

Impress Guide

Chapter 7
***Including Spreadsheets,
Charts, and Other Objects***

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Using spreadsheets in Impress

A spreadsheet embedded in Impress includes most of the functionality of a spreadsheet in Calc and is therefore capable of performing complex calculations and data analysis. However, if you plan to use complex data or formulas, you are better off performing the necessary operations in a separate Calc spreadsheet and use Impress only to display the embedded spreadsheet with the results.

You may also be tempted to use spreadsheets in Impress for creating complex tables or presenting data in a tabular format. However, the Table Design feature (described in Chapter 3) is often more suitable and faster.

Inserting a spreadsheet

To add a spreadsheet to a slide, select the corresponding layout in the list of predefined layouts in the Tasks pane.

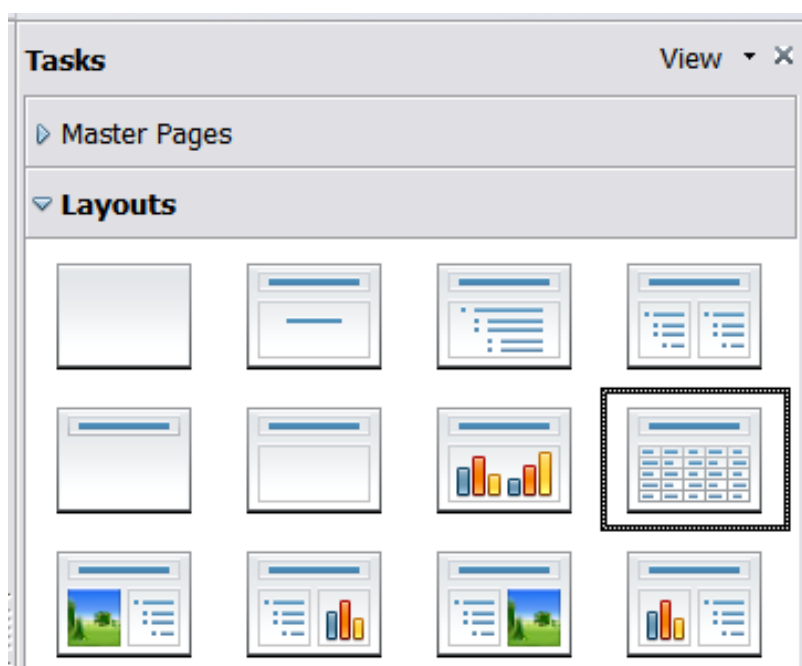


Figure 1: The spreadsheet layout in the Tasks pane

This inserts a placeholder for a spreadsheet in the center of a slide, as shown in Figure 2. Double-click inside the frame to enter the edit mode, shown in Figure 3, where you can insert data and modify the formatting of the spreadsheet. See “Entering data” and “Formatting spreadsheet cells” both on page 8.

It is also possible to insert a spreadsheet as an OLE object as described in “Inserting other objects” on page 21.

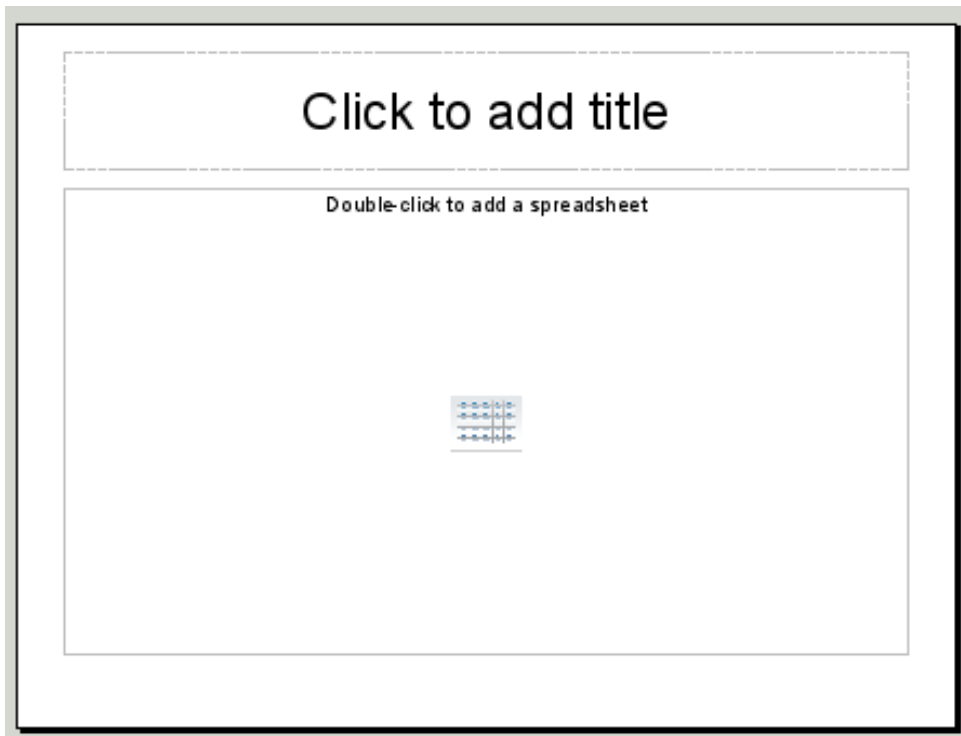


Figure 2: A slide ready to host a spreadsheet

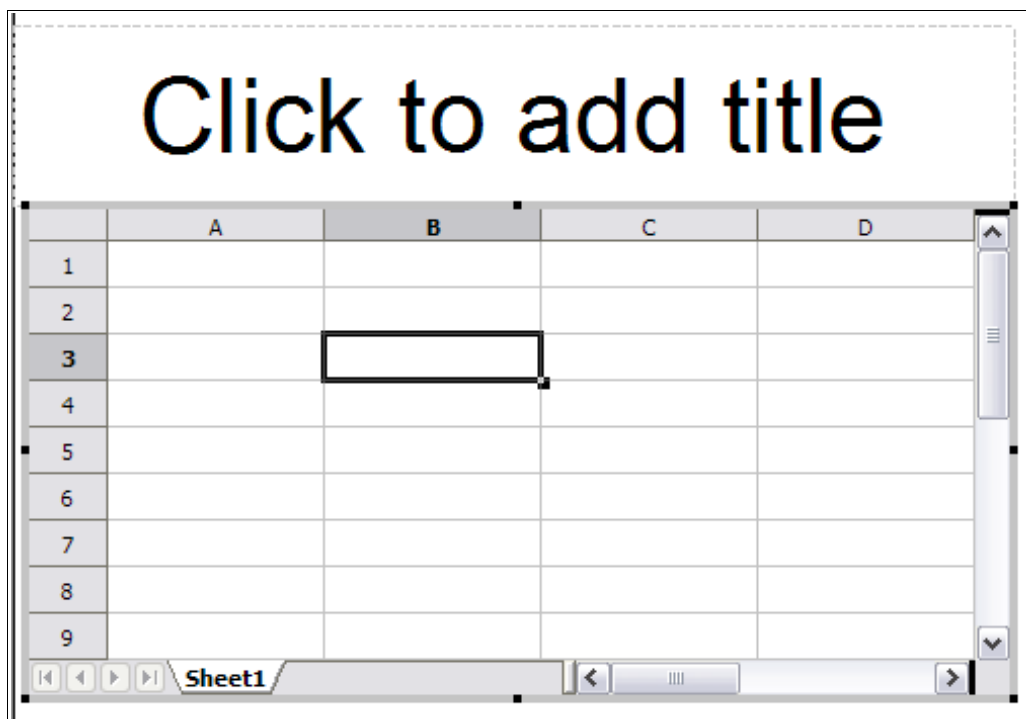


Figure 3: A spreadsheet in edit mode. Note the active cell and the small black resizing handles on the gray border

When editing a spreadsheet, some of the contents of the main menu bar change, as does the Formatting toolbar (see Figure 4), to show entries and tools that support working with spreadsheets.

