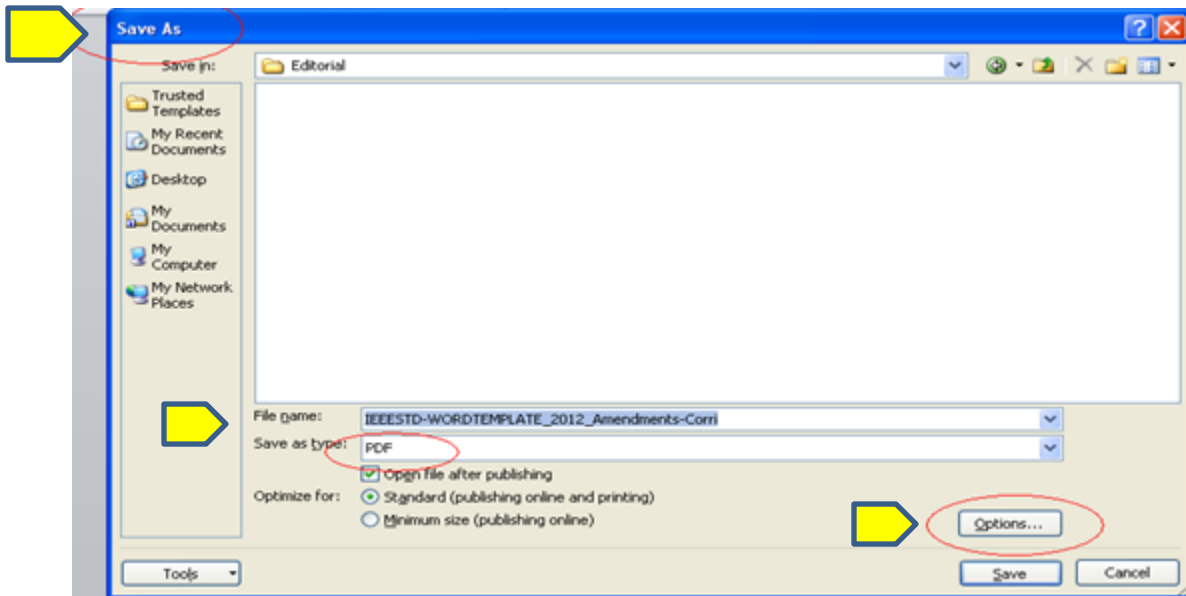# Creating a PDF with Embedded Fonts for MS Word

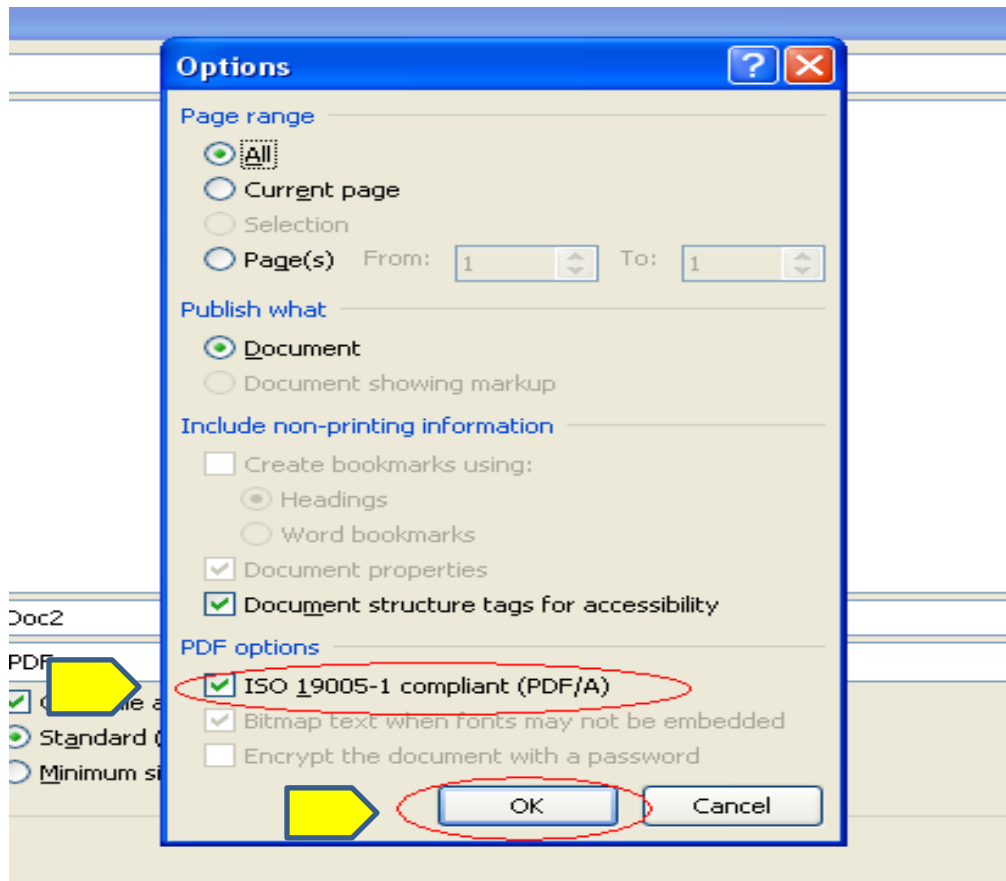**Why is it important to embed fonts when creating a PDF?**

