Add InfoBus Data dialog box

Use the Add InfoBus Data dialog box to insert a new link to InfoBus data into your document.

Tip The following help is general to all applications that use this dialog box. For help specific to the application you're using now, click Help Topics in the Help window, and use Help Contents or Index to locate the desired help topic.

Link

Either type in the name of an InfoBus link, or select from the list of available InfoBus links. Click Add to add the link to your document.

Note You can type in the name of an InfoBus link, even if that link does not appear on the list of available links. For example, if you know that a design calls for an InfoBus link to be available in the future, you may want to build in the InfoBus link now.

Links get added either at the current insertion point or at a location specified by the link, if your application supports that method. For more information, consult the help for your application.

Available InfoBus Links

This box lists the InfoBus links that are currently available to add to your document.

Add to Menu dialog box

You can add additional object types to the Create menu or Toolbox using the Add to Menu dialog box.

Tip The following help is general to all applications that use this dialog box. For help specific to the application you're using now, click Help Topics in the Help window, and use Help Contents or Index to locate the desired help topic.

1. Choose Create - Object.
2. Click Add to Menu.
3. Select the objects or controls you want to add to the Create menu or Toolbox from the "Available items" list box.

   Tip Click Select All to add all available items.
4. Click OK.

Cannot Create

The create operation was either canceled, resulted in an OLE server error, or the server did not respond. To correct this problem:

- Make sure the server application is installed.
- Check the server application's documentation to make sure that it supports OLE.
- Check to see if the server application is busy.
- Try the create operation again.

Cannot Update Link
Some of the links in your file could not be updated because their source file could not be found.

OK
To ignore the links that were not updated, click OK.

Note Because your links were not updated, your file may not reflect the latest data.

Links
To modify the way links are updated, click <u>Links</u>.

Change Icon dialog box
You can change the icon representing an object or file to which you are linking or embedding.

Icon
When modifying the icon:

- Current indicates the icon that was selected for the object. If the object's icon has not changed, it matches the Default icon.

- Default indicates the default icon representing the object.

- From File indicates the path to a file containing icons. You can click Browse and select a new file and path. The scrollable box displays all of the icons in the specified file. Click the one you want.

Caption
To change the text associated with an icon, enter new text and click OK.

Confirm Break

You chose to break a link. A broken link contains the last updated view of the data but can no longer be updated.

OK

To break this link, click OK.

Cancel

To keep this link active, click Cancel.

Convert dialog box

If your file contains objects created with an application that your current application does not recognize, you may be able to convert the objects to a readable format using the Convert dialog box.

For example, suppose you are working in Word Pro with a file containing embedded 1-2-3 data, and you want to use the Word Pro file on another computer that has Word Pro but a different spreadsheet application. If the other spreadsheet supports OLE, you can use the Convert dialog box to change the way Word Pro treats the embedded 1-2-3 data, so you can still see it using the other spreadsheet.

To display the Convert dialog, select the object, click the right mouse button, and choose Convert from the shortcut menu.

Convert to

If you have an alternate application that works with an object, you can change an object's type so you can manipulate the object.

Note This conversion takes place at the source. If you are converting a linked object and you know that other users link to the object in its original format, you should use "Activate as" instead. Otherwise, the other users may no longer be able to see the object without performing a conversion.

Activate as

Converts the linked object into a readable format without changing the source object's type.

Display as icon

To display the link as an icon (in your current file), select "Display As Icon." Displaying the link as an icon can make it easier to work with objects that take up a lot of room on your screen. To change the icon representing the link, click Change Icon. Standard OLE controls cannot appear as icons.

Create Object dialog box

Use the Create Object dialog box to link to or embed objects using Object Linking and Embedding (OLE), insert ActiveX custom controls, and add JavaBean controls.

Tip The following help is general to all applications that use this dialog box. For help specific to the application you're using now, click Help Topics in the Help window, and use Help Contents or Index to locate the desired help topic.

Create new object

To embed a new OLE object in your current file, select "Object" and then select the object type.

Create object from file

To embed a whole file (that already exists), select "Object from a file" and then select the file.

To create a link to the contents of the file, rather than creating an embedded object containing a copy of the whole file, select "Link to file."

