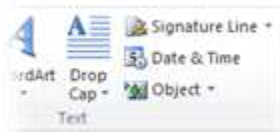# How to embed a file into a Word document

Instructions are for Microsoft Word 2010, future versions are similar. For Office for Mac see section 2

1   Microsoft Word

1. Click the **Insert** menu to display inserting options. This will be located in the 'ribbon' at the top of your screen, underneath the title bar.
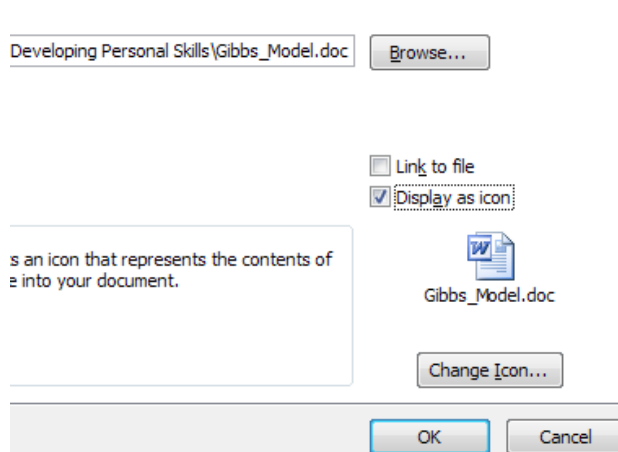
2. Click on **Object** from   the **Text** section.

3. This will open a dialog box. You are presented with two tabs: Create New and Create from File. **Create from File** allows you to browse to a file that already exists i.e. your intended attachment.

4. Choose the '**Create from File**' tab and click **Browse** to locate your file from your own computer – select the file and press OK

5.   Tick the box **Display as Icon**: only an icon will appear in your document.

6.   Click OK.

Your file is now embedded in your assignment and upon clicking the icon, the file opens in its appropriate application.

2   Office for Mac - Word

Note that in word for mac you can only insert word documents or Excel files and not PowerPoint presentations. PDFs will appear as images.

1   Click where you want to insert the link.
2   On the **Insert** menu, click **Object**, and then click **From File**.
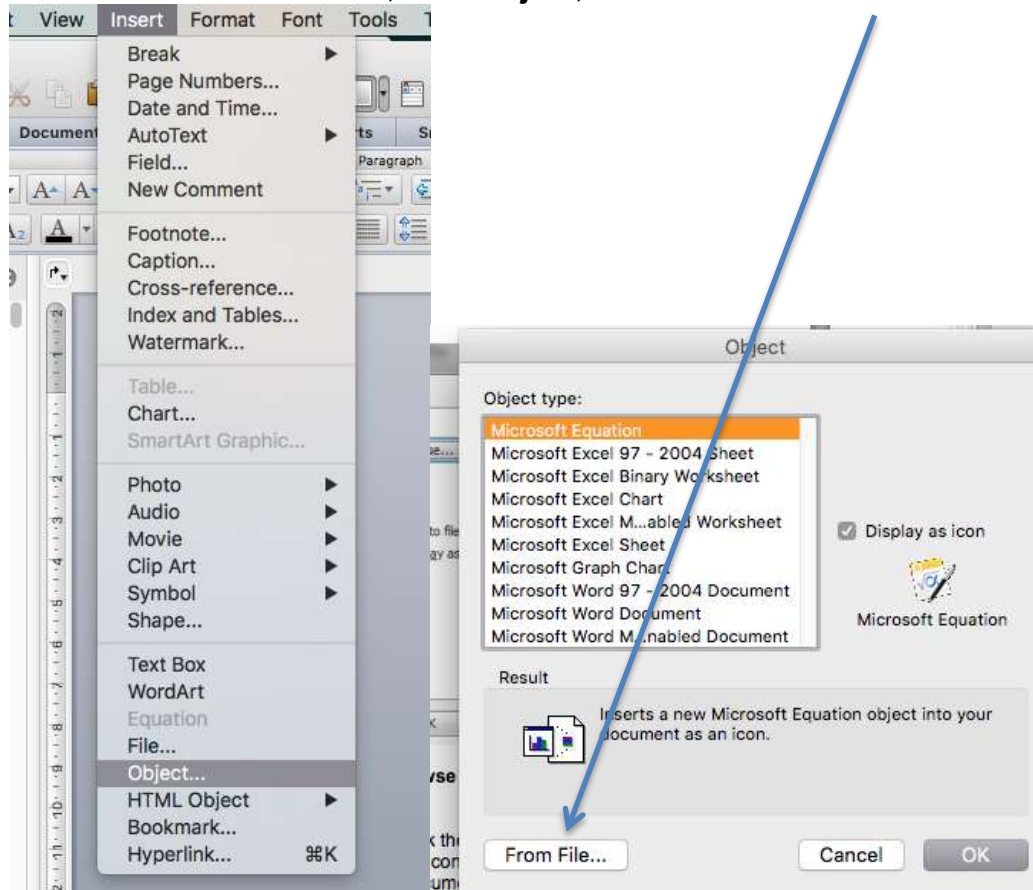
3   Locate and click the file that you want to link to. To have readers see only an icon that they can click to display the information, select the **Display as Icon** check box.
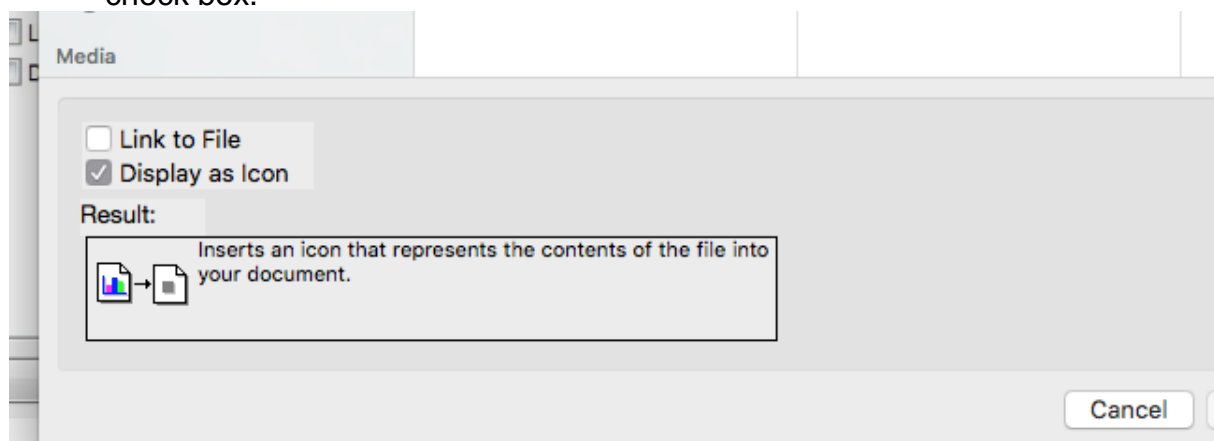
4   Select the **Display as icon** check box, and then click **Insert**.