

Font Guide

If you've ever been confused about why a font needs to be 'embedded' or 'flattened', don't worry! This guide will help you understand the key problems surrounding fonts when it comes to print, and how to avoid or correct them.

If Fonts Aren't Present

A document is usually created using the documents in the font library of that computer. If it is then opened on another computer, the same font has to be in the font library for it to look the same. If the same font isn't present it'll be substituted, which could result in a very different appearance.

The replacement may not even be the same size as the original document, which can then make the whole thing look wrong. You could find that text is overset (or hidden) if the font size is bigger, for example.

Prevent Font Problems

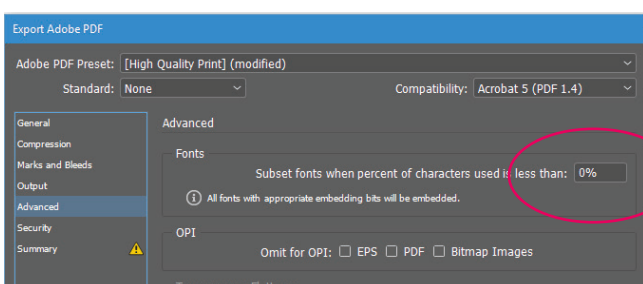
The best way to avoid common font issues is to include them as part of your original document by a process of embedding, flattening, or converting to curves.

Saving As An Image

You can save a file into a raster format, such as a JPEG, PNG, or TIFF, so the font becomes part of the image. This means it won't look any different when opened on any other computer. This does mean it is much harder to edit at a later date, but is ideal for final proofing or sending to print, as every computer will display the same image.

Embedding Fonts

If you have the font licence for the font you have used in the design file, when converting into a PDF you will be asked if you would like to embed the fonts in the document. Selecting 'yes' packages the fonts with the document information files, so that when opened on another computer it'll look exactly the same.



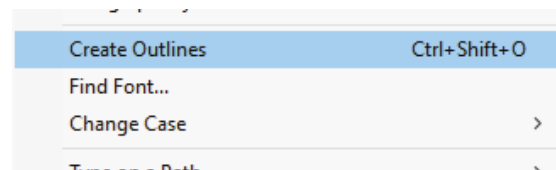
Converting Fonts To Curves

Fonts in a document can be converted into shapes rather than letters. Similar to saving the file as a raster document, you'll have difficulties if you want to edit the document at a later date. However, it's very effective at retaining fonts for the final desired print document.

Fonts With The Online Auto Checker

Our online proof tool will automatically check and replace any fonts that it is unable to display like the original. This means your proof will have a new font in it, and may look different to your intended final document. Be sure to check your online proof to see if it matches your expectations even with a font substitution where once has been implemented. Once you're happy you can submit for print!

Create Outlines Shortcut



Win: Ctrl + Shift + O

Mac: Command + Shift + O