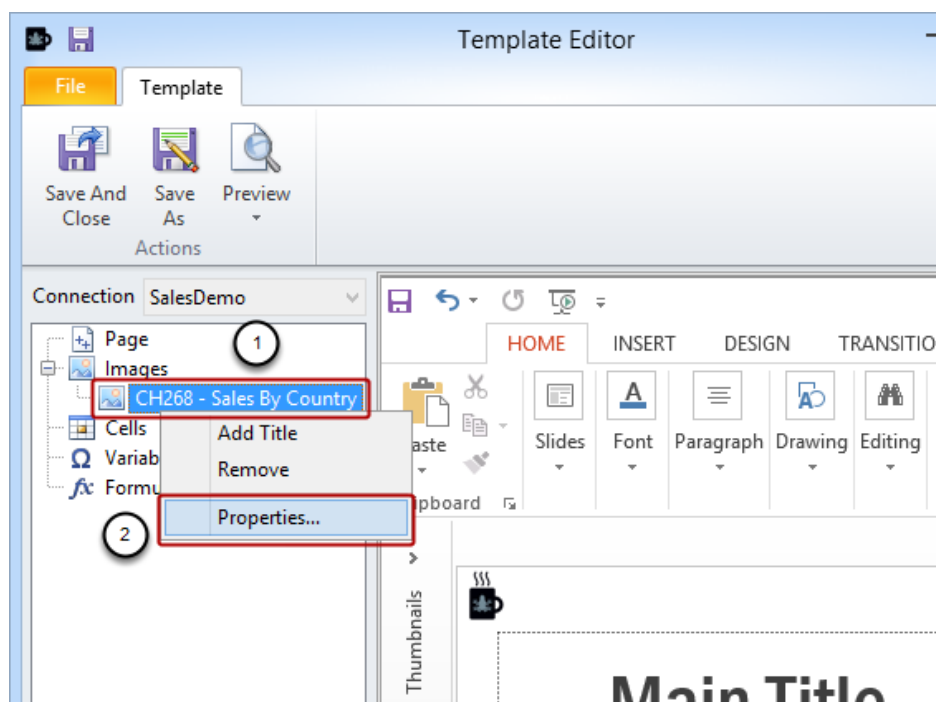
Create and Save Template

After creating the report and entering a **Name**, optionally a **Description,** and setting any other parameters, open a new template in the **Template Editor** by clicking on the **New** icon in the **Template** group and then open the **Save template as...** window by clicking on the **Save As** icon in the **Actions** group.

Save Your Template

1. Browse to the **C:\NPrintingTraining\Template** folder
2. Enter a name for the template or accept the proposed name
3. Click on the **Save** button.
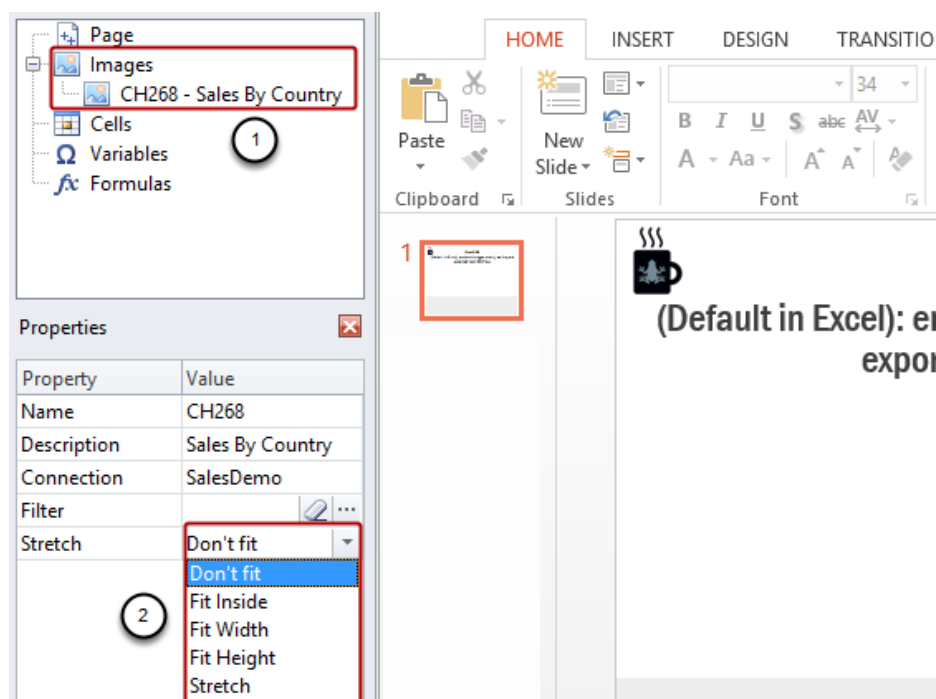
Open Properties Dialog

After adding a QlikView object to a template as an Image or Table, some properties can be altered. To do so:

1. Open the **Properties...** dialog window by right clicking on the object node
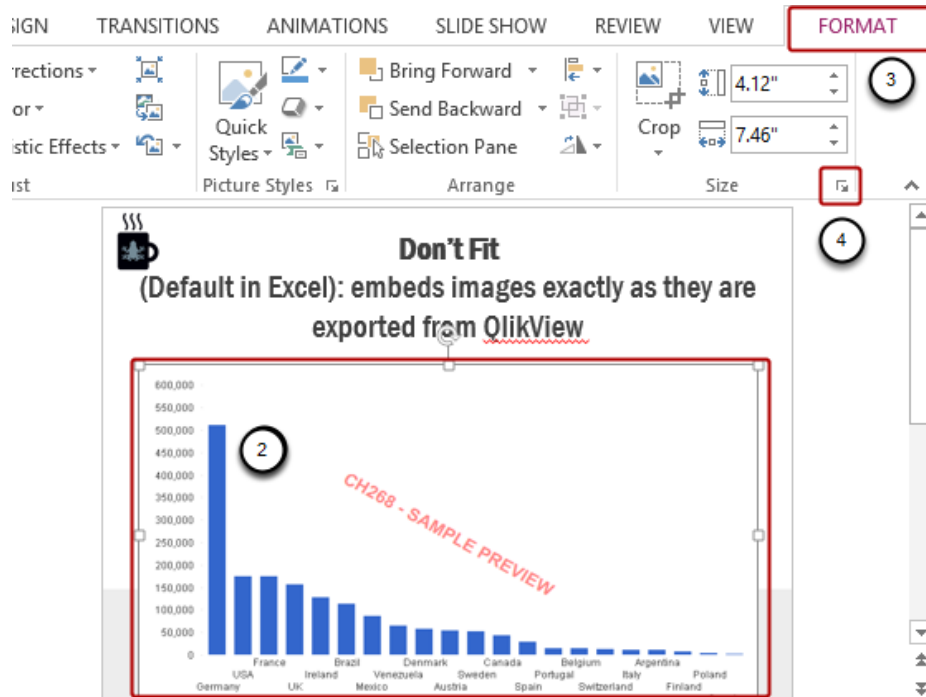2. Select the **Properties...** button

Now that you know how to do that, we can proceed.

