

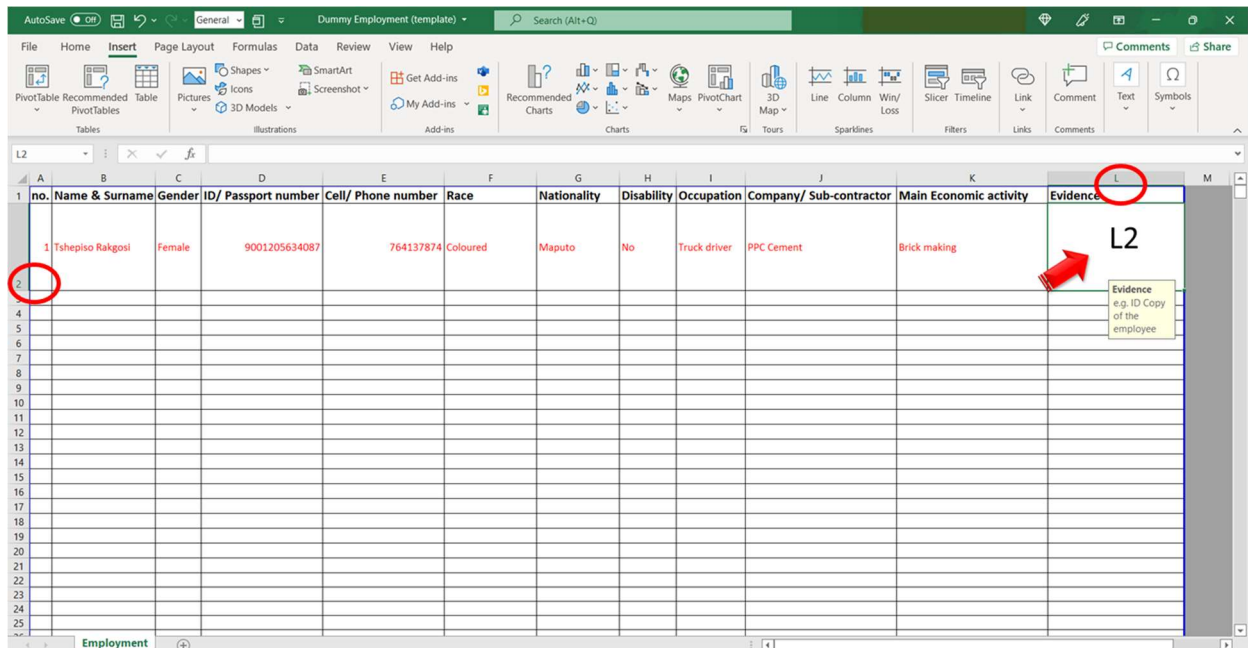


## How to insert an object onto an Excel Spreadsheet:

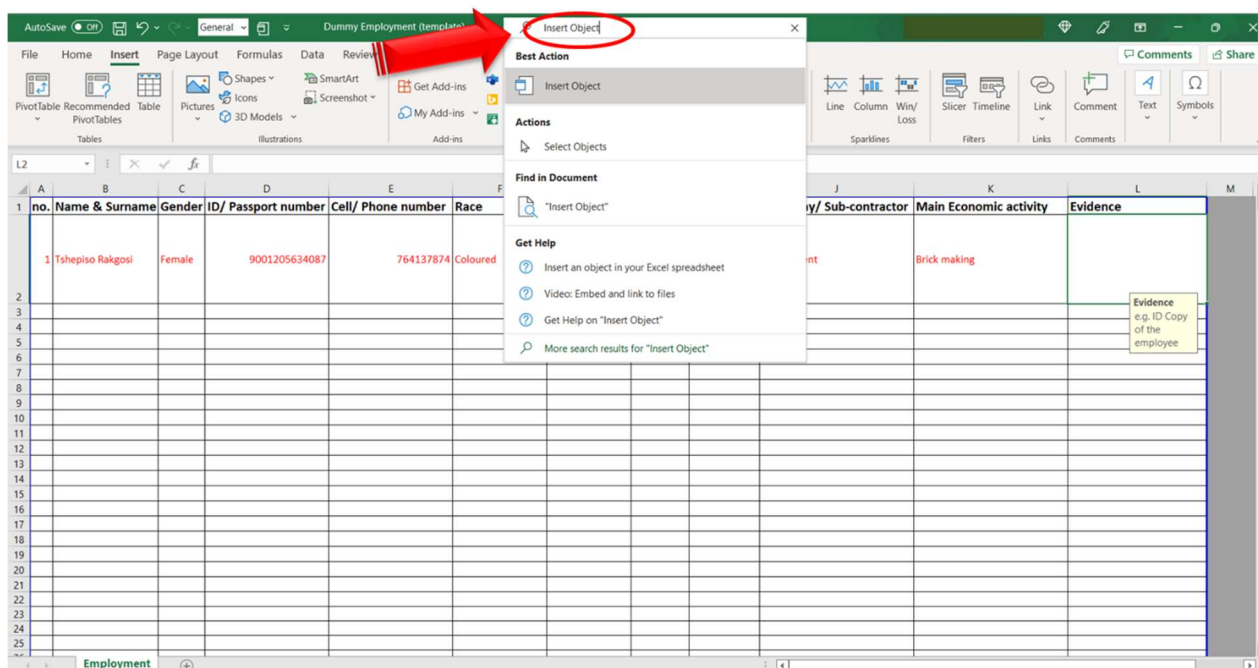
Please follow the following steps:

