

Attach document to word file - Attach file in word

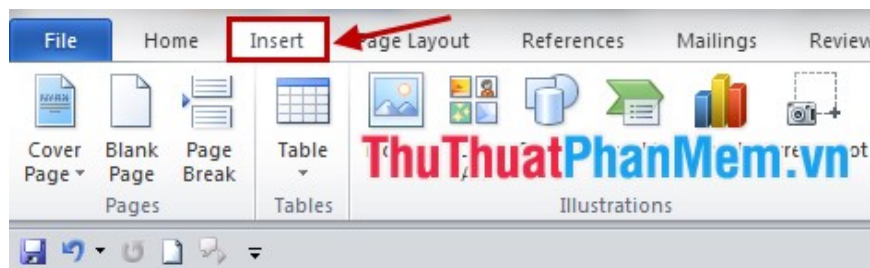
Attach document to word file - Attach file in word. The following article shows you how to attach files to Word.

Sometimes you need to insert another Word file into the Word file you are editing, so when you need you just double click on the file to be able to open that file.

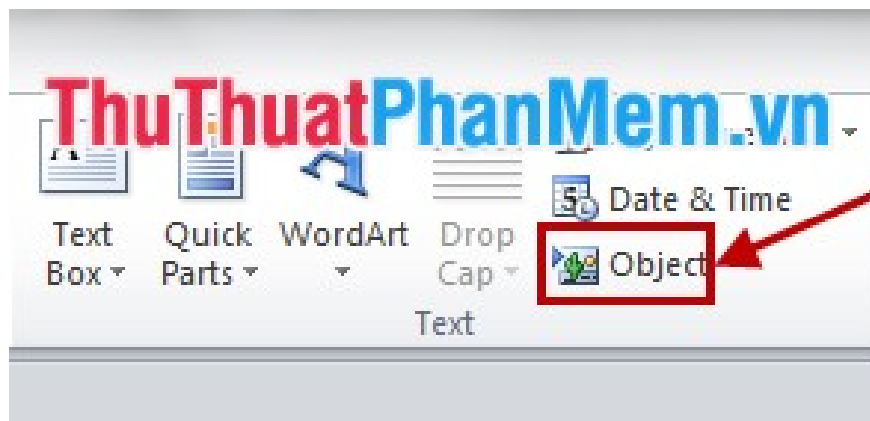
Attaching files to Word not everyone knows how to do it, for those of you who have not learned much about Word, you will not pay attention to this.

To help you, the following article shows you how to attach files to Word.

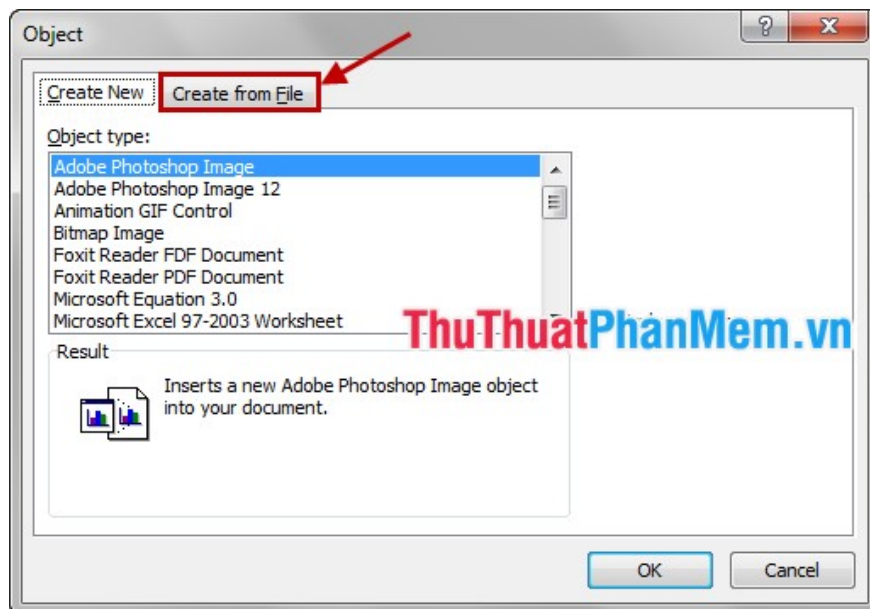
Step 1: Open the Word document you need to attach another file, on the Ribbon, select **Insert** .



