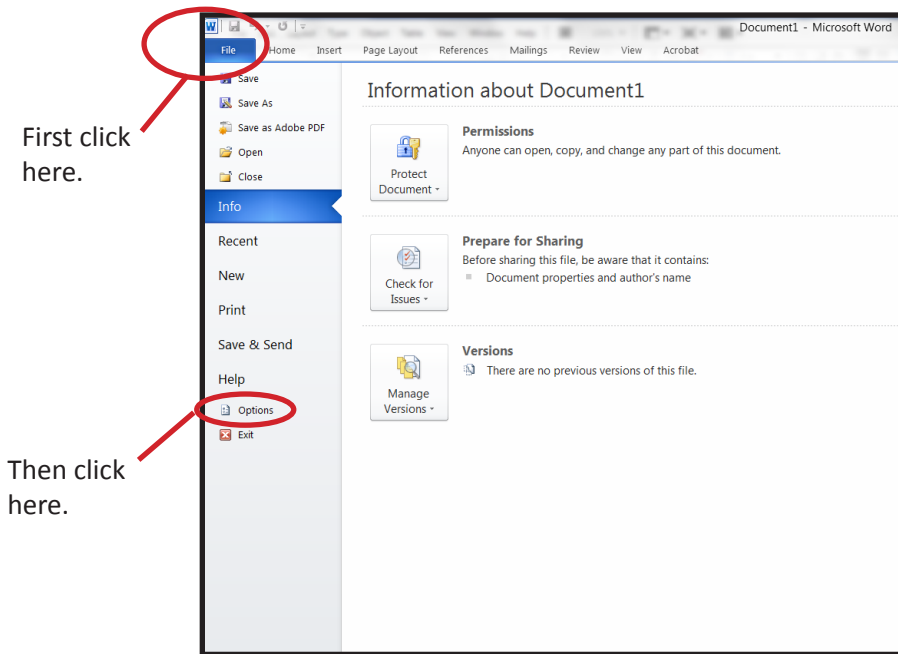
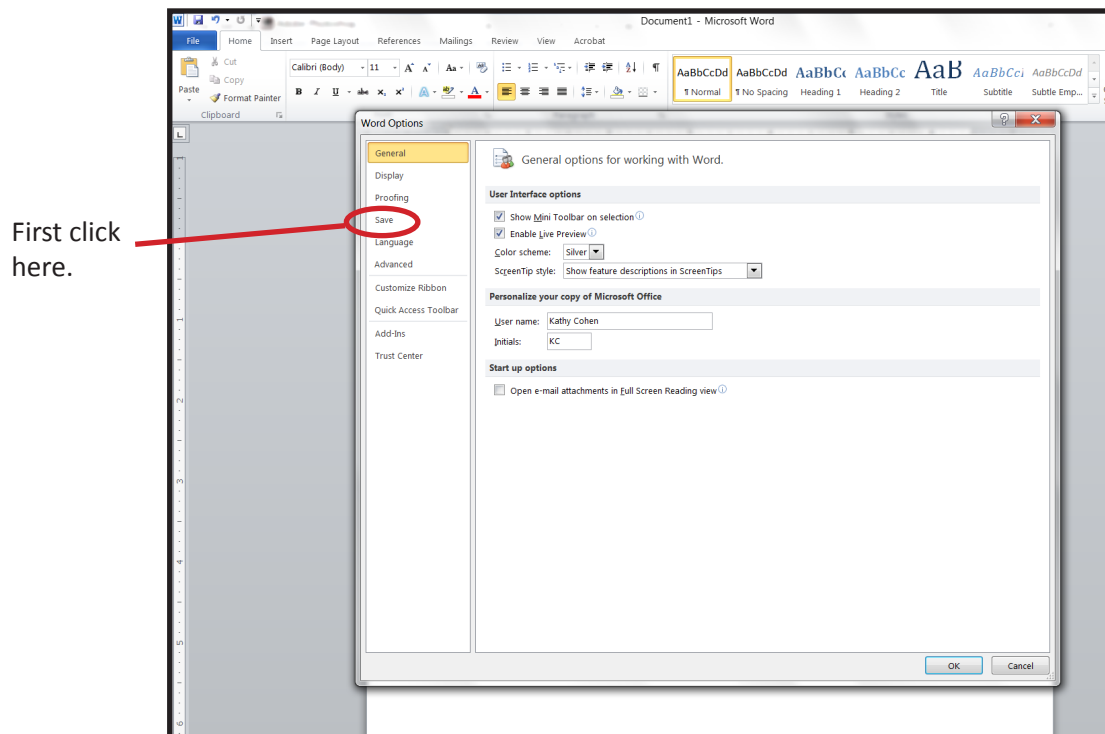


