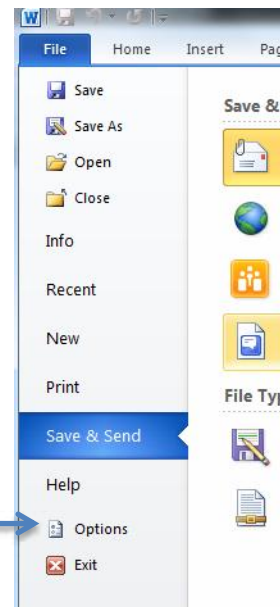
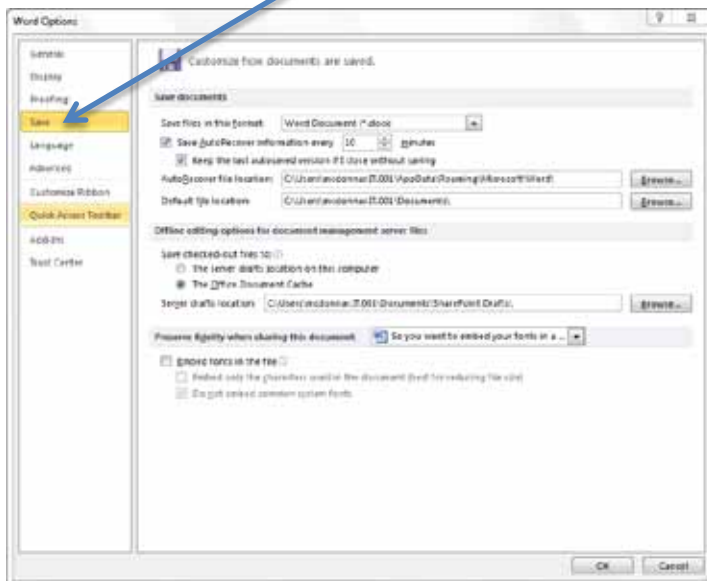


HOW DO I EMBED FONTS IN MICROSOFT WORD?


This method should be available to all Windows users using Microsoft Word 2010 and up. It will embed all fonts, but may also affect the formatting of any embedded files such as images. You will want to review PDFs produced using this method to insure no necessary formatting is lost.

Under the File menu, select "Options."

The menu below will appear. Select the Save Tab.



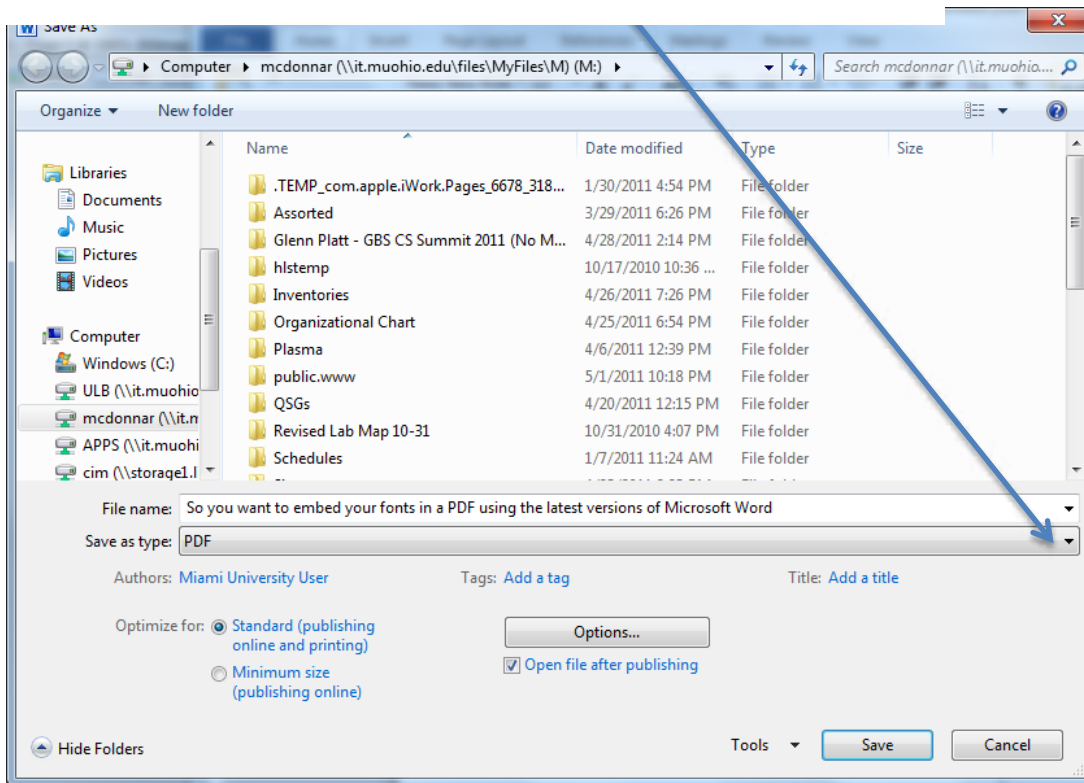
Be sure and check the "Embed fonts in the file" box and uncheck the other boxes. Then click "OK."

- Embed fonts in the file 
- Embed only the characters used in the document (best for reducing file size)
- Do not embed common system fonts

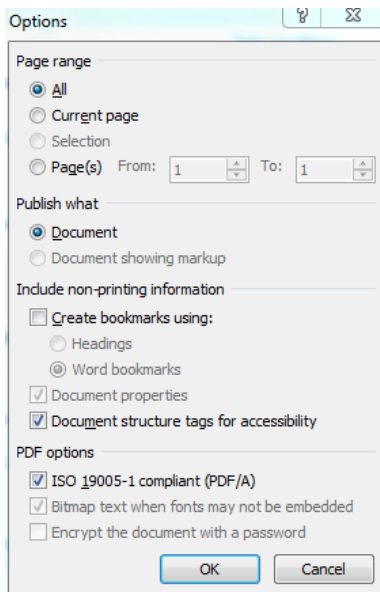
Now go to File and select "Save As."



From the “Save as type:” menu, pull down “PDF.”



In the menu that opens, select: ISO 19005-1 compliant (PDF/A). Click “OK.”



Name the file and save it to whatever location you like.

If you'd like to double-check that the file you've created does contain the embedded fonts, you can do so using Adobe Acrobat Pro.

Open the PDF you just made in Adobe Acrobat.

Click on File, then “Properties.”

Click on the “Fonts” tab.

All of the fonts should be listed there, and after each font you should see either “Embedded” or “Embedded Subset.” If they say this, you should be set for printing.

Need Help? That's What We're Here For!
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