Note If you create a link to the contents of a file, you must have access to that file for the link to work. Users on other PCs either need to copy the file to their machine, or have a network link to the file on your PC.

Create control

To insert an ActiveX custom control in your document, select "Control" and select the control you wish to add from the list under "Object type." The "Location" box shows the directory and file name for the selected control.

Create JavaBean

To insert a JavaBean control in your document, select "JavaBean" and select the JavaBean you wish to add from the list under "Object type."

Note If JavaBean appears dimmed, you must install the Java Runtime Environment (JRE). To install the JRE, run the Install program, and select the Customize features - Manual install option.

Display as icon

To display an OLE object as an icon, select   "Display as icon." Displaying the link as an icon can make it easier to work with objects that take up a lot of room on your screen. To change the icon representing the link, click Change Icon. Standard OLE controls cannot appear as icons.

Add Control to List

Click this button to display the Browse dialog box, where you can select an OCX control file to add to the Object type list.

Remove Control from List

Click this button to remove and unregister the selected custom control from the list of available object types. Click OK in the confirmation dialog to remove and unregister the control, or click Cancel to leave the control on the list.

Add JavaBean to List

Click this button to display the Browse dialog box, where you can select a JAR control file to add to the Object type list.

Remove JavaBean from List

Click this button to remove and unregister the selected JavaBean from the list of available object types. Click OK in the confirmation dialog to remove and unregister the JavaBean, or click Cancel to leave the JavaBean on the list.

Edit Link dialog box

You can change the source for a link from the Edit Link dialog box. For example, if the directory or the name of the source file changes, you need to modify your links to reflect the change.

Look in

Select the drive where the source file is located.

File Name

Enter the current name of the source file.

Files of Type

Select the format of the source file.

Item

Specify the object you want to link to in the source file.

For example, if you are linking to a range of data in a 1-2-3 file, and you want to specify a larger range, you can enter the new range.

Note If your application does not recognize what you specify, it will look for the previously specified item instead.

Browse dialog box
You can use Browse to specify a source file's name and path.

Look in
Select the drive where the source file is located.

File name
Enter the current name of the source file.

Files of type
Select the format of the source file.

Insert Object dialog box

You can link to files or embed objects using Object Linking and Embedding (OLE).

Tip The following help is general to all applications that use this dialog box. For help specific to the application you're using now, click Help Topics in the Help window, and use Help Contents or Index to locate the desired help topic.

Create new object

To embed a new OLE object in your current file, select "Object" and select the object type.

Create object from file

To embed a whole file (that already exists), select "Object from a file" and select the file.

To create a link to the contents of the file, rather than creating an embedded object containing a copy of the whole file, select "Link to file."

Note If you create a link to the contents of a file, you must have access to that file for the link to work. Users on other PCs either need to copy the file to their machine, or have a network link to the file on your PC.

Display as icon

To display an OLE object as an icon, select   "Display as icon." Displaying the link as an icon can make it easier to work with objects that take up a lot of room on your screen. To change the icon representing the link, click Change Icon. Standard OLE controls cannot appear as icons.

Link Source Changed
You changed the source file for a link. However, there is at least one other file link that also points to the previous source directory.

Yes
Change all links to files in the old source directory to point to a file in the new source directory.

No
Don't update the other links.

Link Source Unavailable

Your link could not be updated because its source file could not be found. This situation can occur for a number of reasons, including the following:

- The source file no longer exists.
- You moved the source file to a different directory.
- You are using a different computer, and the source file does not exist on this computer.

OK

To ignore the link that did not update, click OK.

Note Because the link was not updated, your file may not reflect the latest data.

Links

To modify the way the link updates, click <u>Links</u>.

Link Type Changed

You tried to work with an object, and its type has changed.

For example, you are linking to a source file and its owner has upgraded or changed the file's source application. Your current application does not recognize the new source application because the link is still set up for the old one.

Try activating the linked object again. If your current application recognizes the new source application, it will adjust the link for the second try. Otherwise, if you have an alternate application that works with the object, you can change the object's type using the Convert dialog box.

Manage Links dialog box

You can change the update mode of a link, update a link, change the source for a link, or break a link from the Manage Links dialog box.

