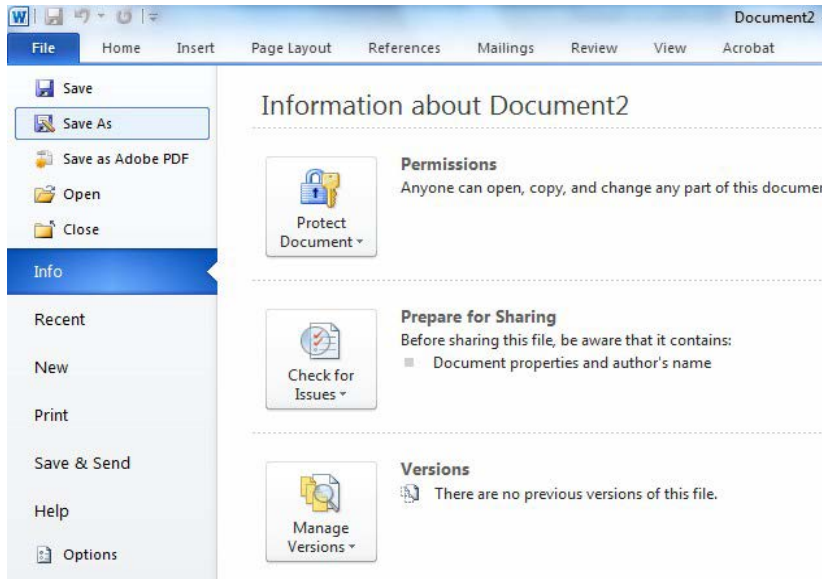


Embedding Fonts in Word 2010

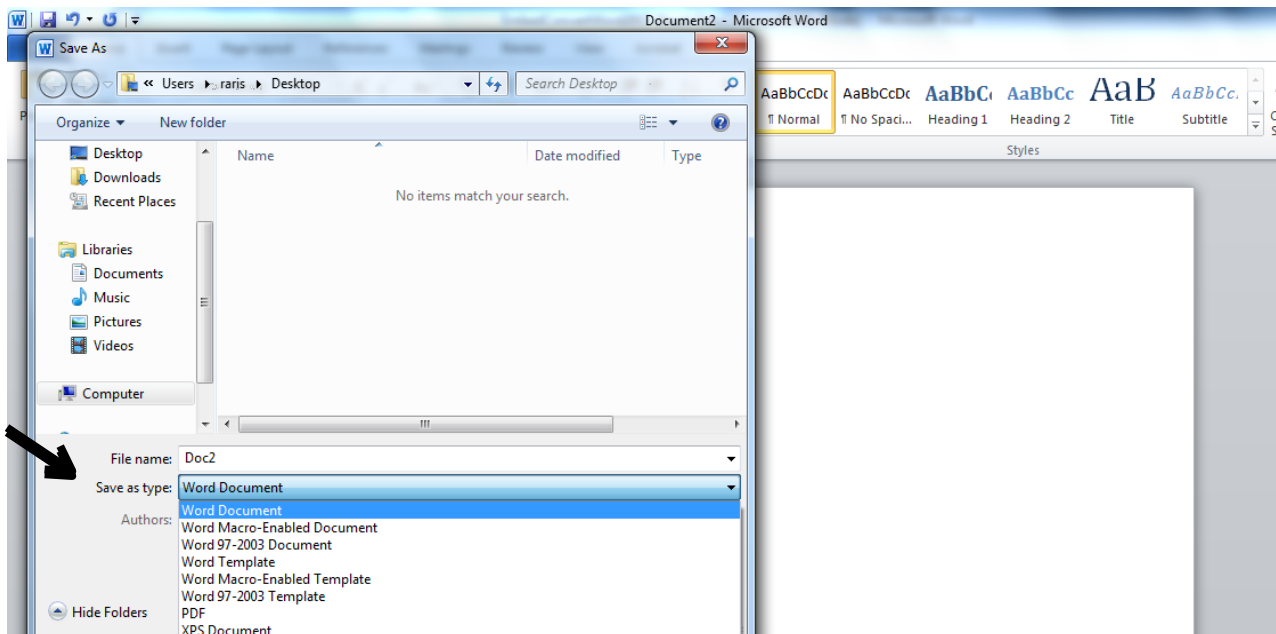
1. Click on the **File Button** in the upper left-hand corner to get the drop down menu.



