It is very important that you always include all the fonts that were used in the creation of your document. There can be several versions of the font you used on the market. If we do not have that exact version, your layout may change. Even Times has more than one version. Also, be sure to check your placed artwork for necessary fonts. If you placed a logo that needs Caslon, and your Page-Maker file doesn't use Caslon, Page-Maker may not tell you that you need Caslon, but our printers will.

When locating your fonts, there is a difference between where you will find them on a MAC or PC, so please select the proper computer system for information concerning locating and copying fonts.

PC Fonts

On most Windows systems, you can view your loaded and usable fonts in the Windows Control Panel. Click on the Start button, then on Control Panel. Somewhere in there will be a folder with your fonts. Before copying your fonts, create a folder on your desktop into which you can copy the fonts. Then, locate the fonts you need within that Control Panel fonts folder. Select each font you want to copy. (Be sure to select all versions of the fonts you used. For example, also send Times Bold, Times Italic, and Times Bold-Italic when sending Times Roman.) Next, right-click (and hold) on one of the selected fonts and drag onto the folder you created on the desktop. When you release the right button, a menu will appear. Click Copy to Folder (NOT Move to Folder). Compress that folder using WinZip and e-mail it to us as an attachment.

Mac Fonts

With the introduction of OS X, fonts can now be located in any number of places on your computer. Using a font management program compounds this problem (but, if you're using a font management program, it is likely that you already know how to copy fonts). Use the Finder's find command to search for the fonts you need. (Sometimes, it is helpful to search for part of the name. For example, look for Casl when searching for Caslon224-Bold.) Go ahead and send us any font you think necessary. If you're looking for Times and you find Times and Times Roman and Times MT, send all three. (Be sure to select all versions of the fonts you used. For example, also send B Times Bold, I Times Italic, and BI Times BoldItalic when sending Times.) Create a folder on your desktop into which you can copy the fonts. From the results window of your search, copy each font (hold down the Option key as you drag so you don't move the files) into the folder you created on the desktop. After you have copied all of the fonts, compress that folder using Stuffit or OS X's Create Archive command and e-mail it to us as an attachment.

Converting Text To Paths/Outlines

In the case of publications created in Illustrator, InDesign, or Freehand (including logos and graphic art) it can be to your advantage to turn your text into paths/outlines. That way, the computer sees your text as an image, rather than a font. In the case of logos or graphics, it is recommended that you always convert your text. If you have finalized your design and edited your text to your satisfaction, you can then convert all your type to paths/outlines. Please note: Once converted, the text cannot be edited.

Adobe Illustrator

With the type boxes selected (using the selection tool, not the type tool) go under the Type menu and click Create Outlines. This will convert your text. To make sure it doesn't get shifted by accident, go under the Object menu and select Group.

Adobe InDesign

Though unrecommended, it is now possible to convert InDesign's text to outlines. With the type boxes selected (using the selection tool, not the type tool) go under the Type menu and click Create Outlines. This will convert your text.

Macromedia Freehand

With the type boxes selected, go under the Text menu and select Convert to Paths. Now your text has been converted.

Important: this information does not supersede any legal requirements or terms set forth by the manufacturers or licensees of commercially available fonts. Make sure you observe licensing restrictions.