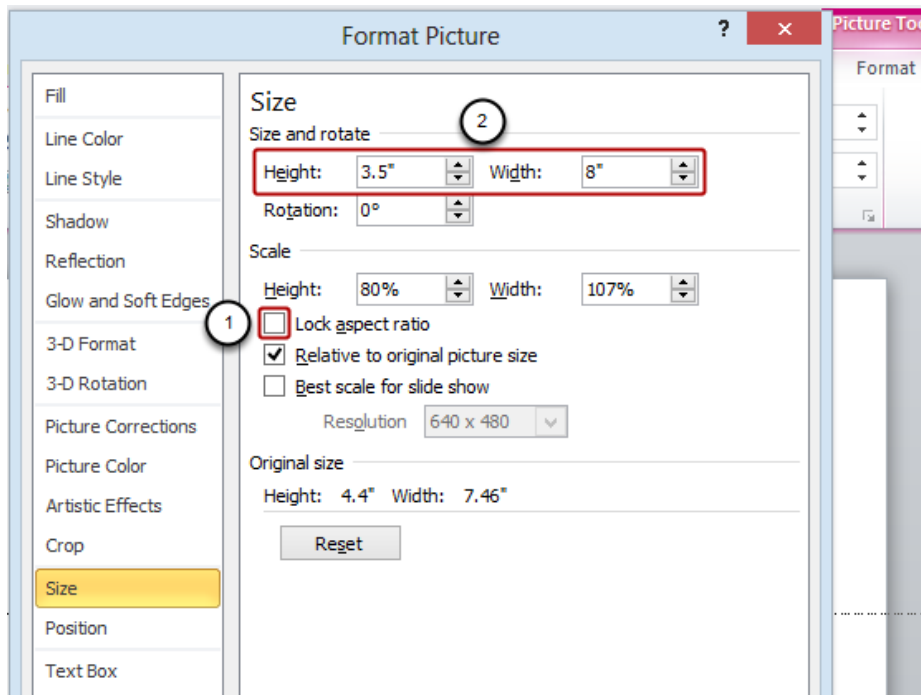## Add QlikView Object as Image and Set Stretch Property

1. Add **CH268 - Sales by Country** to the template (see: How to Create PowerPoint Reports)
2. Open the **Properties...** window and set the **Stretch** property to **Don't fit** by clicking on the **Stretch Value** cell and selecting **Don't fit** from the drop-down menu

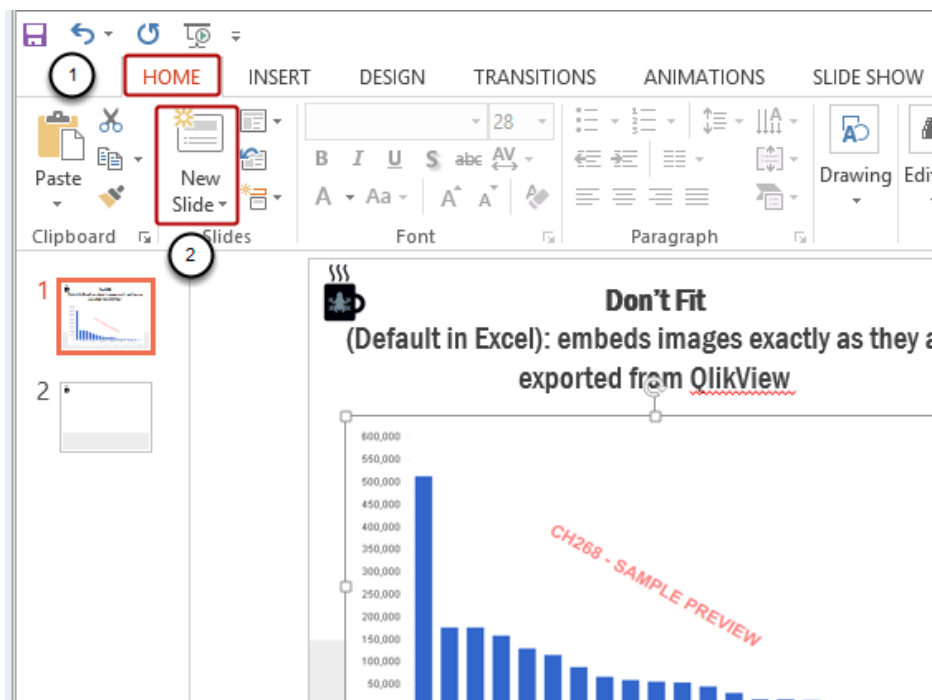# Embed Chart Image in Template and Set Height

1. Drag and drop **CH268 - Sales by Country** into the template
2. Select the **CH268 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group
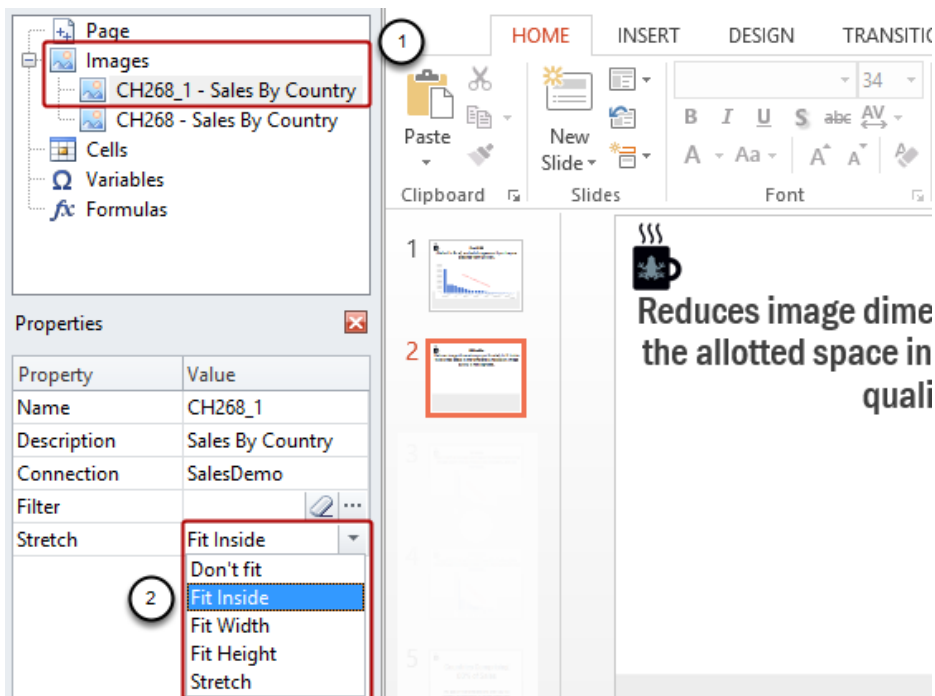
Edit Image Settings