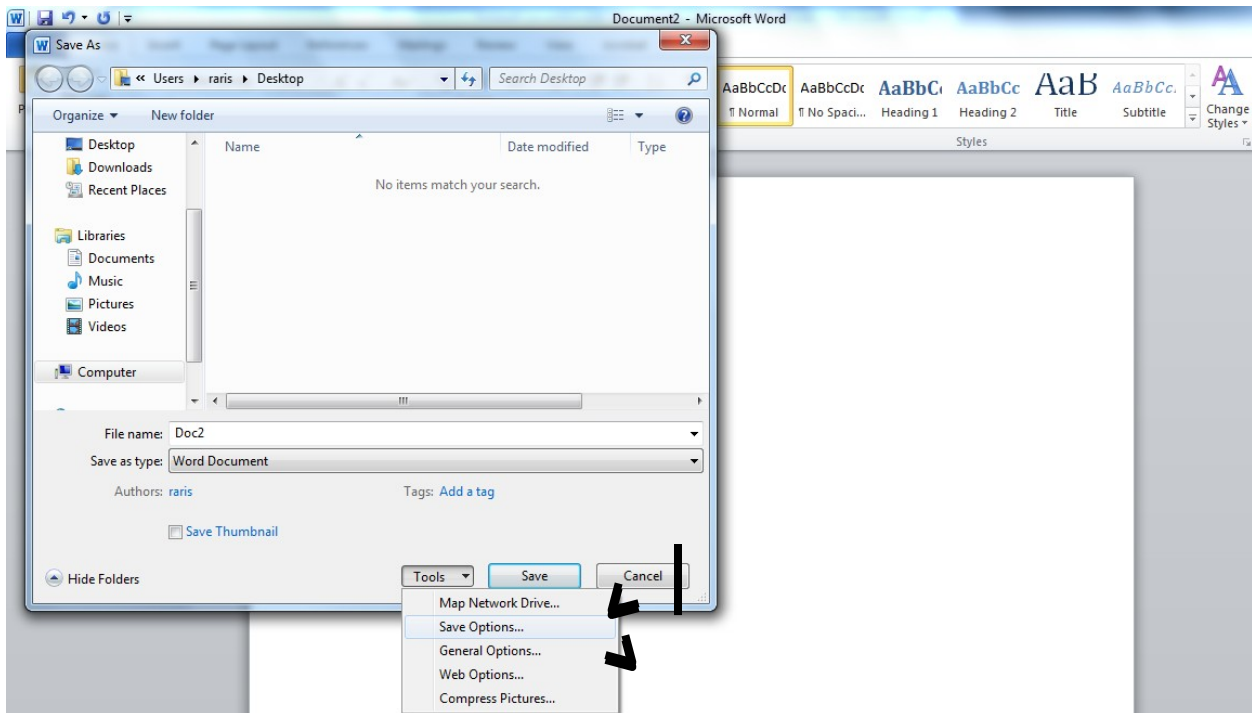
2. From the drop down menu, click on **Save As**.

a. Next to **Save as Type**, on the **Save As** box, select **Word Document** from the drop down menu.

b. The document will be saved as a **.docx** file.



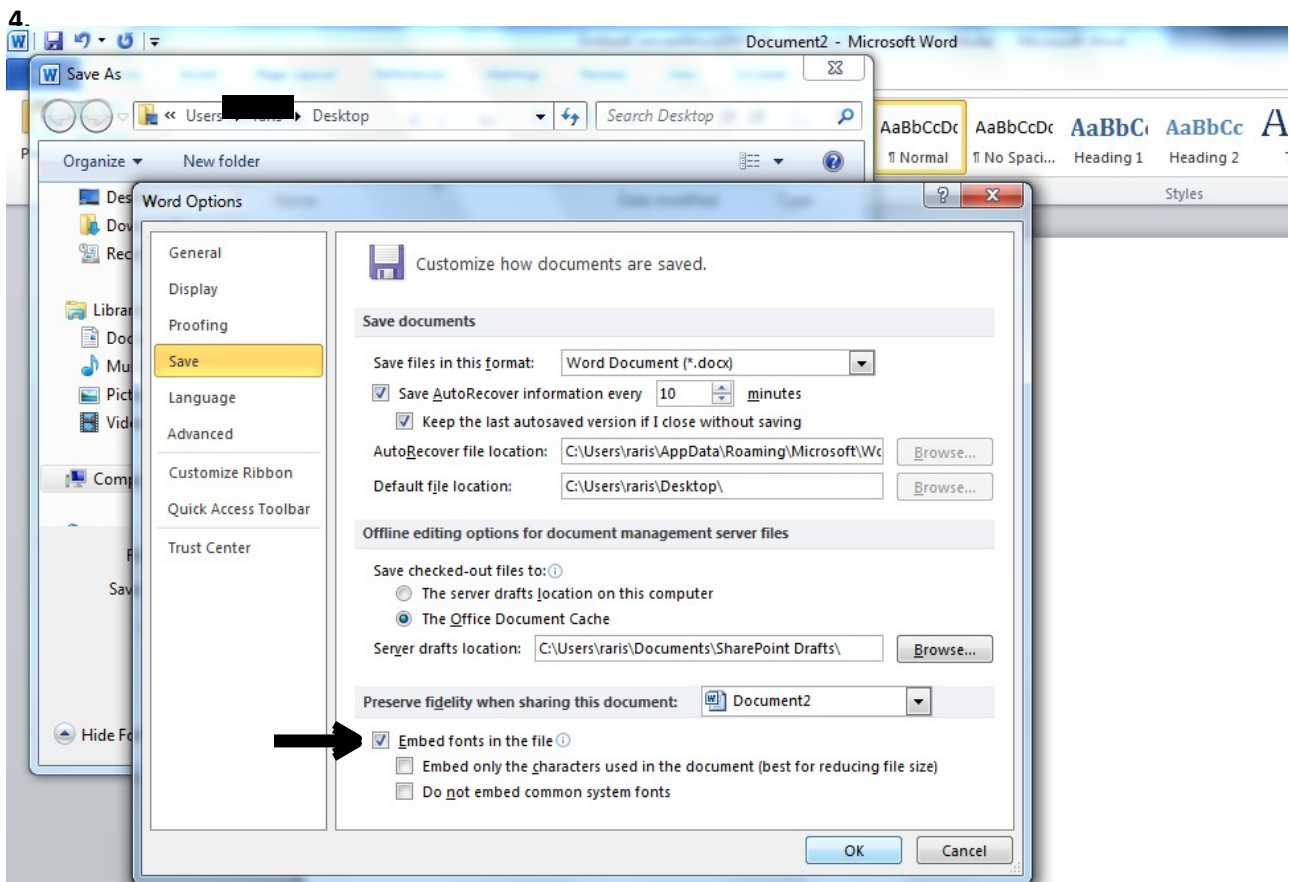
3. Click on **Tools** at the bottom of the **Save As** box and select **Save Options** from the drop down box.



