

How to keep Word format when sharing documents

When sharing a Microsoft Word document, if the recipient device does not have the font installed in the document, the text may be changed in a format such as layout, font, ...

When a user sends a **Word** document to someone or a PowerPoint presentation, basically if the receiving device does not install or does not support the font used on this file, the document format may be changed. like, the layout or font will not be preserved in the original file.

To resolve the format change when sharing Word, right on Microsoft Word support users to embed fonts with original documents to ensure correct display on other computers, without having to install additional fonts that word.

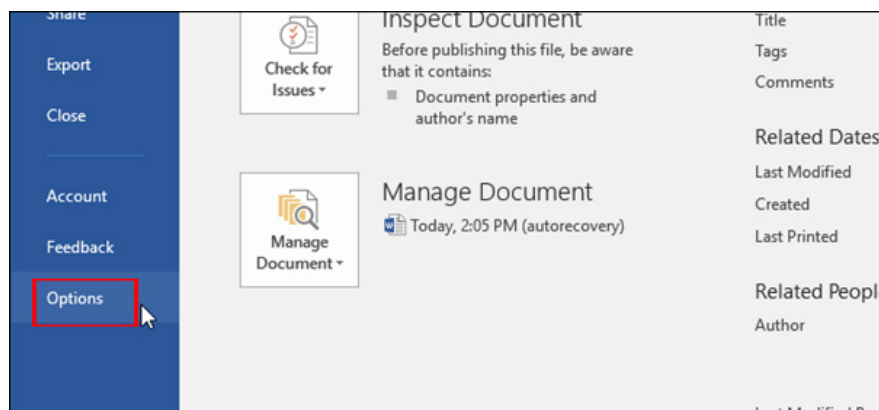
However, this feature will only apply to Microsoft Word version on Windows only. Besides, this feature also only supports some embedded fonts.

1. Guide font formatting, change stretch and create artistic text in Word
2. Word 2013 Complete Guide (Part 5): Formatting text
3. Trick to remove Formatting text format in Word

1. Keep Word 2010 format on:

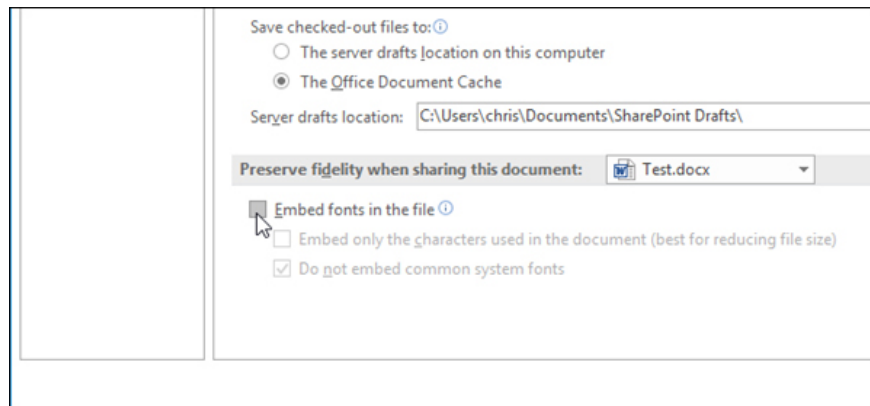
Step 1:

At the interface on Word click on the **File tab** , then select **the Options section** in the left column of the interface that just appears.



Step 2:

The Word Options dialog box appears. Go to the **Save settings** section and find the **Preserve fidelity when sharing this document option** . Check the **Embed fonts in the file** (embed the font in the document).



Step 3:

Then users will have 2 more options including Embed only characters used in the document (best for reducing file size) and Do not embed common system fonts.

The first option will require Office to only embed the font used in the Word document you want to share. Otherwise, the system will even embed other fonts even when not in use.