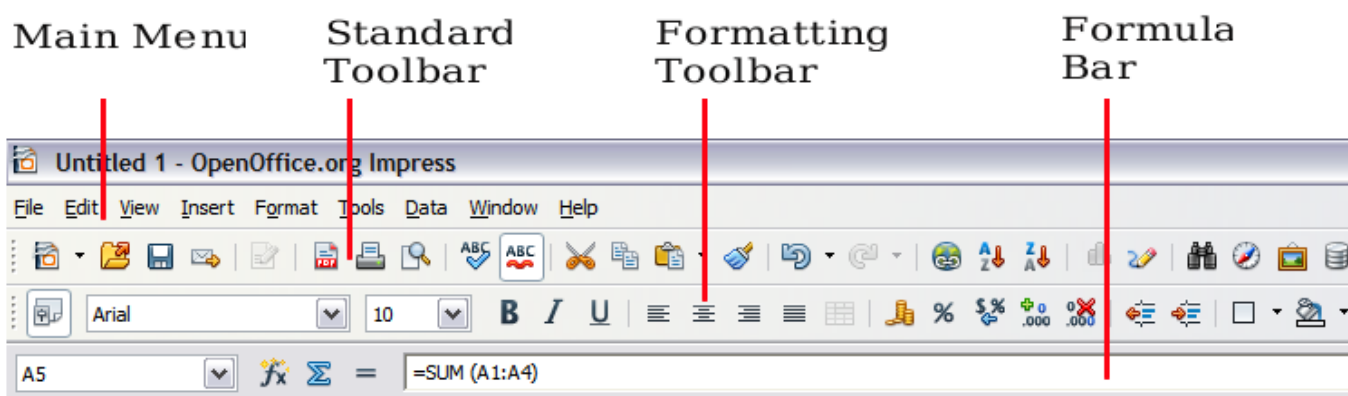


Figure 4: The menu bar and the formatting toolbar in spreadsheet editing mode

One of the most important changes is the presence of the Formula bar, just below the Formatting toolbar. The Formula bar contains (from left to right):

- The active cell reference or the name of the selected range
- The Formula Wizard button
- The Sum and Formula buttons *or* the Cancel and Accept buttons (depending on the contents of the cell)
- A long edit box to enter or review the contents of a cell

If you are familiar with Calc, you will immediately recognize the tools and the menu items since they are much the same.

Resizing and moving a spreadsheet

When resizing or moving a spreadsheet, ignore the first row and the first column (easily recognizable because of their light gray background) and the horizontal and vertical scroll bars). They are only used for editing purposes and will not be included in the visible area of the spreadsheet on the slide.

To *resize* the area occupied by the spreadsheet:

- 1) Double-click to enter the edit mode, if it is not already active. Notice the black handles found in the gray border surrounding the spreadsheet (see Figure 3).
- 2) Move the mouse over one of the handles. The cursor changes shape to give a visual representation of the effects applied to the area.
- 3) Click and hold the left mouse button and drag the handle. The corner handles move the two adjacent sides simultaneously, while the handles at the midpoint of the sides modify one dimension at a time.

You can *move* the spreadsheet (change its position within the slide) whether in edit mode or not. In both cases:

- 1) Move the mouse over the border until the cursor changes to a four-headed arrow..
- 2) Click and hold the left mouse button and drag the spreadsheet to the desired position.
- 3) Release the mouse button.

When selected , the spreadsheet object is treated like any other object, therefore resizing it results in changing the scale rather than the spreadsheet area. This is not recommended, because it may distort the fonts and picture shapes.

Navigating the spreadsheet

How a spreadsheet is organized

A spreadsheet consists normally of multiple tables which in turn contain cells. However, in Impress only one of these tables can be shown at any given time on a slide.

The default for a spreadsheet embedded in Impress is one single table called *Sheet 1*. The name of the table is shown at the bottom of the spreadsheet area (see Figure 3).

If required, you can add other sheets. To do that:

- 1) Right-click on the bottom area near the existing tab.
- 2) Select **Insert > Sheet** from the pop-up menu.

Just as in Calc, you can rename a sheet or move it to a different position using the same pop-up menu or the **Insert** menu on the main menu bar.

Note Even if you have many sheets in your embedded spreadsheet, only one sheet—the one which is active when leaving the spreadsheet edit mode—is shown on the slide.

Each of the sheets is further organized into *cells*. Cells are the elementary units of the spreadsheet. They are identified by a row number (shown on the left hand side on a gray background) and a column letter (shown in the top row also on a gray background). For example, the top left cell is identified as A1, while the third cell in the second row is C2. All data elements, whether text, numbers or formulas, are entered into a cell.

Moving the cursor to a cell

To move around the spreadsheet and select an active cell , you can:

- Use the arrow keys.
- Left-click with the mouse on the desired cell.
- Use the combinations *Enter* and *Shift+Enter* to move one cell down or one cell up respectively; *Tab* key and *Shift+Tab* key to move one cell to the right or to the left respectively.

Other keyboard shortcuts are available to move quickly to certain cells of the spreadsheet. Refer to Chapter 5 (Getting Started with Calc) in the *Getting Started* guide for further information.

Entering data

Keyboard input is received by the *active* cell, identified by a thick black border (see Figure 3 where cell B3 is active). The cell reference (or *coordinates*) is also shown on the left hand end of the formula bar.

To insert data, first select the cell to make it active, then start typing . Note that the input is also added to the main part of the formula bar where it may be easier to read.

Impress will try to automatically recognize the type of contents (text, number, date, time, and so on) of a cell and apply default formatting to it. Note how the formula bar icons change according to the type of input, displaying Accept and Reject buttons (✘✔) whenever the input is not a formula. Use the green Accept button to confirm the input made in a cell or simply select a different cell. In case Impress wrongly recognizes the type of input, you can change it using the toolbar shown in Figure 4, or from **Format > Cells** in the main menu bar.

Tip

Sometimes it is useful to treat numbers as text (for example, telephone numbers) and to prevent Impress from removing the leading zeros or right align them in a cell. To force Impress to treat the input as text, type a single apostrophe ' (U + 00B4) before entering the number.

Formatting spreadsheet cells

Often, for the purposes of a presentation, it may be necessary to increase the size of the font considerably or to match it to the style used in the presentation.

The fastest and most flexible way to format the embedded spreadsheet is to make use of styles. When working on an embedded spreadsheet,

you can access the cell styles created in Calc and use them. However, the best approach is to create specific cell styles for presentation spreadsheets, as the Calc cell styles are likely to be unsuitable when working within Impress.

To apply a style (or manually format the cell attributes) to a cell or group of cells simultaneously, first select the *range* to which the changes will apply. A range consists of one or more cells, normally forming a rectangular area. A selected range consisting of more than one cell can be recognized easily because all its cells are shaded. To select a multiple-cell range:

- 1) Click on the first cell belonging to the range (either the left top cell or the right bottom cell of the rectangular area).
- 2) Keep the left mouse button pressed and move the mouse to the opposite corner of the rectangular area which will form the selected range.
- 3) Release the mouse button.

To add further cells to the selection, hold down the *Control* key and repeat the steps 1 to 3 above.

Tip

You can also click on the first cell in the range, hold down the *Shift* key, and click in the cell in the opposite corner. Refer to Chapter 5 (Getting Started with Calc) in the *Getting Started* book for further information on selecting ranges of cells.

Some shortcuts are very useful to speed up selection and are listed below:

- To select the whole visible sheet, click on the blank cell between the row and column indexes, or press *Control+A*.
- To select a column, click on the column index at the top of the spreadsheet.
- To select a row, click on the row index on the left hand side of the spreadsheet.

Once the range is selected, you can modify the formatting, such as font size, alignment (including vertical alignment), font color, number formats, borders, background and so on. To access these settings, choose **Format > Cells** from the main menu bar (or right-click and choose **Format Cells** from the pop-up menu). This command opens the dialog box shown in Figure 5.

