Figure 429: Inserting a new OLE object

Inserting a file as an OLE object

When you insert an existing file (for example, a spreadsheet) into a Writer document as an OLE object, you can choose whether to embed or link the file.

1) Click where you want to insert the file and choose **Insert > Object > OLE Object** on the Menu bar.

2) On the Insert OLE Object dialog, select **Create from file**. The dialog changes to show a *File* text box (Figure 430).
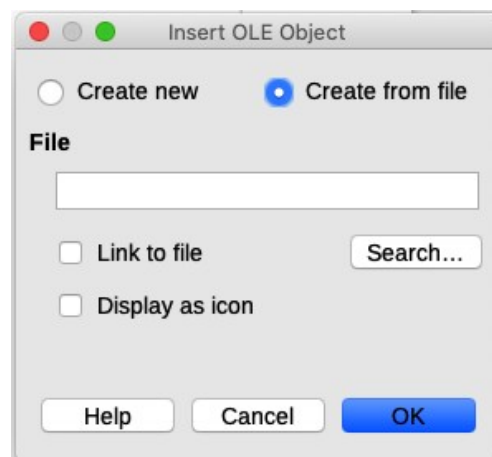

Figure 430: Inserting an OLE object from a file

3) Click **Search** to open a file browser.

4) Locate the file you want to insert and click **Open**.

   – To insert the file as a live link so that any changes made are synchronized in both the original file and your document, select the **Link to file** option.

   – To show a selectable icon for the application that created the file (in this case, Calc), instead of displaying the contents of the file, select the **Display as icon** option.

5) Click **OK** to insert the file as an OLE object.

Editing OLE objects

To edit an OLE object after it has been created or inserted from a file:

1) Double-click the OLE object to open it in edit mode. The toolbars displayed in Writer will change to provide the tools necessary to edit the object.

2) When you finish editing the object, click anywhere outside the object to exit edit mode.