



Introduction

When you link content between packages, you create an active copy of the content. This means that any changes you make to the source document will be reflected in the destination document. This self-help document will show you how to link content between packages.

Process Summary

Introduction

Linking a Document as an Object

Pasting Excel Content

Using Hyperlinks to Link Documents

Linking a Document as an Object

1. Open the destination document and place the insertion point where you want to link the content.
2. Click the **Insert** tab on the ribbon.
3. In the **Text** group, click the **Object** button (Fig 1, 1). The **Object** dialog box will open.
4. Click the **Create from File** tab (Fig 1, 2).
5. Click the **Browse** button (Fig 1, 3).
6. The **Browse** dialog box will open. Navigate to the desired location and select the source document.

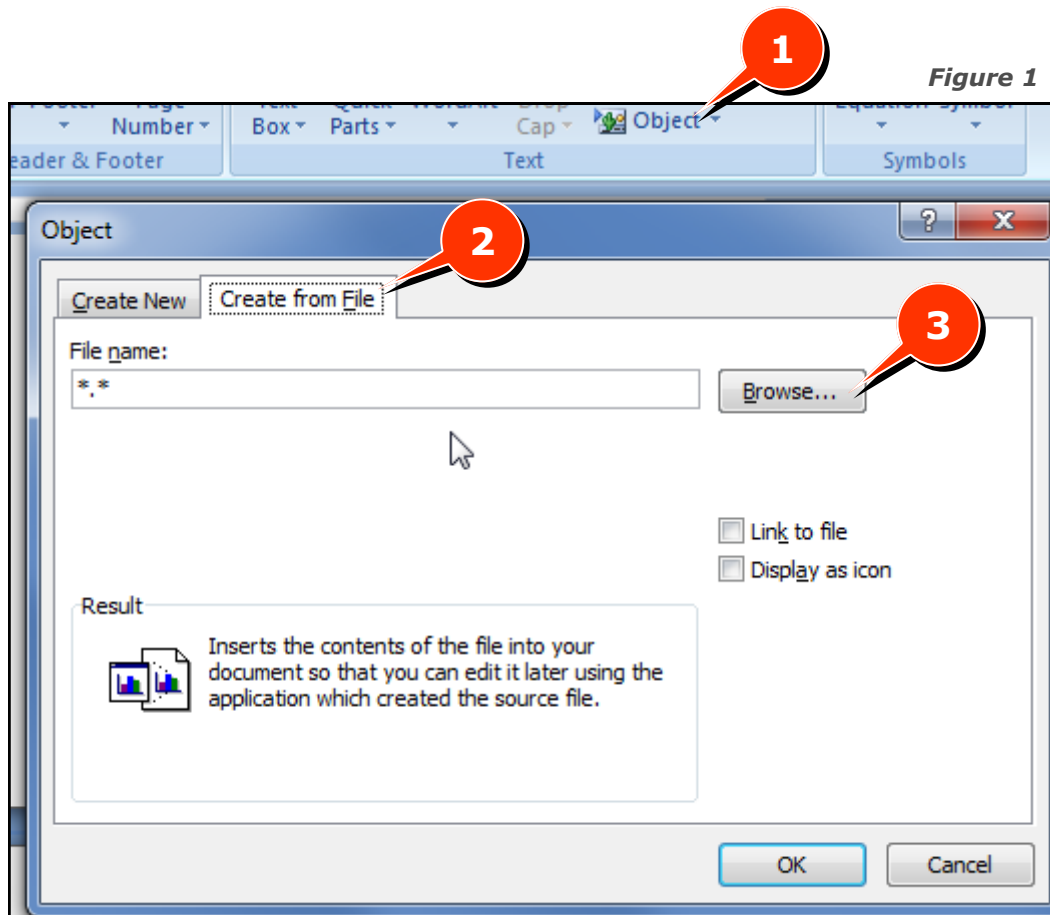
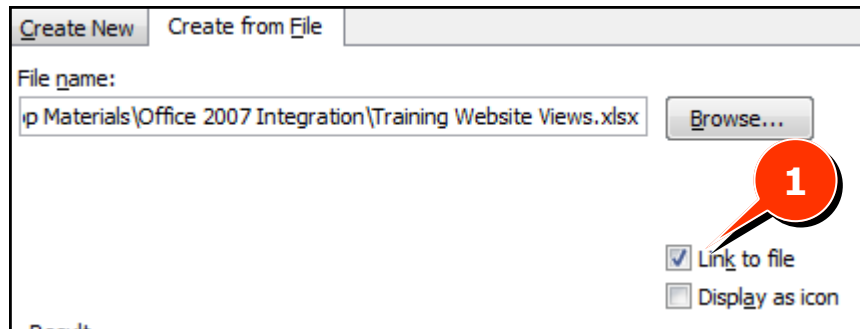


