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Microsoft Word Tutorial

How To Embed Fonts in MS Word Documents

There is nothing more frustrating for us than to receive a file, open it up and see the awful "font problem" message. Or even better, to print a document for a customer and have them say the font isn't quite right...

When you create a document in MS Word it's only natural to want to pick just the right font, whether it be something common like Times New Roman, something rare like Cavalero or anything in between. When you email us a copy of your document and we don't have the same font on our computer, MS Word is designed to allow the font to change to a "similar but different" font. This can ruin your layout and create a printers nightmare.

Does that mean you have to stop using awesome fonts to get just the right look? Absolutely Not! By following three easy steps we can solve the problem...

STEP ONE:

With your Word document open, click on FILE in the left hand corner to access the file menu. Various options will appear as shown below.

W STFP TWO- Click on OPTIONS File Home Insert 🚽 Save WORD OPTIONS - GENERAL window will appear as shown 🔜 Save As below. 칠 Save as Adobe PDF 对 Open Click on SAVE 首 Close Word Options Info General General options for working with Word. Recent Display User Interface options Proofing New Show Mini Toolbar on selection ① Save Enable Live Preview () Print Language Always use ClearType Advanced Color scheme: Blue 💌 Save & Send ScreenTip style: Show feature descriptions in ScreenTips Customize Ribbon Quick Access Toolbar Personalize your copy of Microsoft Office Help Add-Ins User name: Tina Options Trust Center Initials: Т 🔀 Exit Start up options Open e-mail attachments in <u>Full Screen Reading view</u>

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How To Embed Fonts in MS Word Documents (cont.)

STEP THREE:

WORD OPTIONS - SAVE window will appear as shown below. This window gives you the ability to customize the way your document is saved.

Word Options	()
General Display	Customize how documents are saved.
Proofing	Save documents
Save	Save files in this <u>f</u> ormat: Word Document (*.docx)
Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	✓ Save AutoRecover information every 10 minutes ✓ Keep the last autosaved version if I close without saving AutoRecover file location: C:\Documents and Settings\Tina\Application Data\Microsoft\Word\ Browse Default file location: C:\Documents and Settings\Tina\My Documents\ Browse Offline editing options for document management server files
	Save checked-out files to: ① C The server drafts location on this computer T The Office Document Cache Server drafts location: C:\Documents and Settings\Tina\My Documents\SharePoint Drafts\ Preserve fidelity when sharing this document: Embed fonts in the file ① Embed only the characters used in the document (best for reducing file size) T Do not embed common system fonts YOUR FILE NAME
	»»» In this window you want to make sure that the box "Embed fonts in the file" is checked and Click OK.

STEP THREE and a half:

Call us if you have questions! We would rather help you now - before you are in a "crunch" to get your printed materials - than hear you scream and cry when it doesn't look like you thought it would!