**Step 1:** Click on Cell on spreadsheet where the document tab must be indicated when inserted.

(Example Row 2 column L) **L2**

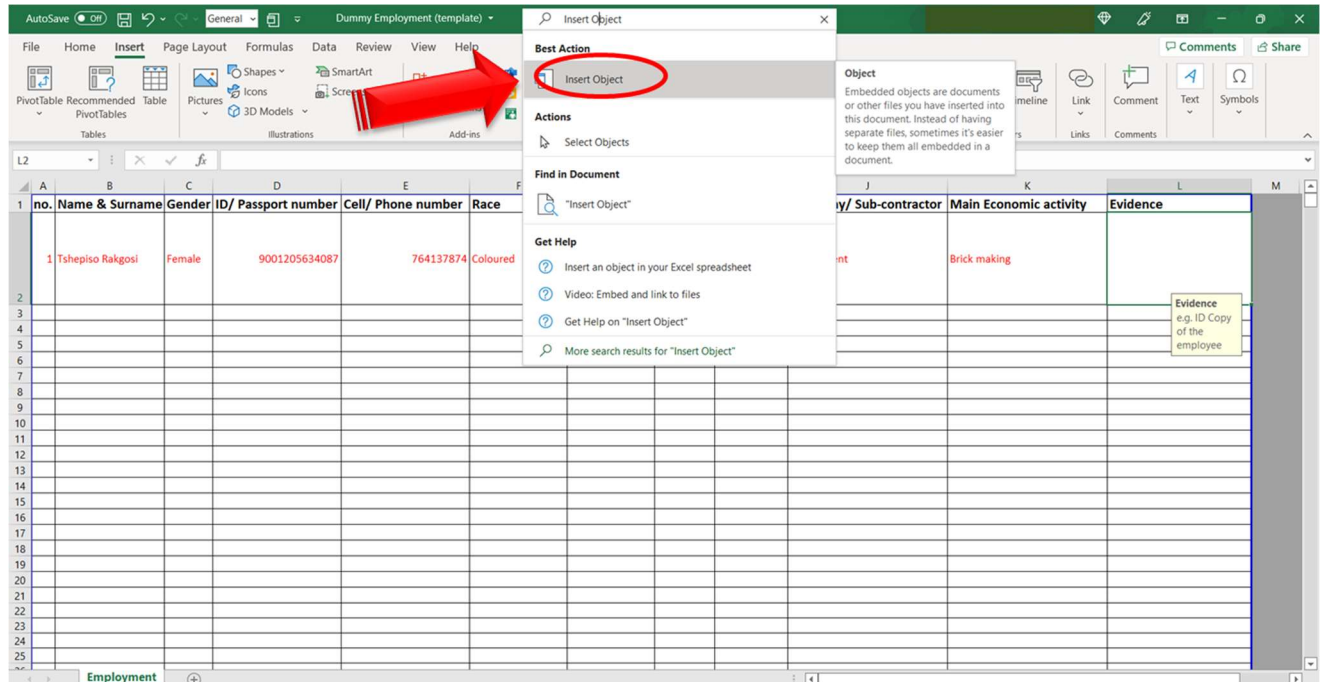


**Step 2:** Type in the help box the following: "Insert Object"

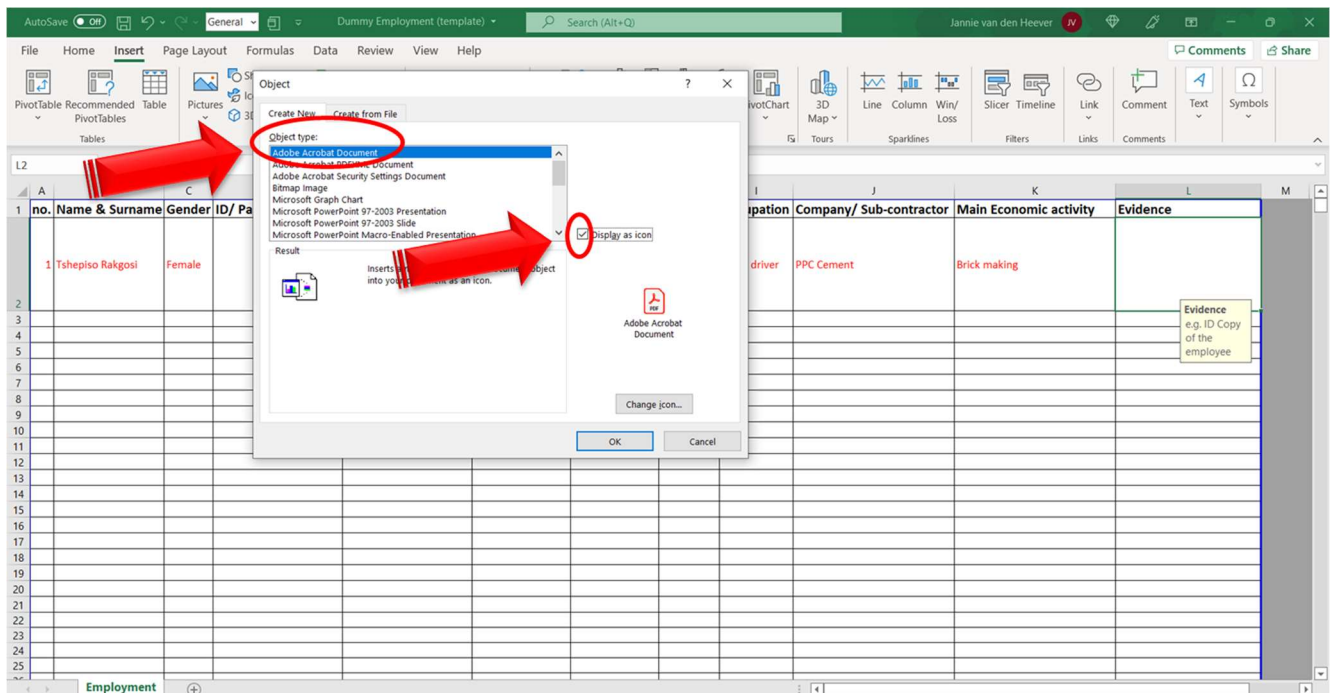




