So you want to embed your fonts in a PDF using the latest versions of Microsoft Word

A Humble How-To Guide

<u>A Note on Microsoft Word 2011 for Macs</u> <u>For Microsoft Word 2010 for Windows</u> <u>Microsoft Word 2007 for Windows</u>

Microsoft Word 2011 for Macs

Saving Word files to PDF has long been a basic element of the Mac version of Microsoft Word. Embedding fonts has been a trickier proposition. To be perfectly frank, every time I print to PDF using the instructions below, my fonts are included as well. If you have never printed to PDF from within Word on a Mac, here is what you do first:

F	Print
Printer: KING B&W Presets: Standard	÷ •
Copies & Pages	Ŧ
So you want to embed your fonts in a PDF using the latest versions of Microsoft Word A Humble How-To Guide For Microsoft Word 2011 for Macs For Microsoft Word 2010 for Windows For Microsoft Word 2007 for Windows Using Adobe Acrobat Pro X	Copies: 1 Collated Pages: All Current Page Selection From: 1 to: 1 Page Range Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)
I of 8 ✓ Show Quick Preview Page Setup ? PDF ▼ Preview	Cancel Print

Select File>Print... and the following menu will appear.

Click this PDF button, and select "Save as PDF" from the pull-down menu. Name your file and pick a location for it to be saved, and then click "Save".

Double-check that your fonts are embedded via the following method: Open your file with Adobe Acrobat Pro. Click on File>Properties. Click on the Fonts tab. All the fonts you used should be listed there, and after each font you should see either "Embedded" or "Embedded Subset." If they do say this, you should be set. If a font is listed, but is not followed by "Embedded" or "Embedded Subset" then your fonts are not fully embedded.

If that is the case, some internet users recommend the following advice:

- 1. Open the original PDF in the Preview application on your Mac.
- 2. Select File: Print
- 3. Click on the Preview button -- a new document should be generated.
- 4. Select File: Print again (you should be in the newly-created document when you do this).
- 5. Click the PDF button, and then select Save as PDF... from the pop-up menu.
- 6. Choose a filename and save the file.

The file you just saved should have all of the fonts embedded.

For Microsoft Word 2010 for Windows

In Microsoft Word 2010 there are a couple of different ways to embed fonts in a pdf, and much depends on how the computer you are using is set-up.

Option 1: Change your Save Settings (Universal) Option 2: Print to PDF

Option 1: Change your Save Settings (Universal)

This method should be available to all Windows users using Microsoft Word 2010. It will embed all fonts, but it may also affect the formatting of any embedded files such as images and won't allow for the embedding of videos or audio. You will want to review PDF's produced using this method to insure no necessary formatting is lost.

Unc	ler the File menu, select "Options"	File Home	Insert Pag
		Save	Save &
		Save As	0
		Close	
The	menu below will appear.	Info	
Sele	ect the Save Tab.	Recent	iii
Word Options	2 9	New	B
General Display	Customize how documents are saved.	Print	File Typ
Proofing Save	Save documents Save files in this format: Word Document (*.doo)	Save & Send	R
Advanced	Save gatocore invinitation even of Loo construction Zere and the last autoasset even on fill close version if Loo constructions and the last autoasset even on fill close version fill close the last autoasset file location: C:\Users\mcdonnard.Tool\AppData\Roaming\Microsoft\Word\ Erowse	Help	
Quick Access Toolbar	Default file location: C:\Users\mcdonnar.IT.001\Documents\ Erowse Offline editing options for document management server files	Options	
Add-Ins Trust Center	Save checked-out files to:() () The server drafts Jocation on this computer () The Ocument Cache	Exit	
	Server drafts location: C:\Users\mcdonnar.IT.001\Documents\SharePoint Drafts\ Browse Preserver fidelity when sharion this document: ((())) So you want to embed your fonts in a		
	Preserve rigerity vinen sharing this document (est for reducing file size) The back only the gharacters used in the document (best for reducing file size) Do got embed common system fonts		
	OK Cancel		

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

Embed fonts in the file i

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



From the "Save as type:" menu, pull down "PDF"

W Save As						x
Computer	▶ mcdonnar (\\it.muohio.edu\files\MyFiles\M)	(M:) 🕨	• \$	Search mcdonna	r (\\it.muohic	P
Organize 🔻 New folder						0
	Name	Date modified	Туре	Size		^
Documents	JEMP_com.apple.iWork.Pages_6678_318	1/30/2011 4:54 PM	File folder			
Music	Assorted	3/29/2011 6:26 PM	File folder			E
Pictures	Glenn Platt - GBS CS Summit 2011 (No M	4/28/2011 2:14 PM	File folder			
Videos	🏙 histemp	10/17/2010 10:36	File folder			
=	Inventories	4/26/2011 7:26 PM	File folder			
👰 Computer	Diacma	4/23/2011 0:34 PIVI	File folder			
🏭 Windows (C:)	public.www	5/1/2011 10:18 PM	File folder			
ULB (\\it.muohio	QSGs	4/20/2011 12:15 PM	File folder			
🖵 mcdonnar (\\it.n	Revised Lab Map 10-31	10/31/2010 4:07 PM	File folder			
APPS (\\it.muohi	Schedules	1/7/2011 11:24 AM	File folder			-
Cim (\\storage1.i	· · ·					
File name: So you	want to embed your fonts in a PDF using the lates	t versions of Microsof	t Word			
Save as type: PDF						•
Authors: Miami U	Iniversity User Tags: Add a tag		Title:	Add a title		
Optimize for:	Standard (publishing online and printing) Minimum size (publishing online)	Options le after publishing				
Hide Folders			Tools 👻	Save	Cancel	

