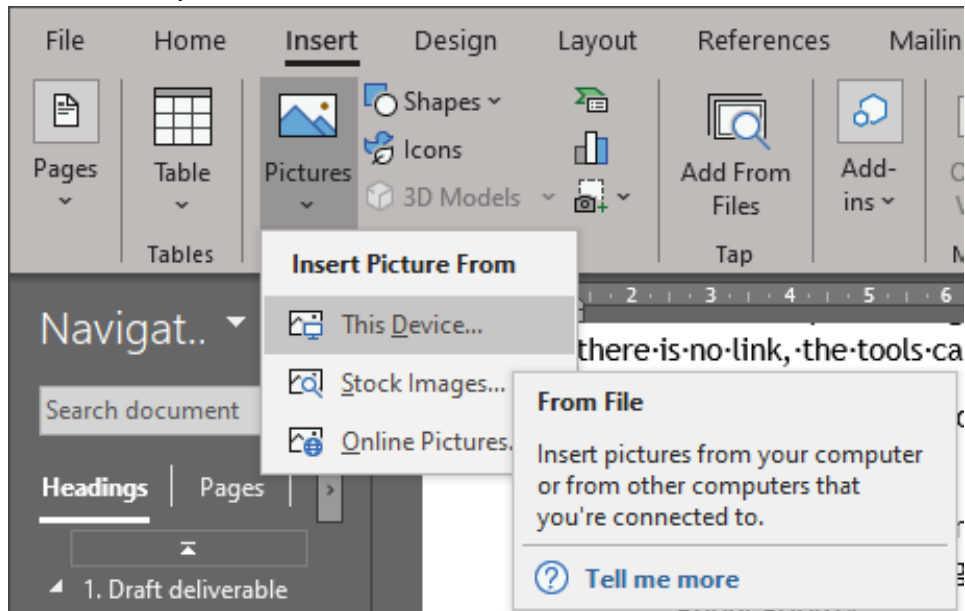


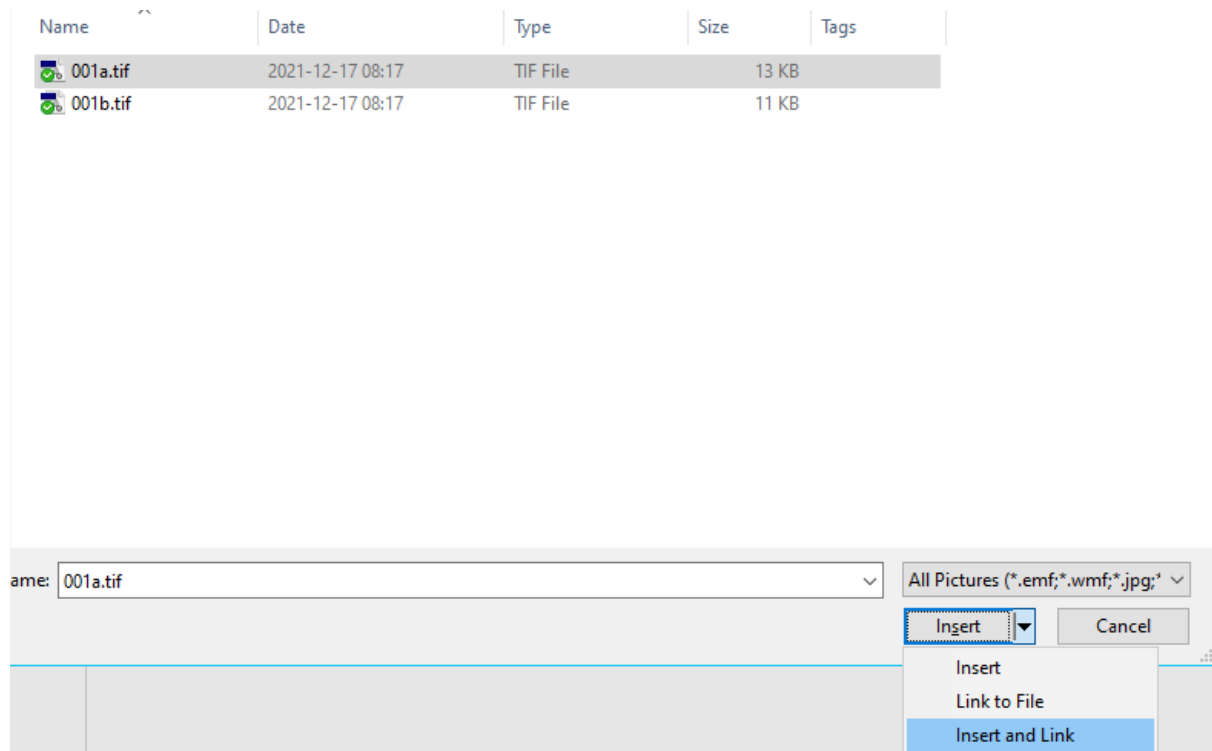
EXAMPLE 7 How to Insert and Link Figures.