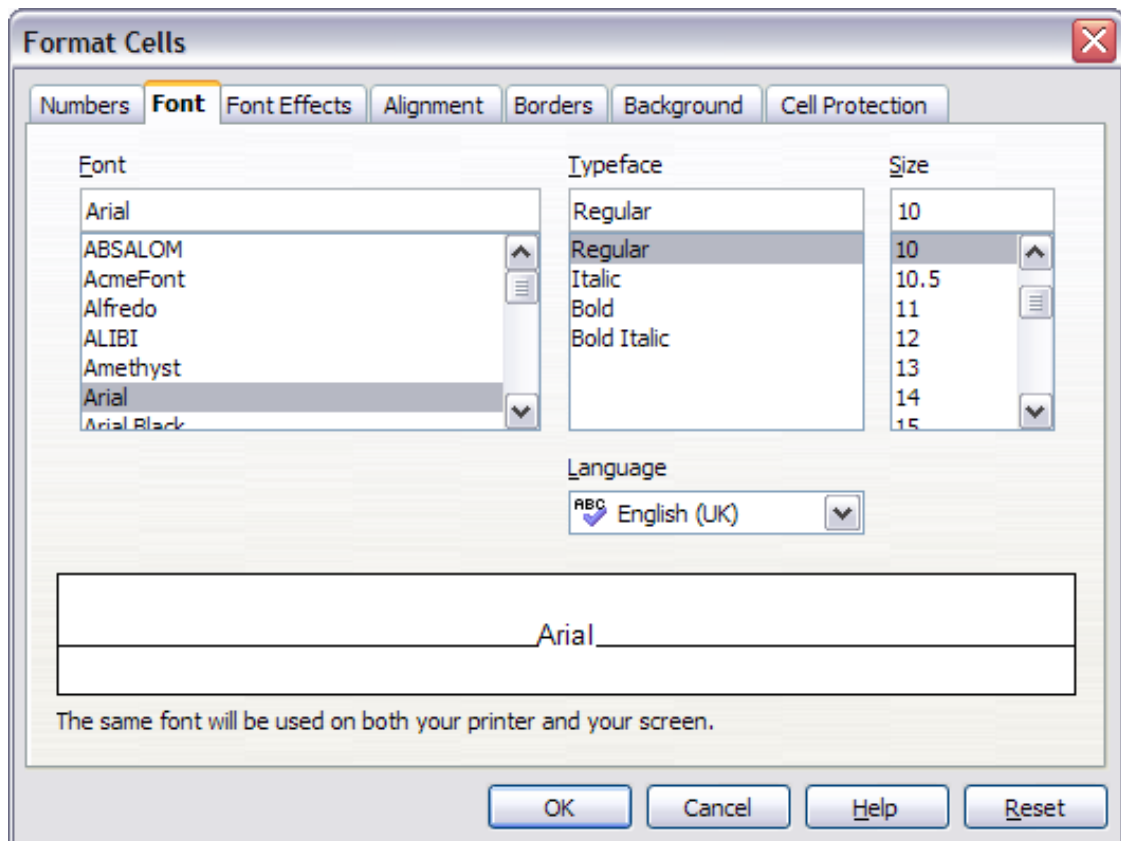


Figure 5: The Format Cells dialog box consists of 7 pages (8 if you have Asian language support enabled)

If the text does not fit the width of the cell, you can increase the width by hovering the mouse over the line separating two columns until the mouse cursor changes to a double-headed arrow; then click the left button and drag the separating line to the new position. A similar procedure can be used to modify the height of a cell (or group of cells).

To insert rows and columns in a spreadsheet, use the **Insert** menu or right-click on the row and column headers and select the appropriate option from the pop-up menu. To merge multiple cells, select the cells to be merged and select **Format > Merge cells** from the main menu bar. To split a group of cells, select the group and deselect **Format > Merge Cells** (which will now have a checkmark next to it).

When you are satisfied with the formatting and the appearance of the table, exit the edit mode by clicking outside the spreadsheet area. Note that Impress will display exactly the section of the spreadsheet that was on the screen before leaving the edit mode. This allows you to hide additional data from the view, but it may cause the apparent loss of rows and columns. Therefore, take care that the desired part of the spreadsheet is showing on the screen before leaving the edit mode.

Tip To get back into edit mode, right click and select **Edit**.

Inserting a chart

To add a chart to a slide, select the corresponding layout in the list of predefined layouts in the task pane or use the **Insert > Chart** feature. The use of charts is described in detail in Chapter 3 (Creating Charts and Graphs) of the *Calc Guide*.

Creating a chart in AutoLayout

- 1) In the Layouts drawer of the Tasks pane, choose a layout that contains a chart (look for the vertical bars).

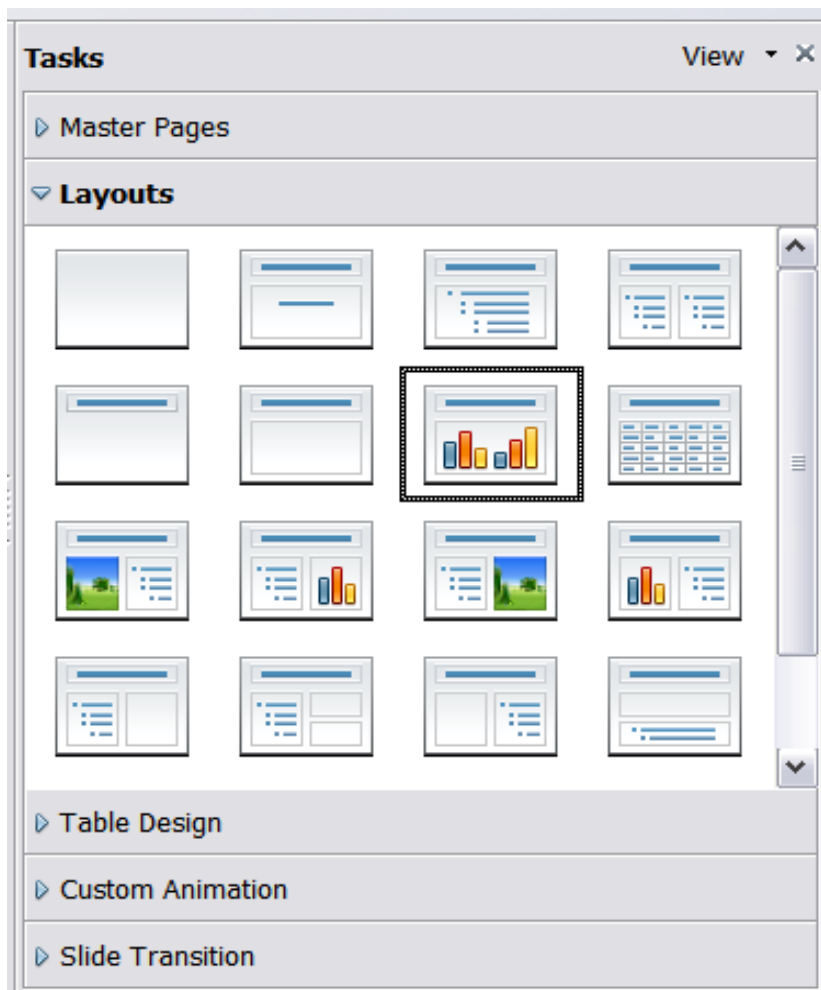


Figure 6: Examples of layouts with charts

- 2) In the slide, double-click the chart icon in the center of the chart area. A full-sized chart appears; it contains arbitrary sample data (see Figure 7).
- 3) To enter your own data in the chart, see “Entering chart data” on page 15.

