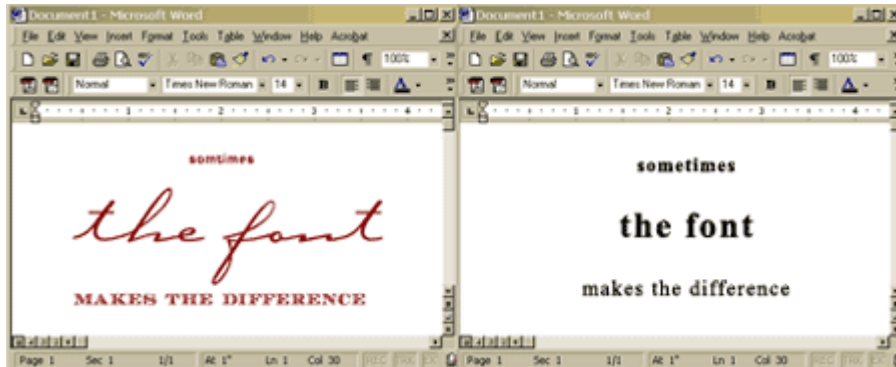


Embedding Fonts in Word: Keep Your Documents Looking Good

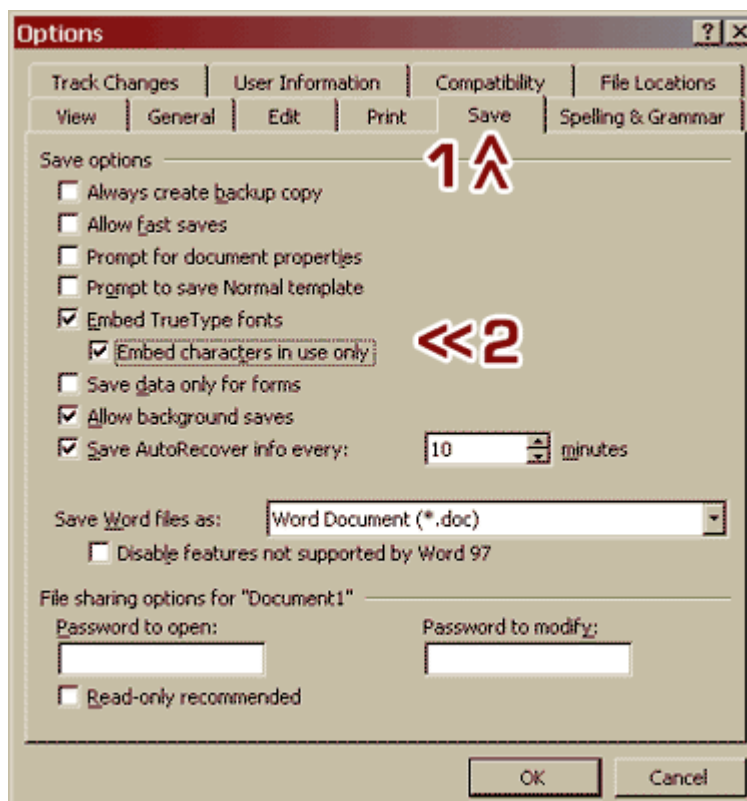
Have you ever found a cool font on the web and used it in a document? Chances are if you sent the document to somebody else, your cool font didn't show up the same on their computer. Word will substitute missing fonts with whatever it deems the closest match – and Word is not always very good at finding close matches.



HOW TO DO IT

Embedding fonts in your documents is a simple process. From the **Tools** menu, select **Options** to bring up the **Options dialog box**.

Click the **Save** tab and click the box on the option **Embed TrueType fonts**.



You also have the option of embedding just the characters that are in use in your document. This is useful if you are using a very complex or flowery font and wish to keep the file size down. If you've used a special font for a headline or title, Word will save just the information it needs to reproduce only those characters used in the document.

However, if you embed only the characters in use, and then the person who gets the file wants to correct a spelling mistake or make some other change to that title, they are limited to only the letters you have already used. So it's a trade-off between file-size and convenience. And since this whole thing is about convenience, I'd recommend going with the whole font. The choice is yours.

WHAT ABOUT MY MAC-USING FRIEND?

When you send Word documents to a Mac, even if you've embedded the fonts, they won't show up properly unless the receiver has the Mac equivalents of those same fonts installed.