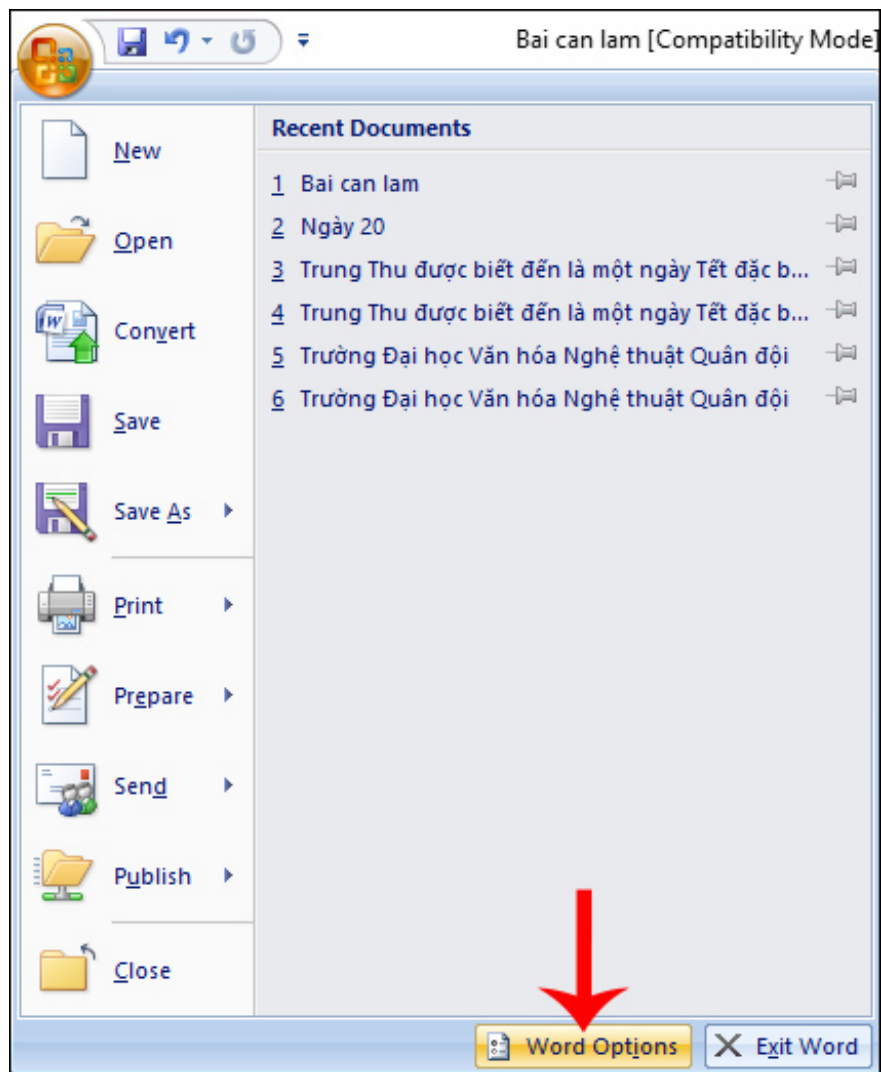
This option will reduce the size of the file when ignoring the Windows system fonts that the recipient can install.

Click **OK** to save the changes.

2. Keep Word 2007 format intact:

Step 1:

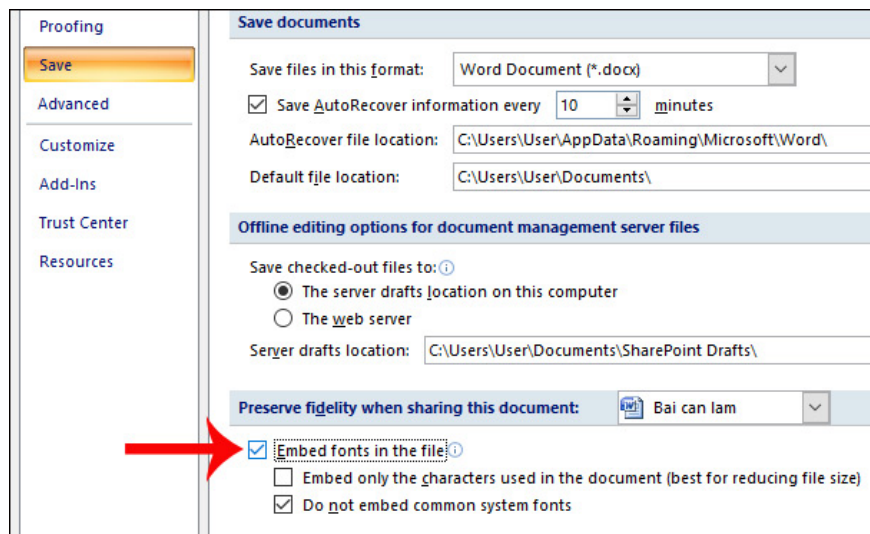
For Word 2007 versions, click **the Microsoft Office icon** and press the **Word Options** button below.



Step 2:

Then also find the **Save settings** group in the Word Options interface. Next go to the Preserve fidelity when sharing this document section, then select **the Embed fonts item in the file** .