Figure 1

7. Click **Insert**.
8. Click **Link** or **Link to file** (depending on what software package you are in) (Fig 2, 1).
9. Click **OK**.

Figure 2

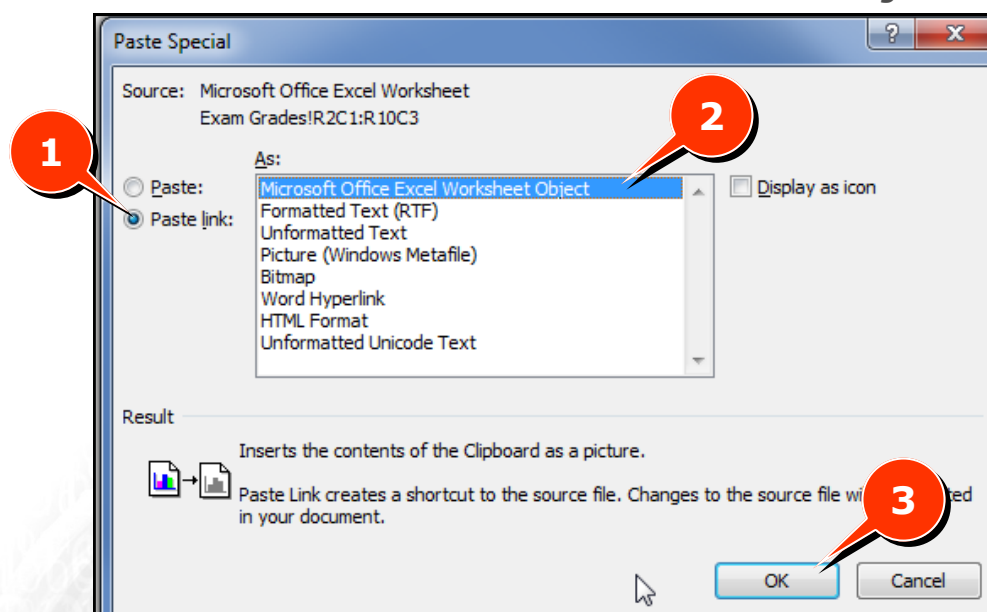


Link Specific Content

If you do not want to link an entire document, you have the ability to link to specific content within a document.

1. Open the source document.
2. Select the content you wish to embed and copy it to the clipboard.
3. Open the destination document and place the insertion point where you want to embed the content.
4. On the **Home** tab in the **Clipboard** group, click the down arrow under **Paste**. Click **Paste Special**.
5. The **Paste Special** dialog box will appear. Select **Paste link** (Fig 3, 1).
6. Depending on what you have selected in the source document, select the object you want under **As:** (Fig 3, 2).
7. Click **OK** (Fig 3, 3).

