

## FONTS & TYPE:

**Include them with your electronic file.**

On computers, there are two basic kinds of type:



**Postscript Fonts** (also known as Type 1)

POSTSCRIPT fonts consist of two parts: The screen, or bitmap font (The icon on the right above), which draws the font on your monitor, and the Postscript font (The icon on the left above), which enables you to print the font smoothly on a printer.



**Truetype Fonts** (also known as Multiple Master)

TRUETYPE fonts have all the information contained within one file to view the font on the screen and print the font to a postscript printer.

Any fonts used in your document must be sent along with it to your printer. Even if they are the most common fonts available, send them on the same disk. When using Postscript fonts, both the screen version and the postscript version must be included in order to print properly.

### ***IMPORTANT:***

Some programs allow you to make changes to a font with the click of a button, such as italic, bold, bold italic, etc. Beware that, even though you see the change on the screen, it may not print that way. *In order for a font to print as italic, the font must have an italic version included in both its bitmap suitcase and its postscript set.*

Otherwise your font will print as wither "courier" or as the regular font.

Check your fonts carefully and make sure the formats you used are actually supported.