

Stanislav Jablanšček

Nova Gorica, 18.09.1995

Prepis angleškega besedila

UTRDI5.TXT

## WHAT IS OBJECT LINKING AND EMBEDDING?

To understand object linking and embedding, you need to be familiar with the following terms and concepts:

An object is a piece of information such as a chart, a spreadsheet, a drawing, or text that can be linked or embedded.

A source document is the document in which the object originates. For example, if you use Microsoft Excel to create a spreadsheet and then use that spreadsheet or part of it in another document, the Word document is the destination document.

A destination document is the document into which you place an object. For example, if you use part of a Microsoft Excel spreadsheet (as in the previous example) in a Word document, the Word document is the destination document.

An embedded object is an object in a destination document that is a copy of information that was created in another application. By choosing an embedded object—for example, by double-clicking it. You start the application that was used to create it, without switching away from the document you're working in.

For example, suppose you are creating a memo by using Write and you want to use a drawing of your company logo at the top of the memo. The drawing has been created by using Paintbrush, so you can embed the drawing in your Write document. After it is embedded, making changes to it is easy—you choose the embedded object, and Paintbrush starts, displaying the object.

After it is embedded, an object is no longer connected to the source document. Changes you make to the object do not affect the source document.

When you create a linked object, you establish a link between the destination and source documents. Although the linked object is displayed in the destination document and you can print the object, the data that makes up the object resides only in the source document. When you make changes to a linked object, you are actually changing the information in the source document. When you make changes in the source document, the changes appear in the destination document (updating the linked object).