Figure 3

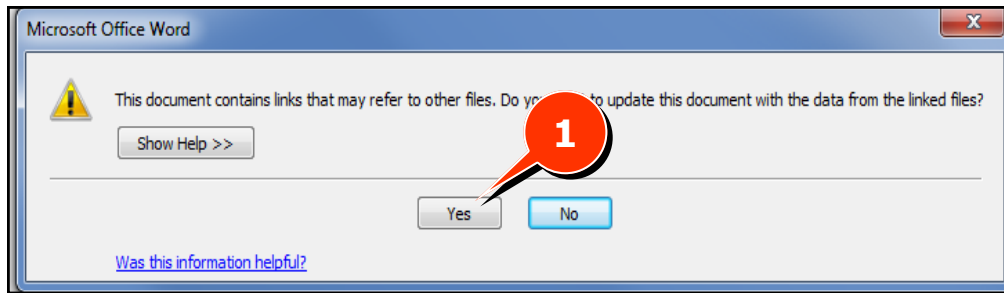


Updating Links

After you link content in documents, you may need to update the data. It is important to note that you must make the changes to the source document always. If you make changes to the destination document, the data will be lost.

1. Open the source document and make any changes you wish.
2. Open the linked document. A message will appear asking if you wish to update the link.
3. Click **Yes** (Fig 4, 1).

Figure 4



Pasting Excel Content

It is very common to link Excel content in a Word document. You may link using the techniques on pages 1 and 2 of this self-help document, or you can use the Paste Options button.

1. Open Excel.
2. Select the content you wish to place in the Word document and copy it to the clipboard.
3. Open the Word destination document and place the insertion point where you want to link the content.
4. Paste the content.
5. Notice the **Paste Options** button in the lower right hand corner (Fig 1, 1).
6. Click the down arrow beside this button. Choose a linking option as described below (Fig 1, 2).
 - **Keep Source Formatting and Link to Excel** - Retains the formatting of the source Excel document while maintaining the link to the document.
 - **Match Destination Table Style and Link to Excel** - Changes the formatting to match the default table style of Word. The formatting changes made to the linked content remain, even if the content in the source document is changed.


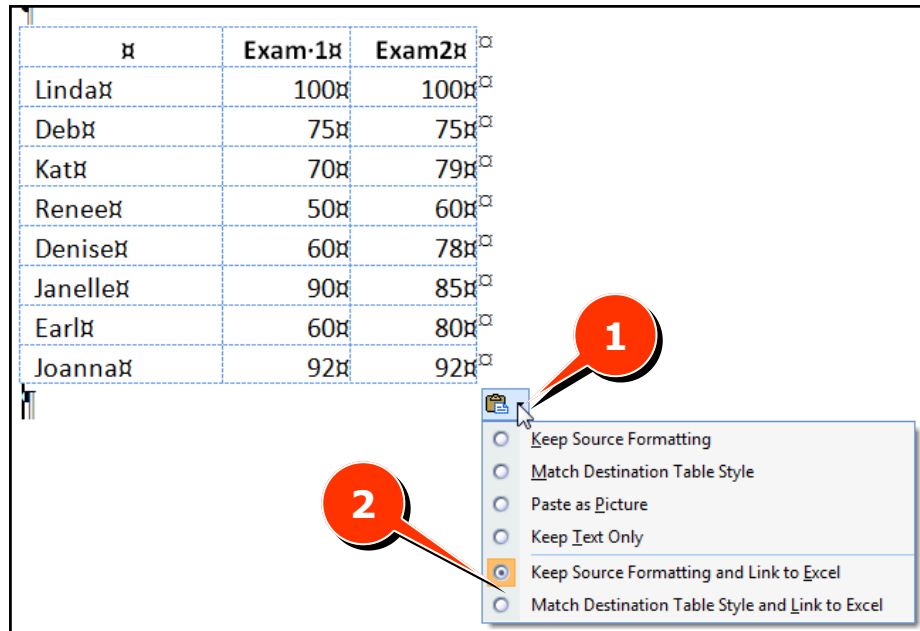
 The above linking options are only available when you link Excel content to a Word document.

Figure 1



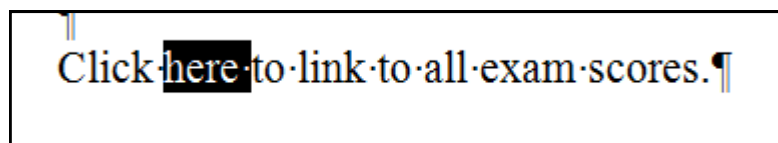
- ★ You may wish to view the file path of linked Excel content. To do this, click in the linked content and press **ALT+F9** on your keyboard. The file path will appear and the linked content will be hidden. Press **ALT+F9** again and the linked content will reappear.