In the menu that opens, select: ISO 19005-1 compliant (PDF/A)

Options	2	23
Page range		
Al		
Current page		
Selection		
Page(s) From: 1	o: 1	* *
Publish what		
Ocument		
Ocument showing markup		
Include non-printing information		
Create bookmarks using:		
Headings		
Word bookmarks		
Document properties		
Document structure tags for acce	essibility	
PDF options		
✓ ISO <u>1</u> 9005-1 compliant (PDF/A)		
✓ Bitmap text when fonts may not I	be embed	ded
Encrypt the document with a pas	sword	
ОК	Can	cel

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 it there.

Click on File>Properties.

Click on the Fonts tab.

All the fonts should be listed there, and after each font you should see either "Embedded" or "Embedded Subset." If they do say this, you should be set.

Option 2: Print to PDF

If your computer already runs Adobe Acrobat Pro, you probably already have the Acrobat Distiller in place as one of your printers. If that is the case you will see "Adobe PDF" in your Printer Options:

File Home	Insert Page Layout References Mailings Review View	
🚽 Save 🕵 Save As 資 Open 📬 Close	Print Copies: 1 0	
info	Printer 0	
Recent	Adobe PDF	
New	King-B&W-LPR on regula Ready	
Print	King-Color-LPR on regula Ready	File Home Insert Page Layout References Mailings Re
iave & Send	Adobe PDF Ready	Copen
Help	Cim Desk Ready	Close Printer
Exit	Fax Ready	Recent Adobe PDF
	Microsoft XPS Document Writer Ready	New Settings
	Send To OneNote 2010 Ready	Print Save & Send
	Add Printer	Help Pages:
	I Page Per Sheet	Only print on one de of the page

Select "Adobe PDF" as your printer, and click on "Printer Properties."

This will produce the menu below. You should proceed to click on the "Edit..." button

ren Adobe PDF Document Properties	
Layout Paper/Quality Adobe PDF Settings Adobe PDF Conversion Settings 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.	
Default Settings: Standard Edt Adobe PDF Security: None Edt Adobe PDF Output Folder Prompt for Adobe PDF filename Browse Adobe PDF Page Size: Letter Add If View Adobe PDF results Add Add If Add document information Rely on system forts only: do not use document fonts Delete log files for successful jobs If Ask to replace existing PDF file Adstor replace Delete log files for successful jobs	
OK Cancel	

On the new menu that pops up, click on the "Fonts" button on the left side of the screen:

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 6.0 (PDF 1.5)
	Object Level Compression: Maximum
	Auto-Rotate Pages: Collectively by File
	Binding: Left 🗸 🗸
	Resolution: 600 dots per inch
	All Pages

Yet another menu will appear, and this is where you will finally be able to adjust the font embedding settings:

Standard - Adobe PDF Setting	gs	×
Standard General Images Fonts Color Advanced Standards	 Embed all fonts Embed Open Type fonts Subset embedded fonts when percent of characters used is less than: Only fonts with appropriate permission bits will be embedded When embedding fails: Warm and continue 	100 %
	Embedding Always Embed: Font Source: Always Embed: C:\windows\Fonts\ Image: Citerative constraints of the second seco	*
Show All Settings	Add Name Re	move

Notice that there is a window in the lower right-hand corner that is labeled "Never Embed:" Ironically enough, this box probably contains most or all of the fonts you need to embed in your document because they are the most commonly used fonts. The default setting will exclude them from your PDF. To correct this, select all of the fonts in this box by clicking on the top font to highlight it, scroll down to the bottom of this small font list, hold down the shift key, and click on the last font listed. All of the fonts should be highlighted in blue.



Then click on the "Remove" button. The "Never Embed:" box should now be empty.

Be sure that the "Embed all fonts" box at the top of this menu contains a check mark and click "OK". In addition, change the "When embedding fails:" setting so that it says "Warn and continue." This way, if something goes wrong with font embedding you receive notification.

A menu labeled "Save Adobe PDF Settings As" will pop up. All this means is that you have created a new method of exporting PDF's on your computer, and it wants to save these settings so that you can use them repeatedly.



Type in a name for your settings, I called mine embedfonts(1) in the example below:

Click the "Save" button. It will then return you to the previous menu which should show that the new default PDF Settings are the ones that you created. Go ahead and click "OK" and you will be returned to the Print Screen. Hit the large Print button.

	Print			
	Copies:	1	÷	
Print				

You will then be asked to name your file and pick a location to save it. It should export using the preferences you created in the previous steps with your fonts all embedded.

