

Embedding

1. Go to Insert-Object. You will have two choices for embedding files. You may embed a brand new file or you may embed a previously created file.
2. Have participants choose the Create from File tab. They will then choose Browse to find the file that they would like to embed into the open document.
3. Explain the three boxes in the Insert-Object window.
 - **Link to File**- *Information (the object) created in one file (source file) and inserted into another file (the destination file) while maintaining a connection between the two files. The linked object in the destination file is automatically updated when the source file is updated. A linked object does not become part of the destination file.*
 - **Float Over Text**- *If you do not want the linked object or embedded object from being displayed as a drawing object that you can position in front of or behind text and other objects, clear the **Float over Text** check box.*
 - **Display as Icon**- *To display the linked object or embedded object as an icon select the **Display as Icon** check box.*
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4. When you choose the **Display as Icon** check box, you now have the opportunity to choose a new icon and label the icon. Clicking on browse once you are in the icon change window will allow you to find other icons from other program files.
5. Once you hit OK to the icon preview, hit OK again and you will be back to the original document with the icon embedded. You may need to right click on the icon and go to Format Object. This will allow you to choose the wrap that suits your document.
6. Repeat this process for all files that you would like embedded into the destination file.

Discuss the differences between hyperlinking and embedding:

Hyperlinking and embedding are similar, but there are significant differences that make each one valuable.

1. Embedding pulls one file into another document. Hyperlinks reach out from one document to another. When you hyperlink, all documents have to be on a particular path; therefore when the document is put on different computers, all files must go as well. When embedded, the documents actually become part of that file, so that file can be moved to another computer and can stand alone.
2. An embedded object is represented by an icon (that you can change and manipulate), whereas hyperlinking is represented by changing the font blue and underlining it.
3. Once a document is embedded, it becomes part of that document. So any changes you make to the original after it has been embedded will not show up in the embedded document. You will either have to make changes in both, the original and embedded document, or you will have to re-embed the original for changes to be seen. Since hyperlinking reaches out and gets whatever document you are using, any changes to the original will automatically be seen.