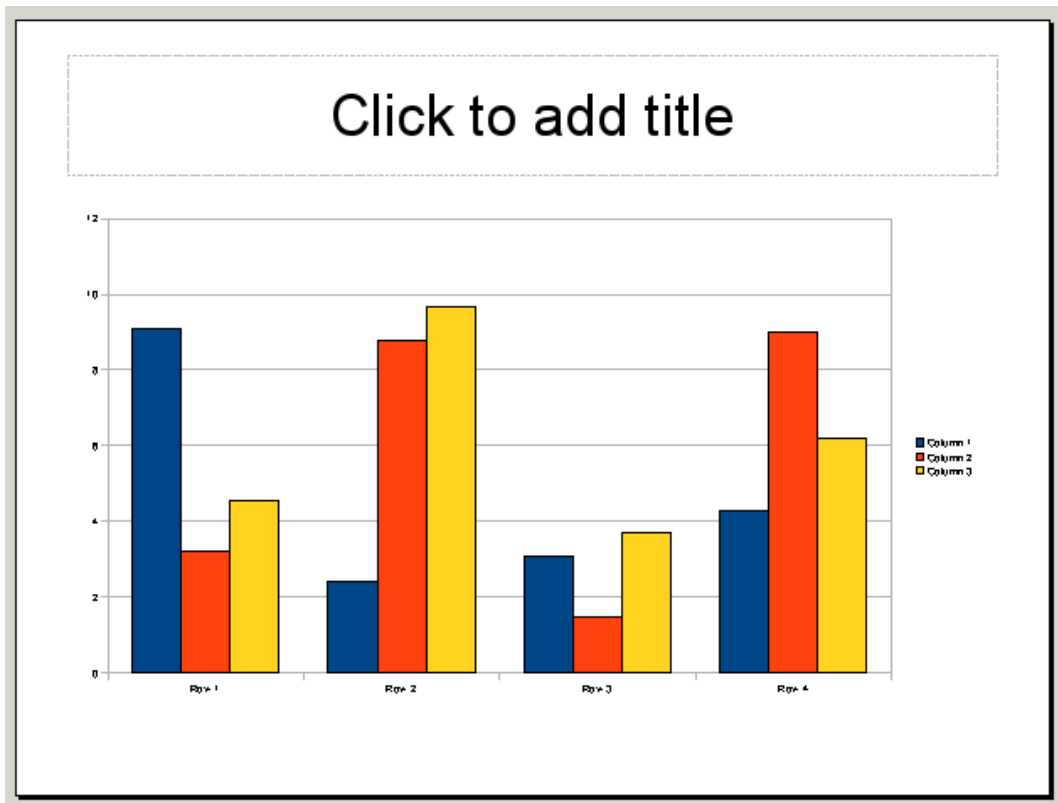




Figure 7: Chart made with sample data

Creating a chart using the Insert Chart feature

- 1) Select **Insert > Chart**, or click the **Insert Chart** icon  on the Standard toolbar. A chart appears that has been created using sample data. See Figure 7.
- 2) To enter your own data in the chart, see “Entering chart data” on page 15.

Choosing a chart type

Your data can be presented using a variety of different charts; choose a chart type that best suits the message you want to convey to your audience (see “Chart types” on page 13). To choose a chart type:

- 1) Double-click the sample chart. The window changes; the side panes are gone and the main toolbar shows tools specific for charts. The chart itself now has a gray border. (If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**.)
- 2) Click the **Chart Type** icon  or select **Format > Chart Type**, or right-click on the chart and choose **Chart Type**. The Chart Type dialog box appears.

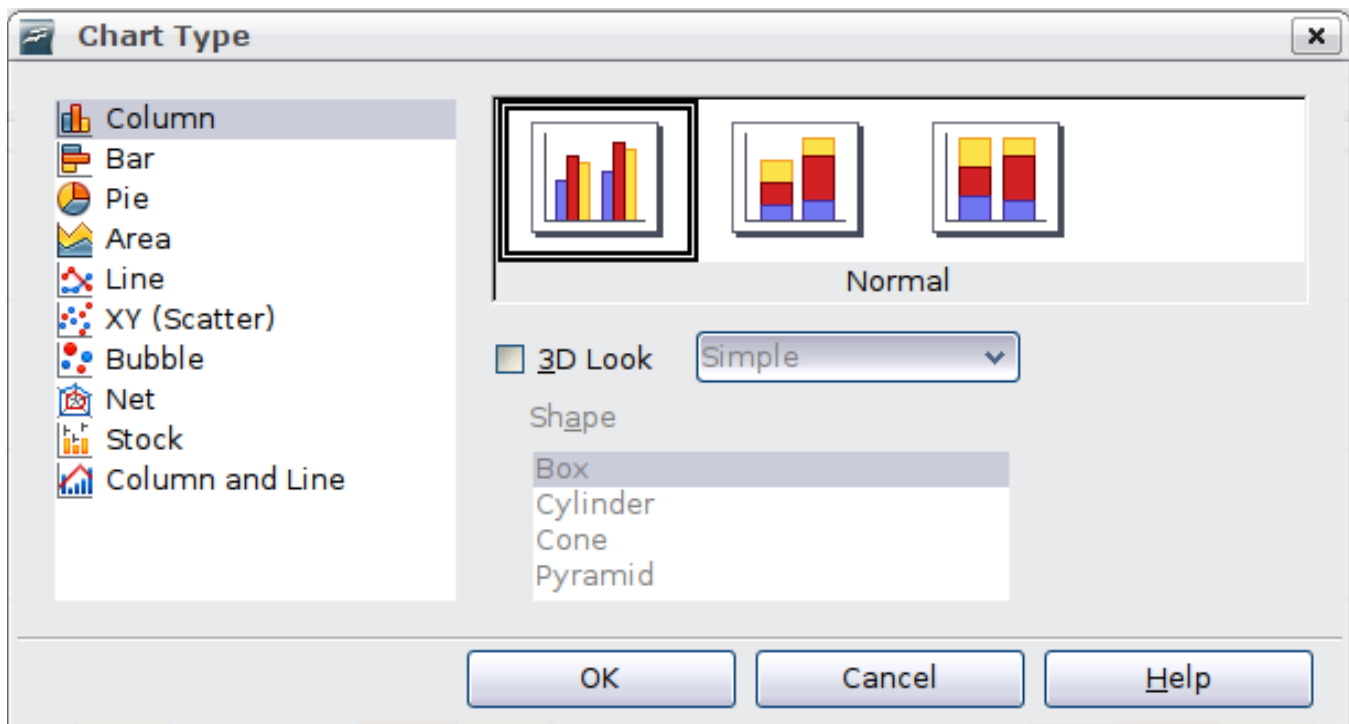


Figure 8: Chart Type dialog box showing two-dimensional charts

- 3) As you change selections in the left-hand list, the chart examples on the right, and the chart in the main window, both change. If you move the Chart Type dialog box to one side, you can see the full effect in the main window.
- 4) As you change chart types, other selections become available on the right-hand side. For example, some chart types have both three-dimensional and two-dimensional variants; 3D charts have further choices of shape for the columns or bars.
- 5) Choose the chart characteristics you want, and then click **OK**. The Chart Type dialog box closes and you return to the edit window.

Now you can continue to format the chart, add data to the chart, or click outside the chart to return to normal view.

Chart types

The following summary of the chart types available will help you choose a type suitable for your data. For more detail, see Chapter 3 (Creating Charts and Graphs) in the *Calc Guide*.

Column charts

Column charts are commonly used for data that shows trends over time. They are best for charts that have a relatively small number of data points. (For large time series, a line chart would be better.) This is the default chart type.

Bar charts

Bar charts are excellent for giving an immediate visual impact for data comparison where time is not important, such as comparing the popularity of a few products in a marketplace.

Pie charts

Pie charts are excellent when you need to compare proportions, for example, comparisons of departmental spending: what the department spent on different items or what different departments spent. They work best with smaller numbers of values, about half a dozen; more than this and the visual impact begins to fade.

This is one of the charts that can be made into a 3D chart. It can then be tilted, given shadows, and generally turned into a work of art. You can choose to explode the pie chart, but this is an all or nothing option, giving you no control over the degree of separation of the segments.

