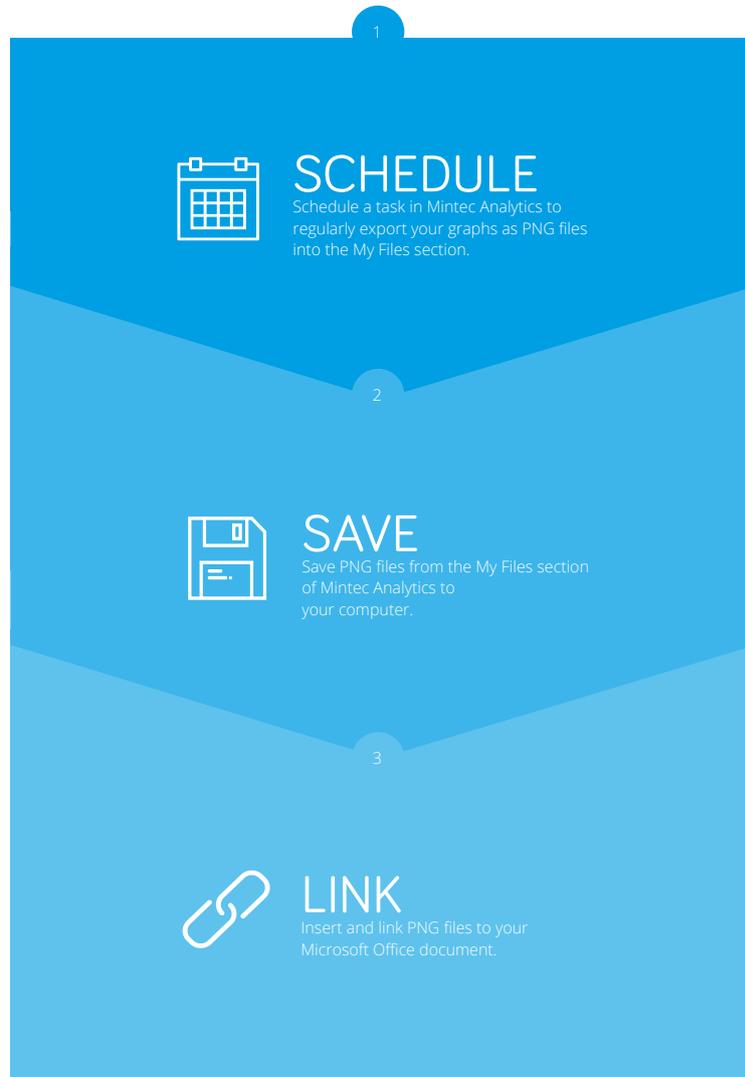MINTEC

Mintec Analytics
# LINKING GRAPHS
# TO A MICROSOFT
# OFFICE DOCUMENT

The following instructions explain how you can add graphs from Mintec Analytics into a MS Word or PowerPoint document and then link these graphs to the document so that the process of updating these on a regular basis is less time consuming.

IMPORTANT NOTE: Any information or any derivative works such as Mintec graphs, may **only be shared with another party who has a license** to view said information from Mintec.

This process involves the following 3 steps:

1

## SCHEDULE
Schedule a task in Mintec Analytics to regularly export your graphs as PNG files into the My Files section.

2

## SAVE
Save PNG files from the My Files section of Mintec Analytics to your computer.

3

## LINK
Insert and link PNG files to your Microsoft Office document.

## /Step 1 - Schedule

Open the dashboard that contains the graph you wish to export and click on the pencil icon in the top right-hand-side of the screen, to open the dashboard in *edit* mode.
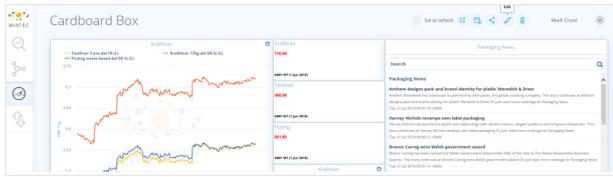


Click on the settings icon in the top right corner of the graph that you wish to export; then choose *Edit* from the drop-down menu.



