# GSD. Word – How to Insert Image Object in Microsoft Word 2016

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General Information:

Possible symptoms/errors:

How to Insert Image Object in Microsoft Word 2016.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

User can insert variety of object (such as PDF file, Excel charts or worksheets or PowerPoint presentations) into Word document or e-mail message by linking or embedding them. But sometimes users encounter an error message (shown below) when trying to do this process. The steps below will help them to resolve this issue.

Details:

1. In Word document, advise the user to click on the  Insert tab then select  Object > Object...

2. Under Create New tab, ask them to select Package  then click OK.

3. Tell the user to click on Browse.

4. Ask the user to browse the file they would like to insert in Word, then to select it and to click Open.

5. Ask them to click Next.

6. Advise the user to label the file that will be inserted in Word and click Finish.

7. File will now be inserted as shown below.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A