

Click this to create a new object to insert into the file that is currently open.

The new object will be of the type you specify, and will be inserted ready for you to enter information into it.

Click this to insert an entire file into the document that is currently open.

The file will be inserted as an object that you can edit with the program used to create the file.

Lists the types of files that can be inserted.

Specifies whether the embedded object will appear in the document as an icon or whether the actual contents of the object will always be visible.

If you select Display As Icon, you can open the object in your document by double-clicking its icon.

Shows the type of file you are inserting. This information changes depending on the filename you specify.

Provides a space for you to type the name of the file you want to insert into your document.

Specifies whether you want to link or embed the file.

If you link the file, changes you make to the information will appear in the original file, and changes to the original file will appear in this file.

If you embed the file, changes you make to the information will not appear in the original file, and changes to the original file will not appear in this file.

Provides a preview of the selections you made.

This is useful for experimenting with different choices without actually inserting a file into your document.

To insert the file into your current document, click **OK**.

Displays the name of the document that contains the information you copied. It may also show the specific section of the document that you copied.

Click this to embed the copied information into your document.

Changes you make to the embedded information will not be reflected in the original document, and changes to the original document will not appear in this document.

Click this to link copied information to your document.

Changes you make to the linked information will be reflected in the original document, and changes in the original document will also appear in this document.

Provides a preview of the selections you made.

This is useful for experimenting with different choices without actually inserting the information into your document.

To insert the information into your current document, click **OK**.

Enables you to select how the information is pasted into your document.

This option is not available for all types of documents.

Specifies whether the information will appear in the document as an icon or whether the actual information will always be visible.  
If you select Display As Icon, you can open the object in your document by double-clicking its icon.

Displays the type of object that is selected.

Lists the available file types that the information can be converted to.

Lists the available file types that you can use to open the embedded or linked information.

Describes whether the information will be converted to a different file type, what that file type will be, and how the information will appear in the current document.

This is useful for experimenting with different conversions without actually implementing them into your document. To implement the conversion, click **OK**.

Displays the current links used in this document, their type, and the update status.

To change the update status of a link, click the link, and then click **Automatic** or **Manual**.

If the source file for the link cannot be found, the Update column will read Unavailable. This typically happens if the source file is on an unavailable network drive or has been moved.

Displays the name of the source file for the selected link.

Displays the type of source file for the selected link.

Specifies whether you want the selected link to be updated automatically or manually.

If you click **Automatic**, whenever you change the linked information in the original document, this document will be updated.

If you click **Manual**, you need to click **Update** Now when you want the information to be updated.

Click this to update the information in the selected link.

Click this to open the source file for the selected link.

Click this to change the source file for the selected link.

This is useful if you want to link information from a different document.

Disconnects the selected link.

This is useful if you no longer want changes in the source document to be reflected in your current document.

Provides information about the embedded information.

To convert the object to a different type, click **Convert**.

Click this to convert the embedded information to a different type.

This is useful if you no longer have the program that was used to create the information, or if you want to display the information in a different format than the original type allows.

Click this to open the embedded information by using a different program that is compatible with the original object type.

Specifies how the embedded information appears in your document and whether you can edit it.

Specifies whether you can edit the information.

Specifies whether the embedded object will appear in the document as an icon, or whether the actual contents of the object will always be visible.

If you select Display As Icon, you can open the object in your document by double-clicking its icon.

Click this to change the icon that represents the embedded information in your document.

Specifies how big the embedded information will be.

This is available only when you do not have **Display As Icon** checked.

Displays the name of the document that contains the information you linked. It may also show the specific section of the document that you linked.

Displays the icon that will represent the embedded or linked information in your document.

Displays the icon that will appear in the current document.

Displays the icon that currently represents the embedded or linked information in your document.

Specifies that the icon representing the embedded or linked information in your document is the default icon for the program that was used to create it.

Displays the default icon for the program that was used to create the information.

Specifies that you would like to choose an icon from a different file.

Provides a place for you to type the path to the program that contains the different icon file.

Displays the available icons that represent the program you specified. If no icons are shown, make sure the path accurately reflects the program's location.

Provides a space for you to type a label for the icon as it will appear in your document. A default label is used unless you change it.

Displays the name of the object.