Open the *Schedule* tab to setup a reoccurring export of your graph to *My Files*. Tick the Scheduled Export tick box, change the output format to PNG, choose the *My Files* location that you would like your graphs to be exported to and then choose a time, date and how often you would like the export to occur (daily, weekly or monthly). Then click *Save* to store your settings. When the screen closes, *Save* the Dashboard itself.
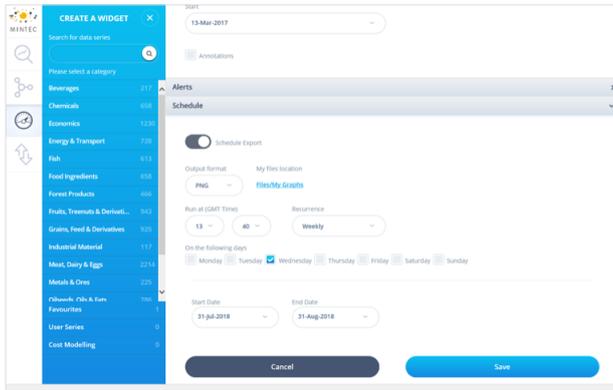


## /Step 2 – Save

Once the allotted time and date have passed, the PNG of your graph will be available in My Files. Click on your name in the top right corner of Mintec Analytics, click on *My Files* and locate your exported graph. Click on the name of the graph to open the PNG file.



Create a folder on your computer's C drive (for example called '*Graphs for Report*') and save your graph in this folder.

When saving your graph, it is important to remove the date from the file name before clicking save, as **you will need your graph to have the same file name every time that you save it**. (e.g. the file name "*Widgets_Kraftliner_20170822_151004444.png*" should be renamed to "*Widgets_Kraftliner.png*").
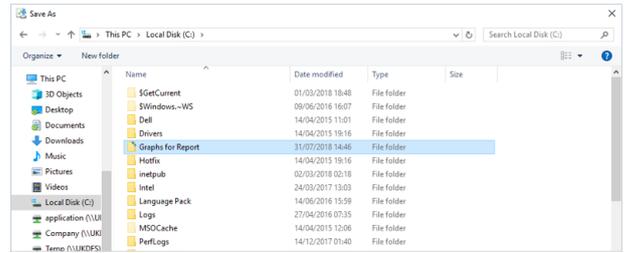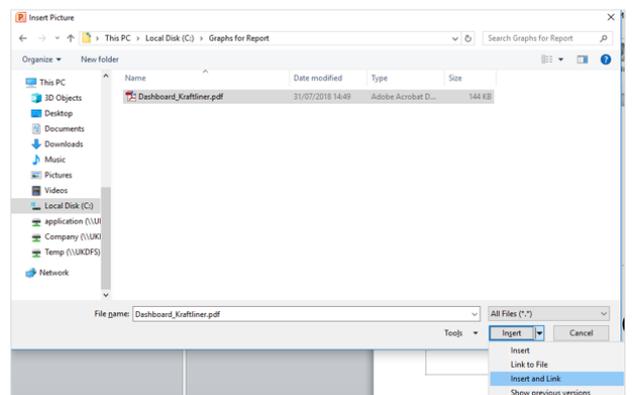


## /Step 3 – Link

Open your Microsoft Office Word or PowerPoint report and go to the *Insert* tab. Click on *Insert Picture*.
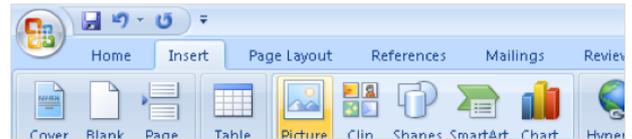


Locate your graph's PNG file in your '*Graphs for Report*' folder. Select the PNG file and click on *Insert and Link* in the bottom corner of the window.



Once you have inserted and linked your graph to your Microsoft Office document, *save* the document as a master copy of the report. This report will now auto-update the image of your graph to match the file in your '*Graphs for Reports*' folder each time the report is opened.

In future you will now simply need to update the graphs in your '*Graphs for Report*' folder by following step 2 each month to save the latest copy of the graph from Mintec Online into your '*Graphs for Report*' folder on your C drive. A quick way of renaming the file is to click on the name of the existing file and the new file will take on the name, you can then *save* it.

Please note: Before sharing your Microsoft Office document with others you will need to **break the links in Microsoft Office and save your document with a new name**, keeping your master file as it is.

The instructions for breaking links in Microsoft Office differ depending on which version of Microsoft office you are using, but in most versions this can be found under *File ->Prepare -> Edit Links to files*. For more help with linking files in Microsoft Office please refer to the help section in your Microsoft Office application.

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