

Number 2



Microsoft WORD Tips

Embed TrueType Fonts in Word When Sharing Documents

Sharing documents electronically can be tricky. With Microsoft Word, you can preserve the way your document looks by embedding TrueType fonts in the document. Your teammates can then view, modify, and print the document with the original fonts. They don't need to have TrueType fonts installed on their computers. The text looks just the way it did when you created it.

To embed TrueType fonts

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Under **Save options**, select the **Embed TrueType fonts** check box.
3. Un-select the **Embed characters in use only** check box.

Note *Not all TrueType fonts are licensed to be embedded*

