

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 titleblock 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.