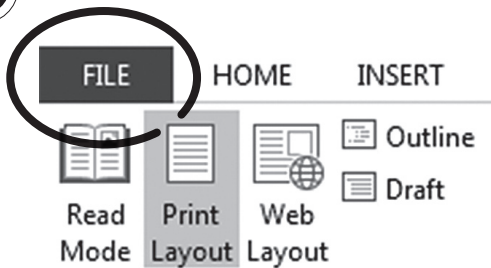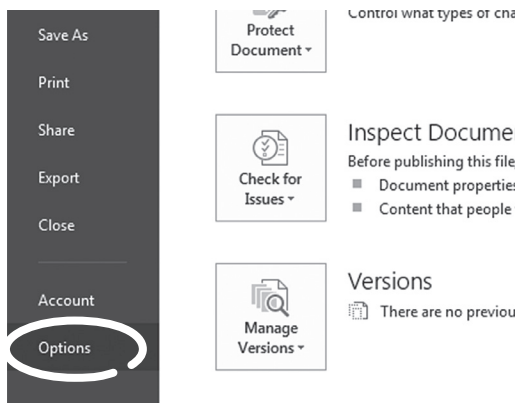# Why Embed Fonts?

Fonts are stored on *your* computer. When you create a Microsoft Word document, if your printer does not have the same font, a substitution will automatically be made. This will change the look and possibly the text flow of your file. So, to keep your file looking like you created it, embed the font. Here's how to do that using Word 2013 . . .
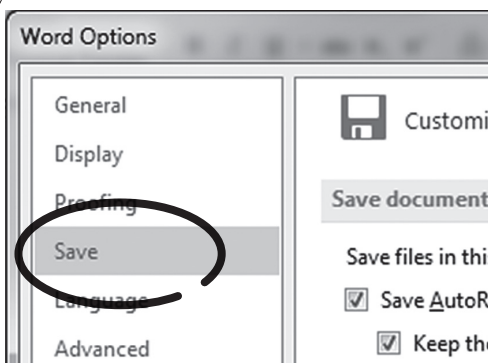
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1 Click the File tab.

2 Click the Options button, then choose "Adobe PDF" from the printer drop-down menu. Then click on Printer Properties.

3 Click the Save tab on the left.

4 Check "Embed fonts in the file". Select "All New Documents" from the drop-down menu to save this setting for future documents. Click "OK" to complete.

Now your Word file has embedded fonts.

Note: *To save a PDF with embedded fonts, from Word 2013, you must use the Export feature instead of the Print feature.*

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