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…
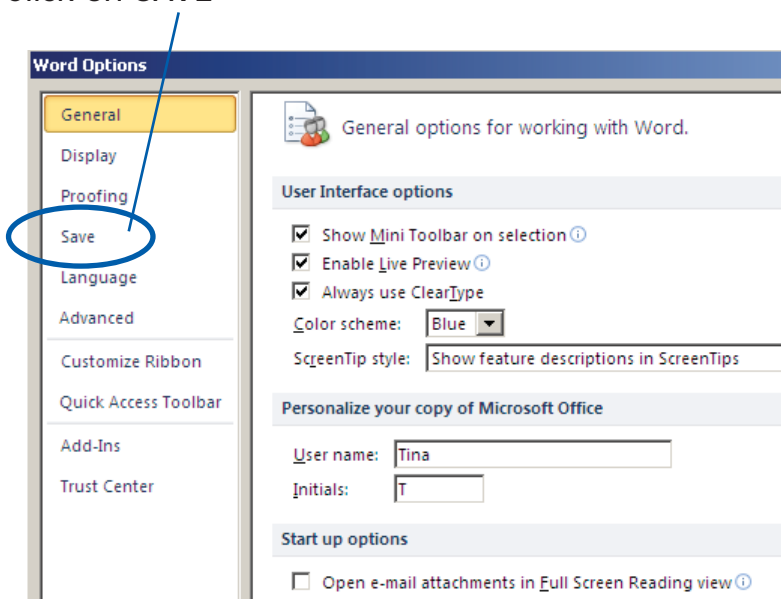
STEP ONE:

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.

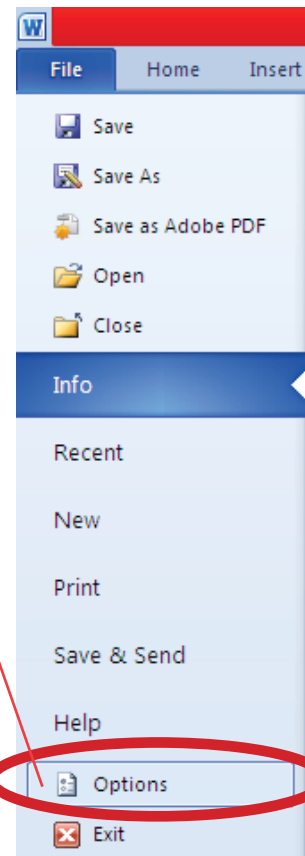- Click on OPTIONS.

STEP TWO:

WORD OPTIONS - GENERAL window will appear as shown below.

- Click on SAVE

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.
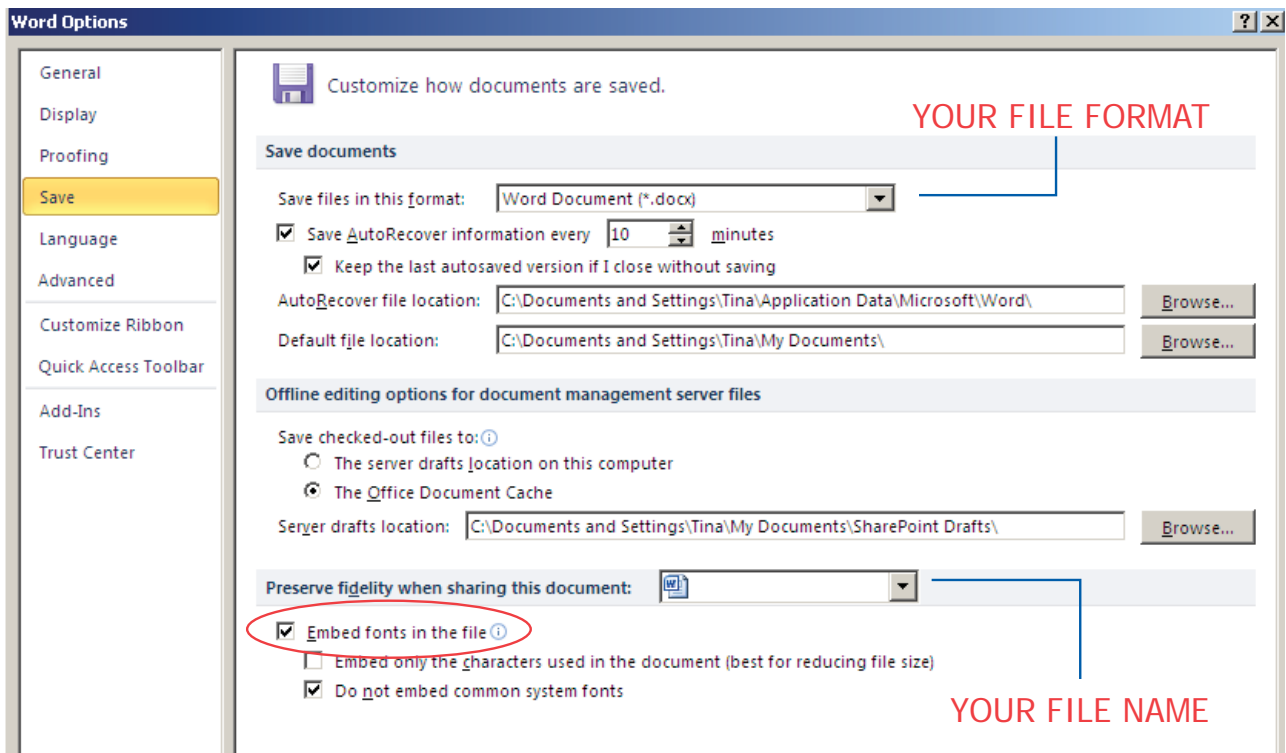
> »»» In this window you want to make sure that the box
> "Embed fonts in the file" is checked and **Click OK**.

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!