WORD Fonts and How to Embed Them

ProQuest manuscripts are in PDF format. To ensure that the PDF version of the manuscript looks the same as the WORD version:

1. Use a TrueType font (NOT a scalable font). Smaller fonts like Times New Roman should be set at 12-point, while larger fonts such as Courier should be set at 10-point.

2. Embed the fonts (see below).

If necessary, the font for tables, figures, and appendix material may be different than the font used in the remainder of the manuscript. Some special characters do not convert well to PDF format; allow time to solve such problems.

How to Embed Fonts**

With your manuscript open in WORD:

1. On the Tools menu, click Options, and then click the Save tab.

2. Select the Embed TrueType font check box.

3. Click OK.

4. Save the document.

** If you are using a Mac, similar guidance can be found in the help files on the ProQuest site.

Common TrueType Fonts	
Arial*	11 pt
Century	11 pt
Courier New*	10 pt
Garamond	12 pt
Georgia*	11 pt
Lucida Bright	10 pt
Microsoft Sans Serif	10 pt
Tahoma	10 pt
Times New Roman*	12 pt
Trebuchet MS*	10 pt
Verdana*	10 pt

Web font that is easily readable on screen.