1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **3.5"** or **8.75cm** and **8" or 20cm** respectively
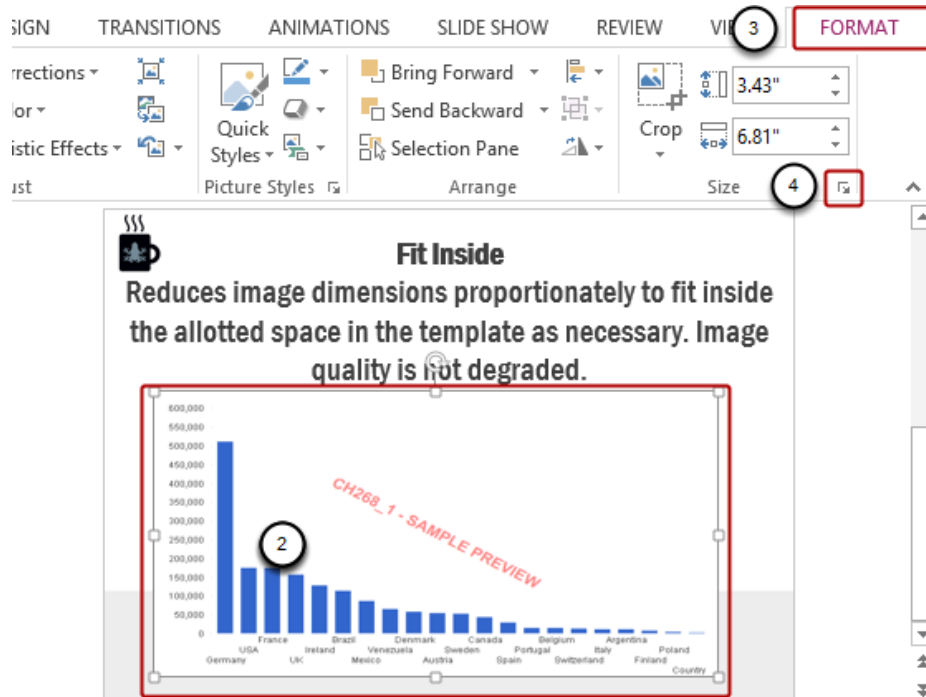3. Click on the **Close** button at the bottom right of the window

Add New Slide

1. Select the **Home** tab
2. Click on **New Slide** icon

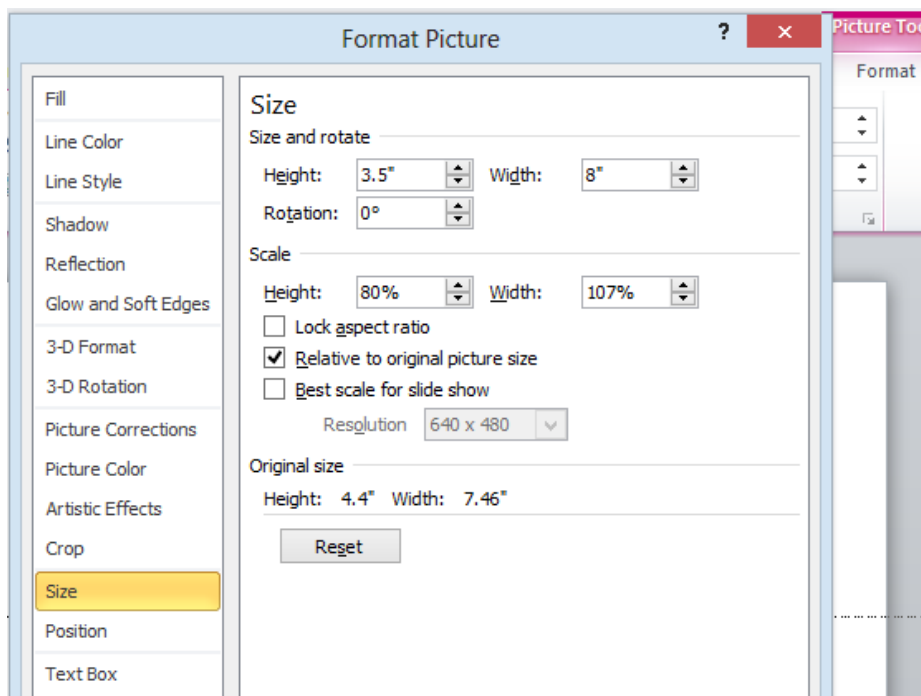# Add Chart Again and Configure Stretch Property

1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268_1 - Sales by Country**
2. Set the **Stretch** property to **Fit Inside** in the **Properties** panel
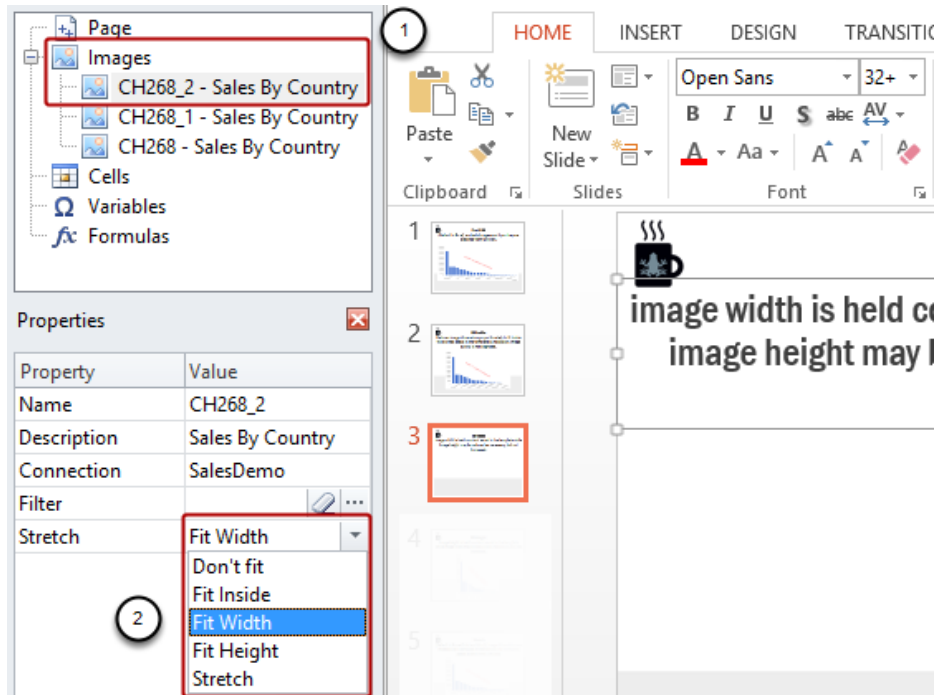
Embed Chart Image in Template and Set Height

