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.

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

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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 downmenu
 - 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.

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

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