How to Embed Fonts in Word

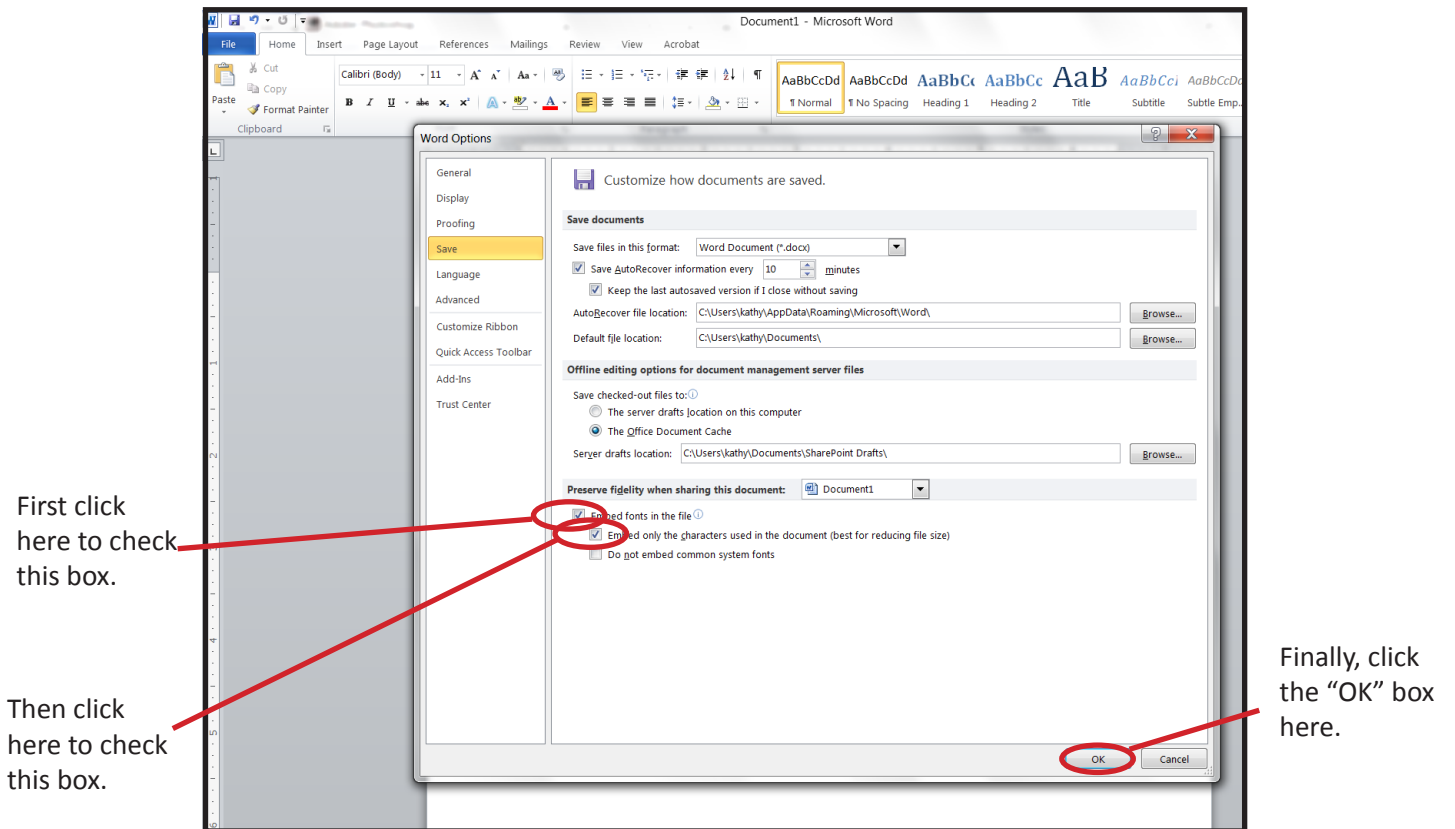


To embed fonts in Microsoft Word 2010, click on the blue box “File” in upper left corner. Next click on “Options” lower in the same column. A new screen will open.



On this new screen, click on “Save.” A new screen will open.

How to Embed Fonts in Word (continued)



1. On this new option screen, check the box "Embed fonts in file."
2. Check the box "Embed only the characters used in the document."
3. Finally, click the "OK" box in the bottom right corner.