1. Drag and drop **CH268_1 - Sales by Country** into the template
2. Select the **CH268_1 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group

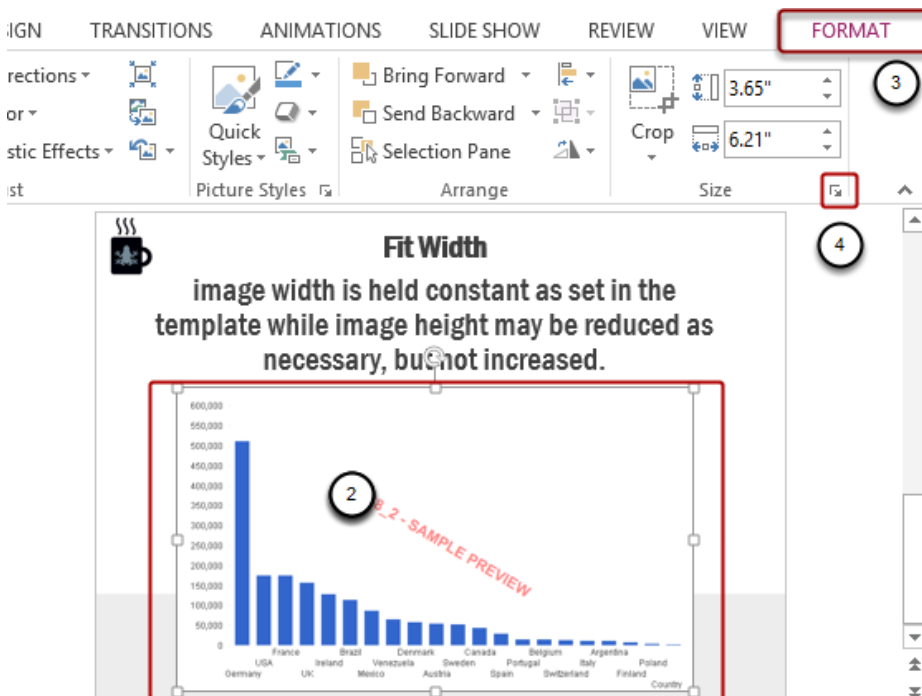# Edit This Second Image's Settings

1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **3.5"** or **8.75cm** and **8" or 20cm** respectively
3. Click on the **Close** button at the bottom right of the window
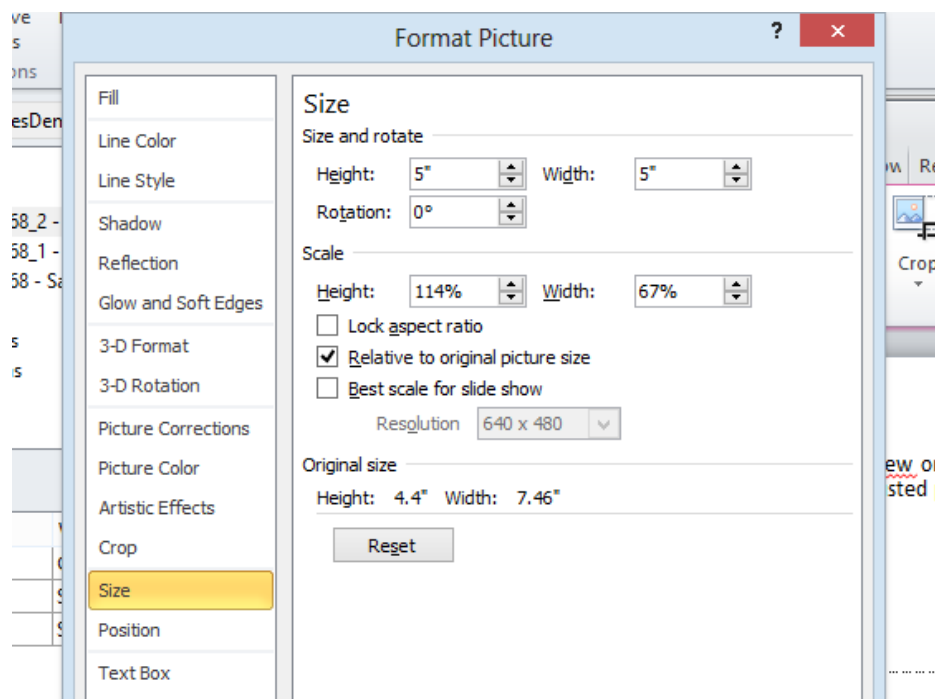
Add Chart a Third Time and Configure Stretch Property

1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268_2 - Sales by Country**
2. Set the **Stretch** property to **Fit Width** in the **Properties** panel

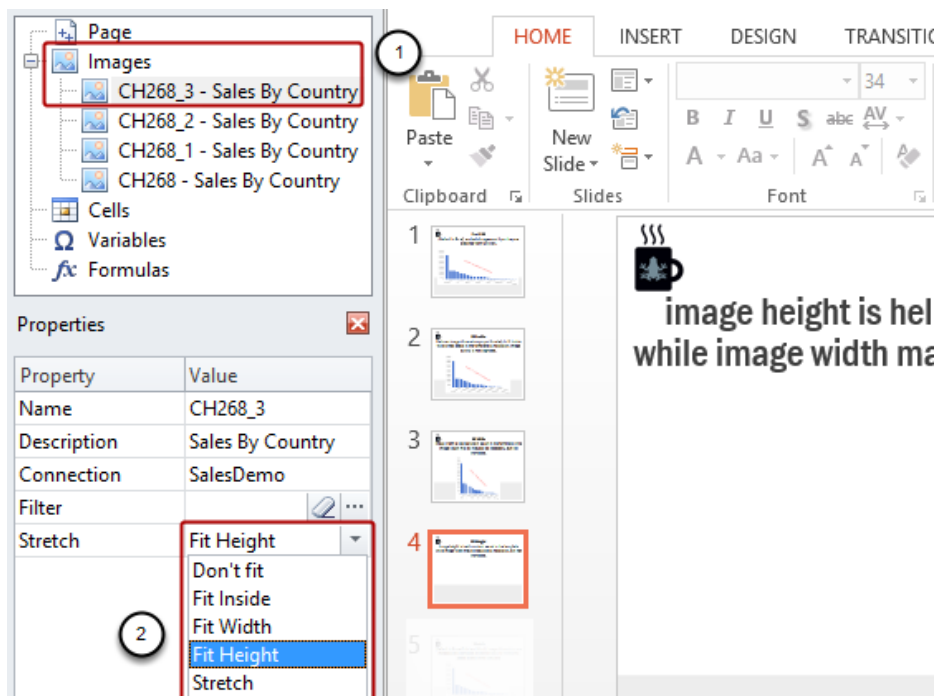# Embed Chart Image in Template and Set Width

