



Embedding Fonts in Your Microsoft® Publisher File

Fonts are external to the original program you created them in (*true for 99% of all software programs*)

What does that mean?

If you email a “cool” publisher file you’ve made to a friend or colleague, the file may not display correctly because they don’t have a font installed that you used in your publication. Publisher will try to “substitute a font” for the missing font – but it will most likely “mess-up” your layout.

If you want to share your publication (fact sheet, poster, flyer, or report) with others for review or for printing, your options are:

- print the publication and send it to them in paper form,
- make your publication into a PDF document you can send electronically, or
- embed the fonts so you can electronically share the original Publisher file.

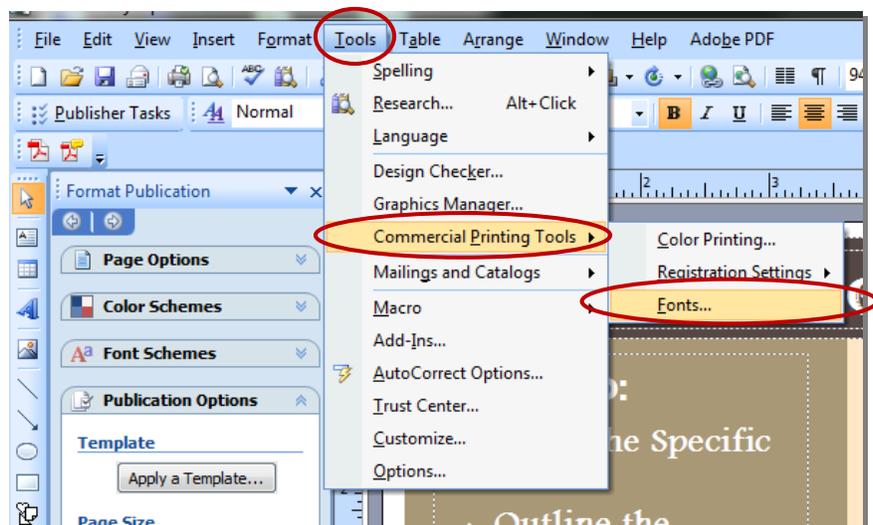
Note: If the person you are sending your Publisher file to does not have Publisher installed on their computer, they will not be able to open the document even if you embed the fonts.

Embedding the fonts in your publication is one of the best ways to ensure that a font is always available, even if you move the publication to a new computer or take it to a commercial printing service. If you decide to embed the fonts in your Publisher file, you will need to follow the following instructions....

1. Open the Publisher file you want to embed the fonts in
2. Go to **T**ools on the menu and click on **C**ommercial **P**rinting **T**ools.

Then click on **F**onts...

(See picture example to right)



3. A **Fonts** message box will appear. All of the fonts used in the publication will be listed in this box along with the FontType for each one.
(See picture example to right)

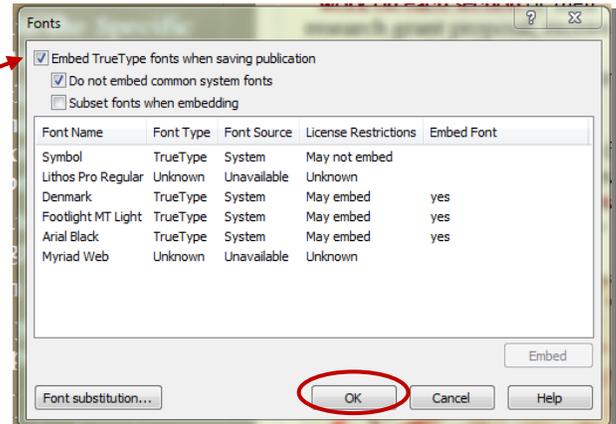
Click on **Embed TrueType fonts when saving publication.**

Then click **OK.**

Note: According to Microsoft, you can only embed TrueType fonts, and then only if their licensing allows embedding.

All of the TrueType fonts that are included in Publisher allow embedding.

(TrueType font: A scaleable font that displays and prints smoothly at any point size. TrueType fonts are directly supported by the Windows operating system and can be embedded in publications.)



4. Your fonts are now embedded in your publication and you should be able to share your Publisher file with anyone else who has Publisher.



Warning! Embedded fonts increase the file size of your publication, so you may want to limit the number of fonts that you embed. You can choose to embed all fonts (with or without system fonts), only certain individual fonts, or subsets of certain fonts.