

### **Add to Menu dialog box**

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

For example, if you frequently create and embed Freelance Graphics presentations into your 1-2-3 files, you can use Add to Menu to add "Freelance Presentation" to the Create menu. The next time you want to create and embed a Freelance Graphics presentation you could simply choose Create - Freelance Presentation.

1. Choose Create - Object.
2. Click Add to Menu.
3. Select the object(s) you want to add to the Create menu.
4. Click OK.

**Cannot Create**

The create operation was either canceled, resulted in an OLE server error, or the server did not respond.

- Make sure the server application is installed.
- Check the server application's documentation to make sure that it supports OLE 2.
- 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 [Links](#).

## **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.

### **Label**

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

**Confirm Break**

You chose to break a link.

**OK**

A broken link contains the last updated view of the data but no longer updates. 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 2, 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. 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 display as icons.

### **Create Object dialog box**

You can create an object or file using another application but embed (store) the object or file **in** your current file. Also, you can link to an object **from** your current file.

For example, you write a letter in Word Pro, and you want to include a Freelance Graphics flow chart to illustrate some key points. In this case, because you are creating a new object, you choose Create New and select "Freelance Presentation."

If you already created a Freelance Graphics presentation and want to embed a copy of the whole file in your Word Pro letter, you choose Create from File and select the file.

You can also create a link to the Freelance Graphics presentation. This way, you would always see the latest version of the presentation.

### **Create a new object**

To embed a new object in your current file, select Create a new object and select the object type.

### **Create an object from file**

To embed a whole file (that already exists), select Create an 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.

### **Create a new control**

Some applications allow you to add an OLE control to the list of available objects. If this option appears in your application's Create Object dialog box, select it, click Add a control, and select the OLE control you wish to add.

### **Display as icon**

To display the object as an icon, 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 display as icons.

## **Edit Link dialog box**

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

### **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 create an object or file using another application but embed (store) the object or file **in** your current file. Also, you can link to an object **from** your current file.

For example, you write a letter in Word Pro, and you want to include a Freelance Graphics flow chart to illustrate some key points. In this case, because you are creating a new object, you choose Create New and select "Freelance Presentation."

If you already created a Freelance Graphics presentation and want to embed a copy of the whole file in your Word Pro letter, you choose Create from File and select the file.

You can also create a link to the Freelance Graphics presentation. This way, you would always see the latest version of the presentation.

## **Create a new object**

To embed a new object in your current file, select Create a new object and select the object type.

## **Create an object from file**

To embed a whole file (that already exists), select Create an 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.

## **Display as icon**

To display the object as an icon, 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.

**Link Source Changed**

You changed the source file for a link. However, there is at least one other link that still points to the previous source file.

**Yes**

Change all other links as well.

**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 machine and the source file does not exist on this machine.

### **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 [Links](#).

## **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 a link's update mode, update a link, edit the data behind a link, change the source for a link, and break a link from the Manage Links dialog box.

### **Changing a link's update mode**

When you create a link, your application sets its update mode to Automatic. Such links are updated whenever the document is opened or whenever the setting for the link's source is changed.

Use Manual update mode to control when your data is updated, for example, when you 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 linked object and click Break Link. A broken link contains the last updated view of the data but no longer updates.

## **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 linked object and click Break Link. A broken link contains the last updated view of the data, but no longer updates.

## **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.

To use Paste Special, you first save the source file, select the object, 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 is displayed 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 is displayed 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 display as icons.

**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 can change the embedded file's type to the other spreadsheet's 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 machine, and the source file for a link does not exist on this machine.

**Yes**

Change the link's source.

**Skip**

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

**Cancel**

Stop updating.

