# HOW to EMBED FONTS

When fonts are embedded, readers of your work will be able to see your document as you intended, with the same fonts that you used.

If you do not embed all of your fonts, and those fonts are not available on the reader's computer, Adobe Acrobat will make its best guess at what font it should use as a substitute. This can result in significant differences between your original document and what the reader sees (particularly with symbol fonts).

Figure 1: Step 1 of the submission process

To embed your fonts in **Microsoft Word 2007 or Later**:

1. Create your manuscript using a **TrueType font - MS Word**. Recommended fonts include **Times-Roman** and **Times New Roman** (**ONLY**).
2. Click the circular **Office button** in the upper left corner of Microsoft Word.
3. A new window will display. In the bottom right corner is a button, Word options. Click the **Word Options** button.
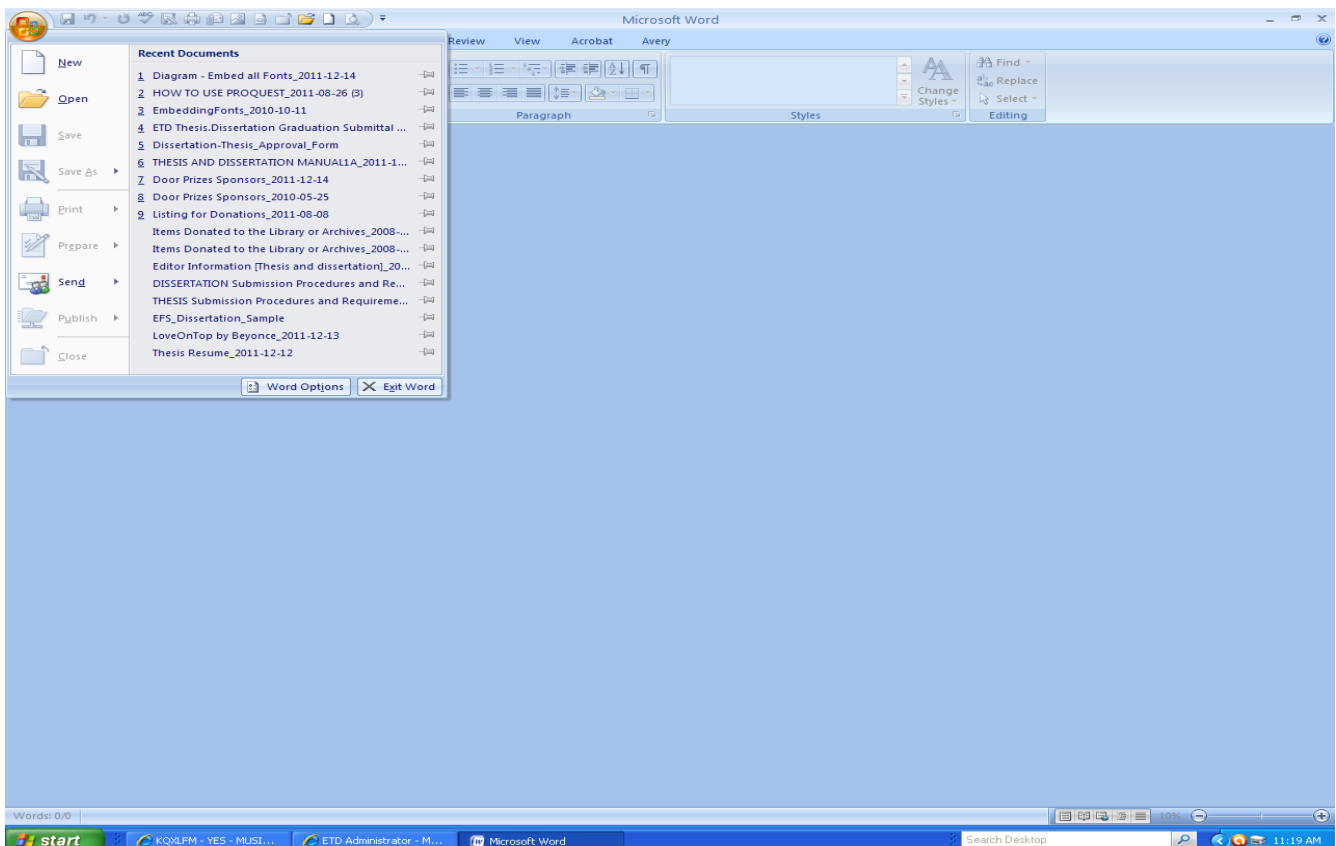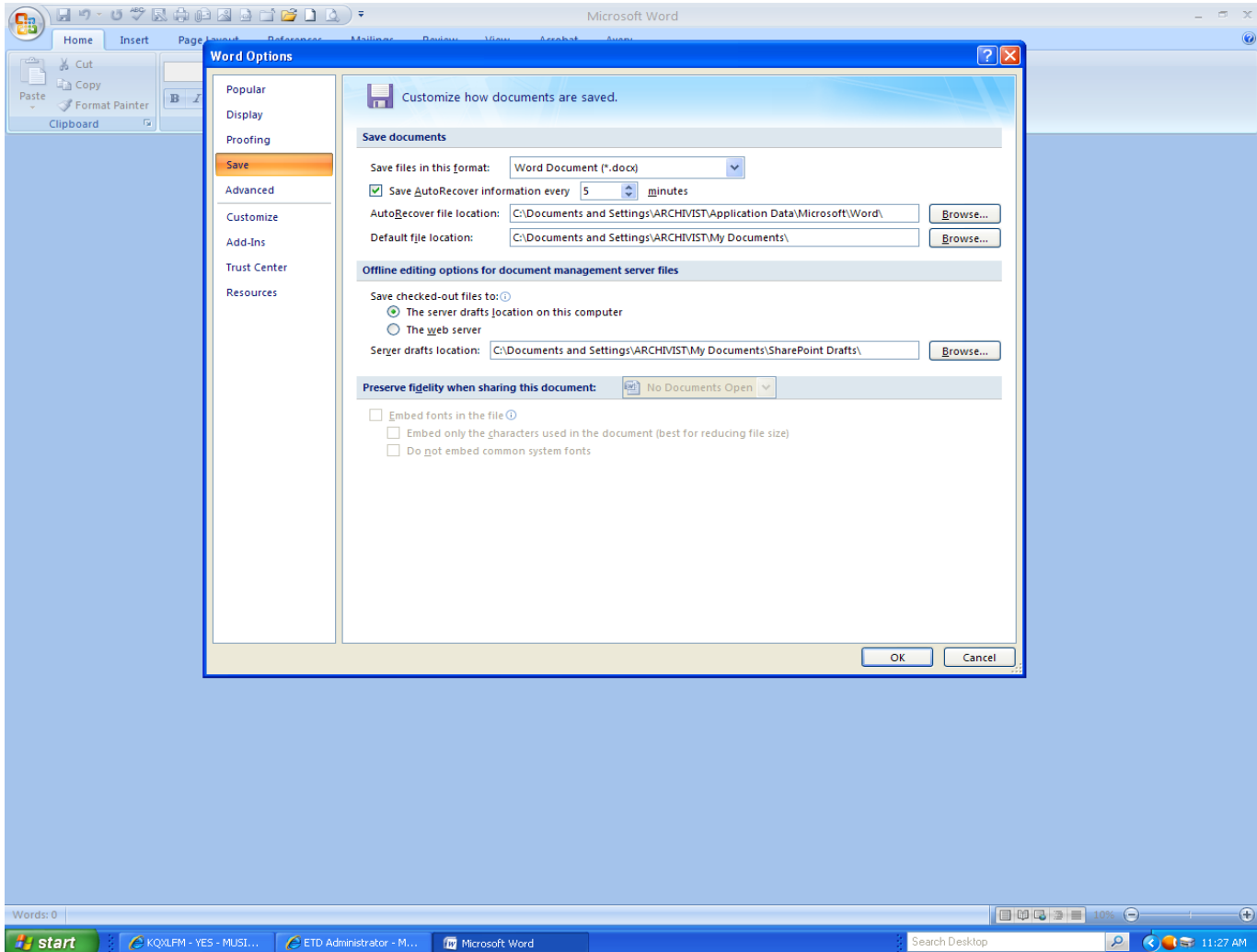
Figure 2: Step 2 of the submission process

Choose **Save** from the left sidebar.

