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- 1) Open file in Word
- 2) Select TOOLS menu
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- 4) Click on the SAVE tab
- 5) Activate (click on) EMBED TRUE TYPE FONTS
- 6) Save and reupload file

With Word 2007, you will need to do the following:

- 1) Open file in Word
- 2) Click: "Save As"
- 3) Click 'Tools' (bottom left)
- 4) Click on 'Save Options'
- 5) Under 'Preserve Fidelity?', select: Embed Fonts and click both boxes that appear beneath to ensure fonts that are used only in this file are saved.
- 6) Save and reupload file

If LZW compression is used in TIF images embedded ina Word document, they will cause the PDF conversion to terminate prematurely and display and error message. To solve the problem, follow these steps:

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