Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

LEARNING ACTIVITY SHEET
INFORMATION AND COMMUNICATION TECHNOLOGY-ILLUSTRATION
SP-ICT (Specialization)
Fourth Quarter, Week 4

Name of Learner: _____ Date: _____

Grade Level & Section: _____

Object Linking and Embedding Modification

BACKGROUND INFORMATION FOR LEARNERS

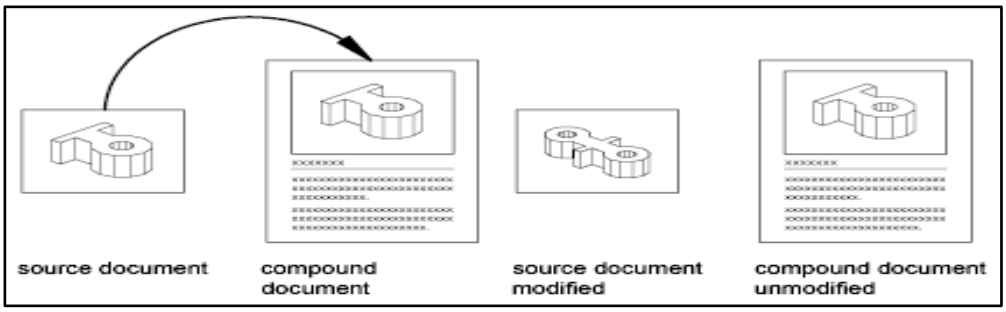
Object linking and embedding (OLE) is a way to use information from one application in another application. To use OLE, you need both source and destination applications that support OLE.

Both linking and embedding insert information from one document into another document. Also, both linked and embedded OLE objects can be edited from within the destination application. However, linking and embedding store information differently.

The relationship between embedding and linking is similar to that between inserting a block and creating an external reference.

Embed Objects

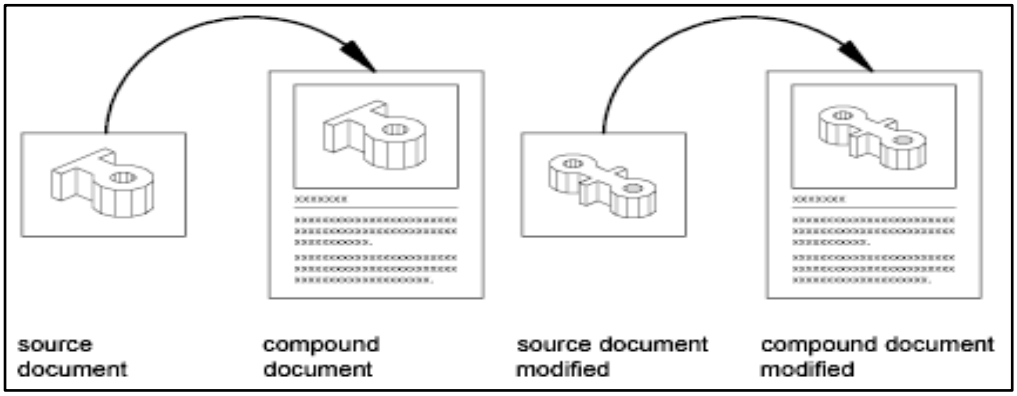
An embedded OLE object is a copy of information from another document. When you embed objects, there is no link to the source document and any changes made to the source document are not reflected in destination documents. Embed objects if you want to be able to use the application that created them for editing, but you do not want the OLE object to be updated when you edit information in the source document.



Link Objects

A linked object is a reference to information in another document. Link objects when you want to use the same information in more than one document. Then, if you change the original information, you need to update only the links in order to update the document containing the OLE objects. You can also set links to be updated automatically.

When you link a drawing, you need to maintain access to the source application and the linked document. If you rename or move either of them, you may need to re-establish the link.



Control the Plot Quality of OLE Objects

OLE objects are treated as raster objects when a raster plotter is used. Because large, high-resolution, color-rich rasters can be expensive to plot, you can set the OLEQUALITY system variable to control how each OLE object is plotted. The default setting, Automatically Select, assigns a plot-quality level based on the type of object. The higher the plot-quality setting, the more time and memory are used to plot.

You can also adjust OLE plot quality in the Plotter Configuration Editor. The Graphics option displays a Raster Graphics dialog box with a slider that controls OLE plot quality.

Object Linking and Embedding (OLE)

The following instructions will guide you through the process of inserting files from other windows applications into your drawing. For example, you can insert construction notes created in MS Word into the drawing, or insert a quantities list from MS Excel. If the notes are in a file saved on your computer then you are able to create the OLE from that particular file or you can start a new document. These instructions will be all AutoCad functions and Carlson Software is not needed to perform the following instruction. The modules are displayed as {AutoCad}, main menus are displayed as [Insert], and submenus and menu commands are displayed as <OLE Object>. The instructions below assume all aspects are drawing have been completed.

- **Inserting an OLE from a New File**

1) In AutoCad, once the drawing has been completed click on the layout tab that will contain the title block that will have the OLE's.

2) Insert OLE into the titleblock: {AutoCad} [Insert] → <OLE Object…>.

3) The "Insert Object" dialog box opens. There are two options to choose from, "Create New" and "Create from File".

a. Create New: The user can select from a list of window applications loaded on their computer.

b. Create from File: The user can select the file that they want to put in the drawing. If this option is chosen, the user has the opportunity to link the embedded file back to the original document. The purpose of this function would be if you have a standard drawing and the notes have been updated, the notes on the drawing will be updated automatically.