1. Drag and drop **CH268_2 - Sales by Country** into the template
2. Select the **CH268_2 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group
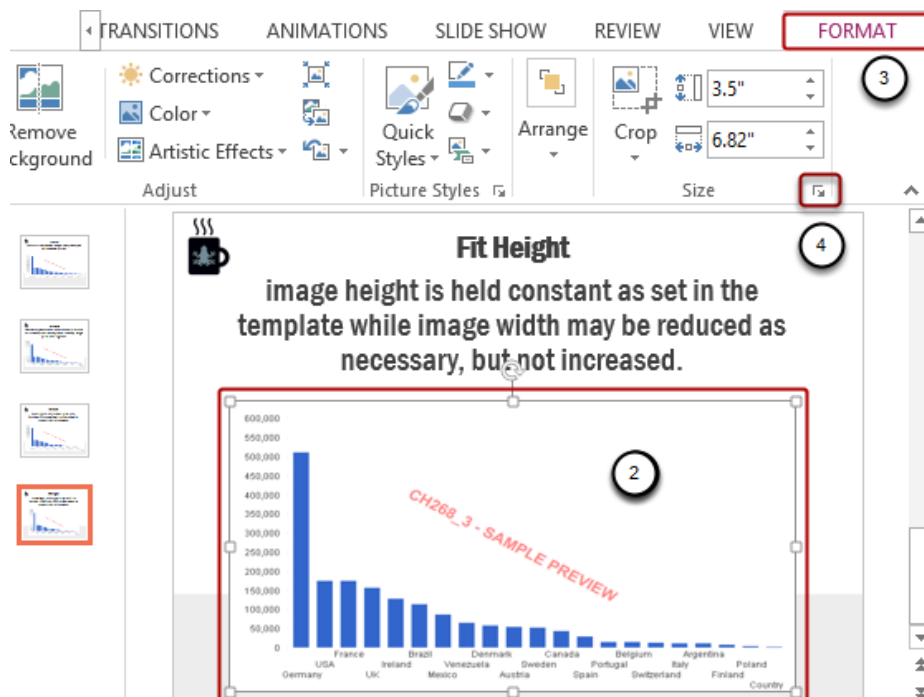
Edit This Third Image's Settings

1. Uncheck the Lock aspect ratio box
2. Change the Height and Width to 5" or 12.7cm and 5" or 12.7cm respectively
3. Click on the Close button at the bottom right of the window

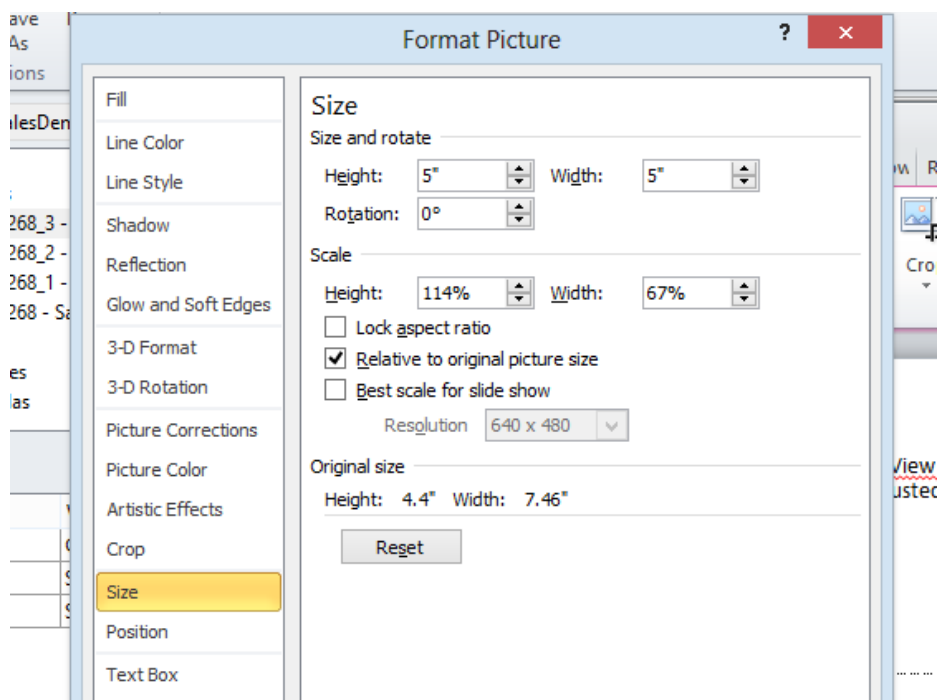# Add Chart a Fourth Time and Configure Stretch Property

1. Add CH268 - Sales by Country to the template again resulting in Image node CH268_3 - Sales by Country
2. Set the Stretch property to Fit Height in the Properties panel
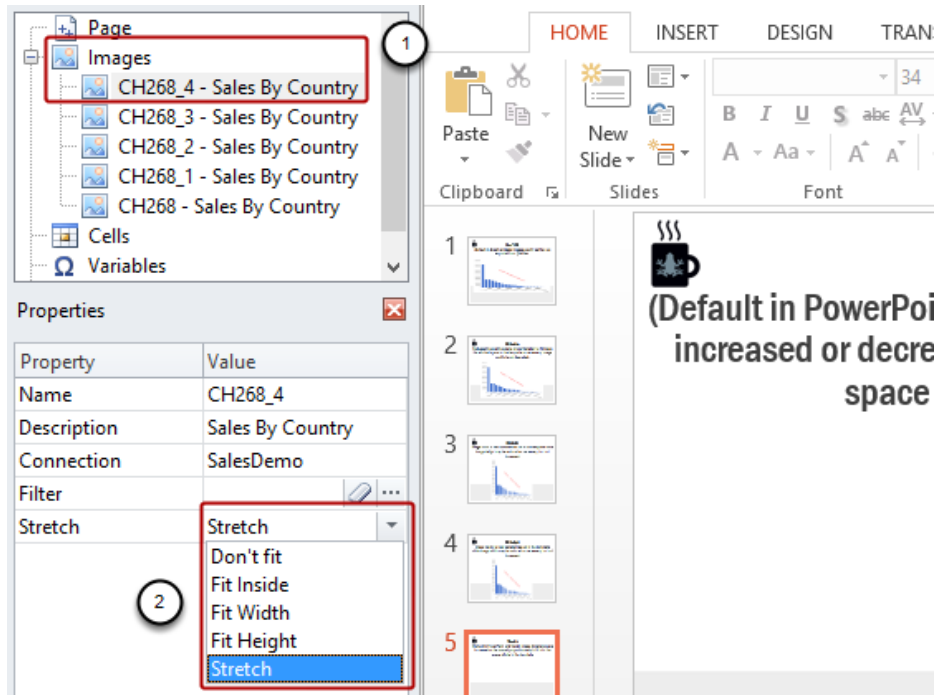
Embed Chart Image in Template and Set Height

