Health Science Campus
Thesis/Dissertation Procedures
Instructions for Embedding Fonts in MS Word 2007

Before you convert your thesis or dissertation to a PDF, take the following steps to ensure the fonts have been embedded:
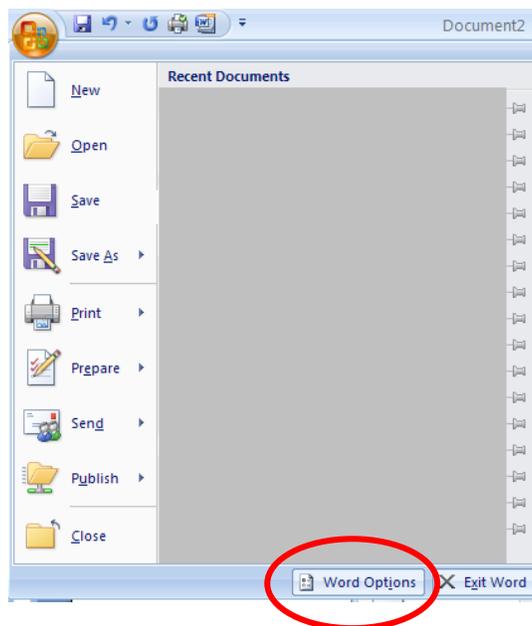
Microsoft Word 2007
(If you do not have MS2007, search the help feature of the version of software you are using with the search phrase "embedding fonts", or contact the College of Graduate Studies for assistance.)

1. Click the "Office" button at the top left corner of your screen

2. Click the "Word Options" button at the bottom of the pop-up menu

3. Click on the "Save" option and be sure the "Embed Fonts in this file" box is selected. Be sure the other two boxes directly beneath this option are UNCHECKED: 1) Embed only the characters used in the document; 2) Do no embed common system fonts

We want to embed the common system fonts as this document may be used worldwide and some systems may not have the complete set of the same fonts.
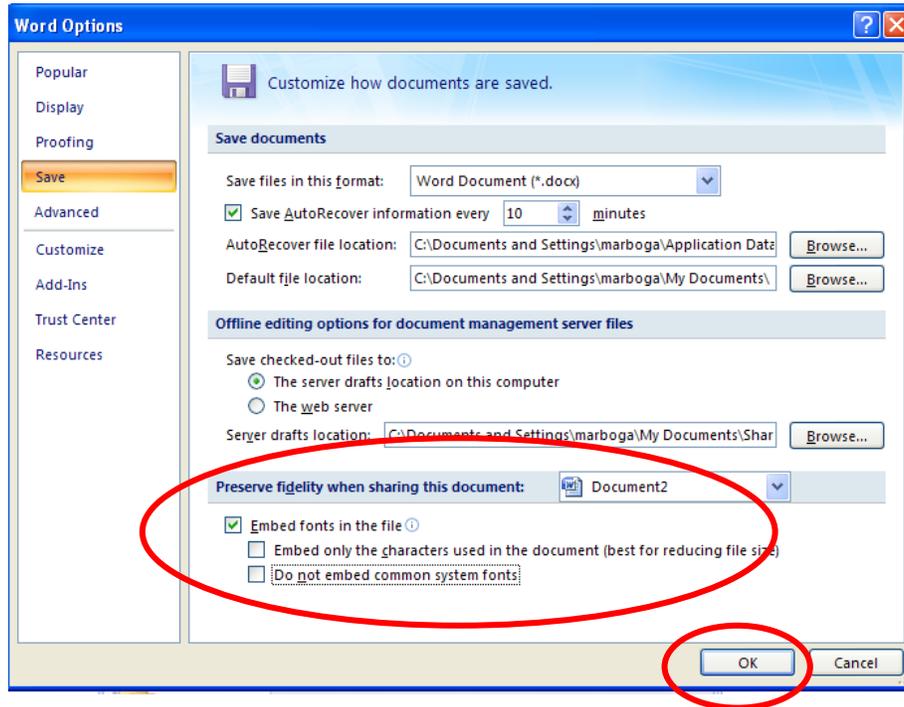
4. Click "OK" at the bottom and you are now ready to convert your document to a PDF.