4) Choose the "Create New" option and select the desired windows application to be used then click "OK"

5) The application that was selected is now open on the screen. The user can begin typing creating the document. If this is a document that will be used again in the future, save the document as you would save any other document. Once the document is complete, do a final save. Make a note of the margin width across the top of the page and if you are working with multiple pages pay attention to the margins to the left of the page. (Note: The document does not need to be saved to create the OLE Object.)

6) If you are working in MS Word and have multiple pages you have to adjust your page size accordingly if you want all of you material in the document to be included in the OLE object. Change the length of your page size to accommodate the material on the second page.

7) Once the document is complete and you are ready to insert it into the drawing, hit the red "X" in the upper right corner of the application to close it.

8) Now, AutoCad reappears on the screen with document taking up most of your layout.

9) To change the size of the document to meet the text size in the Maryland CAD standards, left click on the edge of the OLE object.

10) Once the object has been selected go to properties.

11) Under properties you have three tabs, General, Geometry, and Misc. Go under the Geometry tab and change the width of the OLE to the width that you noted at the top margin when you created the document. (i.e., if the top margin was measured at 6 inches, type 6 in the width box.)

12) Now the OLE is proportional to the rest of the text drawn in AutoCad.

13) Use the AutoCad move command to maneuver the OLE to the desired location.

- **Inserting an OLE from an Existing File**

1) Repeat steps 1 – 3 from the instructions above.

2) Choose the "Create from File" option.

3) Click the “Browse” button and navigate to the location of the file that is to be inserted into the drawing.

4) Once the file is located, click on it and click “OK”.

5) If desired you can check the button to link the file to the drawing in case the notes are updated in the future. Click “OK” when done.

6) Double click on the inside of the OLE object to open it. Once the document opens, look to see what the width of the margins are across the top are measured at.

7) Hit the red “X” in the upper right corner of the application to close it.

8) Repeat steps 9 -13 from the instructions above.

- **Inserting an OLE Object with the Copy and Paste Function**

1) In AutoCad, once the drawing has been completed click on the layout tab that will contain the titleblock that will have the OLE’s.

2) Shrink down the AutoCad window and open the document that you are copying the data from.

3) Once the document is opened, highlight the information that is going to be included in the OLE. Then, right-click and select copy.

4) Shrink down the document file and enlarge the AutoCad window.

5) Once the AutoCad window is on the screen again, make sure that you are in paperspace.

6) In paperspace, right –click and click the paste option.

7) Click the location for the OLE object to be placed. You are clicking for the lower left corner of the object.

LEARNING COMPETENCY

Object Linking and Embedding Modification

ACTIVITIES

Activity 1

Identifications

Directions. Identify the following and write your answer in a one whole sheet of paper.

1. is a way to use information from one application in another application.
2. is a copy of information from another document.
3. is a reference to information in another document.
4. are treated as raster objects when a raster plotter is used.
5. displays a Raster Graphics dialog box with a slider that controls OLE plot quality.

Activity 2

Directions: Fill in the blank. Compete the following instructions by the writing the appropriate words in a one whole sheet of paper.

- Inserting an OLE from a New File

1) In AutoCad, once the drawing has been completed click on the _____that will contain the title block that will have the OLE's.

2) Insert OLE into the_____: {AutoCad} [Insert] → <OLE Object…>.

3) The _____ dialog box opens. There are two options to choose from, "Create New" and "Create from File".

4) Choose the _____ option and select the desired windows application to be used then click "OK"

5) Once the document is complete and you are ready to insert it into the drawing, hit the red _____ in the upper right corner of the application to close it.

6.) To change the size of the document to meet the text size in the Maryland CAD standards, _____ on the edge of the OLE object.

7) Under properties you have three tabs, _____, 8) _____, and 9)_____ under the Geometry tab and change the width of the OLE to the width that you noted at the top margin when you created the document. (i.e., if the top margin was measured at 6 inches, type 6 in the width box.)

- Inserting an OLE from an Existing File

10) Choose the _____ option.

11) Click the _____ button and navigate to the location of the file that is to be inserted into the drawing.

12) _____ on the inside of the OLE object to open it. Once the document opens, look to see what the width of the margins are across the top are measured at.

- Inserting an OLE Object with the Copy and Paste Function

13) _____ the AutoCad window and open the document that you are copying the data from.

14) Once the document is opened, _____ the information that is going to be included in the OLE. Then, right-click and select copy.

15) Once the AutoCad window is on the screen again, make sure that you are in _____.

REFLECTION: Write your answer in a one whole sheet of paper.

Why it is important to follow the instructions or steps orderly?

REFERENCES:

https://knowledge.autodesk.com/support/autocad/learn-explore/caas/CloudHelp/cloudhelp/2019/ENU/AutoCAD-Core/files/GUID-8D74BAD2-B564-4C7C-A732-8AB0FC271155-htm.html#:~:text=Object%20linking%20and%20embedding%20is,one%20application%20in%20another%20application.&text=Both%20linking%20and%20embedding%20insert,from%20within%20the%20destination%20application.

https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs144p2_025019.pdf

https://docs.bentley.com/LiveContent/web/MicroStation%20Help-v12/en/GUID-9FAD7DE4-64AA-EC66-A63C-3F0250910784.html

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