"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 Acrobat™ 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"*

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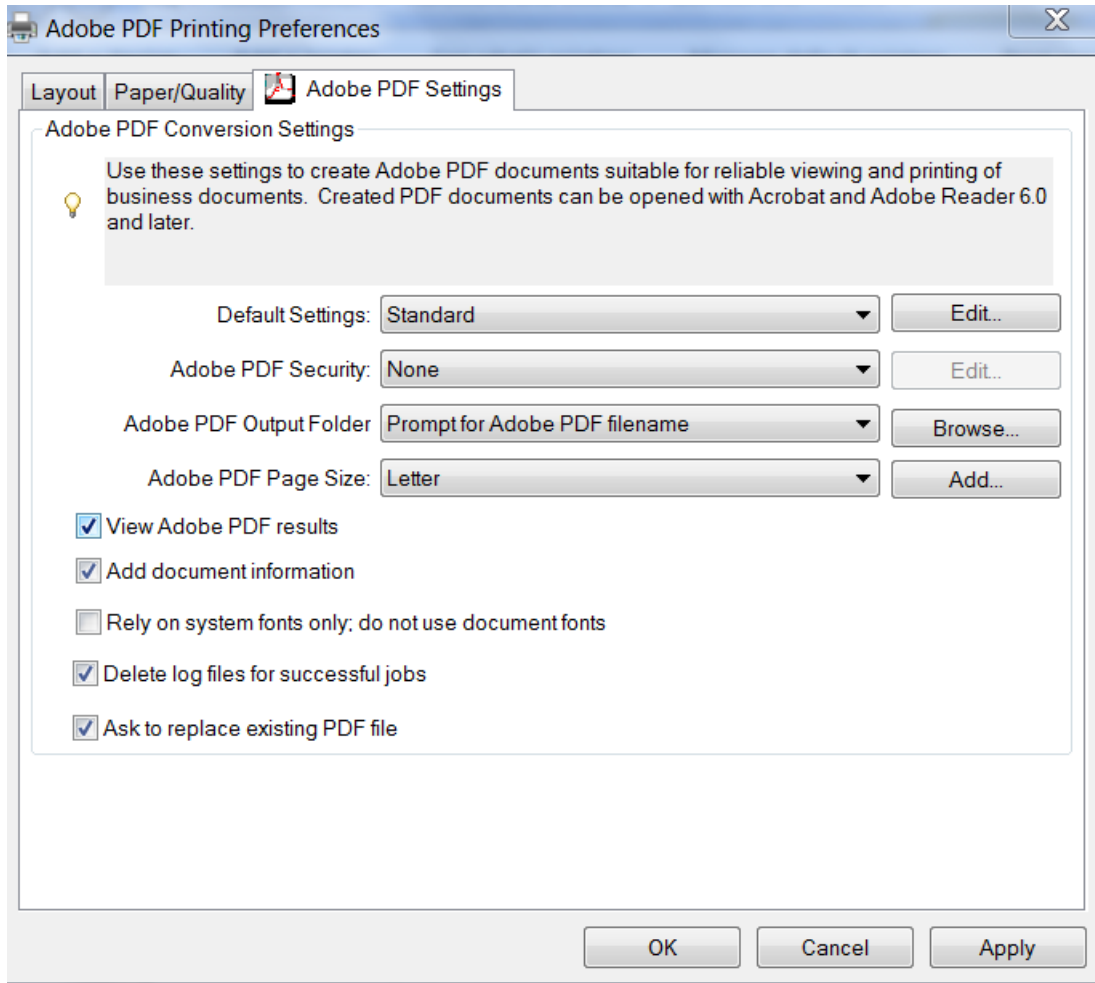6. Fonts are now embedded

