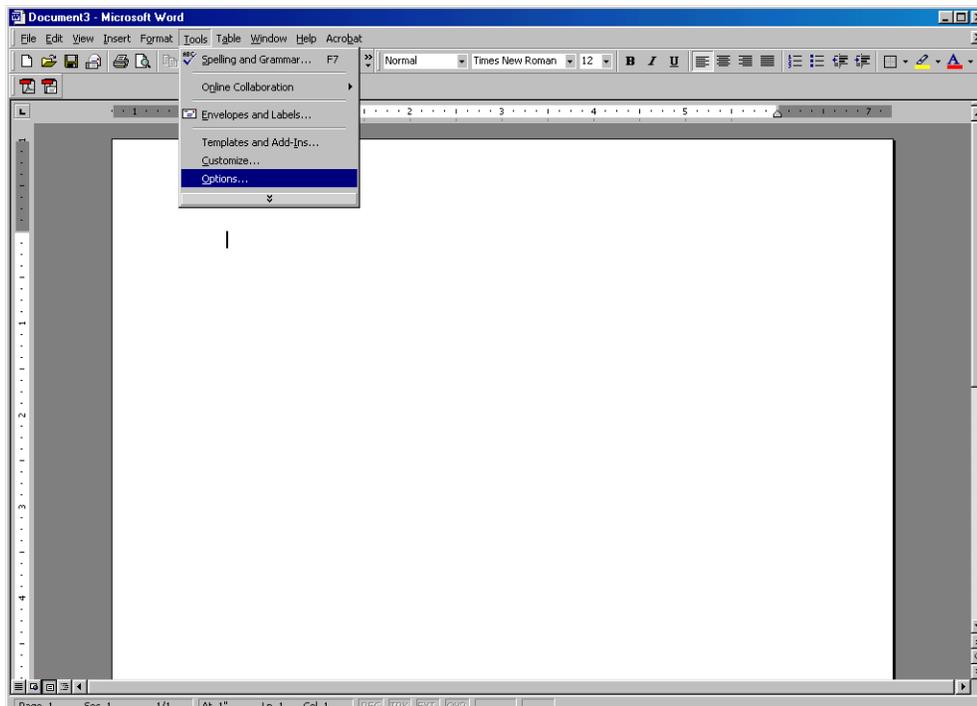


Embedding True Type Fonts in Microsoft Word

Embedding fonts makes it possible to transfer documents with-out reflow. Be sure to use True Type fonts rather than system fonts, printer fonts or postscript fonts.

The Procedure is very simple but must be done with each document saved for transfer. The option is saved with the document, a new document will not have this setting unless you save it as a master setting. This is not recommended since it will dramatically increase the size of all your documents.



The option is found under the tools menu. Select Tools / Options on the main toolbar.(see Figure 1) An options menu will pop up which contains many tabs for various options.

Figure 1

Click on the Save tab (see figure 2). Check the box Embed True Type fonts. **Do not** check the box Embed characters in use only. This could hinder any editing at the receivers end. Save document as usual.

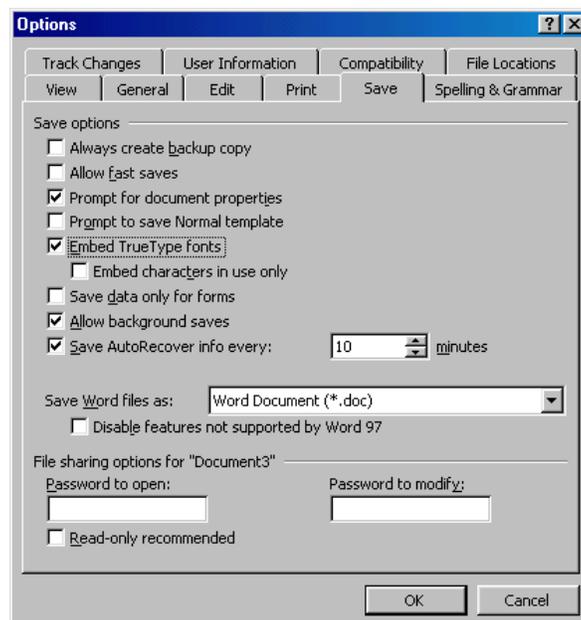


Figure 2