EMBEDDING FONTS IN A PDF DOCUMENT
ETD CHECKLIST TUTORIAL

Introduction:
When working with pdf’s that will be viewed or printed on a computer other than the one you used to create the document it is important to note that not all computers or printers have the same fonts installed. If you use a font that another computer doesn’t have, your document may not display or print correctly. To solve this issue, follow these steps to embed the fonts into your pdf document using Microsoft Word.

How to convert your Word document to a pdf

Open your document in Microsoft Word (2007 or later).

Go to:  -File
       -Print

Choose ‘Adobe PDF’ as the printer

Click “Printer Properties”

A new dialogue box will open.

Choose ‘High Quality Print’ from the ‘Default Settings’ drop box

Click the ‘Edit...’ button

A new dialogue box will open.

Click the ‘Fonts’ tab.

Confirm the box ‘Embed all fonts’ is checked

Confirm the ‘Never Embed’ box is empty. If any of the fonts used in your document are listed here, simply remove them.

-Click ‘OK’ to close the ‘High Quality Print - Adobe PDF Settings’ box, or click ‘Cancel’ if no changes were made.
-Click ‘OK’ to close the ‘Adobe PDF Document Properties’ box.
-Click the ‘Print’ button to name and save your document as a PDF.
Verify that all fonts are now embedded in your pdf document

Open your pdf with Adobe Acrobat Pro.
Go to: File
      Properties
      Fonts

If the fonts used in the document are embedded already, the word ‘embedded’ or ‘embedded subset’ would appear next to each font name.

Note: Using the previous steps to embed the fonts from an existing PDF to a new PDF in Adobe Acrobat instead of the Word document will cause you to lose any bookmarks contained in the PDF. It is recommended that you use the original Word document to embed fonts during pdf conversion, not after.