Area charts

An *area chart* is a version of a line or column graph. It may be useful where you wish to emphasize volume of change. Area charts have a greater visual impact than a line chart, but the data you use will make a difference. You may need to use transparency values in an area chart.

Line charts

A *line chart* is a time series with a progression. It is ideal for raw data, and useful for charts with plentiful data that shows trends or changes over time where you want to emphasize continuity. On line charts, the x-axis is ideal to represent time series data. 3D lines confuse the viewer, so just using a thicker line often works better.

Scatter or XY charts

Scatter charts are great for visualizing data that you have not had time to analyze, and they may be the best for data when you have a constant value with which to compare the data; for example weather data, reactions under different acidity levels, conditions at altitude, or any data which matches two series of numeric data. In contrast to line charts, the x-axis are the left to right labels which usually indicate a time series.

Bubble charts

A *bubble chart* is used to represent three variables: two identify the position of the center of a bubble on a Cartesian graph, while the third variable indicates the radius of the bubble.

Net charts

A *net chart* is similar to polar or radar graphs. They are useful for comparing data that are not time series, but show different circumstances, such as variables in a scientific experiment or direction. The poles of the net chart are the y-axes of other charts. Generally, between three and eight axes are best; any more and this type of chart becomes confusing.

Stock charts


A *stock chart* is a specialized column graph specifically for stocks and shares. You can choose traditional lines, candlestick, and two-column type charts. The data required for these charts is quite specialized, with series for opening price, closing price, and high and low prices. The x-axis represents a time series.

Column and line charts

A *column and line chart* is a combination of two other chart types. It is useful for combining two distinct but related data series, for example sales over time (column) and the profit margin trends (line).

Entering chart data

Opening a chart data window

- 1) If the chart is not already in edit mode (with a gray border), double-click it. The main toolbar now shows tools specifically for charts. (If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**.)
- 2) Click the **Chart Data** icon  or select **View > Chart Data Table**, or right-click on the chart and choose **Chart Data Table**. The Data Table dialog box (Figure 9) appears.

Tip If you drag the Data Table dialog box so that your chart is visible, you can then immediately see the results of each change after clicking in a different cell.

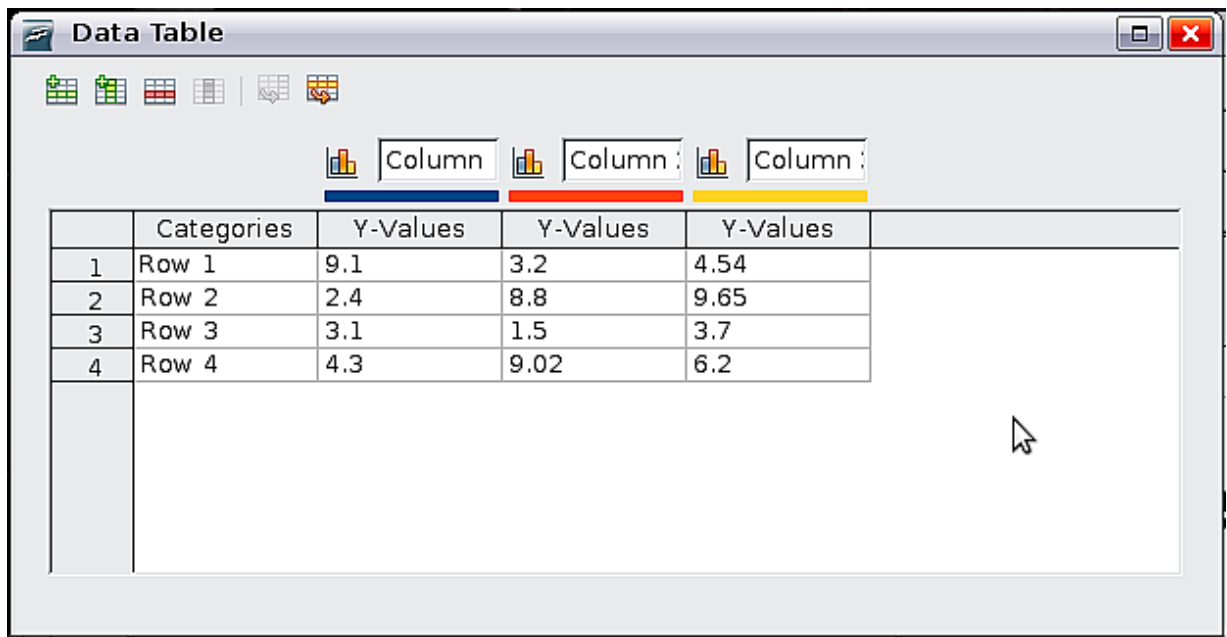


Figure 9: Data Table dialog box

Entering data

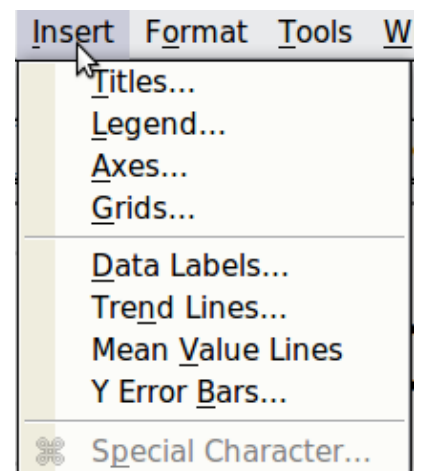
Enter data in the Data Table dialog box. Type or paste information into the boxes within the desired rows and columns.

You can use the buttons in the top left corner for large-scale editing:

- *The two Insert* buttons insert a row or column (series).
- *The Delete* buttons remove a selected row or column (series) with its data.
- *The Move* buttons move the contents of the selected column to the right, or the contents of the selected row down.

Adding or removing elements from a chart

The default chart includes only two elements: the chart wall and the legend (also known as the key). You can add other elements using the Insert menu. The various choices open dialog boxes in which you can specify details.



Formatting the chart

The Format menu (Figure 10) has many options for formatting and fine-tuning the look of your charts.

Double-click the chart so that it is enclosed by a gray border indicating edit mode; then, select the chart element that

you want to format. Choose **Format** from the menu bar, or right-click to display a pop-up (context) menu relevant to the selected element.

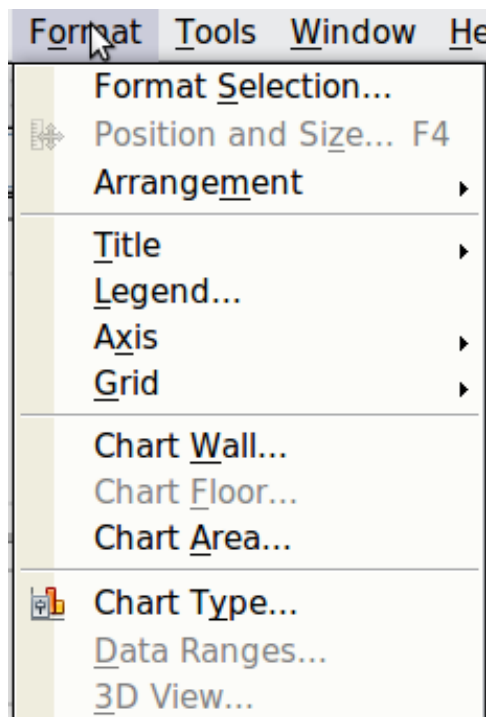


Figure 10: Chart format menu

The formatting choices are as follows.

