**Wanting to embed a DRIPP document into a word document?**  (Note PPT works in a similar way)

(Depending on your version of word, finding insert and object may be slightly different to the images below).

* First ensure the DRIPP PDF you wish to insert is downloaded and saved on your computer.
* Open the word doc you plan to embed the file into.

Goto File, insert,

A screenshot of a computer

Description automatically generated

Select object, object,

A screenshot of a computer

Description automatically generated

Select ‘create from file’ and click ‘browse’,

A screenshot of a computer

Description automatically generated

From browse, choose the previously saved file you want to insert,

tick yes to display as icon, don’t tick ‘link file’.

Click ok, size and position as you need to.



Done. (We hope). Let us know if you have problems at [contactus@dripp.org.uk](mailto:contactus@dripp.org.uk)

[Or watch this video.](https://www.youtube.com/watch?v=JEF-ZOOVDnU)