Contents for Object Packager Help

Object Packager is a tool you can use to create an icon that represents an embedded or linked object and then insert the icon into a document.

To learn how to use Help, press F1.

Introduction

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What Is Object Packager?

Object Packager is a tool you can use to create a package and then insert it into a document. A package is an icon that represents an <u>embedded</u> or <u>linked</u> object. An object may be a complete document or part of one. For example, both a spreadsheet cell and an entire drawing are objects.

The Object Packager application window is split into two smaller windows. The window on the left, the Appearance window, displays the icon that represents the embedded or linked object in the <u>destination document</u>. The window on the right, the Content window, displays the name of the document that contains the object or a presentation of the object.

To create a packaged object, you copy the contents of the Appearance and Content windows onto the Clipboard. The contents of the Clipboard becomes the package when it is inserted into a document. You can only insert a package into Windows applications that accept linked or embedded objects. These are called client applications.

You can activate or edit a package. Depending on the contents of the package, one of two things happens when you activate a package. If the package contains a sound or animation file, activating the package plays the sound or animation. If the package contains a picture, text, or spreadsheet, the application that was used to create the contents of the package opens, with the package contents (the linked or embedded object) displayed. For example, if the package contains a Paintbrush drawing, Paintbrush opens, displaying the drawing.

When you edit a package, Object Packager opens and you can change the contents of the package or the package label.

To return to Contents for Object Packager Help, choose the Contents button.

Rules for Creating a Package

There are two ways to create a package. The methods available depend on the application you are using, where you are starting your task from, and whether you are embedding or linking an entire document or part of one.

Applications that support object linking and embedding fall into two categories. Applications whose objects can be embedded or linked into other documents are called *servers.* Applications that can accept embedded or linked objects are called *clients.* Some applications may be both a server and a client. Others are only one or the other.

If you want to package only a part of a document, you must use Object Packager to create the package, and the document must have been created using a server application.

If you want to package a complete document, you can use either Object Packager or File Manager. The contents of the package can be created using any application, not only one that supports object linking and embedding.

Regardless of the package contents, a package can only be inserted into a document that has been created by using a client application.

To return to Contents for Object Packager Help, choose the Contents button.

Editing a Package

When you edit a package, Object Packager opens and you can change the label, icon, or contents of the package.

To edit a package

1 Open the document that contains the package, and then select the package.
2 From the Edit menu, choose Package Object.
3 From the Package Object cascading menu, choose Edit Package.
   Object Packager opens, and you can make your changes.
4 From the File menu in Object Packager, choose Update.
5 Quit Object Packager.

See Also
Changing an Icon
Changing a Label

Creating a Package that Contains a Complete Document

When you create a package, you embed or link an <u>object</u> into Object Packager. The embedded or linked object can be either a complete document or part of one.

To create a package that contains a complete document

1 From the File menu in Object Packager, choose Import.

2 In the Import dialog box, select the document you want to package, and then choose the OK button. You can import any document into Object Packager regardless of whether the application used to create it supports object linking and embedding.

   The icon of the application used to create the file appears in the Appearance window, and the name of the file appears in the Content window.

3 From the Edit menu, choose Copy Package.

   The contents of the two windows are placed onto the Clipboard.

4 Open the document into which you want to place the package. This document must have been created by using a <u>client application</u>.

5 If applicable, move the cursor to the place you want the package to appear.

   In some applications, the package is automatically placed in the upper-left corner of the window.

6 From the application's Edit menu, choose Paste.

The package appears as an icon in the document.

See Also
<u>Changing an Icon</u>
<u>Creating a Package that Contains Part of a Document</u>
<u>Editing an Embedded Object</u>
<u>Editing a Linked Object</u>
<u>Editing a Package</u>
<u>Using the Mouse to Insert a Package</u>

Creating a Package that Contains Part of a Document

When you create a package, you embed or link an <u>object</u> into Object Packager. The embedded or linked object can be either a complete document or part of one.

To create a package that contains part of a document

1   Open the document that contains the information you want to package. The document must have been created by using a <u>server application</u>.

2   Select the information you want to package.

3   From the application's Edit menu, choose Copy.

4   Open Object Packager.

5   Select the Content window.

6   From the Edit menu in Object Packager, choose Paste to embed the information into Object Packager, or Paste Link to link it.

7   From the Edit menu in Object Packager, choose Copy Package.

8   Open the document into which you want to insert the package. This document must have been created by using a <u>client application</u>.

9   If applicable, move the cursor to the place you want the package to appear.

    In some applications, the package is automatically placed in the upper-left corner of the window.

10 From the application's Edit menu, choose Paste.

    The package appears as an icon in the document.

If you are working with applications that support object linking and embedding and you have a mouse, you can embed or link documents by dragging their icons from File Manager into the client application window.