- *Format Selection* opens a dialog box in which you can specify the area fill, borders, transparency, characters, font effects, and position of the selected element of the chart.
- *Position and Size* opens the Position and Size dialog box (see “Resizing and moving the chart”).
- *Arrangement* provides two choices: **Bring Forward** and **Send Backward**, of which only one may be active for specific items. Use these choices to arrange overlapping data series.
- *Title* formats the titles of the chart and its axes.
- *Legend* formats the location, borders, background, and type of the legend.
- *Axis* formats the lines that create the chart as well as the font of the text that appears on both the X and Y axes.
- *Grid* formats the lines that create a grid for the chart.
- *Chart Wall*, *Chart Floor*, and *Chart Area* are described in the following sections.
- *Chart Type* changes what kind of chart is displayed and whether it is two- or three-dimensional.
- *3D View* formats the various viewing angles of 3D chart.

Note **Chart Floor** and **3D View** are available only for a 3D chart. These options are unavailable (grayed out) if a 2D chart is selected.

There are two main areas of the chart, the chart wall and charter area. These control different settings and attributes for the chart:

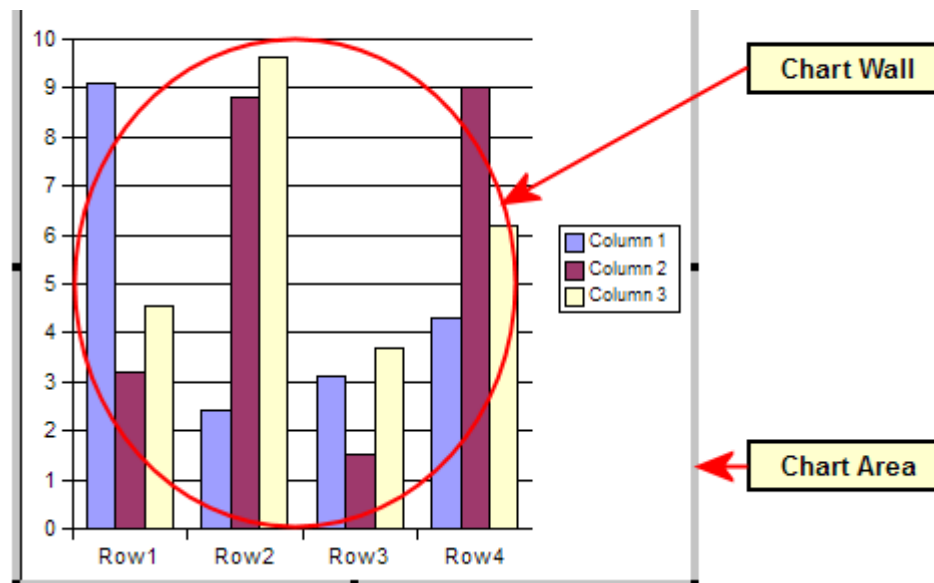


Figure 11: The Chart wall and Chart area

- *Chart wall* contains the graphic of the chart displaying the data.
- *Chart area* is the area surrounding the chart graphic. The (optional) chart title and the legend (key) are in the chart area.

Note **Format >Chart Floor**, is only available for 3D charts and has the same formatting options as **3Chart Area** and **Chart Wall**.

Knowing the difference between the chart wall and chart area is helpful when formatting a chart.

Resizing and moving the chart

You can resize or move all elements of a chart at the same time, in two ways: interactively, or by using the Position and Size dialog box. You may wish to use a combination of both methods.

To resize a chart interactively:

- 1) Click on the chart to select it. Green sizing handles appear around the chart.
- 2) To increase or decrease the size of the chart, click and drag one of the markers in one of the four corners of the chart. To maintain the correct ratio of the sides, hold the *Shift* key down while you click and drag.

To move a chart interactively:

- 1) Click on the chart to select it. Green sizing handles appear around the chart.
- 2) Hover the mouse pointer anywhere over the chart other than on a handle. When it changes shape, click and drag the chart to its new location.
- 3) Release the mouse button when the element is in the desired position.

To resize or move a chart using the Position and Size dialog box:

- 1) Click on the chart to select it. Green sizing handles appear around the chart.
- 2) Choose **Format > Position and Size** from the menu bar, or right-click and choose **Position and Size** from the pop-up menu, or press *F4*. For more about the use of this dialog box, see Chapter 6 (Formatting Graphic Objects).

Moving chart elements

You may wish to move or resize individual elements of a chart, independent of other chart elements. For example, you may wish to move the legend to a different place. Pie charts allow individual wedges of the pie to be moved (in addition to the choice of “exploding” the entire pie).

- 1) Double-click the chart so that it is enclosed by a gray border.
- 2) Click any of the elements—the title, the legend, or the chart graphic—to select it. Green resizing handles appear.
- 3) Move the pointer over the selected element. When it changes shape, click and drag to move the element.
- 4) Release the mouse button when the element is in the desired position.

Note

If your graphic is 3D, round red handles appear which control the three-dimensional angle of the graphic. You cannot resize or reposition the graphic while the round red handles are showing. *Shift + Click* to get back to the green resizing handles. You can now resize and reposition your 3D chart graphic. See the following tip.

Tip

You can resize the chart graphic using its green resizing handles (*Shift + Click*, then drag a corner handle to maintain the proportions). However, you cannot resize the title or the key.

Changing the chart area background

- 1) The chart area is the area surrounding the chart graphic, including the (optional) main title and key.
- 2) Double-click the chart so that it is enclosed by a gray border.
- 3) Select **Format > Chart Area**.
- 4) In the **Chart Area** dialog box, choose the desired format settings.

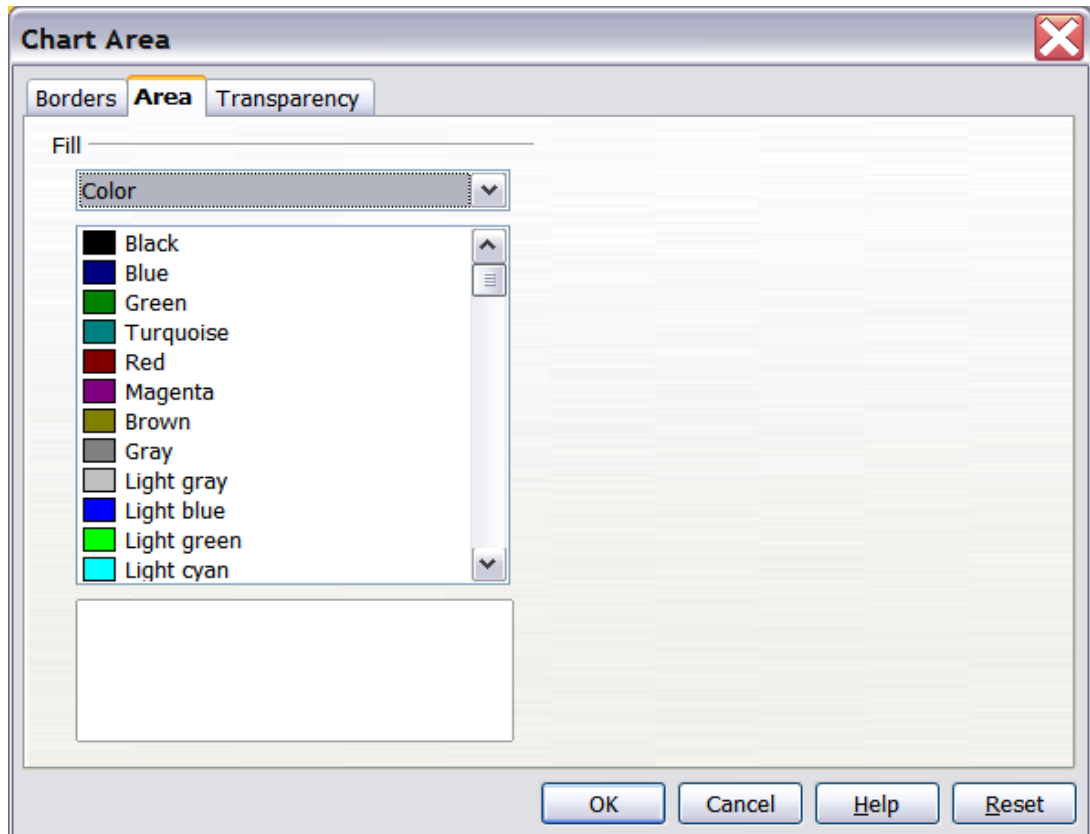


Figure 12: Chart Area dialog box

Changing the chart graphic background

The chart wall is the area that contains the chart graphic.