To insert and 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'



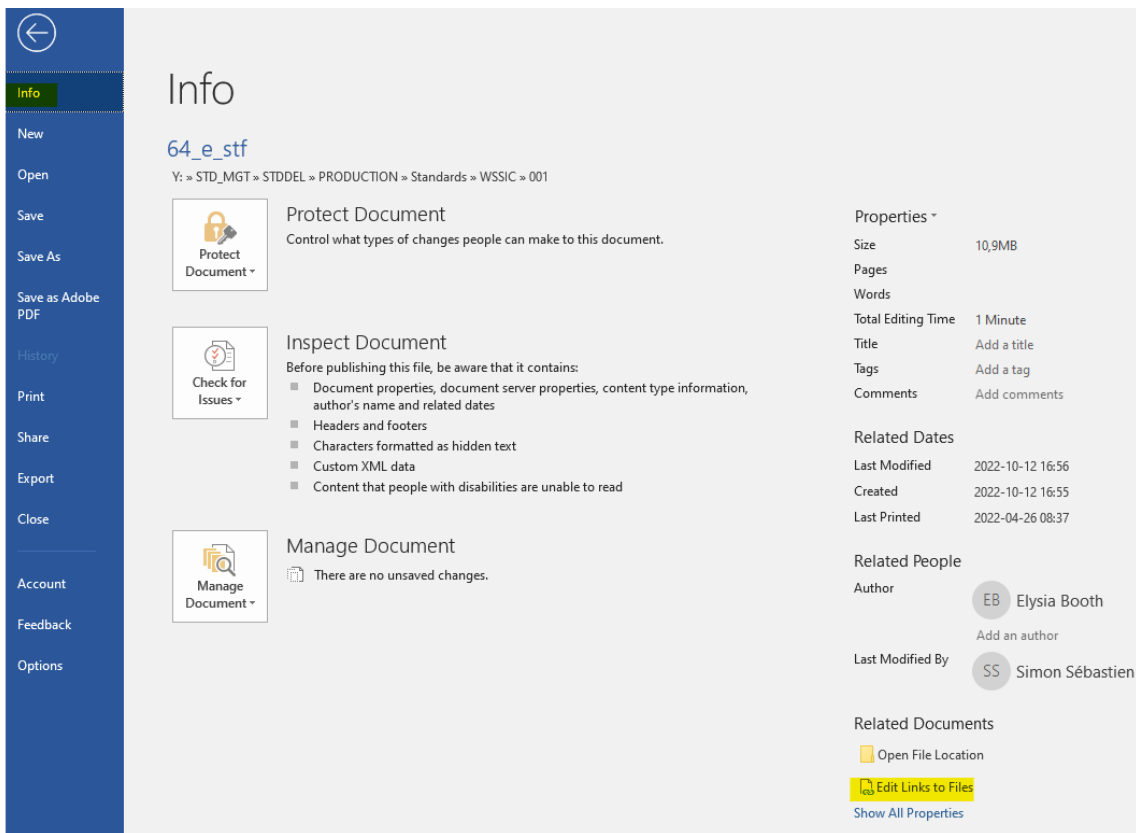
- Select the file path, and choose the figure file to be inserted.
- From the drop-down menu under 'Insert', choose 'Insert and Link'



Ensure that the box “Save picture in document” (“Edit Links to Files” window) is ticked, otherwise the links will be considered broken by the Image Quality Check. See below for instructions

To check if figures are linked within a document:

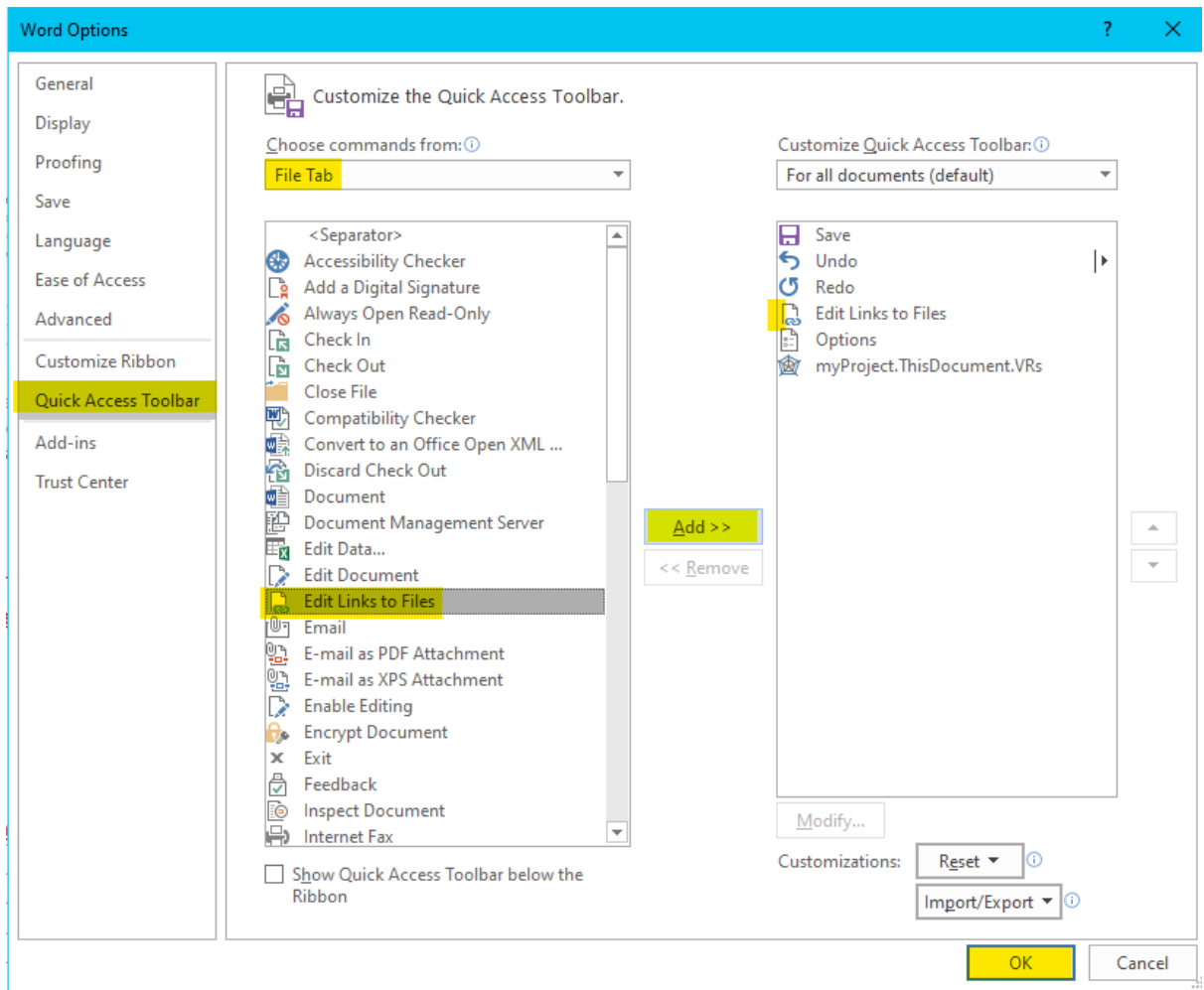
- Go to “File” tab on the top ribbon in Word
- Click on “Info”, then “Edit Links to File”








This option can also be added within the Quick Access Toolbar, so that it appears on top of the top ribbon in Word:



- Go to “File” tab on the top ribbon in Word, then click on “Options” and the following pop-up window will appear
- Click on “Quick Access Toolbar”
- Select “File Tab” from the “Choose commands from” dropdown-menu
- Select “Edit Links to Files”
- Click on “Add”
- Ensure that “Edit Links to Files” appears on the right panel
- Click OK