Tip The following help is general to all applications that use this dialog box. For help specific to the application you're using now, click Help Topics in the Help window, and use Help Contents or Index to locate the desired help topic.

Changing the update mode of a link

When you create a link, your application sets the update mode of the link to Automatic. This means that links are updated whenever the document is opened or whenever the setting for the source of the link is changed.

Set the update mode to "Manual" if you want to control when your data gets updated. For example, you may have many links, and automatic updating would be slow.

Update Now

To update one or more linked objects, select the link(s) and click Update Now.

Open Source

To modify the data behind a linked object using its native application, select the link and click Open Source. Edit the data in the source file, save your changes, and return to your current application.

Edit Link

To change the source (or path to the source) for a linked object, select the link and click Edit Link.

Break Link

To break a link between an object and its source, select the link and click Break Link. A broken link contains the last updated view of the data but can no longer be updated.

Help is not available
The topic you selected is in a Help file that is not available.

To install additional Help files, run the Install program, select the Customize features - Manual install option, and specify the Help file(s) you want to install.

Links dialog box

Some links contain multiple items. The Links dialog box gives you more control over such links.

Update All Now

To update a link, including all of its items, click Update All Now.

Open Source

To modify the data behind a linked object click Open Source. The source file opens in its native application. Edit the data in the source file, save your changes, and return to your current application.

Edit Links

To change the source (or path to the source) for a linked object, select the link and click Edit Links.

Break Link

To break a link between an object and its source, select the link and click Break Link. A broken link contains the last updated view of the data but can no longer be updated.

Out of Memory

There is not enough memory to perform this operation. To free memory:

- Close unneeded files or applications
- Turn off Undo

Paste Special dialog box

The Paste Special dialog box gives you control over the format in which you paste data from the Clipboard. Typically, you use the Paste Special dialog box to embed an object or create a link to an object copied from a source file. To create links or embed objects, the source application must support OLE.

Before using Paste Special, first save the source file, select the object you want to paste, chose Edit - Copy, and return to your current application and file.

Paste

To embed an object in your current file, click Paste and select the object's type from the As list box. A description of each object type appears in the Results box. Depending on the type of object you are embedding, you may be able to display it as an icon.

Paste link to source

To create a link to an object in the source file, click Paste Link and select the object's type from the As list box. A description of each object type appears in the Result box. Depending on the type of object to which you are linking, you may be able to display it as an icon.

Display as Icon

To display the link as an icon (in your current file), select Display As Icon. This method can make it easier to work with objects that take up a lot of room on your screen. To change the icon representing the link, click Change Icon. Standard OLE controls cannot appear as icons.

Register JavaBeans dialog box

It usually takes about half a minute to register each JavaBean contained in a JAR file. If the JAR file you selected contains a large number of JavaBeans, you may want to click Cancel, and register the JavaBeans at a later time.

If you wish to go ahead and register the JavaBeans now, click OK.

Server Busy

The server application (the source) is currently busy.

Switch To

Switch to the busy application to see what's causing the conflict.

Retry

Try the command again. The server application may only be momentarily busy.

Cancel

Skip the link.

Server Not Found

The server application cannot be found. This situation can occur for a number of reasons, including the following:

- You are using a different machine with a different directory structure, and the server application does not exist on this machine.
- The application that opens the object cannot be found because it has been moved or deleted.
- The server application is on another machine, and the network is down. Contact your network administrator.

Server Not Registered dialog box

You are activating an embedded or linked object on a machine that does not recognize the application used to create the object.

For example, if you create a Word Pro document containing an embedded 1-2-3 file, then open the document on a machine that has Word Pro but has a spreadsheet other than 1-2-3, you cannot activate the embedded 1-2-3 file.

Depending on the other spreadsheet, you may be able to change the type of the embedded file to the other spreadsheet type using the Convert dialog box.

Update Now dialog box

You tried to update a link and the source file cannot be found. This situation can occur for a number of reasons, including the following:

- The source file no longer exists.
- The source file was moved to a different location.
- Your file was created on another computer, and the source file for a link does not exist on this computer.

Yes

Change the link's source.

Skip

Skip this link, but continue updating any other selected links.

Cancel

Stop updating.