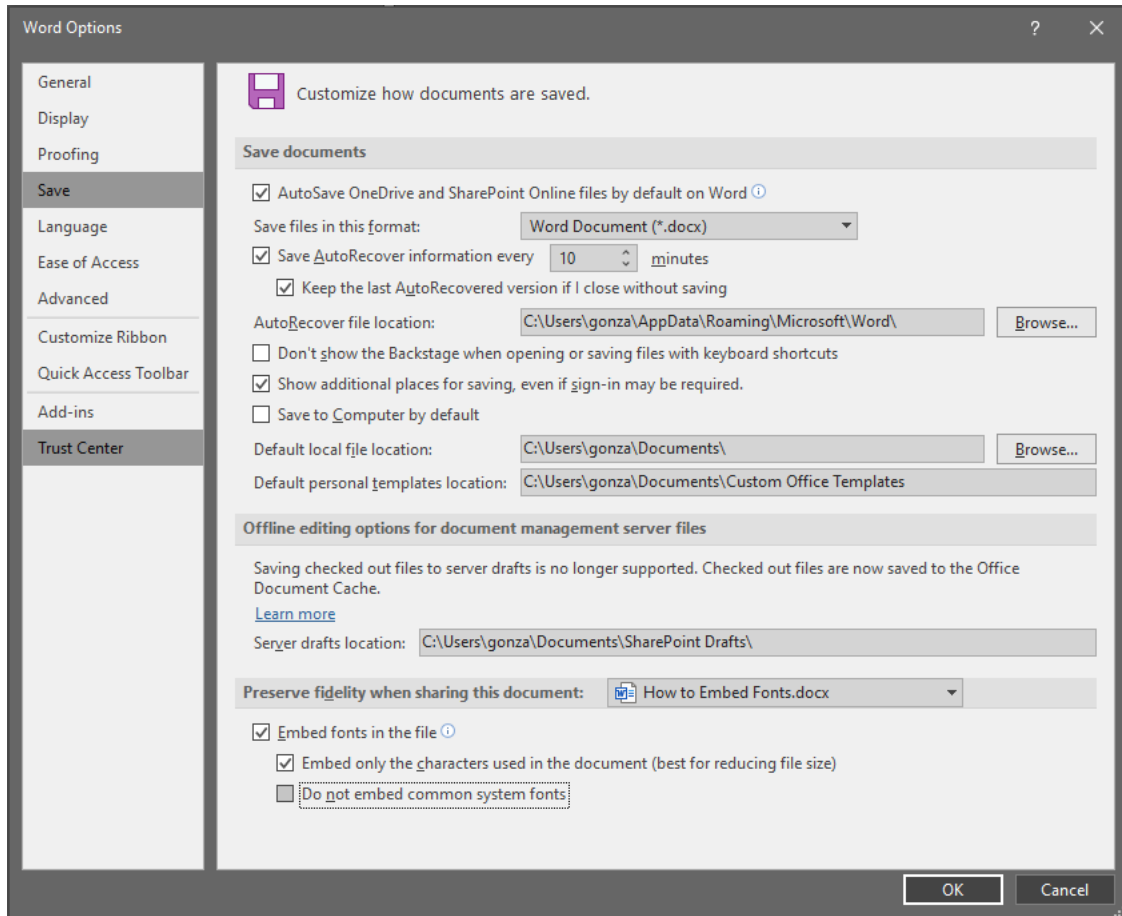


# How to Embed Fonts

If you need to embed fonts, exactly how you embed fonts will vary from application to application and version to version. These instructions will vary depending on the version of Microsoft Office.

## Microsoft Word

1. Navigate to the Word Options menu (File → Options)
2. Within the Word Options menu, navigate to the Save options
3. Make sure the check box for 'Embed fonts in the file' and 'Embed only the characters used in the document (best for reducing file size)' are checked and that the check box for 'Do not embed common system fonts' is unchecked.

