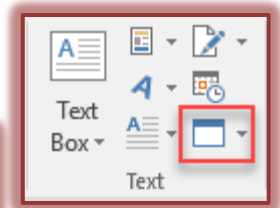
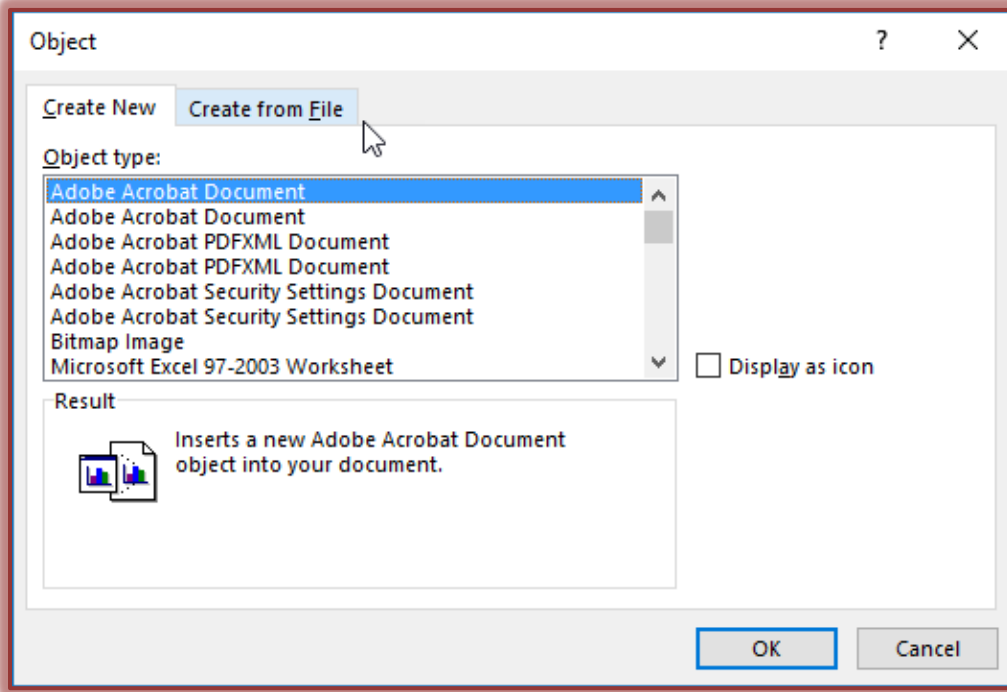


## INSERT OBJECTS

This feature is used to embed an object such as a Word document, a PowerPoint Presentation, or an Excel chart in the Word document.

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Objects** list arrow (see illustration).
- ✦ Select **Object** from the list.
- ✦ The **Object** window will display (see illustration below).



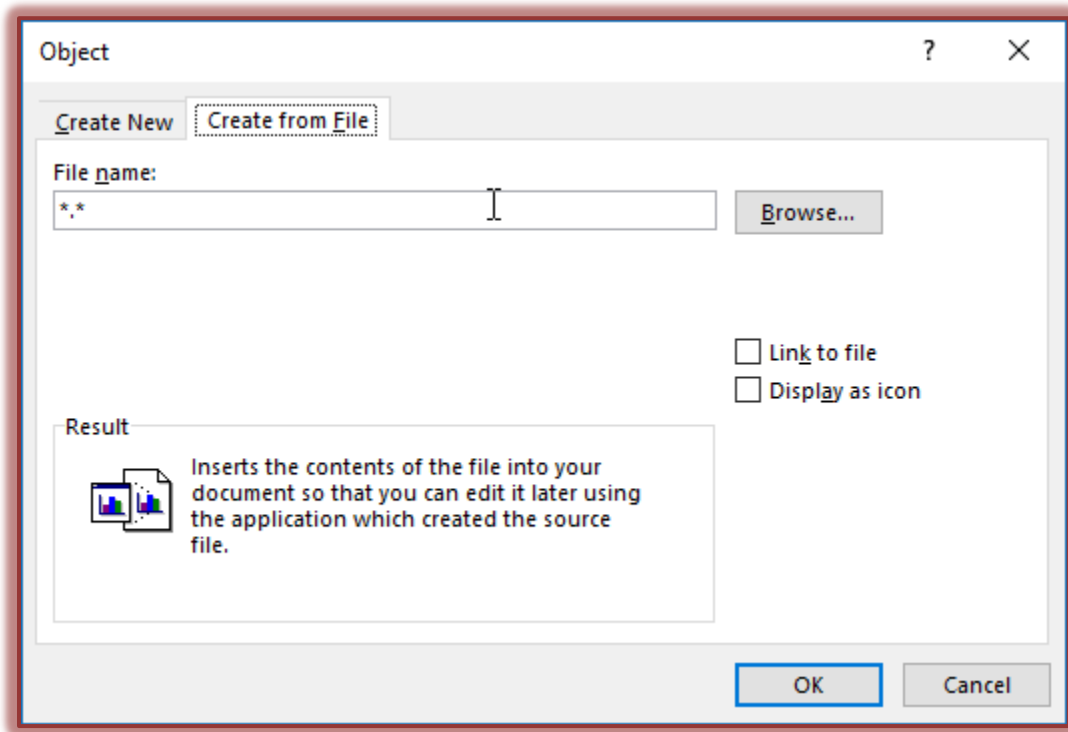
### Create New Object

With this option, it is possible create Adobe, PowerPoint, Spreadsheet, and other Objects in Word. The Ribbon for the Program, such as PowerPoint, will display when the object is inserted.

- ✦ Click the **Create New** tab, if necessary.
  - ✦ Scroll down the list to locate additional objects.
  - ✦ Select the object to insert.
- ✦ Click the **Display as Icon** check box if the object is to be inserted as an icon.
- ✦ Click **OK** to insert the object.
- ✦ The selected object will appear in the **Word Document**.

### Create from File

- ✦ Click the **Create from File** tab
- ✦ Click the **Browse** button.
- ✦ The **Browse** window will display.
- ✦ Select the **File** that is to be inserted.
- ✦ Click the **Insert** button.
- ✦ The **File Name** and **Path** will appear in the **File Name** box.
- ✦ Select any of the other options.
- ✦ Click the **OK** button.
- ✦ The **File** will appear in the **Word Document**.



### Text from File

- † Click the **Insert Tab**.
- † In the **Text Group**, click the **Object** list arrow.
- † Select the **Text from File** option.
- † The **Insert File** window will display.
- † Select the **File** that is to be inserted.
- † Click the **Insert** button.
- † The selected file will appear in the **Word Document**.