### Step 3: Select the option: “Insert Object”

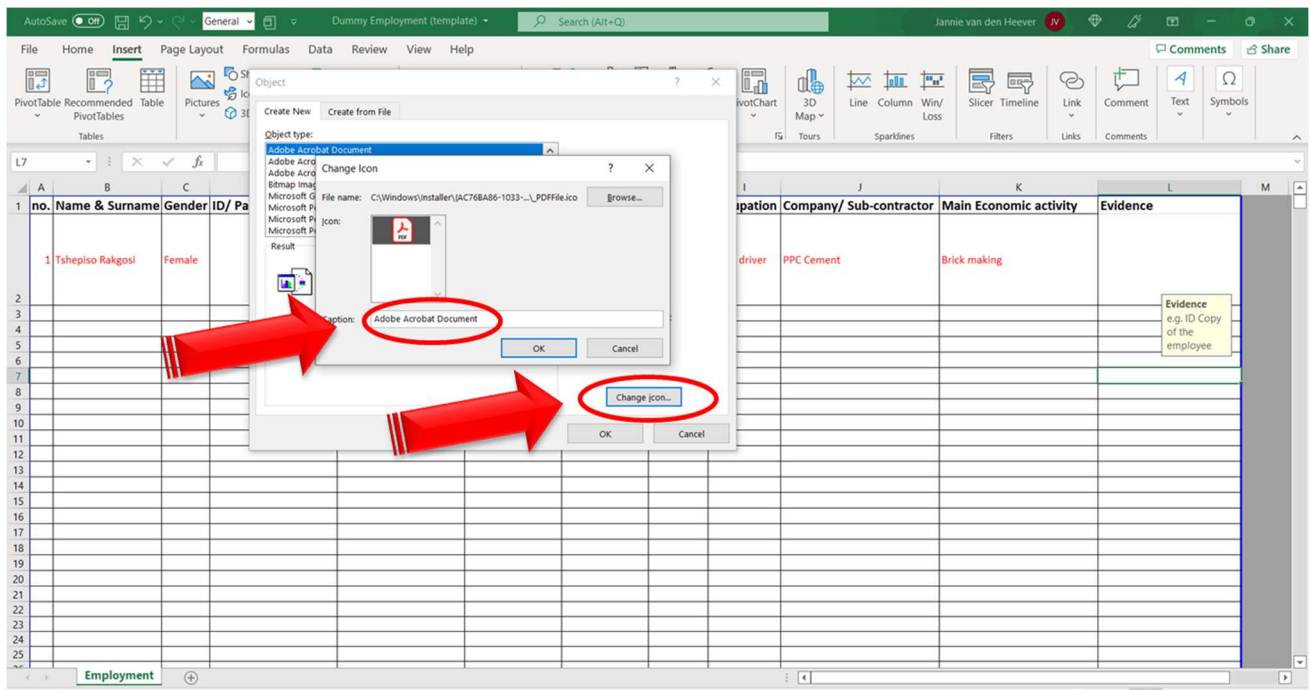


### Step 4: Click on the tick box in order to select the “Display as Icon” and ensure that the: Object Type: is “Adobe Acrobat Document”

