EXAMPLE 8 How to Link Figures.

To link the figures:

- Go to the 'Insert' tab on the top ribbon in Word;
- Click the drop-down menu under 'Pictures', and choose 'This Device'

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- Select the file path, and choose the figure file to be inserted.
- From the drop-down menu under 'Insert', choose 'link to file'

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If the figure is not visible, choose 'Insert and Link' instead. Note that this can increase the overall file size of the deliverable.