- 1) Double-click the chart so that it is enclosed by a gray border.
- 2) Select **Format > Chart Wall**. The **Chart Wall** window appears. It has the same formatting options as described in “Changing the chart area background” above.
- 3) Choose your settings and click **OK**.

Inserting other objects

Impress offers the capability of inserting in a slide various types of objects such as music or video clips, Writer documents, Math formulas, generic OLE objects and so on. A typical presentation may contain movie clips, sound clips, OLE objects and formulas; other objects are less frequently used since they do not appear during a slide show.

This section covers the part of the Insert menu shown in Figure 13.

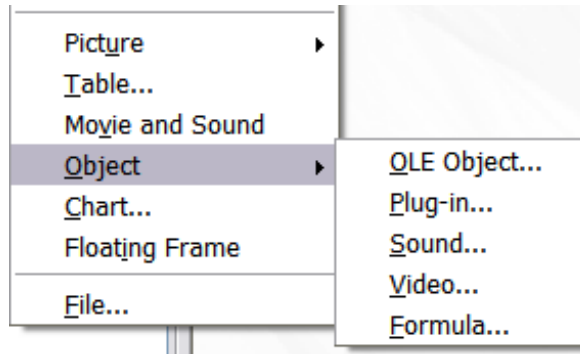


Figure 13: Part of the Insert menu

Movies and sound

Note

On UNIX systems, the Media Player requires the Java Media Framework API (JMF). Download and install the JMF files, and add the path to the installed `jmf.jar` to the class path in **Tools > Options > OpenOffice.org > Java**.

To insert a movie clip or a sound into a presentation, select **Insert > Movie and Sound**. Select the media file to insert from the dialog box, to place the object on the slide.

To insert media clips directly from the Gallery:

- 1) If not already open, open the Gallery by selecting **Tools > Gallery**.
- 2) Browse to the Theme containing media files (for example the Sounds theme).
- 3) Click on the movie or sound to be inserted and drag it into the slide area.

The Media Playback toolbar (Figure 14) is automatically opened (by default, at the bottom of the screen, just above the Drawing toolbar; it can also be made to float). You can preview the media object as well as resize it. If the toolbar does not open, select **View > Media Playback**.

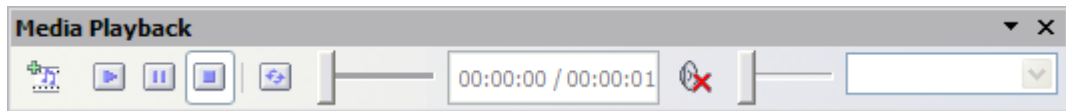


Figure 14: The media playback toolbar (movie clip)

The Media Playback toolbar contains the following tools:

- *Add button*: opens a dialog box where you can select the media file to be inserted.
- *Play, Pause, Stop buttons*: control the media playback.
- *Repeat button*: if pressed, the media will restart when finished.
- *Playback slider*: selects the position within the media clip.
- *Timer*: displays the current position of the media clip.
- *Mute Button*: when selected, the sound will be suppressed.
- *Volume Slider*: adjusts the volume of the media clip.
- *Scaling drop-down menu*: (only available for movies) allows scaling of the movie clip.

The movie will start playing as soon as the slide is shown during the presentation.

Note that Impress will only link the media clip, not embed it. Therefore if the presentation is moved to a different computer, the link will most likely be broken and consequently the media clip will not play. An easy workaround that prevents this from happening is the following:

- 1) Place the media file to be included in the presentation in the same folder where the presentation is stored.
- 2) Insert the media file in the presentation.
- 3) Send both the presentation and the the media file to the computer to be used for the presentation and place both files in the same folder on the target computer.

Impress offers the possibility to preview the media clips that are to be inserted by means of the provided media player. To open it select **Tools > Media Player**. The media player is shown in Figure 15. Its toolbar is the same as that of the Media Playback toolbar described above.

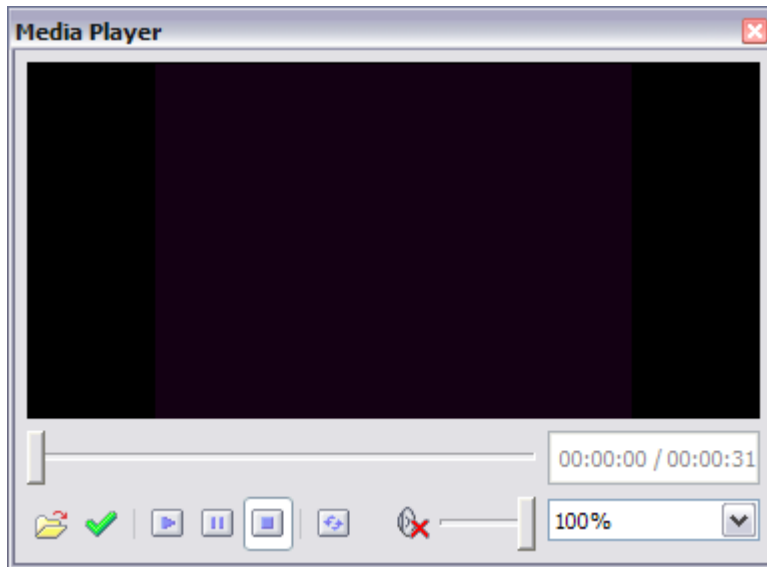


Figure 15: The embedded media player

OLE objects

Use an OLE (Object Linking and Embedding) object to insert in a presentation either a new document or an existing one. Embedding inserts a copy of the object and details of the presumed source program in the target document; this is the program which is associated with the file type by the operating system. The major benefit of an OLE object is that it is quick and easy to edit the contents just by double-clicking on it. You can also insert a link to the object that will appear as an icon rather than an area showing the contents itself.

To create and insert a new OLE object:

- 1) Select **Insert > Object > OLE object** from the main menu. This opens the dialog box shown in Figure 16.

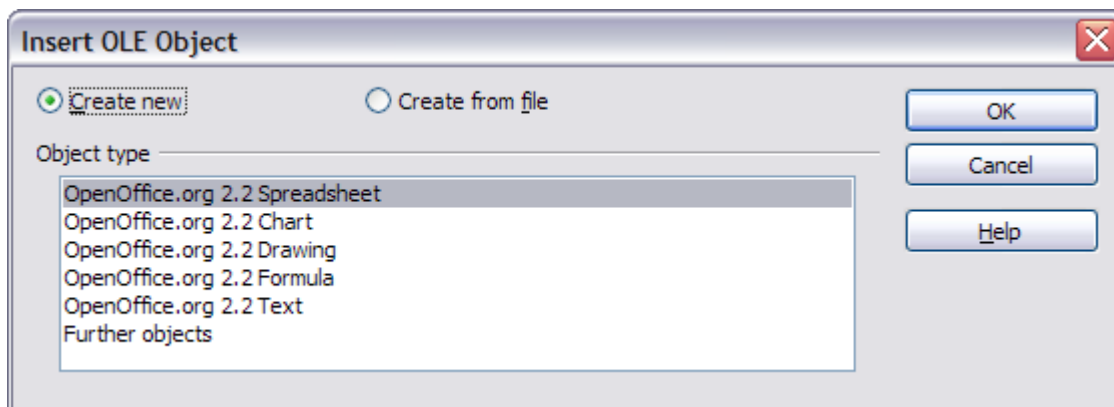


Figure 16: Insert OLE Object dialog box

- 2) Select **Create new** and select the object type among the available options.

Note “Further objects” is only available under a Windows operating system. It does not appear in the list under any other system.

