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## **Embedding Fonts**

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance can be found at <http://www.etsadmin.com/cgi-bin/main/faq?siteId=0#pdf9>.

Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes.

- \*Arial 10pt
- Century 11pt
- \*Courier New 10pt
- Garamond 12pt
- \*Georgia 11pt
- Lucida Bright 10pt
- Microsoft Sans Serif 10pt
- Tahoma 10pt
- \*Times New Roman 12pt
- \*Trebuchet MS 10pt
- \*Verdana 10pt

\*Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis onscreen, you may wish to improve the readability of your text by using one of these fonts.

Once you have chosen a True Type font you must embed it:

1. On the Tools menu, click Options, and then click the Save tab.
2. Select the Embed TrueType fonts check box.
3. Save the document.

Alternatively, if you have Adobe Acrobat Professional available to you, follow the instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."
5. If prompted to save these new settings, save them as "Embed all fonts."
6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.
7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."
9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.
10. If you see "(Embedded Subset)" after all fonts, you have succeeded.