Embedding Fonts in PDF from Microsoft Word 2007 and Later

- 1. Click on the MS Office button.
- 2. Choose *Word Options* at the bottom of the menu.



- 3. Click on *Save* in the pane to the left.
- 4. Check *Embed fonts in the file*.
- 5. Uncheck *Embed only the characters used in the document (best for reducing the file size).*
- 6. Uncheck Do not embed common system fonts.
- 7. Click OK.

/ord Options	a total Manufact Inc. 8 1
Popular Display	Customize how documents are saved.
Proofing	Save documents
Save	Save files in this <u>f</u> ormat: Word Document (*.docx)
Advanced	Save AutoRecover information every 10 🚔 minutes
Customize	Auto <u>R</u> ecover file location: C:\Users\kmaidlow\AppData\Roaming\Microsoft\Word\
Add-Ins	Default file location: C:\Users\kmaidlow\Documents\
Trust Center	Offline editing options for document management server files
Resources	Save checked-out files to: ① ④ The server drafts location on this computer ⑥ The web server Server drafts location: C:\Users\kmaidlow\Documents\SharePoint Drafts\
	Preserve fidelity when sharing this document:
	Embed fonts in the file Embed only the characters used in the document (best for reducing file size) Do not embed common system fonts

Generating PDF from Microsoft Word

Embedding Fonts in PDF Microsoft Word 2003 and Earlier

Click on the Tools in the Menu Bar and choose Options... from the drop down menu.



- 1. Click on the *Save* tab.
- 2. Click Embed TrueType fonts.
- 3. Uncheck Embed characters in use only.
- 4. Uncheck Do not embed common system fonts.
- 5. Click OK.