- 3) Click **OK**. An empty container is placed in the slide.
- 4) Double-click on the OLE object to enter the edit mode of the object. The application devoted to handling that type of file will open the object.

Note If the object inserted is handled by OpenOffice.org, then the transition to the program to manipulate the object will be seamless; in other cases the object opens in a new window and an option in the File menu becomes available to update the object you inserted.

To insert an existing object:

- 1) Select **Insert > Object > OLE object** from the main menu.
- 2) In the Insert OLE Object dialog box (Figure 16), select **Create from file**. The dialog box changes to look like Figure 17.
- 3) To insert the object as a link, select the **Link to file** checkbox. Otherwise, the object will be embedded.
- 4) Click **Search**, select the required file in the file window, then click **Open**. A section of the inserted file is shown on the slide.

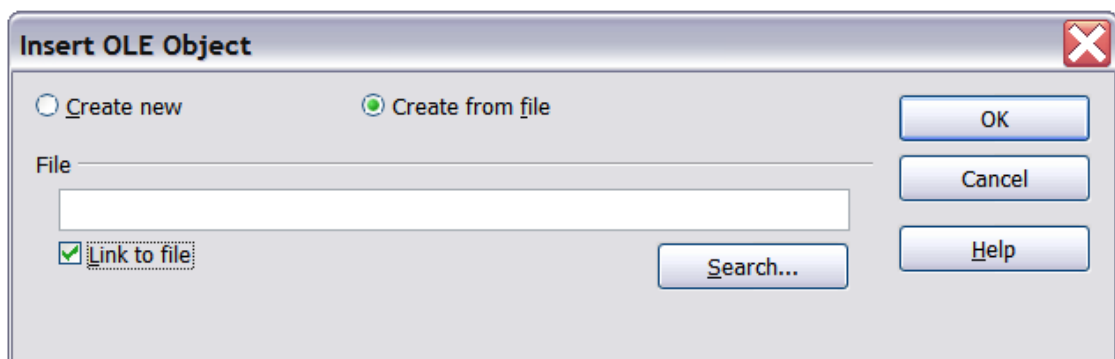


Figure 17: Inserting an object as a link

Other OLE objects

Under Windows, the Insert OLE Object dialog box has an extra entry, *Further objects*, as shown in Figure 16.

- 1) Double-click on the entry **Further objects** to open the dialog box shown in Figure 18.

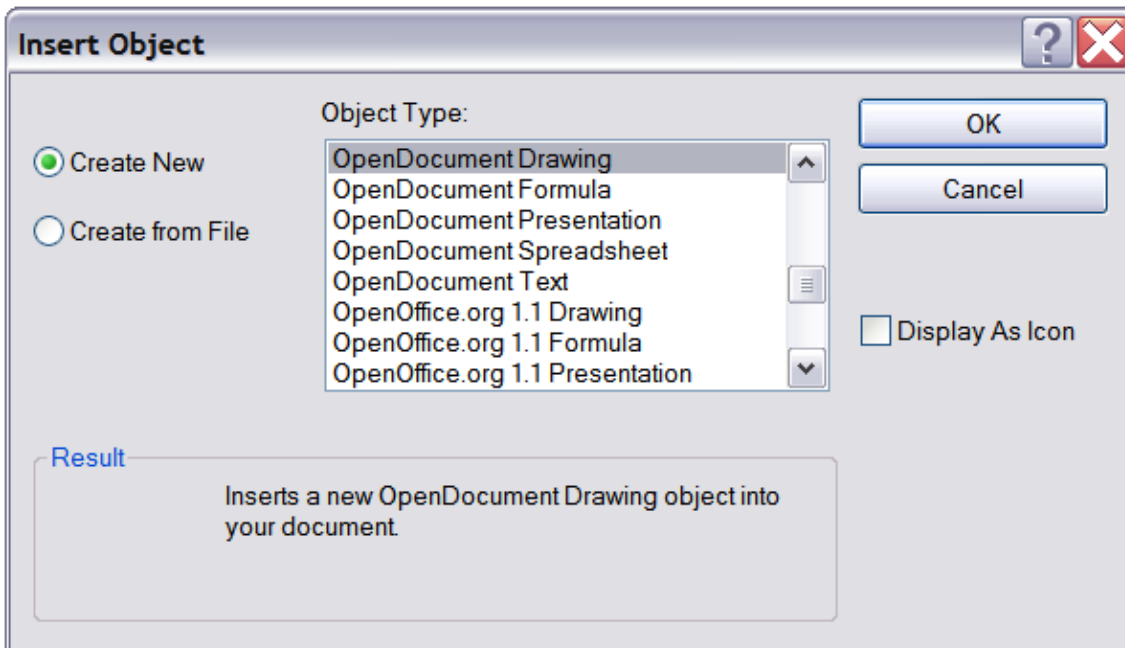


Figure 18: Advanced menu to insert an OLE object under Windows

- 2) Select **Create New** to insert a new object of the type selected in the Object Type list, or select **Create from File** to create a new object from a file.
- 3) If you choose **Create from File**, the dialog box shown in Figure 19 opens. Click **Browse** and choose the file to insert. The inserted file object is editable by the Windows program that created it.

If instead of inserting an object, you want to insert a *link* to an object, select the **Display As Icon** checkbox.

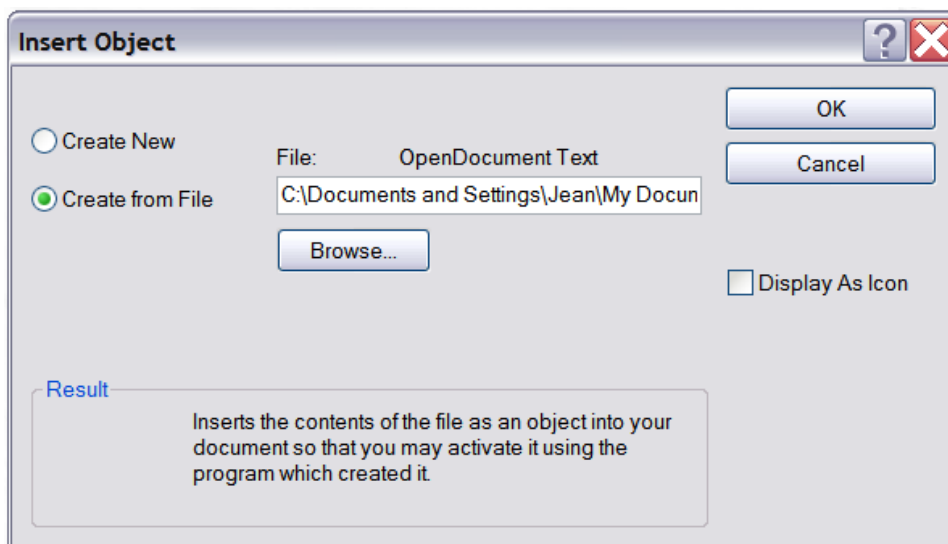


Figure 19: Insert object from a file

Formulas

Use **Insert > Object > Formula** to create a Math object in a slide. When editing a formula, the main menu changes into the Math main menu.

Care should be taken about the font sizes used in order to make them comparable to the font size used in the rest of the slide. To change the font attributes of the Math object, select **Format > Font Size** from the main menu bar. To change the font type, select **Format > Fonts** from the main menu bar.

For additional information on how to create formulas, refer to Chapter 9 (Getting Started with Math) in the *Getting Started* guide, or the *Math Guide*.

Note

Unlike in Writer, a formula in Impress is treated as an object, therefore it will not be automatically aligned with the rest of the text. The formula can be however moved around (but not resized) as any other object.

Inserting the contents of a file

You can insert the contents of certain files into a presentation. The types of file accepted are OpenOffice.org Draw file, HTML files or plain text files.

Select **Insert > File** from the main menu to open a file picker window. If there is an internet connection, it is also possible to insert a URL in the file name field. Select the file and click **Insert**.