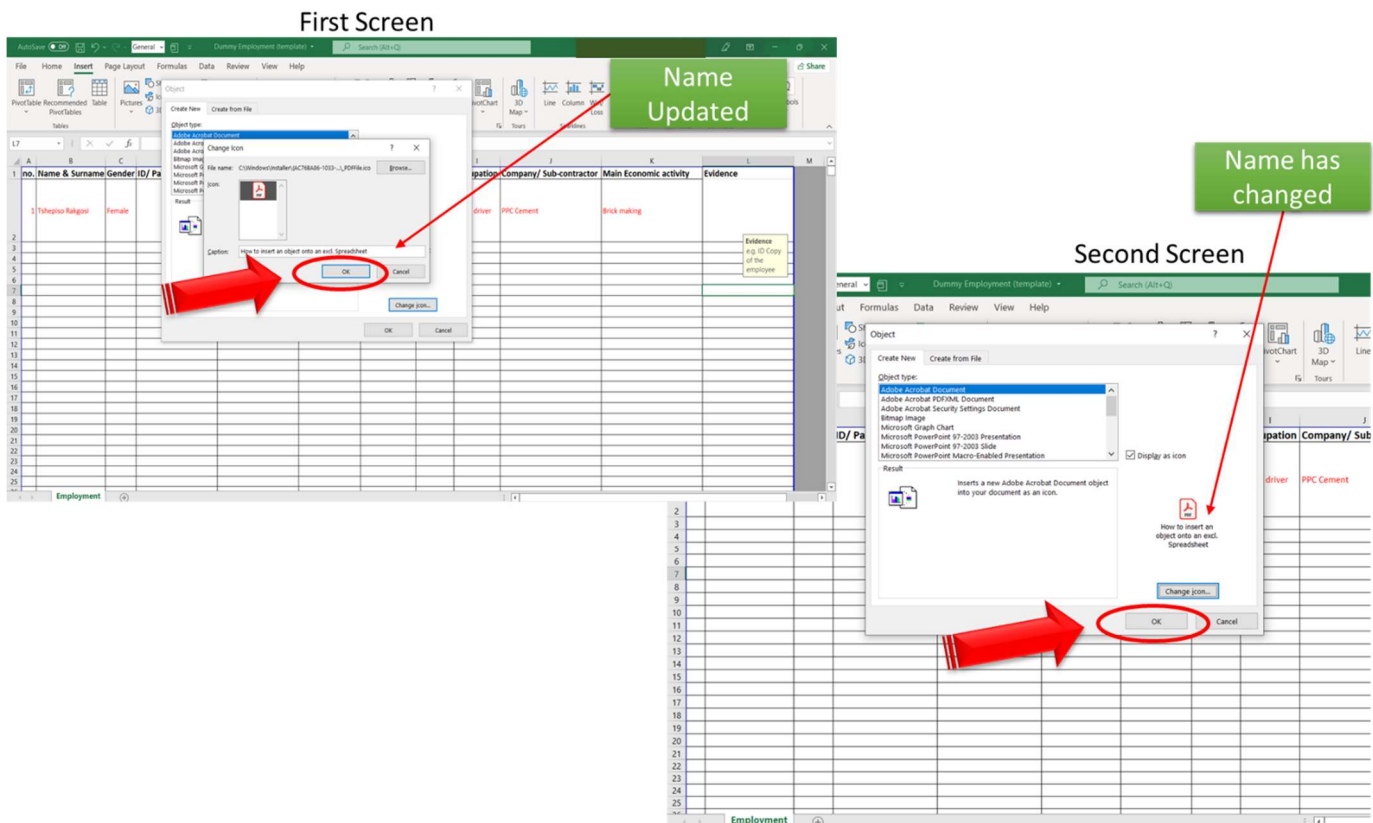




**Step 5:** Click on “Change icon” and capture the name of the PDF document you want to insert as an object. In this case the document name is: “How to insert an object onto an excl. spreadsheet”.