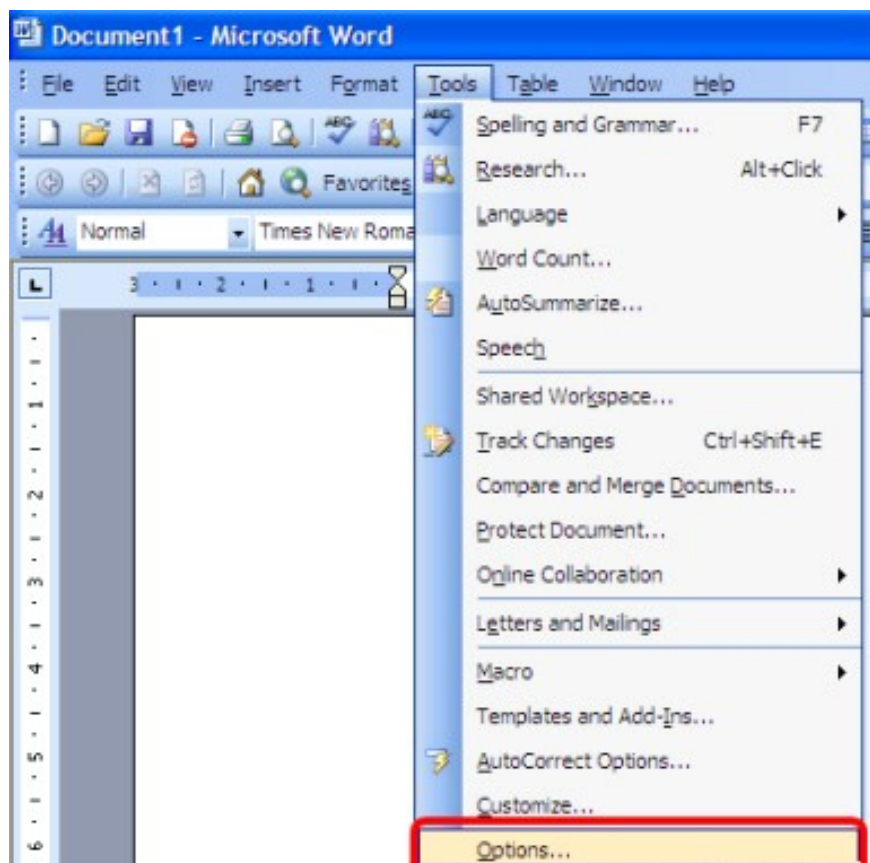
This is similar to Word 2010 onwards.



3. Keep the font format Word 2003:

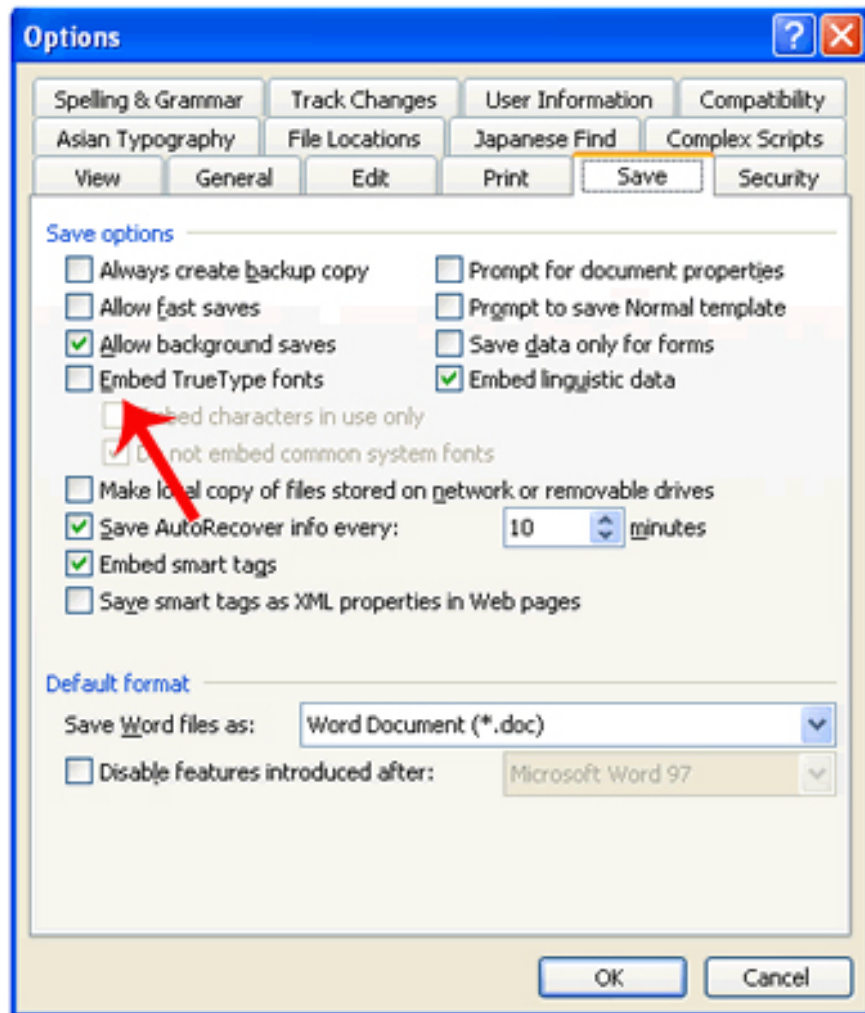
Step 1:

In Word 2003 interface, click on **the Tools menu** above and then select **Word Options**.



Step 2:

Switch to the Options interface, click on **the Save item** and then select the **Embed TrueType fonts** and click **OK** to finish.



So you've finished embedding the font, keeping Word format unchanged when sharing on different versions of Word. In general, the implementation on Word versions is similar, except for the steps to access Options in each version only.

I wish you all success!

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