

Embedding documents into Microsoft Word documents

In the 2023/24 RIF reporting templates, you will see instructions to embed supporting documents e.g.

PROJECT CASE STUDIES

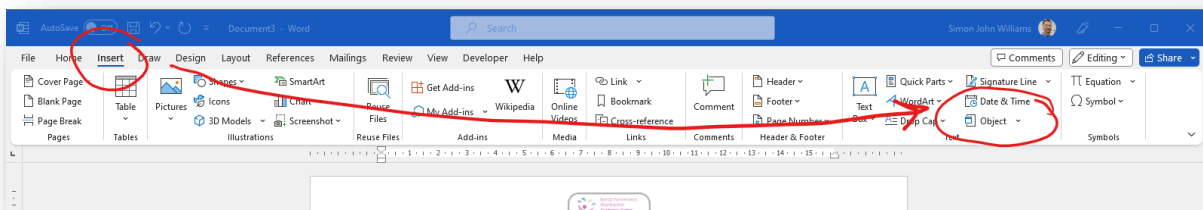
Case studies are required to provide an overview of the service, or an individual's story of their outcomes and experience of using a service within the RPB portfolio. Digital stories/case studies (link to be provided for digital stories)

Regions to use the agreed national project level case study template for written evidence where digital stories are available, with the ambition to bring to life aspects of the project to support impact statements included within the report. Use the links in the headings below to download the template to see the headings for each case study.

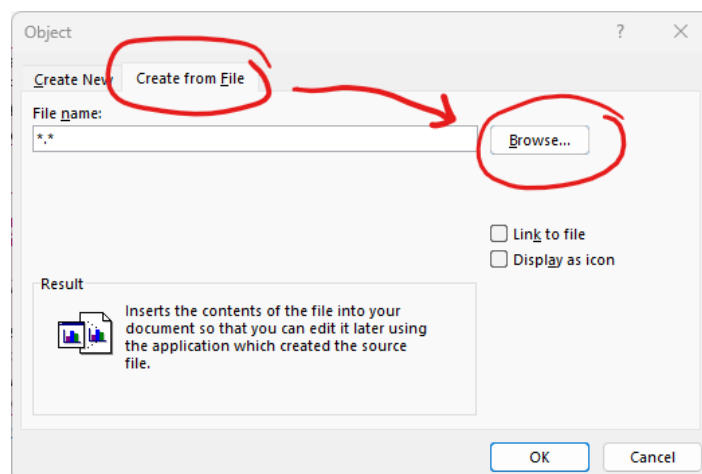
★ Embed the two case studies to support this project here. ★

<u>Service user case study:</u>	<u>System/management case study:</u>

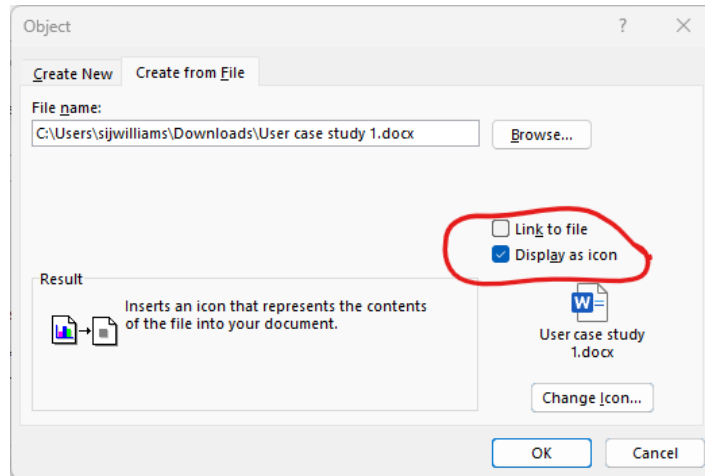
To do this, place the cursor in the required position within the form, then select **Insert** → **Object**




In the window that opens, select **Create from File** then **Browse...** to locate the file on your PC.



Finally tick **Display as icon** then **OK**



The attachment will now be embedded within the form. Repeat for any additional documents to be added.

PROJECT CASE STUDIES	
<p>Case studies are required to provide an overview of the service, or an individual's story of their outcomes and experience of using a service within the RPB portfolio. Digital stories/case studies (link to be provided for digital stories)</p> <p>Regions to use the agreed national project level case study template for written evidence where digital stories are available, with the ambition to bring to life aspects of the project to support impact statements included within the report. Use the links in the headings below to download the template to see the headings for each case study.</p> <p>★ Embed the two case studies to support this project here. ★</p>	
<p>Service user case study:</p>  <p>User case study 1.docx</p>	<p>System/management case study:</p>

Note: Do not submit the report converted to a PDF document, the embedded attachments will not be supported in PDF format and will appear as an image only.