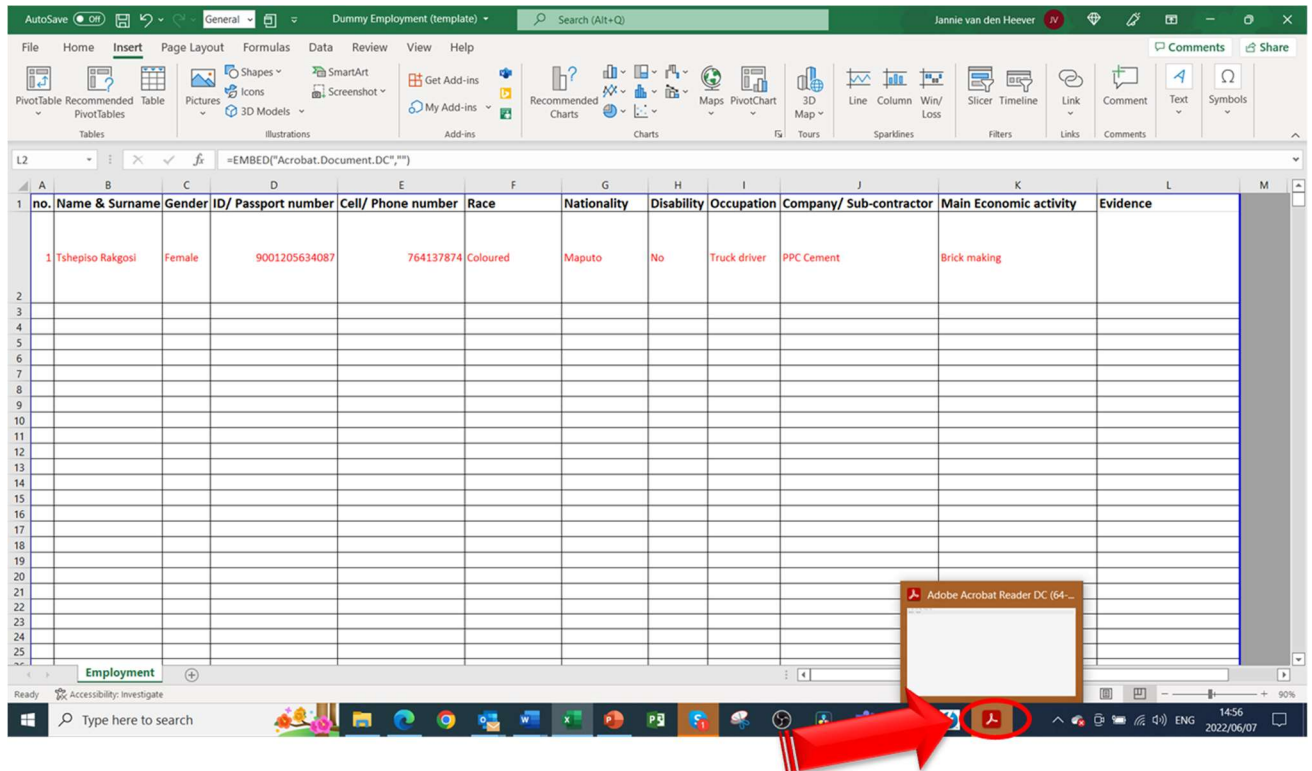


**Step 6:** After updating the name click on “OK” and click again on “OK” on the next screen.

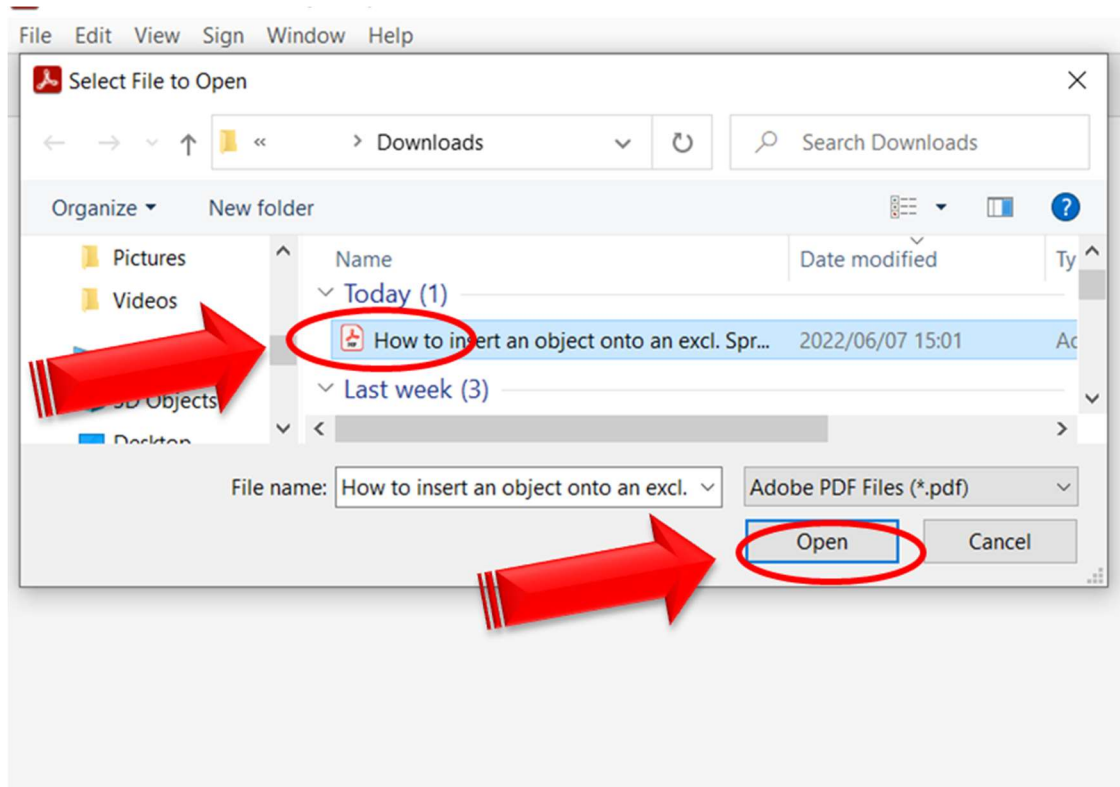




**Step 7:** On the right bottom of the screen an Adobe Acrobat Icon will flash. Click on the icon.



**Step 8:** Select document for upload on your explorer and click on open.





**Step 9:** Review to confirm that the correct document has been selected for upload. Close document by clicking top right of the screen the “X” to close.

**How to insert an object onto an excl. spreadsheet:**

Please follow the following steps:

Step 1: Click on Cell on spreadsheet where the document tab must be shown when inserted.  
(Example Row 2 column L) **L2**

Step 2: Type in the help box the following: "Insert Object"

no.	Name & Surname	Gender	ID/ Passport number	Cell/ Phone number	Race	Nationality	Disability	Occupation	Company/ Sub-contractor	Main Economic activity	Evidence
1	Tshepiso Rakgosi	Female	9001205634087	764137874	Coloured	Maputo	No	Truck driver	PPC Cement	Brick making	

**Step 10:** Document icon with name will be displayed in cell L2. Save excl. spreadsheet as normal. If you double click on the document icon the document will open.

no.	Name & Surname	Gender	ID/ Passport number	Cell/ Phone number	Race	Nationality	Disability	Occupation	Company/ Sub-contractor	Main Economic activity	Evidence
1	Tshepiso Rakgosi	Female	9001205634087	764137874	Coloured	Maputo	No	Truck driver	PPC Cement	Brick making	