See Also
<u>Changing an Icon</u>
<u>Creating a Package that Contains a Complete Document</u>
<u>Editing an Embedded Object</u>
<u>Editing a Linked Object</u>
<u>Editing a Package</u>
<u>Using the Mouse to Insert a Package</u>

Changing an Icon

When you <u>embed</u> or <u>link</u> an object into Object Packager, the Appearance window shows the icon that will appear in the <u>destination document</u>. By default, this is the icon for the application used to create the object.

You can change this icon to another application's icon or to a picture you create. You can change the icon before or after the object has been embedded or linked into Object Packager.

To change an icon

1 In the Appearance window, choose the Insert Icon button.

   The Insert Icon dialog box appears.

2 In the File Name box, type the name of the program file for the application whose icon you want to use; for example, PBRUSH.EXE.

   Or choose the Browse button. In the Browse dialog box, select a program file, and then choose the OK button. Then select an icon, if more than one is available.

3 Choose the OK button.

   The icon you selected is displayed in the Appearance window.

See Also

<u>Creating a Package that Contains a Complete Document</u>
<u>Creating a Package that Contains Part of a Document</u>
<u>Creating a Custom Icon</u>

Creating a Custom Icon

You can use a graphics application to create a custom icon for the package.

To create your own icon
1 Open Paintbrush or another drawing application.
2 Create a drawing, or open the file that contains the drawing you want to use for the icon.
3 Copy the drawing onto the Clipboard.
4 Open Object Packager.
5 Select the Appearance window by clicking the window or pressing TAB.
6 From the Edit menu, choose Paste.

   Your drawing appears in the Appearance window. When you create your own icon, the package does not have a label.

See Also

Creating a Package that Contains a Complete Document
Creating a Package that Contains Part of a Document
Changing an Icon

Changing a Label

Each package has a label that describes what it contains.

You can edit this label except under certain circumstances, such as when you are using a custom image you created.

To change a label

1 From the Edit menu in Object Packager, choose Label.

   The Label command is only available when the icon for the package is in the Appearance window.

2 Type the text for the new label.

3 Choose the OK button.

See Also

Creating a Package that Contains a Complete Document
Creating a Package that Contains Part of a Document
Editing a Package

Inserting an MS-DOS Command into a Document

You can package an MS-DOS command and then embed this package into a document. Activating the package carries out the command. For example, you could run a batch program or start another application.

To insert an MS-DOS command as a package

1 From the Edit menu in Object Packager, choose Command Line.
2 In the Command box, type a command (including any options or parameters). If you are typing the name of a program file, include the full path and filename extension.
3 Choose the OK button.

   The command appears in the Content window.
4 Choose the Insert Icon button.
5 In the Current Icon area of the Insert Icon dialog box, select an icon.

   Or choose the Browse button. In the Browse dialog box, select a program file, and choose the OK button. Then choose an icon.
6 Choose the OK button.

   The icon appears in the Appearance window.
7 From the Edit menu, choose Copy Package.
8 Open the document you want to place the package into, and, if applicable, move the cursor to the place you want the package to appear.

   In some applications, the package is automatically placed in the upper-left corner of the window.
9 From the application's Edit menu, choose Paste.

   The command appears as a package in the document.

To run the program or carry out the command, activate the package.

Using the Mouse to Insert a Package

You can use File Manager to quickly insert a package into a document. When you use this method, the package can only contain a complete document.

Note: You can only insert a package into a document that was created by using a client application.

To use a mouse to insert a package
1 Open the destination document.
2 Open File Manager.
3 In File Manager, select the directory that contains the source document. Make sure that both the File Manager window that contains the source document and the window that contains the destination document are visible.
4 To insert a package that contains an embedded document, drag the icon of the source document into the window containing the destination document.

   To insert a package that contains a linked document, press SHIFT+CTRL while you drag the icon.

   The package appears in the destination document.

See Also
Creating a Package that Contains a Complete Document
Creating a Package that Contains Part of a Document

Updating a Linked Object

When creating a <u>package</u> that contains a linked object, you need to choose how the presentation of the linked object will be updated in the <u>destination document</u> when the <u>source document</u> it is linked to changes.

The presentation of the linked object can be updated either automatically or manually. By default, it is updated automatically. If you select the Manual update option, the presentation of the linked object is updated only when you choose to update it.

A package that contains linked objects can be updated in Object Packager or in the destination document. Either way, you do not see the updated information until you display the contents of the package.

To change the way a linked object is updated

1 From the Edit menu, choose Links.

   The Links command is only available when there is a linked object in the Content window.

2 In the Links dialog box, select the Automatic or Manual option.

3 Choose the OK button.

To manually update a linked object

1 From the Edit menu, choose Links.

   The Links command is only available when there is a linked object in the Content window.