Creating a PDF with Embedded Fonts for Frame Maker

Update your Adobe Printer

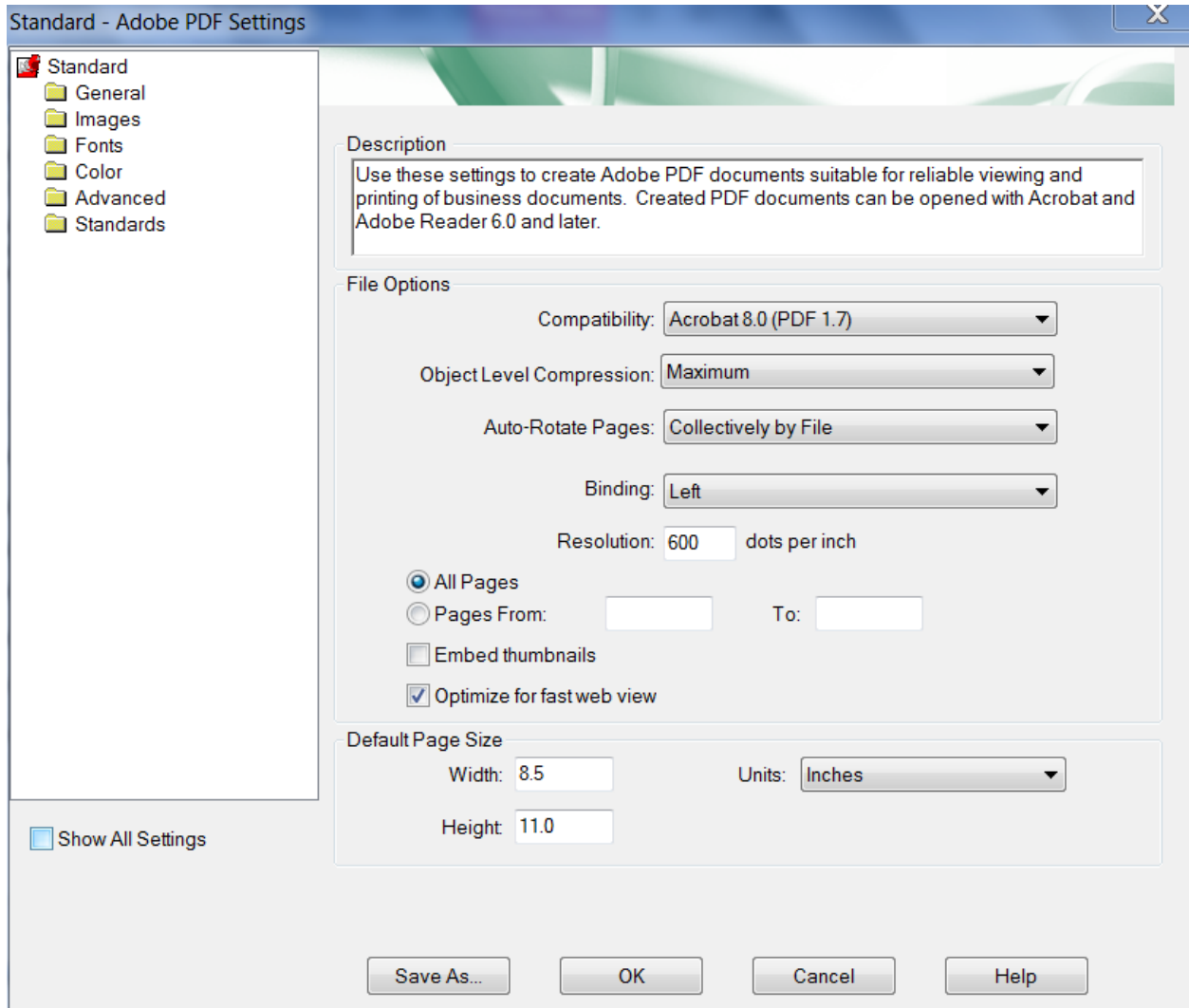

Right click on the printer

Select printer preferences

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

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

Finally….."save as"