Using Hyperlinks to Link Documents

A hyperlink allows you to link to additional content which is located in another location. To access this information, you must click on a graphic or a piece of text to open the link.

1. Open the document within which you want to create a hyperlink.
2. Select the text or graphic that will trigger the hyperlink (Fig 1, 1).

Figure 1

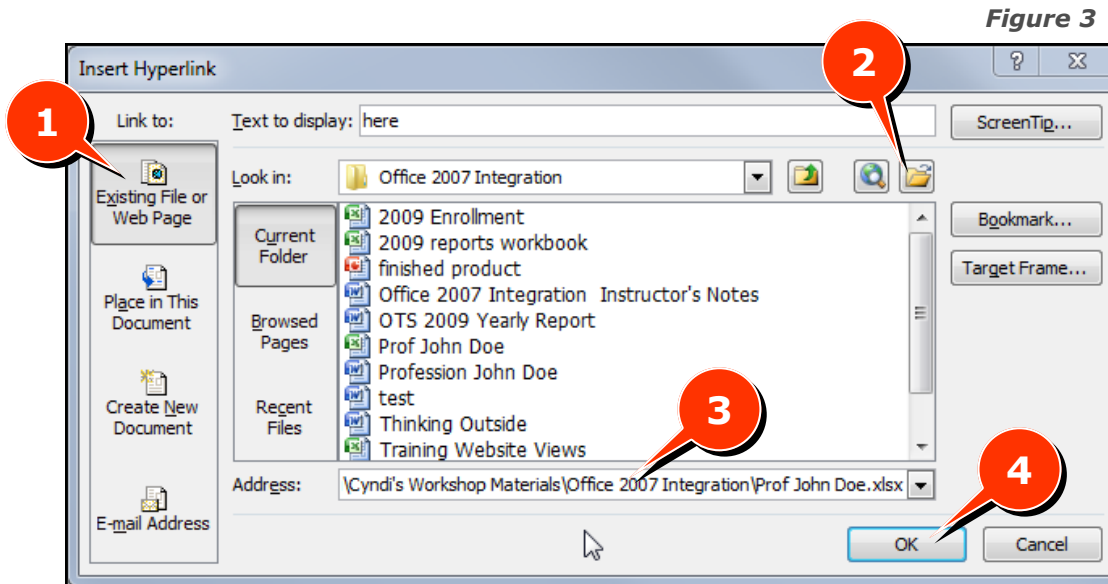


3. Click the **Insert** tab on the Ribbon.
4. In the **Links** group, click the **Hyperlink** icon (Fig 2, 1).

Figure 2



5. The **Insert Hyperlink** dialog box will appear (Fig 3).
6. Make sure **Existing File or Web Page** is chosen under **Link to:** (Fig 3, 1).
7. Click the **Browse** button (Fig 3, 2) to navigate to the drive and directory containing the document you want the hyperlink to open and click on **OK**.
8. The file path and name will show in the box beside **Address** (Fig 3, 3).
9. Click **OK** (Fig 3, 4).



10. The hyperlink text will become underlined and will show up in a different color.
11. To activate the hyperlink do the following:
 - In Word - hold down the CTRL key on your keyboard and click the hyperlink.
 - In PowerPoint - click directly on the hyperlink.
 - In Excel - click directly on the hyperlink

Hyperlink to Specific Content

By default, a hyperlink opens to the first page of the destination document. However, you may hyperlink to specific content in a document.

1. Open the document that contains the content you wish to hyperlink to and click at the beginning of this content.
2. Select and copy the content.
3. Open the document in which you want to insert the hyperlink and click in the location where you want the hyperlink to appear.
4. On the **Home** tab in the **Clipboard** group, click the down arrow under **Paste**.
5. Click **Paste as Hyperlink** (Fig 4).