4. At the bottom of the word options box: **Preserve fidelity when sharing this document**.
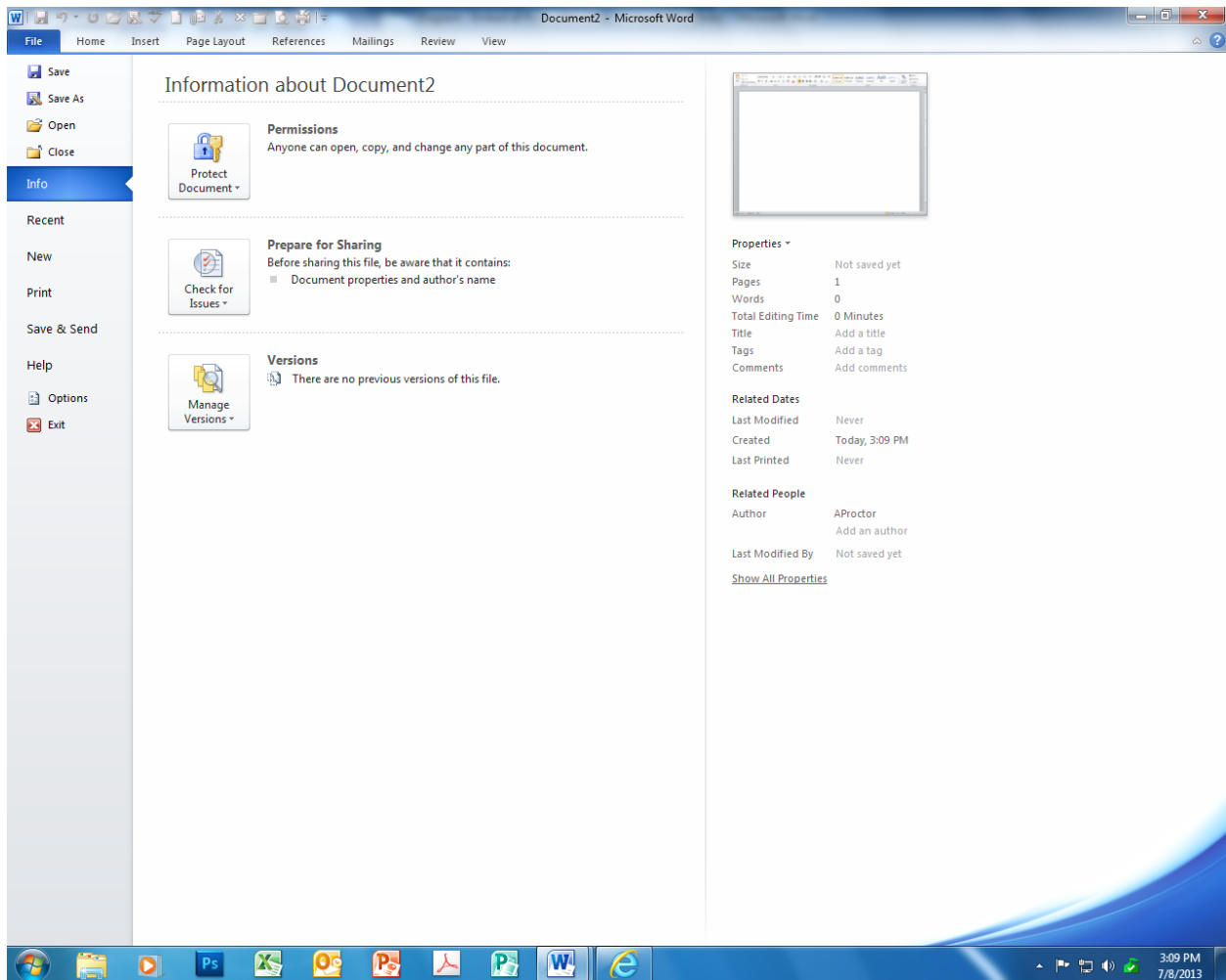5. Click inside of the box: **Embed fonts in the file.**
6. Click the **OK** button.

Save the document again but this time **click save as** with the same file name but add a date on the end (or whatever you choose).

Figure 3: Step 1 of the submission process

To embed your fonts in **Microsoft Word 2010 or OFFICE 365**:

1. Create your manuscript using a **TrueType font - MS Word**. Recommended fonts include **Times-Roman** and **Times New Roman** (**ONLY**).
2. Click on **File** from the menu tab.
3. Then click on **Options**.

Figure 3: Step 2 of the submission process

Choose **Save** from the left sidebar.