1. Drag and drop **CH268_3 - Sales by Country** into the template
2. Select the **CH268_3 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group
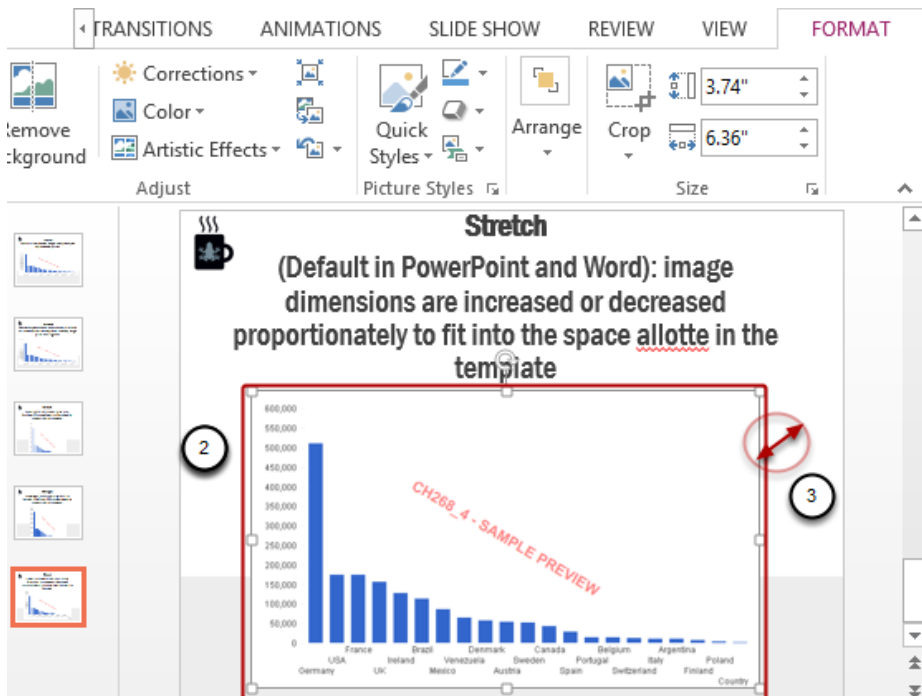
Edit This Fourth Image's Settings

1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **5"** or **12.7cm** and **5"** or **12.7cm** respectively
3. Click on the **Close** button at the bottom right of the window
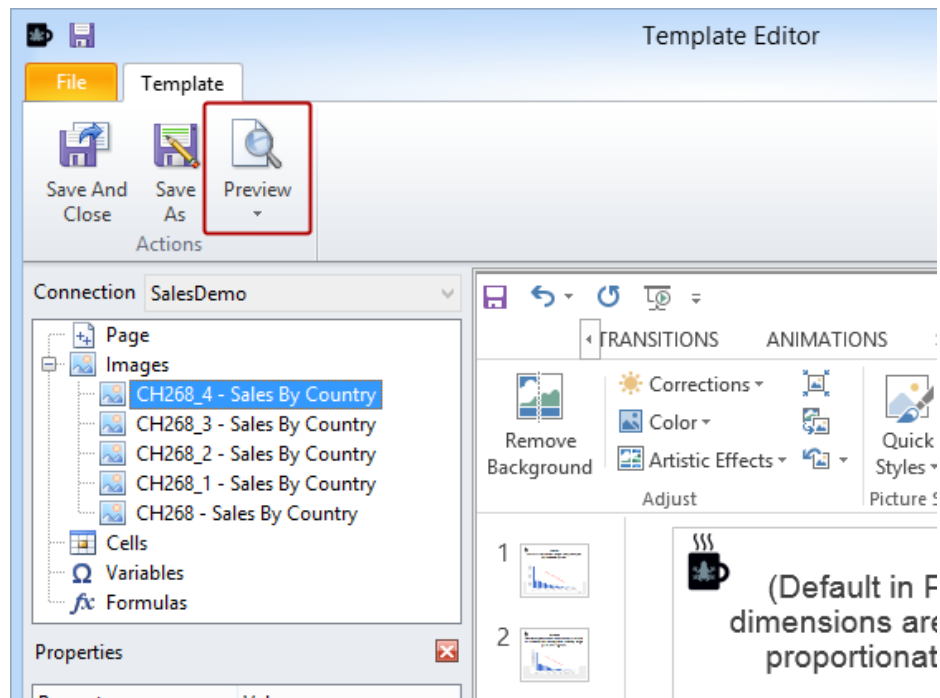
Add Chart One Last Time and Configure Stretch Property

1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268_4 - Sales by Country**
2. Set the **Stretch** property in the **Properties** panel to **Stretch** if necessary

Embed Chart Image in Template and Adjust Size Manually

1. Drag and drop **CH268_4 - Sales by Country** into the template
2. Select the **CH268_4 - Sales by Country** image
3. Adjust image size to fill the slide by dragging a corner handle, one of the light blue disks at the corners of the selected image, and then repositioning the image until the image fills the slide appropriately