2 In the Links dialog box, choose the Update Now button.

3 Choose the OK button.

See Also

<u>Creating a Package that Contains a Complete Document</u>

<u>Creating a Package that Contains Part of a Document</u>

Editing an Embedded Object

You can edit an embedded object from Object Packager.

To edit an embedded object
1 In the <u>destination document</u>, select the package that contains the embedded object you want to edit.
2 From the application's Edit menu, choose Package Object.
3 From the Package Object cascading menu, choose Edit.
   Object Packager opens.
4 Double-click the text or picture displayed in the Content window.
   Or select the Content window, and then choose the name of the object from the Edit menu (for example, Paintbrush Picture Object).
   The application opens with the object displayed.
5 Edit the object.
6 From the application's File menu, choose Update.
   The embedded object is updated in Object Packager. If you have Picture selected in the Content window, you will see the changes.
7 From the application's File menu, choose Exit & Return To (name of document).

The application closes, and you can continue working in Object Packager.

See Also
<u>Creating a Package that Contains a Complete Document</u>
<u>Creating a Package that Contains Part of a Document</u>
<u>Switching Between Description and Picture View</u>

Editing a Linked Object

You can edit a linked object from Object Packager. Any changes you make to a linked object appear in all the documents containing links to it.

To edit a linked object
1 In the <u>destination document</u>, select the package that contains the linked object you want to edit.
2 From the Edit menu, choose Package Object.
3 From the Package Object cascading menu, choose Edit.
   Object Packager opens.
4 Double-click the text or picture displayed in the Content window.
   Or select the Content window, and then choose Links from the Edit menu. Then in the Links dialog box, choose the Edit button.
   The application opens with the object displayed.
5 Edit the object.
6 From the application's File menu, choose Save.
7 From the application's File menu, choose Exit.
   The application closes, and you can continue working in Object Packager.
8 If you have Picture selected in the Content window, you will see the changes.
   If the linked object is set to update manually, you must update the link using the Links dialog box to see your changes.

See Also
<u>Creating a Package that Contains a Complete Document</u>
<u>Creating a Package that Contains Part of a Document</u>
<u>Updating a Linked Object</u>

Switching Between Description and Picture View

There are two ways you can view what is displayed in the Content window. Description View displays a textual description of the object. For linked objects, it is the name of the file that contains the linked object. For embedded objects, it is a description of the type of object.

Picture View displays a snapshot view of the object. Picture View is only available when the object was created by using a server application and when the Clipboard was used to transfer the object into Object Packager. Description view is the default view.

To switch between Description and Picture views

1 Select the Content window by either clicking the window or pressing TAB.

2 Select the Description or Picture option by either clicking the button or pressing ALT+D for Description or ALT+P for Picture.

Edit Menu Commands

Use the <u>scroll bar</u> to see more commands.

Undo
Undoes the last change made in the selected window. For example, if the Appearance window is selected and you choose this command, only the most recent change made in the Appearance Window is undone.

Cut
Deletes the contents of the selected window, not the complete package, and places it onto the Clipboard. This command is available only if there is an icon in the Appearance window.

Copy
Copies the contents of the selected window, not the complete package, and places it onto the Clipboard. This command is available only if there is an icon in the Appearance window.

Delete
Deletes the contents of the selected window (not the complete package).

Paste
Embeds an object from the Clipboard into Object Packager.

Paste Link
Links an object from the Clipboard into Object Packager.

Copy Package
Copies the contents of the Appearance and Content windows onto the Clipboard, thus creating a packaged object. You can then place the package into a <u>destination document</u>.

Links
Changes the behavior and appearance of a linked object. You can use this command to change the way a linked object is updated, manually update the linked object, change the source document of the linked object, or activate, edit, or cancel links.

Label
Changes the label of the icon that is displayed in the Appearance window.

Command Line
Creates a package that contains an MS-DOS command so that you can run a batch program or start an application from another application.

Object
Displays the object in its application window.

This command changes to reflect the contents of Object Packager; for example, Paintbrush Picture Object.

File Menu Commands

Use the <u>scroll bar</u> to see more commands.

New
Clears the contents of the Appearance and Content windows.
When you choose New, you can save changes to the current <u>package</u> before creating a new package.

Update
Updates the package in the document from which Object Packager was opened.
This command is available only when Object Packager is opened from another application.

Import
Places a file in Object Packager.
When you import a file to Object Packager, the icon of the application used to create the file appears in the Appearance window, and the name of the file appears in the Content window.

Save Contents
Saves the displayed object to a new file. You can use this command to save the object to a file with a new name only if it was previously saved (brought into Object Packager by using the Import command or File Manager).

Exit
Quits Object Packager.
You can save the contents of Object Packager before quitting.