

Include the right fonts with your files

Please make sure you include all used fonts while sending artwork in open files (QXD, InDD, AI, FH, etc.). We often receive files with missing fonts, corrupt fonts, or the wrong fonts. We usually do not substitute missing/corrupted with our own versions. This often results in subtle or obvious differences in the document including text reflow.

Avoid these common errors when sending your fonts:

- **Missing fonts**
Even if you only used a single character from a certain font, you'll have to send that font along with all the others. Don't forget to include the bold, italic, and other versions of the font as well if you used them. Not all fonts are text. Did you use a dingbat symbol for bullets or end-markers on articles? Include those fonts too.
- **Missing fonts in EPS graphics**
If you have embedded EPS files that include text be sure to send the fonts for those images as well. Generally it is best to convert the text to curves but sometimes this can alter the image in unwanted ways. If that's the case, you must send the font files for that text.
- **Missing screen or printer fonts**
Type 1 (PostScript) fonts have two files you must send - both a screen and a printer font. When you send only the screen font the file may look fine on screen but when printed you'll see font substitutions. Be sure to include both screen (bitmap or .pfm) and printer (postscript outline or .pfb) files for each Type 1 font.
- **Wrong version**
If you have both TrueType and Type 1 versions of the same font installed (which is not a good idea) you may inadvertently use one in your file then send the other version for printing. Avoid this by only installing and using one version of the font.

Please pack/compress all font files into ZIP/SIT archive before any data transfer.