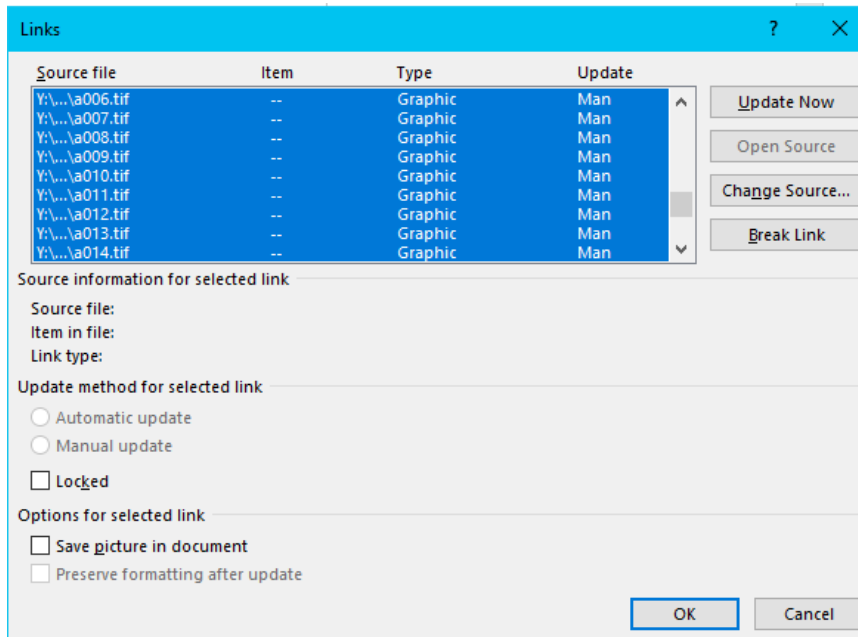


By having this option added in the Quick Access Toolbar, one can immediately notice if items are linked within the Word document:

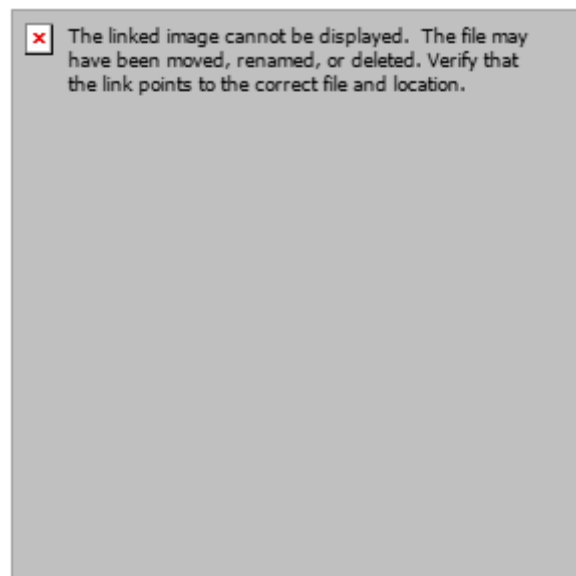
Linked	Not linked
<div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>Related Documents</p> <ul style="list-style-type: none">  Open File Location  Edit Links to Files Show All Properties </div>	<div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>Related Documents</p> <ul style="list-style-type: none">  Open File Location Show All Properties </div>
or	or
	

When a Word document contains many figures, its size increases which can impact the reactivity of the Word document. In order to avoid this:

- Insert and link all the figures in the document
- Go to “Edit Links to Files”
- Select all the figures (click on the first figure, hold the “Shift” key on your keyboard, scroll to the bottom and click on the last figure)
- Untick “Save Picture in document”
- Click “OK”

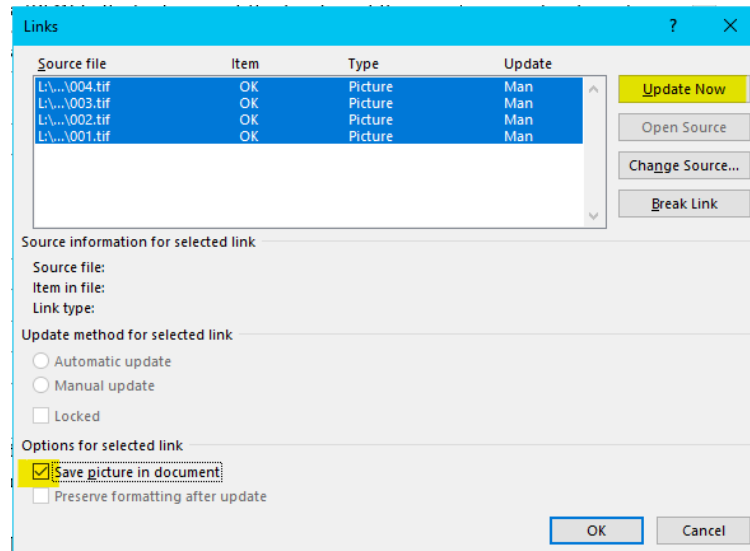


This will keep the links to the figures, but not save them within the document which might result in the figures not “showing”, and instead appearing as follows:



It is therefore mandatory (before submitting the files via the Submission Interface) to repeat this operation backwards:

- Go to “Edit Links to Files”
- Select all the figures (click on the first figure, hold the “Shift” key on your keyboard, scroll to the bottom and click on the last figure)
- Tick “Save Picture in document”
- Click “Update Now”
- Click “OK”



Another alternative would be to draft the document entirely and only insert and link the figures at the very end. However, as this can lead to an oversight of inserting the figures, it is not recommended.