Microsoft Publisher 2003

Computer system "font libraries" differ from computer to computer, so if you share Microsoft Publisher files with others and you use unique fonts, you should embed the fonts in the document before you share. This is especially necessary if you plan to e-mail Publisher files for printing.

Embedding fonts in a publication (from Publisher 2003 Help Documentation)

1. On the Tools menu, point to Commercial Printing Tools, and then click Fonts.

2. In the Fonts dialog box, do one of the following:

    A) Set embedding options for all fonts in your publication

- To embed (font embedding: To insert a font into the publication. Once the font is embedded, the information becomes part of the publication.) the entire font, select Embed TrueType fonts when saving publication.
- To embed fonts that are commonly installed on many computers, clear Do not embed common system fonts.
- To embed only a subset (font subsetting: Embedding a limited number of characters specific to one font, reducing file size.) of the font, select Subset fonts when embedding.

    B) Set embedding options for individual fonts in your publication

      1. Select the font.
      2. Click Embed or Don't Embed.