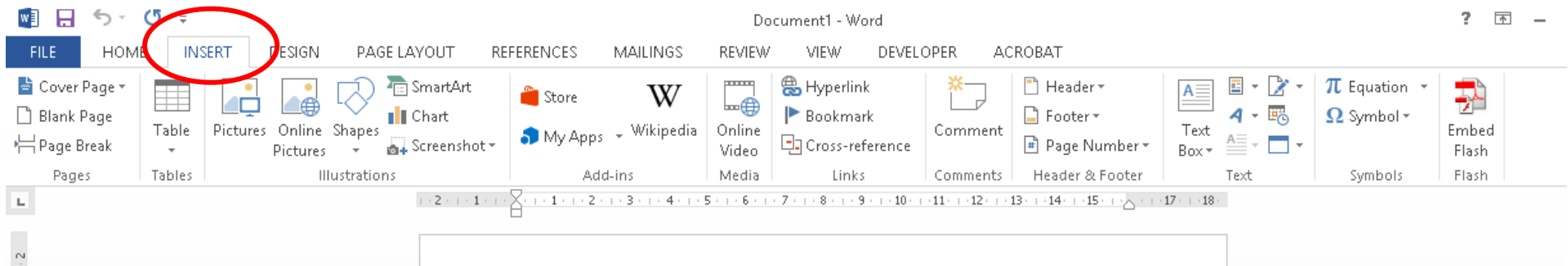


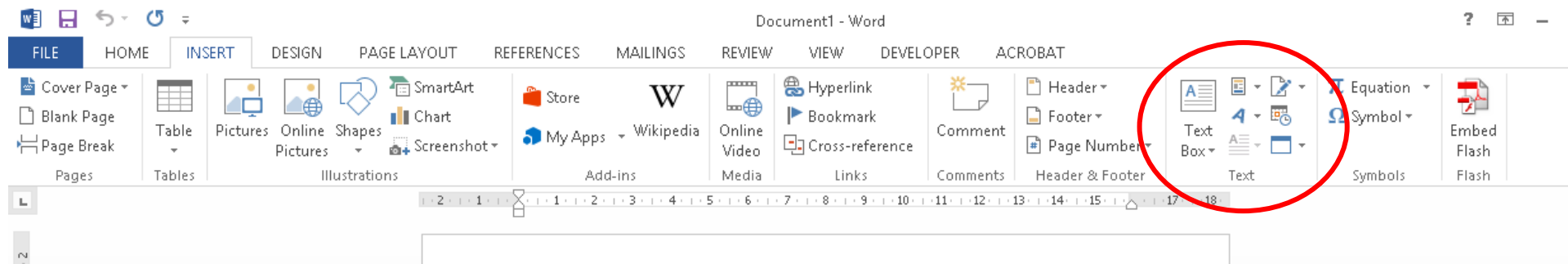
## How to embed files in your assessment (PC version word document)

To embed a document that's already been created:

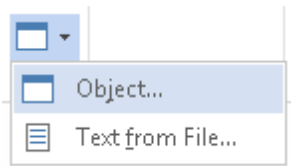
1. In your word document, go to a new line where you wish to insert the document and select the **Insert** tab from the main ribbon menu.



2. From the **Text** options, select the arrow to the right of this **Object** icon:

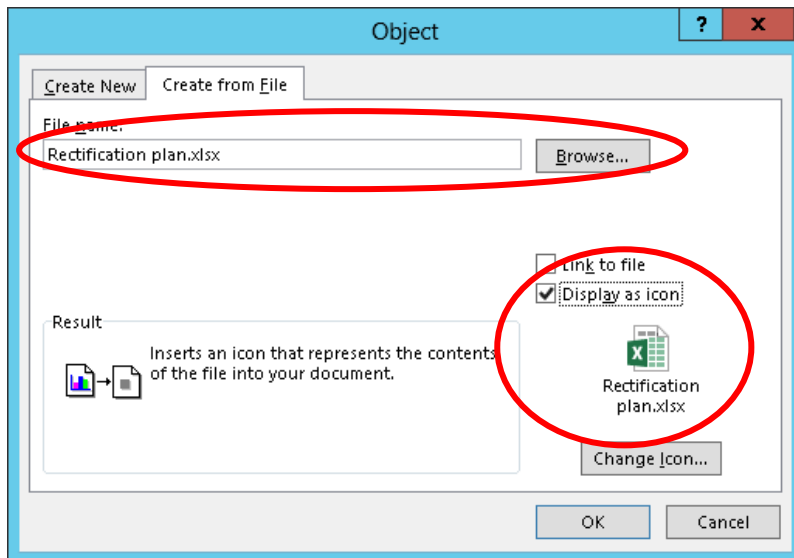


3. Click on the **Object** option.



4. Select the **Create from File** tab and then click **Browse** to find the file you want to insert.

You **must** select **Display as icon**, then OK.



Linked documents we can accept are:

- Excel
- Word
- PDF
- PowerPoint

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***PLEASE NOTE IF YOU ARE SUPPLYING LINKED DOCUMENTS YOU MUST UPLOAD THE WORD DOCUMENT, NOT A PDF – WE ARE NOT ABLE TO OPEN THE LINKED DOCUMENTS FROM A PDF.***

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