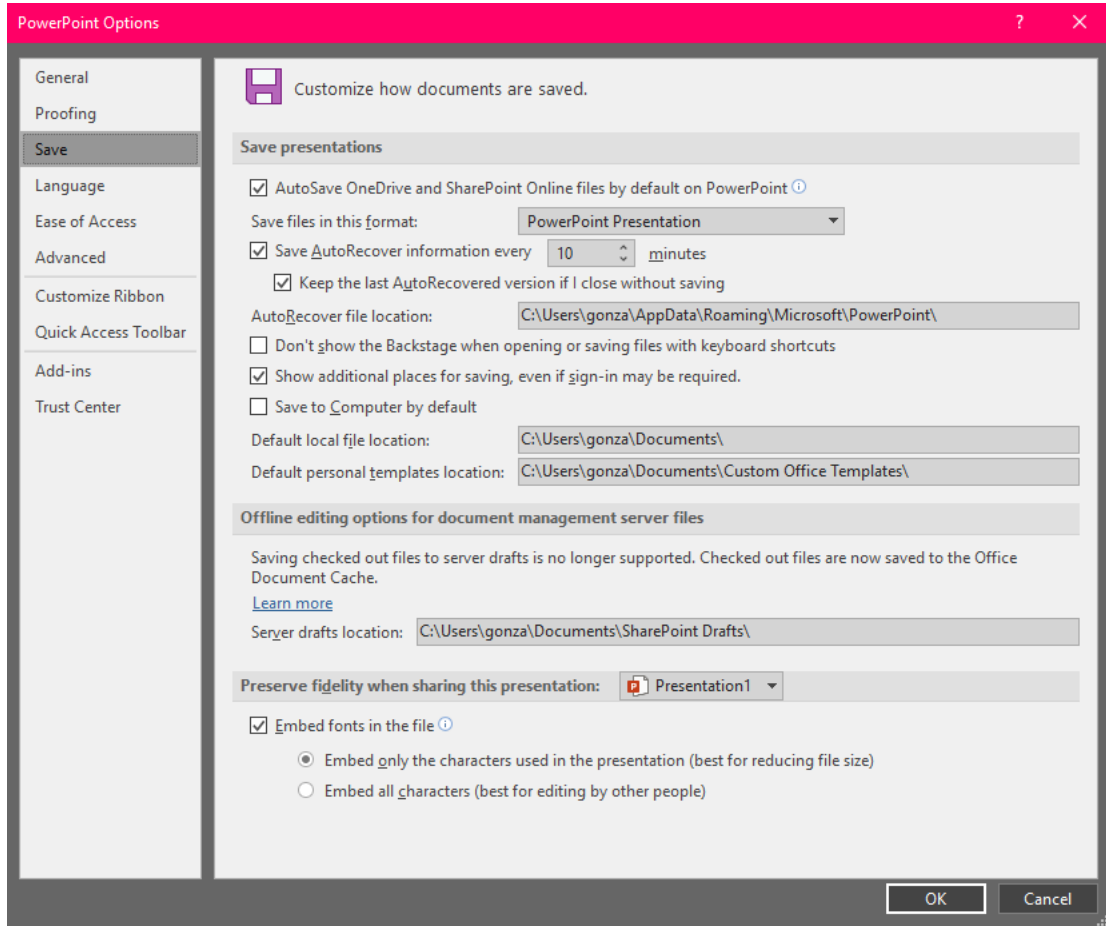


4. Click OK to save the new options.
5. RE-SAVE THE DOCUMENT AS A WORD DOCUMENT.
6. Once the document is re-saved with the fonts embedded, then it can be saved as a PDF.

# How to Embed Fonts

## Microsoft PowerPoint

1. Navigate to the PowerPoint Options menu (File → Options)
2. Within the PowerPoint Options menu, navigate to the Save options
3. Make sure the check box for 'Embed fonts in the file' and 'Embed only the characters used in the presentation (best for reducing file size)' are checked and that the check box for 'Embed all characters (best for editing by other people)' is unchecked.



4. Click OK to save the new options.
5. RE-SAVE THE PRESENTATION AS A PPTX DOCUMENT.