Creating a PDF with Embedded Fonts for MS Word

Why is it important to embed fonts when creating a PDF?

"Embedding fonts" ensures that all of the font information used to make your document look the way it does is stored in the PDF file. So, no matter what fonts a balloter (or reader) has on their computer, they'll be able to see the file as you intended it to be seen. If you don't embed fonts, Adobe AcrobatTM or an equivalent PDF creator will make its best guess at font substitution using whatever fonts are available on the balloter's computer. Substitution can result in significant differences between your intended output and what the balloter observes (particularly with symbol fonts), so it is best to have the fonts embedded.

How to Embed Fonts:

- 1. Within MS Word click File "Save As"
- 2. From the "Save As Type" drop down menu choose "PDF"
- 3. Click on "Options"

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- 4. Under "PDF Options" check off "ISO 19005-1 compliant (PDF/A)"
- 5. Click "OK" to create the PDF
- 6. Fonts are now embedded

	Options ? 🔀
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	O Page(s) From: 1 🗘 To: 1
	Publish what
	O Document
	 Document showing markup
	Include non-printing information
	Create bookmarks using:
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	 Word bookmarks
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	✓ ISO <u>1</u> 9005-1 compliant (PDF/A)
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Creating a PDF with Embedded Fonts for Frame Maker

Update your Adobe Printer



Right click on the printer

Select printer preferences

Adobe PDF Printing Preferences	X			
Layout Paper/Quality 🛃 Adobe PDF Settings				
Adobe PDF Conversion Settings				
Use these settings to create Adobe PDF documents suitable for reliable viewing and printing business documents. Created PDF documents can be opened with Acrobat and Adobe Read and later.				
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Rely on system fonts only; do not use document fonts				
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Ask to replace existing PDF file				
OK Cancel A	Apply			

Make sure Rely on system fonts only; do not use document fonts in unchecked

Click on Edit

Make sure compatibility under file options is set to Acrobat 8

Standard - Adobe PDF Settings	
 Standard General Images Fonts Color Advanced Standards 	Description Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.
	File Options
	Compatibility: Acrobat 8.0 (PDF 1.7)
	Object Level Compression: Maximum
	Auto-Rotate Pages: Collectively by File
	Binding: Left
	Resolution: 600 dots per inch
	All Pages Pages From: To:
	Embed thumbnails
	Optimize for fast web view
	Default Page Size Width: 8.5 Units: Inches ▼
Show All Settings	Height 11.0
	Save As OK Cancel Help

Select the Fonts folder and highlight all of the fonts listed under the "never embed" tab and select "remove"

Finally....."save as"