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 it there. Click on File>Properties. Click on the Fonts tab. All the fonts should be listed there, and after each font you should see either "Embedded" or "Embedded Subset." If they do say this, you should be set.

Microsoft Word for 2007

Assuming Acrobat Distiller is installed on your computer, then in Microsoft Word 2007, there is an entire tab devoted to exporting your file to PDF, which is very handy. Click on the Acrobat tab:

	₩ ¹) • () ₹						Docu	men Aicroso
9	Home	Insert	Page	Layout	References	Mailings	Review	View	Acrobat
2		-				Z			
Create PDF	Preferences	Create Attach t	e and o Email	Mail Merge	Create and Send For Review	Acrobat Comments +			
Create	Adobe PDF	CARA	te and I	Email	Review And (Comment	J		

Then click on the "Preferences" button.

The menu that appears will allow you to change a number of settings, but we're going to focus solely on embedding fonts. Click on the "Advanced Settings…" button:

ī.

Acrobat PDFMaker	×
Settings Security Word Bookmarks	
PDFMaker Settings Conversion Settings: Standard Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with View Adobe PDF result Prompt for Adobe PDF file name Convert Document Information Create PDF/A-1a:2005 compliant file	+
Application Settings Attach source file Create Bookmarks Add Links Enable Accessibility and Reflow with tagged Adobe PDF	

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 6.0 (PDF 1.5)
	Object Level Compression: Maximum
	Auto-Rotate Pages: Collectively by File
	Binding: Left
	Resolution: 600 dots per inch
	All Pages Tax

On the new menu that pops up, click on the "Fonts" button on the left side of the screen:

Yet another menu will appear, and this is where you will finally be able to adjust the font embedding settings:

Standard - Adobe PDF Settings			×
Standard General Images Fonts Color Advanced Standards	 Embed all fonts Embed Open Type fonts Subset embedded fonts when perce Only fonts with appropriate perm When embedding fails: Wam and compared to the second seco	ent of characters used is less than: nission bits will be embedded ontinue	100 %
	Embedding Font Source: C:\windows\Fonts\ ACaslonPro-Bold ACaslonPro-BoldItalic ACaslonPro-Regular ACaslonPro-Regular ACaslonPro-Semibold ACaslonPro-Semibold ACaslonPro-Semibold AdobeArabic-Bold AdobeArabic-Bold AdobeArabic-Regular AdobeFangsongStd-Regular AdobeFanHeitIStd-Bold AdobeFanHeitIStd-Bold AdobeHebrew-Bold AdobeHebrew-Bold AdobeHebrew-Bold	Add -> Always Embed: Add -> Never Embed: Image: Argent and the second	
Show All Settings		Add Name	lemove

Notice that there is a window in the lower right-hand corner that is labeled "Never Embed:" Ironically enough, this box probably contains most or all of the fonts you need to embed in your document because they are the most commonly used fonts. The default setting will exclude them from your PDF. To correct this, select all of the fonts in this box by clicking on the top font to highlight it, scroll down to the bottom of this small font list, hold down the shift key, and click on the last font listed. All of the fonts should be highlighted in blue.

Standard - Adobe PDF Settings			
Standard General Images Fonts Color Advanced Standards	 Embed all fonts Embed Open Type fonts Subset embedded fonts when percent of characters used is less than: 100 % Only fonts with appropriate permission bits will be embedded When embedding fails: Warm and continue Embedding 		
	Font Source: Aways Embed: C:\windows\Fonts\ • Ø ACaslonPro-Bold • Ø ACaslonPro-Boldtalic • Ø ACaslonPro-Regular • Ø ACaslonPro-Semibold • Ø AdobeArabic-Bold • Ø AdobeFangsong Std-Regular • Ø AdobeGothicStd-Bold • Ø AdobeHebrew-Bold • Ø AdobeHebrew-Bold • Ø AdobeHebrew-Boldtalic •		
Show All Settings	Add Name Remove		
Save As OK Cancel Help			

Then click on the "Remove" button. The "Never Embed:" box should now be empty.

Be sure that the "Embed all fonts" box at the top of this menu contains a check mark and click "OK". In addition, change the "When embedding fails:" setting so that it says "Warn and continue." This way, if something goes wrong with font embedding you receive notification.

A menu labeled "Save Adobe PDF Settings As" will pop up. This means that you have created a new method of exporting PDF's on your computer, and it wants to save these settings so that you can use them repeatedly.

Type in a name for your settings, I called mine embedfonts(1) in the example below:



Click the "Save" button. It will then return you to the previous menu. Go ahead and click "OK" on all remaining menus until you return to your document itself. Then click "Create PDF"



You will then be asked to name your file and pick a location to save it. It should export using the preferences you created in the previous steps.

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 it there. Click on File>Properties. Click on the Fonts tab. All the fonts should be listed there, and after each font you should see either "Embedded" or "Embedded Subset" If they do say this, you should be set.

Prepared by Andrew McDonnell Center for Information Management at King Library Miami University Oxford, Ohio May 2011