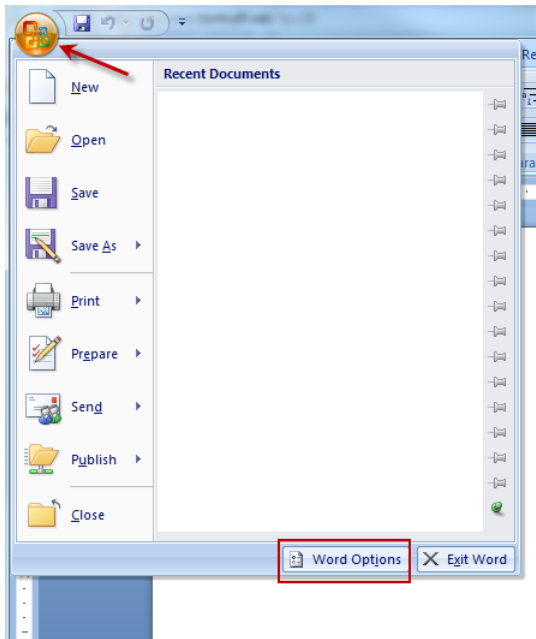


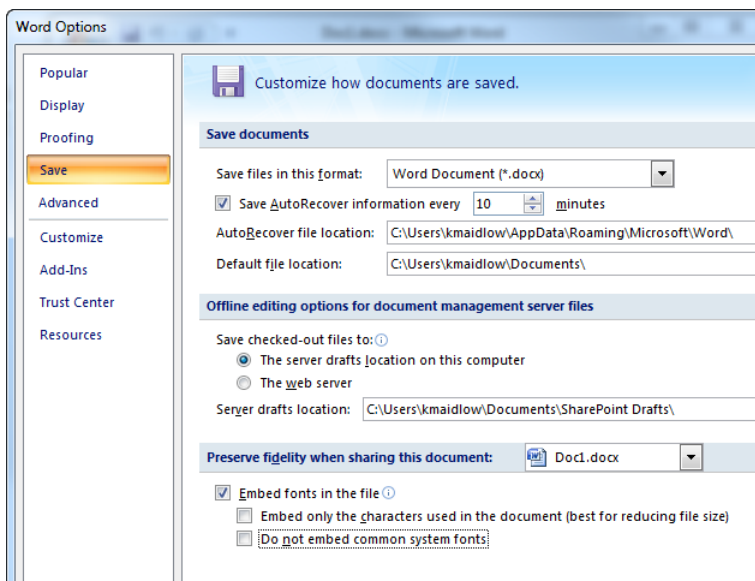
Generating PDF from Microsoft Word

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.



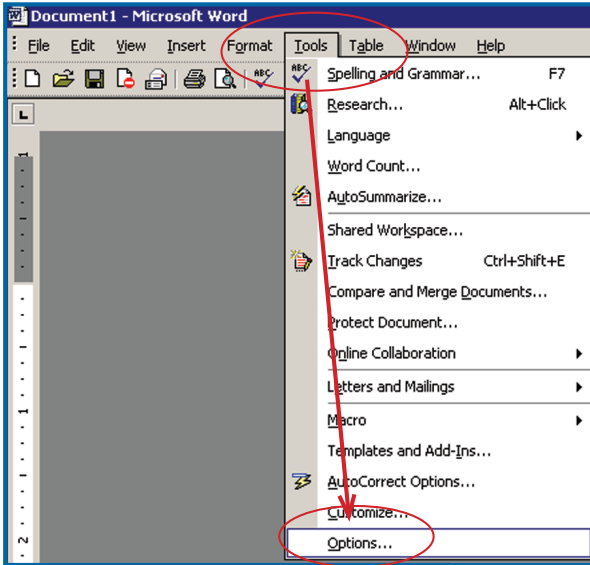
3. Click on *Save* in the pane to the left.
4. Check *Embed fonts in the file*.
5. Uncheck *Embed only the characters used in the document (best for reducing the file size)*.
6. Uncheck *Do not embed common system fonts*.
7. Click *OK*.



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*.

