

LINKING AND EMBEDDING OBJECTS INTO MICROSOFT WORD

You can insert objects (charts, worksheets, Powerpoint slides, videos, pictures, other Word documents, etc.) into your Word document by either embedding them or linking them.

A **linked object** is created in a source file and inserted into the destination file. There is still a connection between the two; the information in the file can be updated when the source file is updated.

When working with linked files, you must have access to the source file in order to make changes.

To insert the linked file:

Insert > Object> Create from File> *click on* Link to File> *Browse to find the file*> OK

To update the linked file:

Linked files automatically update when a change is made in the source file. The next time you open the destination file, the change will be there. Or, if the destination file is open when the change is made, the change will be reflected in the destination file. You will get a message about 'updating the document with data from another file'. Click Yes.

To manually update the linked file:

Right click the linked file > Update Link

To edit the linked file:

Right click the linked file> Linked worksheet object> Edit Link

An **embedded object** is created in a source file and once inserted into the destination file, becomes part of the destination file; changes are made in the destination file.

Any changes made to the embedded object will not affect the original.

To insert an embedded file:

Insert > Object> Create from File> *Browse to find the file*> OK
Or: Insert > Object> Create New > *Browse to find the type of file you will create* > OK

To update an embedded file:

Double click the object. You must have the appropriate application software installed on your computer to be able to edit the file.