

Fonts

Submitting Fonts

The main problem School Annual encounters with digital submission is **Missing Fonts**. Every font that is used in your yearbook must be submitted along with your Publisher files.

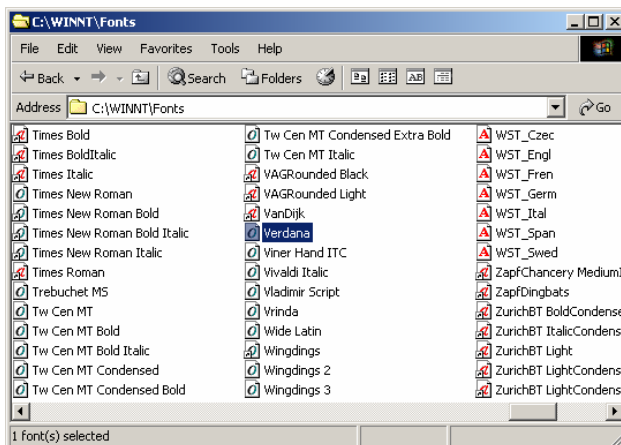
A misconception is that if you use a certain font in Publisher® then you should be able to open the Publisher® files on any computer that has Microsoft Publisher® installed. This is not true. Publisher® has no standard fonts. Publisher® works like all other Microsoft Office® products. It accesses the system fonts on the computer that it is installed on to give you a list of fonts in which to select from. Therefore if you use a font from one computer it may not be on another.

The good news is that School Annual has thousands of fonts in our database. Chances are good that we have the fonts that you are using. Some fonts that you would be absolutely safe using are **Arial**, **Helvetica**, **Times New Roman**, and (the one that this manual is printed in) **Veranda**. If you use these fonts you won't have to worry about submitting any fonts.

Where to find your fonts

If School Annual has thousands of fonts, how come missing fonts is the number one problem of digital submission? The answer is simple math. We may have thousands of fonts, but there are literally millions of fonts out there. Most people search the internet to download unique fonts. And why not? After all you want your yearbook to stand out from the others. The problem is that many people forget to include that special font when submitting the yearbook.

So, now you need to submit the font, but where is it, and what does the file look like?



1. Start by clicking on the **My Computer** icon located on the desktop.
2. Open the **Local Disk** drive. This is 99.9% of the time the **C: drive**.
3. Open the folder **WINNT** on Windows 2000® and **Windows** on Windows XP® systems.
4. Open the **Fonts** folder.

This is where all your system fonts are located. Find the font(s) you used from the list and **copy** (Do NOT move) the file(s) to your own fonts folder with your yearbook and image files.