

How to Embed Fonts in PDF

*****These directions can be completed at Smith Computing Lab*****

In Microsoft Word:

1.) File>Print

Make sure you select a “PS Printer” (Look at the description listed next to the word “Type” in the upper left hand corner of the Print Dialogue Box. You should see “PS” listed somewhere in the name.

2.) In this same Print Dialogue Box, select...

Properties>Advanced>Graphic

Make sure “TrueType Font: Download as Softfont” is selected.

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3.) After clicking “OK” in 2.), you will be returned to the Print Dialogue Box. Make sure that in the upper right-hand corner, “Print to file” is checked.

This creates a “PostScript File”.

4.) Save the file as “something” (make sure you either save it as a “.ps” file, or if that option is not available, after the program has generated a generic file, right-click on the file and change the name so it has a “.ps” extension.

5.) Open Acrobat Distiller

Under “Default Settings”, make sure “High Quality Print” is selected.

6.) Drag your “something.ps” file to the distiller window and drop it inside. The program will create a PDF of your work along with a text log of the conversion.