Preview Report

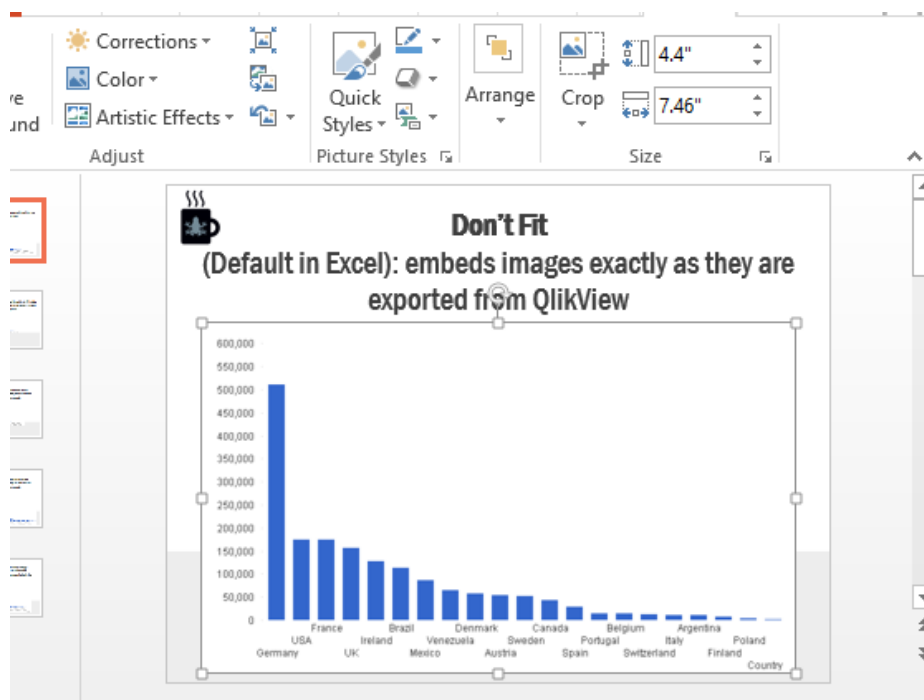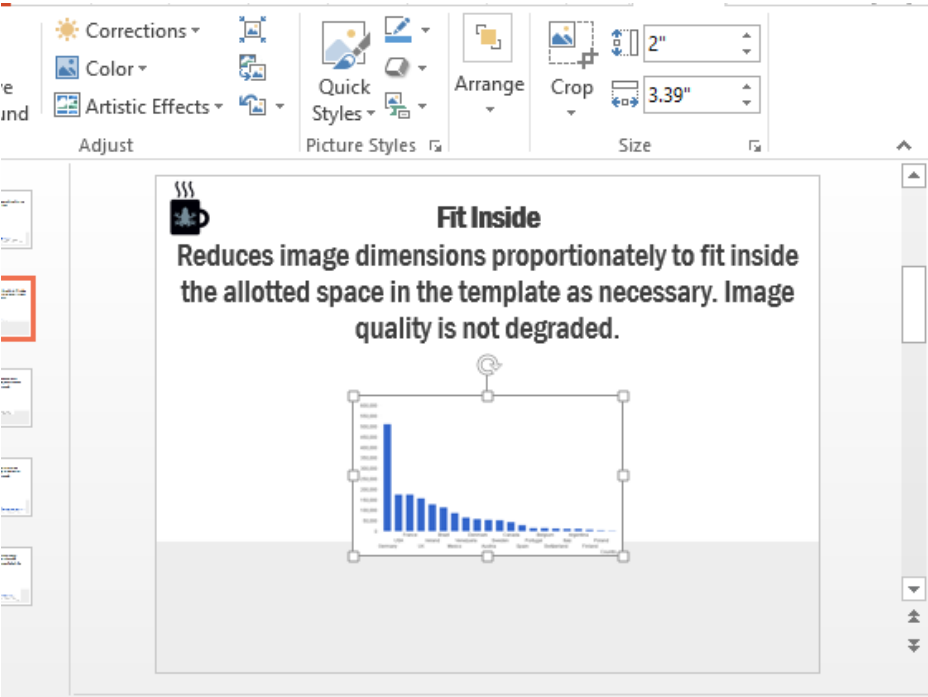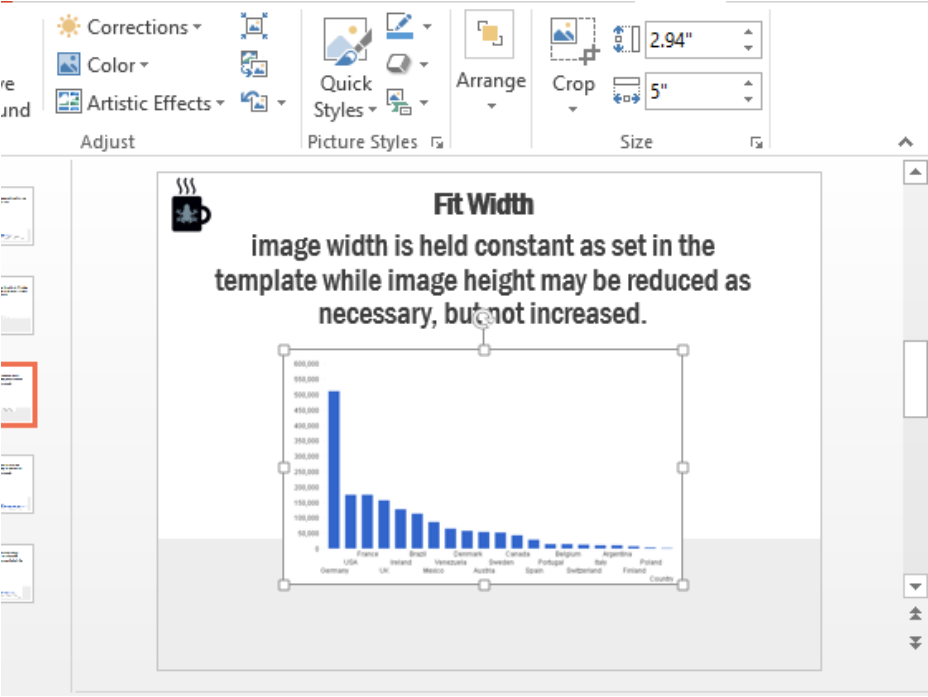Click on **Preview**

Inspect Slide 1

Image has the same size as in the QlikView doc, 7.46" x 4.4". NPrinting has ignored the height and width settings.

Inspect Slide 2

The image has the height specified in height setting, 2" and the width has been adjusted proportionately to 3.39".

