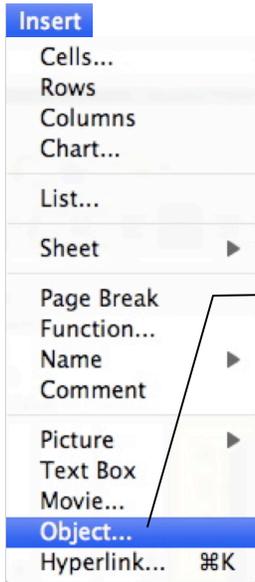


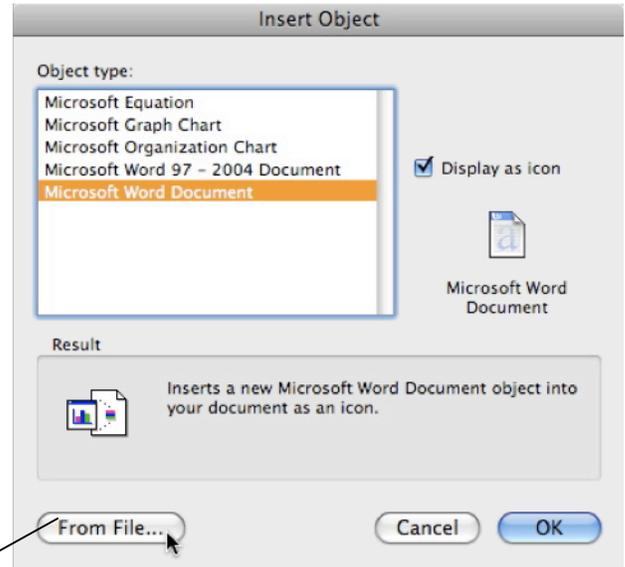
# Embedded Word Documents

## Embedding a Word Document in an Excel Workbook

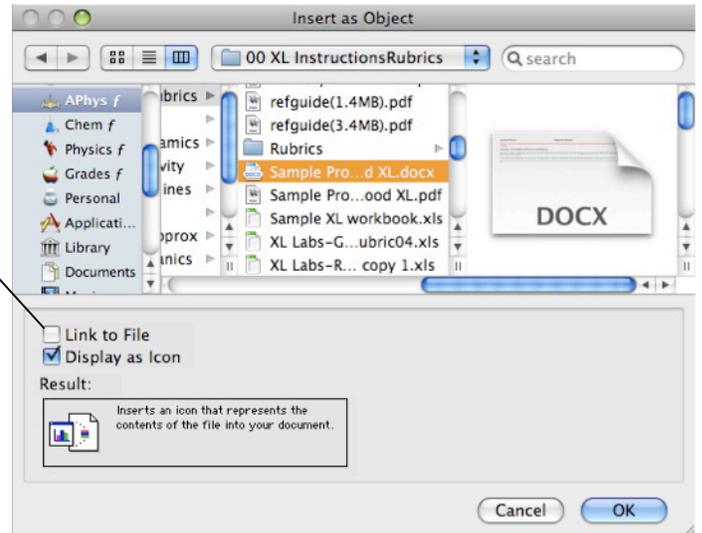
A previously generated Word document, embedded in an Excel spreadsheet, can be opened directly in Excel, eliminating the need for separate documents.



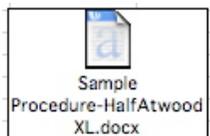
**In Excel, select Object... in the Insert menu.**



**Insert Object:** Select, under Object type, the Microsoft Word Document. Choose the option to "Display as icon" and locate the previously generated Word document for by clicking on the "From File..." button.



**Insert as Object:** Locate the desired file. Do **NOT** choose the "Link to File" option as the Word document will not be accessible when the Excel is viewed on another computer.



The Word document will now appear as an icon on a worksheet in the Excel file. Double-clicking on the icon will open the Word document. Any changes to the Word file will be saved when the Excel file is saved. Changes will not be copied to the original Word document, as that file is not linked to the embedded file.