Embedded Fonts

For printing and viewing purposes, fonts must be embedded in theses or dissertations submitted through ETDs @ Harvard. If fonts are not embedded, non-English characters may not appear as intended. ETDs @ Harvard runs a check on every uploaded primary document and will flag works that have not yet embedded all fonts. For reference, below are some instructions from ProQuest UMI for embedding fonts in different file formats:

To embed your fonts in Microsoft Word 2010:

1. In the **File** pull-down menu click on **Options**.
2. Choose **Save** on the left sidebar.
3. Check the box next to **Embed fonts** in the file.
4. Click the **OK** button.
5. Save the document.

To embed your fonts in Microsoft Word 2007:

1. Click the circular **Office button** in the upper left corner of Microsoft Word.
2. A new window will display. In the bottom right corner select **Word Options**.
3. Choose **Save** from the left sidebar.
4. Check the box next to **Embed fonts** in the file.
5. Click the **OK** button.
6. Save the document.

To embed your fonts in earlier versions of Microsoft Word:

1. On the **Tools** menu, choose **Options**.
2. Click the **Save** tab.
3. Select the **Embed TrueType fonts** check box.
4. Save the document.

Using Microsoft Word on a Mac:
Microsoft Word 2008 on a Mac OS X computer will automatically embed your fonts while converting your document to a PDF file.

If you have Acrobat Professional available to you:

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.