Inspect Slide 3

The image width has been reduced to the specified 5" width and the aspect ratio kept at 1:1.7.
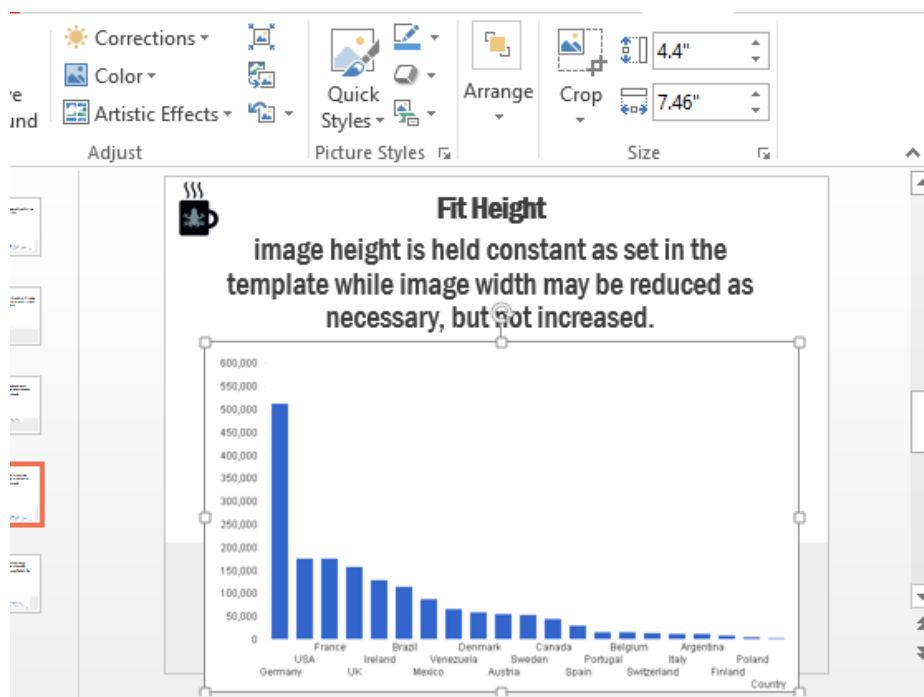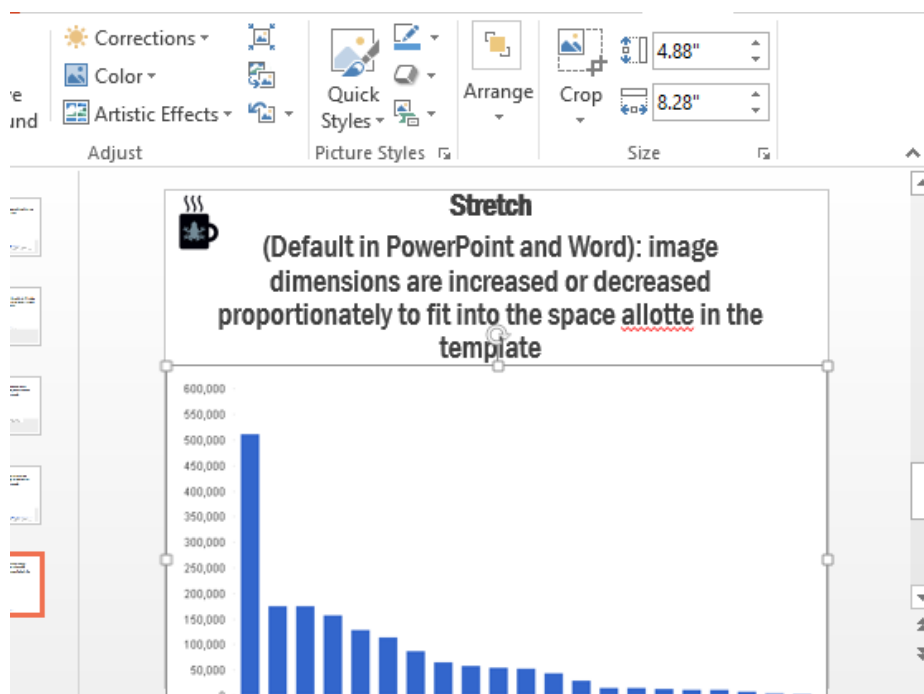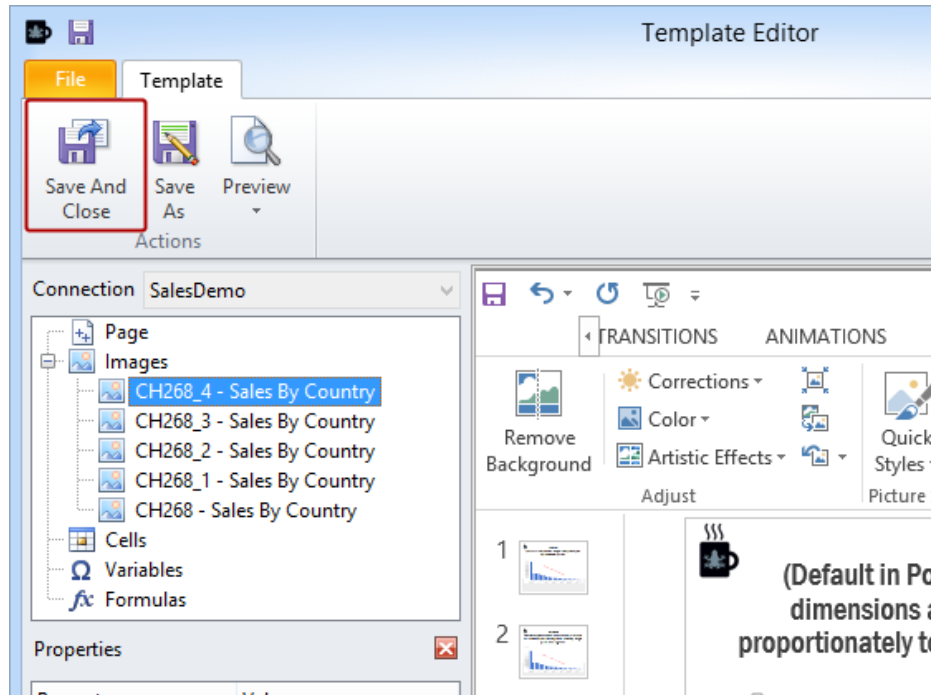
Inspect Slide 4

Image height and width may be equal to or less than the QlikView image dimensions. Given that the height has been set to 5", the height remains 4.4" and the aspect ratio 1:1.7
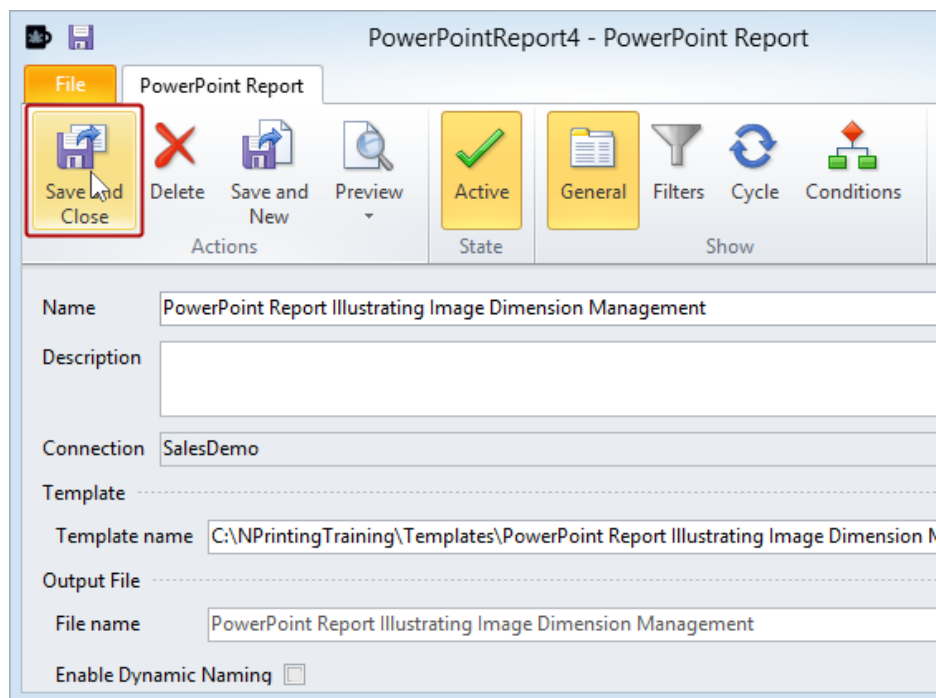
Inspect Slide 5

The dimensions have been increased proportionally to 8.28" x 4.88", maintaining an aspect ratio of 1:1.7 but potentially causing image resolution problems.

Save Template

Click on **Save and Close**

Save PowerPoint Report

Click on the **Save and Close** icon