

**System Reference Document
Preserving Fonts during PDF Conversion**

When Word documents are converted to PDF within Hutch IRB, the fonts used in the Word document may change unexpectedly. This is because only certain fonts are recognized by the system during the PDF conversion process. Supported fonts will appear as expected in the final PDF. For unsupported fonts, the PDF conversion will attempt to replace them with a similar supported font. Because fonts have different character libraries, this conversion can result in characters in the PDF that do not match the original Word document.

This issue occurs most often with special characters, symbols, or non-English language characters.

Supported Fonts for PDF Conversion

The system supports the following fonts. Using these fonts in your Word documents will help ensure the font remains the same in final PDFs.

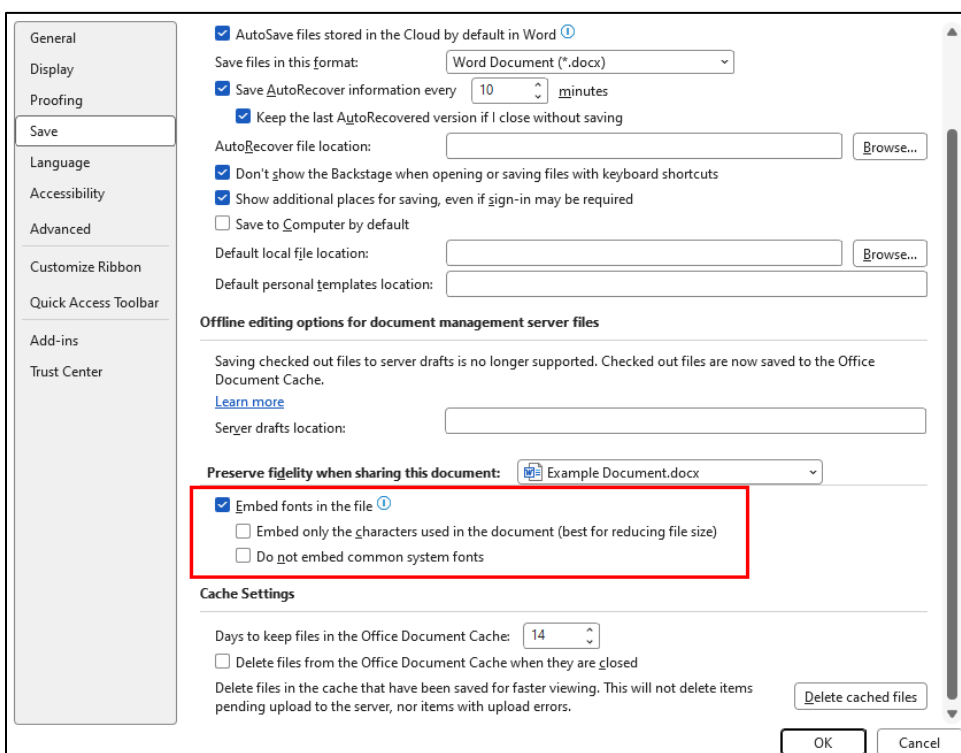
- | | |
|------------------------------|---------------------------|
| (normal text) | MS Gothic Regular |
| Arial | MS PGothic Regular |
| Calibri | MS Sans Serif Regular |
| Cambria | MS Serif Regular |
| Cambria Math Regular | MS UI Gothic Regular |
| Candara | MV Boli Regular |
| Comic Sans MS | Myanmar Text |
| Consolas | Nirmala UI |
| Constantia | NSimSun Regular |
| Corbel | Palatino Linotype |
| Courier New | PMingLiU Regular |
| Courier Regular | PMingLiU-ExtB Regular |
| Dotum Regular | Roman Regular |
| DotumChe Regular | Script Regular |
| Ebrima | Segoe MDL2 Assets Regular |
| Fixedsys Regular | Segoe Print |
| Franklin Gothic | Segoe Script |
| Gabriola Regular | Segoe UI |
| Gadugi | Segoe UI Emoji Regular |
| Georgia | Segoe UI Historic Regular |
| Gulim Regular | Segoe UI Symbol Regular |
| GulimChe Regular | SimSun Regular |
| Impact Regular | SimSun-ExtB Regular |
| Javanese Text Regular | Sitka Banner |
| Leelawadee UI | Sitka Display |
| Lucida Console Regular | Sitka Heading |
| Lucida Sans Unicode Regular | Sitka Small |
| Malgun Gothic | Sitka Subheading |
| Microsoft Himalaya Regular | Sitka Text |
| Microsoft JhengHei | Small Fonts Regular |
| Microsoft JhengHei UI | Sylfaen Regular |
| Microsoft New Tai Lue | Symbol Regular |
| Microsoft PhagsPa | System Bold |
| Microsoft Sans Serif Regular | Tahoma |
| Microsoft Tai Le | Terminal |
| Microsoft YaHei | Times New Roman |
| Microsoft YaHei UI | Trebuchet MS |
| Microsoft Yi Baiti Regular | Verdana |
| MingLiU Regular | Webdings Regular |
| MingLiU_HKSCS Regular | Wingdings Regular |
| MingLiU_HKSCS-ExtB Regular | Wingdings 2 |
| MingLiU-ExtB Regular | Wingdings 3 |
| Modern Regular | Yu Gothic |
| Mongolian Baiti Regular | Yu Gothic UI |

Embedding Unsupported Fonts

Study teams may opt to use fonts other than those from the list of supported fonts. To ensure that the PDF conversion process does not unexpectedly change unsupported fonts, embed the fonts in the Word document before uploading it to the SmartForm.

To embed the font in the document, perform these steps:

1. Open the document in Word.
2. Click **File > Options**.
3. In the **Options** window, in the left-hand navigation pane, click **Save**.
4. Scroll to the **Preserve fidelity when sharing this document** section, and make sure the following checkbox selections are made:
 - Check “Embed fonts in the file”
 - Uncheck “Embed only the characters used in the document (best for reducing file size)”
 - Uncheck “Do not embed common system fonts”



5. Click OK.
6. Save the document.
7. Upload the document to the SmartForm.