In the **Word Options** window

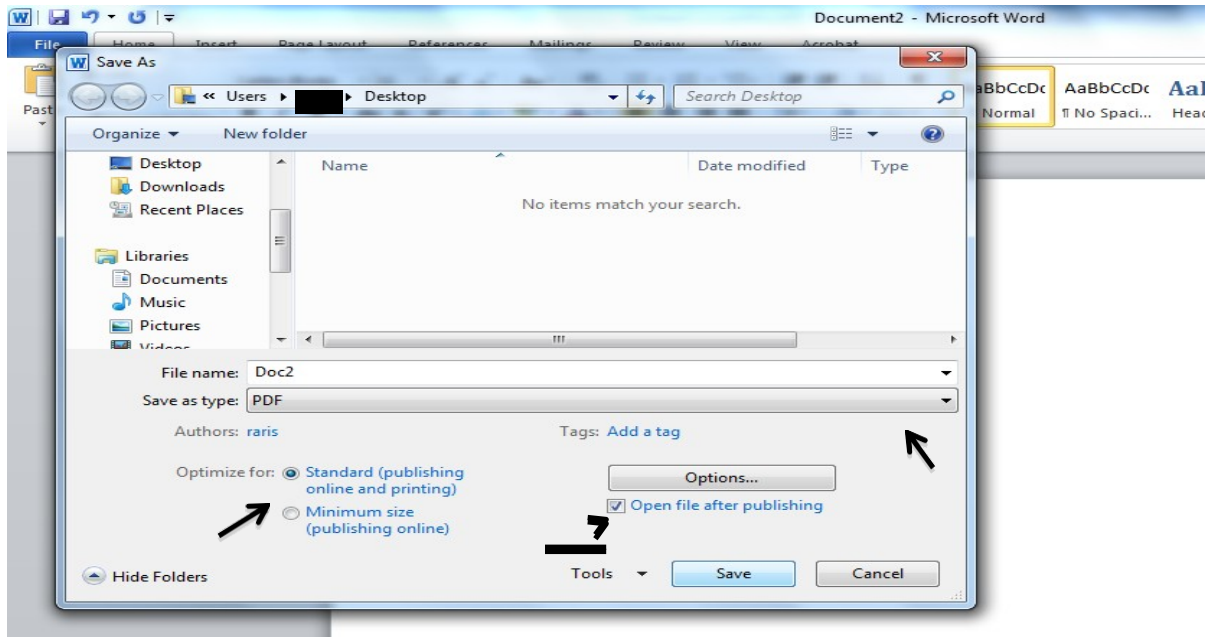
- a. Check the box next to **"Embed fonts in the file"**
- b. Make sure all boxes under **Embed fonts** in the file are de-selected.

Click on **OK**, then click on **Save**.



Converting a Word 2010 Document to PDF

1. From the Microsoft Word 2010 **File Tab**, select **Save As** from the drop down menu
 - a. Next to **Save as type**, select **PDF**.
 - b. Next to **Optimize for:**, click on the radio button: Standard (publishing online and printing)
 - c. Make sure the **Open file after publishing** box is checked.



In the lower right corner, click on the **Options** button.

- d. In the **Options** window, under **PDF options** make sure the box **ISO 19005-1 compliant (PDF/A)** is checked.
- e. Click on **OK**, then click **Save**.