4. At the bottom of the word options box: **Preserve fidelity when sharing this document**.
5. Click inside of the box: **Embed fonts in the file.**
6. Click the **OK** button.
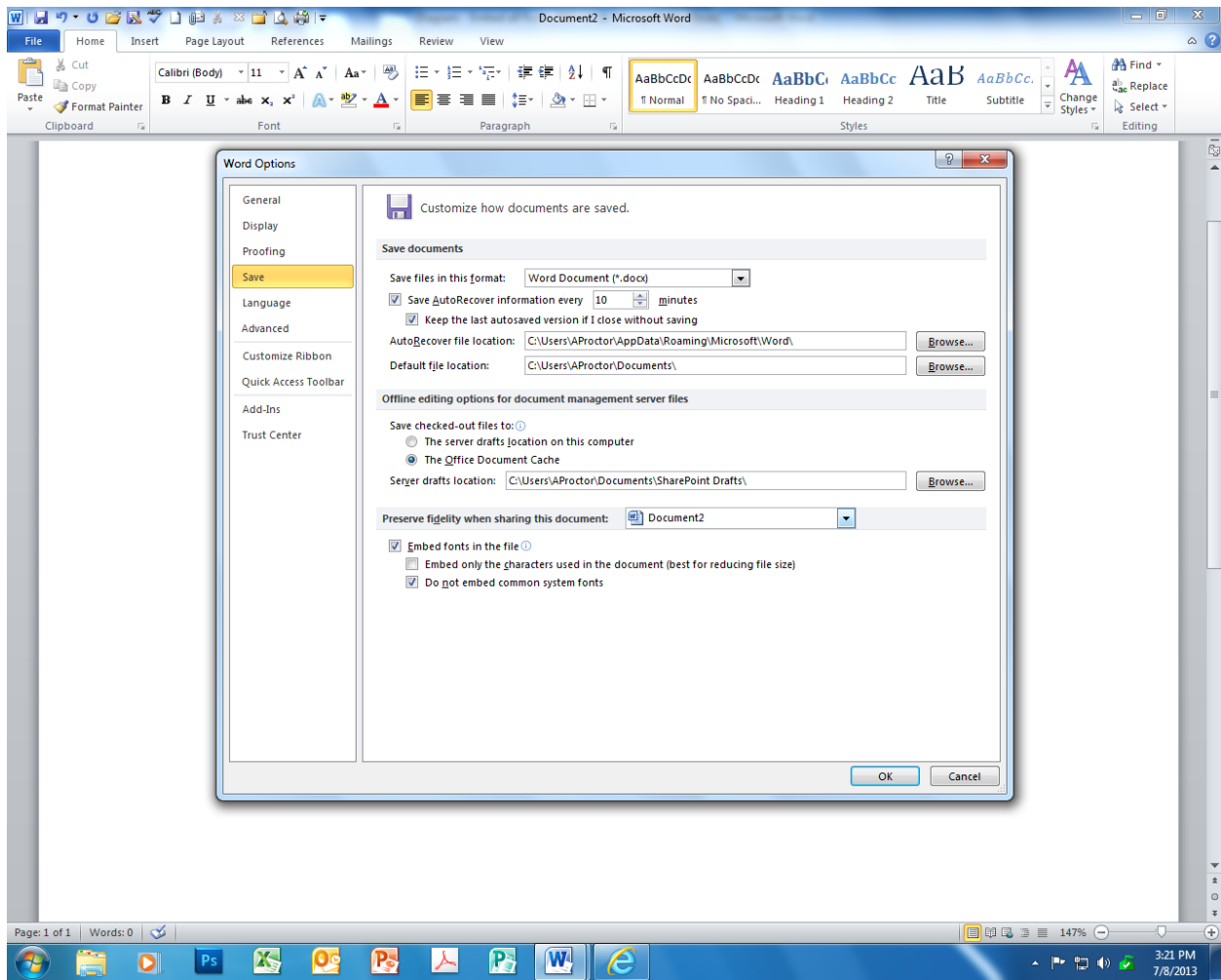
Save the document again but this time **click save as** with the same file name but add a date on the end (or whatever you choose).

TO CREATE YOUR Portable Document Format (PDF)

If you have Acrobat professional version you should see it within the tools bar of Microsoft Word. Just click on **Acrobat** on the tools menu – then click on **Create PDF**. If for some reason you aren't able to complete the above task there is another method. Within MS Word [your document should be opened] click on the **printer icon** - from the drop-down box of [name of printer] choose **Adobe PDF** – click OK. This method will create the document for you.