

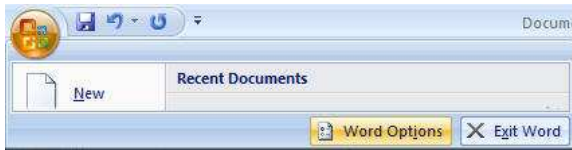
Embedding special fonts in your Word document

If a Word document is created with a non system font and the end user does not have that font installed on their computer, the resulting document will display a substitute font instead of the intended font.

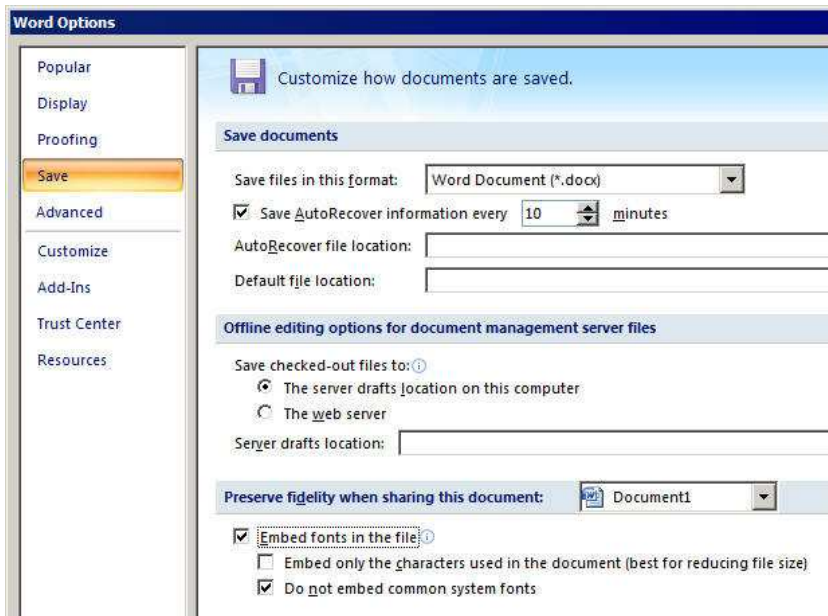
This issue can usually be solved by embedding the TrueType Fonts into the document. Microsoft Word allows you to embed a TrueType font in a Word document so that you can view and edit the font, if licensing rights allow. You can do this even if you open the document on a computer on which the font is not installed.

To embed a TrueType font in a saved document in Microsoft Office Word 2007, follow these steps:

- o Click the Microsoft Office Button.
- o Click **Word Options**.

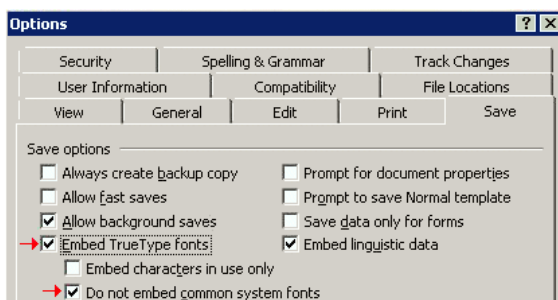


- o On the **Save** tab, click to select the **Embed fonts in the file** check box.



To embed a TrueType font in a saved document in Microsoft Word 2002 or in Microsoft Office Word 2003, follow these steps:

- o On the **Tools** menu, click **Options**.
- o Click the **Save** tab.



- o Select the **Embed TrueType fonts** check box.

Note that later versions of office may contain system fonts that are not installed in earlier versions. If so you may need to purchase a licensed copy of the font from the web.

Not all fonts are licensed so that they can be embedded. If a font can be embedded, it will increase the file size of your document by approximately the size of the TrueType font (.ttf) file.

NOTE: Some fonts treat normal, bold, italic, and bold-italic as separate font .ttf files. In this case, the file size of your document is larger when you use bold and italic formatting than it is if you do not.

If a font does not have a bold, italic, or bold-italic version, Windows generates bold or italic from the core font. In this case, the file size increases when you use bold or italic formatting.

Licensing rights for font embedding determine how the font may be embedded in the document.

Font Licensed as	Result
Protected	The font may not be embedded, copied, or modified. If you use a protected font in a document, and this document is opened on a computer that does not have the font installed on it, a font substitution occurs. Word substitutes the closest font available on the computer for the missing protected font.
Print/Preview	The font is embedded and temporarily loaded on the target computer. Documents that contain print/preview fonts must be opened read-only, and no edits are stored in the document. Embedding a font of this nature has the least impact on file size increase.
Editable	The font behaves just like the print/preview fonts, except that you can also apply the font to other text in the same document.
Installable	The font is installed on the target computer permanently when you open the document. This allows you to use the new font as if you installed the font directly into Windows yourself. This type of embedded font has the greatest impact on file size, because

you installed the font directly into Windows yourself. This type of embedded font has the greatest impact on file size, because the entire font is included with the document. The size of the font file can vary greatly. To estimate the font file size, follow the steps in the "To Estimate the Font File Size" procedure later in this article.

How to estimate the font file size

NOTE: The following steps may be different on your computer. If they are, please consult your product documentation to complete these steps.

- On the **Start** menu, click **Control Panel**.
- Double-click **Fonts**.
- Right-click the font that you want, and then click **Properties** on the shortcut menu.
- The size of the font on disk is listed for **Size**.