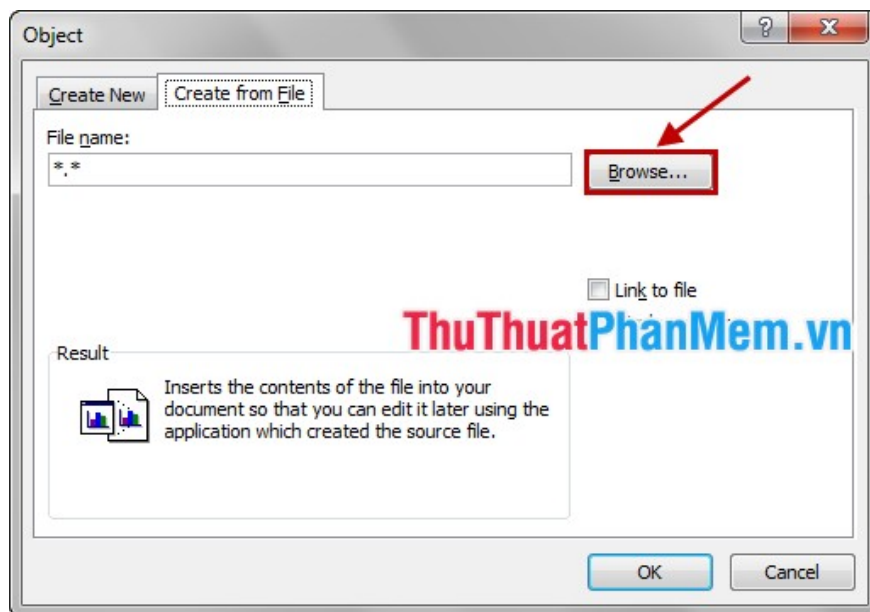
Step 2: In the **Text** section of the **Insert** tab, select **Object** .



Step 3: In the **Object** dialog box, select the tab **Create from File** .

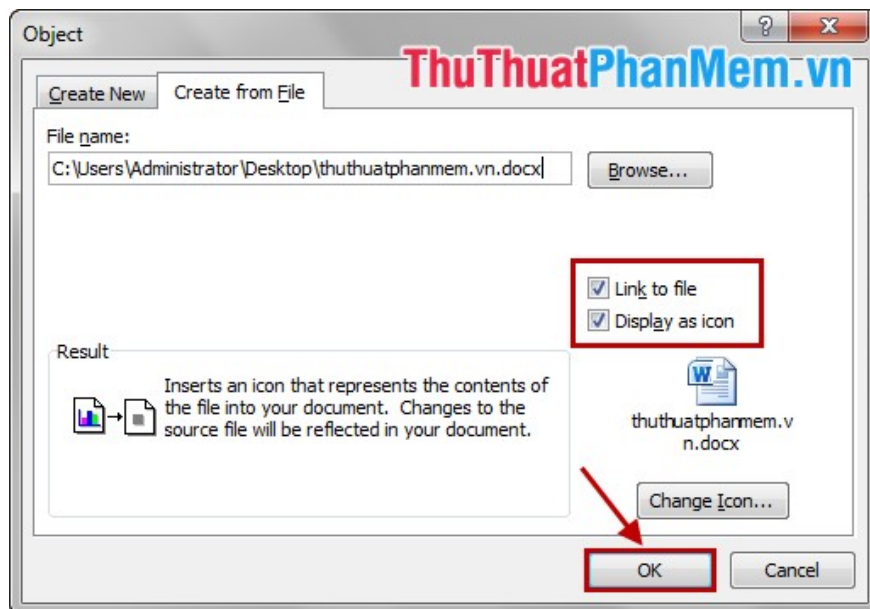


Step 4: Click **Browse** to select the file you want to attach.



Step 5: After selecting the files to attach, you tick the *Link to file and Display as icons* to display the link and the icon of the attachment.

Finally click **OK** to finish.



So you have successfully attached the file, the icon and the link of the attachment will be displayed in Word.



To move, you just need to hold and click on the file icon and drag it to the desired location. If you want to open the file, just double click on the file icon will open the file.

The article showed you how to attach files to Word, you can attach necessary files to your Word documents. So you can send a Word file and enclose the attached files inside with lots of content. Good luck!

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