



## How to Outline Text

### Why is outlining text important?

- It becomes difficult to display your artwork properly when it is not outlined.
- We may not have the font and it may be available only for Mac.
- The font file can be damaged or corrupted when attempting to install.
- Outlining makes manipulation easy.

### There are three types of fonts you need to be aware of: OpenType, TrueType and PostScript.

#### • OpenType Fonts (.otf)

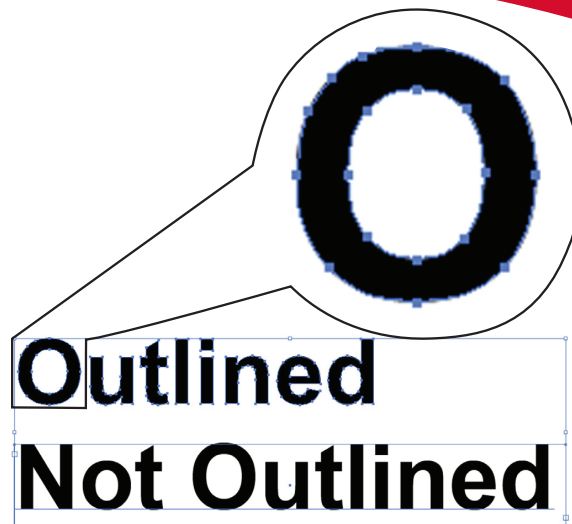
OpenType fonts are cross-platform compatible making it easier to share files across operating systems.

#### • TrueType Fonts (.ttf)

TrueType fonts only require one file to be submitted but a separate file needs to be submitted for each instance of the font. For example, a different file is needed for normal, bold, italic, bold italic, etc.

#### • PostScript Fonts (.pfb, .pfm)

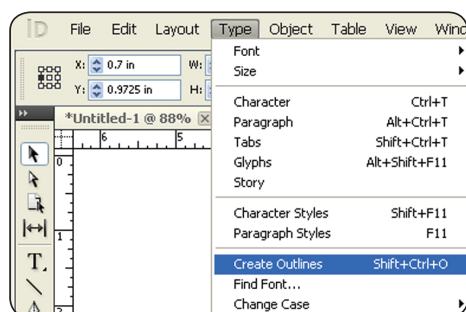
There are generally two main components to PostScript typefaces. Printer Font Binary (PFB) is a binary PostScript font format created by Adobe Systems, usually carrying ".PFB" file name extension. It contains a font's glyph data. Printer Font Metric (PFM) is a binary version of AFM, usually carrying ".PFM" file name extension. It contains font metric information.



Outlined text is text that has been converted into paths and fills. This can be created in Illustrator, InDesign and CorelDraw. Outlining will keep the text's appearance and will allow manipulation.

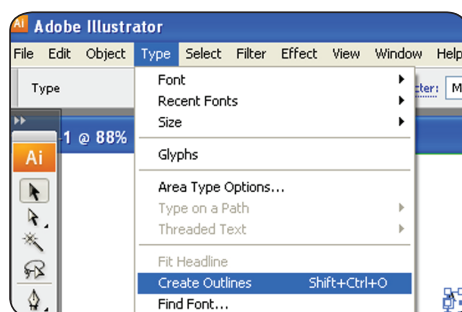
- **Please note:** Text can no longer be edited after it has been outlined.
- **Tip:** To preserve editability, keep a copy of your text before outlining.

### How do I outline text?



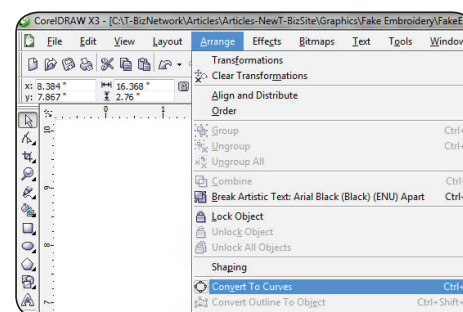
#### Adobe InDesign (Shift + Control + O)

Select the text you wish to outline and either right-click and select "Create Outlines" from the drop-down menu, or from the top-bar menu select Type → Create Outlines.



#### Adobe Illustrator (Shift + Control + O)

Select the text you wish to outline and either right-click and select "Create Outlines" from the drop-down menu, or from the top-bar menu select Type → Create Outlines.



#### CorelDraw (Control + Q)

In CorelDraw, select the text you wish to outline. Go to the top menu under Arrange, select "Convert to Curves", or right click the object and select "Convert to Curves".

*When submitting vector files (including outlined text), PDF, EPS or AI files are required.*

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or call us toll free at 1-877-285-7044